



Bland Shire Council
Business Paper
Ordinary Council Meeting
15 September 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
LCGMCAC	Lake Cowal Gold Mine Closure Advisory Committee
LEMC	Local Emergency Management Committee

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

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

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

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

15 September 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.

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 18 August 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

5.1 Presentation by Joanne Woods, Anabranch Creative

6.0 MAYORAL MINUTE(S)

7.0 REPORTS OF COMMITTEES

8.0 REPORTS TO COUNCIL

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9.0 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

10.0 CONFIDENTIAL MATTERS

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>	25 th September 2019 16 th September 2020	✓
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Baker)</i>	1 st July 2020 23 rd September 2020	✓
Community Reference Group <i>(Whole Council)</i>		
Country Mayors Association of NSW <i>(Mayor Monaghan)</i>	November 2020	
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Monaghan, Cr Thomas - alternate)</i>	26 th August 2020	
Goldenfields Water County Council Board <i>(Cr McGlynn)</i>	27 th August 2020 22 nd October 2020	✓
Audit, Risk & Improvement Committee		
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 August 2020 10 th November 2020	✓
NSW Association of Mining & Energy Related Councils (MERC) <i>(Cr McGlynn, Cr Thomas - alternate)</i>	13 th & 14 th August 2020 27 th November 2020	✓
NSW Public Libraries Association <i>(Cr Wyse)</i>		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Monaghan)</i>	27 th August 2020 18 th September 2020	✓
Riverina Joint Organisation <i>(Mayor Monaghan)</i>	27 th August 2020 23 rd October 2020	✓
Riverina Regional Library Advisory Committee <i>(Cr Wyse)</i>		

Recommendation:

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



BTZ LIAISON COMMITTEE MEETING

Meeting:	BTZ Liaison Committee Meeting
Convened by:	Trevor Reeves
Attendees:	Trevor Reeves, Cheryl Noble, Trevor Penfold, Jeff Gould, Will Marsh & Steve Firth
Location:	Bland Fire Control Centre
Date and time:	Wednesday 25 th September 2019
Apologies:	Garry Lavelle, Ray Smith & Steve Holden
Minutes by:	Cheryl Noble

MINUTES

1 – Welcome

Trevor Reeves welcomed everyone to today's Liaison Committee Meeting.

2 – Apologies

Trevor Reeves asked if there were any apologies for today's meeting. These were noted and placed in the Minutes.

3 – Minutes of the Previous Meeting

Trevor asked if everyone had received a copy of the previous minutes. All present had a copy.

Motion: The minutes from the BTZ Liaison Committee Meeting on Wednesday 27th March 2019, are a true and correct record of that meeting. Moved by Will Marsh & Seconded by Jeff Gould

4 – Business arising from previous meeting

Trevor asked if there were any business arising from the meeting on Wednesday 27th March 2019. No items were brought forward.

5 – Commencement of 2019/2020 fire season

The BTZ Bush Fire Management Committee Meeting was held earlier today, and Trevor advised that the BFMC adopted that the BTZ Bush Fire Danger Period commences on 1st October 2019.

Notifications will be placed in the local papers and the BTZ FaceBook page. We will also advise both Councils, neighbouring RFS Districts, Group Captains, Captains and our Permit Issuing Officers.

6 – Finance

Trevor Reeves gave all present a copy of the 2018-2019 M&R Report. Explained the figures for both Bland & Temora reports. There are two claims still to be submitted one for RFSA Grant and Thanowring Station project.

Jeff Gould asked if Temora was always overspent. Trevor Reeves advised that the cause of this has been due to the Temora FCC being the main office and additional cost to electricity, stationary, phones etc.

Trevor Reeves advised that Renee Williams from RFS Region West Office has not received any advice from the Minister on the approved allocations for 2019 – 2020.

In the 2019-2020 Budget we requested;

- \$180,000 to build a new station at Bland Creek
- \$60,000 for new toilet facilities at Tallimba Station
- \$80,000 to improve facilities at Temora FCC and Thanowring Station. .

7. Stations

Bland Creek Station - Trevor Reeves meet with both Ray and Gary Penfold and pegged out a suitable location for the new Bland Creek station site. The tender process has commencement and Steve and Brogan will have a look at the tenders next week. The station will be two bays - 2A with Kitchenette and toilet facility. The estimated finish date for this project is mid April 2020.

Tallimba Station Toilet Facility – Jonathon Mackenzie suggested that we hold off until speaking to Steve Holden about this project, and would like Steve to speak to the Brigade before any work commences.

Temora FCC & Thanowring project – We have already spent \$16,000 on air-conditioning in the Thanowring Station. These improvements will allow the Incident Management Team to make better use of the area during a S44.

8 – Fleet

The BTZ tanker servicing has been contracted to Temora Truck and Tractor in Temora and Harry Grayland at Barmedman Motors.

Trevor Reeves informed the meeting that

Trevor advised that we have experienced additional expenses in this financial year, due to defects in two of our Bland tankers - one with a diff problem and another with a transfer case problem.

Jeff advised that one tanker was returned from its service and the fuel light was one.

Trevor has received nothing but positive reports from the tanker servicing and believes that this has been working extremely well.

Fleet replacement – 2018-1019 Aria Park and Morangarell Brigade new Cat 1 tankers and engineering could not guarantee the delivery of these. It is looking like these May come in May 2020. Trevor spoke to Andrew Cantrell and they are working hard at getting through the back log of tankers.

9 - 2018-2019 District Business Plan

Trevor gave all present a copy of the business plan and explained the outcomes.

Trevor will send an email copy to the Business Plan and finances to Steve Firth and Garry Lavelle at Temora Shire Council.

10. Work Health and safety

Trevor Reeves advised that he has not received any issues during his time as the Acting Zone Manager.

Trevor Penfold – discussed the new rules for 40km speed limits around emergency vehicles.

Trevor Reeves thought that the new red and blue flashing beacons that were placed in the Group Vehicle were a great idea. Bruce suggested we also place beacons in the HQ tankers.

11. General Business

A Basic Fire Fighter Course will be at the Bland Fire Control Centre on Saturday 28 and Sunday 29th September, and we have received good volunteer numbers wishing to attend.

Trevor Reeves advised that he received a letter from Blow Clear - Wamboyne Brigade in relation to concerns with fuel load and fire breaks. Trevor discussed this issue with Jeff Gould and when Steve Holden returns next week, Trevor will brief Steve on their concerns.

Trevor Penfold asked if we are looking at doing Pre Incident Plans for the two chicken farms in Temora, and suggested that we have an onsite meeting with them. Trevor Reeves advised that we will be looking into these.

Meeting Closed 13:20

Next Meeting

Date	Start	Finish	Location
Wednesday 25 th March 2020	12:45	14:45	Bland Fire Control Centre



BUSH FIRE MANAGEMENT COMMITTEE MEETING

Meeting:	Bland Temora Zone Bush Fire Management Committee
Convened by:	Superintendent Steve Holden
Attendees:	Steve Holden - RFS Zone Manager, David Robinson - RFS, Donald Coddington - Group Captain 8, Jeff Gould - Group Captain 5, Elizabeth Smith - Temora Shire Council, Robin Mares - National Parks, Paula Gilchrist - Crown Lands Wagga, Andrew Carter - Aboriginal Lands Council, Robin Mares - NPWS Riverina, Andrew Miller - Essential Energy (attended via Microsoft Teams)
Location:	Bland Fire Control Centre, 221 Neeld Street, West Wyalong NSW 2671
Date and time:	10:00am Wednesday 1 st July 2020
Apologies:	Steve Campbell, Trevor Penfold - Group Captain 7, Will Marsh, Garry Lavelle,
Minutes by:	Cheryl Noble

1. Apologies

Steve Holden welcomed everyone to today's Bush Fire Management Committee meeting and asked if there were any apologies. The apologies were recorded and placed in the Minutes.

Steve expressed his concern with the poor response to our RVSP's, which was extremely disappointing given the unprecedented 2019-2020 fire season that occurred across the state.

2. Business arising from previous Meeting

Steve confirmed that all attendees had received a copy of the Minutes from the last BFMC meeting held at Temora Fire Control Centre on Wednesday 25th September 2019, and asked if there was any business arising from the previous minutes.

- Jeff Gould asked if anyone had a key to the standpipe in Barmedman.
- Jeff Gould asked if the Soil Conservation Service have the contract to do fire trail work in forests. David Robinson (RFS) stated that most agencies are using Soil Conversation to scope and quote for works on fire trails.
- Jeff Gould expressed his concerns with the condition of some fire trails in state forests in his area with branches overhanging trails preventing access and possibly causing damage to RFS tankers.

Motion: "That the BFMC Minutes from Wednesday 25th September 2019 are a true and accurate account of the meeting" was moved by Robin Mares and seconded by Dave Robinson. Carried.

Review of 2019/2020 fire season

Steve said that the season had started well before the 1st October and had been very intense. He does not want to see a fire season like this again. For most of the season Bland Temora Zone had only one staff member at home and all other staff assisting at out of area incidents. Although the season officially ended on 31st of March now is not the time to become complacent.

Robin Mares stated that NPWS has not released their after action review from the fire season at this stage. It had been a really challenging fire season with a huge amount of commitment and very few resources were left in their area. National Parks staff have had a very busy year and Robin said that the cooperation between all agencies and overseas personnel had been outstanding and he thanked the volunteers for their huge commitment through the season.

Steve stated that a thank you dinner was planned for volunteers who assisted out of area but we were unable to hold it due to COVID 19 restrictions. Bland Temora RFS sent out appreciation certificates to all volunteers who assisted out of area in the 19 - 20 season.

Jeff Gould asked Robin Mares if there was any chance that NPWS will take on some of the skills shown by the Canadians such as abseiling from aircraft. Robin replied that NPWS can winch people in and out from aircraft for remote areas and that their crews are already highly trained in these skills.

The RFS also have RAFT Teams with similar skill sets.

3. Pre Incident Planning (PIP's)

Steve recounted to the meeting that he had attended the State Managers Meeting last year and one of the presentations particularly resonated with him. The presentation related to a fire on a marina on the Murray River in which a minor fire destroyed a number of valuable houseboats tethered close together. The local brigade responded but were confronted by a number of unexpected things for which they were not prepared. In hindsight, if they had realised that access was poor, fuel lines ran under the wharves, the boats were tied up with steel cables, etc, they would have been better prepared and losses would have been much less.

In the Bland Temora Zone some of our properties at risk include retirement villages, poultry farms, solar farms, intensive piggeries, Millers Metals and mining sites. We need to identify contacts, water access, and access for appliances. The development of pre-incident plans for these sites needs to be a focus leading up to the fire season. Steve is discussing with Group Captains and Captains how we can be better prepared, how we can become more familiar with these sites and where do you **not** want to see a fire?

4. Community Protection Planning

David - Development of plans for a village or development – how to maintain the area to keep it safe. Bland Temora Zone has 4 CPP's, Springdale, Aria Park, Tallimba and Naradhan. Weethalle is currently in development.

When completed the CPP maps are displayed in a central location in the town for the benefit of locals as well as passing travellers in the event of a fire.

David is about to commence working with the Barmedman Community on a Draft CPP for Barmedman. The draft maps were displayed at the meeting and the information detailed on these maps was discussed. David hopes to have this CPP signed off at the preseason BFMC Meeting later in the year. David has been working closely with both Councils on RFFF funding for hazard reduction work. Applications for this funding closed 1 June.

Donald Coddington expressed his concern regarding the high fuel loadings that exist in the pine forests in his area. He noted that the fire trails graded in many compartments have recently been graded for logging timber.

Steve said that the RFS is placing a very high importance on Hazard Reductions and Basic Firefighting Training following the recent severe fire season.

5. BTZ Bush Fire Risk Management Plan

David advised that the BFRM Plan lasts for a period of 5 years. This plan was commenced in 2016 and is only being signed off this week. The plan maps and registers were on display at this meeting for all to review the plan. This plan was developed and approved by the BFMC Committee and was submitted for endorsement by the BFCC in 2017. Many changes were required to be made in the mapping and description of the assets before the plan reached an acceptable standard for approval and this has been prolonged by staff turnover in the BTZ.

All agencies from the BTZ BFMC have had an input into this plan.

David expects to start on a new BFRMP next year.

6. Fire Access and Fire Trail Plan (FAFT plan)

BTZ BFMC held workshops last year to complete the FAFT plans with the agencies and landowners. All fire trails were analysed and classified, the most important being classed as strategic fire trails. This plan has now been signed off by the BFCC. David gave everyone at the meeting a copy of the fire trail map book. Copies have also been sent electronically to all agencies. Under the fire trail act trails are to be brought up to a standard and then need to be maintained according to a treatment register. (5 year maintenance plan). RFS will certify trails once they meet the standard and then they are registered. David gave all a copy of the Treatment Register.

Issue - Combaning Fire Tail & Combaning Eastern Boundary Fire Trail - need to be changed to Temora LGA. Incorrectly placed under Bland LGA on the Treatment Register.

David - RFS has not commenced any fire trail work on private land at this stage.

7. 2020 Agencies Hazard Reduction proposals

David Robinson tabled a copy of Paula's report - Crown Lands BFMC Hazard Reduction Report – Wagga. Paula Gilchrist said they are planning to maintain the same APZ's as last year, and aiming at getting HR works commenced by November and completed by end of December. Will be conducting aerial surveillance inspections of fire trails.

David Robinson stated that in recent years some Bland Shire village treatments had dropped off BRIMS and no funding was granted. This year they have captured all villages in the shire with their submission.

David also said that in the Temora Shire some funded works had ceased to be relevant e.g. slashing roadside Combaning Road as area is extremely bare. David and Mick Mannion have looked at other areas to put this funding to better use. Temora Council did not have sufficient manpower last year to complete works. RFFF Grant applications were submitted before the 1st June deadline and we are now waiting for approval.

Robin Mares said that National Parks is running a little late this year and have a HR planning meeting tomorrow. They are looking at HR Burn in Ingalba and may look at works around West Wyalong this year as well.

Andrew Miller (Essential Energy) stated that they are carrying out their usual maintenance program. Steve mentioned that the RFS was planning a low intensity burn along the rail line between Barmedman and West Wyalong. Andrew advised Steve to contact the local office at Temora, Ben Price, who would assist with line switching when burning under lines. Steve asked Andrew about maintenance around substations. Andrew said that Essential Energy has contracted a company that maintains inside the grounds and a 3 meter zone around the outside of each substation.

8. Ignition Prevention Plan

David Robinson handed out copies of the DRAFT District Ignition Prevention Plan. This draft had been emailed to all BFMC members for comment earlier in the year. Comments were required to be sent back to the BFCC and David stated that he has not received any feedback from members or the BFCC. David discussed this plan and asked if anyone had any comments to feel free to let him know. The BFCC currently has a project under way developing a new BFMC Handbook and this should be out and distributed to members towards the end of the year.

9. September Pre-season Meeting (Multi-Agencies workshop)

Steve Holden stated that the September BFMC Meeting will be held at Temora FCC. Temora FCC has been upgraded at considerable expense to make it more suitable for running large fires and the next meeting will include an exercise to assist agency staff to familiarise with the new facilities. Steve would like to encourage everyone to attend this meeting and be involved in the exercise.

10. On-line Permits Notifications

David Robinson informed the committee that the new RFS Guardian system will be replacing BRIMS (Bush Fire Risk Information Management System). This new system will significantly improve the way all Bush fire Risk Mitigation activities are undertaken.

Phase one, to be introduced from 3rd August 2020, will be the launch of a public portal available for members of the community to notify RFS Districts of burning activity. Fire control staff will no longer need to keep a separate district notification spreadsheet. At this stage they have not brought out on-line Fire Permits.

11. Risk Register Treatments

Discussed in item 6 (Bush Fire Risk management Plan)

12. General Business

Donald Coddington asked Paula Gilchrist what the process is for fire protection on historic crown land sites e.g. Bectric Hall. Paula advised that there should be a committee or board who maintain the Hall, and they can apply for a grant to receive funding.

Steve Holden informed the meeting that there has been a change of management structure in the RFS. The previous structure had 4 Regional Offices; North, South, East & West. We now have seven Area Commands and Bland Temora Zone now falls under South Western Area which is based in Albury. Steve believes that this may eventually have an impact on the mapping of fire weather districts in NSW. We are currently under Lower Central Western Plains but the main influences on our weather come from the Riverina and MIA.

The RFS Commissioner has stated that the major focus this season will be on hazard reduction and training of new members. The RFS is also looking to recruit plant owners and agencies with plant assets (e.g. John Holland Rail and Goldenfields Water) to apply to be included on the RFS Heavy plant Register. Steve would like us all to encourage more private contractors to join the register as well.

Next meeting

Date	Start	Finish	Location
Wednesday 23rd September 2020	10:00	12:00	Temora FCC

Meeting Closed 12:10

The meeting commenced at 2:01pm

PRESENT

Cr D Palmer, Cr G Armstrong, Cr B Callow, Cr D McCann, Cr K Morris, Cr M Stadtmiller, Cr G Sinclair.

ALSO IN ATTENDANCE

Mr A Drenovski (General Manager), Mr T Goodyer (Operations Manager), Ms M Curran (Corporate Services Manager), Mrs A Coleman (Executive Assistant), Miss B Coleman (Administration Officer Records)

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

20/064 RESOLVED on the motion of Crs Stadtmiller and Sinclair that Cr L McGlynn be granted a leave of absence.

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 13.2.1 – Rosehill to Harden Pipeline Replacement Tender – 05/2020. The interest is due to a relative being engaged by an organisation that has provided a tender. Chairperson Palmer will leave the meeting while the matter is deliberated. Deputy Chairperson Clr David McCann will chair the meeting during deliberation of this item.

General Manager Aaron Drenovski declared a non-pecuniary interest in item 13.3.1 – General Manager Performance Review. The interest is due to the manager being the subject of the report. Aaron Drenovski will leave the meeting while the matter is deliberated.

6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 25 June 2020,

At the 25 June Council Meeting the Board resolved in Confidential to purchase lots 4 and 5 DP 758957. This was a typographical error, and should have been lots 5 and 6 DP 758957. The minutes have been adjusted and were presented for confirmation.

BOARD RESOLUTION

20/065 RESOLVED on the motion of Crs Morris and McCann that the minutes of the meetings held on the 25 June 2020, having been circulated and read by members be confirmed.

7. BUSINESS ARISING FROM MINUTES

Nil

8. CORRESPONDENCE

8.1. MATTERS SUBMITTED BY THE GENERAL MANAGER

**8.1.1. REVIEW OF RIVERINA JOINT ORGANISATION & RIVERINA EASTERN
REGIONAL ORGANISATION OF COUNCILS OPERATIONS**

BOARD RESOLUTION

20/066 RESOLVED on the motion of Crs McCann and Sinclair that the Board remain committed to the REROC Organisation.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board remain committed to the REROC Organisation.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Maximising Regional Water Supply

REPORT

Further Correspondence from the Chairman of REROC and the Riverina JO has been received regarding the review of the two organisations.

At the June meeting the Board resolved:

1. 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. Makes 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 be resolved.

As detailed in the attached letter there are significant financial implications on the General Purpose Councils if the Riverina JO is wound up. The REROC board resolved to seek endorsement from the Members Councils to maintain REROC's current structure for a period of two years, including the provision of on-going funding for the Organisation.

FINANCIAL IMPACT STATEMENT:

The recommendation does not impact on Council's financial position. REROC expect that the 21/22 membership fee will be the same as it is for the 20/21 financial year.

ATTACHMENTS: Letter from REROC Chairman.

TABLED ITEMS: Nil.

9. MATTERS OF URGENCY

BOARD RESOLUTION

20/067 RESOLVED on the motion of Crs Armstrong and Sinclair that the late report of Rosehill Tender be accepted for consideration in confidential session.

10. NOTICES OF MOTION / RESCISSION MOTIONS

11. CHAIRPERSON'S MINUTE

Reflecting on what has at times been a difficult year, I believe it is important to highlight the achievements of Goldenfields Water over the preceding 12 months.

We have continued to engage with our communities through the measures outlined in the Community Engagement Strategy, and have increased service levels to our customers with the introduction of emailed accounts and direct debit, along with ongoing access to the Goldenfields App.

Our partnership with the University of Sydney has resulted in the completion of the initial investigation into the discoloured water at the Mount Arthur Scheme, the results of which will inform future strategies.

While the major Oura Pump Station breakdown over the Christmas period was very challenging, the reactivity of staff to rectify this unprecedented situation was incredible, and highlights the level of skills and commitment of our staff.

Goldenfields staff are encouraged and supported to excel in their individual fields which has resulted in many achievements including the following:

The Goldenfields team were runners up in the LG Professionals Management Challenge last year, our Accountant was awarded the Col Mills Scholarship through LG Professionals, and our apprentice Fitter/Machinist won Regional apprentice of the year and the bronze medal at the world skills competition. Goldenfields education assistance program saw our Production and Services manager graduate university and our Executive Assistant was included in the CSU Executive Deans list.

Goldenfields was awarded runners up at the LG Professional Awards for Risk Management Innovation for our Water Outlook System in July. The system is cloud based and custom built for our Water Quality Management System.

Increased organisational security has been delivered through the continued development of Goldenfields risk framework and register, the restructuring of the ledger for improved reporting and budgeting, and our first ICT strategy spanning 4 years was developed.

Goldenfields continues to employ cutting edge technology. A report is being presented at today's meeting regarding a proposal to commence development of an artificial intelligence platform that seeks to optimise our Jugiong Water Treatment Plant. This is the first of its kind in Australia.

Goldenfields has expended 7.6 million on capital works and while this was significantly less than anticipated due in part to COVID-19, our Engineering team have used this time to forward plan future projects and strengthen conditions to guard against potential COVID contract variations.

Construction at Mandamah continues at a pleasing rate, with the most recent report indicating the project is ahead of schedule and within budget despite the difficult terrain.

Thank you to our General Manager Aaron, for his excellent communication over the last year, keeping me informed of issues and suggesting solutions to keep Goldenfields on track.

Finally, a big thank you to my fellow Board members for your assistance and commitment to achieving the best outcomes for the communities of Goldenfields Water. We have a great team and I am appreciative of the input from each of you.

12. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION – 2.12pm

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 deal with in part of the meeting closed to the media and the public.

BOARD RESOLUTION

20/068 RESOLVED on the motion of Crs McCann and Armstrong that Council move into Confidential session.

13. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

13.1. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

13.1.1. OURA LAND 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: (select the appropriate and add the number above, delete all other options)

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

20/069 RESOLVED on the motion of Crs Callow and Armstrong that the Board

- a) Note the information within the report regarding land acquisition negotiations for the future provisions of the Oura Water Treatment Plant
- b) Approve the general manager or his delegate to accept the valuated offer as detailed in the financial impact statement and associated requests for 4 Hectares of Lot 10 DP 125149, located at 1035 Oura Road, Eunanoreenya, New South Wales.
- c) Authorise the Chair and General Manager to sign and affix the Common Seal to the documents relating to the transfer as required.

13.1.2. OURA HV EQUIPMENT SUPPLY TENDER – 04/2020

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,

BOARD RESOLUTION

20/070 RESOLVED on the motion of Crs Sinclair and Stadtmiller that the Board provide approval to award the contract for the supply, delivery, installation, site acceptance testing and commissioning of the high voltage equipment for Oura water pump station to Schneider Electric Australia for \$2,068,029 (GST Incl).

13.1.3. SOFTWARE AS A SERVICE AGREEMENT – INNOVYZE AI - EMAGIN

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,

BOARD RESOLUTION

20/071 RESOLVED on the motion of Crs Stadtmiller and Callow that the Board:

- a. Approve the General Manager or his delegate to proceed with the software as a service agreement pilot trial offer provided by Innovyze for the product Emagin.
- b. Approve an additional budget allocation of \$150,000 for the 2020/21 financial year.

13.1.4. ENERGY PROJECTS

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

20/072 RESOLVED on the motion of Crs McCann and Sinclair that the Board note the updated information provided within the report relating to energy projects and note that staff will not be proceeding with Solar Professionals under LGP Contract 283.

13.2. MATTERS SUBMITTED BY ENGINEERING MANAGER

13.2.1. ROSEHILL TO HARDEN PIPELINE REPLACEMENT TENDER – 05/2020

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:
 - (ii) prejudice the commercial position of the person who supplied it,

BOARD RESOLUTION

20/073 RESOLVED on the motion of Crs Stadtmiller and Sinclair that the Board approve to award the contract for the Rosehill to Harden Pipeline Replacement Tender to TCM Civil Pty Ltd for \$3,401,743.70 excluding GST.

13.3. MATTERS SUBMITTED BY CHAIRPERSON

13.3.1. GENERAL MANAGER PERFORMANCE REVIEW

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

- e) Personnel matters concerning particular individuals (other than councillors),

BOARD RESOLUTION

20/074 RESOLVED on the motion of Crs Callow and Stadtmiller that the Board note this Chairperson's Minute which includes the General Manager's Performance Review Panel's position following the Annual Review for 2019/20.

BOARD RESOLUTION

20/075 RESOLVED on the motion of Crs Sinclair 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 – 3.11pm

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

20/076 RESOLVED on the motion of Crs Armstrong and Sinclair that the report detailing Council Investments as at 31st July 2020 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Investments as at 31st July 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.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 August 2020**

REPORT

Council's investment portfolio increased by \$1,500,000 from \$52,750,000 as at 31st May 2020 to \$54,250,000 as at 31st July 2020. The increase is attributable to the receipt of third quarter water accounts that were due on 30th June 2020.

Investment Portfolio

Type	Rating	SP Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	A	A1	ING Direct	Annual	20/12/2019	5/08/2020	229	1.60	0.66	\$3,000,000
TD	A-	A1	Macquarie Bank	At Maturity	27/02/2020	10/09/2020	196	1.60	0.66	\$2,000,000
TD	AA-	A1+	Westpac	Quarterly	25/09/2017	28/09/2020	1099	3.06	0.66	\$1,000,000
TD	A-	A1	Macquarie Bank	At Maturity	7/04/2020	21/10/2020	197	1.70	0.66	\$2,000,000
TD	BBB+	A2	BOQ	Annual	7/11/2017	9/11/2020	1098	3.00	0.66	\$3,000,000
TD	BBB+	A2	Rural Bank	Annual	6/12/2017	7/12/2020	1097	2.95	0.66	\$3,000,000
TD	A-	A1	Macquarie Bank	At Maturity	17/03/2020	16/12/2020	274	1.60	0.66	\$4,000,000
TD	BBB+	A2	Rural Bank	Annual	9/01/2018	11/01/2021	1098	3.10	0.66	\$3,000,000
TD	AA-	A1+	National Australia Bank	At Maturity	14/02/2020	16/02/2021	368	1.50	0.66	\$3,000,000
TD	NR	NR	Police Credit Union SA	Annual	21/03/2018	22/03/2021	1097	3.15	0.66	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	19/03/2020	25/03/2021	371	1.80	0.66	\$2,000,000
TD	NR	NR	Australian Military Bank	Annual	29/03/2018	29/03/2021	1096	3.20	0.66	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	24/04/2018	27/04/2021	1099	3.13	0.66	\$3,000,000
TD	AA-	A1+	National Australia Bank	At Maturity	9/06/2020	9/06/2021	365	0.98	0.66	\$2,000,000
TD	BBB	A2	P&N Bank	Annual	27/06/2018	28/06/2021	1097	3.15	0.66	\$3,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2017	12/07/2021	1461	3.45	0.66	\$2,000,000
TD	BBB+	A2	BOQ	Annual	29/10/2018	29/10/2021	1096	3.00	0.66	\$3,000,000
TD	BBB+	A2	AMP Bank	Annual	15/05/2020	17/11/2021	551	1.55	0.66	\$3,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2018	12/07/2022	1461	3.50	0.66	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	13/07/2020	13/07/2022	730	0.96	0.66	\$3,000,000
TD	BBB+	A2	BOQ	Annual	23/06/2020	20/07/2022	757	1.23	0.66	\$1,000,000
CASH	BBB	A2	ME	Monthly				0.85	0.25	\$2,000,000
CASH	AA-	A1+	CBA	Monthly				0.20	0.25	\$2,250,000

TOTAL: **\$54,250,000**

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

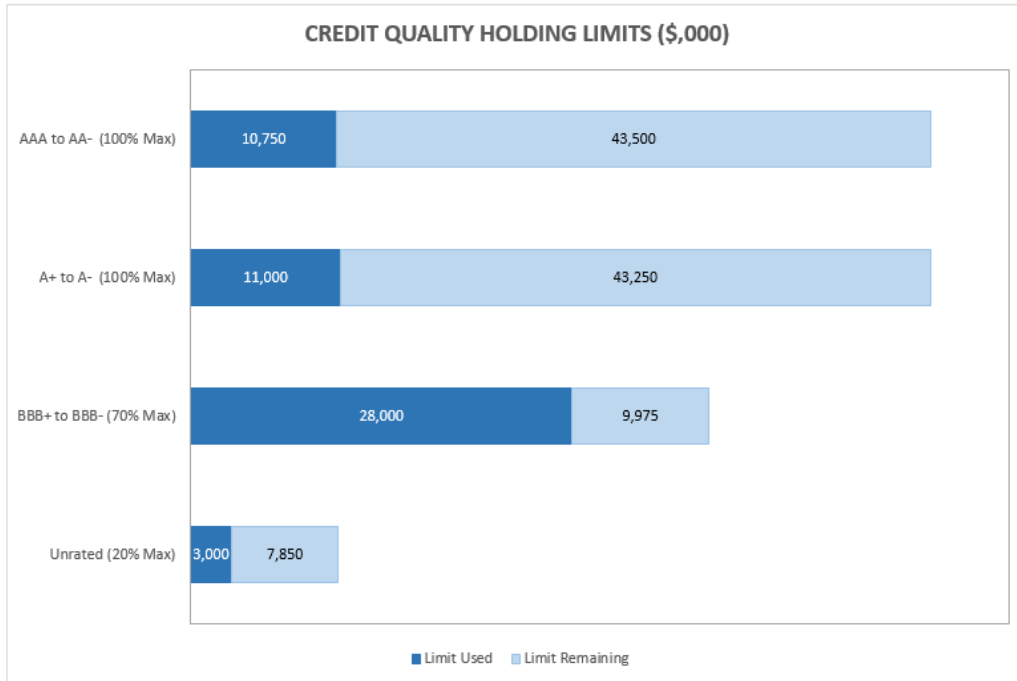
Performance

Goldenfields Water County Council's investment portfolio outperformed the relevant BBSW Index benchmark by 96%. The average weighted yield for July was 2.01%, over an average weighted term of 245 days, with a benchmark of 1.03%.

Total Cost 54,250,000	Total Accrued Interest 424,918	Weighted Average Term 245 Days
Total Value 54,250,000	Monthly Interest Received 127,980	Weighted Average Yield 2.01%

Credit Quality Compliance

Council's investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.

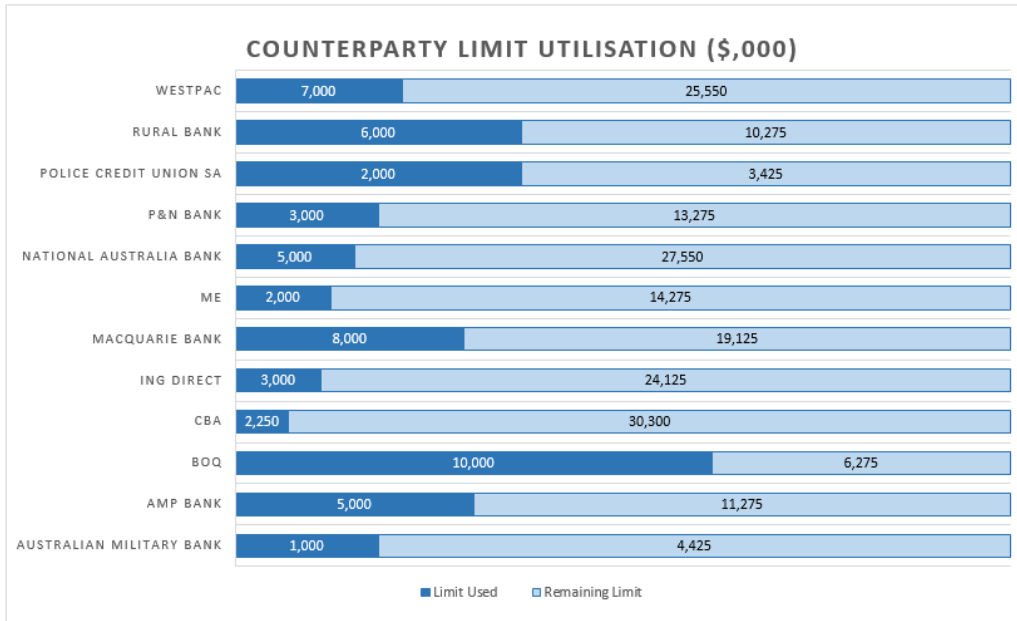


Counter Party Compliance

As at the end of July, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on call account balance compared to the total portfolio balance.

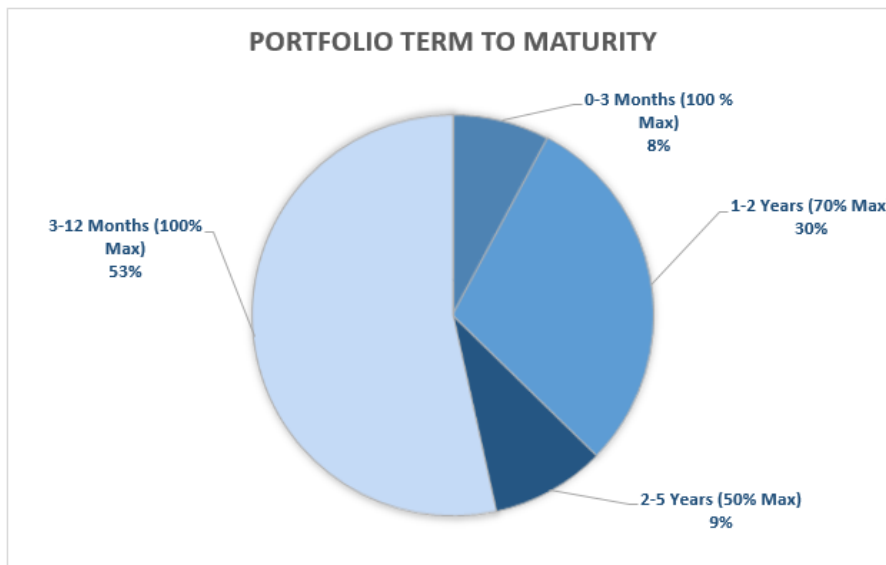
Overall, the portfolio is diversified across a variety of credit ratings, including some exposure to unrated ADIs.

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Term to Maturity

Council's investment portfolio maturities shown graphically below were also compliant with policy requirements.



APPLICATION OF INVESTMENT FUNDS

The table below details the allocation of cash balances in terms of restricted funds, noting restrictions are all internal rather than external.

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Restricted Funds:	
Plant & Vehicle Replacement	1,269,216
Infrastructure Replacement	34,009,119
Employee Leave Entitlement	2,128,849
Sales Fluctuation Reserve	2,000,000
Property Reserve	391,890
Unrestricted Funds:	14,450,926
TOTAL	54,250,000

FINANCIAL IMPACT STATEMENT

Council's investment portfolio increased by \$1,500,000 from \$52,750,000 as at 31st May 2020 to \$54,250,000 as at 31st July 2020.

DECLARATION

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy PP004.

Signed



Michele Curran
Responsible Accounting Officer

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.1.2. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

20/077 RESOLVED on the motion of Crs McCann and Sinclair that the report detailing Council's Capital Works Program as at 31 July 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 July 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 July 2020.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Capital Works Progress Report as at 31 July 2020

TABLED ITEMS: Nil.

14.1.3. AUDIT RISK AND IMPROVEMENT COMMITTEE

BOARD RESOLUTION

20/078 RESOLVED on the motion of Crs Morris and McCann that the Board:

- 1. Receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 6 August 2020; and**
- 2. Receives and notes the 2019/20 Annual Report from the Audit, Risk and Improvement Committee.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

- 1. That the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 6 August 2020; and**
- 2. That the Board receives and notes the 2019/20 Annual Report from the Audit, Risk and Improvement Committee.**

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Goldenfields Water County Council Audit, Risk and 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 Audit, Risk and Improvement Committee Charter, the Committee will report regularly to Council.

REPORT

The Goldenfields Water County Council Audit, Risk and Improvement Committee met on 6 August 2020. Minutes of the meeting are attached for the information of the Board.

The Goldenfields Water County Council Audit, Risk and Improvement Committee submitted an annual report on the activities of the Committee for the 2019/20 year, which is also attached.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Minutes of ARIC Meeting 6-8-20; 2019/20 ARIC Committee Annual Report.

TABLED ITEMS: Nil.

14.1.4. 2019/20 BUDGET REVOTES

BOARD RESOLUTION

20/079 RESOLVED on the motion of Crs McCann and Sinclair that the Board:

- 1. Revotes expenditure totalling \$104,173 from 2019/20 for inclusion in the 2020/21 budget; and**
- 2. Note committed expenditure totalling \$964,247 will be carried forward from 2019/20 to the 2020/21 budget.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Revotes expenditure totalling \$104,173 from 2019/20 for inclusion in the 2020/21 budget; and
2. Note committed expenditure totalling \$964,247 will be carried forward from 2019/20 to the 2020/21 budget.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Clause 211 of the Local Government (General) Regulation 2005 requires Council to formally adopt the inclusion of unspent prior year budget expenditure into the next year's budget.

REPORT

Annual approval is sought from the Board in relation to carrying forward budget allocations from the prior year into the current year. 2019/20 budgets items have been reviewed and management advises that the following listed items should be revoted or carried forward into the 2020/21 budget to enable the completion of planned works.

Carry forward amounts are expenditure that was committed to prior to 30 June 2020. The sum of committed expenditure is higher than would normally be expected due to delays in the delivery of a number of items due to COVID-19 supply issues.

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Description	Revotes	Carry Forward - Committed Spend Prior to 30/6/2020	TOTAL
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OPERATIONAL EXPENDITURE:

Oura WTP Surface Water Investigation		\$35,454	\$35,454
Finance Ledger Restructure Project		\$17,500	\$17,500
ICT Strategy Project		\$9,150	\$9,150
Total Operational Expenditure	\$0	\$62,104	\$62,104

CAPITAL EXPENDITURE:

Milling Machine		\$37,200	\$37,200
Safety Trailer		\$11,700	\$11,700
3 Vehicle Replacements		\$135,670	\$135,670
Nangus Water Supply Investigation		\$50,776	\$50,776
Jugiong Strategic Asset Plan	\$7,273	\$82,727	\$90,000
Oura WTP Aeration Study	\$500	\$5,000	\$5,500
Wyalong Depot	\$60,000	\$30,000	\$90,000
Thanowring Road		\$50,000	\$50,000
Stockinbingal PRV	\$9,400	\$10,600	\$20,000
Matong Bore 1	\$27,000	\$250,000	\$277,000
SCADA New		\$214,760	\$214,760
SCADA Renew		\$23,710	\$23,710
Total Capital Expenditure	\$104,173	\$902,143	\$1,006,316

FINANCIAL IMPACT STATEMENT

The recommendation increases 2020/21 budgeted operational expenditure by \$62,104 and budgeted capital expenditure by \$1,006,316.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.1.5. 2019/20 DRAFT FINANCIAL STATEMENTS

BOARD RESOLUTION

20/080 RESOLVED on the motion of Crs Callow and Armstrong that the Board

- 1. The Financial Statements for the year ended 30 June 2020 be referred to Council's Auditor, Audit Office of New South Wales,**
- 2. Council make a resolution in accordance with Section 413(2)(c) that the Financial Statements have been prepared in accordance with:**

- i. the Local Government Act 1993 (NSW) (as amended) and the Regulations made there under
 - ii. the Australian Accounting Standards and professional pronouncements
 - iii. the Local Government Code of Accounting Practice and Financial Reporting
 - iv. presents fairly the Council's operating results and financial position for the year
 - v. accords with Council's accounting and other records
 - vi. that Council is not aware of any matter that would render these statements false or misleading in any way
3. That Council adopt the abovementioned Statement and that the Chairperson, Councillor, General Manager and Responsible Accounting Officer be authorised to sign the 'Statement by Councillors and Management' in relation to Council's 2019/20 Financial Statements and Special Purpose Financial Reports and be attached thereto.
4. The General Manager be delegated the authority to issue the audited Financial Statements immediately upon receipt of the Auditor's Reports, subject to their being no material changes or audit issues.
5. Council present the final audited Financial Statements and Auditor's Report to the public at its ordinary meeting to be held on 22 October 2020.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

1. The Financial Statements for the year ended 30 June 2020 be referred to Council's Auditor, Audit Office of New South Wales,
2. Council make a resolution in accordance with Section 413(2)(c) that the Financial Statements have been prepared in accordance with:
 - i. the *Local Government Act 1993* (NSW) (as amended) and the Regulations made there under
 - ii. the Australian Accounting Standards and professional pronouncements
 - iii. the *Local Government Code of Accounting Practice and Financial Reporting*
 - iv. presents fairly the Council's operating results and financial position for the year
 - v. accords with Council's accounting and other records
 - vi. that Council is not aware of any matter that would render these statements false or misleading in any way
3. That Council adopt the abovementioned Statement and that the Chairperson, Councillor, General Manager and Responsible Accounting Officer be authorised to sign the 'Statement by Councillors and Management' in relation to Council's 2019/20 Financial Statements and Special Purpose Financial Reports and be attached thereto.
4. The General Manager be delegated the authority to issue the audited Financial Statements immediately upon receipt of the Auditor's Reports, subject to their being no material changes or audit issues.
5. Council present the final audited Financial Statements and Auditor's Report to the public at its ordinary meeting to be held on 22 October 2020.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Under Section 413(1) of the Local Government Act 1993, Council is required to prepare financial reports and must refer them for audit.

REPORT

Council's draft Financial Statements for the year ended 30 June 2020 have been completed and are ready to be forwarded to Council's Auditors.

Under the provisions of Section 413(2)(c) of the Local Government Act 1993, the Financial Statements and Special Purpose Financial Statements shall be accompanied by a statement made in accordance with a resolution by Council, signed by two Councillors, General Manager and Responsible Accounting Officer.

Following receipt of the Auditor's Report, it will be necessary to give public notice for a period of at least seven (7) days prior to the adoption of the Financial Statements.

It is anticipated that the complete set of Financial Statements, including the Auditor's Report will be submitted to Council's Ordinary Meeting on 22 October 2020.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: 2019/20 Draft Primary Financial Statements; GPFS Statement by Councillors and Management; SPFS Statement by Councillors and Management.

TABLED ITEMS: Nil.

14.2. MATTERS SUBMITTED BY OPERATIONS MANAGER

14.2.1. MANDAMAH STAGE 2 CONSTRUCTION PROGRESS REPORT

BOARD RESOLUTION

20/081 RESOLVED on the motion of Crs Armstrong 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 approximately 180 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 60kms of the 66kms of water mains required for the completion of stage 2.

1200 metres of rock was encountered whilst traversing across the Beckon Hills. A total of 678 cubic metres of rock was excavated and removed and approx: 448 cubic metres of sand was required for the bedding and coverage of the pipework.

With only 6 kilometres of pipe and 2 metres to be installed for the completion of stage 2, construction is assisting Engineering with the Backflow and meter installation followed by the commissioning.

Mandamah construction is still progressing ahead of schedule and under budget.

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

20/082 RESOLVED on the motion of Crs McCann and Armstrong 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

In October 2019 two fixed term casual staff were appointed to undertake the Valve Maintenance Program

REPORT

A total of 8997 valves have been identified within the supply area. These valves consist of:

- Scour valves - 89
- Air valves - 1071
- Stop valves - 3852
- Hydrants – 3985

To date a total of 4786 valves have been serviced and a number of which have required maintenance, refurbishment and/or replacement.

This program is on-going and due for completion October 2021.

These fixed term casuals have also been utilised to assist Operations on a number of occasions for emergent works involving Junee Shire and other water main breaks within the Southern area of out supply.

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

20/083 RESOLVED on the motion of Crs Stadtmiller and Callow 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 nominal 40ML/day, conventional Water Treatment Plant that consists of; Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation.

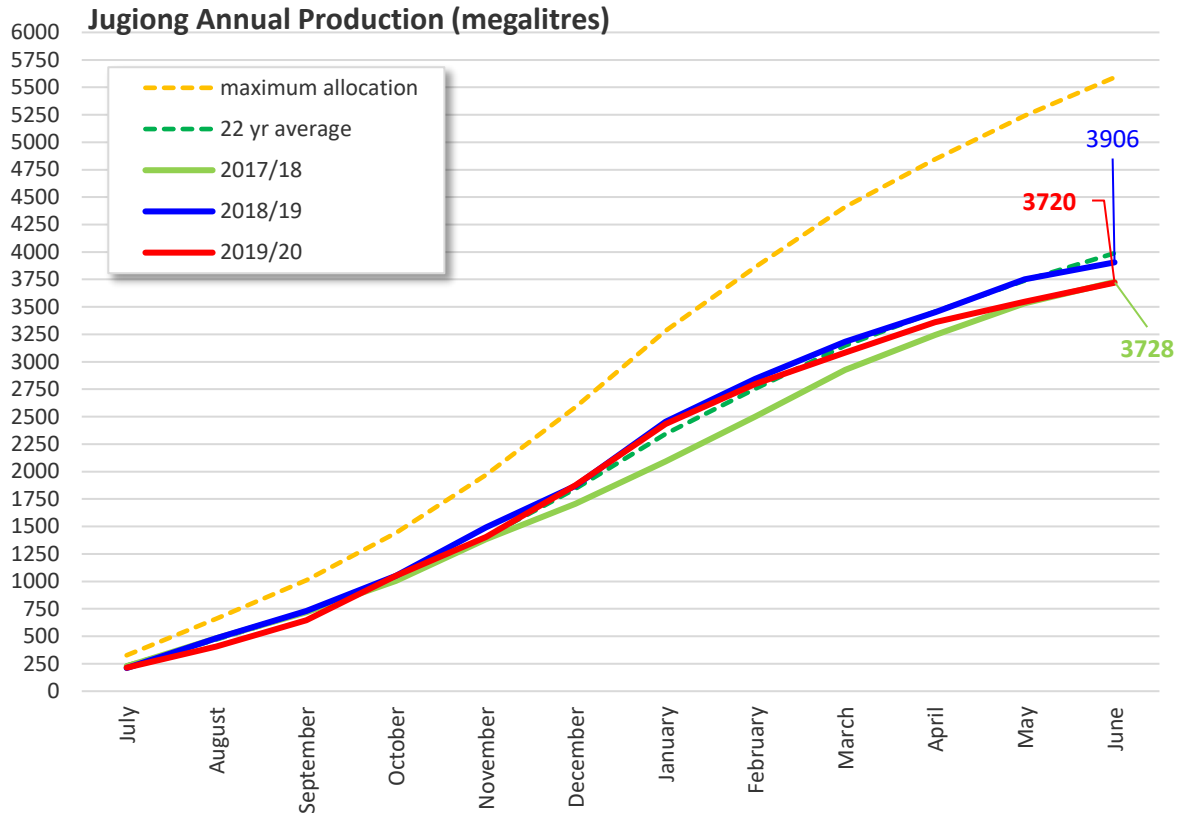
The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

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

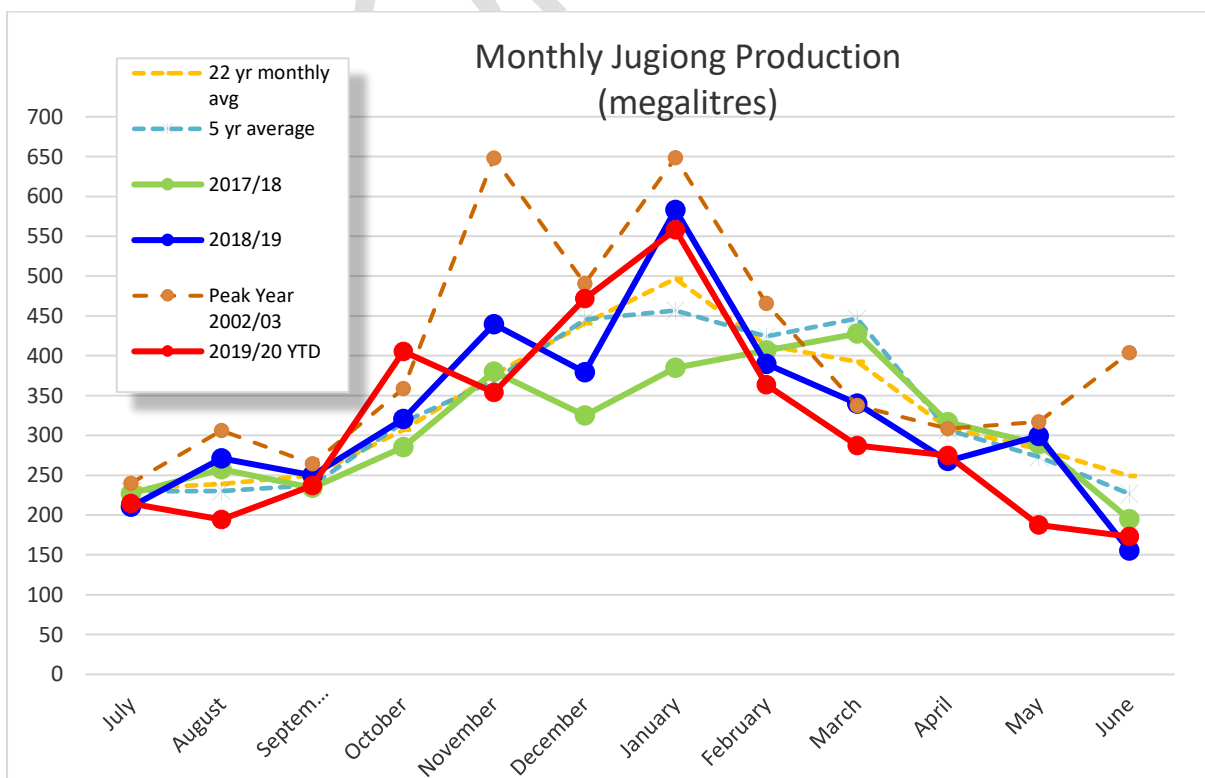
Jugiong annual water production has resulted in a trend similar to previous recent years.

To the end of the Financial Year 2019/20. Jugiong water production was 3720 ML. Water production from the Jugiong WTP was 185ML lower for the Financial Year 2019/20 compared to 2018/19 Financial Year. This is simply due to the higher than average rainfall recorded over the past twelve months.

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 27 August 2020



Jugiong monthly water production for May 2020 was 187ML and June 2020 was 173 ML. As can be seen below the monthly water production has decreased, this is simply due to increased rainfall and the colder winter weather.

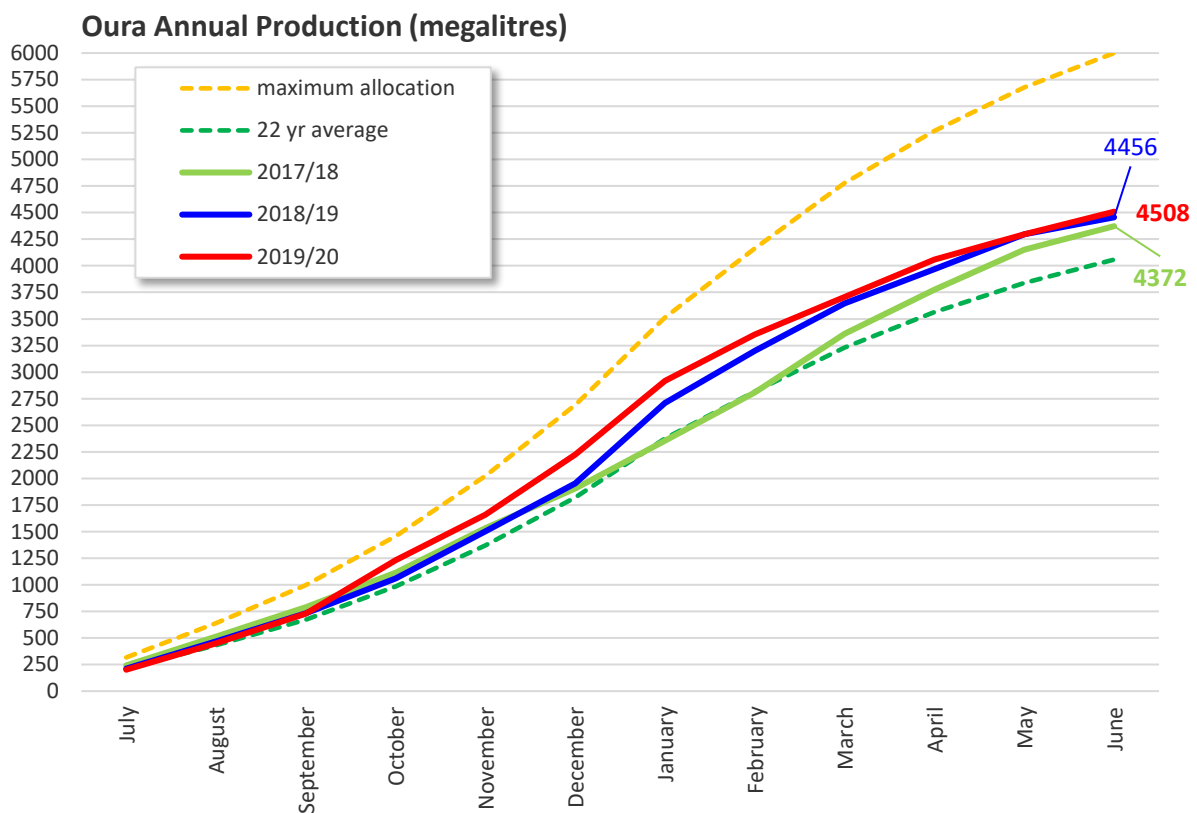


Oura Drinking Water Scheme

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.

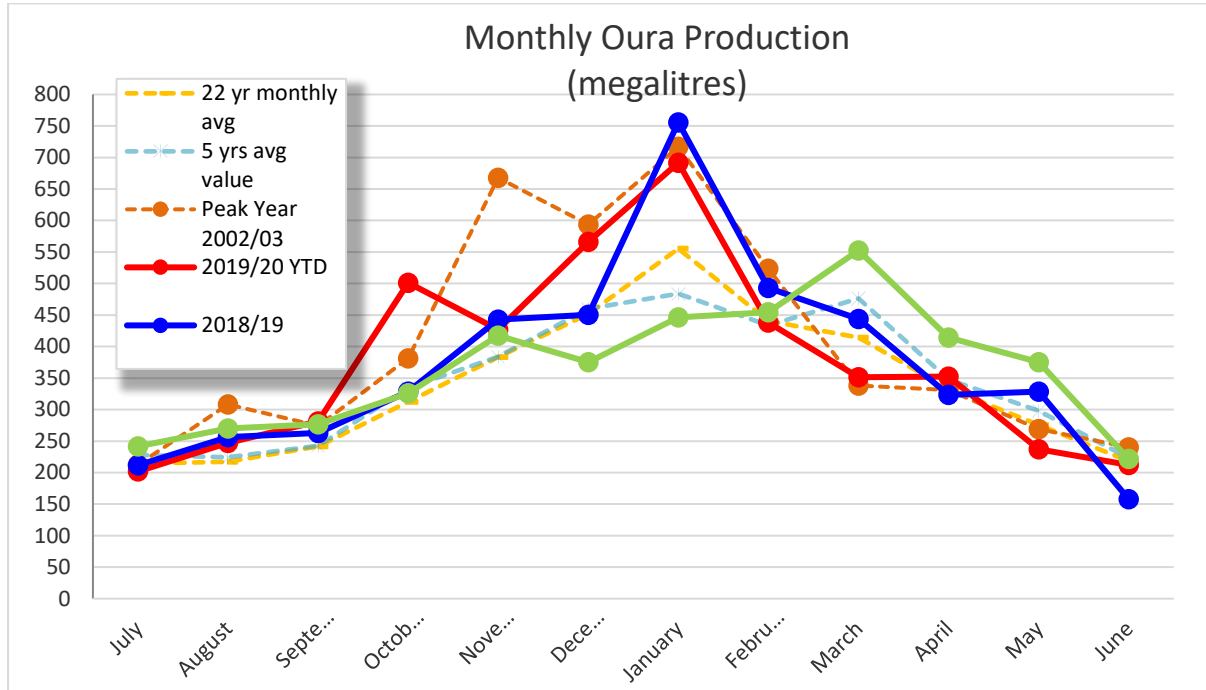
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the 2019/20 financial year period of production, the Oura scheme bores extracted 4508ML. this is very similar to the previous year where 4456ML was extracted. An increase of 52ML was extracted in the 2019/20 period compared with the previous year.



**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 August 2020**

Oura production for May 2020 was 237ML, and June 2020 was 212ML. As can be seen below the monthly water production has decreased over these periods, this is due mainly to increased rainfall and colder winter weather. However, please note that the dry spring period between September and November 2019 was significantly higher than the 2018/19 period which provides the reasoning for the increase of 52ML over the annual actual amount.



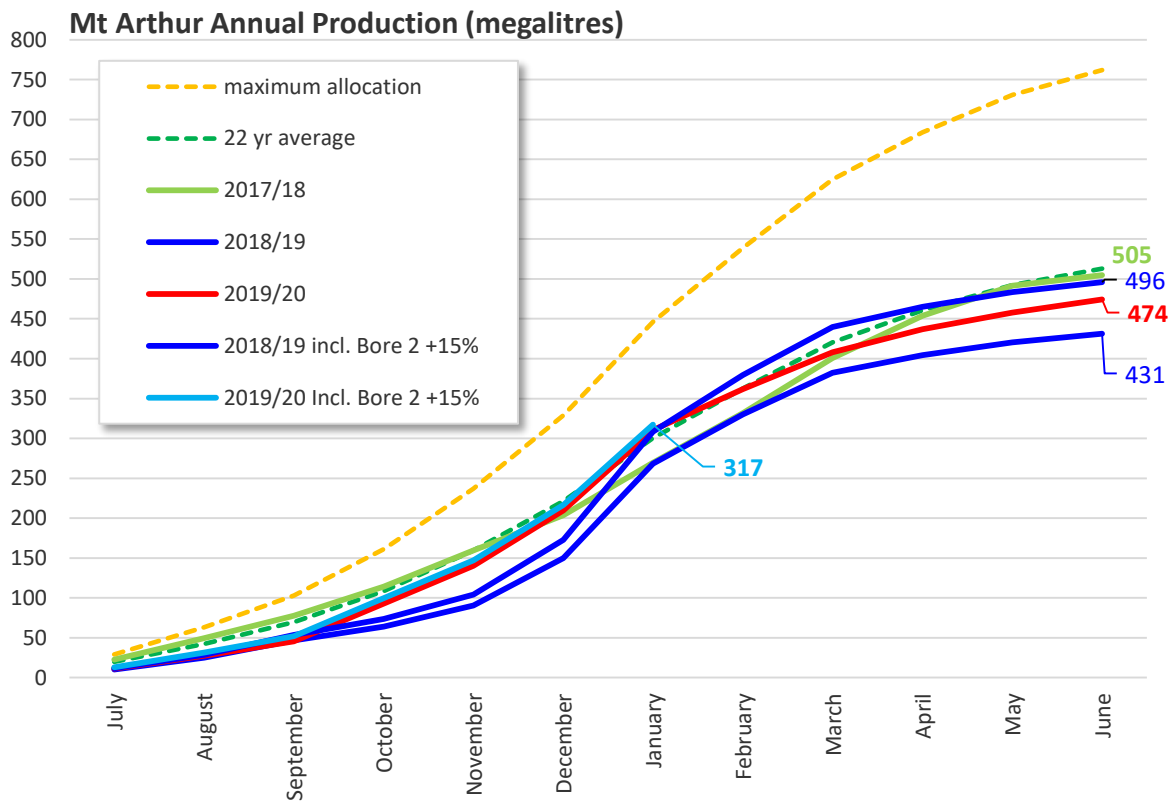
UNCOM

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 recognised that Bore 2 flow meter appeared to be reading lower than expected during the 2019/20 financial year. Initial investigations identified that there was a potential increase of around 9l/s when compared to a portable ultrasonic meter that was utilised to validate flows. This means that there was an estimated 15% potential variation of production in Bore 2 up until the January period where the issue was resolved. The below graphs have included the differences in production for the same year as a comparison to previous year's production.

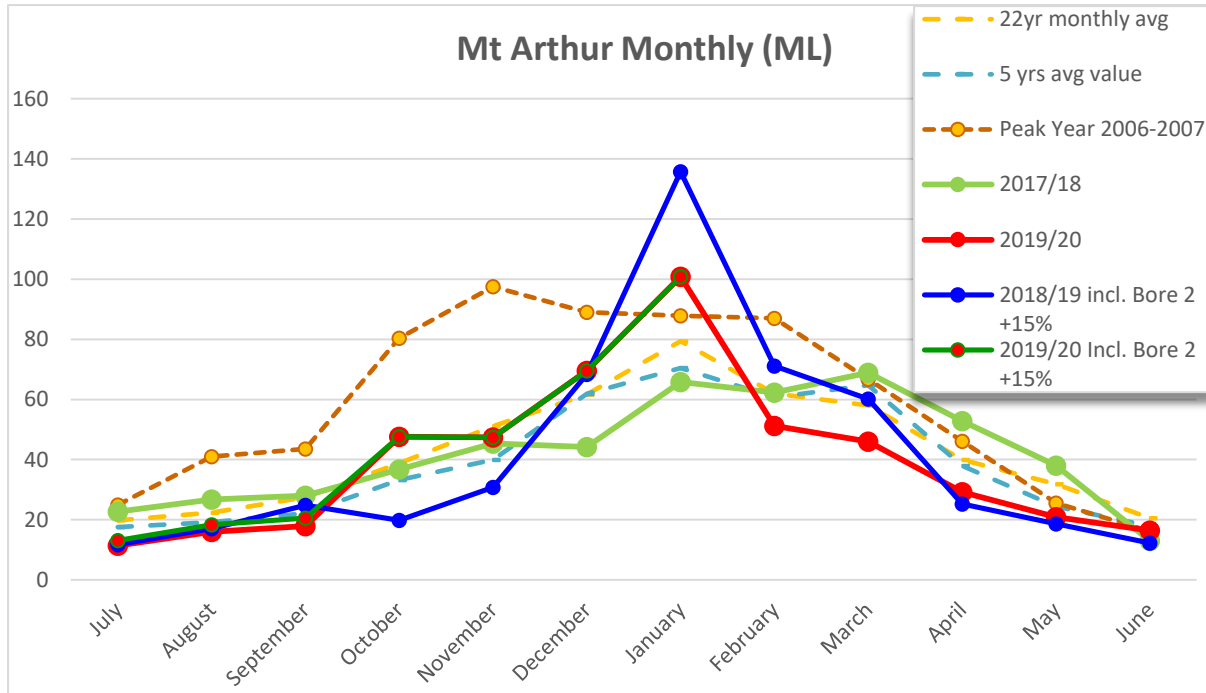
For the period to the end of the 2019/20 Financial Year, 474ML of water has been extracted from the Mt Arthur Bores. This is a decrease of 22ML when compared to the 2018/19 Financial year (496ML).



**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 August 2020**

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 May was 21ML and June 2020 was 16.42ML. Similarly, Mt. Arthur monthly production is trending downwards this is due mainly to increased rainfall and colder winter weather.



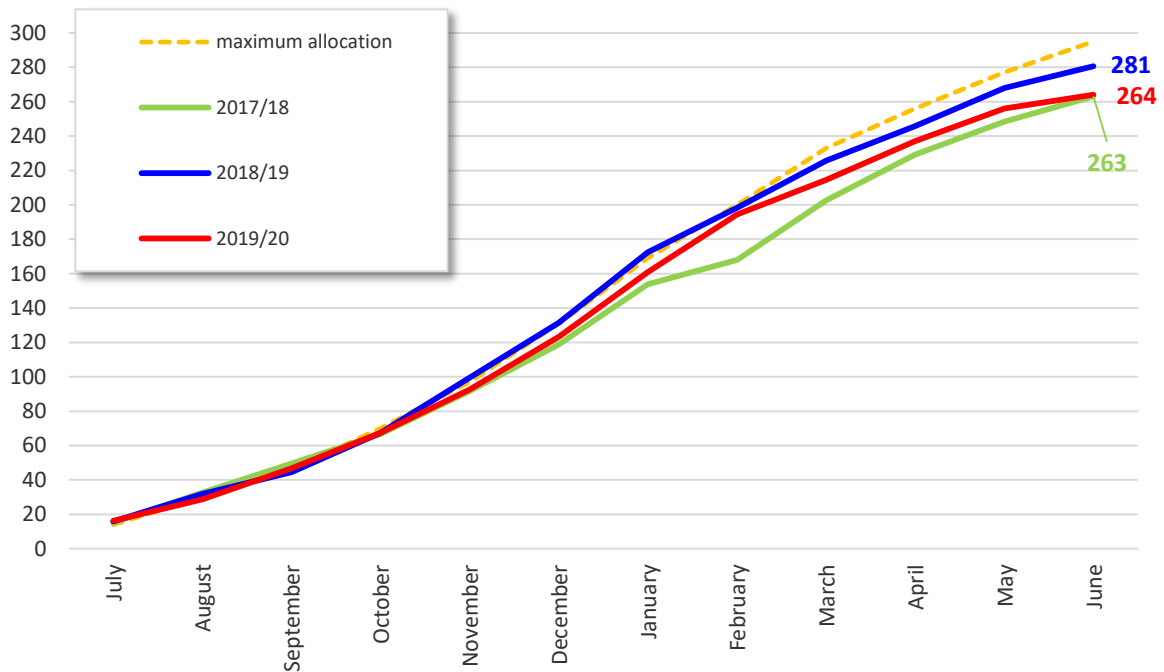
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Mount Daylight Drinking Water Scheme

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 area.

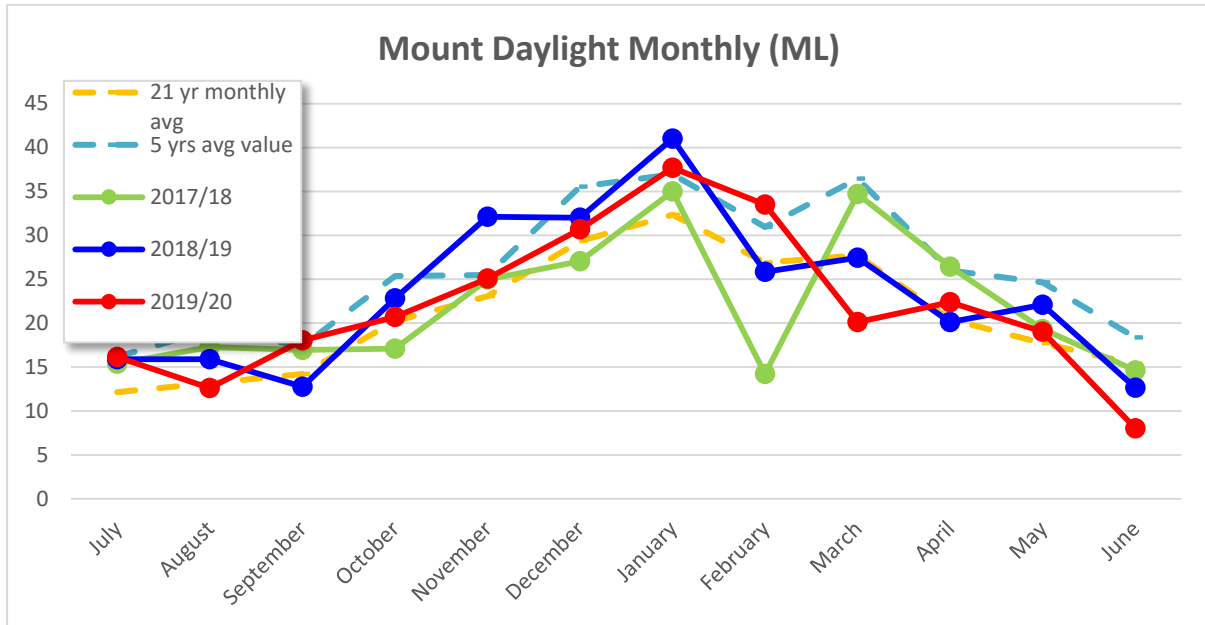
For the Financial year 2019/20, 264ML of water has been extracted by GWCC from the Mt Daylight Bores. This is lower than the 2018/19 financial year where 281ML was extracted. Indicating a decrease of 17ML for the 2019/20 FY.

Daylight Annual Volume (megalitres)



Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 27 August 2020

Mount Daylight monthly water production for May 2020 was 19 ML and for June 2020 was 8ML. Water production from the Mt Daylight Bores is trending downwards this is due mainly to increased rainfall and colder winter weather.

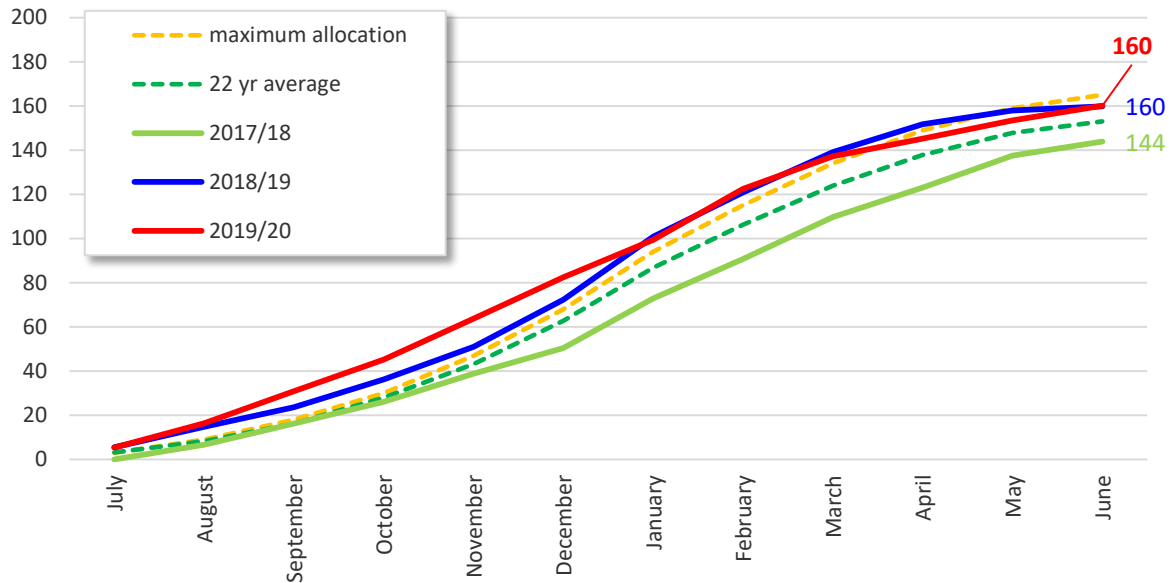


Hylands Bridge - Non Potable

Hylands Bridge supplies Non Potable water to Barellan and Binya.

For the 2019/20 financial year period of production, water supply from the Hylands Bridge scheme is 160ML. This is the same as the previous 2018/19 financial year. Approximately 5ML below the Hylands bridge allocation. (165ML).

Hylands Bridge Annual Volume (megalitres)



FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.4. MATTERS SUBMITTED BY THE ENGINEERING MANAGER

14.4.1. WYALONG AND WEST WYALONG PRESSURE INVESTIGATION OUTCOMES

BOARD RESOLUTION

20/084 RESOLVED on the motion of Crs Sinclair and Armstrong that the Board:

1. Note the information included in the report.
2. Approve the \$150,000 increase to the current financial year capital works program to cover the cost of the detailed design.

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Note the information included in the report.
2. Approve the \$150,000 increase to the current financial year capital works program to cover the cost of the detailed design.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision

BACKGROUND

During the 2019/2020 financial year Goldenfields Water investigated options for increasing the pressure within Wyalong and West Wyalong.

REPORT

The study investigated 5 options for increasing the pressure within Wyalong and West Wyalong. These included a variety of additional pumping and infrastructure arrangements. The preferred option for proceeding was to provide increased pressure through a new standpipe reservoir. This option would require an additional dedicated trunk main from Goldfields Way to the existing terminal reservoir (approx. 8 km depending on final pipeline route) and a transfer pump station from the terminal reservoir to the new standpipe reservoir. Please refer to the attached diagram. This option was chosen due to the following reasons:

- It will improve the pressure across the entire Wyalong and West Wyalong area
- It will provide a consistent pressure (minimising pressure fluctuations, bursts and discoloured water risks associated with in line booster pumps)
- It will provide improved water quality through circulating the water
- It provides improved control of the network and redundancy

The study also highlighted the condition of the existing trunk main from Wyalong to West Wyalong and the need for renewal within the next 10 years.

The estimated capital cost for the works are as follows:

- Existing trunk main renewal \$4.2M
- Standpipe reservoir, additional dedicated trunk main and transfer pump station \$4.7M

The project is now progressing as follows:

- The existing trunk main renewal has been allowed for within the 10 year capital works program
- The standpipe reservoir and associated infrastructure has been included in the IWCM process for review
- The project has been included in our customer survey to gauge our customer's willingness to pay for increased service levels
- The project will be progressed to detailed design and landholder/authority agreements sought for the new pipeline route in preparation for potential funding opportunities
- The project will be included in applications for grant funding opportunities

FINANCIAL IMPACT STATEMENT

Estimated cost for detailed design is \$150,000

ATTACHMENTS: Preferred Option Infrastructure and Pressures

TABLED ITEMS: Nil

**14.4.2. COMPULSORY ACQUISITION OF EASEMENT FOR WATER SUPPLY –
MANDAMAH RURAL SCHEME**

BOARD RESOLUTION

20/085 RESOLVED on the motion of Crs Armstrong and Stadtmiller that the Board:

- 1. Proceed with the compulsory acquisition of the interest in the land described as 6m wide easement over Lots 54 and 55 in DP 750630 for the purpose of Water Supply in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.**
- 2. Make an application to the Minister and the Governor for approval to acquire a 6m wide easement for Water Supply by compulsory process under section 186(1) of the Local Government Act.**
- 3. Authorise the General Manager and Chairman to sign and seal any required documentation relating to the Acquisition**

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Proceed with the compulsory acquisition of the interest in the land described as 6m wide easement over Lots 54 and 55 in DP 750630 for the purpose of Water Supply in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.
2. Make an application to the Minister and the Governor for approval to acquire a 6m wide easement for Water Supply by compulsory process under section 186(1) of the Local Government Act.
3. Authorise the General Manager and Chairman to sign and seal any required documentation relating to the Acquisition

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

02 Maximising Regional Water Supply

BACKGROUND

Stage 1 of the Mandamah scheme required construction through Lots 54 & 55, DP 750630, which is a Crown Land camping reserve, in Fiegerts Lane, Ariaah Park. Construction agreements were acquired from the required authorities prior to construction occurring.

REPORT

As per Council's Easement and Acquisition Policy PP032, easements are required for new or renewed pipelines.

To create an easement over Crown Land, Legislation requires Council to Compulsory Acquire the easement, Under the NSW Land Acquisition (Just Terms Compensation) Act.

A council resolution is required under the legislation, and Ministerial Approval is necessary, before the Acquisition process can start.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position, the Easements are part of the Mandamah Scheme budget.

ATTACHMENTS: Plan showing location of Easement.

Letter From Crown Land

TABLED ITEMS: Nil.

14.5. MATTERS SUBMITTED BY THE GENERAL MANAGER

14.5.1. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

BOARD RESOLUTION

20/086 RESOLVED on the motion of Crs Armstrong and Sinclair that the Board:

- 1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference**
- 2. Approve the attendance of the General Manager and the Chairperson**
- 3. Nominate an additional Board member to attend if desired.**

Cr McCann agreed to attend the LGNSW Conference.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

- 1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference**
- 2. Approve the attendance of the General Manager and the Chairperson**
- 3. Nominate an additional Board member to attend if desired.**

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

The Local Government NSW Annual Conference is the annual policy making event for NSW Councils and where councillors come together to share ideas and debate issues that shape the way their councils are governed.

REPORT

The LGNSW Annual Conference will be held at the Crowne Plaza Hunter Valley from Sunday 22 November 2020 to Tuesday 24 November 2020.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: LGNSW Annual Conference 2020 Draft Program

TABLED ITEMS: Nil

14.5.2. PP001 PROCUREMENT OF GOODS, SERVICES AND MATERIALS POLICY

BOARD RESOLUTION

20/087 RESOLVED on the motion of Crs McCann and Sinclair that the Board adopts the revised PP001 Procurement and Disposal of Goods, Services and Materials Policy.

Report prepared by WHS Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board adopts the revised PP001 Procurement and Disposal of Goods, Services and Materials Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Council last adopted the policy on 22 August 2019. The policy has been reviewed after recommendations from Goldenfields Water's Audit Risk and Improvement Committee (ARIC).

REPORT

The policy has been reviewed and updated noting the ARIC audit recommendations to allow for comment on the disposal of assets. This also included updating the title of the policy to include disposal.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP001 Procurement and Disposal of Goods, Services and Materials Policy

TABLED ITEMS: Nil

14.5.3. PECUNIARY INTEREST RETURNS

BOARD RESOLUTION

20/088 RESOLVED on the motion of Crs Stadtmiller and Morris that Council note the report and the tabling of the Pecuniary Interest returns for the year ended 30 June 2020.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the report and the tabling of the Pecuniary Interest returns for the year ended 30 June 2020.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Under section 6.21 of the Code of Conduct, councillors and designated persons must provide a declaration of pecuniary interest as contained in the prescribed form.

REPORT

Declaration of Pecuniary interest returns must be completed and lodged with the General Manager within three (3) months after becoming a councillor or designated person, 30 June of each year and upon becoming aware of an interest they are required to disclose as per the Code of Conduct.

Returns must be tabled at the first meeting held after the required lodgement date.

In accordance with the Local Government Act 1993, these returns are now tabled before Council as public documents.

Councillors and staff are reminded that it is imperative their honesty and transparency is maintained at all times. A pecuniary interest return may be lodged at any time during the year should circumstances deem it necessary.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Pecuniary Interest Returns

14.5.4. PROPERTY DEVELOPMENT

BOARD RESOLUTION

20/089 RESOLVED on the motion of Crs Stadtmiller and Armstrong that the Board approves \$51,000 for the demolition and removal of the buildings at the 121-123 Crowley Street property.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board approves \$51,000 for the demolition and removal of the buildings at the 121-123 Crowley Street property.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

The purchase of 121-123 Crowley Street, Temora was endorsed at the Council meeting held 25 June 2020. Settlement on these properties occurred 14 August 2020.

REPORT

Development consent for the demolition of the buildings on the site has been received. It is suggested that we proceed with the demolition as soon as practicable, with the quoted cost being \$51,000. The demolition includes extensive asbestos removal, demolition and disposal of debris.

The General Manager has commenced discussing Goldenfields requirements with architectural firms to obtain concept designs for the long term development of the site.

Further information will be provided to the Board for consideration as it becomes available.

FINANCIAL IMPACT STATEMENT

\$25,000.00 is currently allocated within the property purchase reserve and an adjustment will be made in the quarterly budget review for the remaining funds required to demolish the dwellings.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.5.5. DELIVERY PROGRAM PROGRESS REPORT – JANUARY TO JUNE 2020

BOARD RESOLUTION

20/090 RESOLVED on the motion of Crs Sinclair and Callow that Council's January – June 2020 Delivery Program Progress Report be received and noted.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council's January – June 2020 Delivery Program Progress Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Section 404 of the Local Government Act 1993 - *Delivery Program*, stipulates that regular progress reports (at least 6 monthly) be provided to Council to report on progress toward the principal activities detailed in the Delivery Program.

REPORT

Council's January to June 2020 Delivery Program Progress Report has been created, measuring the organisations progress toward the Delivery Program. The report is attached for Council's information.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Delivery Program Progress Report January to June 2020

TABLED ITEMS: Nil

15. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 22 October 2020 commencing at 10.00am.

16. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was closed at 3.45pm



NEWELL HIGHWAY TASKFORCE COMMITTEE MEETING

MINUTES

**Minutes of the
Newell Highway Taskforce Committee held
on Tuesday 11 August 2020 at 9am on
Microsoft Teams**

Attendees name	Organisation
Cr Ken Keith OAM (Chair)	Mayor, Parkes Shire Council
Cr Tony Lord (Vice Chair)	Councillor, Bland Shire Council
John Morris	Regional NSW High Productivity Road Transport Alliance Coordinator
Cr Phyllis Miller	Mayor, Forbes Shire Council
Cr Ruth McCrae	Mayor, Murrumbidgee Shire Council
Cr Cathy Redding	Mayor, Narrabri Shire Council
Stewart Todd	General Manager, Narrabri Shire Council
Lila Fisher	Project & Development Manager, Moree Plains Shire Council
Alistair Lunn	Director, Transport for NSW
Lauren Redden	Administration Officer, Narrandera Council
Warren Clarke	CEO, National Roads
Alan Magill	Vice Chairman, National Roads
Kevin Tighe	Director Technical Services, Warrumbungle Shire Council
Shane Wilson	Deputy General Manager, Narrandera Council
Kent Boyd PSM	General Manager, Parkes Shire Council
Anna Wyllie	Economic & Business Development Manager, Parkes Shire Council
Kelly Hendry	Destination Development Manager, Parkes Shire Council
Katrina Dwyer	Marketing & Brand Manager, Parkes Shire Council
Marina Uys	Bland Shire Council
Apologies	Organisation
Cr Ben Shields	Mayor, Dubbo Regional Council
Cr Doug Batten	Mayor, Gilgandra Shire Council
Cr Dennis Todd	Mayor, Warrumbungle Shire Council
Cr Katrina Humphries	Mayor, Moree Plains Shire Council
Cr Neville Kschenka	Mayor, Narrandera Shire Council
Cr Craig Davies	Mayor, Narromine Shire Council
Cr Vicki Etheridge	Councillor, Dubbo Regional Council
Cr Steven Karaitiana	Councillor, Forbes Shire Council
Cr Robert Black	Councillor, Murrumbidgee Council
Cr Kevin Morris	Councillor, Narrandera Shire Council
Rowan Holt	Assistant Director, NSW & ACT Section, NSW Assurance, Sub Programs & SA, Department of Infrastructure, Transport, Regional Development and Communications
Ray Smith	General Manager, Bland Shire Council
David Neeves	General Manager, Gilgandra Shire Council
John Scarce	General Manager, Murrumbidgee Shire Council
Barry Heins	Director Engineering, Narrandera Shire Council
Ian Dinham	Director Engineering, Moree Plains Shire Council
Will Marsh	Director Assets & Engineering Services, Bland Shire Council
Allan Lawrence	Director Engineering Services, Moree Plains Shire Council

Apologies	Organisation
Richard Jane	Director Engineering, Forbes Shire Council
Mick Savage	Roads & Transport Directorate Manager
Peter Dale	Economic Development Manager, Narrandera Shire Council
Michael Cain	Roads Services Manager, Narrabri Shire Council
Dane Hendry	Director West, Transport NSW
Kerrie Murphy	Senior Projects Engineer, Dubbo Regional Council
Mitchell Judd	Regional Maintenance Delivery Manager, Transport NSW

1 WELCOME, APOLOGIES & ATTENDANCE

That the apologies be received and noted.

Moved John Morris, **seconded** Tony Lord

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the last Committee meeting held on 12 May 2020 be confirmed and true and accurate.

Moved John Morris, **seconded** Tony Lord

3 MATTERS ARISING FROM THE MINUTES

None

Moved John Morris, **seconded** Tony Lord

4 TRANSPORT FOR NSW PRESENTATION

Executive Summary

Alistair Lunn Director West. Transport for NSW will give an update on current projects as of August 2020.

Transport for NSW is continuing to evolve, moving into a three (3) region model. Carol-Anne Nelson is the new Deputy Secretary for Regional and Outer Metropolitan. West region extends to Blue Mountains and all matters relating to Newell Highway will be managed by the West region.

Major projects include the following:

Parokes bypass:

- State funding being 20% of total project cost has been locked into the budget, currently working with Feds on the balance of 80%
- Detailed design near completion
- Tender documents in draft, expect to go to tender just before or just after Christmas
- Early works planning is expected to commence in September 2020 including Telstra, Jemina Gas, NBN, Parokes Shire Council
- Construction is expected to commence in Q1 2021 with major contractors
- Crown acquisition approval achieved
- Finalising last of property acquisition beside the Parokes Special Activation Precinct (SAP)
- Ongoing community and SAP consultation

Cr Keith shared that Deputy Premier The Hon John Barilaro MP had recently announced funding of \$185M for early enabling works in the Parokes SAP.

Newell Highway Program Alliance (NHPA):

- As of 30 June 2020, 12 overtaking lanes have been completed and are now open to traffic.
- Another 15 overtaking lanes expected to be completed by 30 June 2021
- Due to Covid-19, the project team have been able to hold supplier sessions live via Facebook, these have been well received in their local communities.
- Transport for NSW has been using VSL signs after the successful trial at the recent Peak Hill overtaking lane project.
- This technology has the capability of changing speed zones instantly through a computer application which minimises the amount of time needed for traffic control workers to manually change speed signs. It also provides motorists with improved visibility of lit up signs in poor light conditions and wet weather.
- The NHPA have successfully maintained two way flow of traffic for 93% of construction of 12 overtaking lanes delivered with no end queue crashes occurring during the works. This has also resulted in average travel time impacts of less than two minutes for each site, supporting the efficient movement of freight, and reliable and safe journey times.

New Dubbo Bridge:

- New Dubbo Bridge is the largest project in the Building a Better Dubbo program
- New Dubbo Bridge was designed to improve freight efficiency, reduce congestion within Dubbo and improve flood immunity on the Newell.
- Next stages of the New Dubbo Bridge includes detailed geotechnical investigations, project assurance review, property acquisitions, development of the detailed design and tender document preparation.
- Property negotiations & acquisitions are moving ahead for the community in Dubbo.
- An intensive package of works is in the pipeline so as to bring the new Dubbo Bridge to shovel ready status

Newell Highway and Mitchell Highway intersection upgrade:

- The Newell Highway and Mitchell Highway project involves widening the intersection and installing traffic lights to improve traffic flow. This widened intersection will accommodate additional right turn movements and safer pedestrian access.
- The upgrade will reduce congestion at this busy intersection for locals and traffic travelling through Dubbo. The Newell Highway and Mitchell Highway are part of the National Land Transport Network, an essential link for businesses and industries connecting major cities and regions. These routes are a vital part of the road network through Dubbo and surrounding region.
- The current stage of the Newell Highway and Mitchell Highway intersection project includes extensive utility relocations which started in May 2020 and will continue for the remainder of the year.
- This project is scheduled for completion by end of 2021, weather permitting.
- Construction timeline has been lengthy because of the inability to close access in and out of town.

Coonabarabran Bypass:

State government is providing \$11.5M for planning of an upgrade of the Newell Highway at Coonabarabran. This work is part of the \$500M Newell Highway upgrade program.

Pilliga Widening Project:

- \$4.24M Pilliga Widening Project commenced earlier this month to improve safety on the Newell Highway between Narrabri and Moree. Funding is from State stimulus to support jobs and communities during Covid-19.
- This includes widening of the road surface and installation of wide centrelines to improve road safety and movement of freight through enhanced access for heavy vehicles.
- Expected to take 7 months to complete.

Permanent VMS:

- To give travel time & disruption information.
- Include rest areas, trying to scope and get it shovel ready in case the State &/ or Feds want to further stimulate the economy.

Flood immunity:

- This is a slow burn, but it is finally going to happen.
- Alistair to get back to group when this study is expected to be completed, whether it can be fast tracked and when this project can commence.

The Chair Cr Ken Keith thanked Alistair for his presentation.

Recommendation

That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved John Morris, **seconded** Tony Lord

Carried

Alistair left the meeting at 9.26am.

5 OUTWARDS CORRESPONDENCE

Executive Summary

The following are outwards correspondence related to the NHTF. Cr Keith pointed out the error in the media release dated 28 May 2020 "*Progress continues on the Newell Highway despite Covid-19*" as per his discussion with Rowan Holt.

Recommendation

That the outwards correspondence be received and noted.

Resolution

1. That the recommendation be adopted.
2. That John Morris work with Marie Wyatt to update the list of recipients on the Newell Highway Taskforce Committee calendar invites.

Moved John Morris, **seconded** Tony Lord

Carried

6 INWARDS CORRESPONDENCE

Executive Summary

The following are inwards correspondence related to the NHTF.

- Parkes Champion Post article "*Changes to the Parkes Newell Highway bypass will include bridge at Victoria Street*" dated 17 Feb 2020
- Parkes Champion Post article "*Task Force supports an holistic approach to Newell Highway corridor*" dated 8 April 2020
- Reply letter from the Hon Paul Toole MP dated 2 June 2020 regarding the proposed New Dubbo Bridge at River Street
- Parkes Champion Post article "Locals to help build overtaking lanes" dated 8 June 2020
- Parkes Champion Post article "Newell Highway works begin to double length of overtaking lanes near Parkes" dated 9 July 2020
- Report to Parkes Shire Council dated 21 July 2020 "*(GM) Expressions of Interest for a Service Centre and Associated Industries*"

Recommendation

That the inwards correspondence be received and noted.

Resolution

1. That the recommendation be adopted.

Moved John Morris, **seconded** Tony Lord

Carried

7 DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT AND COMMUNICATIONS

Executive Summary

Rowan Holt Assistant Director, NSW and ACT Section, NSW Assurance, Sub Programs and SA, Department of Infrastructure, Transport, Regional Development and Communications did not participate in this Teams meeting.

8 GENERAL BUSINESS

1. Cr Keith requested that if anyone wished to share media releases pertaining to the Newell Highway and their local Council, to forward the relevant media release to Marie Wyatt.
2. Cr Keith clarified that the Parkes bypass will include new roads and bridges over railway lines and link roads back to town, to avoid trucks going through centre of town. From the north there will be a turn off to come into Parkes. There will be a turn off into the Parkes Golf Club and another turn off on Condobolin Road with a large roundabout which is where the Service centre will be situated. The work on the Parkes bypass will commence late 2020 and is expected to be completed in 2023.
3. Consultation on the Coonabarabran bypass is progressing well.
4. Cr Lord mentioned that for the Forbes/ West Wyalong section, there needs to be a close examination at where water is going and running. Transport NSW should get in touch with Bland Shire farmers who know where water runs. Cr Keith mentioned that he assumed that Forbes to Parkes Tichborne flooding issues would be addressed in this study as well.
5. For the Inland rail at Tichborne and the crossing at Forbes, Cr Keith suggested we write to the Deputy Prime Minister The Hon Michael McCormack MP and to the Minister for Regional Transport and Roads The Hon Paul Toole MP follow up the question whether there will be a grade separation at Tichborne, so as to reduce the flooding impact at Tichborne.
6. Newell Highway Promotions Committee

Parkes Shire Destination Development Manager Kelly Hendry updated the group that the Newell Highway Promotions Committee met in Gilgandra earlier this year. There is currently no Executive of the Committee due to insufficient interest/ availability of current members. On behalf of the Committee, Parkes Shire coordinated a survey of its current members, quantifying the benefit of this Committee and interest in future resource contributions.

This Committee is seeking in-kind assistance and staff resource contribution from each LGA/ LTA member, to enable the administrative and project management activities of the group to continue.

Whilst most LGA members are prepared to contribute \$1,000 to \$2,000 per year as a membership fee, this won't solve the problem of lack of ownership and leadership of the group.

Cr Keith asked if there was a sufficient stock of Newell Highway Promotions brochure to which Kelly confirmed that stock levels were sufficient as less brochures were distributed in caravan parks and camping shows due to Covid-19. This Committee will look at stock levels again in early 2021.

The strength and success of this Committee lies in widespread and collaborative support.

As such, Kelly sought the support of the Mayoral reps on the Taskforce to encourage and mobilise their Tourism Managers in their respective LGAs to take a standing role in this Committee to ensure its continuity and success in driving the visitor economy's along the Newell Highway route. (Lila Fisher from MPSC will pass Kelly's contact details to Tammy Elbourne).

John Morris asked whether these brochures were funded solely by advertising revenue. Kelly confirmed that funding for these brochures comes from corporate funding & LGA funding via brochure revenue. The NHPC has tried to lobby Destination NSW with no success as the Newell Highway runs across 3 states and multi destination networks. With renewed and reinvigorated support and lobbying from all Newell LGA's, the strength of this group may be able to have this position reconsidered, however the NHPC needs to be functioning and actively working together.

Kelly will share the NHPC Business Plan and survey results with this group.

7. 2020 Special Local Roads and Transport Congress - Roads, Regions and Resilience will be held in Wagga Wagga from 16 to 18 November 2020, subject to Covid-19.

Recommendation

1. That the information be received and noted
2. That a letter be written to the Deputy Prime Minister The Hon Michael McCormack MP and to the Minister for Regional Transport and Roads The Hon Paul Toole MP (copying ARTC) confirming that we wish to see a grade separation at Tichborne
3. That Lila Fisher pass Kelly's contact to Tammy Elbourne, Tourism Moree CEO
4. That we write to the member LGAs seeking contributions for the Newell Highway Promotions Committee
5. That Kelly Hendry share the Newell Highway Promotions Committee's Business Plan and survey results with this group

Resolution

1. That the recommendations be adopted.

Moved John Morris, **seconded** Tony Lord

Carried

9 FUTURE MEETING DATES AND VENUES

The next meeting will be in Moree on Tuesday 10 November 2020 from 10am to 12pm, subject to Covid-19.

If a face to face meeting cannot be held in Moree on Tuesday 10 November 2020 due to Covid-19, then this meeting will proceed on Microsoft Teams commencing 9am on Tuesday 10 November 2020.

10 CLOSE OF MEETING

Chair Cr Ken Keith thanked everyone for joining the meeting and wished them all to stay safe and well.

There being no further business the meeting closed at 9.51am

MINUTES OF THE EXECUTIVE COMMITTEE OF THE NSW ASSOCIATION OF MINING & ENERGY RELATED COUNCIL'S (NSW) INCORPORATED, HELD IN WARRUMBUNGLE SHIRE COUNCIL CHAMBERS AND BY VIDEO CONFERENCE FACILITY on 14th AUGUST 2020

Present

Cr Peter Shinton (Chair)	Warrumbungle Shire Council
Cr Sue Moore (Deputy Chair)	Singleton Shire Council
Cr Owen Hasler (Deputy Chair)	Gunnedah Shire Council
Cr Michael Banasik	Wollondilly Shire Council
Cr Melanie Dagg	Cessnock City Council

In Attendance for video conference:

Greg Lamont (as the minute taker)	MERC - Executive Officer
Cr Karlene Irving	Warren Shire Council
Cr Bob Pynsent	Cessnock City Council
David Henry	Wollondilly Shire Council
Brad Cam	Mid - Western Regional Council
Cr Katheryn Smith & Adrian Panuccio	Mid Coast Council
Steve Loane	Forbes Shire Council
Stu Hodgson	DPIE –Director REZ
Cr Dom Figliomeni	Wollongong City Council
Cr James Nolan	Broken Hill City Council.
Cr Ian Davidson	Cabonne Shire Council
Cr Dan Thompson	Singleton Council
Cr Rob Hooke	Gunnedah Shire Council
Cr Mark Hall	Lachlan Shire Council
Mike Urquhart	Walgett Shire Council

Apologies for Executive Committee

Cr Phyllis Miller, OAM	Forbes Shire Council
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Apologies received from Non - Executive Committee members

Cr Lilliane Brady OAM & Peter Vlatko	Cobar Shire Council
Cr Ben Shields & Michael McMahon	Dubbo Regional Council
Cr Scott Ferguson & Rebecca Ryan	Blayney Shire Council
Cr Dom Figliomeni & Cr Cath Blakey	Wollongong City Council
Ron Zwicker & Cr Noel Lowry	Wollongong City Council
Cr Kevin Duffy & Cr Reg Kidd	Orange City Council
Greg Tory	Lachlan Shire Council
Cr John Stafford & Colleen Worthy	Upper Lachlan Shire Council
Andrew Johns	Gunnedah Shire Council
Cr Alan Ward	Parkes Shire Council
Cr Manuel Martinez	Walgett Shire Council
Glenn Wilcox	Warren Shire Council
Heather Nicholls	Cabonne Shire Council

Welcome

The Chair, Councillor Peter Shinton welcomed Executive Committee members and delegates that joined the meeting as observers to the video conferencing meeting being conducted from the Warrumbungle Council Chambers.

The meeting opened at 9.50am after a delay with the zoom meeting due to technical issues. Thankfully, Forbes Shire Council was able to re-launch the meeting for MERC on another

Zoom conference booking and the Chair could run the meeting through his Ipad. The Chair apologised to delegates and speakers for the delay in commencing the meeting.

1. Apologies (as read out by the Executive Officer)

ECM 37/2020 Resolved (Cr Hasler/Cr Dagg) that the apologies be received and noted.

2. Disclosure of Pecuniary Interest

Cr Melanie Dagg, declared an interest with her husband working at Rix's Creek, Singleton.

ECM 38/2020 Resolved (Cr Hasler/Cr Banasik) that the apologies be received and noted.

SUSPENSION OF STANDING ORDERS

ECM 39/2020 Resolved (Cr Dagg/Cr Hasler) that the meeting be suspended at 10.05am to receive the presentation from Stu Hodgson, DPIE on the Renewable Energy Zones (REZ) 3 pilot program in New England, South West and Central West NSW, particularly the Central West REZ and the future involvement of MERC in the Regional Reference Group. The presentation covered these areas and will be distributed to delegates when to hand:-

- Strategic context of Renewable Energy Zones.
- What is a Renewable Energy Zone (REZ).
- Delivering NSW Renewable Energy Zones.
- Energy Corporation of NSW.
- REZ Planning Framework.
- The Central-West Orana Pilot REZ.
 - (i) Registration of Interest.
 - (ii) Regional Stakeholder Engagement.
- The New England REZ.
- Benefits of REZs for Regional Communities.

(Refer slides distributed to delegates for more details).

RESUMPTION OF STANDING ORDERS

ECM 40/2020 Resolved (Cr Dagg/Cr Moore) that the meeting be resumed at 10.45am

3. Executive Officer's Report

(a) Correspondence

Late correspondence from Deputy Premier, Hon John Barilaro, thanking MERC for their assistance with Resources for Regions review where 24 Councils will now receive a base allocation of \$1m and additional funding weighted towards those with higher mining employment location quotients plus changes implemented where there are no contributions, different funding source and no BCR greater, etc.

ECM 41/2020 Resolved (Cr Hasler/Cr Dagg) that;

- (1) the information be noted; and
- (2) the Association support the Chair and Executive Officer attending the Mid Coast Council workshop on 30th September 2020 to outline the functions of MERC, the membership benefits and how it relates to their Council.

(b) Finance Report

ECM 42/2020 Resolved (Cr Hasler/Cr Moore) that the Finance Report for 1st April 2020 to 30th June 2020 be received and noted.

(c) Regional Independent Assessment Panel (RIAP) & Resources for Regions

ECM 43/2020 Resolved (Cr Hasler/Cr Banasik) that:

- (1) the information be noted; and
- (2) MERC write to the Deputy Premier, Hon John Barilaro to:
 - I. thank him and the State Government for the positive changes to the Resources for Regions program and allocations; and
 - II. requesting a meeting or a response on the clarification of the reasoning behind the reduction of the initial 31 Councils affected and/or impacted by mining to a list of 24 Councils.

(d) Meetings with Ministers & Senior Government Staff

ECM 44/2020 Resolved (Cr Hasler/Cr Dagg) that the information be noted.

(e) Membership Campaign

Request for delegates attending the LGNSW conference to assist the Executive Officer (EO) with the stand at the conference (if it proceeds). EO to enquire if non-voting delegates that are attending can assist on the stand, if needed.

ECM 45/2020 Resolved (Cr Dagg/Cr Moore) that the information be noted.

(f) Website Enhancements

Councillors Hasler, Moore, Dagg and Hooke have offered to participate in the membership video being organised for the MERC membership page and any conferences.

ECM 46/2020 Resolved (Cr Dagg/Cr Dagg) that the information be noted.

(g) Submissions to DPE

Executive Officer to include concerns about Rating Review recommendations on mining rates being set at a level equivalent to average business rates, if relevant, in the submission to Productivity Commission review of infrastructure contributions.

ECM 47/2020 Resolved (Cr Hasler/Cr Dagg) that the information be noted.

(h) Progress Report on Decisions of Association

ECM 48/2020 Resolved (Cr Dagg/Cr Hasler) that the information be noted.

(i) Progress Report on Strategic Plan 2018 – 2020 Actions

ECM 49/2020 Resolved (Cr Hasler/Cr Moore) that the information be noted.

(j) VPA Status

ECM 50/2020 Resolved (Cr Hasler/Cr Banasik) that;

- (1) the information be noted;
- (2) MERC write to Mike Young, DPIE, Executive Director, Planning & Assessments to:

- I. express surprise and disappointment on his decision to not place the VPA Guidelines on the DPIE website given he had agreed in the early workshop discussions to do so with NSW Minerals Council present;
- II. to point out that the review by the Productivity Commission on Infrastructure Contributions by developers and the number of members in MERC and NSWMC is irrelevant and not a good enough reason to not display the document when it had already been agreed to be done by DPIE at former workshops.

(k) PhD Research Project

ECM 51/2020 Resolved (Cr Hasler/Cr Dagg) that:

- (1) the information be noted;
- (2) MERC convey to the University of Technology Sydney (UTS) that it needs to expedite the approval of the PhD Research Project and completion of the Project Evaluation Plan, otherwise MERC will consider withdrawing from the project given the commitment parties have made to the project and the slowness of it proceeding;
- (3) MERC request a representative from UTS attend the next meeting of MERC to outline progress with the project and to discuss its future with MERC.

(l) Executive Committee & 2 Year Terms

Executive Officer to submit a report to the Annual General Meeting for the clarification of Clause 7.1 in the MERC constitution. In the interim, it is understood that the position has always been that representation from as many separate members as possible be on the Executive Committee, unless there are not enough nominations, then multiple representation can occur.

ECM 52/2019 Resolved (Cr Moore/Cr Hasler) that the information be noted.

(m) Renewable Energy Zones (REZ)

ECM 53/2020 Resolved (Cr Moore/Cr Banasik) that the information be noted.

(n) Adoption of Strategies for Strategic Plan 2020-23

ECM 54/2020 Resolved (Cr Moore/Cr Banasik) that the Vision Statement be changed from "Impacted" to "Related" and the strategies in Attachment F be included in the Draft Strategic Plan 2020-2023.

(o) Coal Exploration Zones

The speaker (Dr Alex King) has indicated he will attend the next meeting of MERC and will speak to the Strategic Statement on Coal Exploration and Mining in NSW.

ECM 55/2020 Resolved (Cr Banasik/Cr Moore) that the information be noted.

4. General Business

(a) Next Meeting

- (a) ECM 54/2020** Resolved (Cr Dagg/Cr Hasler) that the next round of meetings be held on 20th November 2020 by Zoom for the Executive Committee with the Annual General Meeting and Ordinary Meeting to be held in Blayney Shire Community Hall on 27th November 2020 as a face to face meeting, if it is safe to do so in accordance with the Public Health Order at the time.

(b) Chair – NSW Government Response to IPART Rating Review.

The MERC Chair, Cr Shinton reported that Cr Ferguson, Blayney asked if MERC had seen the IPART Rating Review Report dated December 2016, Clause 34, page 145 which mentioned a recommendation to the government that it consider implementing rating changes so that “Any difference in the rate charged by a council to a mining category compared to its average business rate should primarily reflect differences in the council’s costs of providing services to the mining properties”

The Minister’s Response (18th June 2020) via a media release indicates that the government generally supports the rating changes outlined in the recommendations of the IPART Rating Review, which will be of concern to members if the mining rate is the same as the average business rate or less than current levels. The Government’s response to the IPART rating review can be found on the Office of Local Government website.

ECM 55/2020 Resolved (Cr Banasik/Cr Hasler) that the Executive Officer distribute copies of the IPART Rating Review, the response from the Minister for Local Government plus the Minister’s media release reports to delegates, for further consideration by MERC.

(c) Cr Hall – Re Ascertainment of Mining Valuations by the Valuer General.

It was reported that a proposed mine operator had applied to the NSW Valuer General for a re-ascertainment of the valuation to reduce the mining rates, backdated which will have a major impact on the Councils rate pegged income structure, if agreed. The Council is seeking the support of the Minister for Local Government to review its rating position to avoid penalty and to be sustainable. Delegates to be kept informed of the response.

(d) Cr Moore - Hunter Qld Gas Pipeline Extension.

It was reported that the Council is fielding a lot of enquiries from property owners affected by the gas pipeline extension approval and Council is assisting the parties and property involved with them as a matter of course, however telling them it is a State Significant Development where the Council is not the consent authority.

(e) Cr Banasik – Tahmoor South Coal Mine.

Operator has responded favourably to community concerns by changing long wall construction works to reduce mining, associated subsidence, greenhouse gas emissions and reduce the extent of vegetation clearing required for the extension impacts. In response to the feedback received, Tahmoor Coal made the decision to revise the proposed extension to reduce the environmental impact of the project while improving the local and regional economic benefits.

(f) Cr Hasler – Vickery South Coal Mine Extension.

The IPC has recently approved the mine extension after extensive consultation.

6. Close – the meeting closed at 12.20pm.

The minutes (pages 1-4) were confirmed at a Ordinary General Meeting held on the 27th November 2020 and are a full and accurate record of proceedings of the meeting held on 14th August 2020.

.....**Cr Peter Shinton, Chairperson**

RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING HELD Via ZOOM
Thursday 27 August 2020

Meeting opened at 11:00am, due to COVID-19 restrictions the meeting was held electronically.

PRESENT

Ray Smith	Bland Shire Council	
Tony Donoghue <i>PSM</i>	Coolamon Shire Council	
Cr John Seymour <i>OAM</i>	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	Arrived 11:04am
Phil McMurray	Cootamundra-Gundagai Regional Council	Arrived 11:04am
Cr Heather Wilton	Greater Hume Shire Council	
Steven Pinnuck	Greater Hume Shire Council	
Aaron Drenovski	Goldenfields Water County Council	
Cr Dennis Palmer	Goldenfields Water County Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman <i>OAM</i>	Temora Shire Council	Chairman
Gary Lavelle <i>PSM</i>	Temora Shire Council	
Julie Briggs	REROC	
Kate Hardy	REROC	
Matthew Dudley	RAMJO/REROC	Arrived 11:03am

APOLOGIES

Apologies for non-attendance were received from Cr N Smith, Cr B Monaghan, James Bolton and Rachel Whiting.

Moved Cr P Veneris, seconded S Pinnuck that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved Cr H Wilton, seconded J Davis that the minutes of the meeting held on 25 June 2020 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

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

Letter from James Hay, Deputy Secretary, Energy, Climate Change and Sustainability, DPI regarding the NSW Public Lighting code review. The preparation of a response was referred to the Southern Lights project participants to prepare a submission.

Moved Cr P Veneris, seconded G Lavelle 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 and JO Operations – all Members were written to and asked if they were prepared to remain in REROC for another 2 years to mirror the State's requirement for them to remain in the JO. Some responses have been received but not all, some will go to the September council meetings. Riverina Water advised at the meeting their Board has passed a resolution that they will only remain a member of REROC for another 12 months but will not commit to the second year.

Cr Schirmer advised that Lockhart Shire Council questioned the need to run the two organisations for the two-year period and raised the issue of whether REROC be put into hibernation for the remaining term.

Greater Hume Shire, Coolamon Shire, Cootamundra-Gundagai Regional Council, Junee Shire and Temora Shire have resolved to remain in REROC for the next 2 years.

Goldenfields Water is making a decision at the 27 August board meeting. Bland Shire Council will be taking a recommendation to the September Council meeting.

Southern Lights – the tender for the Smart technology has reached the BAFO stage and analysis of the final tenders is currently underway. There are still some concerns around the viability of this part of the project. Essential Energy has lodged a submission for State funding assistance for the Smart rollout.

Design and Building Practitioners Act – a Briefing Paper was provided to the Board for information. The Riverina JO is considering the Act from a lobbying perspective but there are a number of operational impacts REROC may also need to consider.

Review of the NSW Public Lighting Code – the review of the Public Lighting Code is currently underway with submissions on the Code due by 14 September. The submission will be lodged by Southern Lights.

Moved by J Davis, seconded Cr H Wilton that REROC contribute to a submission on the Review of the Public Lighting Code.

CARRIED

Biodiversity Conservation reform – the final report for the Biodiversity project was provided to the Board for information.

Contaminated Lands – the funding arrangements for the new REROC/RAMJO delivery are being finalised with the EPA.

Regional Resettlement Program Presentation - Multicultural NSW has asked to present to the Board on the Regional Resettlement Pilot Program. The Board discussed this proposal and agreed that due to the current COVID situation the appropriate time to invite Multicultural NSW to present would be at the first meeting in February 2021.

REROC Board Meeting Dates - as the current REROC Board meeting dates clash with Goldenfields Water County Council's meetings it is recommended that the REROC meetings be moved to the fourth Friday of every second month.

Moved by Cr H Wilton, seconded P McMurray that the REROC Board meetings be moved to be in line with the new proposed Riverina JO meeting dates, the fourth Friday of every second month.
CARRIED

REROC AGM – The REROC AGM will be held on Friday 23 October 2020, we are currently looking at available venues that will meet the COVID meeting requirements.

Moved Cr R Schirmer, seconded Cr A McAlister that the CEO Report be received.
CARRIED

RESOURCE SHARING REPORT

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

Southern Lights – There has been 41.5% of the total planned 77,019 lights installed across the Southern Lights footprint. Full credit must be given to local council for getting this project across the line with almost no funding assistance from Government. Installation of LED lighting has commenced across the REROC region with Junee, Bland and Temora all scheduled to be installed by the end of the year. The Southern Lights group will be meeting again on 7 September to discuss the project.

Planning Technical Committee – M Dudley is participating in the Committee and updating on the CLM project. Greater Hume raised the issue of the rising cost of the Biodiversity credits. This issue will be referred to the Planners group to investigate further.

RivSIG and Mapped Out – NSW Spatial Services who are the presenters of the second day of the Mapped Out conference advised this week that due to travel restrictions they are unable to attend a face to face event. This news together with other travel restrictions in place for councils and distancing requirements that need to be put in place at the venue adds to the complications of running an event during COVID conditions. We have tentatively booked an alternative date for the Mapped Out conference in March 2021 and it is our recommendation to the Board that the conference be postponed until this time.

Moved by Cr A McAlister, seconded Cr H Wilton that the REROC Mapped Out conference be postponed due to COVID concerns until March 2021.

CARRIED

Water and Wastewater Group – the Group has identified additional procurements in their area with liquid alum, inspections/jetting and hypochlorite required. We will also be organising some webinars on telemetry training and looking at other training for staff working in the area.

Energy Management Group – the Group has agreed to undertake a project on micro-sites and will be applying for funding through the DPIE's Increasing Resilience to Climate Change funding. The group will also be working on a project to promote Electric Vehicle charging stations. The bi-annual Energy Conference will be held in March 2021 an agenda is currently being prepared.

Infrastructure/Engineers Group – there will be consultations with councils and industry stakeholders in mid-September for the CSIRO Transit study.

Moved Cr H Wilton, seconded Cr R Schirmer that the Resource Sharing report be received.

CARRIED

TREASURER'S REPORT

The report was tabled by T. Donoghue.

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

CARRIED

WASTE FORUM REPORT

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

No Time to Waste Conference – attendances at the Conference are likely to be compromised because of COVID. We have spoken with the venue and have booked an alternative date for February 2021, it is our recommendation to the Board that the No Time to Waste conference be postponed until February 2021.

Moved by Cr R Schirmer, seconded by J Davis that the No Time to Waste Conference be postponed due to COVID concerns until February 2021.

CARRIED

E-Waste - E-Waste collections continued throughout the region for the 2019/20 year with 249.8 tonnes of E-Waste diverted from landfill and sent to Kurrajong Recycling in Wagga Wagga to be processed. We are currently looking at booking our advertising for the 2020/21 year.

Waste Metal Collections – Waste metal is proving to be a valuable income stream for the participating councils with approx. 2,861 tonnes of waste metal collected over the 2019/20 financial year which resulted in approx. \$405,000 (excl GST) across the region. Another tender is about to be released.

Battery Collections – we will be looking at running a regional battery collection similar to the way we run waste metal and have contacted REROC councils to gain interest in participating.

EGEL Waste to Energy project – the REROC Waste Forum met with EGEL via zoom at the last meeting to discuss their Waste to Energy project. EGEL have advised they are working with Cootamundra-Gundagai Regional Council as the proposed site for this plant and a follow up meeting has been scheduled for Friday 4 September to discuss the project further.

Representatives from REROC, Cootamundra-Gundagai, Coolamon and Junee councils will be attending this meeting.

Moved by Cr H Wilton, seconded T Donoghue that REROC enter into discussions with EGEL to explore the feasibility of establishing a Waste to Energy Plant in the REROC region.

CARRIED

Funding of Voluntary Regional Waste Groups (VRWGs) after 30 June 2021 – REROC and RENEW are currently liaising with the EPA on the issue of ongoing funding for the VRWGs past 30 June 2021.

Safe Sharps – We are currently in discussion with Diabetes NSW about a remodel of the site. Diabetes NSW is in discussions with the Ministry of Health (MoH) to obtain some funding for this site upgrade to occur. The REROC Waste Forum will also contribute to the remodel of the Safe Sharps website.

Moved P Veneris, seconded T Donoghue 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 – the Forum has been moved to Wednesday 24 March 2021; all speakers, workshop facilitators and schools have been notified of the change. We have also been advised that our funding through the Murrumbidgee Primary Health Network can be rolled over to the new date.

Youth and Community Development Meeting – the group is currently meeting via Zoom and will continue to do so until the end of the year.

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

CARRIED

PROCUREMENT REPORT

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

Native Title Expert Panel – this EOI is now complete and the successful Panel members will be made available on the members section of the REROC website.

Bitumen Emulsion Tender – this RFQ was released on 11 August and closes next Tuesday 2 September.

Liquid Alum Tender – we are due to re-tender for Liquid Alum and have once again invited RAMJO councils to be part of this tender process, noting the new REROC non-member procurement charge.

Riverina JO BPAP – REROC is providing project support for this project.

Moved Cr R Schirmer, seconded Cr A McAlister that the Procurement report be received.

CARRIED

G Lavelle left the meeting at 11:56am

REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

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

Project Officer Position – a recruitment process is underway for this new position; the position will be advertised in September.

Project Management – the delivery of the project is in line with the amended project plan and the financial spend is also in line with the forecast budget.

Stakeholder engagement – a series of webinars will be delivered over the coming months with a refresher on contaminated land management the first to be delivered this week.

Historical Imagery Data – the CRCB project officer and EPA are currently liaising with NSW Spatial Services to provide councils with historical imagery back to 1940. This information is important for councils to make informed decisions on contaminated land.

Moved Cr H Wilton, seconded P Veneris that the Contaminated Land Management report be received.

CARRIED

GENERAL BUSINESS

IPART review of the council rates on mines – this was released in June, there is no timeline for feedback. As this is an advocacy issue it will be referred to the Riverina Joint Organisation for response.

Annual reports from Essential Energy on Public Lighting – these have not been received yet by councils. J Briggs to follow-up with Essential Energy.

NEXT MEETING

Friday 23 October 2020

CLOSURE+

Meeting closed at 12:09pm



Riverina Joint Organisation

Minutes

Board Meeting held

27 August 2020

Minutes of the Riverina Joint Organisation Board Meeting held via Zoom on Thursday 27 August 2020

The meeting opened at 9:01am

Present

Ray Smith	Bland Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Heather Wilton	Greater Hume Shire Council	
Steve Pinnuck	Greater Hume Shire Council	
Cr Dennis Palmer	Goldenfields Water County Council	
Aaron Drenovski	Goldenfields Water County Council	
James Davis	Junee Shire Council	Arrived 9:17am
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Cr Graham Sinclair	Temora Shire Council	
Gary Lavelle PSM	Temora Shire Council	
Cr Greg Conkey	Wagga Wagga City Council	
Julie Briggs	Riverina Joint Organisation	
Kate Hardy	Riverina Joint Organisation	

1. Apologies

Resolved on the motion of Cr G Conkey, seconded Cr J Seymour that the apologies of Cr N Smith, J Bolton, Cr B Monaghan and P Thompson be received.

2. Move to Committee of the Whole

Resolved on the motion of Cr R Schirmer, seconded Cr H Wilton 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 H Wilton, seconded Cr A McAlister that the minutes of the 25 June 2020 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

Resolved on the motion of Cr H Wilton, seconded Cr R Schirmer that a workshop be delivered for the Riverina Joint Organisation on the Wagga Wagga Special Activation Precinct (SAP) master plan.

Resolved on the motion of Cr H Wilton, seconded Cr G Sinclair that the Board note the progress on matters arising.

6. Correspondence

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

7. Chief Executive Officer Report

7.1 JO Funding Arrangements

Recurrent Funding for JOs – there has been no movement on this issue. The JOs are continuing their lobbying activities as is LGNSW.

7.2 JO Core Activities - Regional Planning

JO Capacity Building Funding – the Steering Committee is meeting regularly, and the project is progressing well. This project will require a lot of council input to be successful. A presentation on the project outlining council involvement is recommended for the next Board meeting.

The regional freight data analysis is coming together well with a second pass of data to be released in September for comment and consultation with stakeholders.

The Best Practice in Aggregated Procurement (BPAP) group is meeting regularly, and the project is also progressing well. Advice from Lindsay Taylor Lawyers (LTL) was provided to the Riverina JO Board for review, this document is to remain confidential within the Riverina JO group. Procurement is currently underway for stages 2-6 of this project.

James Davis arrived at the meeting 9:17am

With the departure of Ms Anneka Gehrmann, the Riverina JO is currently looking for a part time person to fill the Project Manager role for the skills project. The Chairman, Cr R Firman on behalf of the Riverina JO board congratulated Mrs C Garrett on stepping into the role to fill the gap within the JO for the interim.

The Chairman, Cr R Firman on behalf of the Riverina JO board extended warm wishes to Ms Gehrmann on the birth of her baby.

Resolved on the motion of Cr H Wilton, seconded by Cr A McAlister that the Board note the Report on the JO Capacity Building Projects and that time be provided on the agenda of the next Board meeting for a presentation on the Skills Shortages project.

Minutes of the Riverina Joint Organisation Board Meeting held via Zoom on Thursday 27 August 2020

Regional Water Strategy Workshop - A workshop was held with DPIE via Zoom on Wednesday 12 August to discuss the Regional Water Strategy; this workshop was well attended by members of the Riverina JO. We will continue to liaise with DPIE on the development of the Strategy.

7.3 JO Working Party Meetings

The scheduled meetings for both Working Parties were cancelled due to health circumstances.

7.4 JO Core Activities – Advocacy and Lobbying

COVID-19 Local Government Recovery Package – Cr Firman and J Briggs met with Cr Linda Scott, President of LGNSW, via Zoom on 23 July to discuss the JO’s proposal for the Local Government Recovery Package. We are currently waiting on a response from the Government on this issue.

Access to T-Corp Funding – An issue has arisen around the County Councils not being able to access funding through T-Corp. T-Corp have requested that Riverina JO prepare a submission highlighting this issue however, the County Councils are currently preparing their own submission with Rous County Council taking the lead on this. The county councils will request the Riverina JO to write a letter of support if needed.

ESL Increases –The Riverina JO will organise a workshop on this issue.

Section 7.12 Contributions for State Significant Developments – there have been no further developments on this issue and no further advice from the Minister for Planning in relation to the change he has going to make to the legislation.

Resolved on the motion of Cr H Wilton, seconded Cr R Schirmer that the Riverina JO Board write to the Minister for Planning seeking an update on the proposed changes to the EP&A Act to impose section 7.12 contributions on developments that are State Significant.

Consultation on the ABS Agricultural Census – A response was lodged for this consultation. Given some issues have arisen around border closures in relation to farmers owning properties on both sides of the border Mrs Briggs will now contact ABS to discuss the importance of collecting this type of information.

Streamlined Rate Variation Process to deal with Third Party-imposed Cost Events – this submission to the Minister on the issue is still being prepared.

Regional Roads Transfer Terms of Reference for the Independent Panel – J. Briggs attended the July consultation. EOIs are now open. If any council requires information out of the Riverina JO Freight Transport Plan, please contact Mrs Briggs. It was also recommended that if councils have nominated a road that is in the Freight Transport Plan the JO can write a letter a support for councils’ submission.

Resolved on the motion of Cr R Schirmer, seconded Cr J Seymour that the Riverina Joint Organisation prepare a regional submission that supports the submissions that councils are preparing for the Panel.

Certification of Council Engineers – a briefing paper on the new legislation was given to the Board for review. The issue needs to be considered from both operational and legislative perspectives. Cr Conkey advised that Wagga Wagga City Council is in discussions with CSU Wagga about implementing a Diploma in Local Government Engineering, Cr G Conkey will keep Riverina JO informed on the progress of this.

Resolved on the motion of Cr R Schirmer, seconded Cr J Seymour that the Working Parties continue to review these new requirements to assess the impacts on councils and to determine whether the JO should lobby for provisions in the Regulations to mitigate those impacts.

NSW Housing Strategy Discussion Paper – noted.

Mobile Phone Black Spots – The Federal Minister has responded to our correspondence suggesting that the JO engage with Mobile Network Operators in relation to the Black Spots. The LGNSW has provided information on the Federal Government’s Regional Connectivity Program. The JO has been approached by a local wi-fi technology provider Zetifi about a partnership project.

Resolved on the motion of Cr R Schirmer, seconded Cr J Seymour Riverina JO engage with Mobile Network Operators to address identified mobile black spots through the Federal Government Mobile Black Spot funding.

Resolved on the motion of Cr H Wilton, seconded Cr A McAlister that the Riverina JO form a working party to explore the opportunity address mobile phone black spots with Zetifi technology with a view to lodging a Regional Connectivity fund application.

Members of the Working Group are: Cr Abb McAlister, Cr Health Wilton, James Davis and Tony Donoghue.

LGNSW/JO Working Group - noted.

Audit, Risk and Improvement Framework - noted.

Mining Legislation - noted.

Up to 2% Increase in the Rate Peg without a Special Rate Variation - noted.

Proposed Export Waste Ban - noted.

7.5 JO Core Activities – Intergovernmental Co-operation

The following activities have occurred in this Core Activity:

Drought Sub-committee –The Committee is looking to rename itself to better reflect its current and likely future role. New terms of reference are proposed for the Committee group which will be provided to the Board at the October Board meeting. The Committee is proving a valuable platform to share information between councils and state and federal agencies.

Minutes of the Riverina Joint Organisation Board Meeting held via Zoom on Thursday 27 August 2020

Resolved on the motion of Cr H Wilton, seconded Cr G Sinclair that the Board approve the proposal to change the purpose of the Drought Committee to a broader remit that encompasses adverse events that are impacting on the communities within the JO Region.

Cross Border COVID Briefings – noted.

Smarter Regions CRC – noted.

Riverina-Murray Drought Task Group – noted.

Meetings with Murrumbidgee Primary Health District – noted.

Resolved on the motion of Cr H Wilton, seconded Cr R Schirmer that the Board receive the CEO's Report.

8. JO Chairman's Report

Local Government Representation on the National Cabinet – there is currently no representative for Local Government on the National Cabinet.

Resolved on the motion of Cr G Conkey, seconded Cr R Schirmer that the Riverina JO write to the NSW Premier, the NSW Deputy Premier, the Prime Minister and the Deputy Prime Minister to request Local Government representation on the National Cabinet with copies to the local members.

Joint JO Chairs' Meeting – the Joint Chairs met on 6 August.

Resolved on the motion of Cr A McAlister, seconded Cr H Wilton that the Board receive and note the Joint JO submission to the Inquiry into the Integrity, Efficacy and Value for Money of NSW Government Programs

Review/Evaluation of the operation of JOs – this was discussed at the Chairs' meeting, with OLG confirming that it will occur before the end of the year and that the JOs will be consulted.

Mrs J Briggs and Mrs K Hardy left the meeting at 9:55am

CEO Performance Review and Contract Extension – the terms of the CEO's contract were discussed.

Resolved on the motion of Cr R Schirmer, seconded Cr H Wilton that decisions relating to the CEO's secondary employment be delegated to the Chair.

Mrs J Briggs and Mrs K Hardy returned to the meeting at 10:02am

The meeting was adjourned at 10:04am for Mrs J Ludford, Chief Executive, Murrumbidgee Local Health District to address the Board.

The meeting recommenced at 10:40am

Minutes of the Riverina Joint Organisation Board Meeting held via Zoom on Thursday 27 August 2020

Resolved on the motion of Cr H Wilton, seconded Cr G Sinclair that the Board receive and note the Chairman's Report.

G Lavelle left the meeting at 10:41am

9. Board Meetings 2020/21

As the current Riverina JO meeting dates clash with Goldenfields Water County Council's meeting date it is recommended that the Riverina JO meetings be moved to the fourth Friday of every second month.

Resolved on the motion of Cr H Wilton, seconded Cr A McAlister that the Riverina JO move its Board meetings to the fourth Friday of every second month, commencing at 9.00a.m.

10. Finance Report

Noted.

G Lavelle returned to the meeting at 10:43am

Resolved on the motion of Cr J Seymour, seconded Cr A McAlister that the Board approve the 20/21 Revenue Policy and receive the Riverina JO Finance Reports.

11. Urgent Business without Notice

None.

12. Resolution to Move out of Committee of the Whole

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

13. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, October 23, 2020

Meeting closed at 10:45am

REPORTS TO COUNCIL

Section 1 - Office of the General Manager

8.1 Election of Mayor – September 2020



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

DP10.1 Ensure Councillors are provided with appropriate support and resources to carry out their civic duty

Author: Executive Assistant

Introduction

The purpose of this report is to inform Councillors of the requirement to hold the mayoral election at this meeting in accordance with the Local Government Act 1993 and Regulations and the attached Office of Local Government Circular 20-29.

290 When is an election of a mayor by the councillors to be held?

- (1) *The election of the mayor by the councillors is to be held:*
 - (a) *if it is the first election after an ordinary election of councillors—within 3 weeks after the ordinary election, or*
 - (b) *if it is not that first election or an election to fill a casual vacancy—during the month of September, or*
 - (c) *if it is the first election after the constitution of an area—within 14 days after the appointment of a provisional council or the first election of the council if a provisional council is not appointed, or*
 - (d) *if the relevant council is a non-functioning council, or a council of which all civic offices have been declared vacant, and the election is the first to be held after the appointment or election of the councillors—within 14 days after the appointment or election of the councillors.*
- (2) *If the councillors fail to elect a mayor as required by this section, the Governor may appoint one of the councillors as the mayor.*

Note. *The filling of a casual vacancy in the office of a mayor elected by the councillors is dealt with in section 295.*

230 For what period is the mayor elected?

- (1) *A mayor elected by the councillors holds the office of mayor for 2 years, subject to this Act.*
- (2) *A mayor elected by the electors holds the office of mayor for 4 years, subject to this Act.*
- (3) *The office of mayor:*

- (a) commences on the day the person elected to the office is declared to be so elected, and
- (b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.
- (4) A person elected to fill a casual vacancy in the office of mayor holds the office for the balance of the predecessor's term.

231 Deputy Mayor

- (1) The councillors **may** elect a person from among their number to be the deputy mayor.
- (2) The person **may** be elected for the **mayoral term or a shorter term**.
- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.
- (4) The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.

Schedule 7 Election of mayor by councillors (Clause 394)

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by **preferential ballot, by ordinary ballot or by open voting**.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*
- (2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

6 Count—2 candidates

- (1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*
- (2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

7 Count—3 or more candidates

- (1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*
- (2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*
- (3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*
- (4) *A further vote is to be taken of the 2 remaining candidates.*
- (5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*
- (6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) *The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.*
- (2) *The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

10 Count

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*
- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has*

the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.

- (4) *In this clause, absolute majority, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

11 Tied candidates

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) *to be declared to the councillors at the council meeting at which the election is held by the returning officer, and*
- (b) *to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.*

Financial Implications

Nil to this report

Summary

Councillors are now required to elect one of their number to be the Mayor of the Council until the ordinary Local Government elections are held on 4th September 2021.

Nomination forms for the election of Mayor have been provided. It would help the process if Councillors wishing to nominate a candidate for the office of Mayor completed the form prior to the meeting. However it is still open to Councillors, if they so wish, to nominate a candidate at the meeting provided the formalities concerning signature and written consent are observed.

Those completing the forms before the meeting should bring the completed forms with them to the meeting or hand them to the Returning Officer prior to the meeting.

Recommendation:

- i) That the Council note the report on the procedure for the election of Mayor.**
- ii) That the election of Mayor be held at this meeting.**
- iii) That in the event of a contested election that the Council determine whether voting is to be Open Voting, Ordinary Ballot or Preferential Ballot.**
- iv) That the General Manager be appointed Returning Officer for the purpose of this election.**
- v) That at the conclusion of the election any ballot papers be destroyed.**



Circular Details	20-29 / 4 August 2020 / A713425
Previous Circular	20-25 <i>The date of the next ordinary local government elections is 4 September 2021</i> 20-28 <i>Rules on attendance at council and committee meetings during the COVID-19 pandemic as of 1 July 2020</i>
Who should read this	Councillors / General Managers / Governance staff
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement

September 2020 mayoral elections

What's new or changing

- Councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the 2-year term of the current mayor expires. The mayor elected in September 2020 will hold their office until ordinary elections are held on 4 September 2021.
- Councils must also hold an election for deputy mayor if the deputy mayor's term has expired and county councils must elect a chairperson.

What this will mean for your council

- Schedule 7 of the *Local Government (General) Regulation 2005* prescribes three methods of election of mayors:
 - open ballot (eg a show of hands)
 - ordinary ballot, or
 - preferential ballot.
- Open ballots can be undertaken remotely where a council is conducting its meetings by audio visual link.
- Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person if the election is to be by way of an ordinary or preferential ballot.

Key points

- In deciding which method to use for the mayoral election, councils should consider the personal circumstances of their councillors to ensure that all councillors can participate in the mayoral election.
- Councillors may attend council meetings in person under the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020* for the purposes of participating in a mayoral election and staff may attend for the purposes of conducting the election.
- Councils should observe appropriate social distancing when conducting mayoral elections and take any other steps necessary to minimise the risk of infection by the COVID-19 virus and to ensure the health and safety of all attendees.

Where to go for further information

- The Office of Local Government has issued a fact sheet on conducting mayoral elections which is available at <https://www.olg.nsw.gov.au/councils/councillors/mayoral-elections/>.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

8.2 Election of Deputy Mayor – September 2020



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

DP10.1 Ensure Councillors are provided with appropriate support and resources to carry out their civic duty

Author: Executive Assistant

Introduction

The Councillors **may** elect one of their number to be the Deputy Mayor. The person may be elected for the Mayoral term or a shorter term. It would make sense however, to ensure a teamwork approach to council activities, that the Deputy Mayor is elected for the Mayoral term.

The Deputy Mayor's role is to exercise any function of the Mayor:-

- i) At the request of the Mayor; or
- ii) If the Mayor is prevented by illness, absence or otherwise from exercising the function;
or
- iii) if there is a casual vacancy in the Office of Mayor.

If no Deputy Mayor is elected or if the Deputy Mayor is unable to Act, the Councillors may elect one of their number to act as Deputy Mayor. This Council has in the past always elected a Deputy Mayor. The procedure for the election of the Deputy Mayor is the same as the procedure for the election of Mayor.

Separate forms to enable Councillors to nominate candidates for election as Deputy Mayor have been provided.

Financial Implications

Nil to this report

Summary

The election of a Deputy Mayor for the same term as the Mayor has widespread benefits in terms of continuity and development of an effective team.

Recommendation:

- i) That a Deputy Mayor be elected at this meeting.**
- ii) That the Deputy Mayor be elected for the Mayoral term.**
- iii) That in the event of a contested election that the Council determine whether voting is to be Open Voting, Ordinary Ballot or Preferential Ballot.**
- iii) That the General Manager be appointed Returning Officer for the purpose of this election.**
- iv) That at the conclusion of the election any ballot papers be destroyed.**

8.3 Disclosure of Interest Returns



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

DP13.2 Develop, implement and promote best practice governance policies and procedures

Author: Executive Assistant

Introduction

Pecuniary Interest Returns for the period 1 July 2019 to 30 June 2020 are due for submission to Council by 30 September 2020 for Councillors and designated persons who held office at 30 June 2020.

All returns have been completed and the Disclosure of Interest Register is tabled for Council's information.

Financial Implications

Nil to this report.

Summary

Under Clause 4.21 of the Model Code of Conduct a councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations.

Recommendation:

That Councillors note the Disclosure of Interest return requirements and accept the Disclosure of Interest Register as tabled.

8.4 LGNSW Annual Conference 2020 – Amended Format and Submission of Motions



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

DP10.1 Ensure that councillors are provided with appropriate support and resources to carry out their civic duty.

Author: General Manager

Introduction

The following advice concerning this year's conference has been received:

“LGNSW is pleased to present our Annual Conference in an online format this year, to allow members to come together, submit motions, vote and discuss key issues while still meeting COVID-19 health and safety requirements.

The conference will be held online on Monday 23 November 2020, from 8.45am. Your participation is vital to ensure LGNSW can hold a valid, quorate conference. The conference will include voting, so it is essential that you continue to register your nominated voting delegates and submit motions.

While it is disappointing we cannot catch up in person in Cessnock as planned, we have updated the Annual Conference program to suit an online format and have reduced the ticket price to reflect the revamped, shorter program.

These difficult economic times have shown it's more important than ever that we stand together as a sector in whatever format we can to advocate for what our communities need – be it bushfire recovery assistance, COVID-19 stimulus funding or more public spaces. We look forward to seeing you at the conference.”

The deadline for the submission of motions to this conference is 28 September 2020 and, as discussed at the September workshop, the attached motion and accompanying notes is now submitted for Council's endorsement.

Financial Implications

Given that the Conference will now be presented on-line, there will be no financial implications, other than a savings of around \$6,000.00.

Summary

A copy of the amended program is attached noting that there will be no workshops as previously indicated.

Recommendation:

That council endorses the attached motion and accompanying notes, concerning the IPART Review into Local Government Rating in NSW for submission to the LGNSW 2020 Conference.

Annual Conference 2020

Monday 23 November 2020

DRAFT PROGRAM (as of 25 August 2020)

MONDAY 23 NOVEMBER 2020 – Business Session	
8.45am	Demonstration of voting procedure and getting online.
9.00am – 9.05am	Conference introduction by Scott Phillips , Chief Executive, LGNSW
9.05am – 9.45am	<p>President's Welcome: Address by Cr Linda Scott, President, LGNSW Acknowledgement of Country and Opening of conference</p> <p>Opening of the Federal Conference: adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business session and consideration of motions.</p> <p>Opening of the State Conference including adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business sessions, and consideration of motions. Chaired by Cr Linda Scott Treasurer's report, Cr Jerome Laxale, Treasurer, LGNSW Adoption of the Treasurer's report</p>
9.45am – 10.35am	<p>Meet the Politicians Forum with Masters of Ceremony: Cr Linda Scott, President and Scott Phillips, CE, LGNSW</p> <p>Presentation from Premier of NSW, The Hon Gladys Berejiklian (15 mins) (invited)</p> <p>Followed by the Politicians' panel & Q&A: What is the best way for State Government to partner with councils to assist in a locally led recovery?</p> <ul style="list-style-type: none"> • The Hon Shelley Hancock MP, Minister for Local Government (invited) • Ms Jodi McKay, Leader of the Opposition (invited) • Mr David Shoebridge, MLC (invited)

10.35am – 11.15am	<p>Presentation: Facilitated by Linda Scott</p> <p>Keynote address: Building resilience through partnership.</p> <p>Presented by Commissioner of Resilience NSW, Shane Fitzsimmons (sponsor) (10 mins)</p> <p>Panel: Recovery and Resilience & Q&A: local strategies and actions to prepare for, recover from and build resilience to disasters and crisis.</p> <ul style="list-style-type: none"> • Leanne Barnes OAM, GM, Bega Shire Council (invited) • Mick Willing, NSW Assistant Police Commissioner, Bushfire Recovery (invited) • Shane Fitzsimmons, Commissioner of Resilience NSW (invited)
11.15am – 11.30am	<ul style="list-style-type: none"> • Sponsor address • Presentation of the AR Bluett Awards by the Trustees
11.30am – 11.45am	<p>LGNSW President and Elite Sponsor presents Outstanding Service Awards to elected members</p>
12.00pm – 12.30pm	<p>General Manager's Virtual Lunch (sponsor) (exclusive to GMs)</p> <p>Delegates break for lunch</p>
12.30pm-4.30pm	<p>Conference business if required</p>

LGNSW CONFERENCE 2020

MOTIONS FROM BLAND SHIRE COUNCIL

Category: Economic Policy

Title: IPART Review into Local Government Rating in NSW

Content:

That LGNSW lobby the NSW State Government, in the strongest possible terms, to ensure that Recommendation 34 of the 2016 IPART Review of the NSW Local Government Rating System does not become legislation because of the severe and adverse financial impact this will have on all mining affected communities in NSW.

Background:

The IPART Review into Local Government Rating in NSW was completed in 2016 and unfortunately, it has taken the NSW State Government four (4) years to respond. A much earlier and timelier response would have seen this issue resolved well before now.

The recommendation to reduce the income from the mining rate to something equivalent to a business rate would see the loss of income for Bland Shire Council of approximately \$700,000.00 p.a based on the 2020/2021 rating structure.

If this recommendation becomes legislation then Bland Shire Council would seriously need to consider increasing its rates across all other categories to compensate for such a loss.

Council finds it somewhat ironic that the Minister for Local Government, in a media release dated 18 June 2020, in response to the IPART Report, is quoted as saying:

“...the Government will continue to work to ensure councils have a stable and reliable revenue base so they can plan and deliver services for their communities into the future.”

The anticipated loss of \$700,000.00 per annum will certainly not achieve the Minister’s objective within the Bland Shire.

If NSW councils are to be deprived of significant income from mining activities based on the cost to service mining properties then should not the NSW Government also be reviewing its formula for the calculation of Royalties collected from mining activities based on a similar principle? Council expects not!

Bland Shire Council calls on the support of all NSW Councils in an effort to maintain the integrity of the mining rate and the community benefits that accrue as a direct result of this source of rate income.

8.5 Review of the Operations of REROC and RIVJO – September 2020



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

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

Author: General Manager

Introduction

Councillors will recall, back in May of this year, the report to Council about the future of the Riverina Joint Organisation (RIVJO) and REROC and that Council supported, in principle, the creation of a new regional organisation under the structure of a company limited by guarantee.

Council is now in receipt of the attached letter from the Chairman of REROC, Clr. Rick Firman OAM.

In essence, because of the conditions attached to the Covid-19 Stimulus Package, councils who were members of a Joint Organisation were required to retain their JO membership for a period of 2 years. This has therefore delayed the proposed establishment of a company limited by guarantee.

Financial Implications

The member councils of REROC are now being asked to commit to continued membership of REROC until the end of the 21/22 financial year.

The membership fee will remain the same as for the 20/21 financial period.

Summary

With the exception of Wagga City Council and Riverina Water, all other REROC member councils have committed to the additional 2-year membership.

Recommendation:

That given the conditions attached to the Covid-19 Stimulus Package for local councils that Bland Shire Council commit to continued membership of REROC to the end of the 2021/2022 financial period.

REROC

RIVERINA EASTERN REGIONAL
ORGANISATION OF COUNCILS

PO Box 646
Wagga Wagga NSW 2650
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email: mail@reroc.com.au
website: www.reroc.com.au
ABN: 91 443 421 423

8 July 2020

Cr Brian Monaghan
Mayor
Bland Shire Council
PO Box 21
West Wyalong NSW 2671

Dear Cr Monaghan,

Review of the REROC and JO Operations

I am writing on behalf of the Board of the Riverina Eastern Regional Organisation of Councils (REROC) in relation to the recent review that was undertaken into the operations of REROC and the Riverina Joint Organisation, the implications of the Local Government COVID-19 Stimulus Package and the conditions that pertain to its access.

Your council would be aware that one of the conditions for accessing the Local Government COVID-19 Stimulus Package was that councils who were members of a Joint Organisation were required to retain their JO membership for a period of 2 years. The condition was included in the contracts that councils signed in relation to the funding, significantly the ability to access the NSW Government's ESL funding was contingent on it.

The Member Councils resolved, as a result of the REROC/JO review, to move forward with the creation of a single regional organisation that was incorporated as a limited liability company. The creation of the new organisation depends on the Minister for Local Government providing approval, and if so, would result in both REROC and the Riverina JO being wound up. However, this now seems impossible, the financial implications that would result from these actions cannot be ignored. It is clear that if our Member Councils implement this pathway, they will miss out on hundreds of thousands of dollars in ESL funding.

This issue was discussed, at length, during REROC's June Board meeting. Our discussions were informed by the fact that the Members had already committed to funding REROC and the Joint Organisation for a further 12 months while we waited for permission and then established the new, single regional organisation. The REROC Board remains committed to this course of action but clearly, given current circumstances, this is no longer achievable within the 12-month timeframe.

Therefore, the Board has resolved to seek endorsement from the Member Councils to maintain REROC's current structure for a period of 2 years, including the provision of on-going funding for the Organisation. The Board is aware that this has financial implications for the Member Councils and that councils will want to be fully informed before making any commitments. As you know the membership fee for 20/21 Financial Year has already been advised, and Members have committed to that payment.

Over the last 18 months, REROC has been working to put more of its activities on a commercial footing, without disadvantaging our Members. We have introduced Member and non-Member fees for participation in our events, we have increased the cost of trade stands and attendance fees at our conferences and we have been actively seeking sponsorship support for all our activities. Our goal is to generate more "own-source" revenue to reduce dependence on membership fees. These activities will continue with the long-term objective of lowering the cost of membership.

However, even with these activities at this point we expect that the membership fee for the 21/22 Financial Year will be the same as it is for the 20/21 Financial Year.

I understand that this is a challenging time for our membership. What we all hoped was a clear pathway forward we have now been forced to place these plans in abeyance, however in doing so we are ensuring the best financial outcome for our communities. In addition, the OLG are now planning to undertake a review of Joint Organisations before the end of the year.

Given all that is happening, we are seeking a commitment from our Member Councils to continue their membership of the REROC until the end of the 21/22 Financial Year. REROC has made a significant contribution to the operation of our Members and local government generally, not just in our region but within NSW. We believe that it is important that the Organisation continue to provide its services for the next 2 years operating parallel and co-operatively with the Riverina Joint Organisation. In doing so we will ensure that Members continue to have options in relation to how they choose to collaborate on a regional level.

I want to thank the Board and our Member Councils for their patience and forbearance as we deal with these issues. We are genuinely committed to strong regional leadership and by continuing to work together we can deliver positive results for our Members and the communities they represent. I look forward to receiving advice regarding your Council's decision on its continuing commitment to the ROC.

Yours sincerely



Cr Rick Firman OAM
Chairman.

8.6 Southern Lights Project – Update – September 2020



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

DP5.1 Facilitate the delivery of accessible services and facilities

Author: General Manager

Introduction

An updated paper on this project is currently being prepared for distribution to all Southern Lights Councils, which will detail the achievements of the project to date.

Councillors may have seen the recent joint media release from Essential Energy and Bland Shire (copy attached) confirming the commencement of the roll out of LED lighting within the Bland Shire.

The total number of LEDs installed to date is standing at 31,933, which is 41.5% of the total, planned of 77,019 across Southern Lights NSW. Essential Energy has a dedicated website that shows the progress of the LED installations:

<https://engage.essentialenergy.com.au/led-upgrade>

Junee Shire commenced their LED upgrade on 20 August, Bland Shire was scheduled to commence on the 28 September, however, this has now been brought forward to 1 September and Temora Shire is scheduled for 19 October 2020.

The tender for the Smart Technology has reached Best and Final Offer (BAFO) stage and there will be a comprehensive analysis of the final tenders as this is a multi-million dollar procurement.

Financial Implications

Council will be aware that the funding of this project has been determined as follows:

- LED Lighting - \$291,810.81 (Local Roads & Community Infrastructure Program)
- Smart Controllers - \$153,720.00 (Local Roads & Community Infrastructure Program)

Summary

The Southern Lights Group and Essential Energy will be meeting on Monday 7 September to discuss the project and to provide a progress report to all stakeholders.

Essential Energy has produced information on what to expect during the LED upgrade program (See attached).

Recommendation:

That Council receives and notes the information in this report and that the General Manager continue to update Council on the progress of this project.

Monday, 31 August 2020

MEDIA RELEASE

LED street light project to provide long-term benefits

Work to upgrade more than 718 street lights to energy efficient technology will begin this week as part of a major energy efficiency project that will save hundreds of thousands in electricity bills and reduce greenhouse gas emissions in the Bland Shire.

The switch to LED technology will see a 250 MWh per year reduction in power use, delivering savings of approximately \$75,000 each year in maintenance and electricity costs.

Director of Technical Services Will Marsh said Bland Shire Council is committed to becoming more sustainable and the LED upgrade is just one initiative in Council's long term strategies to achieve energy and operational efficiencies into the future.

"Street lighting is a significant expense for Council and with more than 700 streetlights across Council's footprint, the upgrade will go a long way to reducing costs and providing significant long-term savings," Mr Marsh said.

"LEDs are far more energy efficient, require less maintenance and have a significantly longer life."

LED streetlights consuming around 17 watts each will replace existing high-energy lights consuming between 50 and 100 watts.

"Council is investing approximately \$288,000 to complete the bulk upgrade, with the costs expected to be recouped within a period of 3.16 years," Mr Marsh said.

Essential Energy streetlight Manager Adele Finch said the organisation continues to work closely with Councils across its distribution area and is committed to providing information and services that are appropriate to Councils' needs and those of the communities they serve. Miss Finch acknowledged the valuable input from the Southern Lights NSW Project, whose partners are working closely with Essential Energy to ensure the successful delivery of the project.

"Essential Energy is responsible for the maintenance and billing of more than 160,000 streetlights serving more than 85 councils across New South Wales and parts of Southern Queensland," Miss Finch said.

"Public lighting plays an important role in providing safe, secure and attractive public areas for both pedestrians and motorists."

"The new LED street lighting for Bland Shire Council will not only provide a more reliable, better quality lighting service, but will deliver savings of more than 55 per cent in energy consumption.

www.blandshire.nsw.gov.au

PO Box 21, West Wyalong NSW 2671
Ph: 02 6972 2266 Fax: 02 6972 2145
Email: council@blandshire.nsw.gov.au

Ray Smith
GENERAL MANAGER

Monday, 31 August 2020



MEDIA RELEASE

"This type of light also provides future potential for other 'smart' applications to be added and will allow Essential Energy to more effectively manage the streetlight network and respond more promptly to potential outages," Miss Finch said.

For more information contact

Craig Sutton
Community Relations Officer

Phone - 02 69722 266 or Email – council@blandshire.nsw.gov.au

www.blandshire.nsw.gov.au

PO Box 21, West Wyalong NSW 2671
Ph: 02 6972 2266 Fax: 02 6972 2145
Email: council@blandshire.nsw.gov.au

Ray Smith
GENERAL MANAGER

718
streetlights
to be
converted
to LED



SWITCHING to LED
technology in the Bland Shire
will see a 250 MWh annual
reduction in power
consumption



THE LED
UPGRADE
WILL
DELIVER
SAVINGS
OF UP TO
55%
IN ENERGY
CONSUMPTION

FACT

LED'S ARE MORE ENERGY EFFICIENT THAN OLDER HID TECHNOLOGY RESULTING IN A REDUCTION OF GREENHOUSE GAS EMISSIONS INTO THE ENVIRONMENT

THE OPERATING COST OF LED'S IS SIGNIFICANTLY LOWER THAN THE EXISTING TECHNOLOGY WHEN CONSIDERING BOTH MAINTENANCE AND ENERGY SAVINGS

LED'S PROVIDE MORE UNIFORM AND RELIABLE LIGHTING CREATING SAFER PUBLIC PLACES FOR THE COMMUNITY



Follow the LED upgrade on engage.essentialenergy.com.au

Essential Energy and Streetlighting

What to expect during the LED upgrade program

Working together

Essential Energy is responsible for the maintenance and billing of more than 160,000 streetlights serving 86 councils across regional New South Wales and parts of Southern Queensland. Essential Energy works closely with councils to provide information and services that are appropriate to councils' needs and those of the communities they serve. This is particularly important during the LED upgrade program.

What you can expect from us:

Throughout the planning and implementation of the LED upgrade program, Essential Energy will:

- Communicate with Council at various points to ensure you have a detailed understanding of the development and delivery of the proposed works
- Provide you with a contact person who will facilitate the process, and ensure your enquiries are promptly answered
- Provide you with additional information and resources via the [Essential Engagement platform](#).

What we need from you:

To facilitate the delivery of the project, Essential Energy encourages Council to:

- Provide a key point of contact for the project
- Ask questions, share opportunities and present concerns in a timely way to ensure we can serve you effectively.

Questions and answers

For councils' convenience, key questions and a delivery communications schedule are provided here. Further resources can be found on [Essential Engagement](#).

Q. What information can be provided to people as part of our community engagement approach?

- A. To assist councils in communicating with their communities, Essential Energy provides the document 'Streetlighting Upgrades: What you need to know'. This can be distributed to residents for their information and outlines many benefits of the technology. It also provides an overview of the process and timings for upgrades.

Q. What are the key messages for your community?

- A. The main purposes of streetlighting are to: enhance pedestrian and vehicle safety; reduce street crime; and enhance the ambience of streets and parks and business, tourism and entertainment precincts. The switch to LED technology offers further benefit by reducing energy consumption and greenhouse gas emissions; and reducing the burden of maintenance programs. This frees up Council resources to benefit the community in other ways. LED streetlighting also leads to a reduction in road crashes by improving light and providing higher levels of visibility.

Q. What are the benefits of adopting smart controllers with our new lights?

- A. By adopting smart controllers with the installation of LED technology, councils can also deliver further service to the community by using streetlights as an enabling platform for other services. This could include CCTV, digital signage, parking and water metering, 'push to talk' emergency systems, speakers and electric vehicle charging. Smart controllers can also provide flexibility in managing the level of light, which can further enhance the ambience and safety of streets and parks and business, tourism and entertainment precincts.

Delivery Communications Schedule

Six months prior to commencement of works	
Essential Energy will provide a letter to Council advising estimated commencement date for delivery	Council confirms key point of contact for duration of project and any questions or special needs
Five months prior to commencement of works	
Essential Energy holds two-day planning workshop to undertake scoping of issues, including:	
Day One: Essential Energy local depot and streetlighting team will meet to review identified priorities and issues and undertake in-field review and assessment of non-standard, decorative, night vision, and legacy streetlighting	Day Two: Essential Energy will meet with Council to review data and discuss Council needs and issues around non-standard, decorative, night vision and legacy streetlighting and establish an agreed action log
Four months prior to commencement of works	
Based on a joint scoping exercise in the workshop, Essential Energy will prepare an action log against technical data and will hold a joint teleconference with Council to discuss the report and notify Council of any potential issues	
Three months prior to commencement of works	
<ul style="list-style-type: none"> • Council and Essential Energy will reach agreement on final lights to be included in the works • Essential Energy will undertake data-cleansing and billing corrections to ensure accuracy and continuity 	
Two months prior to commencement of works	
<ul style="list-style-type: none"> • Essential Energy will provide a rollout plan to Council • From this point, a fortnightly teleconference will be held between Essential Energy and Council to advise on start dates and rollout progress 	
Week of commencement	
<ul style="list-style-type: none"> • A joint media release will be prepared with Council for a 'good news story' on commencement of the roll out for sharing with local media outlets • Council and Essential Energy will meet face-to-face to confirm the delivery plan, and to discuss any remaining opportunities and challenges • Work will commence 	
During delivery	
Our nominated Essential Energy contact will remain available for discussion regarding opportunities and challenges throughout delivery.	
Upon completion of delivery	
<ul style="list-style-type: none"> • A joint media release will be prepared with Council for a 'good news story' on completion of the roll out for sharing with local media outlets • Council will identify any remaining concerns and Essential Energy will respond • Council will confirm satisfactory completion of work. 	



More information is available on [Essential Engagement](#)
 If you have any questions, please contact:
 Waide Elliott, Streetlight and Joint Use Manager on 0428 133 869.

8.7 RDA Riverina – Country Change 2020-2021



Our Prosperity - Growing our population and jobs

DP14.2 Attract a diverse range of Visitors to the Shire

DP15.1 Encourage and actively seek out businesses and industry to relocate within the Shire

Author: General Manager

Introduction:

Council staff have been in negotiations with Regional Development Australia – Riverina, regarding involvement in the Country Change program for 2020/2021. This involves a campaign to promote employment opportunities within the region and in particular within the Bland Shire.

In July 2017, RDA Riverina re-launched its Country Change initiative – which is a partnership between RDA Riverina and Riverina Local Government Authorities. Part of its purpose was, and still is, to build a future workforce and reinvigorate local communities, and increase investment.

Its messaging has been based around sharing real-life, inspiring stories, while educating people, unfamiliar with the Riverina, on its opportunities. To date, the campaigns around this have proven to attract new residents, businesses and ideas to the region.

The Commonwealth Department of Jobs and Small Business reinforces the need to attract skilled people to the region.

The objective of Country Change is to transform the Riverina by attracting individuals and families considering a move out of metropolitan areas.

The factors pushing people and businesses are well documented and have become more prominent since the program began. The problems or push factors in metropolitan areas include:

- High cost of housing
- Increasing congestion
- Low wage growth
- Highly competitive business environment
- Poor work / life balance

By comparison, country areas have largely become more attractive due to the pull factors, including:

- Affordable housing
- Accessibility to health and education services
- Low congestion
- Low unemployment
- Supportive business environment
- Good work / life balance

Financial Implications:

The cost of involvement in this campaign is \$8,500.00

This will include marketing management - including sales funnels and social media management for 6 months in the lead up to the expo, monthly advertisement spend (total amount depends on numbers of LGA participants), bespoke videos and graphics, professional event management and advertising.

There are sufficient funds in the Economic Development budget to cover this investment.

Summary

To quote the Deputy Prime Minister just last week:

“If ever there was a time to consider a tree or sea change, it’s right now.

Quality of life in the regions keeps improving – and with competitive costs of living from the modest commute to value-for-money real estate, Australians can make the move into a region of their choice with plenty of cash left over”.

Recommendation:

- 1. That Council agrees to participate in the 2020/2021 Country Change campaign being coordinated by Regional Development Australia – Riverina;**
- 2. That the cost of involvement in the campaign, estimated at \$8,500.00, be met from the current Economic Development budget for 2020/2021.**

Section 2 – Corporate & Community Services

8.8 FINANCE AND INVESTMENT REPORT FOR AUGUST 2020



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

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

Author Manager Customer & Financial Services

Introduction

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

Financial Implications

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

BANK BALANCES AS AT 31st AUGUST 2020

ACCOUNT	BALANCE
General Fund	\$ 5,392,131.58
BCard	\$ 30,000.00
	\$ 5,422,131.58
Invested Funds	
Fixed Deposits	\$ 41,200,000.00
Deposits at Call	\$ 3,743,942.81
	\$ 44,943,942.81
Net Balance	\$ 50,366,074.39
Percentage of investment to Net Balance	89.23%

STATEMENT OF BANK BALANCES AS AT 31.8.20
SUBMITTED TO THE ORDINARY MEETING SEPTEMBER 15, 2020

BALANCE as at 01.08.20	\$ 3,658,697.88
Add Receipts	
<u>Receipts over \$150,000</u>	
11/08/20 Drought Communities Program Round 2	\$ 500,000.00
18/08/20 FAG 1 st Quarter 2020-21	\$ 958,568.00
21/08/20 Roads to Recovery Quarterly Payment	\$ 880,486.00
27/08/20 Local Roads and Community Infrastructure Program	\$ 924,914.00
31/08/20 RMS Block Grant August 2020	\$ 544,000.00
<u>Receipts under \$150,000</u>	\$ 1,952,601.04
<i>Total Receipts for August 2020</i>	\$ 5,760,569.04
Less Payments	
<u>Payments over \$150,000</u>	
06/08/20 Bank of Queensland Investment	-\$ 2,000,000.00
<u>Payments under \$150,000</u>	-\$ 2,027,135.34
<i>Total Payments for August 2020</i>	-\$ 4,027,135.34
CASH BALANCE	<u>\$ 5,392,131.58</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 August 01, 2020 to August 31, 2020.

I CERTIFY,

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

Fund		Voucher No.s	Total
Cheques		025938 - 025946	\$ 34,366.95
Auto-pay	Creditors	E022038 – E022325	\$ 3,512,397.87
Auto-pay	Payroll	02/08/20 – 23/08/20	\$ 458,303.59
August Bank Charges & Commission etc			\$ 1,603.77
Direct Debits		Repayments & Vehicle Lease	\$ 20,463.16
			\$ 4,027,135.34

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 15th September 2020, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

.....
General Manager

CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING

I certify that this accounts summary, covering amounts totalling \$4,027,135.34 was submitted to the Ordinary Meeting on the 15th September 2020 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

.....
Mayor

INVESTMENTS

The following table gives details of Council's Funds invested at 31st August 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-2021
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
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
28-May-2020	Bank of QLD	2,000,000.00	1097 days	1.35%	30-May-2023
28-May-2020	Bank of QLD	2,000,000.00	1460 days	1.50%	27-May-2024
6-August-2020	Bank of QLD	2,000,000.00	1093 days	1.05%	4-August-2023
	ANZ Deposit at Call	50,915.70	Cash at Call		
	CBA Deposit at Call	3,693,027.11	Cash at Call		
	TOTAL:	\$44,943,942.81			

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

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

GENERAL MANAGER

RATES REPORT

Below is a summary of outstanding rates

Total rates income levied (2020/21)	\$ 10,523,894.83
Rates received as at 31/08/2020	\$ 1,826,555.47
% of rates received to date	17.36%

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 August 2020**
- 2. That Council confirms the payment of accounts, for the period 01 August to 31 August 2020, summarised in the accounts summary totalling \$4,027,135.34.**

8.9 Endorsement Of Bland Shire Council Corporate Policies



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

DP13.2 Develop, implement and promote best practice governance policies and procedures

Author: Director Corporate and Community Services

Introduction

This report presents to Council information relating to the review of a number of existing corporate documents and presents the revised policies for endorsement and community feedback.

Financial Implications

The financial implications of this report relate to the advertisement of the endorsed policies for community feedback. It is not anticipated that there will be any ongoing costs associated with implementation.

Summary

Bland Shire Council's current Combined Delivery Program and Operational Plan 2019-2023 contains the following strategy:

Strategy 12.1 - Review Council's customer service charter and monitor Council services to ensure they are provided in a professional, timely and friendly manner and are responsive to community needs

As part of this strategy is the following action:

Review and monitor frontline customer service practices and performance.

The appointment earlier this year of a Coordinator Customer & Administrative Services allowed for this process to commence and, as a result, a number of policies are presented to Council as attachments for consideration.

These policies include:

- Customer Service Charter (Attachment 1)
- Complaints Handling Policy (Attachment 2)
- Dealing with Unreasonable Complaints Policy (Attachment 3)
- Confidentiality Policy (Attachment 4)

The draft policies were presented to the Consultative Committee on 11 August and discussed and endorsed by Manex. They are being presented to the elected Council for its endorsement ahead of being put on Public Exhibition for feedback from the Bland Shire community.

The Customer Service Charter sets out Council's commitment to the community to "continuously strive to meet or exceed our service standards and commitments". It includes

information of timeframes for dealing with customer requests and processes should the community be dissatisfied.

Accompanying the Charter are the Complaints Handling and the Dealing with Unreasonable Complaints policies. These documents describe in detail how Council will handle complaints, which are raised by members of the community.

The final policy document, the Confidentiality Policy, sets the framework for how Council staff will deal with information provided by members of the community, in particular, information which is of a private nature. Council holds information about a range of matters relating to council business and the residents of the community and cannot always know in advance, what information if released will cause negative outcomes for the council and its residents. To minimise the risks to council and its residents, council will preserve the confidentiality of council information to the fullest extent possible.

Recommendation:

That Bland Shire Council:

- 1. Endorses the following policies:**
 - **Customer Service Charter**
 - **Complaints Handling Policy**
 - **Dealing with Unreasonable Complaints Policy**
 - **Confidentiality Policy**
- 2. Place the policies on public exhibition for a period of 28 days for community feedback with comments received up until 30 October 2020.**
- 3. Should there be no further comment from the community on the exhibited documents, formally adopt and implement the exhibited policies across Bland Shire Council.**

CHARTER ADOPTED: *** PENDING *******

We will continuously strive to meet or exceed our service standards and commitments

OUR COMMITMENT TO YOU

We Will

- Make impartial and ethical decisions
- Consult with the community and advise of major decisions that may affect them
- Endeavour to provide accurate, consistent information in a polite & courteous manner
- Use information and Council resources responsibly and efficiently
- Act in accordance with the law, Council's Code of Conduct and the Code of Meeting Practice
- Respect your privacy and keep your information confidential unless disclosure is authorised by you or by the law
- Provide easy to access information for public inspection in customer service areas including Council policies and plans, community information brochures and newsletters, Council meeting agendas, information on the NSW Ombudsman and the Independent Commission Against Corruption (ICAC), development applications and other information on public exhibition

WRITTEN CORRESPONDENCE

We Will

- Acknowledge correspondence or provide an interim reply (including an approximate date of completion) within 10 working days
- Ensure all correspondence includes the name and contact details of the officer dealing with the matter

TELEPHONE CALLS

We Will

- Answer telephone calls within 6 rings and attempt to resolve the enquiry during the call
- Upon request advise the caller of the full name of the officer answering, or the officer's supervisor
- Record all significant calls in the form of a written file note in Council's official recordkeeping systems

AVAILABILITY OF STAFF

We Will

- Attend to customer service help desks within 5 minutes
- Facilitate staff availability for interviews either on request (making a mutually convenient appointment if the staff member is not available) or by prior arrangement during Council's hours of business

If you are satisfied:

If you are pleased with our level of service, then please take a moment to let us know. We value your feedback, either in person, by mail, telephone, fax or email, as it gives us the opportunity to recognise excellent service by our staff

If you are not satisfied:

- If you are not satisfied please raise the matter with Council's Director Corporate and Community Services by telephone, mail, fax, email or in person with a Customer Service Officer. The Director will investigate the complaint, in accordance with Council's Complaint Handling Procedures Policy, and advise the complainant of the outcome in a reasonable time

- If the complaint is justified, Council staff will explain the problem and outline what is being done to resolve the matter
- If the complainant is dissatisfied, the complainant can seek a review by the General Manager.
- If the complainant remains dissatisfied, the complainant can approach the NSW Ombudsman, ICAC or the Department of Local Government

Authorisation:

Status	Committee	N/A	
	Manex	August 2020	
Owner	General Manager		
EDRMS Doc. ID			
Superceded Policy	N/A		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2020	0		August 2022

Related Council Policy / Procedure
Customer Requests/Complaints Procedure
Dealing with Unreasonable Complainants
Bland Shire Council Code of Conduct
Internal Reporting Policy
Privacy Management Plan
Communication Policy



POLICY STATEMENT

COMPLAINTS HANDLING

POLICY ADOPTED: ***** PENDING *****

Policy Objective:

This policy is intended to ensure that we handle complaints fairly, efficiently and effectively.

Our complaint management system is intended to:

- enable us to respond to issues raised by people making complaints in a timely and cost-effective way
- boost public confidence in our administrative process, and
- provide information that can be used by us to deliver quality improvements in our services, staff and complaint handling.

This policy provides guidance to our staff and people who wish to make a complaint on the key principles and concepts of our complaint management system.

Policy Statement:

This policy applies to all staff receiving or managing complaints from the public made to or about us, regarding our services, staff and complaint handling.

Staff grievances, code of conduct complaints and public interest disclosures are dealt with through separate mechanisms.

Definitions:

a. Complaint

Expression of dissatisfaction made to or about us, our services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.

A complaint covered by this Policy can be distinguished from:

- staff grievances [see our Grievance and Disputes Policy]
- public interest disclosures made by our staff [see our Internal Reporting Policy]
- code of conduct complaints [see our Code of Conduct]
- responses to requests for feedback about the standard of our service provision [see the definition of 'feedback' below]
- reports of problems or wrongdoing merely intended to bring a problem to our notice with no expectation of a response [see definition of 'feedback']
- service requests [see definition of 'service request' below], and
- requests for information [see our Access to Information Policy].

b. Complaint management system

All policies, procedures, practices, staff, hardware and software used by us in the management of complaints.

c. Dispute

An unresolved complaint escalated either within or outside of our organisation.

d. Feedback

Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about our services or complaint handling where a response is not explicitly or implicitly expected or legally required.

e. Service request

Including:

- requests for approval
- requests for action
- routine inquiries about the organisation's business
- requests for the provision of services and assistance
- reports of failure to comply with laws regulated by the organisation
- requests for explanation of policies, procedures and decisions.

f. Grievance

A clear, formal written statement by an individual staff member about another staff member or a work related problem.

g. Policy

A statement of instruction that sets out how we should fulfil our vision, mission and goals.

h. Procedure

A statement or instruction that sets out how our policies will be implemented and by whom.

i. Public interest disclosure

A report about wrong doing made by a public official in New South Wales that meets the requirements of the *Public Interest Disclosures Act 1994*.

Responsibilities:

This organisation expects staff at all levels to be committed to fair, effective and efficient complaint handling. The following table outlines the nature of the commitment expected from staff and the way that commitment should be implemented.

Who	Commitment	How
General Manager	Promote a culture that values complaints and their effective resolution	<p>Report publicly on Bland Shire Council's complaint handling.</p> <p>Provide adequate support and direction to key staff responsible for handling complaints.</p> <p>Regularly review reports about complaint trends and issues arising from complaints.</p> <p>Encourage all staff to be alert to complaints and assist those responsible for handling complaints resolve them promptly.</p> <p>Encourage staff to make recommendations for system improvements.</p> <p>Recognise and reward good complaint handling by staff.</p> <p>Support recommendations for service, staff and complaint handling improvements arising from the analysis of complaint data.</p>
Director Corporate and Community Services	Establish and manage our complaint management system.	<p>Provide regular reports to General Manager on issues arising from complaint handling work.</p> <p>Ensure recommendations arising out of complaint data analysis are canvassed with General Manager and implemented where appropriate.</p> <p>Recruit, train and empower staff to resolve complaints promptly and in accordance with Bland Shire Council's policies and procedures.</p> <p>Encourage staff managing complaints to provide suggestions on ways to improve the organisation's complaint management system.</p> <p>Encourage all staff to be alert to complaints and assist those responsible for handling complaints resolve them promptly.</p> <p>Recognise and reward good complaint handling by staff.</p>
Staff whose duties include complaint handling	Demonstrate exemplary complaint handling practices	<p>Treat all people with respect, including people who make complaints.</p> <p>Assist people making a complaint, if needed.</p> <p>Comply with this policy and its associated procedures.</p> <p>Keep informed about best practice in complaint handling.</p> <p>Provide feedback to management on issues arising from complaints.</p> <p>Provide suggestions to management on ways to improve the organisation's complaints management system.</p> <p>Implement changes arising from individual complaints and from the analysis of complaint data as directed by management.</p>

All staff	Understand and comply with Bland Shire Council's complaint handling practices.	<p>Treat all people with respect, including people who make complaints.</p> <p>Be aware of Bland Shire Council's complaint handling policies and procedures.</p> <p>Assist people who wish to make complaints access the Bland Shire Council's complaints process.</p> <p>Be alert to complaints and assist staff handling complaints resolve matters promptly.</p> <p>Provide feedback to management on issues arising from complaints.</p> <p>Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.</p>
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Recommended Practices:



1. Facilitate complaints

People focus

We are committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures and complaint handling.

Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame.

Service Levels and Time Limits

Urgent Requests/Complaints

Initial Response: Response in the manner requested, will be provided within 24 hours. If the matter is then finalised there is no need for any further action, except to ensure that a completion date and details of action taken are entered as notes against the document on the service request form.

Follow Up: All requests / complaints should be resolved within 10 working days, where possible. If for any reason the matter cannot be resolved, the staff member responsible for this issue must ensure that the person making the request / complaint is informed as to the reasons why. This can be either by phone or in writing.

Non Urgent Requests / Complaints

Initial Response: Records staff or the responsible officer will forward a letter of acknowledgment regarding the complaint in accordance with Council procedures.

Follow Up: Every attempt should be made to resolve the matter within 10 working days. The person making the request/complaint must be informed in writing as to what action has been taken and if for any reason the matter cannot be resolved.

Review

Action Officers: All staff to attend to Service Requests within designated time frame.

Senior Management: A register of all outstanding service requests/complaints is provided monthly to Managers/Directors.

People making complaints will be:

- provided with information about our complaint handling process
- provided with multiple and accessible ways to make complaints
- listened to, treated with respect by staff and actively involved in the complaint process where possible and appropriate, and
- provided with reasons for our decision/s and any options for redress or review.

No detriment to people making complaints

We will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

Anonymous complaints

We accept anonymous complaints and will carry out an investigation of the issues raised where there is enough information provided.

Accessibility

We will ensure that information about how and where complaints may be made to or about us is well publicised. We will ensure that our systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance.

If a person prefers or needs another person or organisation to assist or represent them in the making and/ or resolution of their complaint, we will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent (e.g. advocate, family member, legal or community representative, member of Parliament, another organisation).

No charge

Complaining to us is free.

2. Respond to complaints

Early resolution

Where possible, complaints will be resolved at first contact with Bland Shire Council.

Responsiveness

We will promptly acknowledge receipt of complaints.

We will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

We are committed to managing people's expectations, and will inform them as soon as possible, of the following:

- the complaints process
- the expected time frames for our actions
- the progress of the complaint and reasons for any delay
- their likely involvement in the process, and
- the possible or likely outcome of their complaint.

We will advise people as soon as possible when we are unable to deal with any part of their complaint and provide advice about where such issues and/or complaints may be directed (if known and appropriate).

We will also advise people as soon as possible when we are unable to meet our time frames for responding to their complaint and the reason for our delay.

Objectivity and fairness

We will address each complaint with integrity and in an equitable, objective and unbiased manner.

We will ensure that the person handling a complaint is different from any staff member whose conduct or service is being complained about.

Conflicts of interests, whether actual or perceived, will be managed responsibly. In particular, internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

Responding flexibly

Our staff are empowered to resolve complaints promptly and with as little formality as possible. We will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

We will assess each complaint on its merits and involve people making complaints and/or their representative in the process as far as possible.

Confidentiality

We will protect the identity of people making complaints where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by the Bland Shire Council as permitted under the relevant privacy laws, secrecy provisions and any relevant confidentiality obligations.

3. Manage the parties to a complaint

Complaints involving multiple agencies

Where a complaint involves multiple organisations, we will work with the other organisation/s where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Where a complaint involves multiple areas within our organisation, responsibility for communicating with the person making the complaint and/or their representative will also be coordinated.

Where our services are contracted out, we expect contracted service providers to have an accessible and comprehensive complaint management system. We take complaints not only about the actions of our staff but also the actions of service providers.

Complaints involving multiple parties

When similar complaints are made by related parties we will try to arrange to communicate with a single representative of the group.

Empowerment of staff

All staff managing complaints are empowered to implement our complaint management system as relevant to their role and responsibilities.

Staff are encouraged to provide feedback on the effectiveness and efficiency of all aspects of our complaint management system.

Managing unreasonable conduct by people making complaints

We are committed to being accessible and responsive to all people who approach us with feedback or complaints. At the same time our success depends on:

- our ability to do our work and perform our functions in the most effective and efficient way possible
- the health, safety and security of our staff, and
- our ability to allocate our resources fairly across all the complaints we receive.

When people behave unreasonably in their dealings with us, their conduct can significantly affect the progress and efficiency of our work. As a result, we will take proactive and decisive action to manage any conduct that negatively and unreasonably affects us and will support our staff to do the same in accordance with this policy.

For further information on managing unreasonable conduct by people making complaints please see our policy on Managing Unreasonable Complainants.

4. Complaint management system



4.1 Introduction

When responding to complaints, staff should act in accordance with our complaint handling procedures as well as any other internal documents providing guidance on the management of complaints.

Staff should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

The five key stages in our complaint management system are set out below.

4.2 Receipt of complaints

Unless the complaint has been resolved at the outset, we will record the complaint and its supporting information. We will also assign a unique identifier to the complaint file.

The record of the complaint will document:

- the contact information of the person making a complaint
- issues raised by the person making a complaint and the outcome/s they want
- any other relevant and
- any additional support the person making a complaint requires.

4.3 Acknowledgement of complaints

We will acknowledge receipt of each complaint promptly, and preferably within 10 of working days.

Consideration will be given to the most appropriate medium (e.g. email, letter) for communicating with the person making a complaint.

4.4 Initial assessment and addressing of complaints

Initial assessment

After acknowledging receipt of the complaint, we will confirm whether the issue/s raised in the complaint is/are within our control. We will also consider the outcome/s sought by the person making a complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed.

When determining how a complaint will be managed, we will consider:

- How serious, complicated or urgent the complaint is
- Whether the complaint raises concerns about people's health and safety
- How the person making the complaint is being affected
- The risks involved if resolution of the complaint is delayed, and
- Whether a resolution requires the involvement of other organisations.

Addressing complaints

After assessing the complaint, we will consider how to manage it. To manage a complaint, we may:

- Give the person making a complaint information or an explanation
- Gather information from the person or area that the complaint is about, or
- Investigate the claims made in the complaint.

We will keep the person making the complaint up to date on our progress, particularly if there are any delays. We will also communicate the outcome of the complaint using the most appropriate medium. Which actions we decide to take will be tailored to each case and take into account any statutory requirements.

4.5 Providing reasons for decisions

Following consideration of the complaint and any investigation into the issues raised, we will contact the person making the complaint and advise them:

- the outcome of the complaint and any action we took
- the reason/s for our decision
- the remedy or resolution/s that we have proposed or put in place, and
- any options for review that may be available to the complainant, such as an internal review, external review or appeal.

If in the course of investigation, we make any adverse findings about a particular individual, we will consider any applicable privacy obligations under the *Privacy and Personal Information Protection Act 1998* and any applicable exemptions in or made pursuant to that Act, before sharing our findings with the person making the complaint.

4.6 Closing the complaint, record keeping, redress and review

We will keep comprehensive records about:

- How we managed the complaint
- The outcome/s of the complaint (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations, and
- Any outstanding actions that need to be followed up.

We will ensure that outcomes are properly implemented, monitored and reported to the complaint handling manager and/or senior management.

4.7 Alternative avenues for dealing with complaints

We will inform people who make complaints to or about us about any internal or external review options available to them (including any relevant Ombudsman or oversight bodies).

Complaints, dependant on their nature, can be referred to the following external agencies for an external review:

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

National Relay Service 1300 555 727 ask for 02 8281 5999

Facsimile: 02 9264 5364

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

Address: GPO Box 500, Sydney NSW 2000

Matters concerned corrupt conduct, which is defined as dishonest or partial exercise of any official functions by a public official.

Auditor-General of the NSW Audit Office

Phone: 02 9275 7100

Email: mail@audit.nsw.gov.au

Web: www.audit.nsw.gov.au

Address: GPO Box 12, Sydney NSW 2001

For disclosures about serious and substantial waste

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

National Relay Service 1300 555 727 ask for 02 9286 1000

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street,
Sydney NSW 2000

Matters concerned maladministration

Office of Local Government in the Department of Premier and Cabinet

Phone: 02 4428 4100

Facsimile: 02 4428 4199

Email: olg@olg.nsw.gov.au

Web: www.olg.nsw.gov.au

Address: Locked Bag 3015, Nowra, NSW 2541

Matters concerned a serious breakdown in Council's operations, if the Council as a whole is not operating satisfactorily or pecuniary interest matters

Information & Privacy Commission

Toll free: 1800 472 679

Facsimile: 02 664 9518

Email: ipcinfo@ipc.nsw.gov.au

Web: www.ipc.nsw.gov.au

Address: GPO Box 7011 Sydney NSW 2001

Breaches of the Government Information (Public Access) Act 2009

Breaches of the Privacy and Personal Information Act 1998

Anti-Discrimination Board of NSW

Matters relating to discrimination, disability and harassment

PO Box W213 Parramatta Westfield NSW 2150

Phone (02) 9268 5544

National Relay Service 1300 555 727 ask for 02 9268 5544

Toll free 1800 670 812 (for regional NSW only)

Email enquiries: adbcontact@justice.nsw.gov.au

Email complaints: complaintsadb@justic.nsw.gov.au

Australian Competition & Consumer Commission

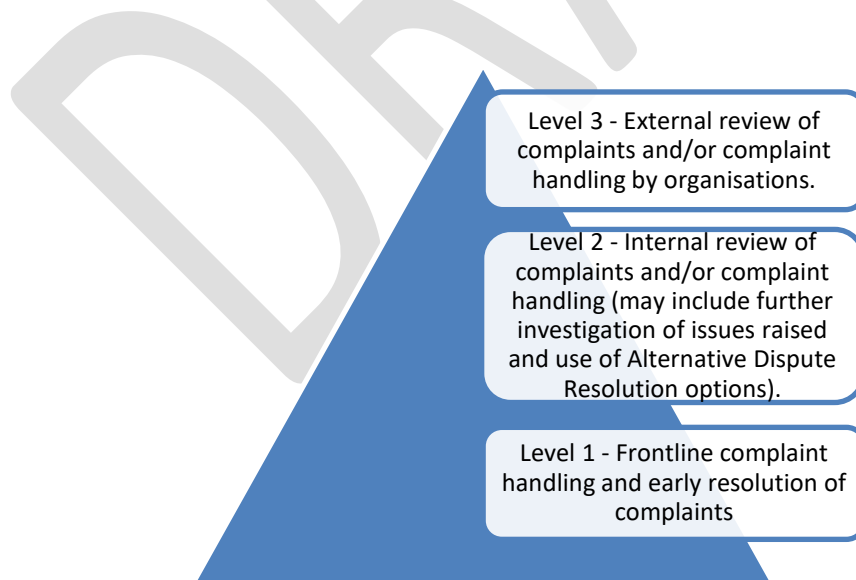
Competitive neutrality complaints

GPO Box 3131

Canberra ACT 2601

Ph. (02) 9230 9133

4.8 The three levels of complaint handling



We aim to resolve complaints at the first level, the frontline. Wherever possible staff will be adequately equipped to respond to complaints, including being given appropriate authority, training and supervision.

Where this is not possible, we may decide to escalate the complaint to a more senior officer

within Bland Shire Council. This second level of complaint handling will provide for the following internal mechanisms:

- assessment and possible investigation of the complaint and decision/s already made, and/or
- facilitated resolution (where a person not connected with the complaint reviews the matter and attempts to find an outcome acceptable to the relevant parties).

Where a person making a complaint is dissatisfied with the outcome of Bland Shire Council review of their complaint, they may seek an external review of our decision (by the Ombudsman for example).

5. Accountability and learning

5.1 Analysis and evaluation of complaints

We will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis.

Regular reports will be run on:

- the number of complaints received
- the outcome of complaints, including matters resolved at the frontline
- issues arising from complaints
- systemic issues identified, and
- the number of requests we receive for internal and/or external review of our complaint handling.

Regular analysis of these reports will be undertaken to monitor trends, measure the quality of our customer service and make improvements.

Both reports and their analysis will be provided to Bland Shire Council's ~~CEO~~ General Manager and senior management for review.

5.2 Monitoring of the complaint management system

We will continually monitor our complaint management system to:

- ensure its effectiveness in responding to and resolving complaints, and
- identify and correct deficiencies in the operation of the system.
- Monitoring may include the use of audits, complaint satisfaction surveys and online listening tools and alerts.

5.3 Continuous improvement

We are committed to improving the effectiveness and efficiency of our complaint management system. To this end, we will:

- support the making and appropriate resolution of complaints
- implement best practices in complaint handling
- recognise and reward exemplary complaint handling by staff
- regularly review the complaints management system and complaint data, and
- implement appropriate system changes arising out of our analysis of complaints data and continual monitoring of the system.

5.4 How to lodge a complaint

Council will respond to complaints whether they are provided in writing (using customer feedback form or in a letter, fax, email or verbally (in person or by telephone).

However, if a complaint cannot be resolved at the frontline, i.e. at the first tier, then Council requests the complaint be submitted in writing.

All complaints in relation to the following matters must be in writing:

- Complaints about staff – to ensure confidentiality of the complaint
- Complaints about Council's assessment and regulatory processes – certain aspects of statutory assessment and regulatory processes may involve court action.

Complaints can be made to Council:

In writing

- The General Manager, Bland Shire Council, PO Box 21, West Wyalong NSW 2671
- Fax (02) 6972 2145
- Email – council@blandshire.nsw.gov.au

In Person

- Speak to a Customer Service Officer at Administrative Building, 2-6 Shire Street, West Wyalong; or
- Make an appointment to speak to the staff member with whom you have been dealing, or with their Manager

By Telephone

- Council Office, West Wyalong on 02 6972 2266

Note: Dependant on the seriousness or complexity of the complaint. The complainant may be requested to submit the complaint in writing with all relevant information.

Non Council Issues

For matters that are not within Council's jurisdiction the complainant will be informed by Council staff of the name, telephone number and any other relevant details of the appropriate organisation (if known).

References:

The development of this policy has been informed by the following:

- Australian and New Zealand Standard Guidelines for complaint handling in organizations AS/NZS 10002:2014
- NSW Ombudsman Effective complaint handling guidelines, 2nd Edition, December 2010
- Victorian Ombudsman Councils and complaints - a good practice guide, February 2015
- Joint publication of the NSW Ombudsman and Department of Local Government Complaints Management in Councils Practice note no. 9, revised July 2009
- Ombudsman Western Australia Guidelines on complaint handling, November 2010
- Commonwealth Ombudsman Better Practice Guide to Complaint handling 1, April 2009
- NESTA Grumbles Gripes and Grievances The Role of Complaints in Transforming Public Services, April 2013

- Scottish Public Services Ombudsman SPSO Statement of Complaint Handling Principles, 2011
- The British and Irish Ombudsman Association Guide to Principles of good complaint handling, 2007
- NSW Ombudsman Managing Unreasonable Complaint Conduct – a Model Policy and Procedure 2012
- Victorian Ombudsman Good Practice Guide, November 2007
- Disability Services Commissioner Victoria Good Practice Guide and Self Audit Tool, 2nd Ed. 2013.

Authorisation:

Status	Committee	11 August 2020	
	Manex	August 2020	
Owner	General Manager		
EDRMS Doc. ID	403922		
Superseded Policy	Complaint Handling Policy 21 April 2015		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
18 February 2014	0		February 2015
21 April 2015	1		April 2016
19 April 2016	2	34042016	April 2017
August 2020	3		August 2022

Related Council Policy / Procedure
Customer Requests/Complaints Procedure
Dealing with Unreasonable Complainants
Bland Shire Council Code of Conduct
Internal Reporting Policy
Privacy Management Plan
Communication Policy

POLICY STATEMENT

DEALING WITH UNREASONABLE COMPLAINANTS

POLICY ADOPTED: ***** PENDING *****

Policy Objective:

To provide a process for council staff when dealing with 'unreasonable' complainants.

Policy Statement:

The substance of a complaint will determine the level of resources allocated to it, not the complainant's wishes, demands or behaviour.

When a complainant is determined to be unreasonable, a letter, from the General Manager, informing the complainant that nothing further is going to be done, will be sent accordingly.

Definitions:

Unreasonable: -

- persisting with a complaint even though it has been comprehensively considered by council;
- reframing a complaint so it will be taken up again;
- showing an inability to accept the final decision;
- insisting that a particular solution is the correct one in the face of valid contrary or alternative evidence;
- persisting in interpreting the law or policy in a way that is inconsistent with generally accepted expert views on the issue;
- demanding a review because it is available, but not arguing a case for a review.

Responsibilities:

This policy applies to all staff who deals with complaints from stakeholders. However, determination of an 'unreasonable' complaint will be undertaken by the Director in consultation with the General Manager.

Recommended Practices:

Nil

References:

NSW Ombudsman – Management strategies for dealing with unreasonable complaint conduct.

Appendices:

Nil

Authorisation:

Status	Committee	11 August 2020	
	Manex	August 2020	
Owner	General Manager		
EDRMS Doc. ID	355583		
Superseded Policy	N/A		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
7 February 2012	0		

Related Council Policy / Procedure

DRAFT

POLICY STATEMENT

Confidentiality Policy

POLICY ADOPTED: ******* PENDING *******

Policy Objective:

This policy records council's commitment to preserving the confidentiality of information held by the council. Nothing within this policy overrides the provision detailed in Part 8 of Council's adopted Code of Conduct (Clauses 8.9 to 8.12 inclusive) which relate to Access to Information and Council Resources.

Council holds information about a range of matters relating to council business and the residents of the community and cannot always know in advance, what information if released will cause negative outcomes for the council and its residents.

To minimise the risks to council and its residents, council will preserve the confidentiality of council information to the fullest extent possible.

There are laws which require council to make information available to members of the public and governing bodies, council will fully comply with its obligations under such laws.

Policy Statement:

The Council will preserve the integrity of confidential information as far as possible under the law.

Confidential information must not be released to any person unless:

- The information relates only to that person (it is solely information about that person)
- It is information that relates only to a person, and that person has provided the council with written authority to release the information to someone else
- The release is necessary for the conduct of the council's business and is in the public interest
- The council is obliged under law to release the information to that person

If an employee is unsure whether a document or information is confidential or not the employee should consult with their Coordinator/Manager/Director or General Manager (or hers/his delegate) before taking any action in relation to the or information that may result in them becoming available to a member of the public.

An employee must not access council information except to the extent that is necessary to do so in order to perform their official duties.

Section 63 of The Privacy and Personal Information Protection Act 1998 ("PPIPA") makes it an offence for past or present employees to make improper use of information that they have acquired by virtue of their position with council.

Definitions:

Confidential Information means information generally not known by or available upon request to the public which:

- Identifies and relates to a particular individual; or
- Carries a risk that if released or improperly used would cause harm to the council or a member of the community, or give an unfair advantage to someone.

The following classes of information must always be treated as confidential:

- Legal advice received by council, including the substance or effect of that legal advice, or any conclusions reached in that legal advice, or any reason upon which those conclusions were reached, or any course of action recommended in that legal advice.
- Information provided to council on the condition that it is kept confidential.
- Information dealing with the appointment, appraisal, discipline or dismissal of employees.
- Information dealing with industrial matters affecting employees.
- Information associated with the preliminary budget.
- Information dealing with the rating concessions for individuals.
- Information associated with contract proposed by council.
- Information associated with starting or defending legal proceedings.
- Information dealing with the security of property.
- Information dealing with the trade secrets of any person or body.
- In-confidence conversations and information associated with any person or body associated with council.
- Information considered and discussed in meetings closed to the public, as per the Local Government Act 1993.
- Names and/or addresses of complainants or witnesses and those who wish to remain anonymous when dealing with council.
- Any information that is designated as confidential by the General Manager, until such time as the council has resolved that the General Manager's confidentiality designation should be removed.

Information – Includes discussions, documents, electronic data or knowledge.

Employees – Includes agents, employees, contractors, volunteers and all others who work on behalf of council.

Responsibilities:

This policy applies to all information designated as confidential which is held by council and must be complied with at all times by all employees (including temporary or casual) of Council.

Recommended Practices:

N/A

References:

The Privacy and Personal Information Protection Act 1998 ("PPIPA")

Local Government Act 1993

State Records Act 1998

Government Information Public Access Act 2009 ("GIPA" Act)

Appendices:

Code of Conduct extract - PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES
Clauses 8.9-8.12

Authorisation:

Status	Committee	N/A	
	Manex	August 2020	
Owner	Director Corporate and Community Services		
EDRMS Doc. ID	< .. Contact Records..>		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
	0		
Related Council Policy / Procedure			
Code of Conduct			
Privacy Management Plan			
Performance and Conduct Procedure ‘			
Records Management Policy			

Appendix 1

Code of Conduct extract - PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Use of certain council information

8.1 In regard to information obtained in your capacity as a council official, you must:

- a) subject to clause 8.14, only access council information needed for council business
- b) not use that council information for private purposes
- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

8.2 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.3 In addition to your general obligations relating to the use of council information, you must:

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

8.4 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

8.10 ENDORSEMENT OF THE REVISED DELIVERY PROGRAM 2017-2022 AND OPERATIONAL PLAN 2020/2021



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

DP 10.3 - Ensure the General Manager takes a high level role in implementing the Community Strategic Plan and other Council documents

Author: Director Corporate and Community Services

Introduction

The purpose of this report is for Council to endorse a reworked Combined Delivery Program 2017-2022 And Operational Plan 2020/2021 (Attachment 1).

Financial Implications

There are no financial implications for Council as there has been no change made to the adopted Operational Plan Budget nor is there a requirement to undertake a community engagement process or advertise the document.

Summary

At the Council meeting of 16 June 2020, on the motion of Councillors McGlynn and Baker Council resolved (Resolution No. 10062020) to adopt “the Operational Plan (including Budget) for the 2020/2021 Financial Year) and the Revenue Policy (including Schedule of Fees and Charges) for the 2020/2021 Financial Year)” as well as to extend “Council’s Delivery Program 2017-2021 for an additional 12-month period to June 2022”.

Since the adoption of the combined document, an internal review has been undertaken as part of the implementation of a new reporting software program. This review identified a number of repetitions and similarities within the adopted Combined Delivery Program and Operational Plan (DPOP). Through discussions with staff required to report against the DPOP, a revised document has been developed to condense and clarify the reporting actions as well as to identify more effective mechanisms for staff to report on activities to the Council and Community.

Contained within the Combined DPOP adopted by Council at its June meeting were some 201 actions for staff. The revised document, with realignment and consolidation of actions sees that number reduced to 165. For ease of identification, also attached to this report is a table, which shows the actions from the DPOP adopted in June, including the coding, Operational Plan Action, reasons for change and related new action or reason for changes (Attachment 2).

As the intent of the original Delivery Program and Operational Plan has not been significantly changed, there is no statutory requirement for Council to undertake community consultation. Endorsement of the revised DPOP will allow for staff to meet its legislative reporting obligations under the Integrated Planning and Reporting (IP&R) framework.

It is anticipated that with the new reporting measures developed through this process and implementation of the reporting program, the information presented to Council as part of the IP&R requirements will be more meaningful and relevant.

Recommendation:

That Council endorse the revised Combined Delivery Program 2017-2022 and Operational Plan 2020/2021.

Section 3 – Technical Services

8.11 SWIMMING POOL CONTRACT



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

DP 5.1 Facilitate the delivery of accessible services and infrastructure.

Author Director Technical Services

Introduction

On 17 April, 2018, Bland Shire Council adopted , in part, “That the L&R Group be offered a further two year extension option for the swimming pool contract at the end of this time in 2020”. The L&R Group have exercised this option and have also requested, for logistical reasons (mainly in the coordination of all their pool contracts), to increase this extension to three years. The L&R Group have also agreed that if the extra year is granted, they will not apply the CPI over the three years as per their contract.

The L&R Group when they won the original contract were below the competing tenders at that time, and have continued this competitiveness in the region when applying for running of other pools.

The L&R Group has gone beyond the terms of the contract in developing the pool and the community during their running of the pool, an example is the Triathlon which was solely developed by the L&R Group to benefit the whole community.

From a staff perspective they have been seen to be a valuable member of the community and community organisations, and have been very easy to deal with regarding pools matters.

Financial Implications

None, funding already approved.

Recommendation:

That Bland Shire Council:

- 1. Note that the L&R Group have exercised their two year option.**
- 2. Extend this option by an extra year (contract finishing 2023) provided that the CPI clause in the contract is not exercised over the three years.**

Section 3 – Reports for Information

Recommendation:

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

- **8.12 – Economic Development and Tourism Monthly Report**
- **8.13 - Community Services Report**
- **8.14 - Bland Shire Library Monthly Update**
- **8.15 - Children’s Services Monthly Update**
- **8.16 - Bland Community Care Services Update**
- **8.17 - Assets & Engineering Services Report**
- **8.18 - Development Services Activity Report – August 2020**

8.12 Economic Development & Tourism Monthly Report



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: Ray Smith and Marina Uys

Introduction: Economic Development and Tourism initiatives August 2020

Financial Implications: Nil

Economic Development

Why Leave Town Statistics

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	June 20	June 20	Jul 20	Aug 20	Entire Program Oct 19 - Sep 20
Total Program										
Number of Loaded Cards	17	40	64	284	16	12	427	860	543	1,671
Load Value	\$1,010	\$3,100	\$2,330	\$7,275	\$510	\$1,095	\$21,590	\$36,910	\$22,571	\$76,183
Number of Redemptions	71	57	42	21	36	81	151	459	206	723
Value of Redemptions	\$2,564	\$2,340	\$1,532	\$788	\$981	\$2,253	\$4,985	\$15,444	\$6,706	\$25,448

Southern Lights Project

This project is progressing and a report was submitted to the September Council meeting detailing the status of this project. The installation of the LED street lights has commenced.

Proposed New Business Park

Details on the marketing strategy, concept design and development costs were discussed at the September Council Workshop. There has been a number of enquiries concerning the purchase of land within the new complex and these are being pursued.

Country Change 2020

Reference is made to the report to the September Council meeting recommending Council's participation in the 2020/2021 campaign.

Business Development Assistance Applications

An application was forwarded to the operator of the new Fat Bob and the Blonde Café now operating in Weethalle.

Webinars Offered to Bland Shire Businesses

Bland Shire collaborated with Netsripes and offered free online webinars to Businesses in the Bland Shire. In Bland Shire 72 participants registered for 20th and 27th August webinars: Futurise Insight: Digital Marketing in a Post Covid Era

Next available Webinars are:

- 9th September - Social Media Secrets for Business Owners
- 17th September - Digital Marketing Success Formula
- 23rd September - Social Media Secrets for Business Owners

Saturn Metals to hold community consultation evening

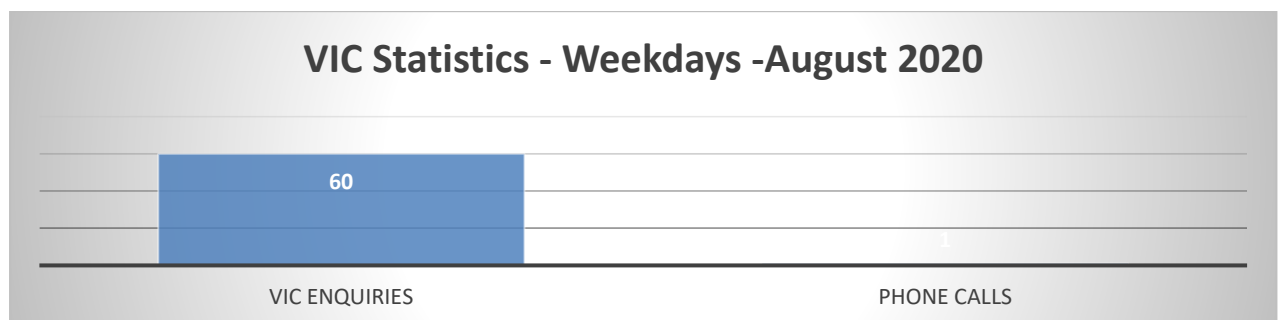
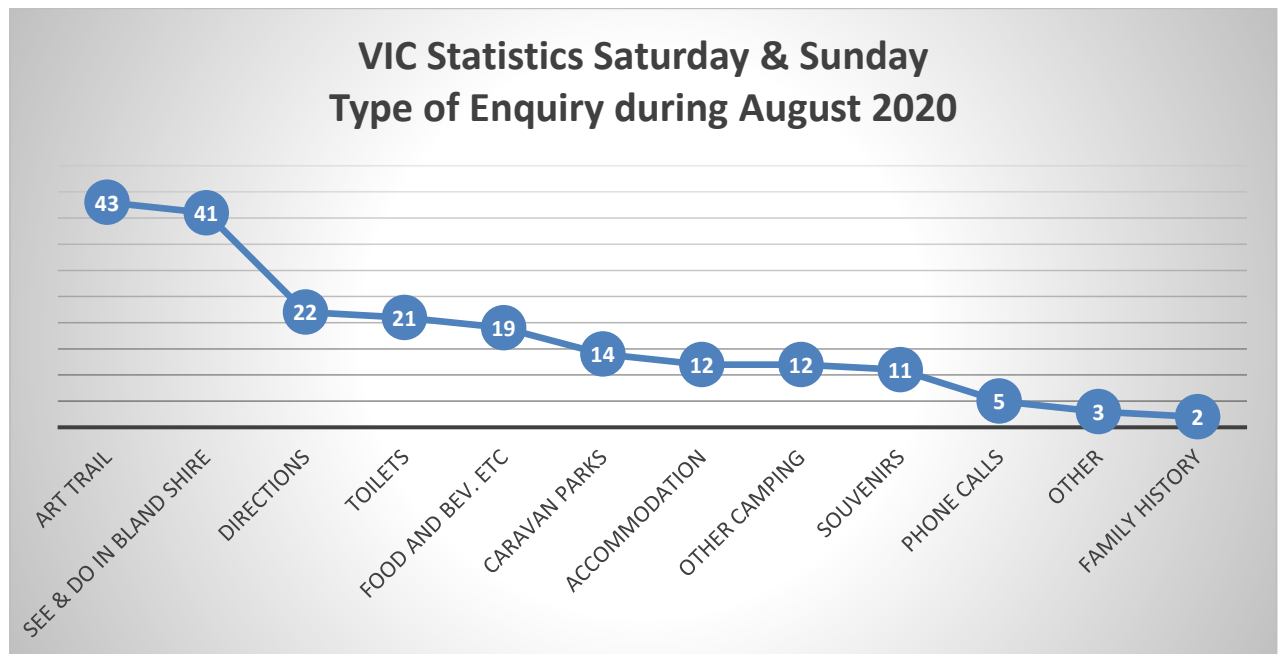
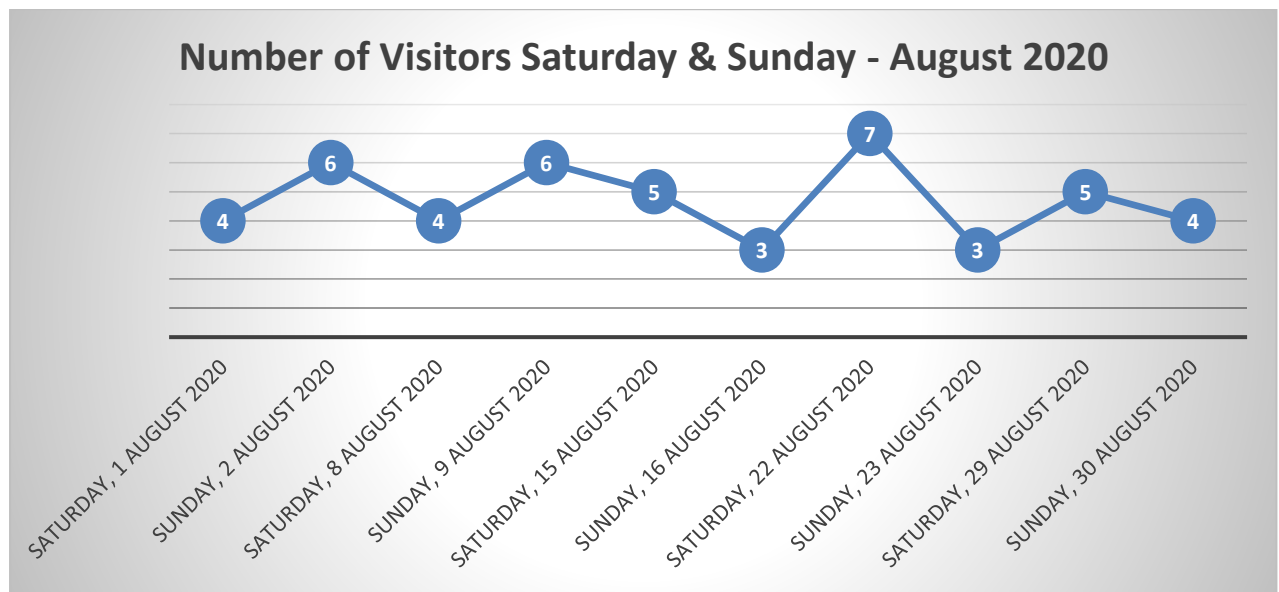
Saturn Metals will hold a community consultation meeting on the 7th October 2020 at the S&C Club at 7pm via zoom with a representative present to answer any question.

Due to travel restrictions during COVID-19 epidemic a zoom meeting is a solution to hold a questions and answers evening with the community.

More information will follow later this month.

Tourism



































































Visitor Centre Statistics:



'The Riverina' Promotions

Member Council Facebook posts on The Riverina page. The Riverina are encouraging a 'Plan Now, Travel Later' initiative due to COVID-19 restrictions on non-essential travel.

Below the reach for Bland Shire Council as part of the 9 member Councils for The Riverina

Published	Post	Type	Targeting	Reach
09/05/2020 9:05 PM	 Birdwatcher's Delight 🦋 Leeton Shire is home to the internationally recognised Fivebough Wetlands which			556
09/04/2020 8:45 PM	 Dreaming of an escape from the city? Check out these beautiful shots of the Hay Plains in western Riverina by			726
09/03/2020 8:30 PM	 😊 Father's Day Activities 😊 Explore Coolamon Shire by walking, running or riding a variety of tracks. You'll			1K
09/02/2020 8:45 PM	 😊 The Bland Shire's best kept secret 😊 The Wetlands is a spectacular and peaceful environmental and passive			2.8K
09/01/2020 9:00 PM	 😊 Father's Day Activities 😊 This Sunday why not check out the amazing Riverina Outdoor Art Trail with			8.1K
08/31/2020 8:25 PM	 Rusconi's Marble Masterpiece - a a must see when you are in Gundagai! This magnificent display was created			709
08/30/2020 7:55 PM	 **NEW MAJOR ATTRACTION** Anticipation is building for the opening of a premier visitor experience in Leeton			2K
08/29/2020 9:15 PM	 Its that time in The Riverina! The canola crops are flowering and harvest will upon us before we know it!			2.8K
08/28/2020 8:45 PM	 🐝 How good is this image from @jlhbuzz of the almond trees flowering along with the bee keeping boxes at the			1.8K
08/27/2020 8:05 PM	 Home to an amazing variety of native birds, the Narrandera Wetlands rests in tranquil surrounds			920
08/26/2020 9:20 PM	 🍷 WINERY WEDNESDAY 🍷 Meet Mark. He owns Tumbarumba Touring Company, which customises			706
08/21/2020 7:15 PM	 Come and enjoy Narrandera's Bike and Hike - a trail that begins in Narrandera and winds through forests,			1.2K
08/20/2020 2:50 PM	 September will see our region full of stunning canola fields. It's the golden time to start planning your next			786
08/19/2020 7:15 PM	 🏞️ Willandra National Park 🏞️ It's believed that Aboriginal people first came to this area over 45,000			932
08/18/2020 8:50 PM	 The Yanco Powerhouse Museum, located in Yanco, was built in 1913 to supply power to the Murrumbidgee			7.8K
08/14/2020 9:15 PM	 BIG THINGS v5.0 🐟 Adaminaby is home to the Big Trout! Standing 10m tall, the trout is a nod to Adaminaby			2K
08/13/2020 8:50 PM	 Grab the girls and head to Temora for the ultimate pamper day! Start with the sublime relaxation inducer – a			1.7K
08/12/2020 8:20 PM	 🌃 Cootamundra After Dark 🌃 . Not only does Cootamundra look amazing during the light of day, but			1.6K
08/11/2020 8:20 PM	 If you like images of war and war history the Ungarie RSL Memorial Park is a must to visit. Located within the			8.8K
08/10/2020 7:40 PM	 Murrumbidgee Shire is a great place for twitchers. Brolga, although rare, are found in and around			884
08/09/2020 9:20 PM	 Inspired by his father, an expert craftsman of boomerangs for hunting and throwing, Michael Lyons			31.7K
08/08/2020 8:50 PM	 Lyrics, Landscapes and Lintels is a trail of public art celebrating Leeton's rich heritage and history. The			1.5K

8.13 Community Services Report



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

DP3. Nurture a strong sense of community and enrich the cultural life for the residents of the Bland Shire

Author: Community Relations Officer and Community Development Officer

Resources for Regions Round 7 Applications

Bland Shire Council submitted a total of 5 projects to the value of \$2,095,172.00 under round 7 of the Resources for Regions (RfR) Program on September 1 2020. The program prescribes allocations of funding to eligible LGAs to ensure RfR is weighted towards supporting the most mining affected communities in NSW. Applications submitted are for works to the West Wyalong Airport, The Harness Racing Club, the Cooina Waters canoe circuit, McAlister Oval upgrades (including upgrades to fencing, lighting, the netball courts and cricket nets) and the West Wyalong Golf Club.

Community Movie Night

Council is planning to host a community movie night on 24 September 2020 with The Rotary Club of West Wyalong engaged to assist with provision of their movie trailer for the event. Council is proposing to host a screening of the classic movie 'Dirty Dancing', offering a night of free family friendly entertainment for the community. The event will take place at McAlister Oval, with community members encouraged to bring a chair or blanket along and enjoy the movie together as a family. This event will be provided free of charge for the community with popcorn also provided free for the event. Covid Safety protocols will be in place during the event to ensure the safety of our community.

Community Group Grant Assistance

Council recently provided assistance to The West Wyalong Garden and Floral Art Club and The Ungarie RSL Sub Branch to enable both groups to submit applications under the most recent round of the Cowal Partnering Program. Additionally, Council staff met with the Presbyterian Church to discuss grant opportunities and assisted with applications as required. Council continues to offer and provide grant-writing support to community groups on an as required basis.

3 x 3 Hustle Basketball Clinic

As part of the upcoming September/October school holidays, Council has teamed up with Basketball NSW to host a two-day 3 x 3 basketball clinic at the West Wyalong Stadium on Wednesday 7 & Thursday 8 October 2020. Skills and games will be held on Wednesday over 3 sessions to enable all ages to participate, with a 3 x 3 basketball competition held on Thursday. Lunch will be provided for all participants with prizes also supplied by Council for the winners of each division of the competition.

R U OK Student Wellbeing Day - West Wyalong High School

Councils Community Services staff were invited to attend West Wyalong High School on Wednesday 2 September to be involved in the student fun day that was planned in lieu of the West Wyalong Show. The fun day incorporated an 'R U OK Day' theme and saw the students engage in a number of different fun and wellbeing focused activities including an amazing race, giant games and numerous other outdoor activities.

Council staff were able to provide and prepare the BBQ lunch for students with Council also providing lunch options for students who are vegan and vegetarian. The students appeared to get a lot out of the day with lots of smiles and laughter and positive comments received from students and staff regarding the event.



8.14 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

Library Covid-19 Update

The library remains committed to ensuring that the Bland Shire remains Covid free by following the NSW Health Covid-19 Safety Plan for Libraries. Currently, the library is restricted to 10 people in the library at any one time (excluding staff). This has had a significant impact on the library's day-to-day operations, in particular face-to-face programs, and reduced traffic through the door. However, library staff remain positive and have endeavoured to provide alternative temporary venues for a number of its adult groups while continuing to promote e-library resources and provide online programs.

School Holiday Program

The library will utilise the Council Chambers – which under current Covid-19 restrictions can accommodate up to 30 people – for its September / October school holiday program. Popular cake decorator Dagmar McIntyre has been engaged to conduct – a morning and afternoon session on Wednesday 30th September and again on Thursday 8th October. The theme will be Christmas with numbers per session restricted. The library will also provide craft activities for children to collect and take home for a minimal fee.

Library Services Trainee

We welcome Heidi Robinson who has join the library staff as a trainee. Heidi will complete a two year traineeship with the library attaining a Certificate IV in Library Services.

SOLUS App

Riverina Regional Library is progressing the installation of the SOLUS app. The SOLUS app will give Riverina Regional Library users access to their local library 24/7 from their smartphone or tablet. Library users can manage their account, search the catalogue, renew and reserve books.

Unfortunately, the Contactless Self Check-out and Check-in feature was beyond the scope of the RRL budget. Hence all RRL branch libraries including Bland were offered the opportunity to purchase this feature for their library users. While Bland had submitted an expression of interest, it decided not to proceed due to current budget constraints and the ongoing annual service cost. Only Wagga City Library and Snowy Valleys took up the offer.

Riverina Regional Library Advisory Committee

Due to the postponement of the Local Government elections until September 2021, no changes are required to the current membership of the Riverina Regional Library Advisory Committee until after next year's LG elections. Permissible under the Riverina Regional Library Deed of Agreement, the appointment of delegates from each member council to the Riverina Regional Library Advisory Committee, as well as the election of Executive Committee members, will not be undertaken until after the 2021 LG elections.

Meetings

A Zoom meeting of the NSW Public Library Association, South West Zone, will be held on Thursday 10th September 2020 at 10am.

LEGO Legends

With the disappointment of Show Day being cancelled, the library decided to create a bit of fun by holding a virtual Wheel of Fortune for participants of its online LEGO Legends program with makeshift "show bags" as prizes. The concept proved a huge hit.

Cowal Partnering Grant

Bland Shire Library has submitted an application for funding for the purpose of engaging the professional services of architect David Scobie to draw-up plans for a library outdoor area.

Meetings

NSW Public Library Association, South West Zone meeting to be held Thursday 10th September 2020 at 10am via Zoom.

Statistics – August 2020

The library remains committed to ensuring that the Bland Shire remains Covid free by following the NSW Health Covid-19 Safety Plan for Libraries. Consequently, this has affected the library's day-to-day operations and ensuing statistics.

- Information Requests
- Customer Service Requests – this figure includes technology assists
- Computer Usage
- requests for Wi-Fi (i.e. mobile device users)
- Visitor Information Requests – this figure relates to normal library opening hours only and includes telephone requests
- 20 children utilised the Storytime POD in the library during August
- 8 members of the library's Day Book Club group met in August at What's Cookin
- 17 members of the library's Knit and Knatter group met in August in the Council Chambers

NB. The above statistics are collected manually and may not be exact. However, the above figures are deemed a fair and reasonable indicator.

- people through the door
- library items issued
- library items reserved
- new members

NB. The above statistics are collected electronically and are deemed accurate.

8.15 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

General

- Following Covid-19 best practice advice from the Department of Education, drop off and collection of children at the Children Services Unit and Ungarie Preschool are occurring at the front gates to limit persons within the buildings. Family Day Care Educators have been advised to undertake drop offs and collections at a door to their residence to limit persons in their homes. As part of this advice, all incursions and excursions are postponed until further notice. Technology is being used where possible to deliver incursions.
- The CSU Parent Committee held a colouring in competition in celebration of Book Week. Each winner received a book donated by the committee.

Recruitment

- Arrangements are underway for two School Based Trainees from Ungarie High School to join staff at Ungarie Preschool soon.

Staff Training

- All staff have completed 'I'm alert' food handling training.
- All staff attended 'The Teaching Pyramid' training delivered by Kurrajong.
- The Children Services Unit Coordinator, Bland Preschool Senior Early Childhood Teacher, Mobile Resource Unit Play Session Leader and Family Day Care Support Officer participated in 'Assessment & Rating, Prepare, Collaborate and Communicate' live stream webinar delivered by Community Early Learning Australia.
- The Bland Preschool Senior Early Childhood Teacher attended a Zoom meeting with industry peers to discuss Covid-19 strategies.
- Ten staff have completed Child Protection refresher training and been issued with a certificate.
- Vacation Care Educators are completing the OSHC Quality Development Program online.

It Takes A Village

- The ITAV logo has been finalised. Feedback from the family whose child contributed artwork to the logo has been positive.
- The ITAV Playgroup program has once again been put on hold due to current Covid-19 access restrictions to schools and community halls. To continue supporting the community with young children at home, craft packs have been developed along with an instructional video. These will be available in September ready for Fathers Day.

- Toy Library is updating the current Covid-19 Safety Plan due to recently changed restrictions on access to CSU building. A mobile service with clear Covid-19 Safety conditions in place is being considered.
- The ITAV Facebook page continues to post relevant information/resources to families.

Mobile Resource Unit

- The Business Budget Planning Tool for the 2020 – 2021 financial year has been finalised and submitted to The Department of Education, Skills and Employment.
- The yearly review for the Bilby classroom inclusion support funding through Gowrie and application for continuation of funding has been submitted.
- The Mobile Resource Unit logo has been finalised (pictured top left).
- Ungarie Preschool and Friday Preschool children have enjoyed a visit from Lake Cowal Conservation centre. Each class participated in an interactive learning experience about bugs, nature, camouflage and their habitats (pictured top right).
- The CWA hall at Ungarie has had a new door installed which meets standards for child care centres. Mobile Resource Unit contributed to the cost through a minor capital works grant from the The Department of Education, Skills and Employment. Ungarie CWA has carried out further works on the building including new cladding and a screen door for safety.
- Due to COVID-19, the children who are beginning 'big' school next year are unable to participate in an orientation program; however, Ungarie Preschool educators are liaising with the Ungarie Public School to seek an alternative.
- StEPS visited Ungarie Preschool throughout August. The StEPS program is an initiative of NSW Health and offers all 4 year old children free vision screening.
- From Wednesday the 26th to Friday 28th August, children and Educators participated in 'Book Week'. All dressed as their favourite character and each child received a monster cookie donated by the CSU Parent committee and made by Dagma.

Playgroup

- Face to face Playgroups will continue to be postponed until further notice. Educators have begun a virtual playgroup exclusive to enrolled playgroup families. Families are sent a YouTube link, which will take them to the virtual playgroup video. The YouTube link is private and cannot be seen without the link. Parents also have the option of collecting a craft pack for their child to complete along with video. The Virtual Playgroup consists of a song, story and craft.

Vacation Care

- The Vacation Care Program for the upcoming October school holidays has been completed and sent out to families via Facebook and through all the schools in West Wyalong, Weethalle and Tallimba. The activities programmed are based on child reflections and suggestions from the last program.

Bland Preschool

- A funding application for inclusion support for Term 3 has been submitted.
- The Annual Preschool census to determine Start Strong funding has been submitted.

Preschool Incursions / Events:

- Balance Yoga visited Preschool on the 5th and 6th August.
- Children visited the Splatter Gallery on the 11th and 12th August.
- Lake Cowal Conservation Centre visited all classes throughout Week 4 of term.
- Book Week Dress up & Colouring competition was held throughout Week 6 of term (pictured bottom left).

2021 Change of Operating hours:

During Term 1 2020 all Friday Three Year Old class families completed an enrolment survey. We value families' suggestions on how to improve Bland Preschool whilst meeting the community's needs. We had an overwhelming response to changing operating hours and as a result, after an extensive process with staff, management and Council, Bland Preschool is excited to announce, as of 2021, our Pre-Kindergarten classes (Monday-Thursday) class times will be 8.30am start to 4pm finish (instead of our current class times; 9am-4.30pm).

Family Day Care

- Family Day Care had a phone call 'spot check' from the Department, with a requirement to submit staff and service documentation. This has now been finalised.
- The Children Services Coordinator has been working through the Self-Assessment Tool to prepare for Assessment and Rating.
- Our amazing Educators have continued to provide care for children in their own homes during Covid-19 and all the challenges with 'free childcare'. Due to their dedication, the Coordination Unit those a small 'Thankyou' gift to show our appreciation.
- The process of permanently displaying an Expression of Interest on the Council website careers page for new Educators has commenced.
- Family Day Care has a new advertising banner to encourage new Educators to our service.
- One Educator has temporarily closed for FDC business due to her concerns over COVID-19.
- An Educator has started maternity leave this month.
- Father's Day craft has been sent to all Educators for children to enjoy making a gift for the special male role model in their life.



8.16 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: Acting Community Care Coordinator

The current COVID-19 situation is continuing to significantly impact our services. Direct home services are continuing however, all group sessions continue to be placed on hold until further notice.

Office staff have been working refining a COVID action plan to outline additional precautions in place and actions to be taken should a positive case be identified within the Bland Local Government Area.

All staff continue to be cautious whilst providing services, ensuring all safety measures are followed to assist in keeping both themselves and clients safe.

Staff training:

All Community Care Staff have undertaken online training *NDIS Worker Orientation Module* provided by the NDIS Quality Safeguards Commission.

Discussions have taken place with Wyalong and District Hospital requesting their assistance in providing additional training for Support Assistant staff in regards to correctly fitting PPE. All staff have undertaken online training in regards to correctly fitting PPE, this will be a follow up from the online training modules completed.

Client intake:

Client intake remains high and we have seen an increase for service requests particularly in regards to Personal Care, Social Support and Yard Maintenance.

In October 2019, Bland Community Care Service was providing a total of 181.75 hours of direct services made up of CHSP and NDIS clients (*this does not include any group or centre based activities*). As at 30 July 2020, a total of 203.75 hours of direct services have been provided made up of CHSP, NDIS and brokered clients.

We have had a significant growth in Yard Maintenance from 7.75 hours for the month of October 2019 to 31.5 hours in total for the month of July 2020.

Additionally for the 2019-2020 financial year, we expended our full allocation of *Goods, Equipment and Assistive Technology* funding through the provision of personal alarms and mobility equipment in comparison to the 2018-2019 financial year where the allocation was unused.

8.17 Assets & Engineering Services Report



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

*DP9.1 Responsibly manage asset renewal and maintenance for current and future generations
DP9.4 Maintain parks, ovals and recreational facilities to approved standards*

Author: Director Technical Services

1. Council Road Crew Locations Week Commencing 17.08.2020

- Graders
 - Alleena Road
 - Naradhan Road
 - Kerlakes Road
 - Rapers Lane
 - Girral Road Area
- Gravel Carting
 - Deans Pit
- Maintenance Crews (Bobcat/Backhoe)
 - Shire Roads

2. Council Road Crew Locations Week Commencing 24.08.2020

- Graders
 - Alleena Road
 - Naradhan Road
 - Kerlakes Road
 - Rapers Lane
 - Girral Road Area
- Gravel Carting
 - Deans Pit
- Maintenance Crews (Bobcat/Backhoe)
 - Shire Roads

3. Council Road Crew Locations Week Commencing 31.8.2020

- Graders
 - Alleena Road
 - Naradhan Road
 - Buddigower Road
 - Rapers Lane
 - Girral Road Area
- Gravel Carting
 - Deans Pit
- Maintenance Crews (Bobcat/Backhoe)
 - Shire Roads

4. Biosecurity Weeds/Environmental

- High Risk Pathway Inspection – MR371, Mid Western Hwy, Newell Hwy, 57 North, MR231, Goldfields Way, Mary Gilmore Road, East/West, Quandialla Road, MR368,
- Property Inspections – 11
- Mowing of West Wyalong Airport, Treatment Works.
- Council Land Inspections - West Wyalong Airport, Sale yards, Wet Lands.
- Sucker Tree Spraying – West Wyalong Airport.
- Shoulder Mowing – Clear Ridge Road.
- Shoulder Spraying – Tallimba Road, MR398, Euroka Road, Quandialla Road, 57 North, MR231, Kolkilbertoo Road, 57 North, Tallimba Road, Wamboyne Road, Blowclear Road, Wargin Road, Bellarwi Road, MR368, MR371, Bonehams Lane, Hatelys Lane, Collins Lane, Merringreen Road, Naradhan Road, Kikoira Road, Bygoo Road, Hollands Lane.
- Spraying West Wyalong Blocks – Wyalong Hall, Band Hall, HACC, Ron Crowe Oval, Sale Yards, Cemetery.
- Hazard Reduction Work (fire breaks) - Barmedman tip, Mirrool tip, Tallimba tip, Ungarie tip, Weethalle tip, Naradhan tip, Kikoira tip, Ungarie show ground, Fire break spraying and shoulder spraying on roads and lanes surrounding, West Wyalong, Ungarie, Weethalle, Tallimba, Barmedman, Calleen, Girral, Gubbatta, Yalgogrin, Naradhan and Mirrool.
- The following Biosecurity weeds and other controls were undertaken:-
 - Wild Radish – Heaths Lane, Sprys Lane, Jillet Road, Lucus Lane, 57 Nth, Greaves Lane, Dundas Road, Kikoira Road, MR231, Gunn Road, Sth Yalgogrin Road, Crown Camp Road, Boramble Road, MR371, Wamboyne Road, Aria Park Road, Sullivans Road, Clear Ridge Road, Mid Western Highway, Pfeiffers Lane, Langes Lane, Tallimba Road, Riellys Lane, Mud Hut Road East / West, Chanters Lane, Thulloo Road, McMahons Lane, Bena Road, Dalys Lane, Alkaville Lane, Wilga Plains Road, Old Condo Road, Webbs Lane, Jacksons Lane. Sth Yalgogrin Road, Danihers Lane, Johns Lane, Timothys Lane, Lucas Lane, Heaths Lane, Patons Lane, Nielsons Lane, Fullers Lane, Wests Lane, Fiegets Lane, Quiltys Corner Road, Richards Lane, Pursehouses Lane, Halls Lane, Mid Western Highway, Charcoal Tank Lane, Lemons Lane, McCartens Lane.
 - Scotch Thistle – Mid Western Highway.
 - Galvanised Burr – MR231, 57 North, Kolkilbertoo Road, Aria Park Road, Wamboyne Road, Pattons Lane, Blow Clear Road, Uncle Bills Road, Bonehams Road, Lake Cowal Road, Bellarwi Road, Lonergans Road, Bodels Lane, Fiegets Lane,
 - African Boxthorn – Bellarwi Road, Alleena Road, Burned Trig Road.

5. Village maintenance

- All parks mown and tidied
- Village main streets swept and rubbish removed
- Trees trimmed and fallen branches picked up
- Village entrances and streets mown and trimmed
- All village park play grounds inspected for safety
- Irrigation checks repairs carried out at Barmedman, Tallimba, Ungarie and Mirrool

6. Park maintenance

- McCann park, Barnado Park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained and sprinklers repaired
- Maintenance to Herridge Park, Cooina Reserve, Wyalong Court House
- Lawn and monument cemetery maintenance works carried out
- Public amenities cleaned and maintained
- Playground soft fall topped up
- Graves back filled at cemetery and tanks pumped out
- Broad leaf spraying in parks

7. Ovals maintenance

- maintenance to sporting ovals and surrounds
- Irrigation checks carried out on all ovals and surrounds
- Water leak repaired at Park Street rec and Perseverance Street oval
- Sprinklers replaced at perseverance street ovals
- Park street rec old score board footing removed
- Broad leaf weeds sprayed at all sports grounds
- Fertiliser sprayed on Park Street rec and Ron Crowe ovals
- Drainage repairs at Park Street rec

8. Town maintenance

- Star Lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered as needed
- Main street gardens weeded and watered
- Small pot holes repaired in roads
- Footpath repairs back filled
- Clean out town drains
- Aerodrome slashing inspections and maintenance work carried out
- Back filled low areas on nature strips
- Street sweeper operating in town and villages
- Pre-school maintenance
- Remove storm damaged trees Tallimba Park, Weethalle
- Trees planted RSL walk and Harvester Avenue
- Road repairs Broad Lane
- Removed split tree in Golden St

8.18 Development Services Activity Report – August 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 August 2020:

Application No	Address	Development Description
DA2021/0012	24 Hope Street, BARMEDMAN	New Garage
DA2021/0013	33 Conway Street, WYALONG	New Garage
DA2021/0014	67 Court Street, WEST WYALONG	New Garage
DA2021/0015	Neeld Street, WYALONG	New Security Fence & Removal of Trees
DA2021/0016	29 Perseverance Street, WEST WYALONG	Storage Shed
DA2021/0017	9 Garyowen Place, WEST WYALONG	Residential Single Dwelling
DA2021/0018	37 Bellarwi Road, WEST WYALONG	Residential Single Dwelling
DA2021/0019	48 Yiddah Drive, WYALONG	New Garage

The following development applications were approved during August 2020:

Application No	Address	Development Description
DA2021/0003	120 Ungarie Road, WEST WYALONG	Storage Shed
DA2021/0005	20 Charles Place, WEST WYALONG	Residential Single Dwelling
DA2021/0006	Dumaresq Street, WEST WYALONG	Signs
DA2021/0007	54 Monash Street, WEST WYALONG	Carport
DA2021/0008	8 Water Street, WEST WYALONG	Carport
DA2021/0009	11 Church Street, WEST WYALONG	Storage Shed

Building Inspections

The following inspections were carried out during August 2020:

Inspection Type	Number	Inspection Type	Number
Pre Lodgement	4	Hot & Cold	1
Site	8	Wet Areas	2
Pier Holes	1	Drainage/Plumbing	2
Slab/Coping	1	Stormwater	2
Frame	2	Final	4

Regulatory Activities Update

There were no dog attacks reported during August 2020.

Companion Animal Seizure and Impound Activities August 2020

Seizure Activities:	Dogs	Cats
Seized	17	3
Returned to Owner	10	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	3	1
Incoming Animals		
Transferred from Seizure Activities	7	3
Dumped at Pound	1	0
Surrendered	2	0
Total Animals in Pound	13	4

Outgoing Animals		
Released to Owner	0	0
Euthanased	0	3
Rehoused	11	0
Sold	0	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	11	3
Animals in Pound at end of Month	2	1

NOTICES OF MOTIONS / QUESTIONS WITH NOTICE