

**Bland Shire Council**  
**Business Paper**  
**Ordinary Council Meeting**  
**15 December 2020**



# 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.

<b>Contact</b>	<b>Phone</b>	<b>Email</b>	<b>Website</b>
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:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>	<a href="http://www.olg.nsw.gov.au">www.olg.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>

## Common Acronyms Used in Bland Shire Council Reports and Documents

ABS	Australian Bureau of Statistics
ACAT	Aged Care Assessment Team
AFZ	Alcohol Free Zone
AGM	Annual General Meeting
ALIA	Australian Library and Information Association
AMP	Asset Management Plan
AMRC	NSW Association of Mining Related Councils
BCA	Building Code of Australia
BDCP	Bland Development Control Plan
BEC	Business Enterprise Centre
BFMC	Bush Fire Management Committee
BFMP	Bush Fire Management Plan
BSC	Bland Shire Council
BWW	Business West Wyalong
CASA	Civil Aviation Safety Authority
CBD	Central Business District
CDAT	Community Drug Action Team
CDO	Community Development Officer
CENTROC	Central West Regional Group of Councils
CEO	Chief Executive Officer
CIV	Capital Improved Value
CLRS	Councillors
CPD	Continuing Professional Development
CPI	Consumer Price Index
CPP	Cowal Partnering Program
Cr	Councillor
CRO	Community Relations Officer
CSP	Community Strategic Plan
CSU	Childrens Services Unit
CT	Community Technology
CWA	Country Women's Association
DA	Development Application
DAES	Director Asset & Engineering Services
DCCDS	Director Corporate, Community & Development Services
DCCS	Director Corporate & Community Services
DCP	Development Control Plan
DTS	Director Technical Services
DEMO	District Emergency Management Officer
DEOCON	District Emergency Controller

DisPlan	Disaster Plan (Local DisPlan, District DisPlan, State DisPlan)
DP	Delivery Program
DPI	Department of Primary Industries
DWMC	Domestic Waste Management Charges
DWMS	Domestic Waste Management Services
EA	Executive Assistant
EAP	Employee Assistance Program
ED	Economic Development
EEO	Equal Employment Opportunity
EFO	Electoral Funding Authority
EOI	Expression of Interest
EPAA	Environmental Planning & Assessment Act
ERA	Eastern Riverina Arts
EWSA	Educator Workplace Safety Audit
EWV	Events West Wyalong
EYLF	Early Years Learning Framework
FAG	Financial Assistance Grant
FDC	Family Day Care
FFTF	Fit for the Future
FRRR	Foundation for Rural and Regional Renewal
FYI	For your information
GHMS	Grain Harvest Management Scheme
GIPA	Government Information (Public Access) Act
GM	General Manager
GTAN	Government Training & Assistance Network
GWCC	Goldenfields Water County Council
HACC	Home and Community Care
HR	Human Resources
ICAC	Independent Commission Against Corruption
IPART	Independent Pricing and Regulatory Tribunal
IPR or IP&R	Integrated Planning and Reporting
ITAV	It Takes A Village Program
JO	Joint Organisation
K&G	Kerb and gutter
KPI	Key Performance Indicator
LALC	Local Aboriginal Lands Council
LBDC	Little Bangs Discovery Club
LCGMCAC	Lake Cowal Gold Mine Closure Advisory Committee
LEMC	Local Emergency Management Committee

LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LEP	Local Environmental Plan
LG	Local Government
LGA	Local Government Act or Local Government Area
LGNSW	Local Government New South Wales
LIAC	Legal Information Access Centre
LTFP	Long Term Financial Plan
M	Million
Manex	Management Executive
MHDA	Mental Health Drug & Alcohol
MLC	Member of the Legislative Council
MML	Murrumbidgee Medicare Local
MOW	Meals on Wheels
MoU	Memorandum of Understanding
MP	Member of Parliament
MPHN	Murrumbidgee Primary Health Network
MPR	Multi Purpose Room
MR	Main Road
MRU	Mobile Resource Unit
NAIDOC	National Aboriginal & Islander Observance Committee
NFAR	No further action required
NGO	Non-Government Organisation
NQF	National Quality Framework
NSRF	National Stronger Regions Fund
NSWEC	New South Wales Electoral Commission
NSWPLA	New South Wales Public Libraries Association
NSWRFS	NSW Rural Fire Service
OGM	Office of the General Manager
OLG	Office of Local Government
OP	Operational Plan
P&G	Parks & Gardens
PA	Per Annum
PC	Personal Computer
PCBU	Person Conducting a Business or Undertaking
PHaMs	Personal Helpers and Mentors
PLA	Public Library Association
POEO	Protection of the Environment Operations Act & Regulations

PSITAB	NSW Public Sector Industry Advisory Board
PSSA	NSW Primary Schools Sports Association
QBRS	Quarterly Budget Review Statement
R2R	Roads to Recovery
Rd	Road
RDA	Regional Development Australia
RDO	Rostered Day Off
Rec	Recreation
REROC	Riverina Eastern Regional Organisation of Councils
RFBI	Royal Freemasons' Benevolent Institution
RFS	Rural Fire Service
RMAP	Risk Management Action Plan
RMS	Roads & Maritime Services
RRL	Riverina Regional Library

RTO	Registered Training Organisation
RV	Recreational Vehicle
SEDTA	Senior Economic Development & Tourism Advisor
SEPP	State Environmental Planning Policy
SES	State Emergency Service
SH	State Highway
SLA	Service-level agreement
SLNSW	State Library New South Wales
SRC	Summer Reading Club
SRV	Special Rate Variation
St	Street
STW	Sewerage Treatment Works
TASAC	Tourist Attraction Signposting Assessment Committee
TCORP	Treasury Corporation

TSR	Travelling stock route
TVET	TAFE Delivered Vocational Education & Training
USU	United Services Union
UV	Unimproved Value
VC	Victoria Cross
VIC	Visitor Information Centre
VPA	Voluntary Planning Agreement
WAPS	Workforce Assessment Plan & Strategy
WHS	Work Health & Safety
WWBC	West Wyalong Bowling Club
WWFHG	West Wyalong Family History Group
WWRL	West Wyalong Rugby League

15 December 2020

commencing at 6:30PM

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Council advises that an audio recording of the proceedings of this meeting will be taken and made publicly available on the website.

## 1.0 OPENING MEETING AND ACKNOWLEDGEMENT OF COUNTRY

*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 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

### 2.1 Attendance

#### Councillors

Cr Bruce Baker

Cr Rodney Crowe

Cr Penny English

Cr Kerry Keatley

Cr Tony Lord

Cr Liz McGlynn

Cr Brian Monaghan

Cr Murray Thomas

Cr Jan Wyse

#### Staff

General Manager – Ray Smith

Director Technical Services – Will Marsh

Acting Director Corporate & Community Services – Leesa Bryant

Executive Assistant – Julie Sharpe

### 2.2 Apologies

Director Corporate & Community Services – Alison Balind

### 2.3 Applications for a leave of absence by Councillors

## 3.0 CONFIRMATION OF MINUTES

### 3.1 Ordinary Meeting held on 17 November 2020

- Corrections
- Business Arising
- Confirmation

#### 4.0 DISCLOSURES OF INTERESTS

Councillor/ Officer	Item	Nature of Interest	How Managed
		<input type="radio"/> Non-Pecuniary <input type="radio"/> Pecuniary	<input type="radio"/> Verbal Disclosure <input type="radio"/> Written Disclosure <input type="radio"/> Left meeting

#### 5.0 PRESENTATION(S) AND PUBLIC FORUM

#### 6.0 MAYORAL MINUTE(S)

#### 7.0 REPORTS OF COMMITTEES

#### 8.0 REPORTS TO COUNCIL

##### Section 1 - Office of the General Manager

8.1	West Wyalong Community Theatre – Stage 2 Progress as at December 2020 .....	57
8.2	Full Delegations Report .....	59
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##### Section 2 – Corporate & Community Services

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8.8	Children Services Unit – Policy Adoption .....	200

##### Section 3 – Technical Services

8.9	Naming of Roads and Locales .....	225
8.10	Hallahan Planning Proposal .....	233
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8.12	DA2021/0034 – Extractive Industry .....	237

## **Section 4 - Reports for Information**

8.13	Economic Development & Tourism Report – December 2020 .....	345
8.14	Community Services Report .....	350
8.15	Bland Shire Library Monthly Update .....	353
8.16	Children’s Services November Update .....	355
8.17	Assets & Engineering Services Report .....	357
8.18	Development Services Activity Report – November 2020 .....	360

## **9.0 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE**

### **10.0 CONFIDENTIAL MATTERS**

*Closure of the meeting to discuss confidential business under the provisions of Section 10A(2) of the Local Government Act*

#### **10.1 Support of Local Business**

*Local Government Act 1993 (Section 10A (2))*

*The matters and information are the following:*

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

#### **10.2 New Business Park – Pricing**

*Local Government Act 1993 (Section 10A (2))*

*The matters and information are the following:*

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

#### **10.3 Request for Purchase of Land at Mirrool**

*Local Government Act 1993 (Section 10A (2))*

*The matters and information are the following:*

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

*Resumption of the meeting and consideration of recommendations of the Closed section of the meeting*

## **11.0 CONCLUSION OF THE MEETING**



## REPORTS OF COMMITTEES



**Our Leadership - A well run Council acting as the voice of the community**

*DP10.6 Regular consultation with key industry, business and stakeholders*

<b>Committee</b>	<b>Date/s</b>	<b>Minutes attached</b>
<b>Australia Day Awards Committee of the Whole</b> <i>(Whole Council)</i>		✓
<b>Australian Rural Roads Group Inc</b> <i>(Mayor Monaghan, Cr McGlynn - alternate, Cr Thomas - alternate)</i>		
<b>Bland Rural Fire District Zone Liaison Committee</b> <i>(Cr Keatley)</i>		
<b>Bland – Temora RFS Zone Bushfire Management Committee</b> <i>(Cr Baker)</i>		
<b>Community Reference Group</b> <i>(Whole Council)</i>		
<b>Country Mayors Association of NSW</b> <i>(Mayor Monaghan)</i>	6 <sup>th</sup> November 2020	✓
<b>Cowal Gold Project Community Environmental Monitoring &amp; Consultative Committee (CEMCC)</b> <i>(Mayor Monaghan, Cr Thomas - alternate)</i>	2 <sup>nd</sup> December 2020	
<b>Goldenfields Water County Council Board</b> <i>(Cr McGlynn)</i>	18 <sup>th</sup> December 2020	
<b>Audit, Risk &amp; Improvement Committee</b>	3 <sup>rd</sup> November 2020	✓
<b>Lachlan Valley Noxious Plants Advisory Committee</b> <i>(Cr Crowe)</i>		
<b>Local Traffic Advisory Committee</b>		
<b>Murrumbidgee Primary Health Network Board</b> <i>(Cr Monaghan)</i>		

<b>Newell Highway Taskforce</b> <i>(Cr Lord)</i>	10 <sup>th</sup> November 2020	✓
<b>NSW Association of Mining &amp; Energy Related Councils (MERC)</b> <i>(Cr McGlynn, Cr Thomas - alternate)</i>	27 <sup>th</sup> November 2020	
<b>NSW Public Libraries Association</b> <i>(Cr Wyse)</i>		
<b>Riverina Eastern Regional Organisation of Councils (REROC)</b> <i>(Mayor Monaghan)</i>	23 <sup>rd</sup> October 2020 11 <sup>th</sup> December 2020	✓
<b>Riverina Joint Organisation</b> <i>(Mayor Monaghan)</i>	23 <sup>rd</sup> October 2020 11 <sup>th</sup> December 2020	✓
<b>Riverina Regional Library Advisory Committee</b> <i>(Cr Wyse)</i>	28 <sup>th</sup> October 2020	✓

**Recommendation:**

**That the Council receive and note the delegate and committee reports from Councillors and Committee meeting minutes as presented.**

## **1.0 OPENING OF MEETING**

The Mayor opened the meeting at 6.31pm and welcomed attendees.

## **2.0 APOLOGIES**

### **2.1 Attendance**

#### **Council Representatives:**

Cr Bruce Baker  
Cr Rodney Crowe  
Cr Penny English  
Cr Kerry Keatley  
Cr Tony Lord  
Cr Liz McGlynn  
Cr Brian Monaghan  
General Manager – Ray Smith

#### **Support Staff:**

Community Relations Officer – Craig Sutton  
Executive Assistant – Julie Sharpe

### **2.2 Apologies**

The apology submitted by Cr Thomas was received and noted.

## **3.0 DISCLOSURES OF INTERESTS**

<b>Committee Member</b>	<b>Item</b>	<b>Nature of Interest</b>	<b>How Managed</b>
Cr Crowe	Membership of the Committee 5.1 A) Citizen of the Year – 2021 Nominations 5.1 B) Young Citizen of the Year – 2021 Nominations	Non-Pecuniary	Verbal disclosure

## **4.0 REPORTS TO AUSTRALIA DAY AWARDS COMMITTEE**

### **4.1 Selection Process – 2021 Australia Day Awards**

#### **Committee Recommendation:**

**Moved Cr McGlynn seconded Cr English that the Committee receive and note the report outlining the process for consideration of nominations for the 2021 Australia Day Awards and that the nominations received be evaluated at this meeting. CARRIED**

## 5.0 CONFIDENTIAL MATTERS

At this stage, 6.38pm the Committee closed the meeting to discuss confidential business under the provisions of Section 10A(1) of the Local Government Act.

**Committee Recommendation:**  
**Moved Cr Keatley seconded Cr English that the Australia Day Awards Committee close the meeting to discuss confidential business under the provision of Section 10A(1) of the Local Government Act. CARRIED**

### 5.1 Consideration of Nominations for 2021 Australia Day Awards

*Local Government Act 1993 (section 10A (1))*

*A Council, or a committee of the council of which all the members are councilors, may close to the public so much of its meeting as comprises:*

*(b) the receipt or discussion of any of the information so listed*

Resumption of the meeting and consideration of recommendations of the Closed section of the meeting

**Committee Recommendation:**  
**Moved Cr McGlynn seconded Cr Crowe that the Australia Day Awards Committee move out of the closed session and into open session. CARRIED**

### 5.1 Consideration of Nominations for 2021 Australia Day Awards

*Local Government Act 1993 (section 10A (1))*

*A Council, or a committee of the council of which all the members are councilors, may close to the public so much of its meeting as comprises:*

*(b) the receipt or discussion of any of the information so listed*

**Committee Recommendation:**

**Moved Cr McGlynn seconded Cr English:**

1. That the Committee, in accordance with the Terms of Reference, consider and evaluate the nominations received for the 2021 Australia Day Awards for the following categories:
  - Citizen of the Year
  - Young Citizen of the Year
  - Community Event of the Year
  - Community Group of the Year
  - Achievement in Sport
  - Contribution to Sport
2. That the recommendations from this Committee meeting regarding the 2021 Australia Day Awards be referred to Council for consideration at its Ordinary December Council meeting. **CARRIED**

## 6.0 CONCLUSION OF THE MEETING

The Mayor thanked attendees for their contributions. There being no further business the meeting then closed at 6.56pm.

.....  
Chairperson



# Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

## AGM MINUTES

### ANNUAL GENERAL MEETING

FRIDAY, 6 NOVEMBER 2020, COCKLE BAY ROOM, INTERNATIONAL CONVENTION CENTRE,  
SYDNEY

The meeting opened at 9.05 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mr Viv May, Administrator  
Armidale Regional Council, Mr John Rayner, Acting CEO  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Ms Rebecca Ryan, General Manager  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Coffs Harbour City Council, Cr Denise Knight, Mayor  
Coffs Harbour City Council, Cr George Cecato, Deputy Mayor  
Coffs Harbour City Council, Mr Stephen McGrath  
Coolamon Shire Council, Cr Bruce Hutcheon, Deputy Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Cootamundra-Gundagai Regional Council, Cr Abb McAlister Mayor  
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager  
Dubbo Regional Council, Cr Ben Shields, Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Dungog Shire Council, Mr Gareth Curtis, General Manager  
Eurobodalla shire Council, Cr Liz Innes, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Cr Chris Roylance, Deputy Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Glen Innes Shire Council, Cr Carol Sparkes, Mayor  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir, Shire Council, Mr Max Eastcott, General Manager  
Hay Shire Council, Cr Jenny Dwyer, Mayor  
Hay Shire Council, Mr David Webb, General Manager  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager

Leeton Shire Council, Cr Paul Maytom , Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Wayne McAndrew, Deputy Mayor  
Lithgow City Council, Mr Craig Butler, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Cr Nikki Cohen Deputy Mayor  
Murray River Council, Mr Des Bilske, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrabri Shire Council, Mr Stewart Todd, General Manager  
Oberon Council, Cr Kathy Sajowitz, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Reg Kidd, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Shire Council, Mr Jason Linnane, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Garry Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor  
Tenterfield Shire Council, Mr Terry Dodds, General Manager  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Uralla Shire Council, Ms Kate Jessop, General Manager  
Warren Shire Council, Milton Quigley, Mayor  
Warren Shire Council, Mr Rolly Lawford, Divisional Manager Engineering Services  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
LGNSW, President, Cr Linda Scott

**APOLOGIES:**

As read

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the Annual General Meeting held on 1 November 2019 be accepted as a true and accurate record (Singleton Shire Council /Tenterfield Shire Council).

**3. Chairman's Report**

Chairperson Cr Katrina Humphries outlined how she enjoyed being Chair for the past four years and thanked everybody for their support during her terms

RESOLVED That the Chairman's report be received and noted (Moree Plains Shire Council /Tenterfield Shire Council)

**4. Secretaries Report – Financial Report**

RESOLVED That the financial reports for the 2019/20 year as tabled be accepted (Moree Plains Shire Council Council/ Glen Innes Severn Council)

## **5. Returning Officer**

RESOLVED That the Returning Officer for the conduct of the elections be Mr Allan Burgess (Gwydir Shire Council / Gunnedah Shire Council)

The Chairperson Cr Katrina Humphries vacated the chair

## **7. Election of Office Bearers**

### **7.1 Chairperson**

The Returning Officer advised that he had received one nomination in writing for Cr Ken Keith, Parkes Shire Council, who was nominated by Uralla Shire Council and Kempsey Shire Council. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Ken Keith elected Chairman for the 2020/21 year

### **7.2 Vice Chairperson**

The Returning Officer advised that he had received one nomination in writing for Cr Michael Pearce, Mayor, Uralla Shire Council who was nominated by Parkes Shire Council and Temora Shire Council. The Returning Officer called for any further nominations for the position of Vice Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Michael Pearce elected as Deputy Chairperson for the 2020/21 year

### **7.3 Secretary/Public Officer**

RESOLVED That Mr Kent Boyd General Manager Parkes Shire Council, be appointed Secretary/Public Officer (Parkes Shire Council / Uralla Shire Council)

### **7.4 Executive**

Nominations for the six positions on the Executive were called for. Nominations were received for Cr Sue Moore Singleton Council, Cr Carol Sparks, Glen Innes Severn Council, Cr Liz Campbell, Kempsey Shire Council, Cr Rick Firman Temora Shire Council, Cr Kathy Sajowitz, Oberon Council, Cr Amanda Findley, Shoalhaven City Council, Cr Jamie Chaffey Gunnedah Shire Council and Cr Peter Petty, Tenterfield Shire Council

RESOLVED That the method of election be by ordinary ballot (Parkes Shire Council/ Uralla Shire Council)

The Chairman Cr Ken Keith took up the position of chairman  
Cr Keith thanked Cr Humphries on her four years as Chairman and for the work she did to promote Country Mayors as a voice of rural communities

**8. SETTING OF ANNUAL MEMBERSHIP FEES**

RESOLVED That the fees for the 2020/21 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Tenterfield Shire Council / Uralla Shire Council)

**8. Secretariat**

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Orange City Council / Dubbo Regional Council)

**9. Meeting dates for 2021**

RESOLVED that the meeting dates for 2021 be 5 March, 28 May, 6 August and 5 November ( Temora Shire Council / Forbes Shire Council)

**10. Executive**

To allow the counting of votes the AGM was adjourned at 9.35am  
The AGM was resumed at 10.31am

Following the count of the votes by the Returning Officer and Cr Linda Scott, President LGNSW the Returning Officer declared the following delegates elected to the Executive for the 2019/20 year

- Cr Jamie Chaffey, Gunnedah Shire Council
- Cr Sue Moore, Singleton Council
- Cr Peter Petty, Tenterfield Shire Council.
- Cr Kathy Sajowitz, Oberon Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr Rick Firman Temora Shire Council

There being no further business the meeting closed at 10.32 am.

Cr Ken Keith  
Chairman Country Mayor's Association of NSW





# Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 6 NOVEMBER 2020 COCKLE BAY ROOM, INTERNATIONAL CONVENTION CENTRE,  
SYDNEY

The meeting opened at 10.55 a.m.

#### 1 ATTENDANCE:

Armidale Regional Council, Mr Viv May, Administrator  
Armidale Regional Council, Mr John Rayner, Acting CEO  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Ms Rebecca Ryan, General Manager  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Coffs Harbour City Council, Cr Denise Knight, Mayor  
Coffs Harbour City Council, Cr George Cecato, Deputy Mayor  
Coffs Harbour City Council, Mr Stephen McGrath  
Coolamon Shire Council, Cr Bruce Hutcheon, Deputy Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Cootamundra-Gundagai Regional Council, Cr Abb McAlister Mayor  
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager  
Dubbo Regional Council, Cr Ben Shields. Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Dungog Shire Council, Mr Gareth Curtis, General Manager  
Eurobodalla shire Council, Cr Liz Innes, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Cr Chris Roylance, Deputy Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Glen Innes Shire Council, Cr Carol Sparkes, Mayor  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir, Shire Council, Mr Max Eastcott, General Manager  
Hay Shire Council, Cr Jenny Dwyer, Mayor

Hay Shire Council, Mr David Webb, General Manager  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Leeton Shire Council, Cr Paul Maytom , Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Wayne McAndrew, Deputy Mayor  
Lithgow City Council, Mr Craig Butler, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Cr Nikki Cohen Deputy Mayor  
Murray River Council, Mr Des Bilske, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrabri Shire Council, Mr Stewart Todd, General Manager  
Oberon Council, Cr Kathy Sajowitz, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Reg Kidd, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Shire Council, Mr Jason Linnane, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Garry Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor  
Tenterfield Shire Council, Mr Terry Dodds, General Manager  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Uralla Shire Council, Ms Kate Jessop, General Manager  
Warren Shire Council, Milton Quigley, Mayor  
Warren Shire Council, Mr Rolly Lawford, Divisional Manager Engineering Services  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
LGNSW, President, Cr Linda Scott

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

Professor, Mary O’Kane, NSW Independent Bushfire Inquiry  
Peter Duncan AM, Member Independent Panel for the Road Classification Review and Transfer  
Hon Mick Veitch MLC, Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western NSW

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 6 March 2020 be accepted as a true and accurate record (Singleton Council / Queanbeyan-Palerang Regional Council)

**3. Professor, Mary O’Kane, NSW Independent Bushfire Inquiry**

The NSW Bush Fire Inquiry Report by Dave Owens APM and Professor Mary O’Kane has worked to understand what happened during the 2019-20 bush fire season and how it was different to seasons that have come before, and to make 76 recommendations for future improvements to how NSW plans and prepares for, and responds to, bush fires. The season showed us what damage megafires can do, and how dangerous they can be for communities and firefighters. It is clear that we should expect fire seasons like 2019-20, or potentially worse, to happen again. The 2019-20 bush fire season challenged conventional assumptions. For example, it appears that the extreme dryness of forested regions over large continuous areas was the determining factor in the size of the fires. When taken together with the weather conditions experienced, the fires became extreme, burning through forests and across bare earth. This season also challenged assumptions about how we fight fires. We need to know much more about bush fire suppression methods and how effective they are, especially in the face of megafires like these.

There are important firefighting enhancements needed – more emphasis on getting fires out early; improved backburning protocols, training and information around heavy plant use; the right mix of aerial firefighting assets; and increased aerial night firefighting. There is also a need for improved telecommunications. We need to push available technologies harder, especially fire science, remote sensing, data science and artificial intelligence to equip us better to understand what happens during a bush fire and respond more quickly. Central to the way forward must be improving local preparedness and resilience.

Independent Planning Commission recommendations to continue and Minister has issued a statement of expectation regarding determinations. The Commission will be meeting elected officials and management.

**4. CR LINDA SCOTT, PRESIDENT, LGNSW**

Cr Scott provided a brief on the work of LGNSW and outlined opportunities for further collaboration (Copy Attached)

**5. Membership**

RESOLVED that Richmond Valley Council be admitted as a member of the Association (Singleton Council/ Tenterfield Shire Council)

**6. CORRESPONDENCE**

Outward

- (a) The Hon Brad Hazzard, Minister for Health and Medical Research requesting an update on forensic pathology provision in regional areas
- (b) Ms Susan Madden, Board Member, Murray Darling Basin Authority. thanking her for her presentation to the 6 March meeting
- (c) Lindsay White Hilary Johnson, Directors, Commonwealth Environmental Water office, thanking them for their presentations to the 6 March meeting

- (d) The Hon Melinda Pavey MP, Minister for Water, Property and Housing, thanking her for her presentation to the 6 March meeting
- (e) Cr R W Sheaffe, Mayor, Hay Shire, advising that his Councils application for membership was successful
- (f) Ms Theresa Corbin, Chief Executive Officer, Australian Communications Consumer Action Network thanking her for her presentation to the 6 March meeting
- (g) Mr Rob Rogers AFSM, Deputy Commissioner, NSW Rural Fire Services, thanking him for his presentation to the 6 March meeting
- (h) Hon Jennifer Gardner, Chairperson, NSW Local Government Grants Commission, thanking her for her presentation to the 6 March meeting
- (i) Mr David Harris, Chief Executive Officer, NSW Water, thanking him for his presentation to the 6 March meeting
- (j) The Hon John Barilaro MP, Deputy Premier, Minister for Regional New South Wales, Industry and Trade, regarding the necessity to have rail crossings of State Highways at grade in respect to the Inland Rail
- (k) The Hon Michael McCormack MP, Deputy Prime Minister, Minister for Infrastructure and Transport and Regional Development, regarding the necessity to have rail crossings of State Highways at grade in respect to the Inland Rail
- (l) Cr Bruce Miller, Chair of Board Local Government Super, asking for the Board to assist rural communities by allowing a two year moratorium on the payment of additional contributions to the Defined Benefit Plan
- (m) Mr David Smith, Chief Executive Officer, Local Government Super, asking for the Board to assist rural communities by allowing a two year moratorium on the payment of additional contributions to the Defined Benefit Plan
- (n) The Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, Assistant Trade and Investment Minister, requesting a review of the Financial Assistance Grants criteria to include disability factors for natural disasters such as drought and bush fires
- (o) The Hon Shelley Hancock MP, Minister for Local Government, requesting a review of the Financial Assistance Grants criteria to include disability factors for natural disasters such as drought and bush fires
- (p) The Hon Shelley Hancock MP, Minister for Local Government, requesting a reply to our letter dated 3 June 2019 regarding Waste to Energy
- (q) Ms Felicity Gemmill-Smith, Special Education Programs Manager, GP Synergy, advising that Country Mayors is encouraging members to nominate a staff member as a contact for potential rural doctors
- (r) Ms Margaret Crawford, Auditor General, NSW, Re Accounting Requirements of RFS Assets

#### Inward

- (a) Ms Theresa Corbin, Chief Executive Officer, Australian Communications Consumer Action Network Re membership of the Rural Regional and Remote Communications Coalition
- (b) The Hon Ben Franklin MLC, Parliamentary Secretary for Energy and the Arts Re the replacement of private electricity poles
- (c) Mr Phil Stockwell, Chief Executive Officer, Local Government Super, Re Defined Benefits Contribution
- (d) Ms Anne Skewers, Deputy Secretary, Crown Lands, Planning Industry and Environment Re Local Land Agreements

- (e) Mr Rob Rogers AFSM, Commissioner, NSW Rural Fire Service, thanking Country Mayors for their appreciation of the Service
- (f) The Hon Shelley Hancock MP, Minister for Local Government, regarding contributions to the Defined Benefits Scheme
- (g) The Hon Shelley Hancock MP, Minister for Local Government, regarding Waste to Energy
- (h) Margaret Crawford, Auditor New South Wales, regarding Reporting of Rural Fire Service assets

NOTED

**7. FINANCIAL REPORT**

RESOLVED that the financial reports for the last quarter were tabled and accepted (Uralla Shire Council / Bland Shire Council)

**8. Peter Duncan AM, Member Independent Panel for the Road Classification Review and Transfer and Commissioner of the independent Planning Commission**

In February 2019 the Minister made a commitment to initiate the Road Classification Review and to transfer up to 15,000km of Regional Road to State management. The panel was appointed and the draft Terms of Reference released for Council feedback in February 2020. The Terms of Reference and information paper was released in June 2020 with consultation in July/August 2020. Deadline for nominations on all roads proposed for priority and non-priority reclassification and/ or transfer was September 2020. Priority submissions are open to the end of 2020. Submissions for the full round open in March 2021 and close in May 2021 with a final report to the Minister in July 2021. In the next week the Panel will open the priority submission process and priority assessment framework based on six key principles of Future Transport 2056 - Customer focused, Successful places, A strong economy, Safety and performance, Accessible services and Sustainable, and three primary outcomes - lighten the load on regional councils net better off position for councils, Support regional employment, Support state-wide network improvements. The assessment framework will show how these will be aligned and measured.

**9. Hon Mick Veitch MLC, Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western NSW**

Mr Veitch outlined his experiences of touring regional NSW as the Shadow Minister and meeting with locals. Local Government is at the forefront of their local economies and changes should not find councils worse off financially. Quarterly reports by the Government are to be provided to the Upper House. Cost of Council election issues will be referred to the Shadow Minister for Local Government. Some councils want to revert back from amalgamations and a report on the real cost of amalgamations is available. A National Food, Fibre and Security Plan needs to be implemented.

- 10. Distribution of NSW Electoral Districts**  
RESOLVED that the Association support Leeton Shire Councils submission to the NSW Electoral Commission on the Redistribution of NSW Electoral Districts (Leeton Shire Council/Gunnedah Shire Council)
- 11. Rural Fire Service Assets**  
RESOLVED that the Association continue to follow up the advice of the Auditor General that at the end of the 2019/20 reporting cycle the Office will review the technical arguments (Tenterfield Shire Council/Kempsey Shire Council)
- 12. Destruction of CMA Files**  
RESOLVED that That the Country Mayors Files to 2010 held by Coffs Harbour City Council be disposed of by Coffs Harbour City Council (Singleton Council/ Forbes Shire Council)
- 13. IPART Review of Local Government Rating System**  
RESOLVED that the Association support Bland Shire Councils submission to the Minister for Local Government to not have legislated recommendation 34 of the 2016 IPART Review of the NSW Local Government Rating System (Bland Shire Council/Blaney Shire Council)
- 14. Emergency Management Reform**  
RESOLVED That the Association support Eurobodalla Shire Councils submission to the Royal Commission into National Natural Disasters-Local Government and natural disasters (Eurobodalla Shire Council/Tenterfield Shire Council)
- 15. Federal Government Policy on Water Security**  
RESOLVED that Country Mayors  
(a) Advocate to the Australian Government to increase their funding and involvement in the provision of secure water supply for towns and cities across regional Australia.  
(b) Advocate to the NSW Government to waive NSW Government costs associated with essential water infrastructure (Eurobodalla Shire Council/Leeton Shire Council)
- 16. Enquiry into Rural Health**  
RESOLVED that Association prepare a submission to the Enquiry into Rural Health and the Minister for Health be invited to the next meeting of Country Mayors (Leeton Shire Council/Gunnedah Shire Council)
- 17. Local Government Exclusion from National Cabinet**  
RESOLVED that Country Mayors lobbies the Prime Minister to have Local Government represented on the National Cabinet with membership from ALGA (Leeton Shire Council/Forbes Shire Council)
- 18. Insurance Companies Assisting Families Affected by Fires**  
RESOLVED that Country Mayors advocate  
(a) to the Commonwealth to extend rental relief to bushfire affected individuals and families who lost their primary dwelling in the 2019/20 bushfires and that are

- now renting temporary accommodation through their insurance policy where in most cases cover will increase after 12 months
- (b) to insurance companies and the Insurance Council of Australia to extend the 12 month period of rental assistance available to those residents who have lost their primary dwelling in the 2019/20 bushfires (Shoalhaven City Council/Broken Hill City Council)

**19. Next Meeting**

Sydney Airport Corporation be invited to the next meeting

There being no further business the meeting closed at 12.58pm.

Cr Ken Keith  
Chairman Country Mayor's Association of NSW



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING  
2.00PM, TUESDAY, 3 NOVEMBER, 2020  
BLAND SHIRE COUNCIL CHAMBERS COMMITTEE ROOM

MINUTES

1. Attendees - Gary Lavelle (Temora Shire Council) – Committee Chair, Elizabeth Smith (Temora Shire Council), Alison Balind (Bland Shire Council) Ian Roberts (Blackadder Associates), Leesa Bryant (Bland Shire Council)
2. Apologies – Ray Smith, General Manager Bland Shire Council and Cr Tony Lord Bland Shire Council.
3. Minutes from 10 March, 2020  
*Moved: Elizabeth Smith      Seconded: Gary Lavelle*  
*THAT the minutes of the Audit, Risk and Improvement Committee meeting from 10 March 2020 be endorsed as a true and correct record of the meeting.*
4. Internal Audit Completed Reports: Records Management & Grants Management  
*Moved: Elizabeth Smith      Seconded: Gary Lavelle*  
*THAT the Audit, Risk and Improvement Committee note the information contained within the Internal Audit Completed Report: Records Management and Grants Management.*
5. Internal Audit Program Recommendations update  
*Moved: Elizabeth Smith      Seconded: Gary Lavelle*  
*THAT the Audit, Risk and Improvement Committee note the progress against the previous Internal Audit report recommendations.*
6. Bland Shire Council 2019/20 Draft Financial Statements  
*Moved: Elizabeth Smith      Seconded: Gary Lavelle*  
*THAT the Audit, Risk and Improvement Committee notes for information the Report on the Bland Shire Council Draft Financial Statements for 2019/20 and the referral of those statements for Audit.*



7. Audit Office of NSW Planned Audits

A brief discussion of Planned Audits identified by the Audit Office of NSW was held.

8. Risk Appetite Statement – Bland Shire Council

*Moved: Elizabeth Smith      Seconded: Gary Lavelle*

*THAT the Audit, Risk and Improvement Committee notes for information the DRAFT Risk Appetite Statement prepared for Bland Shire Council.*

9. Next Meeting – Tuesday, 23 February 2021

10. The meeting closed 2.55pm.

DRAFT



# **NEWELL HIGHWAY TASKFORCE COMMITTEE MEETING**

## **MINUTES**

**Minutes of the  
Newell Highway Taskforce Committee held  
on Tuesday 10 November 2020 at 9am on  
Microsoft Teams**

**1 WELCOME, APOLOGIES & ATTENDANCE**

<b>Attendees name</b>	<b>Organisation</b>
Cr Ken Keith OAM (Chair)	Mayor, Parkes Shire Council
Cr Tony Lord (Vice Chair)	Councillor, Bland Shire Council
Cr Dennis Todd	Mayor, Warrumbungle Shire Council
Chris Roylance	Councillor, Forbes Shire Council
John Morris	Regional NSW High Productivity Road Transport Alliance Coordinator
Alistair Lunn	Director, Transport for NSW
Cathy Milfull	Director, Infrastructure
Tom O'Connell	Infrastructure
Nicola O'Neill	Manager Tourism & Community Development, Narrabri Shire Council
Kevin Tighe	Director Technical Services, Warrumbungle Shire Council
Richard Jane	Director Engineering, Forbes Shire Council
Kent Boyd PSM	General Manager, Parkes Shire Council
Megan Turner	Gunnedah Council
Shane Burns	
<b>Apologies</b>	<b>Organisation</b>
Cr Phyllis Miller	Mayor, Forbes Shire Council
Cr Ruth McCrae	Mayor, Murrumbidgee Shire Council
Cr Cathy Redding	Mayor, Narrabri Shire Council
Stewart Todd	General Manager, Narrabri Shire Council
Lila Fisher	Project & Development Manager, Moree Plains Shire Council
Lauren Redden	Administration Officer, Narrandera Council
Warren Clarke	CEO, National Roads
Alan Magill	Vice Chairman, National Roads
Shane Wilson	Deputy General Manager, Narrandera Council
Marina Uys	Bland Shire Council
Cr Norm Brennan	Edward River Council
Cr Ben Shields	Mayor, Dubbo Regional Council
Cr Doug Batten	Mayor, Gilgandra Shire Council
Cr Katrina Humphries	Mayor, Moree Plains Shire Council
Cr Neville Kschenka	Mayor, Narrandera Shire Council
Cr Craig Davies	Mayor, Narromine Shire Council
Cr Vicki Etheridge	Councillor, Dubbo Regional Council
Cr Steven Karaitiana	Councillor, Forbes Shire Council
Cr Robert Black	Councillor, Murrumbidgee Council
Cr Kevin Morris	Councillor, Narrandera Shire Council
Ray Smith	General Manager, Bland Shire Council
David Neeves	General Manager, Gilgandra Shire Council
John Scarce	General Manager, Murrumbidgee Shire Council
Barry Heins	Director Engineering, Narrandera Shire Council
Ian Dinham	Director Engineering, Moree Plains Shire Council
Will Marsh	Director Assets & Engineering Services, Bland Shire Council

<b>Apologies</b>	<b>Organisation</b>
Allan Lawrence	Director Engineering Services, Moree Plains Shire Council
Mick Savage	Roads & Transport Directorate Manager
Peter Dale	Economic Development Manager, Narrandera Shire Council
Michael Cain	Roads Services Manager, Narrabri Shire Council
Dane Hendry	Director West, Transport NSW
Kerrie Murphy	Senior Projects Engineer, Dubbo Regional Council
Anna Wyllie	Economic & Business Development Manager, Parkes Shire Council
Kelly Hendry	Destination Development Manager, Parkes Shire Council
Katrina Dwyer	Marketing & Brand Manager, Parkes Shire Council

That the apologies be received and noted.

**Moved** Tony Lord, **seconded** Denis Todd

## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

That the minutes of the last Committee meeting held on 11 August 2020 be confirmed and true and accurate.

**Moved** Tony Lord, **seconded** Denis Todd

## **3. MATTERS ARISING FROM THE MINUTES**

John Morris updated the group that on Thursday 29 October 2020, Dubbo residents led by petition organiser Karina McLachlain handed over their petition at a petition handover ceremony at Wiradjuri Park in Dubbo. The 'Stop The River Street Bridge' Facebook group revealed it had received over 10,000 signatures on its petition for the planned bridge to be moved to Troy Bridge Road, as it believes this is the better option for flood immunity and to reduce congestion. Approximately sixty (60) people turned up at this petition handover ceremony including Mayor Ben Shields. Six (6) trucks were on display and there was good media coverage.

## **4. DECLARATIONS OF INTEREST**

Nil

## 5. OUTWARDS CORRESPONDENCE

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### Executive Summary

The following outwards correspondence relates to the NHTF.

### Recommendation

1. That the outwards correspondence be received and noted.
2. Nicola O'Neill, Manager Tourism & Community Development of Narrabri Shire Council. is now Chair of the Newell Highway Promotions Committee.

### Resolution

1. That the recommendations be adopted.

**Moved** Denis Todd, **seconded** Tony Lord

**Carried**

## 6. INWARDS CORRESPONDENCE

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### Executive Summary

The following Inwards correspondence including media releases that are of interest to the NHTF.

### Recommendation

1. That the information be received and noted.

### Resolution

1. That the recommendation be adopted.

**Moved** Denis Todd, **seconded** Tony Lord

**Carried**

## 7 AGENDA ITEMS

### 7.1 TRANSPORT FOR NSW PRESENTATION

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#### Executive Summary

Alistair Lunn Director West, Transport for NSW gave an update on current projects  
The Newell Highway Program comprises seven (7) projects including:

- West Wyalong to Forbes flood immunity project
- Parkes bypass
- Newell Highway Mitchell Highway Intersection Upgrade
- New Dubbo Bridge
- Newell Highway Upgrade at Coonabarabran
- Newell Highway Mungle Back Creek to Boggabilla
- Newell Highway overtaking lanes (Newell Highway Program Alliance - BMD AECOM)

Current funding comprises \$720M from State and \$716M from the Federal governments respectively.

Achievements to date include:

Full delivery funding for the following projects:

- New Dubbo Bridge
- Parkes bypass
- Heavy Duty Pavements from Narrabri to Moree
- Additional Newell Highway Overtaking Lanes (this was announced in the Federal Budget on 6 October 2020)

#### ***West Wyalong to Forbes flood immunity project:***

- Project overview: During the 2016 flood event, about 12 kms of the Newell Highway flooded over a forty-three (43) day period
- Cost: \$200M committed
- Current status: Environmental review
- Next steps: Review existing flood studies and preliminary identification of flora and fauna species
- Risks: Economic impacts to all motorists during flood events
- Mitigation: Improved flood immunity during flood events

#### ***Parkes bypass:***

- Project overview: Freight efficiency and productivity access for high productivity through Parkes by removing 1,200 heavy vehicles from town. Facilitates access to the Parkes Special Activation Precinct (SAP)
- Cost: \$187.2M committed
- Current status: Detailed design
- Next steps: Early works underway with construction tenders due Jan 2021
- Risks: Parkes currently in bottle neck on network
- Mitigation: Removes bottle neck and essential for freight connectivity

***Newell Highway Mitchell Highway Intersection Upgrade:***

- Project overview: Provide a highway intersection that allows safe and efficient movement of heavy vehicles. Reduce congestion and improve safety
- Cost: \$40M
- Current status: In construction
- Next steps: This project is scheduled for completion in October 2021
- Risks: Disruption to local community in construction
- Mitigation: Community consultation, engagement and construct with minimal disruption

***New Dubbo Bridge:***

- Project overview: A new bridge over the Macquarie River in Dubbo, as part of its commitment to Building a better Dubbo. Key benefits include improved traffic flow, river crossing during flood events.
- Cost: \$220M
- Current status: Detailed design
- Next steps: Development of final set of drawings to be completed in preparation for construction
- Risks: Impacts to town access during flood events
- Mitigation: Bridge construction will ensure better town access during flood events

***Newell Highway Upgrade at Coonabarabran:***

- Project overview: Upgrade the Newell Highway to support more efficient movement of freight by improving heavy vehicle access. Remove around seven hundred (700) heavy vehicles from the town centre. Remove conflicts between local traffic and heavy vehicles through town.
- Cost: \$190M
- Current status: REF and Concept design
- Next steps: Concept design and review of environmental factors which is anticipated to be displayed by end of November or early December 2020.
- Risks: No construction funding, community expressing mixed views on benefit
- Mitigation: Continuing to engage with community. In discussion with Federal government for delivery funding for part of all of this project.

***Newell Highway - Mungle Back Creek to Boggabilla***

- Project overview: Major work on twenty seven (27) kms of new road pavement, 3.5m wide lanes in each direction, widening of road shoulders and provision of two new overtaking lanes.
- Cost: \$203M
- Current status: In construction, expect to be open to traffic before Christmas
- Next steps: Eighteen (18) km section of the highway was opened to traffic in March 2020 with work continuing on an additional nine (9) km with completion due end 2021. Currently on track to be completed ahead of schedule and within budget.
- Risks: Existing pavement required high levels of maintenance
- Mitigation: Improvement to pavement and widening improving safety outcomes and reduced maintenance costs

***Newell Highway - Overtaking lanes (Newell Highway Program Alliance - BMD AECOM):***

- Project overview: Overtaking lanes are expected to provide around thirty-three (33) minutes travel time savings along the Newell Highway from the Victorian border to the Queensland border.
- Cost: \$272M
- Current status: In construction
- Next steps: Twelve (12) overtaking lanes delivered since March 2019 with another five (5) to be completed before end of 2020. Federal funding will see an additional ten (10) overtaking lanes being delivered. This brings the total number of overtaking lanes to around forty (40).
- Risks: More high-speed overtaking opportunities.
- Mitigation: Providing a safe environment with additional overtaking lanes for our community

**Recommendation**

1. That the information be received and noted.

**Resolution**

1. That the recommendation be adopted.

**Moved** John Morris, **seconded** Tony Lord

**Carried**



## 7.2 DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT AND COMMUNICATIONS

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### Executive Summary

Cathy Milfull, Director, NSW & ACT Infrastructure Investment, Department of Infrastructure gave an update on current projects. She was joined by her colleague, Tom O'Connell, Director, ARTC Projects, Inland Rail Operations, who gave an update on projects with the inland rail.

Previously in Immigration & the Ombudsman, Cathy has oversight of all NSW road projects. Cathy's team works closely with Transport NSW.

In the Budget, \$2.7B had been committed to infrastructure investment in NSW. Funding split is 80% by Federal government and 20% by State government.

Newell Highway & Upgrade:

- \$192M in additional money for the package announced in 2020-21 Budget.
- \$400M announced in previous budget bringing a total of \$592M budget commitment by Federal government.
- This additional commitment will:
  - facilitate delivery of the Parkes bypass, for which project costs have increased, and
  - enable the next 3 projects under this package to get underway i.e. \$60M contribution by Federal government for about 10 overtaking lanes, \$205M contribution by the Federal government for heavy duty pavements and \$176.2M contribution by the Federal government for the new bridge in Dubbo.

Tichborne grade separation:

- \$150M contribution by Federal government

Inland post at Narrabri:

- \$7.7M contribution by Federal government

Roads of Strategic Importance (ROSI) program:

- \$300M committed to the Toowoomba to Seymour corridor
- Program is already up & running with:
  - Mungle Back Creek to Boggabilla – Stage 1 completed
  - Stage 2 ahead of schedule and to be completed by mid 2021 - with southern end finished and northern end to go, which will extend Stage 1 by 9kms
  - Tooraweenah Road Upgrade project to commence by the end of 2020
- The Department is close to finalising the list of shortlisted projects for the next tranche to projects on this Corridor, subject to some final advice regarding use of R2R funding for ROSI projects. In principle approval to be sought from Government shortly, with the Department aiming to notify Councils by the end of the year.

Tom O'Connell gave an update on the grade separation projects with the inland rail. The Federal government has committed \$150M towards grade separation and interfaces which are not covered by scope of inland rail itself, with the State contributing 20% bringing a total of \$190M. The Federal government is still waiting on the NSW State government to agree to the schedule in the National Partnership Agreement. \$190M is insufficient to grade every State and regional road so there will be a prioritisation process.

**Recommendation**

That the information be received and noted.

**Resolution**

1. That the recommendation be adopted.

**Moved** John Morris, **seconded** Tony Lord

**Carried**

## 7.3 NEWELL HIGHWAY PROMOTIONS COMMITTEE UPDATE

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### Executive Summary

Nicola O'Neill gave an update as Chair of Newell Highway Promotions Committee.

The Newell Highway Promotions Committee held the Annual General Meeting (AGM) on 22/9/2020 whereupon all executive positions were filled.

Chair - Nicola O'Neill, Narrabri Shire Council  
Vice Chair North- Kelly Hendry, Parkes Shire Council  
Vice Chair South - Brent Lawrence, Leeton Shire Council  
Treasurer - Lisa Moon, Parkes Shire Council  
Secretary - Tiffany Thornton, Narrandera Shire Council  
Public Officer - Nina Hooper, Forbes Shire Council

The Newell Highway Promotions Committee has a balance of \$6,017.09 with a Reserve of \$44,301.84 for brochures, the printing of which has been pushed back to mid-2021.

The next executive meeting is scheduled for 30 November 2020.

### Recommendation

1. That the information be received and noted.
2. That the Newell Highway Promotions Committee write to thank Les Moulds who has supported the Committee as a Treasurer and consumer show coordinator.
3. That the Newell Highway Promotions Committee do a full review of their Business plan which was written in 2011.
4. That the Newell Highway Promotions Committee explore grant funding opportunities.

### Resolution

1. That the recommendation be adopted.

**Moved** John Morris, **seconded** Tony Lord

**Carried**

## **8 GENERAL BUSINESS**

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John Morris moved a motion for Rod Hannifey, Heavy Vehicle Driver Representative, Road Safety Advocate to be a member of the Newell Highway Taskforce Committee.

This motion was accepted.

## **9 NEXT MEETING**

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The next Newell Highway Taskforce Committee Meeting will be held in person in Parkes on Tuesday 9 February 2021 commencing 10am.

The meeting closed at 10.14am

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS**  
**MINUTES OF THE BOARD MEETING**  
held at The Rules Club, Fernleigh Rd Wagga Wagga  
Friday 23 October 2020

Meeting opened at 11:20am

**PRESENT**

Cr B Monaghan	Bland Shire Council	
Ray Smith PSM	Bland Shire Council	
Cr J Seymour OAM	Coolamon Shire Council	
Tony Donoghue	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Heather Wilton	Greater Hume Shire Council	
Steven Pinnuck	Greater Hume Shire Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Dennis Palmer	Goldenfields Water	
Aaron Drenovski	Goldenfields Water	
Cr Rick Firman OAM	Temora Shire Council - CHAIRMAN	
Cr G Sinclair	Temora Shire Council	
Elizabeth Smith	Temora Shire Council	Alternate Delegate
Julie Briggs	REROC	
Kate Hardy	REROC	
Claire Garrett	REROC	
Paul Worsfold	Riverina Joint Organisation	
Rachel Whiting	Regional Development Australia, Riverina	
Richard Allsopp	Regional Development Australia, Riverina	

**APOLOGIES**

Apologies for non-attendance were received from Gary Lavelle, James Bolton and Matthew Dudley.

***Moved J Davis, seconded Cr H Wilton that the apologies be accepted.***

**CARRIED**

**CONFIRMATION OF MINUTES**

***Moved Cr H Wilton, seconded P Veneris that the minutes of the meeting held on 27 August 2020 be confirmed.***

**CARRIED**

## BUSINESS ARISING

Business arising dealt with in reports.

## CORRESPONDENCE

The Correspondence report was tabled. J Briggs raised the following issues with members:

**Letter from Bland Shire Council IPART's Recommendation on Rates on Mines - IPART'S** recommendation will reduce the income from the mining rate to the equivalent of the business rate resulting in a significant loss of income for all the councils with mines. Bland is seeking support from REROC to lobby against this recommendation.

***Moved by Cr N Smith, seconded by Cr J Seymour that the REROC Board refer the matter to the Riverina Joint Organisation for lobbying.***

CARRIED

***Moved by T Donoghue, seconded by Cr A McAlister that the REROC Board write a letter of support for Bland Shire Council to LGNSW and to all local Members.***

CARRIED

**Letter from Don Furner, CEO Canberra Raiders -** requesting a letter of support for the Aspire program for funding to deliver the program into the REROC Region. There was a deadline for providing the letter, so the Executive approved the provision of support.

***Moved by S Pinnuck, seconded E Smith that the REROC Board endorse the action to provide a letter of support to the Canberra Raiders for the Aspire program.***

CARRIED

***Moved Cr B Monaghan, seconded Cr H Wilton that the Correspondence be received.***

CARRIED

## CHIEF EXECUTIVE OFFICER'S REPORT

The report was tabled. J Briggs raised the following issues with members:

**Terms of Reference for the REROC Executive** – a copy of the new Terms of Reference was provided to the Board for adoption.

***Moved Cr N Smith, seconded S Pinnuck that REROC Board adopt the new Terms of Reference for the REROC Executive.***

CARRIED

**IRCC Grant Funding** – we have lodged an application for Increasing Resilience to Climate Change (IRCC) funding for a project to address energy use at small council sites. The project is called *Optimising Risk Treatments on Council Community Assets to Build Self-sufficiency*. We have requested \$115,000.

**Voluntary Regional Waste Group Funding (VRWG)** – the EPA has advised that there will be no funding for VRWGs until the NSW 20 Year Waste Strategy is adopted which is not likely to happen until mid 2021. There has been a request for interim funding while the Strategy is being approved however, interim funding needs to be approved by the Expenditure Review Committee.

***Moved by Cr S Pinnuck, seconded Cr N Smith that REROC write to the Minister for Environment and local members requesting transitional funding for the VRWGs that will allow their continued operation until funding arrangements that will be delivered through the 20 Year Waste Strategy are determined.***

**CARRIED**

**EPA Local Government Advisory Group** – T Donoghue and J Briggs were invited to join this new Group. Membership includes LGNSW CEO, the OLG CEO as well as senior staff of the EPA and representatives from the other VRWGs (including JOs that are VRWGs) and RENEW NSW to direct and inform policy decisions. The group will have input into the final 20 year waste strategy.

**Southern Lights** – the evaluation of the communications tender is continuing.

**Design and Building Practitioners Act 2020** – Discussions are underway with Engineers Australia (EA) about establishing a process to recognise engineers who are not degree-trained but have substantial experience. We are looking at trialling the assessment process with three engineers who have different qualifications and experience. LGNSW has an information session on the new legislation on November 17 which J Briggs will attend.

***Moved by Cr H Wilton, seconded Cr N Smith that REROC continue to work with Engineering Australia on a possible pathway for skills recognition.***

**CARRIED**

**Public Lighting Code** – the review of the Code is currently underway. REROC have been pushing for changes in several areas. There is a further meeting planned on the Code and it should be completed before the end of the year.

**Contaminated Land Project** – noted.

***Moved Cr J Seymour, seconded Cr N Smith that the CEO Report be received.***

**CARRIED**

#### **RESOURCE SHARING REPORT**

The report was tabled. J Briggs raised the following issues with members:

**Southern Lights** - LED lighting has been completely rolled out in Temora, Bland and Junee apart from a few decorative lights in Temora. Cr R Firman commented on the improvement the new lighting had made to the Temora LGA. Public Lighting Code limits installation of additional lighting to 10 lights, this is expected to be removed from the Public Lighting Code. Essential Energy supports the removal of this clause. Cootamundra-Gundagai currently have spot replacements occurring in the LGA, Cr McAlister commented that the spot replacements that are being installed are far brighter than the old lights.

**Planning Technical Committee** – a workshop is being developed on Biodiversity Offsets with the Biodiversity Trust. The cost of offsets is beginning to impact on planning and development in LGAs.

**RivSIG and Mapped Out** – The Mapped Out conference agenda was provided to the board for review.

**Energy Management Group** – The agenda for the Energy Conference will be finalised by November.

**Moved Cr R Schirmer, seconded Cr A McAlister that the Resource Sharing report be received.**

**CARRIED**

#### TREASURER'S REPORT

The report was tabled by T. Donoghue.

**Moved Cr R Schirmer, seconded Cr H Wilton that the Finance Report be received.**

**CARRIED**

#### WASTE FORUM REPORT

The report was tabled. K Hardy raised the following issues with members:

**No Time to Waste 2021** – preparations are underway for the event to take place in February 2021. The majority of speakers have been able to accommodate the change in date. Minister Evans is still to confirm if he can attend in person or will be sending a video presentation.

**Recycle Night? Recycle Right!** - We will be running another round of *Recycle Night? Recycle Right!* advertisements throughout November and December and are currently liaising with the TV stations to book this in.

**King and Queen of Green Shows** – shows will be performed at primary schools in the LGAs of Bland, Temora and Cootamundra-Gundagai LGAs over the coming week. The shows focus on saying no to single use plastics and incorporate some of the Kindy Kit messaging as well.

**EPA Litter Grant update** – we will be completing another round of Litter Checks on all of the nominated sites. The *'Don't be a Tosser'* radio ad campaign is running again throughout October.

**Community Recycling Centres (CRCs)** - We have booked in the CRC TV advertising for the 2020/21 year and this year have split our TV budget across the three channels. The CRC radio advertisements will be aired until the end of financial year. Advertising in The Rural newspaper will run until the end of June 2021. Our CRC cinema advertising has also resumed. We have also updated all advertising material and the CRC Riverina Murray website to reflect Snowy Valleys no longer being a member of the REROC Waste Forum.

**Additional Funding received for CRC Small Drop off stations** – we received funding to purchase CRC Small Drop Off Stations, these have been ordered and will be delivered to the participating councils together with CRC battery boxes which can be given away to residents.

**Safe Sharps and Diabetes NSW** - we are waiting to hear back from Diabetes NSW about their discussions with the Ministry of Health to assist with funding for the upgrade of the *Safe Sharps* website. We have also been approached by a company called Abbvie who want to discuss the possibility of utilising the *Safe Sharps'* locations on their new *Destination Pharmacy* website. J Briggs and K Hardy have a follow up meeting with them next week to discuss this further.



**EGEL Waste to Energy Project** – a project committee of P McMurray, Cr A McAlister, C Davis, T Donoghue, J Briggs and K Hardy has been formed to meet regularly with members of the EGEL team to discuss the proposed Waste to Energy Plant in Cootamundra. The next meeting is scheduled for the 30 October.

**Voluntary Regional Waste Groups (VRWG) Funding after 30 June 2021** – the EPA has advised that there is no straight forward solution for the approval of interim funding for the VRWGs. A submission for this funding needs to go to Treasury for approval.

**Kindy Kits** – we have received some feedback that the material that is put in our Kindy Kit bags is not being delivered to the students at schools, the intention of these bags is not only to provide a library bag but to also deliver waste forum material that can be utilised as teaching tools both at home and at school. A survey will be developed and sent to all REROC primary schools requesting feedback on the bags and the content and from here a decision will be made as to whether we continue with this project.

***Moved Cr A McAlister, seconded P McMurray that the Waste Forum report be received.***

**CARRIED**

### **YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT**

The report was tabled. K Hardy raised the following issues with members:

**Take Charge Riverina Youth Leadership Forum** - preparation is underway for the event to be held in March 2020. A suggested letter will be sent to all REROC Mayors and the Chairman of Riverina Water to send to each High School in their respective LGAs inviting students and teachers to attend.

**Youth and Community Development Meeting** – the group continues to meet via Zoom with the last meeting being held on 14 October where Larah Harding from PHN Murrumbidgee attended to discuss funding opportunities for the REROC LGAs to deliver youth mental health programs during Youth Week 2021. REROC will be following up with all councils to see if they would like us to also complete a regional submission.

**Emily Jones, Greater Hume** – congratulations to Miss Emily Jones on winning the NSW Trainee of the Year.

***Moved Cr H Wilton, seconded Cr J Seymour that the Youth & Community Development Network report be received.***

**CARRIED**

### **PROCUREMENT REPORT**

The report was tabled. K Hardy raised the following issues with members:

**Bitumen Emulsion Tender** – this has been finalised.

**Liquid Alum Tender** – this has been finalised.

**Waste Metal Tender** – the RFQ for Waste Metal closed on 22 September and after the evaluation process the recommended supplier, Infrabuild Recycling, was advised of their successful tender

submission. Following on from this we have had an issue with an existing contractor approaching REROC councils offering a better rate than what they had originally tendered. We discussed the issue with all councils and advised of the importance of following through with our procurements so we don't lose our credibility in the market and all councils have confirmed with REROC they will be going with the recommended supplier.

**Riverina JO BPAP** – REROC is continuing to provide the project support for this project.

**Upcoming tenders** – Regional Battery Collections, Sodium Hypo Chlorite, Southern Lights EOI and Camera Inspections and jetting.

***Moved Cr B Monaghan, seconded Cr H Wilton that the Procurement report be received.***

**CARRIED**

### **REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT**

The report was tabled. M. Dudley raised the following issues with members:

**Contaminated Land Management** – Refresher training was held on 26 August 2020 with 63 participants. This webinar had the objective to relate contaminated land management and requirements therein to specific council services and business processes.

**UPSS readiness** - Introduction to *UPSS Regulation 2019* held on 9 September 2020 with 65 participants. Further UPSS online training will be held on 27, 28 and 29 October

***Moved E Smith, seconded Cr H Wilton that the Contaminated Land Management report be received.***

**CARRIED**

### **GENERAL BUSINESS**

**The release of the 2019/20 Annual Report** this will be distributed widely.

**Guest Speaker** – Ms Rachel Whiting provided the Board with an overview of the Riverina RDA's Country Charge project and Thrive Riverina. There are still opportunities for councils to be involved in both projects.

### **NEXT MEETING**

Friday 11 December 2020

### **CLOSURE**

Meeting closed at 1.00p.m.



# **Riverina Joint Organisation**

**Minutes**

**Board Meeting held**

**23 October 2020**

## Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 23 October 2020

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The meeting opened at 9:05am

### Present

Cr Brian Monaghan	Bland Shire Council
Ray Smith	Bland Shire Council
Cr John Seymour OAM	Coolamon Shire Council
Tony Donoghue PSM	Coolamon Shire Council
Cr Abb McAlister	Cootamundra-Gundagai Regional Council
Phil McMurray	Cootamundra-Gundagai Regional Council
Cr Heather Wilton	Greater Hume Shire Council
Steve Pinnuck	Greater Hume Shire Council
Cr Dennis Palmer	Goldenfields Water County Council
Aaron Drenovski	Goldenfields Water County Council
Cr Neil Smith	Junee Shire Council
James Davis	Junee Shire Council
Cr Rodger Schirmer	Lockhart Shire Council
Peter Veneris	Lockhart Shire Council
Cr Greg Verdon	Riverina Water County Council
Andrew Crakanthorp	Riverina Water County Council
Cr Rick Firman OAM	Independent Chairman
Cr Graham Sinclair	Temora Shire Council
Elizabeth Smith	Temora Shire Council
Cr Greg Conkey	Wagga Wagga City Council
Peter Thompson	Wagga Wagga City Council
Julie Briggs	Riverina Joint Organisation
Kate Hardy	Riverina Joint Organisation
Claire Garrett	Riverina Joint Organisation
Paul Worsfold	Riverina Joint Organisation
James Bolton	Department of Regional NSW
Giles Butler	Department of Regional NSW

### **1. Apologies**

**Resolved** on the motion of Cr N Smith, Cr H Wilton that the apologies of Gary Lavelle PSM and Cameron Templeton be received.

### **2. Move to Committee of the Whole**

**Resolved** on the motion of Cr R Schirmer, seconded Cr J Seymour that the Board conduct its business as a Committee of the Whole.

### **3. Declarations of Interest**

There were no declarations of interest by the Board or staff.

### **4. Confirmation of Minutes of the Previous Meeting**

**Resolved** on the motion of Cr A McAlister, seconded Cr H Wilton that the minutes of the 27 August 2020 Board meeting be confirmed as a true and accurate record.

### **5. Business Arising from Previous Board Meetings**

**Resolved** on the motion of Cr J Seymour, seconded Cr H Wilton that the Board note the progress on matters arising.

### **6. Correspondence**

**Resolved** on the motion of Cr G Sinclair, seconded Cr H Wilton that the issue of First-Past-the-Post voting be referred to the Governance Working Party to prepare a paper to present to the Board at the December meeting.

**Resolved** on the motion of Cr B Monaghan, seconded Cr A McAlister that the Board receive and note the correspondence.

### **7. Chief Executive Officer Report**

#### **7.1 JO Funding Arrangements**

**Recurrent Funding for JOs** – there is no further advice on funding for JOs.

#### **7.2 JO Core Activities - Regional Planning**

**JO Capacity Building Funding** – a report on the projects was provided to the Riverina JO Board. All three elements of the JO Capacity Building Funding are on time and on budget.

**Skills Shortages Project** - a presentation to the Board was delivered by Mr Steven Pinnuck. The Riverina JO welcomes Mr Paul Worsfold to the role of Skills Shortage Project Officer.

**CSIRO Freight transport project** – we have received the next iteration of the data which is out for comment. A consultation with the Engineers and CSIRO TraNSIT will be held on 27 October.

**Best Practice in Aggregated Procurement (BPAP)** – The Western Research Institute (WRI) have been appointed to complete the next stage of the project.

**Resolved** on the motion of Cr H Wilton, seconded Cr N Smith that the Board note the Report on the JO Capacity Building Projects.

**Regional Water Strategy** – noted.

#### **7.3 JO Working Party Meetings**

Noted.

## Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 23 October 2020

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### 7.4 JO Core Activities – Advocacy and Lobbying

1. **Access to Council Water Infrastructure within Rail Corridor** – the Board considered Riverina Water’s correspondence in relation to the imposition of ongoing fees imposed for access to the rail corridors.

**Resolved** on the motion of Cr R Schirmer, seconded Cr A McAlister that the Riverina JO Board write to Riverina Water County Council to support their advocacy in relation to access to rail corridors for water supply, sewerage and stormwater drainage works conducted by Local Government. Access should be provided without the need to pay ongoing licence fees.

2. **Agricultural Land Use Planning Issues Paper** – A response to this Paper was prepared and provided to the Board for review.

**Resolved** on the motion of Cr G Sinclair, seconded Cr N Smith that the Riverina JO Board adopt the response to the Agricultural Land Use Planning Issues Paper.

3. **COVID-19 Local Government Recovery Package** – noted.
4. **Access to T-Corp Funding** -noted.
5. **ESL Increases** – noted.
6. **Section 7.12 Contributions for State Significant Developments** –noted.
7. **Consultation on the ABS Agricultural Census** – we received a response from the ABS in relation to our submission advising that they would not approve any of the additions the JO requested. We responded to their advice making a further case for the additions and they again rejected the suggestions, they have however, extended an invitation to meeting with them about the issues we raised.

**Resolved** on the motion of Cr H Wilton, seconded Cr B Monaghan that the Riverina JO Board accept the invitation to meet with the ABS and that the CEO make arrangements for this meeting.

8. **Streamlined Rate Variation Process to deal with Third Party-imposed Cost Events** – noted.
9. **Regional Roads Transfer Terms of Reference for the Independent Panel** – noted.
10. **Certification of Council Engineers** – the CEO has approached Engineers Australia (EA) about putting into place a skills assessment regime that would allow engineers who do not hold a degree level qualification but have substantial experience to have their qualifications together with their experience assessed as being at degree level. For this process three volunteer engineers who do not hold a degree are required to work with EA. The CEO will send a request to councils for participants.

LGNSW are also holding a Forum on the issue on the 17 November, the CEO will be attending.

## Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 23 October 2020

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**Mobile Phone Black Spots** – the sub-committee appointed at the August Board meeting met with local wi-fi technology provider Zetifi to explore working with it on a Regional Connectivity Program project. It was agreed that the technology on offer did not really address the mobile black spot issues that councils had identified as it was more suitable for farmers. The CEO recommended that a small JO sub-committee be formed to explore other options for Mobile Phone Black Spot areas.

**Resolved** on the motion of Cr N Smith, seconded Cr G Sinclair that a sub-committee of Cr Abb McAlister, Cr Heather Wilton, Tony Donoghue and James Davis convene as a telecommunication subcommittee and continue to explore opportunities to address mobile phone black spots in the Region.

11. **NSW Public Spaces Legacy Program Funding** – RAMJO has approached Cr R Firman for support from Riverina JO in advocating against the restricted access to the funding. It is only available to councils on the e-planning portal. Several Members also raised the issue of the expense of joining the NSW Planning's e-planning portal which for most will require the purchase of the add-on module to their existing software.

RAMJO has asked that the guidelines for access to the funding be changed to allow councils who connect to e-planning by the end of the year to access the funding.

**Resolved** on the motion of Cr B Monaghan, seconded Cr N Smith that the Riverina JO Board support RAMJO's advocacy on this issue with regard to the Public Spaces Legacy Program and that the Riverina JO write to the State government to consider providing extra funding to implement the e-planning portal within local councils.

12. **LGNSW/JO Working Group** – noted.

13. **Audit, Risk, and Improvement Framework** – noted.

14. **Proposed Export Waste Ban** – noted.

### 7.5 JO Core Activities – Intergovernmental Co-operation

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The following activities have occurred in this Core Activity:

- **Drought Sub-committee** – The new name of the Committee is the Critical Events Co-ordination Committee. A copy of the template for the Adverse Events Plan was provided to the Board. Councils using the template are now customising it to reflect their local circumstances.
- **Cross Border COVID Briefings** – These briefings have now slowed. They have provided an extremely useful communication platform and Mr James McTavish and his staff are to be congratulated for the efficacy of the initiative.

**Resolved** on the motion of Cr H Wilton, seconded Cr R Schirmer that the Riverina JO write to Mr James McTavish congratulating he and his staff on the effectiveness of their work in relation to the NSW-Victoria border closure.

## Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 23 October 2020

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- **Smarter Regions CRC** - noted.
- **Riverina-Murray Drought Task Group** - noted.
- **Meetings with Murrumbidgee Primary Health District** – noted.
- **Meeting with Department of Regional NSW** – noted.
- **JO Executive Officer Meetings** - noted.

**Resolved** on the motion of Cr R Schirmer, seconded Cr J Seymour that the Board receive the CEO's Report.

### 8. **JO Chairman's Report**

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1. **Joint JO Chairs' Meeting** - the JO Chairs last met on 6 August and are not due to meet again until 5 November.
2. **JO Review** - Cr R Firman has spoken with the Minister's office about the Terms of Reference for the Review being circulated to the JOs for comment. COVID has delayed the release of these and they are expected to be released before the end of year.

**Resolved** on the motion of Cr A McAlister, seconded Cr N Smith that the Board receive and note the Chairman's Report.

### 9. **Finance Report**

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1. **Audited Financial Statements 2019/20** – The Audit has been completed and the Draft Statements were provided to the Board. The last day for the Audited Financial Statements to be presented to the Board is 5 December as the JO's next Board meeting is 11 December, we may need to hold an extraordinary meeting to present the Statements, move the Board meeting forward by one week to 4 December or request an extension for the Audited Financial Statements.

**Resolved** on the of Cr G Sinclair, seconded Cr G Conkey that the CEO seek an extension from OLG on the due date of the Audited Financial Statements to 12 December 2020.

2. **Year to Date Financial Report** – noted.

**Resolved** on the motion of Cr N Smith, seconded Cr R Schirmer that the Board receive the Finance Report.

### 10. **Governance**

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Annual Performance Statement Report must be completed by the end of November. The Statement must show progress against the Strategic Priorities and Statutory requires including:

- GIPA



## Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 23 October 2020

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- Overseas Travel
- EEO Management Plan
- Remuneration of Executive Officer

### 11. Urgent Business without Notice

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**Election of Chairman and Deputy Chairman** –the election of Chairman and Deputy Chairman should have been conducted at the October Board meeting, in keeping with the requirement for a two-year term for the Chairman. However due to an oversight this was not scheduled and will need to be done in December.

**Resolved** on the motion of Cr N Smith, seconded Cr A McAlister that the election of the chairman and deputy chairman be moved to the December meeting.

### 12. Resolution to Move out of Committee of the Whole

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**Resolved** on the motion of Cr J Seymour, seconded Cr R Schirmer that the Board move a motion to move out of Committee of the Whole.

### 13. Next Board Meeting

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The Board of the Riverina JO will next meet on Friday, December 11, 2020

Meeting closed at 9:59am



**RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE**

**MINUTES**

**28 OCTOBER 2020**

**PRESENT**

Cr Cate Cross	Snowy Valleys Council
Cr Dan Hayes	Wagga Wagga City Council
Cr Dallas Tout	Wagga Wagga City Council
Ms Miriam Crane	Cootamundra-Gundagai Regional Council
Mr Tony Donoghue	Coolamon Shire Council
Mr David Smith	Greater Hume Council
Ms Elizabeth Smith	Temora Shire Council
Ms Kristin Twomey	Snowy Valleys Council
Mr Peter Veneris	Lockhart Shire Council

**IN ATTENDANCE**

Ms Susan Kane	Greater Hume Council
Ms Cathy Lange	Bland Shire Council
Ms Carolyn Rodney	Wagga Wagga City Council
Ms Madeleine Scully	Wagga Wagga City Council
Ms Janice Summerhayes	Wagga Wagga City Council
Ms Natalie Te Pohe	Wagga Wagga City Council

**RIVERINA REGIONAL LIBRARY STAFF**

Mr Zac Armistead	Digital Engagement Coordinator
Ms Amy Heap	Outreach & Promotions Coordinator
Mr Robert Knight	Executive Director
Ms Karen Wendt	Business & Communications Coordinator

The meeting of the Riverina Regional Library Advisory Committee commenced at 9:34am.

## **ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land that we are meeting on today. I would also like to pay my respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal people who are present today.

## **APOLOGIES**

Cr Leigh Bowden	Cootamundra-Gundagai Regional Council
Cr Yvonne Braid	Wagga Wagga City Council
Cr Pam Halliburton	Junee Shire Council
Cr Rod Kendall	Wagga Wagga City Council
Cr Annette Schilg	Greater Hume Council
Cr Greg Verdon	Lockhart Shire Council
Cr Jan Wyse	Bland Shire Council
Ms Alison Balind	Bland Shire Council
Ms Jo Shannon	Federation Council
Mr Glenn Sheehan	Junee Shire Council
Mr Peter Thompson	Wagga Wagga City Council

### **Recommendation**

On the motion of Ms Kristin Twomey and Mr David Smith

**That the Apologies of the Riverina Regional Library Advisory Committee meeting held on 28 October 2020 be received and accepted.**

**CARRIED**

## **REPORTS FROM STAFF**

### **RP-1 CONFIRMATION OF MINUTES OF THE RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE MEETING HELD 22 APRIL 2020**

#### **Recommendation**

On the motion of Cr Cate Cross and Ms Kristin Twomey

**That the Committee endorse the minutes of the Riverina Regional Library Advisory Committee meeting held on 22 April 2020 as a true and accurate record.**

**CARRIED**

**RP-2 RRL ADVISORY COMMITTEE AND EXECUTIVE COMMITTEE DELEGATE ELECTIONS**

**Recommendation**

On the motion of Cr Dan Hayes and Ms Kristin Twomey

**That the Committee endorse the postponement of RRL Advisory Committee and Executive Committee elections until the meeting following the Local Government elections in September 2021.**

**CARRIED**

**RP-3 MANAGER FINANCE REPORT**

**Recommendation**

On the motion of Ms Kristin Twomey and Cr Dan Hayes

**That the Committee:**

- a note the final result for the year ended 30 June 2020**
- b endorse the Riverina Regional Library Asset Register as at 30 June 2020**
- c endorse the signing of the 2019/20 Riverina Regional Library Financial Statements pursuant to s413(2)(c) of the *Local Government Act 1993***
- d note the budget review for the quarter ended September 2020.**

**CARRIED**

**RP-4 NOTICE OF INTENT FROM WAGGA WAGGA CITY COUNCIL**

**Recommendation**

On the motion of Cr Dan Hayes and Ms Kristin Twomey

**That the Committee note the correspondence from Wagga Wagga City Council dated 26 June 2020.**

**CARRIED**

**RP-5 EXECUTIVE DIRECTOR REPORT**

**Recommendation**

On the motion of Ms Kristin Twomey and Mr David Smith

**That the Committee receive and note the report.**

**CARRIED**

**RP-6 RRL ADVISORY COMMITTEE MEETINGS 2021**

**Recommendation**

On the motion of Cr Cate Cross and Ms Kristin Twomey

**That the Committee endorse the following meeting dates in Wagga Wagga during 2021:**

- **Wednesday 31 March 2021**
- **Wednesday 27 October 2021**

**CARRIED**

**RP-7 RRL STATISTICAL COLLECTION**

**Recommendation**

On the motion of Ms Miriam Crane and Mr Peter Veneris

**That the Committee receive and note the report.**

**CARRIED**

**RP-8 LIBRARY ACTIVITY STATISTICS REPORT**

**Recommendation**

On the motion of Ms Kristin Twomey and Ms Miriam Crane

**That the Committee receive and note the report.**

**CARRIED**

**RP-9 RRL CUSTOMER SURVEY 2020**

**Recommendation**

On the motion of Mr Peter Veneris and Ms Kristin Twomey

**That the Committee receive and note the report.**

**CARRIED**

**RP-10 RRL COVID-19 RESPONSE**

**Recommendation**

On the motion of Mr David Smith and Cr Cate Cross

**That the Committee receive and note the report.**

**CARRIED**

Mr Tony Donoghue vacated the meeting at 10:53am

**RP-11 PARTIAL REBATE OF 2020-2021 MOBILE LIBRARY EXPENSES TO COUNCILS RECEIVING MOBILE LIBRARY SERVICES**

**Recommendation**

On the motion of Mr David Smith and Cr Cate Cross

**That the Committee:**

- a endorse the reimbursement of 25% of 2019-20 mobile library contributions to councils that receive mobile library services in recognition of the loss of service provision during the COVID-19 shutdown**
- b approve the amount of \$74,599 to be transferred from the Mobile Library Reserve Fund to the 2020-21 budget for distribution to councils that receive mobile library services in the same proportions to their contributions**

**CARRIED**

**RP-12 CHRISTMAS FOOD APPEAL 2020**

**Recommendation**

On the motion of Ms Miriam Crane and Ms Kristin Twomey

**That the Committee endorse the revised Riverina Regional Library Christmas food donations campaign, under the new name of Christmas Food Appeal, for consideration by member Councils to be applied at their libraries for a four (4) week period concluding on Christmas Eve.**

**CARRIED**

**GENERAL BUSINESS**

Mr David Smith acknowledged Greater Hume Council's Customer Service, Library & Youth Officer, Emily Jones, for her NSW Trainee of the Year Award win. Emily passed her traineeship in November last year and is now the youth officer for Greater Hume Council libraries in Henty, Culcairn and Holbrook. Emily will now go on to compete at national level at the Australian Training Awards.

**CLOSE OF MEETING**

The Riverina Regional Library Advisory Committee rose at 11:02am.

# REPORTS TO COUNCIL

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## Section 1 - Office of the General Manager

### 8.1 West Wyalong Community Theatre – Stage 2 Progress as at December 2020



**Our Leadership - A well run Council acting as the voice of the community**

*DP10.2 Ensure Councillors take ownership and a strong leadership role*

**Author:** General Manager

#### **Introduction**

This is the third progress report on the Stage 2 works for the West Wyalong Community Theatre as at 8 December 2020. Council will be aware of their resolution to accept the tender from Adaptive Interiors based in Wagga for these works.

#### **Financial Implications**

The original estimates for this project, prepared in February 2017, were \$661,729.41 but these figures were revised in July 2018 to \$754,749.60.00 plus consultant costs of \$71,400.00. Total estimate = \$826,149.60.

In February 2019, Council considered three (3) tenders, for the complete works but resolved not to accept any tender and to split the scope of works into two (2) stages with the objective of reducing costs.

Adaptive - \$1,353,824.96  
Mansfield - \$1,414,928.59  
Network - \$1,676,440.66

In November 2019, Council accepted the tender of Daniher Building Co. for \$196,500.00.

In September 2020, Council accepted the tender of Adaptive Interiors, for \$1,089,935.00

Total Contract amount - \$1,286.435.00

#### Income

Contribution from the NSW State Government - \$451,572.00  
Contribution from Evolution Mining - \$300,000.00  
Contribution from the Commonwealth Government - \$150,000.00  
Contribution from Bland Shire Council - \$384,863.00 (Estimate at this stage. Subject to any contract variations).

Variations to Stage 2 have been identified and this has given rise to the need for an amended construction certificate. Council is yet to receive the full details and costings of the variations.



The need for the amended construction certificate will mean a further delay in the completion of this project, but to what extent won't be known until the issue of the certificate which is expected to occur this week.

The delay will necessitate an extension to the original NSW Government grant and this is being negotiated with the relevant State Government Agency.

### **Summary**

I previously reported that there had been some issues identified with the completion of works in Stage 1 and these matters were being investigated accordingly. A solution for the rectification works has been established between the Stage 1 and Stage 2 contractors.

It is also necessary to correct a statement made by Councillor Thomas that the Bland Shire Council General Manager had been appointed the project manager for this development. This is incorrect. The project manager for Stage 1 was Mr. David Scobie and the project manager for Stage 2 is Mr. Ian Dodge.

### **Recommendation:**

**That the progress report, as at December 2020, on the community theatre project be received and noted and that the General Manager continue to provide regular updates to Council on this project.**

## 8.2 Full Delegations Report



**Our Leadership - A well run Council acting as the voice of the community**

*DP12.2 Provide sustainable, productive, highly skilled and committed workforce which supports current and future service delivery needs*

**Author:** Executive Assistant

### **Introduction**

Council has recently implemented a number of modules, including the Delegations and Policy Register, from PULSE local government software solutions. This module is supported by a legal service subscription with updated legislative and compliance data provided on a biannual basis. The implementation of the program necessitated an extensive review of the delegations of authority to all employees. The revised Full Delegations Report is included as an attachment to this report.

### **Financial Implications**

Nil to this report

### **Summary**

The Local Government Act sets out the requirements for the delegation of functions. The rollout of the PULSE module across the organisation will ensure that individual staff affected by the review of the delegations of authority are notified and electronically records their acceptance and acknowledgement of delegations.

### **Recommendation:**

**That Council adopts the Full Delegations Report as shown and endorses the delegations of authority.**



**BLAND SHIRE COUNCIL**  
*west wyalong*

# **FULL DELEGATIONS REPORT**



[www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)  
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## **COUNCIL'S AUTHORITY TO DELEGATE**

Section 377 of the *Local Government Act 1993* (the Act) provides:

1. *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*
  - (a) *the appointment of a general manager,*
  - (b) *the making of a rate,*
  - (c) *a determination under Section 549 as to the levying of a rate,*
  - (d) *the making of a charge,*
  - (e) *the fixing of a fee,*
  - (f) *the borrowing of money,*
  - (g) *the voting of money for expenditure on its works, services or operations,*
  - (h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
  - (i) *the acceptance of tenders to provide services currently provided by members of staff of the council,*
  - (j) *the adoption of an operational plan under section 405,*
  - (k) *the adoption of a financial statement included in an annual financial report,*
  - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
  - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
  - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
  - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under Section 82A of the Environmental Planning and Assessment Act 1979,*
  - (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under Section 194,*
  - (q) *a decision under Section 356 to contribute money or otherwise grant financial assistance to persons,*
  - (r) *a decision under Section 234 to grant leave of absence to the holder of a civic office,*
  - (s) *the making of an application, or the giving of a notice, to the Governor or Minister;*
  - (t) *this power of delegation,*
  - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

- 1A. *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*
  - (a) *the financial assistance is part of a specified program, and*
  - (b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
  - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
  - (d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the person within the council's area.*
  
2. *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.*
  
3. *A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.*

## **INTRODUCTION**

In accordance with Section 377 of the *Local Government Act 1993* the Bland Shire Council by resolution at its meeting delegated its powers, authorities, duties and functions as set out under the Delegations from Council to Committees of Council, joint organisations, the Mayor, and the General Manager.

All Council delegations are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council policy; and
2. The delegated power, authority, duty or function being performed in accordance with the Law.

The delegations of Council will remain in force until they are revoked or amended by a resolution of Council.

Council notes that the General Manager may delegate his or her powers, authorities, duties and functions at his or her discretion.

## **PART 1**

### **DELEGATION TO COMMITTEES OF COUNCIL**

Committees of Council have no delegations except for those provided by resolution of Council.

## **DELEGATION TO JOINT ORGANISATIONS**

Joint Organisations have no delegations except for those provided by resolution of Council.



## DELEGATION TO THE MAYOR

The Mayor (and in the absence of the Mayor, the Acting Mayor for the period of the Mayor's absence) is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the Council the following powers, authorities, duties and functions:

**1 Conferring Powers or Duties under the *Local Government Act 1993***

To give effect to the Law, Council's own adopted policies, resolutions and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.

**2 Powers or Duties under other legislation**

If, under any other Act other than the *Local Government Act 1993* a function is conferred or imposed on the Mayor of Council, the function is taken to be conferred or imposed on the Council and the Mayor of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.

**3 Preside at Meetings and Functions of Council**

To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Mayor is present unless the Mayor otherwise appoints another Councillor or person to perform this function.

**4 Negotiations on Behalf of Council**

In conjunction with the General Manager, to participate in negotiations on behalf of the Council with third parties and in connection with the sale, purchase and lease of land and buildings. This function is subject to the limitation that no contractual agreement is to be entered into without a resolution of Council.

**5 Represent Council – Government and Other Forums**

To represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level. To represent the Council, in conjunction with the General Manager, at other forums where it is appropriate that the Mayor should present the Council's position.

**6 Sign and Execute Documents**

To sign correspondence and other documents - this function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Regulation 400 of the *Local Government (General) Regulation 2005*.

**7 Issue Media Releases**

To make media statements and issue media releases in respect of Council Resolutions, Recommendations and decisions subject to prior consultation with the General Manager. Councillors are at liberty to make personal comment at any time.

**8 Manage the General Manager's Contract**

To act as Council's delegate for the purpose of the day-to-day management of the General Manager's contract.

**9 Appoint the Acting General Manager**

On the recommendation of the General Manager, to appoint one of the Council's Directors to the temporary position of Acting General Manager for a period no longer than to the date of the next Council Meeting, when the Council will either endorse the temporary appointment for such additional time as is necessary, or appoint another Director to the temporary position.

## **DELEGATION TO THE GENERAL MANAGER**

The General Manager (and in the absence of the General Manager their nominee as the Acting General Manager for the period of the General Manager's absence) is delegated authority under section 377 of the Act, to exercise and/or perform on behalf of Council the powers, authorities, duties and functions of the Council subject to the following:

1. The General Manager is restrained from carrying out any of those functions of Council excluded from delegation by operation of section 377(1) of the Act; and
2. The General Manager is entitled to carry out any functions delegated to the Council by the Departmental Chief Executive or the Minister, subject to any express limitations imposed by the Departmental Chief Executive or Minister.

If a function is conferred or imposed on an employee of Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the General Manager.

## **PART 2**

### **DELEGATIONS FROM THE GENERAL MANAGER TO STAFF**

I, Ray Smith in accordance with Section 378 of the Act, delegate the powers, authorities, duties and functions of Council as set out in this document, Delegations in this Part 2 to the persons who have been employed by Council and hold the named staff positions, or the persons who from time to time hold (or are acting in) the positions named therein as Appointed Delegates.

All delegations made by me as General Manager in this Part 2 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy. Where anomalies exist between the Council Policy and/or Procedure and the Delegations of Authority from the General Manager to Staff, the Delegations of Authority from the General Manager to Staff will prevail.
2. The delegated power, authority, duty or function being performed in accordance with the Law.
3. Any limitations or qualifications on the scope of function delegated expressed within Part 2.
4. Any limitations on the scope of the power, authority, duty or function delegated to the General Manager by Council.
5. The delegated power, authority, duty or function being performed so as to not exceed monetary limits, Expenditure Level Delegations of Authorisation and Payment, to this Part 2. Should performance of the delegated function exceed the applicable monetary threshold, the delegate must obtain the approval of their respective superior Team Leader, Group Leader, Director or General Manager.
6. The delegated power, authority, duty or function is subject to any limitations contained within a Certificate of Authority issued to the delegated Council officer, if any.

The delegations made as General Manager will remain in force until they are revoked or amended by the General Manager.

Notwithstanding these delegations the General Manager retains authority to exercise all functions listed as delegated by Council.

**Ray Smith PSM**  
**General Manager**  
**Bland Shire Council**

## Delegations to the Mayor

## Financial Matters

Code	Name & Description	Legislation	Position Name	Date of Delegation
BSC001	<p><b>Authorise Expenditure - Limit up to \$1,000.00</b></p> <p>To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$1,000.00</p>		<p>Administration Officer - CSU</p> <p>Risk &amp; Insurance Officer</p> <p>Contracts, Compliance &amp; WHS Officer</p>	12/11/2020
BSC002	<p><b>Authorise Expenditure - Limit up to \$2,000</b></p> <p>To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$2,000.00</p>		<p>Executive Assistant</p> <p>Human Resources Coordinator</p> <p>Community Relations Officer</p> <p>Community Development Officer</p> <p>Community Care Coordinator</p> <p>Administration Officer Engineering</p> <p>Assets &amp; Engineering Services Projects Officer</p> <p>Customer &amp; Admin</p>	12/11/2020

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Services Coordinator Financial Services Coordinator Ranger Children's Services Coordinator Senior Early Childhood Teacher Library Services Coordinator Foreman - Assets Purchasing Officer	
BSC003	<b>Authorise Expenditure - Limit up to \$3,000</b> To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$3,000.00		Senior Fitter & Welder Workshop Foreman	12/11/2020
BSC004	<b>Authorise Expenditure - Limit up to \$5,000</b>		Building , Environment & Health Surveyor	12/11/2020



Code	Name & Description	Legislation	Position Name	Date of Delegation
	To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$5,000.00		Foreman - Environmental Services Coordinator - Urban Coordinator - Rural Foreman - Rural	
BSC005	<b>Authorise Expenditure - Limit up to \$8,000</b> To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$8,000.00		Workshop & Plant Coordinator	12/11/2020
BSC006	<b>Authorise Expenditure - Limit up to \$25,000</b> To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$25,000.00		Engineering Services Advisor	12/11/2020
BSC007	<b>Authorise Expenditure - Limit up to \$50,000</b> To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible,		Customer & Financial Services Manager Manager Development & Regulatory Services	12/11/2020

Code	Name & Description	Legislation	Position Name	Date of Delegation
	subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$50,000.00		Manager Engineering Services	
BSC008	<b>Authorise Expenditure - Limit up to \$250,000</b> To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$250,000.00		Director Corporate and Community Services  Director Technical Services	12/11/2020
BSC009	<b>Authorise Expenditure - Limit up to \$1,000,000</b> To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$1,000,000.00		General Manager	12/11/2020
BSC011	<b>Authorise Expenditure</b> To authorise any committed expenditure within the area of operation and adopted budget, subject to the limitations of other delegations, and in accordance with Council policies.		General Manager	12/11/2020
BSC015	<b>Corporate Credit Card</b>		General Manager  Executive Assistant	26/11/2020

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To hold a corporate credit card and use within approved limit in accordance with relevant guidelines and council policies.		Human Resources Coordinator  Director Corporate and Community Services  Director Technical Services  Workshop & Plant Coordinator	
DEG002	<b>Award Tenders to a Value of \$250,000 in accordance with Section 377(1)(i) of the Act</b>  Award Tenders up to the value of \$250,000 in accordance with Section 377(1)(i) of the Act	<b>Local Government Act 1993</b>  Section 377(1)(i)	General Manager  Director Corporate and Community Services  Director Technical Services	29/06/2018
DEG003	<b>Authorise Payment of Salaries and Wages</b>  To authorise the payment of salaries and wages subject to two signatories for each authorisation.		General Manager  Director Corporate and Community Services  Director Technical Services  Customer & Financial Services Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG004	<p><b>Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Councils Bank Account</b></p> <p>Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Council's Bank Account</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Customer &amp; Financial Services Manager</p>	29/06/2018
DEG005	<p><b>Approve Payment to Contractors and Creditors</b></p> <p>Approve Payment to Contractors and Creditors</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Customer &amp; Financial Services Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Manager Engineering Services</p>	29/06/2018
DEG006	<p><b>Check and Certify the Annual Statutory Accounts</b></p> <p>Check and Certify the Annual Statutory Accounts</p>		<p>Customer &amp; Financial Services Manager</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG007	<p><b>Authorise Expenditure for Urgent Works outside Budget Approved by Council</b></p> <p>To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG008	<p><b>Authority to Require the Lodgement of a Cash Bond or Bank Guarantee</b></p> <p>Authority to Require the Lodgement of a Cash Bond or Bank Guarantee Including the authority for the release of Cash Bonds or Bank Guarantees</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG009	<p><b>Negotiate Councils Overdraft Limit</b></p> <p>Negotiate Council's Overdraft Limit</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Customer &amp; Financial Services Manager</p>	29/06/2018
DEG010	<p><b>Sell or Dispose of Old Materials, Spoilt or Obsolete Equipment</b></p>		<p>General Manager</p> <p>Director Corporate and</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Sell or Dispose of Old Materials, Spoilt or Obsolete Equipment		Community Services Director Technical Services Workshop & Plant Coordinator	
DEG011	<b>Write-Off Uncollectable Debt (for Charges and Sundry Debtors)</b> To authorise the writing off of uncollectable debts (for charges and sundry debtors) up to a maximum amount of \$20,000.		General Manager	29/06/2018
DEG012	<b>Authorise the Issue of Accounts for Services provided by Council</b> Authorise the Issue of Accounts for Services provided by Council		General Manager Director Corporate and Community Services Director Technical Services	29/06/2018
DEG013	<b>Apply for Borrowings from Financial Institutions</b> To apply for borrowings from financial institutions following a Resolution of Council in accordance with section 377(1)(f) of the Act.	<b>Local Government Act 1993</b> Section 377(1)(i)	General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG014	<p><b>Engage Consultants to assist Council projects</b></p> <p>Engage Consultants to assist Council projects subject to compliance with the Act and the Law.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Customer &amp; Financial Services Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Manager Engineering Services</p>	29/06/2018
DEG015	<p><b>Arrange the Investment of Money not immediately required by Council</b></p> <p>Arrange the investment of money as per Council's Investments Policy that is not for the time being required by the Council for any other purpose. Any money may only be invested in a form of investment notified by order of the Minister and published in the Government Gazette.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Financial Services Coordinator</p> <p>Customer &amp; Financial Services Manager</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG016	<b>Write off Accrued Interest on Rates and Charges</b> Write off accrued interest on rates and charges in accordance with section 567 of the Act.	<b>Local Government Act 1993</b> Section 567	General Manager	29/06/2018
DEG017	<b>Arrange for Payment by Instalment - Accounts Receivable</b> To make arrangements with debtor for payment to be made by reasonable and satisfactory instalments.		General Manager  Director Corporate and Community Services  Financial Services Coordinator  Customer & Financial Services Manager	29/06/2018
DEG018	<b>Refund of Over-Payments</b> To authorise the refund of all over-payments subject to appropriate certification.		General Manager  Director Corporate and Community Services  Customer & Financial Services Manager	29/06/2018
DEG019	<b>Authorise the Refund of Development Application/Construction Certificate Application Fees</b>		General Manager  Director Corporate and Community Services	29/06/2018



Code	Name & Description	Legislation	Position Name	Date of Delegation
	To authorise the refund of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment and where that application has been the responsibility of a more junior officer. Note: Authorising officer is not to be the officer recommending refund.		Director Technical Services  Customer & Financial Services Manager	
DEG020	<b>Grant Rebate of Rates</b> To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.	<b>Local Government Act 1993</b>	General Manager  Director Corporate and Community Services  Customer & Financial Services Manager	29/06/2018
DEG021	<b>Approve Credit Notes</b> To Approve Credit Notes		General Manager  Director Corporate and Community Services  Director Technical Services  Customer & Financial Services Manager	29/06/2018
DEG022	<b>Refund Trust Fund Deposits</b>		General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To refund trust fund deposits upon appropriate certification and recommendation.		Director Corporate and Community Services  Director Technical Services  Customer & Financial Services Manager	
DEG023	<b>Complete all Financial Certifications</b> To complete all financial certifications required by the Act and Regulations.	<b>Local Government Act 1993 and Local Government (General) Regulation 2005</b>	Customer & Financial Services Manager	29/06/2018
DEG024	<b>Authorise the waiver or reduction of non-business activity fees up to a maximum of \$20,000 in any one transaction</b> To waive or reduce non-business activity fees (pursuant to 610E of the Act) up to a maximum of \$20,000.00 in any one transaction in accordance with those categories described in the current adopted Operational Plan and in line with the requirements of any applicable Council policy.		General Manager  Director Corporate and Community Services  Director Technical Services	29/06/2018
DEG025	<b>Authorise the reduction for water and wastewater consumption charges up to a maximum amount of \$10,000</b>		Director Technical Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To reduce water and wastewater consumption charges in accordance with the Undetected Leak Policy for Water and Wastewater Charges up to a maximum of \$10,000.00			

## Governance

Code	Name & Description	Legislation	Position Name	Date of Delegation
BSC014	<p><b>Issue correspondence and documents under electronic signature</b></p> <p>To control and apply the electronic signatures of the Mayor and General Manager to correspondence and documents upon approval from signatory.</p>		<p>General Manager</p> <p>Executive Assistant</p>	26/11/2020
DEG053	<p><b>Make or Authorise Public and Media Statements involving Council in line with Councils Media Policy</b></p> <p>(a) To make or authorise public statements (b) Issue media releases on matters involving the Council.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Community Relations Officer</p> <p>Director Technical Services</p>	29/06/2018
DEG056	<p><b>Reply to and Sign all Routine Correspondence and Other Forms</b></p> <p>(a) To reply to all routine correspondence that does not require the prior consideration of Council. (b) To exercise discretion in regard to referring correspondence to various Council officers for attention.</p>		<p>General Manager</p> <p>Executive Assistant</p> <p>Human Resources Coordinator</p> <p>Director Corporate and Community Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Community Relations Officer	
			Community Development Officer	
			Community Care Coordinator	
			Personal Assistant	
			Director Technical Services	
			Assets & Engineering Services Projects Officer	
			Customer & Admin Services Coordinator	
			Customer & Financial Services Manager	
			Manager Development & Regulatory Services	
			Building , Environment & Health Surveyor	
			Children's Services Coordinator	
			Library Services	

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Coordinator Foreman - Assets Foreman - Environmental Services Workshop & Plant Coordinator Purchasing Officer Engineering Services Advisor Risk & Insurance Officer Coordinator - Urban Coordinator - Rural	
DEG058	<b>Sign Contracts, Deeds and Agreements that do not require the Council Seal</b> To sign Contracts, Deeds and Agreements that do not require the Council Seal		General Manager Director Corporate and Community Services Director Technical Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG059	<p><b>Sign Funding Applications once approved by Council</b></p> <p>Sign Funding Applications once approved by Council</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG060	<p><b>Negotiate and Enter into Leases, Licences and other Legal Transactions</b></p> <p>Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.</p>	<b>Local Government Act 1993</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG062	<p><b>Act as Councils Public Officer</b></p> <p>To act as the Public Officer in relation to functions contained within section 343 of the Act.</p>	<p><b>Local Government Act 1993</b></p> <p>Section 343</p>	<p>General Manager</p> <p>Director Corporate and Community Services</p>	29/06/2018
DEG063	<p><b>Approve the Destruction of Corporate Documentation</b></p>	<b>State Records Act 1998</b>	<p>General Manager</p> <p>Director Corporate and</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Authority to approve the destruction of corporate documentation or the transfer of corporate documentation to State Records in accordance with Council's Records Disposal Schedule and the State Records Act 1998.		Community Services	
DEG064	<b>Manage the Renewal and Maintenance of Domain Names and IP Addresses</b> Manage the Renewal and Maintenance of Domain Names and IP Addresses		General Manager Director Corporate and Community Services	29/06/2018
DEG065	<b>Manage the renewal and maintenance of Australian Communications and Media Authority radio transmission licences</b> Manage the renewal and maintenance of Australian Communications and Media Authority radio transmission licences as they apply to Council and in accordance with the Radiocommunications Act 1992 (Cth).	<b>Radiocommunications Act 1992 (Cth)</b>	General Manager Director Technical Services	29/06/2018
DEG066	<b>Appoint Staff to Consultative Committee and Health and Safety Committee</b> (a) Appoint management/employer representatives to the Staff Consultative Committee and the Health and Safety Committee (b) Consider and determine matters		General Manager	29/06/2018



Code	Name & Description	Legislation	Position Name	Date of Delegation
	arising from the Staff Consultative Committee and the Health and Safety Committee.			
DEG067	<p><b>Respond to and Liaise with the Minister and the Department</b></p> <p>To respond and liaise with the Minister and his/her representatives and the department in relation to correspondence, inquiries or requests for information.</p>		General Manager	29/06/2018
DEG068	<p><b>Determine Applications under the Government Information (Public Access) Act 2009</b></p> <p>Determine Applications under the Government Information (Public Access) Act 2009 (a) Proactive release of information; (b) Informal access to information; (c) To determine formal applications for access to Council information under the Government Information (Public Access) Act 2009. (d) Review formal applications.</p>	<b>Government Information (Public Access) Act 2009</b>	General Manager Director Corporate and Community Services	29/06/2018
DEG069	<p><b>Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator</b></p> <p>Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator</p>		General Manager Director Corporate and Community Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG070	<p><b>Receive and Investigate Complaints under the Internal Reporting Public Interest Disclosures Policy</b></p> <p>To receive and Investigate Complaints under the Internal Reporting (Public Interest Disclosures Policy) and to authorise action to be taken by the appropriate officer in regard to any complaints or requests received.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p>	29/06/2018
DEG071	<p><b>Receive and Investigate Privacy Complaints</b></p> <p>Receive and Investigate Privacy Complaints</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p>	29/06/2018
DEG072	<p><b>Receive Complaints and Authorise Investigation under Child Protection Policy</b></p> <p>To receive complaints and authorise investigation under the Child Protection Policy and to determine the action to be taken by the appropriate officer in regard to any complaints or requests received.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Children's Services Coordinator</p>	29/06/2018
DEG073	<p><b>Investigate Complaints about Staff under Child Protection Policy</b></p> <p>Investigate Complaints about Staff under Child Protection Policy</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG074	<p><b>Investigate Complaints about Family Day Carers under Child Protection Policy</b></p> <p>Investigate Complaints about Family Day Carers under Child Protection Policy. Note: Carers are also known as Educators</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Children's Services Coordinator</p>	29/06/2018
DEG075	<p><b>Authorise Action on General Complaints about Staff from an Internal Source</b></p> <p>To authorise action to be taken by the appropriate officer in regard to any complaints or requests received, where the complaint is from an internal source.</p>		<p>General Manager</p> <p>Human Resources Coordinator</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG076	<p><b>Authorise Action on General Complaints about Staff from an External Source</b></p> <p>To authorise action to be taken by the appropriate officer in regard to any complaints or requests received, where the complaint is from an external source.</p>		<p>General Manager</p> <p>Human Resources Coordinator</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG077	<p><b>Installation, operation and retrieval of CCTV cameras and their footage</b></p> <p>(a) Approve the viewing and/or retrieval of stored CCTV footage; (b) Approve installation of new CCTV cameras; (c) Maintain the register of fixed CCTV camera locations.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Customer &amp; Admin Services Coordinator</p> <p>Manager Development &amp; Regulatory Services</p>	29/06/2018

## Operational

Code	Name & Description	Legislation	Position Name	Date of Delegation
BSC010	<p><b>Economic Development Opportunities</b></p> <p>That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities: i) That provides an obvious benefit to the Bland Shire ii) That does not commit Council to expenditure that is not budgeted for; and iii) That will be subject of a full report to the next available Council meeting</p>		General Manager	12/11/2020
BSC012	<p><b>Urgent matters during shutdown period</b></p> <p>That the Mayor and General Manager be delegated authority to deal with any urgent matters during the Christmas and New Year shutdown period.</p>		General Manager	12/11/2020
DEG078	<p><b>Issue or Carry on Proceedings (including prosecutions), and to act and negotiate on behalf of Council on Legal issues</b></p> <p>(a) To lay information, to initiate or carry on, to act on behalf of Council and to negotiate on matters in issue between parties in any proceedings in any Court or Tribunal, including but not limited to, the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court; and (b) To instruct and</p>		General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	engage Council's Solicitors and Counsel where considered necessary. (c) To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation.			
DEG081	<b>Authorise the Issue of On-the-Spot Penalty Notices</b> To authorise the issue of 'on-the-spot' penalty infringement notices and to commence Court proceedings where necessary.		General Manager  Manager Development & Regulatory Services	29/06/2018
DEG082	<b>Determine the Fee for the Provision of Council Employees as Witnesses and Information in Court Cases</b> To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases in accordance with Council's fees and charges adopted by Resolution of Council.		General Manager  Director Corporate and Community Services	29/06/2018
DEG083	<b>Issue Notices of Intention to Issue Orders and Orders under the Local Government Act 1993</b>	<b>Local Government Act 1993</b> Section 124, Section 132	General Manager  Manager Development &	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Issue Notices of Intention to Issue Orders under section 124 and section 132 the Act for failing to manage excessive vegetation		Regulatory Services  Building , Environment & Health Surveyor  Ranger	
DEG084	<b>Issue Notices of Intention to Issue Orders and Orders under the Environmental Planning and Assessment Act 1979</b>  Issue Notices of Intention to Issue Orders and Orders under the Environmental Planning and Assessment Act 1979	<b>Environmental Planning and Assessment Act 1979</b>	General Manager  Director Technical Services  Manager Development & Regulatory Services  Building , Environment & Health Surveyor  Ranger	29/06/2018
DEG085	<b>Issue Prevention Notices, Clean up Notices or Prohibition Notices under the Protection of the Environment Operations Act 1997</b>  Issue Prevention Notices, Clean up Notices or Prohibition Notices under the Protection of the Environment Operations Act 1997	<b>Protection of the Environment Operations Act 1997</b>	General Manager  Director Technical Services  Manager Development & Regulatory Services  Building , Environment &	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Health Surveyor Ranger	
DEG086	<p><b>Issue Notices of Intention, Notices and Declarations under the Companion Animals Act 1998</b></p> <p>Issue Notices of Intention, Notices and Declarations under the Companion Animals Act 1998</p>	<b>Companion Animals Act 1998</b>	General Manager  Manager Development & Regulatory Services  Building , Environment & Health Surveyor  Ranger	29/06/2018
DEG087	<p><b>Issue Orders, Directions and Notices under the Roads Act 1993.</b></p> <p>Issue Orders, Directions and Notices under the Roads Act 1993.</p>	<b>Roads Act 1993</b>	General Manager  Director Technical Services  Manager Engineering Services  Engineering Services Advisor	29/06/2018
DEG088	<p><b>Determine Development Applications (including Section 4.55 and Modification Applications) and Complying Development Applications made under</b></p>	<b>Environmental Planning and Assessment Act 1979</b>	General Manager  Director Technical	29/06/2018



Code	Name & Description	Legislation	Position Name	Date of Delegation
	<p><b>the Environmental Planning and Assessment Act 1979 and relevant Regulations</b></p> <p>(a) To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, Complying Development Applications and Subdivision applications) that comply with relevant Acts and Regulations together with Council's LEP and DCP, any other relevant DCP and Council policies and no material objections have been received. (b) To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979 and Subdivision applications as (a) above except where approval of the application would result in a material adverse impact on a person who made a written objection to the application due to non-compliance with a development standard in Council's LEP. Delegated approval is permissible if that objection can be resolved through a condition of consent or has been addressed by way of amendment to plans. (c) To determine applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any issues not covered when the original application was determined (d) To determine applications made pursuant to and in accordance with</p>	Section 4.55, Section 4.56	<p>Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	

Code	Name & Description	Legislation	Position Name	Date of Delegation
	<p>Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any issues not covered when the original application was determined. (e) To determine Modification Applications pursuant to the Environmental Planning and Assessment Act 1979.</p> <p>Note: (1) Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent must be referred to Council for determination, following a written request from at least two Councillors to the General Manager. (2) Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent that, in the opinion of the Director Planning &amp; Environment, is of significant public interest or where any determination may result in major policy implications must be referred to Council for determination.</p>			
DEG089	<p><b>Approve Storm Water Drainage Works Connections that Revert to Council</b></p> <p>Where the Council has approved a subdivision/development subject to the construction of a storm water drainage works that revert to the care, control and management of Council by the applicant, to</p>		<p>Director Technical Services</p> <p>Manager Engineering Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	approve such works upon submission of all necessary plans and documentation.			
DEG090	<p><b>Approve Storm Water Drainage Work Connections from Private Property to Councils Storm Water Systems</b></p> <p>To approve or refuse all connections from private property to Council's storm water systems where those works are for the sole benefit of the development and do not revert to the core control and management of the Council.</p>		<p>Director Technical Services</p> <p>Manager Engineering Services</p>	29/06/2018
DEG091	<p><b>Implement the Adopted Operational Plan and Four-Year Delivery Program</b></p> <p>To implement any work, service or action provided for in the adopted Delivery Program / Operational plan without further reference to Council except for: . the acceptance of tenders which are required under the Act to be invited by the Council, and . the determination of project priorities where lump sum funding for a program has been provided.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG092	<p><b>Engage Contractors for the Removal of Derelict Vehicles from Roads, Road Reserves and Public Places</b></p>	<b>Impounding Act 1993</b>	<p>General Manager</p> <p>Director Technical Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places in accordance with the Impounding Act 1993.		Manager Development & Regulatory Services  Building , Environment & Health Surveyor  Ranger	
DEG093	<b>Approve Applications for Street Activities, Street Stalls and Issue Busking Permits</b>  . To approve applications for street stalls, button days, appeals but excluding door-knock appeals. . To approve applications for street stalls within the area in accordance with Council's policy and practice. . To issue busking permits subject to Council's policies and conditions.		General Manager  Director Corporate and Community Services  Director Technical Services	29/06/2018
DEG094	<b>Approve Applications for Filming/Photographing in Parks, Reserves and Public Places</b>  To approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.		General Manager  Director Corporate and Community Services  Director Technical Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG095	<p><b>Approve the Casual Use of Council Parks and Properties</b></p> <p>To approve or refuse applications for the casual use of parks in accordance with policies and subject to approved fees (if any).</p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Coordinator - Urban</p>	29/06/2018
DEG096	<p><b>Enforce the Payment of Rates</b></p> <p>To issue notices under the Act for the recovery of rates. To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Act.</p>	<b>Local Government Act 1993</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Customer &amp; Financial Services Manager</p>	29/06/2018
DEG097	<p><b>Authorise Amendments to the Rate Register</b></p> <p>Authority to: (a) amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address; (b) insert in the rate book the name of a rate or person whose land has not been valued because of an omission by the Valuer General in terms of the provisions of the Act; (c) insert the name of any person who ought to have been rated or who since the making of the rate has become liable to be rated; (d) strike out the name of any person who ought not to have been rated; (e)</p>		<p>General Manager</p> <p>Finance Officer - Revenue</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	raise or reduce the sum of rates owing due to error; (f) include any land which ought to have been rated; (g) to write off accrued interest to a maximum of \$50.			
DEG098	<p><b>Take Legal Action for the Recovery of Unpaid Rates and Charges and Unpaid Sundry Debtors</b></p> <p>To take all necessary legal action at any time for the recovery of unpaid rates and charges and unpaid sundry debtors in accordance with the Act.</p>	<b>Local Government Act 1993</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Customer &amp; Financial Services Manager</p>	29/06/2018
DEG099	<p><b>Issue Notices to require the Payment of Rent in lieu of Rates</b></p> <p>To issue notices under the Act for the recovery of outstanding rates by requiring the payment of rent to Council in lieu of rates.</p>		<p>General Manager</p> <p>Financial Services Coordinator</p> <p>Finance Officer - Revenue</p>	29/06/2018
DEG100	<p><b>Resolve or Authorise Settlement of Liability Claims</b></p> <p>To resolve claims on Council's behalf a) up to the excess on insurance policies b) above the level of the excess applicable to each insurance policy where an insurance claim is not made or an insurance claim is not accepted by the insurer, or c) there is no insurance in place.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG101	<p><b>Authorise and Sign Notices to Quit to Tenants of Council Properties</b></p> <p>To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.</p>		General Manager	29/06/2018
DEG102	<p><b>Approve or Refuse to grant Councils consent to a third party development application that may traverse or Impact upon Council Land</b></p> <p>Approve or Refuse to grant Council's consent to a third party development application that may traverse or Impact upon Council Land</p>		General Manager	29/06/2018
DEG103	<p><b>Authorise the Maintenance and Repair of Council Properties</b></p> <p>To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.</p>		General Manager  Director Technical Services  Manager Development & Regulatory Services	29/06/2018
DEG104	<p><b>Authorise Expenditure for Maintenance and Replacement of Council Motor Vehicles and Plant</b></p>		General Manager  Director Technical Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To requisition and authorise the expenditure of funds for the repair, maintenance and replacement of Council's plant, equipment and vehicles.		Workshop & Plant Coordinator	
DEG105	<b>Let or Hire Council Plant and Equipment and Determine Plant and Equipment Hire Rates</b> To let or hire any of the Council's public works, plant, machinery and equipment in accordance with rates determined by Council.		General Manager  Director Technical Services  Workshop & Plant Coordinator	29/06/2018
DEG106	<b>Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Act.</b> Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Act.	<b>Local Government Act 1993</b>	General Manager	29/06/2018
DEG107	<b>Authorise Contribution to Cost of Dividing Fences on Council Property</b> Authority to contribute on behalf of Council half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management subject to two quotations being obtained and subject to compliance with the Dividing Fences Act 1991, where applicable.	<b>Dividing Fences Act 1991</b> Section 645	General Manager  Director Technical Services	29/06/2018



Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG108	<p><b>Operate and Maintain the Council Airport in accordance with all applicable legislative requirements and Council's applicable operation manual</b></p> <p>Operate and Maintain the Council Airport in accordance with all applicable legislative requirements and Council's applicable operation manual</p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Engineering Services</p> <p>Coordinator - Urban</p>	29/06/2018
DEG109	<p><b>Operate and Maintain Councils Waste Management Centre (Landfill) in accordance with all applicable legislative requirements</b></p> <p>Operate and Maintain Council's Waste Management Centre (Landfill) in accordance with all applicable legislative requirements</p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Assets Coordinator</p> <p>Foreman - Facilities</p> <p>Manager Engineering Services</p>	29/06/2018
DEG110	<p><b>Operate and maintain Councils Cemetery/Crematorium in accordance with all applicable legislative requirements</b></p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Administration Officer</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements		Engineering Coordinator - Urban	
DEG111	<b>Operate and Maintain Councils Childrens Services in accordance with all applicable legislative requirements</b> Operate and Maintain Council's Children's Services in accordance with all applicable legislative requirements		General Manager Director Corporate and Community Services Children's Services Coordinator	29/06/2018
DEG112	<b>Exercise the Powers of Councils Impounding Officer</b> Exercise the Powers of Council's Impounding Officer		General Manager Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger Facilities Officer	29/06/2018
DEG113	<b>Approve or Refuse Applications for Pruning or Removal of Trees</b>		General Manager Director Technical	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	In accordance with Council's Tree Preservation Order to approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property subject to the payment of any required fee.		Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Coordinator - Urban	
DEG114	<b>Issue Parking Infringement Notices</b> Issue Parking Infringement Notices		Manager Development & Regulatory Services  Ranger	29/06/2018
DEG115	<b>Authorise Withdrawal of Penalty Infringement Leniency</b> (a) To withdraw Penalty Infringement Notices where those notices are technically flawed. (b) To withdraw from prosecution proceedings relating to penalty infringement notices following consideration of representations. Note - Not to be the originator or signatory to the Penalty Notice.		General Manager  Director Technical Services  Manager Development & Regulatory Services	29/06/2018
DEG116	<b>Approve Temporary Road Closures</b>		General Manager  Director Technical	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To approve temporary road closures where: . The temporary road closure is not more than two consecutive days. . Roads and Maritime Service approves the Traffic Management Plan and grants a road occupancy licence (as required). . The NSW Police approve the closure. . The application complies with Council's Conditions of Closure.		Services  Manager Engineering Services  Engineering Services Advisor	
DEG117	<b>Make Sign Adjustments</b> To undertake the following sign adjustments: . Change existing parking restriction times to Council's standard times; . Move existing signs to a more visible location (for example, move a sign hidden behind a tree trunk); . Install "repeater"/additional signs (for example, where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions). . Change old "No Standing" signs to "No Parking" signs as per the Australian Road Rules		General Manager  Director Technical Services	29/06/2018
DEG118	<b>Install and Refuse Applications in Special Use Zones</b> To install and refuse an application for the following Special Use Zones: . Works Zones . Loading Zones . Mail Zones . Motorcycle Parking . Bus Zone . Taxi Zone . Police Vehicles Zone . Disabled Parking . Temporary Bus Zones (for example, railway buses). Approval for the		General Manager  Director Technical Services  Engineering Services Advisor	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	<p>installation of all these Special Use Zones will be granted only where the NSW Police agree to the installation. In addition, approval for the installation of Mail Zones will be granted only where Australia Post agree to the installation; and approval for the installation of Bus Zones will be granted where the State Transit Authority agree to the installation.</p>			
DEG119	<p><b>Approve the Installation of Traffic Facilities</b> To approve the installation of individual Traffic Facilities projects, where: . the individual Traffic Facility project forms part of that financial year's Traffic Facilities Program which has previously been approved. . after conducting a survey of local residents, the majority favours the proposed traffic facility design. . Subject to compliance with any applicable Council policies.</p>		<p>General Manager  Director Technical Services</p>	29/06/2018
DEG120	<p><b>Approve the Installation of Warning Signs</b> To approve the installation of warning signs, where: . The definition of warning sign is as defined in the Australian Standard (AS1742.1-2014) . The proposed sign can be found in Section 3 Warning Signs of the Australian Standard (AS1742.1-2014) . The NSW Police agree with the installation.</p>		<p>General Manager  Director Technical Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG121	<p><b>Approve or Refuse an Application for Signs across Driveways</b></p> <p>To approve or refuse an application for signs or line marking across a driveway, where the NSW Police agree with the approval or refusal.</p>		<p>General Manager</p> <p>Director Technical Services</p>	29/06/2018
DEG122	<p><b>Approve or Refuse an Application for Traffic Bollards</b></p> <p>Approve or Refuse an Application for Traffic Bollards</p>		<p>General Manager</p> <p>Director Technical Services</p>	29/06/2018
DEG123	<p><b>Approve the Construction of Vehicular Crossings and Footpath Restorations</b></p> <p>To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.</p>		<p>General Manager</p> <p>Director Technical Services</p>	29/06/2018
DEG124	<p><b>Approve the Installation of Additional Street Lighting</b></p> <p>To approve the installation of additional street lighting facilities and associated charges.</p>		<p>General Manager</p> <p>Director Technical Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG125	<p><b>Endorse/Sign Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act 1919</b></p> <p>. To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919 . To suspend the operation of any regulatory instrument in reliance upon section 3.16 of the Environmental Planning and Assessment Act 1979 and subject to any Council Policy and the Law.</p>	<p><b>Environmental Planning and Assessment Act 1979</b></p> <p>Section 3.16</p> <p><b>Conveyancing Act 1919</b></p> <p>Section 88B</p>	General Manager	29/06/2018
DEG126	<p><b>Determine Public Notification of Applications</b></p> <p>To determine public notification of applications: (a) To determine whether an application should be exempted from notification in accordance with Council policy. (b) To determine such persons who own land or who reside in properties that may be detrimentally affected by the development and to ensure such persons are notified in accordance with Council's policy.</p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p>	29/06/2018
DEG128	<p><b>Authorise Recommendations for Accreditation of Council Building Surveyors under the Building Professionals Act 2005</b></p> <p>Authority under section 5 of the Building Professionals Act 2005 to make a recommendation on behalf of</p>	<p><b>Building Professionals Act 2005</b></p> <p>Section 5</p>	<p>General Manager</p> <p>Director Technical Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of Council.			
DEG129	<p><b>Exercise Councils Power to Carry out Work on Private Land for an Amount fixed by Council</b></p> <p>To exercise Council's power to carry out work on private land, subject to the consent of the owner and/or a legal right for Council to carry out the works.</p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p> <p>Ranger</p> <p>Foreman - Environmental Services</p> <p>Manager Engineering Services</p>	29/06/2018
DEG130	<p><b>Authorise One-off Variations of Working Hours on Building Work Sites where the Matter is one of Public Safety</b></p> <p>To authorise a one-off variation to the restricted hours of building works where: (a) urgent building works to be</p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp;</p>	29/06/2018



Code	Name & Description	Legislation	Position Name	Date of Delegation
	carried out; (b) large cranes have to stand on streets; (c) the loading/unloading of materials and pouring of the concrete which would otherwise cause interference to traffic; and (d) the erection or removal of hoarding tower cranes, awnings and the like.		Regulatory Services	
DEG133	<b>Manage the Councils Motor Vehicle Fleet</b> To control Council's motor vehicle fleet in the following matters: (a) Authority to drive; (b) Private use of vehicles; (c) Council and user records; (d) Allocation of vehicles (e) Alternative user procedures initial equipment including tyres, general maintenance and cleaning of cars.		General Manager  Director Technical Services  Workshop & Plant Coordinator	29/06/2018
DEG134	<b>Issue of Permits, Certificates or Approvals</b> To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation; including, but not limited to: . Section 68 Approvals under the Act; . all building information certificates, construction certificates, subdivision certificates, certificates of classifications and occupation certificates.	<b>Local Government Act 1993</b>  <b>Environment Planning Assessment Act 1979</b>	General Manager  Director Technical Services  Manager Development & Regulatory Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG135	<p><b>Determine Extensions of Development Consent</b></p> <p>To determine applications for extensions of time in regard to use or development consent in accordance with the provisions of the Environmental Planning and Assessment Act 1979 where the proposal generally complies with current planning controls.</p>	<b>Environmental Planning and Assessment Act 1979</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p>	29/06/2018
DEG136	<p><b>Issue General Infringement/Penalty Notices relating to Local Government Act 1993</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Local Government Act 1993</p>	<b>Local Government Act 1993</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p>	29/06/2018
DEG137	<p><b>Issue General Infringement/Penalty Notices relating to Road Rules 2014</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Rules 2014</p>	<b>Road Rules 2014</b>	<p>General Manager</p> <p>Director Technical Services</p>	29/06/2018
DEG138	<p><b>Issue General Infringement/Penalty Notices relating to Companion Animals Act 1998</b></p>	<b>Companion Animals Act 1998</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Act 1998		Building , Environment & Health Surveyor  Ranger	
DEG139	<b>Issue General Infringement/Penalty Notices relating to Companion Animals Regulation 2018</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Regulation 2018	<b>Companion Animals Regulations 2018</b>	General Manager  Manager Development & Regulatory Services  Building , Environment & Health Surveyor  Ranger	29/06/2018
DEG140	<b>Issue General Infringement/Penalty Notices relating to Road Transport (General) Regulation 2013</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Transport (General) Regulation 2013	<b>Road Transport (General) Regulation 2013</b>	General Manager  Director Technical Services	29/06/2018
DEG141	<b>Issue General Infringement/Penalty Notices relating to Roads Act 1993</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Roads Act 1993	<b>Roads Act 1993</b>	General Manager  Director Technical Services  Manager Engineering	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Services	
DEG142	<p><b>Issue General Infringement/Penalty Notices relating to Impounding Act 1993</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Impounding Act 1993</p>	<b>Impounding Act 1993</b>	General Manager  Manager Development & Regulatory Services  Building , Environment & Health Surveyor  Ranger  Facilities Officer	29/06/2018
DEG143	<p><b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations Act 1997</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations Act 1997</p>	<b>Protection of the Environment Operations Act 1997</b>	General Manager  Director Technical Services  Manager Development & Regulatory Services  Building , Environment & Health Surveyor  Ranger	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG144	<p><b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Clean Air) Regulation 2010</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Clean Air) Regulation 2010</p>	<p><b>Protection of the Environment Operations (Clean Air) Regulations 2010</b></p>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p> <p>Ranger</p>	29/06/2018
DEG145	<p><b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Noise Control) Regulation 2017</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Noise Control) Regulation 2017</p>	<p><b>Protection of the Environment Operations (Noise Control) Regulations 2017</b></p>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p> <p>Ranger</p>	29/06/2018
DEG146	<p><b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Waste) Regulation 2014</b></p>	<p><b>Protection of the Environment Operations (Waste) Regulation 2014</b></p>	<p>General Manager</p> <p>Director Technical</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Waste) Regulation 2014		Services  Manager Development & Regulatory Services  Building , Environment & Health Surveyor  Ranger	
DEG147	<b>Issue General Infringement/Penalty Notices relating to Swimming Pools Act 1992</b>  To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Swimming Pools Act 1992	<b>Swimming Pools Act 1992</b>	General Manager  Manager Development & Regulatory Services  Building , Environment & Health Surveyor	29/06/2018
DEG151	<b>Issue General Infringement/Penalty Notices relating to Environmental Planning &amp; Assessment Act 1979</b>  To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning & Assessment Act 1979	<b>Environmental Planning &amp; Assessment Act 1979</b>	General Manager  Manager Development & Regulatory Services  Building , Environment & Health Surveyor	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG152	<p><b>Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Regulation 2000</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning and Assessment Regulation 2000</p>	<b>Environmental Planning and Assessment Regulation 2000</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018
DEG153	<p><b>Issue General Infringement/Penalty Notices relating to Food Act 2003</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Food Act 2003</p>	<b>Food Act 2003</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018
DEG154	<p><b>Issue General Infringement/Penalty Notices relating to Food Regulation 2015</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Food Regulation 2015</p>	<b>Food Regulation 2015</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG155	<p><b>Issue General Infringement/Penalty Notices relating to Graffiti Control Act 2008 and Graffiti Control Regulation 2014</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Graffiti Control Act 2008 and Graffiti Control Regulation 2014</p>	<b>Graffiti Control Act 2008</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018
DEG156	<p><b>Issue General Infringement/Penalty Notices relating to Crown Land Management Act 2016</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Crown Land Management Act 2016</p>	<b>Crown Land Management Act 2016</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Foreman - Environmental Services</p>	29/06/2018
DEG158	<p><b>Issue General Infringement/Penalty Notices relating to Public Health Act 2010</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Act 2010</p>	<b>Public Health Act 2010</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018



Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG159	<p><b>Issue General Infringement/Penalty Notices relating to Public Health Regulation 2012</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Regulation 2012</p>	<b>Public Health Regulation 2012</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018
DEG160	<p><b>Issue General Infringement/Penalty Notices relating to Boarding Houses Act 2012</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Boarding Houses Act 2012</p>	<b>Boarding Houses Act 2012</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018
DEG161	<p><b>Issue General Infringement/Penalty Notices relating to Roads Regulation 2018</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Roads Regulation 2018</p>	<b>Roads Regulation 2018</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Engineering Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG162	<p><b>Issue General Infringement/Penalty Notices relating to Biosecurity Act 2015</b></p> <p>To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Biosecurity Act 2015</p>	<b>Biosecurity Act 2015</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Foreman - Environmental Services</p> <p>Biosecurity Officer</p>	29/06/2018
DEG163	<p><b>Act on Councils behalf in all matters relating to the Companion Animals Act 1998</b></p> <p>(a) To act on Council's behalf in all matters relating to the administration of the Dog Impounding contract and service provision in accordance with Council policy and guidelines. (b) To administer the provisions of the Companion Animals Act 1998 including the authorisations of prosecutions and consideration of appeals for leniency from on the spot fines.</p>	<b>Companion Animals Act 1998</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p> <p>Ranger</p>	29/06/2018
DEG167	<p><b>Approve, Refuse or Condition Applications for School/Community Groups Visitation to Council Properties</b></p>		General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	To approve, refuse or condition any application for school and community group visitation to Council owned or controlled properties.			
DEG168	<b>Approve Applications for Charity Collections</b> To approve applications for charity collections in the local business district(s).		General Manager  Director Corporate and Community Services  Director Technical Services	29/06/2018
DEG169	<b>Order Supplies, Plant and Equipment Authorised under Requisition</b> To order all supplies, materials, plant, equipment and vehicles upon the issue of an appropriate authorised requisition.		Director Corporate and Community Services  Director Technical Services  Customer & Financial Services Manager	29/06/2018
DEG170	<b>Manage Issues relating to Numbering of Buildings</b> To require owners or occupiers of land on which buildings are erected and which have frontages/entrances from roads, to mark the building, fence or road frontage with such numbers and in the		Director Technical Services  Manager Development & Regulatory Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	manner and form that may from time to time be required.			
DEG171	<p><b>Approve Applications for the Removal of Vehicular Crossings</b></p> <p>To approve or refuse applications for the removal of vehicular crossings.</p>		Director Technical Services	29/06/2018
DEG172	<p><b>Sign as Owner of Council Properties for Applications for Development/Building Consent</b></p> <p>Sign as Owner of Council Properties for Applications for Development/Building Consent</p>		General Manager	29/06/2018
DEG173	<p><b>Determine the Disposal Price and Time of Council Plant and Equipment by Auction</b></p> <p>To determine the disposal price and time of disposal for Council's plant and equipment.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Workshop &amp; Plant Coordinator</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG174	<p><b>Determine the Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in</b></p> <p>Authority to approve a sale price for Council plant, equipment or vehicles by public auction, tender or trade-in if: . the best offer is more than 10% below the reserve price; and / or . the reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and / or . results from previous auctions for similar plant, equipment or vehicles has been considered (a) determine the reserve price and disposal method for IT equipment</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Workshop &amp; Plant Coordinator</p>	29/06/2018
DEG175	<p><b>Approve or Refuse an Application for Road Rules 2014 Compliance Signs</b></p> <p>To approve or refuse an application for Road Rules 2014 compliance signs (for example, 10m "No Stopping" restrictions at intersections), where the NSW Police agree with the approval or refusal.</p>	<b>Road Rules 2014</b>	<p>Director Technical Services</p> <p>Manager Engineering Services</p>	29/06/2018
DEG176	<p><b>To Administer the Provisions of the Roads Act 1993, Road Transport Act 2013 and Road Rules 2014 as they apply to Council</b></p> <p>To Administer the Provisions of the Roads Act 1993, Road Transport Act 2013 and Road Rules 2014 as they apply to Council subject to any applicable standards,</p>	<p><b>Roads Act 1993</b></p> <p><b>Road Rules 2014</b></p>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Engineering Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	protocols and directions from State Government departments and/or NSW Police.			
DEG177	<p><b>Exercise Authority under the Roads Act 1993 in connection with the assessment of Development Applications, Construction Certificates and Complying Development Certificates</b></p> <p>Exercise Authority under the Roads Act 1993 in connection with the assessment of Development Applications, Construction Certificates and Complying Development Certificates (a) Fix the levels of the public roads. (b) Determine levels of public roads after considering public submissions. (c) Direct restoration of road works. (d) Regulate traffic by means of barriers or notices. (e) Enter upon any land subject to the requirements of the Roads Act 1993. (f) Carry out inspections and investigations upon any land subject to the requirements of the Roads Act 1993. (g) Remove, place guard around any matter or thing within a road which in his opinion may be a danger to the public. (h) Direct any person causing an obstruction or danger in a road to remove such obstruction or danger (including the removal of redundant gutter crossing, kerbs and footpaths). (i) To approve or refuse the construction of vehicular crossings and/or restoration works. (j) Prevent the damage of or interface with any public road (k) Determine applications for hoarding permits.</p>	<b>Roads Act 1993</b>	<p>Director Technical Services</p> <p>Manager Engineering Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG178	<p><b>Issue Approvals under Section 138 of the Roads Act 1993 where Public Safety is an Issue</b></p> <p>Issue Approvals under Section 138 of the Roads Act 1993 where Public Safety is an Issue</p>	<p><b>Roads Act 1993</b></p> <p>Section 138</p>	<p>Director Technical Services</p> <p>Manager Engineering Services</p>	29/06/2018
DEG181	<p><b>Approve or Refuse Applications for Construction Certificates</b></p> <p>(a) To approve or refuse applications for Construction Certificates which comply in all respects with the requirements of the Building Code of Australia, the Local Government Act 1993, as amended by the Environmental Planning and Assessment Act 1979 and Regulations, Council's Planning Controls and Policies and do not depart from the conditions and plans of the development consent. (b) To refuse an application for Construction Certificate proposing the erection of a building which does not comply with the requirements of either Council's LEP, the Building Code of Australia, the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations 2000 there under or relevant conditions of development consent.</p>	<p><b>Building Code of Australia</b></p> <p><b>Local Government Act 1993</b></p> <p><b>Environmental Planning and Assessment Act 1979</b></p> <p><b>Environmental Planning and Assessment Regulation 2000</b></p> <p><b>Councils Planning Controls and Policies</b></p>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG182	<p><b>Issue Building Information Certificates, Classification / Occupancy Certificates</b></p> <p>To approve, refuse and sign all building information certificates and certificates of classifications and certificates of occupancies required under the Local Government Act 1993 the Environmental Planning and Assessment Act 1979 and Regulations and/or the Building Code of Australia.</p>	<p><b>Local Government Act 1993</b></p> <p><b>Environmental Planning and Assessment Act 1979</b></p> <p><b>Environmental Planning and Assessment Regulation 2000</b></p> <p><b>Building Code of Australia</b></p>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018
DEG183	<p><b>Accept Structural and Mechanical Ventilation Drawings</b></p> <p>To accept structural drawings, mechanical ventilation and other detailed drawings which comply with the requirements of the Building Code of Australia, Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations and related Australian Standards where an Engineers certification has been submitted (by a practising Engineer or accredited certifier) certifying the design criteria used, and compliance with the relevant statutory codes.</p>	<p><b>Building Code of Australia</b></p> <p><b>Local Government Act 1993</b></p> <p><b>Environmental Planning and Assessment Act 1979</b></p> <p><b>Environmental Planning and Assessment Regulation 2000</b></p>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	29/06/2018
DEG184	<p><b>Approve Applications for Strata/Subdivision Plans</b></p> <p>To approve applications for strata/subdivision that comply with the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 and Regulations and the relevant provisions of the Strata</p>	<p><b>Local Government Act 1993</b></p> <p><b>Environmental Planning and Assessment Act 1979</b></p>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp;</p>	29/06/2018



Code	Name & Description	Legislation	Position Name	Date of Delegation
	Schemes Development Act 2015 and associated regulations; and any development consent issued (including release of the Subdivision plans and Certificates), including signature/endorsement of linen plans.	<b>Environmental Planning and Assessment Regulation 2000</b> <b>Strata Schemes Development Act 2015</b>	Regulatory Services Building , Environment & Health Surveyor	
DEG185	<b>Review Notice of Determinations</b> To review Notice of Determinations issued under delegated authority in accordance with the requirements of the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations. Note: Reviewer is not to be original determiner or subordinate of original determiner in accordance with limitation imposed by Section 377(1)(o) of the Act.	<b>Local Government Act 1993</b> Section 377 <b>Environmental Planning and Assessment Act 1979</b>	Director Technical Services Manager Development & Regulatory Services	29/06/2018
DEG187	<b>Exercise all powers of Council under the Library Act 1939</b> Exercise all powers of Council under the Library Act 1939	<b>Library Act 1939</b>	General Manager Director Corporate and Community Services Library Services Coordinator	29/06/2018
DEG188	<b>Authorise the Purchase, De-commissioning and Donation of Library Books</b>		General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Authorise the Purchase, De-commissioning and Donation of Library Books		Director Corporate and Community Services  Library Services Coordinator	
DEG190	<b>Approve the Use of Community Buses</b> To approve all requests for the use of Council's community buses in accordance with Council's policy and fees and to grant discounts/rebates in accordance with policy.		General Manager  Director Corporate and Community Services  Community Care Coordinator	29/06/2018
DEG191	<b>Approve the Consumption of Alcohol for Special Events at Council's Premises</b> Approve the Consumption of Alcohol for Special Events at Council's Premises		General Manager	29/06/2018
DEG192	<b>Perform the Functions in relation to Local Environment Plans</b> Perform the Functions in relation to Local Environment Plans subject to the Minister delegating functions under Section 3.36 of the Environmental Planning and Assessment Act 1979 and subject to Council resolving to accept the Ministerial delegation. Only those	<b>Environmental Planning and Assessment Act 1979</b>  Section 3.36	Director Technical Services  Manager Development & Regulatory Services	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	functions identified in the Ministerial delegation may be carried out.			
DEG193	<p><b>Exercise the Powers of the State Emergency and Rescue Management Act 1989</b></p> <p>Exercise the Powers of the State Emergency and Rescue Management Act 1989 as delegated under Section 378 of the Act, to be the Chairperson of the Local Emergency Management Committee</p>	<p><b>State Emergency and Rescue Management Act 1989</b></p> <p>Section 378</p>	<p>General Manager</p> <p>Director Technical Services</p> <p>Assets Coordinator</p>	29/06/2018
DEG194	<p><b>Administer the Provisions and Functions of the Boarding House Act 2012 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Boarding House Act 2012 and associated Regulation</p>	<b>Boarding Houses Act 2012</b>	<p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019
DEG195	<p><b>Administer the Provisions and Functions of the Children and Young Persons (Care and Protection) Act 1998 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Children and Young Persons (Care and Protection) Act 1998 and associated Regulation</p>	<b>Children and Young Persons (Care and Protection) Act 1998</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Children's Services Coordinator</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG196	<p><b>Administer the Provisions and Functions of the Children (Education and Care Services National Law Application) Act 2010 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Children (Education and Care Services National Law Application) Act 2010 and associated Regulation</p>	<p><b>Children (Education and Care Services National Law Application) Act 2010</b></p>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Children's Services Coordinator</p>	25/02/2019
DEG197	<p><b>Administer the Provisions and Functions of the Community Land Development Act 1989 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Community Land Development Act 1989 and associated Regulation</p>	<p><b>Community Land Development Act 1989</b></p>	<p>Manager Development &amp; Regulatory Services</p>	25/02/2019
DEG198	<p><b>Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation</p>	<p><b>Companion Animals Act 1998</b></p>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Ranger</p>	25/02/2019
DEG199	<p><b>Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation</b></p>	<p><b>Conveyancing Act 1919</b></p>	<p>General Manager</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation		Director Technical Services	
DEG200	<p><b>Administer the Provisions and Functions of the Crown Land Management Act 2016 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Crown Land Management Act 2016 and associated Regulation</p>	<b>Crown Land Management Act 2016</b>	<p>General Manager</p> <p>Director Technical Services</p>	25/02/2019
DEG201	<p><b>Administer the Provisions and Functions of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000</b></p> <p>Administer the Provisions and Functions of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000</p>	<b>Environmental Planning and Assessment Act 1979</b>	<p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p>	25/02/2019
DEG202	<p><b>Administer the Provisions and Functions of the Fire and Rescue NSW Act 1989 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Fire and Rescue NSW Act 1989 and associated Regulation</p>	<b>Fire and Rescue NSW Act 1989</b>	<p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG204	<p><b>Administer the Provisions and Functions of the Food Act 2003 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Food Act 2003 and associated Regulation</p>	<b>Food Act 2003</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019
DEG205	<p><b>Administer the Provisions and Functions of the Government Information (Public Access) Act 2009 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Government Information (Public Access) Act 2009 and associated Regulation</p>	<b>Government Information (Public Access) Act 2009</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Customer &amp; Admin Services Coordinator</p> <p>Senior Records Officer</p> <p>Customer &amp; Financial Services Manager</p>	25/02/2019
DEG206	<p><b>Administer the Provisions and Functions of the Graffiti Control Act 2008 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Graffiti Control Act 2008 and associated Regulation</p>	<b>Graffiti Control Act 2008</b>	<p>Manager Development &amp; Regulatory Services</p> <p>Coordinator - Urban</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG207	<p><b>Administer the Provisions and Functions of the Health Records and Information Privacy Act 2002 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Health Records and Information Privacy Act 2002 and associated Regulation</p>	<b>Health Records and Information Privacy Act 2002</b>	<p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Customer &amp; Admin Services Coordinator</p> <p>Senior Records Officer</p>	25/02/2019
DEG208	<p><b>Administer the Provisions and Functions of the Heritage Act 1977 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Heritage Act 1977 and associated Regulation</p>	<b>Heritage Act 1977</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p>	25/02/2019
DEG209	<p><b>Administer the Provisions and Functions of the Impounding Act 1993 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Impounding Act 1993 and associated Regulation</p>	<b>Impounding Act 1993</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Ranger Facilities Officer	
DEG210	<b>Administer the Provisions and Functions of the Library Act 1939 and associated Regulation</b> Administer the Provisions and Functions of the Library Act 1939 and associated Regulation 2018	<b>Library Act 1939</b>	Director Corporate and Community Services Library Services Coordinator	25/02/2019
DEG211	<b>Administer the Provisions and Functions of the Liquor Act 2007 and associated Regulation</b> Administer the Provisions and Functions of the Liquor Act 2007 and associated Regulation	<b>Liquor Act 2007</b>	General Manager Manager Development & Regulatory Services Building , Environment & Health Surveyor	25/02/2019
DEG212	<b>Administer the Provisions and Functions of the Local Government Act 1993</b> Administer the Provisions and Functions of the Local Government Act 1993	<b>Local Government Act 1993</b>	General Manager Director Corporate and Community Services Director Technical Services	25/02/2019



Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG213	<p><b>Administer the Provisions and Functions of the Local Government (General) Regulation 2005</b></p> <p>Administer the Provisions and Functions of the Local Government (General) Regulation 2005</p>	<b>Local Government (General) Regulation 2005</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	25/02/2019
DEG214	<p><b>Administer the Provisions and Functions of the Native Title (NSW) Act 1994 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Native Title (NSW) Act 1994 and associated Regulation</p>	<b>Native Title (NSW) Act 1994</b>	<p>Director Technical Services</p> <p>Foreman - Environmental Services</p>	25/02/2019
DEG215	<p><b>Administer the Provisions and Functions of the Plumbing and Drainage Act 2011 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Plumbing and Drainage Act 2011 and associated Regulation</p>	<b>Plumbing and Drainage Act 2011</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019
DEG216	<p><b>Administer the Provisions and Functions of the Privacy and Personal Information Protection Act 1998 and associated Regulation</b></p>	<b>Privacy and Personal Information Protection Act 1998</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Administer the Provisions and Functions of the Privacy and Personal Information Protection Act 1998 and associated Regulation		Customer & Admin Services Coordinator  Customer & Financial Services Manager	
DEG217	<b>Administer the Provisions and Functions of the Protection of the Environment Operations Act 1997 and associated Regulation</b>  Administer the Provisions and Functions of the Protection of the Environment Operations Act 1997 and associated Regulation	<b>Protection of the Environment Operations Act 1997</b>	General Manager  Manager Development & Regulatory Services	25/02/2019
DEG218	<b>Administer the Provisions and Functions of the Public Health Act 2010 and associated Regulation</b>  Administer the Provisions and Functions of the Public Health Act 2010 and associated Regulation	<b>Public Health Act 2010</b>	General Manager  Director Technical Services  Manager Development & Regulatory Services  Building , Environment & Health Surveyor	25/02/2019
DEG219	<b>Administer the Provisions and Functions of the Radiocommunications Act 1992 (Cth) and associated Regulation</b>	<b>Radiocommunications Act 1992 (Cth)</b>	Director Technical Services	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Administer the Provisions and Functions of the Radiocommunications Act 1992 (Cth) and associated Regulation			
DEG221	<b>Administer the Provisions and Functions of the Roads Act 1993 and associated Regulation</b> Administer the Provisions and Functions of the Roads Act 1993 and associated Regulation	<b>Roads Act 1993</b>	General Manager  Director Technical Services  Manager Engineering Services	25/02/2019
DEG222	<b>Administer the Provisions and Functions of the Road Transport Act 2013 and Road Transport (General) Regulation 2013</b> Administer the Provisions and Functions of the Road Transport Act 2013 and Road Transport (General) Regulation 2013	<b>Roads Transport Act 2013</b>	General Manager  Director Technical Services  Manager Engineering Services	25/02/2019
DEG223	<b>Administer the Provisions and Functions of the Rural Fires Act 1997 and associated Regulation</b> Administer the Provisions and Functions of the Rural Fires Act 1997 and associated Regulation	<b>Rural Fires Act 1997</b>	General Manager  Director Technical Services  Manager Development & Regulatory Services	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Manager Engineering Services	
DEG224	<p><b>Administer the Provisions and Functions of the State Emergency and Rescue Management Act 1989 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the State Emergency and Rescue Management Act 1989 and associated Regulation</p>	<b>State Emergency and Rescue Management Act 1989</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Assets Coordinator</p>	25/02/2019
DEG225	<p><b>Administer the Provisions and Functions of the State Records Act 1998 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the State Records Act 1998 and associated Regulation</p>	<b>State Records Act 1998</b>	<p>Director Corporate and Community Services</p> <p>Customer &amp; Admin Services Coordinator</p>	25/02/2019
DEG226	<p><b>Administer the Provisions and Functions of the Swimming Pools Act 1992 and Swimming Pools Regulation 2018</b></p> <p>Administer the Provisions and Functions of the Swimming Pools Act 1992 and Swimming Pools Regulation 2018</p>	<b>Swimming Pools Act 1992</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG227	<p><b>Administer the Provisions and Functions of the Unclaimed Money Act 1995 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Unclaimed Money Act 1995 and associated Regulation</p>	<b>Unclaimed Money Act 1995</b>	<p>Director Corporate and Community Services</p> <p>Customer &amp; Financial Services Manager</p>	25/02/2019
DEG228	<p><b>Administer the Provisions and Functions of the Waste Avoidance and Resource Recovery Act 2001 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Waste Avoidance and Resource Recovery Act 2001 and associated Regulation</p>	<b>Waste Avoidance and Resource Recovery Act 2001</b>	<p>Director Technical Services</p> <p>Assets Coordinator</p> <p>Foreman - Facilities</p>	25/02/2019
DEG229	<p><b>Administer the Provisions and Functions of the Water Management Act 2000 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Water Management Act 2000 and associated Regulation</p>	<b>Water Management Act 2000</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p> <p>Assets Coordinator</p> <p>Foreman - Facilities</p> <p>Foreman - Environmental Services</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Manager Engineering Services	
DEG230	<p><b>Administer the Provisions and Functions of the Work Health and Safety Act 2011 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Work Health and Safety Act 2011 and associated Regulation</p>	<b>Work Health and Safety Act 2011</b>	General Manager Executive Assistant Tourism & Administration Officer V.I.C Assistant Human Resources Coordinator Human Resources Assistant Payroll Administrator Director Corporate and Community Services Community Relations Officer Community Development Officer Community Care Coordinator	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
			HACC Assistant	
			Personal Assistant	
			Administration Officer HACC	
			Director Technical Services	
			Administration Officer Engineering	
			Assets & Engineering Services Projects Officer	
			Cleaner & Maintenance	
			Customer & Admin Services Coordinator	
			Senior Records Officer	
			Customer Services Officer	
			Administration Officer - Corporate Services	
			Cleaner	
			Financial Services Coordinator	

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Customer & Financial Services Manager	
			Finance Officer - Creditors	
			Finance Officer - Revenue	
			Finance Officer	
			Manager Development & Regulatory Services	
			Building , Environment & Health Surveyor	
			Development Services Officer	
			Ranger	
			GIS Officer	
			Planning & Compliance Officer	
			Administration Officer - CSU	
			Child Care Educator (casual)	
			Trainee - Children's	



Code	Name & Description	Legislation	Position Name	Date of Delegation
			Services  School Based Trainee - CSU  Children's Services Coordinator  FDC Support Officer  Child Care Educator (MRU casual)  Play Session Leader  Child Care Educator (MRU PT)  Senior Early Childhood Teacher  Cadet PreSchool Teacher  Child Care Educator (part time)  Special Needs Assistant  Library Services Coordinator  Library Assistant	

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Assets Coordinator	
			Foreman - Assets	
			Foreman - Facilities	
			Leading Hand - Traffic Facilities	
			Traffic Facilities Assistant	
			Foreman - Environmental Services	
			Biosecurity Officer	
			Biosecurity Roadside Control Officer	
			Workshop & Plant Coordinator	
			Senior Fitter & Welder	
			Fitter & Welder	
			Workshop Foreman	
			Plant Mechanic	
			Purchasing Officer	
			Manager Engineering	

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Services  Engineering Services Advisor  Junior Engineer  Risk & Insurance Officer  Coordinator - Urban  Plant Operator - Waste Management  Landfill Supervisor  Facilities Operator - Landfill  Supervisor Sewerage Treatment Works  Facilities Operator - STW  Leading Hand Parks & Sporting Ovals  Construction Worker  Construction Worker-Town, Village, Parks & Gard	

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Leading Hand - Urban Maintenance	
			Trainee - Parks & Gardens	
			Plant Operator 2 - Town & Village Maintenance	
			Plant Operator 1 - Town & Village Maintenance	
			Coordinator - Rural	
			Facilities Officer	
			Trainee Plant Operator	
			Road Safety Officer	
			Contracts, Compliance & WHS Officer	
			Foreman - Rural	
			Plant Operator 1 (Rural)	
			Plant Operator 2 (Rural)	
			Plant Operator 3 (Rural)	
			Leading Hand (Rural)	

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG231	<p><b>Administer the Provisions and Functions of the Workers Compensation Act 1987</b></p> <p>Administer the Provisions and Functions of the Workers Compensation Act 1987</p>	<b>Workers Compensation Act 1987</b>	<p>General Manager</p> <p>Director Technical Services</p> <p>Contracts, Compliance &amp; WHS Officer</p>	25/02/2019
DEG232	<p><b>Administer the Provisions and Functions of the Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation</p>	<p><b>Workplace Injury Management</b></p> <p><b>Workers Compensation Act 1998</b></p>	<p>General Manager</p> <p>Director Technical Services</p> <p>Contracts, Compliance &amp; WHS Officer</p>	25/02/2019
DEG233	<p><b>Administer the Provisions and Functions of the Biosecurity Act 2015 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Biosecurity Act 2015 and associated Regulation</p>	<b>Biosecurity Act 2015</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Foreman - Environmental Services</p> <p>Biosecurity Officer</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG234	<p><b>Administer the Provisions and Functions of the Public Interest Disclosures Act 1994 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Public Interest Disclosures Act 1994 and associated Regulation</p>	<b>Public Interest Disclosures Act 1994</b>	Director Corporate and Community Services	25/02/2019
DEG235	<p><b>Administer the Provisions and Functions of the Building Professionals Act 2005 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Building Professionals Act 2005 and associated Regulation</p>	<b>Building Professionals Act 2005</b>	<p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019
DEG236	<p><b>Administer the Provisions and Functions of the Biodiversity Conservation Act 2016 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Biodiversity Conservation Act 2016 and associated Regulation</p>	<b>Biodiversity Conservation Act 2016</b>	<p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p> <p>Foreman - Environmental Services</p> <p>Manager Engineering Services</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG238	<p><b>Administer the Provisions and Functions of the State Emergency Services Act 1989 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the State Emergency Services Act 1989 and associated Regulation</p>	<b>State Emergency Services Act 1989</b>	<p>General Manager</p> <p>Director Technical Services</p>	25/02/2019
DEG239	<p><b>Administer the Provisions and Functions of the Strata Schemes Development Act 2015 and Strata Schemes Development Regulation 2016</b></p> <p>Administer the Provisions and Functions of the Strata Schemes Development Act 2015 and Strata Schemes Development Regulation 2016</p>	<b>Strata Schemes Development Act 2015</b>	Manager Development & Regulatory Services	25/02/2019
DEG240	<p><b>Administer the Provisions and Functions of the Community Land Management Act 1989 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Community Land Management Act 1989 and associated Regulation</p>	<b>Community Land Management Act 1989</b>	<p>Director Technical Services</p> <p>Manager Engineering Services</p>	25/02/2019
DEG241	<p><b>Administer the Provisions and Functions of the Contaminated Land Management Act 1997 and associated Regulation</b></p>	<b>Contaminated Land Management Act 1997</b>	<p>Director Technical Services</p> <p>Assets Coordinator</p> <p>Foreman - Facilities</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Administer the Provisions and Functions of the Contaminated Land Management Act 1997 and associated Regulation		Manager Engineering Services	
DEG242	<b>Administer the Provisions and Functions of the Cemeteries and Crematoria Act 2013 and associated Regulation</b> Administer the Provisions and Functions of the Cemeteries and Crematoria Act 2013 and associated Regulation	<b>Cemeteries and Crematoria Act 2013</b>	Director Technical Services  Administration Officer Engineering  Coordinator - Urban	25/02/2019
DEG243	<b>Administer the Provisions and Functions of the Fines Act 1996 and associated Regulation</b> Administer the Provisions and Functions of the Fines Act 1996 and associated Regulation	<b>Fines Act 1996</b>	Director Technical Services  Manager Development & Regulatory Services	25/02/2019
DEG244	<b>Administer the Provisions and Functions of the Heavy Vehicle National Law (NSW) and associated Regulation</b> Administer the Provisions and Functions of the Heavy Vehicle National Law (NSW) and associated Regulation	<b>Heavy Vehicle National Law (NSW)</b>	Director Technical Services  Manager Engineering Services	25/02/2019



Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG245	<p><b>Administer the Provisions and Functions of the Land Acquisition (Just Terms Compensation) Act 1991 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Land Acquisition (Just Terms Compensation) Act 1991 and associated Regulation</p>	<b>Land Acquisition (Just Terms Compensation) Act 1991</b>	General Manager	25/02/2019
DEG246	<p><b>Administer the Provisions and Functions of the Land and Environment Court Act 1979 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Land and Environment Court Act 1979 and associated Regulation</p>	<b>Land and Environment Court Act 1979</b>	<p>Director Technical Services</p> <p>Manager Development &amp; Regulatory Services</p>	25/02/2019
DEG248	<p><b>Administer the Provisions and Functions of the Ombudsman Act 1974 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Ombudsman Act 1974 and associated Regulation</p>	<b>Ombudsman Act 1974</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p>	25/02/2019
DEG249	<p><b>Administer the Provisions and Functions of the Public Works and Procurement Act 1912 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Public Works and Procurement Act 1912 and associated Regulation</p>	<b>Public Works and Procurement Act 1912</b>	<p>Director Technical Services</p> <p>Manager Engineering Services</p>	25/02/2019

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG250	<p><b>Administer the Provisions and Functions of the Real Property Act 1900 and associated Regulation</b></p> <p>Administer the Provisions and Functions of the Real Property Act 1900 and associated Regulation</p>	<b>Real Property Act 1900</b>	<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	25/02/2019
DEG251	<p><b>Administer the Provisions and Functions of the Protection of the Environment Operations (Clean Air) Regulation 2010</b></p> <p>Administer the Provisions and Functions of the Protection of the Environment Operations (Clean Air) Regulation 2010</p>	<b>Protection of the Environment Operations (Clean Air) Regulation 2010</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Building , Environment &amp; Health Surveyor</p>	25/02/2019
DEG252	<p><b>Administer the Provisions and Functions of the Protection of the Environment Operations (Waste) Regulation 2014</b></p> <p>Administer the Provisions and Functions of the Protection of the Environment Operations (Waste) Regulation 2014</p>	<b>Protection of the Environment Operations (Waste) Regulation 2014</b>	<p>General Manager</p> <p>Manager Development &amp; Regulatory Services</p>	25/02/2019
DEG259	<p><b>Authority to exercise and/or perform on behalf of the Council the Council's delegable functions as an airport operator and/or an aviation industry</b></p>	<b>Aviation Transport Security Act 2004</b>	Director Technical Services	12/11/2020

Code	Name & Description	Legislation	Position Name	Date of Delegation
	<p><b>participant under this Act and the Regulations in force as amended from time to time pursuant to the Aviation Transport Security Act 2004 and Aviation Transport Security Regulation 2005</b></p> <p>Authority to exercise and/or perform on behalf of the Council the Council's delegable functions as an airport operator and/or an aviation industry participant under this Act and the Regulations in force as amended from time to time pursuant to the Aviation Transport Security Act 2004 and Aviation Transport Security Regulation 2005</p>	<b>Aviation Transport Security Regulation 2005</b>	<p>Manager Engineering Services</p> <p>Coordinator - Urban</p>	
DEG260	<p><b>Authority on behalf of the Council as an aviation industry participant to undertake all functions in relation to a transport security program in accordance with Part 2 of the Aviation Transport Security Act 2004 and in particular sections 18, 22, 23A and 26A.</b></p> <p>Authority on behalf of the Council as an aviation industry participant to undertake all functions in relation to a transport security program in accordance with Part 2 of the Aviation Transport Security Act 2004 and in particular sections 18, 22, 23A and 26A.</p>	<b>Aviation Transport Security Act 2004</b>	<p>Director Technical Services</p> <p>Manager Engineering Services</p> <p>Coordinator - Urban</p>	12/11/2020
DEG261	<p><b>Administer the Provisions and Functions of the Road Rules 2014</b></p>	<b>Road Rules 2014</b>	<p>Director Technical Services</p> <p>Manager Engineering</p>	19/02/2020

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Administer the Provisions and Functions of the Road Rules 2014		Services Coordinator - Urban Coordinator - Rural	
DEG262	<b>Administer the Provisions and Functions of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulation 2016</b> Administer the Provisions and Functions of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulation 2016	<b>Strata Schemes Management Act 2015</b>	Director Technical Services Manager Development & Regulatory Services	12/11/2020

## Staffing Matters

Code	Name & Description	Legislation	Position Name	Date of Delegation
BSC013	<p><b>Approve Travelling and Subsistence Expenses</b></p> <p>(a) To approve or refuse the payment of domestic travel and subsistence expenses to staff in accordance with Council's Policies. (b) To approve or refuse the payment of international travel and subsistence expenses to staff in accordance with Council's Policies.</p>		Human Resources Coordinator	26/11/2020
DEG026	<p><b>Recruitment</b></p> <p>. Approve or refuse the appointment, engagement, or promotion of staff, subject to compliance with section 337 of the Act for Senior Staff . Approve or refuse the use of a recruitment consultant.</p>	<p><b>Local Government Act 1993</b></p> <p>Section 337</p>	General Manager	29/06/2018
DEG027	<p><b>Approve or Refuse Payment of Allowances and Employment Entitlements and Benefits</b></p> <p>Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2020 and applicable employment contracts.</p>	<p><b>Local Government (State) Award 2017</b></p>	General Manager	29/06/2018
DEG028	<p><b>Approve Salary Step Progressions for Staff</b></p> <p>Approve salary step progression for staff in accordance with the Agreement and Council's Reward and Recognition</p>	<p><b>Local Government (State) Award 2017</b></p>	General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	Framework Policy and the Local Government (State) Award 2020			
DEG029	<b>Approve Performance Bonus Payments for Staff</b> Approve Performance Bonus payments for staff in accordance with Council's Policies.		General Manager	29/06/2018
DEG030	<b>Dismiss Employees</b> To dismiss employees or consultants/contractors on such terms that the General Manager deems appropriate, provided that prior to the dismissal of senior staff the General Manager consults with Council in accordance with section 337 of the Act.	<b>Local Government Act 1993</b> Section 337	General Manager	29/06/2018
DEG031	<b>Approve or Refuse Career Enhancement Support</b> Approve or refuse education assistance to staff in accordance with Council's Career Enhancement Procedure.		General Manager	29/06/2018
DEG032	<b>Approve or Refuse Flexible Work Arrangements</b> Approve or refuse flexible work arrangements for staff in accordance with Council's Policies.		General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG033	<p><b>Approve a Report of Injury to Councils Workers Compensation Insurer</b></p> <p>Approve a Report of Injury to Council's Workers Compensation Insurer</p>		<p>General Manager</p> <p>Director Technical Services</p> <p>Contracts, Compliance &amp; WHS Officer</p>	29/06/2018
DEG034	<p><b>Approve Leave</b></p> <p>Approve or refuse leave having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public and compliance with Council's Policies including: (a) Long service (all types); (b) Annual; (c) Sick (Full Pay); (d) Carers; (e) Bereavement; (f) Jury service; (g) Trade union training leave; (h) Union conference leave; (i) Parental/maternity leave; (j) Emergency services (up to 5 days per calendar year); (k) Defence Force Reserve; (l) Study leave (if education assistance already approved); (m) Leave without pay; (n) Concurrent parental leave; (o) Purchased annual leave; (p) Approved leave of absence; (q) Sick (Half Pay); (r) Health and Wellbeing leave; and (s) Special leave with or without leave.</p>		<p>General Manager</p> <p>Executive Assistant</p> <p>Human Resources Coordinator</p> <p>Director Corporate and Community Services</p> <p>Community Relations Officer</p> <p>Community Care Coordinator</p> <p>Director Technical Services</p> <p>Customer &amp; Admin Services Coordinator</p> <p>Financial Services Coordinator</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Customer & Financial Services Manager	
			Manager Development & Regulatory Services	
			Children's Services Coordinator	
			Senior Early Childhood Teacher	
			Library Services Coordinator	
			Assets Coordinator	
			Foreman - Environmental Services	
			Workshop & Plant Coordinator	
			Manager Engineering Services	
			Coordinator - Urban	
			Coordinator - Rural	
			Foreman - Rural	



Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG035	<p><b>Approve Professional Development</b></p> <p>Approve attendance at professional development programs and reasonable out of pocket expenses, with pay in the following cases: (a) Professional body where staff members are full members of a relevant professional body that is running a conference or meeting - a maximum of five days leave at any one time, with a maximum in any one year of 15 days; (b) Field days where it is considered that the machinery to be displayed is of some relevance to Council's operations, that senior staff directly associated with the purchase of Council's machinery be allowed to attend one day only; (c) Executive of a professional body where an employee is elected to the executive of a professional body, special leave must fit within the parameters laid down under the professional body category; (d) Attendance at refresher courses (for example, management courses) to be decided by Council in each particular case.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p> <p>Customer &amp; Financial Services Manager</p> <p>Manager Development &amp; Regulatory Services</p> <p>Manager Engineering Services</p>	29/06/2018
DEG036	<p><b>Approve Travelling and Subsistence Expenses</b></p> <p>(a) To approve or refuse the payment of domestic travel and subsistence expenses to staff in accordance with Council's Policies. (b) To approve or refuse the payment of international travel and subsistence expenses to staff in accordance with Council's Policies. (c) To approve or</p>		General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	refuse overseas travel where it relates to training, operational or professional activities.			
DEG037	<p><b>Approve Claims for the Loss of Personal Property Staff</b></p> <p>To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the staff member's duties in terms of Council's policy and practice and the personal property was lost or destroyed in the course of employment through no fault or negligence of the employee.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG038	<p><b>Approve Employment Outside of Council</b></p> <p>To approve or refuse staff to engage, for remuneration, in private employment or contract work outside of the Council.</p>		General Manager	29/06/2018
DEG039	<p><b>Authorise Personal Use of Council Equipment by Staff</b></p> <p>To determine any requests for personal use of Council equipment for the undertaking of any work, and to determine in consultation with the relevant executive officer appropriate rental/hire charges for such use.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG040	<p><b>Refuse, Approve or Conditionally Approve the Use of Intellectual Property Created in the Course of Employment with Council</b></p> <p>To refuse, approve or conditionally approve any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of their employment with Council, providing there is no monetary or commercial benefit to the employee.</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018
DEG041	<p><b>Approve Variations to Industrial Instruments for Leave, Allowances or Conditions of Employment for not less than conditions in the Local Government (State) Award 2020</b></p> <p>Approve variations to the relevant industrial agreements for leave, allowances or conditions of employment for staff employed under the Local Government (State) Award 2020 in accordance with the relevant industrial relations legislation.</p>	<b>Local Government (State) Award 2017</b>	General Manager	29/06/2018
DEG042	<p><b>Approve Council Employment Agreements in accordance with the Local Government (State) Award 2020</b></p> <p>Approve Council Employment Agreements in accordance with the Local Government (State) Award 2020</p>	<b>Local Government (State) Award 2017</b>	General Manager	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
DEG043	<p><b>Approve or Refuse a Standard Appointment Recruitment Process</b></p> <p>Approve the appointment, engagement, or promotion of staff in accordance with Council's Policies.</p>		General Manager	29/06/2018
DEG045	<p><b>Approve the Reclassification of Staff</b></p> <p>To reclassify all staff in accordance with Council's Reward and Recognition Framework or equivalent policies.</p>		General Manager	29/06/2018
DEG046	<p><b>Approve Job Status Change/Higher Grade Salary for Short Term</b></p> <p>Approve job status change/higher grade pay in short term acting situations in accordance with Council's Policies.</p>		General Manager	29/06/2018
DEG047	<p><b>Approve Overtime Payments</b></p> <p>Approve or refuse the payment of overtime in accordance with the Local Government (State) Award 2020.</p>	<p><b>Local Government (State) Award 2017</b></p>	<p>General Manager</p> <p>Human Resources Coordinator</p> <p>Director Corporate and Community Services</p> <p>Community Relations Officer</p> <p>Community Care</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Coordinator	
			Director Technical Services	
			Customer & Admin Services Coordinator	
			Customer & Financial Services Manager	
			Manager Development & Regulatory Services	
			Children's Services Coordinator	
			Senior Early Childhood Teacher	
			Library Services Coordinator	
			Assets Coordinator	
			Workshop & Plant Coordinator	
			Manager Engineering Services	
			Coordinator - Urban	
			Coordinator - Rural	

Code	Name & Description	Legislation	Position Name	Date of Delegation
			Foreman - Rural	
DEG048	<p><b>Deal with Industrial Disputes</b></p> <p>To deal with industrial disputes within the terms of existing Industrial Instruments.</p>		<p>General Manager</p> <p>Human Resources Coordinator</p>	29/06/2018
DEG049	<p><b>Hear Appeals by Employees regarding Employee Relations Issues</b></p> <p>To hear appeals by employees against decisions of other employees, in accordance with Council's Employee Grievance Procedure or similar policies.</p>		Human Resources Coordinator	29/06/2018
DEG050	<p><b>Employ Staff to fill Short Term Casual Vacancies</b></p> <p>Employ Staff to fill Short Term Casual Vacancies</p>		General Manager	29/06/2018
DEG051	<p><b>Provide a Reference to a Potential Employer</b></p> <p>To provide a reference to a potential employer with the consent of a current or former employee: (a) Verbal references can be provided to a potential employer. (b) Written references on Council letterhead can only be provided by the General Manager and Directors. Without the consent of a current or former employee the only</p>		<p>General Manager</p> <p>Director Corporate and Community Services</p> <p>Director Technical Services</p>	29/06/2018

Code	Name & Description	Legislation	Position Name	Date of Delegation
	information that can be provided to a potential employer, is confirmation that the person has worked for Council, the duration of that work and the position occupied during that time.			
DEG052	<b>Authorise and Co-authorise Tax File Number (TFN) Declaration Forms</b> Authorise and Co-authorise Tax File Number (TFN) Declaration Forms		General Manager  Customer & Financial Services Manager	29/06/2018

## 8.3 Australia Day Celebrations and Awards 2021



**Our People - A Strong, healthy, connected and inclusive community**

*DP4.1.1 Coordinate annual Australia Day Celebrations and Awards*

**Author:** Community Relations Officer

### **Introduction**

At its November ordinary meeting, Council adopted the following unconfirmed resolutions in relation to its 2021 Australia Day celebrations and awards -

*RESOLVED on the motion of Cr English seconded Cr Thomas that Council not proceed with the Australia Day awards breakfast on 26 January 2021 due to the COVID-19 pandemic and associated restrictions.  
CARRIED Unanimously*

*RESOLVED on the motion of Cr Lord seconded Cr English that Council host an Australia Day Awards dinner for nominees and citizenship candidates at the West Wyalong Services and Citizens Club on Monday 25 January and the situation be reviewed at the December meeting.  
CARRIED 7/1 Crs Baker, English, Keatley, Lord, McGlynn, Wyse and Monaghan voting for and Cr Thomas voting against*

*RESOLVED on the motion of Cr Baker seconded Cr Thomas that the 2021 Australia Day awards be live streamed by Council and a recording made available to the community.  
CARRIED Unanimously*

Preliminary arrangements have been put in place for an Australia Day awards dinner at the Services and Citizens Club on 25 January 2021 pending Council's final review and endorsement as per the November resolution.

### **Financial Implications**

The cost of providing the awards dinner for 100 attendees can be accommodated within Council's existing budget.

The grant received by Council can be utilised for the purchase of the live streaming equipment, which can be used again, and the provision of a fireworks display from a location and date and time to be determined.

### **Summary**

Preliminary arrangements are in place for the Australia Day nominees and awards dinner, which will be live streamed and recorded, on 25 January 2021 pending final confirmation from Council.



Although there has been some easing of the Covid-19 restrictions relating to public gatherings, there has been no reference to the existing restriction on the provision of food, particularly buffet style. These restrictions may ease again prior to Australia Day 2021 but it will leave no time for proper planning.

**Recommendation:**

**That Council confirms plans to host an Australia Day awards dinner for nominees and citizenship candidates at the West Wyalong Services and Citizens Club on Monday 25 January 2021.**

## 8.4 Australia Day Awards Committee



**Our People - A Strong, healthy, connected and inclusive community**

*DP4.1.1 Coordinate annual Australia Day Celebrations and Awards*

**Author:** Community Relations Officer on behalf of the Australia Day Awards Committee

### **Introduction**

The Australia Day Awards Committee meeting was held at the Bland Shire Council Chambers on Tuesday 1 December.

Membership of the Awards Committee was reduced in 2020 to the Councillors and General Manager due to COVID-19 and discussions were held on each award category.

As per the terms of reference, the committee adopted a series of recommendations regarding the Australia Day award recipients for the consideration of Council.

The recommendations are contained within the confidential minutes of the meeting and have been provided under separate cover for Council's consideration.

### **Financial Implications**

Nil

### **Summary**

The Committee has made a series of recommendations regarding the recipients of the 2021 Australia Day Awards for the consideration of Council.

### **Australia Day Awards Committee Recommendation to Council:**

**That the minutes of the Australia Day Awards Committee meeting on 1 December 2020, including recommendations for the recipients of the 2021 Australia Day awards, be adopted by Council.**

## 8.5 Literary Institute Building – 186 Main Street - EOI



**Our Leadership - A well run Council acting as the voice of the community**

*DP10.2 Ensure that councillors take ownership and a strong leadership role.*

**Author:** General Manager

### **Introduction**

Councillors, at the December Workshop, gave consideration to the future of the Literary Institute building, located at 186 Main Street, which now sits vacant following the relocation of Community Health to the West Wyalong hospital.

There was consensus reached that the sale of the property would be in the best interests of Council and the community and it was agreed to prepare an Expression of Interest calling for potential purchasers to contact Council for more details.

### **Financial Implications**

There has been no confirmation of a sale price and this would be best left until the outcome of the EOI process so that Council can gauge the level of interest in the purchase of the building.

### **Summary**

Included as an attachment to this report is a draft Expression of Interest for further discussion at the meeting. When the content has been agreed to Council will need to determine how far and wide the EOI is to be distributed.

### **Recommendation:**

**That Council confirm the content of the Expression of Interest for the sale of 186 Main Street, West Wyalong and identify the extent of its distribution.**

# EXPRESSIONS OF INTEREST SALE OF HERITAGE SIGNIFICANT BUILDING

186 Main Street  
West Wyalong NSW 2671

Bland Shire Council is seeking expressions of interest in the purchase of a historic building in the heart of the West Wyalong CBD.

The Bland Shire is experiencing a period of significant growth with residential, commercial and industrial development at an all-time high.

A great opportunity now exists to purchase a part of the Shire's history, being the former Literary Institute Building. The property consists of two stories with on-site car parking at the rear and frontage to the town's main street.

The current zoning would allow for a number of options to be considered in any redevelopment of the site.

More details and a confidential discussion can be arranged by contacting Council's General Manager Mr Ray Smith PSM either by phone – 02 6972 2266 or by e-mail – [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)

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## Section 2 – Corporate & Community Services

### 8.6 Finance and Investment Report For November 2020



**Our Leadership - A well run Council acting as the voice of the community**

*DP10.4 Ensure the long term financial sustainability of Council through effective and prudent financial management.*

**Author**            Manager Customer & Financial Services

#### **Introduction**

The Finance and Investment Report is provided to Council for information and prepared in accordance with the Local Government (General) Regulation 2005.

#### **Financial Implications**

**STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF NOVEMBER 2020.**

#### **BANK BALANCES AS AT 30<sup>TH</sup> NOVEMBER 2020**

<b>ACCOUNT</b>	<b>BALANCE</b>
General Fund	\$3,293,745.87
Business Card	\$30,000.00
	<b>\$3,323,745.87</b>
<i>Invested Funds</i>	
Fixed Deposits	\$45,200,000.00
Deposits at Call	\$3,247,187.34
	<b>\$48,447,187.34</b>
Net Balance	<b>\$51,770,933.21</b>
Percentage of Invested Funds to Net Balance	93.58%

**STATEMENT OF BANK BALANCES AS AT 30.11.20**

**SUBMITTED TO THE ORDINARY MEETING DECEMBER 15, 2020**

<b>BALANCE as at 01.11.20</b>	<b>\$ 797,498.60</b>
<b>Add Receipts</b>	
<u>Receipts over \$150,000</u>	
17/11/20 DPIE FAG 2 <sup>nd</sup> Quarter 2020/21	\$ 958,568.00
20/11/20 Evolution Mining 2 <sup>nd</sup> Quarter Rates Instalment	\$ 244,329.00
26/11/20 Roads to Recovery Quarterly Instalment	\$ 215,223.00
27/11/20 Evolution Mining Community Cinema Shared Values Program	\$ 150,000.00
27/11/20 RMS Fixing Local Roads part payment	\$ 1,132,950.00
<u>Receipts under \$150,000</u>	\$4,324,705.14
<i>Total Receipts for November 2020</i>	<b>\$ 7,025,775.14</b>
<b>Less Payments</b>	
Aged Care	\$9,491.48
Cemeteries	\$2,234.21
Children's Services	\$39,386.40
Community	\$128,310.00
Construction	\$220,634.70
Corporate	\$244,263.89
Development Services	\$2,592.00
Donations/Contributions	\$594.94
Governance	\$12,138.88
Employee Costs	\$716,864.35
Fuel/Plant	\$90,105.77
Insurance	\$63,923.83
Investments	\$2,500,000.00
Library	\$65.00
Maintenance	\$85,675.14
Regulatory	\$103.60
Roads	\$340,720.98
Utilities	\$72,179.68
Waste	\$243.02
<i>Total Payments for November 2020</i>	<b>-\$ 4,529,527.87</b>
<b>CASH BALANCE</b>	<b><u>\$ 3,293,745.87</u></b>
Limit of Overdraft Arranged with Bank	\$ 350,000.00

## ACCOUNTS SUMMARY AND CERTIFICATION

The following is a summary of accounts paid for the period November 01, 2020 to November 30, 2020.

I CERTIFY,

That the accounts included in the accounts summary and totalling as detailed under:-

Payment Type		Voucher No's	Total
Cheques		025972 - 025982	\$50,259.73
Auto-pay	Creditors	E022948 – E023219	\$3,872,786.63
Auto-pay	Payroll	01/11/20 – 29/11/20	\$603,197.89
Bank Charges &			
Commissions		November 2020	\$1,843.21
	Repayments & Vehicle		
Direct Debits	Lease		\$1,440.41
			<b>\$4,529,527.87</b>

1. Are fully supported by vouchers and invoices and have been fully registered.
2. The responsible officer concerned has certified that the goods for which respective accounts are submitted have been rendered to order and/or that the services for which respective accounts are submitted have been rendered according to order.
3. Official orders have been issued for the supply of such goods and services. The goods for which respective accounts are submitted have been checked with the entries in the goods order book.
4. The prices and computations of every account are correct.
5. The prices for the goods supplied or services rendered under the contract or quotation in accordance therewith and in all cases the prices charged are according to order and as far as I am able to ascertain fair and reasonable.
6. The provisions of the Local Government Act, 1993 and Regulations in connection therewith have been complied with.

Further I also certify that the Ledger has been reconciled with the bank statements for the preceding monthly period.

.....  
Manager Customer and Financial Services  
Responsible Accounting Officer

**CERTIFICATE OF GENERAL MANAGER**

This accounts summary, a copy of which was submitted to each member of Council on the 15<sup>th</sup> December 2020, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

.....  
General Manager

**CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING**

I certify that this accounts summary, covering amounts totalling \$4,529,527.87 was submitted to the Ordinary Meeting on the 15<sup>th</sup> December 2020 and that the amounts are presented to Council for confirmation of payment.

.....  
Chairman of Ordinary Meeting



## INVESTMENTS

The following table gives details of Council's Funds invested at 30<sup>th</sup> November 2020. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

DATE	INVESTED WITH WHOM	INVESTED AMOUNT (\$s)	TERM	YIELD	DATE DUE
14-September-2020	Bank of QLD (Term Deposit)	1,000,000.00	365 days	0.70%	14-September-2021
21-September-2020	NAB (Term Deposit)	1,000,000.00	365 days	0.75%	21-September-2021
17-February-2020	NAB (Term Deposit)	1,000,000.00	365 days	1.55%	16-February-2021
01-October-2020	NAB (Term Deposit)	1,500,000.00	365 days	0.60%	01-October-2021
08-November-2018	Bank of QLD (Term Deposit)	1,000,000.00	550 days	2.80%	11-May-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
13-December-2019	AMP (Term Deposit)	1,000,000.00	370 days	1.70%	17-December-2020
16-August-2020	Bank of QLD	1,000,000.00	364 days	0.75%	16-August-2021
12-December-2019	AMP (Term Deposit)	2,000,000.00	365 days	1.70%	11-December-2020
29-November-2016	Westpac (FRN)	2,000,000.00	1826 days	3MBBSW+1.2%	29-November-2021
08-July-2019	AMP (Term Deposit)	1,000,000.00	550 days	2.15%	08-January-2021
29-September-2020	ME Bank (Term Deposit)	2,000,000.00	365 days	0.55%	29-September-2021
06-April-2020	NAB (Term Deposit)	2,000,000.00	365 days	1.20%	06-April-2021
29-October-2019	AMP (Term Deposit)	2,500,000.00	547 days	1.60%	28-April-2021
20-June-2019	Bank of QLD	2,000,000.00	547 days	2.10%	18-December-2020
28-February-2020	MyState Bank (Term Deposit)	2,000,000.00	276 days	1.60%	30-November-2020
13-December-2019	Australian Unity Bank	2,000,000.00	182 days	1.70%	12-June-2020
23-November-2020	AMP (Term Deposit)	2,500,000.00	455 days	0.75%	21-February-2022
07-February-2020	Australian Unity Bank	2,000,000.00	364 days	1.70%	05-February-2021
12-December-2020	Australian Unity Bank	1,500,000.00	343 days	1.70%	20-January-2021
26-March-2020	MyState Bank (Term Deposit)	2,000,000.00	210 days	1.85%	22-October-2020
28-May-2020	Bank of QLD	2,000,000.00	1097 days	1.35%	30-May-2023
28-May-2020	Bank of QLD	2,000,000.00	1460 days	1.50%	27-May-2024
6-August-2020	Bank of QLD	2,000,000.00	1093 days	1.05%	4-August-2023
30-September-2020	Northern Territory Treasury	2,000,000.00	1902 days	1.20%	15-December-2025
07-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	07-October-2021
30-October-2020	Northern Territory Treasury	1,000,000.00	1141 days	0.80%	15-December-2023
	ANZ Deposit at Call	50,915.70	Cash at Call		
	CBA Deposit at Call	3,196,271.64	Cash at Call		
	<b>TOTAL:</b>	<b>\$48,447,187.34</b>			

I certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, the Regulation and Council's Investment Policies.

I certify that the above investment has been reconciled with Council's General Ledger Accounts.

**GENERAL MANAGER**

## RATES REPORT

### **Below is a summary of outstanding rates**

Total rates income levied (2020/21)	\$ 10,556,925.52
Rates received as at 31/10/2020	\$ 5,537,219.19
% of rates received to date	52.45%

The total rates income includes rates in arrears and accumulated interest.

### **Summary**

The information provided within this Finance and Investment Report has been prepared in accordance with the Local Government (General) Regulation 2005 as well as Council's financial management policies and procedures. Further, the financial position of Council is satisfactory and the external investments are held in accordance with section 625 of the Local Government act 1993.

### **Recommendation**

- 1. That Council receive and note the information contained within the Finance and Investment Report for the month of November 2020**
- 2. That Council confirms the payment of accounts, for the period 01 November to 30 November 2020, summarised in the accounts summary totalling \$4,529,527.87.**

## 8.7 Adoption of the Adverse Event Plan



**Our People - A Strong, healthy, connected and inclusive community**

*DP3.1 Develop and support a strong sense of community providing advice and support to community groups*

**Author:** Director Corporate and Community Services

### **Introduction**

In November 2019, Bland Shire Council was advised it was one of 122 councils which had been allocated an additional \$1 million by the Australian Government under the Drought Community Programme – Extension. As part of this funding round, Council was required to develop an Adverse Event Plan. A Draft Adverse Event Plan was endorsed by Bland Shire Council at its October meeting and placed on exhibition for community feedback. As no feedback has been formally received, this report seeks Council's formal adoption of the Bland Shire Council Adverse Event Plan (**Attachment 1**).

### **Financial Implications**

As part of the funding agreement with the Australian Government, an allocation was made towards the development of the Adverse Event Plan. As such, there has been no specific costs to Bland Shire Council in the development of the plan. While there may be additional costs to Council during the implementation phase of the Adverse Event Plan, these have not yet been quantified. It is anticipated that should there be costs identified beyond Council's existing budget processes, a further report will be prepared and presented to Council.

### **Summary**

Guidelines issued by the Australian Government to support Councils applying for funds under the Drought Community Programme – Extension stipulated the purpose and requirements for projects which would be considered eligible for funding. One of those eligible projects was the development of an Adverse Event Plan. Bland Shire Council's document was developed in consultation with Riverina Joint Organisation member Councils, representatives from Department of Regional NSW, the Rural Financial Counselling Service, Murrumbidgee Local Health District and Murrumbidgee Primary Health Network. Any of Council's existing documentation that could, individually, meet some of the requirements of an Adverse Event Plan have been identified within this document.

While the Adverse Event Plan primarily takes the form of referencing relevant Council Business and Risk Management Plans and Policies as they relate to certain projects, it also contains detail on roles and responsibilities, stakeholder and consultation points as well as risks and mitigation strategies. It is not the intention that the Adverse Event Plan would override existing Council Plans and Policies but to act as a point of reference for dealing with adverse events as they occur.

The Plan also includes references to a number of external documents prepared by agencies well versed in providing advice and support to communities impacted by adverse events. These documents have been detailed in the literature review contained within the draft plan.

Despite there having been consultation with a number of agencies throughout the development process with their feedback incorporated into the Draft document, there has been no feedback arising from the exhibition of the Draft plan. As such, it is being presented to Council for formal adoption.

**Recommendation:**

**THAT Bland Shire Council formally adopts the Draft Adverse Events Plan.**

# BLAND SHIRE COUNCIL

## ADVERSE EVENT PLAN

September 2020



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## Purpose

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The purpose of this document is to establish a framework to provide guidance and establish mechanisms to mitigate and prepare for periods of adverse conditions within Bland Shire Council. The document has been created with reference to similar publications from other jurisdictions and in collaboration with other Councils within the Riverina Joint Organisation.

The Plan aims to build local leadership and community capacity to adapt and cope with chronic stresses and acute shocks. The plan should look to improve preparation, management and recovery from those events. Planning for drought should consider water supply and quality, projects to buoy the local economy and maintain community cohesion and drought support coordination.

The Adverse Event Plan is not designed to replace existing Council plans or policies but work in conjunction with those existing documents to inform the strategies which are adopted.

## Principles

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The guiding principles for this plan are consistent with the National Principles for Disaster Recovery<sup>1</sup>:

1. Understanding the context
2. Recognising complexity
3. Using community-led approaches
4. Ensuring coordination of all activities
5. Employing effective communication
6. Acknowledging and building capacity
7. Recovery assistance should be considered in the context of relevant national principles and complement existing ongoing assistance measures
8. In the case of recovery support, assistance will be considered in the context of ongoing State and Federal Government services that assist communities, primary producers and businesses prepare for adverse events

## Definitions

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**Adverse Event:** Adverse events may include events such as fire, flood, severe weather and disease or other adverse events such as drought and/or sudden and unforeseen trade restrictions resulting from an adverse event, such as disease outbreak.

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<sup>1</sup> Australian Institute for Disaster Resilience

**Catastrophic Disaster**<sup>2</sup>: A catastrophic disaster is what is beyond our current arrangements, thinking, experience and imagination (i.e. that has overwhelmed our technical, non-technical and social systems and resources, and has degraded or disabled governance structures and strategic and operational decision-making functions). It should be noted that severe to catastrophic disasters differ from emergencies in that they exceed business as usual emergency management systems and capability design parameters.

**Community**: A social group with a commonality of association and generally defined by location, shared experience or function, and with a number of things in common such as culture, heritage, language, ethnicity, pastimes, occupation or workplace.

**Community-led recovery**: Recovery from disaster is best led by the affected community where it takes responsibility for and drives recovery efforts, with all three tiers of Government supporting the approach. Recovery needs vary according to the scope of the adverse event and will change and evolve over time. Therefore, recovery activities will be directed by ongoing needs assessment with the community and supporting agencies.

**Disaster**: A serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilisation and organisation of resources other than those normally available to those authorities.

**Emergency**: An emergency is an unexpected, unpredictable and difficult or dangerous situation, especially an accident, which happens suddenly and requires quick action to deal with it.

**Natural Disaster (COAG definition)**: Serious disruption to a community or region, rapid onset, threatens or causes death, injury or damage to property/ environment, requires significant and coordinated multi-agency and community response. (Examples of Natural Disasters: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado).

**Shared responsibility**: When governments from all tiers, communities, business and individuals take an active approach to prevention, preparation, response and recovery.

**Recovery**: The coordinated process of supporting affected communities in reconstruction of the physical and social infrastructure and restoration of emotional, social, economic and physical wellbeing.

**Resilience**: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.

**Response**: Actions taken in anticipation of, during, and immediately after an adverse event to ensure that its effects are minimised, and that people affected are given immediate relief and support.

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<sup>2</sup> Australian Disaster Preparedness framework



## Key Stakeholders and Consultation Points

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Council has a number of key consultation points that it will utilise in the event of an adverse event. These points assist council to co-ordinate and communicate responses to adverse event, allowing for better response outcomes.

The following have been identified:

- Emergency Services Committee
- NSW Police
- Red Cross
- Salvation Army
- Vinnies
- NSW Health
- Churches
- Education facilities
- Rural Financial Counselling Service
- Interagency
- Murrumbidgee Primary Health Network
- Murrumbidgee Local Health District
- Local Land Service

## Supporting Documents for the Plan

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The preparation of an Adverse Event Plan is consistent with the guiding principles for councils set out in the Local Government Act 1993. The guiding principles contained in Section 8A of the Act include: -

- *“Section 8A (1) (a) - Councils should provide strong and effective representation, leadership, planning and decision-making.”*

Section 8C of the Act sets out the integrated planning and reporting principles that apply to councils including the following: -

- *“Section 8C (h) - Councils should manage risks to the local community or area or to the council effectively and proactively.*
- *Section 8C (i) - Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.”*

The Bland Shire Community Strategic Plan 2017-2027 (CSP) sits above all other council plans and policies in the planning hierarchy. The CSP was developed in consultation with the community and identifies the community’s main priorities and aspirations for the future, and strategies to achieve them. The CSP has four broad themes or key directions as follows: -

- A. Our People - A strong, healthy, connected and inclusive community
- B. Our Places - Maintain & improve the Shire’s assets & infrastructure

C. Our Leadership - A well run Council acting as the voice of the community

D. Our Prosperity - Growing our population and jobs

While the preparation of an Adverse Event Plan aligns with each of these themes, the most relevant would be the aspiration of “a strong, healthy, connected and inclusive community” and the strategies contained therein.

As well as the CSP, the following Council documents support this Plan (NB. This is not an exhaustive list of Council documents and can be updated as required):

- Local Emergency Management Plan
- Business Assistance Policy
- Business Continuity Plan
- Communication Policy
- Community Grants Donations Policy
- Financial Hardship Policy
- Risk Management Policy
- Guide to Management of Roadside Vegetation
- Sewer Management Plan
- Stormwater Management Plan

## Roles and Responsibilities

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### Role of Local Government

The role of councils within the community has been stipulated by the Local Government Act which sets out the guiding principles for councils<sup>3</sup>. These principles are designed to guide a Council to exercise its functions, make decisions and engage with the community. Some of the key principles for exercising a Council’s function include:

- providing strong and effective representation, leadership, planning and decision-making
- providing the best possible value for residents and ratepayers
- provision of effective and efficient services and regulation to meet the diverse needs of the local community
- working co-operatively with other councils and the State government to achieve desired outcomes for the local community
- managing assets so that current and future local community needs can be met
- working with others to secure appropriate services for local community needs
- acting fairly, ethically and without bias

In the context of an Adverse Event, such as extended periods of drought, Council’s role will be on of coordination and facilitation of specific activities and events as identified through the implementation of the Adverse Event Plan.

### Role of the Australian Government<sup>4</sup>

The Australian Government is responsible for:

- funding and delivering a time-limited household support payment based on individual and farming family needs including:
  - reciprocal obligations that encourage resilience

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<sup>3</sup> LOCAL GOVERNMENT ACT 1993 - SECT 8A

<sup>4</sup> Australian Government Drought Response, Resilience and Preparedness Plan

- case management to support reciprocal obligation requirements
- establishing and operating a Future Drought Fund, to enhance drought preparedness and resilience
- providing continued access to incentives that support farming businesses' risk management, including taxation concessions, the Farm Management Deposits Scheme and concessional loans
- improving and maintaining national, regional and local predictive and real-time drought indicator information, drawing on the Bureau of Meteorology's observation network and forecasting.

### Shared roles and responsibilities

The Commonwealth, states and territories are responsible for:

- developing, designing, implementing and funding drought preparedness, response and recovery programs that are consistent with the NDA, encourage robust risk management and seek to avoid market distortions
- developing capability-building programs, tools and technologies to inform and improve farming businesses' decision-making and promote resilience
- provision of rural financial counselling services
- support to mitigate the effects of drought on the health and wellbeing of farming families and farming communities
- encouraging the delivery and uptake of capability-building programs to improve farming businesses' skills and decision-making that are flexible and tailored to farming businesses' needs
- ensuring animal welfare and land management issues are managed during drought.
- sharing, coordinating, collaborating and communicating information on drought preparedness, response and recovery policies and programs being developed and implemented
- ensuring information on assistance for drought preparedness, response and recovery is accessible and readily available
- ensuring consistency of drought policy and reform objectives and complementarity of drought preparedness, response and recovery programs
- contributing to the development of quality, publicly available data, including but not limited to – weather, seasonal and climate forecasts
  - regional and local predictive real-time drought indicator information
  - a consistent early warning system for drought
  - an improved understanding of fodder crops and holdings across Australia.

### Role of industry & farm businesses

Industry organisations and leaders are responsible for:

- providing information to farmers and rural and regional communities, on and increasing awareness of
  - farm management practices for drought preparedness, management and recovery
  - business literacy and skill development opportunities, including peer review boards or similar
  - drought support measures provided by government and non-government bodies

- working with governments to assess the effectiveness of government drought programs.

Farm businesses are responsible for:

- preparing their businesses for drought
- preparing family and employees for drought
- developing and maintaining a drought plan
- informing themselves of new measures and approaches that may be available to build resilience.

### Role of the community

Members of the community, while not having a specific role during periods of drought, can provide support to others within drought affected communities by supporting local businesses and organisations such as the Foundation for Rural and Regional Renewal, Rural Financial Counselling Service as well as charitable organisations such as Vinnies, Red Cross and Salvation Army.

## Managing an Adverse Event

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Each adverse event will vary in terms of:

- Seriousness of the event
- Numbers of people involved
- Risk exposure
- Financial impacts
- Media interest
- Need to involve other stakeholders

Therefore, the response to each adverse event should be proportionate to its scale, scope and complexity. Each event will be assessed using Bland Shire Council's Risk Management Framework (in development).

The framework sets out the steps of the risk management process;

Step 1	Hazard Identification
Step 2	Risk Assessment
Step 3	Identification and Control/Elimination of the Risk
Step 4	Allocation of Responsibilities
Step 5	Monitoring and Review

Where a Project Management Plan is required, reference should be made to the following resources;

- Project Management Plan (template in development)
- Risk Management Plan (template in development)

These will assist in providing staff, when required, with a template to manage an Adverse Event where contracts are needed to be put in place to manage necessary works.

## Adverse Event Risk Areas and Mitigation Strategies

The requirements for an Adverse Event Plan under the Drought Communities Programme – Extension guidelines (section 6.1) are that Eligible Councils must develop an Adverse Event Plan which meets the needs of their community, and give consideration to the following:

- natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership), and
- communication and coordination (i.e. how to let people know what’s available – now, and in the future; how do you communicate in hard times and for recovery)

These elements have been individually addressed in the following table.

### Natural Resource Management

Area of Concern	Risks	Mitigation Strategy
Water Supply and availability	1. Drought	1. Water restrictions brought in
	2. Dam water used to Fight Fires	2. Dam water replaced on request by RFS
	3. Urban water used to fight fires	3. Communication protocols established between RFS and water utilities to choose the best source of water
	4. Contamination of Water Supplies	4a. Additional water testing for contamination in line with Drinking Water Management Plan 4b. Alternative sources for drinking water identified 4c. Liaise with NSW Health on water testing and health
Ground Cover, trees and soil erosion	1. Floods wash away ground cover	1. Implement Stormwater Management Plan
	2. Erosion undermines loses ground cover	2. Implement Flood Mitigation Strategy

Area of Concern	Risks	Mitigation Strategy
	3. Stability of trees are undermined	3. Work with LLS to control Roadside Grazing Permits
Biodiversity Impacts	1. Movement of equipment and machinery in response to adverse event increases risk of spread of pests, disease and weeds	1a. Work with LLS to raise awareness of the issue 1b. Community education on the importance of maintaining biodiversity
	2. Loss of biodiversity as an outcome of the adverse event such as fire or drought	2a. Implement Council's Biodiversity Plan 2b. Work with wildlife rescue organisations on relocation of threatened animals in an adverse event

Economic Diversification and Community Resilience

Area of Concern	Risks	Mitigation Strategy
Infrastructure planning	1. Unable to complete projects or activities	1. Outsource to labour hire or contractors to address lost time.
	2. Workforce availability constraints	2a. Support campaigns to encourage a better population mix 2. 2b. Implement a "Grow your Own" workforce
Tourism investment	1. Visitor economy collapses as a result of adverse event	1a. Implement Tourism Development Strategy 1b. Implement Economic Development Strategy 1c. Work with Regional Tourism groups to build and promote product post the event e.g. <i>Rediscover your Backyard</i>
Diversifying local industries	Lack of diversity impacts on ability to recover	1a. Identify alternative providers of services 1b. Implement Council's Economic Strategy to build business growth 1c. Support <i>Buy from the Bush</i> campaigns

Area of Concern	Risks	Mitigation Strategy
Capacity building for local leadership	1. Lack of capacity to provide leadership	1a. Utilise Communications team to help construct messaging 1b. Training for senior management and leaders re communication in crisis.
Public Health	1. Mental Health issues arise in response to event	1a. Liaise with Murrumbidgee LHD and Primary Health Network on programs to address mental health. 1b. Council runs community events that bring people affected together. 1c. Liaising with health
	2. Impacts to sanitation and hygiene services	2a. Provision of water for personal use. 2b. Alternative power sources to run sanitation and water services 2c. Implementing strategies for “safe fails” to minimise impacts.
Economic Impacts	1. Loss of Household/Farm /Business Income	1a. Councils look for opportunities for part-time/casual work for residents 1b. Advocacy to State and Federal 1c. Council promotes “Buy Local” to keep money in the local economy 1d. Raise awareness of income support opportunities

Communication and Coordination

Area of Concern	Risks	Mitigation Strategy
Communicating adverse events	1. Residents not aware of where to obtain information	1. Communications strategy that runs all year around advising residents of where to find information in an adverse event.

Area of Concern	Risks	Mitigation Strategy
	2. Non-English-speaking residents may not understand communications	2. Communications are delivered in other languages
Communicating emergencies	1. Residents not aware of where to obtain information	1. Communications strategy that runs all year around advising residents of where to find information in an adverse event.
	2. Non-English-speaking residents may not understand communications	2. Communications are delivered in other languages
Community recovery	1. Community slow to recover	1a. Council works with Recovery Officer where one has been appointed. 1b. Council works in partnership with State and Federal agencies to support community recovery.
Telecommunications	1. Telecommunication services are lost during an event	1a. Satellite phones purchased in case of emergency. 1b. Satellite wifi is made available 1c. Create a regional pool of satellite phones that could be accessed by councils during an event.
	2. Telecommunications services not integrated RFS used different Communications to everyone else	2. Utilise radio networks to provide communication

## Review and Evaluation

The Bland Shire Council and its Local Emergency Management Committee (LEMC) will review this Plan every four (4) years, or following any:

- activation of the Plan in response to an adverse event; or



- legislative changes affecting the Plan.

## Literature Review

To support the development of this Adverse Event Plan, a review of existing documentation from a range of organisations was undertaken. This review provided insight into some additional elements which may be incorporated into an Adverse Event Plan depending on local conditions. The following provides a summary of each of the documents reviewed during this process:

Document Owner	Document Title	Summary
<b>Australian Institute for Disaster Resilience</b>	<i>National Principles For Disaster Recovery</i>	<p>The Australian Institute for Disaster Resilience maintains that working with communities recovering from disasters is complex and challenging. The National Principles for Disaster Recovery provide a way to guide efforts, approaches, planning and decision-making. The relationship between the principles:</p> <p>While all the principles are equally critical to ensure effective recovery, understanding the local and broader context and recognising complexity are foundational. The descriptions included within the document provide further guidance for working with communities in disaster recovery.</p>
<b>Commonwealth of Australia</b>	<i>Agricultural Competitiveness White Paper - Stronger Farmers Stronger Economy</i>	<p>Through the White Paper the Federal Government's aim was to further to set the environment needed to drive better returns for farmers. Better returns will see increased investment, job creation, stronger regional communities and economic growth. The vision was to build a more profitable, more resilient and more sustainable agriculture sector to help drive a stronger Australian economy.</p> <p>The Government is focused on agricultural policies with the Government committing to five key priorities:</p> <ol style="list-style-type: none"> <li>1) <b>A fairer go for farm businesses</b>, to keep families on the farm as the cornerstone of agriculture, by creating a stronger business environment with better regulation, healthier market competition, more competitive supply chains and an improved tax system.</li> <li>2) <b>Building 21st century water, transport and communications infrastructure</b> that supports efficient movement of our produce, access to suppliers and markets, and production growth.</li> <li>3) <b>Strengthening our approach to drought and risk management</b>, including providing the tools to facilitate more effective risk management by farmers and a long-term approach to drought that</li> </ol>

Document Owner	Document Title	Summary
		<p>incorporates provision of enhanced social and community support for farming families and rural communities, and business initiatives for preparedness and in-drought support.</p> <p>4) <b>A smarter approach to farming</b> based on a strong research and development system that underpins future productivity growth; and effective natural resource policy that achieves a cleaner environment as part of a stronger Australia.</p> <p>5) <b>Access to premium markets</b> through the availability of a large number of premium export markets open to our produce and a strong biosecurity system that maintains our favourable plant and animal health status.</p>
<p><b>Commonwealth of Australia</b></p>	<p><i>Drought in Australia - Australian Government Drought Response, Resilience and Preparedness Plan</i></p>	<p>This document provides a list of Government measures and programs to support resilience and preparedness for drought as well as an overview of water infrastructure and the commitments which have been made for capital programs.</p> <p>The plan encompasses immediate actions, what support is available for the wider communities affected by the drought and long-term resilience and preparedness strategies.</p>
<p><b>Commonwealth of Australia</b></p>	<p><i>Drought in Australia - Coordinator-General for Drought's advice on a Strategy for Drought Preparedness and Resilience</i></p>	<p>Providing a number of recommendations to learn from the lessons of previous droughts, academic research, and advice from farmers' representative groups tell us that preparing for drought rather than responding to it is the best approach. The Coordinator-General for Drought outlines the strategy which has five priority areas being:</p> <ol style="list-style-type: none"> <li>1. Stewardship of important natural resources</li> <li>2. Incentives for good practice</li> <li>3. Improving planning and decision making</li> <li>4. Building community resilience</li> <li>5. Information farmers, communities and governments</li> </ol> <p>Each of these priority areas are enhanced with further recommendations and actions to "give direction to the 2018 National Drought Agreement's objectives. It should draw on lessons from the current drought and support the transition that is underway. It should acknowledge the impact of the changing climate. No significant shifts in the Australian Government's approach are needed. Rather a strategy should refine existing settings and programs. It would help to prepare Australia's agricultural sector and rural communities for what is ahead. It should emphasise the importance of information to underpin preparation</p>

Document Owner	Document Title	Summary
		<i>and risk management. It should seek to avoid reactive, often late, crisis responses.”</i>
<b>Commonwealth of Australia</b>	<i>National Climate Resilience and Adaptation Strategy</i>	The Strategy sets out how Australia is managing the risks of a variable and changing climate. It identifies a set of principles to guide effective adaptation practice and resilience-building, and outlines the Australian Government’s vision for a climate-resilient future. The principles of the strategy include: <ol style="list-style-type: none"> <li>1. Shared responsibilities</li> <li>2. Factoring climate risk into decisions</li> <li>3. Assistance to the vulnerable</li> <li>4. Evidence-based risk management approach</li> <li>5. Collaborative values-based choices</li> <li>6. Revisiting decisions and outcomes over time.</li> </ol>
<b>Commonwealth of Australia</b>	<i>National Disaster Risk Reduction Framework</i>	The Framework is a multi-sector collaboration led by the National Resilience Taskforce within the Department of Home Affairs. While the drivers for action are geared primarily for rapid onset disaster situations, the purpose of the document is to guide a whole-of-society approach to risk reduction in order to minimise loss and suffering caused by disasters. The Risk Reduction Goals articulated within the document transcend disaster or adverse event classifications and could easily be adopted to prepare and manage drought as they would a natural disaster.
<b>Council of Australian Governments</b>	<i>Intergovernmental Agreement On A National Water Initiative</i>	The Agreement established a nationally-compatible, market, regulatory and planning based system of managing surface and groundwater resources for rural and urban use that optimised economic, social and environmental outcomes. It was signed by all CoAG members.
<b>Council of Australian Governments</b>	<i>National Strategy for Disaster Resilience</i>	This strategy stipulates the role of Government, Business, Individuals and non-government organisations as a collective responsibility for resilience. It outlines the need for changes, what a resilient community looks like and what actions can be taken to achieve the desired outcome.
<b>Emergency Management Australia.</b>	<i>AUSTRALIAN DISASTER PREPAREDNESS FRAMEWORK - A guideline to develop the capabilities required to manage severe to</i>	The Australian Disaster Preparedness Framework (the Framework) will support Australia to develop the required capability to effectively prepare for and manage severe to catastrophic disasters. Such disasters could be the result of a single event or the cumulative effect of a number of events. Severe to catastrophic disasters do not accord to jurisdictional boundaries and, because of their scale and consequences, require the ability to draw on capabilities that exist nationally and internationally.

Document Owner	Document Title	Summary
	<i>catastrophic disasters</i>	These capabilities are not necessarily confined to those owned by governments and include capabilities that could be drawn from the private, non- government and community sectors.
<b>Government of South Australia - Primary Industries and Regions SA</b>	<i>Adverse Events Recovery Framework for Primary Production - A Guide to preparing for and recovering from adverse events</i>	The Adverse Events Recovery Framework (the framework) guides the Primary Industries and Regions SA (PIRSA) approach to preparing for and implementing recovery activities in response to adverse events that severely affect primary production, viability and profitability. This document is perhaps the closest guide to the required Adverse Events Plan by establishing a community-led process to determine the recovery needs for primary production and associated communities as a result of a given event. It suggests the approach to be taken in partnership and collaboration with primary producers, industries and other agencies to return primary industry businesses to normal operations as quickly as possible, noting the new normal may be different.
<b>National Climate Change Adaptation Research Facility</b>	<i>National Climate Change Adaptation Research Plan - Primary Industries</i>	The purpose of a NARP is to identify priority needs over the next few years in developing knowledge on how governments, businesses and communities can best adapt to climate change risks. They provide a national blueprint for research investment by research organisations and knowledge user stakeholders. The 2013 document provides an overview of research which has been undertaken to understand and expand the adaptive capacity of primary industry.
<b>National Services Scotland</b>	<i>Adverse Events Management Policy</i>	While specifically for the management of health related adverse events, this policy does provide detail including six stages for adverse events management being: <ol style="list-style-type: none"> <li>1. Risk assessment and prevention</li> <li>2. Identification and immediate actions following an adverse event</li> <li>3. Initial reporting and notification</li> <li>4. Analysis, risk assessment and categorisation</li> <li>5. Review</li> <li>6. Improvement planning and monitoring</li> </ol>
<b>Republic of Sudan</b>	<i>National Adaptation Plan</i>	The Sudanese National Adaptation Plan is a blueprint for the nation to prepare itself to exist into a future impacted by changing climate. As a result of the threat posed by climate change, the need for effective adaptation is increasingly becoming a recurring theme in long-term policy dialogues in Sudan. As one of the world's Least Developed Countries (as classified by the United Nations), long-term planning was undertaken by the Sudanese Government to contextualise the challenges faced and identify partners and activities to meet these challenges in a country which has direct dependence on the natural environment for survival. The framework adopts the

Document Owner	Document Title	Summary
		integration of climate risks into all national development planning processes to ensure effective mainstreaming of adaptation strategies.
<b>United Nations</b>	<i>NATIONAL ADAPTATION PLANS - Technical guidelines for the national adaptation plan process -</i>	Developed for those countries identified as Least Developed, the guidelines provide a step by step process for addressing climate change challenges to create clearly designed adaptation programs for their nations.
<b>United Nations</b>	<i>Transforming Our World: The 2030 Agenda for Sustainable Development</i>	The 17 Sustainable Development Goals and 169 targets of the United Nations General Assembly resolution were developed to stimulate action over the next 15 years in areas of critical importance for humanity and the planet. They are integrated and indivisible and balance the three dimensions of sustainable development: the economic, social and environmental.
<b>World Economic Forum</b>	<i>The Global Risks Report 2018</i>	The report lists Extreme Weather Events and Natural Disasters as the top two in terms of likelihood and the top three in terms of impact. Failure of climate change mitigation and adaptation was in the top five for both likelihood and impact. The report discusses many themes however the risks associated with the prevalence of monoculture production and change weather patterns further highlight the need for increased diversity within the agricultural sector.

## External Reference documents

Australian Institute for Disaster Resilience	National Principles For Disaster Recovery	2018
Australian Securities & Investments Commission	Climate risk disclosure by Australia's listed companies	2018
Commonwealth of Australia	Agricultural Competitiveness White Paper - Stronger Farmers Stronger Economy	2015
Commonwealth of Australia	Drought in Australia - Australian Government Drought Response, Resilience and Preparedness Plan	2019
Commonwealth of Australia	Drought in Australia - Coordinator-General for Drought's advice on a Strategy for Drought Preparedness and Resilience	2019
Commonwealth of Australia	National Climate Resilience and Adaptation Strategy	2015
Commonwealth of Australia	National Disaster Risk Reduction Framework	2018
Commonwealth of Australia -	Australia's Fourth Biennial Report	2019
Council of Australian Governments	Intergovernmental Agreement On A National Water Initiative	2004
Council of Australian Governments	National Strategy for Disaster Resilience	2011
Emergency Management Australia.	AUSTRALIAN DISASTER PREPAREDNESS FRAMEWORK - A guideline to develop the capabilities required to manage severe to catastrophic disasters	2018
Government of South Australia - Primary Industries and Regions SA	Adverse Events Recovery Framework for Primary Production - A Guide to preparing for and recovering from adverse events	2018
International Council on Mining and Metals	Adapting to a Changing Climate - Building resilience in the mining and metals industry	2019
National Services Scotland	Adverse Events Management Policy	2015
Republic of Sudan	National Adaptation Plan	2016
United Nations	UN International Strategy for Disaster Reduction (UNISDR) Secretariat Evaluation - Final Report	2010
United Nations	NATIONAL ADAPTATION PLANS - Technical guidelines for the national adaptation plan process	2012
United Nations	Transforming Our World: The 2030 Agenda for Sustainable Development	2015
United Nations	United Nations Framework Convention On Climate Change	1992
World Economic Forum	The Global Risks Report 2018	2018

## 8.8 Children Services Unit – Policy Adoption



**Our People - A Strong, healthy, connected and inclusive community**

*DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resources Unit Vacation Care and Toy Library services)*

**Authors:** Children Services Coordinator  
Director Corporate and Community Services

### **Introduction**

As part of a process of continuous review and improvement, a number of policies which govern practice at the Bland Shire Council Children's Service have undergone an extensive review process in recent months. A number of those policies which have outward facing implications for the community have been presented as part of this report for Council's endorsement.

### **Financial Implications**

Nil financial implications

### **Summary**

The Policies as listed are a requirement under the Education and Care Services National Regulations 2011 and/or the National Quality Standards. All changes have been highlighted for your information. The policies included in the most recent review were:

1. Incident, Injury, Trauma and Illness Policy
2. Behaviour Guidance Policy
3. Determining the Responsible Person Present at the Service Policy
4. Health and Safety – Administration of First Aid Policy
5. Dealing with Infectious Diseases Policy
6. Excursion and Regular Outing Policy
7. Medication Administration Policy
8. Medical Conditions Policy
9. Acceptance and Refusal of Authorisation Policy

The policies listed above as 1 through 5 form attachments to this report.

Manex considered the policies at its meeting on 3 November 2020 and endorsed the documents with some minor word amendments. The policies will now go through an extensive review process, with feedback requested from approximately 230 families, staff and educators representing all of the services auspiced by Bland Shire Council.

The policy review process is outlined below:

- Policy is reviewed by Coordinator in consultation with Bland Preschool, Mobile Resource Unit and Family Day Care service leaders.
- Updates and recommendations are included at this time, as well as any changes to regulatory requirements.
- Final draft is submitted to the Director for consultation at Manex.

- A draft copy is distributed via email to all service families, including;
  - Bland Preschool
  - Bland/Temora Family Day Care
  - Mobile Resource Unit
  - Vacation Care
 as well as all Children's Services Unit staff via internal electronic communication.
- Feedback is requested to be provided by a nominated date (generally 2 weeks).
- Any comments are responded to and implemented if applicable.
- Where the policy contains updated statutory requirements, a report is submitted in the Council Business Agenda for adoption by Council.
- Once adoption has been received, the new policy is uploaded to the BSC website.

### **Incident, Injury, Trauma and Illness Policy**

This policy outlines responsibilities and procedures to be followed by staff members in the event that a child is injured, becomes ill, or suffers trauma. Updates include the requirement to report serious incidents on the ACECQA online portal, additional responsibilities of families and procedures to follow if a child is unwell or has a fever.

### **Behaviour Guidance Policy**

This policy plays a crucial role in supporting educators to positively guide and support children's challenging behaviour towards acceptable behaviour. A new addition to the policy is the responsibilities of the Nominated Supervisor and families. Additional information has been added to assist educators with actions to follow if children persistently require behaviour guidance support.

### **Determining the Responsible Person Present at the Service Policy**

It is a requirement under the Education and Care Services National Regulations that a service have a Responsible Person at all times in operation. This policy has been reviewed and had additional information included which outlines the responsibilities of the Approved Provider, Nominated Supervisor and Responsible Person to further meet requirements under the regulations and National Quality Standards.

### **Health and Safety – Administration of First Aid Policy**

This policy guides staff in the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. Corresponding regulation numbers have been included, along with Nominated Supervisor and family responsibilities. Details on the undiagnosed Asthma and Anaphylaxis exemption have been added as well as the procedure for minor and major incidents.

### **Dealing with Infectious Diseases Policy**

This policy outlines the responsibilities and procedures of staff in the event of an infectious disease outbreak at the service. Details of Family Day Care requirements and family responsibilities have been updated. The legislative requirements for reporting vaccine preventable diseases has been added in addition to information on the prevention and exclusion of Covid-19.

### **Excursion and Regular Outing Policy**

This policy ensures excursions are conducted in a safe manner and comply with National Regulations. The review has identified the need to include Nominated Supervisor responsibilities and staff requirements in regards to risk assessments, safe vehicle travel and the procedure to follow if a child becomes lost.



### **Medication Administration Policy**

This policy guides staff in the regulatory requirements and safe administration of medication. A procedure to follow from start to finish in administering medication has been included to provide clear guidance and eliminate the need to seek two documents (separate policy and procedure) when administering medication. Also included is the regulatory exemption for administering un-prescribed asthma and anaphylaxis medication in an emergency.

### **Medical Conditions Policy**

This policy ensures that staff are aware of medical conditions, management plans and treatments for children who may require medication in relation to the condition. Current terminology of Action Plan, Medical Management Plan, Risk Management Plan and Communication Plan has been updated. This policy has been updated to include both the information within the Medical Conditions Policy and the Managing Asthma, Anaphylaxis and Diabetes Policy as both policies contained similar information. The Managing Asthma, Anaphylaxis and Diabetes Policy is superseded and Educators will source responsibilities and procedures from one document only.

### **Acceptance and Refusal of Authorisation Policy**

This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in refusal. Authorisations are required for actions such as administration of medication to children, children leaving the premises in the care of someone other than their parent, children participating in excursions, transportation of children, publicity and providing access to personal records

### **Conclusion**

All policies presented are a requirement under the Education and Care Services National Regulation 2011 and/or the National Quality Standards, they also assist the staff to undertake their duties and provide clear, consistent and transparent practices.

### **Recommendation:**

#### **That Council endorse**

- 1. The Children Services Unit Policies listed below as required by the Education and Care Services National Regulation 2011 and/or National Quality Standard:**
  - **Incident, Injury, Trauma and Illness Policy**
  - **Behaviour Guidance Policy**
  - **Determining the Responsible Person Present at the Service Policy**
  - **Health and Safety – Administration of First Aid Policy**
  - **Dealing with Infectious Diseases Policy**
  - **Excursion and Regular Outing Policy**
  - **Medication Administration Policy**
  - **Medical Conditions Policy**
  - **Acceptance and Refusal of Authorisation Policy**
- 2. The engagement process as outlined within the body of this report.**

## **INCIDENT, INJURY, TRAUMA AND ILLNESS**

**POLICY ADOPTED:** 19 June 2018

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**Policy Objective:**

- To provide incident, injury, trauma and illness policies and procedures to be followed by staff members and volunteers of Bland Children Services **Unit** in the event that a child is injured, becomes ill, or suffers trauma.
- To ensure that notification is given to the child's parent and relevant authorities within specified time frames.
- To ensure whilst encouraging children to explore, test their capabilities and develop their wellbeing staff will offer programs that provide a safe environment that reasonably protect children from potential harm.

**Policy Statement:**

Service stakeholders ensure appropriate action and documentation is undertaken in the event of an Incident, Injury, Trauma or Illness whilst children are being educated and cared for within the service.

**Statutory Legislation and Considerations:**

Education and Care Services National Regulations 2011: 12, **77**, 85, 86, 87, 88, 89, 90, 92-96, 103, 136-137, 162, 168, 176(2) (a) (ii), 176(2) (b), 177, 181-184, 245 – 247.

Links to National Quality Standard: 2.1.2; 2.2.1; 2.2.3

Education and Care Services National Law Application Act 2010: 167, 174 (2)(a)

**Definitions:**

Incident - any unplanned event that may result in injury, harm, ill health or damage.

Accident - any unplanned event or incident that has caused an injury.

Injury - physical harm caused to a child.

Trauma - A body wound or shock caused by physical injury or an experience that produces psychological injury or pain.

Illness - when a child becomes sick or has an unhealthy condition.

Staff - refers to staff employed by Bland Shire Council Children Services **Unit** and Educators registered with Bland/Temora Family Day Care.

**Responsibilities:**

**The Approved Provider will:**

- Notify the Regulatory Authority **via the National Quality Agenda IT System (NQAITS)** of any serious incident at any Bland **Shire** Children Services **Unit**, the death of a child, or complaints alleging that the safety, health or well being of a child was, or is, being compromised.

### **The Nominated Supervisor will:**

- Ensure that premises are kept clean and in good repair.
- Ensure that completed medication records are kept until the end of 3 years after the child's last attendance date.
- Ensure that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensure that a staff member who holds a current approved first aid qualification is present at all times that children are being educated and cared for by each service.
- Ensure that all staff are aware of the completion of appropriate records (Incident, Injury, Trauma and Illness Record) in the event of any incident, injury, trauma or illness to children whilst in care of the service, and this information is completed no later than 24 hours after the incident occurred.
- **In the case of a serious incident, illness, injury or trauma, ensure that an Incident, Injury, Trauma and Illness Record is completed and is documented on the National Quality Agenda IT System (NQAITS) [www.acecqa.gov.au/national-quality-agenda-IT-system](http://www.acecqa.gov.au/national-quality-agenda-IT-system). This must occur within 24 hours of the incident/illness.**
- Ensure that completed **Incident, Injury, Trauma and Illness Records** are kept and stored confidentially until the child is 25 years of age.
- Report major incidents/accidents to Council Safety Officer for audit if medical attention has been sought.
- Give staff access to appropriate up to date information, or professional development on the management of incidents.
- Maintain and keep accessible records of the child's emergency contacts.
- Make certain that all staff are aware of their responsibilities ensuring that this occurs as part of staff induction to the service and that position descriptions reflect this responsibility.

### **Staff will:**

- **Implement appropriate first aid procedures in accordance with their training when required.**
- Seek further medical attention for a child if required.
- Notify **the** parent/guardian immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Request the parent/guardian (or Authorised **Nominee** if parent/guardian is non contactable) make arrangements for the child or children involved in the incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.
- Record details of any incident, injury, trauma and illness on the record as soon as practicable but completed no later than 24 hours after the incident occurred.
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid.
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development.
- Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
- Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Staff will contact the child's **parent** to inform them of the illness signs, or to request the collection of the child.
- In response to a child registering a high temperature, follow procedures for temperatures (medical conditions), and complete the incident, trauma and illness record as required.
- Report to the Nominated Supervisor as required, all incident, injury, trauma and illnesses.
- Carry emergency contact details on all excursions.

### **Families will:**

- Provide current emergency contact details and authority for staff to seek medical, dental or other emergency treatment if required.
- **Ensure prompt collection of any child who becomes ill or injured whilst attending a service.**

- Exclude their child from care if they have a fever over 38C, vomiting or diarrhoea in the previous 24 hours, children who have been sent home with any of these symptoms cannot attend the following day;
- Exclude children who have been medicated for a fever on the morning of contracted care;
- Exclude their child from care if the child has been prescribed a course of antibiotics, medication or anti-fungal medication. They will not be permitted to re-enter the service for at least 24 hours after commencing treatment so that the medication has time to take effect;
- Notify the Service within 24 hours, if their child has been exposed to, or is diagnosed with any communicable disease or infectious illness.

## Recommended Practices:

### Prevention Strategies

- Ensure that all children have opportunities to engage in experiences, ensuring that the spaces are safe.
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing.
- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times.
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities.
- Regularly check that both indoor and outdoor equipment and furniture is well maintained and that any materials that may be hazardous are removed or repaired.
- Ensure that hazardous items are inaccessible to children.
- Be involved in the regular review of and discussions regarding policy and procedure and consider any improvements that need to be made to this policy.
- Review the cause of any incident, injury or illness and take appropriate action to remove the cause if **reasonable**.

### Watching for and recording symptoms in children

Signs and symptoms that suggest that a young child may be quite ill and need urgent medical attention may include the following:

- High fever—a high fever in a young child can be a sign of infection, and needs to be investigated to find the cause. However, fever by itself is not necessarily an indicator of serious illness (see below for more details about fever).
- Drowsiness—the child is less alert than normal, making less eye contact, or is less interested in their surroundings.
- Lethargy and decreased activity—the child wants to lie down or be held rather than participate in any activity, even those activities that would normally be of interest.
- Breathing difficulty—this is an important sign. The child may be breathing very quickly or noisily, or be pale or blue around the mouth. The child may be working hard at breathing, with the muscles between the ribs being drawn in with each breath.
- Poor circulation—the child looks very pale, and their hands and feet feel cold or look blue.
- Poor feeding—the child has reduced appetite and drinks much less than usual. This is especially relevant for infants.
- Poor urine output—there are fewer wet nappies than usual; this is especially relevant for infants.

- Red or purple rash—non-specific rashes are common in viral infections; however, red or purple spots that do not turn white if pressed with a finger require urgent medical referral because the child could have meningococcal disease.
- A stiff neck or sensitivity to light—this may indicate meningitis, although it is possible for infants to have meningitis without these signs.
- Pain—a child may or may not tell you they are in pain. Facial expression is a good indicator of pain in small infants or children who do not talk. General irritability or reduced physical activity may also indicate pain in young children.

These clinical features cannot be relied on to say for certain that a child is seriously ill, nor does their absence rule out serious illness. The more of the above features that are seen, the more likely it is that the child may have a serious illness. Illness in infants and young children can progress very quickly. If there is any doubt, educators are to contact the parent/guardian and recommended that they seek medical advice without delay.

### What to do if a child seems unwell

- **Monitor a child who is observed as having symptom/s of illness.**
- If the child is not well enough to participate in activities, **or the child presents with symptoms which are considered infectious**, educators are to contact their parent and **request the child be collected**. While waiting for the parent to arrive, keep the child away from the main group of children, if possible. After the child leaves, ensure that any equipment used by the child is cleaned before it is used again. Some infectious agents can persist on surfaces and may cause infection even if an object looks clean or is wiped clean
- **In the event the child develops the following**
  - **vomiting, diarrhoea (watery bowel motion), loose stools (2+ motions in the day), fever (over 38C), severe/persistent or prolonged coughing, sore throat or difficulty swallowing, discharge from eyes, contact parents for collection of child;**
- **In the event a child experiences a febrile convulsion call an ambulance (000) immediately;**

### What to do if a child has a fever

- If the child is less than 3 months old and has a fever above 38 °C, contact the child's parent and ask them to take the child to a doctor.

### If a child appears to display a fever:

- record the child's temperature with an appropriate child thermometer;
- if the child's temperature is 38C or over contact parents for collection;
- if the child appears flushed and the temperature is under 38C continue to monitor and record temperature every 5 minutes;
- attempt to cool the child - remove excess clothing, sponge with luke warm water, offer water or ice block;
- place child in a quiet, cool area with full supervision until collected by parent;
- complete relevant documentation;
- families will be encouraged to visit a doctor to find the cause of the temperature;
- if the child's temperature continues to elevate, remains constant and the child is in medical distress, including suffering from febrile convulsions, call an ambulance.

### Documenting a child's illness

It is important that educators document a child's illness. Include information such as temperatures and the time the temperature was taken as well as any signs or symptoms the child may be showing. You will also need to complete the **Incident, Injury, Trauma and Illness Record**, when a

child is sick in care and give the completed report to the Nominated Supervisor as soon as possible.

If the illness is identified as a communicable disease, parents/guardians of other children that may have been in contact with the child will be advised as soon as practical.

The Nominated Supervisor is required to report any serious incident to the Regulatory Authority and/or Department of Health within 24 hours of becoming aware of the incident. This may include a child that requires medical attention from a Doctor or hospital.

**References:**

Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

**Appendices:**

Incident, Injury, Trauma and illness Record

Medication Record

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director of Corporate and Community Services</b>		
<b>EDRMS Doc. ID</b>	427341		
<b>Superceded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
20 November 2012	0		
17 June 2014	1	12062014	May 2016
19 June 2018	2		June 2020
<b>Related Council Policy / Procedure</b>			
Dealing with Infectious Diseases			
Administration of First Aid			
Medical Conditions			
Administration of Medication			

## **BEHAVIOUR GUIDANCE**

**POLICY ADOPTED:** 18 February 2014

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**Policy Objective:**

It is important to recognise that, as with any other learning, children need to be encouraged to develop self-guidance, self-regulation, impulse control and emotional strategy skills.

**Policy Statement:**

Positive guidance and support towards acceptable behaviour enables children to learn over time how to manage their feelings and take responsibility for their own actions. Children who experience relationships that are built on respect, fairness, cooperation and empathy are given the opportunity to develop these qualities themselves. When children have positive experiences of interactions they develop an understanding of themselves as significant and respected, and feel a sense of belonging.

**Statutory Legislation and Considerations**

Education and Care Services National Regulations 2011: 155, 156, 168

Children (Education and Care Services National Law Application) Act 2010:

**Definitions:**

In this policy 'staff' refers to staff employed by Bland Shire Council Children Services Unit and Educators registered with Bland/Temora Family Day Care.

**Responsibilities:**

**The Nominated Supervisor will:**

- provide opportunities for Educators to access training and resources in regards to behaviour management;
- work in consultation with Educators, families and children to meet the child's social, emotional and cognitive development needs including the development of individual Behaviour Management Plans;
- in consultation with Educators, if the inappropriate behaviour persists, request the family seek advice from an appropriate agency or professional;. and
- provide support to families and Educators when addressing challenging behaviours.

**Educators will:**

- respect individual children's needs and differences in age, ability and experience regarding issues surrounding behavior management and discuss individual family expectations with parents;
- establish consistent, clear rules that are explained to children and understood by parents. The environment should be positive and accompanied by simple and rational explanations and expectations;
- promote positive guidance and support towards acceptable behaviour;
- model appropriate styles of interaction, including positive facial expression and tone of voice, and appropriate methods of conflict resolution;

- teach problem-solving and communication skills that encourage self-awareness and self-discipline in children;
- if required, re-direct a child to a safe environment allowing them time to settle. No child will be isolated for any reason other than illness or accident, and will be supervised by an Educator at all times. This may include relocating other children to a safe environment;
- ensure that a child in **the service** is not subject to or threatened with:-
  - any form of physical, verbal or emotional punishment;
  - any punishment that takes the form of immobilisation or force-feeding;
  - any punishment that is intended to humiliate or frighten the child.
  - a form of exclusion, such as 'Time Out';
- if a child's behaviour places the child or another child in danger, act immediately to prevent a potential incident/injury;
- where possible, divert the child's attention before undesired behavior has had a chance to occur;
- if a child consistently displays inappropriate behaviour ensure:
  - their assessment of the expectations of the child's behaviour are realistic and appropriate to their developmental level and age of child. If the behaviour is age appropriate refer to the Interactions with Children's Policy;
  - the child understands limit; there is no conflict between the service and home expectations;
  - the child's basic needs are met;
  - strategies are consistently followed by all Educators in contact with the child.
- work together with the Nominated Supervisor to develop an individual Behaviour Management Plan in consultation with the family where a child exhibits recurring behavioural changes;
- be aware and respect individual children's and families' backgrounds and beliefs, it may be necessary to balance the individual needs of stakeholders with Educator knowledge of developmentally appropriate practices and current best practice recommendations from recognised authorities;
- label the behaviour, and not the individual child, so that it is the behaviour that is being managed and not the child;

**Families will:**

- be open to undertaking communication with the Service in regards to any circumstances that may affect their child's behaviour;
- be provided with regular opportunities to contribute to the development and review of their child's Behaviour Management Plan to promote positive outcomes for the child;
- be available to attend pre requested meetings with the Service if required.

**References:**

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

**Appendices:**

Nil



**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director of Corporate and Community Services</b>		
<b>EDRMS Doc. ID</b>	403924		
<b>Superceded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
May 2009	0		February 2012
February 2013	1		January 2016
February 2014	2		February 2015
19 June 2018	3		June 2020
<b>Related Council Policy / Procedure</b>			
Supervision			
Interactions with Children			

## **DETERMINING THE RESPONSIBLE PERSON PRESENT AT THE SERVICE**

**POLICY ADOPTED:** August 2014

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**Policy Objective:**

To ensure a Responsible Person is present in Bland Shire Council's centred based services and available for Family Day Care at all times when the Service is providing education and care to children.

**Policy Statement:**

The Responsible Person is either the Approved Provider, the Nominated Supervisor, or a responsible person who has been placed in day to day charge of the service. The process for determining, documenting and displaying the details of the responsible person will be clear to all Educators and followed at all times.

**Statutory Legislation & Considerations:**

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011: Regulations 35, 117A, 117B, 117C, 146, 168, 173, 176.

**Definitions:**

In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Care Scheme.

**Responsibilities:**

**The Approved Provider will:**

- designate a Nominated Supervisor. This appointment will be made in writing and written consent from that person will be sought;
- ensure there is a Responsible Person on the premises at all times that a centre based service is delivering education and care programs for children. This appointment will be made in writing and written consent from that person will be sought;
- ensure that in the instance of Family Day Care, at all times that a family day care educator is educating and caring for a child as part of the service, one of the following persons is available to provide support to the family day care educator
  - a person with management or control of the family day care service;
  - a nominated supervisor of the service;
  - a person in day-to-day charge of the service.

This requirement to be available to provide support to a family day care educator includes being available to be contacted by telephone to provide advice and assistance to the family day care educator;

- ensure that a person eligible to be nominated as a Responsible Person has the appropriate skill level, experience, qualifications and approval to work with children and sound understanding of the role as required under the National Law and National Regulations;
- notify the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor;
- ensure that, in the absence from the centre based service premises of a Nominated Supervisor, a Responsible Person is placed in day to day charge of the service;

#### **The Nominated Supervisor will:**

- provide written consent to accept the role of Nominated Supervisor;
- ensure that, in their absence from the service premises, another Responsible Person is placed in day to day charge of the service;
- ensure that the Nominated Supervisor and all nominated Responsible Persons has a sound understanding of the role of Responsible Person;
- ensure that the name and position of the Responsible Person in charge of the centre based service is displayed and easily visible from the main entrance of the service;
- ensure that in the instance of Family Day Care, at all times that a family day care educator is educating and caring for a child as part of the service, one of the following persons is available to provide support to the family day care educator
  - a person with management or control of the family day care service
  - a nominated supervisor of the service;
  - a person in day-to-day charge of the service.

This requirement to be available to provide support to a family day care educator includes being available to be contacted by telephone to provide advice and assistance to the family day care educator;
- notify the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check, or if they are subject to disciplinary proceedings;
- arrange for the keeping of a 'Responsible Person Record' as applicable for each service. This record will document the current Responsible Person at any given time;
- develop rosters in consultation with service leaders in accordance with the availability of Responsible Persons, service operation and attendance patterns of children.

#### **The Responsible Person will:**

- provide written consent to accept the role of Responsible Person;
- ensure they have a sound understanding of the role of Responsible Person under the day to day operation of a service;
- check that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the entrance of the service.
- sign in and out on the applicable 'Responsible Person Register';
- if the responsible person needs to change, they will "hand over" obligations for the role to another Responsible Person at the Service. Both the old and new Responsible Person will converse directly and ensure the name of the Responsible Person presented at the Service appropriately reflects who presently holds the position.

**References:**

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

**Appendices:**

Nil

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director of Corporate and Community Services</b>		
<b>EDRMS Doc. ID</b>	436945		
<b>Superceded Policy</b>			
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August 2014	0	9.12	
9 October 2018	1		August 2020
<b>Related Council Policy / Procedure</b>			



## POLICY STATEMENT Children Services Unit

# HEALTH AND SAFETY – ADMINISTRATION OF FIRST AID

**POLICY ADOPTED:** 17 June 2014

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### **Policy Objective:**

Bland Shire Council will ensure:

- all permanent staff will hold a first aid qualification;
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the **service** and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements; and
- a risk management approach to health and safety shall be adopted.

### **Policy Statement:**

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Our education and care service is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

### **Statutory Legislation and Considerations:**

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011: **85, 86, 87, 89, 94.**

### **Definitions:**

In this policy 'staff' refers to staff employed by Bland Shire Council Children Services **Unit** and Educators registered with the Bland/Temora Family Day **Care**.

### **Responsibilities:**

#### Professional Development of Staff

#### **The Approved Provider will ensure:**

- that all staff are supported to ensure they hold current recognised first aid qualifications **which meet the National Regulations and are approved by ACECQA;**
- all staff have undertaken current approved anaphylaxis management training;
- all staff have undertaken current approved emergency asthma management training; and
- employee induction includes an induction to the Administration of First Aid policy.

**The Nominated Supervisor will:**

- ensure the first aid skills and competencies of staff are maintained, refresher first aid and CPR training is scheduled and maintained in a staff register;
- ensure there is an induction process for all new Educators, casual and relief, that includes providing information on the location of first aid kits and specific first aid requirements;
- collaborate and consult with staff to develop and implement a risk assessment and management plan; and
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

Hazard Identification and Risk Assessment**The Approved Provider will:**

- ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury.

**The Nominated Supervisor will:**

- ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury;
- guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data; and
- collaborate with staff to develop a first aid plan for the service (i.e. identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury.).

**Staff will:**

- ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury; and
- regularly undertake risk assessments in the environment in order to plan safe experiences for children.

Administration of First Aid to Children, Families, Staff and Visitors to the Centre**The Approved Provider will:**

- ensure that there is always at least one first aid qualified staff on the premises and immediately available at all times that children are at the Service.

**The Nominated Supervisor will:**

- ensure that enrolment records for each child include a signed consent form for the administration of first aid;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

**In general, staff will:**

- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility;
- administer first aid in accordance with first aid training in the interests of avoiding delay of treatment;
- notify the nominated supervisor and families (where first aid is being administered to a child) of the nature of the incident/accident; and

- ensure the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

**Families will:**

- provide written consent for the service to administer first aid (and call an ambulance if required) as a condition of enrolment;
- be contactable, either directly or through emergency contacts as listed on the child's enrolment record;
- be required to supply the contact number of preferred doctor or dentist and Medicare number on Enrolment Form.

First Aid Supplies

**The Approved Provider will ensure that:**

- the **service** is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- the first aid kits are suitably equipped, easily accessible and recognisable;
- first aid kits are carried on excursions **and when children are being transported**; and
- first aid kits are checked at least annually by the nominated first aid officer; **and**
- **a current resuscitation (CPR) chart is displayed in a prominent position in the indoor and outdoor environment of the service.**

**Staff will:**

- ensure a first aid box checklist is kept in every first aid kit;
- regularly monitor supplies and update stock as required;
- discard and replace out of date stock;
- document any stock used and/or replaced on the first aid box log.

Documentation and Record Keeping

**The Approved Provider will:**

- ensure records are confidentially stored for the specified period of time as required by the Regulation.

**The Nominated Supervisor will:**

- ensure that the Service's appropriate documentation is completed by Educators/staff as soon as practical;
- review and sign off on all documentation when first aid has been administered, prior to documentation being stored on Council records.
- ensure that any serious incident which requires urgent medical attention or serious illness at the Service is documented on the National Quality Agenda IT System (NQAITS) [www.acecqa.gov.au/national-quality-agenda-IT-system](http://www.acecqa.gov.au/national-quality-agenda-IT-system). This must occur within 24 hours of the incident/illness.
- complete an audit of the Incident, Injury, Illness and Trauma report to reflect in the effectiveness of the procedures in place at the service.

**Staff will:**

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the **service**; and
- ensure **that the report is signed by a parent/guardian and** that a copy of the accident/incident report will be made available for parents/guardians on request.

**Managing Serious Incidents****The Approved Provider will ensure:**

- any serious incident occurring at the service will be **lodged as an incident notification** electronically via **the National Quality Agenda IT System** within 24 hours of being made aware of the incident;
- a copy of the incident report will be provided to the family as soon as possible; and
- staff are aware of the procedures around managing serious incidents.

**The Nominated Supervisor, Responsible Person and/or Educator as applicable will:**

- notify parents of any serious incident; and
- arrange for medical intervention if required.

**Staff will:**

- manage serious incidents as per this policy; and
- notify the Nominated Supervisor immediately after the serious incident has occurred.

**Undiagnosed Asthma and Anaphylaxis exemption**

Educators can waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases. Parents/guardians are contacted as soon as practicable after the medication has been administered.

**In addition, Family Day Care Service:****Educators:**

- advise the Coordination Unit of the incident, requesting support if needed.

**Coordination Unit:**

- if required, ensure a Family Day Care Coordination Unit staff member goes to support the Educator at the scene of incident; and
- if necessary, organise alternate care if granted or collection by parents of other children at the Educator's service.

**Recommended Practices:****In the case of a minor incident as assessed by the first aider as requiring first aid only the Educator will:**

- assess the injury;
- attend to the injured person and apply first aid as required;
- when dealing with all bloody or bodily fluids ensure that disposable gloves are worn, that the fluids/blood are cleaned up and gloves etc are disposed of in a safe manner;
- record the incident and treatment given on the relevant documentation including what occurred, treatment given and by whom, to be signed by the Educator. Obtain parent signature providing a copy if requested;



- notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.

**In the case of a major incident as assessed by the first aider of requiring more than first aid the Educator will:**

- immediately contact emergency services. Parents are to be contacted after emergency services have been called. Family Day Care Educators will contact the FDC Service also;
- attend to the injured person, apply first aid as required;
- reassure the child;
- if an ambulance is called and the child is taken to hospital a staff member/Educator will accompany the child if possible;
- obtain parent signature confirming knowledge of the incident.

**References:**

Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

**Appendices:**

Incident, Injury, Trauma and illness Record

Medication Record

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director of Corporate and Community Services</b>		
<b>EDRMS Doc. ID</b>	365008		
<b>Superseded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
October 2012	0	23102012	May 2014
17 June 2014	1	12062014	May 2016
9 October 2018	2		August 2020
<b>Related Council Policy / Procedure</b>			
Incident, Injury, Trauma and Illness			

## **DEALING WITH INFECTIOUS DISEASES**

**POLICY ADOPTED:** 17 June 2014

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### **Policy Objective:**

Bland Shire Children Services Unit will ensure children's exposure to infectious diseases is minimised by:

- following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases;
- the promotion of practices that reduce the transmission of infection;
- the exclusion of sick children and staff;
- service support for child immunisation; and
- Implementation of effective hygiene procedures.

### **Policy Statement:**

Bland Shire Council identifies that the health and safety of staff and children is a core focus of the delivery of our Services. Exclusion of infectious children and Educators significantly reduces the risk of the spread of diseases to other children and Educators. Maintaining hygiene practices and teaching young children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely, current information and maintaining open communication with families will further support this process.

### **Statutory Legislation and Considerations:**

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011: 85, 86, 87, 88, 168.

Public Health Act 2010 and Public Health Amendment (Review) Act 2017

Work Health and Safety Act 2011

### **Definitions:**

In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Care Scheme.

### **Responsibilities:**

#### **The Approved Provider will:**

- Notify the local public health unit (PHU) by phoning 1300 066 055 as soon as possible after being made aware that:
  - a child enrolled has a vaccine preventable diseases, or a notifiable disease as outlined by the PHU, or
  - is reasonably suspected of having come into contact with a person who has one of these vaccine preventable diseases or notifiable disease and the enrolled child has no evidence to show the child is immunised against, or acquired immunity by infection from, that disease.
- Ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority;

- Implement the recommendations from *NSW Department of Health* to prevent the spread of infectious diseases at the service;
- Collect, maintain, and store appropriately the required enrolment documents and enrolment information of children in the service.
- Advise staff of the recommended immunisations for people working with children as per the **Australian Government Department of Health** Immunisation Handbook;
- Maintain current records of staff immunisation status; and
- **Ensure that pregnant Educators are not exposed to risks to their health and safety arising from infectious diseases (excluding Family Day Care Educators).**

**The Nominated Supervisor will:**

- **Ensure that where there is an occurrence of an infectious disease at the Service, reasonable steps are taken to prevent the spread of that infectious disease;**
- **Implement the recommendations from *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* to prevent the spread of infectious diseases;**
- **Ensure information from the Department of Health about the recommended minimum exclusion periods is available at the Service and is adhered to in the event of an outbreak of an infectious disease;**
- Ensure Educators are familiar with written procedures for exclusion of Educators as well as children in the event of an infectious illness;
- Provide information to families and staff as soon as practicable of the occurrence of an infectious disease that describe the:
  - nature of illness;
  - incubation period; and
  - infectious and exclusion periods.
- **Ensure that a child who is not immunised against a vaccine preventable disease does not attend the Service when an infectious disease is diagnosed. The child is not to return until there are no more occurrences of that disease at the Service and the recommended minimum exclusion period has ceased;**
- Provide relevant sourced materials to families about:
  - the current NSW Immunisation Schedule for children;
  - exclusion guidelines for children that are not immunised or have not yet received all of their immunisations in the event of an infectious illness at the service;
- Devise a routine process for updating children’s enrolment records with regards to immunisation, ensuring that this occurs as required, (i.e. as children reach age milestones for immunisation), or at least twice a year.

**Staff will:**

- Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times;
- **Implement the recommendations from *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* to prevent the spread of infectious diseases**
- Implement appropriate health and safety procedures, when tending to ill children;
- Ensure that families are aware of the need to collect their children as soon as practicable to ensure the child’s comfort;
- **Ensure that the relevant documentation is completed as soon as practicable and no later than 24 hours of the illness occurring;**
- Advise families that they need to alert the Service if their child is diagnosed with an Infectious Illness;
- Maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status;
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice;

- Take into consideration the grouping of children to reduce the risk of acquiring an infectious illness when planning the routines/program of the day;
- Implement the services health and hygiene policy including:
  - hand washing – washing and drying thoroughly, and remembering to include babies when hand washing;
  - routine and daily cleaning of the service;
  - nappy changing procedures;
  - wearing gloves (particularly when in direct contact with bodily fluids);
  - proper handling and preparation of food; and
  - **any practices outlined by the relevant authorities or Approved Provider applicable to any outbreaks at the time.**
- Maintain currency with regard to health and safety by attending appropriate professional development opportunities.
- **Advise the Approved Provider of any risks associated with pregnancy and infectious diseases. This may include flexibility within work roles of all Educators (excluding Family Day Care Educators).**

#### **In addition Family Day Care Educators will:**

- **Inform families if their own child/children (or other household member) are remaining home due to illness, on the days that children are to be in care. In the case of an infectious disease the Educator's Service must be closed;**
- **Advise families and the Coordination Unit of the closure.**

#### **Families will:**

- **Inform the Service and keep their child at home if their child or a family member has been diagnosed with an infectious disease;**
- **In the event of the child not being fully immunised against infectious disease keep their child at home when an infectious disease has been diagnosed at the Service;**
- **Provide a clearance letter from an authorised medical practitioner to return to care, as requested by the Service;**
- Advise the Service of their child's immunisation status, and provide written documentation of this for the Service to copy and keep with the child's enrolment records;
- Advise the Service when their child's immunisation is updated and provide this information to the Service to ensure that enrolment records are up to date; and
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the Service via various methods.

#### **Recommended Practices:**

##### **NSW Immunisation Schedule for children**

The NSW Government Immunisation Toolkit for early childhood **education** and care services guides our practice and provides resources and information to support families' access to information regarding immunisation.

A child cannot be enrolled in any Bland Shire Council Children Services **Unit service** unless the parent/guardian has provided an approved immunisation form that shows that the child:

- Is fully immunised for their age, or;
- Has a medical reason not to be vaccinated, or;
- Is on a recognised catch- up schedule.

## Staff vaccination

Bland Shire Council will provide a comprehensive staff vaccination program to help manage the risk of disease transmission in our services. Family Day Care Educators are encouraged to undergo a comprehensive vaccination program.

In particular, it is recommended that Educators are protected against influenza, measles, mumps, rubella, diphtheria, tetanus, whooping cough, varicella and hepatitis A.

## Exclusion Periods

**Families** are **required** to keep their child at home (called 'exclusion') in the event of an **infectious** illness or disease. The aim of exclusion is to reduce the spread of infectious diseases in the service. The less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading.

There are recommended minimum exclusion periods; however, a child may need to stay home for longer until he/she is well enough to return to the service. The service will consider letters from doctors stating that the child can return to care, yet the child cannot return to care until the child's condition fulfils the service's criteria for returning to care. It is the doctor's role to make the diagnosis of an illness. The service, however, will decide on the response to an illness e.g. excluding the ill child, in consultation with their local public health unit. This may also involve excluding susceptible children and staff with whom the ill child has been in contact. To make a decision on the response to the illness, Bland Shire Children Services **Unit** staff refer to a list of recommended minimum exclusion periods as per the 'NHMRC (2012) Staying healthy – Preventing infectious diseases in early childhood education and care services - list of recommended minimum exclusion periods' and/or NSW Health advice.

Educators and other staff working in the service are also required to follow the recommended minimum exclusion periods. **In the case of any person living in a Family Day Care residence having or being suspected to have an infectious disease, the individual Service must close until that person and any subsequent infected household members have fully recovered and provided a Doctors Clearance to the Coordination Unit.**

## Reporting outbreaks to the Public Health Unit

Outbreaks of communicable diseases represent a threat to public health. Management is required to notify the Public Health Unit as soon as possible after they are made aware that a child enrolled is suffering from one of the following diseases:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenza Type b (Hib)
- Meningococcal disease
- Rubella
- Measles
- Pertussis (whooping cough)
- Tetanus
- An outbreak of gastrointestinal or respiratory illness
- Coronavirus (Covid-19)

## **Covid-19 (Coronavirus)**

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Covid-19 is the infectious disease caused by the most recently discovered coronavirus. Our services are committed to providing a safe and healthy environment that reduces the chance of being infected or spreading Covid-19.

Our services will apply measures that prioritise health and safety measures, including:

- implementing vigilant hygiene practices that prevent the spread of infectious diseases,
- encouraging good health and sanitation,
- monitoring sources of public health information,
- implementing all measures applicable to our services as recommended by authorities and
- educating and informing our community with current and trusted information.

Practices will be reviewed and adapted over time as updated information or recommendations are received.

All required notifications to authorities and stakeholders will be made in a timely manner.

The NSW department of health provides a list of 8 symptoms that can be associated with COVID-19. These are

- Fever (common)
- Cough (common)
- Sore throat (sometimes)
- Shortness of breath (sometimes)
- Fatigue (sometimes)
- Aches & pains (sometimes)
- Headaches (sometimes)
- Runny or stuffy nose (sometimes)

In the event that a child or staff member presents with a fever and cough they are to be excluded from the service until a negative Covid-19 test result is obtained and provided to the service.

## **References:**

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

EYLF – Belonging Being Becoming (2009)

Immunisation Enrolment toolkit for early childhood education and care services – NSW Ministry of Health 2017

<https://www.health.nsw.gov.au/immunisation/Publications/immunisation-enrolment-toolkit.pdf>

Staying healthy- preventing infectious diseases in early childhood education and care services, 5<sup>th</sup> ed. Australian Government. National Health and Medical Research Council. Public Health Act 2010

## **Appendices:**

Incident, Injury, Trauma and illness Record

Medication Record

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director of Corporate and Community Services</b>		
<b>EDRMS Doc. ID</b>	436923		
<b>Superceded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
20 November 2012	0	26112012	May 2014
17 June 2014	1	12062014	May 2016
9 October 2018	2		September 2020
<b>Related Council Policy / Procedure</b>			
Incident, Injury, Trauma and Illness			

## Section 3 – Technical Services

### 8.9 Naming of Roads and Locales



#### **Our Places - Maintain & improve the Shire's assets & infrastructure**

*DP 5.1 Facilitate the delivery of accessible services and infrastructure.*

**Author** Director Technical Services

#### **Introduction**

During construction of many sub-divisions, streets are created which have to be named. In addition there are many roadways and locales which are un-named and may require naming in the future. To date the system of selecting names to be forwarded to the Geographical Names Board has been haphazard.

Bland Shire Council staff would like to make this process easier and more comprehensive than has been in the past. To this effect the staff have put together the two attachments. One is a list recommending what road type name should be applied to a particular style of road and the other is a list of recommended names to be used in the future. The second list is divided into five categories: - Important People related to the area (based on entries in the Australian Dictionary of Bibliography); Plants; Animals; Historic Mine Leases and Aboriginal related (at the time of finalising this report liaison with the LALC is continuing to finalise the indigenous list).

It should be noted that for a person's name to be considered by the Geographic Names Board, they have to be deceased.

If adopted it is intended to send this list to the Geographical Names Board for pre-approval so that if a name is picked by Council from the list in the future, then referral is not necessary.

It does not mean developers (or anybody else) are locked into these names, they could suggest their own names to be considered by Council, but these would have to be then referred to the Geographical Names Board, if Council so desires, as per the current system.

There are currently two naming issues.

One is the unnamed lane in Wyalong lying between Cassin and Blythe Streets (See attachment). It runs from Wargin Road-Mallee Street across Slee Street to the dead end behind the Caltex service station. It is suggested it be named Burgess Lane after a current resident on the lane. As stated previously, under the guidelines from the Geographical Names Board, a name of a non-deceased person cannot be used. Since both Mr Burgess and, I believe, his father are still alive, it would have to be named after their grandfather. However, there appears to be no historical significance attached to this individual.



There are three options:

- 1 Leave the lane unnamed;
- 2 Recommend that the lane be named Burgess Lane to the Geographical Names Board;
- 3 Recommend to the Geographical Names Board that the lane be named one of the names off the previous list submitted (or other).

Secondly, the re-naming of a section of Gladstone Lane as Wyse Lane in remembrance of that families historic business, which was related to that section of lane, and other community attachments.

Gladstone Lane runs between Church Street and Boundary Street crossing Monash, Operator, Northcott, and Stephenson Streets. The proposal is to re-name the section of Gladstone Lane between Church Street and Monash Street (see attached).

The re-naming of existing streets **should be avoided**, but in this circumstance Gladstone Lane still exists after the re-naming process.

### **Financial Implications**

None

### **Recommendation:**

- 1. That Council adopt the list of proposed names for future road and locale names and that the list be sent to the Geographical Names Board for pre-approval**
- 2. That Council decide whether to name the un-named lane in Wyalong that runs from Wargin Road-Mallee Street across Slee Street to the dead end behind the Caltex service station, AND, if so, determine what name to forward to the Geographical Names Board for approval**
- 3. That Council decide whether re-name Gladstone Lane in West Wyalong, between Church and Monash Streets, AND, if so, determine what name to forward to the Geographical Names Board for approval**

Suggested Name	Suggested Road Type	Suitable as Place Name	Notes
<b>People</b>			
Doris Margaret Osborne (Helyar)	Close Court Crescent Drive Road Street	Yes	School teacher and campaigner for equal rights for women. NSW's first female principal of a co-educational high school – West Wyalong (1966). <a href="http://adb.anu.edu.au/biography/osborne-doris-margaret-11315">http://adb.anu.edu.au/biography/osborne-doris-margaret-11315</a>
John Thomas (Jack) Patten	Drive Road Street	Yes	Aboriginal leader. Educated in West Wyalong between 1916-1918. <a href="http://adb.anu.edu.au/biography/patten-john-thomas-jack-7980">http://adb.anu.edu.au/biography/patten-john-thomas-jack-7980</a>
Henrietta Greville	Close Court Crescent Drive Lane Road Street	Yes	<b>Pattens Road in Ardlethan</b> Labour organiser. Forced by the depression to close her business in Temora, she moved to West Wyalong and pegged out a claim. She sold meals to miners and helped establish a branch of the Political Labor League. <a href="http://adb.anu.edu.au/biography/greville-henrietta-6482">http://adb.anu.edu.au/biography/greville-henrietta-6482</a>
Elsie Jane Whicker	Close Drive Lane Road Street	Yes	Bush nursing superintendent stationed at Tallimba <a href="http://adb.anu.edu.au/biography/whicker-elsie-jane-15827">http://adb.anu.edu.au/biography/whicker-elsie-jane-15827</a>
Dymphna Cusack	Close Drive Road Street	Yes	Author of Come In Spinner <a href="http://adb.anu.edu.au/biography/cusack-ellen-dymphna-nell-12385">http://adb.anu.edu.au/biography/cusack-ellen-dymphna-nell-12385</a>

Plants			
Pepper Tree	Close Court Crescent Road		
Swainson	Court Drive Road		Silky swainson pea-vulnerable plant species
Hakea	Close Court Crescent		Hakea wattle
Ironbark	Close Court Drive Street		A proposal for this name is currently being assessed.
Animals			
Malleefowl	Drive Way		
Spoonbill	Drive Way		
Rosella	Close Court Crescent		
Kookaburra	Close Court Crescent Drive		
Kingfisher	Close Court Drive Street		
Thornbill	Close		

				Drive Way			
Heathwren				Close Court Crescent Drive Road Street			
Woodswallow				Drive Road Street			
Willie Wagtail				Close Court Crescent			
Diamond Firetail				Close Court Crescent			
Wallaby				Close Court Crescent			
<b>Mine Leases</b>							
Caledonian				Close Court Crescent Street			
Scandinavian				Close Court Crescent Street			
Light House				Close Court Crescent			
Day Dawn				Close			

Hampden	Court Crescent Drive Road Street Way				



50 m

Scale = 1 : 1874.880



20 m

Scale = 1 : 937 440

## 8.10 Hallahan Planning Proposal



### Our Places - Maintain & improve the Shire's assets & infrastructure

*DP 5.1 Facilitate the delivery of accessible services and infrastructure.*

**Author** Director Technical Services

#### **Introduction**

In 2011 when the Local Environment Plan (LEP) was being developed to NSW Government strict guidelines, spot zoning was not able to be considered. The NSW Government wanted the planning to be streamlined to their terminology and grouped within town areas. No outliers were allowed and when council asked when this could be looked at, the council was told it should be considered as part the next revision of the LEP. Staff and councillors were unhappy about the situation when considering adopting the LEP at the time, but all knew their "hands were tied".

Bland Shire Council is now in the process of extensively amending the current LEP to consider all matters that council were not allowed to consider the last time around. The Hallahans were informed of this, but wanted to proceed with their spot rezoning rather than wait until the new LEP is finalised. They then proceeded to embark on a private planning proposal which was then submitted to the NSW Government through Council.

Since these planning proposals are outside council's core planning issues, and take up a fair extent in time to process and liaise with the NSW Government, council has a one off charge of \$1,300. This amount does not cover the total cost of processing these applications, but it does offset the cost.

Council has now received a request from the Hallahans to waive this fee.

These circumstances have developed from the past stance from the NSW Government which has been rigid and non-compromising, and it is really they who should be covering the waiver of any fees, however, since the NSW Government imparts directives on Councils but accepts no consequences from their actions, it is Council who has to consider fairness.

#### **Financial Implications**

Council does have procedure for waiving development fees but this application does not fit within that procedure. Therefore if Council considers it appropriate not to levy this charge then it can pay the fee from one of its community funds.

It should be noted that this could a) set a precedent, and b) council should charge for works completed for the public that is not part of its core duties.



**Recommendation:**

- 1. That Council determine whether the \$1,300 fee for processing Hallahan's private planning proposal be levied as per the usual practise;**
- 2. That if the fee is not to be levied then the \$1,300 be paid to development income from the Community Donations (Strengthening Communities) fund.**

## 8.11 Request for Rezoning – 96 Mid Western Highway, West Wyalong



### Our Prosperity - Growing our population and jobs

16.1 Ensure a sustainable environment for current and future generations through effective management and planning for the long term future by ensuring appropriate land is zoned and available to support business and industry growth.

**Author:** Manager Development and Regulatory Services

#### Introduction

A request has been received to amend the *Bland Local Environmental Plan 2011 (BLEP)* to rezone land described as Lot 458 DP 753135, 96 Mid Western Highway, West Wyalong.

The land is currently zoned RU1 Primary Production with a minimum lot size for the erection of a dwelling is 200 hectares. The request is for rezoning to allow for a minimum lot size of 8000 square metres (0.8 hectares). The land has an area of 7.921 hectares the proposed minimum lot size would yield approximately 9 lots.

The Department of Planning has previously been reluctant to support site specific rezonings and it has been Council's practice to require the proponent of such requests to engage a town planning consultant to prepare a planning proposal for the site. The planning proposals submitted to date have not been successful in obtaining a gateway determination without Council staff providing extensive additional information.

A strategic analysis was carried out by Council staff to support a previous planning proposal and it is considered that any future planning proposal should be undertaken on this precinct as a whole rather than individual allotments as shown in the following map. Further review is warranted including consultation with other land holders that may be subject to the planning proposal.

#### Financial Implications

Staff costs to prepare a planning proposal.

#### Summary

Council is in receipt of a request for rezoning of 96 Mid Western Highway, West Wyalong. It is considered that to ensure consistency with Council's Local Strategic Planning Statement that rezoning be considered for all land shown outlined in red on the attached map.

#### Recommendation

**That Council resolve to undertake a strategic review of the land in the vicinity of Lot 458 DP753135 and that a planning proposal is submitted to the February meeting of Council.**



## 8.12 DA2021/0034 – Extractive Industry



### Our Prosperity - Growing our population and jobs

*DP16.1 Ensure a sustainable environment for current and future generations through effective management and planning for the long term future by ensuring appropriate land is zoned and available to support business and industry growth.*

**Author:** Manager Development and Regulatory Services

#### **Introduction**

A development application was received from Rixa Quarries Pty Ltd for an extractive industry on Lot 2 DP727020 – 2060 Clear Ridge Road, Wyalong.

The application seeks approval for an Extractive Industry with an annual extraction rate of 30,000 tonnes per annum and a maximum daily extraction rate of 1,000 tonnes per day. The proposal includes:

- Progressive installation of environmental controls including erosion and sediment control measures
- Construction of an intersection with Gordons Lane and signage, and an access road
- Construction of perimeter fencing
- Delineation of the site and stockpiling areas
- Establish site office and parking area
- Undertake quarry operations
- Closure and rehabilitation the quarry

The development has been assessed as an extractive industry as defined by the Bland Local Environmental Plan 2011.

The submitted Statement of Environmental Effects states the main purpose of the proposal is to provide aggregate to the West Wyalong Solar Farm during construction. It is proposed that light vehicles will travel along Gordons Lane to Blands Lane and Clear Ridge Road and that heavy vehicles will travel along Gordons Lane to Blands Lane, Bodells Lane and the Newell Highway. The use of Gordons Lane to transport material from the proposed quarry would breach the development consent issued by NSW Minister for Planning and Public Spaces on 28 November 2020.



### **Financial Implications**

The development application fees for this proposal are \$1745.00 which have been paid in full.

### **Summary**

The proposal has been assessed in accordance with the provisions of Section 4.15 of the Environmental Planning and Assessment Act 1979 as discussed in the attached development assessment report.

### **Recommendation:**

**That application DA2021/0034 for an Extractive Industry be refused for the following reasons:**

- 1. The proposed access road (Gordons Lane) is not suitable for use as heavy vehicle ingress/egress.**
- 2. The proposed purpose of this development as stated in item 4.2.2 of the Statement of Environmental Effects to provide aggregate for the West Wyalong Solar Farm project. The proposed transport route from the quarry to the solar farm access on Blands Lane will result in the West Wyalong Solar Farm breaching conditions 3 and 4 in Schedule 3 – Environmental Conditions of the development consent issued by the Minister of Planning and Public Spaces on 28 November 2020.**

# Development Assessment Report

Pursuant to Section 79C of the Environmental Planning Assessment Act 1979

## APPLICATION DETAILS

<b>Application No:</b>	DA2021/0034
<b>Lodgement Date:</b>	6 October 2020
<b>Applicant:</b>	Rixa Quarries Pty
<b>Proposal:</b>	Extractive Industry (Hard Rock Quarry)
<b>Estimated Cost:</b>	\$500,000.00
<b>Assessment Officer:</b>	Manager Development and Regulatory Services
<b>Concurrence Required:</b>	No
<b>Referrals:</b>	Transport for NSW
<b>Adjoining Owner Notification:</b>	Yes
<b>Advertising:</b>	Yes
<b>Determination Body:</b>	Council
<b>Reason:</b>	Refusal Recommended
<b>Meeting Date:</b>	15 December 2020
<b>Owner's Consent Provided:</b>	Yes

## SITE DETAILS

<b>Subject Land:</b>	2060 Clear Ridge Road, Wyalong Lot 2 DP 727020
<b>Owner:</b>	BY & IG Boyd

## **PLANNING CONTROLS**

**Environmental Planning Instrument:** Bland Local Environmental Plan 2011

**Zoning:** RU1 Primary Production

**Current Land Use:** Agriculture

**Permissibility:** Permissible with Development Consent

### **Description of Development**

The development proposal is for an Extractive Industry with an annual extraction rate of 30,000 tonnes per annum and a maximum daily extraction rate of 1,000 tonnes per day. The proposal includes:

- Progressive installation of environmental controls including erosion and sediment control measures
- Construction of an intersection with Gordons Lane and signage, and an access road
- Construction of perimeter fencing
- Delineation of the site and stockpiling areas
- Establish site office and parking area
- Undertake quarry operations
- Close and rehabilitate the quarry

### **Site and Locality**

The site is located to the north east of West Wyalong between Clear Ridge Road and Gordons Lane. The predominant land use in the locality is extensive agriculture with cropping and grazing being the primary activities. The Clear Ridge State Forest is located to the immediate north of the site.

### **Easements and Covenants**

There have been no easement or covenants identified.

### **Previous Development Consents**

Nil



Figure 1: Intersection of Clear Ridge Road and Gordons Lane





Figure 2: Access to subject land



Figure 3: Gordons Lane – south east of access to site

## **TOWN PLANNING ASSESSMENT**

Assessment of the development application has been undertaken in respect to relevant considerations arising from Section 4.15 of the Environmental Planning and Assessment as follows:

### **3.1 Section 4.15 Evaluation**

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

- (a) the provisions of:
  - (i) any environmental planning instrument, and  
any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
  - (ii) any development control plan, and
  - (iii) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
  - (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), and
  - (v) any coastal zone management plan (within the meaning of the Coastal Protection Act 1979,
- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,
- (c) the suitability of the site for the development
- (d) any submissions made in accordance with this Act or the regulations
- (e) the public interest.

## MATTERS FOR CONSIDERATION PURSUANT TO SECTION 4.15 (1)

### Section 4.15(a)(i) – The provisions of any environmental planning instrument

#### State Environmental Planning Policies

The following SEPPs are applicable to the proposal:

#### State Environmental Planning Policy No 55 – Remediation of Land

**Comment:** The planning policy is required to be considered in the processing and determination of development applications.

The purpose of this policy is to provide a statewide planning approach to the remediation of land. In particular, this policy aims to promote the remediation of contaminated land for the purposes of reducing the risk of harm to human health or other aspects of the environment.

In accordance with Clause 7 of SEPP 55 it has been considered that the land is not likely be contaminated and that is suitable for the intended use. The requirements of the SEPP are therefore satisfied.

#### State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

**Comment:** Vegetation removal is not proposed.

#### State Environmental Planning Policy No 33 – Hazardous and Offensive Development

**Comment:** This planning policy has the aim of ensuring that Council has sufficient information to assess whether a proposal represents hazardous or offensive development. Under the SEPP a potentially offensive industry means a development for the purposes of an industry which, if the development were to operate without employing any measures (including, for example, isolation from existing or likely future development on other land) to reduce or minimise its impact in the locality or on the existing or likely future development on other land, would emit a polluting discharge (including for example noise) in a manner which would have a significant adverse impact in the locality or on the existing or likely future development on other land, and includes an offensive industry and an offensive storage establishment.

The Guidelines state that the “key consideration in the assessment of a potentially offensive industry is that the consent authority is satisfied there are adequate safeguards to ensure emissions from a facility can be controlled to a level to which they are not significant.”

The proposal has the potential to have an adverse impact on the amenity of nearby residents in terms of noise, odour and dust emissions. The accompanying Statement of Environmental Effects provides sufficient information to address relevant matters for consideration under Clause 13 of SEPP 33.

There are no identified potentially hazardous substances, which depending on the manner in which it is stored on site, may result in the project being classified a ‘potentially hazardous industry’. For example, diesel is defined as a C1 Flammable Liquid under the Australian Dangerous Goods Code. However, SEPP 33 guidelines provides that diesel (or other C1 Flammable Liquid) is not considered potentially hazardous if “it is stored in a separate bund or within a storage area where it is the only flammable liquid present”.

The proposed development is, therefore, not a potentially ‘hazardous industry’.

The proposal does require an amendment to an existing Environmental Protection Licence (EPL) from the NSW Environmental Protection Authority and consequently the proposed development does constitute an offensive development.

The proposed development does not constitute “potentially hazardous development” and as such a preliminary hazard analysis (POHA) is not required.

### **State Environmental Planning Policy (Primary Production and Rural Development) 2019**

**Comment:** Not applicable to this proposal.

### **State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007**

Under this policy, ‘extractive industry’ means *the winning or removal of extractive materials (otherwise than from a mine) by methods such as excavating, dredging or quarrying, including the storing, stockpiling or processing of extractive materials by methods such as recycling, washing, crushing, sawing or separating, but does not include:*

- (a) Turf farming, or*
- (b) Tunnelling for the purpose of an approved infrastructure development, or*
- (c) Cut and fill operations, or the digging of foundations, ancillary to approved development, or*
- (d) The creation of a farm dam if the material excavated in the creation of the dam is used on the site and not removed from the site.*

An assessment of the development against the relevant provisions of this Policy follows:

Clause 7 (3) allows with development consent extractive industry on land on which agriculture or industry can be carried out. The subject land is zoned RU1 Primary Production. Agriculture is permissible without consent within the zone.

Clause 7 (4) allows certain ancillary purposes to be carried out on the land with development consent, if extractive industry is being carried out with development consent on that land. The additional uses relevant to the subject application includes:

- The processing of extractive material
- Facilities for the processing of transport of extractive material.

Clause 10 & 10A list associated activities that are defined as exempt development.

Clause 11 lists activities that are defined as complying development.

Clause 12 provides the matters for consideration for the assessment of development applications for extractive industries. It is considered that the proposed increase in extraction limits and continued use of the site as a quarry, including blasting, will not have a significant adverse impact on surrounding properties, the majority of which are used for agricultural purposes.

In relation to Clause 13, the property and quarry are not located in the vicinity of competing extractive industry and are not identified by an environmental planning instrument as being the location of significant resource materials.

Clause 14 requires consideration of the imposition of conditions relating to impacts on water resources, threatened species and biodiversity, and the emission of greenhouse gases.

In accordance with Clause 15 it is considered that the operation of the quarry will be carried out so as to optimise the efficiency of recovery of extractive materials and the creation of waste.

As required by Clause 16, the application was referred to Transport for NSW (formerly Roads and Maritime Services). TfNSW support the application subject to the application of conditions.

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## **Bland Local Environmental Plan 2011**

### **Part 1 Preliminary**

#### **Clause 1.2 Aims of the Plan**

The aims of the Bland Local Environmental Plan 2011 are:

- (a) To protect, enhance and conserve agricultural land through the proper management, development and conservation of natural and man-made resources,*
- (b) To encourage a range of housing, employment, recreation and facilities to meet the needs of existing and future residents of Bland,*
- (c) To promote the efficient and equitable provision of public services, infrastructure and amenities,*
- (d) To conserve, protect and enhance the environmental and cultural heritage of Bland,*
- (e) To promote the twin townships of West Wyalong and Wyalong as the major commercial and community service centres for Bland,*
- (f) To encourage the sustainable growth of the villages of Bland.*

The proposals is considered to be generally consistent with the aims of the Bland Local Environmental Plan 2011, however, Gordons Lane is not considered to be suitable for traffic anticipated to be generated by the development. Accordingly it is not considered that the proposal promotes efficient use of the road network.

### **Part 2 Permitted or prohibited development**

The development is defined as an extractive industry as follows:

**extractive industry** means the winning or removal of extractive materials (otherwise than from a mine) by methods such as excavating, dredging, tunnelling or quarrying, including the storing, stockpiling or processing of extractive materials by methods such as recycling, washing, crushing, sawing or separating, but does not include turf farming.

In accordance with Clause 2.3 and the Land Use Table extractive industries are permitted with consent in the RU1 Primary Production zone.

### **Land Use Table**

#### **Zoning Table**

#### **RU1 Primary Production**

Objectives of the Zone:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- To minimise the fragmentation and alienation of resource lands.*

- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To ensure that development on land within this zone does not unreasonably increase the demand for public services or public facilities.*

### **Comment**

The proposal is consistent with the objectives of the RU1 Primary Production zone. The proposal will not encroach onto productive agricultural land and it further utilises resource lands. The proposal is unlikely to conflict with agricultural uses in the vicinity of the site.

### **Part 3 Exempt and complying development**

The proposed development is not Exempt or Complying Development. The application is seeking consent.

### **Part 4 Principal development standards**

There are no principal development standards applicable to the proposal.

### **Part 5 Miscellaneous provisions**

There are no miscellaneous provisions applicable to the proposal.

### **Part 6 Additional local provisions**

There are no additional local provisions applicable to the proposal.

### **Section 4.15(a)(ii) – Any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority.**

No relevant planning instrument under this clause is currently the subject of public exhibition.

**Section 4.15(a)(iii) – Any Development Control Plan**

**Bland Development Control Plan 2012**

**Assessment against Bland Development Control Plan 2012**

**1.3 Development Application Neighbour Notification Policy**

[Comment]

**1.3.9 Notification – Advertised Development**

Animal boarding and training establishments, boarding houses, extractive industries, hotels/motels, intensive livestock keeping, heavy and offensive industries, sex services premises and restricted premises are identified as advertised development. Notification will be given in a local newspaper on at least two (2) occasions. In addition where Council considers that community interest in a development proposal may be wider than the immediate vicinity of the development site, notification may also be given in a local newspaper.

[Comment]

**Chapter 7 Industrial Development**

Performance Criteria	Meets Acceptable Solution in DCP	Not Satisfactory	Not Relevant	Comment
<b>Setbacks</b>				
<b>Front/Road Setbacks</b> Setbacks complement the streetscape and allow for landscaping and open space between buildings.			✓	
<b>Side and Rear Setbacks</b> Side and rear setbacks provide emergency services access and reduces adverse impacts on adjoining properties.			✓	



<b>Building Design</b>				
<b>Building Design</b> Buildings are designed to integrate with the streetscape and be compatible with their surroundings.			✓	
<b>Building Height</b> Building height is maintained at a scale appropriate to the location of the development.			✓	
<b>Ancillary Uses</b> Ancillary uses are designed, constructed and located in a sympathetic manner which enhances the visual amenity of the development.			✓	
Ancillary office space is designed to be integral to the industrial development.			✓	
<b>Security</b> Building design facilitates surveillance of streets and open spaces.			✓	
<b>Building Materials</b> The form, colours, textures and materials of buildings should enhance the quality and character of the industrial precinct.			✓	
<b>Landscaping</b>				
<b>Site Planning</b> Landscaping is considered as a component of the site planning process and reflects the scale of the development.			✓	
<b>Existing trees and shrubs</b> Development is designed to maximise the number of trees retained onsite.	✓			
<b>Visual Amenity</b> Landscaping is used to soften the impact of buildings, as a screen to visual			✓	

intrusions, parking areas and for recreation space.				
<b>Water Efficiency</b> Landscaping should use indigenous species of a low water demand.			✓	
<b>Vehicular Access, Parking and Hardstand Areas</b>				
<b>Ingress and Egress</b> Ingress and egress points are located and sized to facilitate the safe and efficient movement of vehicles to and from the site.  Note: The design vehicle used to determine the width of the ingress, egress, driveways, accessways and manoeuvring areas is to be the largest vehicle likely to enter the site.  The minimum design vehicle for: <ul style="list-style-type: none"> <li>• IN2 Light Industry zone is a prime mover and semi-trailer (19 metres); and</li> <li>• IN1 General Industrial zone is a B-Double (25 metres).</li> </ul>			✓	
<b>Accessways</b> Accessways and driveways are sized to facilitate the safe and efficient movement of vehicles to, from and within the site.  Note: The dimensions mentioned are minimums only. It is still required that the width be suitable given the turning path of the required vehicle design.			✓	
<b>Car Parking</b>				

Car parking does not adversely impact upon the visual amenity of the site and the locality.				
Car parking is conveniently located and easily accessed.			✓	
Car parking areas are designed to facilitate the safe movement of vehicles and provide a sufficient number of spaces for the projected needs of the development.			✓	
<b>Loading/Unloading and Manoeuvring Areas</b> Facilities are provided onsite for the loading and unloading of goods.			✓	
Manoeuvring areas are provided to ensure that the design vehicle can enter and leave the site in a forward direction.			✓	
<b>Sealing and Drainage</b> All driveways, car parks, loading, unloading, manoeuvring areas etc are appropriately drained and sealed.			✓	
<b>Fencing</b>				
<b>Fencing and Screen Walls</b> Fencing and screen walls do not adversely impact upon the visual amenity of the area.			✓	
<b>Soil and Water Quality and Noise Management</b>				
<b>Soil Erosion</b> Adequate provision is made for measures during construction to ensure that the land form is stabilised and erosion is controlled.	✓			Topsoil and overburden to be stored on site and stabilised in accordance with NSW Soils and Construction – Managing Urban Stormwater Volume 1.
<b>Water Quality</b> The system design optimises the interception, retention and removal of water-borne pollutants through the uses of			✓	

appropriate criteria, prior to their discharge to receiving waters.				
<b>Stormwater Management</b>				
Drainage from development sites is consistent with the predevelopment stormwater patterns.	✓			
Drainage systems should be designed to ensure safety and minimise stormwater inundation of habitable floor areas.			✓	
<b>Noise Management</b>				
The hours of operation of noise generating activities are restricted to avoid any noise nuisance upon surrounding residential areas.	✓			
<b>Chapter 9 Primary Production</b>				
<b>Performance Criteria</b>	<b>Meets Acceptable Solution in DCP</b>	<b>Not Satisfactory</b>	<b>Not Relevant</b>	<b>Comment</b>
<b>Site Integration</b>				
<b>Adjoining Uses</b> Consideration is given to the nature of adjoining uses so as to obtain optimum amenity and privacy.	✓			
<b>Prevailing Winds</b> Developments are located and designed to address prevailing winds.			✓	
<b>Existing Opportunities</b> Developments are located in order to make best use of existing infrastructure and resources.	✓			

<b>Natural Hazards</b> The impacts of natural hazards, such as fire, flood and wind storms are reduced.			✓	
<b>Servicing</b>				
<b>Water</b> Water supply capable of servicing the needs of the proposed development in terms of domestic, stock, fire fighting and other needs is available.			✓	
<b>Electricity</b> Access to an electricity supply capable of servicing the proposed development.			✓	
<b>Telecommunications</b> Access to telecommunications capable of servicing the proposed development is available.			✓	
<b>Service Corridors</b> The location of proposed service corridors are chosen to minimise the impact on the environment and the agricultural use of the land.			✓	
<b>Access</b>				
<b>Sight Distance</b> There is adequate sight distance to allow safe manoeuvring to and from the property.	✓			
<b>All Weather Access</b> There is all weather access provided from the development to the public road.		✓		Details of the access arrangements from Gordons Lane to the quarry site have not been provided.
<b>Access in times of flood</b> Access is flood free where possible to allow safe transit during and after periods of heavy rain.	✓			
<b>Emergency Vehicles</b>		✓		Details of the access arrangements from Gordons Lane to the quarry site have not been

Access for emergency vehicles is available in times of fire, flood and other emergencies.				provided. Access would be required to be constructed at a minimum width of 3 metres.
<b>Property Identification</b> Property access must clearly identify the property address	✓			Rural address can be provided.

### **Section 4.15 (1)(a)(iia) – Planning Agreements**

No planning agreements have been proposed in relation to this development.

### **Section 4.15 (1)(a)iv – Any matter prescribed by the regulations**

NSW Coastal Policy 1997	Not applicable to the Bland LGA
Fire Protection and Structural Capacity	Not applicable
Upgrade of Buildings	Not applicable
Temporary Structures	Not applicable

### **Section 4.15 (1)(b) – Likely Impacts of the Development**

#### **Context & Setting**

The proposed quarry is located approximately 20 kilometres northeast of West Wyalong on Clear Ridge Road. The land in the vicinity of the site is predominately agricultural. A major project (West Wyalong Solar Farm) has been approved by the NSW Government to the south east of the site.

#### **Streetscape**

The proposed development will not significantly change the appearance of the development when viewed from Clear Ridge Road.

#### **Access, Transport & Parking**

The submitted SoEE states that the main purpose of the quarry is to provide aggregate for the West Wyalong Solar Farm construction and that the majority of traffic generated by the quarry operation would travel on Gordons Lane to the solar farm access on Blands Lane. The use of Gordons Lane to transport material from the proposed quarry would breach the development consent issued by NSW Minister for Planning and Public Spaces on 28 November 2020.

#### **Public Domain**

There are limited public spaces and facilities in the vicinity of the development. The proposal will not limit the community's ability to access recreational activities in the locality.

#### **Utilities**

Utility services are not available at the site. A rainwater tank is proposed to be connected to service the site office and portable toilets and hand basins. Water for domestic use is proposed to be imported to the site. It is proposed that a portable generator would provide electricity to the site office.

#### **Heritage**

The project site is not located in a heritage conservation area and there have been no heritage items located on the site.

## **Other Land Resources**

Rainfall runoff that accumulates in the base of the pit will be reused for dust suppression.

## **Water quality & stormwater**

There have been no water courses identified on the property and the site is not located within a drinking water catchment.

## **Soils & soil erosion**

Erosion of soils are a potential impact of the proposed development. An EMP is proposed to be prepared

## **Air & microclimate**

Activities within the site from the quarry operation are likely to generate dust. Dust mitigation measures proposed include water sprays on crushers and screen, watering stockpiles and water roads.

## **Flora and fauna**

The proposed site is significantly disturbed by agricultural activities. The area is not mapped as having significant biodiversity values.

## **Waste**

The proposed development can generate the following wastes: excavated material, general waste (office waste, food scraps), green waste, construction waste, hazardous waste, contaminated soil and contaminated run off.

## **Energy**

The proposal as described in the SoEE does not require additional energy resources.

## **Noise & vibration**

Noise and vibration will be generated by the development from transport and blasting activities.

## **Natural hazards**

There is no evidence of subsidence, slip or mass movement on the site.

The land is not subject to flooding.

The northwest boundary of the site is mapped as Vegetation Buffer

## **Technological hazards**

The transport, storage and handling of hazardous goods are identified as a potential hazard.

Distillate, oils, greases and other miscellaneous chemicals have the ability to contaminate land and water on the site. Appropriate storage, transport, use and disposal of these substances will be required.

## **Safety, security & crime prevention**

The proposal does not warrant any additional safety and security measures.



### **Social impact on the locality**

The proposal will have minimal social impact on the locality

### **Economic impact on the locality**

The proposal will have minimal economic impact on the locality. The proposal has the potential to employ up to three staff, not including truck drivers, at any given time but will vary depending on the specific activities being carried out.

### **Site design and internal design**

The existing site design is sufficient to meet the needs of the development.

### **Overlooking & overshadowing**

Not applicable to this proposal.

### **Construction**

Construction is not proposed as part of this development.

### **Cumulative impacts**

The extractive industries have the potential to create cumulative impacts however as there are no other quarries operating in the vicinity of this site cumulative impacts are limited. The proposed extension is within the existing footprint of the site and blasts are anticipated to six (6) times per year which further reduces the likelihood of cumulative impacts.

### **Section 4.15 (c) - The suitability of the site for the development**

The proposal is located on existing primary production land and while extractive industries can be compatible with

### **Section 4.15 (d) – Any submissions made in accordance with the Act or the regulation**

Three submissions were received in relation to the proposal:  
The following issues were raised in the submission:

<b>Issue</b>	<b>Comment</b>
<b>Submission 1</b>	
Noise and vibration from blasting	Council requested that a noise and vibration assessment be carried out for the project. The report concludes that noise levels at sensitive receivers are below the NSW Noise Policy for Industry project trigger noise levels. A copy of the report is attached.
Noise from reversing machinery	See above.
Dust generation	The accompanying Statement of Environmental Effects states that the dust impacts from the

	development will be low. Dust mitigation measures proposed include water sprays on crushers and screen, watering stockpiles and water roads.
The site is a farming area and not industrial	Extractive industries are permissible with consent in the RU1 Primary Production zone.
Amount of resource on the site is not viable	Letter from GHD dated 27 November 2020 advises that a former mine shaft and bore hole allow the lithology of the site to be observed and weathered rock to a depth of 3 metres followed by basalt has been confirmed.
<b>Submission 2</b>	
The route is inappropriate (Gordons Lane)	Gordons Lane is not considered to be an appropriate route for the traffic generated by the development. The use of Gordons Lane will also breach the conditions of consent for the West Wyalong Solar Farm issued by the NSW Government.
Planned future dwelling off Gordons Lane.	Council's DCP requires buffer distance of 1 kilometre between extractive industries and rural dwellings. This would be addressed at the time of lodgement of a development application for any future dwelling in proximity to an existing extractive industry.
<b>Submission 3</b>	
Threshold for designated development is exceeded	The applicant was requested to provide a written response to the matters raised in this submission. A copy of the letter dated 27 November 2020 is attached.
Threshold for integrated development is exceeded	
Lack of detail about the resource	
Lack of sufficient detailed assessment	
Traffic	

#### **Section 4.15 (e) – The public interest**

The public interest is a broad consideration relating to many issues and is not limited to the issues discussed in this report. Taking into account the full range of matters for consideration under Section 4.15 of the Environmental Planning and Assessment Act 1979 (as discussed in this report) it is considered approval of the application is not the public interest.

#### **Other Legislative Requirements**

Section 1.7 of the EPA Act 1979 and Part 7 of the Biodiversity Conservation Act 2016

#### **Development Contribution Plans**

## **Section 94 Development Contribution Plan 2011 – Traffic Generating Development**

A contribution under s7.11 of the EP&A Act 1979 is applicable this development.

## **Section 94A Development Contribution Plan 2011**

Not applicable

## **Other Approvals**

Nil

## **Conclusion**

This assessment has given consideration to the matters listed where relevant. This assessment was undertaken in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979.

---

## **Recommendation**

It is recommended that DA2021/0034 for an Extractive Industry be refused refused subject to the following reasons for refusal:

1. The proposed access road (Gordons Lane) is not suitable for use as heavy vehicle ingress/egress.
2. The proposed purpose of this development as stated in item 4.2.2 of the Statement of Environmental Effects to provide aggregate for the West Wyalong Solar Farm project. The proposed transport route from the quarry to the solar farm access on Blands Lane will result in the West Wyalong Solar Farm breaching conditions 3 and 4 in Schedule 3 – Environmental Conditions of the development consent issued by the Minister of Planning and Public Spaces on 28 November 2020.



**Rixa Quarries Pty Ltd**  
Clear Ridge Quarry  
Statement of Environmental Effects

October 2020

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## Appendices

Appendix A – Site office plans

# 1. Introduction

## 1.1 Overview

Rixa Quarries Pty Ltd propose to establish and operate a hard rock quarry (Clear Ridge Quarry) at Lot 12 DP753081, 2060 Clear Ridge Road Wyalong NSW 2671 within the Bland Shire Local Government Area. The quarry will extract up to 30,000 tonnes per annum (tpa) and 1,000 tonnes per day (tpd) over 30 years, with a total disturbance area of approximately 2 ha (the Project). Clear Ridge Quarry will predominantly supply materials for use in the West Wyalong Solar Farm, located approximately 2 km from the Project site along Gordon's Lane.

The site is owned by Rixa Quarries Pty Ltd and is approximately 562 ha in size, located approximately 16 km north-east of West Wyalong (the Project site) (see Figure 2-1).

The Project would fulfil an anticipated demand for aggregate products for the construction of the West Wyalong Solar Farm. In the longer term, the Project would provide a supply of aggregate products to the Wyalong district.

The proposal requires development consent under Part 4 of the *Environmental Planning and Assessment Act 1979* (EP&A Act)

This Statement of Environmental Effects (SEE) is to be submitted to Bland Shire Council for assessment as part of a development application (DA) for the proposal.

This SEE has been prepared by GHD Pty Ltd (GHD) on behalf of Rixa Quarries Pty Ltd. It describes the proposal, examines the statutory context of the proposal, and assesses its potential environmental impacts. Mitigation measures are proposed where impacts have been identified.

## 1.2 Application particulars

**Applicant:** Rixa Quarries Pty Ltd

**Proposal site:** 2060 Clear Ridge Road Wyalong NSW 2671

**Proposal:** Hard rock quarry

**Estimated Capital Cost:** \$500,000

**Zoning:** RU1 Primary Production under *Bland Local Environmental Plan 2011*

**Consent Authority:** Bland Shire Council

## 1.3 Purpose of this SEE

This SEE has been prepared to accompany a DA to seek development consent for the proposal. The SEE has been prepared to address the matters for consideration under section 4.15(1) of the EP&A Act and has considered the provisions of other relevant Acts and environmental planning instruments. It assesses the potential environmental impacts of the proposal and recommends mitigation measures to minimise impacts and protect the environment where possible.

The SEE is structured as follows:

- Section 1 – provides an introduction and the location of the proposal.
- Section 2 – describes the proposal.

- Section 3 – assesses the proposal against the requirements of relevant legislation and environmental planning instruments.
- Section 4 – provides an assessment of the potential impacts of the proposal on the environment.
- Section 5 – provides a justification for the proposal and a conclusion to the SEE.

## **1.4 Scope and limitations**

This report has been prepared by GHD for Rixa Quarries Pty Ltd and may only be used and relied on by Rixa Quarries Pty Ltd for the purpose agreed between GHD and the Rixa Quarries Pty Ltd as set out in section 1.3 of this report.

GHD otherwise disclaims responsibility to any person other than Rixa Quarries Pty Ltd arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this Report are based on conditions encountered and information reviewed at the date of preparation of the Report. GHD has no responsibility or obligation to update this Report to account for events or changes occurring subsequent to the date that the Report was prepared. Specifically, this Report does not take into account the effects, implications and consequences of or responses to COVID-19, which is a highly dynamic situation and rapidly changing. These effects, implications, consequences of and responses to COVID-19 may have a material effect on the opinions, conclusions, recommendations, assumptions, qualifications and limitations in this Report, and the entire Report must be re-examined and revisited in light of COVID-19. Where this Report is relied on or used without obtaining this further advice from GHD, to the maximum extent permitted by law, GHD disclaims all liability and responsibility to any person in connection with, arising from or in respect of this Report whether such liability arises in contract, tort (including negligence) or under statute.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report. GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Rixa Quarries Pty Ltd and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.



## 2. Project description

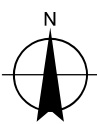
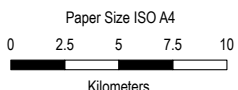
### 2.1 Overview

The Project involves a hard rock quarry, with an annual maximum extraction rate of 30,000 tpa and a maximum daily extraction rate of 1,000 tpd. The total area of disturbance is approximately 2 ha which includes an extraction area of approximately 1.8 ha. The primary purpose of the Project is to supply suitable aggregate resources for the construction of the West Wyalong Solar Farm. Small quantities may also be supplied to other locations, depending on demand.

Project activities will be generally as follows:

- Progressive installation of environmental controls including erosion and sediment control measures.
- Construction of an intersection with Gordon's Lane and signage, and an access road.
- Construction of perimeter fencing.
- Delineation of the site and stockpiling areas.
- Establish site office and parking area.
- Undertake quarry operations.
- Close and rehabilitate the quarry.

Figure 2-1, Figure 2-2, Figure 2-3 and Figure 2-4 below show the site location, overview, layout and section of the proposed quarry.



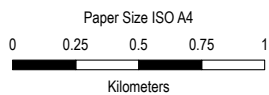
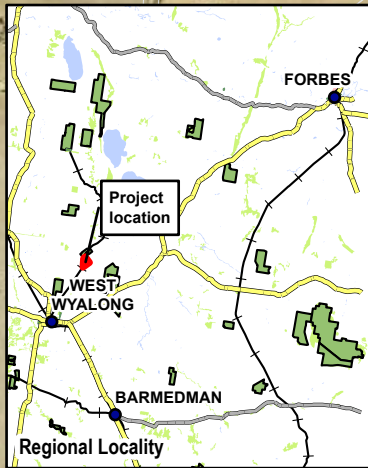
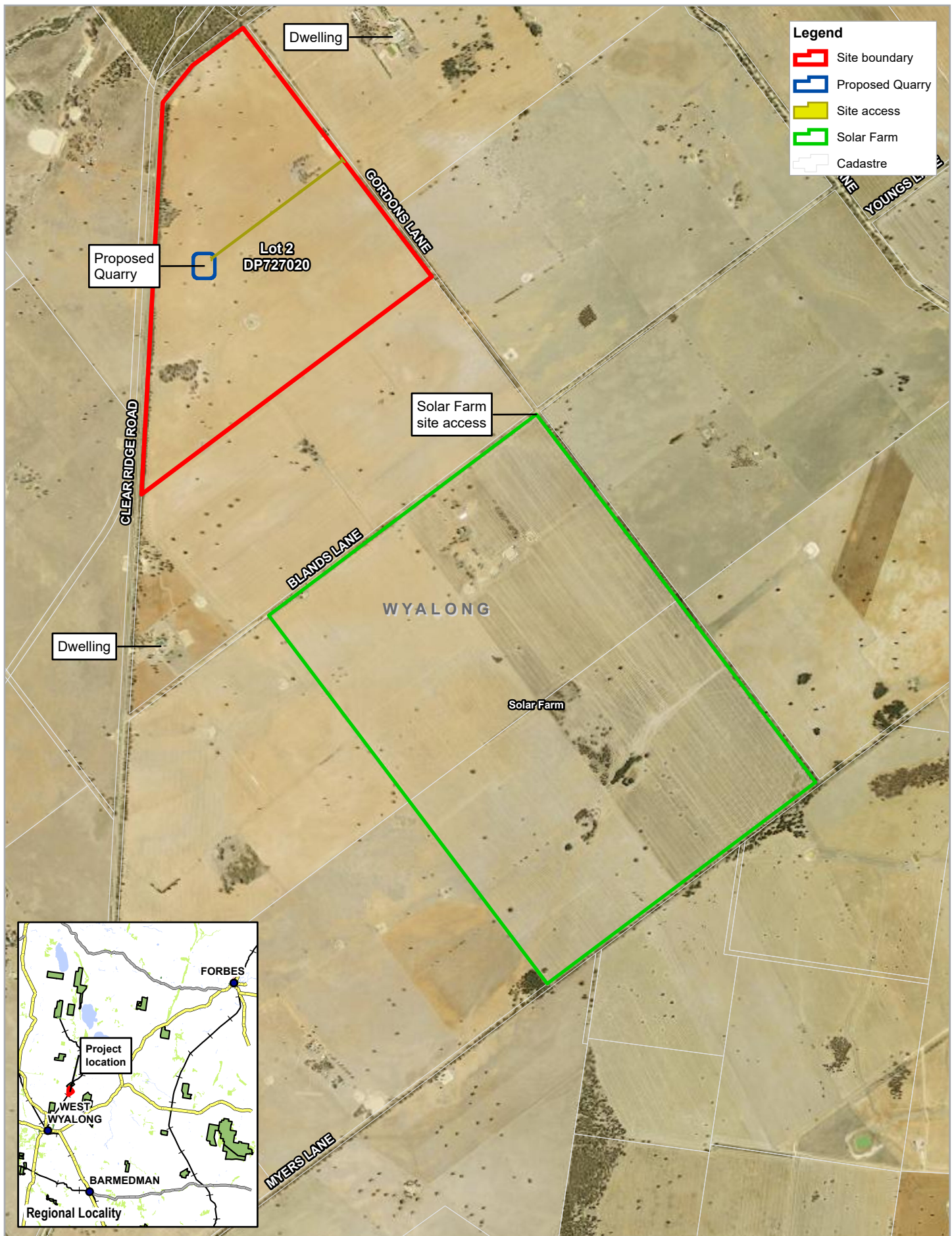
Crush and Haul Pty Limited  
Clear Ridge Quarry  
Statement of Environmental Effects

Project No. 12536708  
Revision No. 0  
Date 16/09/2020

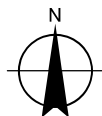
Map Projection: Transverse Mercator  
Horizontal Datum: GDA 1994  
Grid: GDA 1994 MGA Zone 55

Site locality

FIGURE 2-1



Map Projection: Transverse Mercator  
Horizontal Datum: GDA 1994  
Grid: GDA 1994 MGA Zone 55

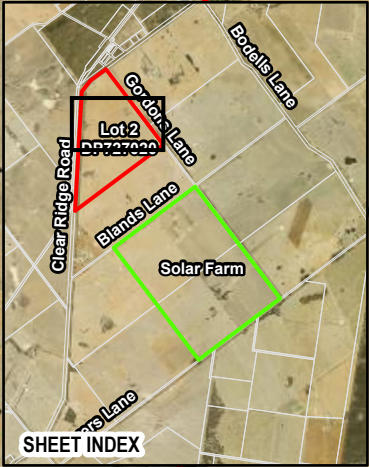


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






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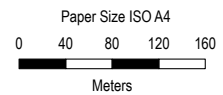
**Site Overview**

**FIGURE 2-2**



**Legend**

-  Site boundary
-  Bench 2
-  Cadastre
-  Proposed Quarry
-  Site access
-  Watercourse
-  Bench 1
-  Contour



Map Projection: Transverse Mercator  
 Horizontal Datum: GDA 1994  
 Grid: GDA 1994 MGA Zone 55



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Site layout

**FIGURE 2-3**

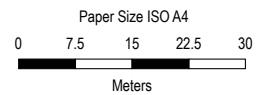
Natural surface

Bench 1

Bench 2

**Legend**

- Bench 1
- Bench 2
- Final batter
- Natural surface



Map Projection: Transverse Mercator  
Horizontal Datum: GDA 1994  
Grid: GDA 1994 MGA Zone 55



**Crush and Haul Pty Limited**  
**Clear Ridge Quarry**  
Statement of Environmental Effects

Project No. **12536708**  
Revision No. **0**  
Date **16/09/2020**

**Quarry Section**

**FIGURE 2-4**

## 2.2 Establishment

The site establishment phase of the quarry would be relatively short (i.e. about 1 month). The main activities are:

- Progressive installation of environmental controls including erosion and sediment control measures and stockpiling of any habitat features such as fallen logs for rehabilitation purposes.
- Soil stripping and stockpiling.
- Construction of access road and intersection with Gordon's Lane.

A dozer, excavator and haul trucks are the main items of equipment likely to be required during construction. Other equipment may include:

- Roller
- Grader
- Water cart
- Compactor
- Light vehicles
- Hand tools

### 2.2.1 Environmental management during establishment

A CEMP would be prepared for the establishment works. The CEMP would document the mechanisms for achieving compliance with the commitments made in this SEE and the conditions of approval that relate to establishment.

## 2.3 Operation

The quarry operations would be carried out progressively in response to demand.

Topsoil stripping would occur to a depth of approximately 6 metres prior to excavation of the hard rock resource. Generally areas would be stripped immediately prior to quarrying. Overburden would be stockpiled for future rehabilitation works.

The total size of the quarry would be 150 m by 130 m, containing 2 benches 10 m wide by 10 m high as shown in Figure 2-4. The total depth would be 30 m.

After the topsoil has been stripped, a 65 m long by 10 m high wall would be excavated, which would progress for 150 m, creating an excavated area 150 m by 65 m by 10 m. After this is completed, the adjacent area measuring 65 m by 150 m would be opened and progressed, completing the first bench.

The second bench would be opened by excavating an area 55 m wide by 10 m high, which would be progressed for 130m. After this is completed, the adjacent area measuring 55 m by 130 m would be opened and progressed, completing the second bench.

After this an area 45 m wide by 10 m high would be opened and progressed for 110 m. After this is completed, the adjacent area measuring 45 m by 110 m would be opened and progressed, creating the base of the quarry.

The main activities during operation of the quarry are described below.

### **2.3.1 Drilling and blasting**

Overlying weathered material would be removed using bulldozers and excavators. Underlying fresh rock would require blasting.

Blasting would be strictly controlled and conducted by a suitably qualified blasting contractor who would bring explosives onto site as required and fill a series of holes that would be pre-drilled by a separate drilling contractor.

Bulk emulsion explosives such as Ammonium Nitrate Fuel Oil (ANFO) would be used. Following blasting, all blasting equipment and any unused explosives would be removed from site. No explosives would be stored on the Project site. Blasting would be undertaken in 2-3,000 tonne shots. It is anticipated that approximately 6 blasting events would occur per year.

### **2.3.2 Crushing and screening**

Contractors would crush and screen the extracted material using mobile plant positioned close to the extraction area. An excavator would feed the excavated rock into a mobile primary crusher. The primary crusher would then pass the crushed material to a secondary mobile crusher for further crushing, at which point the material would be passed through a screening plant to sort the crushed aggregate into different grades depending on market demand. The screening plant would discharge the crushed and screened aggregate into a stockpile area using a radial stacking conveyor.

### **2.3.3 Stockpiling**

Material would be stockpiled in designated areas. Material would be stored in various grades for sale or distribution. Ridge gravels may be brought to site from time to time to blend road base products. These components may form up to 10% of the finished product.

## **2.4 Extraction rate**

The Project would extract up to 30,000 tonnes of material per annum. The actual extraction rate would be dictated by demand requirements, however extraction would not exceed 30,000 tonnes in any twelve-month period.

The maximum extraction rate of 30,000 tpa has been nominated to allow sufficient capacity to service demand during the construction of the proposed solar farm. Once the solar farm has been constructed, it is anticipated the extraction rate would reduce to less than 10,000 tpa.

The maximum daily extraction and haul rate would be about 1,000 tonnes but this extraction rate would be a rare occurrence.

The volume of material extracted from the quarry would be recorded using a loader with scales.

## **2.5 Project life and working hours**

As the demand for product from the site will vary depending on the progress of certain major projects and fluctuating market conditions, it is not possible to put firm durations on each stage of activity. However, the quarry is expected to commence operation in 2020 and be in operation for at least 10 years.

Operations would generally be limited to the following times:

- Monday to Friday: 7.00 am to 6.00 pm
- Saturday: 8.00 am to 1.00 pm
- No work on Sundays or Public Holidays.

Staff may arrive and leave site before and after these times to 'start-up' and 'shut-down' the quarry but excavation, crushing or loading would not occur outside the times specified above. Blasting would only occur on weekdays between the hours of 10 am and 3 pm.

## 2.6 Workforce

The operational workforce for the Project will vary depending on the needs for specific activities (contracted crushing and screening, haulage, etc.), however it is anticipated to be up to a maximum of 3 staff at any time plus truck drivers.

## 2.7 Operational plant and equipment

Equipment at the quarry would depend on levels of activity which would vary from time to time. A description of the plant and equipment to be used is provided in Table 2-1. The frequency of use is relevant to the periods when the quarry is operating. As an example, when the quarry is operating, the front-end loader would be operating daily but when there is no demand for material, the front-end loader would not be operating.

**Table 2-1 Proposed quarry plant and equipment**

Type	Approximate Number	Typical Frequency of use during operation	Description
Dozer	1	Used daily during operations	Clearing and grubbing of vegetation and stripping of topsoil. Rehabilitation
Excavators	2	Used daily during operations	Excavating material and stockpiling Clearing and grubbing of vegetation and stripping of topsoil
Screen	1	Used approximately 20 days per year	Only for aggregate/gravel production and overburden screening
Front-end Loader	1	Used daily during operations	Loading material onto the haul trucks and stockpiling material within the pit floor
Mobile jaw and impact crusher	1	Used approximately 20 days per year	Crushing rock
Haul Trucks	5	Used daily during operations	Delivery of materials to customers and stockpiling in pit if needed and carting unsuitable to rehabilitation areas.
Water Cart	1	Used daily during operations	To water haul roads and stockpiles
Water Pump	1	Used daily during operations	To dewater excavation/basin and to fill watercart from standpipe To water stockpiles and put moisture in products
Hand tools	2	Used daily during operations	General activities maintaining plant
Light vehicles	Up to 4	Used daily during operations	Transporting staff to, from and around site



## **2.8 Access and traffic**

The site is located on Gordon's Lane, an unsealed road running from Clear Ridge Road to Myer's Lane.

The main purpose of the quarry is to provide aggregate for West Wyalong Solar Farm, so the majority of traffic generated by the Project would travel on Gordon's Lane to the solar farm (shown in Figure 4-2). The access point to the solar farm is located at the corner of Blands Lane and Gordon's Lane.

Small quantities of aggregate may be supplied to other locations, depending on demand. It is expected that these vehicles will use the same access arrangements as that proposed for the West Wyalong Solar Farm, and shown in Figure 4-2:

- Light vehicles to travel along Gordon's Lane to Blands Lane and Clear Ridge Road
- Heavy vehicles to travel along Gordon's Lane to Blands Lane, Bodells Lane and the Newell Highway

Access and traffic impacts are discussed in Section 4.2.

### **2.8.1 Construction traffic generation**

During the construction phase, the traffic generated is expected to be limited to heavy vehicle movements relating to the construction of the access road and intersection. A few light vehicles would also access the site daily during the construction works.

### **2.8.2 Operation traffic generation**

#### ***Workforce Traffic***

During operation it is likely that there would be a maximum of 3 workers or plant operators on the site at any one time. This would yield a daily workforce traffic generation in the order of 6 vehicle trips per day (vtpd). It is assumed the majority of the workforce would arrive between 6:30 am and 7:30 am and depart generally between 3:00 pm and 7:30 pm.

#### ***Heavy Vehicle Traffic***

Truck and dog trailer combinations have a capacity of about 32 tonnes. At maximum daily production (i.e. 1,000 tonnes), the quarry is expected to generate about 30 truck and dog loads per day or 3 per hour. On peak demand days truck movements would start at 7 am and continue evenly throughout the day, until 6 pm.

## **2.9 Site facilities**

### **2.9.1 Site drainage**

Surface flows from the quarry (rainfall or groundwater ingress) would drain to the quarry floor, which would be 110 m by 90 m in area. As evaporation exceeds rainfall in the West Wyalong area, it is not considered an issue.

### **2.9.2 Dust suppression**

During dry conditions, exposed areas would be sprayed with water from a water cart to suppress dust. Water will be sourced from available on-site water.

### **2.9.3 Site office**

A site office would be constructed. The site office would consist of a demountable building approximately 6 metres long by 3 metres wide, as shown in Appendix A.

#### **2.9.4 Fuel storage**

Mobile plant refuelling would take place on site from a self-bunded portable fuel truck with a capacity of up to 10,000 litres. All scheduled plant and equipment maintenance would take place off site.

#### **2.9.5 Lighting**

Quarrying would be limited to daylight hours, avoiding the need for lighting.

#### **2.9.6 Utilities**

A rainwater tank would be connected to the site office to service the portable toilets and hand basin but water for domestic uses would be imported to site. Water for dust suppression and vehicle washing would be obtained from the sediment basin on the quarry floor.

A portable toilet would be provided on site.

Power is not required to operate the quarry. The office would be operated using a portable generator.

#### **2.9.7 Waste management**

Small amounts of domestic refuse would be generated on site and be removed for recycling or disposal at a suitably licensed landfill. The extraction of rock material is not expected to generate any waste material, as all extracted material would be either sold as a product or retained for reuse during rehabilitation.

### **2.10 Decommissioning and rehabilitation**

#### **2.10.1 Storage of topsoil and overburden**

Topsoil would be stripped and stored on site during the construction phase of the Project and progressively during bench establishment. Overburden not suitable for aggregate would be stockpiled for use in rehabilitation. Stockpiled overburden would be stabilised in accordance with the *NSW Soils and Construction – Managing Urban Stormwater Volume 1 ‘the Blue Book’* (Landcom, 2004).

#### **2.10.2 Rehabilitation**

Following completion of quarrying, areas that are no longer in use would be landscaped and progressively rehabilitated. Rehabilitation would generally involve:

- Removal of all structures, equipment and other materials from the works area.
- The site would be ripped to a depth of 0.2 m and the stockpiled overburden spread across the surface to promote regeneration and regrowth of vegetation. The base would be graded to allow free drainage to a low point.
- Revegetation would use native and introduced pasture species to match existing conditions.
- Erosion and sedimentation controls including sediment basin, clean water diversion drains and sediment control fencing would remain in place until the site is appropriately reinstated and revegetated.
- Access roads would be retained for future uses.

A concept rehabilitation plan is provided in Figure 2-5.

## **2.11 Capital investment**

The majority of plant required for the operation would be provided by contractors, so the capital investment would be limited to the site office and site access. This is expected to cost less than \$20,000.

## **2.12 Alternatives to the Project**

Alternatives to the Project are summarised below.

### **2.12.1 Extraction from alternative resource**

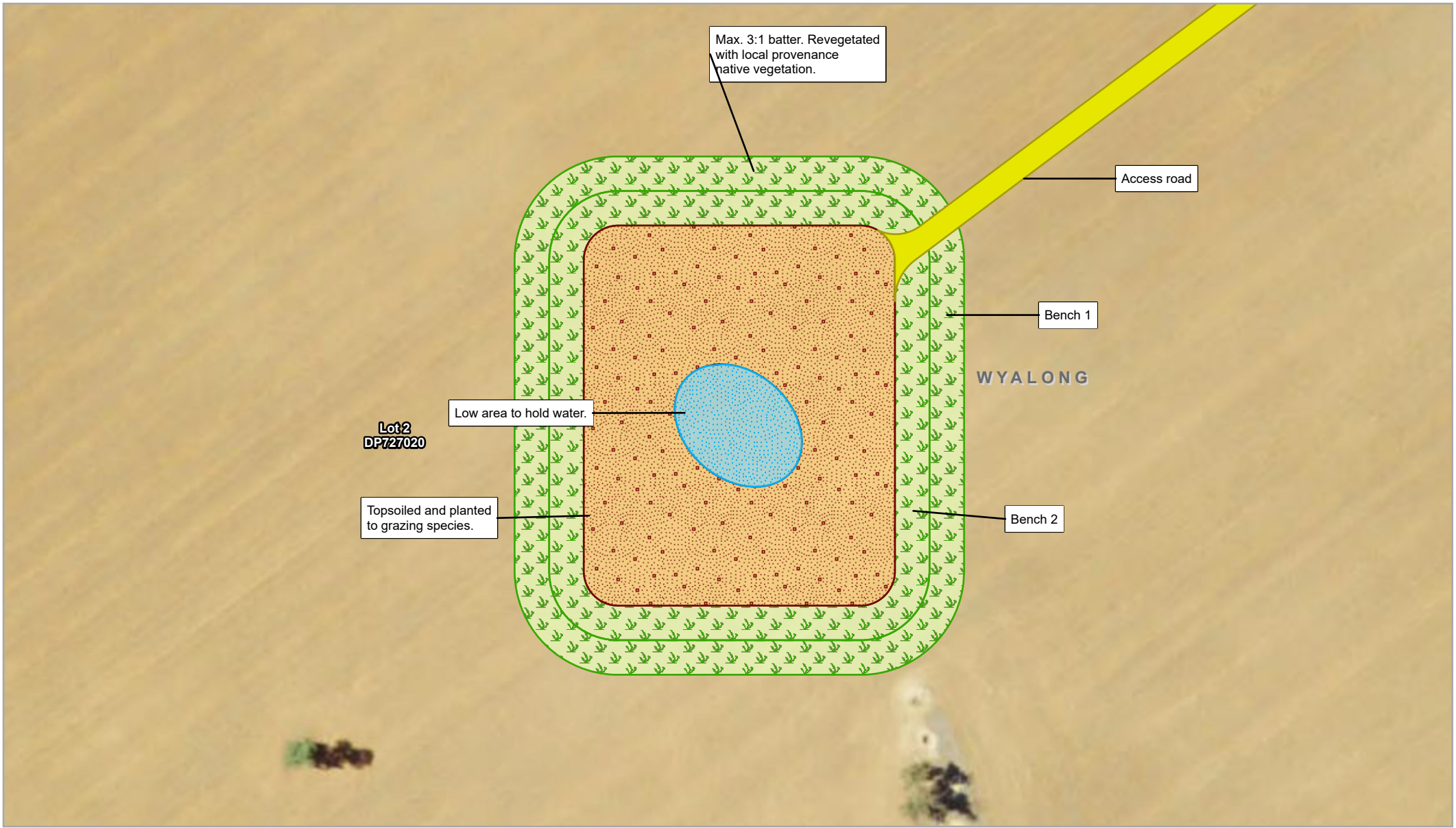
Extracting another resource (quarry) may have similar or greater impacts than the current Project. Another quarry location may require clearing, create water quality, noise or dust issues or add heavy vehicles to a road that was previously used mainly by light vehicles.

The Project site is ideally located adjacent to its core market, is clear of significant vegetation and is located in a sparsely populated area which reduces the potential disturbance to sensitive receivers.





### **2.12.2 Do nothing**

The “do nothing” option would avoid any impacts at the Project site but would also have the following consequences:

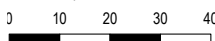
- The establishment of the solar farm may not proceed which could have significant economic and social implications to West Wyalong and the surrounding region.
- The high quality resources, identified at the Project site, would not be utilised.
- The direct economic benefits in the form of capital investment, plus expenditure associated with quarry operations and labour, providing an ongoing contribution to the local economy, will not be realised.
- The Project site would remain undeveloped and its ongoing use would likely be in the form of agricultural dryland grazing, which would not provide the economic benefits afforded by the Project.
- There may be pressure to establish new quarries that contain less suitable resources with greater environmental consequences or uncertainties.



**Legend**

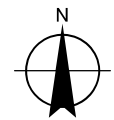
-  Low area
-  Rehabilitation - local provenance native vegetation.
-  Rehabilitation - topsoiled and planted to grazing species.
-  Site access

Paper Size ISO A4



Meters

Map Projection: Transverse Mercator  
Horizontal Datum: GDA 1994  
Grid: GDA 1994 MGA Zone 55



**Crush and Haul Pty Limited  
Clear Ridge Quarry  
Statement of Environmental Effects**

Project No. **12536708**  
Revision No. **0**  
Date **16/09/2020**

**Rehabilitation plan**

**FIGURE 2-5**

## 3. Statutory legislation

### 3.1 NSW Environmental Planning and Assessment Act 1979

The *Environmental Planning and Assessment Act 1979* (EP&A Act) provides the statutory basis for planning and environmental assessment in NSW. All development is assessed in accordance with the provisions of the EP&A Act and the *Environmental Planning and Assessment Regulation 2000* (EP&A Regulation). The EP&A Act institutes a system for environmental planning and assessment, including approvals and environmental impact assessment for proposed developments. The EP&A Act contains several relevant parts that impose requirements for planning approval. Part 4 provides for the control of development that requires development consent.

#### 3.1.1 Assessment under Part 4 of the EP&A Act 1979

Section 4.15 of the EP&A Act outlines the matters that must be taken into consideration by a consent authority when assessing a DA under Part 4 of the EP&A Act. Table 3-1 provides a summary of matters listed under section 4.15 and a reference to where they are addressed in the SEE.

**Table 3-1 Section 4.15 of the EP&A Act - Matters for consideration**

Matters for consideration - general	Report section
(a) the provisions of:	
(i) any environmental planning instrument	Section 3.2 - 3.4
(ii) any proposed environmental planning instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved)	Not applicable
(iii) any development control plan	Section 3.5
(iii) any planning agreement that has been entered into under section 7.4 or any draft planning agreement that a developer has offered to enter into under section 7.4	Not applicable
(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates	Not applicable
(v) any coastal zone management plan (within the meaning of the Coastal Protection Act 1979) that apply to the land to which the development application relates	Not applicable
(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality	Section 4
(c) the suitability of the site for the development	Section 4.12
(d) any submissions made in accordance with this Act or the regulations	Should any submissions be received as a result of the proposal, it is envisaged that these are able to be addressed by this report.
(e) the public interest	Section 4.13

### 3.2 State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007

The *State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007* (MPEI SEPP) governs the way that mining, petroleum production and extractive material resource proposals are assessed and developed in NSW.

**Comment:** Under the MPEI SEPP, extractive industries may be carried out with consent on any land for which agriculture or industry is permitted with or without consent. The Project site is predominantly zoned RU1 (Primary Production) pursuant to the *Bland Local Environmental Plan 2011* (Bland LEP), development for the purpose of extractive industries is permissible with development consent within the RU1 zone.

Part 3 of the MPEI SEPP establishes specific requirements for the assessment of development permissible under the SEPP. These include (in this case with respect to an extractive industry):

- Consideration of the compatibility of the proposal with the existing uses and approved uses of land in the vicinity, potential impacts on preferred land uses in the vicinity, a comparison of the public benefits of these land uses with the proposal, and measures to avoid or minimize incompatibility.
- Consideration of conditions to be imposed on consents to ensure extractive industries are carried out in an environmentally responsible manner in respect of water resources, biodiversity and greenhouse gas emissions.
- Resource recovery aspects of the proposed extractive industry.
- The transport impacts of the proposal, including impacts and management of truck movements on public roads, taking into account advice from the Roads and Maritime.
- The need for conditions concerning rehabilitation.

An assessment against the provisions of the MPEI SEPP is provided in Table 3-2 below.

**Table 3-2 Assessment against Part 3 of MPEI SEPP**

Clause	Assessment
<b>12AB Non-discretionary development standards for mining</b>	
(3) Cumulative noise level	The development would not result in a cumulative amenity noise level greater than the recommended amenity noise levels, as determined in accordance with Table 2.2 of the Noise Policy for Industry, for residences that are private dwellings.
(4) Cumulative air quality level	The development would not result in a cumulative annual average level greater than 25 µg/m <sup>3</sup> of PM <sub>10</sub> or 8 µg/m <sup>3</sup> of PM <sub>2.5</sub> for private dwellings.
(5) Airblast overpressure	Airblast overpressure caused by the development would not exceed— (a) 120 dB (Lin Peak) at any time, and (b) 115 dB (Lin Peak) for more than 5% of the total number of blasts over any period of 12 months, measured at any private dwelling or sensitive receiver.

Clause	Assessment
(6) Ground vibration	Ground vibration caused by the proposed development would not exceed— (a) 10 mm/sec (peak particle velocity) at any time, and (b) 5 mm/sec (peak particle velocity) for more than 5% of the total number of blasts over any period of 12 months, measured at any private dwelling or sensitive receiver.
<b>12 Compatibility of proposed mine, petroleum production or extractive industry with other land uses</b>	
<p>Before determining an application for consent for development for the purposes of mining, petroleum production or extractive industry, the consent authority must—</p> <p>(a) consider—</p> <ul style="list-style-type: none"> <li>(i) the existing uses and approved uses of land in the vicinity of the development, and</li> <li>(ii) whether or not the development is likely to have a significant impact on the uses that, in the opinion of the consent authority having regard to land use trends, are likely to be the preferred uses of land in the vicinity of the development, and</li> <li>(iii) any ways in which the development may be incompatible with any of those existing, approved or likely preferred uses, and</li> </ul> <p>(b) evaluate and compare the respective public benefits of the development and the land uses referred to in paragraph (a)(i) and (ii), and</p> <p>(c) evaluate any measures proposed by the applicant to avoid or minimise any incompatibility, as referred to in paragraph (a)(iii).</p>	<p>(a)(i) the existing use of the site is for grazing.</p> <p>(a)(ii) the proposal will not impact of the existing use of the site.</p> <p>(a)(iii) the proposal is not incompatible with the existing use of the site.</p>
<b>14 Natural resource management and environmental management</b>	
<p>(1) Before granting consent for development for the purposes of mining, petroleum production or extractive industry, the consent authority must consider whether or not the consent should be issued subject to conditions aimed at ensuring that the development is undertaken in an environmentally responsible manner, including conditions to ensure the following—</p> <p>(a) that impacts on significant water resources, including surface and groundwater resources, are avoided, or are minimised to the greatest extent practicable,</p>	Impacts on water resources are addressed in Section 4.5.
<p>(b) that impacts on threatened species and biodiversity, are avoided, or are minimised to the greatest extent practicable,</p>	Biodiversity impacts are discussed in Section 4.7.
<p>(c) that greenhouse gas emissions are minimised to the greatest extent practicable.</p>	The proposal minimises greenhouse gas emissions by being located close to the final site requiring the aggregate, the West

Clause	Assessment
(2) Without limiting subclause (1), in determining a development application for development for the purposes of mining, petroleum production or extractive industry, the consent authority must consider an assessment of the greenhouse gas emissions (including downstream emissions) of the development, and must do so having regard to any applicable State or national policies, programs or guidelines concerning greenhouse gas emissions.	Wyalong Solar Farm. The solar farm is located approximately 2 km from the Project site.
<b>15 Resource recovery</b>	
(1) Before granting consent for development for the purposes of mining, petroleum production or extractive industry, the consent authority must consider the efficiency or otherwise of the development in terms of resource recovery.	The Project is not expected to generate waste products, so no assessment of resource recovery is considered required.

### 3.3 State Environmental Planning Policy No. 33 (Hazardous and Offensive Development)

*State Environmental Planning Policy No. 33 (Hazardous and Offensive Development)* (SEPP 33) presents a systematic approach to planning and assessing proposals for potentially hazardous and offensive development or industry.

SEPP 33 applies to any proposal which falls under the policy's definition of 'potentially hazardous industry' or 'potentially offensive industry'. If not controlled appropriately some activities within these industries may create an offsite risk or offence to people, property or the environment, thereby making them potentially hazardous or potentially offensive.

Clause 3 of the *Hazardous and Offensive Development SEPP* defines a 'Potentially Hazardous Industry' as:

*"a development for the purposes of any industry which, if the development were to operate without employing any measures (including, for example, isolation from existing or likely future development on other land) to reduce or minimise its impact in the locality or on the existing or likely future development on other land, would pose a significant risk in relation to the locality:*

- (a) *to human health, life or property, or*
- (b) *to the biophysical environment, and includes a hazardous industry and a hazardous storage establishment.*

Clause 3 of the SEPP defines a Potentially Offensive Industry as:

**potentially offensive industry** means a development for the purposes of an industry which, if the development were to operate without employing any measures (including, for example, isolation from existing or likely future development on other land) to reduce or minimise its impact in the locality or on the existing or likely future development on other land, would emit a polluting discharge (including for example, noise) in a manner which would have a significant adverse impact in the locality or on the existing or likely future development on other land, and includes an offensive industry and an offensive storage establishment.

**Comment:** The very nature of extractive industries suggests the potential for such uses to be hazardous or offensive to the local environment if not appropriately managed.



However, all appropriate site management controls and environmental impact mitigation measures would be implemented and monitored during the site's operations.

Additionally, given the location of the site, its separation from neighbours, and the intended management, mitigation and monitoring measures proposed to be implemented, no such detrimental impacts are anticipated to occur. In summary, if all mitigation measures provided in this SEE are implemented:

- There would be limited potential for polluting discharge from the site which would pose a significant risk to human health, life or property.
- There would be limited potential for polluting discharge from the site which would pose a significant risk to the biophysical environment.

### **3.4 Bland Local Environmental Plan 2011**

#### **3.4.1 Zoning**

In accordance with *Bland Local Environmental Plan 2011*, the subject site is zoned RU1 Primary Production (see Figure 3-1).

#### **3.4.2 Permissibility**

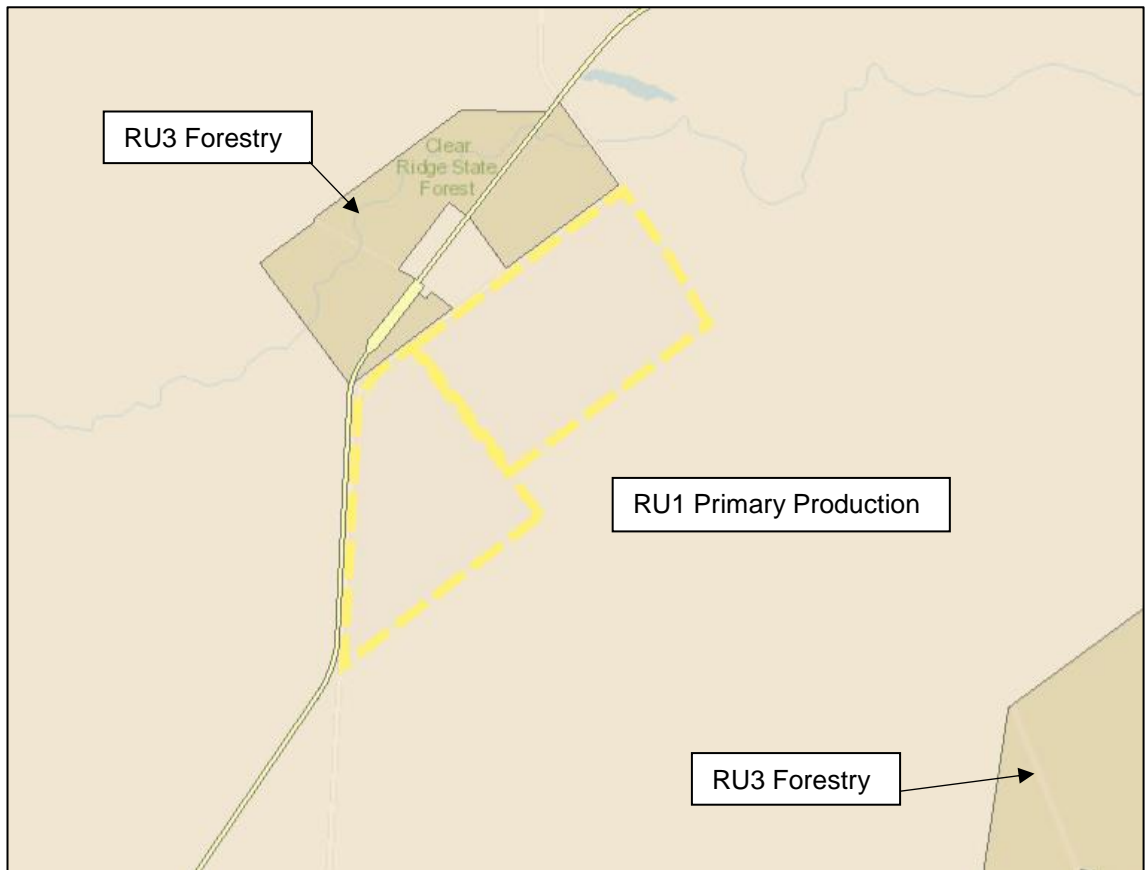
Under the provisions of zone RU1 (Primary Production), development for the purpose of extractive industries is permissible with development consent. The Project is defined as an extractive industry and is therefore permissible on the land with development consent.

#### **3.4.3 Consistency with zone objectives**

The objectives of zone RU1 (Primary Production) are:

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To ensure that development on land within this zone does not unreasonably increase the demand for public services or public facilities.*

The proposal is considered to be consistent with the zone objectives.



**Figure 3-1 Subject site zoning (site outlined in yellow) Bland Shire Development Control Plan 2012**

The Bland Shire Development Control Plan 2012 (DCP) contains detailed guidelines and planning controls applying to all development within the LGA.

**Comment:** The Project is consistent with the provisions of the DCP.

### 3.5 Other State legislation

Table 3-3 discusses the application of other NSW legislation to the Project.

**Table 3-3 Summary of other State legislation**

Legislation	Key requirements	Comment
<i>Heritage Act 1977</i>	The Heritage Act 1977 (Heritage Act) is administered by the NSW Heritage Council and aims to ensure that the heritage of NSW is adequately identified and conserved. An approval under section 60 of the Heritage Act is required for impacts to State Heritage Register listed heritage items. An excavation permit under section 140 of the Heritage Act is required for impacts to archaeological relics.	Heritage aspects of the proposal are addressed in Section 4.8.

Legislation	Key requirements	Comment
<i>Protection of the Environment Operations Act 1997</i>	The POEO Act establishes a licensing regime for pollution generating activities in NSW. Under Sections 47 and 48, an EPL is required for scheduled development work and scheduled activities respectively.	The Project would not extract more than 30,000 tonnes of extractive material per year and therefore does not meet the definition of a scheduled activity under Clause 19 of Schedule 1 of the POEO Act. An EPL is not required from the EPA.
<i>National Parks and Wildlife Act 1974 (NPW Act)</i>	<p>The <i>National Parks and Wildlife Act 1974</i> (NPW Act) is administered by the Department of Planning, Industry and Environment (DPIE) and aims to prevent the unnecessary or unwarranted destruction of Aboriginal relics and the active protection and conservation of Aboriginal relics of high cultural significance. The Act also provides for the protection of native flora and fauna.</p> <p>Section 86 of the Act lists offences relating to harming or desecrating Aboriginal objects. Under section 87 of the NPW Act, a permit is required to disturb or move an Aboriginal object. Whilst under section 90 of the NPW Act, consent is required to destroy, deface or damage an Aboriginal object or Aboriginal place.</p>	A 'basic' Aboriginal Heritage Information Management System search was conducted on 29 July 2020 for the area surrounding the Project site (with a 50 metre buffer). The search returned no registered Aboriginal heritage sites or places.
<i>Biodiversity Conservation Act 2016</i>	<p>The <i>Biodiversity Conservation Act 2016</i> (BC Act) was passed by NSW Parliament in November 2016 and came into effect on 25 August 2017. The BC Act repeals the <i>Threatened Species Conservation Act 1995</i>, the <i>Native Vegetation Act 2003</i>, <i>Nature Conservation Act 2001</i> and part 6 of the NPWS Act 1974. As a result, the matters relating to the listing of threatened species, threatened ecological communities, key threatening processes, biodiversity impact assessment, offsetting and related offences are now contained within the <i>BC Act</i>.</p> <p>Projects assessed under Part 4 of the <i>EP&amp;A Act</i> are required to address the requirements of the <i>BC Act</i> which includes provisions for offsetting once certain thresholds are met.</p>	Biodiversity impacts are addressed in Section 4.7.

Legislation	Key requirements	Comment
<i>Water Management Act 2000 (WM Act)</i>	This Act regulates the taking, interception, storage and use of surface water and groundwater within areas subject to water sharing plans. There is no groundwater sharing plan applicable to the Project site, however surface water within the catchment area of the Project is managed under the <i>Water Sharing Plan for the NSW Border Rivers Unregulated and Alluvial Water Sources</i> . As such, surface water within the catchment is managed under the WM Act.	The Project may intercept groundwater but is within the maximum harvestable rights for the Project site. If groundwater is intercepted a water access licence will be required.
<i>Rural Fires Act 1997</i>	The Act requires approval of development on bushfire prone land, as identified by a “Bushfire Prone Land Map” prepared under Section 146 of the EP&A Act.	A review of the RFS website and ePlanning Spatial Viewer indicates the Project is on bushfire prone land. Bushfire risk is addressed in Section 4.8.
<i>Noxious Weeds Act 1993</i>	The <i>Noxious Weeds Act 1993</i> (NW Act), provides for the declaration of noxious weeds by the Minister for Primary Industries. Noxious weeds may be considered noxious on a National, State, Regional or Local scale. All private landowners, occupiers, public authorities and Councils are required to control noxious weeds on their land under Part 3 Division 1 of the NW Act.	Section 4.7.3 details that precautions will be taken to ensure that noxious weeds listed under the <i>Noxious Weeds Act 1993</i> are not introduced to the site.

## 3.6 Commonwealth legislation

### 3.6.1 Commonwealth Environment Protection and Biodiversity Conservation Act 1999

The Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) prescribes the Commonwealth’s role in environmental assessment, biodiversity conservation and the management of protected areas and species, populations and communities and heritage items.

The approval of the Commonwealth Minister for the Environment is required for an action:

- Which has, would have or is likely to have, a significant impact on ‘matters of national environmental significance’.
- Likely to have a significant impact on the environment in general (for actions by Commonwealth agencies or actions on Commonwealth land) or the environment on Commonwealth land (for actions outside Commonwealth land).

An EPBC Act protected matters search was undertaken on 31 July 2020 for a 1 km radius around the site. The results of the search are summarised in Table 3-4 below.

**Comment:** The Project will not have, and is not likely to have, a significant impact on MNES or on the environment of Commonwealth land. Approval for the Project under the EPBC Act is not required. Refer to Section 4.7 for further details.

**Table 3-4 EPBC Act protected matters located within 1 kilometre of the proposal**

Protected matter	Matter located within search radius	Comments	Potential impact
World Heritage Properties	None	NA	Nil
National Heritage Places	None	NA	Nil
Wetlands of international importance (Ramsar Sites)	None	NA	Nil
Listed threatened species and threatened ecological communities	18 species and 4 communities	There are 18 threatened species and 4 threatened ecological communities within 1 km of the site. The proposed development will not impact on any potential breeding or otherwise important habitat for these species.	Nil
Listed migratory species	10	There are 10 migratory species within 1 km of the site. The proposed development will not impact on any potential breeding or otherwise important habitat for these species.	Nil
Nuclear actions	None	NA	Nil
Australian Marine Park	None	NA	
Commonwealth Marine Areas	None	NA	Nil
Great Barrier Reef Marine Park	None	NA	Nil
Commonwealth land	None	NA	Nil
Commonwealth Heritage Places	None	NA	Nil
Listed Marine Species	17	There are 17 listed marine species within 1 km of the site. The proposed development will not impact on any potential breeding or otherwise important habitat for these species.	Nil
Whales and Other Cetaceans	None	NA	Nil
Critical Habitats	None	NA	Nil
Commonwealth Reserves Terrestrial	None	NA	Nil
Australian Marine Parks	None	NA	Nil

### 3.7 Summary of approvals required

The Project will not require any other approvals other than development consent under Part 4 of the EP&A Act from Bland Shire Council.

# 4. Likely impacts of the development

## 4.1 Overview

This section contains an assessment of the impacts of the proposal in accordance with the matters for consideration under Section 4.15 of the *EP&A Act 1979*. It describes the existing environment, assesses the potential environmental impacts of the proposal, and recommends mitigation measures.

## 4.2 Traffic and transport

### 4.2.1 Existing environment

The Project site is located on Gordon's Lane which extends from Clear Ridge Road to Blands Lane. Clear Ridge Road runs south-west towards West Wyalong.

#### **Gordon's Lane**

Gordon's Lane is an unsealed 2-way road extending from Clear Ridge Road to Blands Lane.

#### **Clear Ridge Road**

Clear Ridge Road is a rural collector road which extends from Blow Clear Road in the north to the Newell Highway in the south. The road has a sealed carriageway with a width of 8.0 m. Clear Ridge Road in the vicinity of Blands Lane has a nominal (unposted) speed limit of 100 km/h whilst the road north of the Newell Highway has a speed of 50km/hr posted.

#### **Blands Lane**

Blands Lane is an undivided road that runs along the southern boundary of the site and joins to Clear Ridge Road (Figure 4-1).

#### **Bodells Lane**

Bodells Lane is a rural lane which extends from north of Blands Lane south to the Newell Highway. Bodells Lane generally provides an unsealed carriage (with a short section of sealed/gravel carriageway immediately north of Newell Highway) with a width that varies between approximately 4.5 m at Blands Lane; approximately 5.5 – 6.0 m at a mid-point between Blands Lane and the Newell Highway; and approximately 6.5 m at the Newell Highway.

#### **Newell Highway**

The Newell Highway is a National Highway (A39) which extends from Goondiwindi, Queensland in the north through north-western NSW to Tocumwal where it continues south as the Goulburn Valley Highway. The highway is a sealed carriageway and has a posted speed limit of 110km/hr.



**Figure 4-1 Clear Ridge Road at Blands Lane**

Source: EIS for West Wyalong Solar Farm

### ***The Project site***

At present, there are no formal roads or car parking arrangements within the site. Vehicle access to the site is provided via Gordon's Lane.

Blands Lane connects to Bodells Lane to the east of the site, and to Clear Ridge Road to west of the site. Both Bodells Lane and Clear Ridge Road in turn connect south to the Newell Highway.

### ***Planned road upgrades***

Condition 5 of the development consent for West Wyalong Solar Farm specifies the following road upgrades:

*Prior to commencing construction, the Applicant must:*

- (a) upgrade the intersection of the Newell Highway and Bodells Lane, including a Basic Left Turn (BAL) treatment to cater for the largest vehicle accessing the site;*
- (b) seal Bodells Lane for a minimum of 50 m from its intersection with the Newell Highway, to a standard that allows two-way heavy vehicle movements;*
- (c) upgrade Blands Lane between Bodells Lane and Clear Ridge Road, including grading and an all- weather seal;*
- (d) design the site access point off Blands Lane (shown in Appendix 1) with a Rural Property Access type treatment to cater for the largest vehicle accessing the site.*

*These upgrades must comply with the Austroads Guide to Road Design (as amended by RMS supplements), and be carried out to the satisfaction of the relevant roads authority.*

## **4.2.2 Impact assessment**

The main purpose of the quarry is to provide aggregate for West Wyalong Solar Farm and the majority of traffic generated by the Project would travel on Gordon's Lane to the solar farm (shown in Figure 4-2). The access point to the solar farm is located at the corner of Blands Lane and Gordon's Lane. Small quantities of aggregate may be supplied to other locations, depending on demand.

Vehicles accessing the site from other location would use the same access arrangements as that proposed for the West Wyalong Solar Farm, and shown in Figure 4-2:

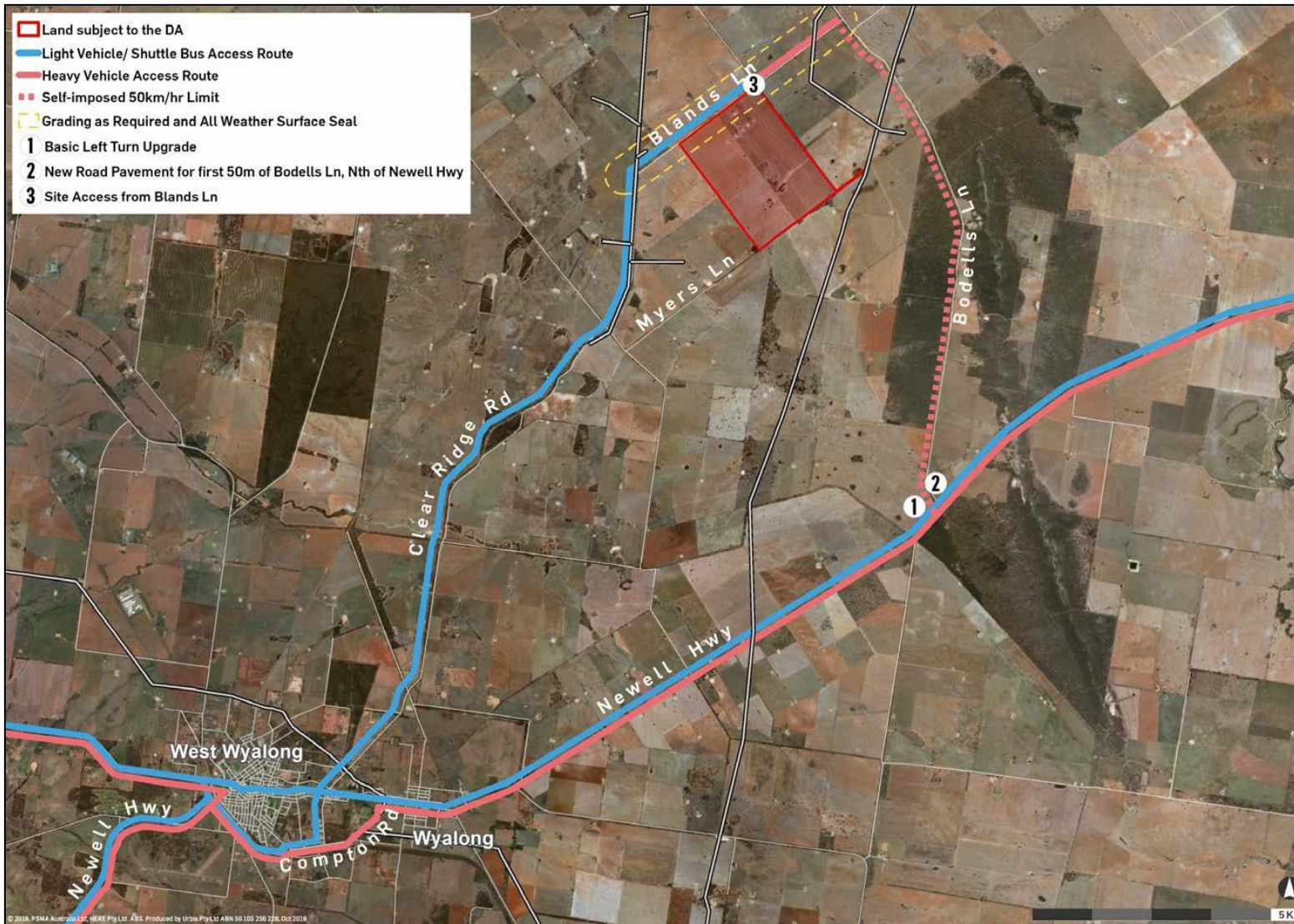
- Light vehicles to travel along Gordon's Lane to Blands Lane and Clear Ridge Road
- Heavy vehicles to travel along Gordon's Lane to Blands Lane, Bodells Lane and the Newell Highway

#### **4.2.3 Mitigation measures**

The traffic related mitigation measures are:

- Road upgrades identified for the West Wyalong Solar Farm being implemented prior to establishment of the quarry
- All truck drivers utilising the site are appropriately inducted in relation to traffic movements to / from the public road
- Internal roads and parking be designed in accordance with AS2890.1 and GISC DCP requirements





**Figure 4-2 Road upgrades and site access for West Wyalong Solar Farm**

## **4.3 Noise and vibration**

### **4.3.1 Existing environment**

Existing noise levels in the area surrounding the Project site are low and typical of a rural environment. The nearest sensitive receivers are dwellings located 1.8 km and 2.2 km away.

### **4.3.2 Impact assessment**

#### *Construction noise and vibration impacts*

Given that all identified receivers are over 1 km away from the site, construction noise and vibration is anticipated to be below the threshold of human perception. No significant operational noise or vibration impacts are therefore anticipated.

#### *Operational noise and vibration impacts*

Given that all identified receivers are over 1 km away from operational plant, operational noise and vibration is anticipated to be below the threshold of human perception. No significant operational noise or vibration impacts are therefore anticipated.

#### *Blasting impacts*

Given that all identified receivers are over 1.5 kms away from operational plant and the limited and sporadic nature of blasting at the Project site, noise and vibration generated by blasting is not anticipated to cause any adverse impacts. If adverse impacts are encountered, the extent of blasting would be reduced.

### **4.3.3 Mitigation measures**

Although construction and operational noise for the Project is predicted to comply with the relevant noise and vibration criteria, general procedural mitigation measures are detailed below to avoid community disturbance.

#### *Work ethics*

All site workers would be sensitised to the potential for noise impacts on local residents and encouraged to take practical and reasonable measures to minimise the impact during the course of their activities. This would include:

- Where practical, machines would be operated at low speed or power and switched off when not being used rather than left idling for prolonged periods.
- Keep truck drivers informed of designated vehicle routes, parking locations and delivery hours.
- Dropping materials from height and metal to metal contact on material would be avoided.
- All engine covers would be kept closed while equipment was operating.

#### *Community relations*

Consultation and cooperation with the community would assist in minimising uncertainty, misconceptions and adverse reactions to noise. It is recommended the following community relation measures be implemented:

- The quarry manager would erect a sign at the entrance of the quarry with a phone number and permanent site contact so that noise complaints could be received and addressed in a timely manner.

- Upon receipt of a noise complaint, noise monitoring would be undertaken and reported as soon as possible. If exceedances are detected, the situation would be reviewed in order to identify means to attempt to reduce the impact to acceptable levels.

### **Blasting mitigation measures**

It is recommended that the 2 sensitive receivers closest to the Project be informed when blasting is to be undertaken. They are located at 2060 Clear Ridge Road and Lot 14 DP 753081, located 1.8 km and 2.2 km from the Project site respectively. Reducing charge mass and increasing distance is the most effective way of reducing blasting impacts. Blasting would only occur between 9 am to 5 pm, Monday to Friday and would not generally take place more than once per day.

Adverse meteorological conditions such as temperature inversions and wind direction can significantly increase airblast overpressure levels. Temperature inversions are most common during night and early morning periods, particularly during winter periods and therefore should not affect blasting during the recommended standard hours.

Due to variability in blasting impacts, it is recommended that monitoring be undertaken during initial blasts at the site to confirm predictions and assess compliance with the ground vibration and airblast overpressure limits outlined in ANZECC *Guidelines to Minimise Annoyance due to Blasting Overpressure and Ground Vibration*.

## **4.4 Land resources**

This section provides a description of the landform, geology, soils and land use of the Project site.

### **4.4.1 Existing environment**

The Project site is relatively flat with little to no undulation.

Reference to the Wyalong 1:100,000 Geological Sheet 8330 indicates that the site is underlain by Tertiary-aged materials, described as “*shallow slope colluvial plains and rises, some residual veneer, interfingers with inactive alluvial plains*”.

### **Contamination**

A search of the NSW EPA’s list of notified sites found no identified sites in the Bland LGA. A search of the contaminated land record found no identified sites in the Bland LGA.

### **4.4.2 Impact assessment**

#### **Landform**

The Project would change the topography of the site following excavation, closure and rehabilitation. The Project would have a total disturbance area of approximately 1.8 hectares and create an excavation which would permanently modify the topography of the Project site.

#### **Geology and soils**

Soil would be removed and stockpiled for use in the rehabilitation of the Project site. Erosion of the soil would also be a potential impact of the Project, if appropriate erosion and sediment controls are not undertaken for their storage. The removal of this material would expose the remaining rock to weathering and ultimately inundation with water; however, this is expected to only impact the surface of the rock.

### **Land and soil capability**

The Project site is mapped as Class 3 on the NSW DPIE's Land and Soil Capability Map.

Review of the *Land and Soil Capability Assessment Scheme: Second Approximation* (OEH 2012) indicates that LSC Class 3 land has moderate limitations. OEH (2012) indicates cropping and intensive grazing are able to be undertaken, with careful management of limitations to avoid land and environmental degradation.

### **Land use**

The Project will have minimal impact on adjacent existing agricultural activities, with the Project expected to coexist with the surrounding agricultural land uses in the locality.

The landform of the final quarry would create a void. The benches of the quarry would be rehabilitated and planted as per Figure 2-5, but it is unlikely that mature vegetation could be established for many years and only for species which could adapt to the quarry conditions.

### **Contamination**

Potential sources of contamination during construction and operation of the quarry include:

- Spillage of fuels, oils and chemicals
- Inappropriate disposal of wastes
- Degraded potentially hazardous materials in soils
- Residual fuels, oils or chemicals in soils

The Project site consists of cleared land which has been subject to past disturbance through agricultural activities. It is considered that there is low potential for any contaminated material to be present in the soil. If any contamination is present in the soil it is likely to be in small isolated areas. Management measures outlined below would minimise the potential for harm if any area of contamination was identified during site set up or operation.

#### **4.4.3 Mitigation measures**

An Environmental Management Plan (EMP) would be prepared prior to the construction phase of the Project. The EMP would describe the measures to be implemented to manage soils and minimise the potential for erosion and sedimentation impacts. The Project would be operated in accordance with a quarry plan detailing processes such as topsoil management, the final landform and rehabilitation.

- Where topsoil is to be disturbed, Crush and Haul Pty Ltd will implement the following procedures:
  - Topsoil will be stripped prior to quarrying and stockpiled separately for later reuse in rehabilitation activities.
  - Where topsoil stockpiles are expected to remain in place for longer than three (3) months they will be re-grassed with local native seed to inhibit erosion, dust and siltation.
  - Where possible, freshly stripped topsoil will continue to be placed directly onto rehabilitated areas to reduce the potential for loss of soil structure and make best use of soil seed stores.
- Erosion and sediment controls will be implemented in accordance with *Managing Urban Stormwater Soils and Construction – Volume 2e Mines and quarries* (Landcom, 2004).
- Extraction of the resource would be undertaken in stages to minimise the area of disturbance at any one time, as described in Section 2.3.

- If obvious signs of contamination such as discoloured soils or odorous soils are encountered during construction, work will stop in the vicinity of the area and, if considered safe to do so, samples will be collected for analysis.
- Fuels, lubricants and chemicals will be stored and, where practicable, used within containment/hardstand areas designed to prevent the escape of spilt substances to the surrounding environment.
- The amount of hazardous material stored and used on site will be kept to the minimum practicable.
- Personnel will be trained in spill containment and response procedures.
- Appropriate spill response material will be kept on site.
- Appropriate maintenance schedules for plant and equipment will be followed to detect and repair leaks.
- Spills will be reported and managed in accordance with legislative and licensing requirements.

## **4.5 Water resources**

### **4.5.1 Existing environment**

Surface flows from the quarry (rainfall or groundwater ingress) would drain to the quarry pit, which would be 110 m by 90 m in area. As evaporation exceeds rainfall in the West Wyalong area, significant quantities of water will not accumulate in the quarry pit.

#### *Surface water*

No watercourses are found on the subject property. The site is not flood prone and is not located in a drinking water catchment. No natural drainage channels, aquatic habitat or associated riparian vegetation occurs in the proposal footprint.

#### *Groundwater*

The subject property is not classified as containing groundwater vulnerability.

### **4.5.2 Impact assessment**

#### *Surface water*

Potential risks at the site with relation to surface water were identified based on the nature of the works and the surrounding receiving environment. The key risks identified were:

- Insufficient water available to meet site demands.
- Discharge of sediment-laden water.

#### *Groundwater*

As the quarry pit floor is expected to be 30 m below natural ground level, it is possible that groundwater would be intercepted during excavation of the proposed quarry area. Should groundwater be intercepted, a groundwater licence under Part 5 of the *Water Act 1912* will be obtained with sufficient volumetric allocation to account for groundwater inflow into the pit.

Since this is a hard rock quarry, it is likely that the hydraulic conductivity of the strata is relatively low and that the rate of groundwater inflow into the pit would be low. Under these conditions, it is likely that the radius of drawdown would be localised and would not extend to any existing registered bores.

### 4.5.3 Mitigation measures

#### General

- An Environmental Management Plan will be compiled for the works which will contain a Soil and Erosion Management Plan. Training will be provided to all quarry staff including relevant sub-contractors on erosion and sediment control practices and the requirements of the Plans through inductions, toolboxes and targeted training.
- All sediment and erosion controls would be designed and implemented in accordance with *Managing Urban Stormwater Soils and Construction – Volume 2e Mines and quarries* (Landcom, 2004).
- If groundwater is intercepted, WaterNSW is to be contacted and a groundwater water access licence (WAL) obtained.

#### Water supply

- If water collected in the excavation area impacts on quarrying activities at the site, a separate sediment basin would be constructed near the excavation area in accordance with *Managing Urban Stormwater Soils and Construction – Volume 2e Mines and quarries* (Landcom, 2004). Water would be pumped from the excavation area into the sediment basin as required.

#### Erosion and sedimentation control

- Implement erosion and sediment controls in accordance with *Managing Urban Stormwater Soils and Construction – Volume 2e Mines and quarries* (Landcom, 2004).

#### Material storage and management

- Designated impervious bunded facilities will be provided for cleaning and/or maintenance of vehicles, plant or equipment. These facilities will be located at least 20 metres away from natural and built drainage lines.
- No chemicals and fuels associated with the quarry will be stored on-site unless contained in roofed and bunded areas. Spill kits will be provided at all chemical storage facilities/compound sites.
- Where refuelling is required onsite, the following management practices will be implemented:
  - Refuelling will be undertaken on level ground and at least 20 metres from drainage lines, waterways and/or environmentally sensitive areas
  - Refuelling will be undertaken within the designated refuelling areas with appropriate bunding and/or absorbent material
  - Refuelling will be via a designated refuelling truck
  - Refuelling will be attended at all times
  - Spill kits will be readily available and all personnel will be trained in their use. A spill kit will also be kept on the refuelling truck at all times
  - Hand tools will be refuelled within lined trays of site vehicles wherever possible
  - An emergency spill kit (such as oil absorbent material) will be available onsite at all times to contain and clean up any accidental hydrocarbon spill
  - Any contaminated material will be disposed at an appropriately licensed facility and used spill kit materials replaced
- Regular checks of vehicles working at the quarry will be conducted to ensure that no oils or fuels are leaking.

## Monitoring

- If a sediment basin is constructed on the site, it is to be monitored to confirm it complies with the EPL and *Managing Urban Stormwater Soils and Construction – Volume 2e Mines and quarries* (Landcom, 2004) requirements.
- To confirm groundwater levels, a series of groundwater wells should be established around the quarry pit. The closest bore to the site is approximately 7 km south-east just north of Wyrra State Forest, bore ID GW028037.1.1. The bore is for stock and domestic use. Another bore is located approximately 13 km east of the site, bore ID GW036613.1.1.
- A routine monitoring program should be established to include regular inspections and maintenance of erosion controls, especially after rain.

## 4.6 Air quality

### 4.6.1 Existing environment

The Project site is currently used for agriculture.

### 4.6.2 Impact assessment

The individual processes that generate significant amounts of particulate matter (dust) are:

- Rock quarrying e.g. occasional blasting, excavation and bulldozing.
- Material processing and handling e.g. crushing, screening and loading.
- Vehicle induced dust emissions in pit area and haul road.
- Wind erosion of exposed unstable soil surfaces and localised stockpiles.

### 4.6.3 Mitigation measures

Due to the anticipated dust impacts being low, in-principle mitigation and management measures to reduce dust impacts, other than standard practices already included (i.e., water sprays on crushers and screen, watering stockpiles and watering roads at  $>2L/m^2/hr$ ), and air quality monitoring programmes are not required.

## 4.7 Biodiversity

### 4.7.1 Existing environment

The Project site is largely cleared of native vegetation due to historic and ongoing agricultural practices but contains a scattering of paddock trees across the site. The Project footprint is completely cleared. The Mid Lachlan Extant Vegetation (OEH, 1999) shows that no native vegetation is mapped within the subject site.

The site is located wholly within the Lower Slopes sub-region of the NSW South Western Slopes Bioregion.

### 4.7.2 Impact assessment

#### *Direct impacts*

No direct impacts are anticipated as:

- No native vegetation is proposed to be cleared.
- The Project will not have, and is not likely to have, a significant impact on MNES or on the environment of Commonwealth land (see Section 3.6.1).

### **Indirect impacts**

A number of indirect impacts associated with the Project could affect locally occurring flora and fauna in the retained vegetation. Such impacts may include the following:

- Increased traffic and visitation within the Project site may facilitate the spread of weeds that could further degrade native vegetation.
- Pollution such as chemical spills from machinery may have adverse effects on native vegetation and fauna.
- Introduction of weeds and feral animals that could degrade and modify the habitat to be retained within the Project site (such as Phytophthora (*Phytophthora cinnamomi*) and Chytrid fungus (*Batrachochytrium dendrobatidis*).
- Ground disturbance by machinery may create dust and facilitate the movement of water-borne sediment. Sedimentation could adversely affect the surrounding vegetation.

With the implementation of the mitigation measures outlined in Section 4.7.3, potential indirect impacts to flora and fauna would be appropriately managed and are not expected to be significant.

#### **4.7.3 Mitigation measures**

With the implementation of the following mitigation measures, the project would not result in any significant impacts on native flora and fauna, including any threatened species or endangered ecological communities:

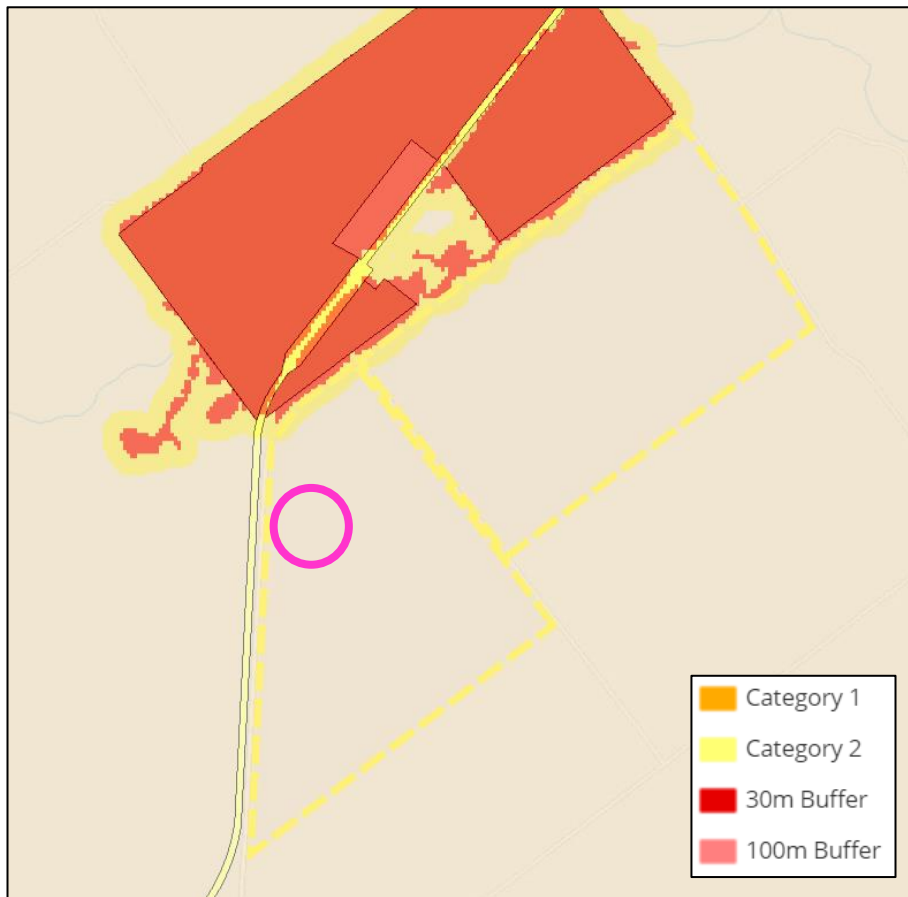
- An Environment Management Plan (EMP) would be prepared for the Project which would include, as a minimum, industry-standard measures for the management of soil, surface water, erosion, weeds and pollutants, as well as site-specific measures.
- Precautions will be taken to ensure that noxious weeds listed under the *Noxious Weeds Act 1993* are not introduced to the site.
- Following completion of extraction works in the future, the quarry would be rehabilitated in an ecologically appropriate manner using local and endemic species characteristic of the vegetation types in the area, as per the rehabilitation plan (Figure 2-5).

## **4.8 Bushfire hazard**

### **4.8.1 Existing environment**

The ePlanning Spatial Viewer classifies the north-west side of the site as containing a vegetation buffer, shown in Figure 4-3. The Project footprint is located approximately 1.2km from the vegetation buffer.





**Figure 4-3 Bushfire prone land map – Project site shown in pink**

Source: ePlanning Spatial Viewer

#### **4.8.2 Impact assessment**

No impacts are anticipated due to the distance of the Project site from the bushfire hazard.

#### **4.8.3 Mitigation measures**

No mitigation measures are proposed.

### **4.9 Heritage**

#### **4.9.1 Existing environment**

##### *Aboriginal heritage*

An Aboriginal Heritage Information Management System search was conducted on 29 July 2020 for the area surrounding the Project site (with a 50 metre buffer). The search returned no registered Aboriginal heritage sites or places.

##### *Non-Aboriginal heritage*

The following databases/registers were searched to determine the presence of non-Aboriginal heritage items in the vicinity of the site:

- Australian Heritage Database
- State Heritage Register
- *Bland Local Environmental Plan 2011*

No heritage items were found in the vicinity of the site.

#### **4.9.2 Impact assessment**

No impacts are expected.

#### **4.9.3 Mitigation measures**

As a precautionary measure, the following measures are provided:

##### **Measure 1: Aboriginal Object Find Procedure.**

If it is suspected that Aboriginal material has been uncovered as a result of development activities within the Project Area:

- a. Work in the surrounding area is to stop immediately.
- b. A temporary fence is to be erected around the site, with a buffer zone of at least 10 metres around the known edge of the site.
- c. An appropriately qualified archaeological consultant is to be engaged to identify the material.
- d. If the material is found to be of Aboriginal origin, the Aboriginal community is to be consulted in a manner as outlined in the ACHCRP Guidelines (2010).

##### **Measure 2: Aboriginal Human Remains**

Although it is unlikely that Human Remains will be located at any stage during earthworks within the Project Area, should this event arise it is proposed that all works must halt in the immediate area to prevent any further impacts to the remains. The site should be cordoned off and the remains themselves should be left untouched. The nearest police station, the West Wyalong LALC and the nearest DPIE office are all to be notified as soon as possible. If the remains are found to be of Aboriginal origin and the police do not wish to investigate the Site for criminal activities, the Aboriginal community and the DPIE should be consulted as to how the remains should be dealt with. Work may only resume after agreement is reached between all notified parties, provided it is in accordance with all parties' statutory obligations.

It is also proposed that in all dealings with Aboriginal human remains, the Proponent should use respectful language, bearing in mind that they are the remains of Aboriginal people rather than scientific specimens.

##### **Measure 3: Conservation Principles**

It is proposed that all effort must be taken to avoid any impacts on Aboriginal Cultural Heritage values at all stages during the development works. If impacts are unavoidable, mitigation measures should be negotiated between the Proponent, DPIE and the Aboriginal community.

If harm to an Aboriginal object or declared Aboriginal place is anticipated (as specified under Part 6 of the *New South Wales National Parks and Wildlife Act 1974*), an Aboriginal Heritage Impact Permit (AHIP) would be applied for and DECCW may issue an AHIP under Section 90 of the Act.

#### **4.10 Visual amenity**

A visual impact assessment investigates the potential visual impacts of the proposed quarry on the surrounding environment. This assessment reviews the existing visual character of the site and its surrounds and the expected impacts of the quarry on the existing visual character of the surrounds, nearby existing residences and publicly accessible locations. More specifically, the visual assessment considers the following:

- Existing views to the proposed site.
- The visual character of the surrounding landscape.

- The sensitivity of the landscape to alteration by the Project.
- The visual character and extent of the Project.
- Viewer sensitivity to alteration of the environment by the Project.

#### **4.10.1 Existing environment**

The Project site is located approximately 380 m from Clear Ridge Road.

#### **4.10.2 Impact assessment**

No impacts are expected due to the distance of the proposal from Clear Ridge Road and the flat topography of the site.

#### **4.10.3 Mitigation measures**

Whilst the visual impact from the Project is considered to be low, the following mitigation measures are proposed to minimise future visual impacts:

- Maintain the site in a clean and tidy condition at all times.
- Ensure that areas of disturbance are kept to the minimum practicable at any one point in time.
- Progressively revegetate all areas where quarrying is completed.
- Where possible, stockpiles, plant and equipment should be located in positions which are naturally screened from views into the site.

### **4.11 Waste management**

The Project has the potential to generate waste from quarry activities and general site use.

This section describes the type and classification of waste that would be generated at the site. The potential impacts of the Project in regard to waste generation during the establishment, operation and decommissioning of the quarry is also assessed.

A description of the measures that would be implemented to avoid, minimise, mitigate, offset, manage and/ or monitor the potential impacts associated with the waste generated, as a result of the Project, are provided.

#### **4.11.1 Impact assessment**

Quarrying involves the stripping and emplacement of topsoil and overburden, extraction, screening and stockpiling of raw materials and product loading and distribution. The types of waste generated by the Project are not expected to be generated in significant quantities.

The operation of the Project would generate the following waste types:

- Excavated material (topsoil and overburden not suitable for sale)
- Green waste
- Liquid waste
- Contaminated soil
- Wastewater from amenities and office
- Domestic waste (e.g. office paper and general rubbish)

The classification and description of each of the general waste types to be potentially generated by the Project is summarised in Table 4-1.

**Table 4-1 Potential wastes description**

Waste type	Waste classification	Detail
Excavated material	General Solid Waste (non-putrescible)	Excavated material waste is likely to consist of rock, gravel and silt. The volume of waste excavated material would be small as excess excavated material would generally be utilised on-site as backfill or for rehabilitation and other site works.
Green Waste	General Solid Waste (non-putrescible)	The disturbance area would be limited to approximately 1.8 hectares. All cleared vegetation would be mulched and stockpiled on site for revegetation works.
Liquid waste	Liquid Waste	A limited amount of liquid waste is expected to be generated by the Project. The waste is expected to consist of oil, paint, lubricants, glue etc. Liquid wastes would be stored and disposed of appropriately.
Contaminated Soil	To be determined	Any spills of chemicals or fuel could result in contaminated soil that would require disposal in an appropriately licenced landfill or trade waste facility.
Wastewater	Liquid Waste	Wastewater may be generated as a result of dewatering of pits and sediment ponds. Management of this wastewater is outlined in Section 4.5.
Domestic waste	General Solid Waste (non-putrescible and putrescible)	The limited general waste generated on-site would be collected and disposed of appropriately. Waste would consist of everyday items such as paper, aluminium cans, plastics, packaging and other material generated by onsite staff.

Potential impacts from the production and inappropriate disposal of waste generated from the Project include:

- Contamination of land
- Pollution of waterways
- Air pollution
- Overuse of scarce resources
- Human and animal health impacts

#### **4.11.2 Mitigation measures**

All waste would be managed in accordance with the requirements of the *Waste Avoidance and Resource Recovery Act 2001* and the *Waste Classification Guidelines* (NSW EPA, 2014) and the principles of the waste management hierarchy.

All waste generated by the Project would be managed by way of appropriately licensed waste contractors. No on-site disposal of general waste would occur.

Crush and Haul Pty Ltd is committed to the waste hierarchy where emphasis is placed upon reducing, re-using and recycling prior to disposal of its wastes. In order to minimise the generation of waste and maximise re-use of waste products, where practicable, the mitigation measures summarised in Table 4-2 will be undertaken for the Project. These measures would be documented in an EMP and communicated to all employees and contractors during site induction, prior to commencing works at the site and a copy should remain on-site for reference purposes during operation.

**Table 4-2 Proposed waste management measures**

Waste Type	Waste Management Hierarchy		
	Avoid	Reuse/Recycle/Recover	Dispose
Excavated material	Avoid excess excavation	Use excess material on site as fill and/or in rehabilitation works.	Excess excavated material to be classified and disposed in accordance with the <i>Waste Classification Guidelines</i> .
Green waste	Minimise clearing	Mulch cleared vegetation and use on site.	Excess material to be classified and disposed in accordance with the <i>Waste Classification Guidelines</i> .
Contaminated soil	Proper storage of all chemicals and fuels (e.g. bunded areas with 110% capacity). Refuel plant and machinery offsite, where possible or using appropriate equipment	Utilise bioremediation for large quantities of fuel-impacted soil. Tracking during transportation would be carried out where required.	Disposed in accordance with the <i>Waste Classification Guidelines</i> .
Liquid waste	Materials to be sourced and ordered in appropriate quantities	Reuse excess material on-site wherever possible (e.g. store and reuse lubricants).	Excess material to be classified and disposed in accordance with the <i>Waste Classification Guidelines</i> .
Wastewater	Limited personnel onsite at any one time	Wastewater to be collected and appropriately disposed.	Wastewater to be collected and appropriately disposed.
Biological (sewage) waste	Minimise use of site facilities e.g. toilets	Consider using composting toilet.	Sewage waste to be disposed via a suitable treatment system.
Domestic waste	Materials to be sourced and ordered in appropriate quantities	Reuse excess material on-site wherever possible. All recyclables to be collected and recycled accordingly.	Excess material to be classified and disposed in accordance with the <i>Waste Classification Guidelines</i> .

#### 4.12 Suitability of the site

The site is considered suitable for the proposal for the following reasons:

- The proposed quarry is compatible with the existing use of the site for agriculture.
- The proposal would provide aggregate materials for the construction of the West Wyalong Solar Farm, which will provide economic benefits to the area and provide renewable energy.
- The proposal would generate local employment.
- The visual impacts of the quarry would be limited, due to the distance from Clear Ridge Road and the fact that it is below ground.

- The loss of agricultural land will be negligible as the proposed use is complimentary to the surrounding land uses and the site will be used for agricultural uses during the operation of the quarry.
- The implementation of mitigation measures documented throughout the SEE and supporting specialist reports would minimise environmental harm to the local environment and potential impacts to nearby residents.

#### **4.13 Public interest**

The proposal is considered to be in the public interest for the following reasons:

- The proposal will provide aggregate materials for the construction of the West Wyalong Solar Farm, which will provide economic benefits to the area and provide renewable energy.
- The proposal would generate local employment.
- The proposal would have limited adverse environmental, social or economic impacts.

## 5. Conclusion and justification

This SEE has been prepared to support a DA to establish and operate a hard rock quarry (Clear Ridge Quarry) at Lot 12 DP753081, 2060 Clear Ridge Road Wyalong NSW 2671 within the Bland Shire Local Government Area. The quarry will extract up to 30,000 tonnes per annum (tpa) and 1,000 tonnes per day (tpd) over 30 years, with a total disturbance area of approximately 2 ha (the Project). Clear Ridge Quarry will predominantly supply materials for use in the West Wyalong Solar Farm, located approximately 2 km from the Project site along Gordon's Lane.

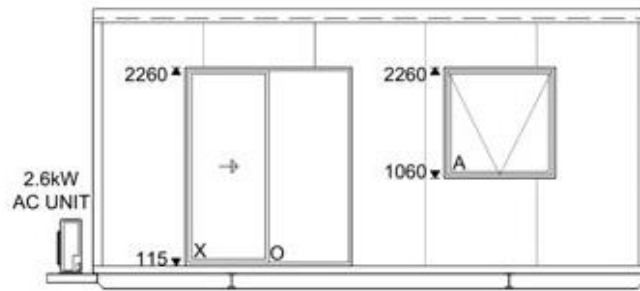
The proposal is considered to be an appropriate form of development for the following reasons:

- The proposal is permissible within the RU1 zone under Bland LEP.
- The proposal is consistent with the relevant provisions of the Bland LEP and DCP.
- The proposed quarry is compatible with the existing use of the site for agriculture.
- The proposal would provide aggregate materials for the construction of the West Wyalong Solar Farm, which will provide economic benefits to the area and provide renewable energy.
- Appropriate mitigation measures have been identified to minimise the potential for any environmental, social and economic impacts as a result of the proposal.

# Appendices



# Appendix A – Site office plans



FRONT ELEVATION



FLOOR PLAN  
SCALE 1:100 @ A4

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# **Crush and Haul Pty Limited**

## Clear Ridge Quarry Noise and vibration assessment

November 2020

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# 1. Introduction

## 1.1 Purpose of the report

An assessment of the potential noise impacts from the Clear Ridge Quarry located at Lot 12 DP753081, 2060 Clear Ridge Road Wyalong has been undertaken. The purpose of this report is to assess the noise and vibration impacts for quarry operations during the proposed operating hours of 7:00 am to 6:00 pm on Monday to Friday; and 8:00 am to 1:00 pm on Saturdays.

Bland Shire Council has requested a noise and vibration assessment to assess the operation of the quarry in accordance with the NSW EPA Noise Policy for Industry (Oct 2017) to assess compliance with the guidelines and outline any mitigation measures that may be implemented should a noise issue be identified.

This assessment has been undertaken with reference to the following guidelines:

- Operational noise – Noise Policy for Industry (EPA 2017)
- Blasting – *Guidelines to Minimise Annoyance due to Blasting Overpressure and Ground Vibration* (ANZECC, 1990)

The site establishment period, to be completed in a period of approximately 1 month, has not been assessed in this report. The main noise generating equipment to be used during this period is similar to that of operation. If the site is compliant for the operational activities it is expected that the site will comply with less stringent construction noise criteria.

## 1.2 Scope of work

The following tasks were undertaken for this assessment:

- Identify the sensitive receivers within the study area. Compliance at these nearest receivers ensures compliance at all other receivers further away.
- Establish the noise criteria in accordance with the Noise Policy for Industry (NPI) (EPA 2017) and other relevant guidelines.
- Determine source noise levels for equipment intended to be used during quarry operations
- Prepare a noise model of the proposed operations and predict noise levels to closest sensitive receivers
- Assess compliance with the NPfl and provide mitigation measures if any exceedances of the project noise trigger levels are identified
- Conduct an assessment of potential noise and vibration impacts due blasting at the quarry site.

## 1.3 Limitations

*This report: has been prepared by GHD for Crush and Haul Pty Limited and may only be used and relied on by Crush and Haul Pty Limited for the purpose agreed between GHD and the Crush and Haul Pty Limited as set out in section 1.2 of this report.*

*GHD otherwise disclaims responsibility to any person other than Crush and Haul Pty Limited arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.*

*The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.*

*The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.*

*The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report. GHD disclaims liability arising from any of the assumptions being incorrect.*

*GHD has prepared this report on the basis of information provided by Crush and Haul Pty Limited and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.*

## 2. Existing environment

### 2.1 Sensitive receivers

The proposed quarry location is within a RU1 Primary Production planning zone in Bland Shire Local Government Area (LGA). The nearest sensitive receivers are approximately 2 km from the site and are also located in a RU1 Primary Production planning zone.

Details of the nearest identified sensitive receivers are presented in Table 2-1 and shown on Figure 2-1. Compliance at these receivers ensures compliance at all other receivers further away.

**Table 2-1 Identified sensitive receivers**

Receiver	Type	Address	Distance and direction from quarry location
R01	Residential	2060 Clear Ridge Road, Wyalong	1.8 km northeast
R02	Residential	Lot 14 DP 753081, Wyalong	2.2 km south

### 2.2 Existing noise environment

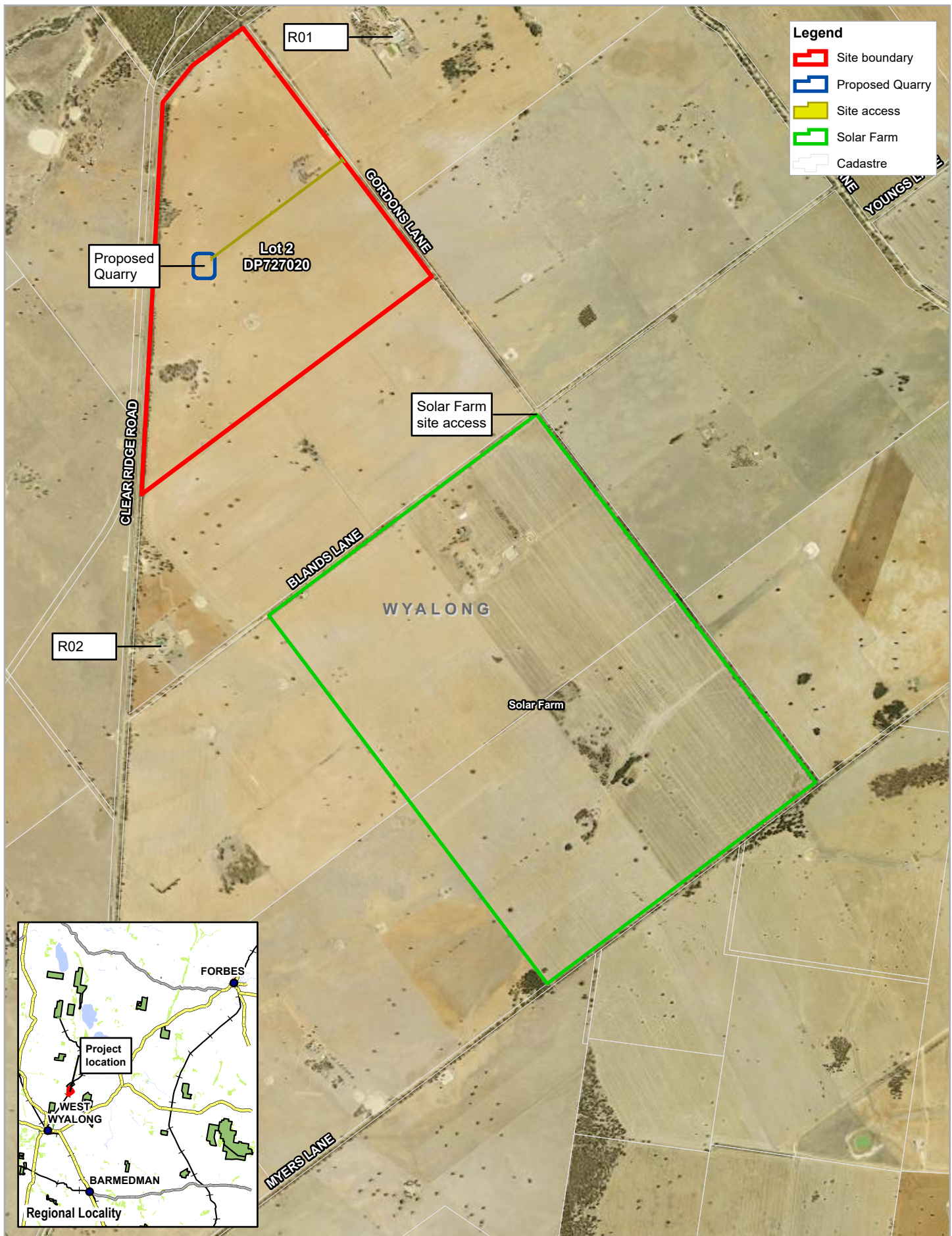
As no background noise monitoring has been undertaken for the SEE, the minimum assumed background noise levels outlined in Table 2.1 of the *Noise Policy for Industry* (NPI, EPA, 2017) have been adopted and are presented in Table 2-2.

It is expected that the existing noise environment and background noise levels are low and would be dominated by agricultural activities and local road traffic. Using minimum background noise levels is a conservative assessment approach as the most stringent criteria will be assessed against.






**Table 2-2 Minimum assumed rating background noise level, dBA**

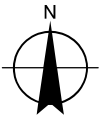
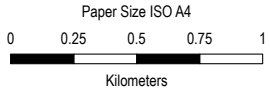
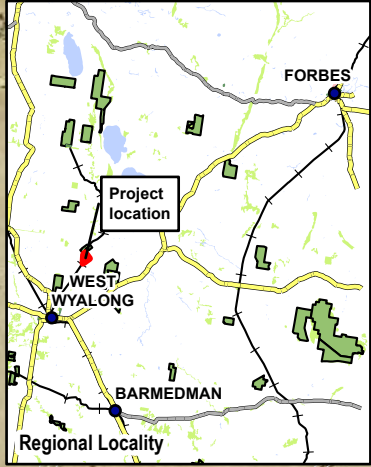
Time of day	Minimum assumed rating background noise level, dBA	Minimum project intrusiveness noise levels, $L_{Aeq,15min}$ dBA
Day	35	40
Evening	30	35
Night	30	35





**Legend**

-  Site boundary
-  Proposed Quarry
-  Site access
-  Solar Farm
-  Cadastre



**Crush and Haul Pty Limited**  
**Clear Ridge Quarry**  
**Statement of Environmental Effects**

Project No. 12536708  
 Revision No. 0  
 Date 18/11/2020

**Site Overview**

**FIGURE 2-1**

## 3. Legislative requirements

### 3.1 Operational noise criteria

#### 3.1.1 Project noise trigger levels

The Noise Policy for Industry (2017, NPI) provides guidance on the assessment of operational noise impacts. The guideline includes both intrusiveness and project amenity noise levels that are designed to protect receivers from noise significantly louder than the background level, and to limit the total noise level from industry near a receiver.

The NPI project noise trigger levels provide an objective for assessing a project and are not mandatory limits required by legislation. The project noise trigger levels assist the regulatory authorities to establish licensing conditions. Where project noise trigger levels are predicted to be exceeded, feasible and reasonable noise mitigation strategies should be considered.

The intrusiveness noise level controls the relative audibility of operational noise compared to the background level at residential receivers. The amenity noise level limit the total level of extraneous noise for all receiver types. Both levels are calculated and the lower of the two in each time period is set as the project noise trigger level. The intrusiveness noise level is assessed over a 15 minute period however the amenity noise level is assessed over the day, evening or night time period. For the purposes of assessment to standardise the approach the NPI recommends that the  $L_{Aeq(15min)} = L_{Aeq(period)} + 3$  dBA unless an alternative approach can be justified.

#### 3.1.2 Intrusiveness noise level

The intrusiveness noise level is determined by a 5 dB addition to the measured or adopted background noise level with a minimum intrusiveness noise level of 40 dBA for the day period and 35 dBA for the evening and night period. The NPI recommends that the intrusiveness noise level for the evening and day period should not exceed the daytime period. The intrusiveness noise levels are only applicable to residential receivers.

#### 3.1.3 Project amenity noise level

The recommended amenity noise level applies to all industrial noise in the area which when combined should remain below the recommended amenity noise level. The recommended amenity noise level represents the total industrial noise at a receiver location and a Project Amenity Noise Level is set at 5 dBA below the recommended amenity noise level.

Residential receiver areas are characterised into 'urban', 'suburban', 'rural' or other categories based on land uses and the existing level of noise from industry and road traffic. With consideration to the NPI 'noise amenity area' classification, the residential receivers identified for this assessment classified as 'Rural Residential'.

#### 3.1.4 Summary of project noise trigger levels – residential receivers

For residential receivers, the project noise trigger levels are provided in Table 3-1. The project noise trigger levels reflect the most stringent noise level requirements derived from the intrusiveness and project amenity noise level. Day period project noise trigger levels (PNTLs) should be achieved as the quarry only proposes to operate during this time period (7:00 am to 6:00 pm).

**Table 3-1 Project noise trigger levels – residential noise receivers, dBA**

Receiver type	PNTL $L_{Aeq(15min)}$ at residential receivers		
	Intrusive $L_{Aeq(15min)}$ noise level (Day)	Project amenity $L_{Aeq(15min)}$ noise level (Day)	Project $L_{Aeq(15min)}$ noise trigger level (Day)
Residential	40	48	<b>40</b>

Notes:

- The NPI defines Day as 7 am to 6 pm Monday to Friday and 8 am to 1 pm Sunday & Public Holidays
- Noise from the site is to be measured at the most affected point within the residential boundary, or at the most affected point within 30 metres of the dwelling where the dwelling is more than 30 metres from the boundary, to determine compliance with the project noise trigger levels, except where otherwise specified below.
- To standardise the time periods for the intrusiveness and amenity noise levels, the NPI assumes that the  $L_{Aeq,15min}$  is be equal to  $L_{Aeq, period} + 3$  dBA

### 3.1.5 Modifying factor adjustments

The NPI requires that modifying factor adjustments are applied if the noise sources contain tonal, intermittent or low frequency characteristics, which have the potential to increase annoyance. The modifying factor corrections are detailed in Table 3-2.

**Table 3-2 Modifying factor corrections**

Factor	Assessment/measurement	When to apply	Correction <sup>1,2</sup>
Tonal noise	One-third octave band analysis using the objective method for assessing the audibility of tones in noise – simplified method	Level of one-third octave band exceeds the level of the adjacent bands on both sides by: <ul style="list-style-type: none"> <li>• 5 dB or more if the centre frequency of the band containing the tone is in the range 500-10,000 Hz</li> <li>• 8 dB or more if the centre frequency of the band containing the tone is in the range 160 to 400 Hz</li> <li>• 15 dB or more if the centre frequency of the band containing the tone is in the range 25-125 Hz.</li> </ul>	5 dBA <sup>2</sup>

Factor	Assessment/ measurement	When to apply	Correction <sup>1,2</sup>
Low frequency noise	Measurement of C-weighted and A-weighted level and one-third octave measurements in the range 10– 160 Hz	Measure/assess source contribution C and A weighted $L_{eq,T}$ levels over same time period. Correction to be applied if where C minus A level is 15 dB or more and: <ul style="list-style-type: none"> <li>Where any of the one-third octave noise levels in Table C2 are exceeded by up to and including 5 dB and cannot be mitigated, a 2 dBA positive adjustment to measured/predicted A-weighted levels for the evening/night period</li> <li>Where any of the one-third octave noise levels in Table C2 are exceeded by more than 5 dBA and cannot be mitigated, a 5 dBA positive adjustment to measured/predicted A-weighted levels applies for the evening/night period and a 2 dBA positive adjustment for the daytime period.</li> </ul>	2 or 5 dBA <sup>2</sup>
Intermittent noise	Subjectively assessed	The source noise heard at the receiver varies by more than 5 dB(A) and the intermittent nature of the noise is clearly audible.	5 dBA

Note 1: Where two or more modifying factors are present the maximum correction is limited to 10 dBA.

Note 2: Where a source emits a tonal and low-frequency noise, only one 5 dB correction should be applied if the tone is in the low frequency range.

## 3.2 Blasting

The ANZECC *Guidelines to Minimise Annoyance due to Blasting Overpressure and Ground Vibration* has been adopted for assessment of blasting noise and vibration impacts in this report. This guideline specifies recommended human comfort criteria for blasting activities.

### 3.2.1 Airblast overpressure at receivers

The ANZECC recommended maximum level for airblast overpressure is 115 dB(L) peak. This level may be exceeded on up to 5% of the total number of blasts over a period of 12 months. However, the airblast overpressure must not exceed 120 dB(L) peak for any blast.

### 3.2.2 Ground vibration at receivers

Ground-borne vibration level should not exceed 5 mm/sec Peak Particle Velocity (PPV). The recommended PPV level may be exceeded on up to 5% of the total number of blasts over a period of 12 months. However, the level should not exceed 10 mm/sec at any time.

# 4. Operational impact assessment

## 4.1 Operational noise

### 4.1.1 Noise modelling methodology and assumptions

Acoustic modelling was undertaken using Computer Aided Noise Abatement (CadnaA) to predict the effects of noise generated by the quarry.

CadnaA is a computer program for the calculation, assessment and prognosis of noise propagation. CadnaA calculates environmental noise propagation according to ISO 9613-2, “Acoustics – Attenuation of sound during propagation outdoors”. The ISO 9613 algorithm assumes downwind propagation of noise, so results reflect moderately adverse weather conditions. Ground absorption, ground elevation, reflection are taken into account in the calculations.

Equipment used during operation of the quarry is summarised in Section 2.7 of the SEE. Crush and Haul advised that up to four items of equipment would operate at any one time and therefore have been included in the model to determine worst-case impacts. Additionally, two truck movements between the quarry site and Gordons Lane have been modelled as a worst case for a 15 minute period.

The noise levels used in the model are presented in Table 4-1.

**Table 4-1 Modelled quarry equipment and Sound Power Levels - dB**

Equipment	Height (m)	Frequency Band (Hz) (dBZ)								Sound power L <sub>w</sub> (A)
		63	125	250	500	1000	2000	4000	8000	
Excavator	2	74	83	93	98	97	95	92	85	<b>103</b>
Front end loader	2	87	95	95	100	103	101	101	88	<b>108</b>
Impactor / Crusher	2	88	96	104	106	106	104	100	93	<b>112</b>
Screen	2	77	72	71	77	79	78	72	62	<b>85</b>
Truck	2	90	94	93	99	102	102	99	94	<b>108</b>

The noise modelling assumptions are as follows:

- All equipment operating at full capacity continuously for a 15 minute period
- Two truck movements have been modelled as a line source from Gordons Lane to the quarry site via the internal access road (30 km/hr) within a 15-minute period
- Noise data have been sourced from *Update of noise database for prediction of noise on construction and open sites* (Department for Environment, Food and Rural Affairs UK, 2006).
- Noise receivers have been modelled at a height of 1.5 m above the ground level. The predicted noise level is at the most-affected location on the property boundary and within 30 metres of the residential dwelling
- A ground absorption co-efficient of 0.75 was used to represent a mix between hard and soft ground for a conservative assessment.
- The quarry will only operate between the proposed operating hours of 7:00 am to 6:00 pm on Monday to Friday; and 8:00 am to 1:00 pm on Saturdays.

The assumptions used throughout the model represent a conservative approach of modelling a worst-case operational scenario. It is unlikely that plant on site would be operating at maximum sound power all the time. In the future, as operations progress, the intervening topography will provide more shielding for the sensitive receivers.

#### 4.1.2 Predicted noise levels

Operational noise levels have been predicted to the nearest sensitive receivers within the study area with consideration of the acoustic requirements of the NPI. The predicted levels along with the project noise trigger level for each receivers are presented in Table 4-2.

**Table 4-2 Predicted noise levels, dBA**

Receiver	Predicted noise level, $L_{eq,15min}$ dBA	Criteria	Compliance
R01	33	40	Yes
R02	27	40	Yes

The predicted levels presented in Table 4-2 demonstrate compliance with the NPI project noise trigger levels. Should a modifying correction factor of up to 7 dBA be required, due to the noise emitted from the quarry site being tonal, low frequency or intermittent noise, the site would remain compliant. Measures to avoid these factors are outlined in Section 5.

## 4.2 Blasting noise and vibration

### 4.2.1 Blasting methodology and assumptions

GHD understand that blasting will occur on a periodic basis as mentioned in Section 2.3.1 of the SEE.

Predictions made in this blasting impact assessment have been based on generic blast parameters and should be refined based on site specific data, once available. Therefore, the results of this assessment should be used as a guide for potential impacts. GHD recommend that this assessment be refined once the nature of the blasts and site parameters are better known. Site parameters may be determined through vibration monitoring during initial blasts or test blasts at the quarry.

A general assessment of blasting has been undertaken to assess potential adverse impacts on the surrounding residential receivers. Blasting estimations have been undertaken with consideration to AS2187.2 (2006) *Explosives – Storage and use – Use of Explosives*.

Blasting is non-linear in nature and variability in ground type, meteorological conditions and flyrock shape makes it difficult to accurately predict ground vibration, airblast overpressure and flyrock without site specific measurement data therefore these blasting predictions should only be used as a guide.

### 4.2.2 Estimation of airblast overpressure

Airblast overpressure can be estimated using the following equation:

$$P = K_a \left( \frac{R}{Q^{1/3}} \right)^a$$

Where:

P is the pressure (kPa).

R is the distance from charge (m).

Q is the charge mass (kg).

$K_a$  is the site constant. AS2187.2 recommends for confined blasthole charges values are commonly in the range of 10 to 100. A value of 50 has been adopted for this assessment.

a site exponent. AS2187.2 recommends for confined blasthole charges a good estimate of  $a = -1.45$ .

Airblast overpressure propagation can be increased with unfavourable meteorological conditions and decreased with topographic shielding. Unconfined surface charges would considerably increase the airblast overpressure propagation.

#### **4.2.3 Estimation of ground vibration during blasting**

Ground vibration has been estimated using the following equation:

$$V = K_G \left( \frac{R}{Q^{1/2}} \right)^{-B}$$

Where:

V is the peak vector sum ground vibration ppv (mm/s).

R is the distance from charge (m).

Q is the maximum instantaneous charge (MIC) (kg), being 71 Kg

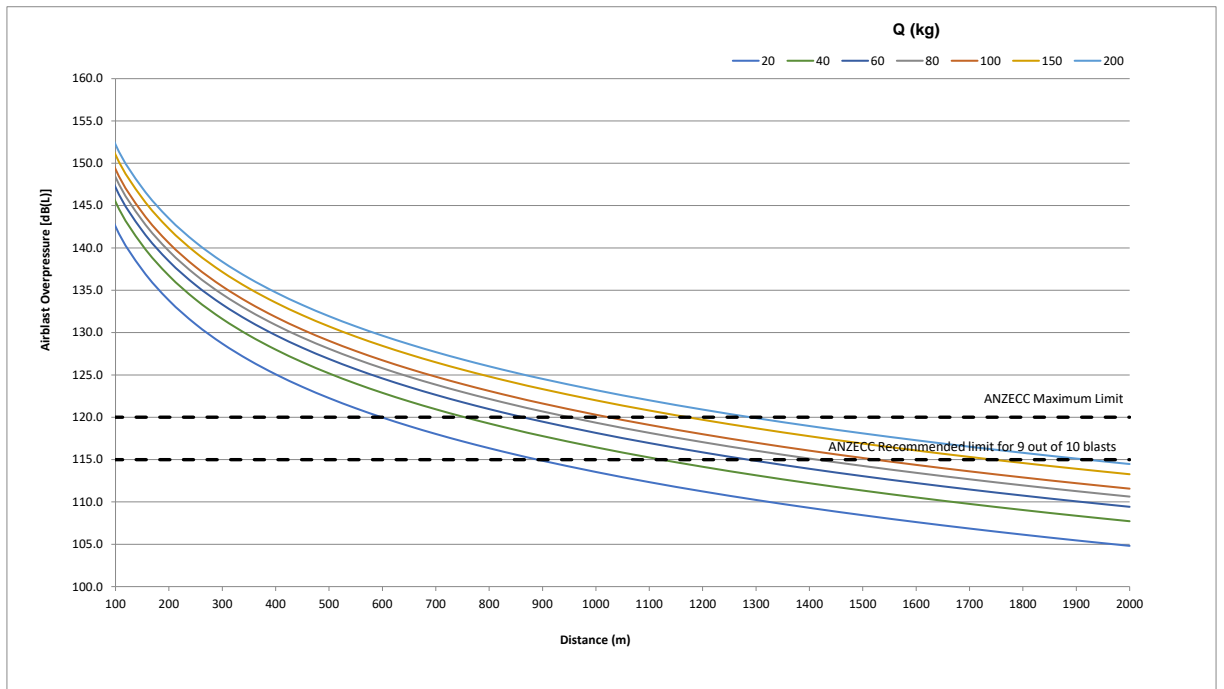
$K_G$  is the ground constant AS2187.2 gives a site constant for a free face in average field conditions of 1140. This value can vary from 1/5 times – 4 times depending on ground conditions and other factors.

B site exponent. AS2187.2 recommends for average field conditions a good estimate of  $a = 1.6$ .

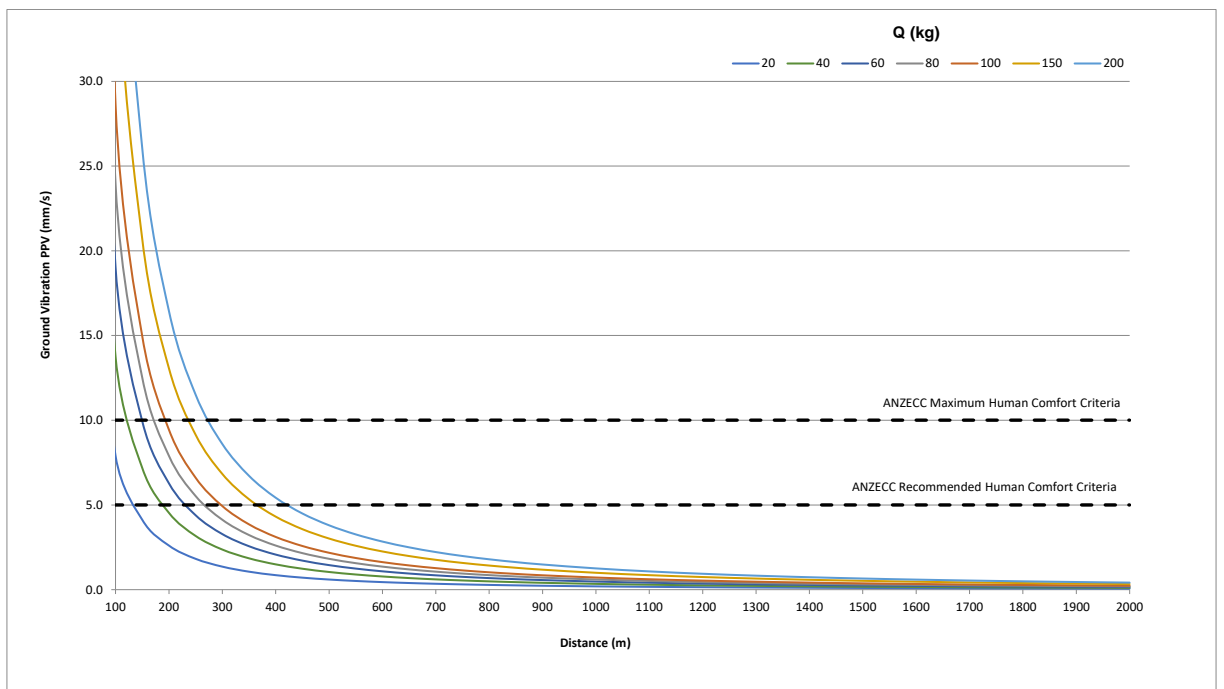
The site constant used for this assessment is 1140. The  $K_G$  factor may be determined through measurements during the test blasting to determine the site-specific ground conditions.

#### **4.2.4 Predicted blasting impact zones**

Airblast overpressure and ground vibration has been predicted for a range of maximum instantaneous charge masses and are shown in Figure 4-1 and Figure 4-2 for varying distances and assumed site parameters. The distance to comply with the Technical Basis for Guidelines to Minimise Annoyance due to Blasting Overpressure and Ground Vibration (ANZECC, 1990) are also shown.



**Figure 4-1 Airblast overpressure impact zone based on charge mass**



**Figure 4-2 Ground vibration impact zone based on charge mass**

#### 4.2.5 Assessment of blasting

Based on the figures presented in section 4.2.4, blasting would be restricted by airblast overpressure rather than ground vibration. Table 4-3 provides a summary of impact from airblast overpressure at varying maximum instantaneous charges. No impacts are anticipated with a MIC lower than 150 kg.



**Table 4-3 Blasting impacts based on various maximum instantaneous charge**

Maximum instantaneous charge (MIC) (kg)	Distance required (m)	Number of receivers impacts	Predicted highest impact (dBL <sub>peak</sub> )
20	890	0	106
40	1120	0	109
60	1280	0	111
80	1410	0	112
100	1520	0	113
150	1740	0	115
200	1920	1	116

## 5. Mitigation recommendations

Although construction and operational noise for the Project is predicted to comply with the relevant noise and vibration criteria, general procedural mitigation measures are detailed below to avoid community disturbance.

### *Work ethics*

All site workers would be sensitised to the potential for noise impacts on local residents and encouraged to take practical and reasonable measures to minimise the impact during the course of their activities. This would include:

- All activities on site should be confined between the hours of 7:00 am to 6:00 pm from Monday to Friday and 8:00 am and 1:00 pm on Saturdays.
- Where feasible and reasonable, it is recommended to locate quarry equipment such as crushing and screening plant as well the heavy vehicle loading area as close as possible to the pit wall. This will ensure maximum shielding effects are achieved for nearby sensitive receivers.
- Where required, equipment should be fitted with broad spectrum reversing and safety beepers to avoid tonal noise received at nearby residents.
- Where practical, machines would be operated at low speed or power and switched off when not being used rather than left idling for prolonged periods.
- Keep truck drivers informed of designated vehicle routes, parking locations and delivery hours.
- Dropping materials from height and metal to metal contact on material would be avoided.
- Vehicles should be kept properly serviced and fitted with appropriate mufflers. The use of exhaust brakes should be eliminated, where practicable.
- All engine covers would be kept closed while equipment was operating.
- Machines found to produce excessive noise compared to industry best practice should be removed from the site or stood down until repairs or modifications can be made.

### *Community relations*

Consultation and cooperation with the community would assist in minimising uncertainty, misconceptions and adverse reactions to noise. It is recommended the following community relation measures be implemented:

- The quarry manager would erect a sign at the entrance of the quarry with a phone number and permanent site contact so that noise complaints could be received and addressed in a timely manner.
- Upon receipt of a noise complaint, noise monitoring would be undertaken and reported as soon as possible. If exceedances are detected, the situation would be reviewed in order to identify means to attempt to reduce the impact to acceptable levels.

### *Blasting mitigation measures*

It is recommended that the 2 sensitive receivers closest to the Project be informed when blasting is to be undertaken. Reducing charge mass and increasing distance is the most effective way of reducing blasting impacts. Blasting would only occur between 9 am to 5 pm, Monday to Friday and would not generally take place more than once per day.

Adverse meteorological conditions such as temperature inversions and wind direction can significantly increase airblast overpressure levels. Temperature inversions are most common during night and early morning periods, particularly during winter periods and therefore should not affect blasting during the recommended standard hours.

Due to variability in blasting impacts, it is recommended that monitoring be undertaken during initial blasts at the site to confirm predictions and assess compliance with the ground vibration and airblast overpressure limits outlined in ANZECC *Guidelines to Minimise Annoyance due to Blasting Overpressure and Ground Vibration*.

## 6. Conclusion

An assessment of the potential noise and vibration impacts from the proposed Clear Ridge Quarry located at Lot 12 DP753081, 2060 Clear Ridge Road Wyalong has been undertaken. The purpose of this report is to assess the noise and vibration impacts during quarry operations.

Bland Shire Council has requested a noise and vibration assessment to assess the operation of the quarry in accordance with the NSW EPA Noise Policy for Industry (NPI, 2017) and *Guidelines to Minimise Annoyance due to Blasting Overpressure and Ground Vibration* (ANZECC, 1990) to assess compliance with the guidelines and outline any mitigation measures that may be implemented should a noise issue be identified.

The predicted noise levels at surrounding sensitive receivers are below the NSW Noise Policy for Industry project trigger noise levels. No specific mitigation measures are required however, reasonable and practical mitigation measures have been provided in Section 5 to assist in minimising noise impacts.

As the quarry operation progress over time, the stationary noise sources are likely to be shielded by intervening topography and future operations should also comply with the NSW Noise Policy for Industry project trigger noise levels.

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Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
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19 November 2020

The General Manager  
Bland Shire Council  
P.O. Box 21  
WEST WYALONG NSW 2671

Attention: Lesley Duncan

**DA 2021/0034 (CNR-14097) – PROPOSED QUARRY, LOT 2 DP727020, CLEAR RIDGE ROAD, WYALONG.**

I refer to your correspondence regarding the subject Application which was referred to Transport for NSW (TfNSW), formerly Roads and Maritime Services, for assessment and comment.

From the supporting Statement of Environmental Effects prepared by GHD Consulting date October 2020 it is understood that the proposal represents the establishment and operation of a quarry and associated infrastructure on the subject site. The subject site is located with frontage and proposed access to Gordons Lane. This road is classed as a local road under the provisions of the Roads Act, 1993.

The submitted documentation indicates that the proposed quarry will have an extraction rate of 30,000 cubic metres per year with an expected life of approximately 30 years. The actual traffic generation will vary depending on the demand for the quarried materials.

State Environmental Planning Policy (Mining, Petroleum Production and extractive industries) 2007 via Clause 16(2) requires that the Development Application be referred to Roads and Maritime Services for consideration prior to determination by the Consent Authority if the material extracted from the proposed quarry is to be transported on a public road.

Given the distance of the subject site from the nearby Newell Highway and the multiple access routes from the site to the highway it is not considered that the proposal will detrimentally impact on the Classified Road Network. The provision of safe access between the quarry site and roads accessible by the general public should be considered by the consent authority.

Transport for NSW has reviewed the Development Application based on the supporting documentation provided and would raise no objection to the proposed development.

Further to the above the Council in its assessment of the proposal may consider the following:

1. The quarry operator is to record and maintain a log of the extraction quantities and traffic movement in and out of the subject site. This log is to be kept on site and be available for inspection at the request of the consent authority.

Please be advised that under the provisions of the Environmental Planning & Assessment Act it is the responsibility of the Consent Authority to assess the environmental implications, and notify potentially affected persons, of any development including conditions.

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

**Please forward a copy of the Notice of Determination for this Development Application to the Land Use -TfNSW at the same time as advising the applicant.**

Yours faithfully



Per:  
Jonathan Tasker  
Acting Director South West





Lesley Duncan  
Manager Development & Regulatory Services  
Bland Shire Council  
PO Box 21  
WEST WYALONG NSW 2671

Dear Ms. Duncan

**DA2021/0034 – Extractive Industry - Hard Rock Quarry at 2060 Clear Ridge Road Wyalong**

Thank you for requesting Transport for NSW (TfNSW) review and comment on the subject development application (DA) via NSW Planning Portal (CNR-14097) on 29 October 2020. It is noted that the subject proposal was initially referred to Australian Rail Track Corporation (ARTC) on 19 October 2020 and was then redirected to John Holland Rail (JHR) which is the Rail Infrastructure Manager for the Country Regional Network (CRN).

The subject DA seeks approval for establishment and operation of a hard rock quarry on Lot 2 DP 727020, which is considered adjacent to the non-operational rail corridor from West Wyalong to Burcher in accordance with clause 85 of the *State Environmental Planning Policy (Infrastructure) 2007* (ISEPP). TfNSW is the rail authority for the rail corridors of the CRN for purpose of the ISEPP.

JHR has been appointed as the Rail Infrastructure Manager since 15 January 2012 to manage the CRN. TfNSW, in consultation with JHR, has reviewed the DA documents that were uploaded to the NSW Planning Portal on 28 October 2020 and provide comments in **TAB A**. In addition, if the application is to be approved, it is requested that the conditions of consent as outlined in **TAB B** be imposed to ensure that the proposed development is undertaken in a safe manner and will not have an adverse effect on rail infrastructure. The suggested conditions outlined in **TAB B** should not be amended, replaced or superseded by any subsequent submission provided by any other authority, without further discussion with TfNSW.

It is advised that submission in relation to road traffic impact would be provided if necessary. Our Land Use South West can be contacted at [development.south.west@transport.nsw.gov.au](mailto:development.south.west@transport.nsw.gov.au) in this regard.

Thank you again for the opportunity of providing advice for the above development application. If you require further information, please contact Billy Yung, Senior Transport Planner, at [billy.yung@transport.nsw.gov.au](mailto:billy.yung@transport.nsw.gov.au). I hope this has been of assistance.

Yours sincerely

18/11/2020

**Mark Ozinga**

Principal Manager Land Use Planning & Development  
Customer Strategy & Technology

CD20/08440

## TAB A – Comments on DA2021/0034

### Procedures for blasting operations in close proximity to the CRN infrastructure

#### Comment

It is noted that the Proposal consists of blasting operations occurring between 200m and 600m from the rail corridor.

#### Recommendation

JHR will undertake to assess each and every blasting operation to ensure that it has no long-term detrimental impacts on the assets, the future and current rail operations and safety in accordance with JHR's Blasting Guidelines. JHR advises the following:

- a. The applicant is required to submit an application to JHR for Approval In Principle (AIP) for JHR's endorsement and for TfNSW's approval with conditions/no conditions or non-approval.
- b. Once an AIP is obtained, a Blasting Risk Management Workshop will be held between representatives of JHR and the Applicant to develop and agree with a Risk Management Plan.
- c. Once a Risk Management Plan is agreed, a JHR Maintenance Superintendent will sign it off prior to a blasting operation.
- d. The relevant Maintenance Superintendent must be notified at least 7 days prior to the blasting operation.
- e. Once the blasting operation is performed, the applicant is required to carry out a post-blasting inspection of the rail corridor and to prepare an inspection report confirming that the rail track and the relevant rail infrastructure remain fit for traffic.
- f. Prior to a post-blasting inspection, the applicant is also required to submit an application to JHR for its endorsement and if endorsed, for TfNSW's approval in order to access the rail corridor for the post-blasting inspection. Once it is approved by TfNSW, the applicant is further required to enter into a licence on terms suitable to TfNSW in relation to the access to the rail corridor. Terms of the licence may include provisions which allow TfNSW to terminate the licence at any time, will require the licensee to pay an annual licence fee, obligates the licensee to comply with certain safety requirements specifically in relation to accessing the rail corridor to perform maintenance on the rail infrastructure (e.g. engaging rail protection officers) etc. The licence will require the applicant to hold relevant levels of insurance, bank guarantees etc. Further information can be found at <http://www.jhrcrn.com.au/what-we-do/property-services/third-party-work-enquiries/>.
- g. Any changes/damage to the rail infrastructure must be reported immediately to the relevant Maintenance Superintendent. Any costs associated with repairs should be fully borne by the applicant.
- h. Each blasting operation must be assessed in accordance with JHR's Blasting Guidelines on a case by case basis.

For avoidance of doubt, this letter does not constitute an approval from TfNSW in respect of any blasting operations.

## **TAB B – Conditions of Consent requested for DA2021/0034**

### **Procedures for blasting operations in close proximity to the Country Regional Network infrastructure**

The applicant must comply with JHR's Blasting Guidelines in respect of blasting operations.

#### *Reason for condition*

To ensure that blasting operations have no adverse impacts on the rail assets and infrastructure.

### **Cranes and Equipment**

The applicant must submit an application to JHR for approval of Transport Asset Holding Entity (TAHE) prior to any use of cranes and equipment (Equipment) in the air space over the rail corridor. In addition, use of Equipment must be in accordance with the AS 2550 series of Australian Standards, Cranes, Hoist and Winches, including AS2550 15-1994 Cranes – Safe Use - Concrete Placing Equipment.

#### *Reason for condition*

As referenced to the relevant standard and guideline (*TfNSW Standard – External Developments T HR CI 12080ST and Department of Planning – Development near Rail Corridors and Busy Roads Interim Guidelines*), it must be noted that cranes, concrete pumps or other equipment must not be used in airspace over the rail corridor when the equipment is in operation. When not in operation, cranes are permitted to 'weathervane' into the rail corridor subject to approval of the rail authority. It is advised that the applicant should contact JHR's Third party works team via [CRN.3rdpartyworks@jhq.com.au](mailto:CRN.3rdpartyworks@jhq.com.au) for more information.

### **Access to rail corridor**

Access to the rail corridor is strictly prohibited unless otherwise permitted in writing during construction and operation.

#### *Reason for condition*

To protect the rail assets and infrastructure.

File: DA201-0034	Action
Action Officer: MDS	(W)
REC'D	30 OCT 2020
Copy to:	Bland Shire Council

[REDACTED]  
[REDACTED]  
[REDACTED]  
West Wyalong  
NSW 2671

As a nearby resident I would very strongly object to the proposed Quarry on clear Ridge Road as we have a right to peace and quiet. Noise from Blasting would be unacceptable not to mention ground shaking.

Noise from reversing machinery i.e. beep, beep, beep, beep all day long is totally unacceptable, you need only go to neighbouring properties around the gold mine to hear the non stop beeping from machinery.

Dust is also an issue and there is not enough local water to be sufficient.

Roads are also not suitable for heavy truck use on a daily basis.

If they want gravel - get it from the mines. There is millions of tonnes going to waste out there - do a deal.

Apart from the fact it is a farming area, not an industrial area.

I also don't believe there would be enough material on that site to be a long term viable project.

Again as a nearby resident I strongly object to the proposed quarry on Clear Ridge Road.

Regards



**From:** [Council Records](#)  
**To:** [Council Records](#)  
**Subject:** Quarry clear ridge road .  
**Date:** Monday, 9 November 2020 10:21:24 AM

---

Dear Sir ,

Iam not happy with this development, I feel The route is inappropriate, the lane can't take this traffic , the quarry is located very close to a sealed road . I would have dust and blasting issues and 10 years is not a temporary quarry .

I was planning to build a house off Gordon's lane This would be a major problem , Gordon's is the High point on my property and the most appropriate place to build .

[REDACTED]

[REDACTED]

Sent from my iPhone

Council Records  
Records Management  
PO Box 21  
West Wyalong NSW 2671  
Ph: (02) 6972 2266  
Fax: (02) 6972 2145  
[council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)  
[www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)

Date: [20/11/2020](#)

Council Ref: DA2021/0034

Our Ref:

Bland Shire Council

PO Box 21

West Wyalong, NSW, 2671

Via email: [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)

**Re: Objection to DA2021/0034, Clear Ridge Quarry located at Lot 2 DP727020, 2060 Clear Ridge Road, Wyalong, NSW, 2671.**

The development application for the proposed Clear Ridge Quarry (Council reference: DA2021/0034) located at Lot 2 DP727020, 2060 Clear Ridge Road, Wyalong, NSW, 2671 is on public exhibition between 29 October 2020 and 27 November 2020. [REDACTED] object to the proposed Clear Ridge Quarry on the following grounds.

**Designated development is triggered**

The proposed development triggers designated development pursuant to Clause 19 of Schedule 3 of the Environmental Planning and Assessment Regulation 2000 (the Regulation) and therefore requires submission of an environmental impact statement (EIS) rather than a statement of environmental effects (SoEE). Clause 19 of Schedule 3 of the regulation states that designated development is triggered for Extractive industries:

- (b) that disturb or will disturb a total surface area of more than 2 hectares of land by—*
  - (i) clearing or excavating, or*
  - (ii) constructing dams, ponds, drains, roads or conveyors, or*
  - (iii) storing or depositing overburden, extractive material or tailings,*

Section 1.1 and 2 of the SoEE states that there will be a total disturbance area of 'approximately 2ha' and 2.3 states, 'The total size of the quarry would be 150m by 130m, containing 2 benches 10m wide by 10m high as shown in Figure 2-4. The total depth would be 30m.'

150m x 130m results in a quarry footprint of 19,500sqm (1.95ha). The internal access road from Gordons Lane to the quarry footprint is approximately 1km long. Assuming a width of 6m, the internal access road would result in a disturbance of approximately 6,000sqm. Therefore, the combined disturbance area of the quarry footprint and the internal access road is more than 20,000sqm (2ha) and as a result the development triggers designated development.

We also note that Figure 2.3 of the SoEE does not appear to make any allowance for additional disturbance areas for a site office, toilet facilities and water tank which would need to be established outside the quarry footprint and would increase the area of disturbance for the proposal. Furthermore, the SoEE proposes to strip and stockpile topsoil and overburden for use in the rehabilitation of the site. However, no designated area is identified. Based on our experience this is unlikely to occur within the proposed quarry footprint. Therefore, we assume that additional areas of disturbance for the stockpiling of topsoil and overburden and associated surface water management infrastructure (ie sediment basins, drains and bunds) should also be accounted for.

On this basis, the proposal in its current form should be withdrawn and the proponent required to request Environmental Assessment Requirements from the Planning Secretary pursuant to the Environmental Planning and Assessment Act 1979 (the Act).

### **Integrated Development**

The proposal is likely to trigger integrated development. The Protection of the Environment Operations Act 1997 identifies the scheduled activities regulated by the NSW EPA and Schedule 1 includes Clause 19 'Extractive activities' (which prescribes that extraction and processing of more than 30,000t/yr is a scheduled activity) as well as Clause 16 'Crushing, grinding or separating' (which prescribes an activity which has capacity to process more than 150t of materials per day is a scheduled activity). We anticipate that the proposal will process more than 150t/day to supply to the Solar Farm project with up to 1000t/day and therefore, integrated development is triggered because the proposal will be a scheduled activity under the Protection of the Environment Operations Act 1997. Alternatively, Council should impose a condition of development consent limiting the development to a maximum production of 150t/day.

### **Inaccurate information**

Section 1.1 of the SoEE refers to the site as being Lot 12 DP753081, when in fact it is Lot 2 DP727020.

### **Lack of detailed information about the resource**

At no point does the SoEE confirm what type of material the Extractive industry will extract. The proposal simply refers to the resource as a 'hard rock'. What type of material is proposed to be extracted? Will the material comply with the specifications required by the Solar Farm project and for road construction projects (including Council roads)?

### **Lack of sufficient detailed assessment – Noise, vibration, air quality, surface water and groundwater**

A detailed assessment of potential noise, vibration, air quality, surface water or ground water impacts has not been undertaken for the Extractive industry.

The proposal relies on assumptions that separation of 1km from sensitive receptors will be sufficient to avoid impacts and nuisance and that a water access licence (WAL) could be obtained if groundwater is intercepted. No site specific assessment has been provided to confirm that impacts and nuisance will not occur and no evidence has been provided that a WAL could be obtained. Furthermore, Section 4.3.3 of the SoEE identifies the closest sensitive receivers as being 2060 Clear Ridge Road and Lot 14 DP753081. However, it appears that the dwelling on Lot 10 DP753081 at 1049 Clear Ridge Road, Wyalong would be less than 1km from the proposed quarry footprint, raising the question of whether the SoEE has sufficiently assessed the potential impacts of the Extractive industry.

In the current format, the development does not trigger integrated development avoiding the need to hold an Environment Protection Licence from the NSW EPA. Therefore, Council will be the sole regulator of the Extractive industry. Without a full assessment against the relevant policies, guidelines and regulations, the community and Council have no certainty of the relevant background noise, vibration, air and water quality criteria against which compliance should be assessed and whether the proposal will cause a nuisance.

If the development proceeds in its current form, a full assessment of noise, vibration, air quality, surface water and groundwater impacts is necessary to provide sufficient information to enable Council as the assessing authority to fully consider the potential impacts of the development and determine conditions of consent to regulate the operation of the Extractive industry to ensure it does not result in nuisance to the community or impacts to the environment.

### **Lack of sufficient detailed assessment – Traffic**

The SoEE focuses on potential traffic impacts relating to delivery of material to the West Wyalong Solar Farm. However, the proposal seeks approval to supply not only to the Solar Farm but the general market at 30,000t/yr for 30 years at up to 1,000t/day.



The SoEE assumes that the Extractive industry would generate about 30 trucks per day or 3 per hour and that, 'Small quantities of aggregate may be supplied to other locations, depending on demand. It is expected that these vehicles will use the same access arrangements as that proposed for the West Wyalong Solar Farm, and shown in Figure 4-2:

- Light vehicles to travel along Gordon's Lane to Blands Lane and Clear Ridge Road
- Heavy vehicles to travel along Gordon's Lane to Blands Lane, Bodells Lane and the Newell Highway'

Section 4.2 of the SoEE provides minimal assessment of the potential traffic impacts of the Extractive industry and proposed to rely on the upgrades required under the West Wyalong Solar Farm. The traffic impact assessment for the Solar Farm would not have considered ongoing traffic generation of 62 truck movements per day or 6 trucks movements per hour on the Local and State road network for 30 years. Furthermore, the traffic impact assessment for the Solar Farm would not have consider the pavement impacts to the Local and State road network from the operation of the Extractive industry for 30 years.

A traffic impact assessment for the Extractive industry prepared by a suitably qualified person in accordance with the Austroads Guide to Traffic Management Part 12: Integrated Transport Assessments for Developments should support the subject application to adequately identify the potential impacts upon the surrounding road network to enable Council to prepare appropriate conditions of consent to regulate the ongoing operation of the Extractive industry for 30 years.

## Conclusion

██████████ support the establishment of Extractive industry in proximity to major projects to facilitate the efficient and effective use of the important natural resources supplied by Extractive industry operations (ie quarries). However, Extractive industry has the potential to cause nuisance to the community and impact on the environment if not carefully assessed and managed.

The information provided in the SoEE for the Clear Ridge Quarry is at times inaccurate, has been applied to the wrong parcel of land and lacks the necessary detailed specialist technical assessments to enable the community and Council to obtain a true understanding of the potential impacts of the proposal and formulate relevant conditions of consent that would regulate the ongoing operation of the Extractive industry for 30 years.

Furthermore, it is evident that designated development is triggered as the total area of disturbance for the Extractive industry will be more than 2ha and therefore, the development application should be withdrawn and resubmitted to follow the relevant assessment procedures under the Act. This would ensure that all the relevant specialist technical assessments are prepared in accordance with the relevant policies, guidelines and regulations by suitably qualified consultants.

Given the abovementioned inaccuracy in formally describing the subject land to which the application relates and the proposed land use, in conjunction with the deficiencies in identification and assessment of the impacts of the proposed use, including but not limited to the proposals categorisation as 'designated development' we reserve our right to appeal the determination of the application in accordance with clause 8.8 (2) of the EP&A Act 1979 whereby:

*(2) A person who duly made a submission by way of objection during the public exhibition of the application for development consent (an objector) and who is dissatisfied with the*

*determination of the consent authority to grant consent may appeal to the Court against the determination.*

If you require any further information regarding this matter, please do not hesitate to contact me.





27 November 2020

Erin Green  
Planning and Compliance Officer  
Bland Shire Council  
PO Box 21  
WEST WYALONG NSW 2671

Our ref: 12536708-23877-10  
Your ref:

Dear Erin

**DA2021/0034 - Extractive Industry - Hard Rock Quarry at 2060 Clear Ridge Road,  
Wyalong  
Response to submission**

Please find below a response to the submission dated 20 November 2020 regarding DA2021/0034:

**1 Designated development trigger**

Section 2.1 of the Statement of Environmental Effects (SEE) submitted with the DA correctly states that the final extraction area, if achieved, would be 1.8 ha. A typographical error appears in Section 2.3, and should have indicated that the final quarry footprint would have a dimension of 150 m by 120 m, equating to an area of 1.8 ha.

All overburden would be stored within the 1.8 ha extraction area. Stockpiles of quarried materials would be stored in the pit of the extraction area before being transported off site. Water management would consist of a low point within the extraction area.

The proposed access road would be approximately 950 m long and it was estimated to have a disturbance width of 2 m, making a total area of disturbance of 1,900 m<sup>2</sup>.

As mentioned in the SEE, the site office would be 6 m by 3 m in size, allowing area for a portable toilet (1 m<sup>2</sup>), rain tank (4 m<sup>2</sup>) and car park (54 m<sup>2</sup>), the total disturbance for facilities outside the extraction area would be 77 m<sup>2</sup>.

Based on the above, the total area of disturbance by the proposal would be 19,977 m<sup>2</sup>, which is less than the 20,000m<sup>2</sup> or 2 ha designated development trigger in Clause 19 of Schedule 3 of the *Environmental Planning and Assessment Regulation 2000*.

The exact dimensions of some of the areas above may alter during the development of the quarry (e.g., the extraction area may not be exactly measure 150 m by 120 m or the access road may not be 2 m wide) but the total disturbed area will remain less than 2 ha.

## **2 Integrated development**

It is possible the proposal would crush more than 150 tonnes of material per day, however, it will be unknown if this is required until extraction commences and demand is determined. If approved, the operation would not crush more than 150 tonnes of material per day, unless it has obtained an Environment Protection Licence.

## **3 Inaccurate information**

We confirm the correct property description for the purposes of the DA is Lot 2 DP 727020, as indicated on the figures which accompany the SEE. All references to Lot 12 DP 753081 should be ignored.

## **4 Lack of detail about the resource**

Reference to the Wyalong 1:100,000 Geological Sheet 8330 indicates that the site is underlain by Tertiary-aged materials, described as “*shallow slope colluvial plains and rises, some residual veneer, interfingers with inactive alluvial plains*”.

An old mine shaft and large borehole exist at the site. This allowed the lithology of the site to be observed and tested and confirmed that the material consists of weathered rock for about 3 m followed by a basalt rock which is considered suitable for road construction.

## **5 Lack of sufficient detailed assessment**

### **5.1 Noise and vibration**

The noise and vibration impacts have been now been assessed in detail in the Noise and Vibration Assessment (GHD 2020), submitted to Council recently.

### **5.2 Air**

The nearest sensitive receivers are dwellings located 1.8 km and 2.2 km away (the landowner reported no one has lived in the dwelling on Lot 10 DP753081, referred to in the submission, for over 20 years and is now derelict and uninhabitable). As described in the SEE, quarrying activities that have the potential to generate dust include excavation and loading, material processing and handling, trucks on unpaved roads and wind erosion.

General mitigation measures to be implemented onsite to minimise off-site dust impacts include ongoing watering of haul roads, and the use of water sprays on other sources of dust as required. Given the distance to receivers, the scale of the operations and general Australian air quality guidance, a detailed modelling assessment has not been undertaken.

GHD has undertaken a review of published Australian separation distance guidelines which outline recommended distances between industrial premises to operate without any impacts on sensitive land uses, even during unintended emission releases. While there is no specific guidance in NSW, the recommended separation distance for quarries (with crushing and blasting) in both Victoria and ACT is 500 m which is well within the distance to the nearest receivers at this site.

Air quality impacts from the quarry, with mitigation measures implemented, are not anticipated.

### **5.3 Surface water**

As mentioned in the SEE, there are no water courses or defined drainage lines on the site, so the risks to surface water are limited. The water would need to travel at least 2km, over land disturbed by agriculture, to reach a permanent water course. Regardless, to manage the potential for erosion and sedimentation, it is proposed to implement erosion and sediment controls in accordance with *Managing Urban Stormwater Soils and Construction – Volume 2e Mines and quarries* (Landcom, 2004). It is considered the likely impacts to surface water from the proposal are negligible.

### **5.4 Groundwater**

The nearest registered groundwater record is approximately 8 km to the east of the site. This indicates the water bearing zone is at a depth of approximately 28 m and then 68 m. This location is at an elevation approximately 20 m lower than the extraction site and therefore groundwater at the site is considered likely to be at a greater depth. The old mine shaft and borehole on site were inspected and no groundwater was observed, also indicating groundwater is unlikely to be intercepted.

As outlined in the SEE, if groundwater is intercepted, a water access licence would be required.

## **6 Traffic**

As mentioned in the SEE, at peak production (which is only expected to occur during the solar farm development) the maximum number of trucks would be 30 per day or 3 per hour. The proposed access would be the same as proposed for heavy vehicles associated with the West Wyalong Solar Farm development i.e., Blands Lane, Bodells Lane and the Newell Highway.

The West Wyalong Solar Farm development assessed the impact of up to 44 truck trips, 64 shuttle buses and 8 light vehicles using the above proposed access route per day during construction. It was estimated the West Wyalong Solar Farm development would generate little traffic on a daily basis during operation. The West Wyalong Solar Farm Environmental Impact Statement (EIS) concluded the level of traffic during construction and operation would have little, if any, impact on the existing level of service (LoS) or general operations of the proposed access routes. Regardless, as outlined in the SEE, there is a requirement for the West Wyalong Solar Farm development to upgrade the Newell Highway and Bodells Lane intersection.

As the proposal is primarily for the construction of the West Wyalong Solar Farm, it is considered any truck movements from the site for this purpose have been considered in the West Wyalong Solar Farm development and would not be additional to that identified in the EIS. Once the West Wyalong Solar Farm is operational and traffic numbers reduce, any traffic movements from the proposal would still be less than those assessed in relation to the West Wyalong Solar Farm, so the conclusions would remain the same i.e., the access route is suitable for the proposed minimal increase in traffic.

I trust the above satisfactorily responds to the items raised in the submission but if you require anything further, please contact the undersigned.

Sincerely  
GHD



**Ben Luffman**

## **Section 4 – Reports for Information**

**Recommendation:**

**That the following reports, provided for information only, be received and noted:**

- **8.13 Economic Development & Tourism Report – December 2020**
- **8.14 Community Services Report**
- **8.15 Bland Shire Library Monthly Update**
- **8.16 Children’s Services November Update**
- **8.17 Assets & Engineering Services Report**
- **8.18 Development Services Activity Report – November 2020**

## 8.13 Economic Development & Tourism Report – December 2020



### Our Prosperity - Growing our population and jobs

*DP14.2 Attract a diverse range of Visitors to the Shire*

*DP15.2 Continue ongoing engagement and communication with the Shire's existing industry and business including support for diversification and alternate industry or business*

*DP15.3 Lobby for and work with industry, government and education providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services*

*DP16.2 through partnerships with stakeholders foster our education, learning and training industry and increase employment opportunities within the Shire*

**Author:** General Manager and Tourism Administration Officer

### ECONOMIC DEVELOPMENT

#### Why Leave Town Statistics

	Nov 20	Nov 2019 - Nov 2020
Number of Loaded Cards	74	1,934
Load Value	\$4,795	\$92,452
Number of Redemptions	249	1,462
Value of Redemptions	\$7,218	\$49,732

#### Riverina RDA Forum 19.11.20

The General Manager attended this Forum held at the new Whitton Malthouse. The promotional flyer is attached. This was a good opportunity for networking with other EDO's from within the Riverina and to learn what other councils in this region are experiencing in respect to economic development.

#### Country Change 2021

The preliminary promotional video has been shot involving a local family who moved to West Wyalong for a 2 year period and who have now been here for 11 years and who have no intention of leaving. A link to the final version of the video will be distributed to all councillors when ready.

#### Regional Job Creation Fund

This is an initiative of the NSW Government with the objective to support economic recovery and resilience by activating, bringing forward or attracting investment in regional NSW by co-funding business projects that create at least five new jobs. Applications close on 14 May 2021 thus allowing time for the identification of potential applicants within the Bland Shire.



### **Inland Rail Project Inquiry**

Council is in receipt of advice that the NSW Legislative Assembly Committee on Investment, Industry and Regional Development is conducting an Inquiry into the Inland Rail Project and Regional NSW. The closing date for submissions is 5 February 2021 and the General Manager will consider if a submission from Council would be worthwhile based on what impact, if any, this project may have on the Bland Shire.

### **West Wyalong Business Park**

A report has been submitted to the December 2020 Council meeting regarding a review of the pricing of land within the new business park. The objective of reviewing this pricing is to attract new or expanding businesses to establish themselves within this new precinct. Based on Council's decision on this matter any prospective businesses will be contacted with a view of a renegotiation of land purchases.

## **TOURISM**

### **Visit Riverina Social Media Competition**

The Riverina Social Media Sub Committee, consisting of Board Directors Tiffany Thornton, Miriam Hewson, Marina Uys and Matthew Pete, launched a Visit Riverina Social Media Competition that started mid-November and runs for 5 weeks.

Members of the public were asked to submit photos each week according to the topic for that week and use the #visitriverina.

Topic for each week:

- Week One Monday 16<sup>th</sup> November to Sunday 22<sup>nd</sup> November - Topic Water
- Week Two Monday 23<sup>rd</sup> November to Sunday 29<sup>th</sup> November – Topic Art, Culture and Heritage
- Week Three Monday 30<sup>th</sup> November to Sunday 6<sup>th</sup> December – Topic Food and Drink
- Week Four Monday 7<sup>th</sup> December to Sunday 13<sup>th</sup> December – Topic Outdoor Adventure
- Week Five Monday 14<sup>th</sup> December to Sunday 20<sup>th</sup> December – People's Choice – Photo with the overall most likes, shares, comments

The aim of the competition was to increase followers on The Riverina Facebook and Instagram page, to increase exposure and to increase the photo library for The Riverina.

The Riverina Social Media Sub Committee meets every Monday afternoon throughout the competition to decide the winner.

## Bland Bulletin

The Visitor Information Centre produced the Bland Bulletin for December with plenty of events coming up. The Bulletin was distributed to all accommodation and food outlets.

**The Bland Bulletin**

**Events - December 2020**

*Brought to you by Business West Wyalong*

*and The Bland Shire Council*

*Shop Local This Christmas*

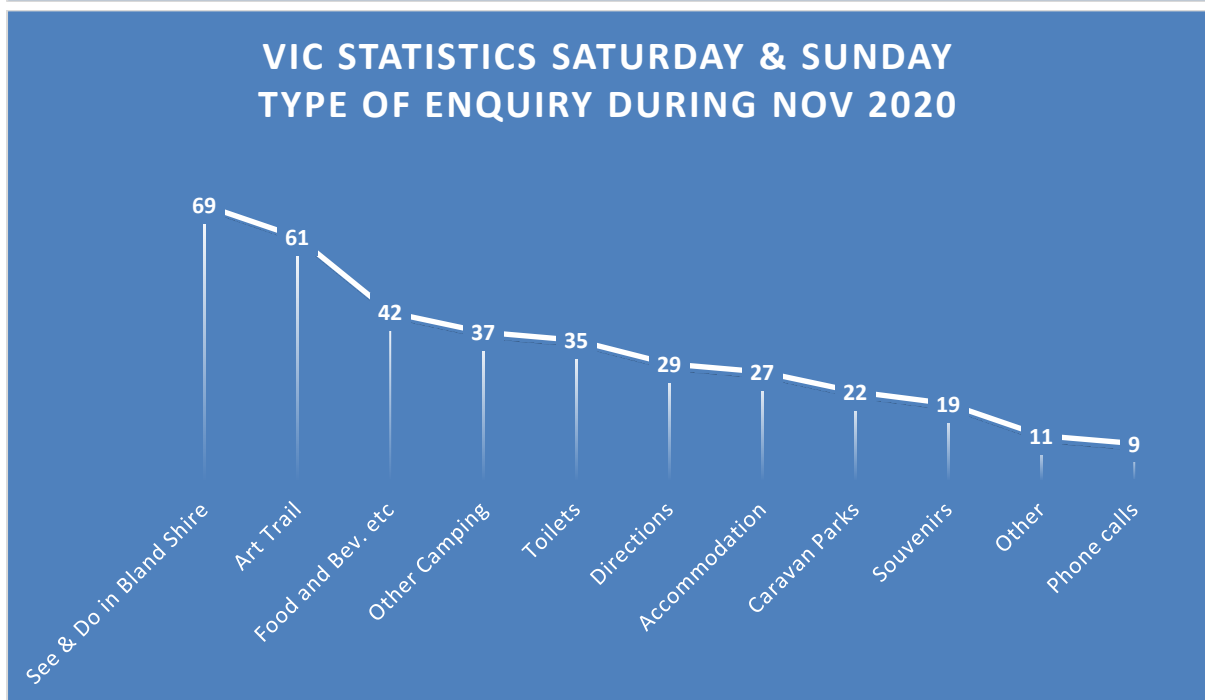
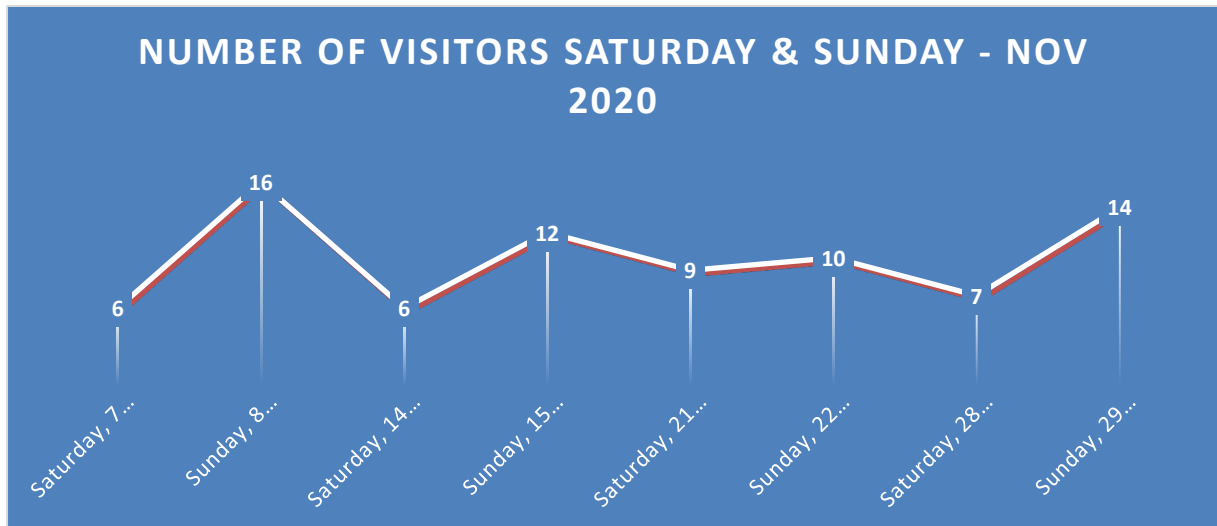
WEDNESDAY 2ND AND TUESDAY 8TH  
DECEMBER  
WEST WYALONG MAIN STREET  
5PM TILL 9PM

LATE NIGHT SHOPPING - FOOD - PRIZES - SANTA  
VISIT - ELF HUNT - STREET STALLS - AND MORE

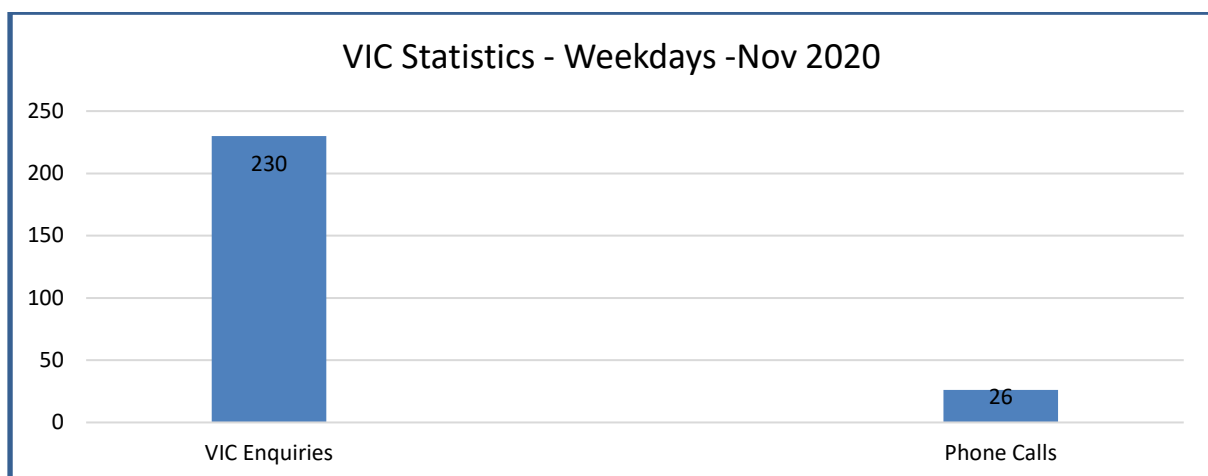
Bland Shire Visitors Information Centre  
6 Shire Street, West Wyalong, NSW, 2671  
Tel. 6979 0272

BLAND SHIRE COUNCIL  
*west wyalong*

**Visitor Centre Statistics:**



*Other camping refers to free camping  
Other included questions about Lake Cowal, Barmedan Mineral Pool, events and markets.*



# RDA Riverina Economic Development Officer Forum 2020

AusIndustry and RDA Riverina are partnering to present four guest speakers who will provide new insight, innovation and opportunity for COVID recovery in the business and tourism sector. Join us at the last forum for 2020 at Whitton Malt House and be inspired by the entrepreneurial spirit in the Western Riverina.



**Polly Hemming**  
*Climate Active*

Polly is the Communications and Engagement Manager for the Climate Active Carbon Neutral Initiative



**Keith Tulloch**  
*Keith Tulloch Wine*

Keith Tulloch Wine is the first certified Carbon Neutral winery in the Hunter Valley. The winery and wines are certified under the Australian Government's 'Climate Active' program which means that the business and the wines create zero net carbon emissions from grape to glass.



**David Herman**  
*AXSIA Organisation*

David is a founder and Executive Director of AXSIA Pty Ltd, a multi-discipline investment advisory firm specialising in the hotel, tourism and leisure sectors



**Belinda King**  
*King Events*

Belinda King and Andrew Conkey launched King Events in 2006, following careers in hospitality in Sydney, London and Scotland. King Events now deliver a diversity of events across Australia

**Date**

**Thursday 19th November  
9:30am - 3pm**

**Location**

**Whitton Malthouse  
783 Whitton-Darlington Point Road  
Whitton**

**Cost: \$50**

**RSVP 12th November 2020**

*Due to COVID restrictions on numbers in attendance, the forum will be facilitated face to face and livestreamed. **Priority for attendance at the venue will be given to those who register and pay early.***



An Australian Government Initiative

## 8.14 Community Services Report



**Our People - A Strong, healthy, connected and inclusive community**

*DP3. Nurture a strong sense of community and enrich the cultural life for the residents of the Bland Shire*

**Author:** Community Relations Officer and Community Development Officer

### **Resources for Regions Grant Funding**

More than \$2 million is being invested in local infrastructure upgrades within the Bland Shire under the Resources For Regions program which will see a total of 5 major project funded including –

An upgrade to the West Wyalong Aerodrome including construction of a wildlife exclusion fence surrounding the West Wyalong aerodrome and installation of fuel depot - \$606,173

An upgrade to the West Wyalong Recreation Ground with works including resurfacing the netball courts at the Park Street Recreation Ground, renovation of the cricket nets, sports lighting upgrade and fencing - \$485,000

The development of The Coinda Waters Canoe Circuit, which will involve extending the circuit and widening the existing channel - \$350,000

The West Wyalong Harness Racing Club Refurbishment to revitalise the Club's facilities \$354,763

West Wyalong Golf Course Rejuvenation and Sustainability Project including drought proofing the West Wyalong golf course and adjacent bowling greens - \$299,236

The completion of these projects will provide vast benefits to the residents of the shire, greatly improving the liveability of the community and making the shire a much better place for both residents and tourists alike.

### **'Not so Fairy' Garden**

Coinda Park is fast becoming a super family friendly outdoor recreation space with a multitude of activities to engage with and things to see and enjoy. The latest upgrade to the precinct is the Not so Fairy Garden which has been established as an outdoor recreation space for children to enjoy. The space includes a wood-chipped play area, a matchbox car track, a construction play zone and a fairy garden. The spaces has proven to be hugely popular with the local community with many children and family utilising the space regularly.



### **Village Pump Tracks**

Following the success and popularity of the existing village pump track, two additional pump tracks for the villages of Ungarie and Barmedman have been ordered and are due for arrival and installation in the New Year. The existing track will remain permanently in the village of Weethalle whilst the new tracks will remain permanently in Ungarie and Barmedman, providing some much needed entertainment and outdoor activity for the youth in each of the villages.

### **West Wyalong Skate Park Extension**

The structural extensions to the West Wyalong Skate Park have now been completed with the park safe for use by young people and families. The extension to the skate park has already proved to be hugely popular with young people and is expected to remain so into the future.

The park will close for a short period in the future to accommodate the installation of a shade structure, a seating area and table and a drinking fountain and the completion of landscaping works in the area.



### **Australia Day**

Plans are in place to host a Covid Safe Australia Day event for 2021. Whilst things might look different from previous years, the event will ensure all nominees have the opportunity to be recognised and receive the appreciation and gratitude they deserve. More information about the nature of the upcoming 2021 Australia Day celebrations will be released in the New Year.

## 8.15 Bland Shire Library Monthly Update



**Our People - A Strong, healthy, connected and inclusive community**

*DP3.4 Foster a community learning culture optimising our physical and virtual spaces*

Author: Library Services Coordinator

### **Covid-19 Restrictions Update**

From Monday 7 December, the 4 m<sup>2</sup> social distancing rule has been halved to 2 m<sup>2</sup>. This change will increase capacity for program delivery by enabling twice as many people into available library spaces. However, the current limit of 30 attendees at library programs remains in force.

### **Pals of the Pen**

Due to the recent easing of restrictions, the library's Pals of the Pen writers group has been invited to meet in the library on Friday 18 December 2020 at 10.30am. This will be the first time since April that the group has met. The meeting will primarily be a pre-Christmas get together with the group to reconvene in February 2021.

### **Christmas / New Year Closure**

Bland Shire Library will close at 5pm on Wednesday 23 December 2020 and re-open at 10am on Monday 4 January 2021.

During the closure period, library items can still be returned via the library's after-hours chute or renewed online by visiting [rfl.nsw.gov.au](http://rfl.nsw.gov.au) and accessing member services using your membership number eg. R000001 and birth date (dd/mm/yyyy). While fines are no longer applicable, items can only be renewed prior to their due date.

Bland Shire Library staff would like to take this opportunity to wish the Councillors and all Council staff a Covid-safe Christmas and a happy, healthy and prosperous New Year. If travelling over the Christmas holiday period, please take care and stay safe on our roads.

### **Tech Savvy Seniors**

Due to Covid-19 restrictions and the impending Christmas period, the library has postponed its Tech Savvy Seniors technology lessons until the New Year with a start date to be scheduled in February 2021. In the interim, the library is taking the names of those people interested in attending sessions, which will occur over a ten-week period. At this stage, there has been a positive response from the community. A schedule is being forwarded to those people who have registered.

### **Summer Reading Club**

The library's SRC 40-Day Challenge has had a good start with 45 children registering prior to the official start date of December 1. It is anticipated however that more children will register over the coming weeks prior to 5pm Wednesday 23 December. The aim of the program is to encourage school children aged 5 – 16 years to read over the summer break. Participants receive a reward for every 10 days that they read, up to 40 days. Rewards include lucky dips, Holland Park pool slide and kiosk vouchers, What's Cookin milkshake and cake gift cards, Why Leave Town gift cards and books. Additional activities include a Lolly Guessing competition and Bingo Mini Challenge.



### **Christmas Storytime**

The library's Christmas Storytime to be held in the Council Chambers on Thursday 10 December at 10am is fully booked. A second session will be held on the same day in the afternoon at 2pm pending more bookings.

### **Statistics – November 2020**

The library remains committed to ensuring that the Bland Shire remains Covid free by following the NSW Health Covid-19 Safety Plan for Libraries. Consequently, this has impacted on the library's day-to-day operations and ensuing statistics.

- 86 Information Requests
- 208 Customer Service Requests – this figure includes 23 technology assists
- 99 Computer Usage
- 7 requests for Wi-Fi (ie. mobile device users)
- 256 Visitor Information Requests – this figure relates to normal library opening hours only and includes 26 telephone requests
- 48 children utilised the StorytimePOD in the library during November
- 8 members of the library's Day Book Club group met in November at What's Cookin
- 13 members of the library's Knit and Knatter group met in November in the Council Chambers

*NB. The above statistics are collected manually and may not be exact. However, the above figures are deemed a fair and reasonable indicator.*

- 2416 people through the door
- 1346 library items issued
- 88 library items reserved
- 11 new members

*NB. The above statistics are collected electronically via Libero (LMS) and RFID Technology and are deemed accurate.*

## 8.16 Children's Services November Update



Our People - A Strong, healthy, connected and inclusive community

*DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resources Unit, Vacation Care and Toy Library services)*

**Author:** Children Services Coordinator

### **Recruitment**

Current Children Services Unit educators have had the opportunity to apply for permanent Educator positions along with expression of interest forms for available work hours in 2021.

### **Staff Training**

Vacation Care educators are completing the OSHC Quality Development Program.

Children Services Unit educators have completed Part 3 of the Pyramid Teacher Training presented by Kurrajong Therapy Plus.

Children Services Unit educators have completed Bullying and Harassment-training.

Family Day Care Coordination Unit staff participated in a webinar explaining the new Quality Ratings initiative that will start in January.

### **It Takes A Village**

- Program Logic documentation has been prepared with assistance from Department of Communities and Justice.
- The Program Leader has collated program data in preparation for the commencement of Data Exchange (DEX) reporting requirements.
- Weekly Christmas resource/craft packs have been distributed to Bland Shire families.
- The ITAV Facebook page provided updates on resource packs, planned session visits and child development information relevant to families
- Staff have researched and devised enrolment forms and information flyers ready for new and updated ITAV information packs.
- All community members with outstanding Toy Library borrowed items have been contacted to return by the due date in preparation for yearly stocktake.
- ITAV visited Tallimba, Weethalle and West Wyalong for sessions with nil attendance. Feedback from regular attendees is to begin sessions/visits as they were prior to Covid-19. This is planned to commence in early 2021.
- ITAV staff have undergone maintenance and cleaning of Toy Library items.

### **Mobile Resource Unit**

Ungarie Preschool/LDC and Friday Preschool children are continuing Children Services Unit Covid safe practices until further notice. Due to these precautions adjustments have been implemented to ensure families are receiving a quality program and care for their children. This includes Christmas family events and celebrations which take place annually. To replace the live concert held at West Wyalong Services Club, educators are providing families with a recorded concert for the children to watch and enjoy in the safety and comfort of their home.

Educators are liaising with the Ungarie Central School Kinder/1 Teacher to ensure the children attending 'Big School' in 2021 have a smooth and settled transition.

Children are beginning to complete Christmas craft. Educators are busy preparing and organising Christmas activities, festivities and games to enjoy with the children while staying cool in the heat.

With the assistance of Ungarie Preschool/LDC, a child who attends Ungarie Preschool is attending speech pathology via telecare. These sessions are a follow-up from their Royal Far West consultation.

### **Playgroup**

Educators are continuing the Virtual Playgroups for Playgroup families. Educators have noted the popularity of themes and activities provided in packs. To conclude our Virtual Playgroup Sessions for 2020, MRU have invited 'Santa' to read a Christmas story and send a Christmas message to all the Playgroup children and their families.

### **Vacation Care**

Educators are busy preparing the activities programmed for the upcoming Vacation Care program to be held from Thursday 17<sup>th</sup> to Wednesday 23<sup>rd</sup> December 2020. Vacation Care bookings are filling and educators hoping the program will be at maximum capacity by the end of the term.

### **Bland Preschool**

#### **Preschool Incursions / Events:**

- Filming of end of year concerts
- Yoga sessions Week 5, 6 & 7
- Lake Cowal Conservation Centre visit – Week 3 & 4

Individual classroom meetings were held in Week 4.

Bland Preschool is hosting a university practicum Bachelor Teaching student during Term 4. 2021 enrolments are very positive with limited vacancies available. Administration staff are busy entering all data into our system whilst service leaders are busy finalising 2021 staffing.

Inclusion Support applications for three children enrolled for 2021 have been submitted to help support these children within the classroom.

### **Bland / Temora Family Day Care**

- The Support Officer has been working on adding extra Child Protection information to our Prospective Educator process with all household members over 18 to provide a Police Check along with their Working With Children Check.
- Educators were given information regarding free training on teaching children protective behaviours through 'The Safe Series'. The FDC Support Officer completed this training.
- The Coordination Unit have developed a Child Protection Kit for all Educators and household members, providing information on signs to look for regarding child abuse and how to report concerns.
- The Book Fair was finalised with a total of \$69.50 raised.
- The Gowrie Inclusion Support Funding Service Review has been completed.
- A Senior Field Officer from the Early Childhood Education Directorate visited Family Day Care on the 24<sup>th</sup> November. A Temora Educator and West Wyalong Educator were visited before the Senior Field Officer spent a couple of hours in the FDC Coordination Unit office reviewing our practices. Staff were very happy with how the visit went.

## 8.17 Assets & Engineering Services Report



**Our Places - Maintain & improve the Shire's assets & infrastructure**

*DP9.1 Responsibly manage asset renewal and maintenance for current and future generations  
DP9.4 Maintain parks, ovals and recreational facilities to approved standards*

**Author:** Director Technical Services

### **1. Council Road Crew Locations Week Commencing 2.11.2020**

- Graders
  - Nobbys Lane
  - Sullivans Lane
  - Quiltys Corner
  - Sandy Creek Road
  - Golden Hills Road
- Gravel Carting
  - Deans Pit
- Maintenance Crews (Bobcat/Backhoe)
  - Shire Roads

### **2. Council Road Crew Locations Week Commencing 9.11.2020**

- Graders
  - Nobbys Lane
  - Thulloo Road
  - Quiltys Corner
  - Sandy Creek Road
  - Golden Hills Road/Ungarie
- Gravel Carting
  - Barrons Pit
- Maintenance Crews (Bobcat/Backhoe)
  - Shire Roads

### **3. Council Road Crew Locations Week Commencing 16.11.2020**

- Graders
  - Hollands Lane
  - Thulloo Road
  - Quiltys Corner
  - Sprys Lane
  - Ungarie
- Gravel Carting
  - Barrons Pit
- Maintenance Crews (Bobcat/Backhoe)
  - Shire Roads

#### **4. Council Road Crew Locations Week Commencing 23.11.2020**

- Graders
  - Hollands Lane
  - Gibsonvale Road
  - Harts Lane
  - Jillet Road
  - Ungarie
- Gravel Carting
  - Barrons Pit
- Maintenance Crews (Bobcat/Backhoe)
  - Shire Roads

#### **5. Council Road Crew Locations Week Commencing 30.11.2020**

- Graders
  - Nobbys Road
  - Gibsonvale Road
  - Lewes Road
  - Jillet Road
  - Ungarie
- Gravel Carting
  - Deans Pit
- Maintenance Crews (Bobcat/Backhoe)
  - Shire Roads
- Wet Grading
  - Spry's Lane
  - Pursehouse Lane
  - Jillet Road
  - Wykes Lane
  - Tyndalls Lane
  - Yithan
  - Mooney's Lane
  - Meaghers Lane
  - Wargin Road
  - Cross Lane
  - Paynes Road
  - Johnstons Lane
  - Hart Lane
  - Clements Lane
  - Golden Hills

#### **6. Village maintenance**

- All parks mown and tidied
- Village main streets swept and rubbish removed
- Trees trimmed and fallen branches picked up
- Village entrances and streets mown and trimmed
- All village park play grounds inspected for safety
- Irrigation checks repairs carried out at Barmedman, Tallimba, Ungarie and Mirrool
- Storm damaged trees trimmed or removed

## **7. Park maintenance**

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained and sprinklers repaired
- Maintenance to Herridge park, Cooina park, Wyalong court house
- Lawn and monument cemetery maintenance works carried out
- Public amenities cleaned and maintained
- Playground inspections completed
- Graves back filled at cemetery and tanks pumped out
- Christmas trees erected at McCann park and Wyalong museum

## **8. Ovals maintenance**

- Maintenance to sporting ovals and surrounds
- Irrigation checks carried out on all ovals and surrounds
- Broad leaf weeds sprayed at all sports grounds
- Gypsum and fertiliser spread
- Pump filters cleaned and maintained

## **9. Town maintenance**

- Star lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered as needed
- Main street gardens weeded and watered
- Small pot holes repaired in roads
- Clean out town drains
- Aerodrome slashing inspections and maintenance work carried out
- Back filled low areas on nature strips
- Street sweeper operating in town and villages
- Pre-school maintenance carried out
- Dog park work carried out
- Spraying aerodrome and town areas
- Remove fallen and damaged trees after storm
- Ungarie main street patches

## 8.18 Development Services Activity Report – November 2020



*Our Leadership - A well run Council acting as the voice of the community*

*DP17 Lead the community by example with sustainable, effective, efficient and customer focused practices*

**Author:** Manager Development & Regulatory Services

### PLANNING AND BUILDING ACTIVITIES UPDATE

#### Development Applications

The Council has received the following Development Applications during November 2020:

Application No.	Address	Development
DA2021/0052	9 Boundary Street, West Wyalong	Swim Spa / Plunge pool
DA2021/0053	169 Railway Road, West Wyalong	New Storage shed
DA2021/0054	73 Park Street, West Wyalong	Public Recreational Facility (Tennis club house, viewing area & amenities block)
DA2021/0055	34 Creswell Street, West Wyalong	Alterations & additions to dwelling
DA2021/0056	88 Main Street, West Wyalong	Residential Multi-Unit dwellings
DA2021/0059	52 Russell Street, West Wyalong	New residential single storey dwelling
DA2021/0060	556 Calleen Lane, West Wyalong	New storage shed
DA2021/0061	27 Lone Pine Road, West Wyalong	New storage shed, canteen facilities & amenities block

The following DA applications were approved during November 2020:

Application No.	Address	Development	Approval Date
DA2021/0021	82 Ungarie Road, West Wyalong	Subdivision (Creation of 49 Lots, Public Reserve & new roads) demolition & tree removal	17/11/2020
DA2021/0036	28 Operator Street, West Wyalong	Storage shed	3/11/2020
DA2021/0037	53 Court Street, West Wyalong	Alterations & additions to dwelling & new storage shed	10/11/2020
DA2021/0039	14 Hyde Street, West Wyalong	Removal of one (1) tree	2/11/2020
DA2021/0040	28 Shire Street, West Wyalong	Residential Multi-Unit dwellings – Housing (Three [3] units)	24/11/2020

DA2021/0042	202-210 Main Street, West Wyalong	Alterations & additions to commercial building, partial demolition & relocation of pylon sign	20/11/2020
DA2021/0043	69 Main Street, West Wyalong	Change of use – Vehicle repair station	17/11/2020
DA2021/0044	6 Gelling Street, West Wyalong	New single storey residential dwelling	10/11/2020
DA2021/0045	155 Humby Road, Kamarah	New single storey residential dwelling & demolition of an existing dwelling	24/11/2020
DA2021/0046	28 Echo Lane, West Wyalong	Subdivision ( Creation of one [1] additional Lot)	5/11/2020
DA2021/0047	57 Gilbert Street, Wyalong	New single storey residential dwelling & storage shed	25/11/2020
DA2021/0049	19 Perseverance Street, West Wyalong	Alterations & additions to dwelling including partial demolition of dwelling	24/11/2020

### Building Inspections

The following inspections were carried out by Council during November 2020:

Inspection Type	Number
Pre-Lodgement	1
Site	14
Pier Holes	0
Strip Footings	1
Slab/Coping	1
Frame	7
Hot & Cold	1
Wet Areas	5
Drainage/Plumbing	9
Stormwater	9
Final	7

### PUBLIC HEALTH ACTIVITIES UPDATE

#### Food Premises

Council staff undertook 32 food premises inspections during November 2020. No major breaches were identified during these inspections.



## REGULATORY ACTIVITIES UPDATE

### Dog Attacks

There were no dog attacks reported during November 2020. Resulting in no infringement notices being issued.

### Companion Animal Seizure and Impound Activities November 2020

<b>Seizure Activities:</b>	<b>Dogs</b>	<b>Cats</b>
Seized	2	5
Returned to Owner	2	0
<b>Impounding Activities:</b>	<b>Dogs</b>	<b>Cats</b>
Animals in pound at start of month	2	5
<b>Incoming Animals</b>		
Transferred from Seizure Activities	0	5
Dumped at Pound	13	9
Surrendered	0	0
<b>Total Animals in Pound</b>	<b>15</b>	<b>19</b>
<b>Outgoing Animals</b>		
Released to Owner	0	1
Euthanased	0	7
Rehoused	14	1
Sold	0	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
<b>Total Animals Leaving Pound</b>	<b>14</b>	<b>9</b>
Animals in Pound at end of Month	1	10

## **NOTICES OF MOTIONS / QUESTIONS WITH NOTICE**

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