

Bland Shire Council

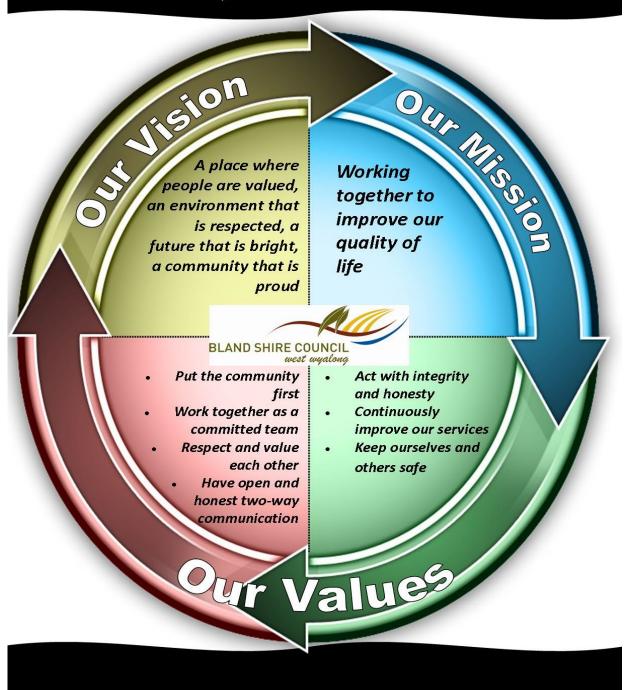
Business Paper

Ordinary Council Meeting

20 April 2021



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	6972 2266	council@blandshire.nsw.gov.au	www.blandshire.nsw.gov.au
Council			
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		
EWW	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		
М	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

Travelling stock route
TAFE Delivered Vocational Education & Training
United Services Union
Unimproved Value
Victoria Cross
Visitor Information Centre
Voluntary Planning Agreement
Workforce Assessment Plan & Strategy
Work Health & Safety
West Wyalong Bowling Club
West Wyalong Family History Group
West Wyalong Rugby League



Council Meeting Agenda

20 April 2021

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 16 March 2021

- Corrections
- Business Arising
- Confirmation

4.0 DISCLOSURES OF INTERESTS

Councillor/ Officer	Item	Nature of Interest	How Managed
		○ Non-Pecuniary	 Verbal Disclosure
		O Pecuniary	 Written Disclosure
		-	O Left meeting

5.0	PRESENTATION(S) AND PUBLIC FORUM
6.0	MAYORAL MINUTE(S)
7.0	REPORTS OF COMMITTEES
8.0 Sectio	REPORTS TO COUNCIL n 1 - Office of the General Manager
8.1	Local Government Elections – 2021
8.2	Policy – Access to CCTV Footage held by Bland Shire Council
8.3	Strengthening Communities – West Wyalong Horse Sports and Rodeo Association
Sectio	n 2 – Corporate & Community Services
8.4	Finance and Investment Report for March 2021
8.5	Making of the Rates 2021/2022
8.6	Making of Waste Management Charges 2021/2022
8.7	Making of Sewer Rate Charges 2021/2022
8.8	Adoption of Draft Annual Operational Plan, Budget and Revenue Policy for 2021/2022
8.9	Children Services Unit – Policy Adoption
Sectio	n 3 - Reports for Information
8.10	Economic Development & Tourism Report – April 2021
8.11	Community Services Report
8.12	Bland Shire Library Monthly Update
8.13	Children Services March Update
8.14	Bland Community Care Services Update
8.15	Technical Services Report
8.16	Development Services Activity Report – March 2021

9.0 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

10.0 CONFIDENTIAL MATTERS

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

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 (Whole Council)	November/December 2021	
Australian Rural Roads Group Inc		
(Mayor Monaghan,		
Cr McGlynn - alternate, Cr Thomas - alternate)		
Bland Rural Fire District Zone Liaison Committee (Cr Keatley)	24 th March 2021	
Bland – Temora RFS Zone Bushfire Management Committee (Cr Baker)	21 st April 2021	
Community Reference Group	13 th April 2021	
(Whole Council)		
Country Mayors Association of NSW		
(Mayor Monaghan)		
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) (Mayor Monaghan, Cr Thomas - alternate)	17 th March 2021 2 nd June 2021	√
Goldenfields Water County Council Board (Cr McGlynn)	22 nd April 2021	
Audit, Risk & Improvement Committee	23 rd March 2021	✓
	July 2021	
Lachlan Valley Noxious Plants Advisory Committee		
(Cr Crowe)		
Local Traffic Advisory Committee		
Murrumbidgee Primary Health Network Board		
(Cr Monaghan)		

Newell Highway Taskforce (Cr Lord)	13 th May 2021	
NSW Association of Mining & Energy Related Councils (MERC)	26 th February 2021 20 th /21 st May 2021	√
(Cr McGlynn, Cr Thomas - alternate)		
NSW Public Libraries Association (Cr Wyse)	10 th March 2021 27 th May 2021	√
Riverina Eastern Regional Organisation of Councils (REROC)	26 th February 2021 23 rd April 2021	
(Mayor Monaghan)		
Riverina Joint Organisation (Mayor Monaghan)	26 th February 2021 23 rd April 2021	√
Riverina Regional Library Advisory Committee (Cr Wyse)		

Recommendation:

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



MINUTES OF MEETING

Cowal Gold Operations Community Environmental Monitoring and Consultative Committee (CEMCC)

Date: Wednesday 4 March 2021

Time: 9.28 am – 10.20 am, Wiradjuri Condobolin Corporation

Minutes taken by: Renee Pettit

Attendees:

Independent Chairperson:

Evolution:

Lisa Andrews (LA)

Simon Coates (SC)

Renee Pettit (RP)

Community Members: *Lucy Buttenshaw (LB), *Angus Stitt (AS), *Kate Dean (KD)

Lake Cowal Landowners: Bruce Dent (BD)

Bland Shire Council: *Cr Brian Monaghan (BM)

Wiradjuri Condobolin Corporation: Ally Coe (AC), Laurie Hutchison (LH)

Independent Scientist: *Max Finlayson (MF)

Apologies: Cr Dennis Brady, Vicki Swadling

Cr Phyllis Miller & Cr Chris Roylance

^{*}Attended remotely – either by phone dial in or via teams.

ITEM		ACTION
in attendance to the first meeting	log in delayed the commencement of	Action 1: RP to email CEMCC presentation out to those who did not have access to the presentation.
2. Declaration of Interest LA advised there were no changes to previous declarations by CEMCC members, nor to hers; Independent Chair of the CEMCC, appointed by the Secretary of the NSW Department of Planning, Industry and Environment, and she receives payment via a Trust established by the Bland Shire Council for her work as Chair of the CEMCC.		No changes to members' previous declarations.
3. Confirmation of Previous M	linutes	
Moved by: BM	Seconded by LH	



		Cowa
4. Business Arising from Previous Minutes	DECDONODU ITY	
1 Confirm definition of EBAN and add to the	RESPONSBILITY SC	Environmental Beta-
acronyms list		Attentuation Mass Monitor.
2 Notify BM of CGO's current water usage	SC	
3 Provide meeting attendees with a more	SC	Spreadsheet provided to BM.
details on the reportable incidents		3. Included in
included in the slide pack.		presentation.
4 Provide LH with IAMP to review.	SC	4. IAMP sent to LH.
Distribute Cowal Update to the members of the CEMCC.	RP	Complete.
All actions completed.		
No other business arising.		
 8/12/20– Email to members with the draft minutes f 15/2/21 – Email to members advising that the Q1 C 3/3/21 17/2/20 – Email to members with the Meeting Notic Correspondence Report for this meeting. 1/3/21 - Email to members with the login details for 	CEMCC will be held on ce, Agenda, and	
. Reports		
SC provided a detailed account of Cowal Gold Operati Environment Department's activities over the last quar he underground project, including time line of the proc	ter and status of	
BM questioned the number of bores EVN access. SC	responded.	
Underground project update, SC acknowledged that 1 been received following SIA. EVN are working with the response to submission was lodged last Friday 26/2/2 EVN to provide CEMCC committee members with link response to submission report.	DPIE and a 1.	Action 2: EVN to provide link to response to submission
Accommodation Village will be a multifaceted approact accommodation village will be lodged with Bland Shire Approval for UG could be as early as June 2021.		report.
RP provided details of the activities and support under Community & External Relations Team in the previous what was coming up.	•	
RP noted that 17 applications were received as part of , 2021.	Action 3: RP to send QR code to LA to	
SC is raising funds to support the World's Greatest Sh oundation by shaving off his iconic beard. LC requested	ed the QR code	distribute to CEMCC committee members.

to be shared with meeting attendees to support SC on his campaign.



	Cowal
RP advised that one complaint was received from the community complaints line. A business owner called to advise of EVN employees parking in front of their business obstructing customer access. Communications went out to all EVN employees notifying them of the parking issue. Parking notices were placed on the vehicles involved. Further communications on this matter have been included in employee's inductions. EVN continuing close relations with involved stakeholder to ensure the issue is rectified.	
 7. General Business MF commended Evolution on their community support and efforts. BD raised the issue of unauthorised mine traffic accessing his property and around mine site. BD believed the issue could be resolved with better signage. LH requested bird survey presentation from MF. SC noted that PG was on site today. MF to contact SC to obtain a copy of the report. MF thanked LH for the reminder and agreed to present bird survey when a face to face meeting was an option for him 	Action 4: BD to contact Forbes Shire Council to request additional signage to address unauthorised traffic. Action 5: MF to provide CEMCC attendees with the bird survey presentation when able to attend next face to face meeting.
8. Next Meeting • Wednesday 2 nd June – FSC • Wednesday 25 th August – Onsite CGO • Wednesday 1 st December – ECCC (town Evolution office)	
9. Meeting Closed – 10.20am with LA thanking all for their attendance and thanking everyone for their patience while technical difficulties were being resolved.	

ACTION ITEMS

ITEM	ISSUE	RESPONSBILITY
1	Email CEMCC presentation out to attendees who did not have access.	RP
2	Send SC's QR code to LA for distribution to CEMCC committee members.	RP
3	Provide CEMCC members with link to submission report.	SC
4	Contact FSC to request signage to address unauthorised access around Lake Cowal.	BD
5	Bird survey presentation to take place when MF can attend next face to face meeting.	MF



AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING TUESDAY 23rd March 2021 2.00PM COUNCIL CHAMBERS

MINUTES

1. Present

- Ray Smith (BSC) Gary Lavelle (TSC) Elizabeth Smith (TSC) Ian Roberts (BA)

2. Apologies

- Clr. Tony Lord

3. Confirmation of Minutes

- The minutes of the meeting held on 3 November 2020 be endorsed as a true and correct record of the meeting.

4. Internal Audit Completed Reports

 That the Audit, Risk and Improvement Committee note the information contained within the Internal Audit Completed Report: Depot Inventory Management at Bland Shire Council and that a response to the recommendations will be tabled at the next meeting.

5. Internal Audit Program Recommendations Update

 That the Audit, Risk and Improvement Committee note the progress against the previous Internal Audit Report recommendations.

6. Bland Shire Council Section 355 Committee Manual

- That the Audit, Risk and Improvement Committee note for information the revised Section 355 Committee Manual.

7. Bland Shire Council Policy Framework

- That the Audit, Risk and Improvement Committee note for information the Bland Shire Council Policy Framework.

8. Bland Shire Council 2021/2022 Draft Budget

- This particular document was not available at this stage.

9. General Business

 Ian Roberts raised the issue of the increasing number of informal GIPA's being received in lieu of the S.603 Certificates and that this would be addressed in his next Internal Audit.

10. Next Meeting

- It was confirmed that the next meeting would be in early July 2021.

The meeting closed at 2.50pm

Ray Smith PSM General Manager MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 26TH FEBRUARY 2021 AT NOVATEL, NORTHBEACH ADMIRAL'S ROOM, HOTEL, 2-14 CLIFF RD, WOLLONGONG.

Present

Cr Peter Shinton Cr Owen Hasler Cr Michael Banasik Cr Phyllis Miller Cr Katheryn Smith Cr Noel Lowry David Henry Cr Mark Hall Ron Zwicker Cr Dom Figliomeni Cr Cath Blakey Cr Scott Ferguson Rebecca Ryan Steve Loane

Warrumbungle Shire Council (Chair) Gunnedah Shire Council (Deputy Chair) Wollondilly Shire Council (Deputy Chair) Forbes Shire Council (Ex Committee) Mid Coast Council (Ex Committee)

Wollondilly Shire Council Wollondilly Shire Council Lachlan Shire Council Wollongong City Council Wollongong City Council Wollongong City Council Blayney Shire Council Blayney Shire Council Forbes Shire Council

By Zoom

Cr Sue Moore Cr Melanie Dagg Cr Rob Hooke Adrian Panuccio Cr Karlene Irving Greg Warren Chloe Hicks David Shoebridge Singleton Council (Ex Committee)

Cessnock City Council Gunnedah Shire Council Mid Coast Council Warren Shire Council **Shadow Minister Local Government** DPIE, Director Energy & REZ

MLC, The Greens

In attendance

Greg Lamont, Executive Officer. (Minute Taker) & Lisa Schiff (Observer)

1. Meeting Opened by the Chair at 9.35am

2. Minute's Silence for the late Cr Lilliane Brady, OAM

A minute's silence was observed to pay respects to the late Cr Lilliane Brady, OAM, former Deputy Chair of the Association and Mayor of Cobar Shire Council. The Chair indicated that he had sent a Letter of Condolence to Cobar Shire Council and the family of Lilliane Brady.

OM 1/2021 Resolved (Cr Miller/Cr Hall) that MERC write to Mayor, Cr Peter Abbott, Deputy Mayor & General Manager, Peter Vlatko, Cobar Shire Council to congratulate them on the conduct of the State funeral held in Cobar on 19th February 2021 indicating that it was most fitting that Lilliane Brady OAM was farewelled in the mannner she was pointing out that her contribution to MERC has been outstanding.

3. Apologies.

2/2021 Resolved (Cr Miller/Cr Hall) that the apologies of the following delegates be received and noted:- Councillor Liz Mc Glynn, Bland Shire Council; Councillor Ian Davison & Heather Nicholls, Cabonne Shire Council; Councillor Alan Ward, Parkes Shire Council; Greg Tory, Lachlan Shire Council; Councillor Robert Khan, Wollondilly Shire Council; Andrew Johns, Gunnedah Shire Council; Councillor Joanne McRae & Councillor Kevin Duffy, Orange City Council; Michael McMahon &

Cr Ben Shields, Dubbo Regional Council; Dan Thompson, Singleton Council; Cr Heather Druce & Steve Glen, Warren Shire Council; Cr Ian Woodcock & Michael Urquhart, Walgett Shire Council; Cr Jay Suvaal & Cr Bob Pynsent, Cessnock City Council; Councillor Jarrod Marsden & Peter Vlatko, Cobar Shire Council; Cr Des Kennedy & Brad Cam, Mid Western Regional Council.

4. Disclosures of Interest.

- (a) Mr Ron Zwicker declared an interest as a shareholder in AGL Gas Investments;
- (b) Cr Melanie Dagg declared an interest as her husband works at Rix's Creek Mine in the Hunter Valley;

OM 3/2021 Resolved (Cr Hall/Cr Figliomeni) that the disclosures of interest and reasons for them be received and noted.

5. Adoption of Minutes of Executive Committee Meeting – 23 February 2021

OM 4/2021 Resolved (Cr Hasler/Cr Hall) that consideration of the minutes of the Executive Committee meeting held on 23rd February 2021 be deferred until after the Executive Officer provides a background report on the items & recommendations.

SUSPENSION OF STANDING ORDERS TO RECEIVE SPEAKERS.

OM 5/2021 Resolved (Cr Miller/Cr Hall) that standing orders be suspended at 10.15am to allow the speakers to address delegates and for morning tea.

RESUMPTION OF STANDING ORDERS.

OM 6/2021 Resolved (Cr Hasler/Cr Hall) that standing orders be resumed at 11.50am.

The Executive Officer went through the items in his report that related to matters on the Agenda for this meeting prior to adoption of the minutes noting the receipt of two items of late correspondence and additional motions.

Item 6(a) (i) Late Correspondence – Letter from Singleton Council re membership withdrawal effective from 1st July 2021, as read out by the Chair. Indicating that it had always been a significant contributor to MERC and will always see it as an important channel to advocate for the needs of the mining communities. Refer General Manager's report to Singleton Council 15th February 2021 for background to the decision, which was attached to the email.

OM 7/2021 Resolved (Cr Hasler/Cr Nolan) that MERC write to Singleton Council to:

- (a) thank the Council for their involvement in MERC (as one of the founding members) and the delegates Cr Sue Moore (Executive Committee member), Cr Dan Thompson and Cr John Martin (Life Member) for their major contributions to MERC over the many years of membership; and
- (b) acknowledge Council's decision to withdraw their membership from MERC.

Item 6(a) (ii) Late Correspondence – Letter from Cobar Shire Council re MERC supporting the establishment of a Miners Memorial Day on 4th December each year (this is St Barbara's Day who is the patron saint of miners), similar to what they have in Queensland and to approach the NSW Government to undertake this.

OM 8/2021 Resolved (Cr Nolan/Cr Smith) that MERC indicate to Cobar Shire Council the following that:

- (a) MERC supports the establishment of a Miners Memorial Day for NSW however as long as the intention is that the name "Miners" includes all persons associated with mining and suggests that a Mineworkers Memorial Day may be a more appropriate name to embrace contractors and allied mining industry workers that may have lost their lives whilst involved in mining;
- (b) MERC will approach the NSW Minerals Council seeking their support for a Memorial Day; and
- (c) MERC will approach the State Government upon receiving comments on (a) & (b)

Item 6(k) Renewable Energy Zone

OM 9/2021 Resolved (Cr Miller/Cr Smith) that MERC write to the Minister for Energy & Environment suggesting that the name Central West Orana Renewable Energy Zone and the zone map don't correlate, indicating therefore that it be renamed to the Orana Renewable Energy Zone in view of the zone dominantly reflecting the Orana area and not Central West and Orana areas.

OM 10/2021 Resolved (Cr Hasler/Cr Miller) that the minutes of the Executive Committee meeting held on 23rd February 2021 be received and noted with the following changes to the resolutions as outlined in the minutes:

- a) ECM 9/2021 (3) PhD Research Project correct the spelling of Stephen Donahue.to Stephen O'Donahue.
- 6. Executive Officers Report This was dealt with as part of Item 4
- 7. Delegates Reports Nil to report.

8. Speakers

- (a) Chloe Hicks, DPIE Director Energy Infrastructure & Zones providing an update on Central West Orana REZ & Electricity Infrastructure Roadmap;
 - Cr Miller requested clarification on name of Central West Orana REZ indicating that Orana REZ would be more relevant given the zone map.
 - Slides from presentation to be distributed under separate cover.
- (b) Greg Warren, MP Labor Shadow Minister for Local Government spoke on:-
 - Acknowledged passing of Cr Lilliane Brady OAM and her significant contribution to Local Government and mining related communities;
 - Local Government Rating Amendment Bill has 13 of the 42 recommendations in it from the IPART recommendations – awaiting the Coalition Governments position once submissions are evaluated;
 - Labor supports the mining rate being outside of the general rates mix (which are pegged) for councils to determine the rates not the government;
 - He requested members forward their rating review submissions to his office greg.warren@parliament.nsw.gov.au;

- Emergency Services Levy should come direct from the government as it
 does in other states so councils don't get the wrath of their communities
 with criticism of another rate levy. He is meeting with other state Ministers
- A sample Emergency Levy notice from another state to be distributed to delegates and Shadow Minister as information with names redacted. For members to lobby for this approach with the government.
- (c) David Shoebridge, MLC The Greens spoke (12.45 -1.00pm) on their Renewable Energy position as follows:
 - Been Chairing the NSW Government Budget Estimates Committee;
 - The Greens have a commitment for renewable energy options including green hydrogen;
 - Keen to work with Local Government on renewable energy options to keep jobs in the regions and to grow local communities by keeping the wealth local.

9. General Business

- (a) Cr Banasik Tahmoor Mine Extension. Concerned that the Subsidence Advisory Board has own internal review system that doesn't appear to be independent for compensation reviews, will raise at a future meeting.
- (b) Cr Figliomeni Carbon Abatement Policy. MERC to invite the NSW Minerals Council CEO to attend the next meeting of MERC to discuss their Carbon Abatement Policy to assist members address the issues in their LGA's if they haven't already.

OM 9/2021 Resolved (Cr Figliomeni/Cr Smith) that MERC invite the CEO of NSW Minerals Council, Mr Steve Galilee, to attend a future meeting of MERC to discuss their Carbon Abatement Policy with members and the need for MERC to develop a similar policy for circulation to assist members..

- (c) Cr Blakey Federal Environment Protection & Conservation legislation. Is concerned that the fines in this legislation are too small and it is ineffectual eg sediment dams failures with fines as low as \$15,000 relative to the damage done
- (d) Cr Miller EPA Penalties. The EPA breach process can cause members some issues where they are fined. Suggest getting a senior EPA person to a future meeting to outline the process where fines for breaches are imposed on members to fix the damage from the breaches. Cr Lowry suggested a Environment Management Package approach be considered.

OM 10/2021 Resolved (Cr Miller/Cr Smith) that MERC invite a senior EPA officer (Armidale) to address delegates at the next meeting on the EPA penalty system where fines imposed are to be spent on rectifying the EPA legislation breach impacts.

(e) Cr Ferguson – Independent Planning Commission (IPC). Concerned that the IPC during COVID ceased "face to face" consultations with the regional communities and as a result people in regional areas are missing out on meeting the Commissioners in person to put their case and this should be re-instated

now that the COVID risk has reduced. Blayney Shire Council has the facilities to hold a IPC consultation meeting within the numbers limit allowed.

OM 11/2021 Resolved (Cr Miller/Cr Smith) that MERC write to the Minister for Planning & Public Places, Hon Rob Stokes requesting the IPC to resume "face to face" community consultations in rural communities.

13 Next Meeting.

OM 12/2021 Resolved (Cr Hasler/Cr Banasik) that the next meeting to be held in Gunnedah 21st May 2021, date and venue to be confirmed..

Close – the meeting closed at 1.05pm



The minutes (pages 1-5) were confirmed at a meeting of the Ordinary Committee Meeting held on the 21st May 2021 and are a concise and accurate record of proceedings of the Ordinary General meeting held on 26th February 2021.

...... Cr Peter Shinton, Chairperson



MINUTES OF THE SOUTH-WEST ZONE LIBRARIANS MEETING RIVERINA REGIONAL LIBRARY, 2 GALING PLACE, WAGGA WAGGA WEDNESDAY 10 MARCH 2021 AT 10:00AM

Delegates Attending

Zac Armistead
Claire Campbell
Cirstin Bedson
Rina Canon
Adele Casey
Camille Cullinan
Andrea Curr

Penny Howse
Susan Kane
Robert Knight
Cathy Lange
Gabrielle Murphy
Anne Nevins
Terry O'Keefe

Cececlia Steele Rhonda Twomey Karen Wendt

Chris Robson

1&2 Welcome and Apologies

Following an Acknowledgment of Country, Robert Knight welcomed attendees and opened the meeting.

Nicky Raleigh

Apologies were received from:

Carina Clement

Michelle Head

Sue Killham

Amy Heap

Janice Ottev

Karen Tagliapietra

A motion to accept the above apologies was received by Anne Nevins and seconded by Penny Howse.

Guest Speakers, Workshops and Presentations

Reports and General Business

3 Confirmation of minutes of previous meeting – 11 March 2020

The minutes of the previous meeting held on 11 March 2020 were endorsed. A motion to endorse the minutes of the previous meeting was received by Penny Howse and seconded by Anne Nevins.

Actions from the previous meeting:

Digitisation Plan Training

Attendees expressed their interest in receiving training in digitisation and/or developing a significance plan from either SLNSW or other relevant bodies. COMPLETED.

Tech Savvy Seniors Roadshow - Clayton Smithwick

Clayton Smithwick from NSW Communities and Justice has made contact with the SWZ Secretary to ascertain potential regional locations to conduct training sessions. Attendees agreed that the most suitable locations would be Albury, Griffith, Wentworth and Deniliquin. Robert Knight will contact Clayton with this advice. COMPLETED.

4 State Library of NSW Report

Andrea Curr presented highlights from the March 2021 State Library of NSW report. See report attached.

5 Public Library Consultative Committee Report

Adele Casey provided an update on the activities of the Public Library Consultative Committee. The Minister for the Arts has appointed Keryl Collard from Maitland City Library to the Library Council of NSW. Keryl replaces Jan Richards who was a member of the Council for the maximum 9 year period. Keryl will chair the PLCC and bring a public library and local government perspective to the Library Council. The PLCC met on 1 December 2020. The agenda included an analysis of council library budgets pre and post the funding increase, and a summary of library improvements that have occurred to date as a result of the new funding.

6 South West Zone Strategic Plan 2019-2021

Robert Knight provided an update on completed activities from SWZ Strategic Plan 2019-2021 and asked attendees for their feedback regarding renewal of the plan. A third strategic priority (Connection) was suggested for inclusion together with Identity and Advocacy, in line with the draft NSWPLA Strategic Plan. A draft renewed plan will be prepared for consideration at the next full SWZ meeting.

7 NSW Public Libraries Association (NSWPLA)

Adele Casey provided an update on the activities of the NSWPLA Executive. See report attached.

Draft NSWPLA Strategic Plan 2021-2024

The draft NSWPLA Strategic Plan 2021-2014 has been distributed. Please forward any feedback regarding content to Adele Casey.

SWITCH 2021

The SWITCH 2021 Conference will be held at Penrith Panthers from 16-19 November. This year the social events will be a little different. The Welcome Reception will be held Tuesday night as usual, followed by the Conference Dinner on Wednesday night. Thursday night will be a Farewell Reception following a similar format to the Welcome Reception. A chance to relax and unwind following a hectic and challenging 2020 and catch up with colleagues we haven't seen in a while. Check the NSWPLA website for further information as it becomes available.

8 South West Zone Digital Library (SWZDL) Report

Zac Armistead provided an update on the SWZDL. See report attached. SWZDL Agreements for 2022/23–2026/27 are being drafted for distribution at the end of 2021.

9 South West Zone Training and Events

Amy Heap provided an update on zone-wide training and events. See report attached.

10 General Business

10.1 Spydus Library Management System

Riverina Regional Library (RRL), in line with its probity in procurement policy, is undertaking a review of library management system providers and exploring cost comparisons with Civica who provide the Spydus hosted library management system. RRL has offered to share its findings with the South West Zone.

10.2 DPIE Great Public Spaces Toolkit

The Dept Planning, Industry and Environment are compiling a showcase of temporary activations in public spaces and would like to include some library examples. If you have created a 'pop-up' library space, please email the details and photos by **Friday 12 March** to Adele Casey at a.casey@nswpla.org.au who will pass them on. They will be part of the DPIE website: Great Public Spaces Toolkit.

11	Next SWZ Meeting – 27 May 2021	
12	Next SWZ Librarians Meeting – 29 September 2021	
The	The meeting closed at 11:00pm	

MEETING ACTIONS SUMMARY

Agenda Item	Action
6	South West Zone Strategic Plan 2021-2024
	Robert Knight to provide a draft renewed plan for consideration at the next full SWZ meeting.
10.2	DPIE Great Public Spaces Toolkit
	Librarians to email the details and photos of 'pop-up' libraries by Friday 12 March to Adele Casey at a.casey@nswpla.org.au who will pass them on to DPIE.



State Library of NSW report March 2021

Subsidies and grants

Public Library Infrastructure Grants 2020/21

The 2020/21 Public Library Infrastructure Grants closed on 6 November 2020. The Library Council of NSW Grants Committee met on 23 February. Recommendations will be forwarded to the Library Council and the Minister for approval. Announcements of successful applications and notifications for all applicants are expected in March 2021.

Contact: Kate O'Grady

2020/21 Public Library Funding

This year's record funding of \$37,558,000 is being rolled out.

Details including payments per council and comparisons with previous years are on the website at www.sl.nsw.gov.au/public-library-services/subsidies-and-grants/public-library-funding-202021

Contact: Cameron Morley

Advice and best practice

Library Council of NSW

The Minister for the Arts has appointed Keryl Collard from Maitland City Library to the Library Council of NSW. Keryl replaces Jan Richards who was a member of the Council for the maximum 9 year period.

Keryl will chair the PLCC, and bring a public library and local government perspective to the Library Council.

PLCC

The PLCC met on 1 December 2020. The agenda included an analysis of council library budgets pre and post the funding increase, and a summary of library improvements that have occurred to date as a result of the new funding.

Libraries and COVID restrictions

We have put together a page with information and procedures around COVID-19 and public libraries at www.sl.nsw.gov.au/public-library-services/covid-19. This includes the NSW Public Health Order outlining restrictions on gathering and movement, the NSW Government COVID Safety Plans for public libraries, as well as additional information and resources.

Contact: Cameron Morley

Public Library Services

The PLS team members are all on duty, mostly working from home and occasionally onsite at the State Library. For now, we are not generally able to travel to visit libraries and councils. Once this changes we will let you know.

Services such as the bulk loans are in operation as normal, and a new stack and processing space for the bulk loans collections has been fitted-out in the basement of the Mitchell Building.

Strategic Network Committee

The Strategic Network Committee met online on Friday 23 October 2020. The committee participated in a discussion with the NSW Department of Planning, Industry and Environment and the Behavioural Insights Unit about public spaces and exploring changes in library use. A research project with 6 participating libraries commenced in March 2021 – stay tuned for details.

The committee also discussed the annual public library statistics collection and considered areas of improvement. There was also discussion about library services during COVID restrictions.

Minutes are published on the website at: www.sl.nsw.gov.au/public-library-services/strategic-network-committee-minutes

NSW Public Library Standards and Guidelines

The 2018/19 Public Library Statistics are available on the State Library website here: www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/public-library-statistics

The standards as part of Living Learning Libraries have also been updated and are available on the State Library website: www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries

Contact: Andrea Curr

Promotion

Social media campaign - Tweeting a public library 2021

Throughout 2021 the State Library is running a public library campaign on twitter. We are posting a short tweet each day featuring a different library branch. By the end of the year we will have covered all branches across the state in alphabetical order. To include a photo and an interesting piece of information please use this form:

https://plsnsw.wufoo.com/forms/nsw-public-library-tweet-information

To assist with promoting your library services, the State Library has put together tips on creating engaging social media content aligned to key campaigns. Campaigns include Drug Info's *Make it a mocktail*, and indyreads. More information, content and images at www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/community-and-engagement/social-media-campaigns

Statewide Projects

indyreads®

The rollout of the indyreads eContent management platform to the NSW public library network is nearing completion. This platform enables public libraries to provide free access to eBooks and eAudio.

The collection continues to grow with over 15,000 eBook and Audio titles currently available. The LOTE collection includes 450 Chinese titles, 253 Spanish titles and 100 Romanian titles. Titles in French and Italian will be added to the platform in the coming months.

Social media collateral is available for download from the PLS Flickr account: www.flickr.com/photos/publiclibrariesnsw/collections/72157715798465132/

More information at www.sl.nsw.gov.au/public-library-services/services/indyreads

Indyreads social media campaign at <u>www.sl.nsw.gov.au/public-library-services/services/indyreads/indyreads-social-media</u>

Contact: Ross Balharrie

Professional development

indyreads training

An indyreads training presentation is available at www.sl.nsw.gov.au/public-library-services/services/indyreads/indyreads-training-public-library-staff

The purpose of the training is to ensure public library staff are aware of the wide range of content available and are comfortable with promoting indyreads to library users.

Contact: Catherine Bryant

Readers' advisory seminar

The Readers' advisory seminar is online this year on the afternoons of 16 and 17 March. Bookings and information are here

https://wiki.libraries.nsw.gov.au/doku.php?id=2021_readers_advisory_seminar_16_and_17_march_2019 Note you need to book for each afternoon separately

Contact: Ellen Forsyth Presentations from 2020

Last year there were online presentations from Dr Marie Radford on skills needs for a reference interview <u>Dr Marie Radford on the reference conversation and customer service</u> and Neal Wyatt on non-fiction readers' advisory https://youtu.be/u8xMqqDDXbA Both videos are excellent for professional development.

Enewsletters

Public Library Services eNews

The *Public Library Services eNews* provides a snapshot of the work of Public Library Services including Find Legal Answers, Drug Info, Multicultural Services and NSW.net.

You can view past issues and subscribe at:

www.sl.nsw.gov.au/public-library-services/services/public-library-services-enews

In the Libraries eNews

The *In the Libraries* enewsletter features short news stories, photos and links. It provides a snapshot of what is happening in NSW public libraries.

To subscribe, view issues and submit an article visit:

www.sl.nsw.gov.au/public-library-services/services/libraries-enewsletter

Contact: Catherine Bryant

Specialist Services

Find Legal Answers and Drug Info

Youth Week and Seniors Festival

Youth Week and the Seniors Festival are both in April this year:

- Youth Week 16 24 April
- Seniors Festival 13 24 April

This year we combined the order form for promotional material for both weeks as they are so close together. Orders are now closed, with delivery to those libraries who put in orders expected in late March.

Law Week

Law Week is from 17-23 May. Orders for promotional material and expressions of interest to host a legal talk by Legal Aid NSW close on Friday 12 March. There will be two topics to choose from: *Your money and the law* and *Your neighbours and the law*.

You can information about preparing for Law Week at:

www.sl.nsw.gov.au/public-library-services/services/find-legal-answers/law-week/preparing-law-week-2021

New video from Drug Info

Drug Info has just released a new video Alcohol – Get the Facts.

The aim of the video is to educate the community about the long term effects of alcohol. Although the short-term effects are well known, the long-term effects are less commonly understood. The new video highlights some of the long-term effects, including an increased risk of some cancers, damage to body organs, heart and blood disorders, and work and relationship problems. It also provides sources of more information and where to get help.

See the video and find a social media campaign so you can promote the video to your community at:

www.sl.nsw.gov.au/public-library-services/alcohol-get-facts-social-media

Contact: Catherine Bryant

NSW.net

Statewide Licensed Databases:

The 2020/21 of Statewide Databases includes:

- Academic Search Premier
- Australia/NZ Reference Centre
- Australia/NZ Points of View
- Consumer Health Complete
- GreenFile
- MasterFile Complete
- Novelist Plus
- Literary Reference Center Plus

- Science Reference Center
- eBook Public Library Collection
- History Reference Center
- Hobbies and Craft Reference Center

As part of this package, a basic version of EBSCO Discovery Service (EDS) is available at no cost to interested libraries. The basic version of EDS provides a single search across EBSCO resources. NSW.net has been working with EBSCO to roll out the new base version of EDS. www.nswnet.net/e-resources/nswnet-content-working-group

Training: NSW.net will continue to promote free EBSCO webinars. Links (URLs) to all the above databases can be found on the NSW.net website at www.nswnet.net/generic/urls-nswnet-state-wide-licensed-eresources

Consortia Opt-in Offers: The 2020/21 online database discount offers are available here: https://www.nswnet.net/blog/2020-2021-nswnet-consortia-opt-offers

Animalia Digital - Library Edition is now available to NSWPLN at a discounted price. Details of the offer: https://www.nswnet.net/e-resources/animalia

For information on the consortia opt-in databases and trials, contact Ross Balharrie.

Connectivity:

NBN upgrades: NBN service upgrades for councils and public libraries are continuing with the availability of NBN services. Between November 2020 and January 2021, five x NBN services were installed and 11 x NBN installations are currently in progress.

Fibre internet service upgrades: Between November 2020 and January 2021, three x 1Gigabit fibre internet services were installed and one new service's installation in progress. One 50Mbps fibre service is currently being installed in Wilcannia for the Ideas Box. **Firewall upgrades:** Firewall upgrades were completed for five libraries. Upgrades were due to the upgrade of internet services.

Wireless Access Points (WAPs): NSW.net offered metropolitan and regional public libraries the replacement of existing end of life (EOL) Wireless Access Points (WAPs). Many existing WAPs were installed over 5 years ago and needed to be replaced as they will no longer be supported by the vendor. To date from November 2020 to January 2021, WAP's were replaced in 11 metropolitan and country public libraries. Twenty-three (23) WAP's are yet to be replaced. These remaining replacements will be completed in 2021.

WMS Hotspot Controllers: Many wireless hotspot controllers are at least 10 years old and require replacement. Four controllers were replaced in November 2020 to January 2021. One hundred and forty-two (142) are yet to be replaced. The remaining replacements will be completed when funds permit, however, failed units will be replaced immediately.

SonicWall Firewalls - Following notification about vulnerabilities in the range of installed firewalls in many councils and libraries, firmware upgrades were completed by NSW.net to prevent future security issues. Firewall upgrades were completed in 38 metropolitan and 87 regional sites. The project is now 100% complete.

Network Monitoring and Reporting - In addition to the version upgrade, the upgrade will allow Hitech to use Solarwinds to proactively monitor the status of the following:

- Internet links Currently monitoring and reporting on Internet links
- WMS controllers Proactive monitoring if a controller goes offline (not currently possible)
- Access Points Proactive monitoring if a controller goes offline (not currently possible)

Contact: Joyce Azzopardi

The American Library Association (ALA) eBook publications are available via the indyreads™ platform.

Indyreads™

The indyreads[™] platform rollout is nearing completion. If your library service has not returned the SIP2 server details and signed agreement, please do so ASAP. A copy of the SIP2 <u>server form</u> and <u>agreement</u> is located on the NSW.net website: <u>www.nswnet.net/generic/indyreadstm-technical-support</u>

Training collateral can be located here: www.sl.nsw.gov.au/public-library-services/services/indyreads/indyreads-training-public-library-staff

NSW.net has re-licensed the content from our Australian pilot publishing partners for the statewide consortia collection. The statewide collection contains approximately 15,000 eBook titles sourced from Australian independent publishers, a selection of titles in languages other than English as well as international content including reference, modern literary, classic fiction and non-fiction titles and a curated collection of self-published content.

The indyreads[™] platform (quick facts):

- can host and distribute ePub, PDF, MP3 & MP4 files via a web browser and Android and IOS App
- provides a legal framework to libraries to facilitate the direct licensing of community published content using the NSW Public Library Agreement for the Purchasing of Electronic Content
- is supplied at no cost to the NSW public library network
- allows libraries to operate as aggregators of locally important content including material sourced from local publishers, authors, writing organisations and historical societies
- can host digitised manuscripts, monographs, journals and oral histories recordings sourced from a libraries local studies collection
- allows libraries to create segmented collections for access by their registered members (community licensed content and/or material purchased with library funds from the Odilo Marketplace).

Contact: Ross Balharrie

Multicultural Services Chasing up on overdue bulk loans

The team is encouraging libraries to return their overdue loans. This will assist with the weeding of old titles and enabling purchasing of new titles. The State Library can supply prepaid postage labels to help Public Libraries return their overdue items.

Check your library's loan record – Sign in to your library's account

New bulk loans request form

The bulk loans request form was updated over the December 2020 holidays. We started accepting requests on the new form from 1 Jan 2021.

Request multicultural bulk loan titles – Bulk loan request form

Delivery addresses for Multicultural Bulk Loans

The team has been contacting libraries using the Multicultural Bulk Loans service to provide us with accurate address details for deliveries. We have updated the data on our eParcel address book. This will help us deliver our service more accurately and efficiently.

Multicultural Bulk Loans Q&A on Zoom

The State Library Multicultural Services team hosted a live Multicultural Bulk Loans Q&A session via Zoom on 11 Dec 2020.

A recording of the session and notes from the Q&A were shared via the various e-lists. Link to the video recording can be found here: <u>Multicultural Bulk Loans Q&A video recording</u>.

Long Term Loans of English Large Print and Talking Books

Since 2017 the State Library has been offering NSW Public Libraries long term loans of English language Large Print and Talking Books to supplement their collection. Over 51 libraries have participated in this program. More information about this program can be found on our website. Currently doing stocktake of existing long term loans. We will be following up with libraries who have not responded to our stocktake email.

Contact: Joanna Goh

Tech Savvy Seniors Multilingual Online training videos

Visit the <u>Tech Savvy Seniors YouTube channel</u> for a range of online training videos in selected community languages. Videos cover topics such as smartphones, smartphone apps and zoom. Videos are available in English, Arabic, Cantonese, Korean, Mandarin, Hindi, Spanish and Vietnamese.

Contact: Oriana Acevedo

State Library contacts

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Maria Savvidis, Specialist Information Services

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Philippa Scarf, Consultant (Specialist Information Services)

Email: philippa.scarf@sl.nsw.gov.au





NSWPLA – February 2021 Update

Online Storytime

The NSWPLA Executive moved to support NSW libraries that wish to be part of the Online Storytime 2021 Pilot Program meaning the NSWPLA Executive will meet the costs for all NSW libraries that wish to subscribe to the Online Storytime 2021 pilot program.

The Executive is aware of the take-up and popularity of the 2020 COVID-19 Online Storytime initiative, which terminated on 31 December 2020, and wants to provide every library in NSW with the opportunity to continue extending the reach of online storytimes into communities across the state during 2020.

This initiative represents a significant contribution to NSW public libraries and the communities in which they operate. If all of the 363 libraries across the state choose to participate, the NSWPLA investment will be \$59,895. (Note: If the 23 mobile libraries are considered as branch libraries and wish to participate, that takes the number to 386 with a corresponding investment of \$63,690).

NSW Reads

The New South Wales Public Library Association (NSWPLA) is thrilled to announce the very first state-wide reading program, NSW Reads. NSW Reads is a big book club, and everyone in New South Wales is welcome to participate.

From the 10th of December to the 17th of February 2021, library members across the state are encouraged to read Sydney author Andrew Pippos's debut novel, Lucky's (Picador).

To celebrate NSW Reads, local libraries will host live events throughout February 2021. Readers can join in an Instagram read-along via @nswlibraryevents, take part in an online panel discussion on Greek-Australian cafes past and present, and meet the author, Andrew Pippos, online in a Lucky's 'In Conversation' with Amy Heap from the Riverina Regional Library.

NSWPLA is supporting this exciting initiative by meeting the cost of Zoom licensing to enable statewide participation.

NSWPLA Awards and Scholarships

The annual awards and scholarships were presented at the NSWPLA AGM held via zoom in December. A large number of high quality applications were received. The awards presented were:

Kath Knowles Emerging Leader Award:

Prue Fogerty, Shellharbour City Council

Awarded biennially providing the opportunity for a staff member within the NSW public library network, who has been working in the library profession for less than 10 years, to fulfil a professional development need focusing on leadership development.

Innovation I Outreach Services Awards:

The innovation in Outreach Services Awards focus on the provision of library programs across the state from marketing to excellence and innovation in outreach services programs. Broken into four categories based on population, the **Innovation in Outreach Services Awards** are awarded annually in recognition of highly successful outreach programs by NSW public libraries.

Recipients of the 2020 Awards were: Less than 10,000 population – Bland Shire Library 10,000 – 30,000 population – Greater Hume Council 30,000 – 1000,000 population – Tweed Heads Library Over 100,000 – Campbelltown City Library

NSW 2020 Trainee of the Year

NSWPLA network is very proud of Emily Jones, Greater Hume Council (Riverina Regional Library) being named as the NSW 2020 Trainee of the Year in the NSW Training Awards.

In May, Emily was named as the Trainee of the Year in the Riverina Region for the Training Awards and progressed to State level where she represented the Riverina against the rest of the state. Emily then went on the represent NSW at the Australian Training Awards in November, where the National title was awarded to Queensland.

Emily was nominated for her Traineeship at Council in which she completed her Certificate IV in Library and Information Services through TAFE NSW. Emily started her Traineeship at the end of 2017 in the Library/Customer Service and Youth areas and has since successfully completed her traineeship and gained employment with Council in November 2019.

National Backyard Cricket

National Backyard Cricket Day is a community event to raise funds to level the playing field in education, with the focus being on country public libraries.

As the Foundation behind the event is looking to provide financial support to Australia's country public libraries, we hope all libraries would be happy to tell their members about NBYC and how they can get involved.

What does this mean for libraries?

- Sharing some of the NBYC information (including posters and newsletter content) with their members, either in print in their libraries and/or via their newsletters and websites
- Encouraging their members to get involved either organising their own games of backyard cricket or sponsoring other games on the NBYC website.

The NSWPLA Executive is working with LBW Trust and Friends of Libraries Australia to reimagine the National Backyard Cricket concept to a public library context. There will be more information in the future regarding how you and your communities can be part of the movement that supports country libraries and their significant contribution to literacy and education along with The LBW Trust and Batting for Change.

Professional Development

The NSWPLA Executive Office is working on a number of Professional development opportunities. These programs are in direct response to feedback from our membership. If there is anything in particular you would like, please do not hesitate to let the Executive Office know.

Basecamp

Basecamp allows teams or groups of colleagues to liaise, connect and share. Zone Meetings, Network Groups, Conference and event planning - Basecamp provides a tool and communication portal which you can adapt for you.

EOI were recently released for Basecamp training to be held in April. A great response has been received so far. For library staff to register intertest email Adele on a.casey@nswpla.org.au. Further information will be provided closer to April.

Membership Workshops

Several membership workshops are being planned. These sessions will be kept to approximately 20 in size and be discussing various ways to retain and expand your library's membership base.

Mentoring Program

The initial stages of developing a mentoring program is underway. More information will be forthcoming soon. We are in the process of developing this program to meet the needs of our members.

SWITCH 2021



The planning for SWITCH 2021 is well underway. Sponsors and Exhibitors are jumping on board with 17 booths and 6 tables confirmed so far!

This year the social events will be a little different. The Welcome Reception will be held Tuesday night as usual, followed by the Conference Dinner on Wednesday night. Thursday night will be a Farewell Reception following a similar format to the Welcome Reception. A chance to relax and unwind following a hectic and challenging 2020 and catch up with colleaugues we haven't seen in a while.

Early Bird Registrations open Early April

NSWPLA AGM

Following on from the success of the 2020 AGM, the 2021 AGM will again be held electronically. The date is yet to be set but will late November/Early December.

NSWPLA Strategic Plan Review

Following the highly success Strategic Planning Day held in November and the online survey' draft Strategic Plan Objectives and Actions with Desired Outcomes has been developed.

This are based on the three strategic areas of: Identity, Advocacy and Connections.



South West Zone Digital Library 1 July – 30 December 2020

Administration

- RRL administer the SWZDL on behalf of the zone including managing the standing orders, additional purchasing and payment for zone material, expiry, and reservation management etc. RRL staff work closely with our digital suppliers to ensure the best experience for our communities. Helen Graetz is principally responsible for undertaking these administrative duties.
- Overdrive has acquired RB Digital with all assets being available in the Libby app as of March 11, 2021.
- SWZDL eResource contracts expire June 30, 2022. Allocation of funding and preferred suppliers will be discussed prior to the September meeting and will be scheduled when proposals are received from eResources suppliers.
- \$29,998 was allocated to eBooks \$13,471 remaining to be spent
- \$44,997 was allocated to eAudio \$18,681 remaining to be spent
- \$12,000 was allocated to heavily reserved/expiring titles \$5,431 remaining to be spent
- \$24,484 was allocated to RB Digital (platform and content)

Bolinda eBook July – December 2020

- 39,627 loans up 20%
- 13,125 reservations/renewals up 13%
- 3,430 active users up 11%
- 9,203 unique eBook titles
- Top 3 eBook titles by loan: Adult: Long Road Home, Good Turn, Lost Man. Youth: Throne
 of Glass, Ballad of Songbirds and Snakes, Court of Thorns and Roses. Children: Harry Potter
 and the Philosophers Stone, 117–Storey Treehouse, Harry Potter and the Chamber of
 Secrets.

Bolinda eAudio July – December 2020

- 57,752 loans up 16%
- 21,366 reservations/renewals up 9%
- 3,932 active users up 10%
- 5,909 unique eAudiobook titles
- Top 3 eAudio titles by loans: Adult: Becoming, Wolfe Island, Nine Perfect Strangers. Youth: Book Thief, Secret Runners of New York, Midnight Sun. Children: Harry Potter and the Philosophers Stone, 26–Storey Treehouse, 39-Storey Treehouse

RBdigital eMagazines July – December 2020

- 28,335 loans up 46%
- 3,466 titles held increase due to entire RB Digital catalogue
- 827 active users
- Most popular titles Woman's Day (2,013), New Idea (1,546), Better Homes & Gardens Australia (1,276)

Please email Helen with any feedback or suggestions that you have regarding Borrowbox content: Graetz.Helen@wagga.nsw.gov.au

SW Zone Training and Events Report - March 2021

State Library - Homelessness Training

The State Library of NSW is providing 200 places for NSW public library staff to participate in the online Librarian's guide to homelessness training. This delivers at least 10 hours of training with additional webinars being provided during the year.

An email list is set up for the participants to discuss what they are learning with others participating in the same training. There will be optional online discussions with other NSW participants as well.

There will be access to the training until 15 December 2021. The training is provided by Ryan Dowd who is Executive Director of Hesed House, a large homeless shelter outside of Chicago, Illinois.

There are still spaces left. Email Ellen Forsyth - <u>ellen.forsyth@sl.nsw.gov.au</u> - with names and email addresses to take part.

Readers' Advisory seminar

The Readers' Advisory seminar for 2021 is being held via Zoom over two afternoons – the 16th and 17th of March. It will be a mix of speakers and breakout sessions for sharing between participants. The focus is on Australian writing, and we will hear from authors, librarians, and someone from NoveList. Registration is available separately for each day, and you can find the links and agenda on the public library wiki -

https://wiki.libraries.nsw.gov.au/doku.php?id=2021_readers_advisory_seminar_16_and_17_march_2019

Public library wiki

The <u>NSW public library wiki</u> stores all the information from each of the NSW public library working groups, meeting agendas and minutes, past seminars, the Ref-ex reference and information services training, and Indigenous Spaces in Library Places toolkit. There are many resources here that can be used for individual, or group

training across many areas of library work, such as home library service, literacy, local studies, marketing and programs, multicultural services, readers' advisory, reference and information services, and young people in libraries.

Novelist videos

NoveList produces crash courses in all sorts of genres, and training videos for using NoveList to help people find books they would enjoy reading; you can find them on YouTube. They also produce newsletters you can subscribe to, to keep up with the latest in Readers'Advisory.

NSW Library Events

NSW Library Events are working on the online author talk schedule for the rest of the year. Samuel Johnson will be talking about the new book he has edited, called Dear Mum, on the 25th of March, and on the 13th of May, Meredith Burgmann and Nadia Wheatley will be talking about Radicals: Remembering the Sixties. This event will be at 1pm, and will be a good opportunity to invite people to your library to watch the livestreamed event together. You can see many of the past author events on YouTube - https://www.youtube.com/c/NSWLibraryEvents.

Please advise if there is training you would to see in the South-West Zone.



Riverina Joint Organisation

Minutes
Board Meeting held
26 February 2021

The meeting opened at 9:08am

Present

Bland Shire Council Cr Brian Monaghan Tony Donoghue PSM Coolamon Shire Council Coolamon Shire Council Cr John Seymour OAM

Cr Abb McAlister Cootamundra-Gundagai Regional Council Phil McMurray Cootamundra-Gundagai Regional Council Aaron Drenovski Goldenfields Water County Council

Alternate Delegate Greater Hume Shire Council Cr Doug Meyers

Steve Pinnuck Greater Hume Shire Council

Cr Neil Smith Junee Shire Council **James Davis** Junee Shire Council Cr Rodger Schirmer **Lockhart Shire Council**

Riverina Water County Council Cr Greg Verdon **Andrew Crakanthorp** Riverina Water County Council

Cr Rick Firman OAM Independent Chairman

Alternate Delegate Mrs Elizabeth Smith Temora Shire Council

Cr Graham Sinclair Temora Shire Council Cr Greg Conkey OAM Wagga Wagga City Council

Giles Butler **Regional NSW**

Julie Briggs Riverina Joint Organisation

Kate Hardy **REROC** Claire Garrett REROC

Isaac Cornell Riverina Joint Organisation

1. Apologies

RESOLVED on the motion of Cr N Smith, seconded Cr G Sinclair that the apologies of Ray Smith, Cr Dennis Palmer, Cr Heather Wilton, Peter Veneris, Gary Lavelle, Peter Thompson, Craig Fletcher and Paul Worsfold be accepted.

2. Move to Committee of the Whole

RESOLVED on the motion of Cr D Meyers, seconded Cr N Smith 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 D Meyers, seconded Cr A McAlister that the minutes of the 11 December 2020 Board meeting be confirmed as a true and accurate record.

Page No. 1 of the Minutes of the Riverina Wagga on Friday 26 February 2021	a Joint Organisation Board Meeting held at The Rules Club, Wagga
Chairman	CEO

5. Business Arising from Previous Board Meetings

RESOLVED on the motion of Cr N Smith, seconded Cr R Schirmer that the Board note the progress on matters arising.

6. Correspondence

RESOLVED on the motion of Cr B Monaghan, seconded Cr D Meyer that the Board receive and note the correspondence.

7. Chief Executive Officer Report

7.1 JO Funding Arrangements

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

Terms of Reference for the JO Review – the terms will be discussed at the Joint Chairs meeting in Sydney on 4 March and it is anticipated that feedback will be provided by the Chairs to the Minister. Issues relating to financial sustainability should be covered by the reference to barriers.

The Chairman advised members that due to funding issues, the Members of the Orana JO have unanimously resolved to halt the operation of the JO and will be advising the Minister of this.

RESOLVED on the motion of Cr R Schirmer, seconded Cr A McAlister that Cr Firman raise the Board's concerns relating to the Terms of Reference for the Review at the Joint JO Chairs' meeting.

7.2 JO Core Activities - Regional Planning

JO Capacity Building Funding – report tabled.

Proposal from LGNSW to join the Careers at Council program. LGNSW offering a discount for the Riverina JO councils to be involved, participation is consistent with the Skills Shortages project.

It is proposed that the Riverina JO subsidise 33% of the cost of the membership to Careers at Councils with a recommendation that all councils put the Careers at Council logo on council websites. The CEO will email the Careers at Council proposal to all Members for review.

RESOLVED on the motion of Cr B Monaghan, seconded Cr A McAlister that the Riverina JO subsidise Member Councils' membership to the LGNSW Careers at Council program by contributing 33% of the total cost.

RESOLVED on the motion of Cr N Smith, seconded Cr Sinclair that the Board note the report on the JO Capacity Building projects.

Regional Housing Shortage – this issue has been identified at a number of forums and is impacting on the Region as a whole. A workshop on the issue will be held on 19 March and jointly branded with REROC.

a Joint Organisation Board Meeting held at The	Rules Club, Wagga
CEO	

RESOLVED on the motion of Cr R Schirmer, seconded Cr N Smith that the Board support the development of a Housing Investment Strategy for the Region and that the JO explore lodging a submission for funding with Building Better Regions in partnership with REROC and that the JO contribute \$12,500 towards the cost.

20 Year Economic Vision for Regional NSW: Refresh - The delivery of the Vision is the responsibility of the Department of Regional NSW.

RESOLVED on the motion of Cr D Meyer, seconded Cr B Monaghan that the Operations Working Party review the 20 Year Economic Vision for Regional NSW with a view to identifying opportunities for the Riverina JO region.

LGNSW – **JO Committee on Local Water Utilities** – Riverina JO has not been actively involved in this but is monitoring its work. CEO to keep the Water utilities informed about what is on the agenda to determine if they need to be involved.

Agricultural Land Use Planning Issues Paper – extension granted for the issues paper, the CEO is currently preparing this and will submit on Monday 1 March 2021.

7.3 JO Working Party Meetings

Noted.

7.4 JO Core Activities – Advocacy and Lobbying

ESL Increases – Riverina JO continues to lobby on this issue. The CEO will gather information from Member councils on ESL increases over the last 10 years.

LGNSW is advocating for the cost of the ESL to be listed separately on rates notices and for it to be outside the rate peg.

RESOLVED on the motion of Cr A McAlister, seconded Cr B Monaghan that the CEO prepare a letter on the ESL increases across the Region and send to every State MP and MLC.

Section 7.12 Contributions for State Significant Development – the issue is an agenda item to be considered at the JO Chairs meeting on 4 March 2021.

Cost of e-Planning - a letter has been sent to the Minister requesting consideration be given to providing financial assistance for the integration of the ePlanning portal to council software systems.

Consultation on the ABS Agricultural Census – Michaela Cook, Assistant Director, Physical Environment Statistical Collections, ABS will be attending the April Board meeting to discuss the ABS Agricultural Census with the Board.

Agricultural Census with the Board.		
	na Joint Organisation Board Meeting held at The Ru	ules Club, Wagga
Wagga on Friday 26 February 2021		
Chairman	CEO	

Certification of Council Engineers – a response to the Regulations was prepared and lodged in January. Three engineers have volunteered to work with us and Engineers Australia on the recognition project.

RESOLVED on the motion of Cr J Seymour, seconded Cr R Schirmer that the Riverina Joint Organisation adopt the response to the Draft Design and Building Practitioners Regulation.

Mobile Phone Black Spots – the CEO has been in discussions with Steph Cooke, MP about Mobile Black Spot issues in the Region and is exploring ways that we can work collaboratively.

RESOLVED on the motion of Cr A McAlister, seconded Cr R Schirmer that the Telecommunications sub-committee meet with Steph Cooke, Member for Cootamundra about Mobile Black Spot issues.

NBN Regional Services –Andrew Cotterill, Riverina Murray Community Engagement Manager for NBN has requested a meeting with Riverina JO Member Councils to discuss NBN plans and opportunities.

RESOLVED on the motion of Cr R Schirmer, seconded Cr G Sinclair that the Telecommunications sub-committee meet with Andrew Cottrill to discuss NBN issues and that members provide the CEO with NBN issues and opportunities for their LGAs.

Audit, Risk and Improvement Framework – the OLG recently presented on the new framework at a workshop in northern NSW. It was agreed that the CEO organise a similar workshop for the Riverina JO Members.

7.5 JO Core Activities – Intergovernmental Co-operation

Critical Events Co-ordination Sub-committee – Ms Joanne Wilkie from NSW Treasury addressed the last meeting on Crisis Preparedness. It was agreed that this would be a good topic for a councillor professional development activity. As these activities are delivered by REROC the arrangements to for the workshop will be passed to the ROC.

RESOLVED on the motion of Cr J Seymour, seconded Cr A McAlister that the JO work with REROC to organise a Crisis Preparedness Workshop for councillors.

The Committee have agreed to amend the Terms of Reference to include reference to resilience and recovery and to also share their council's Adverse Events Plan with the newly formed State Regional Resilience and Recovery Sub-committee.

RESOLVED on the motion of Cr B Monaghan, seconded Cr R Schirmer that the Board adopt the revised Terms of Reference of the Critical Events Co-ordinations sub-committee.

RESOLVED on the motion of Cr N Smit Report.	th, seconded Cr R Schirmer that the Board rec	eive the CEO's
Page No. 4 of the Minutes of the Riverina Wagga on Friday 26 February 2021	Joint Organisation Board Meeting held at The Rule	es Club, Wagga
Chairman	CEO	

8. JO Chairman's Report

JO Chairman's Forum will be held in Sydney on Thursday 4 March.

RESOLVED on the motion of Cr D Meyer, seconded Cr G Sinclair that the Board receive and note the Chairman's Report.

9. Finance Report

RESOLVED on the motion of Cr B Monaghan, seconded Cr D Meyer that the Board:

- 1. Adopt the Draft Budget for the 21-22 Financial Year;
- 2. Receive the Year-to-Date Finance Report; and
- 3. Accept the Audit Engagement Plan and the quoted price for the audit.

The Board expressed concern at the cost of the audit and asked that it be raised at the Joint JO Chairs' Forum.

10. Governance

Noted.

11. Urgent Business without Notice

No urgent business was dealt with.

12. Resolution to Move out of Committee of the Whole

RESOLVED on the motion of Cr J Seymour, seconded Cr R Schirmer that the meeting move out of Committee of the Whole.

13. Next Board Meeting

The Board of the Riverina JO will next meet on Friday 23 April 2021.

Meeting closed at 10:27am

	ina Joint Organisation Board Meeting held at The Rules Club, Wagga	1
Wagga on Friday 26 February 2021		
Chairman	CEO	

Section 1 - Office of the General Manager

8.1 Local Government Elections - 2021



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

The NSW Local Government Elections will be held on Saturday 4 September 2021. Included in this report is a summary of the relevant dates, reference to candidate information sessions, proposed Council workshop and meeting date's pre and post-election, the Oath of Office, confirmation of a three (3) year term and other general information.

Relevant Dates

- 26 July Nominations Open
- 4 August Nominations Close at 12.00pm
- 6 August Caretaker period commences
- 28 August –Pre-poll voting commences
- 4 September Election Day

Candidate Information Sessions

- Proposed for 27 July (Bland Shire Council)
- The NSWEC and LGNSW will also be running similar sessions but dates are not yet fixed

Council Workshop and Meeting Dates

- 20 July Last formal meeting of Council where decisions can be made
- August No workshop or council meeting scheduled
- 21 September Oath of Office as a special event with family members
- 5 October Extraordinary Meeting to elect Mayor, Deputy Mayor and delegates
- 9 October Bus tour of council facilities
- 19 October First formal meeting of the new Council

Term of New Council

- This will be a three (3) year term ending in September 2024
- The first election of Mayor will be for a two (2) year term (2021 2023) followed by a one (1) year term (2023 2024)

Financial Implications

The latest estimate from the NSW Electoral Commission, dated November 2019, to conduct the elections for the Bland Shire is \$71,862.00. The amount currently held in the Election Reserve is \$65,000.00 with a further transfer of \$20,000.00 included in the draft budget. The NSW Government has indicated that it will meet any additional costs associated with the Covid-19 pandemic.

Summary

In addition to the above information the new Council, at its very first meeting, will need to decide if the countback option is to be adopted in the event of a casual vacancy in the first 18 months of the election declaration. This is new legislation applying from the 2021 elections and more details will be provided at the appropriate time.

Recommendation:

That the information presented in respect to the 2021 Local Government Elections is received and noted.

8.2 Policy – Access to CCTV Footage held by Bland Shire Council



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 discussion at the March Workshop surrounding the development of a policy addressing the issue of access to CCTV footage held by Bland Shire Council.

Attached to this report is a draft policy in the same format and with the same content that was presented to the Workshop.

I am aware of discussion concerning the following:

- Location of the cameras
- Testing and Maintenance of the cameras
- The actual operating procedures for the camera

However, each of these matters are operational and should not be included in the Policy.

Financial Implications

There are no financial implications in respect to the adoption of this policy.

Summary

The overall objective of the Policy is to ensure accountability and the avoidance of inappropriate use of any of the footage held by Council. The Policy should not include operational matters such as the location of the cameras, the operating procedures nor the testing and maintenance regime.

Recommendation:

That Council adopts the *Policy on Access to CCTV Footage held by Bland Shire Council* as presented to this meeting.



POLICY STATEMENT

Access to CCTV Footage held by Bland Shire Council

POLICY ADOPTED: 20 April 2021

Policy Objective

Bland Shire Council installs closed circuit television (CCTV) systems in public areas and council facilities with the objectives of promoting public safety and minimising damage or theft.

Principles

Councils are exempt from some of the obligations of the Privacy and Personal Information Protection Act and can install and operate CCTV systems in public spaces so long as it follows the process outlined in the NSW Government Policy Statement and Guidelines.

Scope

This policy applies to Bland Shire Council owned and managed CCTV systems and associated recording devices.

Control

The CCTV operations control is as outlined in the Bland Shire Council delegations register.

Viewing

Viewing of recorded information can only be done by the express permission of an authorised controller. The system is primarily to be used to collect information for later use in regulatory and legal proceedings. At most times, recording devices systems will not be monitored by council on a "real time" basis, nor will the recordings be generally reviewed.

Real time viewing will be approved by an authorised controller and shall only be allocated to an individual if it is necessary for them to do their authorised work and is in keeping with this policy statement.

Complaints

All complaints regarding Bland Shire Council's CCTV system are to be dealt with by the General Manager.

Length Records Kept

3 months

Supply and Maintenance

Bland Shire Council's Technical Services Division shall control the supply and maintenance of the CCTV system within the allocated budget.

Authorisation:

Status	Committee	N/A							
	Manex	Manex N/A							
	Council 20 April 2021								
Owner	Director Technical Services								
EDRMS Doc. ID									
Superceded Policy	N/A								
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date						
20 April 2021	1		20 April 2024						

8.3 Strengthening Communities – West Wyalong Horse Sports and Rodeo Association



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

DP3.1.7 Facilitate and support groups that build skills and social inclusion including workshops/presentations

Author: Community Relations Officer

Introduction

The West Wyalong Horse Sports and Rodeo Association has applied to Council for a Strengthening Communities grant of \$3560 to assist with the costs of its upcoming team penning event.

After being forced to cancel its annual rodeo in 2020 and postpone the scheduled 2021 rodeo due to COVID-19, the Association hope to hold a team penning event at the rodeo grounds in May 2021.

Plans to hold the event earlier this year were put on hold due to the difficulty of sourcing cattle locally and the high expense of transport from an outside area. Tentative plans are in place to borrow cattle from the Wagga Wagga region but the return transport cost of \$5600 makes the team penning event unviable without grant funding.

The West Wyalong Horse Sports and Rodeo Association is requesting a grant of \$3560 to assist with the cost of cattle transport – provided enough stock can be sourced to hold the event. If the event is not held grant funding would need to be returned.

The Team Penning Event is expected to attract hundreds of people from the local community and surrounding areas.

Financial Implications

There is currently \$31,290.80 remaining in Council's Community Donations budget.

Summary

The team penning event will attract visitors to the Bland Shire and boost the local economy while helping the Horse Sports and Rodeo Association get back on its feet following the disappointment of having to cancel the 2020 rodeo and postpone the 2021 rodeo.

The Horse Sports and Rodeo Association has acquitted all previous grants from Bland Shire Council.

Recommendation:

That Bland Shire Council approves a Strengthening Communities grant of \$3560 to the West Wyalong Horse Sports and Rodeo Association to assist with the cost of stock transport for the 2021 West Wyalong Team Penning event.

Section 2 – Corporate & Community Services

8.4 Finance and Investment Report for March 2021



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 MARCH 2021.

BANK BALANCES AS AT 31ST MARCH 2021

ACCOUNT	BALANCE
General Fund	\$2,921,561.88
Business Card	\$30,000.00
	\$2,951,561.88
Invested Funds	
Fixed Deposits	\$45,700,000.00
Deposits at Call	\$3,249,334.53
	\$48,949,334.53
Net Balance	\$51,900,896.41
Percentage of Invested Funds to Net Balance	94.31%

STATEMENT OF BANK BALANCES AS AT 31.03.2021

SUBMITTED TO THE ORDINARY MEETING APRIL 20, 2021

BALANCE as at 01.03.21	\$1,736,417.91
------------------------	----------------

Add Receipts

Receipts over \$150,000

11/03/2021 Roads to Recovery Payment 3 rd Qtr	\$1,679,032.00
12/03/2021 WW Harness Racing Club Refurbishment	\$177,381.50
12/03/2021 Crown Land Grant Payment Caravan Park	\$533,412.00
19/03/2021 Local Roads & Community Infrastructure Phase 2	\$695,102.00

<u>Receipts under \$150,000</u> \$1,243,615.81

Total Receipts for March 2021 \$4,328,543.31

Less Payments

Payments over \$150,000

08/03/2021 ME Bank Investment -\$1,000,000.00

Payments under \$150,000

-\$2,143,399.34

Aged Care	\$38,380.71
Bank Fees	\$2,377.10
Cemeteries	\$405.68
Children's Services	\$20,548.36
Community	\$15,128.50
Construction	\$455,090.78
Corporate	\$89,638.80
Development Services	\$2,506.00
Donations/Contributions	\$9,426.50
Employee	\$868,646.82
Fuel/Plant	\$16,104.69
Governance	\$11,378.82
Lease payments	\$11,592.65
Maintenance	\$175,428.01
Roads	\$363,901.73
Utilities	\$37,770.01
Waste	\$21,573.16

Total Payments for March 2021 - \$3,143,399.34

CASH BALANCE \$2,921,561.88

Limit of Overdraft Arranged with Bank \$350,000.00

ACCOUNTS SUMMARY AND CERTIFICATION

The following is a summary of accounts paid for the period 01 March 2021, to March 31, 2021.

I CERTIFY.

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

Payment Type		Voucher No's	Total
Cheques		026016-026026	\$19,081.92
Auto-pay	Creditors	E024046 - E024338	\$2,574,393.99
Auto-pay	Payroll	01/03/21 – 31/03/21	\$535,953.68
Bank Charges &			
Commissions		March 2021	\$2,377.10
	Repayments & Vehicle		\$11,592.65
Direct Debits	Lease		
			\$3,143,399.34

- 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 certif	y that	the	Ledger	has	been	reconciled	l with	the	bank	statements	foi	f the
precedin	g monthly	period											

Manager Customer and Financial Service	S
Responsible Accounting Officer	

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 20 th April 2021, 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 \$3,143,399.34 was submitted to the Ordinary Meeting on the 20 th April 2021 and that the amounts are presented to Council for confirmation of payment.
Chairman of Ordinary Meeting

INVESTMENTS

The following table gives details of Council's Funds invested at 31st March 2021. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

DATE	INVESTED WITH WHOM	INVESTED AMOUNT (\$s)	TERM	YIELD	DATE DUE
14-September-2020	Bank of QLD (Term Deposit)	1,000,000.00	365 days	0.70%	14-September-2021
21-September-2020	NAB (Term Deposit)	1,000,000.00	365 days	0.75%	21-September-2021
16-February-2021	NAB (Term Deposit)	1,000,000.00	365 days	0.35%	16-February-2022
01-October-2020	NAB (Term Deposit)	1,500,000.00	365 days	0.60%	01-October-2021
08-November-2018	Bank of QLD (Term Deposit)	1,000,000.00	550 days	2.80%	11-May-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
17-December-2020	AMP (Term Deposit)	1,000,000.00	399 days	0.75%	20-January-2022
16-August-2020	Bank of QLD	1,000,000.00	364 days	0.75%	16-August-2021
11-December-2020	AMP (Term Deposit)	2,000,000.00	516 days	0.75%	11-May-2022
29-November-2016	Westpac (FRN)	2,000,000.00	1826 days	3MBBSW+1.2%	29-November-2021
08-January-2021	AMP (Term Deposit)	1,000,000.00	546 days	0.75%	08-July-2022
29-September-2020	ME Bank (Term Deposit)	2,000,000.00	365 days	0.55%	29-September-2021
06-April-2020	NAB (Term Deposit)	2,000,000.00	365 days	1.20%	06-April-2021
29-October-2019	AMP (Term Deposit)	2,500,000.00	547 days	1.60%	28-April-2021
18-December-2020	Bank of QLD	2,000,000.00	361 days	0.45%	14-December-2021
30-November-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.50%	30-November-2021
12-June-2020	Australian Unity Bank	2,000,000.00	364 days	1.05%	11-June-2021
23-November-2020	AMP (Term Deposit)	2,500,000.00	455 days	0.75%	21-February-2022
22-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	22-October-2021
28-May-2020	Bank of QLD	2,000,000.00	1097 days	1.35%	30-May-2023
28-May-2020	Bank of QLD	2,000,000.00	1460 days	1.50%	27-May-2024
6-August-2020	Bank of QLD	2,000,000.00	1093 days	1.05%	4-August-2023
30-September-2020	Northern Territory Treasury	2,000,000.00	1902 days	1.20%	15-December-2025
07-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	07-October-2021
30-October-2020	Northern Territory Treasury	1,000,000.00	1141 days	0.80%	15-December-2023
22-January-2021	Macquarie Bank	1,000,000.00	368 days	0.65%	25-January-2022
11-February-2021	Macquarie Bank	2,000,000.00	392 days	0.30%	10-March-2022
08-March-2021	ME Bank (Term Deposit)	1,000,000.00	360 days	0.45%	03-March-2022
50 EVEL	ANZ Deposit at Call	50,929.51	Cash at Call	3. 1370	
	CBA Deposit at Call	3,198,405.02	Cash at Call		
	TOTAL:	\$48,949,334.53	Cash at Call		

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) \$ 10,601,985.20 Rates received as at 31/03/2021 \$ 8,145,665.26 % of rates received to date 76.83%

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 March 2021
- 2. That Council confirms the payment of accounts, for the period 01 March to 31 March 2021, summarised in the accounts summary totalling \$3,143,399.34.

8.5 Making of the Rates 2021/2022



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

DP 10.4 Ensure the long term financial sustainability of Council through effective and prudent financial management

Author: Director Corporate and Community Services

Bland Shire Council will, under Section 497 of the NSW Local Government Act 1993, levy Ordinary Rates on all rateable properties within its area. The rates that are proposed to be levied are set out hereunder. All Council Rates & Charges are exempt from Goods and services tax (GST).

The rate pegging limit for Ordinary Rates, as advised by The Minister for Local Government, has been set at 2.0% for the 2021/22 rating year. The below recommendations have been calculated on a 2.0% rate increase.

The Council will adopt the Revenue Policy and budget document at a later date, however for the budget document income to be accurate, Staff request the following rates be adopted at this time.

Recommendation:

That the Council makes the rates for the 2021/2022 year to allow for inclusion in the 2021/2022 budget preparation.

Recommendation:

ORDINARY RATE

A. That it is hereby RECOMMENDED that Ordinary Rates be made for the year commencing on 1 July 2021 on all rateable land within the area of the Council of Bland as follows:

(a) Farmland Rate

A base amount of ninety dollars (\$90.00) per assessment plus an ad-valorem amount of point zero zero two seven six six cents (0.002766c) in the dollar on the land value of all rateable land categorised as farmland, the base amount to yield two point nine one percent (2.91%) of the total amount payable by the levying of the Farmland rate.

(b) Mining Rate

A base amount of one hundred and ninety dollars (\$190.00) plus an ad-valorem amount of point zero zero four five seven nine cents (0.004579c) in the dollar on the land value of all land categorised as mining land, the base amount to yield fourteen point four percent (14.44%) of the total amount payable by the levying of the mining rate.

(c) Gold Mining Rate

A base amount of one hundred and ninety dollars (\$190.00) plus an ad-valorem amount of point zero three three nine zero six cents (0.033906c) in the dollar on the land value that is categorised as gold mining land, the base amount to yield zero point zero two percent (\$0.02%) of the total amount payable by the levying of the mining rate.

Recommendation:

B. That it is hereby RECOMMENDED that Ordinary Rates be now made for the year commencing on 1 July 2021 on all rateable land within the area of the Council of Bland as follows:

(a) Residential Rate

A base amount of ninety dollars (\$90.00) per assessment plus an ad-valorem amount of point zero zero five five two eight cents (0.005528c) in the dollar on the land value of all rateable land categorised as residential, the base amount to yield twenty nine point two four percent (29.24%) of the total amount payable by the levying of the Residential rate.

(b) Business Rate

A base amount of one hundred and sixty four dollars (\$164.00) plus an ad-valorem amount of point zero zero nine three two nine cents (0.009329c) in the dollar on the land value of all land categorised as business land, the base amount to yield twenty six point three three percent (26.33%) of the total amount payable by the levying of the Business Rate.

But excepting there-from any land within the following areas of the Council of Bland which are hereby taken to be separate centres of population for the purposes of Section 529 (2) (b) of the Local Government Act 1993; and centres of activity for the Purposes of Section 529 (2) (d) of that Act:

- * Land within the West/Wyalong Differential General Rating District as defined in the minutes of the meeting of the Council held on the 8 December 1992
- * Land within the Town Improvement District of Barmedman as defined in the minutes of the meeting of the Council held on 8 November 1940 and notified in the NSW Government Gazette of 15 November 1940.
- * Land within the Town Improvement District of Ungarie as defined in the minutes of the Meeting of the Council held on 10 December 1926 and notified in the NSW Government Gazette of 24 December 1926.

Recommendation:

WEST WYALONG - WYALONG

THAT Ordinary Rates be now made on all rateable land within that part of the area of the Council of Bland within the West Wyalong/Wyalong Differential General Rating District as defined in the Minutes of the Council held on 8 December 1992, as follows:

(a) Residential (West Wyalong/Wyalong) Rate

A base amount of one hundred and sixty four dollars (\$164.00) per assessment plus an ad-valorem amount of point zero one one one six four cents (0.011164c) in the dollar on the land value of all rateable land, the base amount to yield twenty two point three eight percent (22.38%) of the total amount payable by the levying of the Residential (West Wyalong/Wyalong) rate.

(b) Business (West Wyalong/Wyalong) Rate

A base amount of one hundred and ninety dollars (\$190.00) per assessment plus an ad-valorem amount of point zero one nine nine zero three cents (0.019903) in the dollar on the land value of all rateable land categorised as business land, the base amount to yield eleven point two zero percent (11.20%) of the total amount payable by the levying of the Business (West Wyalong/Wyalong) rate.

RECOMMENDATION 4

Recommendation:

BARMEDMAN

THAT Ordinary Rates be now made on all rateable land within that part of the area of the Council of Bland within the Town Improvement District of Barmedman as defined in the Minutes of the Council held on 8 November 1940 and notified in the NSW Government Gazette on the 15 November 1940, as follows:

(a) Residential (Barmedman) Rate

A base amount of ninety dollars (\$90.00) per assessment plus an ad-valorem amount of point zero zero eight zero nine four cents (0.008094c) in the dollar on the land value of rateable land, that is categorised as residential land, the base amount to yield thirty eight point zero zero percent (38.00%) of the total amount payable by the levying of the Residential (Barmedman) rate.

(b) Business (Barmedman) Rate

A base amount of ninety dollars (\$90.00) per assessment plus an ad-valorem amount of point zero zero eight seven eight one cents (0.008781c) in the dollar on the land value of all rateable land categorised as business land, the base amount to yield thirty four point zero nine percent (34.09%) of the total amount payable by the levying of the Business (Barmedman) rate.

Recommendation:

UNGARIE

THAT Ordinary Rates be now made on all rateable land within that part of the area of the Council of Bland within the Town Improvement District of Ungarie as defined in the Minutes of the meeting of the Council held on 10 December 1926 and notified in the NSW Government Gazette of the 24 December 1926, as follows:

(a) Residential (Ungarie) Rate

A base amount of ninety dollars (\$90.00) per assessment plus an ad-valorem amount of point zero four four nine five seven cents (0.044957c) in the dollar on the land value of all rateable land, the base amount to yield thirty six point zero seven percent (36.07%) of the total amount payable by the levying of the Residential (Ungarie) rate.

(b) Business (Ungarie) Rate

A base amount of ninety dollars (\$90.00) per assessment plus an ad-valorem amount of point zero five three two six three cents (0.053263c) in the dollar on the land value of all rateable land categorised as business land the base amount to yield twenty four point eight six percent (24.86%) of the total amount payable by the levying of the Business (Ungarie) rate.

8.6 Making of Waste Management Charges 2021/2022



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

DP 10.4 Ensure the long term financial sustainability of Council through effective and prudent financial management

Author: Director Corporate and Community Services

DOMESTIC WASTE MANGEMENT CHARGE

That a Domestic Waste Management Charge be now made in respect of Residential premises within the area of the Council of Bland where a domestic waste management services is available, as follows:

(a) Land, which is occupied and/or built upon-

Standard 240L domestic service:

Barmedman	\$468.00
Ungarie	\$468.00
West Wyalong/Wyalong	\$468.00
Weethalle	\$468.00
plus \$468.00 per extra collection.	

Standard 120L Domestic Service

West Wyalong/Wyalong	\$370.00
Ungarie	\$370.00
Barmedman	\$370.00
Weethalle	\$370.00
plus \$370.00 per extra collection.	

(b) Vacant Land able to be built upon \$40.00

TRADE WASTE SERVICE CHARGE

That an annual charge be made on land categorised as Business Land within the area of the Council of Bland and which is provided by Council with a trade waste removal service as follows:

Standard 240L Collections:

West Wyalong/Wyalong	\$494.00
Ungarie	\$494.00
Barmedman	\$494.00
Weethalle	\$494.00

plus \$494.00 per extra collection

Standard 120L Collections:

West Wyalong/Wyalong	\$394.00
Ungarie	\$394.00
Barmedman	\$394.00
Weethalle	\$394.00

plus \$394.00 per extra collection.

Annual Waste Management Charge

A charge of \$40.00 per property will apply to all properties not within a serviced area for the DWMS, under Section 501 of the Local Government Act.

Recommendation:

That the Council makes the Waste Management charges for the year 2021/2022 for inclusion in the 2021/2022 budget preparation.

8.7 Making of Sewer Rate Charges 2021/2022



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

DP 10.4 Ensure the long term financial sustainability of Council through effective and prudent financial management

Author: Director Corporate and Community Services

Recommendation:

SEWER RATE

It is hereby RECOMMENDED that a Sewerage Rate be now made for the year commencing on 1 July 2021 subject to a minimum amount of nine hundred and twelve dollars (\$912.00) excepting any assessment in respect of the land not built upon nor connected to sewer mains in which case the minimum amount shall be, two hundred and twenty dollars (\$220.00) and that the charge to be made for non-rateable land provided with sewerage services shall be:

- (a) Land defined in Clause 184(1) of former Ordinance 46 under the Local Government Act 1919- \$184.00 for each water closet on the premises and \$97.00 per annum for each cistern serving any urinal on the premises.
- (b) Land defined in Clause 184(2) of former Ordinance 46 under the Local Government Act 1919- \$184.00 for each water closet on the premises and \$97.00 per annum for each cistern serving any urinal on the premises.

Recommendation:

That the Council makes the Sewer Rate charges for the year 2021/2022 for inclusion in the 2021/2022 budget preparation.

8.8 Adoption of Draft Annual Operational Plan, Budget and Revenue Policy for 2021/2022



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

DP10.3 Ensure the General Manager takes on 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 review and endorse the Draft Annual Operational Plan 2021/2022 (including the Draft Budget for the 2021/2022 Financial Year) and the Draft Revenue Policy (including Draft Fees and Charges 2021-2022).

The Local Government Act 1993 (the Act) requires Councils in NSW to operate under the Integrated Planning and Reporting (IP&R) guidelines which aim to streamline Council operations and optimise the use of resources. The endorsement of the above mentioned documents is in keeping with this Framework and will allow Council to seek feedback from the community ahead of their formal adoption at the Ordinary Meeting of Council scheduled for 16 June, 2021.

Financial Implications

The draft documents detail the financial implications to be considered by Council.

Summary

The Operational Plan sets out what activities Council intends to undertake during the next Financial Year. In all there are 153 specific actions against which Council staff will report to Council and the community throughout 2021/2022 consisting of 50 actions in the Community Strategic Plan's (CSP) Our People theme, 33 in Our Place of the CSP, 46 in Our Leadership and 24 in Our Prosperity. Each of these activities and performance measures are required to be reported on by the nominated Responsible Officer on a quarterly basis, with a six-monthly update presented to the elected Council and the community.

The documents have been developed for the purposes of consultation with the community and includes each of the Operational Plan items, how they will be measured, what the target is for each and who is responsible for ensuring the actions are completed as well as where they fit within the Delivery Program 2017-2022.

The Budget for the 2021/2022 Financial Year provides the funding for Council to achieve the actions contained in the Operational Plan.

The following dot points provide some guidelines which were used in the preparation of the 2021/2022 Budget:

- Rates income is based on a rate peg amount of 2.0%.
- User Charges and Fees have increased on average by 1.5%.
- Interest on Investments is based on an average of 0.90% Investment Returns.
- Wages have been prepared based on an increase of 2.0% in line with the Local Government (State) Award.

- Superannuation has been calculated at an increase of 0.5% as per instructions from the Australian Taxation Office.
- Insurances have been calculated at a 12% increase from the previous year's budget on advice from Council's insurer, Statewide Mutual.

The Draft Operational Budget has been prepared in accordance with the Long-Term Financial Plan (LTFP). The Draft Budget details Council's Capital Works Program for the 2021/2022 Financial Year. The proposed Capital Works for the 2021/2022 Financial Year amounts to **\$192,000**. This figure excludes any possible grant works which will be funded from other Government departments.

<u>Draft Revenue Policy (including Draft Fees and Charges 2020-2021)</u>

An increase of approximately 1.5% has been applied to most fees and charges to cover expected increases in costs in providing the goods or service. A review of all fees and charges was conducted as part of the preparation of the 2021/2022 budget. Any significant changes to fees and charges is to be consulted with the community as part of the public exhibition process.

Within the 2021/2022 Draft Fees and Charges, Bland Shire Council has included a Building and Property Information Charges. These charges will cover the cost to Council of searches and provision of copies of Building Information sought by external agencies during conveyancing processes.

Councillors and the community will have further opportunity to comment on the draft documents during the upcoming public exhibition closing on Friday, 21 May 2021, although comments are encouraged well prior to the deadline for the receipt of input which is Friday, 4 June 2021.

A copy of Draft Annual Operational Plan for the 2021/2022 Financial Year (including the Draft Budget for the 2021/2022 Financial Year) and the Draft Revenue Policy (including Draft Fees and Charges 2021-2022) have been provided under separate cover.

Recommendation:

- 1. That the Draft Annual Operational Plan 2021/2022 (including the Draft Budget for the 2021/2022 Financial Year) and the Draft Revenue Policy (including Draft Fees and Charges 2020-2021) documentation be endorsed and placed on public exhibition for a period of 28 days, commencing 23 April 2020, in accordance with the legislative requirements of the Local Government Act 1993.
- 2. That a revised Annual Operational Plan 2021/2022 (including the Budget for the 2021/2022 Financial Year) and the Revenue Policy (including Fees and Charges 2020-2021) incorporating all public comments, submissions and input from staff and Councillors to the DRAFT documents be provided to the Ordinary Council meeting to be held on 15 June 2020 for final adoption.





Combined Delivery Program 2017-2022 Operational Plan 2021-2022



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Page 2

Combined Delivery Program & Operational Plan

Message from the Mayor and General Manager

It is with pleasure we present to you the Bland Shire Council Combined Delivery Program and Operational Plan (DP&OP). These plans support and underpin the Community Strategic Plan Your Vision, Our Future 2017-2027 and will be the final DP&OP for this current term of Council.

Local Government service provision has transformed significantly over recent years and local Councils have moved beyond the traditional narrow emphasis of roads, rates and rubbish towards broader objectives to promote the social, economic, environmental and cultural wellbeing of communities.

Over a similar period, community expectations of local government have increased while other levels of government have devolved various functions to local government. The overall effect is that councils must provide a greater range of services while endeavouring to meet higher standards and the Resourcing Strategy will assist Council to achieve the goals and strategies outlined in the Community Strategic Plan, Delivery Program and Operational Plan

The Delivery Program is adopted every four years and is essentially a statement of commitment to the community from the Council. The Delivery Program is directly linked to the objectives within the Community Strategic Plan. The Delivery Program is designed to be the single point of reference and all plans, projects, activities and funding allocations must be directly linked to this program.

The Operational component of the Plan is updated on an annual basis and supports the actions and objectives of the Delivery Program and Community Strategic Plan. The annual budget is based on the Operational Plan as it details projects and activities

that will be undertaken each year. The Operational Plan identifies measures to determine the effectiveness of the programs, projects and services contained within the plan.

The challenges that face Local Government have become increasingly difficult due to the financial pressures placed on councils (such as Fit for the Future) and the fact that costs have been increasing at a far greater rate than generated income.

The Shire of Bland is proud that it has a workforce dedicated to self improvement and with the acquisition of additional skills and knowledge it can provide the most efficient and cost effective delivery of services across a very wide and diverse range of activities.

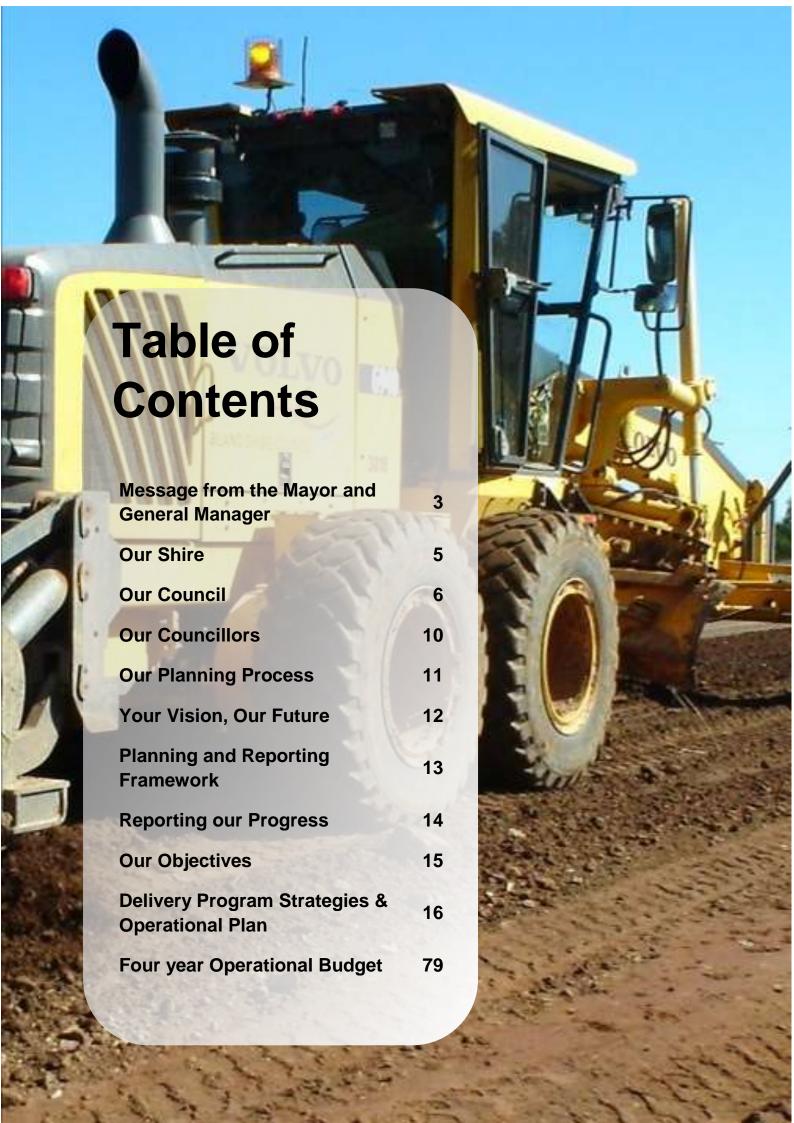
With prudent financial planning and commitment to community, Council has been able to meet the goals it set itself on the road to becoming Fit for the Future and continues to streamline and review processes while meeting challenges head on to ensure financial sustainability for many years to secure a vibrant and prosperous future.



Brian Monaghan **Mayor**



Ray Smith PSM General Manager



Our Shire

The Local Government Area of Bland is located on the northern fringes of the Riverina in New South Wales.

The Shire's major centre of West Wyalong is located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach.

Communities located within the Shire of Bland include Barmedman, Kikoira, Mirrool, Naradhan, Tallimba, Ungarie, Weethalle and Wyalong.

TOTAL POPULATION

5959

(Source: ABS Bland (A) (LGA) Regional Population Table, Created March 2017)

POPULATION—MALE 3054

POPULATION—FEMALE 2905

COUNCIL AREA (SQ KM) 8557.7

MEDIAN AGE 41.7 Years

MEDIAN TOTAL INCOME 2013 - \$36,390

POPULATION DENSITY 0.7 PERSONS per KM²

OUR VISION, MISSION AND VALUES



The Shire of Bland offers outstanding Council owned parks and gardens, sporting and community facilities, terrific schools, key medical and business facilities and boasts a fierce and unique community spirit.

The community is proud of its facilities and services but Council and the community believe the Shire's greatest asset is its people.

The Bland region has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

Our Council

The Integrated Planning and Reporting Framework sets the strategic direction for the provision of infrastructure and services throughout the Shire. Bland Shire Council provides and maintains millions of dollars worth of assets, from the essential infrastructure of roads, paths, kerb and gutter, wastewater and waste management, to the parks, playgrounds, community buildings and amenities that enhance the quality of life for our residents and visitors.

Council's road network comprises:

- 707km of sealed roads
- 184km of Regional sealed roads
- 2,370km of unsealed roads
- 34km of footpaths and shared pathways
- 190km of kerbs and gutters
- 9 bridges
- 46 pedestrian bridges
- 2 car parks
- 1,269 culverts

Materials for the construction and maintenance of these road and infrastructure assets are provided by 99 privately owned gravel pits and 3 Council owned pits located on road reserves, while its equipment is stored at two Council depots.





Council also provides many facilities to help create a strong, cohesive and creative community

There are a total of 143 buildings and structures including:

- Library/Visitor Information Centre/ Administration offices
- Children's Services Unit
- Community Care Centre
- Public Halls
- Museums
- Men's Shed
- Buildings under Crown Trust reserves and Council Section 355 Committees.

To encourage the community to get active and enjoy our enviable climate

Council provides:

- 17 parks and recreational spaces
- 14 playgrounds
- 7 sporting precincts including 9 ovals
- Wetlands
- 2 swimming complexes
- Outdoor fitness circuit





In addition, Council operates and maintains:

- West Wyalong Stadium
 17 public toilets/amenities blocks
- 5 cemeteries
- 3 sewerage treatment plants
- Aerodrome
- 8 landfills
- Animal pound

Our Councillors



Cr Brian Monaghan Mayor



Cr Rodney Crowe Deputy Mayor



Cr Bruce Baker



Cr Penny English





Cr Tony Lord



Cr Liz McGlynn



Cr Murray Thomas



Cr Jan Wyse

Our Planning Process



Community Engagement Strategy for the Bland Shire 2027 Vision

Prior to developing the Community Strategic Plan, Bland Shire Council adopted a Community Engagement Strategy committing Council to one of the largest community consultation processes in its history.

The Community Engagement Strategy outlined the framework from which Council worked to engage its community in the development, adoption and review of its Community Strategic Plan.

To ensure all members of our community were given an opportunity to "have their say", a broad engagement process was undertaken ensuring the

Social Justice Principles of access, equity, participation and rights were included.

A wide range of consultations were held to reach each of these target groups as outlined in Council's Community Engagement Strategy including online and hard copy surveys, attendance at various community events, face to face meetings and competitions, movie nights, workshops and community forums.

The feedback results were analysed, grouped and presented to Council for consideration while developing the Community Strategic Plan.

Using the data and analysis key objectives were identified across the four themes – Our People, Our Places, Our Leadership and Our Prosperity.

Strategies have been developed for each of the objectives addressing how Council will work towards achieving their goals, resulting in the Delivery Program and Operational Plan.

The Community Strategic Plan and combined Delivery Program and Operational Plans were developed balancing the wants and needs of the community with Council's limited resources. Once the priorities were established using the feedback from the community, the Resourcing Strategy encompassing the Workforce Management Plan and Strategy, Long Term Financial Plan, Asset Management Plan were developed to guide Council in meeting those objectives and strategies.

In essence, the engagement process was a commitment by Council to a process of meaningful communication with the community to capture the wants, needs and vision of the community for the Bland Shire's future.

Your Vision, Our Future

Your Vision, Our Future, Bland Shire Community Strategic Plan is based on extensive engagement with the Community, Councillors, Council staff and relevant government authorities.

It provides meaningful and relevant objectives for both the Council and the community to strive for in cooperation with each other and will determine the future direction of Council and its resources.

The process has followed the Office of Local Governments guidelines including a vision statement, strategic objectives for the community that address the social, environmental, economic and civic leadership objectives and the strategies to achieve those objectives.

These strategies are presented in four themes:



Our People



Our Places



Our Leadership



Our Prosperity

Each Strategy is supported with:

- How we will get there
- Performance Measure(s)
- Who can help us

Each of the strategies has been identified as addressing one or more of the following categories: Social, Environmental, Economic and Civic Leadership.



Local Government Planning and Reporting Framework





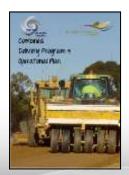
Community Strategic Plan (10 Years)

Reflects the community's vision and outlines the key long-term objectives, which set the direction for the future. It is developed and delivered as a partnership between Council and the community.



Resourcing Strategy (10 Years)

Includes information on the time, the people, the money and the assets required by Council to progress the strategies within the Delivery Program and Operational Plan. It includes the Asset Management Plan, Long Term Financial Plan and Workforce Management Plan.



Delivery Program (4 Years) and Operational Plan (1 Year)

Details the strategies and actions across the operational areas of Council that will be undertaken to achieve the community objectives as stated in the Community Strategic Plan.

Reporting Our Progress

Performance Measures

The Community Strategic Plan is presented within four themes Our People, Our Places, Our Leadership and Our Prosperity. Each of these themes has a number of Delivery Targets and Operational Actions including performance measures to be achieved. Each of the performance measures feed into a series of key performance indicators.

The progress towards the key performance indicators will be reported to the community in line with the election cycle and the End of Term Report.

Monitoring & Reporting

It is important to track and report on our progress in delivering our Community Strategic Plan over the ten year period. Council will report to the community at regular intervals on what has been achieved and the progress towards the performance measures.

All reports will be made available to the community at Council meetings and on Council's website. Council's management team will internally monitor on a quarterly basis the output and actions as detailed in the four year Delivery Program and one year Operational Plan. The outcomes will be formally reported to Council, the Community and staff on at least, a six monthly basis.

Whilst some performance measures can be clearly quantified, it does not necessarily mean the community is aware of, fully appreciates, or is fully satisfied with, the extent of progress made. Therefore, there are also qualitative measures included that represent community response.

A community satisfaction survey will be undertaken every four years to gauge whether the community is satisfied with progress and where priorities could or should be assigned to particular areas in the future. The survey will be undertaken in the fourth year of the Council term.



Our Objectives



Our People - A strong, healthy, connected and inclusive community

- 1. Ensure health and support services address the needs of the community
- 2. Partner with organisations to strengthen community health and safety
- 3. Nurture a strong sense of community and enrich the cultural life of the residents
- **4.** Ensure services are accessible for all residents



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

- **5.** Work in partnership with key stakeholders to provide equitable access to Council's road infrastructure, services and facilities
- **6.** Manage waste and recycling to improve the utilisation of existing resources, including exploring new technologies
- **7.** Manage water and sewerage resources

- **8.** Ensure that public places and facilities are well maintained and easily accessible
- **9.** Develop, implement and monitor appropriate programs, plans and budgets for the effective and efficient management of Council's assets and infrastructure



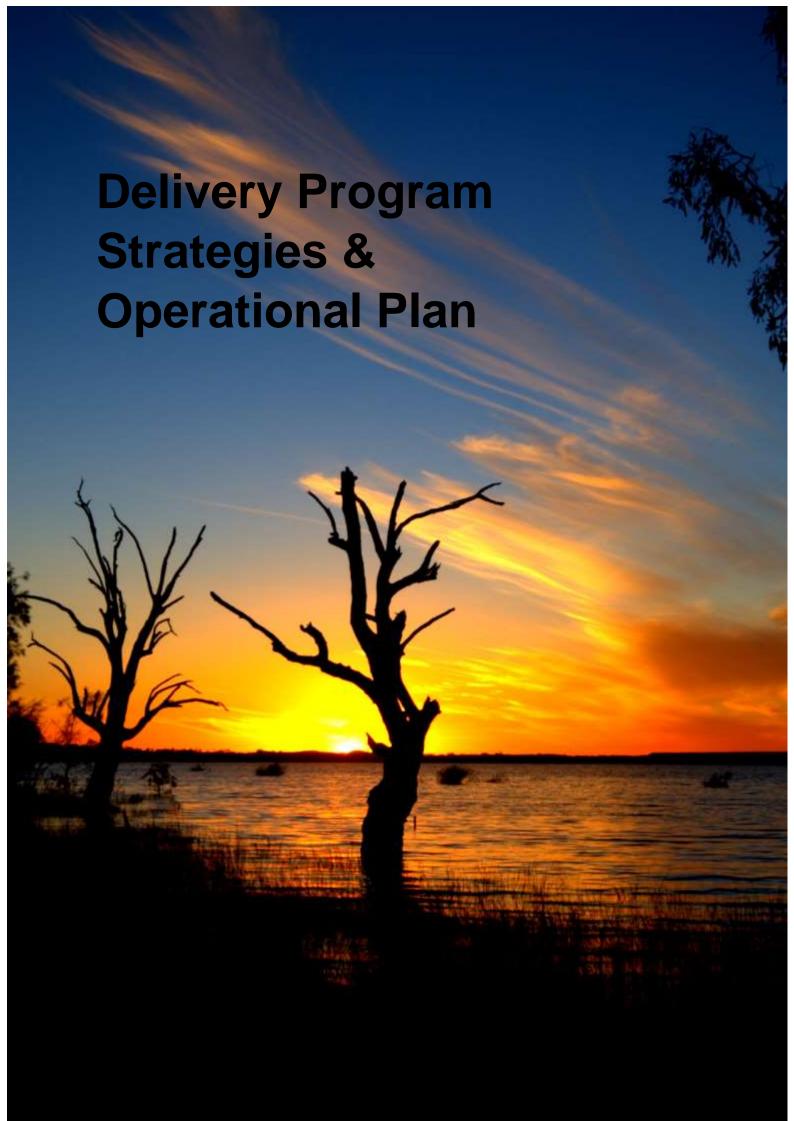
Our Leadership - A well run Council acting as the voice of the community

- To provide quality leadership, governance and management to develop strong community partnerships
- **11.** Provide opportunities for all stakeholders to contribute to Council's decision making
- **12.** Lead the community
- **13.** Develop and maintain a framework of plans and policies that ensures open and transparent Council information

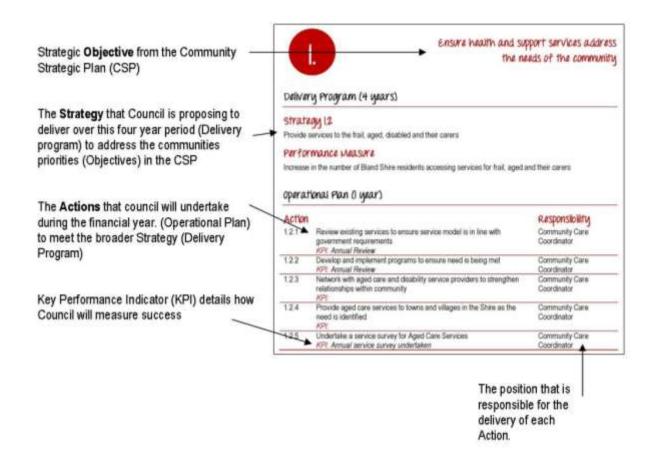


Our Prosperity - Growing our population and jobs

- **14.** Visitors and tourists are welcomed
- **15.** Promote the Shire as a place to do business
- **16.** Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire



How to read this plan





Our People

A strong, healthy, connected and inclusive community

Our Objectives

- 1. Ensure health and support services address the needs of the community
- 2. Partner with organisations to strengthen community health and safety
- Nurture a strong sense of community and enrich the cultural life of the residents
- Ensure services are accessible for all residents



Ensure health and support services address the needs of the community

Delivery Program 2017 - 2022

Strategy 1.1

Maintain active communication with health and allied health providers

Performance Measure

• Increase in the knowledge disseminated relating to health and allied health services

Action		Responsibility
1.1.1	Maintain active relationships and communication with health services, relevant allied health providers and medical practices within the Shire. KPI/Measure: Number of LHAC meetings attended, outcomes of advocacy activities (including projects undertaken). (Report on activity undertaken).	Director Corporate and Community Services
1.1.2	Partner with local health services to implement workshops and provide resources to the community. KPI/Measure: Number and nature of projects undertaken. (Two projects undertaken).	Community Development Officer



Ensure health and support services address the needs of the community

Delivery Program 2017 - 2022

Strategy 1.2

Provide services to the frail, aged, disabled and their carers

Performance Measure

• Increase in the number of Bland Shire residents accessing services for frail, aged and their carers

Action	1	Responsibility
1.2.1	Review existing services to ensure service model is in line with government requirements. KPI/Measure: Undertake service reviews (At least one per annum).	Community Care Coordinator
1.2.2	Develop and implement programs to ensure need is being met. KPI/Measure: Number and nature of related programs or activities (Number of programs or activities as well as attendees).	Community Care Coordinator
1.2.3	Network with service providers to strengthen relationships within community. KPI/Measure: Number of service providers engaged (Actual number).	Community Care Coordinator
1.2.4	Provide services to towns and villages in the Shire. KPI/Measure: Types of services by village, number of clients by village. (Report on services provided and client numbers).	Community Care Coordinator
1.2.5	Undertake a service survey for Aged Care Services. KPI/Measure: Survey (report on timing and response as well as suggestions for service improvement).	Community Care Coordinator
1.2.6	Expand services available at Community Care facility through increased building tenancies. KPI/Measure: Number of services utilising Community Care centre (tenants - ongoing, tenants/hirers of space).	Community Care Coordinator

Partner with organisations to strengthen community health and safety

Delivery Program 2017 - 2022

Strategy 2.1

Develop and support community partnerships to increase a sense of safety and wellbeing within the community

Performance Measure

• Increased number of opportunities to provide information to the community

Action 2.1.1	Provide education programs on road safety, in line with RMS funding. KPI/Measure: Number of road safety campaigns undertaken (at least two per annum), Number of traffic committee meetings held, number of committee recommendations adopted by Council (100%), proportion of approved actions completed (90%).	Responsibility Road Safety Officer
2.1.2	Remove offensive graffiti from Council infrastructure as soon as practical dependant on location and degree of offensiveness and report to Police. KPI/Measure: Number of reported incidents (Less than 10/annum), Average time taken to address incidents on public property (not more than two working days).	Coordinator Urban
2.1.3	Engage with community members to volunteer within Bland Shire by providing opportunity, safety training and governance support. KPI/Measure: Training provided in the areas of Work Health and Safety, risk management information and meeting procedures etc. At least one training session per annum (At least 10 participants).	Director Corporate and Community Services
2.1.4	Support and promote young driver educational programs. KPI/Measure: Number of programs held (three per annum), Number of participants (At least 30 participants per program).	Community Development Officer
2.1.5	Inspect all high and medium risk food premises. KPI/Measure: Number of inspections undertaken (100% inspections/annum), number of breaches recorded (zero breaches).	Manager Development and Regulatory Services
2.1.6	Inspect all Skin Penetration Premises and Mortuaries KPI/Measure: Number of inspections undertaken (100% premises inspected/annum), number of breaches recorded (zero breaches).	Manager Development and Regulatory Services
2.1.7	Implement Council's on-site waste management systems inspection program. KPI/Measure: Number of inspections undertaken (10 inspections/quarter), number of breaches recorded (zero breaches).	Manager Development and Regulatory Services
2.1.8	Promote the continued use of online training program for Food Safety. KPI/Measure: Number and nature of education/promotion activities (two per annum), number of participants accessing online training.	Manager Development and Regulatory Services
2.1.9	Promote Mental Health month. KPI/Measure: Number of promotions held (minimum 1 per annum), Number of participants (At least 10 participants per program).	Community Development Officer

2.1.10 Implement and monitor Council's swimming pool inspection program policy.

Manager Development and Regulatory Services

KPI/Measure: Number of inspections undertaken, number of breaches recorded (zero breaches).



Delivery Program 2017 - 2022

Strategy 3.1

Develop and support a strong sense of community, providing advice and support to community groups

Performance Measure

• Increase in the number of workshops, events and grant applications applied for

Action		Responsibility
3.1.1	Actively work for the community to identify additional funding to achieve community goals by promoting and assisting with external grant applications. KPI/Measure: Number and nature of grant opportunities identified and pursued. (Report on number of opportunities identified), Successful applications (Report on number of successful applications and value).	Community Relations Officer
3.1.2	Recognise and celebrate volunteers for National Volunteer Week. KPI/Measure: Detail on activities undertaken (One event held annually), Number of volunteers acknowledged.	Community Development Officer
3.1.3	Administer Council's Strengthening Communities Grant programs. KPI/Measure: Number of applications received (Report on number), Details of programs funded (no specific target), Number of programs completed/acquitted (80% of funded projects completed on time and to budget).	Community Relations Officer
3.1.4	Facilitate and support groups that build skills and social inclusion including workshops/presentations. KPI/Measure: List of activities (minimum five/annum), Number of attendees (At least 10 participants/event).	Community Development Officer
3.1.5	Identify external grant funding to implement Tourism and Business programs and projects. KPI/Measure: Number and value of applications lodged (at least two/annum), report on amount received.	Tourism & Administration Officer
3.1.6	Report on progress of Bland Shire Council's externally funded programs and projects KPI/Measure: Number and nature of grant opportunities identified and pursued (number), successful applications (number). Report against milestones for funded programs.	General Manager



Delivery Program 2017 - 2022

Strategy 3.2

Provide cultural activities and community programs that foster social development and community wellbeing

Performance Measure

• Number of residents satisfied with range and quality of cultural events

Action	1	Responsibility
3.2.1	Continue membership and participation with Eastern Riverina Arts Inc. KPI/Measure: Detail on activities undertaken (collaborations with ERA vary annually), number of participants from Bland Shire (one member from Council is on the board of ERA but often all members of the community are invited to attended travelling events or initiatives held locally).	Community Development Officer
3.2.2	Facilitate visiting artist/exhibition/performance KPI/Measure: Detail on activities undertaken (at least one per year), number of attendees at each activity (at least five participants).	Community Development Officer
3.2.3	Facilitate a Bland Flavour Festival. KPI/Measure: Detail on activities undertaken (report on number of activities), number of attendees at each activity (at least 100 participants).	Community Relations Officer



Delivery Program 2017 - 2022

Strategy 3.3

Support and strengthen our indigenous culture and history

Performance Measure

• Increased number of engagement opportunities

Action		Responsibility
3.3.1	Contribute to the positive working relationship with the Local Aboriginal Lands Council. KPI/Measure: Number of meetings attended (at least two per annum), Outcomes of meetings such as major decisions and actions (no target, report by event).	General Manager
3.3.2	Fly the Aboriginal Flag at Council on days of Aboriginal significance. KPI/Measure: Detail/list of days of Aboriginal significance during the quarter including confirmation of flag display (no target, report by event).	Community Relations Officer



Delivery Program 2017 - 2022

Strategy 3.4

Foster a community learning culture optimising our physical and virtual spaces

Performance Measure

• Increase number of community members accessing and utilising our library services

Actio 3.4.1	Continue to promote the library as a community hub being utilised by all community members. KPI/Measure: List of activities (30 number/quarter), number of attendees (at least 10-15 participants/event).	Responsibility Library Services Coordinator
3.4.2	Foster lifelong learning for all ages through the provision of relevant community programs. KPI/Measure: Number of registered library members by age groupings (no target, numbered groupings required). Number of active library members. (Report on numbers in comparison to previous years).	Library Services Coordinator
3.4.3	Ensure library content and services are available to the community in various platforms as per Riverina Regional Library service agreement. KPI/Measure: List of items by category including number of items available by category eg adult literature, young adult, junior as well as computer access figures, pod participants etc. (Report on numbers in comparison to previous years).	Library Services Coordinator

Delivery Program 2017 - 2022

Strategy 4.1

Facilitate Council events to build social capital and a sense of belonging within the community

Performance Measure

• All KPI's met or exceeded each year

Action	1	Responsibility	
4.1.1	Coordinate annual Australia Day Celebrations and Awards. KPI/Measure: Details of events planned/held (Australia Day activities, number and nature of Awards presented, number of overall participants at each activity).	Community Relations Officer	
4.1.2	Coordinate Youth Week Activities. KPI/Measure: Detail on activities undertaken (minimum four activities held in youth week annually), number of participants (report on numbers in comparison to previous years).	Community Development Officer	
4.1.3	Conduct library school holiday activities. KPI/Measure: Detail on activities undertaken (four/per annum), number of participants (20/event).	Library Services Coordinator	
4.1.4	Conduct school holiday activities. KPI/Measure: Detail on activities undertaken - activities held in minimum three holiday periods per annum, usually three to four activities per holiday period (Christmas excluded), number of participants (varies greatly depending on nature of event. Report on numbers in comparison to previous years).	Community Development Officer	
4.1.5	Conduct Vacation Care program. KPI/Measure: Detail on operational days undertaken. (Report on numbers in comparison to previous years).	Children's Services Coordinator	
4.1.6	Facilitate Bland Shire Interagency meetings. KPI/Measure: Number of meetings held (four per annum planned, minimum of two held due to lack of RSVP's), number of agencies represented, number of attendees. (Report on numbers – agencies and attendees - in comparison to previous years.).	Community Development Officer	
4.1.7	Coordinate Citizenship Ceremonies within Bland Shire KPI/Measure: Report on number of Citizenship Ceremony participants, number of overall participants, countries of origin. (Report on numbers and nationalities).	Executive Assistant	



Delivery Program 2017 - 2022

Strategy 4.2

Provide quality, accredited and affordable Education and care services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit Vacation Care and Toy Library services)

Performance Measure

- Increase in community members who are accessing or satisfied with our education and care services
- All licensing requirements met across all services

Actio 4.2.1	Undertake a service survey for Bland Shire Council Children's Services. KPI/Measure: Number of surveys sent (number), Number of responses received (number) response rate (%).	Responsibility Children's Services Coordinator
4.2.2	Implement and update annual Self-Assessment Tools - All Children's Services areas. KPI/Measure: Report on self-assessment goals completed and currently being addressed.	Children's Services Coordinator
4.2.3	Review and update all service policy and procedures as required - All Children's Services areas. KPI/Measure: Report on policies finalised for the quarter. (At least two).	Children's Services Coordinator
4.2.4	Undertake toy library stocktake. KPI/Measure: Report on annual stocktake of toys available within toy library. (Report on number of toys held).	Children's Services Coordinator
4.2.5	Provide access to Toy Library resources to residents via Mobile Resource Unit Playgroups, Family Day Care and ITAV Sessions. KPI/Measure: Report on how many users have accessed toy library. (Report on number of loaned items).	Children's Services Coordinator



Delivery Program 2017 - 2022

Strategy 4.3

Actively engage with the community and promote open communication

Performance Measure

• Increase in number of community members accessing Council information

Action 4.3.1	In liaison with relevant staff, establish, maintain and regularly update relevant online presence by ensuring that Council's website is engaging, up to date and rich in easily accessible content. KPI/Measure: Number of page views per quarter (report on number in comparison to previous years), number of pages updated (at least two per quarter). Time since information was updated (less than 12 months).	Responsibility Community Relations Officer
4.3.2	Coordinate Council notices page in the West Wyalong Advocate. KPI/Measure: Summary of content promoted through Council Notices (No specific target, general overview of content eg. Public Notices, Recruitment, Council meetings etc).	Community Relations Officer
4.3.3	Produce media releases to inform the community about Council updates, programs, events and initiatives. KPI/Measure: Number and nature of media releases (report on actual number for the quarter), take up of media information (number of interviews organised and media types).	Community Relations Officer



Delivery Program 2017 - 2022

Strategy 4.4

Actively engage with youth to build social capital and a sense of belonging

Performance Measure

• Increased youth participation in programs and initiatives

Action 4.4.1	Partner with youth and youth service providers (including schools) to deliver programs/initiatives that improve wellbeing and build the capacity of local youth. KPI/Measure: Number of Council-run youth events and activities (at least one activity at every school per annum). Total number of participants (at least 20 per activity).	Responsibility Community Development Officer
4.4.2	Attend regional youth focused meetings. KPI/Measure: Number of meetings attended (minimum two per annum), summary of key matters discussed and outcomes of actions undertaken (no specific measure but a summary of what occurred).	Community Development Officer
4.4.3	Engage young people through a youth group to jointly identify areas of need/improvement and the most effective methods for engaging with youth in the community. KPI/Measure: Number of initiatives to engage young people. (At least two per annum), total number of participants (at least five per event). Report on number of events and participants.	Community Development Officer



Our People

A Strong, healthy, connected and inclusive community

Financial information (Operational)

Our People

Income	2019/20	2020/21	2021/22	2022/23
Community Care	\$16,610	\$17,074	\$17,553	\$18,044
Community Day Care	\$86,099	\$88,483	\$90,832	\$93,247
Multi Service Outlet	\$201,125	\$206,859	\$212,735	\$218,783
Community Care Centre	\$74,300	\$76,158	\$78,061	\$80,013
Family Day Care	\$534,576	\$548,387	\$565,593	\$583,784
Mobile Resource Unit	\$283,424	\$291,243	\$299,133	\$307,253
Preschool	\$420,607	\$431,795	\$443,308	\$455,156
Library	\$67,132	\$68,695	\$70,295	\$71,932
Children Services Unit	\$83,354	\$85,437	\$87,573	\$89,762
Community Development	\$65,581	\$67,180	\$68,818	\$70,496
Community Relations	\$5,000	0	0	0
Road Safety	0	0	0	0
Street Lighting	\$ 35,000	\$35,875	\$36,772	\$37,691
Cycle / Walking Paths	0	0	0	0
Public Health	\$2,000	\$2,050	\$2,101	\$2,154

Expenditure	2019/20	2020/21	2021/22	2022/23
Community Care	\$16,610	\$17,074	\$17,553	\$18,045
Community Day Care	\$86,099	\$88,483	\$90,832	\$93,247
Multi Service Outlet	\$201,128	\$206,859	\$212,734	\$218,783
Community Care Centre	\$70,270	\$71,174	\$72,103	\$73,056
Family Day Care	\$534,576	\$548,387	\$565,593	\$583,784
Mobile Resource Unit	\$283,424	\$291,244	\$299,134	\$307,253
Preschool	\$420,607	\$431,795	\$443,308	\$455,156
Library	\$357,947	\$366,994	\$376,295	\$385,853
Children Services Unit	\$83,423	\$85,827	\$88,303	\$90,852
Community Development	\$219,465	\$225,509	\$231,574	\$237,814
Community Relations	\$176,760	\$176,543	\$181,462	\$186,518
Road Safety	\$19,000	\$19,475	\$19,962	\$20,461
Street Lighting	\$162,329	\$166,904	\$171,614	\$176,464
Cycle / Walking Paths	\$28,080	\$27,952	\$28,074	\$28,199
Public Health	\$1,010	\$1,027	\$1,046	\$1,064



Our Places

Maintain & improve the Shire's assets & infrastructure

Our Objectives

- **5.** Work in partnership with key stakeholders to provide equitable access to Council's road infrastructure, services and facilities
- **6.** Manage waste and recycling to improve the utilisation of existing resources, including exploring new technologies
- **7.** Manage water and sewerage resources
- **8.** Ensure that public places and facilities are well maintained and easily accessible
- **9.** Develop, implement and monitor appropriate programs, plans and budgets for the effective and efficient management of Council's assets and infrastructure

Work in partnership with key stakeholders to provide equitable access to Council's road infrastructure, services & facilities

Delivery Program 2017 - 2022

Strategy 5.1

Facilitate the delivery of accessible services and infrastructure

Performance Measure

• Increase in accessible infrastructure within the Shire

Actio	on	Responsibility
5.1.1	Update and promote Access Mobility Map. KPI/Measure: Number and means of promotion of Access Mobility Map (Map updated and promoted biannually).	Community Development Officer
5.1.2	Monitor and review the Disability Inclusion Action Plan. KPI/Measure: Proportion of scheduled actions completed (90%).	Community Development Officer
5.1.3	Provide and promote the Access Incentive Scheme for improved access across the Shire. KPI/Measure: Number and means of promotion of Access Incentive Scheme (two promotions held annually), number of persons taking up scheme (report on number in comparison to previous years).	Community Development Officer

Work in partnership with key stakeholders to provide equitable access to Council's road infrastructure, services & facilities

Delivery Program 2017 - 2022

Strategy 5.2

Work with the heavy transport industry and road related organisations to cooperatively improve access to road infrastructure

Performance Measure

• Improved road conditions across the Shire

Actio	n	Responsibility
5.2.1	Process heavy vehicle road usage applications. KPI/Measure: Number of Heavy Vehicle road usage applications processed (report on number/quarter received, approved, refused).	Assets & Engineering Service Projects Officer
5.2.2	Maintain involvement with networks which impact road infrastructure and services within Bland Shire KPI/Measure: Number of meetings attended (at least two per annum), summary of key matters discussed and outcomes of actions undertaken. (No specific measure but a summary of what occurred).	General Manager

Manage waste and recycling to improve the utilisation of existing resources, including exploring new technologies

Delivery Program 2017 - 2022

Strategy 6.1

Consult with the community and relevant stakeholders regarding waste management options throughout the Shire

Performance Measure

• Increase community participation in sustainability initiatives

Action	1	Responsibility
6.1.1	Investigate, review and monitor viable recycling options in liaison with	Director Technical
	recycle organisations and other appropriate organisations	Services
	KPI/Measure: Report on number of contacts and outcomes. (No specific	
	measure, report on activity only).	

Manage waste and recycling to improve the utilisation of existing resources, including exploring new technologies

Delivery Program 2017 - 2022

Strategy 6.2

Reduce reliance on landfill by increasing resource recovery, waste minimisation and community education

Performance Measure

Reduction in waste to landfill

Action	1	Responsibility
6.2.1	Ensure waste management operations are in line with the implementation of Council's waste strategy. KPI/Measure: Report on tonnage. (Less than 10,000 tonnes pa at West Wyalong/Wyalong).	Director Technical Services
6.2.2	Work in partnership with neighbouring Councils and REROC to implement waste programs. KPI/Measure: Attendance at REROC Waste Forum (report on meetings attended, key outcomes and projects).	Foreman - Facilities
6.2.3	Work in partnership with community relations to increase awareness of recycling options offered. KPI/Measure: Number and means of promotion of recycling options (number of events/promotions held).	Foreman - Facilities
6.2.4	Provide waste collection and management services to the community. KPI/Measure: Tonnes of waste disposed to landfill (tonnes of waste per year), compliance with EPA licence for landfill operations (100% compliance).	Foreman - Facilities
6.2.5	Monitor littering and illegal dumping. KPI/Measure: Number and nature of illegal dumping incidents-reported or observed. (Report on number in comparison to previous years and actions taken).	Manager Development Services



Manage water and sewerage resources

Delivery Program 2017 - 2022

Strategy 7.1

Ensure adequate water storage and management for future use within Council's community facilities

Performance Measure

• Increased usage of recycled water

Actio	on	Responsibility
7.1.1	Maximise water storage within budgetary constraints.	Director Technical
	KPI/Measure: Number of storage works budgeted and number	Services
	completed. (Report on number in comparison to previous years).	



Manage water and sewerage resources

Delivery Program 2017 - 2022

Strategy 7.2

Effectively manage and maintain existing stormwater and sewerage infrastructure

Performance Measure

- Review Plans
- Undertake Sewerage Inspections

Actio	on	Responsibility
7.2.1	Undertake Sewerage System Inspections.	Foreman - Facilities
	KPI/Measure: Number of inspections undertaken (at least four per	
	quarter), number of breaches recorded (zero breaches).	



Delivery Program 2017 - 2022

Strategy 8.1

Ensure users of Council's facilities comply with agreements

Performance Measure

• Increase in consultation with user groups

Actio	on	Responsibility
8.1.1	Liaise with User Groups regarding Memorandum of Understandings if required. KPI/Measure: Number of liaisons held and nature. (Report on number in comparison to previous years).	Director Technical Services



Delivery Program 2017 - 2022

Strategy 8.2

In collaboration with users provide facilities that are accessible to acceptable standards

Performance Measure

- Inspections undertaken and standards maintained or improved
- Community satisfaction levels maintained or improved

Actio	n	Responsibility
8.2.1	Undertake work health and safety audits including external sites and facilities with relevant staff. KPI/Measure: Third Quarter Only - Number of audits undertaken (one per annum), number of breaches recorded (zero breaches), report on remedial actions undertaken (no specific target. Report by occurrence only).	Work Health and Safety Coordinator
8.2.2	Implement signs as remote supervision. KPI/Measure: Number and location of signs installed (report on number in comparison to previous years).	Coordinator Assets



Delivery Program 2017 - 2022

Strategy 8.3

Collaborate with transport providers to facilitate access within the shire and regional centres

Performance Measure

• Transport operators and government lobbied regarding service

Actio	on	Responsibility
8.3.1	Lobby Government and industry to improve transport options.	General Manager
	KPI/Measure: Outcomes of advocacy activities, including projects	
	undertaken. (No target - report by occurrence).	



Delivery Program 2017 - 2022

Strategy 8.4

Use planning and heritage policies and controls to protect and improve the unique built environment

Performance Measure

- Grants processed
- Policies reviewed
- Heritage buildings preserved, improved or maintained
- Maintain or improve the main street appearance

Actio	on	Responsibility
8.4.1	Review Heritage items currently listed in the Bland Local Environmental Plan and to investigate the inclusion of new heritage items KPI/Measure: Review undertaken and reported to Council. (No specific measure, report on progress).	Manager Development and Regulatory Services
8.4.2	Promote and implement the Heritage Advisory Program. KPI/Measure: Number and methods of promotion undertaken (at least two per annum). Report on number of heritage activities such as grants, work, etc undertaken. (Report on number in comparison to previous years).	Manager Development and Regulatory Services

Delivery Program 2017 - 2022

Strategy 9.1

Responsibly manage asset renewal and maintenance for current and future generations

Performance Measure

• Council's asset condition maintained or improved

Action		Responsibility	
9.1.1	Monitor and implement the Annual Capital Works Program. KPI/Measure: Report on nature and value of works undertaken (per annum, % of projects completed, number of individual projects undertaken).	Director Technical Services	
9.1.2	Review and implement Roads to Recovery Program. KPI/Measure: Percentage of works completed for program and for year; completed projects undertaken.	Director Technical Services	
9.1.3	Review Technical Services Policies and Strategies eg Asset Management Plans, plans of management for Crown Land etc. KPI/Measure: No specific measure, report on policies and strategies reviewed each quarter.	Director Technical Services	
9.1.4	Review and implement the annual and long-term plant and equipment replacement program. KPI/Measure: Plan reviewed and adopted by Council by June 2021. (No specific measure, report on progress).	Coordinator Workshop and Plant	



Delivery Program 2017 - 2022

Strategy 9.2

To manage and enhance the pool facilities within the Shire

Performance Measure

- Increase pool usage
- Master plan developed for pool facilities
- Maintenance program undertaken

Actio	on	Responsibility
9.2.1	Undertake maintenance and repairs to pool facilities within approved budget in consultation with Contractor and in accordance with the Contract. KPI/Measure: Work undertaken by contractor. (No specific target, report on occurrences).	Coordinator Urban



Delivery Program 2017 - 2022

Strategy 9.3

Maintain street trees

Performance Measure

• Maintain or increase number of street trees

Action		Responsibility
9.3.1	Manage street tree planting in accordance with Preferred Street Tree Species List and within approved budget. KPI/Measure: Number, types and purpose of tree plantings undertaken eg new or replacement trees (no specific target, report by occurrence).	Coordinator Urban
9.3.2	Proactively monitor street trees and action requests to maintain and/or remove trees within the approved budget. KPI/Measure: Number of requests received (report on number in comparison to previous years), purpose of request (no specific target, report by occurrence).	Coordinator Urban

Delivery Program 2017 - 2022

Strategy 9.4

Maintain parks, ovals and recreational facilities to approved standards

Performance Measure

• Cemeteries and open spaces utilised and maintained within standards

Actio	n	Responsibility
9.4.1	Inspect parks, ovals and recreational facilities. KPI/Measure: Number and location of inspections undertaken (report on reasons for inspection outside normal maintenance schedule). List locations addressed included in anomaly report.	Coordinator Urban
9.4.2	Conduct playground inspections for all playgrounds within the Shire. KPI/Measure: Number and location of inspections undertaken (at least 12 inspections per annum, at least 12 locations inspected).	Coordinator Urban
9.4.3	Coordinate maintenance with regard to season use of sporting fields. KPI/Measure: Report on sporting field activity by bookings (eg. sporting group used Ron Crowe Oval on XX number of occasions during the quarter. Report on number in comparison to previous years).	Coordinator Urban
9.4.4	Carry out maintenance in Wyalong Cemetery. KPI/Measure: Number and types of requests received. (Report on number in comparison to previous years), purpose of request (no specific target, report by occurrence). List locations addressed included in anomaly report.	Coordinator Urban
9.4.5	Inspect and maintain village cemeteries regularly. KPI/Measure: Number and types of requests received (number per annum), purpose of request (no specific target, report by occurrence). List locations addressed included in anomaly report.	Coordinator Urban



Delivery Program 2017 - 2022

Strategy 9.5

Identify and plan for new infrastructure

Performance Measure

• New infrastructure identified and planning progressed

Action		Responsibility
9.5.1	Engage the community to plan and develop future infrastructure and service needs. KPI/Measure: Report on numbers and types of consultation undertaken (at least four sessions per annum, list types of consultation eg face to face, community meetings, etc).	General Manager
9.5.2	Allocate funds to undertake investigation, designs, business plans and obtain costings for proposed projects. KPI/Measure: Report on amount allocated within Budget for investigation and preparation of shovel ready projects. (Report on number in comparison to previous years).	General Manager



Our Places

Maintain & improve the Shire's assets & infrastructure

Financial information

Our Places

Income	2019/20	2020/21	2021/22	2022/23
Engineering Services	\$682,370	\$690,011	\$697,836	\$705,843
Engineering Employment Overheads	\$1,100,000	\$1,127,500	\$1,155,687	\$1,184,579
Depot Management	0	0	0	0
Gravel Production	\$400,000	\$414,000	\$424,350	\$434,959
Private Works	\$100,000	\$102,500	\$105,063	\$107,689
Plant Management	\$3,948,888	\$3,992,798	\$4,038,499	\$4,228,310
State Roads	\$15,000	\$15,375	\$15,759	\$16,153
Regional Roads	\$1,222,817	\$1,253,388	\$1,284,722	\$1,316,840
Roads to Recovery	\$1,512,130	\$1,512,130	\$1,512,130	\$1,512,130
FAG's Grant Income	\$2,994,779	\$3,039,701	\$3,085,296	\$3,131,576
Aerodrome	\$2,900	\$2,967	\$3,037	\$3,107
Saleyards	\$63,100	\$64,677	\$66,294	\$67,952
Public Conveniences	0	0	0	0
Cemeteries	\$115,000	\$117,875	\$120,822	\$123,842
Parks and Gardens	\$210	\$216	\$221	\$226
Emergency Services	0	0	0	0
Sporting Ovals	\$55,000	\$56,375	\$57,784	\$59,229
Town and Village Streets	0	0	0	0
Pool Facilities	\$20,000	\$20,000	\$20,000	\$20,500
Property Maintenance	\$269,353	\$275,112	\$281,014	\$287,062
Waste Management	\$1,426,956	\$1,466,516	\$1,498,268	\$1,530,854
Sewerage Services	\$1,732,262	\$1,768,094	\$1,804,506	\$1,841,977
Heritage	0	0	0	0
Bush Fire Services	\$117,000	\$118,400	\$119,828	\$121,285

Expenditure	2019/20	2020/21	2021/22	2022/23
Engineering Services	\$1,184,254	\$1,215,329	\$1,246,361	\$1,278,273
Engineering Employment Overheads	\$978,500	\$1,007,556	\$1,037,482	\$1,068,307
Depot Management	\$229,366	\$234,933	\$240,655	\$246,536
Gravel Production	\$348,532	\$354,832	\$361,288	\$367,907
Private Works	\$90,000	\$92,250	\$94,556	\$96,920
Plant Management	\$4,240,850	\$4,213,363	\$3,929,577	\$4,238,452
State Roads	\$15,000	\$15,375	\$15,759	\$16,153
Regional Roads	\$1,443,260	\$1,253,388	\$1,284,722	\$1,316,841
Roads to Recovery	\$1,512,130	\$1,512,130	\$1,512,130	\$1,512,130
Urban Roadside Maintenance	\$285,000	\$286,750	\$289,544	\$292,407
Urban Sealed Roads	\$559,755	\$547,242	\$535,980	\$525,845
Urban Unsealed Roads	\$39,034	\$39,034	\$39,034	\$39,034
Rural Sealed Roads	\$1,438,586	\$1,790,714	\$1,799,517	\$1,808,540
Rural Unsealed Roads	\$5,113,042	\$4,869,157	\$4,764,214	\$4,672,628
Bridges	\$172,437	\$172,437	\$172,562	\$172,690
Aerodrome	\$116,242	\$117,631	\$119,054	\$120,513
Saleyards	\$148,948	\$149,272	\$150,104	\$150,957
Public Conveniences	\$115,029	\$117,284	\$119,595	\$121,964
Cemeteries	\$115,000	\$103,630	\$105,924	\$108,276
Parks and Gardens	\$787,076	\$803,141	\$805,963	\$808,859
Emergency Services	\$35,834	\$36,391	\$36,963	\$37,553
Sporting Ovals	\$524,562	\$532,272	\$540,022	\$547,968
Town and Village Streets	\$246,000	\$246,968	\$241,590	\$236,366
Pool facilities	\$364,750	\$387,014	\$391,620	\$396,525
Property Maintenance	\$604,368	\$605,311	\$1,017,244	\$618,749
Waste Management	\$1,426,956	\$1,466,516	\$1,498,268	\$1,530,853
Sewerage Services	\$1,732,262	\$1,768,095	\$1,804,505	\$1,841,977
Heritage	\$46,000	\$46,910	\$47,840	\$48,792
Street Sweeping	\$34,500	\$35,362	\$36,246	\$37,152
Bush Fire Services	\$551,195	\$564,954	\$579,123	\$593,718



Our Leadership

A well run Council acting as the voice of the community

Our Objectives

- To provide quality leadership, governance and management to develop strong community partnerships
- **11.** Provide opportunities for all stakeholders to contribute to Council's decision making
- **12.** Lead the community
- **13.** Develop and maintain a framework of plans and policies that ensures open and transparent Council information

Delivery Program 2017 - 2022

Strategy 10.1

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

Performance Measure

• Policies reviewed on time and budget allocation for Councillor training opportunities

Actio	n	Responsibility
10.1.1	Provide Councillors with professional development opportunities. KPI/Measure: Report on number of sessions made available and Councillor attendance (at least three opportunities per annum, list Councillors who attended).	Director Corporate & Community Services
10.1.2	Prepare for the Mayoral and Deputy Mayoral elections in September bi-annually. KPI/Measure: Report on conduct of elections when held.	General Manager

Delivery Program 2017 - 2022

Strategy 10.2

Ensure Councillors take ownership and a strong leadership role

Performance Measure

- Reports presented on time
- Increased opportunities for Councillors to connect with the community

Action		Responsibility	
10.2.1	Prepare the Annual Report. KPI/Measure: Report prepared and presented to October meeting of Council (report due second quarter).	Executive Assistant	
10.2.2	Finalise and present the End of Term Report. KPI/Measure: Report prepared and presented to August meeting of Council. (Not due until fourth quarter).	Executive Assistant	

Delivery Program 2017 - 2022

Strategy 10.3

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

Performance Measure

• Reports completed and submitted on time

Actio	n	Responsibility	
10.3.1	Develop timelines and action plan for the review of the Community Strategic Plan and associated documents. KPI/Measure: Report on progress of preparation, including activities undertaken, number and locations of participants.	Director Corporate & Community Services	
10.3.2	Report to the community and Council on Integrated Planning and Reporting Progress. KPI/Measure: Reports prepared and presented to Council on a six monthly basis.	Director Corporate & Community Services	

Delivery Program 2017 - 2022

Strategy 10.4

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

Performance Measure

Maintain compliance with the requirements of the Office of Local Government guidelines and legislation

Action	1	Responsibility
10.4.1	Complete budget review statements for analysis by Directors within two weeks of end of quarter. KPI/Measure: September review goes to the November Council meeting, December review goes to the February Council meeting, March review goes to the May Council meeting.	Manager Customer & Financial Services
10.4.2	Ensure effective debt recovery is in place. KPI/Measure: Reported in the Annual Financial Statements with the Operating performance ratio against the industry benchmark. (Report on number in comparison to previous years).	Manager Customer & Financial Services
10.4.3	Complete financial statements and lodge in accordance with statutory requirements. KPI/Measure: Report when statements are lodged (no specific target, report on occurrence only).	Manager Customer & Financial Services
10.4.4	Manage investments in accordance with investment strategies and policies. KPI/Measure: Monthly report to Council of investments (12 reports per annum), report on value of investments (per annum), report on earnings in comparison to previous year (%).	Manager Customer & Financial Services
10.4.5	Review the long-term financial plan aiming for financial sustainability to ensure fitness for the future. KPI/Measure: Plan is reviewed on an annual basis (report to Council).	Manager Customer & Financial Services
10.4.6	Ensure timely and accurate processing of payments. KPI/Measure: Number and type of payments made (no specific target, report on occurrences).	Manager Customer & Financial Services
10.4.7	Conduct budget briefing sessions for Councillors. KPI/Measure: Annual briefing session undertaken (session held during March/April).	Director Corporate & Community Services
10.4.8	Review outstanding rates and conduct sale for unpaid rates accordingly. KPI/Measure: Number of reviews (one per annum), sales for unpaid rates (no specific target, report on occurrence only).	Director Corporate & Community Services

Delivery Program 2017 - 2022

Strategy 10.5

Ensure Council's workforce is provided with appropriate equipment and resources to meet the needs of Council and the community

Performance Measure

• Appropriate services and equipment are available for staff across the organisation

Action		Responsibility
10.5.1	Maintain and renew network infrastructure hardware and software to ensure effective delivery of services. KPI/Measure: Proportion of scheduled ICT Strategy actions completed (80%), number and nature of operational improvements achieved (no target, report by activity only).	Director Corporate & Community Services
10.5.2	Ensure progressive upgrade of computers, phones and other IT equipment. KPI/Measure: Number and nature of operational improvements achieved (no target, report by activity only).	Director Corporate & Community Services



Delivery Program 2017 - 2022

Strategy 10.6

Regular consultation with key industry, business and stakeholders

Performance Measure

• Increased communication with key business and stakeholders

Action		Responsibility
10.6.1	Open communication established between Council and key local industry and employers.	General Manager
	KPI/Measure: Number and nature of contacts undertaken (no specific	
	target, report on occurrences), key outcomes from meetings.	



Provide opportunities for all stakeholders to contribute to Council's decision making

Delivery Program 2017 - 2022

Strategy 11.1

Encourage village residents to participate in community forums

Performance Measure

• Increased community participation

Action		Responsibility	
11.1.1	Seek community input into each forum agenda and report back to the community on forum outcomes. KPI/Measure: Number and nature of items provided (no specific target, report on occurrences), list of forums undertaken and number of attendees per forum (no specific target, report on occurrences).	Asset & Engineering Services Officer	
11.1.2	Organise community forums in villages within the Shire, as requires. KPI/Measure: Number and location of forums held (no specific target, report on occurrences).	Asset & Engineering Services Officer	
11.1.3	Provide avenues for the community to be engaged in Council activities and give feedback, eg. Community Forums, pre-meeting Public Forums etc. KPI/Measure: Report on the number and type of programs, initiatives and engagement opportunities provided (no specific target, report on activity only).	General Manager	

Provide opportunities for all stakeholders to contribute to Council's decision making

Delivery Program 2017 - 2022

Strategy 11.2

Provide innovative and accessible communication strategies to Shire residents to encourage active participation in Council's future

Performance Measure

• Maintain or increase community communication avenues

Action		Responsibility	
11.2.1	Monitor and update Council's official social medial accounts (Facebook, Instagram, Youtube) and electronic communication. KPI/Measure: Number of page views per quarter (report on number in comparison to previous years), number of click throughs (report on number in comparison to previous years).	Community Relations Officer	
11.2.2 Monitor Council social media accounts and advise on adherence to Council's Social Media policy and procedures. KPI/Measure: Number and nature of social media activity (number of sites, number of posts). You may need to get cooperation from other administrators to provide you with the detail.		Community Relations Officer	



Provide opportunities for all stakeholders to contribute to Council's decision making

Delivery Program 2017 - 2022

Strategy 11.3

Ensure all Council communication branded signs and banners are provided to funding recipients

Performance Measure

• Council branding prevalent at sponsored events

Actio	n	Responsibility
11.3.1	Provide Council branded signs and/or banners to funding recipients. KPI/Measure: Number and type of Council branded collateral provided and to whom (no target, report on activity only).	Community Relations Officer
11.3.2	Display Council logo in all advertising and promotion of Council events/programs/workshops. KPI/Measure: List and report on frequency of use of logo (no specific target, report on occurrences).	Community Relations Officer



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

Performance Measure

• Maintain or improve service response times

Action		Responsibility	
12.1.1	Review and monitor frontline customer service practices and performance. KPI/Measure: No specific measure - Regularly review customer service processes incorporating feedback from internal and external customers.	Customer Service and Administration Coordinator	
12.1.2	Provide information and services and monitor complaints in regards to companion animals and responsible pet ownership. KPI/Measure: No specific activity, reporting is by instance only.	Manager Development and Regulatory Services	
12.1.3	Monitor and report on response times to major customer requests. KPI/Measure: At least 95% of initial queries received through the Customer Service Centre are responded to in accordance with the Customer Service Charter - 2020/21.	Customer Service and Administration Coordinator	



Strategy 12.2

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

Performance Measure

Maintain or increase staff satisfaction

Action Responsibility				
12.2.1	Assist in the management of workforce relations and provision of timely advice on workplace relations matters. KPI/Measure: Report on monthly meetings with Directors and staff.	Human Resources Coordinator		
12.2.2	Review and monitor the implementation of the Workforce Assessment Plan. KPI/Measure: Report on implementation (no specific measure, detail of activities). Include summary of activities undertaken during the quarter.	Human Resources Coordinator		
12.2.3	Maintain register of delegations and issue authorities to relevant employees. KPI/Measure: Delegations register report and presented to March meeting of Council annually. System monitor/actioned at least quarterly. Report on any action undertaken.	Executive Assistant		
12.2.4	Develop, implement and monitor Learning and Development Plan. KPI/Measure: Report on progress of planning and implementation (no specific measure, detail of activities). Include summary of activities undertaken during the quarter.	Human Resources Coordinator		
12.2.5	Maintain and promote the Employee Assistance Program (EAP). KPI/Measure: Number and nature of promotions undertaken (at least four per annum).	Human Resources Coordinator		
12.2.6	Promote and encourage professional development to all staff. KPI/Measure: Communicate and enrol staff for professional development training, (one-five per annum).	Human Resources Coordinator		
12.2.7	Identify and organise training needs and mandatory training to ensure staff are highly skilled. KPI/Measure: Develop, communicate and implement Annual Training Plan.	Human Resources Coordinator		
12.2.8	Maintain and promote the staff service and achievement awards program. KPI/Measure: Report on number and nature of awards (no specific target, report by instance only).	Executive Assistant		



Strategy 12.3

Develop, implement and monitor HR programs to solidify Council's reputation as an employer of choice

Performance Measure

Maintain Councils reputation as an employer of choice

Action		Responsibility	
12.3.1	Support the implementation and monitoring of the EEO Management Plan. KPI/Measure: Report on the progress of tasks in the EEO Management Plan.	Human Resources Coordinator	
12.3.2	Implement workforce programs ensuring Council remains an employer of choice. KPI/Measure: Report on workforce programs implemented (wellness, flexible working hours, professional development, and educational assistance).	Human Resources Coordinator	
12.3.3	Implement and monitor the effectiveness of the LGNSW Capability Framework in the Performance and Development Review process. KPI/Measure: Annually – review the system and the process. (Once per annum).	Human Resources Coordinator	
12.3.4	Conduct Employee Engagement & EEO Survey. KPI/Measure: Bi-annually. Report on outcomes (NB: Survey due in 2021).	Human Resources Coordinator	



Strategy 12.4

Review and implement Council policies and comply with WHS and Risk Management requirements

Performance Measure

• Maintain Councils focus on WHS and Risk Management

Actio	n	Responsibility
12.4.1	Ensure WHS Committee meet in accordance with approved schedule. KPI/Measure: Number of meetings held (at least four times per annum), key outcomes and recommendations from those meetings (no specific target, report by instance only.)	Work Health and Safety Coordinator
12.4.2	Review and update Council's Insurance policies. KPI/Measure: Report on progress.(No specific measure, detail of activities). Include summary of activities undertaken during the quarter.	Risk and Insurance Officer
12.4.3	Establish and monitor Council's Risk Register. KPI/Measure: Report on proportion of Risks as they relate to Risk Ratings (no specific target, provide details of risk ratings as per category eg % low, % medium, % high). Report on movement in risk ratings per quarter (eg. More or less highs, lows, mediums etc).	Risk and Insurance Officer
12.4.4	Maintain the Contractor Database eg. Insurances, inductions, registrations KPI/Measure: All Contractors engaged registered in database as 100% compliant.	Work Health and Safety Coordinator

Develop and maintain a framework of plans and policies that ensures open and transparent Council information

Delivery Program 2017 - 2022

Strategy 13.1

Promote and advocate improved management of, and access to, information across Council

Performance Measure

• Improve access to Councils information

Action		Responsibility
13.1.1	Ensure information required under the GIPA legislation is displayed appropriately on Council's website. KPI/Measure: Report on number and nature of GIPA requests, (formal/informal) received. (No target, report by activity only).	Director Corporate and Community Services

Strategy 13.2

Develop, implement and promote best practice governance policies and procedures

Performance Measure

• Review Council procedures

Action		Responsibility	
13.2.1	Progress the establishment of an Audit, Risk and Improvement Committee and function within the organisation as per the legislation. KPI/Measure: Report on audits undertaken (at least three per annum), report on number and type of recommendations; provide information on action against recommendations.	Director Corporate & Community Services	
13.2.2	Review Council's policies and procedures. KPI/Measure: Report on policies due for renewal and updated (policies reviewed and adopted by due date).	Director Corporate & Community Services	



Our Leadership

A well run Council acting as the voice of the community

Financial information (Operational)

Our Places

Our Flades				
Income	2019/20	2020/21	2021/22	2022/23
Governance	\$60,000	0	0	0
Management and Leadership	0	\$52,000	0	0
Human Resources	\$12,400	\$12,723	\$13,052	\$13,383
Rates and Charges	\$6,768,694	\$6,936,251	\$7,107,995	\$7,284,249
Financial Assistance and Investments	\$5,170,335	\$5,234,438	\$5,300,127	\$5,327,445
Corporate Support	\$314,220	\$322,075	\$330,127	\$338,380
Regulatory Activities	\$6,700	\$6,858	\$7,019	\$7,184
Work Health and Safety	\$20,000	\$20,300	\$20,605	\$20,914
Insurances	\$16,000	\$16,240	\$16,484	\$16,731
Risk Management	0	0	0	0
Expenditure	2019/20	2020/21	2021/22	2022/23
Governance	\$516,067	\$467,127	\$478,438	\$430,086
Management and Leadership	\$193,668	\$250,598	\$204,090	\$209,446
Human Resources	\$355,067	\$361,846	\$370,107	\$378,600
Rates and Charges	\$1,031,169	\$1,056,744	\$1,082,958	\$1,109,867
Financial Assistance and Investments	\$150,977	\$145,789	\$141,149	\$136,379
Corporate Support	\$1,835,002	\$1,854,798	\$1,893,534	\$1,934,228
Regulatory Activities	\$176,501	\$181,348	\$186,183	\$191,159
Work Health and Safety	\$128,620	\$131,860	\$135,090	\$138,512
Insurances	\$650,000	\$655,708	\$665,478	\$669,659
Risk Management	\$97,740	\$100,656	\$103,599	\$106,741



Our Prosperity

Growing our population and jobs

Our Objectives

- 14. Visitors and tourists are welcomed
- **15.** Promote the Shire as a place to do business
- 16. Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire

Visitors and tourists are welcomed

Delivery Program 2017 - 2022

Strategy 14.1

Work with the tourism industry to identify and develop products and services that appeal to visitors of the Shire

Performance Measure

• Increase in tourism enterprises that encourage people to stay

Actio	n	Responsibility
14.1.1	Maintain relationships with tourism and community groups to progress tourism initiatives within the Bland Shire. KPI/Measure: Number and nature of meetings attended (one meeting quarterly per community group), key outcomes of meetings.	Tourism & Administration Officer
14.1.2	Maintain an active participation and representation in relevant regional tourism meetings and events. KPI/Measure: Number Regional tourism meetings attended (one meeting bi-monthly), key outcomes of meetings (no specific measure, report by instance only), number of Regionally significant events planned/held (no specific number, report by activity only).	Tourism & Administration Officer
14.1.3	Promote Bland Shire using online and print mediums. KPI/Measure: Number and nature of online promotional activities (at least one per week), number and nature of printed publications (at least one per annum), report all other promotion ventures undertaken.	Tourism & Administration Officer
14.1.4	Monitor, update and apply tourism signage as requested by tourism attractions and tourism businesses. KPI/Measure: Report on number of requests received and signage updated (no specific target, per request only).	Tourism & Administration Officer
14.1.5	Work with neighbouring Shires to promote tourism experiences and Tourism Art Trail. KPI/Measure: Report on number and nature of meetings held to discuss and promote Tourism Art Trail (no specific target, per request only).	Tourism & Administration Officer
14.1.6	Provide and maintain a quality Visitors Information Centre which engages and supports tourism in the Bland Shire. KPI/Measure: Provide visitor numbers (monthly report), and locations (monthly report).	Tourism & Administration Officer



Visitors and tourists are welcomed

Delivery Program 2017 - 2022

Strategy 14.2

Attract a diverse range of visitors to the Shire

Performance Measure

• Increase visitors to the shire

Actio	n	Responsibility	
14.2.1	Identify and promote major and minor event opportunities in the Bland Shire to potential Visitors to the region. KPI/Measure: Investigate one event opportunity per annum.	Tourism & Administration Officer	
14.2.2	Investigate technology to improve the visitor experience within Bland Shire. KPI/Measure: Quarterly monitoring and investigating of existing and new technology.	Tourism & Administration Officer	

Promote the shire as a place to do business

Delivery Program 2017 - 2022

Strategy 15.1

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

Performance Measure

• Maintain or increase number of businesses and industry within the shire

Actio	n	Responsibility
15.1.1	Support business and/or industry operators to establish within Bland Shire through programs such as the Business Development Assistance Fund. KPI/Measure: Report on number and types of assistance provided.	General Manager

Promote the shire as a place to do business

Delivery Program 2017 - 2022

Strategy 15.2

Continue ongoing engagement and communication with the Shire's existing industry and business including support for diversification and alternate industry or business

Performance Measure

• Increase support to existing business

Action		Responsibility
	Work cooperatively with the local business groups to promote programs, initiatives, services and products wherever possible and to support requests to assist business activities with long-term benefits for the Bland Shire. KPI/Measure: Report on the number and type of programs, initiatives and services undertaken (no specific target, report on activity only).	General Manager

Promote the shire as a place to do business

Delivery Program 2017 - 2022

Strategy 15.3

Lobby for and work with industry, government and education providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services

Performance Measure

• Maintain or improve telecommunications and technology within the shire

Actio	n	Responsibility
15.3.1	Monitor grant opportunities for communications infrastructure to address shire blackspots. KPI/Measure: Number of opportunities identified and applications lodged.	Director Corporate and Community Services
15.3.2	Advocate for improved telecommunications access in regional areas of Bland Shire. KPI/Measure: As and when required.	Director Corporate and Community Services
15.3.3	Investigate suitable locations for improved telecommunications access. KPI/Measure: Sites identified and listed.	Director Technical Services

Delivery Program 2017 - 2022

Strategy 16.1

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

Performance Measure

• Maintain development in line with legislation and guidelines

Actio	n	Responsibility
16.1.1	Update Development Control Plan to include flood planning development controls for Ungarie. KPI/Measure: Review and update by June 2022.	Manager Development & Regulatory Services
16.1.2	Review Local Environmental Plan. KPI/Measure: Review, update and report to Council by June 2022.	Manager Development & Regulatory Services

Delivery Program 2017 - 2022

Strategy 16.2

Through partnerships with stakeholders foster our education, learning and training industry and increase employment opportunities within the Shire

Performance Measure

• Maintain or increase number of community members attending education opportunities

Action		Responsibility
16.2.1	Maintain Council's traineeship and apprenticeship program. KPI/Measure: Number of apprenticeships/ traineeships/work experience students placed in Bland Shire Council in the 2021-2022 period (at least one trainee/and/or two work experience placements per annum).	Human Resources Coordinator
16.2.2	Foster partnerships with education sector. KPI/Measure: Report on contact made with educational sector (no specific target, report by instance only).	Human Resources Coordinator
16.2.3	Identify education needs for local businesses and work with training providers to deliver appropriate training. KPI/Measure: Report on methods to identify local business training needs (eg. surveys, meetings, phone calls etc.), report on outcome of representation.	General Manager
16.2.4	Liaise with retail and industry to assist in creating employment opportunities. KPI/Measure: Report on meetings held with local retail and industry operators and outcomes of employment generation opportunities taken up.	General Manager

Delivery Program 2017 - 2022

Strategy 16.3

Promote agricultural practices which are leading edge and efficient

Performance Measure

• Maintain or increase environmental awareness

Actio	n	Responsibility
16.3.1	Provide a workshop/program targeting the agricultural industry. KPI/Measure: Number and nature of agricultural industry programs delivered (at least one per annum), number of community members participating (no set target, report actual attendances). Report on other information sessions/activities when they occur (eg seasonal advertising).	Foreman Environmental Services
16.3.2	Provide a workshop/program targeting energy efficiency. KPI/Measure: Number and nature of agricultural industry programs delivered (at least one per annum), number of community members participating (no set target, report actual attendances). Report on other information sessions/activities when they occur (eg seasonal advertising).	Foreman Environmental Services
16.3.3	Educate the community on benefits of protecting our environment. KPI/Measure: Number and nature of agricultural industry programs delivered (at least one per annum), number of community members participating (no set target, report actual attendances). Report on other information sessions/activities when they occur (eg seasonal advertising).	Foreman Environmental Services



Delivery Program 2017 - 2022

Strategy 16.4

Liaise with utility providers to ensure a quality sustainable service to the community

Performance Measure

Maintain or improve access to reliable and efficient utilities

Operational Plan (1 year) 2021/22

Action Responsibility

16.4.1 Maintain active representation and involvement with the regional organisations impacting Bland Shire Council.

KPI/Measure: Report on number and nature of organisations (at least six meetings per annum, list of organisations eg. REROC, RIVJO, Goldenfields Water, Regional Development Australia (Riverina) etc.)

Include information on specific projects and activities which have produce positive outcomes for Bland Shire residents, businesses and industries.

General Manager

Delivery Program 2017 - 2022

Strategy 16.5

The availability of commercial and industrial land, coupled with our geographic location, be maximised and marketed to boost economic growth

Performance Measure

• Maintain or improve availability of industrial land

Actio	n	Responsibility
16.5.1	Identify and act on avenues for improving and promoting the Shire's (commercial) industrial land. KPI/Measure: Report on strategic property acquisition opportunities, report on development of business park (no specific target, report by activity only).	General Manager



Our Prosperity

Growing our population and jobs

Financial information (Operational)

Our Places

9 41 1 14000				
Income	2019/20	2020/21	2021/22	2022/23
Noxious Plants and Pest Control	\$60,000.00	\$61,500.00	\$63,037.50	\$64,613.44
Parking	\$1,500.00	\$1,538.00	\$1,576.45	\$1,615.86
Land Development	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Economic Development	0	0	0	0
Tourism	\$5,150.00	\$5,150.00	\$5,228.00	\$5,306.00
Development Support	0	0	0	0
Development Control	\$63,400.00	\$64,982.23	\$66,607.29	\$68,272.48
Expenditure	2019/20	2020/21	2021/22	2022/23
Noxious Plants and Pest Control	\$333,650,00	\$342 335 17	\$350,805,67	\$359 517 91

Expenditure	2019/20	2020/21	2021/22	2022/23
Noxious Plants and Pest Control	\$333,650.00	\$342,335.17	\$350,805.67	\$359,517.91
Parking	\$37,992.00	\$38,723.63	\$39,472.86	\$40,240.51
Land Development	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Economic Development	\$173,542.00	\$176,061.84	\$180,408.25	\$185,516.40
Tourism	\$201,112.00	\$192,536.61	\$197,141.19	\$201,060.87
Development Support	\$527,095.00	\$542,258.38	\$557,565.77	\$573,330.84
Development Control	\$4,030.00	\$4,149.00	\$4,274.07	\$4,402.36

EXECUTIVE	
Governance	591,610
Democracy	207,187
Land Development	0
Economic Development	76,887
Tourism	171,611
Human Resources	436,020
Community Development	147,960
Community Relations	169,530
Executive Total Outcome	1,800,805

CORPORATE SERVICES	
General Revenue	-6,006,299
Financial Assistance & investments	-5,300,000
Corporate Support	2,100,806
Corporate Services Total	-9,205,493

COMMUNITY SERVICES	
Aged Care	78,225
Children's Services	-5,992
Library	385,455
Community Services Total	457,688

DEVELOPMENT & REGULATORY SERV	/ICES
Regulatory Services	177,110
Developmental Control	512,840
Environmental Planning	73,780
Health & Environment	14,780
Property Maintenance	238,000
Development & Regulatory Services Total	1,016,510

RESULT/Surplus(-) Deficit (+)	5,011,988
GENERAL FUND TOTAL	5,011,988
Technical Services Total	10,942,478
Sewerage Disposal Services	-0
Waste management	-0
Council Property Maintenance	222,932
Pools	362,413
Public Services	3,945,539
Roads, Works & Transport	3,997,423
Plant Running	0
Works Administration	2,414,173
TECHNICAL SERVICES	

EXECUTIVE	DRAFT BUDGET
GOVERNANCE	21/22
OPERATIONAL INCOME	
Governance	
Loan repayment income	-4,260
Total Operating Income	-4,260
<u>CAPITAL INCOME</u>	
Governance	
Transfer from Community Facilities Reserve	-25,000
Total Capital Income	-25,000
Total Income	-29,260
OPERATING EXPENDITURE	
Governance	
Employee Costs	370,000
Staff Service/Achievement Awards	5,000
Telephone	2,000
Administration Expenses - Other	1,500
Memberships & Subscriptions REROC Shires Assoc e	85,000
Transfer to Employee Entitlement Reserve	100,000
Governance - Overheads	17,590
Contribution to Plant	14,500
Depreciation	280
Total Operating Expenditure	595,870
<u>CAPITAL EXPENDITURE</u>	
Service Statements	25,000
Total Capital Expenditure	25,000
Total Expenditure	620,870
NET OVERALL RESULT	591,610
DEMOCRACY	
OPERATIONAL INCOME	
Management & Leadership	65.000
Transfer from Election Reserve	-65,000
Total Operating Income	-65,000
OPERATING EXPENDITURE	
Management & Leadership	20 202
Mayoral Allowance Members Fees	28,393
	116,884
Members Expenses Councillor Development	12,000
•	10,000
Council Meetings (Refreshments etc) Civic Functions	5,000 2,500
Telephone & IPAD - Councillors	6,000
Election Expenses	65,000
Democracy - Overheads	6,410
Transfer to Election Reserve	20,000
Total Operating Expenditure	272,187
Total Expenditure	272,187
NETT OVERALL RESULT	207,187
LAND DEVELOPMENT	, .
OPERATING INCOME	
Land Sales	
	-200,000
Residential Land Sales	
Residential Land Sales Industrial Land Sales	· ·
	-300,000 -500,000

Land Development	1
Total Income	-500,000
OPERATING EXPENDITURE	300,000
Land Development	
Land Development Costs	250,000
Transfer to Land Development Reserve	250,000
Total Expenditure	500,000
NETT OVERALL RESULT	300,000
ECONOMIC DEVELOPMENT	
OPERATING INCOME	
Economic Development	
Operating Grant	
Total Operating Income	(
OPERATING EXPENDITURE	
Economic Development	
Salaries &Wages	19,777
Projects - Business Dev Assistance	20,000
Projects - Skill Development Local Business	5,000
Business West Wyalong	15,000
Projects - Promotional Activities	15,000
Depreciation	13,000
Economic Development - Overheads	1,510
Total Operating Expenditure	76,887
Total Expenditure	76,887 76,887
NETT OVERALL RESULT	76,887
TOURISM	70,887
OPERATING INCOME	
Tourism	F 000
Souvenir Income	-5,000
Commission on Foyer Art Gallery Sales	-50
Total Operating Income	-5,000
CAPITAL INCOME	22.000
Transfer from Community Facilities Reserve	-22,000
TOTAL INCOME	-27,000
OPERATING EXPENDITURE	
Tourism	90 F.C.1
Employee Costs	80,561
Tourism Membership	5,000
Projects	25,000
Souvenir Purchases	3,000
Promote Tourism	30,000
Mkting Promotio	15,000
Tourism - Overheads	18,050
Total Operating Expenditure	176,611
CAPITAL EXPENDITURE	
Tourism	3.000
Billboard Design Replacement	2,000
Christmas Decorations	5,000
Painting of the DC3	15,000
Total Capital Expenditure	22,000
Total Expenditure NETT OVERALL RESULT	198,611 171,611
Human Resources	171,011
<u>OPERATING INCOME</u>	
Human Resources	
Staff Contribution - Uniform Cost	-4,500
Sundry Training Income	-5,000

Total Operating Income	-9,500
Total Income	-9,500
<u>OPERATING EXPENDITURE</u>	
Human Resources	
Employee Costs HR	235,000
Training & Development	80,000
LG Professionals Membership	12,000
Training - Communication	10,000
DISC Profiling	3,000
E-learning: Alcohol & Other Drugs	3,500
Reasonable Cause for Supervisors	3,600
Educational Assistance	5,000
Travel & Accommodation	12,000
Uniforms EAP	5,000
	1,700
Advorticing COM	3,500 25,000
Advertising - COM	
Relocation Expenses	20,000 1,200
Photocopier Lease Fees Depreciation	1,200 850
Human Resources - Overheads	12,470
Sundry Expenses	700
Subscriptions	9,000
Employee Wellbeing Program	2,000
Employee Wellbellig Frogram	2,000
Total Operating Expenditure	445,520
Total Expenditure	445,520
NET OVERALL RESULT	436,020
	,
COMMUNITY DEVELOPMENT	
COMMUNITY DEVELOPMENT	
OPERATING INCOME	
<u>OPERATING INCOME</u> Community Development	62,000
OPERATING INCOME Community Development Grant Income	
OPERATING INCOME Community Development Grant Income Event Income	-4,000
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income	-4,000 -67,00 0
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income	-4,000 -67,00 0
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE	-4,000 -67,00 0
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development	-4,000 - 67,00 0 - 67,00 0
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs	-4,000 - 67,000 - 67,000
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation	-4,000 - 67,000 - 67,000 160,000 8,000
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation	-4,000 - 67,000 - 67,000 160,000 8,000 14,000
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation	-4,000 -67,000 -67,000 160,000 8,000 14,000 8,000
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services	-4,000 -67,000 -67,000 160,000 8,000 14,000 8,000 12,000
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads	-4,000 -67,000 -67,000 160,000 8,000 14,000 8,000 12,000 7,160
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant	-4,000 -67,000 -67,000 160,000 8,000 14,000 8,000 12,000 7,160 5,800
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure	-4,000 -67,000 160,000 8,000 14,000 8,000 12,000 7,160 5,800 214,960
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure	-63,000 -4,000 -67,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960 214,960
Community Development Grant Income Event Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT	-4,000 -67,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS	-4,000 -67,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS OPERATING INCOME	-4,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960 147,960
OPERATING INCOME Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS OPERATING INCOME Transfer from Community Facilities Reserve	-4,000 -67,000 160,000 8,000 14,000 8,000 12,000 7,160 5,800 214,960 214,960 -5,000
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS OPERATING INCOME Transfer from Community Facilities Reserve Total Income	-4,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960 214,960 -5,000
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS OPERATING INCOME Transfer from Community Facilities Reserve Total Income OPERATING EXPENDITURE	-4,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960 214,960 -5,000
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS OPERATING INCOME Transfer from Community Facilities Reserve Total Income OPERATING EXPENDITURE Community Relations	-4,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960 214,960 -5,000
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS OPERATING INCOME Transfer from Community Facilities Reserve Total Income OPERATING EXPENDITURE Community Relations Community Meetings & Functions incl forums, Aust	-4,000 -67,000 160,000 8,000 14,000 7,160 5,800 214,960 147,960 -5,000 -5,000
Community Development Grant Income Event Income Total Operating Income Total Income OPERATING EXPENDITURE Community Development Employee Costs Access Plan Implementation Social Plan Implementation Cultural Plan Implementation Youth Services Overheads Contribution to Plant Total Operating Expenditure Total Expenditure NETT OVERALL RESULT COMMUNITY RELATIONS OPERATING INCOME Transfer from Community Facilities Reserve Total Income OPERATING EXPENDITURE Community Relations	-4,000 -67,000 160,000 8,000 14,000 8,000 12,000 7,160 5,800 214,960

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Strengthening Communities (Comm Donations)	40,000
Bland Flavour Festival	50,000
Community Relations - Overheads	8,030
Website Costs	15,000
Rose Garden Annual Contribution	5,000
Public Relations	40,000
Total Expenditure	174,530
NETT OVERALL RESULT	169,530
EXECUTIVE SERVICES TOTAL	1,800,805
CORPORATE DEVELOPMENT	Γ
GENERAL REVENUE	
OPERATING INCOME	
Rates & Extra Charges	
RESIDENTIAL	
Residential - General (Villages)	-125,910
Residential - West Wyalong	-1,063,903
Rates & Charges - Ungarie	-50,899
Rates & Charges - Barmedman	-38,603
Farmland	-4,222,475
BUSINESS	
Business - General	-62,914
Business - West Wyalong	-429,227
Business - Ungarie	-15,207
Business - Barmedman	-8,448
Mining	-999,658
Pensioner Rebate Subsidy GPR	-42,000
INTEREST	
Interest Villages	-2,500
Interest West Wyalong	-9,000
Interest Ungarie	-1,600
Interest Barmedman	-900
Interest Farmland	-8,000
Interest Mining	-5
Interest Charges on Land	-1,600
Total Operating Income	-7,082,849
OPERATING EXPENDITURE	
Rates & Extra Charges	
Rating Expenses	
PENSIONER REBATES	- 22-
Residential - General :Pension Rebates	5,800
Residential - West Wyalong :Pension Rebates	50,000
Ungarie: Pension Rebates	4,800
Barmedman: Pension Rebates	5,600
Farmland: Pension Rebates	5,300
WRITEOFFS	2 500
Write offs Up sorie	2,500
Writeoffs Ungarie	150
Writeoffs Barmedman	150
Writeoffs Villages	150
Writeoffs Farmland	2,500
Writeoffs Mining	0
Writeoffs Extra Charges Transfer to Community Facilities Reserve	600 435 804
Transfer to Community Facilities Reserve Transfer to Economic Dev Reserve	425,804 425,804
	425,804 147 392
Transfer to Loan Replacement Reserve	147,392

Total Operating Expenditure	1,076,550
NETT OVERALL RESULT	-6,006,299
FINANCIAL ASSISTANCE GRANTS &	INIVECTMENT
OPERATING INCOME	INVESTIVIEN
Financial Assistance & Investments	
Interest - Investments (Cash)	-400,000
FAG Grant - General Purpose	-4,900,000
Transfer fr Loan Repayment Reserve	-147,392
Total Operating Income	-5,447,392
OPERATING EXPENDITURE	5, 117,555
Financial Assistance & Investments	
Loan - Principal Community Infrastructure Developm	100,000
Loan - Interest Community Infrastructure Developm	47,392
Total Operating Expenditure	147,392
NETT OVERALL RESULT	-5,300,000
FINANCE & ADMINISTRATION	
<u>OPERATING INCOME</u>	
Corporate Support	
Charges & Fees - s 603 & s 608	-16,000
Museum Advisor Contribution	-15,00
Corporate Overheads	-754,670
Total Operating Income	-785,670
Total Income	-785,670
<u>OPERATING EXPENDITURE</u>	
Corporate Support	
Salaries & Costs	1,200,000
Op Lease RePaym	5,000
General - Photocopier	10,000
Minor Capital	500
Printing & Stationery	30,000
Subscriptions	2,000
Contribution to Plant	31,900
Depreciation	137,000
Valuation Fees (VG)	40,000
Legal	7,000
Internal Audit	35,000
Computer Upgrades - Leasing Costs	95,000
Software Main Core Systems	200,000
Software Purchases	20,000
Telephones	25,000
Telephones - Mobile	600
Postage	20,000
Freight	7,000
Pulse	25,000
Debtor Write Off	5,000
Sundry	10,000
Audit Fees	55,315
Bank & Govt Charges	18,000
Centrelink Commission Charges	1,500
Records Expenses	5,000
Advertising	500
Community Satisfaction Survey	
Consultancy Costs	1,000
Sec 355 Committees	15,000
Rates Donations	10,000

Museum Advisor Expense	12,000	
Museum Advisor Travelling	3,000	
Total Operating Expenditure	2,027,315	
Insurances/Risk Management		
Internal Recovery		
Insurance Refund	-16,000	
Total Operating Income	-16,000	
Insurances/Risk Management		
Employee Costs	99,500	
Other Insurances		Based on 12% increa
Workers Compensation	260,365	Based on 12% increa
Minor Workcover exp paid by Council	5,000	
Minor Insurance Claims	5,000	
Minor Capital Items	500	
Telephone	1,000	
Risk Management - Overheads	70	
Risk Contribution to Plant	5,800	
Total Operating Expenditure	875,161	
NETT OVERALL RESULT	2,100,806	
CORPORATE SERVICES TOTAL	-9,205,493	
COMMUNITY & AGED CAR	F	
AGED CARE		
AGED CARE		
OPERATING INCOME		
CHSP Operating Grant	-242,599	
NDIS Income	-20,000	
Brokered Clients Income	-15,000	
WWCCC Lease Rental	-30,000	
CHSP Client Contributions	-35,000	
Total Operating Income	-342,599	
OPERATING EXPENDITURE		
Aged Care Employee Costs	284,630	
Administration Expenses	2,000	
Staff Training	2,500	
Juli Hulling		
PPE & Hygiene	7,000	
PPE & Hygiene	7,000	
_		
PPE & Hygiene WWCCC Cleaning	7,000 7,000	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas	7,000 7,000 12,500	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates	7,000 7,000 12,500 2,544	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water	7,000 7,000 12,500 2,544 1,000 3,000	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs	7,000 7,000 12,500 2,544 1,000 3,000 8,500	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads Aged Care Depreciation	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800 18,300	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads Aged Care Depreciation Aged Care Contribution to Plant	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800 18,300 24,650	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads Aged Care Depreciation	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800 18,300	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads Aged Care Depreciation Aged Care Contribution to Plant Total Operating Expenditure	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800 18,300 24,650 420,824	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads Aged Care Depreciation Aged Care Contribution to Plant Total Operating Expenditure RESULT LIBRARY	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800 18,300 24,650 420,824	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads Aged Care Depreciation Aged Care Contribution to Plant Total Operating Expenditure RESULT LIBRARY OPERATING INCOME	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800 18,300 24,650 420,824	
PPE & Hygiene WWCCC Cleaning WWCCC Electricity & Gas WWCCC Rates WWCCC Water WWCCC Phone Costs WWCCC Maintenance Consultancies Meal Expenses/Groceries Rent to WWCCC Aged Care Overheads Aged Care Depreciation Aged Care Contribution to Plant Total Operating Expenditure RESULT LIBRARY	7,000 7,000 12,500 2,544 1,000 3,000 8,500 15,000 3,000 16,400 12,800 18,300 24,650 420,824	

Library Funding State Library	-75,000
Tech Savvy Seniors	-2,000
Overheads	-13,400
Total Operating Income	-93,400
OPERATING EXPENDITURE	33,133
Library	
Employee Costs	275,000
Cleaning	8,000
Photocopier Lease Charges	2,300
Printing & Stationery	5,000
Office Phone	1,000
Regional Library Fee	110,000
Rent Deposit Station	1,500
Library Maintenance	2,500
Depreciation	5,500
Childrens Activities	5,000
Author Visit	10,000
Local Priority Project	20,000
Promotion & Marketing	200
Library Activities	10,000
Freight	200
Contribution to Plant	1,450
Corporate Support Overhead	12,580
Advertising	300
Membership and Licence Fee	1,700
R&M Equipment	1,500
Library Maintenance - Software systems	5,125
Total Operating Expenditure	478,855
CAPITAL EXPENDITURE	
Library	
Total Capital Expenditure	0
Total Expenditure	478,855
RESULT	385,455
CHILDREN'S SERVICES	
OPERATING INCOME	
Family Day Care	
FDC Admin/Parent Levy	-85,176
FDC Educator Levy	-5,000
Child Care Subsidy	-350,000
Community Child Care Funding	-35,000
Total Operating Income	-475,176
OPERATING EXPENDITURE	
Family Day Care	
Employee Costs	62,000
Professional Development	2,000
Resources	2,000
Resources Craft	2,000
Craft	500
Craft Mobile and Data Expenses	500 200
Craft Mobile and Data Expenses Other Operating Expenditure	500 200 1,500
Craft Mobile and Data Expenses Other Operating Expenditure Advertising	500 200 1,500 1,500
Craft Mobile and Data Expenses Other Operating Expenditure Advertising Licence Fee	500 200 1,500 1,500
Craft Mobile and Data Expenses Other Operating Expenditure Advertising Licence Fee Software Subscription - Harmony Web	500 200 1,500 1,500 2,000
Craft Mobile and Data Expenses Other Operating Expenditure Advertising Licence Fee Software Subscription - Harmony Web Admin Expenses - CCB	500 200 1,500 1,500 2,000
Craft Mobile and Data Expenses Other Operating Expenditure Advertising Licence Fee Software Subscription - Harmony Web Admin Expenses - CCB CCS Educator Payments (less levies)	500 200 1,500 1,500 2,000 350,000 14,500
Craft Mobile and Data Expenses Other Operating Expenditure Advertising Licence Fee Software Subscription - Harmony Web Admin Expenses - CCB CCS Educator Payments (less levies) Contribution to Plant	2,000 500 200 1,500 2,000 350,000 14,500 74,370 510,570

<u>OPERATING INCOME</u>	
Mobile Resource Unit	
Community Child Care Funding	-277,766
CCS Income	-90,000
Parent Fee Income	-72,228
Fees & Levies - Playgroup	-3,500
Inclusion Support Income	-2,000
Ungarie Preschool Uniform	-1,000
Total Operating Income	-446,494
OPERATING EXPENDITURE	
MRU Bland/Ungarie	
Employee Costs	220,000
Educational Resources	25,000
Electricity - Ungarie	1,000
Excursions/Incursions/Entertainment	4,000
Mobile & Data	500
Hygiene Supplies	4,000
Food/Groceries	1,500
MRU Parent Fee Refund	500
Other Operating Expenditure	1,000
Ungarie Preschool Water	100
Ungarie Preschool R&M	700
Professional Development	8,000
Advertising	500
Licence Fee	1,000
Overheads	106,550
Contribution to Plant - MRU Vehicle Operating	14,500
	388,850
<u>OPERATING INCOME</u>	
ITAV	
Operating Grants - ITAV	-55,000
Toy Library	-200
Total Operating Income	-55,200
OPERATING EXPENDITURE	
ITAV	
Employee Costs	35,000
Phone/IT/Esendex	500
Craft Supplies/Resource Packs	3,000
Toy Library Toys	2,000
Playgroup Rental	500
Playsession/Workshop Cost	4,000
Family First - Community Expo	2,000
Contribution to Plant - MRU Vehicle Operating	7,250
Total Operating Expenditure	54,250
OPERATING INCOME	
Vacation Care	
Fees	-15,000
Operating Grant - Vacation Care	-10,000
Total Income	-25,000
OPERATING EXPENDITURE	
Vacation Care	
Employee Costs	120,000
Vacation Care Materials/Craft	7,000
Total Operating Expenditure	127,000
Total Expenditure	127,000
RESULT	43,406
OPERATING INCOME	43,400
Pre School	
1 10 3011001	ı

Fees Grants Special Needs Subsidy Covid payments Total Operating Income OPERATING EXPENDITURE Pre School Employee Costs Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs Professional Development	-50,000 -400,000 -20,000 -40,000 -510,000 300,000 25,000 5,000 2,000 1,500
Special Needs Subsidy Covid payments Total Operating Income OPERATING EXPENDITURE Pre School Employee Costs Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	-20,000 -40,000 - 510,000 300,000 25,000 5,000 2,000
Covid payments Total Operating Income OPERATING EXPENDITURE Pre School Employee Costs Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	-40,000 - 510,000 300,000 25,000 5,000 2,000
Total Operating Income OPERATING EXPENDITURE Pre School Employee Costs Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	- 510,000 300,000 25,000 5,000 2,000
OPERATING EXPENDITURE Pre School Employee Costs Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	300,000 25,000 5,000 2,000
Pre School Employee Costs Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	25,000 5,000 2,000
Employee Costs Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	25,000 5,000 2,000
Preschool Resources Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	25,000 5,000 2,000
Activities IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	5,000 2,000
IT & Software Subscription Advertising Licence Fee Groceries Family Events Meeting Costs	2,000
Advertising Licence Fee Groceries Family Events Meeting Costs	
Licence Fee Groceries Family Events Meeting Costs	1 500
Groceries Family Events Meeting Costs	1,500
Family Events Meeting Costs	1,500
Meeting Costs	5,000
_	500
Professional Development	500
	3,000
Overheads	87,630
Total Operating Expenditure	431,630
RESULT	-78,370
OPERATING INCOME	-/0,3/0
Childrens Services unit	
Overheads for Employee Costs	-172,470
Overheads for Operating Costs	-60,050
Total Operating Income	- 232,520
CAPITAL INCOME	232,320
Children Services Unit	
Total Capital Income	
Total Income	-232,520
OPERATING EXPENDITURE	-232,320
Childrens Services unit	
Employee Costs	172,000
Photocopier Lease Charges	2,000
Stationery	1,000
Electricity	5,000
Rates	1,938
Water - Golden Field	1,500
Security	1,000
Telephone	4,000
•	5,000 5,000
Maintenance & Repairs	
Sanitary Maintenance	250
Cleaning	10,000
Depreciation	19,500
Gas	250
Overheads	2,660
Total Operating Expenditure CAPITAL EXPENDITURE	226,098
Childrens Services	
Total Capital Expenditure	
Total Expenditure	226,098
-	-6,422
RESULI	-5,992
RESULT NETT OVERALL RESULT	
NETT OVERALL RESULT	
REGULATORY ACTIVITIES	
NETT OVERALL RESULT	_

l	
Impounding Fees - Companion Animals	-500
Impounding Fees - General	-200
Commission - Registration Fees	-5,000
Sales	-500
Total Operating Income	-6,700
Total Income	-6,700
OPERATING EXPENDITURE	
Regulatory Activities	
Employee Costs	140,000
Telephone Costs	700
Processing Fees	200
Payable - Dog Registrations	3,500
Veterinary Support	5,000
Impounding Expenses	6,500
Pound Maintenance	6,500
Contribution to Plant	14,500
Depreciation	1,800
Overheads	5,110
Total Operating Expenditure	183,810
CAPITAL EXPENDITURE	
Regulatory Activities	
Total Capital Expenditure	0
Total Expenditure	183,810
NETT OVERALL RESULT	177,110
DEVELOPMENT SERVICES	
DEVELOPMENTAL CONTROL	
OPERATING INCOME	
Developmental Control	
Development Applications	-20,000
Swimming Pool Inspections/Certificates	-500
Construction Certificates	-15,000
Outstanding Orders/Notices Sec 608	-750
Subdivision Certificates	-750
Compliance Inspections	-15,000
Building Certificates	-500
Drainage Diagrams	-2,000
Planning Certificates (Section 149/2 and 5)	-10,000
Complying Development Certificate	-1,500
Long Service Levy	-1,000
Section 68 - Part A - Manufactured Dwellings	-1,000
Section 68 - Part B Water Supply Work/Sewerage	-2,000
Section 68 - Part C Install OSSM	-500
Section 68 - Part C Operate OSSM	-500
Section 68 - Part C Inspec of OSSM	-750
Total Operating Income	- 71,750
OPERATING EXPENDITURE	-71,730
Developmental Control	
Employee Costs	525,000
Legal Costs	2,000
Mobile Phone Expenses	1,000
Development Services - Overheads	19,900
Contribution to Plant	29,000
Printing and Stationery	500
Other Expenses	1,000
Sundry Expenses	6,000
Development Control - Overheads Total Operating Expenditure	190
LOTAL UNERATING EXPENDITURE	584,590

NETT OVERALL RESULT	512,840
ENVIRONMENTAL PLANNING	
OPERATING INCOME	
Environmental Planning	
Fines	
Contributions - Sec. 94	-5,000
Total Operating Income	-5,000
CAPITAL INCOME	•
Environmental Planning	
Total Capital Income	0
Total Income	-5,000
OPERATING EXPENDITURE	
Environmental Planning	
LEP Review	5,000
GIS Project (Software, hardware, training)	30,000
Heritage (Heritage Adviser \$13,000)	16,000
Heritage - Local Heritage Fund (matching funds by co	20,000
Environmental Planning - Overheads	2,780
Transfer to S94 Reserve	5,000
Total Operating Expenditure	78,780
CAPITAL EXPENDITURE	
Environmental Planning	
Total Capital Expenditure	0
Total Expenditure	78,780
NETT OVERALL RESULT	73,780
PUBLIC HEALTH & ENVIRONMENT	
OPERATING INCOME	
Public Health & Environment	
Food Premises Inspections	-2,000
Total Operating Income	-2,000
CAPITAL INCOME	
Public Health & Environment	
Total Capital Income	
Total Income	
<u>OPERATING EXPENDITURE</u>	
Public Health & Environment	
Enforcement Costs	500
Education Programs	750
Pest Control	15,000
Health & Environment - Overheads	530
Total Operating Expenditure	16,780
CAPITAL EXPENDITURE	
Public Health & Environment	
Total Capital Expenditure	
Total Expenditure	44 = 65
NETT OVERALL RESULT	14,780
PROPERTY MAINTENANCE	
<u>CAPITAL INCOME</u> Transfer from reserves	-95,000
Total Income	-95,000 - 95,000
OPERATING EXPENDITURE	-93,000
Property Maintenance	
• •	100,000
Council Chambers Maintenance & Repairs 10 Shire St Maintenance & Repairs	3,000
Public Halls & Museum M&R	,
	40,000
Total Operating Expenditure	143,000
<u>CAPITAL EXPENDITURE</u>	

Property Maintenance	190,000
Total Capital Expenditure	190,000
Total Expenditure	333,000
NETT OVERALL RESULT	238,000
TECHNICAL SERVICES	
WORKS ADMINISTRATION	
OPERATING INCOME	
Egnineering Income	
Charges- Plans etc	-2,000
Sundry Income	-1,000
Asset Charge Waste and Sewer	-140,000
Grant - West Wyalong Flood Study	-30,000
On-Road Diesel Fuel Rebate	-82,000
Employee cost from Waste & Sewer	-243,500
Overheads	-186,700
Total Operating Income	-685,200
Total Income	
OPERATING EXPENDITURE	
Engineering Services	
Employee Costs	900,000
Stationery & Printing	18,000
Other Operating expenses	1,500
Consultancies	40,000
Advertising	1,000
R&M Equipment	1,500
Minor Capital Purchases (< \$1000)	500
Photocopier Lease Charges	4,000
Asset Expenses	65,000
Contribution to Plant	92,800
Security	20,000
Mobile Telephone Expenses	3,000
Works & Services - Overheads	505,040
Memberships/Licences	4,000
Engineering Employment Overheads	
Training Wages (Outdoor)	50,000
Idle Time - Inclement Weather	85,000
Annual Leave	260,000
Sick Leave	120,000
Long Service Leave	75,000
Superannuation	310,000
Workers Comp	10,000
Public Holidays	120,000
Total Operating Expenditure	2,686,340
WH&S Program	
WH&S Incentive Bonus	-20,000
WH&S Program	
Employee Costs	99,000
WHS - Overheads	3,450
Physical WHS Works eg Test & Tag (GM Req)	2,000
Minor Capital	500
Subscriptions	3,500
WHS Incentive Program Expense	20,000
Other Expenses	1,000
First Aid	1,500
Staff Immunisations	3,000

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Other WHS Equipment & services	5,000
Health Checks Functional Assessments	2,000
Alcohol & Drug Testing	13,000
Contribution to Plant	5,800
	159,750
Depot Management	
Employee Costs	87,000
PPE & Outdoor Clothing	30,000
Electricity	9,000
Rates	8,683
Water Charges	3,000
Telephone	5,000
Council Freight	7,000
Photocopy Lease Charges	1,000
Cleaning	10,000
Depreciation	70,600
Stock Adjustment	3,000
Operating Expenses	30,000
	264,283
Gravel Activity	
Gravel Revenue	-405,000
Gravel Activity	
Gravel Royalty Costs	51,790
Rates	710
Gravel Pit Management	2,000
Gravel Pit Restoration Costs	500
Gravel Production Costs	350,000
	405,000
Road Safety Officer	·
Costs Road Safety Officer	19,000
Private Works	
Private Works	-100,000
Private Works	,
Drivata Works Evenanditura	
Private Works Expenditure	90,000
riivate vvoiks expenditure	90,000
Total Income	ŕ
·	-1,210,200
Total Income	-1, <mark>210,20</mark> 0 3,624,373
Total Income Total Expenditure	-1, <mark>210,20</mark> 0 3,624,373
Total Income Total Expenditure NETT OVERALL RESULT	-1, <mark>210,20</mark> 0 3,624,373
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME	-1, <mark>210,20</mark> 0 3,624,373
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING	-1,210,200 3,624,373 2,414,173
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop	-1,210,200 3,624,373 2,414,173
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve	-1,210,200 3,624,373 2,414,173 -56,16 -34,93
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income Total Income	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income Total Income OPERATING EXPENDITURE	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income Total Income OPERATING EXPENDITURE Plant Management/Workshop	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000 -200,000 -200,000 -3,935,000
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income Total Income OPERATING EXPENDITURE Plant Management/Workshop Employee Costs	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000 -200,000 -3,935,000
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income Total Income OPERATING EXPENDITURE Plant Management/Workshop Employee Costs Workshop Expenses	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000 -200,000 -3,935,000 114,50 45,00
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income Total Income OPERATING EXPENDITURE Plant Management/Workshop Employee Costs Workshop Expenses Plant Running Expenses	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000 -200,000 -3,935,000 114,50 45,00 1,600,00
Total Income Total Expenditure NETT OVERALL RESULT PLANT RUNNING OPERATING INCOME Plant Management/Workshop Vehicle Lease Fees Transfer from Plant Reserve Plant Hire Income Contribution to Plant Total Operating Income CAPITAL INCOME Plant Management/Workshop Plant & Equipment Total Capital Income Total Income OPERATING EXPENDITURE Plant Management/Workshop Employee Costs Workshop Expenses	-1,210,200 3,624,373 2,414,173 -56,16 -34,93 -3,107,00 -536,90 -3,735,000 -200,000 -3,935,000 114,50 45,00 1,600,00 688,00 72,50

FBT	75,000
Total Operating Expenditure	2,595,000
CAPITAL EXPENDITURE	2,333,000
Plant Management/Workshop	
Plant & Equipment Purchases	1,280,000
Minor Plant Road Testing Equipment	35,000
Fleet Management Program	10,000
Minor Plant	15,000
Total Capital Expenditure	1,340,000
Total Expenditure	3,935,000
NETT OVERALL RESULT	0
ROADS WORKS & TRANSPORT	
OPERATING INCOME	
State & National Roads	
RMS Emergency Works	-5,000
Total Operating Income	-5,000
OPERATING EXPENDITURE	,
State & National Roads	
RMS Emergency Works	5,000
Total Operating Expenditure	5,000
RESULT	0
OPERATING INCOME	
Regional Roads	
Regional Roads Block Grant - Road (Part Cap Income	-1,088,000
Total Operating Income	-1,088,000
OPERATING EXPENDITURE	_,000,000
Regional Roads	
R & M Roads	323,413
Regional Roads (Sealed) Maintenance Works	310,141
Regional Roads - Traffic Control	157,456
Regional Roads - Signs	69,566
Regional Roads - Investigations	132,424
Depreciation (Regional Roads)	95,000
Total Operating Expenditure	1,088,000
CAPITAL EXPENDITURE	_,000,000
Regional Roads Works	
Total Capital Expenditure	
Total Expenditure	
RESULT	0
OPERATING INCOME	
Road to Recovery	
Road to Recovery Grant	-1,849,827
Total Operating Income	-1,849,827
OPERATING EXPENDITURE	2,043,027
Road to Recovery	
Total Operating Expenditure	
CAPITAL EXPENDITURE	
Roads to Recovery	
R2R Capital Program	1,849,827
Total Capital Expenditure	1,849,827
Total Expenditure	_,0 .0,0_/
RESULT	0
OPERATING INCOME	
Revenue Sharing	
FAGS Grant - Roads Component	-2,000,000
FAGS Grant - Ancillary	-1,049,209
Transfer fr Infrastructure Renewal Reserve	1,043,203

Total Operating Income	-3,049,209
RESULT	-3,049,209
<u>INCOME</u>	
Urban Roadside Maintenance	
Traffic Facilities Grant	
Tfr from Community Facilities Reserve	0
Total Income	0
OPERATING EXPENDITURE	
Kerb & Gutter M&R	30,000
Stormwater Maintenance	50,000
Footpath M&R	40,000
Road & Street Signs	300
Banners & Road Signs	500
Bus Shelters	500
Depreciation (Urban Roadside)	12,500
Depreciation (Stormwater)	233,000
CAPITAL EXPENDITURE	,
Total Capital Expenditure	
Total Operating Expenditure	366,800
RESULT	-2,682,409
Urban Sealed Roads	_,
OPERATING EXPENDITURE	
Maintenance	10,000
Depreciation	280,000
Total Operating Expenditure	200,000
Total Expenditure	290,000
RESULT	
	290,000
OPERATING EXPENDITURE	
Urban Unsealed Roads (FAG)	22.000
Depreciation	23,000
Total Operating Expenditure	23,000
RESULT	23,000
OPERATING EXPENDITURE	
Rural Sealed Roads (FAG)	
Depreciation	1,460,000
Total Operating Expenditure	1,460,000
RESULT	1,460,000
	_,,
OPERATING EXPENDITURE	2,100,000
<u>OPERATING EXPENDITURE</u> Rural Unsealed Roads	-,,
Rural Unsealed Roads	418,414
Rural Unsealed Roads Maintenance Grading	418,414 514,468
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG)	418,414 514,468 163,720
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG)	418,414 514,468 163,720 1,292,471
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP	418,414 514,468 163,720 1,292,471 539,475
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL	418,414 514,468 163,720 1,292,471 539,475 1,400,000
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT	418,414 514,468 163,720 1,292,471 539,475 1,400,000
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG)	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG) Street Cleaning	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG) Street Cleaning Rates	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548 66,500 23,284
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG) Street Cleaning Rates Total Operating Expenditure	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548 66,500 23,284 89,784
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG) Street Cleaning Rates Total Operating Expenditure RESULT	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG) Street Cleaning Rates Total Operating Expenditure RESULT OPERATING EXPENDITURE	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548 66,500 23,284 89,784
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG) Street Cleaning Rates Total Operating Expenditure RESULT OPERATING EXPENDITURE Bridges	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548 66,500 23,284 89,784
Rural Unsealed Roads Maintenance Grading Rural - Gravel Patching - (FAG) General Maintenance - (FAG) Gravel Resheeting - (FAG) CAP Wet Grading CAPITAL Depreciation Total Operating Expenditure RESULT OPERATING EXPENDITURE Street Cleaning (FAG) Street Cleaning Rates Total Operating Expenditure RESULT OPERATING EXPENDITURE	418,414 514,468 163,720 1,292,471 539,475 1,400,000 4,328,548 4,328,548 66,500 23,284 89,784

RESULT	488,500
NETT OVERALL RESULT	488,500
	3,997,42
PUBLIC SERVICES	
<u>OPERATING INCOME</u>	
Aerodrome	
Rental	-40
Landing Fees	-2,00
Sundry Income	-2,50
Total Operating Income	-4,90
OPERATING EXPENDITURE	
Aerodrome	
Cleaning	1,64
Electricity	1,20
Rates	4,62
Water	1,50
Phone Costs	65
M&R Including Ground Maintenance	45,00
Depreciation	15,00
Total Operating Expenditure	69,61
RESULT	64,71
OPERATING INCOME	
Saleyards	
Saleyard Leases	-20,00
Lease Fees	-25,60
Truckwash Charges	-20,00
Sundry	-10
Total Operating Income	-65,70
OPERATING EXPENDITURE	
Saleyards	
Electricity	3,50
Rates	5,10
Water Charges	7,00
Phone Costs	80
Roaming Stock	10
Repairs & Maintenance	20,00
Cleaning	1,50
Depreciation	123,00
Total Operating Expenditure	161,00
RESULT	95,30
OPERATING INCOME	ŕ
Public Conveniences	
Total Income	
OPERATING EXPENDITURE	
Public Conveniences	
Cleaning	54,50
Water Expenses	2,50
Maintenance & Repair	30,00
Sanitary Bins	2,00
Depreciation	39,00
Total Operating Expenditure	128,00
CAPITAL EXPENDITURE	120,00
Total Capital Expenditure	
Total Expenditure	
RESULT	128,000
	140,00

Laura Camatany Faos	102.000
Lawn Cemetery Fees Total Operating Income	-102,000 - 102,000
CAPITAL INCOME	-102,000
Cemeteries	
Total Capital Income	
Total Income	
OPERATING EXPENDITURE	
Cemeteries	
Cemeteries M&R	90 E00
Lawn Plaques	80,500 5,000
•	600
Electricity	
Rates Comptony Eurniture Maintenance	6,008
Cemetery Furniture Maintenance	1,500
Depreciation	8,500
Total Operating Expenditure	102,108
CAPITAL EXPENDITURE	
Cemeteries	
Total Capital Expenditure	400
RESULT	108
OPERATING INCOME	
Parks & Gardens	
Parks & Gardens Income	-200
Total Operating Income	-200
<u>CAPITAL INCOME</u>	
Parks & Gardens	
Total Capital Income	
Total Income	
<u>OPERATING EXPENDITURE</u>	
Parks & Gardens	
Wetlands Maintenance	15,000
Parks Maintenance	536,000
Reserves Maintenance	25,000
Tree maintenence	15,000
Electricity	23,000
Water Charges	12,000
Annuals	5,000
Rates	41,941
Mobile Phone	2,500
Other Operating expense	100
Program Expenses - Other Villages	500
Contract	15,000
Depreciation	535,000
Total Operating Expenditure	1,226,041
CAPITAL EXPENDITURE	1,220,041
Parks & Gardens	
Total Capital Expenditure	
Total Expenditure Total Expenditure	
	4 225 044
RESULT	1,225,841
OPERATING INCOME	
Bush Fire Services	70.000
Contribution	-70,000
Hazard Reduction	-40,000
Total Operating Income	-110,000
OPERATING EXPENDITURE	
Bush Fire Services	
Rates - Rural Fire Service	6,011
Nates - Natai i ile Service	
Water	1,000 625,000

NSW Fire Fund	15,000
	15,000
Non Claimable Expenses	3,000
Hazard Reduction	40,000
Total Operating Expenditure	690,011
CAPITAL EXPENDITURE	
Total Capital Expenditure	500.044
Total Expenditure	690,011
RESULT	580,011
OPERATING INCOME	
State Emergency Service	
Total Operating Income	
OPERATING EXPENDITURE	
State Emergency Services	16 000
Contribution to SES	16,000
Maintenance	5,000
Non Claimable Expenses	2,000
Depreciation	16,500
Total Operating Expenditure	39,500
CAPITAL EXPENDITURE	
State Emergency Services	
Total Capital Expenditure	
Total Expenditure	39,500
RESULT	39,500
<u>OPERATING INCOME</u>	
Street Lighting	
Grant - Street Lighting	-30,000
Total Operating Income	-30,000
OPERATING EXPENDITURE	
Street Lighting	
Electricity	110,000
Maintenance	15,000
Depreciation	6,500
Total Operating Expenditure	131,500
RESULT	101,500
OPERATING INCOME	
Noxious Plants & Pest Control	
Government Grants	64.000
- Grant - Operational	-61,300
Total Operating Income	-61,300
OPERATING EXPENDITURE	
Noxious Plants & Pest Control	
Employee Costs	225,000
Employee Costs Phone Costs	1,200
Employee Costs Phone Costs Destruction of Weeds	1,200 100,000
Employee Costs Phone Costs Destruction of Weeds Pest Control	1,200 100,000 1,500
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant	1,200 100,000 1,500 43,500
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program	1,200 100,000 1,500 43,500 6,000
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure	1,200 100,000 1,500 43,500
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE	1,200 100,000 1,500 43,500 6,000
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control	1,200 100,000 1,500 43,500 6,000
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control Total Capital Expenditure	1,200 100,000 1,500 43,500 6,000 377,200
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control Total Capital Expenditure Total Expenditure	1,200 100,000 1,500 43,500 6,000 377,200
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control Total Capital Expenditure	1,200 100,000 1,500 43,500 6,000 377,200
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control Total Capital Expenditure Total Expenditure	1,200 100,000 1,500 43,500 6,000 377,200
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control Total Capital Expenditure Total Expenditure RESULT	1,200 100,000 1,500 43,500 6,000 377,200
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control Total Capital Expenditure Total Expenditure RESULT OPERATING INCOME	1,200 100,000 1,500 43,500 6,000 377,200 377,200 -1,500
Employee Costs Phone Costs Destruction of Weeds Pest Control Contribution to Plant Annual Subscription Weeds Software Program Total Operating Expenditure CAPITAL EXPENDITURE Noxious Plants & Pest Control Total Capital Expenditure Total Expenditure RESULT OPERATING INCOME Parking Areas	1,200 100,000 1,500 43,500 6,000 377,200 377,200

Lana	1 1
Parking Areas	11.012
Rates	11,813
Electricity	1,200
Maintenance	8,500
Water Street Parking Maintenance	4,000
Lease	2,500
Depreciation	6,000
Total Operating Expenditure	34,013
RESULT	32,513
<u>OPERATING INCOME</u>	
Sporting Ovals	25.000
Sporting Oval Fees	-35,000
Total Operating Income	-35,000
CAPITAL INCOME	
Sporting Ovals	
Total Capital Income	
Total Income	
OPERATING EXPENDITURE Sporting Ovals	
Sporting Ovals Maintenance Sporting Ovals	240,000
Maintenance Sporting Ovals	240,000 24,000
Electricity	,
Mobile Phone	600
Cleaning	6,300
Water Charges	6,000
Rates	8,450
Other Operating Expenses	100
Contribution to Plant	14,500
Facilities Maintenance	25,000
Depreciation	680,000
Total Operating Expenditure	1,004,950
CAPITAL EXPENDITURE	
Sporting Ovals SPORTING OVAL CAPITAL	
Total Capital Expenditure	
Total Expenditure	1,004,950
RESULT	969,950
	909,930
OPERATING INCOME	
Cycle/Walking Paths Total Operating Income	
OPERATING EXPENDITURE	
Cycle/Walking Paths	
Maintenance	5,000
Depreciation	19,000
Total Operating Expenditure	24,000
CAPITAL EXPENDITURE	24,000
Cycle/Walking Paths	
Total Capital Expenditure	
Total Expenditure	24,000
RESULT	24,000
OPERATING INCOME	24,000
Ancillary Street Maintenance	
Total Operating Income	
OPERATING EXPENDITURE	
Ancillary Street Maintenance	
•	15 000
Tree Planting Water	15,000
	1,600
Maintenance Total Operating Expenditure	255,000 271,600
	271,600

RESULT	271,600
<u>OPERATING INCOME</u>	
Sports Stadium	
Stadium Fees	-20,000
Total Operating Income	-20,000
<u>CAPITAL INCOME</u>	
Total Capital Income	
Total Income	
OPERATING EXPENDITURE	
Sports Stadium	
Cleaning & Maintenance	51,000
Electricity	7,000
Water Charges	1,000
Depreciation	55,000
Sanitary Maintenance	2,000
Security	600
Total Operating Expenditure	116,600
CAPITAL EXENDITURE	·
Total Capital Expenditure	
Total Expenditure	
RESULT	96,600
NETT OVERALL RESULT	3,945,539
POOLS	
OPERATING INCOME	
Holland Park Pool	
Pool Income	-20,000
Total Operating Income	-20,000
CAPITAL INCOME	20,000
Holland Park Pool	
Tfr from Community Facilities Reserve	-35,000
Total Capital Income	-35,000
Total Income	-55,000
OPERATING EXPENDITURE	33,000
Holland Park Pool	
Sundry Expenses	200
Electricity	20,000
Rates	10,294
Water Charges	6,600
Gas - Holland Park Pool	5,000
	500
Telephone Charges Chemicals	7,000
Maintenance & Repairs	29,000 135,000
Depreciation Pool Contract	
	170,445
Total Operating Expenditure <u>CAPITAL EXPENDITURE</u>	384,039
Total Capital Expenditure	
Total Expenditure	
RESULT	329,039
OPERATING EXPENDITURE	
Ungarie Pool	
Chemicals	3,000
Electricity	1,000
Telephone Charges	1,400
Water Charges	2,300
Maintenance & Repairs	10,000
Rates	3,474
Sundry Expenses	200
1 ,	1 200

Depreciation	12,000
Total Operating Expenditure	33,374
CAPITAL EXPENDITURE	33,37
Ungarie Pool	
Total Capital Expenditure	
Total Expenditure	
RESULT	33,374
NETT OVERALL RESULT	362,413
COUNCIL PROPERTY MAINTENANC	
OPERATING INCOME	
Council Chambers	
other	
Total Operating Income	
OPERATING EXPENDITURE	
Council Chambers	
Cleaning	39,300
Electricity	25,000
Rates	8,079
Water Charges	6,000
Security	1,000
Waste Disposal	200
Depreciation	71,000
Total Operating Expenditure	150,579
CAPITAL EXPENDITURE	250,575
Council Chambers	
Total Capital Expenditure	
Total Expenditure	
RESULT	150,579
OPERATING INCOME	150,575
10 Shire St	
other	
Total Operating Income	
OPERATING EXPENDITURE	
10 Shire St	
Cleaning	6,000
Electricity	6,000 3,000
	3,520
Rates Water Charges	•
Water Charges	700
Depreciation	17,500
Total Operating Expenditure	30,720
<u>CAPITAL EXPENDITURE</u> 10 Shire St	
Total Capital Expenditure Total Expenditure	
-	20 720
RESULT	30,720
OPERATING INCOME	
Public Halls & Museums	2.000
Sundry Income	-2,000
Total Operating Income	-2,000
OPERATING EXPENDITURE	
Public Halls & Museums	4.500
Electricity	1,500
Rates	12,694
Water Charges	3,600
Depreciation	68,000
Total Operating Expenditure	85,794
<u>CAPITAL EXPENDITURE</u>	

Total Capital Expenditure	
Total Expenditure	85,79
RESULT	83,79
OPERATING INCOME	
Caravan Park	
Caravan Park Lease	-21,30
Total Operating Income	-21,30
OPERATING EXPENDITURE	
Caravan Park	
Repairs & Maintenance	5,00
Depreciation	43,00
Total Operating Expenditure	48,00
CAPITAL EXPENDITURE	
Total Capital Expenditure	
Total Expenditure	48,00
RESULT	26,70
OPERATING INCOME	
Residences	
Calleen St Rental	-14,35
Rental - Residences (Input Taxed)	-61,50
Shamrock Street Lease Rental	-6,00
Total Operating Income	-81,85
OPERATING EXPENDITURE	
Residences	
Rent	45,00
Water Charges	60
Rates - Council Properties	4,06
Maintenance & Operating Costs	10,00
Leasing Expenses	4,00
Depreciation	8,00
Total Operating Expenditure	71,66
RESULT	-10,18
<u>OPERATING INCOME</u>	
Literary Institute	
Rental	
Total Operating Income	
OPERATING EXPENDITURE	
Literary Institute	
Maintenance & Repair	2,00
Rates	3,08
Depreciation	35,00
Total Operating Expenditure	40,08
<u>CAPITAL EXPENDITURE</u>	
Literary Institute	
Other	
Total Capital Expenditure	
Total Expenditure	40,08
RESULT	40,08
<u>OPERATING INCOME</u>	
123 Railway Rd, WW (Mens Shed)	
Rental	-5
Total Operating Income	-5
OPERATING EXPENDITURE	
123 Railway Rd, WW	
Electricity	1,20
Rates	1,66
Water Charges	20

Maintanana & Danain	I 500
Maintenance & Repair	500 3,560
Total Operating Expenditure CAPITAL EXPENDITURE	3,300
123 Railway Rd, WW	
Other	
Total Capital Expenditure	
Total Expenditure	3,560
RESULT	3,508
OPERATING INCOME	3,308
Ungarie Retirement Village	
other	
Total Operating Income	
OPERATING EXPENDITURE	
Ungarie Retirement Village	
Other Operating Expenses	50
Depreciation	24,000
Total Operating Expenditure	24,050
RESULT	24,050
OPERATING INCOME	1,000
Caltex Truck Stop	
Rental	-125,000
Total Operating Income	-125,000
OPERATING EXPENDITURE	
Caltex Truck Stop	
Rates	3,835
Expenditure	15,000
Total Operating Expenditure	18,835
RESULT	-106,165
OPERATING INCOME	11, 11
West Wyalong Ambulance Station	
Rental	-5,125
Total Operating Income	-5,125
OPERATING EXPENDITURE	
West Wyalong Ambulance Station	
Maintenance & Repair	500
Depreciation	4,000
Total Operating Expenditure	4,500
RESULT	-625
OPERATING INCOME	
Surplus Land/Operational Land	
Fees	-15,000
Total Operating Income	-15,000
OPERATING EXPENDITURE	
Surplus Land/Operational Land	
Member/Licence Fee	500
Water Charges	200
Rates	12,240
Total Operating Expenditure	12,940
RESULT	-2,060
<u>OPERATING INCOME</u>	
184 Main Street W Wyalong	
Rental	-13,325
Total Operating Income	-13,325
OPERATING EXPENDITURE	
184 Main Street W Wyalong	
Maintenance & Repair	5,000
Rates	3,081
Water Charges	800

Total Operating Expenditure	8,881
<u>CAPITAL EXPENDITURE</u>	
184 Main Street W Wyalong	
Total Capital Expenditure	
Total Expenditure	8,881
RESULT	-4,444
OPERATING INCOME	
19 Lady Mary Drive	
Rental	-21,000
Total Operating Income	-21,000
OPERATING EXPENDITURE	
19 Lady Mary Drive	
Maintenance & Repair	5,000
Rates	2,175
Water Charges	800
Total Operating Expenditure	7,975
CAPITAL EXPENDITURE	·
19 Lady Mary Drive	
Total Capital Expenditure	
Total Expenditure	7,975
RESULT	-13,025
NETT OVERALL RESULT	222,932
WASTE MANAGEMENT	
<u>OPERATING INCOME</u>	
Domestic & Trade Waste Management	
Trade Waste Charges	-303,544
DWMS Charges	-975,136
Interest - Domestic Waste	0
Interest Trade Waste	0
Sundry	-250
Pension Rebate Subsidy DWMS	-25,000
Total Income	-1,303,930
Waste Management	
Waste Fees and Charges	-165,000
Sundry Income	-50
Interest - Domestic Waste	0
Transfer from Waste Reserve	-117,722
Materials Recycling	-35,000
Total	-317,772
Total Operating Income	
<u>CAPITAL INCOME</u>	
Domestic & Trade Waste Management	
Total Capital Income	
Total Income	-1,621,702
OPERATING EXPENDITURE	
Domestic & Trade Waste Management	
Operation Costs - DWM	196,300
less: Pensions	51,762
Education Program	500
Contribution to Plant (Garbage Truck)	43,884
Environmental Protection Licence Fee	200
Domestic Waste Tipping Costs	280,000
	·
Waste Management	
Salary & Wages	
Annual Leave	28,300
Sick Leave	3,850
Superannuation	24,450
•	,

Public Holidays	9,720
West Wyalong Tip Contractors	10,000
W Wyalong Maintenance	409,000
Operations - Ungarie	25,000
Operations - Barmedman	25,000
WM - W Wyalong Rates	2,526
WM - Ungarie Rates	410
WM - Weethalle Rates	231
WM - Naradhan Rates	211
WM - Kikoria Rates	183
W Wyalong Electr& Gas Exp	2,700
W Wyalong Water Exp-Prop	1,200
W WyalongTelephone-Mobil	400
Operations - Weethalle	15,000
Operations - Tallimba	10,000
Operations - Mirrool	10,000
Operations - Naradhan	7,000
Operations - Kikoria	7,000
WASTE MANAGEMENT TOTAL	,
Tfer of Op Costs to DWM (Tipping)	-280,000
Tip Restoration	6,200
Free Tip Day	14,000
Transfer to Plant Replacement Reserve Traxcavator	115,000
Recycling	2,000
E Waste	1,000
Transfer fr Eng Serv Employee Costs	125,500
Asset Administration Fee	70,000
Depreciation	66,130
Contribution to Plant - Vehicles	29,000
Contribution to Plant (Trax & Sweep)	76,676
Transfer to Waste reserve	45,000
Overheads	141,370
Total Operating Expenditure	1,576,702
CAPITAL EXPENDITURE	, ,
Waste Management	
New Landfill Pit + Ancillary	45,000
Total Capital Expenditure	45,000
Total Expenditure	1,621,702
NETT OVERALL RESULT	-0
SEWERAGE SERVICES	
OPERATING INCOME	
Sewer	
Rates	-1,740,362
Interest on Investments	-1,740,302
Pensioner Rebate Subsidy - Sewer	-20,500
Application Fees	-1,000
Fees - Liquid Waste Disposal	-30,500
Sewer Headworks Contrib (Sec 64) Liquid Waste	-1,000 -100
Total Operation Income	-1,793,462
OPERATING EXPENDITURE	-1,733,402
Administration	
Water Directorate Membership Fees	570
Salary & Wages	212,000
Annual Leave	11,385
Sick Leave	3,105
Superannuation	17,595
Public Holidays	3,000

Telephone	600
Mobile Phone	22,000
Consultancy - Sewer IWCM Plan	16,000
less: Pension Rebates	42,025
Write offs	,
Transfer to Eng Serv Employee Costs	121,750
Asset Administration Fee	70,000
Contribution to Plant	14,500
Overheads	151,550
Depreciation	312,000
Transfer to Sec 64 Contributions reserve	1,000
	_,,,,,
Treatment Works	
Transfer to Reticulation	40,000
Energy Costs	8,000
Telephone Charges	1,000
Maintenance	320,000
Treatment Works - Cleaning	1,000
Water	9,000
Contribution to Plant	29,000
Pumping Station	
Operating Expenditure	88,100
Energy Costs	22,000
Water	16,000
Rates	4,523
Sewer Mains	
Maintenance	258,259
Total Operating Expenditure	1,795,962
CAPITAL EXPENDITURE	
Sewer	
RETICULATION	
OPERATING INCOME	
Grey Water Removal	-40,000
OPERATING EXPENDITURE	
Reticulation - Pipe Maintenance	20,500
Reticulation Reserve	17,000
Result	-2,500
Total Result	-0
NETT OVERALL RESULT	-0
TOTAL TECHNICAL SERVICES	10,942,478



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Combined Delivery Program & Operational Plan

2017 - 2022



Your Vision, Our Future – Bland Shire Combined Delivery Program & Operational Plan

Adopted: 20 June 2017 Revised: April 2018 Adopted: 19 June 2018

Revised: April 2019 Adopted: 25 June 2019 Revised: April 2020

Adopted: 16 June 2020

Internal Review August/September 2020 Endorsed by Council 15 September 2020

> Revised: April 2021 Adopted: xx xx 2021

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Proposed Rates and Charges

Statement with respect to each Ordinary Rate to be Levied

Bland Shire Council will, under Section 497 of the NSW Local Government Act 1993, levy Ordinary Rates on all rateable properties within its area. The rates that are proposed to be levied are set out hereunder. All Council rates and charges are exempt from goods and services tax (GST).

The rate pegging limit for Ordinary Rates, as advised by The Minister for Local Government, has been set at 2.0% for the 2021/2022 rating year. The table below has been calculated on a 2.0% rate increase.

The following population centres have been identified within Council's borders:

- West Wyalong
- Wyalong
- Ungarie
- Barmedman
- Other Villages

Ordinary rates will be levied as per the schedule below. These figures are subject to change if updated land values are released by the Valuer General. The components of the various levies are:

Base Amount: An established charge applicable to an individual rating category. All properties attaching to any particular category pay the base rate amount allocated to that category. Base rates vary, or can vary, over categories.

Ad Valorem: The calculation of an amount for rates by multiplying the assessed land value of the property by a "cents in the dollar" amount.

Minimum Rate: No minimum rate is applicable to properties within the Shire boundaries. Discount on rates and charges will be available to eligible pensioners upon the completion of appropriate forms available from Council.

Mining Rate: The Council will levy a mining rate – (Ordinary) and a mining rate (Gold) in the 2021/2022 year.

Rate Type	Category	Sub Category	Minimum Rate	Ad Valorem Amount	Base Amount \$	Rate Yield \$	% Total
Ordinary	Farmland		N/A	0.002766	90.00	4,222,475.01	60.17
Ordinary	Residential		N/A	0.005528	90.00	125,907.70	1.79
Ordinary	Business		N/A	0.009329	164.00	62,913.06	0.90
Ordinary	Mining (Excluding Gold)	Ordinary	N/A	0.004579	190.00	2,631.95	0.04
Ordinary	Mining (Gold)		N/A	0.033906	190.00	997,026.40	14.21
Ordinary	Residential	W/Wyalong	N/A	0.011164	164.00	1,063,893.22	15.16
Ordinary	Business	W/Wyalong	N/A	0.019903	190.00	429,227.30	6.12
Ordinary	Residential	Ungarie	N/A	0.044957	90.00	50,898.98	0.73
Ordinary	Business	Ungarie	N/A	0.053263	90.00	15,208.11	0.22
Ordinary	Residential	Barmedman	N/A	0.008094	90.00	38,603.47	0.55
Ordinary	Business	Barmedman	N/A	0.008781	90.00	8,447.59	0.12

Land Categories

Land throughout the Shire has been categorised for rating purposes in accordance with the requirements of the Local Government Act 1993. New parcels of land are categorised when supplementary or new rate notices are issued. Strata lots and Company titles are taken to be separate parcels of land for the purpose of categorisation.

Farmland (Section 515: Local Government Act 1993)

Rateable land is categorised as farmland if valued as one assessment and its dominant use is for farming or an agricultural purpose. In addition, it must have a significant and substantial commercial purpose and character and is engaged in the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).

Residential (Section 516: Local Government Act 1993)

Rateable land is categorised as residential if valued as on assessment and its main dominant use is for residential accommodation or if it is vacant land and is zoned or designated under an environmental planning instrument for residential purposes. The council has not classified any land as Rural Residential for rating purposes.

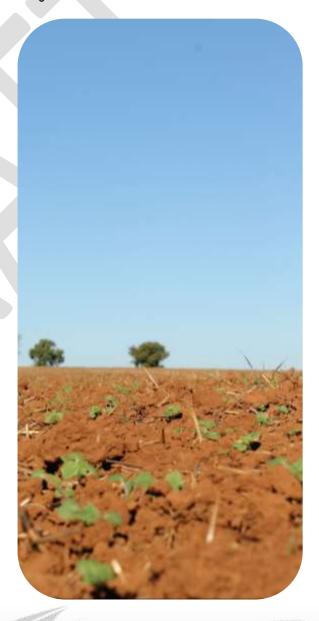
Mining (Section 517: Local Government Act 1993)

Land is to be categorised as mining if it is a parcel or rateable land valued as one assessment its dominant use is for coal mine or metalliferous mine.

Business (Section 518: Local Government Act 1993)

Rateable land is categorised as Business if it cannot be categorised as Farmland, Residential or Mining.

Mixed development land must be categorised if so determined in accord with the Valuation of Land Act 1916 whereby the non-residential part of the land is categorised as Business with the balance being categorised as Residential.



Pricing Policy Statement

The Council will ensure that all rates, fees and charges are equitable. The Council supports the 'user pays' concept in assessing fees and charges, whilst considering its community service obligations and the general level of fees and charges for similar services by the Local Government Industry.

The Council will pursue cost effective opportunities in order to maximise its revenue base and currently proposes to raise revenue from the following sources:

- Rates
- Annual Trade Waste Service Charges
- Sewer Special Rates
- Plant Hire
- Borrowings
- Miscellaneous Charges
- Annual Domestic Waste Services Charges
- Interest on Overdue Balances
- Charges for non-Council works
- Grants
- Investments
- All Sporting Fields Users

Note: A Goods and Services Tax (GST) is applicable in respect to some Council goods and services. Prices of goods and services subject to GST have been identified in the attached Schedule of Fees & Charges as GST inclusive, in accordance with taxation legislation.

Some goods and services supplied by Council are "GST Free" or are exempt from GST under Division 81 of the legislation. Any goods and services that fall within either category are so identified in this Policy.



Pensioner Rebates

A rebate on rates and charges is provided to eligible pensioners in accordance with Section 575 of the Local Government Act 1993.

Pensioner concessions available include:

- All ordinary rates and charges for domestic waste management services on the land up to \$250.00.
- Sewerage rates and charges up to \$87.50.

The estimated amount of pensioner rebates for 2021/2022 is \$90,000.

Waste Management

Domestic Waste Management Charges (DWMC)

The DWMC will be levied upon all domestically occupied properties in West Wyalong, Wyalong, Ungarie, Barmedman and Weethalle where the service is available. The service comprises a weekly collection of one 240 litre bin or an option of a 120 litre bin, provided by Council. Multiple service charges will apply to those properties where a multiple service is requested.

The annual DWMC for 2021/2022 is \$468.00 per 240 litre service or \$370.00 per 120 litre service with estimated revenue being \$975,136 (with an adjustment for pensioner rebates of \$49,800).

In addition, Section 496 of the Local Government Act 1993 requires Council to levy a charge on all rateable land for which a domestic waste management service is available. Accordingly, a charge of \$40.00 will be levied in 2021/2022 on all vacant land for which a domestic waste management service is available.

Annual Waste Management Charge

A charge of \$40.00 per property, will apply to all properties not within a serviced area for the DWMS, under Section 501 of the Local Government Act.

Trade Waste Charges

A similar service to the DWMC is available to all non-residential properties in the serviced areas and is levied upon all occupied properties that are not eligible for the DWMS service. Similarly, the service comprises a weekly collection of one 240 litre bin, provided by the Council. Multiple service charges will apply to those properties where a multiple service is requested.

The annual charge proposed is \$494.00 per 240 litre service or \$394.00 per 120 litre service with a similar amount levied for each additional service. Estimated revenue is \$303,544.



Sewer

Special Rates - Sewer

For sewer rates and charges, the Council proposes to levy sewerage rates on all lands for which the services are available. Allowance will be made if there is no sewer connection or if the service cannot be provided to the whole of a property. The purpose of the sewer rate is to meet the costs of operating the West Wyalong/Wyalong, Ungarie and Barmedman sewer schemes.

At this time the Council has not implemented best pricing sewerage charges as is being encouraged by the State Government, however this option will be investigated for possible implementation in the 2021/2022 rating year.

Council will levy a sewer rate on all land within its area except:

- Land which is more than 75 metres from a Council sewer and is not connected to the sewer:
- 2. Land from which sewerage could not be discharged into any sewer of the Council.

Sewer rates will be levied as per the schedule below:

Rate	Category	Minimum \$	Base Amount	Rate Yield \$
Sewer Special Rate	Built upon	912.00	N/A	1,666,527
Sewer Special rate	Not built upon	220.00	N/A	31,511
Connected Sewer	Rec. Grounds	794.00	N/A	6,354

Fees and charges for non-rateable properties, head works and other items are outlined in the fees and charges section of the policy.

Interest

In accordance with the Local Government Act 1993, Council is entitled to levy interest for outstanding rates and charges not received by the due date. The maximum rate of interest that can be levied is set annually by the Minister for Local Government. Council proposes to apply the maximum interest rate for outstanding rates and charges as set by the Minister for Local Government in 2021/2022.

Donations Policy

Council has adopted a Community Grants and Donations Policy that applies to all grants and donations available to the Bland Shire Community. The 2021/2022 budget for contributions payable under Section 356 of the Local Government Act 1993 is \$224,950 including Heritage, Access and Strengthening Communities grants.

Fees and Charges

Fees and charges proposed to be levied by the Council for 2021/2022 for the broad range of services and activities provided are listed in Schedule No1. Whether goods and services tax is payable and included is indicated against each fee or charge in the schedule. In addition, the schedule advises of the status under the Council's pricing policy, whether or not there is any community service obligation associated with the charge and an estimate of projected revenue.

Bland Shire Council Rating Categories Residential (West Wyalong & Wyalong) Business (West Wyalong & Wyalong) Residential (Ungarie) Business (Ungarie) Residential (Barmedman) Business (Barmedman) Non-Rateable Mining (excluding gold) Rating Codes Legend Mining (Gold) Farmland Residential Business Mining (excli Mining (Gold Residential (Business (W Residential (Business (U Business (U Business (U Business (U



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ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT		
ACCESS TO PUBLIC INFORMATION						
GIPA Application Fee	\$30.00	Exempt	Legislative	Includes first hour processing time, no charge where application is not decided in time.		
Processing Time	\$30.00	Exempt	Legislative			
Discount	50% of processing charges	Exempt	Legislative	Refer to s65 & s66 of GIPA Act		
Advance Deposit	50% of processing charges	Exempt	Legislative	Refer to s50 of GIPA Act		
Internal Review Processing Fee	\$40.00	Exempt	Legislative	Refer to s83(1) & s85(1) of GIPA Act		
Informal Access Application	\$0.00	Exempt		Copying charges may apply in accordance with Revenue Policy Charges		
Personal Information	See comment	Exempt	Legislative	Up to 20 hours without additional charge.		
	ABANDONED A	ARTICLES				
Impounding Fees - Vehicles/Articles						
Abandoned Article - small	\$260.00	Exempt	Full Cost	per article		
Abandoned Article - large	\$360.00	Exempt	Full Cost	per article		
Abandoned Vehicle	\$500.00	Exempt	Full Cost	Cost recovery		
Release Fee	\$50.00	Exempt	Full Cost			
Impounded Vehicle Storage Fee	\$25.00 per day	Inclusive	Full Cost			
Disposal Fee	Actual Costs plus 10%	Exempt	Full Cost			
	AERODR	OME				
General						
All aircraft with MTOW equal or less then 800kg	Nil	Inclusive	Partial	MTOW - Maximum take off weight		
All other aircraft including Helicopters, day rate	\$12.00 per tonne	Inclusive	Partial	Day 0700 to 1900		
All other aircraft including Helicopters, night rate	\$24.00 per tonne	Inclusive	Partial	Night after 1900 to before 0700		
Multiple Daily users such as "Crop Dusters" and "Glider Tow Planes"	NIL					
Training usage ('Stop and Go' & 'Touch & Go')	NIL	Inclusive	Partial			
Fine for not closing gates to back of hangers	\$50.00	Inclusive				
Fine for not closing gates to airside taxiways	\$100.00	Inclusive				
Fine for using runway without radio call	\$250.00	Inclusive		CASA informed of breach		
Commercial						
Airport Landing Fees	\$12.00 per passenger	Inclusive	Partial	Government use such as RFS are exempt. Regular Service - on negotiation with DTS		
Commercial Charter Service	\$17.00 per passenger	Inclusive	Partial	-		
Landing of Commercial aircraft dispensation from CASA - CASA charge reimbursement	\$670.00	Inclusive	Partial			
Terminal - Commercial terminal fee	\$700.00 per annum, per licence	Inclusive	Partial	Part year may be negotiated with DTS		
Terminal - One off use - commercial	\$200.00 per day	Inclusive	Partial	Aviation purposes only. Weekly use can be negotiated with DTS		
Closure and Use of Aerodrome for Commercial Organisation	\$900.00 per day	Inclusive	Partial	Weekly use can be negotiated		

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	AERODROME (ONTINUED		
Recreation and Sporting Organisations				
Terminal - One off use	\$45.00 per day	Inclusive	Partial	
Use of Aerodrome without closure	\$80.00 per day	Inclusive	Partial	
Closure and use of Aerodrome for Recreational and Sporting Organisations	\$115.00 per day	Inclusive	Partial	
Use of Aerodrome without closure plus the hire of the terminal	\$370.00 per week	Inclusive	Partial	Additional Continuous Weeks – Cost on application
Closure and use of Aerodrome plus the hire of the terminal	\$470.00 per week	Inclusive	Partial	Additional Continuous Weeks – Cost on application
Other				
Closure and use of Aerodrome for Volunteer Organisations	\$0.00	Inclusive	Partial	Donations Accepted
Airport Hangers	\$215.00 per annum	Inclusive	Full Cost	Leased hangers - as per lease
Hire of airport building other than for aviation purposes	\$220.00 per day	Inclusive	Partial	Weekly use can be negotiated
	ANIMAL CO	NTROL	•	
Companion Animals Registration				
Entire animal	As per legislation	Free	Legislative	Current fee \$207
Desexed animal	As per legislation	Free	Legislative	Current fee \$57
Desexed animal (pensioner)	As per legislation	Free	Legislative	Current fee \$24
Animal owned by recognised Breeder	As per legislation	Free	Legislative	Current fee \$57
Desexed animal sold by eligible pound of shelter	As per legislation	Free	Legislative	Current fee \$28.50
Assistance Animal	As per legislation	Free	Legislative	Current fee \$0
Working Dog	As per legislation	Free	Legislative	Current fee \$0
Impounding Fees - Companion Animals			•	
Maintenance Fee - Cat (per day)	\$10.00	Exempt	Full Cost	
Maintenance Fee - Dog (per day)	\$15.00			
Release Fee (per animal)	\$40.00	Exempt	Full Cost	
Surrender of Impounded animal Fee (per animal)	\$10.00	Exempt	Full Cost	
Microchipping (per animal)	\$70.00	Inclusive	Full Cost	Cost Recovery
Euthanasia - Cat	\$30.00	Exempt	Full Cost	
Euthanasia - Dog	\$40.00	Exempt	Full Cost	Cost Recovery
Sale of Female Dog	\$299.00			Includes desexing, microchipping and registration.
Sale of Male Dog	\$249.00			Includes desexing, microchipping and registration.
Sale of Female Cat	\$199.00	Inclusive	Full Cost	Includes desexing, microchipping and registration.
Sale of Male Cat	\$149.00	Inclusive	Full Cost	Includes desexing, microchipping and registration.
Cat trap hire deposit	\$60.00	Exempt	Full Cost	Refundable
Cat trap weekly hire fee	\$15.00	Exempt	Full Cost	
Destruction of trapped animals	\$30.00	Exempt	Full Cost	Per animal
Impounding Fees - Livestock			· ·	
Maintenance	Actual Cost plus 10%	Exempt	Full Cost	
Transportation Fee	Actual Costs plus 10%	Exempt	Full Cost	
Sale of Livestock - by tender	\$50.00 per animal	Inclusive	Full Cost	

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	ANIMAL CONTRO	L CONTINUED		
Impounding Fees - Livestock Continued				
Sale of Livestock - by auction	Actual Costs plus 10%	Inclusive	Full Cost	
Euthanasia	Actual Costs plus 10%	Exempt	Full Cost	
	ARCHIVED R			
Archived Documents				
Copies of archived documents	Photocopying Charge			
A2 - A0 - building plans	\$19.00	Exempt	Full Cost	
Document/File Preparation for Court	<u> </u>			
Bulk copying of files	POA	Exempt	Full Cost	
Courier Fees	Actual Costs	Exempt	Full Cost	
	BLAND COMMU	INITY CARE		
Room Hire				
Office Hire	\$50.00 per day			
Conference Room Hire	\$50.00 per day			Weekly rates can be negoitated.
	DING AND PROPERTY INFOR	RMATION - EX	CLUDES PLAI	NS
Building information (search & supply copy)	\$150.00	Exclusive	Partial	Fee required per approval issued against
Email and postage of building information	\$15.00	Exclusive	Partial	property. Excludes Drainage Diagrams.
	CEMETE			
Memorial Cemetery Fees				
Land for grave (1.2m x 2.4m) plus first interment.	\$1,500.00	Inclusive	Partial	Minimum of a plaque and vases must be erected
Saturday and Public Holidays additional	\$300.00	Inclusive	Full Cost	Surcharge
Administration Fee - Burials on Private Land	\$165.00	Exempt	Full Cost	
Land for Vault (2.4m x 3.6m)	\$882.00	Inclusive	Full Cost	
Land for Vault (3.6m x 3.7m)	\$1,400.00	Inclusive	Full Cost	
Land for Vault (3.6m x 4.8m)	\$1,815.00	Inclusive	Full Cost	
Interment (Stillborn)	\$0.00	Inclusive	Partial	
Permission to erect stone or concrete slab	\$70.00	Exempt	Full Cost	
Permission to erect head or foot stone	\$70.00	Exempt	Full Cost	
Permission to erect slab over grave	\$70.00	Exempt	Full Cost	
Permission to erect tomb or monument	\$130.00	Exempt	Full Cost	
Plaques and vases	Cost + GST + 10%	Inclusive	Full Cost	
Second Interment	\$775.00	Inclusive	Full Cost	At the same time as first interment - \$300.00
Remove and replace monumental slab	Cost + GST + 10%		Full Cost	Quote given by Council. Can be done by owner of perpetual interment rights with Council approval.
Plaque cleaning - general	\$235.00	Inclusive	Full Cost	
Plaque cleaning - niche wall	\$125.00	Inclusive	Full Cost	
Plaque cleaning kit	\$120.00	Inclusive	Full Cost	
Coloured Plaque	\$120.00 extra cost	Inclusive	Full Cost	
Lawn Cemetery Fees			•	
Land for graves, first interment, including supply and fixing plaque, perpetual maintenance and two vases	\$1,960.00	Inclusive	Full Cost	
Second Interment	\$775.00	Inclusive	Full Cost	At the same time as first interment - \$300.00
Interment (Stillborn)	\$0.00	Inclusive	Partial	Includes cost of land for a 1.2m x 2.4m plot
Saturday and Public Holidays additional	\$300.00	Inclusive	Full Cost	Surcharge

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	CEMETERIES C	ONTINUED		
Lawn Cemetery Fees Continued				
Wyalong Niche Wall Interment of ashes including tablet	\$440.00	Inclusive	Full Cost	
Barmedman, Ungarie and Weethalle Niche Wall Interment of ashes including tablet	\$440.00	Inclusive	Full Cost	
Interment of ashes in existing grave in the lawn or memorial cemetery	\$170.00	Inclusive	Full Cost	
Cemetery Reservation Deposit (all cemeteries)	\$500.00	Inclusive	Full Cost	The balance of the fees are to be paid at the time of Interment. Reservation of a site does not protect against future prices increases. The fee payable at the time of Interment will be the fee adopted by Council in the current Revenue Policy, less any deposit or prepayment made. Second Interment will be at the current rate set in the Revenue Policy.
Niche Wall reservation deposits	\$250.00	Inclusive	Full Cost	As per above Cemetery Reservation Deposit
First Interment of ashes in lawn cemetery including plaque	\$1,700.00	Inclusive	Full Cost	
Monumental & Lawn Cemeteries - Exhumation	Cost + GST + 10%	Inclusive	Full Cost	
	CERTIFIC	ATES		
Certificate Urgency fee		Exempt	Partial	Processed within 24 hours (in addition to Certificate Fee)
Section 603		Exempt	Legislative	ZS603 - Rates Certificate
Outstanding Notices Certificate Section 735A	\$85.00	Exempt	Partial	Certificate for orders in force and outstanding notices under <i>Local Government Act 1979</i> .
Outstanding Notices Certificate Section 121ZP	\$85.00			Certificate for orders in force and outstanding notices under <i>Environmental Planning and Assessment Act 1979</i> .
Outstanding Notices Certificate - 725A & 121ZP	\$160.00			Certificate for orders in force and outstanding notices under Local Government Act 1979 and Environmental Planning and Assessment Act 1979.
Outstanding Notices Certificate - All Acts	\$250.00	Exempt	Partial	Certificate for orders in force and outstanding notices under Local Government Act 1979, Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act 1997, Food Act 1989, Public Health Act 1991, Roads Act 1993 and Swimming Pools Act 1992.
Biosecurity Act Certificate	\$50.00	Exempt	Partial	
Section 149 (2)	\$53.00	Exempt	Legislative	
Section 149 (2 & 5)	\$133.00	Exempt	Legislative	

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	CHILDREN'S SER	RVICES UNIT		
Family Day Care				
Costs & Charges	See FDC Schedule	Exempt	Full Cost	Fees are paid directly to Educators. Council receives funding to assist in operating this service. CCS applies to FDC services.
Mobile Resource Unit/Playgroup/LDC			•	
Playgroup User Fees & Charges	\$4 per child per session. Maximum of \$10 per family per session	Exempt	Subsidised	Charges are applied to children over the age of 12 months. Fee to apply in January 2020 to June 2021.
Long Day Care	See MRU/LDC schedule	Exempt		CCS applies to LDC services.
Bland Pre-School				
	See Preschool Schedule			
Toy Library				
Annual Membership	\$20.00	Exempt	Partial	Fee includes contributions towards maintenance
Quarterly Membership	\$5.00	Exempt	Partial	Fee includes contributions towards maintenance
Vacation Care			•	
West Wyalong	See VC schedule	Exempt	Partial	Council receives funding to assist in operating this service. Additional fees may apply on excursion days. CCS may apply.
COMPLY	ING DEVELOPMENT CERTIF	ICATE (COUN	CIL ASSESSI	MENT)
Bed & Breakfast (Existing approved dwelling)	\$325.00	Inclusive	Partial	
CDC – estimated value up to \$5,000.00	\$110.00 plus an additional \$5 per \$1000 of the estimated cost	Inclusive	Partial	Estimated cost is calculated using the costs in Construction Proposals Schedule
CDC – estimated value between \$5,001.00 and \$100,000.00	\$110.00 plus an additional \$3.00 per \$1000 of the estimated cost	Inclusive	Partial	Estimated cost is calculated using the costs in Construction Proposals Schedule
CDC – estimated value between \$100,001.00 and \$250,000.00	\$450.00 plus an additional \$2.00 per \$1000 of the estimated cost	Inclusive	Partial	Estimated cost is calculated using the costs in Construction Proposals Schedule
CDC – estimated value between \$250,001 and \$1,000,000.00	\$872 plus an additional \$1.00 per \$1000 of the estimated cost	Inclusive	Partial	Estimated cost is calculated using the costs in Construction Proposals Schedule
CDC – estimated value exceeding \$1,000,000.00	\$1683.00 plus an additional \$0.50 per \$1000 of the estimated cost	Inclusive	Partial	Estimated cost is calculated using the costs in Construction Proposals Schedule
Complying Development Certificate - Demolition of Dwelling House	\$250.00	Inclusive	Partial	
BAL Risk Assessment Fee (Complying Development Assessment)	\$500.00	Inclusive	Partial	
	CONSTRUCTION CER	RTIFICATE FE	ES	
Modification of Complying Development Certific	cate			
Modification of Complying Development Certificate	50% of original fee	Inclusive	Partial	
Lodgement of Certificate by Private Certifiers				
Per Certificate lodged	\$36.00	Exempt	Legislation	

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	CONSTRUCTION CERTIFICA	ATE FEES CO	NTINUED	
Construction Certificate Fees - Buildings				
Residential - estimated value up to \$5,000	\$110.00 plus an additional \$5 per \$1000 of the estimated cost	Inclusive	Partial	Estimated cost is calculated using the costs in Construction Proposals Schedule
Residential - estimated value between \$5,001 to \$100,000	\$110.00 plus an additional \$3.00 per \$1000 of the estimated cost			Estimated cost is calculated using the costs in Construction Proposals Schedule
Residential - estimated value between \$100,001 to \$250,000	\$450.00 plus an additional \$2.00 per \$1000 of the estimated cost			Estimated cost is calculated using the costs in Construction Proposals Schedule
Residential - estimated value between \$250,001 to \$1,000,000	\$872 plus an additional \$1.00 per \$1000 of the estimated cost			Estimated cost is calculated using the costs in Construction Proposals Schedule
Residential - estimated value over \$1,000,000	\$1683.00 plus an additional \$0.50 per \$1000 of the estimated cost			Estimated cost is calculated using the costs in Construction Proposals Schedule
Farm Buildings	\$350.00			Silos, Sheds and the like
Industrial/Commercial - Estimated value up to \$15,000	\$390.00	Inclusive	Full Cost	Estimated cost is calculated using the costs in Construction Proposals Schedule
Industrial/Commercial - Estimated value between \$15,001 and \$100,000	\$400.00 plus \$3.00 per \$1,000 (or part of \$1,000) of estimated cost	Inclusive	Full Cost	Estimated cost is calculated using the costs in Construction Proposals Schedule
Industrial/Commercial - Estimated value between \$100,001 and \$250,000	\$680.00 plus \$2.50 per \$1,000 (or part of \$1,000) of estimated cost	Inclusive	Full Cost	Estimated cost is calculated using the costs in Construction Proposals Schedule
Industrial/Commercial - Estimated value exceeding \$250,001	\$1,150.00 plus an additional \$2.00 per \$1,000 (or part of \$1,000) of estimated cost	Inclusive	Full Cost	Estimated cost is calculated using the costs in Construction Proposals Schedule
Assessment outside Council's accreditation	Actual Cost plus 10%	Inclusive	Full Cost	Estimated cost is calculated using the costs in Construction Proposals Schedule
Construction Certificates - Subdivisions				
Subdivision	\$160.00 per allotment	Inclusive	Partial	
Modification of Construction Certificate				
Class 1 and 10	\$200.00	Inclusive	Full Cost	
Class 2 and 9	50% of original fee	Inclusive	Full Cost	
Subdivision	30% of original fees	Inclusive	Full Cost	
All Classes - correction of typographical error on submitted plans	\$30.00	Inclusive	Full Cost	
Certificates			I	
Copy of Certificate	\$30.00	Exempt	Full Cost	
Information Management	COUNCIL DOC	UNIENIS		
Information Management	Disates in Ci	F: :	D " '	Assettable and Oscillation 197
Agency Information Guide	Photocopying Charge	Exempt	Partial	Available on Council's website
Annual Report	Photocopying Charge	Exempt	Partial	Available on Council's website
Local Environmental Plan - document	Photocopying Charge	Exempt	Partial	Available on NSW Legislation website
Development Control Plans	Photocopying Charge	Exempt	Partial	Available on Council's website
Bland LEP 2011	Photocopying Charge	Exempt	Zero	Available on Council's website
Business Paper	Free	Exempt	Zero	Available on Council's website
Community Plan	Photocopying Charge	Exempt	Partial	Available on Council's website
Council Policies	Photocopying Charge	Exempt	Partial Partial	Available on Council's website
Council Policies	Photocopying Charge	Exempt	Partial	Available on Council's website

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	COUNCIL DOCUMEN	TS CONTINU	ED	
Information Management Continued				
Revenue Policy	Photocopying Charge	Exempt	Partial	Available on Council's website
Developer Contribution Plans	Photocopying Charge	Exempt	Partial	Available on Council's website
Rating Information Charges				
Rates Status Report	\$36.00	Exempt	Full Cost	
Rates inquiry (verbal)	\$6.50	Exempt	Full Cost	
Rates inquiry (written)	\$19.00	Exempt	Full Cost	
Shire Maps				
Shire (A3)	Photocopying Charge	Exempt	Full Cost	
Shire (A1 or larger)	\$19.00	Exempt	Full Cost	
	DEVELOPMENT A	•		
Advertising Signs				
Advertising Signs (one or more)	\$285.00 plus \$93.00 for each advertisement in excess of one	Exempt	Legislative	Maximum fee that can be applied for the erection or display of advertisements. Alternatively fee based on value of works may be applied.
No Building, Works, Demolition or Subdivision	-			
Not involving the erection of a building, the carrying out of a work, the subdivision of land or the demolition of a building	\$285.00	Exempt	Legislative	Development applications NOT involving the erection of a building, carrying out work, subdivision of land, or demolition
Tree Removal	\$30.00 per tree to be removed, \$15.00 per tree to be lopped	Inclusive	Council	Development applications for tree removal or lopping of trees
Fee for Development Application				
Estimated Cost up to \$5,000	\$110.00	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule
Estimated Cost of \$5,001 to \$50,000	\$170.00 plus an additional \$3.00 per \$1,000 (or part of \$1,000) of the estimated cost	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule
Estimated Cost of \$50,001 to \$250,000	\$352.00 plus an additional \$3.64 per \$1,000 (or part of \$1,000) of the estimated cost exceeds \$50,000	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule
Estimated Cost of \$250,001 to \$500,000	\$1,160.00 plus an additional \$2.34 per \$1,000 (or part of \$1,000) of the estimated cost exceeds \$250,000	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule
Estimated Cost of \$500,001 to \$1,000,000	\$1,745.00 plus an additional \$1.64 per \$1,000 (or part of \$1,000) of the estimated cost exceeds \$500,000	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule
Estimated Cost of \$1,000,001 to \$10,000,000	\$2,615.00 plus an additional \$1.44 per \$1,000 (or part of \$1,000) of the estimated cost exceeds \$1,000,000	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule
Estimated Cost more than \$10,000,001	\$15,875 plus an additional \$1.19 per \$1,000 (or part of \$1,000) of the estimated cost exceeds \$10,000,000	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	DEVELOPMENT APPLICA	ATIONS CONT	TINUED	
Subdivision				
Involving the opening of a public road	\$665.00 plus \$65.00 for each additional lot created by the subdivision	Exempt	Legislative	Clause 249 - EPA Regulations 2000
Not involving the opening of a public road	\$330.00 plus \$53.00 for each additional lot created by the subdivision	Exempt	Legislative	Clause 249 - EPA Regulations 2000
Strata Title	\$330.00 plus \$53.00 for each additional lot created by the subdivision	Exempt	Legislative	Clause 249 - EPA Regulations 2000
Subdivision Certificate	\$150 plus \$50 per lot created	Exempt	Full Cost	Clause 249 - EPA Regulations 2000
Other				
Temporary Buildings	\$285.00	Exempt	Partial	
Demolition of Residential Dwelling	\$300.00	Exempt		
Demolition of Commercial/Industrial Building	\$350.00	Exempt		
Integrated Development and Concurrence Appl	ications (additional to develo	pment applic	ation fees)	
Concurrence Processing Fee	\$140.00	Exempt		
Integrated Development processing fee	\$140.00	Exempt		
Concurrence Fee	\$320.00	Exempt		A fee is payable to each concurrency authority for development that requires concurrence
Integrated Development Fee	\$320.00	Exempt		A fee is payable to each approved body in respect to integrated development
Advertisement of Development Applications				
Designated Development (fee payable in addition to any other charges)	\$2,220.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
Advertised Development (fee payable in addition to any other fees)	\$1,105.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
Prohibited Development (Fee payable in addition to any other fees)	\$1,105.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
Required by LEP or DCP (fee payable in addition to any other fees)	\$1,105.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
Designated Development			_	
Designated Development (fee payable in addition to any other fees)	\$920.00	Exempt	Legislative	As defined and scheduled by Environmental Planning and Assessment Act 1979
Modification Consent				
Section 4.55(1)	\$71.00	Exempt	Legislative	Modifications involving minor error, misdescription or miscalculation
Section 4.55(1A)	\$645.00 or 50% of original fee, whichever is the lesser	Exempt	Legislative	
Section 4.55(2)		<u> </u>	1	1
If the fee for the original application was less than \$100.00	50% of original fee			
In the case of an application that does not involve the erection of a building, the carrying out of a work or the demolition of a building	50% of original fee	Exempt	Legislative	
In the case of an application that involves the erection of a dwelling house with an estimated cost of \$100,000 or less	\$190.00	Exempt	Legislative	Estimated cost is calculated using the costs in Construction Proposals Schedule
Estimated cost up to \$5,000	\$55.00	Exempt	Legislative	

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT		
	DEVELOPMENT APPLICA	ATIONS CONT	INUED			
Section 4.55(2) Continued						
Estimated cost \$5,001 to \$250,000	\$85.00 plus an additional \$1.50 per \$1,000 (or part of \$1,000) of estimated cost	Exempt	Legislative			
Modification in the case of any other Development Application						
Estimated cost \$250,001 to \$500,000	\$500.00 plus an additional \$0.85 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Exempt	Legislative			
Estimated cost \$500,001 to \$1,000,000	\$712.00 plus an additional \$0.50 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	Exempt	Legislative			
Estimated cost \$1,000,001 to \$10,000,000	\$987.00 plus an additional \$0.40 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	Exempt	Legislative			
Estimated cost over \$10,000,000	\$4,737.00 plus an additional \$0.27 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	Exempt	Legislative			
Advertising Fee (if applicable)	\$665.00	Exempt	Legislative	Amount not expended giving notice to be refunded		
Review of Determination of Consent	<u>, </u>					
In the case of an application not involving the erection of a building, the carrying out of a work, the subdivision of land or demolition of a building or work	50% of original application fee	Exempt	Legislative			
In the case of an application that involves the erection of a dwelling house with an estimated cost of \$100,000 or less	\$190.00	Exempt	Legislative			
Review of Any Other Development Application			•			
Estimated cost up to \$5,000	\$55.00	Exempt	Legislative			
Estimated cost \$5,001 to \$250,000	\$85.00 plus an additional \$1.50 per \$1,000 (or part of \$1,000) of estimated cost	Exempt	Legislative			
Estimated cost \$250,001 to \$500,000	\$500.00 plus an additional \$0.85 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Exempt	Legislative			
Estimated cost \$500,001 to \$1,000,000	\$712.00 plus and additional \$0.50 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	Exempt	Legislative			

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	DEVELOPMENT APPLICA	ATIONS CONT	TINUED	
Review of Any Other Development Application	Continued			
Estimated cost \$1,000,001 to \$10,000,000	\$987.00 plus an additional \$0.40 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	Exempt	Legislative	
Estimated cost over \$10,000,000	\$4,737.00 plus an additional \$0.27 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	Exempt	Legislative	
If notice of application is required to be given under section 82A of the Act (fee payable in addition to any other charges)	\$620.00	Exempt	Legislative	
Review of Decision to Reject			•	
Estimated cost up to \$100,000	\$55.00	Exempt	Legislative	
Estimated costs \$100,001 to \$1,000,000	\$150.00	Exempt	Legislative	
Estimated costs greater than \$1,000,001	\$250.00	Exempt	Legislative	
Extension of a Development Application Conse	nt		•	
Per application (applicable only where original consent was for less than 5 years)	\$100.00	Exempt	Legislative	
Other - Use of Footpath				
Use of Footpath "A" Frame (1 year)	\$30.00	Exempt		
Use of Footpath - "A" Frame (3 years)	\$75.00	Exempt		
Use of Footpath - Display of Goods (1 year)	\$75.00 admin fee plus \$5.00 per linear metre	Exempt		
Use of Footpath - Display of Goods (3 years)	\$50.00 admin fee plus \$5.00 per linear metre per year	Exempt		
Use of Footpath - Dining (1 year)	\$75.00 admin fee plus \$5.00 per chair	Exempt		
Other - Use of Footpath Continued				
Use of Footpath - Dining (3 years)	\$50.00 admin fee plus \$5.00 per chair per year	Exempt		
Relocated Dwellings			•	
Security bond (per application)	\$10,000.00	Exempt	Security Deposit	Security Deposit payable with development application fees for the relocation of existing dwelling
Inspection before Relocation - where Manager Development Services determines inspection required outside shire boundary, up to 80km	\$400.00	Exempt	Full Cost	
Inspection before Relocation - where Manager Development Services determines inspection required outside shire boundary, between 81 to 250km	\$800.00	Exempt	Full Cost	
Inspection before Relocation - where Manager Development Services determines inspection required outside shire boundary, greater than 250km	\$1,200.00	Exempt	Full Cost	

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT		
	DEVELOPMENT APPLICA	ATIONS CONT	TINUED			
Building Certificates						
Class 1 building (together with any class 10 buildings on the site) or a Class 10 building	\$250.00 plus an additional \$0.50 per square metre over 200 square metres	Exempt	Legislative			
Class 2 - 9 buildings (not exceeding 200 square metres)	\$250.00	Exempt	Legislative			
Class 2 - 9 buildings (exceeding 200 square metres but not exceeding 2,000 square metres	\$250.00 plus an additional \$0.50 per square metre over 200 square metres	Exempt	Legislative			
Class 2 - 9 buildings (exceeding 2,000 square metres)	\$1,165.00 plus an additional \$0.075 per square metre over 2,000 square metres	Exempt	Legislative			
Where application relates to part of a building that consists of external wall only or does not otherwise have a floor area	\$250.00	Exempt	Legislative			
Additional inspections	\$90.00	Exempt	Partial			
Copy of building certificate	\$13.00	Exempt	Legislative			
Drainage Diagrams						
Copy of drainage diagrams	\$35.00	Exempt	Partial			
New/alteration to drainage diagram	\$120.00	Exempt	Full Cost			
Assessment of Alternative Solutions						
Fire Safety - per application (in addition to any other fee)	Actual Cost plus 10%	Inclusive	Partial			
Non-Fire Safety - per application (in addition to any other fee)	Actual Cost plus 10%	Inclusive	Partial			
Fire Safety Certification	Actual Cost plus 10%	Exempt	Full Cost			
Searches						
A search of all recorded consents/approvals	As per GIPA Fees	Exempt	Full Cost			
Per Subpoena	As per GIPA Fees	Exempt	Full Cost			
Dwelling Entitlement Search	\$150.00	Exempt	Full Cost	To cover the cost to Council of undertaking research into dwelling entitlement potential including fees incurred from external sources (LPI).		
Miscellaneous						
Stamping of additional set of plans (1-10 plans)	\$40.00	Exempt	Partial			
Stamping of additional set of plans greater than 10 plans	\$55.00	Exempt	Partial			
Premises Inspection and Report (BCA/Fire upgrades/Public Health Compliance etc.)	\$200.00 per nour (for first hour or part thereof), then \$100.00 per hour (for each	Inclusive	Partial			
Certified copies of documents, maps or plan (Sec 150(2)) - additional to any copy and/or printing charges	\$53.00	Exempt	Legislative			
	FOOTPA	THS				
Footpath - new	10% of cost plus GST	Inclusive	Full Cost			
Reinstatement Charges						
Concrete footpaths	\$235.00/square metre	Exempt	Full Cost	Minimum one square metre		
Asphalt footpath	\$150.00/square metre	Exempt	Full Cost	Minimum one square metre		
Pavers	\$300.00/square metre	Exempt	Full Cost	Minimum one square metre		
Grassed/earth footpath	\$55.00/square metre	Exempt	Full Cost	Minimum one square metre		

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	INSPECTI	ONS		
Critical Stage Inspection - Class 1 and 10	\$100.00	Inclusive	Full Cost	
Critical Stage Inspection - Class 2 to 9	\$110.00	Inclusive	Full Cost	
Plumbing and Drainage Inspection	\$100.00			
Reinspection Fee	\$150.00	Inclusive	Full Cost	
Inspection Fees - Subdivisions (Council as th	e PCA)		•	
Per inspection	\$200.00	Exempt	Full Cost	
Occupation Certificate				
Application for Occupation Certificate	\$100			
	INTERE	ST		
Interest Charges				
Interest Charges	7%	Exempt	Legislative	Applied on simple interest basis
	KERB & GU	JTTER		
Kerb & Gutter - new	Cost + GST + 10%	Inclusive	Full Cost	
Reinstatement Charges			•	
Kerb & Gutter - 5 linear metres or less	\$300.00/m	Exempt	Full Cost	Minimum one lineal metre
Kerb & Gutter - more than 5 linear metres	100% of cost quoted amount (or actual cost) plus GST	Exempt	Full Cost	
	LEGAL AC	TION		
Legal Fees				
Legal Action	Costs	Inclusive	Full Cost	
Dishonoured Cheque/payment	Cost plus \$20.00	Exempt	Full Cost	
Stop Cheque Fee	\$20.00	Exempt	Full Cost	
Subpoena	\$50.00 processing fee plus \$50.00 per hour after the first hour	Exempt	Full Cost	
	LIBRAF	RY	ı	
Costs & Charges	See Library Schedule			
Book purchasing	Cost plus 5%	Inclusive	Full Cost	
	LIQUID TRADI	E WASTE		
Application Fees Council recovers the	e cost of administration and techni	ical services p	rovided in proc	essing applications
A1 - Application Fees	,		T	
Category 1 Discharger	\$220.00	Exempt	Legislative	per item. Unless exempt. See Waste Exempt Schedule
Category 2 Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Large Discharger	\$220,00	Exempt	Legislative	per item
Category 3 - Industrial Discharger	\$290.00	Exempt	Legislative	per item
A2 - Renewal of Existing Approval (dependen	t on level of assessment requir	ed)		
Category 1 Discharger	\$220.00	Exempt	Legislative	per item
0.1.	#000 00	Exempt	Legislative	per item
Category 2 Discharger	\$220.00	-xompt	_09.0.00.0	la et transit
Category 2 Discharger Category 3 - Large Discharger	\$220,00	Exempt	Legislative	per item

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	LIQUID TRADE WAS	TE CONTINUI	ED	
A3 - Change of Ownership, no Change in Condi	tions			
Category 1 Discharger	\$220.00	Exempt	Legislative	per item
Category 2 Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Large Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Industrial Discharger	\$290.00	Exempt	Legislative	per item
Annual Trade Waste Fee		•	•	
Category 1 Discharger	\$120.00	Exempt	Legislative	per item
Category 2 Discharger	\$200.00	Exempt	Legislative	per item
Category 3 - Large Discharger	\$350.00	Exempt	Legislative	per item. Includes category 2S large discharger
Category 3 - Industrial Discharger	\$550.00	Exempt	Legislative	per item
Re-Inspection	·			
Re-Inspection Fee	\$100.00	Exempt		per item
D1 - Trade Waste Usage Charges Sewer Non-Re	'		<u> </u>	[For the state of
Category 1 Discharger with appropriate equipment		Exempt	Legislative	per annum. Guide - usage less than 5kl/d. Council will determine on submission
Category 1 Discharger without appropriate equipment	\$3,600.00	Exempt	Legislative	per annum. Guide - usage less than 5kl/d. Council will determine on submission
Category 2 Discharger with appropriate pre- treatment	\$3,285.00	Exempt	Legislative	per annum. Guide - usage from 5kl/d to 20kl/d. Council will determine on submission
Category 2 Discharger without appropriate pre- treatment	\$13,140.00	Exempt	Legislative	per annum. Guide - usage from 5kl/d to 20kl/d. Council will determine on submission
Category 3 - Large Discharger	\$13,140.00	Exempt	Legislative	per annum. Guide - usage over 20kl/d. Council will determine on submission
Category 3 - Industrial Discharger	\$20,000.00	Exempt	Legislative	per annum. Guide - usage over 20kl/d. Council will determine on submission
D2 - Food Waste Disposal				
Food waste disposal charge	\$40.00	Exempt	Legislative	
Excess Mass Charges				
Aluminium	\$0.92	Exempt	Legislative	per kg
Ammonia (as N)	\$2.94	Exempt	Legislative	per kg
Arsenic	81,6	Exempt	Legislative	per kg
Barium	\$40.80	Exempt	Legislative	per kg
Biomechanical oxygen demand (BOD) up to 600mg/L	\$0.86	Exempt	Legislative	per kg
Biomechanical oxygen demand (BOD) 601 - 1200mb/L	\$2.58	Exempt	Legislative	per kg
Biomechanical oxygen demand (BOD) 1201 - 2400mg/L	\$6.60	Exempt	Legislative	per kg
Boron	\$0.85	Exempt	Legislative	per kg
Bromine	\$16.32	Exempt	Legislative	per kg
Cadmium	\$374.34	Exempt	Legislative	per kg
Chloride	\$0.00	Exempt	Legislative	per kg
Chlorinated hydrocarbons	\$40.80	Exempt	Legislative	per kg
Chlorinated phenolics	\$1,632.00	Exempt	Legislative	per kg
Chlorine	\$1.67	Exempt	Legislative	per kg
Chromium	\$27.23	Exempt	Legislative	per kg
Cobolt	\$16.65	Exempt	Legislative	per kg

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	LIQUID TRADE WAS	TE CONTINUE	ED	
Excess Mass Charges Continued				
Copper	\$16.65	Exempt	Legislative	per kg
Cyanide	\$81.60	Exempt	Legislative	per kg
Fluoride	\$4.08	Exempt	Legislative	per kg
Formaldehyde	\$1.67	Exempt	Legislative	per kg
Oil and Grease (Total O&G)	\$1.67	Exempt	Legislative	per kg
Herbicides/defoliants	\$817.00	Exempt	Legislative	per kg
Iron	\$1.67	Exempt	Legislative	per kg
Lead	\$40.80	Exempt	Legislative	per kg
Lithium	\$8.16	Exempt	Legislative	per kg
Manganese	\$8.16	Exempt	Legislative	per kg
Mercaptans	\$81.60	Exempt	Legislative	per kg
Mercury	\$2,523.00	Exempt	Legislative	per kg
Methylene blue active substances (MBAS)	\$0.83	Exempt	Legislative	per kg
Molybdenum	\$0.83	Exempt	Legislative	per kg
Nickel	\$25.07	Exempt	Legislative	per kg
Nitrogen (Total kjeldahl - Ammonia) as N	\$0.23	Exempt	Legislative	per kg
Organoarsenic compounds	\$817.00	Exempt	Legislative	per kg
Pesticides general (excludes organochlorins and organophosphates)	\$817.00	Exempt	Legislative	per kg
Petroleum hydrocarbons (non-flammable)	\$2.72	Exempt	Legislative	per kg
Phenolic compounds (non chlorinated)	\$817.00	Exempt	Legislative	per kg
Phosphorous (Total)	\$1.67	Exempt	Legislative	per kg
Polynuclear aromatic hydrocarbons	\$16.65	Exempt	Legislative	per kg
Selenium	\$57.45	Exempt	Legislative	per kg
Silver	\$1.50	Exempt	Legislative	per kg
Sulphate (SO4)	\$1.71	Exempt	Legislative	per kg
Sulphide	\$1.67	Exempt	Legislative	per kg
Sulphite	\$1.82	Exempt	Legislative	per kg
Suspended Solids (SS)	\$1.05	Exempt	Legislative	per kg
Thiosulphate	\$0.30	Exempt	Legislative	per kg
Tin	\$8.17	Exempt	Legislative	per kg
Total dissolved solids (TDS)	\$0.11	Exempt	Legislative	per kg
Uranium	\$8.17	Exempt	Legislative	per kg
Zinc	\$16.65	Exempt	Legislative	per kg
Non-Compliance Charges (Category 3 Discharge	er)			
Non-compliance PH Charge	\$0.91	Exempt	Legislative	per kg
Non-compliance excess mass charge	\$0.91	Exempt	Legislative	per kg
Non-Compliance Penalty				
Non-compliance penalty	\$260.00	Exempt	Legislative	

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	NOXIOUS	WEEDS		
Noxious Weeds				
Contract Spraying	As quoted	Inclusive	Full Cost	If regulatory not GST exempt
Property inspection - per hour	\$120.00	Exempt	Full Cost	
	PLANN	ING		
Planning Proposals				
Planning Proposals (LEP)	\$2,500.00	Exempt	Full Cost	
Development Contributions				
Section 94 Developer Contributions	Refer to Council's S94 & S94A Plan	Exempt	Full Cost	
Maps, Printing and Copying	•	•		
A4 - Basic	\$2.50	Exempt	Full Cost	
A3 - Basic	\$3.75	Exempt	Full Cost	
A2 - Basic	\$7.50	Exempt	Full Cost	
A1 - Basic	\$12.50	Exempt	Full Cost	
A0 - Basic	\$15.00	Exempt	Full Cost	
A4 - Complex	\$5.00	Exempt	Full Cost	
A3 - Complex	\$7.50	Exempt	Full Cost	
A2 - Complex	\$15.00	Exempt	Full Cost	
A1 - Complex	\$25.00	Exempt	Full Cost	
A0 - Complex	\$30.00	Exempt	Full Cost	
Map Creation	\$30.00/hour	Inclusive	Full Cost	Requires creation of new GIS layers. Will be exempt if regulatory function
	PLANT HIRE/PRI	VATE WORKS		overnor in regulatory function
Grader	\$184.00	Inclusive		Minimum hire 2 hours
Backhoe	\$137.00	Inclusive		Minimum hire 2 hours
Loader (rubber)	\$163.00	Inclusive		Minimum hire 2 hours
Loader (track)	\$228.00	Inclusive		Minimum hire 2 hours
Bobcat, Truck & Trailer as Unit Inc. 1 Operator	\$200.00	Inclusive		Minimum hire 2 hours
Self Propelled flat drum roller	\$153.00	Inclusive		Minimum hire 2 hours
Grid Roller*	\$77.00	Inclusive		Minimum hire 2 hours
Water Pump on trailer*	\$51.00	Inclusive		Per day + fuel
Float	\$208.00	Inclusive		Minimum hire 2 hours
Gravel Truck 6x4	\$177.00	Inclusive		Minimum hire 2 hours
Dog Trailer (no operator)	\$41.00	Inclusive		Minimum hire 2 hours
Water Trucks 8x4	\$140.00	Inclusive		Minimum hire 2 hours
Truck 4x2 4t to 8t GVM	\$91.00	Inclusive		Minimum hire 2 hours
Truck 4x2 8t to 14t GVM	\$105.00	Inclusive		Minimum hire 2 hours
Trucks 4x2 >14t GVM	\$125.00	Inclusive		Minimum hire 2 hours
Jetpatcher	\$176.00	Inclusive		Must add consumables: Emulsion \$1.20 per litre and Aggregate \$57 p/t
Garbage Truck (dry hire)*	\$139.00	Inclusive		Minimum hire 2 hours
Garbage Truck (wet hire)	\$197.00	Inclusive		Minimum hire 2 hours
Street sweeper	\$191.00	Inclusive		Minimum hire 2 hours
Road sweeper (towed)	\$51.00	Inclusive		Minimum hire 2 hours
JCB, Truck & Trailer as unit	\$230.00	Inclusive		1 operator
Tractor <70hp	\$96.00	Inclusive		Minimum hire 2 hours
Tractor 70hp to 140hp	\$120.00	Inclusive		Minimum hire 2 hours
Tractor >140hp	\$128.00	Inclusive		Minimum hire 2 hours
114011P	Φ120.00	inclusive	<u> </u>	IVIII III III III II Z 110UIS

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT			
PLANT HIRE/PRIVATE WORKS CONTINUED							
Kirpy Rock Crusher	\$240.00	Inclusive		Including tractor & operator			
Combination Roller	\$107.00	Inclusive		Including tractor & operator			
Ride on Mower 10hp to 50hp	\$82.00	Inclusive		Minimum hire 2 hours			
Wide area mower >50hp	\$112.00	Inclusive		Minimum hire 2 hours			
Aerovator	\$82.00	Inclusive		Including tractor & operator			
Slasher	\$128.00	Inclusive		Including tractor & operator			
28 kva generator on trailer*	\$38.00	Inclusive		Minimum hire 2 hours			
Traffic Lights*	\$102.00	Inclusive		per day			
Mobile toilet*	\$50.00	Inclusive		per day			
Line Trike	\$170.00	Inclusive		Including ute, trailer & operator			
Dingo	\$100.00	Inclusive		including trailer, ute & operator			
Wacker Packer*	\$73.00	Inclusive		per day			
Concrete Saw - small	\$81.00	Inclusive		including operator & ute			
Concrete Saw - large	\$86.00	Inclusive		including operator & ute			

PRICES QUOTED PER HOUR UNLESS OTHERWISE STATED

*only items available for dry hire

minimum hire is 2 hours

Hire rates include GST

Hire rates are inclusive of labour and charged from the time staff leave their existing job, or depot, to the time they return, or finish of the day Final approval of plant hire at discretion of the Director Technical Services

	PRINTING/PHOTOCOPYING					
Printing/Photocopying Charges						
A3 black & white	\$0.60	Inclusive	Market	Per sheet		
A3 more than 20	\$0.50	Inclusive	Market	Per sheet		
A4 black & white	\$0.30	Inclusive	Market	Per sheet		
A4 more than 20 - black & white	\$0.25	Inclusive	Market	Per sheet		
A4 colour	\$0.50	Inclusive	Market	Per sheet		
Bulk copying	POA	Inclusive	Market			
Binding						
Up to 50 pages	\$4.50	Inclusive	Market			
Greater than 50 pages	\$8.00	Inclusive	Market			
Community Groups						
A4 colour photocopying	\$0.50	Inclusive	Market			
A3 colour photocopying	\$1.00	Inclusive	Market			
Scanning						
Document Scanning	\$1.70 unassisted, \$2.20 if staff assistance required	Inclusive	Market	Per sheet		
Laminating	·		•			
A4	\$2.50	Inclusive	Market	Per sheet		
A3	\$3.50	Inclusive	Market	Per sheet		
Facsimile						
Sending	\$2.50 first page, \$0.60 for consecutive pages up to maximum \$6.00	Inclusive	Market			
Receiving	\$1.60 first page, \$0.60 for consecutive pages up to maximum \$6.00	Inclusive	Market			

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	PUBLIC HEALTH APPROV	/ALS/APPLIC	ATIONS	
Food Premises				
High & Medium Risk Food Premises	\$90.00	Exempt	Full Cost	
Low Priority Food Premises Inspection Fee (per inspection)	\$50.00	Exempt	Full Cost	
Registration - Food/Public health Premises	\$25.00	Exempt	Full Cost	
Annual Administrative Charge (>50 FTE food handlers)	\$90.00	Exempt	Full Cost	Clause 15 Food Regulation 2015
Annual Administrative Charge (5 to 50 FTE food handlers)	\$75.00	Exempt	Full Cost	Clause 15 Food Regulation 2015
Annual Administrative Charge (Up to 5 FTE food handlers)	\$40.00	Exempt	Full Cost	Clause 15 Food Regulation 2015
Reinspection Fee	\$75.00			
Improvement Notice	\$330.00	Exempt	Legislative	Section 66AA of Food Act 2003
Public Health				
Public Health Inspection Fee	\$90.00	Exempt	Full Cost	Mortuaries, skin penetration premises routine inspection etc.
Mortuaries Approval	\$270.00	Exempt	Legislative	
Swimming Pools				
First Inspection for Certificate of Compliance	\$150.00	Inclusive	Legislative	
Second Inspection	\$100.00	Inclusive	Legislative	
Online registration of pool on the NSVV Swimming	\$10.00	Inclusive	Legislative	
Application for Swimming Pool Exemption	\$150.00	Exempt	Legislative	
Resuscitation Charts	\$20.00	Exempt	Cost recovery	
	PUBLIC RO	DADS		
Public Gate Application Fee	\$60.00	Exempt	Full Cost	
Road opening permits	\$80.00	Exempt	Full Cost	
Fine for opening road without permit	\$220.00	Exempt		If services authority - opening road and not issuing a reinstatement order
Contract Services	Quoted amount plus GST 10% plus 10% contingency	Inclusive	Full Cost	
Preparation of Traffic Management Plans for Wo	orks on Roads		-	
Does not include Charity or Community Organisation	ns			
Standard	\$200.00	Inclusive	Full Cost	Does not include Charity or Community Organisations
Measure and Design	\$550.00	Inclusive	Full Cost	
Supply, erection and dismantle of road works signs and provision of Traffic Controller	Quoted amount plus GST 10% plus 10% contingency	Exempt	Full Cost	
Supply and erect private direction sign	\$150.00	Inclusive		
Supply sign only	\$80.00	Inclusive	Full Cost	
Activity Approval for one off Special Vehicles (r	estricted access) such as cra	nes (28 days	notice)	
Within Bland Shire where no onsite inspection is required	\$70.00	Exempt		NHVR as per NHVR rules
Within Bland Shire where an onsite inspection is required	\$180.00	Exempt		NHVR as per NHVR rules
Reconsideration	\$70.00	Exempt		NHVR as per NHVR rules

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	PUBLIC ROADS			
Activity Approval for one off Special Vehicles (restricted access) such as cra	nes (28 days	notice) Conti	nued
Urgent Processing	Additional \$70.00 to standard charge	Exempt		Request to complete quicker than 28 days or current council processing time. NHVR as per NHVR rules. Only if time can be made available.
Super Urgent Processing	Additional \$200.00 to standard charge	Exempt		Request to complete quicker than 7 days or current council processing time (especially next day requests). NHVR as per NHVR rules. Only if time can be made available.
Leasing of Grade 5/6 roads	Rural: \$200.00, Urban: \$800.00 per annum per 80,000 square metres	Inclusive		Minimum Rural: \$200, Urban: \$800. For standard width road with general use. Can be charged to suit use, different layout and total length required.
	RECREATION FACILITIES	(EXCLUDING	POOLS)	
All organisations or bodies booking a sporting	amenity must have a signed	MOU in place	prior to book	ing confirmation. Rates include Governing
Bodies training days.				
Perseverance West No 1 Oval (Ron Crowe)	<u> </u>		1	T
West Wyalong Rugby League Club	\$4,280.00 per season	Inclusive		League: Use of Perseverance No 1 oval (Ron Crowe) including matches and training on No 2 Oval. (This price is also applicable to any other senior organisation which may use the Oval for games and training during the
West Wyalong Junior Rugby League Club	\$2,140 per season	Inclusive		season). Includes function room use on game days and other times with prior council approval - NB Function room can not be sublet.
Training use only by other organisation (ground and toilets) if available	\$2,140 per season	Inclusive		
Casual use by any organisation (if available) - excluding function room	\$270.00 per day	Inclusive		Or \$135 for 4 hours or less on approval of DTS
Ron Crowe Function Room	\$270.00 per day	Inclusive		Or \$135 for 4 hours or less on approval of DTS
Perseverance West No 2 Oval			ı	
Use including training and matches for organisations (if available)	\$985.00 per season	Inclusive		
Use including training only for organisations (if available)	\$620.00 per season	Inclusive		
Casual use by any organisation (if available)	\$148.00 per day	Inclusive		Or \$70 for 4 hours or less on approval of DTS
Perseverance South No 3 Oval			I	
Use including training and/or matches for organisations (if available)	\$620.00 per season	Inclusive		
Casual use by any organisation (if available)	\$138.00 per day	Inclusive		Or \$65 for 4 hours or less on approval of DTS
Touch Football			T	
Use of all three Perseverance Ovals - Summer Only	\$678.00 per annum	Inclusive		
Park Street Recreational Ground (McAlister Ova	1		T	
West Wyalong Girral Australian Rules and Netball Club use of McAllister Oval and Netball Courts including matches and training	\$4280.00 per annum	Inclusive		Including netball courts

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	REATION FACILITIES (EXCL	UDING POOLS	S) CONTINUE	D
Park Street Recreational Ground (McAlister Ova Park Street Netball Courts (including canteen)	\$995.00 per season	Inclusive		Use by West Wyalong Netball Association or
Use of McAlister Oval by West Wyalong and District Cricket Association (incl. over 35s cricket assoc)	\$1,295.00 per annum	Inclusive		Includes up to 6 games at Perseverence 3 and/or 3 games at Redman Oval
Use of McAlister Oval by West Wyalong Junior Cricket	\$918.00 per season	Inclusive		
Use including training matches or other organisations (if available)	\$995.00 per season	Inclusive		
Use including training only for organisations (if available)	\$620.00 per season	Inclusive		
Casual use by any group (if available)	\$200.00 per day	Inclusive		Or \$95 for 4 hours or less on approval of DTS
Other Grounds				
Including matches and training (other than Perseverance st sporting complex and McAlister Oval)	\$816.00 per annum	Inclusive		
Training or Games only (other than Perseverance St sporting complex and McAlister Oval)	\$408.00 per season	Inclusive		
Casual ground use (other than Perseverance St sporting complex and McAlister Oval)	\$148.00 per day	Inclusive		Or \$75 for 4 hours or less on approval of DTS
Energy (Full use will be charged)				
Energy Use	Actual cost + 7%	Inclusive		Electricity (cost will be adjusted pro-rata to match any electricity price increase during the year)
Gas	To be paid directly by user.	Inclusive	Full Cost	
Schools				
Except for Perseverence 1 Oval (Ron Crowe) partial use of a playing field, no more than 4 hours in a day per week, for general use irregularly	\$170.00 per annum or \$40.00 per day, which ever is more applicable	Inclusive		Can only be used if the grounds are not pre- booked or used by any other organisation.
Athletics Carnival - Ground use fee	\$150.00	Inclusive		Per school, per carnival
Special Events (except Pools and Parks)				
Regional finals, representative games and carnivals	\$420.00 per event	Inclusive		Includes all Junior events
Netball Carnivals additional cost - line marking	\$70.00 per court	Inclusive		
Storage Hire - Sporting Grounds	\$55.00 per day or \$220.00 per season	Inclusive		
Except for Perseverence 1 Oval (Ron Crowe) use of sporting ground for non-ball sports (if available)	\$185.00 per day			Weekly rate can be negotiated.
Fitness Services				
Individual or organisation providing personal training or group fitness or similar on a commercial basis or as a sporting club. All facilities including Parks (except Pools) if available.	\$160.00 per annum	Inclusive		

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
REC	REATION FACILITIES (EXCL	UDING POOL	S) CONTINUE	D
WEST WYALONG STADIUM				
Domestic Competitions				
Basketball - Junior (including Aussie Hoops)	\$370.00 per session	Inclusive	Partial	Fees payable at time of booking.
Basketball - Senior	\$370.00 per session	Inclusive	Partial	Fees payable at time of booking.
Basketball - Ladies Day	\$230.00 per session	Inclusive	Partial	Fees payable at time of booking.
Stadium - Regular Casual Users				
Lifeball	\$5.30 per person per session	Inclusive	Partial	Fees payable at least monthly
Indoor Tennis	\$5.30 per person per session	Inclusive	Partial	Fees payable at least monthly
Stadium - Casual Hire				
Casual Stadium hire including private events & functions	\$135 per hour up to a maximum of \$405.00 per day	Inclusive	Partial	Fees payable at time of booking.
Casual Stadium hire - schools	\$60.00 per hour, maximum charge of \$240.00 per day	Inclusive	Partial	Fees payable at time of booking
Casual hire of meeting rooms/foyer area	\$35.00 per booking	Inclusive	Partial	Fees payable at time of booking. Basketball, Lifeball and Tennis exempt
Training - Basketball team	\$260.00 per team per season	Inclusive	Partial	Fees payable at time of booking. Maybe more than one season per year.
Training - AFL, Soccer, Netball, etc.	\$130.00 per booking	Inclusive	Partial	Fees payable at time of booking
Daily or weekly hire by non-ball sports	POA			Will depend on bookings at the time and the amount of notice given.
Parks				
Casual park booking for family party, etc greater than 20 people	\$130.00	Inclusive		No longer than a day
Casual park booking for organised event such as weddings etc.	\$200.00	Inclusive		No longer than a day
Use of McCann Park Fountain	\$70.00 per usage	Inclusive		
Consideration gi	ven for paying capacity of grou	ps and for rela	tive damage ca	aused by use
	RECYCLED WATE	R CHARGES		
Supply Recycled Water	\$305 per MgI or part thereof.	Inclusive		Golf Course - First 63 Mgl (per annum from supply date) free before charge is applied. (Only if supply is available and the decision of DTS on this matter is final)
	ROADS REINSTATEM	MENT CHARG	ES	
Rural and Urban Roads under 10 square metres				
Asphalt concrete with cement concrete base	\$520.00/square metre	Exempt	Full Cost	Minimum one square metre
Cement Concrete	\$520.00/square metre	Exempt	Full Cost	Minimum one square metre
AC or bituminous / aggregate surface on all classes other than cement concrete	\$340.00/square metre	Exempt	Full Cost	Minimum one square metre
Greater than 10 square metres	Quoted amount plus 10% GST plus 10% administration	Exempt	Full Cost	
State Roads				
State Roads	Quoted costs as per RMS standards	Exempt	Full Cost	Includes all administration costs
	RURAL ADDF	RESSING		
Rural addressing charge	\$50.00 per property	Inclusive	Full Cost	

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	SALEYA	RDS		
Yard Dues				
Truck wash	\$1.20/minute (\$15 minimum)	Inclusive	Partial	
Hire of parking area for un-coupling trailers	\$100.00 per annum	Inclusive		Except for stock sales vehicles
Leased Areas	As per lease agreement			
	SECTION 68 - LOCAL GOV	/ERNMENT A	CT 1993	
Part A - Structures or Places of Public Entertain	ment			
Install a manufactured home, moveable dwelling or associated structure on land (includes 3 inspections)	\$650.00	Exempt	Full Cost	
Install a manufactured home, moveable dwelling or associated structure on land (Secondary Dwelling) (includes 3 inspections)	\$450.00	Exempt	Full Cost	
Install moveable commercial building on land (includes 3 inspections)	\$450.00			
Part B - Water Supply, Sewerage and Stormwater	er Drainage Work		-	
Carry out water supply work	\$100.00	Exempt	Full Cost	
Carry out Sewerage work	\$95.00	Exempt	Full Cost	
Carry out stormwater work	\$85.00	Exempt	Full Cost	
Carry out sewerage, stormwater and drainage work package	\$170.00	Exempt	Full Cost	Charge applicable to new dwellings, major alterations and additions and commercial/industrial developments
Connect a private drain or sewer with a public drain or sewer under the control of Council or with a drain or sewer which connects with such a public drain or sewer, new premises	\$225.00	Exempt	Full Cost	Pump station, collection well etc.
Part C - Management of Waste				
For fee or reward, transport waste over or under a public place	\$165.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Place waste in a public place	\$125.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Place waste storage container in a public place	\$130.00 plus \$5.00 per bin or container	Exempt	Full Cost	
Operate a system of sewerage management (wi	thin the meaning of section 6	68A)		
Application to install or construct an Onsite Sewerage Management Facility	\$150.00	Exempt	Full Cost	
Application to alter or add on to an existing Onsite Management Facility	\$75.00	Exempt	Full Cost	
Inspection Fee - Class 1 & 10 buildings	\$100.00	Exempt	Full Cost	
Inspection Fee - Class 2 to 9 buildings	\$115.00	Exempt	Full Cost	
Reinspection fee - All buildings	\$100.00	Exempt	Full Cost	
Approval to Operate an Onsite Sewerage Management Facility - New facility only or where no inspection is required	\$55.00			
Approval to Operate an Onsite Sewerage Management Facility (existing)	\$55.00	Exempt	Full Cost	
Approval to Operate an Onsite Sewerage Management Facility (existing) - change of ownership (no inspection)	\$35.00	Exempt	Full Cost	
Approval to Operate Renewal Reinspection	\$75.00			

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
SEC	CTION 68 - LOCAL GOVERNN	IENT ACT 199	3 CONTINUE)
Part D - Community Land				
Engage in trade or business	\$150.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Direct or procure a theatrical, musical or other entertainment for public	\$150.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Construct a temporary enclosure for the purpose of entertainment	\$300.00	Exempt	Full Cost	
For fee or reward, play a musical instrument or sing	\$100.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Set up, operate or use a loud speaker or sound amplifying device	\$150.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Deliver a public address or hold a religious service or public meeting	\$150.00	Exempt	Full Cost	
Community group	\$100.00	Exempt	Full Cost	
Part E - Public Roads			•	
Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway	\$250.00	Exempt	Full Cost	
Expose or allow to be exposed (whether for sale or otherwise) any article on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road	\$300.00 per year	Exempt	Full Cost	
Banner - Approval and Erection	\$550.00	Exempt		
Banner - Approval only	\$150.00	Exempt		
Banner - Approval only full year	\$330.00	Exempt		
Part F - Other Activities				
Operate a public car park	\$200.00	Exempt	Legislative	Charge applicable where non-compliance with Local Approvals Policy
Operate a caravan park or camping ground	\$275.00	Exempt	Legislative	
Operate a manufactured home estate	\$300.00	Exempt	Full Cost	
Install a domestic oil or solid fuel heating appliance, other than a portable appliance	\$250.00	Exempt	Full Cost	
Install or operate amusement devices	\$40.00 per application plus \$10 per device	Exempt	Full Cost	Events/once off by prior arrangement
Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations	\$200.00	Exempt	Full Cost	
	SEWER SE	RVICES		
Connected sewer charge for recreational grounds	\$1,000,00	Exempt	Full Cost	
Sewer connection charge	\$1,200.00	Exempt	Full Cost	To existing sewer and charged if headworks charge does not apply.
Sewer tank liquid disposal (per litre) into sewer system via authorised road connection point (including chemical toilets) NB Caravan official dump points free for caravans and motor homes.	\$0.05 per litre plus \$75.00 opening charge per visit	Exempt		Includes both residential and Category 2S Liquid Trade Waste. Applies to Business hours 8am-3pm, if services are required outside business hours, then an extra \$220.00 will be charged per use.

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
	SEWER SERVICES	CONTINUED		
Sewer Head Works				
Sewer head works charge	\$3,500.00	Exempt	Full Cost	New subdivisions on a per block basis. Existing private house blocks that need a main extension (as long as an extension is viable) and /or needs a new sewer trap constructed.
Sewer business unit (or authority operating the sewer system at the time) to Council for grey water removal	\$40,000.00	Exempt		As per agreement
	SWIMMING POO	L CHARGES		
Holland Park Olympic Pool and Ungarie Swimi	ming Pool Maximum Fee			
Admission - adult	\$5.60	Inclusive	Partial	One off visit
Admission - child/pensioner / concession	\$3.60	Inclusive	Partial	One off visit
Admission - non swimmer	\$2.50	Inclusive	Partial	One off visit
Admission - School Groups	\$2.50 per person	Inclusive	Partial	One off visit
Admission - Swimming Club	\$2.20	Inclusive	Partial	One off visit
Admission - Swimming Carnivals - Schools	\$2.50 per person	Inclusive	Partial	One off visit
Season Ticket - Adult	\$170.00 full season, \$140.00 from 1 January	Inclusive	Partial	
Season Ticket - Child	\$130.00 full season, \$95.00 from 1 January	Inclusive	Partial	
Season Ticket - Family	\$300.00 full season, \$220.00 from 1 January	Inclusive	Partial	
Season Ticket - Aged Pensioner	\$130.00 full season, \$95.00 from 1 January	Inclusive	Partial	Valid aged pensioner card must be presented
December & January 2 week pass	\$80.00	Inclusive	Partial	Includes 2 Adults and 2 Children or 1 Adult and 3 Children (as per Medicare Card)
Water Slide - per session	\$3.60	Inclusive	Partial	Unlimited
Lane hire - per lane, per hour	\$40.00	Inclusive	Partial	charge is applied for the exclusive use of lanes or sectioned off area at the swimming pool facility for the purpose of private lessons / training
Lane hire - per month	\$140.00			
Exercise Classes & Activities	POA	Inclusive	Partial	Includes pool entry
Out of Open Hours Booking Fee per hour	\$60.00	Inclusive	Partial	
4 years and under and special needs carer with approved ID	Free			
	TOURIS	SM		
Tourism Documents				
Souvenirs	As marked	Inclusive	Full Cost	Prices as marked
Local Information Point Approval	\$55.00	Inclusive	Full Cost	Large amounts to be negotiated
	TRANSPORT AND R	OAD SYSTEM	IS	
Gravel (If available)				
Gravel uncrushed	\$35.00 per cubic metre	Inclusive	Full Cost	Large amounts to be negotiated
Gravel primary crushed to 100-150mm	\$45.00 per cubic metre	Inclusive	Full Cost	Large amounts to be negotiated
Gravel secondary crushed to 25-50mm	\$60.00 per cubic metre	Inclusive	Full Cost	Large amounts to be negotiated

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT	
VEHICULAR CROSSINGS					
Vehicular Crossings Charges					
Vehicular Crossings	Application processing charge \$70 plus, if Council constructs, 100% of cost quoted amount plus GST plus 10%	Exempt	Full Cost		
	WASTE MANA	GEMENT			
Waste (Garbage) Collections					
Special Collections	\$125.00 plus \$10.00 per bin	Exempt	Full Cost	e.g Special events	
West Wyalong Waste Depot			•		
Car boot or wagon	\$20.00	Inclusive	Full Cost		
Utility/small trailer	\$25.00	Inclusive	Full Cost	Load up to two cubic metres	
Any load over two cubic metres (or part thereof)	\$35.00 per cubic metre	Inclusive	Full Cost		
Car bodies	Free	Inclusive	Full Cost	To be determined by Supervisor depending upon state of materials	
Metal Waste	Free	Inclusive	Full Cost	To be determined by Supervisor depending upon state of materials	
White goods (de-gassed)	\$25.00	Inclusive	Full Cost		
Green Waste - Boot and/or small trailer	\$5.00	Inclusive	Full Cost	No charge if only green waste. Can be determined by Supervisor	
Green Waste - Large trailer up to 1 Tonne	\$10.00	Inclusive	Full Cost		
Green Waste - Over 1 Tonne Truck	\$15.00	Inclusive	Full Cost		
Paper and cardboard	\$20.00	Inclusive	Full Cost	To encourage residents to recycle with Kurrajong Waratah. Free if collection available at Village landfills.	
Recyclables - Glass, Cans, Plastic Bottles	No Charge	Inclusive	Full Cost		
Clean Fill	No Charge	Inclusive	Full Cost	To be determined by Supervisor (required to cover existing waste)	
DrumMuster containers (only if no other alternative is available)	Free	Inclusive	Partial	By appointment	
Asbestos	\$200.00 per cubic metre plus burial fee	Inclusive	Full Cost		
Asbestos burial fee	\$200.00	Inclusive	Full Cost		
Polystyrene and other lightweight material	\$150.00	Inclusive	Full Cost		
Tyres - Car	\$20.00	Inclusive	Full Cost	each	
Tyres - Other	\$50.00	Inclusive	Full Cost	each	
Dead Animals					
Small (dog, cat)	\$15.00	Inclusive	Full Cost	By appointment	
Medium (sheep, goats)	\$45.00	Inclusive	Full Cost	By appointment	
Large (Cattle, horse)	\$70.00	Inclusive	Full Cost	By appointment	
Other					
All other waste	As per quoted price	Inclusive	Full Cost		
Penalty for refusing to pay landfill charges	\$40.00 plus original charge	Exempt			

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT	
	WASTE MANAGEMENT CONTINUED				
Rubbish Collection Service					
240 litre bin replacement	\$170.00	Exempt		Based on costs plus administration fee	
120 litre bin replacement	\$145.00	Exempt		Based on costs plus administration fee	
Roadside Bins	\$1,040.00	Inclusive		Annual. Based on costs	
Regional un-manned closed free tips					
Кеу	\$10.00 plus \$25.00 deposit				
	WORK, HEALTH	AND SAFETY			
Inductions - General					
Primary Inductee	\$50.00 per person	Inclusive	Full Cost	The Primary Inductee is the main person of a "one person" operation or the lead person of a group being inducted from a section of an organisation. Charge can be exempt by DTS	
Secondary Inductee	\$10.00 per person	Inclusive	Full Cost	The Secondary Inductees are the remaining people from a group being inducted from a section of an organisation after the Primary Inductee. Charge can be exempt by DTS	
Initial On-Site Induction					
Conducting an initial onsite induction	\$100.00 per induction	Inclusive	Full Cost	Any number of people attending. Charge can be exempt by DTS	

DEVELOPMENT	TYPE	RATE BY M ²
Dwelling		\$1,925.00
Units		\$1,375.00
Deck	Unroofed	\$330.00
Deck	Roofed	\$525.00
Pergola		\$415.00
Additions to dwelling		\$1,730.00
Garage/Shed	Metal (kit)	\$360.00
Garage/Shed	Cladded timber frame	\$685.00
Garage/Shed	Brick	\$820.00
Carport	No new slab	\$165.00
Carport	New Slab	\$300.00
Fence	Facebrick with inserted panels	\$635.00
Brushwood Fence	1.8m high	\$165.00
Pool Fence	1.5m high	\$195.00
Colourbond Fence	1.8 m high	\$110.00
Industrial buildings	Precast concrete < 1000m ²	\$1,300.00
Industrial buildings	Precast concrete > 1000m ²	\$1,250.00
Industrial buildings	Metal walls < 1000m ²	\$880.00
Industrial buildings	Metal walls > 100 m ²	\$865.00

LIQUID WASTE EXEMPTION SCHEDULE			
Process	Requirements		
Beautician	NIL		
Bed and Breakfast (not more than 10 persons including proprieto	Sink strainers in food preparation areas. Housekeeping practices (see note 4)		
Day care Centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see note 4) Nappies are not to be flushed into the toilet		
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see note 4)		
Dental technician (no x-ray)	Plaster arrestor required.		
Doctor's surgery (plaster casts, no x-ray)	Plaster arrestor required.		
Dog/cat groomer/salon	Floor waste basket & sink strainer required (see note 3) Animal litter and any waste disposal products may not be discharged to sewer. No organophosphorus pesticides may be discharged to sewer.		
Florist	Floor waste basket & sink strainer required. No herbicides/pesticides may be discharged to sewer.		
Fruit and Vegetable (retail)	Floor waste basket & sink strainer required (see note 3).		
Hairdresser	Floor waste basket & sink strainer (where available)		
Jewellery Shop			
Miniplater	Miniplater vessel to contain no more than 1.5L of precious metal solution		
Ultrasonic washing	NIL		
Precious stone cutting	If: <1000L/d plaster arrestor required >1000 L/d general purpose pit required		
Mixed business (minimal hot food)	Floor waste basket & sink strainer required (see note 3) Housekeeping practices (see note 4)		
Motel	Floor waste basket & sink strainer required (see note 3)		
(No hot food prepared and no laundry facility)	Housekeeping practices (see note 4)		
Nutshop	Floor waste basket & sink strainer required (see note 3)		
Optical service - retail	Solids settlement tank/pit required.		
Petshop - retail	Floor waste basket & sink strainer required (see note 2)		
Pizza reheating for home delivery	Housekeeping practices (see note 4)		
Venetial blind cleaning	NIL (see note 2)		
Motor			

Notes:

- 1. Where 'required' is used it means as required by Council
- 2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
- 3. All drainage from floors in process areas is required to pass through a dry basket arrestor
 4. Food preparation activities need to comply with the housekeeping practices including:
- a) Floor must be swept before washing
- b) Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up
- c) use of food waste disposal units is not permitted.

LIBRARY SCHEDULE				
ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
Public Library				
Inter Library Loan search fee	\$4.40	Inclusive	Full Cost	
Inter Library Loan - fee for loan requests from non-reciprocal libraries	\$28.50	Inclusive	Full Cost	
Inter Library Loan - Overseas	Cost recovery			
Inter Library Loan - Rush fee	\$52.00	Inclusive	Full Cost	Each
Inter Library Loan - Express fee	\$70.50	Inclusive	Full Cost	Each
Reservation fee	\$1.00	Inclusive		
An exception applies to reservations placed unde Library, Hospitals & Nursing Homes, Inter Library	-	-	ass Cards, Boo	k Clubs, Branch Libraries, Housebound, Home
Replace member card	\$2.00	Inclusive		
Replacement charge (lost/damaged collection item under \$10 purchase cost)	\$15.00 plus replacement cost	Exclusive		Flat fee plus replacement cost
Replacement charge (lost/damaged collection item over \$10 purchase cost)	\$5.00 plus replacemnt cost	Exclusive		Flat fee plus replacement cost
Lost or damaged CD/DVD Cases (One-time CD/DVD/MP3 cases	\$3.30	Inclusive		
Lost or damaged CD/DVD Cases (multi CD sound recording cases)	\$11.00	Inclusive		
Overdue items fines		Exempt		Flat fee per item plus charge per work day
Periods of amnesty apply when no overdue fines are charged for specified periods				Specified days to be announced
		•	-	s Cards, Book Clubs, Branch Libraries, Housebound, exception does not extend to lost or damaged items
Library Bags	\$2.00	Inclusive		
Library Backpacks	\$5.00	Inclusive		
Mobile Library - A4 printing/ photocopying (black & white)	\$0.20	Inclusive		Per Page
Mobile Library - A4 printing/ photocopying (colour)	\$0.55	Inclusive		Per Page
Public Library Programs		N/A		Each
Professional Research Fee	\$66.00	Inclusive		Per hour includes photocopying and postage
Visitor's Fee (non-refundable) - 1 month	\$33.00	Inclusive		
Visitor's Fee (non-refundable) - 3 months	\$88.00	Inclusive		
Public Library		<u>. </u>		
RRL Membership Fee for non-residents (excluding eligible reciprocal members and residents of Wahguna and Yarrawonga) - 12 months	\$110.00	N/A		

ACTIVITY	FEE/CHARGE 2020/21	GST STATUS	COSTING METHOD	COMMENT
RRL Membership Fee for Victorian residents of Wahguna and Yarrawonga - limited membership no charge (a limit of 4 physical loans at any one time and no access to any other physical or electronic collections, programs or services)	Nil	Inclusive		12 months
RRL Membership Fee for Victorian residents of Wahguna and Yarrawonga - full membership - 12 months	\$55.00	Inclusive		12 months
RRL Book Club membership (per club of 10 members)	\$400.00	Inclusive		Per Book Club
Replacement charge for lost or damaged book club collection items	\$40.00	Inclusive		Per Item
Additional storytime pack	\$44.00	Inclusive		
Additional holiday program	\$242.00	Inclusive		
Processing/cataloguing fee for additional items - processed book item with cataloguing	\$7.50	Inclusive		Per Item
Processing/cataloguing fee for additional items - processed non-book item with cataloguing (includes One-Time CD/DVD/MP3 cases)	\$11.00	Inclusive		Each
Processing/cataloguing fee for additional items - processed non-book item with cataloguing (includes multi-CD sound recording cases)	\$16.50	Inclusive		Each
Additional computer terminal and associated peripherials	\$3,025.00	Inclusive		Each
Replacement charge for e-Readers that are lost or damaged beyond reasonable repair (repair cost more than \$75)	\$165.00	Inclusive		
Replacement cost for lost or damaged e-Reader charging cords	\$36.30	Inclusive		
Additional Libero Licenses	\$1,001.00	Inclusive		Each

FDC SCHEDULE				
Care Cost per Child				
	FEE/CHARGE 2021/22	NOTES		
Within care hours (8am-6pm, Monday - Friday)	As per educator schedule			
Casual or out of core hour care	As per educator schedule			
Weekends/Public Holidays/Overnight	As per educator schedule	Overnight care is only permitted on special cases and must be pre-approved by Family Day Care Nominated Supervisor/Coordinator		
Note: The CCS Cap rates contained in the FD effective July 1 2018.	C Schedule have been advised by the department in al.	ignment with the new Child Care Subsidy		
Scheme Levy				
Parent Administration	An administration fee of \$1.30 per child per hour is charged	An administration fee of \$1.30 per child per hour is charged		
Educator Administration	An equipment and administration fee of \$13.50 per week is charged. This includes the Harmony for Educators web module.	An equipment and administration fee of \$13.50 per week is charged. This includes the Harmony for Educators web module.		
Additional Harmony module fees (optional)	Cash book module - \$2.75 per week. Program and Practice module \$3.30 per week. Note: these fees are set by 'Redbourne Group' and are subject to change.	Cash book module - \$2.75 per week. Program and Practice module \$3.30 per week. Note: these fees are set by 'Redbourne Group' and are subject to change.		
Allowances				
Travel - Educator transport fee	Per educators schedule	Per educators schedule		
Allowable Absences		Entitlement		
Parents are allowed to claim a maximum of 42 care days per child per year. Absences taken after the 42 days limit will not attract Child Care Subsidy and are payable at full fee.	Price per individual educators schedule. Child Care Subsidy will not be paid for absences where fees are charged to reserve a place for a child who has not yet started care. Child Care Subsidy will not be paid for absences once a child has ceased care.	Price per individual educators schedule. Child Care Subsidy will not be paid for absences where fees are charged to reserve a place for a child who has not yet started care. Child Care Subsidy will not be paid for absences once a child has ceased care.		
Holding Fees	Price per individual educators schedule (where relevant)	Price per individual educators schedule (where relevant)		
Rostered Days Off and Shift Work	These are considered separately and must be supported with a letter from the parent and/or employer.	These are considered separately and must be supported with a letter from the parent and/or employer.		
Overtime/Penalty Rate	At the educators discretion or per the educators individual schedule, to be charged where the parents are late picking up children	At the educators discretion or per the educators individual schedule, to be charged where the parents are late picking up children		
Note: Overtime/Penalty rate is fully payable by	parents (it is not covered by the Child Care Subsidy)	1		
24 Hour Care	14 periods of 24 hour care are available per financial year per child. The service must gain approval from the Department of Education in writing beforehand.	14 periods of 24 hour care are available per financial year per child. The service must gain approval from the Department of Education in writing beforehand.		

Termination of Care	the educator of ceasing care arrangements otherwise full fees will be charged. Child Care Subsidy will not be paid for absences once a child has ceased care	Inotice to the equicator of ceasing care
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Note: Family Day Care educators set their own individual fee schedules, which may include costs that are higher than the base fees schedule rates, with the exception of the Parent administration levy and the Educator administration levy.

PRESCHOOL SCHEDULE				
Care Cost per Child	Care Cost per Child FULL FEE/CHARGE 2021/22 SUBSIDISED FEES 2020/21 (where applicable			
Please note: these fees are charged per calendar year and will be effective January 2021 - December 2021				
Within care hours - 4 year olds (8.30am-4.00pm, Monday - Thursday)	Mon - Thurs (4 year olds)- Full fee per child per day- maximum \$80	Mon - Thurs (4 year olds)- 2 days/15 hour session per week - \$45 (Please note: this is a government subsidised fee for four year old children in the year before attending school. Child must enrol and attend 15 hours per week to access subsidy) - 1/2 day fee/ - \$12.00 (The half day fee applies on show day public holiday) Due to Covid-19 Government Free Preschool funding, Preschool is free during the calendar year of 2021.		
Health Care Card Holders (HCC)		Health Care Card holders - HCC - \$12 per day (Mon - Thurs) - No half day rate		
Aboriginal and Torres Strait Islanders (ATSI)		Aboriginal and Torres Straight Islanders - (ATSI) - \$12 per day (Mon - Thurs) - No half day rate		
NB: For 3 year old sessions plea	ase refer to the MRU schedule			
Excursions/Incursions	Excursions/Incursions are charged to families on their fee statements each term and will vary depending on cost. Some of these excursions may be subsidised by the service where applicable.			
Allowances				
Overtime/Penalty Rate	\$10 flat rate after 10 minutes from end of day session then \$5 for each 5 minute increment after. Penalty rate is fully payable by parents. It is not covered by funding or child care subsidy.			
Cancellation of Care	2 weeks notice required to receive refund of paid fees			

MRU (LDC) SCHEDULE				
Care Cost per Child	FEE/CHARGE 2021/22			
UNGARIE CENTRE-BASED CARE				
Within care hours (9.30am-3pm, Wednesday, Thursday) 5.5 hours	\$12 per hour - daily fee of \$66.00	Note: 2019-20 CCS Cap of \$11.98/hour. This will change (increase) as of July 1 2020		
BLAND CENTRE-BASED CARE				
Within care hours (9.00am-3pm, Friday) 6 hours	\$11 per hour - daily fee of \$66.00	Note: 2019-20 CCS Cap of \$11.98/hour. This will change (increase) as of July 1 2020		
Service Levy - This levy only applies to	out of town Centre-based care - (Ungarie Pre	school) - THIS IS TO BE REMOVED		
REMOVE - Parent Administration	One day per week session - An administration fee of \$80 per child per term is charged Two days per week session - an administration fee of \$160 per child per term is charged	This is to cover adminsitation costs and staff travel time to and from venues. Child Care Subsidy will not be paid for administration fee costs.		
Allowable Absences		Entitlement		
of 42 care days per child per year.	Child Care Subsidy will not be paid for absences where fees are charged to reserve a place for a child who has not yet started care. Child Care Sunsidy will not be paid for absences once a child has ceased care.			
Overtime/Penalty Rate	\$10 flat rate after 10 minutes then \$5 for each 5 minute increment			
Note: Overtime/Penalty rate is fully payable by parents (it is not covered by the Child Care Subsidy)				
Termination of Care	2 weeks notice required to receive refund of paid fees. Child Care Subsidy will not be paid for absences once a child has ceased care.			

VACATION CARE SCHEDULE				
Care Cost per Child	FEE/CHARGE 2021/22	Notes:		
Within care hours (8.30am-5pm, Monday - Friday) 8.5 hours/day	Daily fee charged \$30 per day. Family of 3 or more children, maximum \$70 per day.			
Excursions/Incursions	Excursions/Incursions are charged to families depending on advertised programmed activities. Fee will vary depending on cost; some of these excursions may be subsidised.			
Overtime/Penalty Rate	To be charged where the parents are late picking up children.\$10 per child if collection after 5.10pm. Then \$1 per minute for each 1 minute interval thereafter.			
Cancellation of Care	Parents are required to give at least 24 hours notice to the service of cancellation of care arrangements/bookings otherwise full fees will be charged.	Please note: bookings cannot be transferred to another child.		

NATIONAL COMPETITION POLICY PRICING

In accordance with the National Competition Policy Guidelines, the Council has categorised two of its activities as Business Activities:

- Sewerage Disposal
- Rubbish Collection Service

Council activities are not subject to income tax and some other forms of taxation. National Competition Policy guidelines, however, require Council to determine the results of aspects of its operations that are considered to be equivalent to similar private sector business operations that are subject to all forms of taxation. Indirect taxes such as payroll and fringe benefits have to be included as expenses where applicable. Taxable items have been determined and a corporate rate of tax equivalent to 30% calculated. This exercise enables comparison between similar public and private sector businesses.

Council believes that it has a responsibility to provide both these entities as essential services to the residents of the Shire as part of its Community Service Obligation (CSO) and is prepared to accept a level of subsidisation in operations for the benefit of the Shire.

The table displayed below provides details of the estimated operating result for the two entities for 2021/2022

Business Activities	Income	Expenditure	Net Result
Sewerage Disposal	\$1,795,962.00	\$1,795,962.00	\$ 0.00
Rubbish Collection Service	\$1,621,702.00	\$1,621,702.00	\$ 0.00



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Revenue Policy 2021/22



Bland Shire Council Revenue Policy 2021/22

Adopted: xx 2021

8.9 Children Services Unit - Policy Adoption



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

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

Author: Children Services Coordinator

Introduction

The Policies as listed are a requirement under the Education and Care Services National Regulations 2011 and/or the National Quality Standards. All changes have been highlighted for Council's information. The policies were presented to the Senior Management Team on 23 March 2021 which endorsed them for Council's approval.

Financial Implications

Nil financial implications

Summary

All policies are to go through an extensive review process, with feedback requested from approximately 230 families, staff and educators representing all of the services auspiced by Bland Shire Council.

The policy review process is outlined below:

- Policy is reviewed by Coordinator in consultation with Bland Preschool, Mobile Resource Unit and Family Day Care service leaders.
- Updates and recommendations are included at this time, as well as any changes to regulatory requirements.
- Final draft is submitted to the Director for consultation at Manex.
- A draft copy is distributed via email to all service families, including;
 - o Bland Preschool
 - Bland/Temora Family Day Care
 - o Mobile Resource Unit
 - o Vacation Care

as well as all Children's Services Unit staff via internal electronic communication.

- Feedback is requested to be provided by a nominated date (generally 2 weeks).
- Any comments are responded to and implemented if applicable.
- Where the policy contains updated statutory requirements, a report is submitted in the Council Business Agenda for adoption by Council.
- Once adoption has been received, the new policy is uploaded to the BSC website.

Safe Sleep and Rest Policy

Infants and young children regularly sleep and rest in the varying care environments provided by the Children Services Unit. Considering the dangers surrounding *SIDS* it is paramount to have explicit guidelines for Educators to follow when placing an infant/child to sleep. This policy has been updated to now include recommendations by the peak body, Red Nose, in regards to safe sleeping practices for infants under twelve months old, including best practice for wrapping and positioning infants to sleep. Family Day Care use of porta cots were updated during the review process as well as the process to take should a family's sleeping request conflict with best practice guidelines.

Arrival and Departure of Children Policy

This policy has formally been known as 'Delivery and Collection of Children'. Throughout the review process, Service Leaders indicated that the policy would be more identifiable with daily practice if renamed 'Arrival and Departure of Children'. Clear procedures need to be in place to ensure children only leave the premises with the correct authorisation. This policy has had extensive additions to now include access to children by parents where no family court documentation is in place. The process to follow should a child be removed from the service without correct authorisation is outlined as well as should a child not be signed out of the service at the end of the day and not present within the service environment.

Governance and Management Policy

Bland Shire Children Services Unit is committed to operating services ethically and comply with the Early Education and Care Services National Regulations. This policy now reflects the structure of the services of Service Leaders to oversee the daily operations of the individual service and assist in maintaining regulatory requirements of the individual service. Educator responsibilities have been updated to include the need to work within regulatory requirements.

Participation of Volunteers and Students Policy

Volunteers are an important part of our services' community involvement and hosting students demonstrates our commitment to industry and professional development. This policy has been updated to outline the responsibilities that students and volunteers have when participating in our services. The record keeping and Working With Children Check requirements as outlined by the Office of the Children's Guardian have been updated.

Emergency and Evacuation Policy

It is essential that emergency procedures are in place that are applicable to all service types offered by Bland Shire Children Services Unit to ensure the safety of all children, staff and visitors to the service. This policy has formally been known as 'Emergency Plan'. Throughout the review process, Service Leaders indicated that the policy would be more identifiable with daily practice if renamed 'Emergency and Evacuation'. Additional responsibilities for Educators and Family Day Care Educators are included such as practising emergency drills and documentation requirements.

Nappy Change and Toileting Policy

This policy is required to ensure the hygiene, safety and wellbeing of infants and children during nappy change and toileting routines. This policy supersedes the 'Nappy Change and Toileting and Toileting Procedure' as the procedure was a duplicate of the policy and having only one document streamlines information for staff and Educators. Minor additions include disposing of heavily soiled clothing/items that pose a hygiene risk if kept and allowing privacy for school aged children.

Nutrition/Food/Beverages/Dietary Requirements Policy

Developing healthy eating habits and attitudes during childhood is important for children's long-term nutritional wellbeing. Educators act as role models and provide support for families in healthy choices. This policy now reiterates the blurb in the Medical Conditions Policy that the service is 'Nut and Allergen Aware' and that whilst we take a risk minimisation approach to allergen, due to the large number of staff, children and families we are unable to guarantee and allergen free environment. Families are required to provide the service with updated information on dietary requirements to assist in this risk minimisation approach.

Water Safety Policy

Water safety encompasses water play, excursions, clean drinking water and restricted access to hot water. Due to the nature of Family Day Care Educators working solely, this policy has been updated to include the requirement that water play ceases if an FDC Educator is required to leave the immediate vicinity. To comply with the Early Education and Care Services National Regulations, risk assessments for all excursions, outing and transportation must state if a water hazard will be present or passed by and if so the risk minimisation strategies in place.

Confidentiality and Privacy Policy

To provide quality outcomes for children it is necessary for Bland Shire Children Services Unit to collect child and personal family information. This information will be kept safe and secure and used only for the purposes in which it was collected. The review process of this policy has resulted in expanding the guidelines for all service level stakeholders to ensure systems and expectations are in place to manage personal information, which aligns with law, regulations, Code of Conduct and the ECA Code of Ethics.

Fee Policy

Bland Preschool, Mobile Resource Unit, Family Day Care and Vacation Care have different fee structures and/or subsidies. This policy supersedes the 'Fee Procedure' as the procedure was a duplicate of the policy and having only one document streamlines information for staff and Educators. The previous Fee Policy did not list any responsibilities of the Approved Provider, Nominated Supervisor, Educators, Family Day Care Educators and Families. These have now been included.

Conclusion

All policies presented are a requirement under the Education and Care Services National Regulation 2011 and/or the National Quality Standards. The policies assist the Family Day Care Coordination Unit and Family Day Care Educators to undertake their duties and provide clear, consistent and transparent practices for high quality care within Family Day Care homes.

Recommendation:

That Council adopt the Children Services Unit Policies listed below as required by the Education and Care Services National Regulation 2011 and/or National Quality Standard.

- Safe Sleep and Rest Policy
- Arrival and Departure of Children Policy
- Governance and Management Policy
- Participation of Volunteers and Students Policy
- Emergency and Evacuation Policy
- Nappy Change and Toileting Policy
- Nutrition/Food/Beverages/Dietary Requirements Policy
- Water Safety Policy
- Confidentiality and Privacy Policy
- Fee Policy



POLICY STATEMENT Children Services Unit

SAFE SLEEP AND REST

POLICY ADOPTED: October 2016

Policy Objective:

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

Policy Statement:

Bland Shire Council Children Services Unit services will ensure that all children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm or hazard. Children will have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The Education and Care Service will provide beds and cots that comply with Australian Standards.

Statutory Legislation & Considerations:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011: Regulations 81, 103, 105, 110 & 115 Work Health and Safety Act 2011 (NSW)

Definitions:

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

Responsibilities:

The Approved Provider will:

- take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children;
- ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards;
- ensure that all cots meet AS/NZS 2172;
- ensure that areas for sleep and rest are well ventilated and have natural lighting.

The Nominated Supervisor will:

- maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families;
- ensure that areas for sleep and rest are well ventilated and have natural lighting whilst ensuring the temperature is optimal for children's comfort;
- ensure all families have the opportunity to update their child's sleeping/rest as required;
- if the family's beliefs and requests are in conflict with current recommended evidence based guidelines, determine if there are exceptional circumstances that allow for alternate practices, e.g. rare medical conditions, in such cases written support from the child's general practitioner must be sought and associated risk assessments and risk management

plans would be implemented. Where the circumstances are not exceptional, the Nominated Supervisor is not required to endorse practice requests if these do not comply with safe sleeping recommendations by Red Nose.

Educators will:

- maintain adequate supervision and maintain educator ratios throughout the rest period;
- assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required;
- ensure all equipment carries safety codes for sleep. Bassinets, hammocks and prams/strollers are not considered safe equipment to sleep in and cannot be considered a substitute for a cot;
- ensure mattresses are in good condition, they should be clean, firm and flat. Cot mattresses should fit the cot with no more than a 20mm gap between the mattress sides and ends:
- ensure mattresses are never elevated or tilted;
- use a firm sleep surface is compliant with the new AS/NZS Voluntary Standard (AS/NZS 8811.1:2013 Methods of testing infant products – Sleep surfaces – Test for firmness)where available:
- ensure that beds/mattresses are clean and in good repair. Beds and mattresses will be wiped over with warm water and natural detergent or vinegar between each use;
- ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child;
- arrange children's beds and cots to allow easy access for children and staff;
- encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children:
- ensure children will sleep and rest with their face uncovered;
- ensure items which may cause choking are inaccessible such as curtain/blind cords;
- ensure that areas for sleep and rest are well ventilated and have natural lighting whilst ensuring the temperature is optimal for children's comfort;
- create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories;
- remember that children do not need to be "patted" to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it;
- closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals (every 10-15 minutes), ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin;
- look for and respond to children's cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults);
- minimise any distress or discomfort. Acknowledge children's emotions, feelings and fears;
- ensure that children who do not wish to sleep are provided with alternative quiet activities
 and experiences, while those children who do wish to sleep are allowed to do so, without
 being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness,
 regardless of the time of day, there should be a comfortable, safe area available for them to
 rest (if required). It is important that opportunities for rest and relaxation, as well as sleep,
 are provided;
- ensure Preschool and School aged children in care are provided with opportunity for rest and relaxation having regard to the ages, development stages and individual needs of the children;

- encourage children to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided guiet activities for the duration of rest time;
- consult with families about children's sleep and rest needs. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience;
- communicate with families about their child's sleeping or rest times and the service policy
 regarding sleep and rest times. Communications with families should be maintained to
 encourage a consistent approach in responding appropriately and respectfully to children's
 sleep and rest needs;
- respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families (where relevant):
- participate in staff development about safe sleeping practices. The Education and Care Service will access the *Red Nose website* and provide information to families on safe sleeping practices.

In addition Family Day Care Educators will:

ensure no bedroom doors are closed where sleeping children are located.

Children in Cots

Educators will:

- give bottle-fed children their bottles before going to bed. Children will not be put in cots or in beds with bottles as per *Dental health recommendations*;
- ensure that sleep rooms have operational baby monitors on at all times;
- Observe children at 10-15 minute intervals while they sleep. Educators must go into the room and physically see babies breathing. The educator will then officially record this;
- ensure that cot mattresses are clean, firm and the correct size for the cot frame;
- make up cots to comply with SIDS safe sleeping guidelines. No loose bedding is to be
 available to the child. Bed linens will be firmly tucked under the mattress to reduce the risk
 of a child covering their face. Put the baby's feet at the bottom of the cots so the baby
 cannot slip down under the covers;
- tuck the baby in securely so bed linen is not loose:
- ensure no duvets, pillows or cot bumpers will be placed in cots;
- encourage the use of sleeping bags for babies. If they have fitted neck and armholes there is no risk for the child's face being covered;
- securely lock cots sides into place to ensure children's safety;
- sleep/rest rooms will be maintained at an appropriate temperature;
- be aware of manual handling practices when lifting babies in and out of cots;
- ensure babies are placed on their back to sleep when first being settled. Once a baby has been observed to repeatedly roll from back to front and back again on their own, they can be left to find their own preferred sleep or rest position (this is usually around 5–6 months of age):
- ensure babies aged younger than 5–6 months, and who have not been observed to repeatedly roll from back to front and back again on their own, are re-positioned onto their back when they roll onto their front or side;
- ensure if a baby is wrapped when sleeping, consider the baby's stage of development.
 Leave their arms free once the startle reflex disappears around three months of age, and discontinue the use of a wrap when the baby can roll from back to tummy to back again (usually four to six months of age). Use only lightweight wrap such as cotton or muslin;
- remove heavy clothing before placing a child into a cot including tops with hoods. Bibs must be removed before sleep;

- ensure when dummies are being used, a dummy should be offered for all sleep periods. Dummy use should be phased out by the end of the first year of a baby's life. If a dummy falls out of a baby's mouth during sleep, it should not be re-inserted;
- ensure if a child has a comfort toy for sleep, supervise and then remove once the child is asleep.

In Addition, Family Day Care Educators will:

- only use the firm, thin, well-fitting mattress that is supplied with the portable cot. Never add
 a second mattress or additional padding under or over the mattress, which has been
 specifically designed for the portacot, as baby may become trapped face down in gaps
 between the mattress and sides;
- if buying a portacot, look for a model that meets the mandatory Australian Standard AS/NZS 2195 for portable cots. Educators need to look for a label or sticker that says the portacot complies with this mandatory standard. This standard applies to Portacots manufactured from 1999;
- if accepting a second hand portacot ensure if meets with Australian Standards. The base is to be flat with no torn mesh or broken parts. Regularly check the portacot for these signs of damage. Only use a portable cot that has the mesh intact and that has no broken parts;
- not use a portable cot if the child weighs more than 15kg (or check instructions of your particular model).

Families will:

- provide information to Educators regularly regarding their child's sleep/rest needs;
- identify and consult with the service any potential sleep/rest medical risks, providing relevant documentation.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Red Nose - www.rednose.org.au

Australian Competition and Consumer Commission (ACCC) – www.accc.gov.au - Cot safety PDF

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate a	and Community Servic	es
EDRMS Doc. ID	< Contact Records.	.>	
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
October 2016	0		
3 July 2017	1		July 2019
August 2018			August 2020

Related Council Policy	y / Procedure	



POLICY STATEMENT Children Services Unit

ARRIVAL AND DEPARTURE OF CHILDREN

POLICY ADOPTED: August 2014

Policy Objective:

To ensure the safety and wellbeing of children, when the responsibility of the child is being passed to and from the Educator. Clear procedures need to be in place to ensure children only leave the premises with the correct authorisation.

An accurate record of child attendance is critical to ensure that there is a record of the children being cared for or educated by the service and that the correct child/educator ratios are being met.

Policy Statement:

Practical and safe approaches to the delivery and collection of children will promote a smooth transition between home and the service, assure the completion of the required records and confirms the child's presence or absence from the service. This ensures that the child's arrival and departure at the service continues their safe care and custody, and that the service is meeting its duty of care obligations under the law.

Statutory Legislation & Considerations:

Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011: Regulations

Definitions:

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

Responsibilities:

The Approved Provider will:

• ensure the Service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children.

The Nominated Supervisor will:

• ensure parents/visitors may enter the Service at any time unless such entry would pose a risk to the safety of children/Educators or breach court orders regarding access to children.

The service will:

- · maintain records of attendance including:
 - the date,
 - the full name of each child booked to attend for that day;
 - arrival and departure times;
 - identification (name/signature) of the person who delivers and collects the child or the responsible person or educator;

- Bland/Temora Family Day Care and Mobile Resource Unit has implemented a technology platform which includes the use of electronic signatures (or e-Signatures) resulting in parents/authorised nominees signing children into and out of care using e-Signature technology.
- provide professional development in arrival and departure procedures with staff and Educators during Educator Induction training;
- explain to families the procedures and legal obligations of delivery and collection of their children:
- on enrolment request parents/guardians provide the names of people who are authorised nominees for the purpose of collecting their child/ren from the service and/or authorising an educator to take the child outside the education and care services premises (excursion);
- where notified of any changes to the collection of a child which may be a 'one off' occurrence, request an email/text stating the change prior to collection including the name of the individual;
- request parents provide relevant documentation and information relating to any person who
 is <u>no</u>t permitted to collect their child (court order, AVO). This documentation will be
 recorded at the service in a confidential manner and only accessed to establish days, times
 and persons;

<u>Please note</u>: The service is bound by the rulings of the Family Court.

The Service is unable to deny or prevent access to any child by a guardian who can show they are the natural parent of the child. Educators have no legal right to prevent the removal of the child from the service who can provide such documentation unless under a direct court order/ruling.

In the event that there is an attempted removal of the child by the non-custodian parent or unknown persons, Educators will assess the risk of the situation, prioritising the safety of all within the service.

Educators are encouraged to make a safe attempt to retain the child within the service. In the event of the child being removed from the Service details of the time, description of person, car registration and possible location of the child must be immediately forwarded in the first instance the police, the Nominated Supervisor/Approved Provider and the custodian parent.

This incident must be documented and submitted to the relevant authorities.

 Develop rosters (centre based services) to provide for continuity of care for the families and children throughout the day.

The Educator will:

- ensure the child may only leave the Service if the child is given into the care of:
 - a parent of the child (unless prohibited by a court order);
 - an authorised nominee named in the child's enrolment form;
 - is taken on an excursion/regular outing as per authorisations;
 - requires medical, hospital or ambulance care or treatment.
- if the person collecting the child appears to be unfit to take responsibility for the child, attempt to persuade and assist the parent to seek alternative arrangements before releasing the child into their care; Educators and staff will always act in the interest of safety for the child, themselves and other children in the care of the service. It is at the educators'

- discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances;
- ensure authorised nominees are asked to show photo ID prior to collecting and signing out children if not known to the Educators. Educators are to check the name on the photo ID. If there is any query in regard to the person collecting the child, Educators should contact the child's parent for verification;
- prior to closing the service, verify all children have been signed out of the service. If a child is not signed out, the Educator will check the service and look for clues such as bags in lockers to ensure no child remains. This will be recorded on the attendance sheet. Educators are to contact the child's family to confirm the child is in the care of their family;
- review the attendance record. Where parents or authorised persons have not signed in, the educator will note that the child is in attendance. Families will be reminded to complete this record;
- set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting;
- greet families and find out about the child's needs for the day;
- support children to participate in an activity, assist with separation for both adults and children and to say goodbye;
- welcome families at the conclusion of the day and communicate about the child's day. Any
 important messages will be passed on to families, including any changes in the child's
 routine, accident reports or medication needs.

In addition, Family Day Care Educator will:

- ensure that arrival and departure of school children is in accordance with Arrival/Departure details provided by family;
- ensure that the entrance to the Educator's premises is securely locked at all times to prevent children leaving the premises unattended and unauthorised entry of persons. Ensure gates and fences are secure to prevent children from leaving the environment.

Families will:

- complete attendance records as required at the service:
- be asked to provide relevant documentation and information relating to any person who is <u>not</u> permitted to collect their child (court order, AVO). Families are responsible for informing Service management of custody and access arrangements on enrolment, and must advise the Service immediately of any subsequent alterations to these arrangements;
- notify the Service of any changes to the collection of their child which may be a 'one off'
 occurrence. If this occurs an email/text must be received by the Service prior to collection
 verifying the name of the individual;
- ensure all authorised nominee information is current;
- on occasions where a parent will be delayed it is requested that the parent make contact with the Service to make arrangements for late collection;
- if a parent fails to collect the child the Responsible Person/Educator will attempt to contact the parent, if unsuccessful contact is to be made with authorised child emergency contacts. In failing to contact authorised emergency contacts, police are to be notified;
- communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child:
- remain responsible for their child whilst they are on the education and care premises.

Authorised Nominees will:

- be 16 years of age or older;
- provide photo ID prior to the collecting and signing out of child/ren if unknown to Educators.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Comm	ittee	N/A				
	Manex		N/A				
Owner	Director of Corpo		porate and Community Services				
EDRMS Doc. ID	392162						
Superceded Policy	Deliver	Delivery and Collection of Children					
Date of Adoption/ Amendment Revision		n Number	Minute Number	Review Date			
August 2014			0	9.12			
9 October 2018				August 2020			
Related Council Poli	cy/Proc	edure					



POLICY STATEMENT Children Services Unit

GOVERNANCE AND MANAGEMENT

POLICY ADOPTED: October 2018

Policy Objective:

Our education and care service is committed to ensuring good governance and accountability to its stakeholders by:

- Conducting our affairs legally, ethically and with integrity, ensuring compliance with all funding;
 regulatory and legislative requirements placed on the organisation;
- Remaining solvent and complying with all our financial obligations;
- · Identifying organisational risks and legal obligations and manage these; and
- Ensuring mechanisms are in place for fair and transparent governance.

Policy Statement:

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our education and care service recognises the importance of having a framework of rules, relationships, systems and processes within, and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care.

Statutory Legislation & Considerations:

Education and Care Services National Law Act 2010 Education and Care Services National Regulations: Regulations 168(2) NSW Association Incorporation Act 2009 Family Assistance Law

Definitions:

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

Responsibilities: Management Role

Bland Shire Council has overall responsibility for the sustainability and relevance of the service. Council will direct its activities towards achieving the organisation's goals and implementing the organisation's Quality Improvement Plan/Self-Assessment Tool by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's rules and in line with the organisation's philosophy.

In carrying out its responsibilities, Council undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's members, employees and families and children using the service. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

Council is the employer of all staff of the organisation and are responsible for the management and control of the organisation as the Approved Provider of education and care under the Children Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011.

Bland Shire Council will:

- Ensure that a comprehensive set of policies are in place as required under Education and Care Service Regulations and other Regulations and laws that the service must comply with;
- Update these policies on a regular basis; and
- Ensure that mechanisms are in place to assist them to assess that the organisation's policies are implemented.

Recommended Practices:

Bland Shire Council (as Approved Provider) will:

- Administer the service;
- Employ fit and proper staff to run the service;
- Budget for the general operation of the service from income sources;
- Account for government funding; and
- Maintain communication with state and federal government departments.

Director Corporate and Community Services will:

• Act as Approved Provider representative to support the effective operations of the service.

Children Services Coordinator will:

- Oversee the operations of the service.
- Report to relevant government departments.
- Supervise and manage service staff.
- Oversee the monitoring and support of Educators.
- · Recruit Educators.
- Maintain legislative requirements.

Service Leaders will:

- Oversee the daily operations of the individual service
- Supervise and manage service staff.
- Mentor service staff.
- Assist in maintaining regulatory requirements of the individual service.
- Develop and/or oversee educational programs for the individual service.

Educators will:

- Assist in the development and implementation of educational programs in the service.
- Deliver reflective early learning sessions.
- Supervise children enrolled in the service.
- Work within regulatory requirements.

Administration Officer will:

- Support the service in administrative duties.
- Oversee processing of Attendance records.
- Write general correspondence.

Code of Conduct

Bland Shire Council staff members will:

- Commit themselves to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum;
- Demonstrate un-conflicted loyalty to the interests of the organisation;
- Avoid conflicts of interest with respect to their role;
- Annually disclose their involvement with other organisations or companies that currently do business or may do business with the organisation;

- Immediately disclose to the Council any and all impending conflicts of interest. That member shall absent herself or himself without comment from both the deliberation and final decisionmaking; and
- Respect the confidentiality appropriate to issues of a sensitive nature.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate a	and Community Service	es
EDRMS Doc. ID			
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
October 2018			October 2020
Related Council Poli	cy / Procedure		
Privacy and Confident	iality		



POLICY STATEMENT Children Services Unit

PARTICIPATION OF VOLUNTEERS AND STUDENTS

POLICY ADOPTED: August 2014

Policy Objective:

Bland Shire Council encourages student and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings. Having students and volunteers within the Service helps to inform the community about our program and the value of the work we do. It is also is a way of obtaining feedback and new ideas. Students and volunteers are welcomed to the Service however the children's care and safety are our priority.

Policy Statement:

Visitors to Bland Shire Council Children Services Unit services are a regular occurrence. Students attend practicum periods; volunteers may choose to spend time in the service along with, educators and staff from other services and other authorised volunteers. The presence of visitors at the service must be monitored and documented.

Statutory Legislation & Considerations:

Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011

Definitions:

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

Responsibilities:

The Nominated Supervisor will:

- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the service;
- Keep a record of all volunteers and students who spend time in the service. The record will
 include: full name; address; date of birth; details of WWCC and next of kin; date and hours of
 each volunteer or student who participates in the program;
- Maintain a visitors book and request sign in of all visitors to the service;
- Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.
- Ensure that students and visitors are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected;
- Provide Educators and students with appropriate paperwork to authorise practicum placements;
- Ensure students are provided with guidelines identifying their responsibilities, expectations and Code of Conduct while at the service during an induction;
- Request that students adhere to all areas of confidentiality.

Staff will:

- Welcome family and friends to visit and participate at any time;
- Welcome visitors to the service and seek information on their reason for visiting;

- Direct visitors appropriately and make the Responsible Person (centre based services only) aware of a visitor presence in the service;
- Facilitate an Induction process including guidelines identifying student responsibilities, expectations and Code of Conduct whilst at the service. All details of students are to be placed on Bland Shire Councils record system;
- Give support and guidance to students where possible;
- Provide mentoring, support and guidance to students where possible;
- Ensure students are never left alone with any children;
- Provide students with opportunities to learn and participate in a positive, engaging environment.

In addition, Family Day Care Educators will:

• Refer potential students to the Coordination Unit for approval to undertake practicum within Bland/Temora Family Day Care.

Family members of a Family Day Care Educator will:

• Be aware of who they are providing access to the Family Day Care service. They are requested to direct all visitors to the Family Day Care educator immediately.

Students will:

- Have completed and submitted a Working With Children Check number and date of birth to the Service prior to commencing placement;
- Comply with all obligations under the NSW Child Protection Legal Framework, Education and Care Services National Regulations and Service Policies and Procedures whilst on practicum;
- Take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development;
- Inform staff at the beginning of the placement of the requirements of their practicum including relevant documentation/programming. They are to work with the staff to timetable these requirements:
- Be responsible for completion of own assessment requirements;
- Sign the visitors register whenever entering or leaving the Education and Care Service;
- Ensure they are not left alone with children during their placement.

Volunteers will:

- Have completed and submitted a Working With Children Check number and date of birth to the Service prior to commencing placement where they are volunteering in programs in which their own child is not enrolled;
- Sign the visitors register whenever entering or leaving the Service;
- Ensure they are not left alone with children at the Service;
- Comply with the Children Services Unit Code of Conduct at all times.

Families will:

- Be aware of the student involvement in the service and their roles and responsibilities;
- Grant permission/decline of observations of their child/ren to be carried out when necessary. These signed consent forms will be retained by the Service.
- Not be required to submit a Working With Children Check where they are volunteering in programs in which their own child is enrolled; however will be required to submit a Working With Children Check and date of birth if volunteering in a program in which their own child is not enrolled.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

NSW Office of the Children's Guardian - https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/parent Accessed December 2020

Appendices:

Ni

Authorisation:

Status	Committee		N/A				
	Manex		N/A				
Owner	Director Corporate		e, Communit	y, Development & Reg	julatory Services		
EDRMS Doc. ID	436713	3					
Superceded Policy							
Date of Adoption/ Amendment		Revision	n Number	Minute Number	Review Date		
August 2014			0		August 2016		
		1		August 2018			
9 October 2018			2		August 2020		



POLICY STATEMENT Children Services Unit

Emergency and Evacuation

POLICY ADOPTED: 17 June 2014

Policy Objective:

- 1. To minimise risk of injury to children, staff and visitors to our Service in the event of a critical incident.
- 2. To ensure uniformity of procedures amongst all staff members (including relief and volunteer).
- 3. For staff to demonstrate confidence and competence in responding to an emergency situation.
- **4.** To ensure procedures meet the relevant regulatory requirements.

Policy Statement:

Bland Shire Children Services Unit Emergency Plan Policy will be used to facilitate uniformity of practice in emergency situations. This includes fire, or natural disasters, aggressive or life threatening incidents or whenever children or staff safety is threatened.

Statutory Legislation and Considerations

Children (Education and Care Services National Law Application) Act 2010. Education and Care Services National Regulations 2011:

Definitions:

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

Responsibilities:

The Approved Provider will:

- ensure, where applicable, Council staff have ready access to emergency equipment such as fire extinguishers and fire blankets and that staff are adequately trained in their use;
- ensure, where applicable, Educators and staff have ready access to an operating phone;
- ensure counselling and debriefing services are available for all those involved in emergency situations if required;
- ensure training in the use of Fire Extinguishers will be provided for the fire warden every two years.

The Nominated Supervisor will:

- provide support and information to Educators on compliance requirements for emergency evacuation procedures;
- ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations;
- ensure current risk assessments are in place in the service in regards to emergency evacuations;
- ensure current emergency evacuation floor plan and procedures are visible at each exit of all services;
- ensure fire extinguishers and a fire blanket is readily accessible near areas where fires are likely to start;
- Ensure each service has smoke detectors installed;

- ensure all fire protection equipment is tested (every 6 months), in accordance with Australian Standard, and kept in proper working condition. Keep documentation of testing at the premises for 2 years;
- ensure emergency drills are carried out every three months in accordance with Regulations, comprising of a range of scenarios such fire, flood or threat that requires a service to be locked down;
- keep a record of each practise that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part. These records will be kept for at least 2 years;
- provide Educators with the opportunity to evaluate and provide feedback after each practice evacuation and that these comments are documented as part of the evaluation;
- Display/store, near all centre phones, current emergency telephone numbers hospital, Ambulance, Public Health Unit, Police, Fire Brigade, Poisons Information centre, NSW Health, Dept. Education.

Educators will:

- familiarise themselves with evacuation procedures for the service:
- ensure all items in emergency bags are present;
- ensure the safety and evacuation of all children before trying to contain or extinguish a fire. If fire is small and staff are nearby when it begins it may be appropriate to try and extinguish it or contain it by closing doors and windows (only if not dangerous).
- ensure the sign in register accurately records attendance of each child and Educator;
- practice emergency procedures with all children in their care at least every three months;
- be alert to the immediate needs of all children throughout the emergency drills;
- remain calm and never put themselves, children or families in any danger. Educators will take immediate action to remove danger or move children from the danger and ensure the safety of others. Educators will follow all directions given by medical or emergency services;
- ensure the child register is maintained as children are collected from the evacuation point.

In addition, Family Day Care Educators will:

- ensure emergency service contact details will be displayed and accessible for easy reference for the Educator;
- forward completed emergency documentation to the Coordination Unit at the end of each quarter;
- prepare a risk assessment for critical events and review these annually;
- have local emergency service phone numbers in their mobile and ensure phone is switched on and charged at all times;
- evacuate if necessary to evacuation point;
- contact Coordination Unit and families ASAP to pick up children;
- on days of catastrophic, extreme and severe conditions, monitor conditions during the day. Be aware of danger of travelling in the car during extreme conditions.

Families will:

- ensure their contact details remain up to date with the service;
- follow the directions of staff in the event of an emergency or during practice evacuations;
- collect their child from a nominated evacuation point as soon as possible after contact from the service, notifying staff of the collection of the child at the time.

EMERGENCY EVACUATION (centre based service)

- 1. **Staff member** who finds emergency to alert any persons in close proximity to emergency.
- 2. **Staff member** to blow whistle and inform other staff of location of emergency and recommended exit door. Whistle to be blown in all areas of building.
- 3. **Staff member** to phone 000, state name and address of service and nearest cross road.
- 4. **Staff member** to collect the following and move to the designated area:
 - Visitor and Staff Registers.
 - Mobile phone and/or portable phone.
 - Emergency First Aid Pack.
- 5. Room staff to gather children.
- 6. **Room staff** to collect attendance record and Medication.
- 7. **All room staff** to gather at the safest exit, assist children to exit the building and proceed to the designated muster point, simultaneously checking for any children present in the area.
- 8. All **other staff** present, to exit the building, simultaneously checking for any children and closing doors behind them if possible and proceed to the designated muster point.
- 9. Once at muster point, children's attendance records are checked along with the visitors and staff registers.
- 10. **Staff member/s** to contact parents (if required).
- 11. **Staff** will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
- 12. Children and staff will remain in designated muster point until clearance has been given by Nominated Supervisor or emergency personnel.
- 13. A record of each emergency evacuation will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the service Emergency Evaluation Form. These records will be kept for at least two (2) years.
- 14. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

EMERGENCY EVACUATION (FDC service)

- 1. **Person** who finds the emergency to alert any persons in close proximity to the emergency.
- **2. Educator** to gather all children at the safest exit **and if safe to do so**, to collect the following and move to the designated muster point:
 - Mobile phone.
 - Emergency First Aid Pack
 - Medication and Medical Management Plans/Action Plans.
- 3. **Educator** to assist children to exit the building and proceed to the designated muster point.
- **4. Educator or other adult** to phone 000, state address of the service and nearest cross road.
- **5. Educator** will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
- **6.** Educator to contact the Coordination Unit for support.
- **7.** Parents to be contacted if required.
- **8.** Children and staff will remain in designated muster point until clearance has been given by Nominated Supervisor or emergency personnel.
- **9.** A record will be kept that includes persons involved, an evaluation of the procedure, what action is to be taken, if any, and which group of children took part using the service Emergency Evaluation Form. These records will be kept for at least two (2) years.
- **10.** Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

LOCK DOWN PROCEDURE (Centre based service)

- 1. **Staff member** who recognises possible threat to alert all other staff of location of emergency and the need to evacuate the outdoor play area or to remain in a safe area in the building.
- 2. **All staff**, children and visitors need to gather in a safe area of the building and away from external glass windows and doors.
- 3. Room Staff to remain with children and supervise.
- 4. Staff member/s to:
 - Check outdoor areas for children
 - Close and lock all doors and windows.
 - Close blinds if possible.

Collect:

- Emergency First Aid Packs.
- Child attendance records.
- Visitor and Staff Registers.
- Mobile phone and/or portable phone.
- Emergency First Aid Pack.
- 5. **Staff member** to phone 000, state name and address of service and nearest cross road.
- 6. Staff will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
- 7. Children and staff will remain in designated area until clearance has been given by Nominated supervisor or emergency personnel.
- 8. A record of each emergency lockdown will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the Emergency Evaluation Form. These records will be kept for at least two (2) years.
- 9. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

LOCK DOWN PROCEDURE (FDC service)

- **1. Person** who recognises possible threat to alert all other persons at location of emergency and the need to evacuate the outdoor play area and to remain in a safe area in the building.
- **2. Educators**, children and visitors gather in a safe area of the building and away from external glass windows and doors.

3. Educator to collect

- Mobile phone.
- Emergency First Aid Pack
- Medication and Medical Management Plans/Action Plans.

4. Educator to

- Close and lock all doors and windows.
- Close blinds if possible.
- **5. Educator or other adult** to phone 000, state address of the service and nearest cross road.
- **6. Educator** will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
- **7.** Educator to contact the Coordination Unit for support.
- **8.** Parents to be contacted if required.
- **9.** Children and staff will remain in designated lock down point until clearance has been given by Nominated Supervisor or emergency personnel.
 - **10.** A record will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which group of children took part using the service Emergency Evaluation Form. These records will be kept for at least two (2) years.
- **11.** Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

morisation:	1	_				
Status	Committee	N/A				
	Manex	N/A				
Owner	Director Corp	orate, Comm	unity & Development S	ervices		
EDRMS Doc. ID	427334	7334				
Date of Adoption	on/ Revis	ion Date	Minute Number	Review Date		
November 201	2	0		May 2014		
17 June 2014		0	12062014	May 2016		
9 October 201	8			October 2020		
Related Council	Policy/Proced	ure	•			
Emergency Evacu	uation Procedu	·e				
Lock Down Proce	dure					



POLICY STATEMENT Children Services Unit

NAPPY CHANGE AND TOILETING

POLICY ADOPTED: 9 October 2018

Policy Objective:

To ensure emerging independence and self-help abilities are encouraged to promote children's toileting skills. Educators support the children's efforts and communicate with families to provide consistent, positive and sensitive strategies for promoting hygienic toileting practices. Meeting the needs of children by providing clean nappies and toileting experiences in a safe and hygienic place for changing children is a basic need that is important for children's comfort and happiness.

Policy Statement:

Consistent approaches between the home and the Education and Care environment allow children to gain confidence in their abilities and develop independence with their toileting skills. This consistent approach allows children to identify appropriate hygiene and toileting practices that will reduce the spread of infectious disease.

In regards to nappy changes the service aims to make the nappy change experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships.

Statutory Legislation & Considerations:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011:

The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

Definitions:

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

Responsibilities:

The Approved Provider will:

- Ensure the provision of adequate and appropriate hygienic facilities for nappy changing and toileting:
- ensure nappy change and toileting facilities are designed and located in a way that prevents unsupervised access by children;
- ensure that adult hand washing facilities are located within the nappy change and toileting area:
- consider access to children's hand washing facilities within the nappy change and toileting area:
- ensure that the nappy change and toileting facilities are designed and maintained in a way
 that facilitates supervision of children at all times, having regard to the need to maintain the
 rights and dignity of the children.

The Nominated Supervisor will:

- develop and implement policies, procedures and training with educators to ensure nappy change and toileting procedures that support children's safety, protection, relationships and learning;
- develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access;
- ensure a risk assessment occurs prior to an excursion to check the availability and suitability of nappy changing and/or toileting facilities.

Educators will:

- discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive;
- observe children for signs of toileting awareness. If a child is starting to show an interest in toileting, Educators will consult with families and develop consistent strategies with the family for approaching the child's toileting needs;
- provide information to families regarding children's nappy change and toileting patterns;
- provide information for families when a child commences toilet training, to provide several changes of clothing for each day;
- change children's nappies at scheduled intervals. Nappies will also be checked throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes;
- encourage children to use their self help skills during toileting experiences;
- never force a child to sit on a toilet or leave a child in wet or soiled clothes. If a child is showing distress about using the toilet, educators will respect the child's needs and emotions and consult with the family;
- support children with soiled or wet clothing. Educators will wear gloves when assisting a child following a toileting accident, light soiled clothing will be rinsed and placed in a sealed plastic bag with the child's school bag. Heavily soiled clothing will be disposed of in line with hygiene guidelines:
- utilise nappy change and toileting times to interact with children on an individual basis. The
 nappy change and toileting time will allow educators to converse, sing, play and generally
 interact with the child. This time allows educators and children to learn more about each
 other and understand each child's personality and personal strengths;
- organise the nappy change and toileting area to promote positive interactions and promote positive learning experiences, e.g. place pictures or mobiles to stimulate children's interactions and to encourage learning;
- encouraging mobile children to walk to the nappy change and toileting area. Educators will
 assist the child to walk up the steps onto the nappy change bench (where applicable) to
 reduce repetitive movements by educators and to promote children's agency. Where a child
 is not walking, educators will follow manual handling practices to lift and carry the child to
 the nappy change mat;
- ensure bathroom and toileting areas are cleaned regularly throughout the day as required to ensure hygiene and safety;
- encourage and positively support children through the toileting process, verbally prompting the child and giving praise;
- fully supervise and maintain physical contact with children throughout the nappy change and toileting experience. No child will be left alone on a nappy change and toileting mat.
- keep nappy change and toileting areas fully stocked with all required materials at all times.
 Educators are responsible for ensuring that the supplies to meet the needs of individual children. Supplies will be readily accessible to staff to ensure efficiency and the health and safety of each child;
- allow school aged children privacy when toileting by use of facilities with a door.

Families will:

- work in consultation with Educators for successful toilet training;
- provide adequate clothes and nappies whilst their child is in care;
- where required provide specific wipes and nappy creams.

Recommended Practices:

Educators will practice effective hygiene by utilising the 'Staying Healthy in Child Care' practices when changing a nappy to reduce the spread of infection.

These are:

- 1. Check to make sure all the supplies you need are ready.
- 2. Wash hands.
- 3. Place paper towel on the nappy change mat.
- 4. Put on gloves.
- 5. Place child onto nappy change mat or assist with steps.
- 6. Remove the nappy and place in the nappy bin.
- 7. Remove any soiled or wet clothing, placing in an appropriate waterproof bag.
- 8. Clean the child's bottom, wiping from front to back.
- 9. Remove the paper towel and put it in the nappy bin.
- 10. Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed. Put the gloves in the nappy bin.
 - If a child requires specific cream, place a clean paper towel under the child's bottom. Put on clean gloves. Place a suitable amount of cream on the glove and spread onto the child's bottom. Remove the paper towel and place it in the nappy bin. Remove the gloves and place in nappy bin.
- 11. Place a clean nappy on the child
- 12. Dress the child.
- 13. Wash and dry their hands and your hands.
- 14. Return the child to the play area.
- 15. Clean the nappy change mat and area with detergent and warm water.
- 16. Then wash your hands.

Nappy change and hand washing procedures will be displayed in the nappy change and toileting area.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Staying healthy- preventing infectious diseases in early childhood education and care services, 5th ed. Australian Government, National Health and Medical Research Council.

Appendices:

How to wash hands. Staying Healthy in Child Care 5th edition, 2013

Changing a nappy without spreading germs. Staying Healthy in Child Care 5th edition, 2013

Authorisation:

Status	Committee	N/A			
	Manex	N/A			
Owner	Director Corporate and Community Services				
EDRMS Doc. ID	< Contact Records>				
Superceded Procedure	Nappy Change and Toileting and Toileting Procedure				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date		
9 October 2018			September 2020		
Related Council Polic	y / Procedure				
Workplace health and s	safety				
Cleaning and maintaini	ng the environment				

How to hands



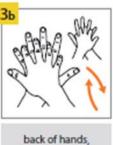
A hand wash should take around 30 seconds.











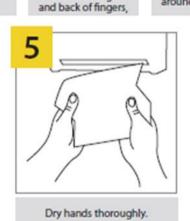






4

Rinse hands with water.



Your hands are clean.

THIS POSTER REFERENCES THE WORLD HEALTH ORGANIZATION'S 'HOW TO HANDWASH?' POSTER NHMRC Ref. CH55g Printed June 2013



Changing a Nappy without spreading Opens Staying Healthy | STHEDITION | 2013





nappy change procedure

Preparation

- 1 Wash your hands
- 2 Place paper on the change table
- 3 Put disposable gloves on both hands

Changing

- 4 Remove the child's nappy and put any disposable nappy in a hands-free lidded bin Place any soiled clothes (including any cloth nappy) in a plastic bag
- 5 Clean the child's bottom
- 6 Remove the paper and put it in a hands-free lidded bin
- 7 Remove your gloves and put them in the bin
- 8 Place a clean nappy on the child
- 9 Dress the child
- 10 Take the child away from the change table
- 11 Wash your hands and the child's hands

Cleaning

- 12 After each nappy change, clean the change table with detergent and water, then rinse and dry
- 13 Wash your hands

NHMRC Ref. CH55h Printed June 2013



NHMRC WORKING TO BUILD A HEALTHY AUSTRALIA



POLICY STATEMENT Children Services Unit

HEALTH AND SAFETY: Nutrition/Food/Beverages/Dietary Requirements

POLICY ADOPTED: 17 June 2014

Policy Objective:

Developing healthy eating habits and attitudes during childhood is important for children's long-term nutritional wellbeing.

Bland Shire Children Services Unit staff:

- role model healthy eating and activity throughout the day to all children and families;
- promote the healthy eating key *Munch and Move* messages to promote healthy, active habits in children from a young age;
- support families in educating their children about healthy food choices.

Policy Statement:

Our service recognises the importance of healthy eating and the growth and development of young children and is committed to supporting the healthy food and drink choices of children in our care.

Statutory Legislation & Considerations:

Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011

Definitions:

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

Nut aware - Bland Shire Children Services Unit services are 'Nut and Allergen Aware'. It is not possible for an early education and care service to remain totally allergen free considering the nature of such a service and the involvement of a large number of children, parents, staff and community members. The service will implement a range of specific procedures and risk minimisation strategies to reduce the likelihood of common allergens within the service Whilst all care is taken to reduce a child's exposure to any triggers, allergens or potential allergens, the service cannot guarantee that exposure will not occur.

Responsibilities:

The Nominated Supervisor will:

- ensure that all children have access to safe drinking water at all times;
- ensure that all children are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day;
- ensure that staff are aware of the need to implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service;

- ensure that as per the Medical Conditions Policy the service shall remain nut and allergen aware and that all dietary requirements relating to medical conditions are adhered to:
- collect and record relevant information about individual special dietary requirements of children (i.e. allergies, cultural etc) if required;
- ensure all services have a designated area for food preparation which is safe and hygienic;
- ensure each service have facilities that include a stove or microwave oven, sink, refrigerator, suitable waste disposal, and a hot water supply;
- ensure all food and bottle preparation and storage areas are separate from nappy change and toileting areas;
- ensure staff & volunteers that assist in preparing food are inducted on food handling and hygiene procedures;
- ensure all staff participate in Munch and Move professional development or receive similar training and information;
- ensure staff have access to Munch and Move resources.

Educators will:

- ensure water is available to the children at all times and that water bottles are stored at child level and are refilled with water during the day;
- implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children;
- ensure that as per the Medical Conditions Policy services shall remain nut and allergen aware and that all dietary requirements relating to medical conditions are adhered to;
- be responsible for knowing children's special dietary needs;
- promote healthy eating through role modelling;
- encourage children to make healthy food choices;
- ensure all mealtimes are positive, relaxed and social;
- encourage children to try new foods, and their food likes and dislikes are respected;
- positively involve children in mealtimes;
- adhere to best practices around safe storage and heating of both expressed breast milk and formula:
- ensure the introduction of solids to babies and toddlers will be done in consultation with families and in line with recognised guidelines;
- encourage families to provide adequate and nutritious meals for their children in care in accordance with healthy eating guidelines;
- ensure children are seated allowing meals to be relaxed, positive and timed to meet the needs of children whilst encouraging independence and social skills;
- sit with the children at meal and snack times where possible, to role model healthy food and drink choices and actively engage children in conversations about the food and drink in children's lunchboxes;
- always supervise children while drinking and eating ensuring safe bottle feeding and eating practices at all times;
- prohibit the use of food as punishment, reward or bribe. Prohibit any form of force feeding;
- support families' choices regarding infant feeding, including breastfeeding and bottle feeding where required;
- provide families with up to date information on dietary requirements of young children to ensure
 optimal growth and development, and provide families with opportunities to discuss ways to
 maximise the health and well-being of their child/ren;
- engage children in learning experiences that are fun and enjoyable and incorporate key messages around healthy eating;
- ensure implemented learning experiences will be guided by the EYLF principles and incorporate the child's identity.

Families will:

- provide the service with updated information on dietary requirements;
- provide open communication in regards to the individual needs of the child and the family;
- give permission to the service to display information about food allergies throughout the service as per determined by the Nominated Supervisor.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013

Get up and Grow: Healthy eating and physical activity for early childhood directors

Australian Directory Guidelines

Appendices:

Nil

Status	Committee Manex Director of Corpor		N/A N/A orate and Community Services				
Owner							
EDRMS Doc. ID	365457	7					
Superceded Policy							
Date of Adoption/ Amendment		Revision Number		Minute Number	Review Date		
16 October 2012		0		23102012	May 2014		
17 June 2014			1	12062014	May 2016		
9 October 2018					August 2020		
Related Council Poli	cy/Proc	edure					
Medical Conditions Po							



POLICY STATEMENT Children Services Unit

WATER SAFETY

POLICY ADOPTED: 17 June 2014

Policy Objective:

Children's safety and well-being will:

- be protected in and around water through supervision and preventative strategies; and
- be promoted through the availability of clean, hygienic water for play and for drinking.

Policy Statement:

The safety and supervision of children in and around water is of the highest priority. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the service environment. Children will be supervised at all times during water play experiences.

Statutory Legislation & Considerations:

Education and Care Services National Law 2010 Education and Care Services National Regulations 2011: 168

Definitions:

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

Responsibilities:

The Nominated Supervisor will:

- Provide guidance and education to staff and families on the importance of children's safety in and around water.
- Ensure work, health and safety practices incorporate approaches to safe storage of water and play.

Staff will:

- Teach children about staying safe in and around water.
- Provide clean drinking water at all times. This water will be supervised to ensure that it is safe
 and hygienic for consuming. Water containers will be securely sealed. At the end of each day,
 the water container will be emptied and cleaned thoroughly.
- Ensure no child participates in an excursion where a water hazard is not fenced appropriately unless higher child to staff ratios are maintained and a risk assessment has been conducted and documented. When programs involve excursions to public parks or venues that are in the vicinity of water, higher ratios will be maintained.
- During excursions, ensure any water hazards ie ponds or fountains at the premises that could constitute a drowning hazard are securely covered or inaccessible to children.
- Ensure water play activities are supervised at all times. Water troughs, wading pools, sprinklers and soaker hoses may be used if children are constantly in the sight of the educator at all times.

- Ensure water troughs or containers for water play are filled to a safe level. These containers or troughs will be emptied onto garden areas after use. Children will be discouraged from drinking from these water activities.
- Ensure no child is permitted to access public/private swimming pools.
- Empty buckets used for cleaning immediately after use. No buckets are left unsupervised in play areas or accessible to children.
- Ensure all water holding containers are stored to ensure they cannot refill with water.

In addition, Family Day Care Educators will:

- Ensure if the Educator has a need to leave the area (answer the phone, toileting) water play **CEASES** and becomes **inaccessible** to the children in care
- Ensure no child while in the care of an educator as part of the Education and Care service is to swim in a pool at the educator's home at any time while the service is being provided.
- Ensure any water hazards i.e. ponds or fountains at the premises that could constitute a drowning hazard are securely covered or inaccessible to children.
- Discuss and seek approval from the Coordination Unit for any excursion where a water hazard is not fenced appropriately.
- Ensure pools are fenced and gated according to the Swimming Pools Act 1992 and provide the Coordination Unit with a certificate of currency every five years.
- Ensure any pool filters are inaccessible to children.
- Ensure safety devices are used on all hot water taps where the hot water cannot be maintained at a medium temperature.
- Ensure plugs (from bathroom sinks, spas, baths or laundry tubs) and nappy buckets are placed out of children's reach at all times.

Recommended Practices:

Operational Safety

- Any excursion, outing or transportation risk assessment will include whether a water hazard is present or passed by, including control measures to manage the risk.
- A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water.
- Hot water accessible to children will be maintained at a medium temperature at all service locations or safety devices in use at all times. At the Children Services Unit premises, thermostatic valves are to be tested and serviced annually by a qualified plumber.
- Adults may carry and consume hot drinks only in a thermal cup or mug with a screw lid that prevents spilling.
- Water for pets at the setting must be changed regularly and only be accessible to children when adults are present.

References:

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

Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
Pool and Water Safety - www.kidsafe.com.au
Swimming pools Act 1992

Appendices:

Nil

Authorisation:

Status		Committee	N/A		
	1	Manex	N/A		
Owner	1	Director of (Corporate a	nd Community Service	es
EDRMS Doc. ID	(365022			
Superceded Policy					
	Date of Adoption Amendment	_	Revision Number	Minute Number	Review Date
	16 October 20	12	0	23102012	May 2014
	17 June 2014	1	1	12062014	May 2016
					May 2018
	9 October 201	8			October 2020
Related Council	Policy/Procedure	e			
Work, Health and	Safety				
Excursions					



POLICY STATEMENT Children Services Unit

PRIVACY AND CONFIDENTIALITY

POLICY ADOPTED: 17 June 2014

Policy Objective:

- To ensure that staff, educators, volunteers and work experience students of Bland Shire Children Services Unit are aware of all matters concerning privacy and confidentiality.
- To protect the confidentiality of the children and their families in care by preventing the misuse of personal information.

Policy Statement:

Our education and care service recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. The primary purpose for collecting information is to enable the Service to provide quality outcomes for child under legislation. All information pertaining to the Service and its stakeholders is maintained in a private and confidential manner in accordance with the Privacy Act 1988. Safe and secure storage for all information will be maintained.

Statutory Legislation and Considerations:

Children (Education and Care Services National Law Application) Act 2010. Education and Care Services National Regulations 2011

Definitions:

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

Responsibilities:

The Approved Provider will:

- ensure all information collected will be held by Bland Shire Council and will only be used for the purpose for which it was collected;
- ensure electronic information pertaining to Service stakeholders have comprehensive protection systems in place;
- provide parents/guardians access to personal information collected about their family. However, there may be occasion where access is denied under the following conditions:
- Access to the information could compromise the privacy of another individual.
- The request for information is frivolous or vexatious.
- The information relates to legal issues, or there are legal reasons not to divulge the information such as cases of custody and legal guardianship.
- obtain parent/guardian permission before disclosing any personal and sensitive information not required to be disclosed by legislation;
- ensure that such information is not divulged to another person other than outlined legislative requirements including –
 - to the regulatory authority or an authorised officer;
 - as authorised, permitted or required to be given by or under any act or Law including Chapter 16A of the Care and Protection Act;
 - to the parent of the child to whom the information relates.

The Nominated Supervisor will:

- ensure each family is provided with a privacy collection statement upon enrolment, that includes
 details about how they can access their personal information. This is noted on the Service's
 Enrolment form;
- ensure the service maintains all service records required under the Education and Care National Regulation 2011;
- obtain relevant information to ensure that all documentation is current and accurately completed and recorded by the relevant Service stakeholders as per legislation requirements. This information is to only be utilised for child care management purposes;
- ensure families are informed upon enrolment how images/photographs of their children will be used in publications;
- provide families with relevant information on the Grievance Policy if their privacy or confidentiality has been breached.

Educators will:

- exercise confidentiality in keeping with the Early Childhood Australia Code of Ethics, Bland Shire Council's Code of Conduct, Children Services Unit Code of Conduct, Education and Care Services National Regulations and the Privacy Legislation to respect the privacy rights of children, families, educators and staff and any other persons associated with the service;
- ensure they do not discuss children in care with people other than the child's families;
- ensure they do not refer to a child by name when discussing an incident, which has occurred as part of the Service's business, with another family or member of the public;
- ensure that all information that is collected by individuals is only used for the purpose it was collected for:
- sign a confidentiality statement as it relates to privacy and confidentiality of information on commencement of employment.

Families will:

- provide relevant information and current documentation in the case of family separation, child custody and/or court orders pertaining to the safety and welfare of their child whilst in care;
- be aware it is not appropriate for them to discuss other children and families in care, or in the case of separated families that of the ex partner.

Maintaining Information

 All parties involved, including families, staff and educator; have the right to ask to have personal records amended if they are shown to be incorrect, out of date, misleading, incomplete or irrelevant.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Early Childhood Australia – www.earlychildhoodaustralia.org.au

Department of the officer of the privacy commissioner – www.privacy.gov.au

Information Privacy Principals www.privacy.gov.au/publications/ipps.html

Appendices:

Nil

Authorisation:

Status	Committee		N/A		
	Manex		N/A		
Owner	Director Corporate		e and Comn	nunity Services	
EDRMS Doc. ID	436911				
Superceded Policy					
Date of Adoption/ Amendment		Revision	n Number	Minute Number	Review Date
2009			0		2012
11 December 2012			1	15122012	May 2014
17 June 2014			2	12062014	May 2016
9 October 2018					September 2020

Related Council Policy / Procedure		



POLICY STATEMENT Children Services Unit

FEE POLICY

POLICY ADOPTED: August 2014

Policy Objective:

To enable our service to provide high quality early education and care for children, we need to ensure we are financially viable at all times. Our service's financial health and access to our service will be maximised by ensuring families are aware of all fees and fee payment requirements on enrolment

Policy Statement:

Our service has a commitment to:

- Ensuring our services are financially viable at all times.
- Ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees.
- Informing parents of the procedures for the payment of fees at all Bland Shire Council's Children Services Unit Services.
- Ensuring the appropriate application of subsidy levels and the invoicing and payment of fees are completed correctly.

The setting and payment of fess takes into account all requirements of the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines contained within the Australian Government Child Care Provider Handbook. All records held at the service will be maintained in accordance with the service Confidentiality and Privacy policy. Families will be provided with accurate fee statements and clear information regarding fee payment processes.

Statutory Legislation and Considerations:

Children (Education and Care Services National Law Application) Act 2010. Education and Care Services National Regulations 2011 Family Assistance Law

Definitions:

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

Responsibilities:

The Approved Provider will:

- Ensure the Service operates in line with the Education and Care Services National Law and National Regulations;
- Review the current budget to determine fee income requirements;
- Ensure the Fee Policy is readily accessible at the Service;
- Notify parents/guardians within 14 days of any proposed changes to the fees charged or the way in which fees are collected;
- Ensure a notice outlining the fees charged by the Service is issued to all families as required.

The Nominated Supervisor will:

- Ensure a current Complying Written Agreement (CWA) is in place for each child enrolled in Mobile Resource Unit and Family Day Care;
- Ensure the same fee will be charged to all families for equivalent care arrangements;
- Ensure families will be issued with an invoice regularly reflecting the care used and charged for up to the end of the invoice period;
- Ensure a dated receipt in accordance with Australian Government Guidelines is provided for each payment.

The Family Day Care Coordination Unit will:

- Set the Parent Levy and Educator Levy each financial year based on the annual budget to
 ensure the required income will be received to run the service efficiently to meet legislative
 requirements;
- Not enter into discussions with Educators or families on matters relating to the value of an individual service compared to other services;
- Require educators to take responsibility for all fees incurred at their service;
- Monitor and process all Child Care Subsidy claims for Educators;
- Ensure that if there are outstanding fees payable to an Educator from a family, and the family requests the name of another Educator, the outstanding fees are paid before another Educator's name is given for child care.

Family Day Care Educators will:

- Determine their own fees and charging practices;
- Be available to provide care for the fee charged for that care;
- Provide families and service with a copy of their fee schedule at least fourteen (14) days prior to the implementation of the changes;
- Issue a receipt for all monies received from families;
- Only charge for children who are registered with the service;
- Not charge families when their service is closed, other than public holidays.

Families will:

- Read the policy and refer any questions, queries or concerns to the Nominated Supervisor;
- Ensure all fees are kept up to date;
- If enrolled in a service with Child Care Subsidy available, provide documentation of any additional absence days as required (once the number of allowable absences has been reached);
- Provide two (2) weeks' notice of withdrawal from the service. If enrolled in a service with Child Care Subsidy available and the child does not attend during this two week period, full fees may be charged as no Child Care Subsidy reductions are available.
- If enrolled in Family Day Care, be required to pay fees on public holidays if the holiday falls on their normal day of care and public holiday fees are payable as outlined on the individual Educator's Fee Schedule;
- Pay any fees incurred in relation to outings and/or incursions if applicable.

Recommended Practices:

BLAND PRESCHOOL

Bland Shire Preschool fees are set according to the Bland Shire Council Revenue Policy each financial year. There are subsidy levels available to families if they meet certain requirements.

Fees (4 year old sessions)

- 1. Fees are charged termly in advance.
- 2. Fees are to be paid within four weeks of the commencement of each term.
- 3. Other arrangements may be made after consultation with the Senior Early Childhood Teacher or Coordinator.
- 4. To apply for a subsidy, children must be of Aboriginal or Torres Strait Islander background or provide a current health Care Card or Parent Pensioner Card.
- 5. Two weeks' notice is to be given if a child is leaving the Preschool. Fees will be reimbursed if paid in full. If no notice is given the term fees will be payable.
- 6. If fees are not paid by the due date, the 'Failure to pay fees' procedure will be put into place.

Fees can be paid at the Preschool by eftpos, over the phone, cash or cheque (<u>payable to Bland Shire Council</u>). Bland Shire Council will also accept all forms of payment.

Subsidies

Subsidies are available for low income earners with a current Health Care Card or Pensioners Card and children from an Aboriginal or Torres Strait Island background from the date this information is provided to the service.

4 year old preschool classes also receive "Start Strong" Funding Subsidy from the government. To be eligible for this, the child needs to be 4 years old and be eligible to attend formal schooling the following year and attend the preschool service at least 15 hours a week. If this requirement is not met full fees are payable.

Arrears

There is a procedure to be followed if accounts are not paid. If families are experiencing difficulties they can speak to the Senior Early Childhood Teacher or Coordinator and a payment plan can be established. It is the family's responsibility to contact the Preschool if they are having any difficulties.

Late Departure Fee:

A late fee will be charged for children who are picked up after preschool close.

MOBILE RESOURCE UNIT – UNGARIE/WEST WYALONG PRESCHOOL/LONG DAY CARE Mobile Resource Preschool/LDC fees are set according to the Bland Shire Council Revenue Policy each financial year.

CHILD CARE SUBSIDY (CCS) & CHILD CARE SUBSIDY SYSTEM (CCSS)

- Our service will comply with the Australian Government requirements to be an approved education and care service for the purposes of CCS. The online Child Care Subsidy System (CCSS) reporting requirements and any other requirements for claiming and administering CCS will be maintained by the service.
- It is the enrolling parent/guardian's responsibility to complete and lodge their CCS application with Centrelink.
- All fees are charged at the full rate and submitted to the CCSS office. Each family's eligibility for CCS is then calculated and the service is then forwarded these funds.
 Deductions may then be made to each individual family's accounts.
- Any changes in a family's financial circumstances may result in an alteration of CCS (e.g. lodgement of Tax). It is the family's responsibility to contact Centrelink if they wish to dispute this or discuss it further.
- CCS will be deducted from a family's fees within 14 days of the service being notified of the amount by CCSS.

Payments

Fees are to be paid in full by the fourth week of term unless previous arrangements have been made.

Fees can be paid at the Children Services Unit and Ungarie Preschool by eftpos, over the phone, cash or cheque (payable to the Bland Shire Council). Bland Shire Council will accept all forms of payment.

Two weeks' notice is to be given if a child is leaving the Preschool. Fees will be reimbursed if paid in full.

If fees are not paid by the due date, or if weekly or fortnightly payments are not received regularly, the 'Failure to Pay Fees' Procedure will be put into place.

BLAND SHIRE VACATION CARE

Vacation Care fees are set according to the Bland Shire Council Revenue Policy each financial year.

Late pick up fee:

The centre closes at 5.00pm. A late fee will be charged for children who are picked up after this time.

OVERDUE FEES

Parents/guardians with overdue fees will be encouraged by the Coordinator to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay, including the option of a payment plan. If this is not done, or the agreed arrangements are not kept, the matter may be referred to a debt collector and/or cancellation of the child's booking may occur.

If a family has an outstanding account balance with one of Bland Shire Council Children Services Unit services then they will be unable to enrol in another Children Services Unit service, nor will any other sibling, until payment has been made in full.

Children Services Unit Failure to Pay Fees Procedure;

- 1. Week after the fees were due Text sent.
- 2. Following week (if still not paid) Telephone call.
- 3. Following week (if still not paid) Letter sent.
- 4. Should there be no response or attempt to pay fees, the Final Letter will be issued informing parents that;
 - a. Legal action will be taken to recover the debt.
 - b. The overdue account will be placed in the hands of Bland Shire Council to recover the outstanding debt.
 - c. A child will not be able to attend if there is an outstanding debt and he/she will go on the waiting list if they wish to return.
 - d. Since payment has not been made by the due date, payments must be made in advance for all future attendances.
 - e. If outstanding money is owed, subsequent children from the family will not be enrolled until the debt has been paid.
- 5. Enrolment cancellation letter sent.

LATE COLLECTION CHARGE

Our service reserves the right to implement a late collection charge when parents/guardians have not collected their child/ren from the service before closing time. This charge will be set at a level determined by the service and based on the service's need to recoup expenses incurred in employee overtime wages.

FAMILY DAY CARE

Registered educators with the Bland/Temora Family Day Care Scheme are providing care for children on behalf of the Bland/Temora Family Day Care Scheme and are therefore acting as an agent of the Bland/Temora Family Day Care Scheme in regards to the collection of fees and negotiating care contracts.

All fees for childcare are administered by the FDC Educator. Refer to the individual FDC Educator's Fee Schedule.

CHILD CARE SUBSIDY (CCS) & CHILD CARE SUBSIDY SYSTEM (CCSS)

- Our service will comply with the Australian Government requirements to be an approved education and care service for the purposes of CCS. The online Child Care Subsidy System (CCSS) reporting requirements and any other requirements for claiming and administering CCS will be maintained by the service.
- It is the enrolling parent/guardian's responsibility to complete and lodge their CCS application with Centrelink.
- All fees are charged at the full rate and submitted to the CCSS office. Each family's eligibility for CCS is then calculated and the service is then forwarded these funds. Deductions may then be made to each individual family's accounts.
- Any changes in a family's financial circumstances may result in an alteration of CCS (e.g. lodgement of Tax). It is the family's responsibility to contact Centrelink if they wish to dispute this or discuss it further.
- CCS will be deducted from a family's fees within 14 days of the service being notified of the amount by CCSS.

Overtime and Penalty Fees (late pick up fee):

These fees are charged at the educator's discretion where parents are late picking up their child/ren. Child Care Subsidy does not cover this fee. See individual educator's fee schedules.

Termination of Care:

Parents are required to give at least fourteen days written notice to the educator and the Coordination Unit when ceasing care arrangements, otherwise full fees will be charged. If a child is absent on the last day of care full fees (no claim for CCS) will be charged up to the last day of attendance.

Educators are required to give at least fourteen days written notice to parents and the Coordination Unit when ceasing care arrangements.

References:

Children (Education and Care Services National Law Application) Act 2010. Education and Care Services National Regulations 2011 Family Assistance Law

Appendices:

Nil

Authorisation:

Owner	Director of Corporate and Community Services	
	Manex	N/A
Status	Committee	N/A

Superceded PolicyFee ProcedureDate of Adoption/AmendmentRevision NumberSeptember 20140October 20151	Minute Number 9.12	Review Date
Amendment Revision Number September 2014 0		Review Date
	9.12	
Octobor 2015		
October 2015		
June 2018 2		June 2020
Related Council Policy / Procedure		

Section 3 – Reports for Information

Recommendation:

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

- 8.10 Economic Development & Tourism Report April 2021
- 8.11 Community Services Report
- 8.12 Bland Shire Library Monthly Update
- 8.13 Children Services March Update
- 8.14 Bland Community Care Services Update
- 8.15 Technical Services Report
- 8.16 Development Services Activity Report March 2021

8.10 Economic Development & Tourism Report – April 2021



Our Prosperity - Growing our population and jobs

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

DP15.2 Continue ongoing engagement and communication with the Shire's existing industry and business including support for diversification and alternate industry or business

DP15.3 Lobby for and work with industry, government and education providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services

DP16.2 through partnerships with stakeholders foster our education, learning and training industry and increase employment opportunities within the Shire

Author: General Manager and Tourism & Administration Officer

ECONOMIC DEVELOPMENT

Why Leave Town Statistics

	Jan 21	Feb 21	March 21	Oct 2019 - Mar 2021
Number of Loaded Cards	50	129	116	2,867
Load Value	\$3,742	\$7,425	\$5,298	\$140,982
Number of Redemptions	297	212	274	2,705
Value of Redemptions	\$9,347	\$6,619	\$8,539	\$92,787

Number of Cards	1000	1000	2000
Loaded Cards	833	997	1037
Remaining Cards	167	3	1963
Plastic Expiry	30/09/2024	30/04/2026	31/08/2026
Sale Cut-off Date	30/09/2021	30/04/2023	31/08/2023
Days until Sale Cut-off	177	754	877

Investment NSW

The NSW Premier recently announced a new entity, **Investment NSW**, which is the new one-stop shop in the NSW Government for partnering with the private sector, both nationally and internationally. It brings together the Government's priorities across investment attraction, international trade, jobs generation, research and development, commercial deals within our key precincts, tourism, international education, and a 24-hour night-time economy. It will be located within Department of Premier and Cabinet and headed by the new Chief Executive, Amy Brown. This new entity *will not* have any material impact on the work of the Office of Regional Economic Development and the wider Regional Development group on investment attraction in regional NSW.

Remote Work Capacity Building Program

The 'Doing Work Differently' Programs support communities, businesses and individuals to grow and be sustainable. They assist in attracting and retaining populations but supporting locals to stay and encouraging others to bring a remote job with them to the regions. These Programs build capacity in business owners to create employment and to realise greater economic activity in the regions by capturing underutilised potential in their businesses. They also build the skills of underemployed, unemployed or displaced professional workers who live in the regions and are seeking work within remote based workplaces.

The Programs can be delivered virtually or as a combination of in-person and online. The 'Doing Work Differently' Programs are delivered for business owners/ leaders and individuals. The Programs include; weekly live workshops, self-paced e-Learning, DiSC assessments, resume reviews and interactive presentations with specialists in technology, change management, wellbeing, networking and human resources.

Businesses can advertise pen positions on the Pointer Remote jobs platform and individuals can register to look for remote work opportunities. Council's General Manager is currently negotiating with the provider of this program on a cost effective delivery to the businesses of the Bland Shire.

Road Kill Grillz - Proposed Expansion

Council's General Manager has been in discussions with the owner/operator of the Road Kill Grillz Café in Weethalle concerning funding opportunities for the expansion of this business. There has been an increasing demand on the café as a direct result of the Weethalle Silo Art project.

New Business Park

Negotiations are continuing with at least three (3) prospective tenants that may purchase land within the new Business Park.

'Move to More' Campaign - Regional Australia Institute

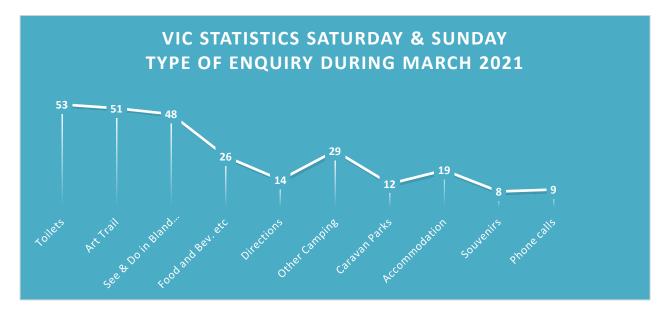
Regional Australia offers residents a live a life filled with time, space, career opportunities and meaningful community connections.

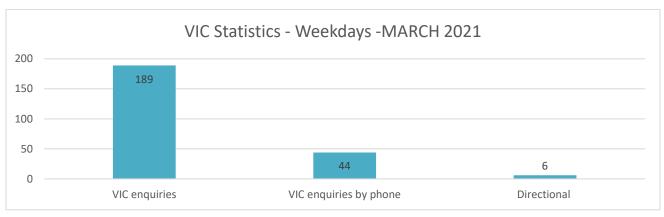
The 'Move to More' campaign has been developed to make those living in capital cities around the country more aware of the possibilities that come with a life in a regional town or city. We're not saying that life in the city is bad, but we are saying that life in regional Australia is very hard to beat. The campaign celebrates life in regional Australia, and in doing so, encourages people to seriously consider making the move. This particular campaign aligns well with Bland Shire Council's involvement in 'Country Change'.

TOURISM

Visitor Centre Statistics:

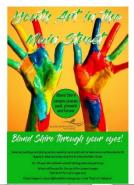






➤ Local youth were invited to submit photographs and paintings celebrating life in the Bland Shire to help bring new life to selected empty shop fronts in West Wyalong's Main Street.

The chosen artwork will be printed on window cling decorate the windows of empty shops and promote our youth art and add to beautify our main street.



➤ The Bland Foyer Art Gallery had its opening on the 16th March 2021 with 5 local artists work being displayed in the Bland Shire Council foyer.

The collection of local artwork and talent is on exhibition seven days a week with all works available for purchase.

Local artists are given an opportunity to display their work on a rotation basis for a period of 4 months.



➤ The West Wyalong Visitors Centre looked a little different on Sunday morning. We had the pleasure of welcoming 7 trike riders who are touring NSW capturing video content to promote small regional towns on their Mad Max 2021 Tour. Mad Max was set in 1979 and so this is a bit of a commemorative ride, 40 years after the filming of the movie. The tour is led by Steve Melchior, Director of Elite Productions, a specialist camper trailer company. It was quite something to see the trikes and their trailers come barrelling down Shire Street. They were given a verbal tour of the town and its surrounding villages.

The riders headed out to Weethalle to see the Silos and Miss Heather at Fat Bob and the Blonde, who is a good friend of Steve's. They will be heading to Narrandera, Hay, Barellan and eventually to Silverton, the Home of Mad Max and the Mad Max Museum.

The riders were all real characters and great fun to talk to. Please see https://youtube/mR2SW1kU-e4 - their USA tour to Sturgis – the biggest biker festival in the world.

Steve and his fellow trikers rode out of town displaying their new "I Love West Wyalong" bumper stickers.



8.11 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

Blands Big Obstacool course

Blands Big Obstacool Course was held in Holland Park on Thursday 15 April. The hugely popular course consists of a series of fun filled activities including inflatable pyramids, a climbing wall, balance beams, tunnels, tyre runs and the 'Big Bopper' a 40 metre long inflatable with slides, jumps and loops. The course proved to be very popular with young people of all ages and was a great addition to the April School Holiday activities. This event was made possible through support from the NSW Governments Festival of Place Summer Fund.

Mini Golf

Mini Golf was held over a 3 day period in West Wyalong from 13 – 16 April. The idea of the free initiative was to provide some quality entertainment for the community whilst also drawing people close to the CBD area to encourage people to engage with local businesses. This event was made possible through support from the NSW Governments Festival of Place Summer Fund.

Mindfulness sessions

Youth focused mindfulness sessions with 'The Mindful Warrior' were held in West Wyalong and Ungarie on Wednesday 14 April 2021. Mindfulness is a type of meditation in which you focus on being intensely aware of what you're sensing and feeling in the moment, without interpretation or judgment. Practicing mindfulness involves breathing methods, guided imagery, and other practices to relax the body and mind and help reduce stress.

These valuable events were made possible through a collaboration between The Riverina JO and Bland Shire Council with support from the Murrumbidgee Primary Health Network.

NRMA Driving lessons

The ever popular NRMA Driving lessons were again held in West Wyalong on Wednesday 14 and Thursday 15 April 2021.

The highly valuable lessons provide essential skills to young people, assisting learner drivers in making safer driving decisions and recognising on-road risks.

Council is proud to collaborate with the NRMA on the delivery of this initiative and recognises the importance of ensuring opportunities such as these are made available to our young residents on a local level.

Paintball and Bowling Youth Excursion

A youth trip to wagga for 20 young Ungarie residents was held on Tuesday 6 April with young people having the opportunity to experience paintball and 10 Pin Bowling. Both activities were a huge hit with the young people in attendance who must all be commended for their wonderful behaviour and positive attitude displayed on the trip. Lunch was also a real treat with crust pizza on the menu and was thoroughly enjoyed by all. The entire event was provided to young people free of charge as a result of grant funding received through the Murrumbidgee Primary Health Network (MPHN).





Altina Wildlife Park and Whitton Malt House Excursion

Council has recently partnered with the local police in the establishment of the West Wyalong 3D Youth Program to assist in building and strengthening relationships between local youth, police and Council. As part of the program an introductory youth excursion was held on Wednesday 7 April which saw 15 young people along with local police officers head to Altina Wildlife Park and Whitton Malt House for a day of fun and activities and a delicious lunch. Young people thoroughly enjoyed the trip with lots of positive feedback received. The 3D youth program is scheduled to continue over a 10 week period with weekly sessions held for young people at West Wyalong High School.

This entire event was provided to young people free of charge as a result of grant funding received from the Murrumbidgee Primary Health Network (MPHN).



Super Hero and Parkour and Acrobatics workshops

It was fantastic to see such a great turn out for the Super Hero and Parkour and Acrobatics workshops that were held at the stadium on Thursday 8 April. Over 50 young people from ages 5 – 15 turned out to participate in the activities with plenty of fun had by all. Young people learn new acrobatic skills in the super hero workshops, with the older participants learning parkour and fight choreography for film and stage. Attendees were also treated to a super hero show involving advanced acrobatic skills with the audience thoroughly engaged.









Community Workshops

Council has been working with a number of proactive community members to provide assistance to some recent workshops that have taken place across the shire. Sessions that have taken place include two Kokedama workshops, Macrame, Australiana Drawing and Collage and Wire Art, with more sessions scheduled to take place over the coming months. These sessions are taking place in response to community desire which has ensured great support and attendance. The sessions provide a great social opportunity whilst further improving the skills of community members. Council was able to offer a \$25 subsidy to all participants through the support of the Drought Communities Program.

8.12 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

Art of Ageing Exhibition

Art of Ageing will be on display at Bland Shire Library from 14 July – 19 August 2021. The Art of Ageing is a photographic exhibition that celebrates the value, experience and contribution that older people bring, as well as challenging outdated perceptions of ageing. The exhibition comprises works by outstanding NSW photographers and features extraordinary Australians that have carved out interesting and active lives for themselves that keep them young. Art of Ageing is an initiative under the NSW Ageing Strategy 2016–2020. The 2020 Art of Ageing exhibition, which was officially opened at NSW Parliament House in March, is touring across NSW throughout 2020 – 2022.

Library and Information Week 17 – 23 May 2021

This is a national event celebrating the work that library and information workers do. Orchestrated by the Australian Library and Information Association (ALIA), Library and Information Week provides an opportunity for libraries to showcase their resources and services to their communities, through programs and events. The theme this year is 'Adventures in Space and Time'. Bland Shire Library will host the following programs and events during Library and Information Week –

- Monday 17 May @ 10.30am Morning tea for Home Library Service clients.
- Tuesday 18 May @ 10am Tech Savvy Seniors.
- Tuesday 18 May @ 2pm Knit and Knatter.
- Wednesday 19 May @ 11am National Simultaneous Story-time. Libraries all over Australia read one book together with over a million children combined. This year, that book is 'Give me some Space!' by Philip Bunting.
- Wednesday 19 May @ 3.45pm LEGO Legends.
- Thursday 20 May @ 10.30am Story-time. Early literacy program for preschool aged children. Includes storytelling, singing, music and dance, games and craft.
- Friday 21 May @ 10.30am Baby Bounce. Early literacy program for babies 0 24 months. Introduces baby to reading and literacy through rhymes, songs, interactive play and books!

NB. The library has a number of other activities planned for the week to promote its services and programs.

Biggest Morning Tea 27 May 2021

Bland Shire Library will host a Biggest Morning Tea on Thursday 27 May @ 10.30am for Council staff and members of the public to raise essential funds for people impacted by cancer.

Free Creative Writing Workshop 28 May 2021

A free creative writing workshop will be held on Friday 28 May 2021, 9.30 am – 4.30 pm in the Council Chambers. The workshop will be conducted by Dr Rae Luckie – a qualified teacher, editor and writing mentor. The creative writing workshop is just one of many being held across the Riverina (in April and May) thanks to Temora Shire Council, which received a grant and is coordinating the workshops.

Successful Application re Cowal Partnering Grant

Bland Shire Library has been successful with its application for funding (\$8,000) to assist with the cost of its 2021 annual author visit and the purchase of book prizes for its 2021-22 Summer Reading Club 40-Day Challenge.

Additional Funding for Tech Savvy Seniors Program

The State Library of NSW has an additional \$20,000 in funding for Tech Savvy Senior programs. Bland Shire Library has applied for \$2300 to support the continued running of its Tech Savvy Seniors program in 2021-22. The additional funding will assist with the cost of promotion, printing, staffing and external presenters (if required).

A zoom meeting hosted by the State Library was held in March to discuss the Tech Savvy Seniors program. Representatives from the funding bodies, Heather Rae (Telstra) and Clayton Smithwick (Department of Community and Justice) were keen to hear from libraries about their experiences as there will be an external evaluation of the program carried out shortly and the outcome of this may impact on the program moving forward.

Author Talk - Tuesday 13 April @ 11am

Bland Shire library will host a talk by Cootamundra resident Ross Fitzell and his guide dog Harry on Tuesday 13 April at 11am in the library. A unique insight into Ross' world through the eyes of his guide dog with all proceeds from the sale of Harry's book 'Barking Mad' going to the Guide Dog NSW/ACT.

April School Holiday Program Round-up

- The Vegetable Plot (Musical Group) has been booked to perform on Friday 16 April at 10.30am in the Council Chambers. The group, which has visited West Wyalong previously, promote healthy eating through their music and are extremely popular with younger children.
- Sock Bunnies 25 take home craft kits were made available for children to collect from the library for a small fee. The kits, provided by Riverina Regional Library, contained all the materials and instructions required to make a "sock bunny". Due to demand, an additional 20 kits were made available.



Aylah Lange with her sock bunny



Sock bunnies by Isabella and Matilda Cox

- Guitar Lessons with Tegan Sheedy (Riverina Music Therapy) 2 sessions were held on Wednesday 7th April. 10.15am – 11.15am for primary school students and 11.30am – 12.30pm for secondary school students. The primary session was well attended with 5 students. However, only 2 attended the secondary session. Despite this, Teagan was extremely happy with the outcome.
- Regular presenter Dagmar McIntyre was engaged to conduct two cake decorating sessions. The first session was held on Tuesday 6 April, 10.30am – 12pm; the second session on Wednesday 14 April, 10.30am – 12pm. The theme was "jungle". Both sessions were booked out.









Bland Preschool Visits

The library will host a visit from the Bland Preschool on Friday 14 May and Friday 28 May. A Story-time session will be held for each respective class.

The library hosted three separate class visits from Bland Preschool in March. The visits are an opportunity to introduce young children to the library, engage with the community and

support early learning.









Library Supports Workplace Learning

 Bland Shire Library provided a week's work experience for year 10 West Wyalong High School student Sophie Ackland.









- The local high school's student volunteer program is still on hold due to Covid restrictions. For the past three years, a roster of volunteer students has assisted library staff with Story-time. The library is keen to continue this arrangement.
- Bland Shire Library is hosting a year 9 "special needs" student from the West Wyalong High School for 2 hours per week starting April 22 (during school term until end of year)

Baby Bounce and Storytime

Storytime is held every Thursday during school term and continues to be one of the library's most popular programs, targeting preschool children.

Baby Bounce is held every second Friday during school term for mums and bubs (0 - 24 months) with attendance numbers continuing to grow.



Training

Library staff attended a two-day Readers' Advisory Webinar hosted by the State Library of NSW in March. The professional development training, looked at library collections, promoting and marketing strategies, tools and resources.

Meetings

 Riverina Regional Library, All Branch Meeting – Tuesday 27 April 2021, Wagga Wagga. Biannual Reports from Riverina Regional Library are attached to this monthly report.

Statistics - March 2021

- 90 Information Requests
- 219 Customer Service Requests this figure includes 30 technology assists
- 90 Computer Usage
- 16 requests for Wi-Fi (ie. mobile device users)
- 233 Visitor Information Requests this figure relates to normal library opening hours and only those enquiries handled by library staff. Includes 44 telephone enquiries.
- 38 children utilised the StorytimePOD
- 211 people (87 adults and 124 children) attended <u>regular programs designed for</u> children
- 36 people attended regular programs designed for adults
- 34 seniors attended Tech Savvy Seniors in March

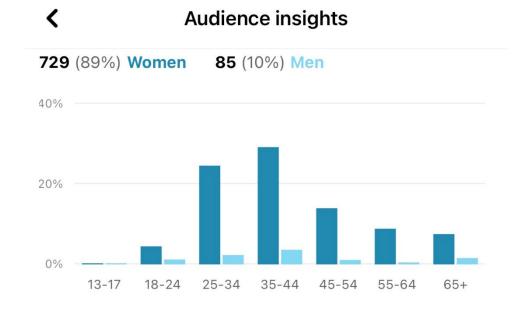
NB. The above statistics are collected manually and may not be exact. However, the above figures are deemed a fair and reasonable indicator.

- 2938 people through the door
- 1627 library items issued 1090 normal print books, 296 large print books, 50 magazines, 33 audiobooks, 151 DVDs, 7 kits, 40 electronic resources.
- 104 library items reserved (An item is reserved when it is not immediately available to the patron due to that item being on loan, in processing or only available from another RRL branch library.)
- 8 new members

NB. The above statistics are collected electronically via Libero (LMS) and RFID Technology and are deemed accurate.

Facebook Statistics Mar 10 - Apr 06

- 12 New Page likes
- 824 Total Page Likes
- 13 New Followers
- 312 Page Views
- 3629 Post Engagements





Integrated Planning Strategy Biannual Report

July – December 2020



RIVERINA REGIONAL LIBRARY Strategic Plan 2018-2022



BUILD CAPACITY

SHAPE THE FUTURE

CREATE CONNECTIONS

We will:

- · Maximise our physical and virtual spaces
- Establish an enabled workforce through the development of skills, leadership and advocacy
- Expand the service capability of our branch library network

Success will be measured through:

- Creation of welcoming and functional spaces
- Development of skills in smart, safe and responsible use of technology
- Contribution to the NSW library network through advocacy and participation
- Strategic use of volunteers to increase branch library capacity















We will:

- Optimise existing and emerging technologies
- Maintain a flexible, scalable and sustainable service model
- Foster a culture of innovative thinking

Success will be measured through:

- Optimisation of our library management system and other technology platforms
- Adoption of a Plan, Do, Review, Report philosophy
- Participation in and response to Customer surveys
- Adoption of a continous improvement approach in all that we do







We will:

- Establish and maintain strategic partnerships and alliances
- Develop programs, collections and services that strengthen communities
- Engage our communities

Success will be measured through:

- Maximisation of our partnerships with peak local, state and national library organisation
- Coordination and development of relevant, inclusive and accessible programs and collection
- Implemenation of flexible 'learning, literacy and/or leisure' focus programs
- Optimisation of electronic mechanisms for information sharing and promotion













OUR VISION

Inspiring people, engaging communities, enriching lives

OUR MISSION

Creatively connecting people, information and knowledge

OUR VALUES

Respect for people, ideas and knowledge
Commitment to fostering learning
communities
Integrity, equity and quality of service

RRL Integrated Planning Strategy

Build Capacity

Maximise our physical and virtual spaces

RRL1.1.1 (OPC) Support branch staff in creating and maintaining welcoming and functional spaces that encourage the use of the library

December	June
During this reporting period, libraries have been operating with significant restrictions.	
RRL staff have supported libraries to keep abreast of current health orders, and advice	
from the State Library to provide library services in a safe manner.	

RRL1.1.2 (OPDO) Build skills in smart, safe and responsible use of technology for library staff and customers

December	June
Much of the engagement between RRLAC staff, branch staff, and customers during this	
reporting period has been either online, or over the telephone. We have had many	
opportunities to promote the safe use of technology using phone consultations, Zoom	
meetings, and online interactions.	

RRL1.1.3 (SEDO) Review the website to ensure it is engaging, up-to-date, and rich in content

December	June
The RRL website underwent a major review of the content and structure. Staff from all	
Divisions of the RRL Administration Centre were involved with the review. The Outreach &	
Promotions Development Officer and the eServices Development Officer worked	
collaboratively in terms of identifying content that could be removed or combined to make	
a more stream-lined hierarchy to the site. The website review and consolidation of content	
will reduce transition time and costs when moving to the new website.	
During the July 2020 to December 2020 period, there were 57,908 page views with 33,110	
of these being unique page views. The page views increased by 38% from the same time	
period in 2019 (42,088).	

RRL1.1.4 (ED) Provide and maintain an accessible mobile library service to participating Councils

December	June
Seven of RRL's ten member Councils are currently served by the Mobile Library. The overall	
level of satisfaction with the Mobile Library service is very high, with the Mobile Library	
continuing to have the region's highest stock turnover rate in terms of items loaned.	
The service is currently fully subscribed which allows little room for any major changes to	
scheduling.	
The Mobile Library resumed service in early July after the COVID-19 shutdown period and 5	
weeks of maintenance and refurbishment. The RRL Advisory Committee meeting held in	
October 2020 endorsed the refund of 25% of Mobile Library service contributions to	
participating Councils due to the withdrawal of service for the three months from April –	
June.	

Establish an enabled workforce through the development of skills, leadership and advocacy

RRL1.2.1 (ED) Review organisational structure annually to ensure alignment with changing needs

December	June
The RRL organisational structure was reviewed during 2019 to ensure that it supports the	
current objectives and functional alignment of the organisation.	
The retirement of the Support & eServices Coordinator in August triggered a review of the	
role. Building on the redistribution of the collections function to the Business &	
Communications Division earlier in 2020 to create capacity for a stronger focus on RRL's	
digital engagement objectives, recruitment for the new role of Digital Engagement	
Coordinator commenced in April resulting in the appointment of Zac Armistead in July.	
Whist the current structure remains fit for purpose, the anticipated retirement of a	
number of RRL staff during the next 3 to 5 years will see the continuation of a rolling	
structural review.	

RRL1.2.2 (ED) Build succession planning into overall organisational planning

December	June
Succession planning is a critical issue for the RRL Administration Centre (RRLAC), which has	
a workforce with an average age of 53 years. With the retirement of 2 staff in 2020, one	
staff member activating a transition to retirement plan, and the expected retirement of at	
least 3 staff over the next 2-3 the opportunity for a rolling review of the organisational	
structure needs to be optimised. Structural adjustments will need to consider changing	
patterns of demand and reflect external impacts such as technological innovations and	
outsourcing opportunities.	
As part of the rolling review, succession planning is high on the agenda to ensure that skills	
and knowledge are transferred rather than lost as experienced staff leave the organisation.	

RRL1.2.3 (BCC) RRL staff contribute to the NSW library network and other industry forums through advocacy and participation

December	June
Riverina Regional Library (RRL) staff are encouraged to participate in forums and working	
groups, both to contribute to the broader library sector and for personal professional	
development. Highlights for the July - December period include:	
* Australian Library & Information Association	
* Australian Public Library Alliance	
* NSW Public Libraries Consultative Committee	
* NSW Public Libraries Association AGM	
* NSWPLA South West Zone Meetings	
* State Library of NSW Readers Advisory Group	
* State Library of NSW Marketing Working Group	
* FE Technologies (RFID) User Group	
* Libero (Library Management System) User Group	

Expand the service capability of our branch library network

RRL1.3.1 (OPC) Promote the strategic use of volunteers to increase capacity across RRL branch libraries

December	June
RRL staff have been working with branch libraries to provide programs that can be	
delivered by volunteers in the library or taken home. Most branch libraries were not able	
to hold in person events during this reporting period, but RRL continues to acknowledge	
the importance of volunteers in increasing capacity and will work on promoting this across	
the region into the future.	

RRL1.3.2 (OPC) Convene an annual branch library meeting

December	June
The annual branch library meeting is planned for April 2021. The Zoom meetings that	
began during the COVID-19 shutdown, moved the monthly meetings for all branch staff,	
and have been a helpful way of communicating, and providing support during these	
challenging times.	

RRL1.3.3 (OPC) Convene annual branch library staff training days

December	June
The annual training days were not held in 2020 due to the continuing impact of COVID-19.	
Planning for 2021 will likely involve a hybrid approach, with both in person and online	
attendance available.	

RRL1.3.4 (BCC) Support and encourage branch library staff attendance at external professional development forums

December	June
Riverina Regional Library (RRL) is a longstanding and respected member of the NSW Public	
Library Network and has for many years contributed to the network through	
representation on a broad range of library sector forums. The RRL professional	
development and training budget (enhanced by the provision of subsidised travel to the	
majority of State Library hosted meetings, seminars and training forums) is judiciously	
apportioned whenever possible to derive maximum benefit for branch library staff across	
the region.	

Shape the Future

Optimise existing and emerging technologies

RRL2.1.1 (DEC) Investigate hosting services for the Libero library management system (LMS)

December	June
This project is now completed.	

RRL2.1.2 (CYSL) Apply technology to support and enhance program delivery at branch libraries

December	June
Outreach Services has acquired two computer controlled cutting machines called CRICUTs.	
We will be using these to precut paper, felt, vinyl, fabric and other materials, and will be	
teaching branch staff in the use of the technology for programming. These machines are a	
welcome addition to our equipment for card making, luminaries and many more projects.	
The staff will learn new skills and the community will connect and share ideas over a	
product that is new to them.	

RRL2.1.3 (DEC) Contribute to the development and capability of critical technology platforms including LMS and RFID

December	June
With restrictions still affecting many regions, there were no physical meetings for user	
groups however online seminars were held. DEC participated in these, providing input on	
upcoming developments representing RRL's interests.	
DEC was elected Development Coordinator for the Libero User Group. Allocation of the	
User Groups development funding has occurred, and the chosen features have now been	
placed in the queue with Insight Informatics.	
DEC continues to be active in the forums and discussion around how to best utilise the	
systems.	

Maintain a flexible, scalable and sustainable service model

RRL2.2.1 (ED) Review Service Level Agreements and Integrated Planning Strategy annually

December	June
The 2018-2022 RRL Integrated Planning Strategy (IPS) was endorsed by the RRL Advisory	
Committee at its March 2018 meeting. The review of this important quadrennial planning	
document is built around the three strategic priorities of Build Capacity; Shape the Future;	
Create Connections.	
The 2020-21 IPS actions have been reviewed by the RRL Management Team for inclusion in	
the 2020-21 RRL Management Plan.	
2020-21 Service Level Agreements (SLAs) have been reviewed and updated for circulation	
to each member Council for consideration and endorsement during February 2021.	
These documents form an integral part of the RRL Management Plan, which summarises	
the service intent of the organisation. The Management Plan will be presented for	
endorsement at the March 2021 meeting of the Advisory Committee.	

RRL2.2.2 (BCC) Compile and distribute a financial year Annual Report

December	June
The RRL Annual Report 2020-2021 is in progress for publication in October 2021. The	
report highlights the effectiveness of library programs and services for our communities	
and captures a portfolio of images from across the region. The report also incorporates	
organisational compliance and statistical information in accordance with the requirements	
of the RRL Deed of Agreement.	

RRL2.2.3 (BCC) Participate in a biennial external customer survey

December	June
The RRL customer survey is an important quality assurance tool for the RRL Administration	
Centre. RRL has conducted a biennial survey since 2009 with RRL member Councils and	
branch libraries. The results have proven an ongoing continuous improvement focus on	
services with an increase in approval rating from 83% in 2010 to 97% in 2016.	
The latest overall satisfaction rate was 95% in the 2020 survey which moved to an online	
platform in 2020 using Survey Monkey. The new survey format aligned with previous	
surveys to deliver comparable survey results. An action plan for 2020/21 was developed	
from survey feedback which covered the RRL website, WebOPAC, programs, collection	
maintenance, network meetings and COVID-19.	

RRL2.2.4 (BCC) Conduct an annual review of RRL policies

December	June
Each year a comprehensive review of Riverina Regional Library (RRL) policies is undertaken	
to ensure that all policies align with the current strategic, operational and legislative	
environment in which RRL operates. In consultation with RRL Administration Centre staff,	
peak bodies, and feedback received from South West Zone meetings, the policies are	
reviewed to ensure they are consistent with and represent RRL objectives, and can be	
effectively implemented and administered. All policies were reviewed in June 2020 to	
ensure legislative context is up to date and compliant, and consistent terminology and	
language is used throughout.	

RRL2.2.5 (DEC) Provide a statistical analysis of RRL branch library visitation, per capita expenditure on collections and library membership in relation to the Australian Public Libraries baseline library targets

December	June
The first half of the 2020-21 financial year has seen a return to historical numbers when	
analysing visitation figures. Visitation per capita for July-December was 2.7 per capita,	
tracking towards an annual figure of over 5 visitations per capita for the region by the end	
of the financial year. The annual visitation for the 2019-2020 financial year was only 3.1	
due to COVID restrictions. The Australian Public Libraries baseline target rate of visitation is	
4.8 visits per capita.	
Membership at 31/12/2020 saw RRL have a 30.57% saturation of the region. While this is a	
minor decrease compared to the result at the end of the last period, it reflects more	
accurate figures by excluding "Cyber" members as they are not a true membership.	
Discounting these false memberships shows good overall growth in membership. This	
change represents a shift towards statistical accuracy for the region. The Australian Public	
Libraries baseline target is 44%.	
Collections expenditure for July-December was \$2.77; tracking well to have on target	
expenditure at the end of the current financial year. The Australian Public Libraries	
baseline target is \$5.65.	

Foster a culture of innovative thinking

RRL2.3.1 (BCC) Document and report on continuous improvement outcomes and opportunities

December	June
Riverina Regional Library (RRL) Administration Centre staff incorporate continuous	
improvement thinking in all aspects of their work. Continuous improvement outcomes are	
documented at monthly staff meetings and reported biannually. Highlights for the July -	
December period include:	
* Cessation of Overdue Fines. This was implemented in March 2020 (earlier than	
previously scheduled) due to COVID-19 library closures and restrictions.	
* SLNSW Bibliostat Excel Report. This comprehensive spreadsheet simplified the process	
for branch libraries in providing statistics data to RRL for collation.	
* James Bennett Sustainability Project. The first compilation of weeded items was	
collected in December 2020 for distribution to communities in need or sustainable	
recycling.	
* Live Scanning Wands. Two wands were purchased to assist branch libraries with weeding	
and collection maintenance based on 'live' information.	
* SOLUS App. The app allows library members to borrow items, manage loans, and access	
eResources.	

RRL2.3.2 (ED) Identify target areas for innovation and conduct workshops with relevant stakeholders as required

December	June
Innovation and continuous improvement remains a priority for the Riverina Regional	
Library Administration Centre (RRLAC).	
The unexpected COVID-19 pandemic resulted in a range of on-the spot innovations	
emerging from both the RRLAC and branch libraries across the region. These included:	
Introduction of online storytimes, supported by a temporary suspension of copyright	
on the online presentation of storytimes by Australian libraries, facilitated by the	
Australian Library and Information Association	
Establishment of online Book Clubs to provide an option for the 92 Book Clubs across	
the RRL region to continue meeting during the COVID-19 shutdown.	
The commencement of Zoom meetings to provide a support mechanism RRLAC staff	
and branch library staff to share the challenges and success of their COVID-19	
experiences.	
Additional expenditure from the eResources reserve to meet the escalating demand for	
online resources.	
Holding the first meeting of the year for the RRL Advisory Committee via Zoom,	
resulting in a successful meeting with a good attendance level.	
Development of Click & Collect and/or Click & Deliver services by a number of branches	
to maintain library borrowing for members.	
Interestingly, a number of these innovations have become embedded in RRL practice since	
libraries reopened in early June. These include:	
Continuation of online storytimes until 31 December 2020 in recognition that this	
mode of presentation is accessible to new and broader audiences via multiple	
channels. Ongoing capability for online storytimes has been negotiated with authors'	
and publishers' representatives at a cost of \$165 per branch library Australia wide for	
access to a minimum of 200 Australian titles provided by publishers.	
Ongoing Zoom meetings between RRLAC and branch library staff on a monthly basis in	
the interests of better communication and relationship building	
Continuing to offer the option of online Book Clubs	
Commencement of online program presentations for other age groups	
Innovation and continuous improvement remains a standing item on RRLAC staff meeting	
agendas, and staff continue to pursue small and large scale innovations as part of their	
daily work.	

Create Connections

Establish and maintain strategic partnerships and alliances

RRL3.1.1 (ED) Maximise partnerships with peak state and national library organisations

December	June
State and National Library Associations play an important role in supporting the profile and	
viability of public libraries. The RRL Administration Centre (RRLAC) is well aware of the	
value of such organisations, and works in partnership with them where possible and	
appropriate.	
The RRLAC is currently represented on the following state and national organisations:	
* Australian Public Libraries Alliance	
* Books Create Australia Committee	
* NSW Public Libraries Association South-West Zone	
* NSW Readers Advisory Woking Group	
* NSW Public Libraries Marketing Working Group	
* Libero (Library Management System) User Group	
* FE Technologies (RFID) Smart Libraries User Group	
The RRLAC also encourages the participation of RRL branch library staff at statewide	
forums through the allocation of a proportion of the annual training budget for that	
purpose.	
Membership of state and national associations provides a worthwhile contribution to the	
national public library network, creates valuable partnerships, and provides excellent	
professional development opportunities for RRLAC staff.	

RRL3.1.2 (OPDO) Activate strategies support branches to identify local partners and program opportunities with a view to increasing service capacity of the RRL network

December	June
With libraries closed (and offering no programming) for much of this reporting period there	
were limited opportunities presented. Efforts were directed instead to promotion of	
eLibrary resources and delivery of library material to member's homes.	

Develop programs, collections and services that strengthen communities

RRL3.2.1 (CSO) Ensure that the RRL Collection Development Policy and associated processes facilitate a relevant, inclusive and accessible collection

December	June
The RRL Collection Development Policy will be reviewed during July-December 2021.	
Stakeholders will be advised of any significant changes.	

RRL3.2.2 (OPDO) Coordinate visiting authors, presenters and exhibitions to tour branch libraries

December	June
A partnership with Public Libraries NSW has seen nine online author talks available to our	
members to participate in via Zoom. This has allowed our members to enjoy authors that	
would normally not be able to visit our libraries in person and included Belinda Alexander,	
Sir Peter Cosgrove, James Bradley and Monica McInerney. For future events we are	
exploring creating events in the library with the Zoom webinar streamed, to make them	
more social for our members.	
Planning was also undertaken to participate in the first NSW Reads event where a book is	
chosen for all of NSW to read together culminating in an author event in February 2021.	
Andrew Pippos' book Lucky's was selected as the book for NSW Reads.	

RRL3.2.3 (OPC) Develop flexible programs with a learning, literacy and/or leisure focus

December	June
Flexibility in our programs has generally referred to their being adaptable for different age	
groups and settings. During this reporting period the programs have had to become flexible	
in terms of format. All of our programs continue to have a learning, literacy, and/or leisure	
focus, and now they must be able to be delivered online, or via take home kits. Storytimes,	
children's programs, author talks and all-age, maker style programs have all been adapted	
to the current circumstances, with some branch libraries reintroducing in person programs,	
and some providing a mix of in person, take home, and online programs.	

RRL3.2.4 (SEO) Compile biannual statistics of collection profile and usage at RRL branches

December	June
Statistics and graphs are collected and compiled for the Riverina Regional Library March	
Advisory Committee Meeting Report.	

RRL3.2.5 (OPC) Investigate and evaluate the implementation of livestreamed and/or video recorded programs for use at branch libraries

December	June
The circumstances of the COVID-19 shutdown were perfect for providing not only the	
impetus to deliver programs online, but the desire, on the part of customers, to take	
advantage of online opportunities. Branch libraries re-opened and began slowly	
reintroducing in-person programming, but the opportunities for online programming	
remain. In September RRL helped to form NSW Library Events, which is a state-wide	
collaboration for all NSW Public Libraries, to provide access to online, interactive author	
talks. Take home kits also provide links to video content to support the kit contents.	

Engage our communities

RRL3.3.1 (OPO) Provide and maintain the RRL Book Club program

December	June
The Riverina Regional Library Book Club program consists of 92 member clubs across the	
region. The collection consists of 258 book kits, which adequately meet the wish lists of the	
large majority of clubs.	
Book clubs resumed meeting in person and collecting kits once the branches reopened in	
June. In order to make up kits that were missed due to the branch closures, some clubs	
chose to continue through December and January while others were happy to have taken	
advantage of the campaign eBook titles in place of missed kits.	
Eighteen copies of books were replaced from July to December due to damage or wear and	
tear in order to maintain the best possible condition of the book club books in order that	
they will last a long time.	
505 kits were loaned across the region from July to December.	
The Book Club newsletter continues to be well received and is an effective medium for	
communicating information to club leaders to share with their members.	

RRL3.3.2 (OPC) Investigate electronic mechanisms for information sharing and promotion

December	June
Electronic mechanisms for information sharing and promotion continue to remain	
important as branch libraries have re-opened. Facebook, Twitter, and Instagram continue	
to grow as a way for branch libraries to communicate with their communities, and to	
promote services. Online Storytimes, thanks to the online Storytime agreement supported	
by NSWPLA, will continue on into 2021, to meet the changing needs of communities.	

RRL3.3.3 (OPC) Encourage locally relevant programming at RRL branch libraries

December	June
RRL continues to support branch libraries in providing locally relevant programming.	
Support for online Storytimes, and in-person and take home programming was provided	
across the region.	



Service Level Agreement Biannual Report

July – December 2020

RRL Service Level Agreement

Business and Communications

SLA1.1.1 (ED) Provide a written report to the two meetings of the RRL Advisory Committee each year

December	June
The RRL Advisory Committee meets twice per year, in March and October, however the	
first meeting for 2020 scheduled for 25 March was deferred due to the COVID-19	
shutdown and rescheduled to 22 April as a Zoom meeting. This format proved to be quite	
successful and was again deployed for the October 2020 meeting. The Committee resolved	
to continue offering Zoom attendance at future meetings in conjunction with in person	
attendance (CIVID-19 restrictions allowing) to maximise attendee numbers.	
Reports and minutes for the October meeting were circulated to delegates within the	
prescribed timeframe.	
Papers for the March 2021 meeting will be compiled during February for circulation in mid	
March.	

SLA1.1.2 (ED) Present an annual budget and member Council contribution advice to the first RRL Advisory Committee meeting each year

December	June
Next due in March 2021.	

SLA1.1.3 (BCC) Progress on RRL Integrated Planning Strategy reported biannually to member Councils

December	June
The Riverina Regional Library (RRL) Integrated Planning Strategy biannual progress report	
for the January - June 2020 period was distributed electronically to member Councils on 4	
August 2020. The report is also available on the secure portal of the RRL website.	

SLA1.1.4 (BCC) Progress on RRL Service Level Agreements reported biannually to member Councils

December	June
The Riverina Regional Library (RRL) Service Level Agreement biannual progress report for	
the January - June 2020 period was distributed electronically to member Councils on 4	
August 2020. The report is also available on the DECure portal of the RRL website.	

SLA1.2.1 (BCC) Provide and maintain RRL internal delivery service vehicle

December	June
The Internal Delivery Service (IDS) vehicle has undergone a regular schedule of services and	
maintenance throughout this review period and pre-start safety checks are completed	
each day in accordance with Heavy Vehicle Chain of Responsibility compliance. The current	
vehicle (Hyundai iLoad) was purchased in February 2020, however, due to the COVID-19	
library closure period, did not begin service until 1 June 2020.	

SLA1.2.2 (BCC) RRL internal delivery service provided in accordance with prescribed delivery schedule

December	June
The Internal Delivery Service has procedures and policies in place to ensure that it runs in	
accordance with the prescribed delivery schedule. There are a number of relief drivers, and	
a hot weather policy for optimum work, health and safety requirements for staff. The	
service has been provided in accordance with the delivery schedule and continues to be an	
effective channel of communication between branch libraries and RRL Administration	
Centre staff. IDS drivers continue to comply with the COVID-19 hygiene safety checklist	
which was implemented from 1 June 2020.	

SLA3.2.1 (CSO) Shelf ready provision of collection items funded from the RRL collection resources budget

December	
Cataloguing and processing	of new stock occurs externally with the Local Government
Procurement preferred vend	dors. During the July - December period, 11,545 new items
were added to the RRL data	base and delivered directly to the branch libraries.
Quality control checks are p	erformed regularly with items continuing to be processed to a
	t external key performance indicator for monitoring the percent
of the budget spent is 'adhe	erence to quarterly supply volume specification' whereby the
suppliers have spent 100% of	of the RRL budget by the end of the financial year.
The figures are for the July-I	December period are as follows:
Bolinda	58%
MDM Entertainment	47%
Peter Pal	54%
Ulverscroft	4%*
•	ID-19 restrictions and transport logistics from the United
Kingdom, supply of stock fro	om Ulverscroft has been limited. However, at the time of
reporting, stock supply has i	increased significantly and it is expected that the supply volume
specification target will be o	on track for next round of reporting.

SLA3.2.2 (CSO) Shelf-ready processing of collection items not funded from the RRL collection resources budget

December	June
During the July - December period, 1,017 items were catalogued and processed by the	
Collection Services Officer and the Support Services Officer, all within the allocated time	
frame. Quality items continue to be received including DVDs, Adult and Junior Fiction and	
Local History items that will be popular among borrowers and further enhance the RRL	
collection.	

Outreach and Promotions

SLA2.1.1 (OPO) Inter library loan (ILL) requests responded to in accordance with SLA provisions

December	June
All inter library loan requests during the period from July-December were actioned within four working days. During this period, the Outreach Services Team supplied 192 items to libraries throughout Australia. On behalf of Riverina Regional Library members, 115 items were issued to members in this reporting period from other library services. Four branches requested inter library loans on behalf of their members with Cootamundra and Wagga Wagga having the highest request rate. Inter library loans continues to be a well-utilised service for our members.	

SLA2.1.2 (OPO) Branch reservation requests responded to in accordance with SLA provisions

December	June
The Outreach and Promotions Team have maintained a record of actioning requests within	
48 hours during this reporting period for branch reservation requests. The number of tubs	
delivered to branches of the Riverina Regional Library during the July- December period	
was 6,300.	

SLA2.1.3 (OPO) Information and digital engagement services staff training offered

December	June
All staff training days normally planned for the year were unable to go ahead due to the	
Covid-19 social distancing restrictions that continue to be placed on gatherings and	
meetings.	

SLA2.2.1 (CYSL) Children's Storytime kits delivered as required

December	June
During the Covid-19 pandemic the delivery of the Storytime kits continued to be more	
creative as the RRL's Children's and Youth Services Librarian presented and delivered pre-	
recorded online Storytimes via facebook at most branch library requests. Online Storytimes	
were accompanied by a FREE craft to collect from the library when members borrowed	
books. As communities are responsive to familiar faces, RRL encouraged and assisted	
libraries with technological advice to use the Storytime kits to record online Storytimes,	
and also visited and assisted a branch with recording. Storytime kits continued to be	
delivered to branches on demand and several library staff have advised that the videos	
proved to be helpful for staff training for furture Storytime delivery. Towards the end of	
the year physical Storytimes were beginning to resume with strict COVID safety rules in	
place. Singing was replaced with other activities from the kits and with Christmas around	
the corner communities welcomed Storytime back with gusto!	

SLA2.2.2 (CYSL) Programs provided in accordance with SLA provisions

December	June
The programs RRL provided across the region did not falter during the pandemic. They	
were many and varied to cater for all ages, skills and assorted interests. Not only did	
Outreach Service's further develop online programming with both S.T.E.A.M and Storytime,	
they developed Craft-to-go and activity kits such as Marbleous Mugs, You've Got Mail	
Penpals, Macrame Keychains, Decoupage Bangles and a Santa bag of Christmas crafts. One	
of the most popular activities was a new program called ONLINE BINGO; "Just wanted to	
say what a hit the Bingo is! The kids absolutely love it." (Gundagai)	

Digital Engagement

SLA3.1.1 (DEC) Library management system (LMS) hardware provided in accordance with RRL ICT Services Plan

December	June
Hardware refresh has been completed at all branches.	

SLA3.1.2 (DEC) Library management system (LMS) licensing provided in accordance with RRL ICT Services Plan

December	June
A review of the licences is being conducted. DEC has become aware of ways in which to	
reduce licence usage and is in discussions with Insight Informatics to reduce annual	
subscription costs.	

SLA3.1.3 (DEC) Library management system (LMS) support enquiries responded to in accordance with SLA provisions

December	June
There are no outstanding LMS enquiries that have not been addressed, nor were there any	
enquires made that were not responded to within the SLA for July-December. Several	
enquiries have been put through as Feature Requests.	

SLA3.1.4 (DEC) RFID hardware and software support enquiries responded to in accordance with SLA provisions

December	June
Restructuring of the service provision of support for RFID devices has been made. Many	
alterations to the setup within FE Technologies' systems. These changes have enabled the	
creation of customer accounts for each LGA and a direct line of support for the branch	
libraries to FE Technologies. DEC is still assisting where needed however has been	
encouraging branches to raise issues directly with FE Technologies to expedite the	
resolution of issues.	

SLA3.1.5 (DEC) IT training and support provided across library management system (LMS) applications

December	June
Following the recommencement of regular hours and staff activity, training has been	
provided by DE staff to new members of staff at multiple locations.	
With the launch of the Solus Library App, a guide was provided to all library staff on how to	
perform many regular actions within the app.	

SLA3.1.6 (DEC) Library management system (LMS) procedural guides provided and maintained

December	June
Procedures and documentation are continuously being reviewed and the implementation	
of a documentation management platform, Confluence, has been conducted.	
This resource will be available to all staff and will enable maintenance of the	
documentation to occur more frequently and efficiently. It will largely replace the staff	
portal as it has many benefits over it. Details and training will be provided once all current	
documentation has been transferred and updated.	

SLA3.1.7 (DEC) Library management system (LMS) upgrades applied in accordance with SLA provisions

December	June
Since the transition to a hosted environment Library Management System (LMS) upgrades	
are managed by the LMS provider and occur incrementally out of business hours.	

SLA3.1.8 (SEO) Library management system (LMS) reports provided in accordance with SLA provisions

December	June
Various reports are available for RRL Staff to access as required within the LMS. These	
reports assist in day to day functions within the branch libraries eg, money reconciliation,	
reservations on shelf, general loan and member statistics. Reports are routinely added and	
updated as required.	

SLA3.3.1 (SEO) Commitment to ongoing provision of eResources across the RRL region

December	June
RRL provide a wide range of eResources for use by members across the region including	
information and leisure resources. These are systematically reviewed to maintain a	
relevant and popular collection.	

SLA3.3.2 (SEO) eResources training provided in accordance with SLA provisions

December	June
RRL staff continue to assist branch library staff to ensure they have the skills to be able to	
assist members with their eLibrary enquiries as per the Riverina Regional Library Customer	
Enquiries Workflow Protocol. Staff are encouraged and mentored when necessary in the	
functionality of eResource products and are available to trouble shoot on more complex	
issues if they arise.	

SLA3.4.1 (ED) Provide and maintain mobile library vehicle

December	June
The Mobile Library received scheduled service and maintenance during the July -	
December period. Since its major maintenance and refurbishment in June 2020, the Mobile	
Library has resumed its schedule with minimal interruption.	

SLA3.4.2 (ED) Provide mobile library service in accordance with RRL agreement and mobile library schedule

December	June
Seven of RRL's ten member Councils are currently served by the Mobile Library. The overall	
level of satisfaction with the Mobile Library service is very high. The service is currently	
fully subscribed which allows little room for any major changes to scheduling.	
The Mobile Library continues to have the highest turnover rate of all library collections	
across the region, reflecting its value to the communities using the service.	

8.13 Children Services March 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 Resource Unit, Vacation Care and Toy Library services)

Author: Children Services Coordinator

Recruitment

Positions for an Administration Trainee and Certificate 3 in Children Services Trainee were advertised during March with recruitment process to continue into April.

Staff Training

All staff are registered with the ECA Learning Hub. The Early Childhood Australia *Learning Hub* is a leading provider of online professional *learning* for educators and teachers working with young children. During the school holidays all staff have appointed webinars to take part in to ensure professional development is maintained.

The Children Services Coordinator, Senior Early Childhood Teacher and Mobile Resource Unit Play Session Leader attended a Directors meeting at Forbes Preschool 9th March to network with regional service leaders.

Staff representing all services participated in an Introduction to Mindfulness webinar on 23rd March.

Renovations

The installation of new vinyl flooring throughout the Children Services Unit building has commenced. It is due for completion once kitchen repairs are completed. The new flooring throughout the entire building (excluding wet areas) will improve hygiene and give the service a fresh new look. See picture at right.



It Takes A Village

Toy Library interest has increased in out of town venues. Several participants have requested toy library catalogues to take home.

The Toy Library room has been restructured for ease of use due to staff feedback.

ITAV is in the process of considering Barmedman as a township for a new ITAV session. A venue has been sourced and a distribution method for an expression of interest for community members established.

ITAV visited the Local Land and Aboriginal Council and several families participated in the session. The Weethalle session had a small number of participants. The Tallimba session was postponed due to flooding on the roads.

Mobile Resource Unit

Ungarie Preschool

Lake Cowal Conservation Centre presented an incursion for the children at Ungarie Preschool.

An Inclusion support funding application has been granted for Ungarie Preschool and an additional application for a Friday Class is underway.

Educators were busy finalising programs for the end of term as well as preparing and completing Easter and Mother's Day craft activities.

During week 9, Wednesday 24th and Thursday 25th March Ungarie Central School closed due to the flooding at Ungarie. The flooding resulted in low attendance at Ungarie Preschool, four to three children for both days.

A Special Person's Afternoon Tea was held on 18th March, which was an opportunity for children to show their families throughout Ungarie Preschool, the resources they like to play with and for staff and families to chat.

Playgroup

Playgroup continues to provide its service to the communities of West Wyalong, Ungarie, Tallimba and Weethalle and is well received with numbers fluctuating. Educators are feel that some families become overwhelmed by the amount of people and are choosing to attend the quieter sessions. Educators have also received positive feedback about the indoor/outdoor program introduced in West Wyalong which is part of the COVID Safe plan. Wet weather and flooding on roads caused the cancellation of playgroups scheduled for Monday 22nd March and Tuesday 23rd March.

Vacation Care

The Vacation Care program for the April school holidays was advertised and enrolments taken. School aged children were able to take part in a variety of activities within the community including a Splatter Gallery art session, fishing at the Wetlands and an excursion to Lake Cowal Conservation Centre.

Bland Preschool

Preschool Enrolments:

Monday/ Tuesday Bilby: 20 children

• Wednesday/ Thursday Bilby: 16 children

Wednesday/ Thursday Gecko: 18 children

Friday Bilby: 20 childrenFriday Gecko: 20 children

Throughout Term 1 classes participated in the following excursions/incursions:

Monday / Tuesday Bilby - Yoga 1st March, 15th March, Splatter Gallery 9th March, 15th March and Library 22nd March.

Wednesday/ Thursday Gecko - Yoga 11th March and Library 31st March.

Wednesday/ Thursday Bilby - Yoga 4th March, 18th March, Splatter Gallery 10th March and

Library 24th March

Special Person's Afternoon Teas were held for each class on varying afternoons throughout March. This was an opportunity to support staff and family relationships and introduce families to the Preschool environment and program. See picture at right.

Bland / Temora Family Day Care

The service celebrated a Family Day Care Educator's 25 years of service on the 1st of March. To celebrate this amazing milestone, the Coordination Unit wrote an article to be published in the FDCNSW Connections magazine, along with a beautiful photo of the educator and the children she is educating and caring for now. This article is also on the council website. See picture at right.

Family Day Care has been notified of an upcoming Assessment & Rating visit by an

Early Education and Care Directorate Authorised Officer to be held over a two to three day duration in the coming three months. The Coordination Unit has submitted the Self Assessment tool and is now gathering evidence ready for the visit.

The Family Day Care section of the Council website has been updated and is looking great.

The first face to face staff meeting with our Educators was held this month since Covid-19 started. There was positive feedback from one Educator regarding the meeting saying she is feeling very inspired.

A Children Services Unit Educator spent a week with Family Day Care as a university placement student to contribute towards a subject on leadership.





8.14 Bland Community Care Services Update



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

DP1- Ensure health and support services address the needs of the community

Author: Community Care Coordinator

Group activities at Bland Community Care Centre remain on hold at this time, it is planned that these will recommence once the internal building upgrades are completed. It is anticipated that these works will be finalised within the next couple of weeks. All Group participants have been contacted and advised of the same.

External painting is to commence within the next 2 weeks and landscaping within the next month. The majority of furnishings have arrived and will start to be placed in the coming weeks.

Referrals for yard maintenance and personal alarms remain high. There has been a significant increase in requests for advice and assistance on the My Aged Care processes. Seeing multiple referrals made each week to assist with these enquiries.

An additional position has been successfully appointed for a Team Leader role within Community Care. The role will commence on Monday the 19th April. This will enable the Coordinator Community Care to continue work on the quality assurance aspects of the business while ensuring service clients receive the ongoing support they need.

8.15 Technical Services Report



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

DP9.1Responsibly 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 8.3.2021

- Graders
 - Quandialla Road
 - Racecourse Road
 - Kolkilbertoo Road
- Gravel Carting
 - Ditchfields Lane
- Maintenance Crews (Bobcat/Backhoe)
 - Quandialla Road

2. Council Road Crew Locations Week Commencing 15.3.2021

- Graders
 - Quandialla Road
 - Ungarie Shoulders
 - Kolkilbertoo Road
- Gravel Carting
 - Quandialla/Wargin
- Maintenance Crews (Bobcat/Backhoe)
 - Rural Roads

3. Council Road Crew Locations Week Commencing 22.3.2021

- Graders
 - Quandialla Road
 - Ungarie Shoulders
 - Kolkilbertoo Road
- Gravel Carting
 - Quandialla/Wargin
- Maintenance Crews (Bobcat/Backhoe)
 - Quandialla Road

4. Biosecurity Weeds/Environmental

- High Risk Pathway Inspection MR371, Mid Western Highway, Newell Highway, 57Nth, MR231, Goldfields Way, Mary Gilmore Way, East/West, Quandialla Road, MR368,
- Training Biosecurity Training
- Council Land Inspections Sale yards, Wet Lands, Mirrool Tip, Kikoira Tip, Tallimba Tip, Ungarie Tip, Weethalle Tip.
- Mowing Shoulders MR231, Merringreen Road, Bena Road, Berendeba Road, Naradan Road, Kikoira Road, Dundas Road, Brolga Road.

- Shoulder Spraying Greens Lane, Alleena Road, Womboyne Road, Blow Clear Road, Tallimba Road, Bonehams Lane, Bellarwi Road, Clear ridge Road.
- Cat Heads / Khaki Weed Barmedman, Ungarie
- Spraying West Wyalong Cemetery, Ungarie drains, Barmedman drains, West Wyalong lanes.
- The following Biosecurity weeds and other controls were undertaken:-
 - Bathurst Burr Euroka Road, Grahams Lane, Mary Gilmore Road, Williams Crossing Road, Waarbilla Road.
 - Gal Burr Alkaville Road.
 - Silverleaf Nightshade Naradhan Road, McCartens Lane, Talleeban Road, Bradburys Lane, Gibbons Lane, Worners Lane, Slatterys Lane, Wilsons Lane, Dansons Lane, Girral Road, Cunningtons Lane, MR57 North, Robbs Lane, Russells Lane, Deacons Lane, Kikoira Road, Henleys Lane, Newell Highway.
 - Coolatia Grass Pfeiffers Lane.
 - Devils Claw McCartens Lane.
 - Buffalo Burr Dansons Lane, Hollands Lane, Bena Road.
 - Thornapple Newell Highway.

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 checked
- Weed spraying carried out

6. Park maintenance

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained
- Maintenance to Herridge park, Cooinda park, Wyalong court house
- Lawn and monument cemetery maintenance works carried out
- Public amenities cleaned and maintained
- Playground inspections completed
- Graves back filled at cemetery and tanks pumped out
- Aero drome inspections carried out
- Repair Boundary pump main line blowouts

7. Ovals maintenance

- maintenance to sporting ovals and surrounds
- Irrigation checks carried out on all ovals and surrounds
- Broad leaf weeds sprayed at all sports grounds
- Pump filters cleaned inspected and maintained

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 cold mix and jet patcher
- · Clean out town drains
- Aerodrome slashing inspections and maintenance work carried out
- Back filled low areas on nature strips
- Street sweeper operating in town and villages
- Pre-school maintenance carried out
- Spraying aerodrome and town drains/nature strips
- · Second tractor set up for slashing
- Fill in for garbage truck operations

8.16 Development Services Activity Report – March 2021



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 March 2021:

Application	Address	Development
No.		
DA2021/0086	Old Hospital Road, West Wyalong	Subdivision – Community Title (Creation of ten Lots)
DA2021/0087	10 Tallimba Road, West Wyalong	Extension of two (2) water storage facilities
DA2021/0091	148 Railway Road, West Wyalong	Alterations & additions to an essential services depot
DA2021/0092	15 Ariah Street, Mirrool	Storage shed
DA2021/0093	53 Bellarwi Road, West Wyalong	Carport
DA2021/0094	50 Park Street, West Wyalong	Commercial pergola
DA2021/0095	55 Park Street, West Wyalong	Storage shed
DA2021/0096	2 Charles Place, West Wyalong	Storage shed

The following DA applications were approved during March 2021:

Application No.	Address	Development
DA2021/0072	19 Court Street, West Wyalong	Installation of two manufactured homes
DA2021/0074	99 Queen Street, Barmedman	Installation of a manufactured home
DA2021/0076	51 Operator Street, West Wyalong	Demolition of an existing dwelling and construction of two (2) new single storey residential dwellings
DA2021/0078	23 Railway Street, Weethalle	Change of use to a food and drink premises including gift shop
DA2021/0079	5 Boundary Street, West Wyalong	Residential alterations and additions (Entertainment area)
DA2021/0080	8 Charles Place, West Wyalong	New residential single storey dwelling
DA2021/0081	59 Operator Street, West Wyalong	Alterations and additions to an existing dwelling
DA2021/0084	60 Court Street, West Wyalong	New storage shed
DA2021/0085	40-42 Gilbert Street, Wyalong	New single storey residential dwelling and storage shed
DA2021/0086	Old Hospital Road, West Wyalong	Residential subdivision – Community Title (Creation of ten (10) additional Lots)
DA2021/0087	10 Tallimba Road, West Wyalong	Extension of two (2) water storage facilities
DA2021/0092	15 Ariah Street, Mirrool	New storage shed
DA2021/0093	53 Bellarwi Road, West Wyalong	Carport
DA2021/0094	50 Park Street, West Wyalong	Commercial alterations and additions (Pergola)

Building Inspections

The following inspections were carried out by Council during March 2021:

Inspection Type	Number
Pre-Lodgement	4
Site	14
Pier Holes	4
Strip Footings	1
Slab/Coping	6
Frame	6
Hot & Cold	4
Wet Areas	8
Drainage/Plumbing	5
Stormwater	6
Final	3

Regulatory Activities Update

Dog Attacks

There were no dog attacks reported during March 2021.

Companion Animal Seizure and Impound Activities March 2021

Seizure Activities:	Dogs	Cats
Seized	9	0
Returned to Owner	7	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	7	1
Incoming Animals		
Transferred from Seizure Activities	2	0
Dumped at Pound	15	4
Surrendered	1	0
Total Animals in Pound	25	5

Outgoing Animals		
Released to Owner	1	0
Euthanased	0	0
Rehoused	22	0
Sold	0	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	23	0
Animals in Pound at end of Month	2	5

