



Bland Shire Council
Business Paper
Ordinary Council Meeting
19 May 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

- 1st - Do I have private interest affected by a matter I am officially involved in?
 2nd - Is my official role one of influence or perceived influence over the matter?
 3rd - Do my private interests conflict with my official role?

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

Agency Advice

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

| Contact | Phone | Email | Website |
|----------------------------|---|--|--|
| Bland Shire Council | 6972 2266 | council@blandshire.nsw.gov.au | www.blandshire.nsw.gov.au |
| ICAC | 8281 5999 Toll Free: 1800 463 909 | icac@icac.nsw.gov.au | www.icac.nsw.gov.au |
| Office of Local Government | 4428 4100 | olg@olg.nsw.gov.au | www.olg.nsw.gov.au |
| NSW Ombudsman | 9286 1000 Toll Free: 1800 451 524 | nswombo@ombo.nsw.gov.au | www.ombo.nsw.gov.au |

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 |
| LCCMCAC | 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 |



Council Meeting Agenda

19 May 2020

commencing at 6:30PM

Council advises that an audio recording of the proceedings of this meeting will be taken and made publicly available on the website. It should be noted however that the recording quality will be affected due to the COVID-19 social distancing requirements.

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
Director Corporate & Community Services - Alison Balind
Executive Assistant – Julie Sharpe

2.2 Apologies

2.3 Applications for a leave of absence by Councillors

3.0 CONFIRMATION OF MINUTES

3.1 Ordinary Meeting held on 21 April 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)

6.1 Annual Performance Review of the General Manager

The annual performance review of the General Manager, Mr. Ray Smith, was undertaken on 12 May 2020, in accordance with Section 7 of his employment contract, and was conducted by members of the Review Committee being, the Mayor and Councillors Baker, English and Lord.

The review is based on assessment of three sections as detailed below with a four- point rating scale of A – Exceeds Expectations, B – Meets Expectations, C – Further Development Required, D – Unsatisfactory.

PART 1 – MANAGERIAL OBJECTIVES

This part deals with the day to day management responsibilities.

PART 2 – SPECIFIC PROJECTS

This part deals with the progress / completion of specific projects that were previously identified by the Performance Review Committee.

PART 3 – PERSONAL LEADERSHIP BEHAVIOURS

This part deals with the General Manager's personal conduct and behaviour in the position of General Manager.

I am very pleased to report that Mr. Smith again received a very high and satisfactory rating, scoring A's and B's across all areas.

In accordance with Clause 8.5 of Mr. Smith's employment contract, he is entitled to an automatic increase equivalent to any percentage increase determined by the Statutory and Other Officers Remuneration Tribunal (SOORT) which this financial year is 2.5%.

Clause 8.3 of the contract also allows council to determine a further increase subject to his performance and while Mr. Smith is worthy of an additional bonus he has again offered to forgo such a bonus. However, Mr. Smith is seeking a 12 month extension of his current contract to coincide with the 12 month deferment of the local government elections.

Council will recall that when considering Mr. Smith's previous renewal of his contract it was to terminate in January 2021. But it was Council who requested that he extend the term to 30 June 2021 to allow time for new councillors to become familiar with council operations and for him to facilitate a smooth transition into a new term of Council and to finalise the IP&R requirements, including the new council's first budget, in accordance with OLG legislation. Mr. Smith readily agreed to Council's request.

It only seems logical that the same arrangements are implemented, to coincide with the 12 month extension of the current term of Council.

This was Mr. Smith's tenth annual performance review with the previous nine consecutive reviews resulting in a very positive outcome where he consistently scored A's and B's across the range of tasks and responsibilities.

Bland Shire Council, for the first time, will have a genuine surplus budget, taking into account all depreciation costs. This outcome has occurred under the leadership of Mr. Smith as was the receipt of the prestigious AR Bluett Award along with a number of local government excellence awards for various projects initiated and completed under Mr. Smith's watch.

I believe that Mr. Smith has also capably led the staff and council during the Covid-19 pandemic, meeting all legislative requirements while maintaining a positive attitude amongst the staff during these trying times.

Consequently, I am recommending an extension of Mr. Smith's current contract, under the same terms and conditions, to 8 July 2022. This recommendation is being made with the full support of each member of the general manager's review committee.

Recommendation:

- 1. That the General Manager, Mr. Ray Smith is congratulated on his successful and positive annual performance review and that a 2.5% increase in his Total Remuneration Package is approved, effective from the 17 May 2020, being the anniversary of his commencement date with Council.**
- 2. That Mr. Smith's current contract be extended, under the current terms and conditions, to 8 July 2022, to coincide with the deferment of the 2020 local government elections.**

7.0 REPORTS OF COMMITTEES

8.0 REPORTS TO COUNCIL

Section 1 - Office of the General Manager

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| 8.1 | Review of the Operations of REROC and RIVJO | 68 |
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Section 2 – Corporate & Community Services

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| 8.3 | Budget Review – March 2020 | 77 |
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| 8.5 | Adoption Of Financial Reserves Policy | 105 |

Section 3 – Technical Services

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| 8.6 | Local Strategic Planning Statement | 111 |
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Section 4 - Reports for Information

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| 8.7 | Economic Development & Tourism Report – April 2020 | 157 |
| 8.8 | Community Services Report | 159 |
| 8.9 | Bland Shire Library Monthly Update | 161 |
| 8.10 | Children’s Services Monthly Update | 164 |
| 8.11 | Bland Community Care Services Update | 167 |
| 8.12 | Assets & Engineering Services Report | 168 |
| 8.13 | Development Services Activity Report – April 2020 | 170 |

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

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

| Committee | Date/s | Minutes attached |
|---|---|------------------|
| Australia Day Awards Committee of the Whole <i>(Whole Council)</i> | | |
| Australian Rural Roads Group Inc <i>(Mayor Monaghan, Cr McGlynn - alternate, Cr Thomas - alternate)</i> | | |
| Bland Rural Fire District Zone Liaison Committee <i>(Cr Keatley)</i> | | |
| Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Baker)</i> | | |
| Community Reference Group <i>(Whole Council)</i> | | |
| Country Mayors Association of NSW <i>(Mayor Monaghan)</i> | 29 th May 2020 | |
| Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Monaghan, Cr Thomas - alternate)</i> | 3 rd June 2020 | |
| Goldenfields Water County Council Board <i>(Cr McGlynn)</i> | 23 rd April 2020 25 th June 2020 | ✓ |
| Audit, Risk & Improvement Committee | 10 th March 2020 2 nd June 2020 | ✓ |
| Lachlan Valley Noxious Plants Advisory Committee <i>(Cr Crowe)</i> | | |
| Local Traffic Advisory Committee | | |
| Murrumbidgee Primary Health Network Board <i>(Cr Monaghan)</i> | | |

| | | |
|---|---|--------|
| Newell Highway Taskforce <i>(Cr Lord)</i> | 11 th February 2020 12 th May 2020 | ✓ |
| NSW Association of Mining & Energy Related Councils (MERC) <i>(Cr McGlynn, Cr Thomas - alternate)</i> | 7 th & 8 th May 2020 August 2020 | |
| NSW Public Libraries Association <i>(Cr Wyse)</i> | | |
| Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Monaghan)</i> | 23 rd April 2020 25 th June 2020 | ✓ |
| Riverina Joint Organisation <i>(Mayor Monaghan)</i> | 27 th February 2020 23 rd April 2020 25 th June 2020 | ✓ ✓ |
| Riverina Regional Library Advisory Committee <i>(Cr Wyse)</i> | 22 nd April 2020 | ✓ |

Recommendation:

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

The meeting commenced at 2.00pm

PRESENT

Cr D Palmer, Cr G Armstrong (via video conference), Cr B Callow (via video conference), Cr D McCann, Cr L McGlynn, Cr K Morris (via video conference), Cr M Stadtmiller (via video conference), Cr G Sinclair.

ALSO IN ATTENDANCE

Mr A Drenovski (General Manager), Mr G Veneris (Production and Services Manager) (via video conference), Mr T Goodyer (Operations Manager), Ms M Curran (Corporate Services Manager) (via video conference), Miss S Jung (Engineering Manager) (via video conference), Mrs A Coleman (Executive Assistant), Miss B Coleman (Administration Officer).

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

20/026 RESOLVED on the motion of Crs McGlynn and McCann that the there are no leave of absence or apologies.

2. ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

3. PRESENTATIONS

Nil

4. DECLARATION OF PECUNIARY INTERESTS

Nil

5. DECLARATION OF NON PECUNIARY INTERESTS

Chairperson Palmer declared a non-pecuniary interest in item 13.1.3 Rosehill Pipeline construction project, due to a relative being engaged by an organisation that has provided a tender. Chairperson Palmer will leave the meeting while this matter is deliberated. Deputy Chairperson McCann will Chair the meeting during deliberation of item 13.1.3.

6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 21 February 2020

BOARD RESOLUTION

20/027 RESOLVED on the motion of Crs McGlynn and Morris that the minutes of the meetings held on the 21 February 2020, having been circulated and read by members be confirmed.

7. BUSINESS ARISING FROM MINUTES

Nil

8. CORRESPONDENCE

Nil

9. ADMISSION OF LATE REPORTS

BOARD RESOLUTION

20/028 RESOLVED on the motion of Crs Sinclair and Callow that the late report North Weethalle Reservoir Site Land Acquisition be accepted.

10. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

11. CHAIRPERSON'S MINUTE

COVID-19 - It is truly unprecedented times we are living in with the COVID-19 pandemic. As a provider of an essential service Goldenfields Waters operations have continued, albeit with modifications to the way staff work. Goldenfields have taken many precautions to guarantee compliance with restriction directives and to ensure staff are safe and continue to be gainfully employed.

This includes:

- Social distancing and hygiene measures
- Provision of PPE – sanitiser, disinfectant wipes, gloves etc
- Closure of the office to the public
- High risk staff directed to work from home
- Staff who can work from home are working from home. Critical function teams like Water treatment plant operators have been split and staff groups have been separated to reduce potential cross-contamination of staff.
- All work travel outside the supply area has ceased
- Non-critical site visits have been minimised
- Public communications have been issued to assure the public of continuing water supply and service
- Meetings being run via online conferencing facilities, such as Zoom

I commend, and thank staff on the way they have adapted to the changed circumstances and continued to ensure the on-going operation of Goldenfields Water.

Passing of Jamie Gordon

On Thursday 16 April Goldenfields Water sadly lost friend and team mate Jamie Gordon.

Jamie has been a valued member of Goldenfields since April 2008 and will be greatly missed. Over the last 12 years Jamie has made a significant contribution to GWCC, both in his work on the IT network, as well as personally to his fellow staff members through his involvement in the USU and as a friend. He was always available to share a friendly ear and advice.

We offer our deepest condolences to Jamie's mother, Judy, as well as their extended family, and ask that you keep them in your thoughts as they go through this difficult time.

Jamie's passing has had a profound effect on Goldenfields staff. The current restrictions make this even more challenging as people are prevented from gathering together to mourn the loss of Jamie and to celebrate his life. Goldenfields will arrange a suitable function when restrictions are eased to allow staff to come together and honour Jamie.

We will now observe a minutes silence in Jamie's honour.

12. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION – 2.10pm

In accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2005, in the opinion of the General Manager the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in part of the meeting closed to the media and the public.

BOARD RESOLUTION

20/029 RESOLVED on the motion of Crs McCann and Stadtmiller that Council move into Confidential Session.

13. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

13.1. MATTERS SUBMITTED BY ENGINEERING MANAGER

13.1.1. MATONG PRODUCTION BORE CONSTRUCTION – CONTRACT 01/2020

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

- d) Commercial information of a confidential matter that would, if disclosed:*
- (i) Prejudice the commercial position of the person who supplied it, or*

BOARD RESOLUTION

20/030 RESOLVED on the motion of Crs McCann and McGlynn that the Board;

1. Accept the alternate offer provided by Water Resources Drilling Ltd for \$280,240.00 ex. GST as per the outcomes of the tender evaluation assessment, in accordance with Section 178 (1)(a) of the Local Government (General) Regulation 2005.

13.1.2. ROSEHILL UPDATE AND ACQUISITION

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

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

BOARD RESOLUTION

20/031 RESOLVED on the motion of Crs Armstrong and Sinclair that the Board note the information provided within the report.

13.1.3. ROSEHILL PIPELINE CONSTRUCTION CONTRACT

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

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

2.20pm - Chairperson Palmer vacated the Chair to Deputy Chairperson McCann.

Chairperson Palmer left the meeting having declared a non-pecuniary interest in this matter.

BOARD RESOLUTION

20/032 RESOLVED on the motion of Crs Sinclair and Armstrong that the Board:

- 1. Note the information provided within the report in terms of risk to Council**
- 2. Decline to accept any of the tenders in accordance with Section 178 (1)(b) of the Local Government (General) Regulation 2005**
- 3. Invite fresh tenders based on the same or different details in accordance with Section 178(3)(b) of the Local Government (General) Regulation 2005**

The motion was put to a vote. Cr Stadtmiller abstained from voting due to not receiving a copy of the report prior to the meeting. The motion was carried.

2.22pm - Chairperson Palmer re-entered the meeting.

Chairperson Palmer resumed the Chair.

BOARD RESOLUTION

20/033 RESOLVED on the motion of Crs McGlynn and Armstrong that Council revert back to open session and the resolutions made in Confidential Session be made public.

14. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

The General Manager read out the resolutions made in Confidential Session.

14.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

14.1.1. COUNCIL INVESTMENTS

BOARD RESOLUTION

20/034 RESOLVED on the motion of Crs Sinclair and McCann that the report detailing Council Investments as at 31st March 2020 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Investments as at 31st March 2020 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2005.

REPORT

Council's investment portfolio increased by \$3,250,000 from \$51,000,000 as at 31st January 2020 to \$54,250,000 as at 31st March 2020. The increase is mainly attributable to water sales income being received from the December 2019 quarterly accounts.

Investment Portfolio

| Type | Rating | Issuer | Frequency | Purchase | Maturity | Days | Rate | Benchmark* | Principal |
|---------------|--------|--------------------------|-------------|------------|------------|------|------|------------|---------------------|
| TD | A- | Macquarie Bank | At Maturity | 10/12/2019 | 7/04/2020 | 119 | 1.60 | 0.99 | \$3,000,000 |
| TD | BBB+ | AMP Bank | Annual | 16/05/2019 | 15/05/2020 | 365 | 2.35 | 0.99 | \$1,000,000 |
| TD | BBB+ | AMP Bank | At Maturity | 12/11/2019 | 12/05/2020 | 182 | 1.80 | 0.80 | \$1,000,000 |
| TD | BBB+ | AMP Bank | At Maturity | 12/11/2019 | 12/05/2020 | 182 | 1.80 | 0.80 | \$2,000,000 |
| FRTD | BBB | Newcastle Permanent | Quarterly | 8/06/2017 | 9/06/2020 | 1097 | 3.21 | 0.69 | \$2,000,000 |
| TD | BBB | Auswide Bank | At Maturity | 20/06/2018 | 22/06/2020 | 733 | 3.00 | 0.99 | \$1,000,000 |
| TD | AA- | Westpac | Annual | 12/07/2017 | 13/07/2020 | 1097 | 3.01 | 0.99 | \$2,000,000 |
| TD | A | ING Direct | Annual | 20/12/2019 | 5/08/2020 | 229 | 1.60 | 0.99 | \$3,000,000 |
| TD | A- | Macquarie Bank | At Maturity | 27/02/2020 | 10/09/2020 | 196 | 1.60 | 0.99 | \$2,000,000 |
| TD | AA- | Westpac | Quarterly | 25/09/2017 | 28/09/2020 | 1099 | 3.06 | 0.99 | \$1,000,000 |
| TD | BBB+ | BOQ | Annual | 7/11/2017 | 9/11/2020 | 1098 | 3.00 | 0.99 | \$3,000,000 |
| TD | BBB+ | Rural Bank | Annual | 6/12/2017 | 7/12/2020 | 1097 | 2.95 | 0.99 | \$3,000,000 |
| TD | A- | Macquarie Bank | At Maturity | 17/03/2020 | 16/12/2020 | 274 | 1.60 | 0.80 | \$4,000,000 |
| TD | BBB+ | Rural Bank | Annual | 9/01/2018 | 11/01/2021 | 1098 | 3.10 | 0.99 | \$3,000,000 |
| TD | AA- | National Australia Bank | At Maturity | 14/02/2020 | 16/02/2021 | 368 | 1.50 | 0.99 | \$3,000,000 |
| TD | NR | Police Credit Union SA | Annual | 21/03/2018 | 22/03/2021 | 1097 | 3.15 | 0.99 | \$2,000,000 |
| TD | BBB+ | AMP Bank | At Maturity | 19/03/2020 | 25/03/2021 | 371 | 1.80 | 0.99 | \$2,000,000 |
| TD | NR | Australian Military Bank | Annual | 29/03/2018 | 29/03/2021 | 1096 | 3.20 | 0.99 | \$1,000,000 |
| TD | AA- | Westpac | Quarterly | 24/04/2018 | 27/04/2021 | 1099 | 3.13 | 0.99 | \$3,000,000 |
| TD | BBB | P&N Bank | Annual | 27/06/2018 | 28/06/2021 | 1097 | 3.15 | 0.99 | \$3,000,000 |
| TD | BBB+ | BOQ | Annual | 12/07/2017 | 12/07/2021 | 1461 | 3.45 | 0.99 | \$2,000,000 |
| TD | BBB+ | BOQ | Annual | 29/10/2018 | 29/10/2021 | 1096 | 3.00 | 0.99 | \$3,000,000 |
| TD | BBB+ | BOQ | Annual | 12/07/2018 | 12/07/2022 | 1461 | 3.50 | 0.99 | \$1,000,000 |
| CASH | BBB | ME | Monthly | | | | 0.85 | 0.25 | \$2,000,000 |
| CASH | AA- | CBA | Monthly | | | | 0.45 | 0.25 | \$1,250,000 |
| TOTAL: | | | | | | | | | \$54,250,000 |

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

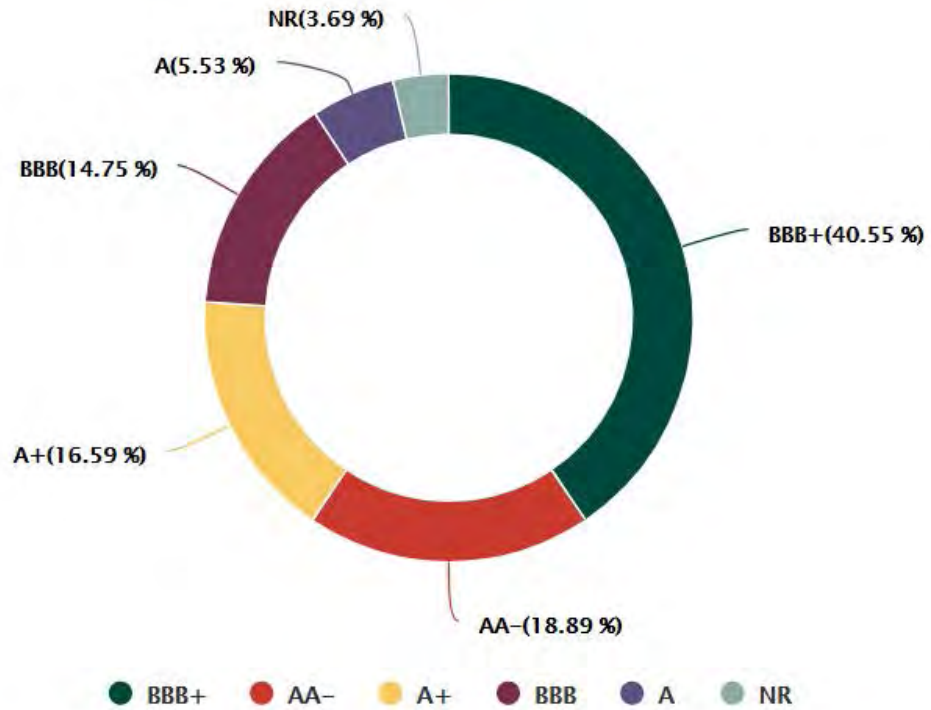
Term Deposit - BBSW

Performance

Goldenfields Water County Council's investment portfolio outperformed the relevant BBSW Index benchmark by 170%. The average weighted yield for March was 2.23%, over an average weighted term of 251 days, with a benchmark of 0.90 %. This strong performance continues to be driven by those deposits still yielding above 3% pa.

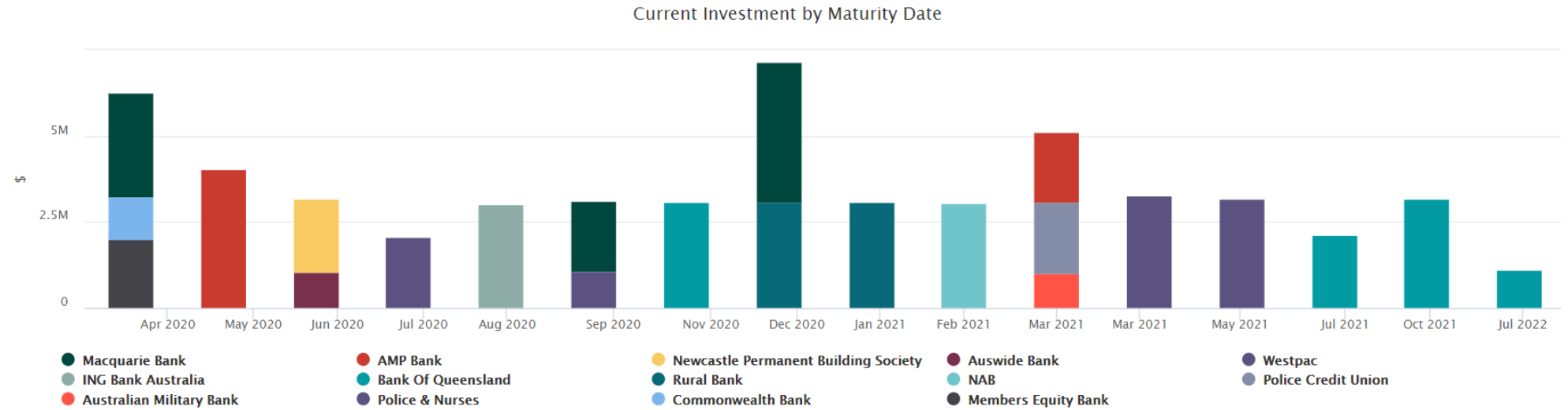
| | | |
|--------------------|---------------------------------|-------------------------------|
| Total Cost | Total Accrued Interest | Weighted Average Term |
| 54,250,000 | 815,221 | 255 Days |
| Total Value | Monthly Accrued Interest | Weighted Average Yield |
| 54,250,000 | 95,406 | 2.23% |

Long Term Credit Rating



Term to Maturity

Council's investment portfolio maturities shown graphically below:



14.1.2. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

20/035 RESOLVED on the motion of Crs McGlynn and Morris that the report detailing Council's Capital Works Program as at 31 March 2020 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council's Capital Works Program as at 31 March 2020 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Capital Works represents a significant part of Councils activities and expenditure. This report details progress year to date on programmed and emergent capital works.

REPORT

This report is presented for information on the Capital Works Program year to date progress as at 31 March 2020.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Capital Works Progress Report as at 31 March 2020

TABLED ITEMS: Nil.

14.1.3. AUDIT RISK AND IMPROVEMENT COMMITTEE

BOARD RESOLUTION

20/036 RESOLVED on the motion of Crs Sinclair and McGlynn that the Board receives and notes the minutes of the Audit, Risk & Improvement Committee meeting held on 2 March 2020.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and notes the minutes of the Audit, Risk & Improvement Committee meeting held on 2 March 2020.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Goldenfields Water County Council Audit, Risk & Improvement Committee is an advisory committee in accordance with section 355 of the Local Government Act 1993, and the Local Government Regulations 2012. The Committee was established by Council Res 17/008 on 23 February 2017. In accordance with the draft Audit, Risk & Improvement Committee Charter, meeting minutes will be reported regularly to Council.

REPORT

The Goldenfields Water County Council Audit, Risk & Improvement Committee met on 2 March 2020. Minutes of the meeting are attached for the information of the Board.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Minutes of ARIC Meeting 2-3-20.

TABLED ITEMS: Nil.

14.1.4. QUARTERLY BUDGET REVIEW 31 MARCH 2020

BOARD RESOLUTION

20/037 RESOLVED on the motion of Crs Morris and Sinclair that the Board receives and adopts the Quarterly Budget Review for the period ended 31 March 2020.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and adopts the Quarterly Budget Review for the period ended 31 March 2020.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

The Quarterly Budget Review Statement is presented to Council in accordance with Clause 203(2) of the Local Government (General) Regulations 2005, for the purpose of periodically reviewing and revising estimates of income and expenditure.

REPORT

The Quarterly Review of Council's Budget for the period ended 31 March 2020 is submitted for examination by Council.

The anticipated Operating Result for 2019/20 is a surplus of \$3,543,000. The anticipated Operating Result as adopted in the December 2019 quarterly review was a surplus of \$2,943,000. Proposed adjustments are detailed below.

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The Capital Works expenditure is not included in the Operating Result and is an additional outlay. Further detail about capital works can be found in the Capital Works Progress Report item of the business paper.

Proposed March 2020 quarterly review adjustments:

Operational Expenditure

- \$400,000 increase in interest income
- (\$500,000) reduction in operational wages
- \$500,000 increase in budgeted depreciation
- (\$200,000) reduction in other expenses

Capital Expenditure

- (\$65,000) reallocation of New IT equipment
- \$33,000 addition of construction crew vehicle
- (\$100,000) reallocation of new intangibles to operations
- (\$250,000) Mandamah Stage 2 completed under budget
- \$80,000 increase in Developer paid mains
- (\$70,000) decrease in Backflow installations to be completed under budget
- \$11,000 reallocation from IT Equipment new
- \$245,000 addition in Plant Renewals brought forward to 2020
- (\$50,000) reallocation of renewal intangibles to operations
- \$100,000 reallocation to Mt Arthur Investigation from Trunk Scouring
- (\$80,000) reduction to Thanowring Design completed under budget
- (\$1,400,000) deferral of Rosehill Pipeline Upgrade
- (\$190,000) reduction to Bootowa Road completed under budget
- (\$200,000) reduction to Roediggers Lane completed under budget
- (\$110,000) reduction to Mains Renewal Projects completed under budget
- (\$100,000) reallocation of Mt Arthur Trunk Scouring to Investigation
- \$250,000 addition of Critical Valves for Oura per February 2020 Council meeting
- (\$500,000) deferral of Rosehill Pump Station
- (\$20,000) reduction for Water Instrumentation completed under budget
- (\$90,000) deferral of Meter and Taggle renewal
- (\$40,000) deferral of Bulk Meter renewal
- (\$250,000) deferral of Oura HV System and Pump Replacement
- (\$22,000) reduction of Coolamon Cathodic Protection completed under budget
- (\$130,000) deferral of Oura Bore 6 renewal
- \$213,000 addition of Plant Sales brought forward to 2020

FINANCIAL IMPACT STATEMENT

The recommendation increases Council's Operating Result by \$600,000 and reduces Capital Works Expenditure by \$2,948,000.

ATTACHMENTS: Quarterly Budget Review 31-03-20.

TABLED ITEMS: Nil.

14.1.5. INVESTMENT POLICY

BOARD RESOLUTION

20/038 RESOLVED on the motion of Crs McCann and Callow that the Board adopts the revised PP004 Investment Policy.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopts the revised PP004 Investment Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

The Office of Local Government issued Investment Policy Guidelines in May 2010 for NSW Councils, outlining requirements for an investment policy to ensure Council's investments are dealt with in a prudent and appropriate manner.

PP004 Investment Policy was included on the December 2019 Council meeting agenda. Council referred this policy to the Audit, Risk and Improvement Committee for review prior to adoption.

REPORT

PP004 Investment Policy was presented to the Audit, Risk and Improvement Committee on 2 March 2020 for review and endorsement. The Committee endorsed the attached policy.

Proposed amendments to the current policy include:

- Revising the review period to once per Council term (4 yearly), from annual
- Amending policy wording to be in line with the OLG Investment Policy Guideline's sample policy
- Adding portfolio framework limits detailing maximum holding limits for investments within Council's portfolio

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: PP004 Investment Policy.

TABLED ITEMS: Nil.

14.1.6. WATER BILLING CONCESSIONS COVID-19

BOARD RESOLUTION

20/039 RESOLVED on the motion of Crs Stadtmiller and McCann that the Board endorse suspending overdue interest and extending the due date for payment of quarter three water accounts until 30 June 2020, for all residential and commercial customers, with the exception of bulk customers.

WATER BILLING CONCESSIONS COVID-19

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board endorse suspending overdue interest and extending the due date for payment of quarter three water accounts until 30 June 2020, for all residential and commercial customers, with the exception of bulk customers.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Water accounts for the third quarter of the 2019/20 financial year are due to be issued to customers in April 2020. The current COVID-19 situation is impacting many customers financially, which could make collection of water accounts difficult for the foreseeable future.

REPORT

The current payment terms and policy of interest on overdue accounts may place unnecessary burden on customers paying their water accounts.

By extending the due date until 30 June 2020 (rather than late May 2020) and suspending overdue interest until this date (for the fourth quarter), Council will be able to provide some assistance to those customers suffering from financial pressure due to the current situation. This assistance can be provided at minimal cost to Council.

Over coming months Council will actively promote that customers contact customer service staff to make suitable payment arrangements and to apply for hardship if they meet the policy criteria.

FINANCIAL IMPACT STATEMENT

The recommendation will reduce interest accrued on overdue water accounts by approximately \$20,000.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.2. MATTERS SUBMITTED BY OPERATIONS MANAGER

14.2.1. MANDAMAH STAGE 2 CONSTRUCTION REPORT

BOARD RESOLUTION

20/040 RESOLVED on the motion of Crs McGlynn and Sinclair that the Mandamah Stage 2 Construction Report be received and noted.

Report prepared by the Operations Manager

COUNCIL OFFICER RECOMMENDATION

That the Mandamah Stage 2 Construction Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

02 Maximising Regional Water Supply

BACKGROUND

The Mandamah Rural Water Supply Scheme will expand Goldenfields Water County Council supply network by 200 kilometres and provide essential water services to farmers and residents across more than 90,000 hectares in the Mandamah region west of Barmedman.

Stage 1 was officially opened on the 4th of July 2019, consisting of 66kms of mains, 2 reservoirs and a pump station, supplying 23 connections with the remaining 3 stages and 50 connections to be completed by June 2022.

REPORT

Currently the construction crew has installed 30kms of the 66kms of water mains required for the completion of stage 2.

This consists of:

- 8km of 100mm OPVC pipe, along O'Briens Lane between Sutcliffes Lane and Mandamah Forest Road.
- 7km of 63mm HDPE pipe along Gardner's Lane and Weises Lane
- 2km of 200mm OPVC pipe along Sutcliffes Lane to Mandamah Forest Rd
- 13kms consisting of 150mm & 100mm OPVC & 63mm HDPE from Mandamah Forest Rd through to and under the Newell Highway, then South along Tyndalls Lane towards Beckom Rd
- Services are being connected to the relevant properties as the pipeline passes through
- Currently the Crew is continuing South along Cress Lane towards Beckom rd
- The expected completion date for stage 2 was originally June 2021, but due to our current rate of progress and weather permitting an earlier completion date is envisaged.
- Construction commenced in November 2017 and we are currently 20kms and 6 months ahead of our original predicted schedule
- Our current rate for stage 2 construction is approximately \$35 per metre, and the NSW reference rate is approx: \$80 per metre

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.2.2. VALVE MAINTENANCE PROGRAM

BOARD RESOLUTION

20/041 RESOLVED on the motion of Crs Stadtmiller and Sinclair that the ongoing valve maintenance program report be received and noted.

Report prepared by Operations Manager

COUNCIL OFFICER RECOMMENDATION

That the ongoing valve maintenance program report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision
07 Efficient Operations

BACKGROUND

The valve maintenance program commenced in October 2019.

REPORT

A total of 9001 valves have been identified within the supply area. These valves consist of:

- Scour valves
- Air valves
- Stop valves
- Hydrants

To date a total of 1700 valves have been inspected and cleaned. A number of these valves have also required maintenance, refurbishment and/or replacement. The townships of Temora, Stockinbingal, Wallendbeen, Springdale, Bethungra, Illabo and parts of Junee have been completed.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.3. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

14.3.1. WATER PRODUCTION REPORT

BOARD RESOLUTION

20/042 RESOLVED on the motion of Crs McCann and Armstrong that the Water Production Report be received and noted.

Report prepared by Production and Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Water Production Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

Goldenfields Water provides the essential water requirements of about 40,000 people spread over an area in excess of 20,000 square kilometres between the Lachlan & Murrumbidgee Rivers in the South West of NSW.

Goldenfields Waters' supply system consists of five separate water schemes, Jugiong, Oura, Mt Arthur, Mt Daylight and Hylands Bridge. Goldenfields Water carries out water supply functions within the Local Government areas of Bland, Coolamon, Cootamundra, Hilltops, Junee, Temora, and parts of Narrandera and Wagga Wagga.

Hilltops Shire Council, Cootamundra Gundagai Shire Council and Riverina Water County Council are retailers, who purchase bulk water from Goldenfields and supply the water to retail customers in their respective local government areas.

REPORT

Jugiong drinking Water Scheme

The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation.

The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

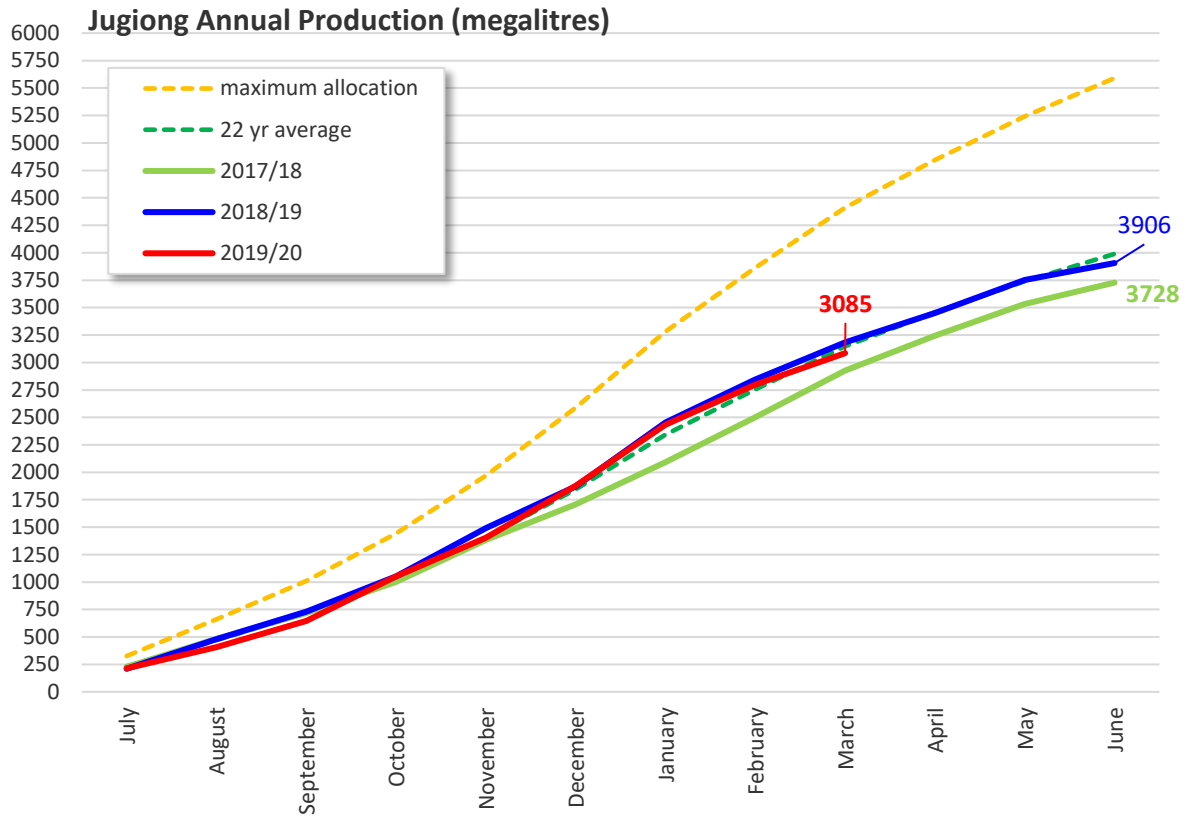
Goldenfields Water also provides additional retail supply to approximately 600 customers in the villages of Stockinbingal, Wallendbeen and Springdale.

Jugiong annual water production is trending in a similar fashion to previous years.

For the period to the end of March 2020. Jugiong water production was 3085 ML, this is trending in a similar fashion to the same period last year. Water production for the period up

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 23 April 2020

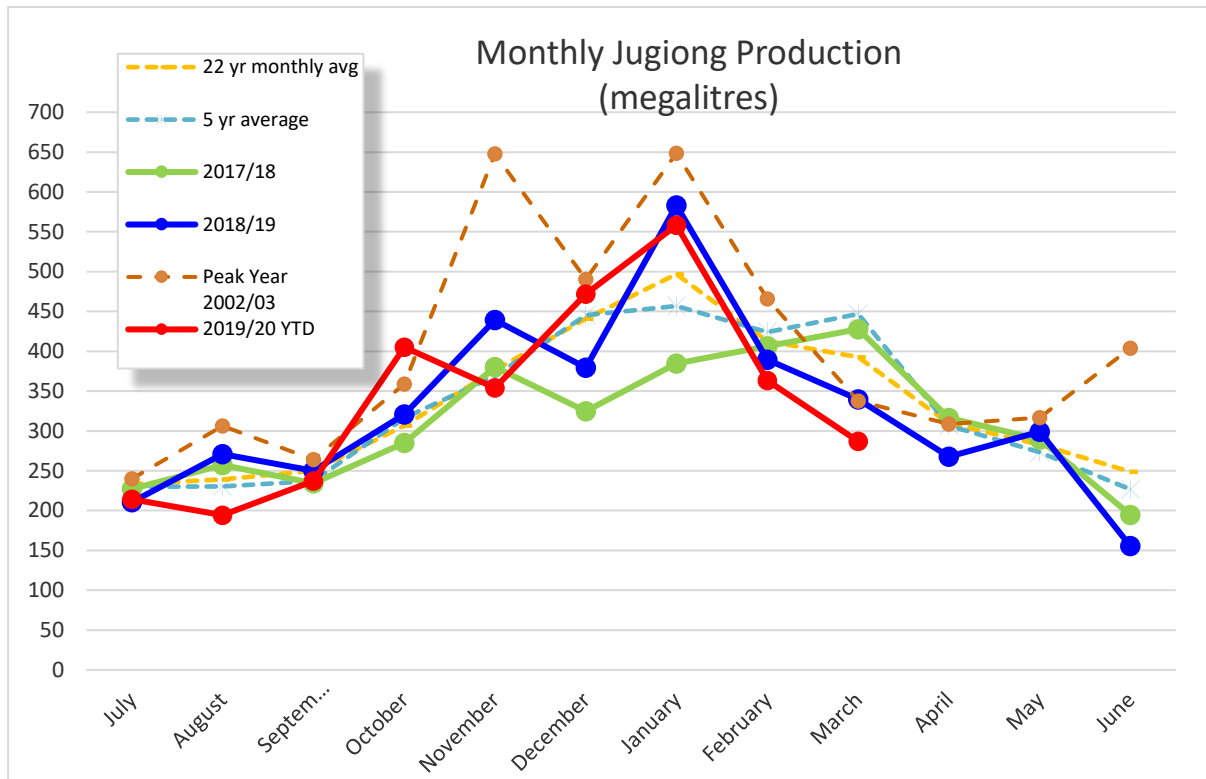
to the end of March 2019 was 3183ML. Currently 2020 Water Production from the Jugiong WTP is 98ML lower compared to the same period of time in 2019.



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Jugiong monthly water production for February 2020 was 363ML and March 2020 was 287 ML. As can be seen below the monthly water production is beginning to decrease, this is due mainly to increased rainfall and unseasonal cooler weather towards the end of summer and early stages of Autumn.



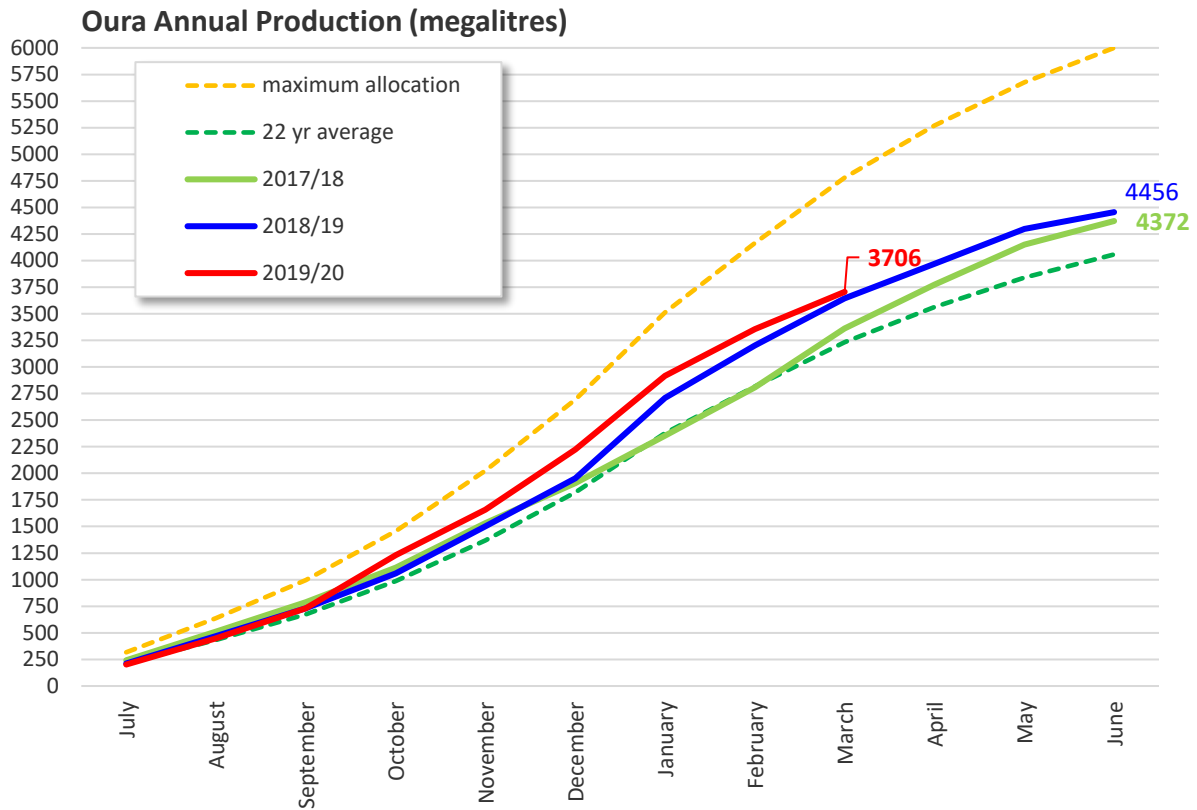
Oura Drinking Water Scheme

The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 3 bores namely: Bores 3, 4 and 6. The raw water then goes through a treatment process at the Oura Water Treatment Plant that includes Aeration, Disinfection and Fluoridation.

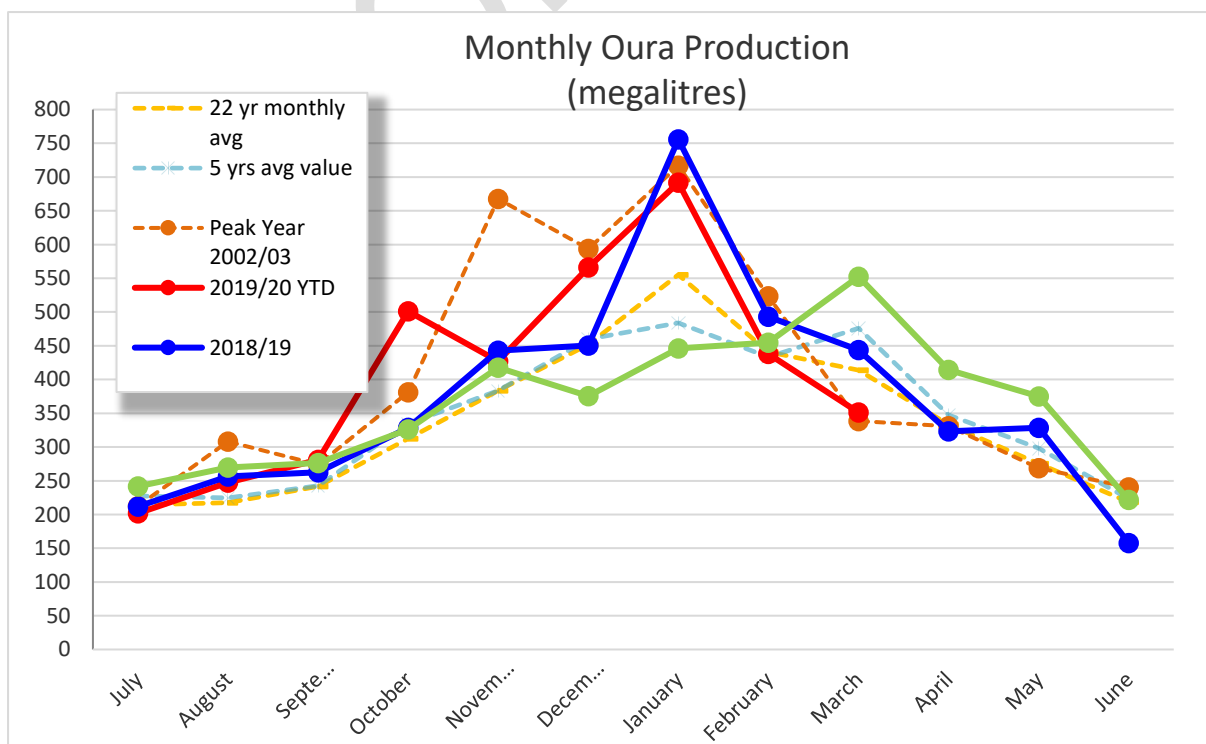
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the period to the end of March 2020. Water production from the Oura bores was 3706 ML, this is trending in a very similar fashion compared to the same period last year. Water production for the period up to the end of March 2019 was 3646ML. Therefore to the end of March 2020 an increase of 60ML has been extracted from the Oura bores as compared to the same period last year.

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Oura production for February 2020 was 438ML, and March 2020 was 351ML. A total of 789 ML for this period. As can be seen below the monthly water production is beginning to decrease, this is due mainly to increased rainfall and unseasonal cooler weather towards the end of summer and early stages of Autumn.

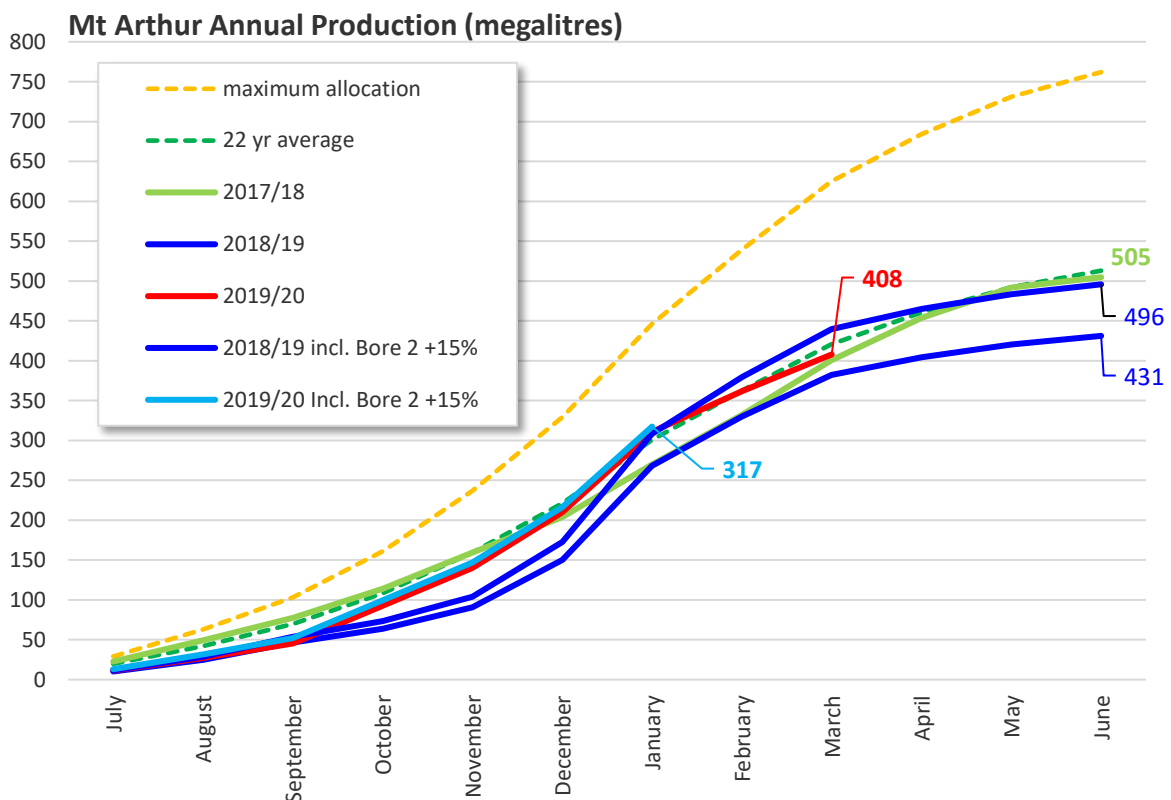


Mount Arthur Drinking Water Scheme

The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with water in the Coolamon shire.

It should be noted that Staff have recognised that Bore 2 flow meter appeared to be reading lower than expected. Initial investigations have identified that there is a potential increase of 9l/s when compared to a portable ultrasonic meter that was utilised to validate flows. This means that there is an estimated 15% potential variation of production in Bore 2. The below graphs have included the differences in production for the same year as a comparison to previous year's production. The replacement of a new production meter and new pipeline arrangement will commence in the 2019/20 financial year. (These works have now been completed and actual meter reads will be reported from February 2020, removing the need to report meter reads +15%, as has been recently reported).

For the period to the end of March 2020, 408ML of water has been extracted from the Mt Arthur Bores this is higher than for the same period to the end of March 2019 (382ML). An increase of 26ML. As can be seen trending in a similar fashion to previous years.

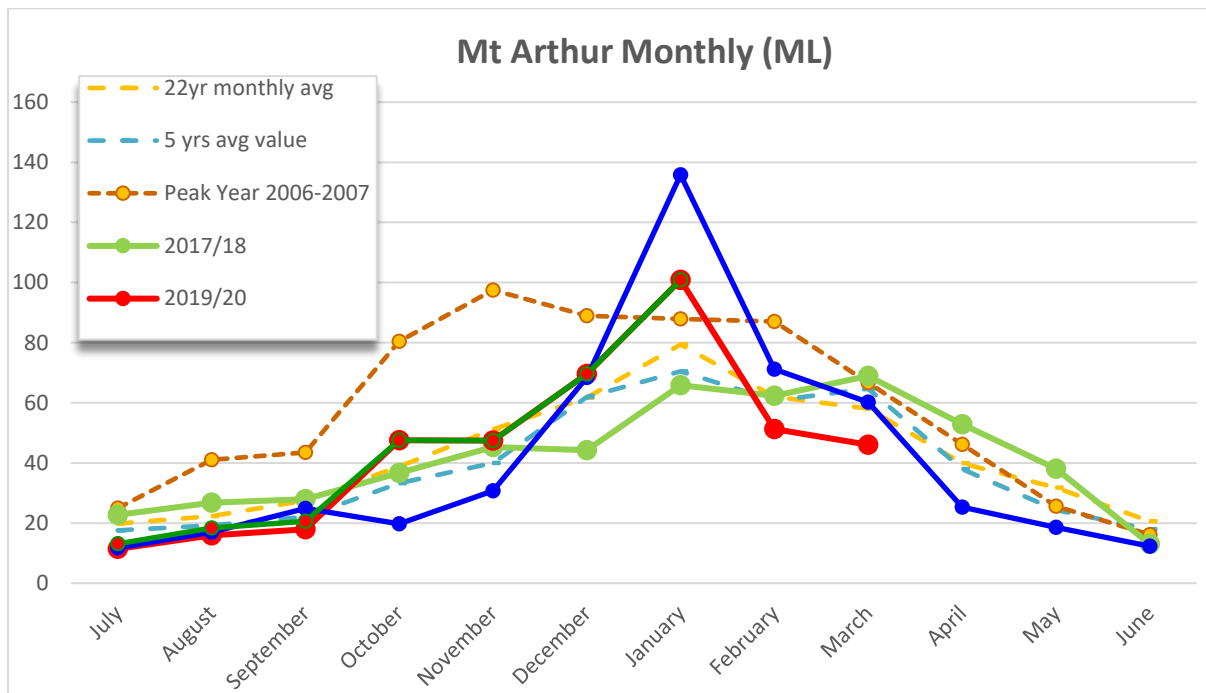


As the new Mag Flow meter has been operational at Mt Arthur, the necessity to report with a 15% variation is no longer required. 2019/20 data is now being reported as indicated.

Mount Arthur monthly water production for February was 51.21ML and March 2020 was 46.02ML. Similarly, Mt. Arthur monthly production is trending downwards this is due mainly to

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 23 April 2020

increased rainfall and unseasonal cooler weather towards the end of summer and early stages of Autumn.



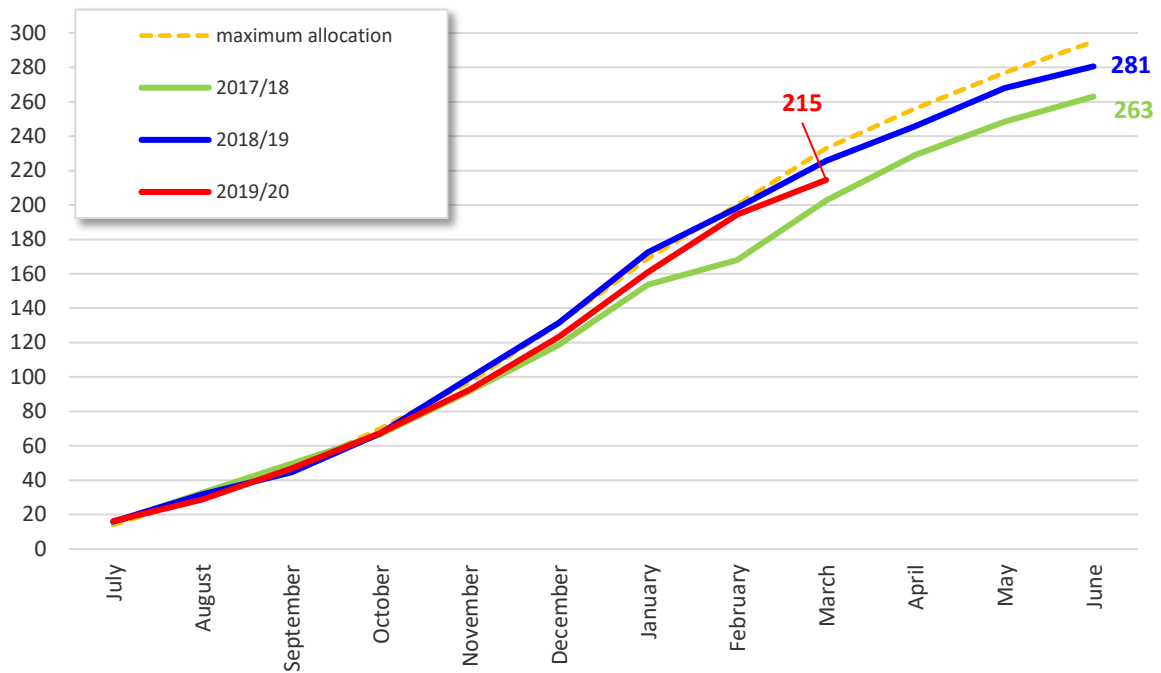
Mount Daylight Drinking Water Scheme

The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately 125 people in the villages of Naradhan Weethalle and Tallimba in the Bland Shire Council

For the period to the end of March 2020, 215ML of water has been extracted from the Mt Daylight Bores. This is lower than the same period to the end of March 2019 (226 ML). Indicating a decrease of 11ML for the same period in 2018/19.

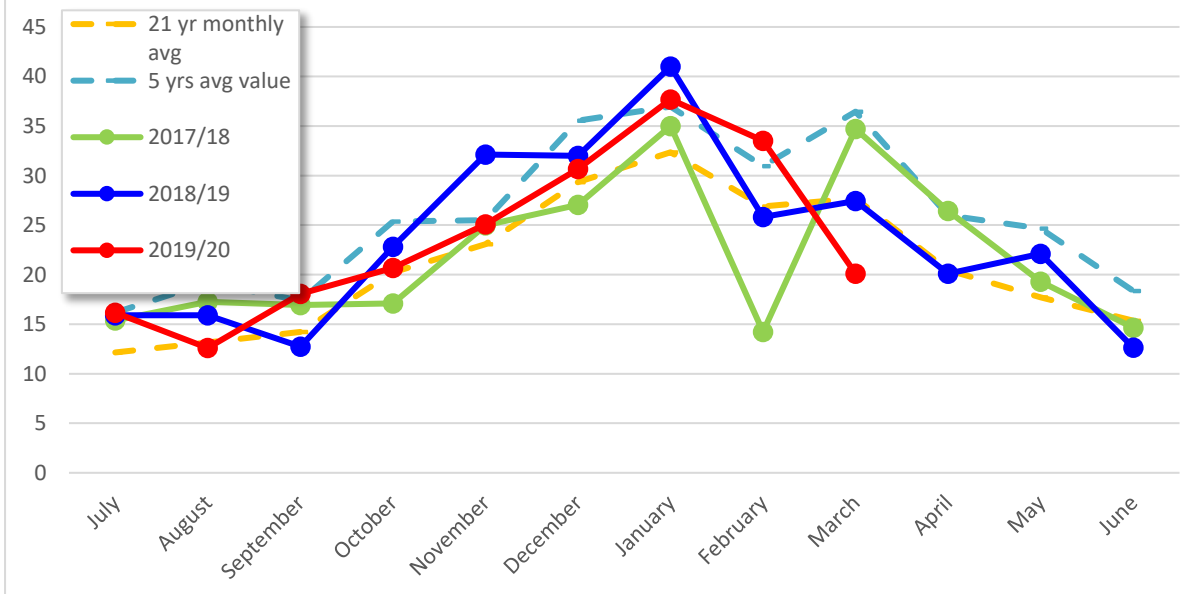
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Daylight Annual Volume (megalitres)



Mount Daylight monthly water production for February 2020 was 33.52 ML and for March 2020 was 20.11ML. Water production from the Mt Daylight Bores is trending downwards this is due mainly to increased rainfall and unseasonal cooler weather towards the end of summer and early stages of Autumn.

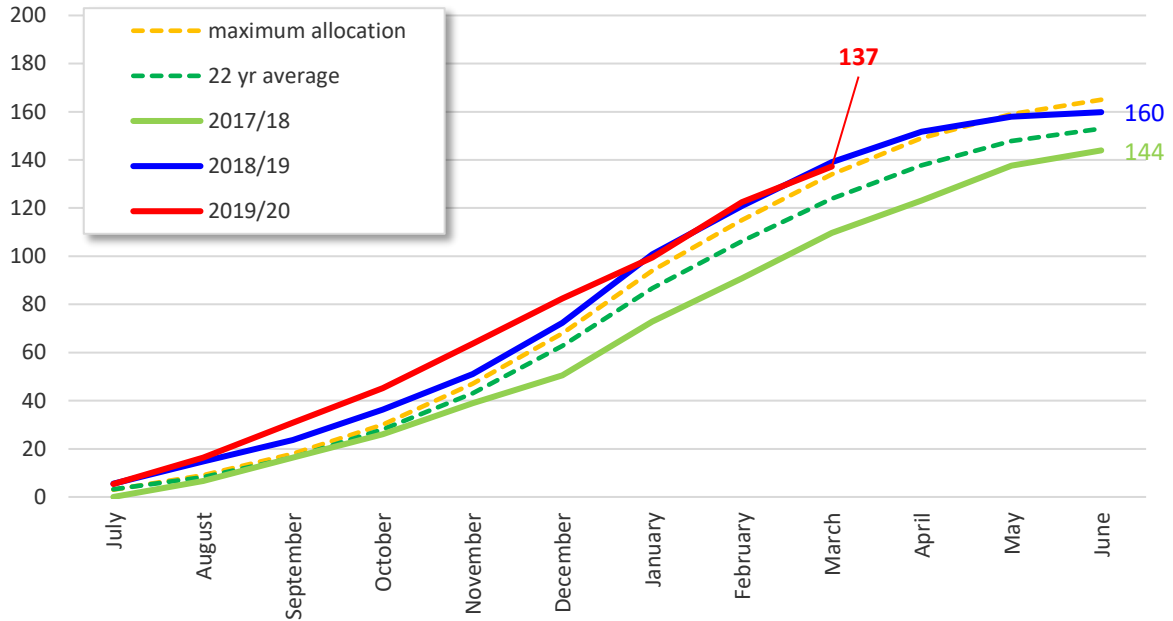
Mount Daylight Monthly (ML)



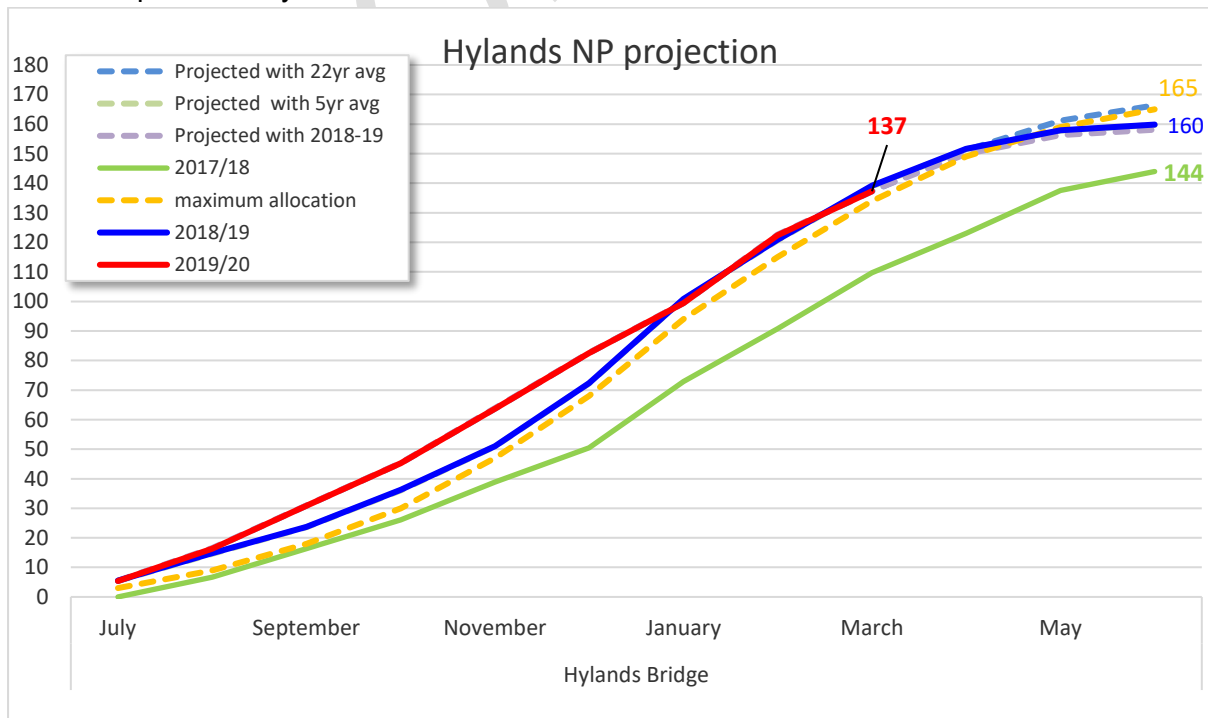
Hylands Bridge - Non Potable

Hylands Bridge supplies Non Potable water to Barellan and Binya. For the period to the end of March 2020, 137ML of water has been extracted from Hylands Bridge scheme, this is a decrease for the same period to the end of March 2019 (139ML). A decrease in production of 2ML compared to the same period last year.

Hylands Bridge Annual Volume (megalitres)



Hylands Bridge Projections are as per the graph below. For the period to the end of March 2020, water production from the Hylands Bridge scheme is 137ML this is 2ML less than for the same period last year.



FINANCIAL IMPACT STATEMENT

The recommendation does not impact Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.4. MATTERS SUBMITTED BY THE GENERAL MANAGER

14.4.1. WORK HEALTH AND SAFETY POLICY

BOARD RESOLUTION

20/043 RESOLVED on the motion of Crs Sinclair and McCann that the Board adopts the revised PP013 Work Health and Safety Policy.

Cr Armstrong requested that items 7.1, 7.2 and 7.3 have an additional point included regarding record keeping. The General Manager concurred.

Report prepared by WHS Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board adopts the revised PP013 Work Health and Safety Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Council adopted PP013 Work Health and Safety Policy in February 2018. The policy has been reviewed in accordance with the policies timeframe.

REPORT

PP013 Work Health and Safety Policy has been reviewed to provide more prescriptive guidelines. As such, the responsibilities of managers, supervisors and workers have been updated to allow for improved relatability.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: PP013 Work Health and Safety Policy

TABLED ITEMS: Nil

14.4.2. GOLDENFIELDS ENTERPRISE AWARD 2020

BOARD RESOLUTION

20/044 RESOLVED on the motion of Crs Armstong and Morris that the report detailing Goldenfields Water Enterprise Award 2020 be received and noted.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Goldenfields Water Enterprise Award 2020 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

The Goldenfields Enterprise Award 2017 is due to expire 30 June 2020.

REPORT

Goldenfields' Award negotiation team comprising Human Resources, myself and a representative from LGNSW have been in discussions, together with unions and union representatives for several months regarding the draft Goldenfields Water Enterprise Award 2020.

This was an amicable process and consensus was reached in mid-February.

The application for the 2020 Enterprise Award was listed before the Industrial Relations Commission on 11 March 2020 and subsequently ratified.

The Goldenfields Water Enterprise Award 2020 will take effect as of the first full pay period on/after July 2020.

FINANCIAL IMPACT STATEMENT

The annual Award increases to remuneration have been factored into Goldenfields financial planning.

ATTACHMENTS: Nil

TABLED ITEMS: Goldenfields Water Enterprise Award 2020

14.4.3. DRAFT OPERATIONAL PLAN 2020/2021

Moved on the motion of Crs Callow and McCann that Council endorses the draft Operational Plan 2020/2021 incorporating the 2020/2021 budget and annual fees and charges to be placed on public display for a period of 28 days.

An amendment was moved by Cr McGlynn that Goldenfields Water increases fees and charges by 3% based on the current Delivery Program. A seconder for the motion was called with no response. The amendment lapsed with no seconder.

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TEMORA OFFICE on 23 April 2020**

Therefore the original motion was put to a vote. Cr McCann voted against the motion. The motion was carried.

BOARD RESOLUTION

20/045 RESOLVED on the motion of Crs Callow and McCann that Council endorses the draft Operational Plan 2020/2021 incorporating the 2020/2021 budget and annual fees and charges to be placed on public display for a period of 28 days.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council endorses the draft Operational Plan 2020/2021 incorporating the 2020/2021 budget and annual fees and charges to be placed on public display for a period of 28 days.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

The 2017-2021 Delivery Program was adopted by Council in June 2017 in accordance with Section 404 of the Local Government Act 1993.

Section 405 of the Local Government Act 1993 requires an Operational Plan including an annual budget and annual fees and charges to be adopted before the beginning of each financial year and for the draft documents to be placed on public exhibition for a period of 28 days.

The 2020/2021 Operational Plan is the last annual subset of the 2017-2021 Delivery Program.

REPORT

In accordance with legislative requirements the 2020/2021 Operational Plan incorporating the 2020/2021 budget and annual fees and charges are now presented in draft for Council's consideration, prior to being placed on public exhibition.

The 2020/2021 Operational Plan estimates a net operating result of \$247,000.

The 2017-2021 Delivery Program planned for Fees and Charges increasing by 3% per annum for the term of the program, 2020/2021 being the final year of that plan. Given the current circumstances, it is proposed that annual and usage charges not increase for 2020/2021. It is also proposed that fees involving some form of cost recovery for staff time and materials still increase by the 3% to cover increased costs incurred by Council.

Water sales have been estimated using average prior year usages, less a 5% margin. This is to allow for wet weather, given that a wet year could potentially reduce water sales by 30%, as occurred in 2010/2011.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Draft 2020/2021 Operational Plan

TABLED ITEMS: Nil

15. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 25 June 2020 commencing at 2.00pm.

16. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was closed at 3.04pm.

UNCONFIRMED



AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
TUESDAY 10th MARCH 2020
10.09 AM
FOYER MEETING ROOM

MINUTES

1. Present

- Gary Lavelle (TSC), Alison Balind(BSC) Elizabeth Smith (TSC)
Ian Roberts (BA)

2. Apologies

Moved: Elizabeth Smith Seconded: Gary Lavelle

-
- Ray Smith (BSC), Steve Firth (TSC), Cr Tony Lord (BSC)

3. Minutes from 5 November 2019 (Attached)

Moved: Elizabeth Smith Seconded: Gary Lavelle

THAT the minutes of the Audit, Risk and Improvement Committee meeting from 5 November 2019 be endorsed as a true and correct record of the meeting with the notation that due to scheduling difficulties, the date of the next meeting was moved to 10 March, 2020.

4. Internal Audit Completed Report: Section 355 Committees (Attached)

Moved: Elizabeth Smith Seconded: Gary Lavelle

THAT the Audit, Risk and Improvement Committee:

- a) note the information contained within the Internal Audit Completed Report: Section 355 Committees and*
- b) endorse the recommendations to review the existing process for management of Bland Shire Council's Section 355 Committees.*

5. Internal Audit Program Recommendations update (Attached)

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 Budget process and timeframe (Attached)

Moved: Elizabeth Smith Seconded: Gary Lavelle

THAT the Audit, Risk and Improvement Committee notes for information the Bland Shire Council Budget process and timeframe.

7. Audit Office of NSW Planned Audits (for discussion)

Information on the Audit Office's planned audits was table. That information included:

- To 30 June 2020:
 - (i) Local Government 2019 (due in Quarter 1)
 - (ii) Credit Card Management in Local Government (In progress)
 - (iii) Governance and Internal Controls of Local Infrastructure Contributions (In progress)
 - (iv) Local Government Procurement (In progress)
- Post 30 June 2020:
 - (i) Audit, Risk and Improvement Committees
 - (ii) Cybersecurity
 - (iii) Rural water supply and sewage – fees and charged

8. General Business

Moved: Elizabeth Smith Seconded: Gary Lavelle

Next Audit – Records Management methodology discussed. Report to be presented to the next meeting.

9. Next Meeting – Tuesday, 2 June 2020

The meeting closed 11.10am

Alison Balind
Director Corporate and Community Services



**NEWELL HIGHWAY TASK FORCE COMMITTEE MEETING
TUESDAY 11 February 2020**

Minutes of the Newell Highway Task Force Committee Meeting held at Murrumbidgee Council Chamber, 35 Jerilderie Street, Jerilderie

The Meeting commenced at: 10.00am

Minutes being recorded by Julie Conn, Executive Assistant, Murrumbidgee Council

Attendees:

| Attendees name | Organisation |
|--------------------------|--|
| Cr Ken Keith OAM (Chair) | Mayor Parkes Shire Council |
| Cr Tony Lord | Bland Shire Council |
| Cr Denis Todd | Mayor Warrumbungle Shire Council |
| Richard Jane | Director Engineering Forbes Shire Council |
| Cr Doug Batten | Gilgandra Shire Council |
| Cr Kevin Morris | Narrandera Shire Council |
| John Morris | National Roads Co-ordinator Dubbo |
| Cr Robert Black | Deputy Mayor, Murrumbidgee Council |
| John Scarce | General Manager Murrumbidgee Council |
| Barry Heins | Works Manager Narrandera Shire Council |
| Alistair Lunn | Transport for NSW |
| Robyn Legg | General Manager, NSW, Assurance, Sub Programs and SA, Department of Infrastructure, Transport, Regional Development and Communications. (dialling in) |
| Rowan Holt | Dept of Infrastructure (dialling in with Robyn Legg) |
| Merran Socha | Berrigan Shire Council |

Apologies

| Name | Organisation |
|-------------------------------------|---------------------------------------|
| Mick Savage | Roads & Transport Directorate Manager |
| Jim Betts | INSW |
| Ian Dinham | Moree Plains Shire Council |
| Lila Fisher | Moree Plains Shire Council |
| Cr Katrina Humphries | Mayor Moree Plains Shire Council |
| Kevin Anderson MP - | Electorate Office Tamworth |
| Peter Dale | Narrandera Shire Council |
| Neville Kschenka | Mayor Narrandera Shire Council |
| Michael Cain Roads Services Manager | Narrabri Shire Council |

| | |
|---|--|
| Warren | National Roads |
| Hon Michael McCormack | Deputy Prime Minister Federal Government |
| Scott Morrison PM | Prime Minister of Australia |
| Sarah Nattey | Director, South East Infrastructure Investment Department of Infrastructure, Regional Development and Cities |
| Cr Ruth McRae | Mayor Murrumbidgee Council |
| Andrew Gee MP | Member for Calare |
| Steph Cooke MP | Parliamentary Secretary to The Deputy Premier |
| Will Marsh | Bland Shire Council |
| Cr Craig Davies | Mayor Narromine Shire Council |
| Phillip Donato MP | Member for Orange |
| Cr Phylliss Miller | Mayor Forbes Shire Council |
| Cr Steven Karaitiana | Forbes Shire Council |
| John Zannes | Forbes Shire Council |
| John Graham | Shadow Minister for Roads member of Legislative Council |
| James Simmons | NRMA |
| Shahab Khaled | Weddin Shire Council |
| Ray Smith | General Manager Bland Shire Council |
| Kerrie Murphy | Dubbo Regional Council |
| David Tinlin | Acting Director Engineering Forbes Shire Council |
| Leanne Stacey | DPIE |
| Kevin Anderson MP | Electorate Office Tamworth |
| Steph Cooke MP | Nationals Cootamundra |
| Marina Uys | Bland Shire Council |
| David Neeves | Gilgandra Shire Council |
| Michael Cain Acting Roads Services Manager | Narrabri Shire Council |
| Ray Smith | Bland Shire Council |
| Kerrie Murphy | Dubbo Regional Council |
| Darren Raeck - Director of Infrastructure | Narrabri Shire Council |
| Dane Hendry | RMS |
| Alistair Lunn | RMS |
| Shane Wilson | Narrandera Shire Council |
| Carolyne Marchant | Narromine Council |
| Deena Murphy | Moree Plains Shire Council |
| Kathleen Mann | Transport NSW |
| Rhiannon Wier | National Roads (maternity leave) |
| Steph Cooke | Member for Cootamundra |
| Cr Vicki Etheridge | Dubbo Regional Council |
| Cr Ben Shields | Mayor Dubbo Regional Council |
| Kevin Tighe | Warrumbungle Shire Council |

1. Welcome

Welcome by Councillor Ken Keith OAM, Chair.

Councillor Keith introduced Councillor Robert Black, Murrumbidgee Council.
Councillor Black welcomed the Committee to Jerilderie, and commenced with a Welcome to Country.

Councillor Black spoke about the Murrumbidgee Council Local Government Area, and the creation of Council through the amalgamation of Murrumbidgee Shire and Jerilderie Shire Councils in 2016.

2. Apologies

Apologies were called. See detailed list.

Resolution

That the apologies be received and noted.

Moved: Tony Lord Seconded: Doug Batten

All in favour

Carried

2. Minutes of Annual General Meeting and Committee Meeting 11 November 2019

Recommendation

That the minutes of the NHTF Annual General Meeting and Committee Meeting held on the 11 November 2019 be confirmed as true and accurate.

Resolution

That the recommendation be adopted

Moved: Tony Lord Seconded: Doug Batten

All in favour

Carried

3. Matters Arising from the Minutes

Update on the overtaking lanes contract. This item will be discussed with Alistair Lunn, Transport for NSW later in the meeting.

Recommendation

The matters be received and noted.

Resolution

The recommendation be adopted.

Moved: Denis Todd Seconded: Robert Black

All in favour

Carried

4. Outwards Correspondence

4.1- Email from Jayne Bleechmore Newell Highway Program Alliance (NHPA) dated 09 December 2019 explaining that the NHPA will be starting work for overtaking lane at Telescope north of Parkes, Newell Highway from 9 December 2019.

4.2 – NHTF Media Release from meeting 11 November 2019.

Recommendation

That the outwards correspondence be received and noted.

Resolution

That the recommendation be adopted.

Moved: Tony Lord **Seconded:** Richard Jane

All in favour

Carried

5. Inwards Correspondence

5.1 NIL

6. Transport for NSW Update

Alistair Lunn, Acting Director, West, Transport for NSW joined the meeting via teleconference.

Alistair provided an update on the rebranding of Roads & Maritime Services as Transport for NSW (TFNSW), effective from 1 December 2019.

TFNSW is currently in the process of filling the new structure.

Carolyn Nelson has been appointed as TFNSW Deputy, to commence her role in March.

Executive Director positions were recently advertised and have closed. Once these positions have been filled, recruitment for the Director vacancies (for each region) will commence.

Restructuring of the business below the Deputy Secretary will be undertaken. TFNSW is going from a 5-region model to a 3-region model. Region South will still manage the bottom half of the Newell Highway from Bland Shire to the south. West will be managing the Newell Highway from Forbes Shire north to Goondiwindi.

The 3 regions in the new model are -North (Central Coast, New England, etc up to Tweed Heads); South - Wollongong, down to Bega, Wagga Wagga, ACT, Narrandera, Hay; and West - edge of Blue Mountains, Broken Hill and up to Goondiwindi.

There is also a Greater Sydney Region.

- Major works being undertaken on the Newell Highway (since last meeting): – no major milestones achieved. encored an extra \$75 million Mungle Back Creek to Boggabilla project. Progressing well.
- Heavy duty pavements around Narrabri to Moree-finalising details at moment. Looking to secure funding.
- Coonabarabran by-pass – currently engaging with business and community members, to complete a social and economic study. Also, a review of environmental factors needs to be undertaken.
- Newell Highway- REF and consultation reports, Parkes bypass and new Dubbo Bridge.
- Overtaking Lane alliance – 5 overtaking lanes completed, with 6 under construction. 11 will be built this financial year. Progress is good.
- Procurement- started doing community drop in sessions in communities where overtaking lanes are being built. They have proved to be a good initiative. Local engagement is essential. There is a need to benefit businesses and Councils in the LG areas.
- Tocumwal uncoupling area for road trains – land which was earmarked for this project has now been taken up for another purpose. Progress is very slow but is planned for action.
- Design for West Wyalong to Forbes flood money - flood studies will be undertaken, including engagement with community. This to occur in first half of this year.
- Roads of Strategic Importance (ROSI) funding might be spent along Newell Highway. Minister Mark Coulton has meetings:
 - Friday 14 February in Narrandera
 - Monday 17 February at Gilgandra
 - Wednesday 19 February at Parkes
 - Friday 21 February at Narrabri
 - TFNSW to follow up their invitation to attend meetings
 - Joint Organisations have been involved in the distribution of invitations to these meetings
- Inland Rail - Will there be traffic overpasses, particularly at critical locations. What is the position of TFNSW on this matter? Alistair advised TFNSW is working with ARTC on the inland rail project. The main focus is on new crossings in the Narrabri/Narromine link. Conscious of the impacts to traffic flow on the Forbes/Parkes leg of the Newell Highway. Keen to see the Titchman rail crossing grade separated.
- Narrabri/Narromine link has 5 state highways in this area. Currently working through Government Ministers regarding 5 x rail crossing grade separations.
- Dubbo Regional Council to oppose Riverstreet Bridge. Seeking a freight bypass around Dubbo.

Recommendation

That the information be received and noted.

Resolution

That the recommendation be adopted.

Moved: John Morris **Seconded:** Denis Todd

All in favour

Carried

10.33am Alistair Lunn departed the meeting.

**7. Robyn Legg General Manager, NSW, Assurance, Sub Programs and SA,
Department of Infrastructure, Transport, Regional Development and
Communications (in company with Rowan Holt)**

Chair Ken Keith welcomed Robyn Legg and Rowan Holt.

Robyn introduced herself to the meeting and provided a brief overview of her position. New Department name. No other major changes at this stage. In the infrastructure space, no change at this stage.

Brief discussion on Oliver Holm's presentation on the Newell Highway Strategy. It is on the website. Newell Highway is a very important road, and this is a very important Strategy. The Strategy forms a plan for investment over the next 10 years.

Several projects are already well underway. Robyn spoke about the Parkes by-pass; work on Mungle Back Creek and pavement upgrades, and also mentioned they were working to identify a number of other projects.

Attention was drawn to Roads of Significant Importance (ROSI) funding. Minister Coulton and the Prime Minister want a holistic approach to the Newell Highway corridor. Regional consultation meetings will be held. It is hoped Minister Coulton will be in attendance:

- Friday 14 February in Narrandera
- Monday 17 February at Gilgandra
- Wednesday 19 February at Parkes
- Friday 21 February at Narrabri

This will provide Councils with an opportunity to raise the issue of inland rail crossings grade separation. However, there may not be any members of the Inland Rail in attendance.

Rowan Holt advised he is happy to take questions via email and pass on to the Inland Rail team. Email: rowan.holt@infrastructure.gov.au

No further questions for Robyn and Rowan.

Action: Members to ensure all their Newell Highway networks are informed of the upcoming regional consultation meetings.

10.45am Robyn and Rowan departed the meeting.

Recommendation

That the information be received and noted

Resolution

That the information be received and noted

Moved: John Scarce **Seconded:** John Morris

All in favour

Carried

8. Newell Highway Promotions Committee Update

The last meeting of the Newell Highway Promotions Committee was held on 26 November 2019 at Gilgandra, the minutes of which are attached.

There is currently a survey being distributed by Parkes Council seeking support from Councils for the Newell Highway Promotions Committee.

Berrigan Shire and Murrumbidgee Council advised of the difficulties of small Councils providing financial support for several organisations.

A suggestion that each Council on the Newell Highway be party to an agreement which requires an annual financial contribution and employs a Marketing Officer. There may be the potential to have an employee who supports more than one regional/highway promotion ie Newell Highway/Kidman Way/Sturt Highway etc. Financial support may also be available through Destination NSW.

Recommendation

That the information be received and noted, and the NHTF write to Councils encouraging them to support the Newell Highway Promotions Committee through an annual financial contribution, which would be used to promote the Newell Highway and employ a Marketing Officer. Also to approach Destination NSW for assistance with funding.

Resolution

That the recommendation be adopted.

Moved: John Morris **Seconded:** Doug Batten

All in favour

Carried

9. General Business

- 9.1 On Monday 18 February Central NSW Joint Organisation Strategic Transport Group will hold their meeting at Parkes Shire Council to discuss Newell Highway and feeder. (This matter was discussed in conversation with both Alistair Lunn and Robyn Legg).

Invitations were distributed by ROC's. Some NHTF members were unaware meetings were being held.

NOTED

- 9.2 Write to ARTC seeking grade separation on any State or Federal Highway at an intersection with the inland rail. Business case needs to be undertaken on which are critical ones, and planning needs to be carried out now. Copies of these letters are to be provided to the Deputy Prime Minister and Deputy Premier.

Recommendation

A letter be sent to ARTC seeking grade separation on any State or Federal Highway at an intersection with the inland rail, noting that a business case needs to be undertaken on which are critical ones, and planning needs to be carried out now. Copies of these letters are to be provided to the Deputy Prime Minister and Deputy Premier.

Resolution

That the recommendation be adopted

Moved: Doug Batten **Seconded:** John Morris

All in favour

Carried

- 9.3** Dubbo Regional Council are seeking letters of support for a freight bypass for Dubbo. Dubbo is undertaking a business case to support bypass.
River Street Bridge Dubbo – This proposal lacks community support.

Recommendation

Letter to Minister Toole (copy Constance??) advising the aim of the Newell Highway Task Force Committee is fluent traffic movements up and down the Newell Highway, including the bypass of major centres. A copy of this letter to be provided to Dubbo City Council.

Resolution

That the recommendation be adopted.

Moved Doug Batten **Seconded** John Morris

All in favour

Carried

- 9.4** Newell Highway Program Alliance – this provides consultation between TfNSW, contractors and Councils.

Recommendation

NHTF to extend an invitation to Jayne Bleechmore of the Newell Highway Program Alliance to attend an upcoming meeting of the Committee.

Resolution

That the recommendation be adopted.

Moved John Morris **Seconded** Tony Lord

All in favour

Carried

Future planning is considering seeing trucks travelling east west through Tocumwal towards Barooga diverted away from the town area. ROSI funding may be applicable in this instance.

10. Future Meeting Dates and Venues

The next Newell Highway Taskforce Committee Meeting will be held on Tuesday 12 May 2020 in Parliament House, Sydney (**to be confirmed**).

11. Meeting Closure

There being no further business, the meeting closed at 11.30am. Cr Keith thanked those in attendance. Attendees shared a light luncheon provided by Murrumbidgee Council.

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING HELD Via ZOOM
Thursday 23 April 2020**

Meeting opened at 11:36am, due to COVID-19 restrictions the meeting was held electronically.

PRESENT

| | | |
|----------------------------|---------------------------------------|----------|
| Ray Smith <i>PSM</i> | Bland Shire Council | |
| Cr Brian Monaghan | Bland Shire Council | |
| Tony Donoghue | Coolamon Shire Council | |
| Cr John Seymour <i>OAM</i> | 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 | |
| Aaron Drenovski | Goldenfields County Council | |
| Cr Neil Smith | Junee Shire Council | |
| James Davis | Junee Shire Council | |
| Cr Rodger Schirmer | Lockhart Shire Council | |
| Peter Veneris | Lockhart Shire Council | |
| Andrew Crakanthorp | Riverina Water County Council | |
| Cr Greg Verdon | Riverina Water County Council | |
| Cr Rick Firman <i>OAM</i> | Temora Shire Council | Chairman |
| Gary Lavelle <i>PSM</i> | Temora Shire Council | |
| Julie Briggs | REROC | |
| Kate Hardy | REROC | |

APOLOGIES

Apologies for non-attendance were received from Cr Dennis Palmer, James Bolton and Rachel Whiting.

Moved Cr H Wilton, seconded Cr N Smith that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved Cr R Schirmer, seconded Cr J Seymour that the minutes of the meeting held on 12 December 2019 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

The Correspondence report was tabled.

Moved Cr R Schirmer, seconded Cr N Smith that the Correspondence be received.

CARRIED

EXECUTIVE OFFICER'S REPORT

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

Review of REROC/JO Operations – the Morrison Low Review Report is now complete, the REROC Executive met on 14 April to consider the review. A Report was prepared from this meeting and distributed to the Board for review.

Moved by Cr N Smith, seconded Cr A McAlister that following the completion of the review process the preferred way forward is the creation of a new Regional Organisation structured as a Company Limited by Guarantee.

CARRIED

Biodiversity Conservation Reform Project Officer – We have not appointed a project officer for this position but have negotiated a funding variation that has been approved which enables REROC to finish the project by running a series of webinars. All activities must be completed by 31 May and the final report is due mid-June.

Contaminated Land Management Project Officer Funding – We have signed off-on a funding variation for a joint approach for this role with RAMJO. Matthew Dudley has been engaged as the contracted Project Officer for the next 6 months. Matthew will be based in Albury and has been appointed by RAMJO.

Review of the NSW Public Lighting Code – originally we thought that this was an issue for the JO, however as REROC is listed as one of the authors of the original document it is more appropriate for REROC to respond. The review is only a minor one to tidy up some outstanding issues and some wording, there will be a full review of the Code before the end of the year.

Moved Cr N Smith, seconded Cr H Wilton that REROC respond to the invitation to make comment on the proposed changes to the NSW Public Lighting Code.

CARRIED

COVID -19 arrangements – due to COVID-19 restrictions a number of changes have had to be made to REROC planned events. A list of changes was provided to the Board.

Moved Cr A McAlister, seconded Cr H Wilton that the CEO Report be received.

CARRIED

RESOURCE SHARING REPORT

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

Southern Lights – Essential Energy has been delivering a presentation on the rollout of LEDs to councils. A paper on Energy Savings Certificates (ESCs) has been developed and circulated to councils for their information and to assist with decision making. ESCs are currently worth \$30

which is the highest they have been. Deployment of LEDs is currently going ahead with 14,000 lights installed so far.

There may be some funding available to support the installation of the LEDs. The Department of Planning Industry and Environment (DPIE) has approached some councils about funding for solar projects and for LEDs. Temora Shire and Lockhart Shire Council advised that they had both received an email about the possible stimulus funding. P Veneris to send email to CEO to be distributed. The Department is seeking “shovel ready projects” for this funding.

J Briggs was asked to resend information on ESCs to the Board members.

Biodiversity Webinar – first webinar was run by REROc on Monday 30 March, there were 30 people in attendance from both REROc and RAMJO and it was well received. There was a lot of positive feedback received and we are currently looking at running additional webinars in May. These will be run as 2 hour webinars.

EPA was pleased with the outcome and has requested guidelines on how we are running these to pass onto other ROCs/JOs.

REROc has purchased a 12 month subscription to the webinar software which is available for any of the REROc councils to use.

Whilst we are going through the changes to the work environment in response to COVID-19 there is an opportunity for REROc to run some webinars over the next couple of months. Councils were asked to provide input on areas they would like to see webinars on.

Moved Cr H Wilton, seconded Cr N Smith that the Resource Sharing report be received.

CARRIED

TREASURER'S REPORT

The report was tabled by T. Donoghue.

T Donoghue presented the REROc Budget for 2020/21, it was recommended that REROc contributions for the next Financial Year remain the same as the 2019/20 contributions.

Moved T Donoghue, seconded Cr H Wilton that the REROc Membership budget be adopted

CARRIED

Moved T Donoghue, seconded Cr H Wilton that the Finance Report be received.

CARRIED

WASTE FORUM REPORT

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

No Time to Waste Conference – due to the restrictions put in place for COVID-19 the Waste Conference will now be run at the end of October. We are currently waiting on confirmation of dates from the venue.

E-Waste Collections – REROc is no longer partnering with MRI-PSO for our e-Waste processing. As a result of this REROc is now paying for all the freight for the e-Waste collected from REROc region, this is coming from reserves generated through procurements for waste.

EPA Litter Grant – the new bin infrastructure has been ordered as well as the new pavement stickers. These should be arriving at councils towards the end of May.

20 Year Waste Strategy – We have participated in a number of consultations for the 20 Year Waste Strategy Issues paper. J. Briggs is currently preparing a submission in response to the paper to be reviewed by the REROc Waste Forum at next week's meeting.

Snowy Valleys Council – Snowy Valleys has advised that they will be joining the CRJO Voluntary Regional Waste Group at the commencement of the 2020-21 financial year. We are disappointed to see them leave the REROc Waste Forum and will now have to commence the unpacking of Snowy Valleys from a number of REROc projects, campaigns and advertising.

Moved Cr R Schirmer, seconded Cr H Wilton 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 - due to the restrictions put in place for COVID-19 the Youth Leadership Forum has been postponed to Wednesday 19 August 2020. This date will be reviewed again this term to confirm if we are able to proceed on the new date or if we will have to postpone further. We have applied for funding through the Primary Health Network (PHN) Murrumbidgee Community Grants and are also seeking support from the REROc Member Councils to assist with the costs associated with running the event.

Moved S Pinnuck, seconded R Smith that REROc member councils contribute \$350 each to assist with the funding of the 2020 Take Charge Riverina Youth Leadership Forum being held in Wagga Wagga on Wednesday 19 August 2020.

Moved R Smith, 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:

Waste Metal Tenders – we have been advised that export markets for metal have closed due to COVID-19 and the price for metal has dropped dramatically. REROc councils have advised they will be ready for another round of collections in approx. 2-3 months so we will be watching the market to determine when the best time to go out to tender will be.

Moved Cr J Seymour, seconded Cr A McAlister that the Procurement report be received.

CARRIED

GENERAL BUSINESS

No business raised.

NEXT MEETING

Thursday 25 June 2020. To be advised if meeting will be in Wagga Wagga or via ZOOM.

CLOSURE

Meeting closed at 12:15pm

DRAFT



Riverina Joint Organisation

Minutes

Board Meeting held

27 February 2020

Minutes of the Riverina Joint Organisation Board Meeting held at NSW Parliament House, Sydney on Thursday 27 February 2020

The meeting opened at 1:42pm

Present

| | | |
|---------------------|---------------------------------------|--------------------|
| Cr John Seymour OAM | Coolamon Shire Council | |
| Tony Donoghue | Coolamon Shire Council | |
| Cr Abb McAlister | Cootamundra-Gundagai Regional Council | |
| Phil McMurray | Cootamundra-Gundagai Regional Council | |
| Cr Doug Meyer OAM | Greater Hume Shire Council | Alternate Delegate |
| Steve Pinnuck | Greater Hume Shire Council | |
| Cr Dennis Palmer | Goldenfields Water County Council | |
| Aaron Drenovski | Goldenfields Water County Council | |
| James Davis | Junee Shire Council | |
| Cr Rodger Schirmer | Lockhart Shire Council | |
| Peter Veneris | Lockhart Shire Council | |
| Andrew Crakanthorp | Riverina Water County Council | |
| Cr Rick Firman OAM | Independent Chairman | |
| Gary Lavelle PSM | Temora Shire Council | |
| Cr Greg Conkey OAM | Wagga Wagga City Council | |
| Peter Thompson | Wagga Wagga City Council | |
| Julie Briggs | Riverina Joint Organisation | |
| Kate Hardy | Riverina Joint Organisation | |
| Cameron Templeton | Office of Local Government | |

1. Apologies

Resolved on the motion of Cr J Seymour, seconded Cr R Schirmer that the apologies of J Bolton, Cr H Wilton, Cr G Sinclair, Cr N Smith, Cr B Monaghan, R Smith, Cr G Verdon, Cr P Funnell, Anneke Gehrman be received.

Cr R Firman welcomed Wagga Wagga City Council as a new member of the Riverina Joint Organisation, Cr Firman also extended a welcome to Cameron Templeton from OLG.

Cr R Firman placed on the record the Board's warm congratulations to Ray Smith on the awarding of his Public Service Medal which was announced in the Australia Day Honours' List.

2. Move to Committee of the Whole

Resolved on the motion of Cr R Schirmer, seconded Cr A McAlister 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 J Seymour, seconded Cr A McAlister that the minutes of the 12 December 2019 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

Noted.

6. Correspondence

Resolved on the motion of Cr R Schirmer, seconded Cr D Meyer that the Board receive and note the correspondence.

7. Chief Executive Officer Report

7.1 JO Funding Arrangements

JO Capacity Building Funding – The JO has been advised that the funding has been approved; we are now waiting on the funding deed. Delivery dates for the projects will be pushed back to accommodate the delay in the grant of the funds.

Resolved on the motion of Cr A McAlister, seconded Cr J Seymour that the CEO execute the Funding Deed for the Capacity Building Funding, providing there are no material changes to the three projects that were proposed.

7.2 JO Regional Planning

Regional Freight Transport Plan – A copy of the Plan was given to Minister Toole at the meeting with him at Parliament House Sydney on Thursday 27 Feb 2020.

7.3 JO Working Party Meetings

Operations Working Party – the group met on 12 February.

Governance Working Party – the group met on 12 February.

Wagga Wagga City Council to advise which delegate will sit on each of the Working Parties.

7.4 JO Core Activities – Advocacy and Lobbying

Meetings with Politicians – we met with Shadow Minister, Greg Warren MP in Wagga Wagga on 19 February.

Section 7.12 Contributions for State Significant Development - Cr Scott, President of LGNSW has advised that they are advocating for the wording to be changed from “may impose” to “must impose”. The Minister in his meeting with the JO today indicated that this is the direction that he is looking at because it will provide certainty to developers.

Resolved on the motion of Cr R Schirmer, seconded Cr A McAlister that the Riverina JO Board write to the Minister for Planning to request the rewording of the Section 7.12 clause in the Environment, Planning and Assessment Act to “must impose” the contribution.

Minutes of the Riverina Joint Organisation Board Meeting held at NSW Parliament House, Sydney on Thursday 27 February 2020

Audit, Risk and Improvement Framework Discussion Paper – a copy of the final response to the Discussion Paper was provided to the Board. A copy has also been provided to LGNSW and to Shadow Minister Greg Warren when he met with us on 19 February.

Resolved on the motion of Cr R Schirmer, seconded Cr D Meyer that the Riverina JO formally adopt the response to the proposed Audit, Risk and Improvement Framework for Local Government and continue to lobby our position.

Drought Sub-committee - Copies of the Farm Household Allowance (FHA) Flyer were given to the Board at the meeting. The next meeting of the Committee will be held in Temora on 9 March at 10.00a.m.

A copy of the FHA flyer was also provided to Minister Adam Marshall during his meeting with the Board on 27 February 2020.

LGNSW/JO Working Group – there have been no further meetings called for this Group.

Impact of Rising Costs – we are currently waiting on a response from IPART in relation to our correspondence on the issue. Numbers prepared for our advocacy have been provided to LGNSW who will be using them in their advocacy with IPART.

Regional Roads Transfer Terms of Reference for the Independent Panel - The Board was provided with a copy of the JO's final response for adoption. It was noted that the Minister for Regional Roads had advised during his meeting with the Board that Local Government was represented on the Panel by the General Manger of Queanbeyan-Palerang, Mr Peter Tegart.

Resolved on the motion of Cr R Schirmer, seconded Cr A McAlister that the Riverina JO formally adopt the response to the Regional Roads Transfer Terms of Reference for the Independent Panel.

Mobile Black Spot Funding – the list of Black Spot areas has been circulated to the Board. Board Members are to advise the CEO if any additional areas need to be added to the list.

Mining Legislation – this issue has not progressed.

Up to 3% Increase in the Rate Peg without a Special Rate Variation – this issue was discussed with Cr Scott and the LGNSW Advocacy Team on 19 February. To date the Riverina JO's stance has been for councils to be permitted to increase rates by up to 3% above the Rate Peg without a Special Rate Variation. However, LGNSW are advocating for a 2% increase above the peg, it would be preferable if we were all advocating for the same change.

Resolved on the motion of Cr A McAlister, seconded Cr R Schirmer that the Riverina JO Board resolve to advocate for a 2% rate increase above the Rate Peg without requiring a Special Rate Variation.

Proposed Export Waste Ban – Mr Craig Salan the Manager of Kurrajong Recycling addressed the last meeting of the RERO Waste Forum about the impacts the imminent introduction of the waste export bans are already having on Kurrajong's operations. Mr Salan advised that international

Minutes of the Riverina Joint Organisation Board Meeting held at NSW Parliament House, Sydney on Thursday 27 February 2020

markets are starting to dry up as a result of the export bands, the first of which commences in mid-2020.

Resolved on the motion of Cr J Seymour seconded Cr A McAlister that the Riverina JO refer the issues arising as a result of Waste Export Bans to the Operations Working party to develop a recommendation to bring to the Board.

Visit to NSW Parliament House

Resolved on the motion of Cr D Meyer seconded Cr A McAlister that the Board write a letter of thanks to each of the Ministers who met with the Board on 27 February at NSW Parliament House.

9.5 JO Core Activities – Intergovernmental Co-operation

Consultation with the Federal Department of Infrastructure on Roads of Strategic Importance (ROSI) – while the consultation had a focus on the Newell Highway, Members agreed that it was important to consider the feeder roads into the Newell as possible ROSI projects. Following the consultation copies of the Freight Transport Plan were provided to the Department and to the Minister’s advisor.

Resolved on the motion of Cr J Seymour, seconded Cr R Schirmer that the Board receive the report.

10. JO Chairs’ Forum

Agreement on the Definition of Financial Sustainability for a JO - The Advisory Committee have prepared a position paper for the Minister and have requested JOs resolve to adopt a common definition for the financial sustainability of the JOs.

Resolved on the motion of Cr R Schirmer, seconded Cr D Meyer that the Board of the Riverina JO agree that the definition of Financial Sustainability, for the purpose of the Advisory Committee be determined as

A Joint Organisation will be financially sustainable over the long term when it is able to achieve sufficient funding and deliver on the Strategic Regional Priorities agreed with its members and stakeholders.

11. Review of the JO and REROC Operations

The review is currently underway, interviews have been completed and surveys sent out to all relevant council staff. Interim report will be available around Mid-March.

12. Financial Report

Resolved on the motion of Cr A McAlister, seconded by Cr D Meyer that the Board receive the financial report.

13. Urgent Business without Notice

Wagga Wagga City Council offered to develop a proposal for the next Riverina JO Board meeting detailing some of Wagga’s projects and how Member Councils could be involved.

14. Resolution to Move out of Committee of the Whole

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

15. Next Board Meeting

The next meeting of the Riverina JO will next meet on Thursday 23 April 2020 at 9:00am

16. Meeting Closure

Meeting closed at 2.54pm.

DRAFT



Riverina Joint Organisation

Minutes

Board Meeting held

23 April 2020

Minutes of the Riverina Joint Organisation Board Meeting held at via Zoom Video/Teleconference on Thursday 23 April 2020

The meeting opened at 10:07am, due to COVID-19 restrictions the meeting was held electronically.

Present

| | |
|---------------------|---------------------------------------|
| Ray Smith PSM | Bland Shire Council |
| Cr Brian Monaghan | Bland Shire Council |
| Cr John 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 |
| Steve Pinnuck | Greater Hume Shire 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 Greg Conkey | Wagga Wagga City Council |
| Peter Thompson | Wagga Wagga City Council |
| Cr Rick Firman OAM | Independent Chairman |
| Cr Graham Sinclair | Temora Shire Council |
| Gary Lavelle PSM | Temora Shire Council |
| Julie Briggs | Riverina Joint Organisation |
| Anneke Gehrmann | Riverina Joint Organisation |
| James Bolton | Department of Premier and Cabinet |
| Cameron Templeton | Office of Local Government |

1. Apologies

Resolved on the motion of Cr J Seymour, seconded Cr H Wilton that Cr Dennis Palmer apology 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 R Schirmer, seconded Cr G Conkey that the minutes of the 27 February 2020 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

The presentation to the Board by Wagga Wagga City Council on the Special Activation Precinct (SAP) that was scheduled for this meeting has been postponed until June.

Resolved on the motion of Cr G Sinclair, seconded Cr J Seymour that the Board receive and note the outstanding matters.

6. Correspondence

Resolved on the motion of Cr H Wilton, seconded Cr N Smith that the Board receive and note the correspondence.

7. CEO Report

7.1 JO Funding Arrangements

Recurrent Funding for JOs – There has been no resolution to this issue. The JO Chairs' Forum continues to push for this with the Minister, as does the JO's Ministerial Advisory Group.

7.2 JO Regional Planning

Regional Freight Transport Plan – The Board considered the quote from CSIRO TraNSIT to provide freight transport data for the Plan. J Briggs advised that the quote was slightly higher than what had been budgeted for, but it includes the 36 routes identified in the current plan and can be accommodated in the funding that we have been granted.

Resolved on the motion of Cr J Seymour, seconded Cr H Wilton that the Riverina JO Board accept the quote provided from CSIRO TraNSIT to provide freight transport data for the JO's Informed Decision-making in Regional Freight Transport Planning project.

Skills Shortages in Local Government – the data received to date has been compiled for distribution. Once all data has been received a more detailed report will be compiled. This information will be used to inform the Capacity Building Project in Skills Shortages.

Best Practice in Aggregated Procurement – This project is also part of the Capacity Building Project with the Central NSW JO taking the lead on the project. The first stages of the project are being undertaken by Lindsay Taylor Lawyers.

Post-COVID-19 Activities – the Board considered what activities it could undertake to promote business/tourism post COVID-19. It was agreed that J. Briggs would contact Richie Robinson CEO of Destination Riverina-Murray to talk about possible joint activities.

7.3 JO Working Party Meetings

Operations Working Party

The Working Party met on 8 April 2020

Governance Working Party

The Working Party met on 8 April 2020.

Minutes of the Riverina Joint Organisation Board Meeting held at via Zoom Video/Teleconference on Thursday 23 April 2020

The Public Lighting Code Review was discussed at the meeting, but it has since been noted that as REROC is one of the original authors of the Code that the response was requested from REROC so the responsibility for providing input on the proposed changes lies with REROC.

The cost of child care services was raised at the meeting. However the day following the Working Party meeting the Government announced \$82 million in funding for council-owned childcare. Members expressed concern that they had not yet been contacted about the funding.

Resolved on the motion of Cr H Wilton, seconded Cr J Seymour that if affected Member Councils have not been contacted within the next two weeks that the Board write to the Minister to raise the issue and seek action.

7.4 JO Core Activities – Advocacy and Lobbying

Meetings with Politicians - Follow up thank you letters were sent out to the Ministers that met with the Board in February.

Section 7.12 Contributions for State Significant Developments – we have written to the Minister in support of his suggested amendment to Section 7.12 changing the words from “may impose” to “must impose”.

Greater Hume advised that they have had a good response from the Minister’s Office with regard to VPAs and their inclusion in the final development consent.

Review of the Infrastructure Contributions Scheme – this review is currently underway; responses are due by 12 June. Councils are to provide comments and input to J. Briggs.

Audit, Risk and Improvement Framework – there has been no further advice from the OLG or Minister on the Framework.

Drought Sub-committee – the Committee last met on 9 March.

Impact of Rising Costs on Local Government Finances – JO representatives have met with IPART and discussed various approaches to the issue. Two approaches have been put forward, the first being a streamlined rate variation process and the second requesting that the State give advanced notice to IPART in relation to significant increases in fees, charges and compliance costs that are to be imposed on local government.

Resolved on the motion of Cr N Smith, seconded Cr H Wilton that the Riverina JO write to the Minister for Local Government to request the introduction of a streamlined rate variation process to address shortfalls in core funding that were not addressed by the rate peg and to request that where the NSW Government intends to significantly increase compliance or other fees and charges to local government that it announces the quantum of those increases in a timeframe that allows their inclusion in the calculation of the following year’s rate peg.

Regional Roads Transfer Terms of Reference for the Independent Panel – there has been no response to the submission that was lodged.

Minutes of the Riverina Joint Organisation Board Meeting held at via Zoom Video/Teleconference on Thursday 23 April 2020

LGNSW/JO Working Group – there have been no further meetings.

Mining Legislation – this matter remains outstanding.

Up to 2% Increase in the Rate Peg without a Special Rate Variation – it was agreed that this issue should be addressed separately to the advocacy for a streamlined rate peg variation.

Proposed Export Waste Ban – following the Operations Working Party meeting, a submission is to be prepared on this issue.

20 Year Waste Strategy Issues Paper – input on the Issues Paper was requested from the Member Councils. Submissions on the Strategy close on 8 May 2020.

Resolved on the motion of Cr J Seymour, seconded Cr A McAlister that the Riverina JO lodge a submission to the NSW 20 Year Waste Strategy Issues Paper.

7.5 JO Core Activities – Intergovernmental Co-operation

Riverina-Murray Drought Task Group – the Group last met on 11 March 2020.

Meetings with Murrumbidgee Primary Health District – there is a focus on COVID-19 communications.

Resolved on the motion of Cr N Smith seconded Cr A McAlister that the Board receive the CEO's Report.

8. JO Chairs' Forum

Terms for JO Chairs – JO Chairs' terms do not align with Mayoral terms which could result in JOs having to elect a Chairman twice in one year.

Resolved on the motion of Cr N Smith, seconded Cr H Wilton that the Riverina JO write to the Minister for Local Government to request that the elections of JO Chairs align with the election of Council Mayors.

Agreement on the Definition of Financial Stability for a JO – the JO Chairs adopted the definition of Financial Sustainability for JOs.

Advisory Committee Paper on Financial Viability – the paper has been provided to the Minister and we are awaiting a response.

Terms of Reference – the amended Terms of Reference of the Joint JO Chairs' Forum was adopted by the Joint Chairs.

Resolved on the motion of Cr N Smith, seconded Cr A McAlister that the Board receive the report.

9. Review of the JO and REROC Operations

A workshop was held on 23 April 2020 to discuss the findings of the review and the recommendations put forward. Cr Firman provided a verbal report on the Workshop. The Workshop recommended the following to the RivJO Board:

Minutes of the Riverina Joint Organisation Board Meeting held at via Zoom Video/Teleconference on Thursday 23 April 2020

that as a result of the Review Process that the preferred way forward is the creation of a new Regional Organisation structured as a Company Limited by Guarantee.

Resolved on the motion of Cr N Smith, seconded Cr H Wilton that following the completion of the Review the preferred way forward is the creation of a new Regional Organisation structured as a Company Limited by Guarantee.

Record of Voting on the Motion:

For the Motion:

Bland
Coolamon
Cootamundra-Gundagai
Greater Hume
Junee
Lockhart
Temora

Against the Motion:

Wagga Wagga

Membership of the Review Sub-committee – Wagga Wagga City Council has now joined the JO and a representative needs to be appointed to the JO's Review Committee.

Resolved on the motion of Cr N Smith, seconded Cr A McAlister that Peter Thompson be the Wagga Wagga City representative on the JO Review sub-committee.

10. Financial Report

Resolved on the motion of Cr H Wilton, seconded by Cr N Smith:

1. That in relation to the 2020/21 budget:
 - a. The membership fee model for 2020/21 be endorsed for a single year only in light of reviewing the financial sustainability of RivJO; and
 - b. The membership fee model for RivJO for 2020/21 be set in accordance with Option 2 in the Financial Report at \$19,292.33 for General Purpose Councils and \$9,646.17 for Single Purpose Council
2. That the Board receive the Financial Report.

11. Governance

The Privacy Management Plan and Internal Reporting Policy were considered by the Board.

Resolved on the motion of Cr N Smith, seconded Cr J Seymour that the Board adopt the Privacy Management Plan and the Internal Reporting Policy.

12. Urgent Business without Notice

No urgent business was considered.

13. Resolution to Move out of the Committee as a whole

Resolved on the motion of Cr H Wilton, seconded by Cr R Schirmer that the Board move out of Committee of the Whole.

14. Next Board Meeting

The next meeting of the Riverina JO will next meet on Thursday 25 June 2020. Meeting arrangements to be determined in accordance with COVID-19 restrictions.

15. Closure

Meeting closed at 11.29am

DRAFT



RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE

MINUTES

22 APRIL 2020

PRESENT

| | |
|---------------------|--|
| Cr Leigh Bowden | Cootamundra-Gundagai Regional Council |
| Cr Cate Cross | Snowy Valleys Council |
| Cr Pam Halliburton | Junee Shire Council |
| Cr Dennis Sleigh | Temora Shire Council |
| Cr Bronwyn Thomas | Federation Council |
| Cr Dallas Tout | Wagga Wagga City Council (Chairperson) |
| Cr Jan Wyse | Bland Shire Council |
| Ms Alison Balind | Bland Shire Council |
| Mr Steve Firth | Temora Shire Council |
| Ms Madeleine Scully | Wagga Wagga City Council |
| Mr Glenn Sheehan | Junee Shire Council |
| Mr David Smith | Greater Hume Shire Council |
| Ms Kristin Twomey | Snowy Valleys Council |
| Mr Peter Veneris | Lockhart Shire Council |

IN ATTENDANCE

| | |
|-------------------|--------------------------|
| Ms Cathy Lange | Bland Shire Council |
| Ms Carolyn Rodney | Wagga Wagga City Council |

RIVERINA REGIONAL LIBRARY STAFF

| | |
|------------------|---------------------------------------|
| Ms Amy Heap | Outreach & Promotions Coordinator |
| Mr Brian Plummer | Support & eServices Coordinator |
| Mr Robert Knight | Executive Director |
| Ms Karen Wendt | Business & Communications Coordinator |

The meeting of the Riverina Regional Library Advisory Committee commenced at 9:12am and was held via Zoom video conference.

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 Greg Verdon
Mr James Davis
Mr Tony Donoghue

Recommendation

On the motion of Cr Cate Cross and Cr Pam Halliburton

That the Apologies of the Riverina Regional Library Advisory Committee meeting held on 18 March 2020 be received and accepted.

CARRIED

REPORTS FROM STAFF

RP-1 CONFIRMATION OF MINUTES OF THE RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE MEETING HELD 30 OCTOBER 2019

Recommendation

On the motion of Cr Pam Halliburton and Cr Leigh Bowden

That the Committee endorse the minutes of the Riverina Regional Library Advisory Committee meeting held on 30 October 2019 as a true and accurate record.

CARRIED

RP-2 MANAGER FINANCE REPORT

Recommendation

On the motion of Ms Kristin Twomey and Cr Bronwyn Thomas

That the Committee:

- a endorse the draft RRL Budget for 2020/21**
- b note that once endorsed by the RRL Advisory Committee and the Executive Council, the 2020/21 RRL Budget will be placed on public exhibition as part of the Executive Council process**
- c note the RRL Budget Review for the quarter ended 31 December 2019.**

CARRIED

RP-3 APPOINTMENT OF DELEGATE TO THE RRL EXECUTIVE COMMITTEE

Recommendation

On the motion of Cr Pam Halliburton and Cr Cate Cross

That the Committee appoint a Council officer to fill a vacant position on the Executive Committee in accordance with section 4.8 of the Riverina Regional Library (RRL) Deed of Agreement.

Ms Cathy Lange was nominated by Ms Alison Balind.
Ms Lange accepted the nomination.

Ms Kristin Twomey was nominated by Cr Cate Cross.
Ms Twomey accepted the nomination.

A vote by show of hands was held with 5 votes for Ms Lange and 8 votes for Ms Twomey.

There being no further nominations, **Ms Kristin Twomey** was duly elected to join the Executive Committee of the Riverina Regional Library Advisory Committee in accordance with the RRL Deed of Agreement.

CARRIED

RP-4 EXECUTIVE DIRECTOR REPORT

Recommendation

On the motion of Ms Kristin Twomey and Mr Peter Veneris

That the Committee receive and note the report.

CARRIED

RP-5 LIBRARY ACTIVITY STATISTICS REPORT

Recommendation

On the motion of Cr Bronwyn Thomas and Cr Pam Halliburton

That the Committee receive and note the report.

CARRIED

RP-6 DRAFT MEMBER COUNCIL CONTRIBUTIONS 2020-2021

Recommendation

On the motion of Ms Kristin Twomey and Mr David Smith

That the Committee endorse the draft 2020-2021 RRL Member Council Contributions table as an interim document for presentation to the June 2020 meeting of the Executive Council, subject to there being no significant variations prior to that time.

CARRIED

RP-7 PROPOSAL FOR REGION-WIDE EXPENDITURE OF A PROPORTION OF THE ADDITIONAL STATE FUNDING FOR RRL COUNCILS / LIBRARIES

Recommendation

On the motion of Ms Alison Balind and Mr Kristin Twomey

That the Committee:

- a) endorse the proposal for 25% of the state government funding allocation to RRL member councils for the period 2020-21 to 2022-23 be allocated to a region wide Collection Enhancement Project**
- b) endorse the retention of 10% of the total additional funding annually by the RRL Administration Centre to cover administration and staffing costs associated with the Collection Enhancement Project.**

THE MOTION ON BEING PUT TO THE MEETING WAS LOST

RP-8 DRAFT RRL MANAGEMENT PLAN 2020-2021

Recommendation

On the motion of Mr Kristin Twomey and Cr Leigh Bowden

That the Committee endorse the draft RRL Management Plan 2020-2021 as an interim document for presentation to the June 2020 meeting of the Executive Council, subject to there being no significant variations prior to that time.

CARRIED

RP-9 PUBLIC LIBRARY INFRASTRUCTURE GRANTS PROGRAM

Recommendation

On the motion of Mr David Smith and Mr Peter Veneris

That the Committee:

- a endorse the proposal to extend the Riverina Regional Library Administration Centre building**
- b endorse the submission of a grant application to the 2020 round of the NSW Public Library Infrastructure Grants to support the proposed extension project, at the discretion of the Executive Director depending on prevailing circumstances at that time**
- c receive a further report should the grant application be successful.**

CARRIED

RP-10 MEMBER COUNCIL REPORT

Recommendation

On the motion of Ms Alison Balind and Mr Peter Veneris

That the Committee receive and note the report.

CARRIED

GENERAL BUSINESS

Robert Knight provided an update on Riverina Regional Library's COVID-19 response. A copy of that report will be distributed with the minutes.

CLOSE OF MEETING

The Riverina Regional Library Advisory Committee rose at 10:58am.

RRL Administration Centre COVID-19 Response

Like the majority of business and services across Australia, the RRL Administration Centre (RRLAC) was not anticipating nor fully prepared to deal with the service interruption that the COVID-19 pandemic so effectively delivered.

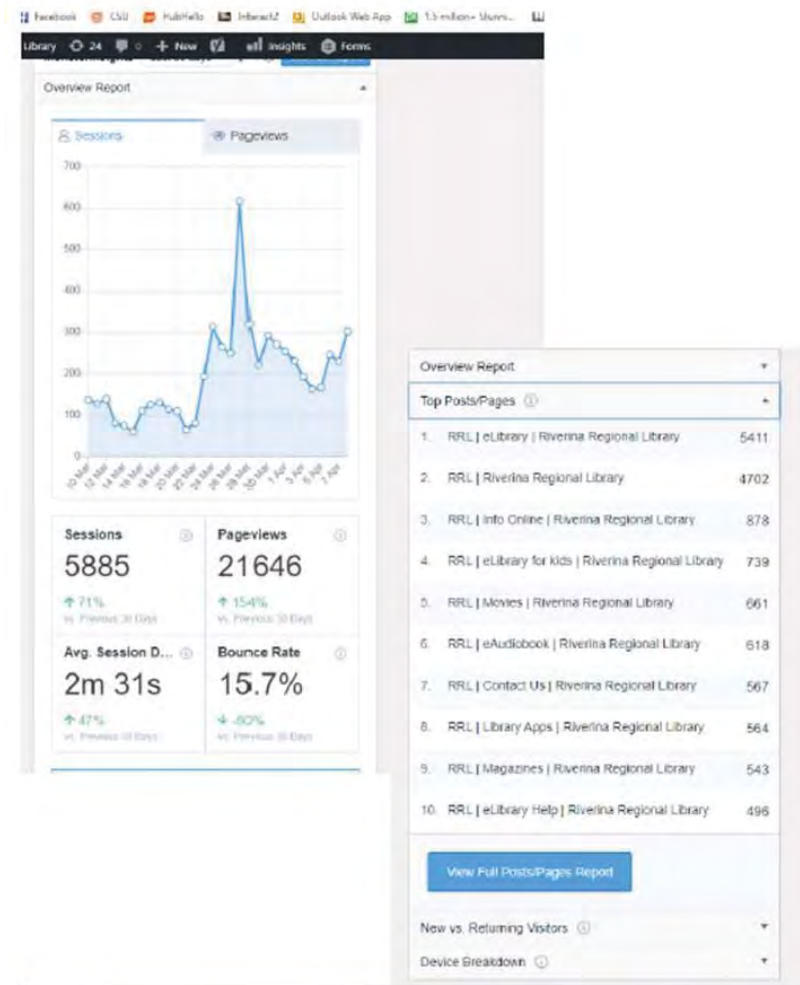
Closure of RRL libraries to the public, combined with the constraints of a number of RRLAC staff working from home, required a swift response by reimagining how library services could be delivered without libraries being open.

Whilst there are various service responses in play across RRL libraries, including “Click & Collect” and “Click & Deliver” services, staff working in closed libraries but not providing loan services, and library staff working from home in some council areas, obvious fallback position has been the deployment of eResources and the development of eProgram delivery.

We recognise that the RRL website is the new “front door” to library services across the region and this makes accessibility to online resources and services all more important. Website statistics are, not surprisingly, experiencing a spike in use – see the statistics below.

Statistics are compared to the last 30 days.

The big spike is on the 27 March



The home page of the website is being regularly updated with information and reading lists that show the range of materials available through our eLibrary. The website also provides:

- a link to online children's storytimes is also pinned to the home page
- a banner promoting Amy Heap's podcasts page has also been added to the website
- a banner for the school holiday program - Up For The Challenge

The RRLAC is also making regular posts to Facebook pages of RRL libraries on request, and Amy Heap is taking requests for books to be featured in her podcast series.

There has been a significant increase in demand for online resources. eResources statistics for March (see below) show the highest monthly figures across the board that RRL has ever recorded – and our libraries were still open for the first 3 weeks of the month. It will be interesting to see what April will bring.

The first column shows the average monthly loans from July 2019 to Feb 2020 and the second column shows the March figures.

| | <i>Average July-Feb 2020</i> | <i>March 2020</i> |
|-----------------------------|------------------------------|-------------------|
| <i>Ulverscroft</i> | 40 | 74 |
| <i>RRL eAudio (Bolinda)</i> | 3831 | 4192 |
| <i>RRL eBook (Bolinda)</i> | 2506 | 3053 |
| <i>RRL RB Digital</i> | 1151 | 1398 |
| <i>SWZDL eAudio</i> | 8351 | 9350 |
| <i>SWZDL eBook</i> | 5500 | 6614 |
| <i>SWZDL RB Digital</i> | 3159 | 3600 |

In other eServices news:

- RRL's first Online Book Clubs have taken off with gusto! Contact Tracey Luhrs luhrs.tracey@wagga.nsw.gov.au if you know of any Book Clubs in your area that want to try the online experience.
- RRL received advice from the State Library of NSW last week that RRL has now been configured ready to offer the NSW.net product Indyreads. <https://www.sl.nsw.gov.au/public-library-services/services/indyreads>
The Indyreads platform offers a statewide consortia collection of 9000 titles, with the content aiming to complement the existing digital collections held by public libraries. In addition to the Australian titles acquired from independent Australian publishers, there is also a collection of classic fiction and non-fiction imprints, offering modern translations and introductions. There are also modern international and Australian literary classics and prize winners and the best examples of self-published content. Indyreads aims to ensure that this content, which is not necessarily distributed through traditional library suppliers, is available to readers via their local public library. At present we are working with around 20 Australian publishers of genre, non-fiction and literary titles, and will continue to approach more Australian publishers. This is perfect timing, when all of our libraries are relying so heavily on eResources during this high demand period. An Indyreads app is available.

- In addition, RRL has purchased a subscription to Newsbank (through NSW.net) which provides access to a wide range of Australian newspapers. Access will be available as soon as the setup has been finalised. Stay tuned for further information.
- The NSWPLA Executive has made \$85,000 available to members through the *NSWPLA COVID-19 eR esources Fund* . Allocations are calculated at 50% of the 2019-20 membership fee for each member Council, and funds can be claimed through application to the NSWPLA Executive Office. There has been a strong takeup of the offer by RRL councils/libraries. The RRLAC has proposed that funds received by RRL member councils/libraries (totalling \$4,221) be added to the RRL BorrowBox quarantine collection. This proposal was endorsed by all RRL councils/libraries.
- In yet more eResources news, RRL will be subscribing to Hoopla from 1 October 2020. “Hoopla is a web and mobile library media streaming platform for audio books, comics, e-books, movies, music, and TV. Hoopla allows library patrons to download or stream media content.” <https://www.hoopladigital.com/>

In the operational sphere:

- Automatic renewals for all items currently on loan have been increased to 3 renewals for 28 days each. This situation will be reviewed as required.
- Reservations have been suspended.
- Scheduled eMessaging for reservations, overdue, courtesy reminders, re-registration have been suspended
- The Mobile Library service and Internal Delivery Service have been suspended.
- New memberships for those who have joined online since the closure of RRL libraries will remain valid until libraries reopen. Any anomalies will be identified and dealt with at that time.
- Deliveries of shelf ready collection items direct to RRL libraries from RRL's major collections supplier, Peter Pal recommenced this week after consultation all libraries . This will be mutually beneficial for both RRL libraries and Peter Pal. Library staff have been reminded to to leave boxes unopened for 3 days (although many of them would have been packed some weeks ago), use appropriate PPE when handling the boxes and contents, and wash/sanitise their hands regularly.
- Deliveries from other collections suppliers, MDM and Library AV, who currently deliver to the RRL Administration Centre (RRLAC), have also resumed. These items will be will be stored at RRLAC until the Internal Delivery Service is able to recommence.
- The RRLAC has received a large donation of good quality DVDs (over 400) from a generous Galing Place neighbour. The Collections Team will get around to allocating these gems in due course.
- RRLAC staff have been working with staff from Insight Informatics (the RRL library management system provider) on the development of an enhancement that will provide functionality to quarantine reservations to a single branch, or a selected range of branch libraries. Insight Informatics have generously agreed to meet the costs for what would normally be a chargeable enhancement. The absence of this functionality limited the capacity of RRL to support a region wide automated “Click & Collect” service that was operating at some libraries during the early days of library closures.

- RRL Mobile Library Operator, Mick Ellis, underwent heart surgery in Sydney last week. I'm pleased to report that Mick is recovering well after such major surgery, but will not be back in the driver's seat for some months.

The RRLAC will continue to work with member councils and branch libraries to optimise library service provision for the duration of the current restrictions. We all look forward to returning to normal, and anticipate that some of the service innovations that have been developed during the lockdown period may well have a life beyond COVID-19.

REPORTS TO COUNCIL

Section 1 - Office of the General Manager

8.1 Review of the Operations of REROC and RIVJO



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

Councillors will have had the opportunity to have discussed this matter in detail at the May Workshop.

The review of the functions and objectives of REROC and the Riverina Joint Organisation (RIVJO) has now been completed. The Review was undertaken by Morrison and Low Consultants with the following Terms of Reference:

1. Identify the strengths and weaknesses of REROC and the RivJO;
2. Measure and assess the compliance costs associated with the operation of both Organisations:
 - a. Identify the compliance regimes that apply to each
 - b. Determine costs associated with compliance including staff time and resources
 - c. Identify benefits of the compliance regime for each organisation;
3. Determine the minimum operating costs for both Organisations;
4. Measure and assess the cost of duplication associated with running both Organisations side-by-side;
5. Determine the most effective level of staff and resourcing for both Organisations;
6. Determine the opportunity cost of retaining both Organisations or losing one of them, including the implications for the Member Councils and the communities they represent; and
7. Make recommendations on the most efficient and effective way to represent the constituent councils and their communities to deliver the outcomes of in the areas of strategic planning and advocacy, as well as operational activities that benefit the Member Councils and by extension their communities.
8. Make recommendations for future operations including structures and budgets including

A single sub-committee representing both Boards was created and tasked with responsibility of overseeing the Review. The sub-committee members were Cr Rick Firman, Cr John Seymour, Cr Abb McAlister, Cr Rodger Schirmer, Cr Neil Smith, Tony Donoghue, Ray Smith, and Steve Pinnuck.

Morrison and Low completed their Review in April, and was initially considered by the sub-committee with a view to making a recommendation on the preferred way forward. The sub-committee met on April 17 to discuss the Review Report and made the following recommendations:

That as a result of the Review Process that the preferred way forward is the creation of a new Regional Organisation structured as a Company Limited by Guarantee.

The resolution will result in the creation of a single, regional organisation of councils under the governance of the Australian Securities and Investment Commission (ASIC).

The new structure recognises the limits and resourcing of both REROC and the RivJO and provides members with a viable and affordable way forward.

In making this recommendation the Board recognises that the proposed structure can only be put into place with the agreement of the Minister for Local Government. We propose making a request to the Minister to form the new regional organisation, if the majority of the current members of the RivJO and REROC resolve to take this direction. If the majority of the Member Councils of both organisations do not support the proposal then the Board of both organisations will revisit the Morrison Low Report with a view to recommending a different pathway.

Further, it has been noted that with the release of the COVID-19 Local Government Stimulus Package on 27 April 2020 circumstances have materially changed in relation to the operation of the JOs since the JO and REROC Boards met on 23 April. Information released by the OLG in relation to the Stimulus Package on 28 April states that *"councils that are members of a JO will need to work with member councils to continue to fund their JO for a period of two years as a condition of funding."*

At this stage this requirement appears to mean that councils who want to access the Stimulus Package funding must commit to funding their Joint Organisations for a period of two years.

Financial Implications

The Board believes that the JO structure is not financially sustainable without major recurrent funding from the NSW Government.

The following are the estimated annual operational costs of the various options:

- Two Entities (REROC & JO) - \$458,793.00
- RIVJO Full Time - \$447,221.00
- RIVJO Part Time - \$393,921.00
- RIVJO In-Kind - \$398,221.00
- RIVJO Delegation - \$357,521.00
- Incorporated Co. - \$269,000.00

The above costs are divided amongst the member councils based on population which equates to one-third of the membership fee with a base amount for all members that equates to two-thirds of the total fee.

Summary

The two Boards are suggesting that each council makes the following resolutions in relation to the proposed way forward:

Council provides in-principle support for the way forward determined in relation to the creation of a new regional organisation under the structure of a company limited by guarantee.

A final decision on Council's participation in the new regional organisation be determined once the funding arrangements for the COVID-19 Local Government Stimulus package have been resolved.

Recommendation:

- 1. That Bland Shire Council provides in-principle support for the way forward determined in relation to the creation of a new regional organisation under the structure of a company limited by guarantee**
- 2. That a final decision on Council's participation in the new regional organisation be determined once the following arrangements have been confirmed:**
 - The Covid-19 Local Government Stimulus Package eligibility issues have been resolved;**
 - A draft constitution for the new entity is presented to member councils for consideration; and**
 - The actual cost of membership of the new entity.**

Section 2 – Corporate & Community Services

8.2 Financial Statements – April 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: Director Corporate & Community 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 APRIL 2020.

BANK BALANCES AS AT 30TH APRIL 2020

| ACCOUNT | BALANCE |
|---|-------------------------|
| General Fund | \$ 1,125,573.65 |
| BCard | \$ 30,000.00 |
| | \$ 1,155,573.65 |
| Invested Funds | |
| Fixed Deposits | \$ 36,200,000.00 |
| Deposits at Call | \$ 3,739,600.25 |
| | \$ 39,939,600.25 |
| Net Balance | \$ 41,095,173.90 |
| Percentage of investment to Net Balance | 97.19% |

STATEMENT OF BANK BALANCES AS AT 30.4.20
SUBMITTED TO THE ORDINARY MEETING MAY 19, 2020

| | |
|---------------------------------------|-------------------------------|
| BALANCE as at 01.04.20 | \$ 2,056,381.81 |
| Add Receipts | |
| <u>Receipts over \$150,000</u> | |
| <u>Receipts under \$150,000</u> | \$ 849,676.24 |
| <i>Total Receipts for April 2020</i> | \$ 849,676.24 |
| Less Payments | |
| <u>Payments over \$150,000</u> | |
| <u>Payments under \$150,000</u> | -\$ 1,780,484.40 |
| <i>Total Payments for April 2020</i> | -\$ 1,780,484.40 |
| CASH BALANCE | <u>\$ 1,125,573.65</u> |
| Limit of Overdraft Arranged with Bank | \$ 350,000.00 |

ACCOUNTS SUMMARY AND CERTIFICATION

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

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

| Fund | | Voucher No.s | Total |
|-------------------------------------|-----------|-------------------------------|------------------------|
| Cheques | | 025882 - 025891 | \$ 14,528.49 |
| Auto-pay | Creditors | E020770 – E021128 | \$ 1,306,716.78 |
| Auto-pay | Payroll | 05/04/20 – 26/04/20 | \$ 436,352.16 |
| April Bank Charges & Commission etc | | | \$ 1,626.56 |
| Direct Debits | | Repayments & Vehicle Lease | \$ 21,260.41 |
| | | | \$ 1,780,484.40 |

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 19th May 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 \$1,780,484.40 was submitted to the Ordinary Meeting on the 19th May 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 30th April 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-October-2019 | Bank of QLD (Term Deposit) | 1,000,000.00 | 336 days | 1.50% | 14-September-2020 |
| 24-February-2020 | NAB (Term Deposit) | 1,000,000.00 | 210 days | 1.50% | 21-September-2020 |
| 17-February-2020 | NAB (Term Deposit) | 1,000,000.00 | 365 days | 1.55% | 16-February-2021 |
| 05-March-2020 | NAB (Term Deposit) | 1,500,000.00 | 210 days | 1.33% | 01-October-2020 |
| 08-November-2018 | Bank of QLD (Term Deposit) | 1,000,000.00 | 550 days | 2.80% | 11-May-2020 |
| 08-September-2019 | Bendigo Bank (Term Deposit) | 400,000.00 | 365 days | 1.65% | 08-September-2020 |
| 08-September-2019 | Bendigo Bank (Term Deposit) | 400,000.00 | 365 days | 1.65% | 08-September-2020 |
| 08-September-2019 | Bendigo Bank (Term Deposit) | 400,000.00 | 365 days | 1.65% | 08-September-2020 |
| 13-December-2019 | AMP (Term Deposit) | 1,000,000.00 | 370 days | 1.70% | 17-December-2020 |
| 16-January-2020 | Bank of QLD | 1,000,000.00 | 184 days | 1.60% | 17-August-2020 |
| 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 |
| 01-November-2019 | AMP (Term Deposit) | 1,000,000.00 | 364 days | 1.65% | 30-October-2020 |
| 08-July-2019 | AMP (Term Deposit) | 1,000,000.00 | 550 days | 2.15% | 08-January-2021 |
| 28-January-2020 | ME Bank (Term Deposit) | 2,000,000.00 | 245 days | 1.55% | 29-September-2020 |
| 06-April-2020 | NAB (Term Deposit) | 2,000,000.00 | 365 days | 1.20% | 06-April-2021 |
| 15-October-2019 | CUA (Term Deposit) | 1,000,000.00 | 272 days | 1.55% | 13-July-2020 |
| 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 |
| 22-January-2020 | ME Bank (Term Deposit) | 2,500,000.00 | 306 days | 1.50% | 23-November-2020 |
| 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 |
| | ANZ Deposit at Call | 50,890.32 | Cash at Call | | |
| | CBA Deposit at Call | 3,688,709.93 | Cash at Call | | |
| | TOTAL: | \$39,939,600.25 | | | |

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 (2019/20) | \$ 10,126,622.35 |
| Rates received as at 30/04/2020 | \$ 7,851,869.42 |
| % of rates received to date | 77.53% |

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 April 2020**
- 2. That Council confirms the payment of accounts, for the period 01 April to 30 April 2020, summarised in the accounts summary totalling \$1,780,484.40.**

8.3 Budget Review – March 2020



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

DP14.4 Ensure the long term financial sustainability of the Council through effective and prudent financial management

Author: Manager Customer & Financial Services

Introduction

The Local Government (General) Regulation 2005 requires Council to prepare and consider a Budget Review Statement each quarter, which shows:

- Estimates of income and expenditure
- Appropriate revision of those estimates

The Statement must also include a report indicating changes in estimates for income and expenditure. This is done in consultation with the responsible director or manager of the relevant department.

The Statement must comply with the Local Government Code of Accounting Practice and be considered by the Council no later than 2 months past the conclusion of the quarter.

The attached financial reports comply with the Council's statutory responsibilities and are presented using the organisational structure approved by the Council.

The Quarterly Budget Review Statement has been prepared on an accrual basis as required.

The Statement includes:

- Budget Review Summary including actuals to date, original budget and revised estimates if applicable and remaining balance.
- Summary of significant variations and budget adjustments.
- Reserves Position

Overall Position

In general terms, the Council has achieved 115% of projected revenue (calculated on an accrual basis) to adjusted budget and 97% of projected expenditure to adjusted budget by the end of March 2020. The higher than budgeted figures are mostly a result of unbudgeted funding. As the income and expenditure are the same for the additional funding, it did not impact on Council's bottom line.

Capital Expenditure at the end of March 2020 is currently at \$2,938,403 representing 85% of the revised budget, which sees Council on track for the final quarter.

The balance of Council's cash and investments held is around \$42million with reserve movements to be finalised in this coming quarter.

Operational Budget and Variations

The following are the results in the Departmental cost centres together with some commentary. An adjustment summary is attached to the review documentation.

OFFICE OF THE GENERAL MANAGER

The OGM has produced a result at the end of the 3rd quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provided for a favourable result.

CORPORATE & COMMUNITY SERVICES

Corporate and Community Services sections have produced a result at the end of the 3rd quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provided for a favourable result.

ASSETS AND ENGINEERING SERVICES

Assets and Engineering has produced a result at the end of the 3rd quarter that is within the budget for the directorate. Depreciation costs have been included to date and will be calculated monthly moving forward. Overheads have also been applied for the year. There is a budget adjustment of \$400,000 in the capital area for the new cemetery extension which is included in the draft 2020/21 budget. Any unexpended funds will be carried over to next year and the total will be removed from next year's budget. All areas appear to be performing within budget expectations and provided for a favourable result.

Conclusion

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

As Council's Responsible Accounting officer, it is my opinion that the Quarterly Budget Review Statement for Bland Shire Council for the quarter ended 31st March 2020 indicates that Council's financial position at 31st March 2020 is considered satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed _____ Date ____ / ____ / ____

Responsible Accounting Officer, Bland Shire Council

Recommendation:

- 1. That the Officer's Report be received and noted.**
- 2. That the Council endorses the Statement acknowledging the financial position is considered satisfactory.**

**INCOME/EXPENDITURE
AS AT 31st Mar 2020**

INCOME

| PRINCIPAL ACTIVITY | BUDGET 2019/20 | C/FWD PROJECTS 2018/19 | Approved Adjustments | ADJUSTED BUDGET 2019/20 | Requested Adjustments | Projected Year End Result | 3rd Quarter Actuals | Balance Remaining |
|---|--------------------|------------------------|----------------------|-------------------------|-----------------------|---------------------------|---------------------|-------------------|
| EXECUTIVE | | | | | | | | |
| Governance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Democracy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Land Development | -100,000 | 0 | 0 | -100,000 | 0 | -100,000 | 0 | -100,000 |
| Economic Development | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tourism | -5,150 | 0 | 0 | -5,150 | 0 | -5,150 | -9,833 | 4,683 |
| Human Resources | -12,400 | 0 | 0 | -12,400 | 0 | -12,400 | -11,321 | -1,079 |
| Community Services | -65,581 | 0 | 0 | -65,581 | 0 | -65,581 | -70,767 | 5,186 |
| Community Relations | 0 | 0 | 0 | 0 | 0 | 0 | -519,163 | 519,163 |
| Executive Total Outcome | -183,131 | 0 | 0 | -183,131 | 0 | -183,131 | -611,084 | 427,953 |
| CORPORATE DEVELOPMENT | | | | | | | | |
| General Revenue | -6,768,694 | 0 | 0 | -6,768,694 | 0 | -6,768,694 | -6,770,176 | 1,481 |
| Financial Assistance & investments | -5,170,335 | 0 | 0 | -5,170,335 | 0 | -5,170,335 | -2,129,791 | -3,040,544 |
| Corporate Support | -314,220 | 0 | 0 | -314,220 | 0 | -314,220 | -1,129,563 | 815,343 |
| Corporate Development Total | -12,253,249 | 0 | 0 | -12,253,249 | 0 | -12,253,249 | -10,029,530 | -2,223,719 |
| COMMUNITY & DEVELOPMENT SERVICES | | | | | | | | |
| Aged Care | -377,524 | 0 | 0 | -377,524 | 0 | -377,524 | -217,361 | -160,163 |
| Library & Children's Services | -1,389,093 | 0 | 0 | -1,389,093 | 0 | -1,389,093 | -1,270,125 | -118,968 |
| Regulatory Services | -6,700 | 0 | 0 | -6,700 | 0 | -6,700 | -8,797 | 2,097 |
| Support | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Development Control | -63,400 | 0 | 0 | -63,400 | 0 | -63,400 | -76,089 | 12,689 |
| Environmental Planning | -5,000 | 0 | 0 | -5,000 | 0 | -5,000 | -23,775 | 18,775 |
| Health & Environment | -2,000 | 0 | 0 | -2,000 | 0 | -2,000 | -591 | -1,409 |
| Property Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Community & Development Services Total | -1,843,717 | 0 | 0 | -1,843,717 | 0 | -1,843,717 | -1,596,738 | -246,979 |
| ASSETS & ENGINEERING | | | | | | | | |
| Works Administration | -2,301,760 | 0 | 0 | -2,301,760 | 0 | -2,301,760 | -2,875,273 | 573,513 |
| Plant Running | -3,658,138 | 0 | 0 | -3,658,138 | 0 | -3,658,138 | -3,251,076 | -407,062 |
| Roads, Works & Transport | -4,232,596 | 0 | 0 | -4,232,596 | 0 | -4,232,596 | -10,481,153 | 6,742,265 |
| Public Services | -449,710 | 0 | 0 | -449,710 | 0 | -449,710 | -353,190 | -153,244 |
| Pools | -20,000 | 0 | 0 | -20,000 | 0 | -20,000 | -18,182 | -1,818 |
| Council Property Maintenance | -269,353 | 0 | 0 | -269,353 | 0 | -269,353 | -422,278 | 152,925 |
| Waste management | -1,426,956 | 0 | 0 | -1,426,956 | 0 | -1,426,956 | -1,341,859 | -95,369 |
| Sewerage Disposal Services | -1,732,262 | 0 | 0 | -1,732,262 | 0 | -1,732,262 | -1,575,794 | -89,296 |
| Assets & Engineering Total | -14,090,775 | 0 | 0 | -14,090,775 | 0 | -14,090,775 | -20,318,805 | 6,721,914 |
| GENERAL FUND TOTAL | -28,370,872 | 0 | 0 | -28,370,872 | 0 | -28,370,872 | -32,556,158 | 4,679,170 |

EXPENDITURE

| PRINCIPAL ACTIVITY | BUDGET 2019/20 | C/FWD PROJECTS 2018/19 | Approved Adjustments | ADJUSTED BUDGET 2019/20 | Requested Adjustments | Projected Year End Result | 3rd Quarter Actuals | Balance Remaining |
|---|-------------------|------------------------|----------------------|-------------------------|-----------------------|---------------------------|---------------------|-------------------|
| EXECUTIVE | | | | | | | | |
| Governance | 456,067 | 0 | 0 | 456,067 | 0 | 456,067 | 335,358 | 120,709 |
| Democracy | 193,668 | 0 | 0 | 193,668 | 0 | 193,668 | 130,025 | 63,643 |
| Land Development | 100,000 | 0 | 0 | 100,000 | 0 | 100,000 | 1,367 | 98,633 |
| Economic Development | 173,542 | 0 | 0 | 173,542 | 0 | 173,542 | 212,624 | -39,082 |
| Tourism | 201,112 | 0 | 0 | 201,112 | 0 | 201,112 | 96,144 | 104,968 |
| Human Resources | 354,067 | 0 | 0 | 354,067 | 0 | 354,067 | 296,771 | 57,296 |
| Community Services | 219,465 | 0 | 0 | 219,465 | 0 | 219,465 | 170,564 | 48,901 |
| Community Relations | 171,760 | 0 | 0 | 171,760 | 0 | 171,760 | 167,853 | 3,907 |
| Executive Total Outcome | 1,478,456 | 0 | 0 | 1,478,456 | 0 | 1,478,456 | 1,072,288 | 406,168 |
| CORPORATE DEVELOPMENT | | | | | | | | |
| General Revenue | 1,031,169 | 0 | 0 | 1,031,169 | 0 | 1,031,169 | 82,571 | 948,598 |
| Financial Assistance & investments | 150,977 | 0 | 0 | 150,977 | 0 | 150,977 | 26,297 | 124,680 |
| Corporate Support | 1,835,002 | 0 | 0 | 1,835,002 | 0 | 1,835,002 | 1,367,368 | 467,634 |
| Corporate Development Total | 3,017,148 | 0 | 0 | 3,017,148 | 0 | 3,017,148 | 1,476,237 | 1,540,912 |
| COMMUNITY & DEVELOPMENT SERVICES | | | | | | | | |
| Aged Care | 374,107 | 0 | 0 | 374,107 | 0 | 374,107 | 293,092 | 81,015 |
| Library & Children's Services | 1,679,977 | 0 | 0 | 1,679,977 | 0 | 1,679,977 | 1,450,985 | 228,992 |
| Regulatory Services | 176,501 | 0 | 0 | 176,501 | 0 | 176,501 | 102,477 | 74,024 |
| Support | 527,095 | 0 | 0 | 527,095 | 0 | 527,095 | 401,264 | 125,831 |
| Development Control | 4,030 | 0 | 0 | 4,030 | 0 | 4,030 | 3,292 | 738 |
| Environmental Planning | 64,110 | 0 | 0 | 64,110 | 0 | 64,110 | 35,764 | 28,346 |
| Health & Environment | 1,010 | 0 | 0 | 1,010 | 0 | 1,010 | 465 | 545 |
| Council Property Maintenance | 143,500 | 0 | 0 | 143,500 | 0 | 143,500 | 54,966 | 88,534 |
| Community & Development Services Total | 2,826,830 | 0 | 0 | 2,826,830 | 0 | 2,826,830 | 2,287,340 | 539,490 |
| ASSETS & ENGINEERING | | | | | | | | |
| Works Administration | 3,726,012 | 0 | 0 | 3,726,012 | 0 | 3,726,012 | 3,726,714 | -702 |
| Plant Running | 2,965,658 | 0 | 0 | 2,965,658 | 0 | 2,965,658 | 1,379,546 | 1,586,112 |
| Roads, Works & Transport | 8,847,475 | 0 | 0 | 8,847,475 | 0 | 8,847,475 | 13,272,724 | -4,404,489 |
| Public Services | 3,233,627 | 0 | 0 | 3,233,627 | 0 | 3,233,627 | 2,983,036 | 241,857 |
| Pools | 364,750 | 0 | 0 | 364,750 | 0 | 364,750 | 377,018 | -12,268 |
| Council Property Maintenance | 455,868 | 0 | 0 | 455,868 | 0 | 455,868 | 376,005 | 79,863 |
| Waste management | 1,426,956 | 0 | 0 | 1,426,956 | 0 | 1,426,956 | 1,061,093 | 365,863 |
| Sewerage Disposal Services | 1,827,138 | 0 | 0 | 1,827,138 | 0 | 1,827,138 | 1,146,574 | 640,235 |
| Assets & Engineering Total | 22,847,484 | 0 | 0 | 22,847,484 | 0 | 22,847,484 | 24,322,710 | -1,503,529 |
| GENERAL FUND TOTAL | 30,169,918 | 0 | 0 | 30,169,918 | 0 | 30,169,918 | 29,158,575 | 983,041 |

Adjustment Summary - March 2020 Budget Review

| | Description | Requested Adjustments | Comment |
|--------------------------|--------------------------------|-----------------------|--|
| ASSETS & ENGINEERING | | | |
| <u>Cemeteries</u> | Cemetery Extension | 400,000 | This amount is included in the draft budget for 2020/21, and will be removed from that budget. |
| NET RESULT | | 400,000 | |
| | Total March Budget Adjustments | 400,000 | |

Bland Shire Council
31st Mar 2020
Capital Budget Review

| PRINCIPAL ACTIVITY | BUDGET 2019/20 | C/FWD PROJECTS 2018/19 | Approved Adjustments | ADJUSTED BUDGET 2019/20 | Requested Adjustments | Projected Year End Result | 3rd Quarter Actuals | Balance Remaining |
|--|-------------------|------------------------------|-------------------------|-------------------------------|--------------------------|---------------------------------|------------------------|----------------------|
| Capital Funding | | | | | | | | |
| EXECUTIVE | | | | | | | | |
| Community Relations | | | | | | | | |
| Internal Restrictions | -5,000 | | 0 | -5,000 | 0 | -5,000 | 0 | -5,000 |
| Human Resources | | | | 0 | | 0 | | 0 |
| IT Costs (Org Plus) | 1,000 | | | 1,000 | | 1,000 | 0 | 1,000 |
| Executive Total Capital Funding | -4,000 | 0 | 0 | -4,000 | 0 | -4,000 | 0 | -4,000 |
| CORPORATE DEVELOPMENT | | | | | | | | |
| Corporate Support | -100,000 | 0 | 0 | -100,000 | 0 | -100,000 | -241,096 | 141,096 |
| Internal Restrictions | -100,000 | | | -100,000 | | -100,000 | -50,000 | -50,000 |
| Rates & Other Untied Funding | 0 | | | 0 | | 0 | -191,096 | 191,096 |
| Corporate Support Total Capital Funding | -100,000 | 0 | 0 | -100,000 | 0 | -100,000 | -241,096 | 141,096 |
| COMMUNITY & AGED CARE | | | | | | | | |
| Aged Care | 0 | 0 | 0 | 0 | 0 | 0 | -8,118 | 8,118 |
| Rates & Other Untied Funding | 0 | 0 | | 0 | | 0 | -8,118 | 8,118 |
| Community & Aged Care Total Capital Funding | 0 | 0 | 0 | 0 | 0 | 0 | -8,118 | 8,118 |
| WORKS & SERVICES | | | | | | | | |
| Works Administration | 0 | 0 | 0 | 0 | 0 | 0 | -64,770 | 64,770 |
| Rates & Other Untied Funding | | | | 0 | | 0 | -25,320 | 25,320 |
| Capital Grants & Contributions | 0 | 0 | 0 | 0 | 0 | 0 | -39,450 | 39,450 |
| Plant Running | -1,158,883 | 0 | 0 | -1,158,883 | 0 | -1,158,883 | -720,944 | -437,939 |
| Income from Sale of Assets | -290,750 | 0 | 0 | -290,750 | 0 | -290,750 | -15,455 | -275,295 |
| Rates & Other Untied Funding | -868,133 | | | -868,133 | | -868,133 | -705,489 | -162,644 |
| Roads, Works & Transport | -2,020,367 | 0 | 0 | -2,020,367 | 0 | -2,020,367 | -2,059,101 | 38,734 |
| Capital Grants & Contributions | -2,020,367 | | | -2,020,367 | | -2,020,367 | -2,059,101 | 38,734 |
| Public Services | -110,000 | -202,726 | 0 | -312,726 | 0 | -312,726 | -518,447 | 205,721 |
| Rates & Other Untied Funding | 0 | -11,199 | | -11,199 | | -11,199 | -12,378 | 1,179 |
| Capital Grants & Contributions | 0 | 0 | | 0 | | 0 | -474,684 | 474,684 |
| External Restrictions | | -87,291 | 0 | -87,291 | | -87,291 | | -87,291 |
| Internal Restrictions | -110,000 | -104,236 | 0 | -214,236 | 0 | -214,236 | -31,385 | -182,851 |
| Council Property Maintenance | -10,000 | -66,811 | 0 | -76,811 | 0 | -76,811 | 0 | -76,811 |
| Rates & Other Untied Funding | -10,000 | 0 | | -10,000 | | -10,000 | 0 | -10,000 |
| External Restrictions | | -66,811 | | -66,811 | | -66,811 | 0 | -66,811 |
| Sewerage Disposal Services | -50,000 | -213,945 | 0 | -263,945 | 0 | -263,945 | -67,172 | -196,773 |
| External Restrictions | -50,000 | -213,945 | 0 | -263,945 | 0 | -263,945 | -67,172 | -196,773 |
| Works & Services Total Capital Funding | -3,349,250 | -483,482 | 0 | -3,832,732 | 0 | -3,832,732 | -3,430,434 | -402,298 |
| Total Capital Funding | -3,453,250 | -483,482 | 0 | -3,936,732 | 0 | -3,936,732 | -3,679,648 | -257,084 |

Bland Shire Council
31st Mar 2020
Capital Budget Review

| PRINCIPAL ACTIVITY | BUDGET 2019/20 | C/FWD PROJECTS 2018/19 | Approved Adjustments | ADJUSTED BUDGET 2019/20 | Requested Adjustments | Projected Year End Result | 3rd Quarter Actuals | Balance Remaining |
|--|-------------------|------------------------------|-------------------------|-------------------------------|--------------------------|---------------------------------|------------------------|----------------------|
| Capital Expenditure | | | | | | | | |
| EXECUTIVE | | | | | | | | |
| Land Development | | | | | | | | |
| Purchase 17 Lady Mary Drive | | | 0 | 0 | | 0 | 319,418 | -319,418 |
| Community Relations | | | | | | | | |
| Christmas Decorations | 5,000 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 5,000 |
| Community Development | | | | | | | | |
| Stronger Country Comm - Theatre | 0 | 0 | 0 | 0 | 0 | 0 | 134,268 | -134,268 |
| Executive Total Capital Expenditure | 5,000 | 0 | 0 | 5,000 | 0 | 5,000 | 453,686 | -448,686 |
| CORPORATE DEVELOPMENT | | | | | | | | |
| Corporate Support | | | | | | | | |
| Council Software Package | 0 | 0 | 0 | 0 | 0 | 0 | 11,416 | -11,416 |
| Corporate Development Total Capital Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 11,416 | -11,416 |
| WORKS & SERVICES | | | | | | | | |
| Plant Running | 1,275,192 | 0 | 0 | 1,275,192 | 0 | 1,275,192 | 10,986 | 1,264,206 |
| Plant & Equipment Purchases - Cap | 1,260,192 | 0 | 0 | 1,260,192 | 0 | 1,260,192 | 1,387,920 | -127,728 |
| Plant & Equipment Purchases - Cap | 0 | 0 | 0 | 0 | 0 | 0 | -1,380,477 | 1,380,477 |
| Plant Minor - Cap | 15,000 | 0 | 0 | 15,000 | 0 | 15,000 | 3,543 | 11,457 |
| Roads, Works & Transport | 1,765,269 | 0 | 0 | 1,765,269 | 0 | 1,765,269 | 1,875,225 | -109,956 |
| MR398 West Wide Construction | 253,139 | 0 | 0 | 253,139 | 0 | 253,139 | 0 | 253,139 |
| MR57N Widening | 0 | 0 | 0 | 0 | 0 | 0 | 82,221 | -82,221 |
| R2R Capital Program | 1,512,130 | 0 | 0 | 1,512,130 | 0 | 1,512,130 | 1,793,004 | -280,874 |
| Public Services | 0 | 0 | 0 | 0 | 400,000 | 400,000 | 560,248 | -160,248 |
| Cemeteries | | | | | | | | |
| Cemetery Extension | 0 | 0 | 0 | 0 | 400,000 | 400,000 | 17,540 | 382,460 |
| Parks & Gardens | | | | | | | | |
| Cooinda Park | 0 | 0 | 0 | 0 | 0 | 0 | 134,808 | -134,808 |
| Sporting Ovals | | | | | | | | |
| McAlister Oval Gates & Fence | 0 | 0 | 0 | 0 | 0 | 0 | 407,899 | -407,899 |
| Sewerage Disposal Services | 0 | 0 | 0 | 0 | 0 | 0 | 26,843 | -26,843 |
| Sewer Extension | 0 | 0 | 0 | 0 | 0 | 0 | 22,144 | -22,144 |
| Sewer Pump Station | 0 | 0 | 0 | 0 | 0 | 0 | 4,698 | -4,698 |
| Works & Services Total Capital Expenditure | 3,040,461 | 0 | 0 | 3,040,461 | 400,000 | 3,440,461 | 2,473,301 | 967,160 |
| Total Capital Expenditure | 3,045,461 | 0 | 0 | 3,045,461 | 400,000 | 3,445,461 | 2,938,403 | 507,058 |

Bland Shire Council
31 Mar 2020 Budget Review
Cash Investment Statement

| | OPENING 2019/20 | Approved adjustments | ADJUSTED BUDGET 2019/20 | Requested Adjustments | Projected Year End Result | Movements | 3rd Quarter Actuals |
|---|--------------------|-------------------------|-------------------------------|--------------------------|------------------------------|-----------|------------------------|
| Externally Restricted | | | | | | | |
| Multi Service Outlet | 196,334 | | 196,334 | | 196,334 | | 196,334 |
| Community Care - Capital Grant | 122,893 | | 122,893 | | 122,893 | | 122,893 |
| Bland Shire Day Care | 301,732 | | 301,732 | | 301,732 | | 301,732 |
| HACC Dementia Day Care | 47,029 | | 47,029 | | 47,029 | | 47,029 |
| MRU Additional Operating Grant | 402,115 | | 402,115 | | 402,115 | | 402,115 |
| Family Day Care | 194,614 | | 194,614 | | 194,614 | | 194,614 |
| Preschool Reserve | 620,798 | | 620,798 | | 620,798 | | 620,798 |
| Stronger Communities - Community Cinema Res | 0 | | 0 | | 0 | | 0 |
| Library Revitalising Grant | 14,051 | | 14,051 | | 14,051 | | 14,051 |
| Library Refurbishment Reserve | 30,045 | | 30,045 | | 30,045 | | 30,045 |
| Strengthening Communities Reserve | 0 | | 0 | | 0 | | 0 |
| Stronger Communities - Water Slide Holland Pk | 0 | | 0 | | 0 | | 0 |
| State & National Roads Reserve | 9,152 | | 9,152 | | 9,152 | | 9,152 |
| Roads to Recovery Reserve | 246,248 | | 246,248 | | 246,248 | | 246,248 |
| Crown Management Reserve | 100,000 | | 100,000 | | 100,000 | | 100,000 |
| RLCIP West Wyalong Tennis Court Resurface | 8,545 | | 8,545 | | 8,545 | | 8,545 |
| Cooinda Park | 61,974 | | 61,974 | | 61,974 | | 61,974 |
| Community Relations - Heritage Walk | 8,060 | | 8,060 | | 8,060 | | 8,060 |
| Rugby & Rodeo Ground | 276,873 | | 276,873 | | 276,873 | | 276,873 |
| Kikoira Hall | 45,968 | | 45,968 | | 45,968 | | 45,968 |
| DECC Funding | 16,150 | | 16,150 | | 16,150 | | 16,150 |
| Future Towns Project | 43,729 | | 43,729 | | 43,729 | | 43,729 |
| Stronger Communities - Ungarie Tennis Crt | 0 | | 0 | | 0 | | 0 |
| Trust Deposits | 11,413 | | 11,413 | | 11,413 | | 11,413 |
| Sec 94 Contributions - Open Space | 995 | | 995 | | 995 | | 995 |
| Sec 94 Contributions - General Development | 113,203 | | 113,203 | | 113,203 | | 113,203 |
| Sec 94 Contributions - Stormwater | 636 | | 636 | | 636 | | 636 |
| Sec 94 Contributions - Bushfire | 802 | | 802 | | 802 | | 802 |
| Sec 94 Contributions - Car Parking | 6,720 | | 6,720 | | 6,720 | | 6,720 |
| Sec 94 Contributions - Studies | 755 | | 755 | | 755 | | 755 |
| Sec 94 Contributions - Roads | 2,817 | | 2,817 | | 2,817 | | 2,817 |
| Sec 64 Contributions (Sewer) | 95,435 | | 95,435 | | 95,435 | | 95,435 |
| Reticulation Reserve | 99,376 | | 99,376 | | 99,376 | | 99,376 |
| Sewer Fund - Externally Restricted Reserve | 340,687 | | 340,687 | | 340,687 | | 340,687 |
| | | | 0 | | 0 | | 0 |
| Total Externally Restricted | 3,419,149 | 0 | 3,419,149 | 0 | 3,419,149 | 0 | 3,419,149 |
| Internally Restricted | | | | | | | |
| Employees Leave Entitlements | 1,513,287 | | 1,513,287 | | 1,513,287 | | 1,513,287 |
| Plant Purchases | 1,140,462 | | 1,140,462 | | 1,140,462 | | 1,140,462 |
| Cemetery Reserve | 35,230 | | 35,230 | | 35,230 | | 35,230 |
| Business Development Assistance | 10,000 | | 10,000 | | 10,000 | | 10,000 |
| Tourism | 24,335 | | 24,335 | | 24,335 | | 24,335 |
| FAG Grant Reserve - General | 2,360,385 | | 2,360,385 | | 2,360,385 | | 2,360,385 |
| FAG Grant Reserve - Road Component | 1,530,146 | | 1,530,146 | | 1,530,146 | | 1,530,146 |
| Economic Development Reserve | 805,401 | | 805,401 | | 805,401 | | 805,401 |
| Grant Match Reserve | 163,670 | | 163,670 | | 163,670 | | 163,670 |
| Office Equipment Reserve | 200,000 | | 200,000 | | 200,000 | | 200,000 |
| Insurance Provision | 25,607 | | 25,607 | | 25,607 | | 25,607 |
| Future Land Purchases | 42,537 | | 42,537 | | 42,537 | | 42,537 |
| Internal Audit Committee Reserve | 12,000 | | 12,000 | | 12,000 | | 12,000 |
| S355 Committee Reserve | 5,000 | | 5,000 | | 5,000 | | 5,000 |
| Waste Depot Reserve | 284,920 | | 284,920 | | 284,920 | | 284,920 |
| Gravel Pit Restoration | 322,792 | | 322,792 | | 322,792 | | 322,792 |
| Community Facilities | 2,970,321 | | 2,970,321 | | 2,970,321 | | 2,970,321 |
| Loan Repayment Reserve | 351,895 | | 351,895 | | 351,895 | | 351,895 |
| Election Reserve | 38,066 | | 38,066 | | 38,066 | | 38,066 |
| Public Building | 191,750 | | 191,750 | | 191,750 | | 191,750 |
| Corporate Legal Expenses | 10,479 | | 10,479 | | 10,479 | | 10,479 |
| Library Reserve | 65,010 | | 65,010 | | 65,010 | | 65,010 |
| West Wyalong Community Care Centre | 32,956 | | 32,956 | | 32,956 | | 32,956 |
| Employee Assist & Attraction Reserve | 28,831 | | 28,831 | | 28,831 | | 28,831 |
| Recruitment & Selection Reserve | 7,341 | | 7,341 | | 7,341 | | 7,341 |
| Infrastructure Renewal Reserve | 900,000 | | 900,000 | | 900,000 | | 900,000 |
| Heritage Panel | 17,500 | | 17,500 | | 17,500 | | 17,500 |
| Infrastructure Backlog Reserve | 1,000,000 | | 1,000,000 | | 1,000,000 | | 1,000,000 |
| Holland Park Pool Reserve | 30,000 | | 30,000 | | 30,000 | | 30,000 |
| Ungarie Pool Reserve | 16,000 | | 16,000 | | 16,000 | | 16,000 |
| Land Development Reserve | 294,876 | | 294,876 | | 294,876 | | 294,876 |
| Access Grant Reserve | 5,000 | | 5,000 | | 5,000 | | 5,000 |
| Pound Upgrade | 8,685 | | 8,685 | | 8,685 | | 8,685 |
| Verandah/ Façade Restoration Reserve | 43,675 | | 43,675 | | 43,675 | | 43,675 |
| CSU Building Reserve | 22,230 | | 22,230 | | 22,230 | | 22,230 |
| Ungarie Health Service | 22,560 | | 22,560 | | 22,560 | | 22,560 |
| Total Internally Restricted | 14,532,947 | 0 | 14,532,947 | 0 | 14,532,947 | 0 | 14,532,947 |
| Total Restricted | 17,952,096 | 0 | 17,952,096 | 0 | 17,952,096 | 0 | 17,952,096 |
| Total Cash & Investments | 42,024,330 | | | | | | 42,024,330 |
| Available Cash | 24,072,234 | | | | | | 24,072,234 |

Contracts > \$50,000 @ 31 March 2020

| Contractor | Contract Detail & Purpose | Contract Value | Commencement Date | Duration of Contract | Budgeted (Y/N) |
|---------------------------|---------------------------|----------------|----------------------|----------------------|----------------|
| Nil in March 2020 Quarter | | | | | |

Key Performance Indicators
31 Mar 2020

Rates & Annual Charges Coverage Ratio

| | Rates | Waste | Sewer | Total | Ratio |
|---|-------------|-------------|-------------|--------------|---------|
| Rates & Annual Charges | - 6,770,176 | - 1,341,859 | - 1,575,794 | - 9,687,829 | 32.04% |
| Revenue from Continuing Operations | | | | - 30,239,362 | |
| % Revenue achieved | | | | | |
| Actual Revenue Achieved | | | | - 34,093,680 | 112.75% |
| Budget Revenue from Continuing Operations | | | | - 30,239,362 | |
| % Actual Expenditure | | | | | |
| Actual Expense YTD | | | | 29,592,287 | 96.99% |
| Budget Expenditure from Continuing Operations | | | | 30,509,767 | |

Consultancy & Legal Expenses > \$50,000 @ 31 March 2020

| Expenses | Expenditure YTD | Budgeted (Y/N) |
|---------------------------|-----------------|----------------|
| Nil in March 2020 Quarter | | |

8.4 Draft Internal Reporting Policy



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

Strategy 13.2 Develop, implement and promote best practice governance policies and procedures

Author: Director Corporate and Community Services

Introduction

Bland Shire Council is committed to high standards of ethical and accountable conduct and confirms that it will not tolerate any form of wrongdoing. The Internal Reporting Policy (**Attachment 1**) has been reviewed to update the internal reporting system for staff and councillors to report wrongdoing without fear of reprisal.

Under Section 6D of the Public Interest Disclosures Act 1994, public authorities such as councils are required to have policies and procedures for receiving, assessing and dealing with public interest disclosure reports about wrongdoing.

Financial Implications

There are no cost implications associated with the implementation of the Internal Reporting Policy apart from staff time.

Summary

Bland Shire Council adopted its Internal Reporting Policy in August 2018 and it was to be reviewed annually. Due to a number of staff changes during the latter part of 2019, this review was not able to be undertaken but it has now been completed.

There have been a few minor amendments made to the policy, primarily in relation to the updating of position titles with responsibility to assist the administration of the Internal Reporting Policy. Also included is a revised reporting form which provides guidance to any person wishing to make a Public Interest Disclosure to do so.

The policy sets out who you can report wrongdoing to in Bland Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Bland Shire Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (*PID Act*).

The key focus of this Policy is to ensure Bland Shire Council's commitment to creating an environment where council officials and officers will freely report any serious wrongdoings.

Council officials or officers who come forward and report wrongdoing are helping to promote integrity, accountability and good management within the council.

Recommendation:

That Council:

- 1. Endorses the Draft Internal Reporting Policy to be placed on public exhibition in accordance with Section 160 of the Local Government Act 1993;**
- 2. Should any submissions be received that propose changes, or if there are substantial post public exhibition changes proposed for any other reasons, a report be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption; and**
- 3. Should there be no submissions received proposing changes as a result of the public exhibition, or there are no substantial post public exhibition changes proposed for any other reasons, Council adopt the.**



POLICY STATEMENT

INTERNAL REPORTING

POLICY ADOPTED: TBC

Policy Objective:

This policy is to establish an internal reporting system for staff and Councillors to report wrongdoing without fear of reprisal. The policy sets out who you can report wrongdoing to in Bland Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID).

This policy is just one in the suite of Bland Shire Council's complaint handling policies. It should be read in conjunction with the Council's Code of Conduct, Complaints Handling Policy and the Grievance and Disputes Policy along with the other reference items in the supporting procedures.

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through Council's Grievance and Disputes Policy. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources to be dealt with in accordance with the Grievance and Disputes Policy.

This policy is strongly endorsed by the Mayor and General Manager and shows Council's commitment to high standards of ethical and accountable conduct and that any form of wrongdoing will not be tolerated.

Definitions:

Disclosure Coordinator - The disclosures coordinator can receive and assess reports and is the primary point of contact in Bland Shire Council for the reporter.

Disclosure Officer – Disclosure Officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and Councillors to make reports. All Directors and Managers are designated disclosure officers and they are responsible for receiving, forwarding and/or acting upon disclosures made in accordance with the policy.

ROLES AND RESPONSIBILITIES

This policy will apply to:

- both Council staff and Councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants

- individual contractors working for the Council.
- employees of contractors providing services to Bland Shire Council
- other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

This policy also applies to public officials of another Council or public authority who report wrongdoing relating to Bland Shire Council.

Recommended Practices:

a. The role of Council staff and Councillors

Staff and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council staff and Councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person who is the subject of reports.

Staff and Councillors must not:

- make false or misleading reports of wrongdoing
- victimise or harass anyone who has made a report

Additionally, the behaviour of all Council staff and Councillors involved in the internal reporting process must adhere to Bland Shire *Council's* Code of Conduct. A breach of the code could result in disciplinary action.

b. The role of Bland Shire Council

Bland Shire Council has a responsibility to establish and maintain a working environment that encourages staff and Councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, taking steps to protect reporters from reprisal and manage workplace conflict.

Bland Shire Council will assess all reports of wrongdoing it receives from staff and Councillors and deal with them appropriately. Once wrongdoing has been reported, Bland Shire Council takes 'ownership' of the matter. Bland Shire Council will deal with all reports of wrongdoing fairly and reasonably, respecting the rights of any person the subject of a report.

Bland Shire Council must report on its obligations under the PID Act and statistical information about public interest disclosures in its annual report and to the NSW Ombudsman every six months.

To ensure Bland Shire Council complies with the PID Act and deals with all reports of wrongdoing properly, all staff and Councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

c. Roles of key positions

General Manager

The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring Bland Shire Council complies with the PID Act. The General Manager can receive reports from staff and Councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report

- make decisions following any investigation or appoint an appropriate decision-maker
- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

Disclosures Coordinator

The disclosures coordinator has a central role in Bland Shire Council's internal reporting system. The disclosures coordinator can receive and assess reports, and is the primary point of contact in Bland Shire Council for the reporter. Council's Disclosure Coordinator is the Director Corporate and Community Services.

The disclosures coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager)
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- coordinate Bland Shire Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- ensure Bland Shire Council complies with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

Disclosures Officers

Disclosures officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and Councillors to make reports. Council's Disclosures Officers are the Director Technical Services, Manager Development and Regulatory Services, Manager Customer and Financial Services, Human Resources Coordinator and Workshop and Plant Coordinator

Disclosures officers have a responsibility to:

- document in writing any reports received verbally and have the document signed and dated by the reporter
- make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- discuss with the reporter any concerns they may have about reprisal or workplace conflict
- carry out preliminary assessment and forward reports to the disclosures coordinator or General Manager for full assessment.

Mayor

The Mayor can receive reports from staff and Councillors about the General Manager. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with

- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- refer reports to an investigating authority, where appropriate
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

Supervisors and Managers

Supervisors play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- identify reports made to them in the course of their work which could be public interest disclosures and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- implement local management strategies, in consultation with the disclosures coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the disclosures coordinator or General Manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor.

1. What should be reported?

You should report any suspected wrongdoing within Bland Shire Council, or any activities or incidents you see within Bland Shire Council that you believe are wrong.

Reports about five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the PID Act and according to this policy. See below for details about these types of conduct. More information about what can be reported under the PID Act can be found in the *NSW Ombudsman's Guideline B2: What should be reported?*

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, Bland Shire Council recognises such reports may raise important issues. Council will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

These policies include: Complaint Handling Policy, Bland Shire Council Code of Conduct, Work Health Safety Policy, EEO Policy and Grievance and Disputes Policy.

a. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust

- a Council official using their position in a way that is dishonest, biased or breaches public trust.

b. Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of an application.

c. Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the Council.

For example, this could include:

- not following a competitive tendering process for a large scale contract
- having bad or no processes in place for a system involving large amounts of public funds.

d. Breach of the GIPA Act

A breach of the *Government Information (Public Access) Act 2009* (GIPA Act) is a failure to properly fulfil functions under that Act.

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

e. Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at Council and Council committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example, this could include:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a Councillor participating in consideration of a DA for a property they or their family have an interest in.

2. Assessment of reports

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The disclosures coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the disclosures coordinator at the time. It is up to the disclosures coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the disclosures coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

3. When will a report be treated as a public interest disclosure?

Bland Shire Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the General Manager or, for reports about the General Manager the Mayor, a position nominated in this policy (see section 4), an investigating authority or in limited circumstances to an MP or journalist (see section 5).

Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action (see section 11).

4. Who can receive a report within Bland Shire Council?

Staff are encouraged to report general wrongdoing to their supervisor. However the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this policy or any supporting procedures.

The following positions are the only people within Bland Shire Council who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below. The broader responsibilities of these positions are outlined under Roles and Responsibilities.

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

General Manager

Contact: **Ray Smith**
Ph: 02 6972 2266 M: 0409 443 128

Mayor (for reports about the General Manager only)

Contact: **Cr B Monaghan**
Ph: 02 6972 2266 M: 0448 422 402

Disclosures Coordinator

Contact: **Alison Balind – Director Corporate and Community Services**
Ph: 02 6979 0288 M: 0417 426 226

Disclosures Officers

| | |
|-----------------------|--|
| Will Marsh: | Director Technical Services |
| Lesley Duncan: | Manager Development & Regulatory Services |
| Leesa Bryant | Manager Customer & Financial Services |
| Paul Glennon: | Workshop & Plant Coordinator |
| Dionne Buys: | Human Resources Coordinator |

Directors and Managers are designated disclosure officers and they are responsible for receiving, forwarding and/or acting upon disclosures made in accordance with the policy.

5. Who can receive a report outside of Bland Shire Council?

Staff and Councillors are encouraged to report wrongdoing within Bland Shire Council, but internal reporting is not your only option. You can also make a public interest disclosure to:

- An investigating authority.
- A Member of Parliament or a journalist, but only in the limited circumstances outlined below.

a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example a report about either the *General Manager or the Mayor*.

The relevant investigating authorities for Bland Shire Council are:

- *the Independent Commission Against Corruption (ICAC) — for reports about corrupt conduct*
- *the Ombudsman — for reports about maladministration*
- *the Information Commissioner — for disclosures about a breach of the GIPA Act*
- *the Office of Local Government— for disclosures about local Councils.*

You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that the investigating authority may well discuss any such reports with Bland Shire Council. Council will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. Council will also provide appropriate support and assistance to staff or Councillors who report wrongdoing to an investigating authority, if made aware that this has occurred.

b. Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy, including the Mayor for reports about the General Manager
- an investigating authority.

Also, Bland Shire Council or the investigating authority that received your initial report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

c. Other external reporting

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or *our* Code of Conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside Bland Shire Council contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

6. How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Bland Shire Council's Internal Reporting Form is also available for staff or Councillors to use to make a report.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

7. Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Bland Shire Council it is best if you identify yourself. This allows Council to provide you with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If Council does not know who made the report, it is very difficult for it to prevent any reprisal should others identify you.

8. Feedback to staff who report wrongdoing

Staff and Councillors who report wrongdoing will be told what is happening in response to their report.

a. Acknowledgement

When you make a report, Bland Shire Council will contact you to confirm that your report has been received and to advise:

- the timeframe within which you will receive further updates
- the name and contact details of the people who can tell you what is happening or handle any concerns you may have.

After a decision is made about how your report will be dealt with, Bland Shire Council will send you an acknowledgment letter, providing:

- information about the action that will be taken in response to your report
- the likely timeframes for any investigation or other action
- information about the internal and external resources or services available that you can access for support.

Council will provide this information to you within ten working days from the date you make your report. Council will also advise you if it decides to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this policy.

b. Progress updates

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

- information about the progress of the investigation or other enquiries and reasons for any delay
- advice of any decision by Bland Shire Council not to proceed with the matter
- advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

c. Feedback

Once the matter has been finalised you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

9. Maintaining confidentiality

Bland Shire Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate Council will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. Council will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, Council will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the *disclosures coordinator* and the *General Manager*, or in the case of a report about the General Manager, the disclosures coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that you can be protected from any reprisal.

Any staff or Councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

10. Managing the risk of reprisal and workplace conflict

When a staff member or Councillor reports wrongdoing, Bland Shire Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Bland Shire Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified
- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

These courses of action are not punishment and will only be taken in consultation with the reporter.

11. Protection against reprisals

Bland Shire Council will not tolerate any reprisal against staff or Councillors who report wrongdoing or are believed to have reported wrongdoing.

The PID Act provides protection for staff and Councillors who have made a public interest disclosure by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the Council's Code of Conduct which may result in *disciplinary action*. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

It is important for staff and Councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Bland Shire Council has reasonable grounds to take such action.

a. Responding to allegations of reprisal

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the disclosures coordinator or the *General Manager* immediately. In the case of an allegation of reprisal by the General Manager, you can alternatively report this to the Mayor.

All supervisors must notify the disclosures coordinator or the *General Manager* if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the General Manager, the Mayor can alternatively be notified.

If Bland Shire Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Bland Shire Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
- refer any breach of Part 9 of the Council's Code of Conduct (reprisal action) by a Councillor or the General Manager to the Office of Local Government.
- refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you reported). Contact details for these investigating authorities are included at the end of this policy.

b. Protection against legal action

If you make a public interest disclosure in accordance with the PID Act, you will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

12. Support for those reporting wrongdoing

Bland Shire Council will make sure that staff who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

Employee Assistance Provider: Converge International - 1300 687 327

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the disclosures coordinator.

13. Sanctions for making false or misleading statements

It is important all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. Bland Shire Council will not support staff or Councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the Code of Conduct resulting in disciplinary action. In the case of Councillors, disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

14. The rights of persons the subject of a report

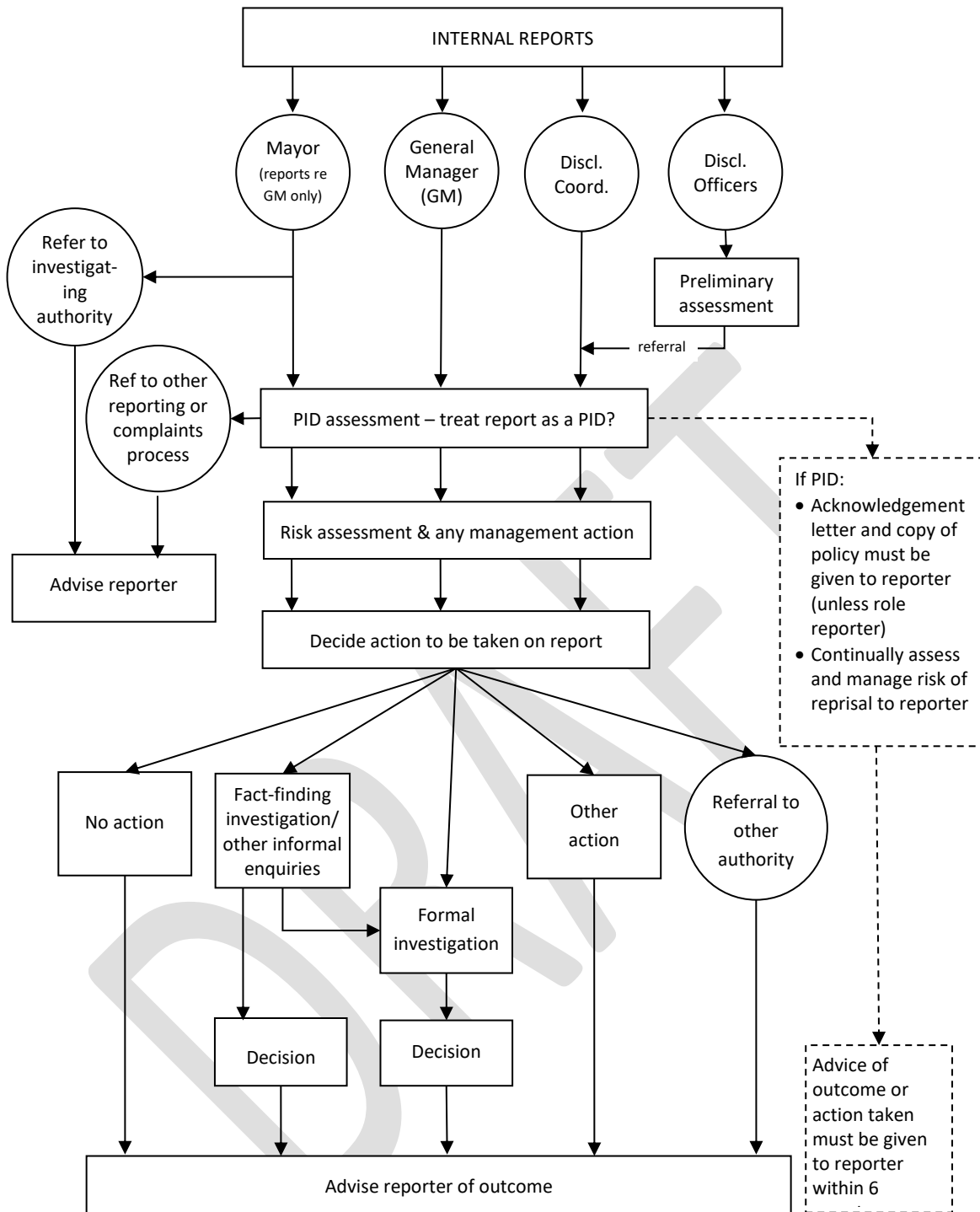
Bland Shire Council is committed to ensuring staff or Councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- advised of your rights and obligations under the relevant related policies and procedures
- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Bland Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

Flow chart of internal reporting process



15. Resources

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)
Phone: 02 8281 5999
Toll free: 1800 463 909
Email: icac@icac.nsw.gov.au
Web: www.icac.nsw.gov.au
Address: Level 7, 255 Elizabeth Street
Sydney NSW 2000
GPO Box 500, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman
Phone: 02 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Email: nswombo@ombo.nsw.gov.au
Web: www.ombo.nsw.gov.au
Address: Level 24, 580 George Street,
Sydney NSW 2000

For disclosures about breaches of the GIPA Act:

Information & Privacy Commission
Toll free: 1800 472 679
Facsimile: 02 6446 9518
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au
Address: Level 17, 201 Elizabeth Street
Sydney 2000
GPO Box 7011 Sydney NSW 2001

For disclosures about local Councils:

Office of Local Government
Phone: 02 4428 4100
Facsimile: 02 4428 4199
Email: olg@olg.nsw.gov.au
Web: www.olg.nsw.gov.au
Address: 5 O'Keefe Avenue, NOWRA NSW
2541
Locked Bag 3015, Nowra, NSW 2541

References:

Staff can access advice and guidance about the PID Act from Bland Shire Council Disclosures Coordinator – Director Corporate and Community Services. A copy of the procedures accompany this policy are located in *InfoXpert – Policy Register – Procedures*.

Staff and Councillors can also access advice and guidance from the disclosures coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

Appendices:

1. **Organisational Commitment Declaration Form**
2. **Internal Reporting Form**

Authorisation:

| | | | |
|--|---|--------------------------------|-----------------------------------|
| Status | Committee | <...When was this approved...> | |
| | Manex | <...When was this approved...> | |
| Owner | Director Corporate, Community & Development Services | | |
| EDRMS Doc. ID | 403923 | | |
| Superseded Policy | Internal Reporting Policy adopted August 2018 | | |
| Date of Adoption/ Amendment | Revision Number | Minute Number | Review Date (Annually) |
| 20 September 2011 | 0 | | |
| 18 February 2014 | 1 | | February 2015 |
| 21 April 2015 | 2 | | April 2016 |
| 19 April 2016 | 3 | 35042016 | April 2017 |
| 7 August 2018 | 4 | | August 2019 |
| | | | |

| |
|---|
| Related Council Policy / Procedure |
| Complaint Handling Policy |
| Bland Shire Council Code of Conduct |
| Work, Health & Safety Policy |
| EEO Policy |
| Grievance & Disputes Policy |

Organisational commitment

Bland Shire Council does not tolerate corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention. Council is committed to providing services to the community of Bland Shire in an ethical and accountable manner by:

- adopting an Internal Reporting Policy
- ensuring all staff of the Council and Councillors are aware of the contents of the policy and the protection under the Public Disclosures Act for people you make public interest disclosures
- delegating responsibility for the receiving public interest disclosures to designated disclosures officers so that they are easily accessible to staff
- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoing within the Council
- keeping the identity of the staff member disclosing wrongdoing confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their report
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within the Council, but respecting any decision to disclose wrongdoing outside the Council – provided that disclosure outside the Council is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy and procedure, and aware of the needs of those who report wrongdoing
- providing adequate resources, both financial and human, to:
 - encourage reports of wrongdoing
 - protect and support those who make them
 - provide training about how to make reports and the benefits of internal reports to the Council and the public interest generally
 - properly assess and investigate or otherwise deal with allegations
 - properly manage any workplace issues that the allegations identify or result from a report
 - appropriately address any identified problems

Councillors and staff are encouraged to observe their duty to report all forms of wrongdoing and we will fully support any staff member or Councillor who wishes to utilise the Public Interest Disclosures Act to make disclosures within the parameters of the Act.

Ray Smith
General Manager

I....., have read, understood and agree to abide by Bland Shire Council's Internal Reporting Policy and Organisational Commitment statement.

Signed

Date

Internal Reporting Form



Internal Reporting Form

This form is to be completed by an internal reporter and submitted to a nominated Authorised Representative under Section 8 of the Public Interest Disclosure Act 1994 (the PID Act)

| | | |
|---|------------------------------|--|
| Details of reporter (You can make an anonymous report by leaving this section blank) | | |
| NAME | | |
| POSITION | | |
| DIRECTORATE/UNIT | | Preferred contact method |
| TELEPHONE | | <input type="checkbox"/> Telephone |
| EMAIL | | <input type="checkbox"/> Email |
| POSTAL ADDRESS | | <input type="checkbox"/> Post |
| Details of matter to report (please provide as much detail as possible) | | |
| Description: What happened? Where did this happen? When did this happen? Is it still happening? How did you become aware of this? (Attach additional pages if required) | | |
| Names of those involved (Attach additional pages if required) | Name | Position |
| | | |
| | | |
| | | |
| Do you have any additional relevant information or evidence? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| ADDITIONAL/SUPPORTING EVIDENCE OR INFORMATION | Attached | |
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| NAME AND DETAILS OF OTHERS WHO HAVE ADDITIONAL INFORMATION ON THIS MATTER | | |
| NAME | DETAIL/CONTACT DETAIL | |
| | | |
| | | |
| | | |
| PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE | | |
| The information contained on this form and any information you may submit will be dealt with under the Public Interest Disclosures Act. Your personal information can be accessed and corrected at any time by contact Bland Shire Council's Disclosures Coordinator. | | |
| STATEMENT | | |
| I honestly believe that the above information shows or tends to show wrongdoing. | | |
| | | |
| Signature (Do not sign if this is an anonymous report) | Date | |

8.5 Adoption Of Financial Reserves Policy



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

Strategy 13.2 Develop, implement and promote best practice governance policies and procedures

Author: Director Corporate and Community Services

Introduction

This report is to seek Council's formal adoption of the Financial Reserves Policy (**Attachment 1**). The policy establishes the parameters for the management of internally restricted funds which Council requires to meet current and future community obligations.

At its meeting in February 2020, Council endorsed the draft policy placing it on public exhibition for input. Following review by Council's recently appointed Manager Customer and Financial Services some minor amendments were made as to the transferring of funds from Internally Restricted Reserves. Such transfers will only occur following a resolution of Council during the Quarterly Budget Review process.

The purpose of reserve accounting is to put aside funds in the current year for capital and other purchases to be made in future years. This practice eliminates fluctuations in Council's annual budget for capital and large purchases, and provides more consistency in the level of rates required each year.

During the Fit for the Future process, one of the key measures to which Councils in New South Wales were held to account was their capability to manage finances. Establishing a specific policy which sets the framework for this to occur is not only in Council's best interest but those of the community as well.

Bland Shire Council currently has a number of internally restricted reserves and this policy will aid in the ongoing effective and appropriate management of those funds.

Financial Implications

The only financial implications for Council would be if and when reserves other than those currently established are created by Bland Shire Council.

Summary

In the Financial Reserves Policy, Council will be in a better position to set aside funds in the internally restricted reserves with amounts to be decided in accordance with the policy.

Reserves are established to set aside funds for Council to allocate to specific projects, as required. Prior to the creation of a Reserve, it is prudent for Council to adopt operating parameters in relation to the Reserve which are to set out:

- The purpose of the Reserve;
- The basis of calculation for any transfer to the Reserve;
- The basis of calculation for any transfer from the Reserve; and
- The proposed allocation of any unexpended balance remaining in the Reserve following completion of the project.

Every Reserve created should have a specific purpose, and relate back to the adopted Integrating Planning and Reporting (IP&R) strategies and plans of Council. There should be a clear link between this policy, the Operational Plan/Delivery Program, and Councils Asset Management Plans and Community Plans.

Recommendation:

It is recommended that Council;

- 1. Adopt the Financial Reserves Policy.**
- 2. All future reserves of Bland Shire Council be established in accordance with the Policy.**



POLICY STATEMENT

Financial Reserves

POLICY ADOPTED: **May 2020**

Policy Objective:

To ensure sustainable and responsible financial management of Bland Shire Council's cash reserves, through consistent identification, administration and usage of these reserves.

Policy Statement:

Bland Shire Council is committed to the responsible use and allocation of public funds with consideration of long-term financial sustainability and responsible asset management.

Definitions:

Financial Reserves – The term includes Asset Revaluation Reserves under Australian Accounting Standards and cash backed reserves as described in this policy.

Asset Revaluation Reserves – Are reserves required by the Australian Accounting Standards for the movement in fair value of assets. These are not cash backed reserves.

Internally Restricted Reserves – Are reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.

Externally Restricted Reserves – Are reserves that are subject to external restrictions in their purpose. These reserves are cash backed.

Internal Borrowing – The transfer of reserve funds from one reserve to another, as an alternative to external borrowing, to be repaid at a future date as determined by council.

Responsibilities:

This policy applies to all Councillors and employees of Council.

Councillors: The elected body will have responsibility for determining the contribution and expenditure of funds from specific reserves in accordance with this policy

General Manager: The General Manager provides oversight and may in turn delegate the day to day management of this policy to the Responsible Accounting Officer or senior staff, subject to regular reviews

Directors: The Directors provide oversight for this policy in conjunction with the General Manager

Responsible Accounting Office: The Responsible Accounting Office is the person responsible for maintaining the Australian Accounting Standards has responsibility for implementation and compliance with this policy.

Recommended Practices:

1. Classification of Financial Reserves

1.1 Asset Revaluation Reserves

This reserve is established under the requirements of the Australian Accounting Standards. It reflects the increments or decrements of fixed asset values due to asset revaluations.

1.2 Externally Restricted Reserves

The following criteria apply to externally restricted reserves:

- The reserve is subject to legal requirements that govern the use of the funds; or
- The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.

The following Council reserve is an externally restricted reserve:

Unexpended Grants and Contributions: This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding conditions. External restrictions apply in line with the individual funding agreements.

1.3 Internally Restricted Reserves

The following criteria apply to internally restricted reserves:

- The reserve is not subject to legal requirements governing the use of the funds; or
- The reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes following a resolution of the Council.

The following Council reserves are examples of internally restricted reserves:

Asset Renewal Reserve: The reserve holds funding for renewal, replacement or upgrading of existing assets, including infrastructure, property and fleet. Specific renewals must be identified, and funds are to be allocated to those.

Election Expense Reserve: This reserve will hold funds for any upcoming Council election, or to help fund a by-election.

Major Initiatives Reserve: This reserve will fund major initiatives for the future development of Bland Shire Council in line with identified major capital works, Community Strategic Plan and the Long-term Financial Plan. Specific initiatives must be identified, and funds are to be allocated to those.

Unexpended Capital Works Reserve: This reserve holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.

Developer Contribution Reserve: This reserve holds the balance of unexpended funds in lieu of construction received by developers.

Disaster Recovery Reserve: This reserve will fund expenses incurred due to storms, cyclones, floods or any other natural disaster. The fund will enable Bland Shire Council to recover from these disasters and return to normal operations.

Employee Leave Entitlements Reserve: This reserve is to ensure that adequate funds are available to finance employee leave entitlements such as long service leave, sick leave, annual leave and redundancies.

1.4 Working Capital Reserve

The following criteria of this reserve is:

- The reserve is not subject to any legal obligations; and

- The funds in this reserve are not currently allocated to a specific purpose.

Working Capital Reserve: This reserve holds funds that have not been allocated to a specific purpose.

2. Establishment of Financial Reserves

Asset Revaluation Reserves: Establishment of reserves follows the Australian Accounting Standards.

Externally Restricted Reserves: A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.

Internally Restricted Reserves: An establishment of a new reserve must be authorised by Council and shall not be established for an amount less than \$100,000.

3. Transfer of Funds In/Out of Financial Reserves

Asset Revaluation Reserves: Transfer of funds will follow the Australian Accounting Standards.

Externally Restricted Reserves: Transfer of funds are restricted to the terms and conditions of individual funding agreements.

Internally Restricted Reserves: Transfer of funds are restricted by the internal purpose of the reserve. All transfers from Internally Restricted Reserves must be authorised by Council resolution following a report and recommendation during the Quarterly Budget Review process.

Working Capital Reserve: Transfer of funds will occur at the end of the financial year or during budget review processes if excess funds exist or funds are required. All transfers must be authorised by Council resolution.

Appropriate records and sufficient detail must accompany any reserve transfer.

All transfers of reserves shall be assessed during the preparation of the annual budget and the annual financial statements. Budgeted reserve movements will also be reviewed during the budget review process.

If any unexpected money is received during the financial year, it will be allocated to the Working Capital Reserve or to a specific purpose reserve via Council resolution.

The total of all reserves shall not exceed current assets less current liabilities held by Council. Required adjustments at the end of the financial year will be made against the Working Capital Reserve, however any operational surplus funds shall be utilised to secure minimum balances on reserves in the first instance.

The following internal fund transfers shall not require Council resolution:

Externally restricted reserves as the funds must be expended for the purpose that they were received.

4. Balances for Financial Reserves

Reserve balances at the end of a financial year shall be:

Disaster Recovery Reserve: This reserve shall be maintained at or near \$500,000. External funds received after the event for the purpose of disaster recovery shall be used to maintain the reserve on this level of funds.

Election Expense Reserve: This reserve shall be increased annually over the Council term. This reserve should not exceed \$100,000.

Employee Leave Entitlements Reserve: The target balance will be based upon the age and anticipated payout for each employee.

5. Internal Borrowing from Reserves

Any internal borrowings must be authorised by Council and require disclosure in accordance with Council’s Code of Conduct and are to be repaid at a future date as determined by Council.

6. Reporting of Finance Reserves

In line with the *Local Government (Accounting) Regulations*, Council is required to disclose all reserves set aside for a specific purpose in its annual financial statements.

In addition, these reserves are reported on as follows:

- A detailed statement with expected movements as part of the annual budget.
- A detailed statement with expected performance compared to current approved annual budget as part of the budget review reports.

References:

Local Government (Accounting) Regulations
 Australian Accounting Standards

Appendices:

NIL

Authorisation:

| | | | |
|--|--|----------------------|--------------------|
| Status | Council | N/A | |
| | Manex | N/A | |
| Owner | Director Corporate & Community Services | | |
| EDRMS Doc. ID | < .. Contact Records..> | | |
| Superceded Policy | Nil | | |
| Date of Adoption/ Amendment | Revision Number | Minute Number | Review Date |
| | 1 | | May 2022 |
| | | | |
| Related Council Policy / Procedure | | | |
| Bland Shire Council Long-term Financial Plan | | | |
| | | | |
| | | | |

Section 3 – Technical Services

8.6 Local Strategic Planning Statement



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 zone and available to support business and industry growth

Author: Manager Development and Regulatory Services

Introduction

In March 2018, amendments to the *Environmental Planning and Assessment Act 1979* (the Act) introduced new requirements for councils to prepare and make local strategic planning statements (LSPS).

The LSPS sets out:

- The 20 year vision for land use in the Bland LGA,
- The special characteristics which contribute to local identity, and
- How growth and change will be managed into the future.

Its purpose is to shift the NSW planning system into a strategic planning framework and will be the primary resource to express the desired future for the Council as a whole and for specific areas guiding changes to local environmental plans and development control plans. It will identify the need for further local strategic planning and will allow Council to translate their strategic planning work into local priorities and actions and in turn will inform the review and development of future strategic plans at the regional level.

Council must have the LSPS finalised by 30 June 2020.

Public Consultation

The draft LSPS was publically exhibited for a period of 28 days. During which one submission was received. This submission related to the zoning of a specific parcel of land and the matter can be considered during the implementation of the actions identified in the LSPS.

Agency Consultation

The responses (attached) were received from the following agencies:

- Department of Primary Industries
- Cancer Institute
- Heritage NSW

As a result of the agency consultation it is proposed to amend the draft LSPS as follows:

Department of Primary Industries

- Clarify that land use strategy will occur prior to amendments to LEP

Amend Action 3.1 to read:

Prepare and endorse a Land Use Strategy which includes protection of high value agricultural land prior to any amendment of the Bland Local Environmental Plan 2011.

Cancer Institute

- Include shade provisions in LSPS

Insert in Priority 1 – Community:

Insert after Council will:

- *Consider the benefits of shade in all decisions about infrastructure provision and maintenance.*
- *Consider the provision of well-designed shade, both natural and built in the provision of all public infrastructure.*

Insert Action 1.3

Council's Bland Development Control Plan 2012 will be reviewed to incorporate design considerations regarding the provision of well-designed shade, with reference to the latest shade guidelines.

Responsibility: Council

Timeframe: Short (2-5 years)

Heritage NSW

- Limited detail in LSPS in relation to heritage. There is an opportunity to provide a greater level of information on Council's heritage and how it is considered during planning.

Insert Action 1.4

Identify and capture Aboriginal cultural heritage and cultural landscapes heritage to inform the completion of an Aboriginal Cultural Heritage Study to protect cultural heritage and cultural landscapes, and investigate the listing of these items.

Responsibility: Council

Timeframe: Short (2-5 years)

Insert Action 2.4

Preparation of a Heritage Study to review Heritage items currently listed in the Bland Local Environmental Plan and to investigate the inclusion of new heritage items.

Responsibility: Council

Timeframe: Short (2-5 years)

Financial Implications

Nil to this report

Summary

The purpose of the LSPS is to shift the NSW planning system into a strategic led planning framework. It will identify the need for further local strategic planning and will allow Council to translate their strategic planning work into local priorities and actions and in turn will inform the review and development of future strategic plans at the regional level.

Recommendation:

That Council adopt the draft LSPS as amended by the items set out in this report, and that the LSPS is submitted to the NSW Department of Planning, Industry and Environment.

LOCAL STRATEGIC PLANNING STATEMENT



BLAND SHIRE COUNCIL
west weyalong



A scenic view of a riverbank. In the foreground, several tall, slender trees with white, peeling bark stand prominently. The ground is covered in dry, yellowish grass. A body of water is visible on the right side of the frame, reflecting the sky. In the background, more trees and a small building are visible under a clear sky.

ACKNOWLEDGEMENT OF COUNTRY

Bland Shire Council acknowledges the Wiradjuri people as the Traditional Custodians of the land and pays respect to all Elders past, present and future.

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A MESSAGE FROM THE MAYOR

In March 2018, amendments to the *Environmental Planning and Assessment Act 1979* (EP&A Act) introduced new requirements for councils to prepare and make local strategic planning statements (LSPS).

Our local strategic planning statement will focus on the vision and priorities for land use in the local area whereas our community strategic plan (prepared under the *Local Government Act 1993*) has a broader focus on achieving the long term social, environmental and economic aspirations of our community.

The NSW State Government recognises the critical role of councils in strategic planning for their local area and as such they have supported councils with the preparation of local strategic planning statements.

The Bland Shire local strategic planning statement sets out the 20-year vision for land-use in the Shire, the special character and values that are to be preserved and how change will be managed into the future.

The statement will shape how the development controls in the local environmental plan (LEP) evolve over time to meet the community's needs, with the LEP the main tool to deliver the council and community's plan.

Once implemented, the LSPS will be the key resource to understand how strategic and statutory plans will be implemented at the local level.

Councillor Brian Monaghan
Mayor

ABOUT THE STATEMENT

The Local Strategic Planning Statement (LSPS) sets the framework for Bland Shire's economic, social and environmental land use needs over the next 20-years. The LSPS outlines clear planning priorities describing what will be needed, where these are located and when they will be delivered. The LSPS sets short, medium and long-term actions to deliver the priorities for the community's vision.

The LSPS has been prepared in accordance with Section 3.9 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)*. The LSPS brings together and builds on the planning work found in Council's other plans, studies and strategies, such as the Local Environmental Plan (LEP) and Community Strategic Plan (CSP). The LSPS also gives effect to the Riverina Murray Regional Plan 2036, implementing the directions and actions at a local level. The LSPS planning priorities and actions provide the rationale for decisions about how we will use our land to achieve the community's broader goals.

CONSULTATION

Bland Shire Council has collaborated with the local community and Department of Planning, Industry and Environment to develop this LSPS. This LSPS will be reviewed every seven years to ensure it remains current with the communities needs and strategic direction at the local, regional and state level.



Figure 1: Alignment of the LSPS to other strategic planning documents

OUR VISION

OUR VISION, MISSION AND VALUES



Over the next 20 years as the Bland Shire's population changes, Council will adapt to meet community needs. Key priorities for Council will be to maintain the high levels of environmental amenity, liveability and affordability of property.

Housing opportunities and choice will continue to be a priority to cater for changing demographics and population needs. Housing growth will be in the form of infill development and small areas of new development on land in proximity to existing infrastructure. The demand for new infrastructure will be assessed as part of a feasibility study that will ensure that future residential lands can be appropriately serviced.

Parks and sporting facilities in our towns and villages has been identified in the Community Strategic Plan as something that we do well. Investigation will be undertaken to ensure that there is sufficient open space in our towns and villages for residents and visitors to continue to enjoy.

The Shire's heritage and environmental values will continue to be protected and conserved whilst still supporting growth and economic opportunities.

The Bland Shire's history is deeply engrained in agriculture and gold production which continues through to today; recognised as one of the most productive agricultural areas in the state with cereals and sheep being the major producers. It is the vision of this document that the Shire's heritage and environmental values will continue to be protected and conserved whilst still supporting growth and economic opportunities.



DOOHEYS
NEW
TANK HOTEL

ACCOMMODATION

THE
WHITE
TANK
HOTEL

TAB

DOOHEYS

STIRLING

WHITE TANK
HOTEL

CONTEXT

CONNECTION TO THE RIVERINA MURRAY

The Riverina Murray Regional Plan 2036 is a 20-year plan for the Riverina Murray Region. The vision for the region is to be a diversified economy founded on Australia's food bowl, iconic waterways and a network of vibrant connected communities. The Regional Plan outlines directions to achieve the vision for the region and Bland has a role to play in successfully implementing these.

Situated in South-Western New South Wales, Bland Shire is situated on the northern edge of the Riverina Murray region, bordering Central West and Orana (Figure 2).

The Bland Shire has an important role to play in inter-regional connections to support the agricultural supply chain to the main domestic and international ports at Sydney, 500 kilometers east, and Melbourne, 450 kilometers south. Bland Shire has connections to its two nearest regional cities of Wagga Wagga and Forbes/Parkes, where residents can access higher-order health, education, retail, commercial and transport services.

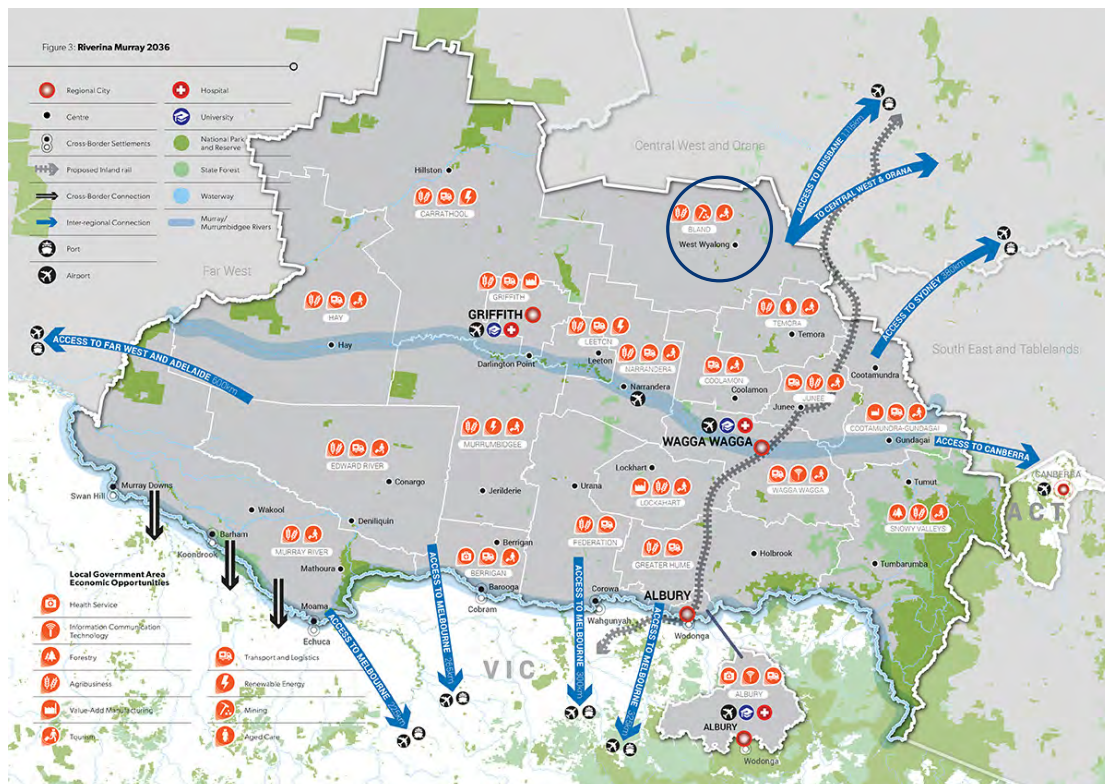


Figure 2: The Riverina Murray Region

CONTEXT

BLAND SHIRE SETTLEMENT

The original occupants of the district were the Wiradjuri people. Explorer John Oxley was the first European to investigate the area in 1817, prophesising that "*From want of timber, grass and water, it would never be inhabited by civilised man*".

Despite this, squatters began to settle in the district in 1833 recognising the area's agricultural potential. Vast sheep and cattle runs were introduced, and the area became known as "*The Blands*" after a Sydney doctor.

It was not until Joseph Neeld discovered gold in 1893 that a centralised settlement developed. The town of Wyalong was laid out in 1894 to service the new population of up to 10,000. However, a settlement to the

west at the 'Main Camp' had already developed which also boasted the 'White Tank', the only established water supply. Hence in 1895 West Wyalong was officially laid out.

West Wyalong's crooked Main Street reflects these early days as it follows the original bullock track that curved around trees and gold diggings. The Wyalong fields were reported as one of the most productive gold fields in NSW until the 1920s.

Today, the Shire is recognised for outstanding country hospitality in welcoming new residents and visitors. Situated at the junction of Newell and Mid-Western Highways, many travellers choose the Bland Shire as their preferred destination and resting point.





BARMEDMAN

Located 32 kilometres from West Wyalong the historic village of Barmedman is famous for its mineral pool, which originated from the flooding of Barmedman goldmines by an underground stream in the 1880s. The pool is situated on a four-hectare reserve, is run by locals and is said to have some healing properties due to its high mineral content. Barmedman's biggest annual event is the Barmedman Modified Tractor Pull which is held in October every year. In the 2016 Census, Barmedman had a population of 224 people.

MIRROOL

Mirrool is a vibrant village nestled just off the Newell Highway 47 kilometres south of West Wyalong. The village is best known for the annual silo kick where people come from far and wide to attempt to hoist a Sherrin football over the historic silos. The historic Royal Hotel is a popular place for locals and visitors as well as the picturesque Sunshine Park.

TALLIMBA

Tallimba is a quaint agriculture community situated 35 kilometers south-west of West Wyalong. Sheep grazing and winter cropping are the predominant agricultural activities in the locality. The community hub is the Tallimba Inn which stands directly across from the public park which has public toilets, a barbecue, shelter area, basketball court and War Memorial.



NARADHAN

Located 127 kilometres from West Wyalong in the north-west of the Bland LGA, Naradhan is a close knit community with areas of high environmental value and a rich agricultural heritage, with winter cropping and sheep grazing the predominant agricultural activities. The Naradhan Historic Woolshed was built in 1888 and has been fully restored to its glorious past and is a must see for visitors to the region.

UNGARIE

With a population of 290 and located 42 kilometres from West Wyalong, Ungarie is the home of "The Big Football" - a large fibreglass Sherrin football which stands at Bing Walder Park as a tribute to the Daniher family. Born and raised in Ungarie, Terry, Neale, Anthony and Chris Daniher are the only set of four brothers to play together in a VFL/AFL premierships match, The Daniher legend is part of Ungarie's rich sporting heritage. Sheep grazing and winter cropping remains the major industries in Ungarie.

WEETHALLE

Located 58 kilometres to the west of West Wyalong, Weethalle is home to the first silo art project in New South Wales. Unveiled in 2017, the spectacular artwork depicts a shearer, sheep in a pen and a farmer in a field of wheat with the famous sunshine harvester in the background as a tribute to the town's agricultural history. The Weethalle Whistlestop Museum takes visitors on a journey through time and serves delicious Devonshire teas most days.

WYALONG

Rich with historic buildings Wyalong provides an attractive village that supports the economic centre of West Wyalong. With wide streets, large residential blocks, Wyalong is a thriving rural community with strong community spirit.

STRATEGIC LANDS MAP

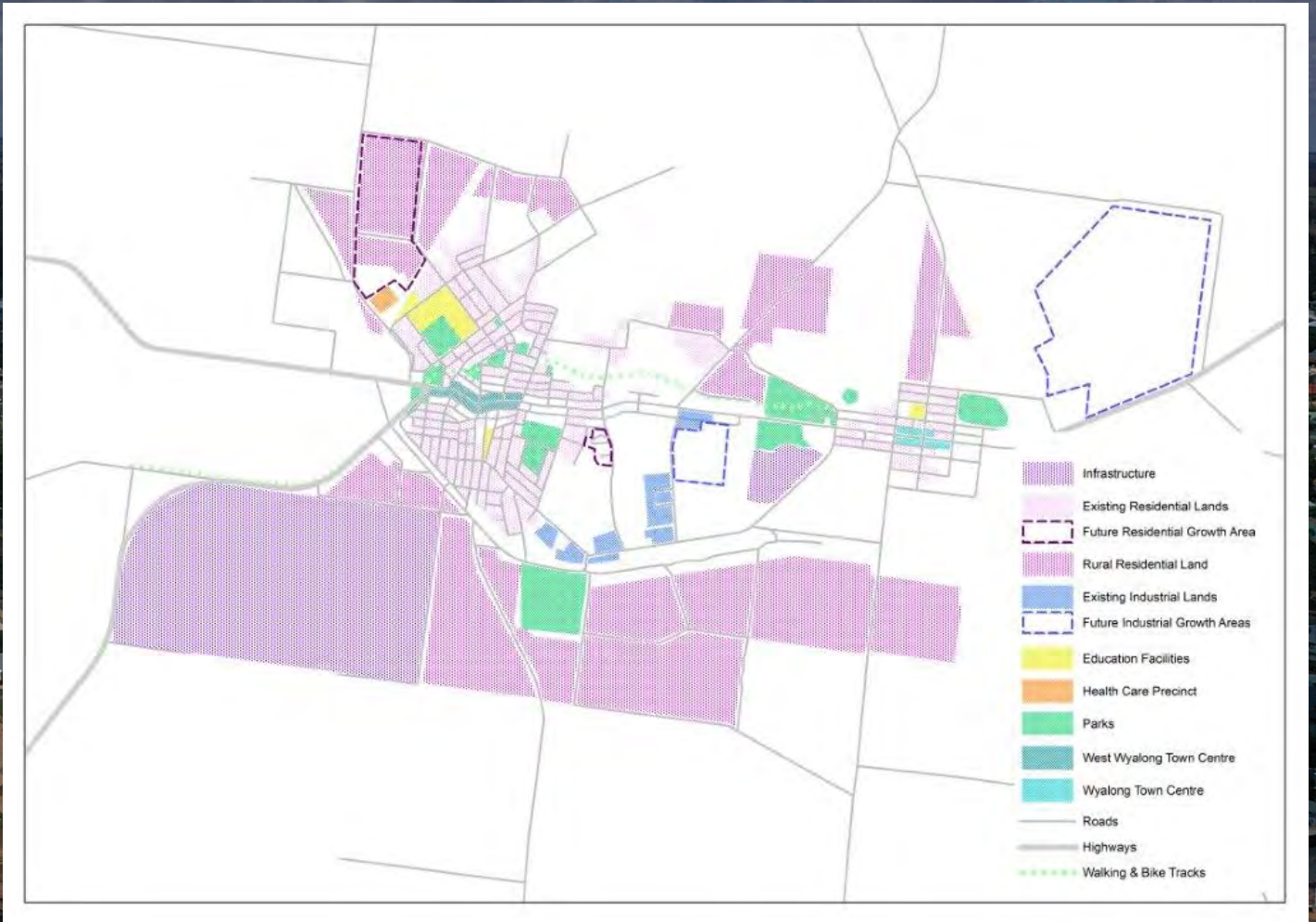


Figure 3: Bland Shire Council Strategic Lands Map

BLAND SHIRE SNAPSHOT

BLAND SHIRE IN 2016

Population
5,955



Median Age
43

Older Adults (65+)
20%



Understanding Bland's demography and economy can provide insights into the future opportunities and challenges the Shire is likely to face.

Like many communities in Regional NSW, Bland is experiencing a declining population of -0.8% per year. Our population is also ageing. Bland's population size means that it does not benefit from the economic shift towards services industries that naturally agglomerate in cities. Finding ways to attract low level healthcare services and value added industries will help us retain our population.

BLAND SHIRE IN 2036



Employment Sector
9.1%
Sheep/Cattle Farming



Population
Projection
4,850

Most common
household
32% Couple Only



Older Adults (65+)
25%



Household income
range
35% high income



Most common
household
33% Couple Only

Data sources:

ABS, 2018, *Regional Population Growth, Australia (Cat. No. 3218.0)*, ABS, Canberra
DPE, 2016, *NSW population, household and implied dwellings projections*, DPE, Sydney

BLAND SHIRE POPULATION

The Shire was home to an estimated 5,955 people in 2016. The population of Bland Shire is expected to decrease by 7.8% by 2036, in comparison to the Riverina Murray Region which will grow by around 4%.

Most of the Shire's population were born in Australia (82.2%). The next most common country of Birth in the Bland Shire is England (1.2%), then New Zealand (0.5%). approximately 4.4% of Bland Shire population identified as Aboriginal and/or Torres Strait Islander people, which is higher than the State average of 2.9%.

The age structure of Bland Shire's residents will shift from 2016 to 2036 (*Figure 3*). An increasing proportion of older people is expected. In 2016, 20% of the population was 65 or older. This is expected to increase to 25% in 2036. There is a corresponding decrease in the proportions of working age people. While the percentage of children is stable, the absolute numbers of younger people are declining. For example, in 2016 there were 1,250 children between 0-14 years old. In 2036 there is expected to be only 1,000 children in that age group. An ageing population is a common trend across many parts of NSW and Australia and will require proactive planning to enable residents to age in place.



BLAND SHIRE POPULATION

PERCENTAGE OF ALL PEOPLE IN AGE GROUP

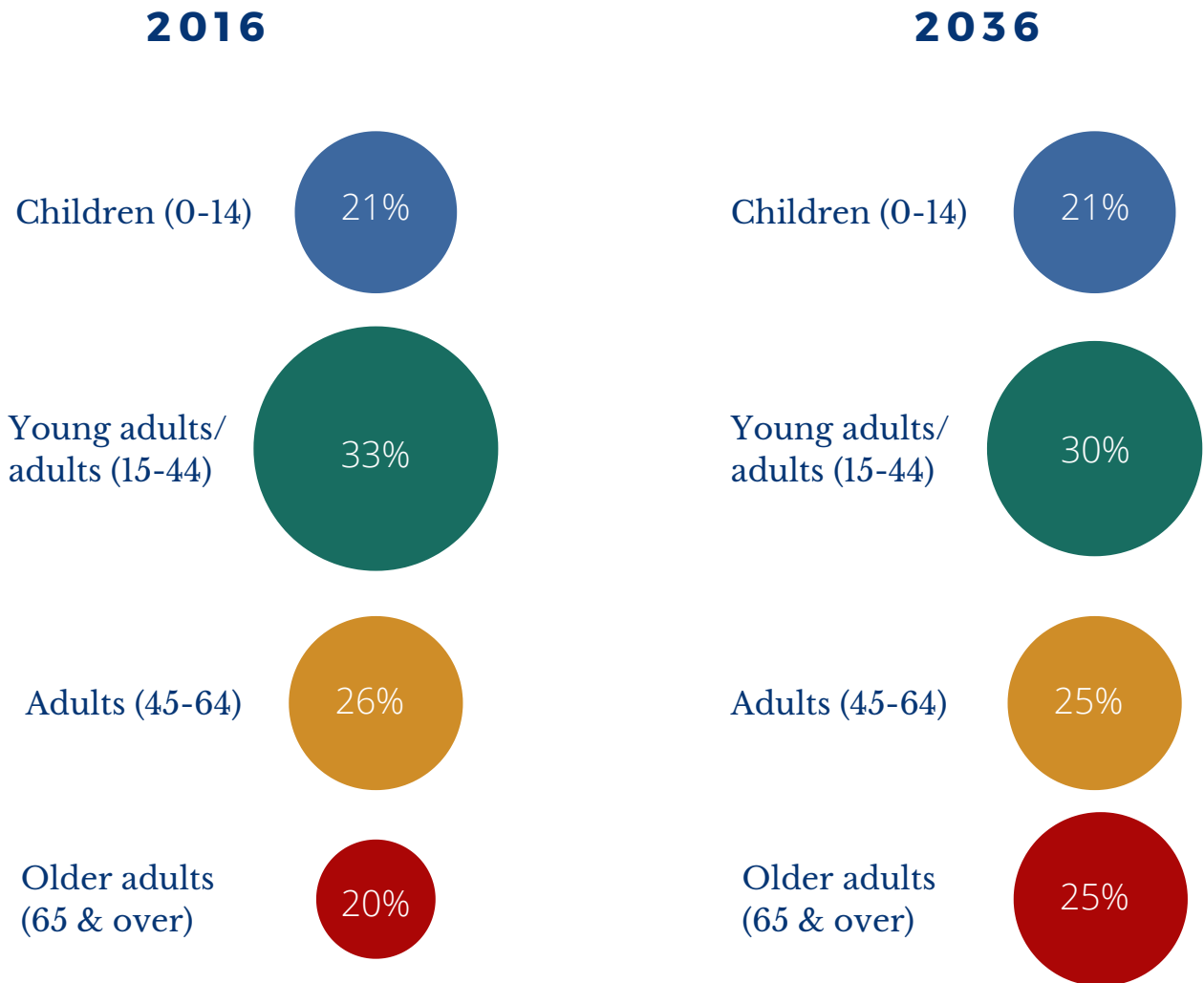


Figure 3: Age structure changes for Bland Shire between 2016 and 2036.



ECONOMY AND EMPLOYMENT

In 2017/18 Bland's gross regional product was estimated to be \$423m (*National Institute of Economic and Industry Research 2016*). The Shire's economy is largely centered around agriculture and mining.

Bland Shire has a high level of employment self-containment, with only 12% of employed residents in the LGA working in other LGAs. In 2016, Bland Shire had a low unemployment rate of 3.6%, lower than the State average of 6.3% (*ABS, 2016*).

The most common occupations in Bland included Managers (27.5%), Technicians and Trades Workers (13.8%), and Labourers (12.0%). The most common occupations are reflective of the diverse range of average household incomes. In 2016, 27% of households earned a very low income and 35% of households earned a high income. The median weekly household income is \$1,100, which is below the state average of \$1,486 (*ABS, 2016*).

The largest employment sectors in Bland Shire are grain-sheep or grain-beef cattle farming (9.1%), gold ore mining (7.4%), other grain growing (7.3%) and sheep farming (specialised) (4%). Bland Shire has and will continue to play an integral role in agriculture and mining production.

| Occupation | Bland | % | NSW | % | Australia | % |
|---|-------|------|---------|------|-----------|------|
| <i>Employed people aged 15 years and over</i> | | | | | | |
| Managers | 701 | 27.5 | 456,084 | 13.5 | 1,390,047 | 13.0 |
| Technicians and Trades Workers | 352 | 13.8 | 429,239 | 12.7 | 1,447,414 | 13.5 |
| Labourers | 306 | 12.0 | 297,887 | 8.8 | 1,011,520 | 9.5 |
| Machinery Operators and Drivers | 276 | 10.8 | 206,839 | 6.1 | 670,106 | 6.3 |
| Professionals | 268 | 10.5 | 798,126 | 23.6 | 2,379,966 | 22.2 |
| Clerical and Administrative Workers | 240 | 9.4 | 467,977 | 13.8 | 1,449,681 | 13.6 |
| Community and Personal Service Workers | 191 | 7.5 | 350,261 | 10.4 | 1,157,003 | 10.8 |
| Sales Workers | 159 | 6.2 | 311,414 | 9.2 | 1,000,955 | 9.4 |

Figure 4: Most common occupations in Bland (ABS, 2016).





ENVIRONMENT

Bland Shire is home to a wide variety of natural and enhanced environmental features. The West Wyalong Wetlands are an example of engineering and ecological ingenuity where Council developed on an existing wildlife sanctuary to create a series of watercourses and ponds to manage drainage issues during heavy rainfall. Through native revegetation a passive recreational area and wetland environment has been created for all to enjoy.

Bland is home to the iconic Lake Cowal, which covers more than 13,000ha and is the largest natural inland lake in NSW. The significance of Lake Cowal is evident through the diversity of animals, including 277 bird species and Aboriginal items which reside there. Lake Cowal is derived from the Aboriginal word for large water. Home to the Lake Cowal Foundation Ltd and Lake Cowal Conservation Centre, research has been conducted here since the 1960s. This research not only helps preserve Lake Cowal and the adjacent hold mining operations, but also develops improved land management practices which can benefit industry and the environment across NSW.

Continuing with the partnership of industry and the environment, Bland is home to Back Creek, Jingerangle, Kolkibertoo, Mandamah, and Wyrra State Forests to name a few. These are all native Cypress Pine forests, which have recorded threatened plant and animal species. Given most of the Shire is used for agricultural grazing or cropping, areas like these State Forests become havens for threatened species. Sustainable timber harvesting is key for managing these habitats and providing timber for future generations.

Other protected areas of Bland include the South-West Woodland, Charcoal Tank and Buddigower Nature Reserves, and Jimberoo National Park, which are managed by the National Parks and Wildlife Service. Wah Way Creek, Barmedman Creek and Warralonga Cowal are other areas of high environmental value in Bland. These areas are valued by our community as recreational areas for bushwalking and bird watching, especially Malleefowl.

HOW DO WE GET THERE?

PLANNING PRIORITIES

To achieve the Shire's 20-year vision, five planning priorities have been identified to guide us towards this vision. The planning priorities cover 13 themes to improve the social, environmental and economic development of our Shire and will form the focus of our strategic planning.

ACTIONS

We will work towards the planning priorities by completing the actions according to the short (2-5 years), medium (5-10 years) or long term (10-20 years) schedule. Actions may include preparation of strategies or policies, updates to the LEP or sourcing funding for projects aligned with our planning priorities. These actions are consistent with our CSP and LEP and will enact some of the Regional Plan actions.

IMPLEMENTATION, MONITORING & REPORTING

Council will ensure the planning priorities are achieved through regular review and monitoring of the actions progress. Monitoring of the actions will, where possible, be aligned to existing review and reporting schedules including the LEP (5 years) and CSP (4 years). The entire LSPS will also be reviewed every seven years. This approach is consistent with the Integrated Planning and Reporting framework under the *Local Government Act 1993*.





COMMUNITY

1 P r i o r i t y

While Bland Shire has experienced an overall population decline, due to the expansion in renewable energy and mining, West Wyalong's population is expected to increase and needs to be responsive to the temporary housing needs of these groups. Planning for new housing to facilitate these groups must consider our existing township and balance competing considerations including: planning for the rural-residential interface; ensuring adequate infrastructure provision; land subsidence; heritage protection and preserving local character; and affordability. Currently, our towns have enough land to accommodate any residential growth opportunities. The challenge for Council is to attract investment in our townships to provide housing for temporary workers and visitors. Increasing housing diversity and choice, particularly for its senior residents, is important moving forward. In order to do this, more strategic work is required. Understanding our infrastructure capabilities, costs to upgrade/maintain and the costs to develop land in our townships will be vital. These costs will then need to be balanced with a return on the sale of the land.

Providing this information to our employers and the development industry will be a key initiative of Councils, which will ensure new and emerging economic opportunities have a place to house their employees.

Balancing attracting new residential investment with the need to provide for health and wellbeing are fundamental for attracting and maintaining the population base. Community facilities across the local government area include the West Wyalong District Hospital, West Wyalong Community Health Centre, TAFE NSW Riverina Institute, as well as the many schools and child care centres. Maintaining and improving availability and access to these facilities will also allow our community to age in place.

Our Shire also hosts recreational areas such as the West Wyalong Skate Park, Holland Park and Ungarie pools, Barnado Park, McCann Park and Barmedman Mineral Pool. Council will undertake a review of the amount of accessibility of open space in the Shire to maintain these facilities. By delivering healthy built environments through better urban design, the community will be encouraged to be more active and involved in their built environment and natural surrounds.

COMMUNITY

ACTIONS

Action 1.1

Undertake a feasibility assessment for residential development in the township of West Wyalong.

Responsibility

Council

Timeframe

Short Term

Action 1.2

Conduct a review of open space to measure the supply, quality, and accessibility of open space in the Shire.

Responsibility

Council

Timeframe

Medium Term

Action 1.3

Council's Bland Development Control Plan 2012 will be reviewed to incorporate design considerations regarding the provision of well-designed shade, with reference to the latest shade guidelines.

Responsibility

Council

Timeframe

Short Term

Action 1.4

Identify and capture Aboriginal cultural heritage and cultural landscapes heritage to inform the completion of an Aboriginal Cultural Heritage Study to protect cultural heritage and cultural landscapes, and investigate the listing of these items.

Responsibility

Council

Timeframe

Short Term

1

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COMMUNITY

1

Priority 1 gives effect to the following Riverina Murray Regional Plan Actions:

Direction 25: Build housing capacity to meet demand.

Direction 26: Provide greater housing choice.

Direction 27: Manage rural residential development.

Direction 28: Deliver healthy built environments and improved urban design.

Priority

To deliver this planning priority, Council will:

- Encourage the establishment of childcare, healthcare, aged care and social assistance.
- Apply for grants to improve recreation, sporting and community facilities.
- Support community initiatives such as sports and cultural events, and programs which will encourage community engagement and social inclusion within the Shire.
- Ensure Residential Development will:
 - Be located to avoid areas that are identified as important agricultural land or areas that create potential for land use conflict;
 - Align with the utility infrastructure network and its capabilities;
 - Avoid or mitigate the impacts of hazards, including the implications of climate change;
 - Protect areas with high environmental value and/or cultural heritage value and important biodiversity corridors;
 - Not hinder development or urban expansion and will contribute to the function of existing townships;
 - Create new neighbour-hoods that are environmentally sustainable, socially inclusive, easy to get to, healthy and safe.
- Work alongside industry to ensure investment into the Bland Housing market.
- Consider the benefits of shade in all decisions about infrastructure provision and maintenance.
- Consider the provision of well-designed shade, both natural and built in the provision of all public infrastructure.



NOW IS THE TIME TO EAT AT

LUXOR ESPRESSO

THOM'S
CORNER
1894-1923

THOM, DICK & HARRY'S

SALE
SALE
SALE
SALE



CHINESE RESTAURANT

SUPERS CREDIT UNION

ECONOMY

2 Besides from agriculture, one of the largest employment and income generating fields for our Shire is mining and supporting industries. The Cowal Gold Operation is approximately 38km north-east of West Wyalong and partially operates across Lake Cowal. This mine is currently approved to operate until 2032 and employs, on average, 385 people. Operations at the mine are expected to expand and Council are investigating additional temporary accommodation options to help facilitate this expansion.

Priority Bolstering other facets of our economy is imperative to ensure prosperity of our Shire once the mine closes. West Wyalong has a strong, locally owned retail industry focused on Main Street. Main Street is characterised by colonial style buildings and a crooked street layout based on the original bullock track which curved around trees and gold diggings in the late 1800s. Given the size of Bland Shire the West Wyalong retail industry services a large catchment. Residents will still access larger retail services in Wagga Wagga and Griffith as required. *The Future of Retail Study* identified the retail sector will undergo rapid changes over the next 20 years in response to demand for online unique retail experiences. To protect and grow our retail industry the local planning system will need to be flexible to accommodate emerging retail trends.

P r i o r i t y Tourism is a valuable contributor to the economy of the Shire and could assist with bringing more people to live, work and enjoy the region. The tourism industry is supported by the development of assets and attractions such as the Wyalong Museum, Barmedman Mineral Pool and Weethalle Whistlestop which capitalise on the Shire's heritage buildings and outback landscapes. Murals including the Weethalle Silo Art project, the Bland Big Bull Mural and Horsing Around Mirrool Mural are particular highlights. Promotion and creative uses of our heritage buildings is an opportunity for the Shire to increase visitor rates and expenditure in our local stores. Our Shire is also home to many events including the Barmedman Twilight Modified Tractor Pull, Ungarie Show and Rodeo, Bland Flavour Festival and Weethalle Country Music Muster. Ensuring we have adequate temporary housing options to cater for tourists who come for these events will enable people to stay overnight and spend in the towns to boost our local economy.

ECONOMY

2

ACTIONS

Action 2.1

Investigate options for the development of temporary accommodation to provide options for working and leisure based visitors.

Responsibility

Council

Timeframe

Short Term

Action 2.2

Review planning controls to provide flexibility and accommodate the changing nature of retail.

Responsibility

Council

Timeframe

Short Term

Action 2.3

Develop a tourism strategy which aligns with the Destination NSW Plan.

Responsibility

Council

Timeframe

Medium Term

Action 2.4

Preparation of a Heritage Study to review Heritage items currently listed in the Bland Local Environmental Plan and to investigate the inclusion of new heritage items.

Responsibility

Council

Timeframe

Short Term

P r i o r i t y

ECONOMY

2

Priority 2 gives effect to the following Riverina Murray Regional Plan Actions:

Direction 4: Promote business activities in industrial and commercial areas.

Direction 7: Promote tourism opportunities.

Direction 12: Sustainably manage mineral resources.

Direction 29: Protect the region's Aboriginal and historic heritage.

To deliver this planning priority, Council will:

- Protect mining areas by consulting with State authorities when development or changes to planning controls are proposed which could affect mines.
- Encourage preservation and reuse of heritage buildings along Main Street for retail.
- Provide essential services, signage and infrastructure to promote local tourism.

Priority



AGRICULTURE

3

The Shire is economically dependent on agriculture and is the largest employment sector across the Shire. In 2011 Bland Shire had the highest gross value agricultural product of the Riverina Murray region at \$328 million (*RMCG, 2016*). The main agricultural produce for the Shire was Wheat (\$146M), Barley (\$46M), Wool (\$22M), and Canola (\$20M). There are approximately 450 businesses involved in primary production across the Shire. Aside from those directly employed by the agriculture industry, there are also significant flow-on economic benefits from this industry to other related enterprises in our townships.

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The importance of agriculture is reflected in the land use, as approximately 1.76 million hectares of the Shire is actively farmed. Given the climatic conditions and availability of water, dryland cropping, and grazing are the main forms of produce and the average holding is large, at nearly 4000ha. Drivers of change in the agricultural industry include technology improvements, which reduces the need for manual labour and changes in climate and water availability increases the viability of corporate farming. These trends are resulting in a decline in the rural population of Bland, which we must prepare for.

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Council has identified that emerging agricultural businesses (e.g. aquaculture, agritourism and new technologies) are not adequately catered for in its LEP. In order to encourage agribusiness diversification and value-adding opportunities, council will review local plans to ensure land use, zoning and definitions that reflect industry requirements. This will inform the development of a land use strategy to protect and improve development controls for high value agricultural land.

P

Land use conflict can occur around the periphery of agricultural and non-agricultural uses. Land use conflict and fragmentation of high value agricultural land can impact our region's economy by limiting the productivity, employment potential and diversification agricultural industries. The land use strategy can identify our important agricultural land and will provide guidance for future land use decisions in and around this land by appropriately locating future renewable energy and rural-residential development.

AGRICULTURE

3

ACTIONS

Action 3.1

Prepare and endorse a Land Use Strategy which includes protection of high value agricultural land prior to any amendment of the Bland Local Environmental Plan 2011.

Responsibility

Council

Timeframe

Medium Term

Action 3.2

Encourage agribusinesses diversification and value-adding opportunities by reviewing local plans to ensure land use, zoning and definitions reflect industry requirements.

Responsibility

Council

Timeframe

Ongoing

P r i o r i t y

AGRICULTURE

3

Priority 3 gives effect to the following Riverina Murray Regional Plan Actions:

Direction 1: Protect the region's diverse and productive agricultural land.

Direction 2: Promote and grow the agribusiness sector.

Direction 3: Expand advanced and value-added manufacturing.

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Direction 27: Manage rural residential development.

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To deliver this planning priority, Council will:

- Encourage local entrepreneurship and emerging industries to attract new business and industry to create long-term employment opportunities.
- Collaborate with State agencies, local business and land owners to identify important agricultural land and protect it from incompatible developments and identify alternate locations for other types of development.
- Encourage co-location of agricultural value-added industries, renewable energy and emerging industries in appropriate locations.

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ENVIRONMENT

4

With the extremes of our variable climate, increasing natural hazard resilience is vital for our Shire to manage the impacts from drought, bushfire, water availability and floodplain management. Temperatures are expected to rise throughout the Riverina Murray region, resulting in heightened frequency and severity of natural hazards. To help manage these impacts we will embrace new technologies and practices to reduce carbon emissions, efficiently manage natural resources and appropriately locate developments.

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Council and the community must be well informed, resilient and able to adapt and plan for future climate risks and land use planning plays an important role in this. Council will show leadership by committing to transitioning its energy needs to renewable sources and creating healthy public spaces and resilient infrastructure.

Council will work with the relevant State agencies to prepare for natural hazards and avoid their impacts as well as was experienced with the temporary closure of the Newell Highway during the 2016 floods.

Council has identified the need to strategically locate future offsets to protect biodiversity and future development land to prevent land use conflict. Balancing needs for new developments to facilitate growth and avoiding natural hazards (e.g. bush fire, flooding and biodiversity constraints) will be a driver of planning control changes for Bland in the years ahead. Understanding the location and risks associated with abandoned mine shafts and land subsidence is another consideration for council. Investigating the potential for offsets to be located on these areas is an opportunity to reuse this constrained land.

ENVIRONMENT

4

P r i o r i t y

ACTIONS

Action 4.1

Update Development Control Plan to regulate conversation vegetation as per the *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017*.

Responsibility

Council

Timeframe

Short Term

Action 4.2

Implement the Ungarie Flood Study.

Responsibility

Council

Timeframe

Medium Term

Action 4.3

Create educational material for the management of local noxious weeds.

Responsibility

Council

Timeframe

Short Term.

ENVIRONMENT

4 P r i o r i t y

ACTIONS

Action 4.4

Review council owned land to identify offset requirements for future development and any opportunities to use council land for Biodiversity.

Responsibility

Council

Timeframe

Medium Term

Priority 4 gives effect to the following Riverina Murray Regional Plan Actions:

- Direction 11:** Promote the diversification of energy supplies through renewable energy generation.
- Direction 15:** Protect and manage the region's many environmental assets.
- Direction 16:** Increase resilience to natural hazards and climate change.

To deliver this planning priority, Council will:

- Encourage adoption of new technologies and practices to build climate resilience and efficient use of natural resources.
- Locate developments, including new urban release areas, away from areas of natural hazards and high environmental value.
- Support the enhancement of high environmental value areas and restoration of degraded vegetation.
- Have a proactive and educational approach to noxious weeds.



INFRASTRUCTURE

S

West Wyalong is intersected by the Mid-Western and Newell Highways, both major freight routes. Currently roads are the only viable option for residents to reach regional cities of Wagga Wagga and Griffith. During the 2016 floods the Newell Highway was inaccessible for nearly two months which significantly isolated our Shire. Despite West Wyalong having a functional all weather airport there are no regional air services available. Encouraging a regional airliner to be established at the airport would be a great opportunity for the Shire.

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The stronger the connections across the region, especially to cities, the greater the region's ability to access higher level health care and education, and capitalise on tourism opportunities. Council will plan, design and operate the road network to deliver movement and place outcomes in line with *Future Transport 2056*, the *NSW Freight and Ports Plan 2018-2022* and future outcomes of the *Connecting Central West and Orana Transport Program*.

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The Ungarie-Naradhan and Cootamundra-Lake Cargelligo Railways also service the Shire, providing an important transportation network for the agricultural sector. The proposed Inland Rail Corridor, while not bisecting the Shire, will provide another avenue for the region to move freight by rail. The Calleen and West Wyalong grain storage and logistics hubs are well located to take advantage of the Inland Rail's accessibility to international markets.

Ensuring towns have adequate infrastructure to access electricity, water, telecommunications, sewer and other locations is important to support current and future populations. Access to water is an ongoing constraint as it is currently piped from Wagga. The Wyalong and West Wyalong solar farms were both approved in 2019 and combined will produce 190 megawatts once built. Council will continue to work with State agencies to promote investment and guide infrastructure improvements to ensure the Shire has capacity to facilitate our community's needs and enable future large scale developments such as the solar farms to occur.

INFRASTRUCTURE

5

ACTIONS

Action 5.1

Prepare a local infrastructure provision plan to identify priority projects and accommodate needs for our changing demographic.

Responsibility

Council

Timeframe

Medium Term

Priority

Priority 5 gives effect to the following Riverina Murray Regional Plan Actions:

Direction 18: Enhance road and rail freight links.

Direction 21: Align and protect utility infrastructure investment.

Direction 22: Promote the growth of regional cities and local centres.

To deliver this planning priority, Council will:

- Identify and protect future transport corridors from incompatible land uses.
- Work with government agencies to advocate for the development of appropriate infrastructure to facilitate freight and public transport needs.
- Advocate for the development of appropriate infrastructure and establishment of a regional airline to enhance community transport needs.

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Section 4 – Reports for Information

Recommendation:

That the following reports, provided for information only, be received and noted:

- **8.7 - Economic Development & Tourism Report – April 2020**
- **8.8 - Community Services Report**
- **8.9 - Bland Shire Library Monthly Update**
- **8.10 - Children’s Services Monthly Update**
- **8.11 - Bland Community Care Services Update**
- **8.12 - Assets & Engineering Services Report**
- **8.13 - Development Services Activity Report – April 2020**

8.7 Economic Development & Tourism Report – April 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

| | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | Oct 19 - Sep 20 |
|------------------------|--------|---------|----------|---------|---------|---------|---------|-----------------|
| Total Program | | | | | | | | |
| Number of Loaded Cards | 2 | 48 | 218 | 17 | 40 | 64 | 284 | 673 |
| Load Value | \$61 | \$2,820 | \$13,821 | \$1,010 | \$3,100 | \$2,330 | \$7,275 | \$30,417 |
| Number of Redemptions | 1 | 1 | 56 | 71 | 57 | 42 | 21 | 249 |
| Value of Redemptions | \$1 | \$50 | \$3,246 | \$2,564 | \$2,340 | \$1,532 | \$788 | \$10,522 |

New Business Park

The preliminary design for the new Business Park has been completed in-house and endeavours are now being made to identify a suitable marketing strategy which will more than likely involve an outside consultant experienced in such matters.

Economic Development Network

Consideration is being given to membership of the Network which has been established to support economic development practitioners in NSW. The costs and benefits will be weighed up prior to making a decision.

TOURISM

Although the Visitors Centre doors remain closed, planning in preparation for when the time comes and we can invite visitors back to the Bland Shire is underway.

New Bland Shire Visitors Guide

Work continues with the graphic designer to complete a new tourism booklet for the Bland Shire.

The Riverina E-newsletter

The latest edition of "Inside the Riverina" e-newsletter focussed on Mother's Day and those businesses selling packages and/or hampers. The Riverina had suspended the e-newsletter during the COVID-19 outbreak however decided to do this one on very short notice. Council staff made every effort to contact local businesses to be included in the publication with little response. This edition features local entries from West Wyalong Jewellers and All Occasions. Unfortunately Body Health & Bowen did not meet The Riverina's requirements and was unable to be included.

The e-newsletter is distributed to subscribers and further information can be found at: <https://theriverina.com.au/> A copy has also been included as an attachment to the business paper for Councillors information.

The e-newsletter contents and theme for each monthly edition is determined by The Riverina. It is a requirement for any businesses or attractions featured in these publications to be registered on the ATDW (Australian Tourism Data Warehouse) website. Council staff will arrange the website registration once permission from the owner/operator has been provided. Marketing and promotion opportunities are then available for businesses and attractions once the registration is complete with The Riverina, Destination NSW and VisitNSW accessing the site and using the information in their range of publications.

8.8 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

Tik Tok Challenge

With school holiday and community events and activities cancelled due to Covid-19 restrictions, Council took its youth and community program online in April and May 2020. In an effort to break up the boredom of isolation, bring families together and provide the community with some light hearted relief, Council conducted a Tik Tok Challenge where individuals and families were encouraged to submit videos of themselves performing a dance or miming a song.

Council received 43 video entries to the competition that were published in groups on Council's Facebook page.

According to Facebook insights, the videos reached more than 47,000 people and several hundred "likes", shares, comments and positive interactions with Council.

Entries included a special submission from the staff at the West Wyalong Hospital performing a group dance.

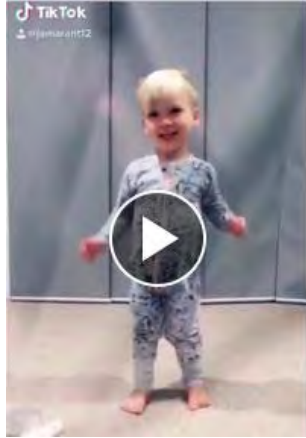


Prior to the announcement of the finalists, the Mayor and General Manager visited West Wyalong Hospital to present health service manager, Kylie Holland, and staff with a delicious morning tea and community spirit award in recognition of their entry.

A video published on Facebook of the Mayor and General Manager making the presentation reached more than 10,000 people, was viewed for a total of 1076 minutes and once again generated hundreds of positive interactions.

Following the announcement of the finalists, the winners were determined by public vote to be two-year-old Bowie Loudon and husband and wife team Neil and Jacqui Cuthbertson.

The winners each received a takeaway/home delivery credit at a local eatery of their choice. These prizes were determined as a way to boost and promote local hospitality businesses as they struggle through Covid-19.



Virtual Fitness Classes

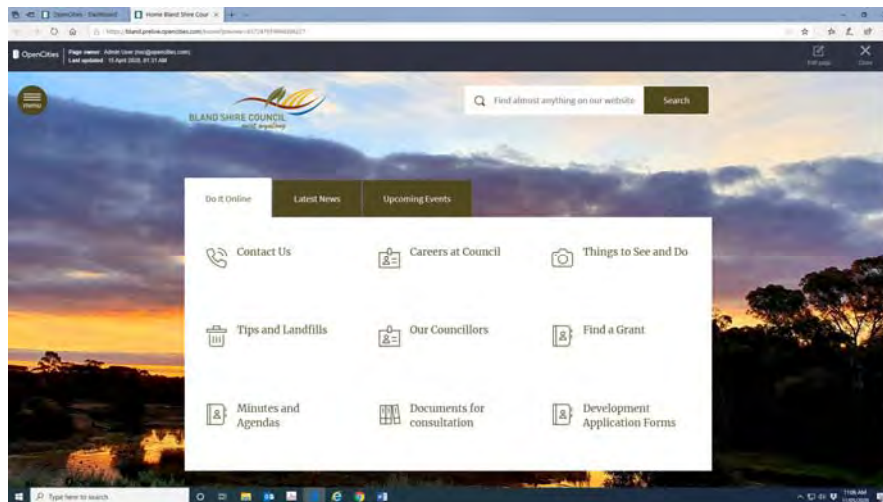
To help keep young people active and support another local business affected by Covid-19, Council held virtual fitness classes for local youth with Seek Fitness during the recent school holidays.

A large group of young people attended the classes held across both weeks of the holidays. A video application called 'Zoom' was used to enable participants and the local gym instructor to come together to work out from the safety and comfort of their own homes.

Bland Shire Council website

Work has been completed on the new Bland Shire Council website.

The new site includes a number of new features which promise to deliver a more positive and engaging experience for ratepayers and visitors when interacting with Council online. The website is expected to go live in late May 2020 with additional features to be added, including enhanced online forms and possibly some payments, in the coming weeks and months.



8.9 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

LEGO Legends Online

Due to the COVID-19 virus outbreak and the subsequent postponement of the Library's face-to-face Lego Club, the Library took the initiative and moved it online. Each week the Library posts a new Lego challenge on its Facebook page. Children (and adults) then have a week to plan, design, build and send in photos of their Lego creations – with all photos shared on Facebook. As an incentive, there are weekly awards and monthly prizes such as milkshake vouchers donated by What's Cookin and Why Leave Town vouchers, books and Lego.

Designed to be educational, as well as fun, each Lego challenge contains a STEM (Science Technology Engineering Maths) component as well as artistic elements. Thus far, challenges have included designing and constructing a boat that floats and building a "free-standing" tower. However, the Library understands that not all children have access to Lego so those children are encouraged to draw a picture instead. Participants must be registered members of Bland Shire Library – leading to an increase in online member registrations.

The Library's Lego Legends FB page has been overwhelmed with Lego creations, positive feedback and support from the Bland Shire and wider community. Local schools have even taken up the Lego challenge.



Home Deliveries

The Library has resumed its regular fortnightly home delivery service specifically for elderly clients with a mobility problem or those who are chronically sick or disabled.

However due to the current isolation period, the Library has also extended its home delivery service to include all library members residing within the townships of Wyalong and West Wyalong. The service is available on a temporary basis whilst the library remains closed to the public. In the interest of staff and public safety, the service is “drop-off” only. While clients are encouraged to retain their library items until the library re-opens, clients may return their items in the library’s after-hours chute. Deliveries are on request – members can phone or email – and children under the age of 18 years must make their request via a parent or legal guardian. For library members residing outside of Wyalong and West Wyalong, arrangements may be made for the collection of library items pending individual circumstances.

Covid-19 History Archive

Bland Shire Library is compiling an archive of the local experience of the 2020 Covid-19 pandemic for the purpose of conservation and research. In light of this, the library is calling for residents of the Bland Shire LGA, their families or affiliates, to contribute material including

- photographs of the town and residents, rural areas and outlying villages, which illustrate the impact of social distancing and social isolation
- diary or blog entries explaining the impact on business and family life
- newspaper clippings
- artworks, stories, poetry, even music

People can contribute by emailing digital documents and photos to the library while hard copy materials may be donated or preferably copied (at the library’s expense). An Image Consent and Release Form is available for contributors to complete. In addition, a letter has been circulated to local schools asking students to contribute a written story about their Covid-19 isolation experience.

A hard copy of the archive will be stored onsite in the Library for conservation and research. However, the library anticipates creating a digital copy in correlation with its current local history digitisation project.

Collection Management

Weeding is an important process in collection management. It ensures that the collection remains fresh, up-to-date and relevant. Under direction from Riverina Regional Library, Bland Shire Library staff have taken the opportunity (whilst closed to the public) to undertake this process.

Library Miscellanea

- As of May 1, Riverina Regional Library’s internal deliveries remain stationary. However, Bland Shire Library is now receiving a weekly delivery of new books direct from supplier Peter Pal.
- Each week, Riverina Regional Library hosts an online meeting for all branch libraries. The meetings enable Riverina Regional Library Administration staff and branch library staff to communicate with each, offer support, keep up to date with what is happening, and share ideas.
- Bland Shire Library continues to promote RRL online resources and additional online services via social media and other media outlets.

Library and Information Week 25-31 May 2020

Library and Information Week runs from 25–31 May 2020 and this year the theme is Create. The week highlights all the ways that libraries along with library and information professionals create through their work. As part of Library and Information Week, Bland Shire Library will hold the following events.

- **National Simultaneous Story-time**

National Simultaneous Story-time is a national event held annually by the Australian Library and Information Association to promote a love of books and reading among children. However, a face-to-face NSS event seems unlikely this year, so Bland Shire Library is planning a virtual story-time to be held on Wednesday 27 May 2020 at 11am, featuring this year's nominated book 'Whitney and Britney Chicken Divas' by Lucinda Gifford.

- **Biggest Morning Tea**

Bland Shire Library will host a Biggest Morning Tea in support of Cancer Council NSW, for Councillors and Council staff, on Thursday 28th May 2020 at 10.30 am in the Library. Social distancing will be applied and strict hygiene measures taken.

Library Collection - Draft Budget 2020-21

A proposal for region-wide expenditure of a proportion of the additional state funding for Riverina Regional Library Councils was put up for discussion at the recent Riverina Regional Library Advisory Committee meeting with a recommendation to:

- Endorse the proposal for RRL to allocate 25 per cent of additional state funding to all RRL member Councils on a Collections Enhancement Project.
- Allocate the additional Bland collections fund included in its annual contribution to RRL to the Bland Shire Library annual operational budget to meet future requirements of the local library.

However, the motion on being put to the meeting was not supported due to many Councils within RRL incurring increased costs associated with bushfires and Covid-19. In lieu of this, the Library has requested through the Bland Shire Council budget process that an additional \$10,000 to be put towards its collection costs. The additional funding will cover the shortfall in collection funding allocation and protect the overall integrity of the collection.



RRL COLLECTION REFLECTION

| BRANCH | Total Items | Items on loan % | Items not borrowed in 3 years % | Items borrowed more than 30 times % | How does your branch collection rate? |
|-----------------------------|---|--|---|---|---------------------------------------|
| | <small>This figure may indicate the comparison to the Australian Library Standard</small> | <small>This figure may indicate the turnover of collection items</small> | <small>This figure may indicate the relevance of collection items</small> | <small>This figure may indicate age and condition of collection items</small> | |
| Adelong | 2,751 | 3.24 | 21.01 | 4 | 👍 |
| Batlow | 5,159 | 7.97 | 13.05 | 8 | 👍 |
| Bland | 15,316 | 9.80 | 10.56 | 8 | 👍 |
| Coolamon | 7,346 | 16.72 | 12.27 | 12 | 👍 |
| Cootamundra | 15,728 | 15.01 | 3.43 | 22 | 👍👍 |
| Corowa | 9,615 | 15.02 | 2.29 | 12 | 👍👍 |
| Culcairn | 3,607 | 7.40 | 2.94 | 7 | 👍👍 |
| Gundagai | 7,192 | 7.61 | 8.02 | 7 | 👍 |
| Henty | 4,558 | 9.46 | 4.26 | 7 | 👍👍 |
| Holbrook | 5,259 | 8.21 | 6.22 | 11 | 👍 |
| Howlong | 3,965 | 9.94 | 1.46 | 8 | 👍👍 |
| Jindera | 1,150 | 12.61 | N/A | 2 | 👍👍 |
| Junee | 11,883 | 11.77 | 4.68 | 8 | 👍👍👍 |
| Mobile Library | 6,545 | 30.18 | 0.08 | 12 | 👍👍 |
| Mulwala | 4,516 | 5.85 | 10.43 | 9 | 👍 |
| Talbingo | 3,835 | 2.14 | 20.52 | 1 | 👍 |
| Temora | 11,662 | 12.59 | 9.48 | 10 | 👍👍 |
| Tumbarumba | 6,534 | 11.55 | 2.13 | 12 | 👍👍 |
| Tumut | 15,193 | 11.41 | 6.49 | 20 | 👍👍 |
| Wagga Wagga | 76,287 | 19.33 | 4.75 | 14 | 👍👍 |
| Regional Average | 10,905 | 11.39 | 7.58 | 10 | |
| Australian Library Standard | 1.8 items per capita | N/A | N/A | N/A | |

8.10 Children's Services Monthly 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

Staff Training

- Staff have commenced 'Embedding Aboriginal Perspectives Webinars' which will be conducted over one hour per week for five weeks.
- Staff are undergoing or have completed a Child Safe Webinar offered by the Office of the Children's Guardian.
- Service Leaders have completed Covid-19 Health and Safety online training.

It Takes A Village

Restrictions continue due to Covid-19, which affects usual ITAV planning/actions. The following summarises ITAV activity for the month of April:

- ITAV Facebook page continues to grow with good feedback. The page currently has 128 followers since launching.
- There is continued distribution of craft/activity resource packs for young children with new additional activities for families/parents. We have kept to our goal of pack per week distribution.
- An action plan has been developed to relaunch Toy Library for Bland Shire residents with Covid-19 restrictions taken into account. Toy Library will be available in early May.
- New toys have been purchased for Toy Library.
- An initiative by Department of Communities and Justice to distribute repurposed laptops was offered to community members.

Mobile Resource Unit

Under the Federal Government's new Child Care Relief Package, families are currently not to be charged for Ungarie Preschool or Friday class attendance. The Relief Package payment accounts for 50% of weekly revenue only. Initial information indicates that the NSW Government will provide the remaining 50% to local government however; details of this have not yet been released.

Ungarie Preschool

Due to Covid-19 the children's attendance was low the last two weeks of Term 1. All of Ungarie Preschool children were left activity packs supplied by ITAV at their local post office for them to pick up at their own leisure. The children then had two weeks of school holidays.

For the first week of Term 2, numbers increased with eight children attending preschool. MRU educators are ensuring they are reaching out and supporting all children by supplying home learning packs each week for the children to complete at home. Families and educators are regularly communicating through kindyhub, phone calls and text messaging.

Playgroup

Unfortunately, all playgroups are postponed until further notice due to Covid-19. Educators are exploring different ways to reach out and communicate with these families to ensure that they are supported and understand that they are valued within our service.

Vacation Care

The first week of Vacation care had low numbers however, during the second week our numbers doubled. Families appeared to be seeking alternative care/entertainment for their children during the holidays. During week two, parents commented that the posts on the CSU Facebook page and communication between parents that had children already attending vacation care gave them the incentives to book their child into activities for week two. The Ninja Warrior day and Mother's Day Craft was extremely popular as well as child initiated science experiments.

Bland Preschool

With the Federal Government's new Child Care Relief Package, families are currently not to be charged for Preschool attendance. Start Strong Funding remains in place and the service has 'opted-in' to receive NSW Government funding to cover the gap daily attendance fee that would have been charged.

Due to Covid-19 and parents choosing to isolate their children, we have had to implement a new way of teaching/learning. As of term two Bland Preschool will be welcoming a new way of learning, in the form of Preschool Education Packs (similar to what formal schooling is doing, however our preschool version). Packs are available for collection at Bland Preschool weekly for the children who will not be attending that week. The children who are attending preschool as normal will complete their packs within the classroom with their classroom teacher, following our normal preschool program.

The aim of these packs is to ensure children at home can still participate in our programmed, intentional teaching activities and experiences whilst gaining some school readiness preparation and are not missing out completely. However, this is only a snippet of the preschool day.

We respect families' individual decisions whether to send their child to preschool or keep them home. These packs allow us to educate the children regardless of the decision families have made and we are here to support all our families.

Classroom teachers are implementing Zoom video conferencing each day to stay in touch with children not attending Preschool. Each day at 9.30am classroom teachers and children attending Preschool participate in a Zoom meeting with those who choose to log in from home.

Family Day Care

Family Day Care has also been affected by the Federal Government's new Child Care Relief Package. Arrangements were put in place to support Educators until the Job keeper payments become available to them, for those that chose to receive assistance. A new means of determining how payments are allocated to each individual Educator was also determined.

Due to Covid-19 monitoring visits are now being held over the phone. Two Educator Workplace Safety Audits were conducted face to face, with all parties involved practising social distancing.

The Family Day Care Support Officer sent Easter craft to all Educators for the children in their care, along with Mother's Day craft experiences materials.

Two of our Educators celebrated significant milestones in their careers in Family Day Care. One Educator was presented with her 20 years' service medal, certificate and gift, with another Educator being presented with her 15 years' service certificate.

8.11 Bland Community Care Services Update



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

DP1- Ensure health and support services address the needs of the community

Author: Community Care Coordinator

The situation remains the same for Community Care Services due to COVID-19 restrictions.

Our services have been significantly impacted by COVID-19, meaning we are only providing direct in home services until further notice. We are keeping updated with the latest information, as it is released to ensure we are acting accordingly. We are using this time to continue to refine our services and processes.

Group Activities

Due to social distancing measures implemented by the Health Department, all group activities remain suspended until further notice.

Direct Services

Direct services remain in place at this time; we are constantly reviewing the latest information given to us by the Department to ensure we are following the latest directions in relation to community care services. All staff have completed a COVID19 Infection Control online learning module to ensure we are practising the latest protocols to minimise and aid in prevention of the virus spreading.

Client Intake

Client intake has remained steady via online referral process through the My Aged Care portal. We have been able to complete assessments via telephone to implement services. We have been able to assist multiple clients with the sourcing, purchasing and implementing of personal alarms systems through our Goods, Equipment and Assistive Technology funding.

Ongoing Funding Agreement

Our Commonwealth Home Support Funding Grant has been extended to 2022, giving us the opportunity to ensure utilisation of funds before any reviews may be completed.

Recruitment

We have advertised for another Support Assistant to join our team, in hopes of being able to significantly increase our capacity for further direct service provision.

Administration Changes

Commencing Tuesday 12/5/2020 Carissa will be joining the team at HACC until the end of 2020 as part of an internal secondment. This will allow me time to work on internal quality matters such as policies and procedures.

8.12 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 20.4.2020

- Graders
 - Thulloo Road
 - McCaskies Lane
 - Bootowa Road
 - Kalms Lane
 - McCartens Lane
- Gravel Carting
 - Deans Pit
- Maintenance Crews (Bobcat/Backhoe)
 - 57 North Stockpile
 - Shire Roads

2. Council Road Crew Locations Week Commencing 27.4.2020

- Graders
 - Bowlands Road
 - McCaskies Lane
 - Bootowa Road
 - Kalms Lane
 - Harts Lane
- Gravel Carting
 - Deans Pit
- Maintenance Crews (Bobcat/Backhoe)
 - 57 North Stockpile
 - Shire Roads

3. Council Road Crew Locations Week Commencing 4.05.2020

- Graders
 - MR57 North H/Patch
 - O'Neales Lane
 - Bootowa Road
 - Weethalle Streets
 - Monia Gap
- Gravel Carting
 - Templetons Pit
- Maintenance Crews (Bobcat/Backhoe)
 - MR57 North H/Patch

4. Council Road Crew Locations Week Commencing 11.05.2020

- Graders
 - MR57 North H/Patch
 - O'Neales Lane
 - Bootowa Road
 - Weethalle Streets
 - Monia Gap
- Gravel Carting
 - Templetons Pit
- Maintenance Crews (Bobcat/Backhoe)
 - MR57 North H/Patch

8.13 Development Services Activity Report – April 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 April 2020:

| Application No | Address | Development |
|----------------|------------------------------------|--|
| DA2020/0064 | 17 Charles Place, West Wyalong | New single storey dwelling and storage shed |
| DA2020/0065 | 18 Mackrell Street, Ungarie | Part demolition, and alterations and additions to an existing dwelling |
| DA2020/0066 | 599 Tyndalls Lane, Mirrool | Home business (Small scale baked goods) |
| DA2020/0067 | 8 Mackrell Street, Ungarie | Change of use from a place of public worship to a residential dwelling |
| DA2020/0068 | 30 North Street, Wyalong | New single storey dwelling |
| DA2020/0070 | Wyalong By-Pass Road, West Wyalong | Commercial alterations and additions (New toilet facility) |
| DA2020/0071 | 87 Operator Street, West Wyalong | Storage shed |
| DA2020/0072 | 3439 Mary Gilmore Way, Morangarell | Rural fertilizer storage shed |
| DA2020/0073 | Blow Clear Road Lake Cowal | Relocation of concrete batching plant to outside of existing building |

The following DA applications were approved during April 2020:

| Application No | Address | Development | Approval Date |
|----------------|------------------------------------|--|---------------|
| DA2020/0056 | 22 Monash Street, West Wyalong | Change of use from a garage to an office and storeroom and construction of a new carport | 1/4/2020 |
| DA2020/0057 | 279 Neeld Street, West Wyalong | Removal of an existing storage container, remove of three (3) trees and construction of a storage shed | 2/4/2020 |
| DA2020/0060 | 32 Old Hospital Road, West Wyalong | New single storey dwelling and storage shed | 15/4/2020 |
| DA2020/0061 | 79 Boltes Lane, West Wyalong | New single storey dwelling, storage shed and Inground swimming pool | 15/4/2020 |
| DA2020/0062 | 2A Dumaresq Street, West Wyalong | Storage with amenities | 16/4/2020 |
| DA2020/0063 | 463 Back Creek Road, Wyalong | New single storey dwelling | 23/4/2020 |
| DA2020/0064 | 17 Charles Place, West Wyalong | New single storey dwelling and storage shed | 29/4/2020 |
| DA2020/0065 | 18 Mackrell Street, Ungarie | Part demolition and alterations and additions to an existing dwelling | 30/4/2020 |

Building Inspections

The following inspections were carried out by Council during April 2020:

| Inspection Type | Number |
|-------------------|--------|
| Site | 16 |
| Pier Holes | 2 |
| Slab/Coping | 3 |
| Frame | 6 |
| Hot & Cold | 2 |
| Wet Areas | 2 |
| Drainage/Plumbing | 3 |
| Stormwater | 2 |
| Final | 1 |

Public Health Activities Update

Food Premises

The food premises inspection program has been suspended during the Covid19 pandemic, however, Council staff undertook one (1) food premises inspection of a new mobile food vehicle during April 2020. This food premises found to be compliant.

Regulatory Activities Update

Dog Attacks

There was one (1) dog attack reported during April 2020 which resulted in two (2) infringement notices being issued totalling \$2,640.00.

Companion Animal Seizure and Impound Activities April 2020

| Seizure Activities: | Dogs | Cats |
|---------------------|------|------|
| Seized | 8 | 1 |
| Returned to Owner | 7 | 0 |

| Impounding Activities: | Dogs | Cats |
|-------------------------------------|-----------|-----------|
| Animals in pound at start of month | 6 | 22 |
| Incoming Animals | | |
| Transferred from Seizure Activities | 1 | 1 |
| Dumped at Pound | 4 | 9 |
| Surrendered | 6 | 0 |
| Total Animals in Pound | 17 | 32 |

| Outgoing Animals | | |
|------------------------------------|-----------|-----------|
| Released to Owner | 2 | 0 |
| Euthanased | 0 | 1 |
| Rehoused | 9 | 15 |
| Sold | 0 | 0 |
| Died at Pound | 0 | 0 |
| Stolen | 0 | 0 |
| Escaped | 0 | 0 |
| Total Animals Leaving Pound | 11 | 16 |
| Animals in Pound at end of Month | 6 | 16 |

NOTICES OF MOTIONS / QUESTIONS WITH NOTICE