



Bland Shire Council
Business Paper
Ordinary Council Meeting
20 July 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 Council	6972 2266	council@blandshire.nsw.gov.au	www.blandshire.nsw.gov.au
ICAC	8281 5999 Toll Free: 1800 463 909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	4428 4100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	9286 1000 Toll Free: 1800 451 524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au

Common Acronyms Used in Bland Shire Council Reports and Documents

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

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

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

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

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

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

20 July 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

Mayor 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 15 June 2021

- Corrections
- Business Arising
- Confirmation

4.0 DISCLOSURES OF INTERESTS

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

5.0 PRESENTATION(S) AND PUBLIC FORUM

6.0 MAYORAL MINUTE(S)

6.1 End of Term Report 2016-2021

In accordance with the Office of Local Government reporting requirements, tabled tonight as the last meeting of the outgoing council, is the End of Term report. The document reports on the council's progress in implementing the Community Strategic Plan over the 2016 to 2021 period and includes the outcomes and results for the community and council as a result of the activities undertaken.

The End of Term report is clear evidence that the community has been well served by this Council and that by establishing community partnerships and working together to improve our quality of life we have achieved many great accomplishments for our residents and visitors to the Bland Shire. Like any democratic process clear differences of opinion have been evident on some issues however the majority of decisions made over the last term have been unanimous.

I commend the report to you and in doing so thank those Councillors who have actively committed themselves to their Councillor role. I would also like to thank the Council staff for their continued efforts and great work. I wish the next Councillors and Council staff all the best for the upcoming term.

Recommendation:

That the Bland Shire Council End of Term Report for the period 2016 to 2021 as tabled at this meeting be noted and published in the Annual Report due 30 November 2021.

7.0 REPORTS OF COMMITTEES

8.0 REPORTS TO COUNCIL

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9.0 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

9.1 Cinema Contract – Independent Audit (Councillor Thomas)

9.2 Project Status Reports (Councillor Thomas)

9.3 Emergency Services Levy (Councillor Lord)

9.4 Covid-19 Grant Program (Councillor Lord)

10.0 CONFIDENTIAL MATTERS

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

10.1 West Wyalong Community Theatre – Contract Details

Local Government Act 1993 (section 10A (2))

The matters and information are the following:

(e) information that would, if disclosed, prejudice the maintenance of law,

10.2 Voluntary Planning Agreement – Evolution Mining

Local Government Act 1993 (section 10A (2))

The matters and information are the following:

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

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

11.0 CONCLUSION OF THE MEETING

REPORTS OF COMMITTEES



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

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

Committee	Date/s	Minutes attached
Audit, Risk & Improvement Committee	July 2021	See item 8.12
Australia Day Awards Committee of the Whole <i>(Whole Council)</i>	November/December 2021	
Australian Rural Roads Group Inc <i>(Mayor Monaghan, Cr McGlynn - alternate, Cr Thomas - alternate)</i>		
Bland Rural Fire District Zone Liaison Committee <i>(Cr Keatley)</i>		
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Baker)</i>		
Community Reference Group <i>(Whole Council)</i>	8 th June 2021 9 th November 2021	✓
Country Mayors Association of NSW <i>(Mayor Monaghan)</i>	6 th August 2021	
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Monaghan, Cr Thomas - alternate)</i>	29 th June 2021	
Goldenfields Water County Council Board <i>(Cr McGlynn)</i>	24 th June 2021 3 rd August 2021	✓
Lachlan Valley Noxious Plants Advisory Committee <i>(Cr Crowe)</i>		
Local Traffic Advisory Committee		
Murrumbidgee Primary Health Network Board <i>(Cr Monaghan)</i>		

Newell Highway Taskforce <i>(Cr Lord)</i>		
NSW Association of Mining & Energy Related Councils (MERC) <i>(Cr McGlynn, Cr Thomas - alternate)</i>		
NSW Public Libraries Association <i>(Cr Wyse)</i>		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Monaghan)</i>	25 th June 2021	✓
Riverina Joint Organisation <i>(Mayor Monaghan)</i>	25 th June 2021	✓
Riverina Regional Library Advisory Committee <i>(Cr Wyse)</i>	31 st March 2021	✓

Recommendation:

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

**MINUTES OF THE BLAND SHIRE COMMUNITY REFERENCE GROUP MEETING
HELD IN THE BLAND SHIRE COUNCIL CHAMBERS ON TUESDAY 8 JUNE 2021
COMMENCING AT 6.30PM**

Present:

Amanda Stitt, Tegan Haswell, Annalise Stokes, Loudy Bishop, Trish Stokes, Marika Bishop, Marcus Wilson, Noah Harris, Will Tulloch, Diana Hanlon, Gail Platz, Jorja Hill, Brent Russell, Cr Brian Monaghan (Mayor), Cr Tony Lord, Cr Murray Thomas, Cr Kerry Keatley, Cr Bruce Baker, Cr Penny English, Cr Rodney Crowe, Ray Smith (General Manager), Alison Balind (Director Corporate Community Services), Craig Sutton (Community Relations Officer), Rebecca McDonnell (Community Development Officer).

WELCOME

Mayor Brian Monaghan welcomed everyone to the meeting at 6.32pm.

APOLOGIES

Cr Jan Wyse, Cr Liz McGlynn, Julia Moore.

BUSINESS ARISING

1. Tree Lopping Under Powerlines

General Manager Ray Smith advised that representations had been made to Essential Energy which advised that maintenance around powerlines was a priority rather than aesthetics. Council will continue to make representations.

2. Main Street Upgrade

Mayor Brian Monaghan advised that Council staff are currently preparing a scope of works and costings. The Mayor said Council will need to consider a range of issues including services underneath.

3. Stars of Business Walk

The proposal will be considered as part of the proposed Main Street upgrade.

NEW BUSINESS

4. Bland Shire Youth Initiatives

A number of local youth representatives addressed the meeting about the need for a youth space in West Wyalong. The group noted that they have a petition record of over 120 signatures of youth aged between 12 – 18 years who support the development of a youth centre.

The representatives advised they had formed an advisory group and had been working with Council staff to develop the proposal, with the main aim of the space to provide a safe haven for young people and be able to accommodate a variety of activities and events.

The group took turns to speak and advised they supported utilising an existing space initially to demonstrate viability before considering a more permanent location in the future.

5. Public Art – Bird murals

Amanda Stitt suggested Council consider painting a mural depicting local birds on a privately owned fence along the green corridor and shared photographs from the area attendees.

Council will endeavour to contact the owner and investigate further.

6. Public Art – White Tank Hotel

Rebecca McDonnell and Craig Sutton addressed the meeting regarding a proposal to paint a giant mural on the western wall of the White Tank Hotel.

The meeting was advised that the owners of the building were supportive of the proposal and working with the community to develop a design.

It was suggested that the project be conducted in a similar manner to the Weethalle Silo Art project where a small committee is formed to develop a concept design, call for expressions of interest and draft designs from artists and adopt a preferred artist and design.

Councillor Tony Lord said that an annual budget allocation for public art could potentially be used to fund the project.

7. Approach to Cemetery – Fallen Trees

This item was put forward by Julia Moore who was an apology at the meeting.

Following discussion it was agreed to examine the possibility of clearing the fence line and table drains in the surrounding areas.

8. Goldfields Way – Town Entrance

This item was put forward by Councillor Liz McGlynn who was an apology at the meeting. It was agreed to defer discussion to a future meeting.

GENERAL BUSINESS

9. Main Street lighting

Amanda Stitt remarked that the new lighting in Main Street looks “wonderful” and asked if additional lights could be installed. It was agreed to consider additional lighting in the Main Street upgrade.

10. Memorial Arch

Amanda Stitt congratulated Council on its work at the Memorial Arch along the green corridor.

11. Art panels – Bland Shire Library and Visitor Information Centre

Councillor Penny English suggested Council consider installing artwork panels on the outside walls of the library, potentially featuring indigenous artwork, to make it more visibly appealing to locals and visitors.

12. Maps on tourism information boards

Diane Hanlon said that the maps on some of the tourist information boards are confusing and point in the wrong direction to Ungarie and Forbes.

DATE OF NEXT MEETING

The next Community Reference Group meeting will be held on Tuesday 9 November 2021 at the Bland Shire Council Chambers at 6.30pm.

CLOSE

There being no further business the meeting closed at 7.26pm.

The meeting commenced at 10.00am.

PRESENT

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

ALSO IN ATTENDANCE

Mr A Drenovski (General Manager), Mr G Veneris (Production and Services Manager), Mr T Goodyer (Operations Manager), Mr G Carr (Administration Coordinator), Mr Ray Graham (Interim Engineering Manager), Mrs A Coleman (Executive Assistant).

21/038 RESOLVED on the motion of Crs McGlynn and Callow that Cr Armstrong be granted permission to attend the Council meeting via Zoom due to extenuating circumstances.

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

21/039 RESOLVED on the motion of McCann and Sinclair that the there are no leave of absence or apologies.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. PRESENTATIONS

Nil

4. DECLARATION OF PECUNIARY INTERESTS

Nil

5. DECLARATION OF NON PECUNIARY INTERESTS

Nil

6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 22 April 2021

BOARD RESOLUTION

21/040 RESOLVED on the motion of Crs Callow and Sinclair that the minutes of the meetings held on the 22 April 2021, having been circulated and read by members be confirmed.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 24 June 2021**

7. BUSINESS ARISING FROM MINUTES

Nil.

8. CORRESPONDENCE

Two items of correspondence are attached, congratulating Goldenfields on being awarded the Voice Projects Best Workplace Award of 2020.

REROC

RIVERINA EASTERN REGIONAL
ORGANISATION OF COUNCILS

10 May 2021

Cr Dennis Palmer
Chairperson
Goldenfields Water County Council
PO Box 220
TEMORA NSW 2666

GOLDENFIELDS WATER		
13 MAY 2021		
DOC	FILE	REFER

PO Box 646
Wagga Wagga NSW 2650
ph: (02) 6931 9050
fax: (02) 6931 9040
email: mail@reroc.com.au
website: www.reroc.com.au
ABN: 91 443 421 423

Dear Dennis

It is with a great deal of pleasure that we write on behalf of the Board of the Riverina Eastern Regional Organisation of Councils to congratulate Goldenfields Water on winning the Voice Project's Best Workplace of 2020 Award.

The Award recognises Goldenfields commitment to effective management practices including articulating and communicating overall direction, assessing and providing adequate resources, and supporting employees in learning and in career development more broadly.

Attracting and retaining staff for rural and regional councils is always a challenge. Awards such as this are important in recognising the efforts that local government is making to ensure that staff feel supported, empowered and engaged as they help create the communities that we live and work in. We are proud that one of our own Member Councils have been recognised for its outstanding work in this area.

We extend our congratulations to all the Goldenfields' staff who have demonstrated through their actions that they are committed to driving the Organisation's performance forward.

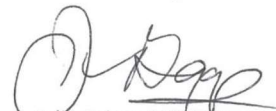
We look forward to your continued involvement in REROC's activities and wish you the very best for the future.

Yours sincerely



Cr Rick Firman OAM
Chairman

Yours sincerely



Julie Briggs LLM MBA
Chief Executive Officer

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 24 June 2021**



Our Ref: SC55658/JL
(in reply please quote)

Mr Aaron Drenovski
General Manager
Goldenfields Water County Council
PO Box 220
TEMORA NSW 2666
[REDACTED]

Dear Mr Drenovski

Aaron,

I would like to congratulate Goldenfields Water County Council on being awarded Voice Project's Best Workplace Awards for 2020 in recognition of your outstanding levels of employee engagement and satisfaction.

It is a wonderful achievement to have been honoured with this Best Workplace Award.

Goldenfields Water County Council is very fortunate to have such a dedicated team providing valuable management practices to support staff in their professional development.

Congratulations once again.

Yours sincerely

Stephaine Cooke.

Steph Cooke MP
Member for Cootamundra

20.5.21.



Steph Cooke MP, Member for Cootamundra

Young Office: 140 Boorowa Street (PO Box 350) Young NSW 2594 Phone: 6382 2399 Fax: 6382 3144
Junee Office: 25 Seignior Street (PO Box 338) Junee NSW 2663 Phone: 6924 2533 Fax: 6924 1537
f /StephCookeMP @StephCookeMP cootamundra@parliament.nsw.gov.au www.stephcooke.com.au

9. MATTERS OF URGENCY

21/041 RESOLVED on the motion of Crs McCann and Callow that the late items of Update Rosehill Easement Negotiations and Change of August Council Meeting Date be permitted.

10. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

11. CHAIRPERSON'S MINUTE

Nil

12. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION – 10.04am

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

BOARD RESOLUTION

21/042 RESOLVED on the motion of Crs Callow and Stadtmiller that Council move into **CONFIDENTIAL SESSION**.

13. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

13.1. MATTERS SUBMITTED BY ENGINEERING MANAGER

13.1.1. UPDATE ROSEHILL EASEMENT NEGOTIATIONS

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

- g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,*

BOARD RESOLUTION

21/043 RESOLVED on the motion of Crs McCann and Sinclair that the Board note the updated information.

BOARD RESOLUTION

21/044 RESOLVED on the motion of Crs Armstrong and Stadtmiller that there being no further confidential items that the Board revert back to Open Session, and that the resolutions made in Confidential Session be made public.

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

14. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

14.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

14.1.1. COUNCIL CASH AND INVESTMENTS

BOARD RESOLUTION

21/045 RESOLVED on the motion of Crs Stadtmiller and McGlynn that the report detailing Council Cash and Investments as at 31st May 2021 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments as at 31st May 2021 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

Council's cash and investment portfolio increased by \$250,403 from \$54,717,252 as at 31st March 2021 to \$54,967,655 as at 31st May 2021.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 24 June 2021**

Cash and Investment Portfolio

Type	Rating	SP Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	AA-	A1+	National Australia Bank	At Maturity	9/06/2020	9/06/2021	365	0.98	0.20	\$2,000,000
TD	BBB	A2	P&N Bank	Annual	27/06/2018	28/06/2021	1097	3.15	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2017	12/07/2021	1461	3.45	0.20	\$2,000,000
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	19/08/2021	266	0.48	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	9/12/2020	8/09/2021	273	0.70	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	16/12/2020	28/09/2021	286	0.55	0.20	\$1,000,000
TD	BBB+	A2	BOQ	Annual	29/10/2018	29/10/2021	1096	3.00	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	Annual	15/05/2020	17/11/2021	551	1.55	0.20	\$3,000,000
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	9/12/2021	378	0.48	0.20	\$2,000,000
TD	AA-	A1+	Westpac	Quarterly	16/12/2020	11/01/2022	391	0.49	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/02/2022	395	1.00	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/03/2022	423	1.00	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	16/02/2021	7/04/2022	415	1.00	0.20	\$2,000,000
TD	NR	NR	Judo Bank	Annual	30/03/2021	28/04/2022	394	0.87	0.20	\$4,000,000
TD	BBB	A2	ME Bank	At Maturity	27/05/2021	27/05/2022	365	0.48	0.20	\$4,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2018	12/07/2022	1461	3.50	0.20	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	13/07/2020	13/07/2022	730	0.96	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	23/06/2020	20/07/2022	757	1.23	0.20	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	5/08/2020	7/09/2022	763	0.90	0.20	\$3,000,000
TD	AA-	A1+	NT Treasury	Annual	10/09/2020	15/12/2023	1191	1.00	0.20	\$2,000,000
TD	AA-	A1+	NT Treasury	Annual	28/09/2020	15/12/2024	1539	1.10	0.20	\$1,000,000
CASH	A-	A1	Macquarie Bank	Monthly				0.35	0.10	\$5,000,000
CASH	AA-	A1+	CBA	Monthly				0.10	0.10	\$500,000
CASH	AA-	A1+	CBA	N/A				0.00	0.10	\$467,655

TOTAL:

\$54,967,655

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 24 June 2021**

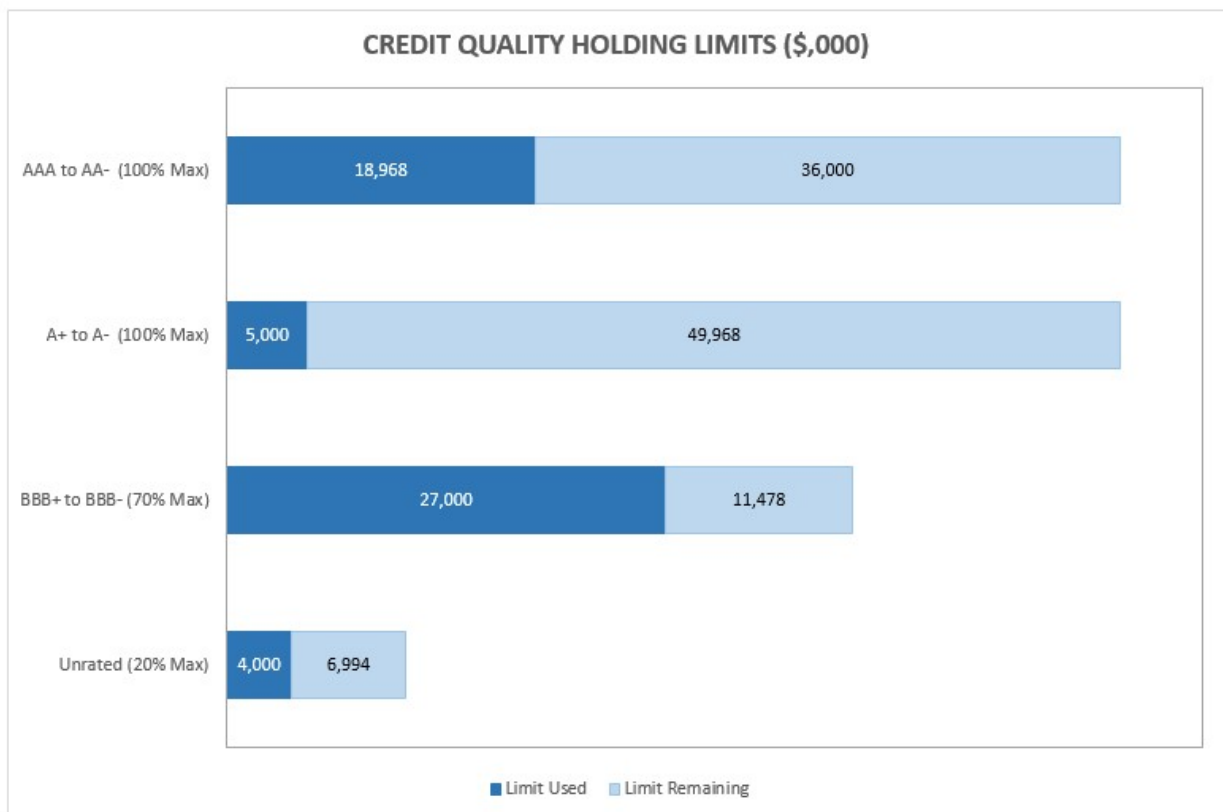
Performance

Goldenfields Water County Council's investment portfolio outperformed the relevant BBSW Index benchmark by 527%. The average weighted yield for May was 1.18%, over an average weighted term of 241 days, with a benchmark of 0.19%.

Total Cost 54,967,655	Total Interest this Financial Year 578,069	Weighted Average Term 241 Days
Total Value 54,967,655	Monthly Interest Received 53,337	Weighted Average Yield 1.18%

Credit Quality Compliance

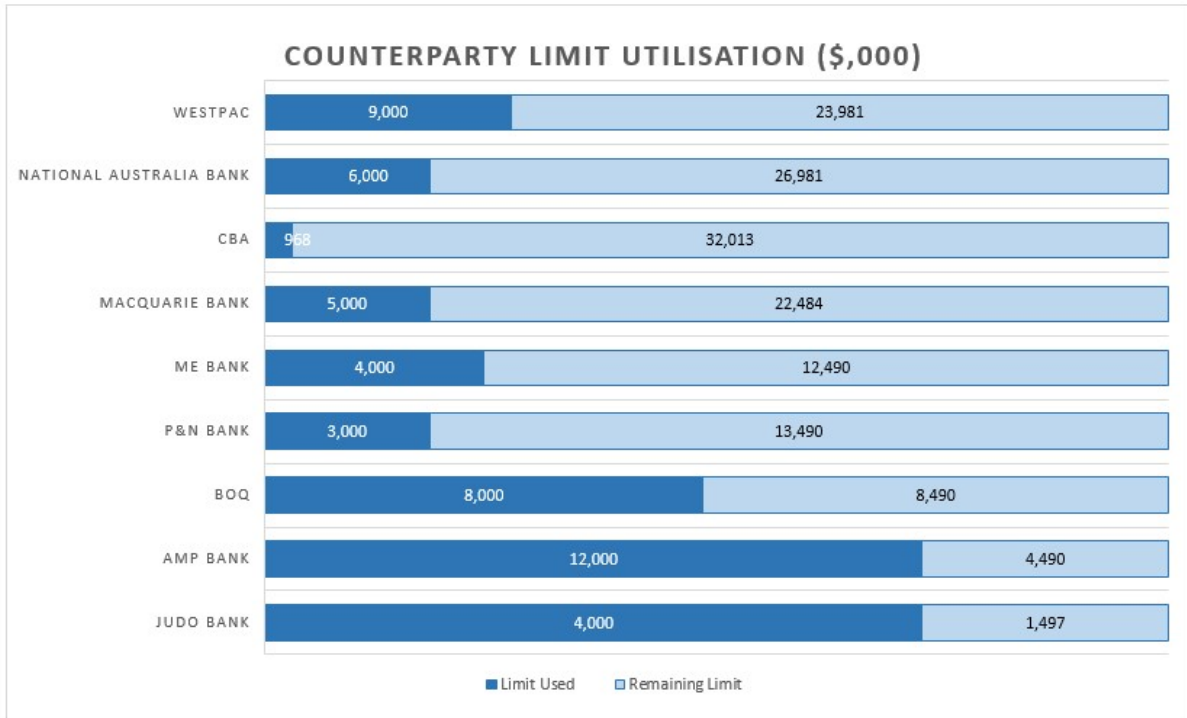
Council's investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



Counter Party Compliance

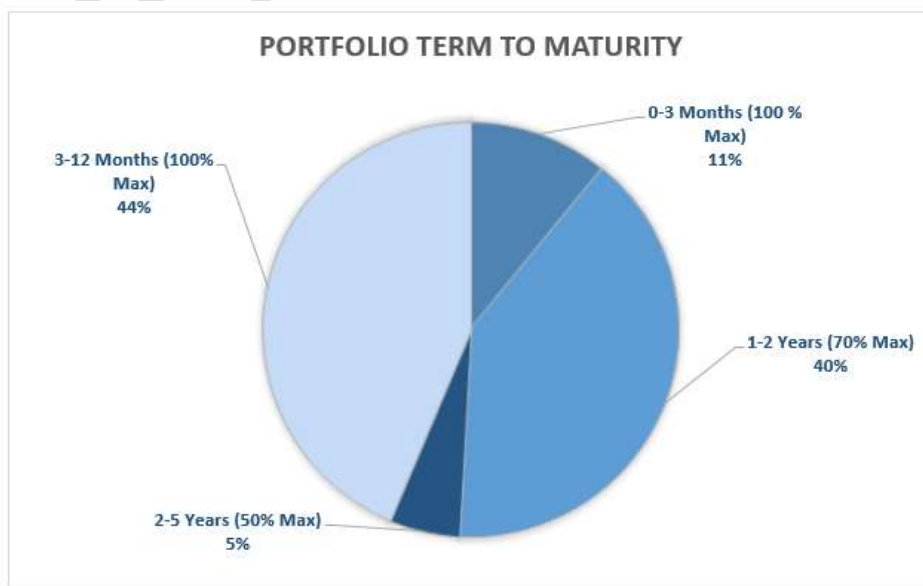
As at the end of May, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on call account balance compared to the total portfolio balance.

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



Term to Maturity

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



Application of Investment Funds

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

Restricted Funds:	
Plant & Vehicle Replacement	1,626,111
Infrastructure Replacement	31,765,360
Employee Leave Entitlement	2,128,849
Sales Fluctuation Reserve	0
Property Reserve	391,890
Unrestricted Funds:	19,055,445
TOTAL	54,967,655

Declaration

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

Signed



Michele Curran
Responsible Accounting Officer

FINANCIAL IMPACT STATEMENT

Council's cash and investment portfolio increased by \$250,403 from \$54,717,252 as at 31st March 2021 to \$54,967,655 as at 31st May 2021.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.1.2. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

21/046 RESOLVED on the motion of Crs Callow and Stadtmiller that the report detailing Council's Capital Works Program as at 31 May 2021 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council's Capital Works Program as at 31 May 2021 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

This report is presented for information on the Capital Works Program year to date progress as at 31 May 2021.

Please note that Committed figures include commitments for a couple of major projects that extend over to next financial year, which inflates the Actual and Committed to Budget progress percentage. These commitments include major contracts for Oura HV and Rosehill Pipeline.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Capital Works Progress Report as at 31 May 2021

TABLED ITEMS: Nil.

14.1.3. DEBT RECOVERY

BOARD RESOLUTION

21/047 RESOLVED on the motion of Crs Callow and Sinclair that the Board receives and notes the update on Debt Recovery.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and notes the update on Debt Recovery.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

From March 2021, Goldenfields Water recommenced debt recovery processes to collect overdue monies owed for water accounts. This was following the directive from the Office of Local Government during COVID and also the change in debt recovery process with the implementation of Authority. Debt recovery processes include the restriction / disconnection of properties and referral to external debt recovery agents.

REPORT

Outstanding water debtors as at 31 May 2021:

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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	Arrears	Interest	Current	Total
Water Billing Debtors	\$ 643,684	\$ 69,572	\$ 1,137,641	\$ 1,850,897
Less:				
Bulk Councils				\$ 355,949
Developer Charges				\$ 671,395
Total Retail Customers				\$ 823,554

Debt recovery action figures for the period March 2021 to May 2021:

NOTICES ISSUED	No. Customers	Outstanding Account (\$)
Final Notice	1771	\$1,219,843.89
Debt Recovery Action:		
Pending Restriction Notice	61	\$148,384.80
Restriction Warning Card	23	\$59,263.25
Physical Restriction / Disconnection	18	\$51,731.70
Payment Arrangements Made	28	\$63,451.82
Total Payments Received (following Debt Recovery Action)		\$45,810.89
RESTRICTION DETAILS		
Properties Paid Prior to Restriction (after Restriction Warning Card)	9	\$12,631.00
Properties Unrestricted	6	\$14,855.49
Properties Remaining Restricted	12	\$36,876.21
Properties Referred to Debt Recovery Agent	0	\$0

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.1.4. COUNCILLORS AND CHAIRPERSON FEES FOR 2021/2022

BOARD RESOLUTION

21/048 RESOLVED on the motion of Crs McGlynn and Callow that:

- 1. Councillors and Chairpersons Fees be increased by 2% for the 2021/2022 financial year as per the Local Government Remuneration Tribunal Determination dated 23 April 2021.**
- 2. The annual remuneration for 2021/2022 is: Councillor \$10,089 and Chairperson \$16,571.40.**

5 in favour. 1 opposed (Cr Sinclair). The motion was declared carried.

Cr McGlynn queried if the Deputy Chairperson could be paid an additional fee in recognition of additional contributions. The General Manager took the question on notice.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That:

1. Councillors and Chairpersons Fees be increased by 2% for the 2021/2022 financial year as per the Local Government Remuneration Tribunal Determination dated 23 April 2021.
2. The annual remuneration for 2021/2022 is: Councillor \$10,089 and Chairperson \$16,571.40.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient operations

BACKGROUND

Section 241 of the Local Government Act 1993 states that annual fees are to be paid to councillors and chairpersons in accordance with categories determined by the Local Government Remuneration Tribunal (the Tribunal), while the setting of the fees is contained within sections 248 and 249 of the Local Government Act 1993.

REPORT

The Local Government Remuneration Tribunal Annual Report and Determination dated 23 April 2021 determined an increase of 2% to mayoral and councillor fees for the 2021/2022 financial year, with effect from 1 July 2021.

For **Table 4: County Councils – Water** the fees are as follows:

	Minimum	Maximum
Councillor	\$1,860	\$10,340
Chairperson - additional	\$4,000	\$16,990

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.1.5. AUDIT RISK AND IMPROVEMENT COMMITTEE

BOARD RESOLUTION

21/049 RESOLVED on the motion of Crs McCann and McGlynn that the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 27 May 2021.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 27 May 2021.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

The Goldenfields Water County Council Audit, Risk and Improvement Committee met on 27 May 2021. Minutes of the meeting are attached for the information of the Board.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Minutes of ARIC Meeting 27-5-21.

TABLED ITEMS: Nil.

14.1.6. PP022 ENTERPRISE RISK MANAGEMENT POLICY

BOARD RESOLUTION

21/050 RESOLVED on the motion of Crs McCann and Sinclair that the Board adopts PP022 Enterprise Risk Management Policy.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopts PP022 Enterprise Risk Management Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

PP022 Enterprise Risk Management Policy was adopted in 2018 and is due for review.

REPORT

A periodic review of PP022 Enterprise Risk Management Policy has been undertaken by management and suggested revisions included for consideration of the board. The policy was endorsed by the GWCC Audit, Risk and Improvement Committee on 27 May 2021.

Amendments to the policy include updating the policy review period to four yearly, minor wording changes to policy content.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP022 Enterprise Risk Management Policy.

TABLED ITEMS: Nil

14.1.7. PP025 BAD DEBT POLICY

BOARD RESOLUTION

21/051 RESOLVED on the motion of Crs Callow and Morris that the Board adopts PP025 Bad Debt Policy.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopts PP025 Bad Debt Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

PP025 Bad Debt Policy was adopted in 2017 and is due for review.

REPORT

A periodic review of PP025 Bad Debt Policy has been undertaken by management and suggested revisions included for consideration of the board.

Amendments to the policy include updating the policy review period to four yearly, minor wording changes to policy content, legislative references, definitions and aligning delegation values to the adopted delegations policy.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP025 Bad Debt Policy.

TABLED ITEMS: Nil.

14.1.8. PP030 CORPORATE CREDIT CARD POLICY

BOARD RESOLUTION

21/052 RESOLVED on the motion of Crs Sinclair and Stadtmiller that the Board adopts PP030 Corporate Credit Card Policy.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopts PP030 Corporate Credit Card Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

PP030 Corporate Credit Card Policy was adopted in 2018 and reviewed in 2020. The introduction of an electronic reconciliation process has initiated another review of the policy.

REPORT

A periodic review of PP030 Corporate Credit Card Policy has been undertaken by management and suggested revisions included for consideration of the board. This review was initiated following the introduction of an electronic reconciliation process being introduced at Goldenfields Water.

Amendments to the policy include updating 6.2 to include ProMaster being used for reconciliations and removing the cardholder agreement, as it is in the procedure.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP030 Corporate Credit Card Policy.

TABLED ITEMS: Nil.

14.2. MATTERS SUBMITTED BY OPERATIONS MANAGER

14.2.1. VALVE MAINTENANCE PROGRAM

BOARD RESOLUTION

21/053 RESOLVED on the motion of Crs McCann and Callow That the on-going valve maintenance program report be received and noted.

Report prepared by Operations Manager

COUNCIL OFFICER RECOMMENDATION

That the on-going valve maintenance program report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in service provision

07 Efficient operations

BACKGROUND

In October 2019 two fixed term labourers were appointed to undertake the Valve Maintenance Program.

REPORT

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

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

To date a total of 8785 have been inspected and serviced, and a number of which have required maintenance, refurbishment and/or replacement.

This program is due for completion October 2021 and is currently on target.

FINANCIAL IMPACT STATEMENTS

The recommendation does not impact on Councils financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.2.2. PP029 PRIVATE WORKS POLICY

BOARD RESOLUTION

21/054 RESOLVED on the motion of Crs McGlynn and Sinclair That Council adopt PP029 Private Works Policy.

Report prepared by Operations Manager

COUNCIL OFFICER RECOMMENDATION

That Council adopt PP029 Private Works Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient operations

BACKGROUND

This Policy sets out Councils position on the undertaking of private works by Council for a person/s or organisation at their request.

REPORT

As part of Council's routine review, it is recommended that this policy be adopted with no amendments made.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS:

PP029 – Private Works Policy

TABLED ITEMS: Nil

14.3. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

14.3.1. WATER PRODUCTION REPORT

BOARD RESOLUTION

21/055 RESOLVED on the motion of Crs McGlynn and Armstrong That the Water Production Report be received and noted.

Cr Morris enquired as to whether high security water licence surpluses could be carried over and whether Goldenfields could lobby for this. The General Manager took the question on notice.

Report prepared by Production and Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Water Production Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

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

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

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

REPORT

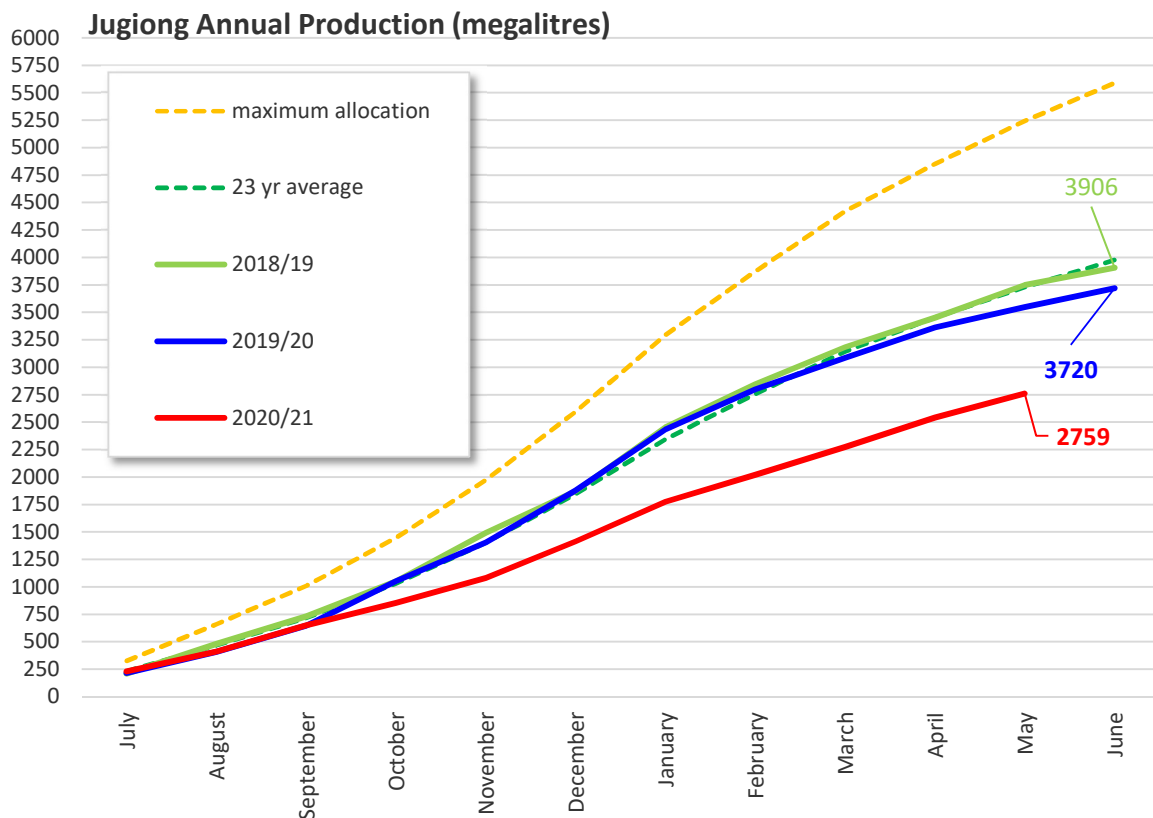
Jugiong drinking Water Scheme

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

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

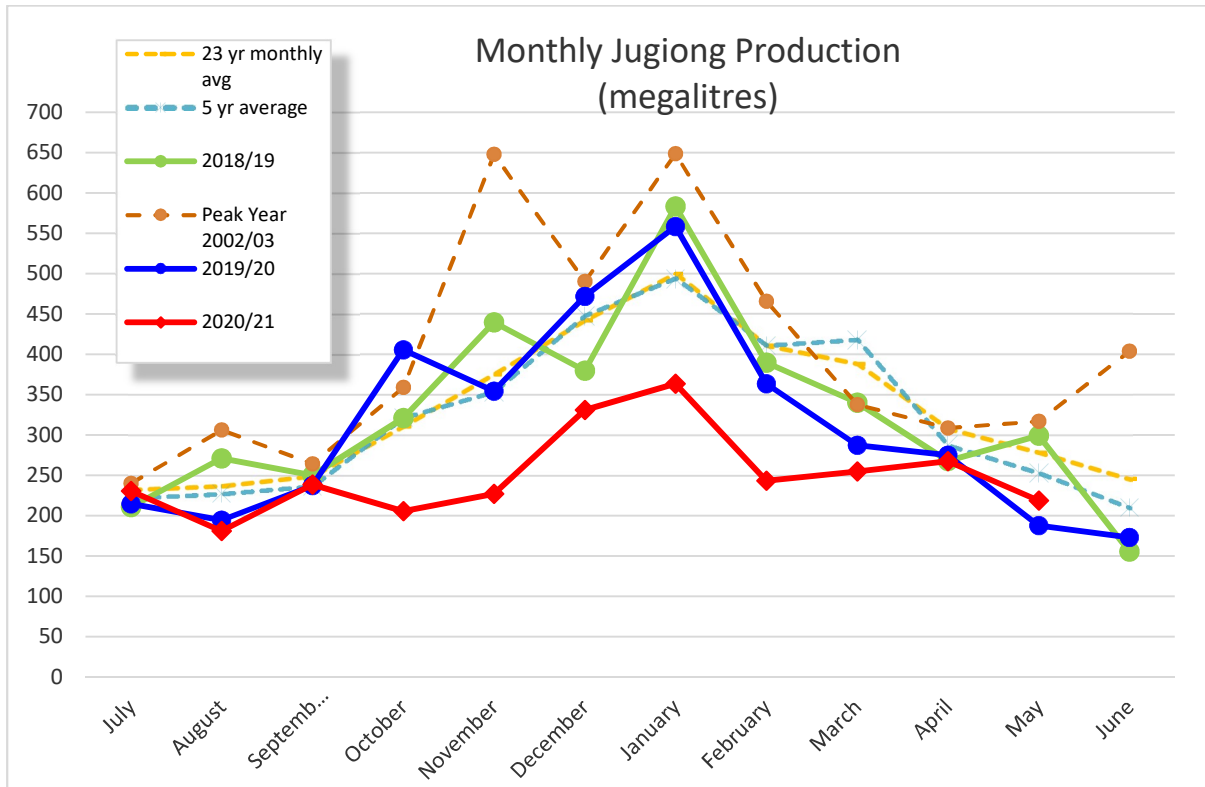
Goldenfields Water also provides additional retail supply to approximately 600 customers in the villages of Stockinbingal, Wallendbeen and Springdale.

For the first 11 months of the 2020/21 financial year, only 2759ML of water has been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is compared to the same period in 2019/20 where 3547ML was produced, this is a 788ML reduction compared to the same period in 2019/20, as indicated by the graph below.



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As mentioned above, Jugiong water production has decreased by 788ML thus far compared to the previous financial year period. As indicated below, October 2020 through to March 2021 has seen a significant decrease in monthly production compared to previous years, this is due to the above average rainfall, number of wet days and cooler than usual weather during spring and summer. There has been a slight recovery in April and May where water production has aligned with similar demands in the previous year.

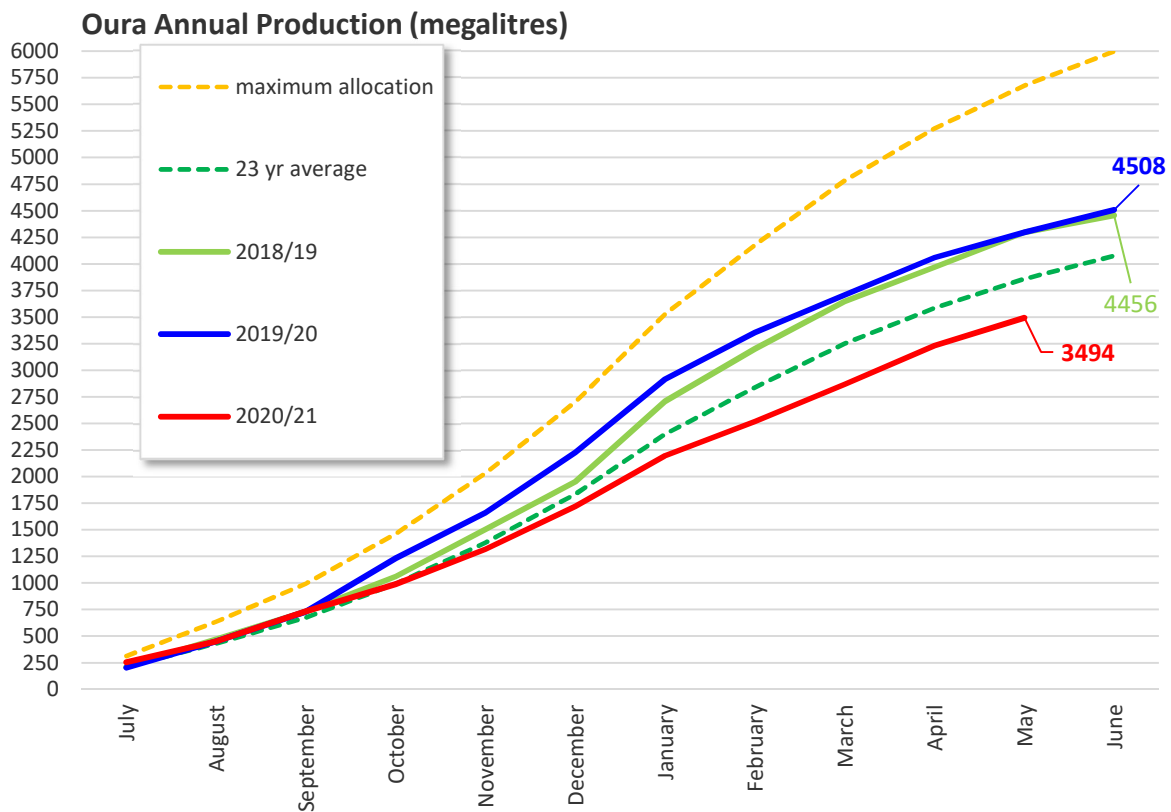


Oura Drinking Water Scheme

The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 4 bores namely: Bores 2, 3, 4 and 6. The raw water then goes through a treatment process at the Oura Water Treatment Plant that includes Aeration, Disinfection and Fluoridation.

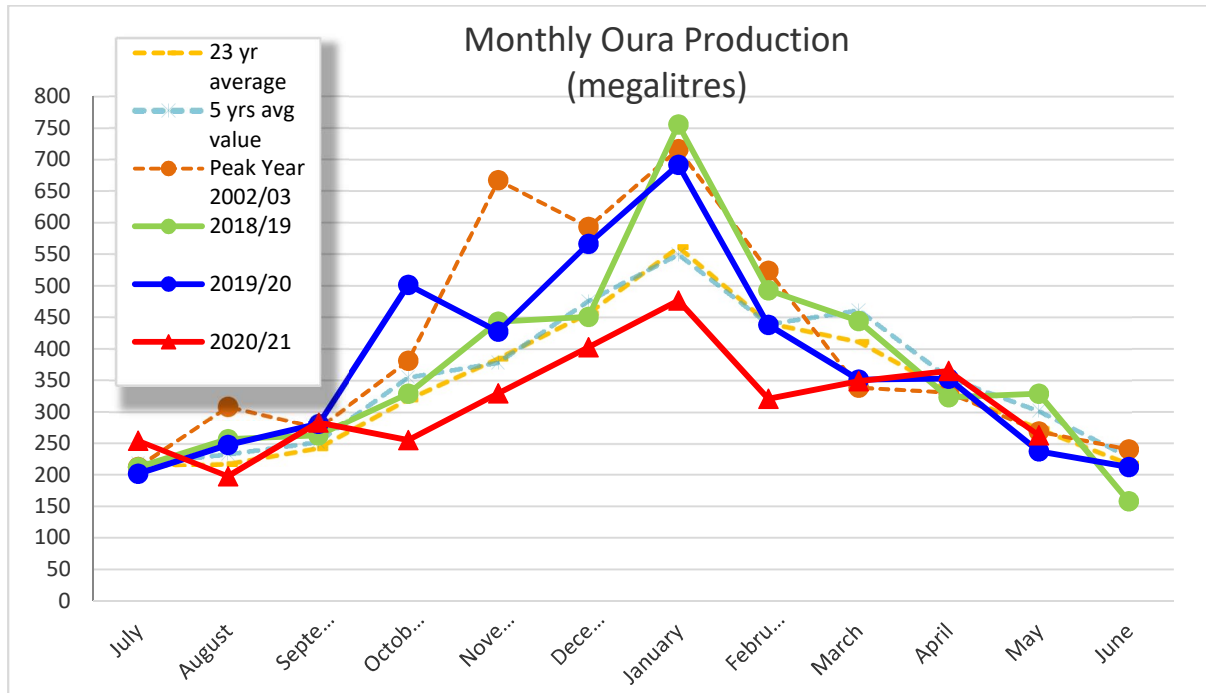
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the first 11 months of the 2020/21 financial year, 3494ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is an 802ML reduction as compared to the same period in 2019/20 where 4296ML was produced. This is depicted in the graph below.



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As mentioned above, Oura monthly water production has reduced by 802ML compared to the same period in 2019/20. Similarly the period from October 2020 to February 2021 has seen a decrease in production from the Oura Bores. This is due to the above average rainfall, number of wet days and cooler than usual weather during spring and summer. There has been a slight recovery from March to May, where water production has aligned with similar demands in the previous year.

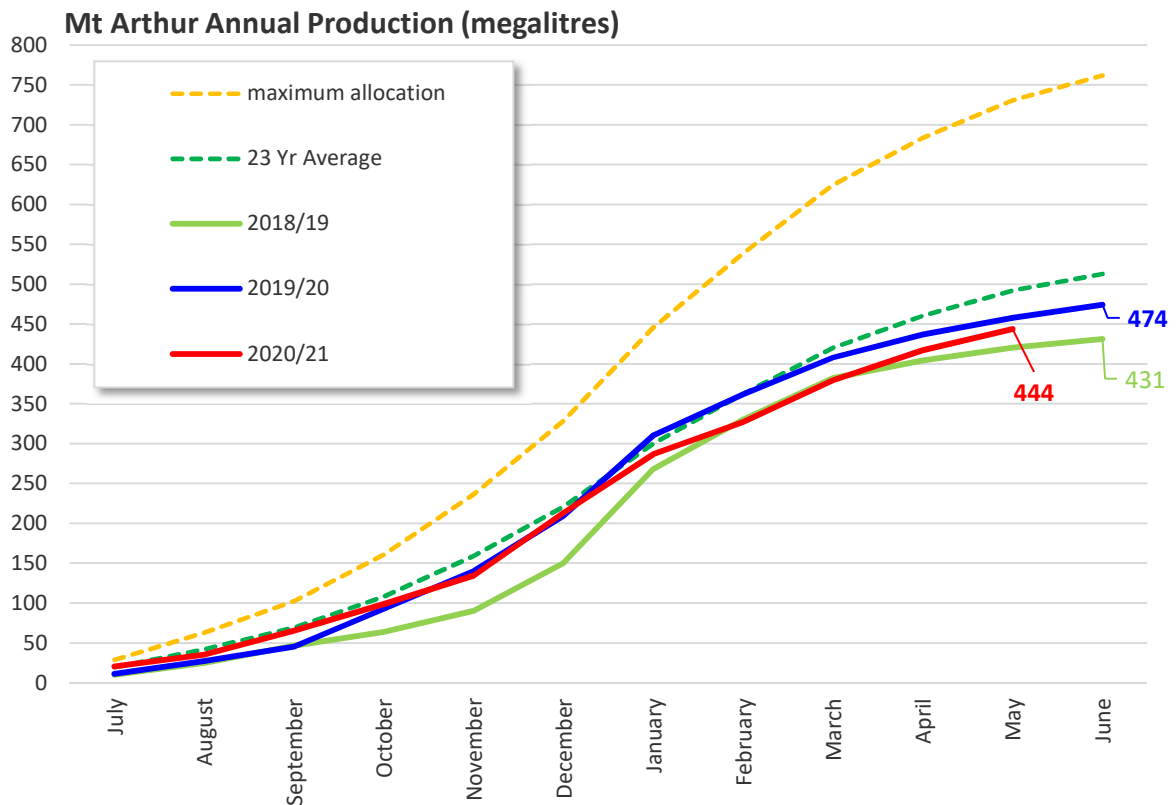


Mount Arthur Drinking Water Scheme

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

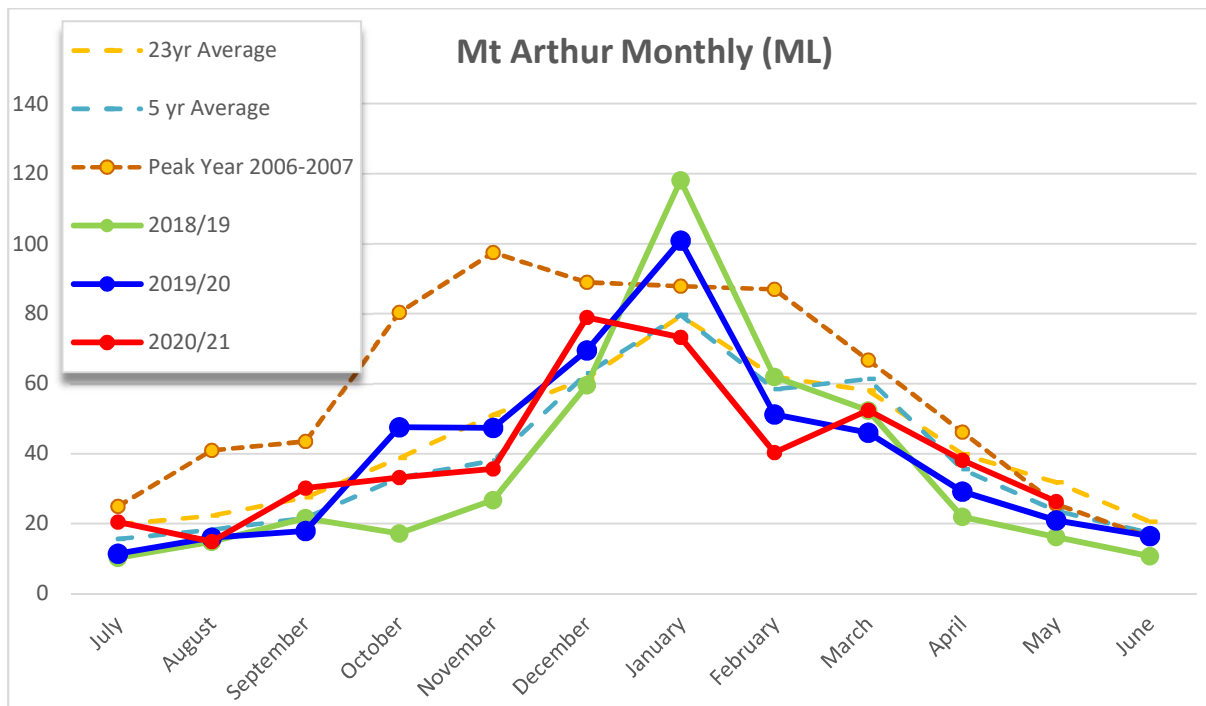
It should be noted that a new Bore 1 is currently being developed to replace the existing Bore site and associated assets. Upon completion, testing and commissioning of the new Bore 1, the old bore will be decommissioned and removed. Water quality and hydraulic capacity requirements appear to be positive at this stage; however actual confirmation of this cannot be known until full commissioning of the bore occurs.

For the first 11 months of the 2020/21 financial year, 444ML of water has been extracted from the Mt Arthur Borefield. This is a reduction of 14ML compared to the first 11 months for 2019/20 where 458ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



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Mt Arthur monthly water production for the first 9 months of the financial year has been variable and not trending as it has in previous years. Whilst Mt Arthur has seen a reduction in demand, it is seeing less of volatility compared to the Oura and Jugiong schemes.

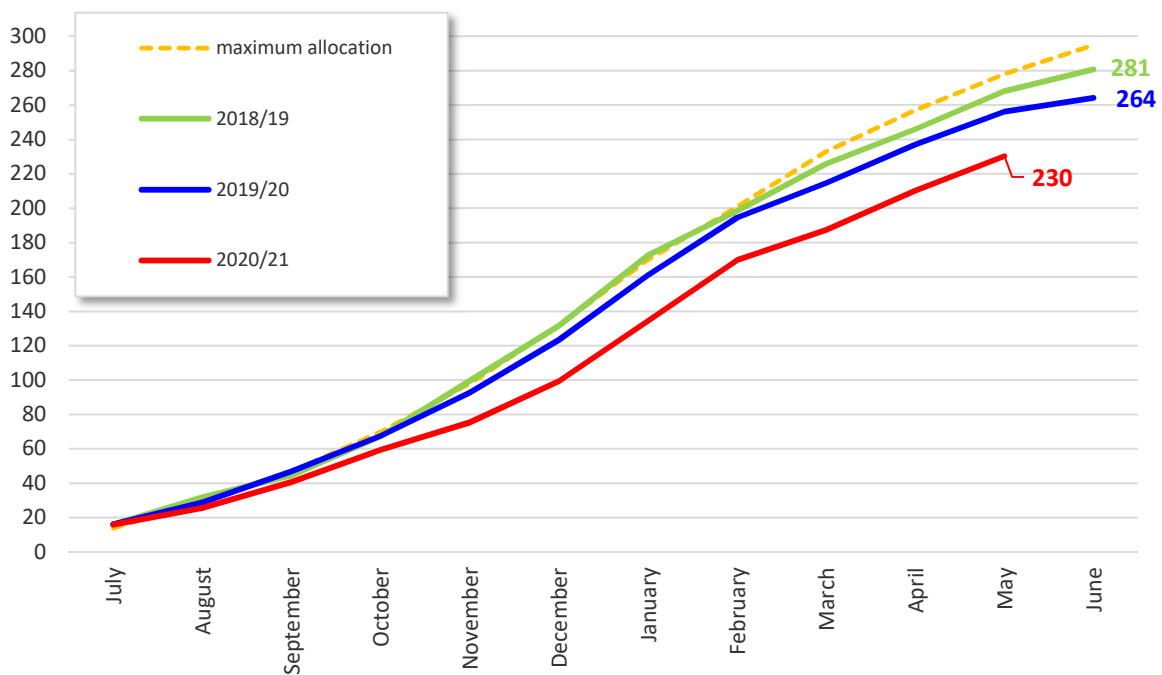


Mount Daylight Drinking Water Scheme

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

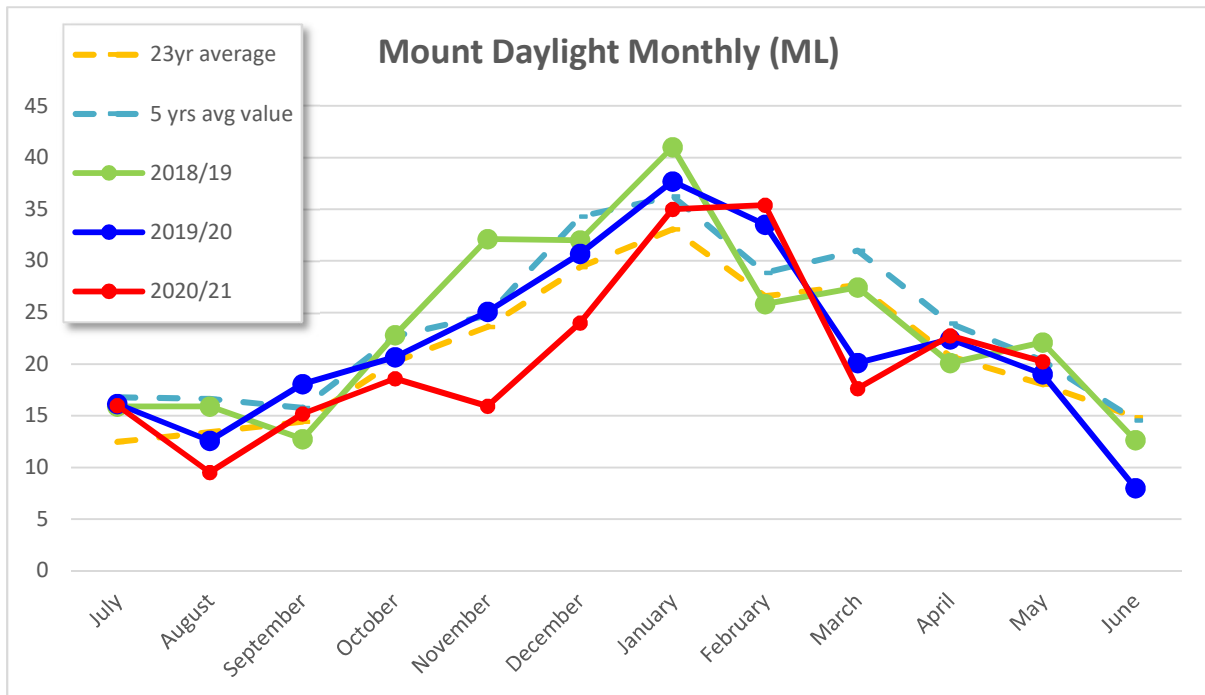
For the first 11 months of the 2020/21 financial year, 230ML of water has been extracted from the Mt Daylight Borefield. This is a decrease in volume of 26ML compared to the same period for 2019/20 where 256ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.

Daylight Annual Volume (megalitres)



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As mentioned above, the Mt Daylight monthly water production is trending at a reduced rate than previous year's period. However the impacts are not as volatile as the Jugiong and Oura schemes.

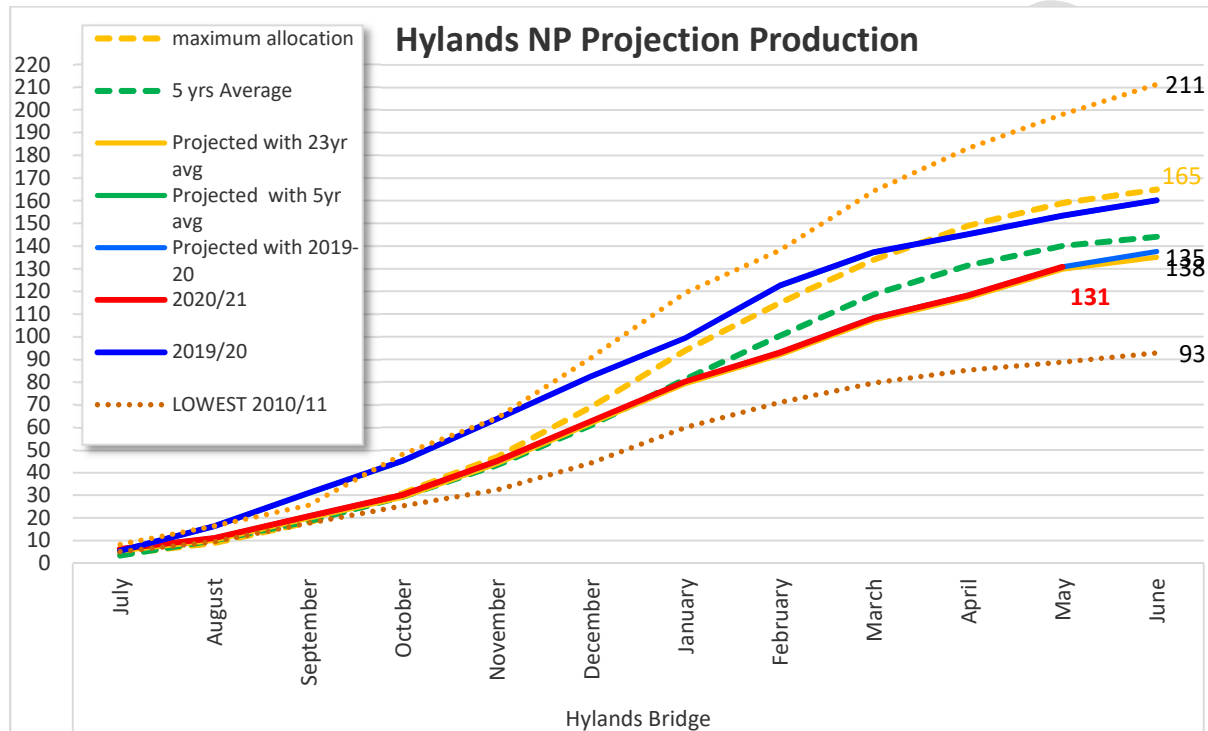


UNCONFIDENTIAL

Hylands Bridge - Non Potable

Hylands Bridge supplies Non Potable water to Barellan and Binya. The water is sourced through the Murrumbidgee Irrigation Area where Goldenfields Water holds 165ML shareholding for water entitlement.

For the first 11 months of the 2020/21 financial year, 131ML of water has been extracted from the Hylands Bridge Raw Water scheme. This is a reduced volume of 22ML compared to the first 11 months for 2019/20 financial year where 153ML was produced. As can be seen in the graph below, albeit lower volumes, trending in a similar fashion to historical years.



FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.3.2. JUGIONG HIGH VOLTAGE UPGRADE

BOARD RESOLUTION

21/056 RESOLVED on the motion of Crs McCann and Callow

That Council:

1. notes that following a request for tender process conducted under s55 of the *Local Government Act 1993* (NSW) (**LG Act**), Council entered into a contract (**Contract**) with Schneider Electric (Australia) Pty Limited (**Schneider Electric**) for the supply, delivery, installation, site acceptance testing, commissioning and personnel training of high voltage equipment for the Oura Pump Station and Treatment Plant (**Oura**);
2. notes that high voltage equipment is now required for the upgrade of the:
 - 2.1.1 Jugiong water treatment plant (**Jugiong 1**); and
 - 2.1.2 Jugiong booster pumping station (**Jugiong 2**),
(Together, the **HV Equipment** includes Variable Speed Drives (VSD's) and Transformers for the operation of water treatment plant infrastructure and pumping stations)
3. resolves that, pursuant to section 55(3)(i) of the LG Act, because of extenuating circumstances, a satisfactory result would not be achieved by inviting tenders for supply of the HV Equipment;
4. notes that the reasons for Council's decision that a satisfactory result would not be achieved by inviting tenders for supply of the HV Equipment are that:
 - 4.1.1 having standardised high voltage equipment and controls across Oura, Jugiong 1 and Jugiong 2 will deliver substantial cost and efficiency savings to Council, including by:
 - (a) reducing the costs for Council in holding spare parts, as spare parts can be used across the three facilities;
 - (b) reducing training requirements for Council personnel, as different equipment and controls would require different training; and
 - (c) providing operational flexibility, as it will allow for the interchangeability of equipment between sites should there be a critical failure at one site;
 - 4.1.2 if the same high voltage equipment is used, a large portion of the design for the Oura high voltage equipment upgrade can be reused for guidance at the Jugiong 1 and Jugiong 2 high voltage equipment sites, resulting in a substantial cost saving for Council;
 - 4.1.3 Council very recently undertook a thorough tender process for the Oura high voltage equipment under s55 of the LG Act and Council considers it unlikely that any tender for the Jugiong 1 or Jugiong 2 high voltage equipment would deliver any additional value, noting that only one conforming tender was received; and

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- 4.1.4 there are cost efficiencies in engaging Schneider Electric on substantially the same contract terms as for the Contract rather than drafting and negotiating new contractual documents for Jugiong 1 and Jugiong 2;
- 5. authorises the General Manager or his delegate to:
 - 5.1.1 directly negotiate with Schneider Electric for the purposes of entering into an agreement for the supply, delivery, installation, site acceptance testing, commissioning and personnel training of high voltage equipment for Jugiong 1 and Jugiong 2; and
 - 5.1.2 execute any agreement arising from those direct negotiations.

Report prepared by Production & Services Manager

COUNCIL OFFICER RECOMMENDATION

That Council:

- 1. notes that following a request for tender process conducted under s55 of the *Local Government Act 1993* (NSW) (**LG Act**), Council entered into a contract (**Contract**) with Schneider Electric (Australia) Pty Limited (**Schneider Electric**) for the supply, delivery, installation, site acceptance testing, commissioning and personnel training of high voltage equipment for the Oura Pump Station and Treatment Plant (**Oura**);
- 2. notes that high voltage equipment is now required for the upgrade of the:
 - 2.1.1 Jugiong water treatment plant (**Jugiong 1**); and
 - 2.1.2 Jugiong booster pumping station (**Jugiong 2**),(Together, the **HV Equipment** includes Variable Speed Drives (VSD's) and Transformers for the operation of water treatment plant infrastructure and pumping stations)
- 3. resolves that, pursuant to section 55(3)(i) of the LG Act, because of extenuating circumstances, a satisfactory result would not be achieved by inviting tenders for supply of the HV Equipment;
- 4. notes that the reasons for Council's decision that a satisfactory result would not be achieved by inviting tenders for supply of the HV Equipment are that:
 - 4.1.1 having standardised high voltage equipment and controls across Oura, Jugiong 1 and Jugiong 2 will deliver substantial cost and efficiency savings to Council, including by:
 - (a) reducing the costs for Council in holding spare parts, as spare parts can be used across the three facilities;
 - (b) reducing training requirements for Council personnel, as different equipment and controls would require different training; and
 - (c) providing operational flexibility, as it will allow for the interchangeability of equipment between sites should there be a critical failure at one site;

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- 4.1.2 if the same high voltage equipment is used, a large portion of the design for the Oura high voltage equipment upgrade can be reused for guidance at the Jugiong 1 and Jugiong 2 high voltage equipment sites, resulting in a substantial cost saving for Council;
- 4.1.3 Council very recently undertook a thorough tender process for the Oura high voltage equipment under s55 of the LG Act and Council considers it unlikely that any tender for the Jugiong 1 or Jugiong 2 high voltage equipment would deliver any additional value, noting that only one conforming tender was received; and
- 4.1.4 there are cost efficiencies in engaging Schneider Electric on substantially the same contract terms as for the Contract rather than drafting and negotiating new contractual documents for Jugiong 1 and Jugiong 2;
5. authorises the General Manager or his delegate to:
- 5.1.1 directly negotiate with Schneider Electric for the purposes of entering into an agreement for the supply, delivery, installation, site acceptance testing, commissioning and personnel training of high voltage equipment for Jugiong 1 and Jugiong 2; and
- 5.1.2 execute any agreement arising from those direct negotiations.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

02 Maximising Regional Water Supply

BACKGROUND

The Board resolved at its August 2020 meeting on the motion of Crs Sinclair and Stadtmiller that the Board provide approval to award the contract for the supply, delivery, installation, site acceptance testing and commissioning of the high voltage equipment for Oura water pump station to Schneider Electric Australia for \$2,068,029 (GST Incl).

REPORT

Goldenfields has previously determined that all three (3) of its high voltage sites which consist of Oura, Jugiong Water Treatment Plant (Jugiong 1) and Jugiong 2 Pump Station assets are at the end of life and require prioritisation for renewal.

The Board has previously awarded design, civil, electrical switchboard and high voltage equipment contracts for the Oura HV Upgrade Project which will be completed in early 2022.

In parallel with the capital delivery of the Oura HV project, Staff have also been undertaking the preliminary works for the Jugiong 1 and 2 high voltage sites. Jugiong 1 site has been prioritised to commence works within the 2021/22 financial year with a requested budget allocation of \$2m and an additional \$3m within the 2022/23 financial year.

Staff are currently preparing contract documents for the proposed delivery of works as per the below:

- Design and Construct tender for civil contract. This includes earth works, buildings, pavement and pits and conduits.

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- It is proposed to utilise the existing preferred electrical low voltage switch board contractor, through the existing awarded contract 03/2020 that was awarded to JRC Electrical at the October 2020 Council meeting for the switchboards and minor electrical works.
- Utilise the existing awarded contracts of SCADA equipment and commissioning works with the preferred supplier of Safegroup.
- Purchase high voltage equipment via an exemption of tendering as per the recommendations of this report.

It has been identified through the development of the Oura, Jugiong 1 & 2 projects that it is possible for Goldenfields to consider standardisation of equipment for each of the 3 high voltage sites. This means that Council has the ability to maintain one specific brand, size and skill set to manage these assets into the future.

Therefore staff have sought legal advice in terms of Councils ability to seek an exemption from tendering pursuant to section 55(3)(i) of the LG Act, due to extenuating circumstances. It is Council officer's position that a satisfactory result would not be achieved by inviting any additional tenders for supply of the HV Equipment for both the Jugiong 1 and 2 high voltage locations.

This has been determined on the basis that a significant reduction in costs and time for Council could be made from:

- Limiting the amount of spare parts, as spare parts can be used across the three facilities;
- Reducing training requirements for Council personnel, as different equipment and controls would require different training;
- Providing operational flexibility, as it will allow for the interchangeability of equipment between sites should there be a critical failure at one site; and
- If the same high voltage equipment is used, a large portion of the design for the Oura high voltage equipment upgrade can be reused for guidance at the Jugiong 1 and Jugiong 2 high voltage equipment sites, resulting in a substantial cost saving for Council; and
- a significant savings of time will be made during the project delivery phase, as the process for civil design will not be required to wait for the provision of HV equipment and associated designs before it can commence, noting we already have the existing Oura designs completed based off the Schneider equipment.

In addition to the significant cost and time savings, it is also known that as per the previous HV equipment tender that was resolved in August 2020, that Schneider were the only conforming bid that met Councils requirements at the time. Specifically but not limited to, no other suppliers offered the mandatory installation requirements requested by council. It was also advised at the time that Schneider's offer was deemed value for money in comparison with all other offers made. Please find tabled, the previous confidential report to award, which details the previous evaluation process for selecting Schneider equipment.

On this basis, staff are recommending that the Board resolves that, pursuant to section 55(3)(i) of the LG Act, due to extenuating circumstances, seek to directly negotiate the supply of high

voltage equipment with Schneider Electric for both Jugiong Water Treatment Plant (Jugiong 1) and Jugiong 2 Water Pump Station sites.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: August 2020 Confidential Board report for Contract 04/2020

14.4. MATTERS SUBMITTED BY ENGINEERING MANAGER

14.4.1. NANGUS BUSINESS CASE

BOARD RESOLUTION

21/057 RESOLVED on the motion of Crs Armstrong and Callow that the Board note the outcomes of the Nangus Business Case.

Report prepared by Interim Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board note the outcomes of the Nangus Business Case

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

02 Maximising Regional Water Supply

BACKGROUND

Cootamundra Gundagai Regional Council (CGRC) has received numerous requests from Nangus residents for the provision of potable water services to the village. As a result CGRC has requested GWCC involvement in the project to potentially design, build and operate a new town water supply scheme. At this stage both Council's have agreed to a staged approach for the delivery of a feasibility study and the development of a business case.

The feasibility study was concluded and considered by the GWCC Board at its meeting in February 2020, with the board resolving:

That the Board

1. Note the outcome of the Nangus feasibility study.
2. Approve Council to proceed to business case for Options 2 and 7, subject to Cootamundra Gundagai Regional Council's concurrence.

REPORT

Council has now received the business case which considers the economic appraisal required for any of the formal State or Federal Government funding streams. The completed business case indicates that the associated costs both for construction as well as ongoing operational costs outweigh the potential benefits of undertaking the project.

In developing this economic appraisal, the following was considered

- Project Cost Estimate
- Annual operating costs (excluding consumption and depreciation)
- Tangible Benefits
 - o health related
 - o Avoidance on water carting
- Intangible benefits
 - o Improved amenity
 - o Social satisfaction

As this report was written around seeking funding the economic analysis was undertaken in line with

- Cost-Benefit Guide 2019 (INSW, 2019)
- Safe and Secure Water CBA Toolkit

Utilising these resources a project with a positive Benefit Cost Ratio (BCR) above one (1) is considered to be economically viable. In this project a BCR of 0.16 is achieved, that is for every dollar invested, the project returns only 16 cents in benefits.

In the development of the Business case, the initial estimate furnished to CGRC has undergone several refinements as the project has gone from a discussion to a concept to feasibility to business case. At each step, more rigorous cost estimating has been employed.

The current estimate of \$8,430,000 includes the following

- 20% Allowance for overheads being Project Management, designs etc
- Excavation through rock type material
- Water connections and hydrants included in the village reticulation
- Provision of reservoir at Nangus for water security
- Improvements to the GWCC Oura Scheme to account for the impact on the network due to the demand from Nangus
- Contingency of 30% as this is still a concept level design

It should also be noted that the unit rate figures used in the current estimate are based on current industry pricing for similar projects under similar conditions rather than a nationwide average.

FINANCIAL IMPACT STATEMENT

Currently GWCC is undertaking a large scale asset renewal program. This is aimed at securing the condition of GWCC critical infrastructure to continue supplying reliable and safe water to its current network.

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

ATTACHMENTS:

TABLED ITEMS: Nangus Business Case.

14.5. MATTERS SUBMITTED BY THE GENERAL MANAGER

14.5.1. PP012 RECOGNITION AND GIFTS POLICY

BOARD RESOLUTION

21/058 RESOLVED on the motion of Crs Sinclair and Callow that the Board adopt PP012 Recognition and Gifts Policy.

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board adopt PP012 Recognition and Gifts Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

It is acknowledged that formal reward and recognition for deserving employees in the workplace is proven as a critical element to driving employee engagement, a positive workplace culture, reducing turnover and ensuring that Goldenfields Water County Council (Council) is reputed as an employer of choice within our community.

REPORT

PP012 Recognition and Gifts Policy has been reviewed in line with its review schedule. The Policy ensures clear parameters around formally recognising employees who have contributed extensive lengths of service; formally rewarding work teams and individual employees who perform exceptionally; and the provision of gifts to staff when departing the organisation.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP012 Recognition and Gifts Policy.

TABLED ITEMS: Nil.

14.5.2. PP023 WORKPLACE SURVEILLANCE POLICY

BOARD RESOLUTION

21/059 RESOLVED on the motion of Crs McCann and Callow That the Board rescind PP023 Workplace Surveillance Policy.

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board rescind PP023 Workplace Surveillance Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

As part of the organisation policy review in 2020, it was recommended that PP023 Workplace Surveillance Policy be rescinded and adopted by MANEX as an internal policy.

REPORT

PP023 Workplace Surveillance Policy has been re-composed and adopted by MANEX as IP003 Workplace Surveillance Policy. It is recommended that PP023 Workplace Surveillance Policy be rescinded.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.5.3. PP017 EQUAL EMPLOYMENT OPPORTUNITY POLICY

BOARD RESOLUTION

21/060 RESOLVED on the motion of Crs McCann and Callow that the Board adopt PP017 Equal Employment Opportunity Policy.

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board adopt PP017 Equal Employment Opportunity Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce.

BACKGROUND

Goldenfields Water County Council (Council) has a legislative obligation to ensure the principles of equal employment opportunity and anti-discrimination are promoted and adhered to in the workplace.

REPORT

PP017 Equal Employment Opportunity Policy has been reviewed in line with its review schedule. In accordance with the Local Government Act 1993, PP017 Equal Employment Opportunity Policy demonstrates Councils commitment to the principles of equal employment opportunity and anti-discrimination.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP017 Equal Employment Opportunity Policy.

TABLED ITEMS: Nil.

14.5.4. ADOPTION OF 2021-2022 OPERATIONAL PLAN

BOARD RESOLUTION

21/061 RESOLVED on the motion of Crs McCann and Armstrong

That:

- 1. Council adopts the 2021-2022 Operational Plan, as exhibited on public display**
- 2. The fees and charges be made for the 2021-2022 year, as detailed in the adopted 2021-2022 Operational Plan Fees and Charges Schedule.**

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That:

- 1. Council adopts the 2021-2022 Operational Plan, as exhibited on public display**
- 2. The fees and charges be made for the 2021-2022 year, as detailed in the adopted 2021-2022 Operational Plan Fees and Charges Schedule.**

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

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

REPORT

In accordance with legislative requirements, the Draft 2021-2022 Operational Plan, incorporating 2021-2022 Fees and Charges and 2021-2022 Budget Summaries has been on public exhibition for 28 days. No submissions have been received.

The Draft 2021-2022 Operational Plan, incorporating 2021-2022 Fees and Charges and 2021-2022 Budget Summaries is now re-presented to Council for adoption.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Draft 2021-2022 Operational Plan

TABLED ITEMS: Nil

14.5.5. EXTRAORDINARY COUNCIL MEETING

BOARD RESOLUTION

21/062 RESOLVED on the motion of Crs McGlynn and Stadtmiller that the Board consider a suitable date to hold an extraordinary meeting of Council to consider the Thanowring Road Materials Tender, prior to the enforcement of the caretaker period.

The Board agreed to hold the Extraordinary meeting on Tuesday 3 August at 10.00am.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board consider a suitable date to hold an extraordinary meeting of Council to consider the Thanowring Road Materials Tender, prior to the enforcement of the caretaker period.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

In accordance with 393B of the Local Government Act, Councils enter into a 'caretaker' period during the 4 weeks preceding the date of ordinary elections. This prevents Council from entering into a contract greater than \$150,000 or 1% of Council's revenue in rates from the previous year, during that time.

Local Government elections are being held 4 September 2021, resulting in Goldenfields entering the caretaker period from 7 August 2021.

REPORT

The Thanowring Road Materials Tender is due to be released in the coming weeks and will close on or around 20-27 July 2021. Due to the caretaker period encompassing the 26 August Council Meeting date, this contract could not be awarded until the October Council meeting.

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This delay in awarding the Thanowring Road materials tender would then delay the anticipated commencement timeframe of the Thanowring Road mains upgrade.

An Extraordinary Meeting of Council prior to 7 August 2021, is suggested in order for the Board to consider the Tender before the caretaker period commences.

A date during the week commencing 2 August 2021 is suggested in order for Council officers sufficient time to have undertaken due diligence in assessing the Thanowring Road Materials Tender.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.5.6. AUGUST COUNCIL MEETING DATE CHANGE

BOARD RESOLUTION

21/063 RESOLVED on the motion of Crs McGlynn and Callow that the Board consider an alternate date for the August Ordinary Council Meeting.

The Board agreed to hold the August Council Meeting on Tuesday 24 August 2021 at 10.00am.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board consider an alternate date for the August Ordinary Council Meeting.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Goldenfields Water County Council meetings are held on the fourth Thursday of every second month at the Temora Office, commencing at 10.00am. The August ordinary Council Meeting has been resolved to be held 26 August 2021.

REROC have planned a visit for member representatives to Parliament House on the 26 and 27 August 2021. This event includes meeting with a number of Ministers, along with the RivJo and REROC Board meetings.

REPORT

Goldenfields' Chairperson and General Manager are invited to attend the REROC visit to Parliament House on 26 and 27 August 2021.

Goldenfields ordinary Council Meeting is due to be held on 26 August 2021.

In order for the Chairperson and General Manager to attend this meeting, it is Council officers' recommendation that the Board consider an alternate date for the August Ordinary Council Meeting.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15. NEXT MEETING

The next meeting of Council will be held Tuesday 24 August 2021 at 10.00am.

16. CLOSE OF BUSINESS

There being no further business requiring the attention of council the meeting was closed at 11.07am.

UNCONFIRMED

RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING
held at The Rules Club, Fernleigh Rd Wagga Wagga
Friday 25 June 2021

Meeting opened at 11:04am

PRESENT

Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steven Pinnuck	Greater Hume Shire Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Temora Shire Council	
Elizabeth Smith	Temora Shire Council	Alternate Delegate
Cr Graham Sinclair	Temora Shire Council	Observer
Rachel Whiting	RDA-Riverina	
Julie Briggs	REROC	
Kate Hardy	REROC	
Matthew Dudley	REROC	
Isaac Cornell	Riverina Joint Organisation	

APOLOGIES

Apologies for non-attendance were received from of Cr B Monaghan, R Smith, G Lavelle, Cr D Palmer, A Drenovski, G Butler and Cr H Wilton.

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

CARRIED

CONFIRMATION OF MINUTES

Moved Cr N Smith, seconded J Davis that the minutes of the meeting held on 23 April 2021 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

Moved Cr J Seymour, seconded T Donoghue that the correspondence be accepted.

CHIEF EXECUTIVE OFFICER'S REPORT

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

Meeting with local MPs – the Board met with Steph Cooke, Member for Cootamundra on 19 May. Dr J McGirr, Member for Wagga Wagga was unable to attend the REROB Board Meeting today as a result of COVID. Arrangements will be made for an alternative date.

Meeting with Minister Evans Ewaste – Cr J Seymour, T Donoghue, J Briggs and representatives from Kurrajong Recycling Wagga Wagga met with Minister Evans on 22 June in Canberra to discuss the National Television and Computer Recycling Scheme (NTCRS). The delegation outlined the problems associated with ewaste collections and the failure of the NTCRS to provide services in the regions. The delegation also discussed co-regulatory arrangements and what could be in place to improve the NTCRS. The Minister advised that the NTCRS is currently under review and our views would be taken into consideration, he also expressed interest in the operation of the NSW Voluntary Regional Waste Groups. REROB will write to the Assistant Minister to follow up from the meeting.

Review of the Rate Peg to include Population Growth – the JO has lodged a submission on IPART review. Councils are concerned about which population projections will be used as the basis of the decision making. J Briggs and R Whiting have had an initial discussion about working together on a population projections project as the RDA have a dedicated researcher.

Housing Shortage Project – we have held 4 workshops on this issue with good representation from all Member Councils and State agencies. The next activity is to turn the outcomes from these workshops into a Regional Housing Strategy. The Government has also released its NSW Housing Strategy and NSW Housing Strategy Action Plan which we will be looking to integrate actions from into our approach.

Sustainable Councils and Communities Program – this project is continuing successfully, and the SCC team have managed to secure a small amount of funding for further work next financial year.

REROB profiled by Bartier Perry for Council Connect – Bartier Perry, a law firm on our Native Title Panel requested an interview with J Briggs about REROB and its activities. This was featured in the May issue of their Council Connect magazine.

Moved P Veneris, seconded Cr J Seymour that the CEO Report be received.

CARRIED

RESOURCE SHARING REPORT

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

Southern Lights Project

The rollout of the LEDs continues with very positive results however, the deployment of the Smart Communications that will provide the backbone to allow lights to communicate to a central system is delayed. The Smarts' tender process took 18 months and we have been advised by Essential Energy (EE) that they will not proceed with the smart communications until councils commit to paying for the installation. At this stage there is no business case to support an investment by councils in the technology. The Southern Lights group was scheduled to meet with EE Management in Sydney on 8 July about this issue, however this has had to be postponed to 6 August due to COVID restrictions in place in Sydney.

Planning Technical Group

The Group met on 10 June. NSW Planning and Primary Industries send staff to these meetings to provide updates to the group. M Dudley also attends to update the group on the Contaminated Lands project.

Water and Wastewater Technical Group

The Group met on 17 June and discussed the Regional Water Strategy and the Town Water Risk Reduction Program. There was discussion about the Safe and Secure Water Program and the difficulty that councils are having accessing the funding for projects in very small communities. Greater Hume and Cootamundra-Gundagai advised that they were seeking funding for projects, but it was highly unlikely that they would qualify.

Moved S Pinnuck, seconded T Donoghue that REROC write to the Minister for Water, Hon Melinda Pavey MP, to raise her awareness of the issue and seek a solution to it. Copy also to be sent to Erin Cini from Town Risk Water Reduction.

Town Water Risk Reduction Program – the Group have invited Erin Cini from the Program to speak at their next meeting.

Gundagai Sewerage Treatment Plant – the Group will be completing a tour of the facility at the next meeting.

Energy Management Technical Group

The Group met on 17 June. The focus of the Group at the moment is the Sustainable Councils and Communities Program.

Sustainable Councils and Communities - The Energy Savings Action Plans (ESAPs) have reached draft stage for Bland, Coolamon, Greater Hume, Cootamundra-Gundagai and Lockhart. A small amount of funding has been sourced to continue to project, we will be looking at the ESAPs to identify regional projects.

We have agreed to arrange the distribution of "Save Power Kits" to libraries, training on the Kits will also be provided.

Retail Electricity Tender – Central NSW JO has recently gone out with an EOI for a consultant to assist in the process. REROC is also due to go out and it was agreed by the Board that REROC Member Councils will go out collectively for the retail electricity tender.

EV Charging Stations – this project is on hold awaiting the release of an announcement on funding from the NSW Government.

Local Government Energy and Innovation Conference – the conference will be held 8-9 September at The Rules Club, Wagga Wagga. The agenda is finalised and was provided to the Board. Essential Energy has come on board as the Gold Sponsors.

Meeting paused at 11:50am for Rachel Whiting, CEO RDA to address the Board.

- *RDA Annual report provided to the Board.*
- *Skilled Migrant success stories brochure to be provided to the Board.*
- *Housing Forum is being organised. REROC CEO to speak at this event about the Regional Housing Strategy*
- *New Board has been appointed at RDA.*

Meeting resumed at 11:53am

R Whiting left the meeting at 11:53am

Riverina Spatial Information Group (RivSIG)

The Group met on 18 May via Zoom. The move to on-line meetings has increased participation in the Group.

Mapped Out – selection of speakers is underway following a call for abstracts. We have invited NSW Spatial Services to be the Gold Sponsor of the event.

Infrastructure/Engineers Group

The Group met in Coolamon on 4 May. The CSIRO project on freight moving was discussed as was the Roads of Strategic Importance funding. It was agreed that we would invite someone from the ROSI program to speak at the next meeting. We are also intending to invite someone from UGL to speak.

Build a Bridge - The CEO thanked all Member Councils for their support of the event and in particular Riverina Water for the number of staff who supported the 3-day camp.

Moved P Veneris, seconded Cr N Smith that the Resource Sharing report be received.

CARRIED

TREASURER'S REPORT

The report was tabled by T Donoghue.

Moved T Donoghue, seconded J Davis that the Finance Report be received.

CARRIED

WASTE FORUM REPORT

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

No Time to Waste 2021 - The conference will be held in Wagga on 13-14 October, the agenda is almost finalised. Hon Trevor Evans, Assistant Minister for Waste Reduction and Environmental Management will be one of the keynote speakers. We have also secured sponsorship for the event, with EPA the major sponsors, IMMIX Metal Management our Gold Sponsor and ASK Waste Management taking up a Silver Sponsorship.

EWaste - Ewaste collections continue to be a big problem with no solution to date after SIMS ended their NTCRS contract with Kurrajong Recycling. We will be conducting an EOI for the collection of ewaste with the purpose of clearing the ewaste that is currently being stored by councils at their landfills.

Waste Metal Collections – REROc will be going out to RFQ for the collection of waste metal in August for collections to occur throughout September.

Battery Collections RFQ – REROc will be completing an RFQ for the regional collection of batteries.

Recycle Night? Recycle Right! - Coasters are being printed to promote the Recycle Night campaign, these have been designed to include QR codes which will take residents straight to the Recycle Night website. A 6-month bus advertising campaign is scheduled to comment in Wagga Wagga in July.

Eaton Gorge Theatre Performances (Madam Mulch) - 8 shows were performed in May with 914 students and teachers attending. Feedback has been very positive with schools commenting on increased interest in the school vegetable gardens and the establishment of worm farms following the performances.

Safe Sharps website – a meeting was held with Ministry of Health (MOH) and Diabetes NSW on 29 April to discuss the need for funding so the site can remain operational. MOH has requested another meeting to discuss the website, but we have been unable to organise this with them to date. We have requested that this be a round table discussion with MOH, Diabetes NSW and the EPA.

20 Year Waste Strategy – the strategy, now known as the *NSW Waste and Sustainable Materials Strategy 2041* was released on 15 June. This is stage one of the Strategy which covers 2021-2027. It is expected there will be consultation on its actions and implementation.

Moved Cr A McAlister, seconded T Donoghue that the Waste Forum report be received.

CARRIED

YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

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

PHN Funding for Take Charge Riverina Youth Leadership Forum - the evaluation and expenditure reports have been completed and sent to PHN. Copies were provided to the Board.

PHN Funding for regional Mindfulness Sessions run as part of Youth Week events - the evaluation and expenditure reports have been completed and sent to PHN. Copies were provided to the Board.

Moved Cr R Schirmer, seconded L Smith that the Youth & Community Development Network report be received.

CARRIED

PROCUREMENT REPORT

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

RFQ Conduit Camera Inspections and Jetting – 6 submissions were received for this RFQ with the evaluation panel meeting on 3 May to discuss the submissions. From this meeting it was agreed Interflow and Cleanaway would be the recommended suppliers for the participating councils. Each council must enter into individual contracts with their preferred supplier.

REROC Code of Conduct Panel – the last panel was appointed in August 2017 and is due for renewal. An EOI will be released in the coming weeks to appoint a new panel.

EOI for collection of Ewaste – we will be undertaking a selected EOI for the collection of the ewaste that is currently being stockpiled by Member Councils.

Moved Cr N Smith, seconded Cr D Meyer that the Procurement report be received.

CARRIED

REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

UPSS deadline - has been extended until the end of September, M Dudley will work closely with councils that still need to get these done.

DPIE review of the SEPP55 Planning Guidelines – this is still ongoing, and the end date has not been advised.

Council Surveys and workshops – a number of workshops, webinars and training sessions have been held throughout the REROC/RAMJO region. Training is being recorded and saved on the website for people to view at a later date.

RAMJO and REROC in collaboration with FNWJO, Dubbo and Bathurst have engaged Kell Moore Lawyers to advise on the regulatory framework for decommissioning UPSS sites and advice on council responsibilities.

Moved S Pinnuck, seconded T Donoghue that the Contaminated Land Management report be noted and received.

GENERAL BUSINESS

Cr Firman noted that this is the last REROC Board meeting for Riverina Water who are leaving the ROC at the end of June. The REROC Board expressed their sadness at losing Riverina Water as a member and wished them all the best.

The Board also noted that Mr S Pinnuck has announced his resignation from his role as General Manager, Greater Hume Council effective 30 June 2022.

NEXT MEETING

Friday 27 August 2021 at the Canberra REX Hotel at 11.00a.m.

CLOSURE

Meeting closed at 12:40pm



Riverina Joint Organisation

Minutes

Board Meeting held

25 June 2021

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

The meeting opened at 9:07am

Present

Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steve Pinnuck	Greater Hume Shire Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Elizabeth Smith	Temora Shire Council	
Cr Graham Sinclair	Temora Shire Council	
Cr Greg Conkey OAM	Wagga Wagga City Council	
Peter Thompson	Wagga Wagga City Council	
Julie Briggs	Riverina Joint Organisation	
Paul Worsfold	Riverina Joint Organisation	
Isaac Cornell	Riverina Joint Organisation	
Kate Hardy	REROC	

1. Apologies

RESOLVED on the motion of Cr N Smith, seconded Cr G Sinclair that the apologies of Cr H Wilton, Cr B Monaghan, R Smith, G Lavelle, Cr D Palmer, A Drenovski, G Butler and C Templeton be accepted.

2. Move to Committee of the Whole

RESOLVED on the motion of Cr J Seymour, seconded Cr D Meyer 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 N Smith, seconded Cr G Conkey that the minutes of the 23 April 2021 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

Dealt with in reports.

6. Correspondence

RESOLVED on the motion of Cr N Smith, seconded Cr R Schirmer that the Board receive and note the correspondence.

7. Chief Executive Officer Report

7.1 JO Funding Arrangements

Recurrent Funding for JOs – noted.

Cr A McAlister arrived at the meeting at 9:08am

P McMurray arrived at the meeting at 9:10am

JO Review – The review is currently underway with ARDT Consultants, a report is expected by the end of June, with the final report delivered by the middle of July. ARDT presented the findings to date at the Joint JO Chairs' meeting held in Sydney on 27 May 2021.

7.2 JO Core Activities - Regional Planning

JO Capacity Building Funding

1. **Freight Project** – the final report is due this week. We will be requesting further work on the opportunities and challenges relating to Inland Rail.
2. **Best Practice in Aggregated Procurement (BPAP)** – A consultation on Stage 4 o was held with the Riverina Joint Organisation General Managers in May to discuss undertaking a procurement planning project. The GMs agreed that they preferred procurement to be undertaken by REROc on an on-demand basis. We have received the Stage 5 draft report for review.
3. **Skills Shortages Project** – the project is progressing well. P Worsfold, Project Officer raised the following issues with the Board:
 - a. **LGNSW Project Sharing Highly Skilled Workers** – LGNSW is developing this project and will be sharing it with councils.
 - b. **Council Visits** - P Worsfold is currently undertaking on-site visits speaking with GMs and HR staff. As a result of these meetings, he is now looking at other areas of need for Member Councils.

S Pinnuck has expressed his thanks for all the work P Worsfold has done in this role.

The CEO noted that Riverina Joint Organisation has now been offered a further \$150,000 in Capacity Building Project funding be delivered by June 2023.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Resolved on the motion by Cr A McAlister, seconded Cr D Meyer that the Board note the report on the JO Capacity Building projects.

Regional Water Strategy – noted.

Regional Housing Strategy – Four workshops have now been held on this issue and have been well attended with good representation from all Member Councils and State Agencies attending. The Government released its NSW Housing Strategy and the NSW Housing Strategy Action Plan this month. The JO is also supporting RDA Riverina’s Housing Summit which is being held on 13 August in Wagga Wagga.

NSW Waste and Sustainable Materials Strategy 2041 – the 20 Year Waste Strategy has been released. The JOs have requested more consultation on the Strategy.

7.3 JO Working Party Meetings

The Working Parties did not meet this month.

7.4 JO Core Activities – Advocacy and Lobbying

Visit to Parliament House Canberra – this will occur on the afternoon of 26 August. The Hon Michael McCormack’s Office is assisting us with the arrangements. The August Board meeting will be held at the Canberra REX on the morning of 27th August.

Resolved on the motion by Cr N Smith, seconded Cr A McAlister that the Board write to Hon Michael McCormack to thank him for his three years of service as Deputy Prime Minister and for his support for the Region.

Meeting with Steph Cooke MP – noted.

ESL Contributions – LGNSW is requesting support for the lobbying they are undertaking in relation to the enabling legislation for the ESL contributions.

Resolved on the motion of Cr N Smith, seconded Cr R Schirmer that:

1. the JO write to the Minister for Local Government, the Deputy Premier and the Premier seeking support for the LGNSW amendment to the Local Government Act with copies to local members and to Country Mayors; and
2. the JO write to the Treasurer and request advice as to the methodology used to set the Funding Target for the RFS and what level of independent oversight is provided to the RFS budget process.

Section 7.12 Contributions for State Significant Developments – Riverina JO has written again to the Minister in relation to the Section 7.12 Contributions. The Joint Chairs have also written to the Minister about this issue and have received a similar response to the JO’s.

IPART Review of the Rate Peg to include Population Growth – a response was prepared to this Review in consultation with the Members.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Resolved on the motion of Cr A McAlister, seconded Cr G Sinclair that the JO Board adopt the response to the Review of the Rate Peg to include Population Projections.

Cost of Introduction of e-Planning – noted.

Consultation on the ABS Agricultural Census – noted.

Certification of Council Engineers – noted.

Construction of a New and Larger Burrinjuck Dam – noted.

Mobile Phone Black Spots – noted.

NBN Regional Services – noted.

7.5 JO Core Activities – Intergovernmental Co-operation

The following activities have occurred in this Core Activity:

Partnership with NSW Spatial Services and RAMJO – this is an exciting new partnership which will see us working with RAMJO and NSW Spatial Services to transfer our Freight Transport mapping to the Spatial Services Collaboration Platform.

Critical Events Co-ordination Sub-committee – the Committee last met on 17 June and continues to share information between Member Councils and the participating agencies.

Regional Resilience and Recovery Sub-committee – noted.

Meetings with Murrumbidgee Primary Health District – noted.

Meetings with Department of Regional NSW – noted.

JO Executive Officer Meetings – noted.

Resolved on the motion of Cr N Smith, seconded Cr R Schirmer that the Board receive the CEO's report.

8. JO Chairman's Report

Joint JO Chairs' Meeting - the JO Chairs met in Sydney on 27 May with the focus of the meeting was a presentation on the JO Review from consultant's ARDT and presentations from IPART on the Rate Peg and from the Town Water Risk Reduction program.

The next meeting will be held in Sydney on 5 August.

Cr R Firman, Cr G Sinclair and Mrs J Briggs also attended Cr L Scott's Press Club Luncheon in Canberra on 22 June.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Resolved on the motion of Cr A McAlister, seconded Cr J Seymour that the Board note and receive the JO Chairman's Report.

9. Finance Report

Resolved on the motion of Cr D Meyer, seconded Cr R Schirmer that the Board receive the Year-to-Date Finance Report.

10. Urgent Business without Notice

Letter from Local Government Minister Hancock offering funding of \$150,000 to deliver Stage 2 Capacity Building projects. The projects are to be completed by June 2023. The funding cannot be used on operational expenditure or business as usual. The funding contract must be signed by 25 June and a plan for the projects to be undertaken must be provided to the OLG by 30 August.

Resolved on the motion of Cr G Conkey, seconded Cr N Smith that the Board accept and sign the Capacity Building funding agreement.

Resolved on the motion of Cr N Smith, seconded Cr G Conkey that Riverina Joint Organisation conduct a ZOOM workshop to discuss projects for the funding and that the project proposals be brought back to the August Board meeting for adoption.

11. Resolution to Move out of Committee of the Whole

RESOLVED on the motion of Cr J Seymour seconded Cr N Smith that the meeting move out of Committee of the Whole.

12. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, 27 August 2021 at the Canberra REX Hotel, Northbourne Avenue Canberra

Meeting closed at 10:25am



RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE

MINUTES

31 MARCH 2021

The meeting of the Riverina Regional Library Advisory Committee commenced at 9:30am.

PRESENT

Cr Leigh Bowden	Cootamundra-Gundagai Regional Council
Cr Yvonne Braid	Wagga Wagga City Council
Cr Cate Cross	Snowy Valleys Council
Cr Pam Halliburton	Junee Shire Council
Cr Vanessa Keenan	Wagga Wagga City Council
Cr Annette Schilg	Federation Council
Cr Dallas Tout	Wagga Wagga City Council
Cr Greg Verdon	Lockhart Shire Council
Ms Alison Balind	Bland Shire Council
Ms Miriam Crane	Cootamundra-Gundagai Regional Council
Mr Tony Donoghue	Coolamon Shire Council
Ms Stacy Moses	Junee Shire Council
Ms Jo Shannon	Federation Council
Mr David Smith	Greater Hume Council
Mr Peter Thompson	Wagga Wagga City Council
Ms Kristin Twomey	Snowy Valleys Council
Mr Peter Veneris	Lockhart Shire Council

IN ATTENDANCE

Mr Zac Armistead	RRL Digital Engagement Coordinator
Ms Amy Heap	RRL Outreach & Promotions Coordinator
Mr Robert Knight	RRL Executive Director
Ms Nicole Raleigh	Federation Council
Ms Carolyn Rodney	Wagga Wagga City Council
Ms Madeleine Scully	Wagga Wagga City Council
Ms Karen Wendt	RRL Business & Communications Coordinator

ACKNOWLEDGEMENT OF COUNTRY

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

APOLOGIES

Cr Dan Hayes	Wagga Wagga City Council
Cr Rod Kendall	Wagga Wagga City Council
Cr Kerrilee Logan	Coolamon Shire Council
Cr Dennis Sleigh	Temora Shire Council
Cr Jan Wyse	Bland Shire Council
Mr James Davis	Junee Shire Council
Ms Elizabeth Smith	Temora Shire Council

Recommendation

On the motion of Cr Pam Halliburton and seconded by Ms Kirstin Twomey

That the Apologies of the Riverina Regional Library Advisory Committee meeting held on 31 March 2021 be received and accepted.

CARRIED

REPORTS FROM STAFF

RP-1 CONFIRMATION OF MINUTES OF THE RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE MEETING HELD 28 OCTOBER 2020

Recommendation

On the motion of Mr Peter Veneris and seconded by Ms Kristen Twomey

That the Committee endorse the minutes of the Riverina Regional Library Advisory Committee meeting held on 28 October 2020 as a true and accurate record.

CARRIED

RP-2 CONFIRMATION OF MINUTES OF THE RIVERINA REGIONAL LIBRARY EXECUTIVE COMMITTEE MEETING HELD 26 NOVEMBER 2020

Recommendation

On the motion of Cr Pam Halliburton and seconded by Cr Cate Cross

That the Committee endorse the minutes of the Riverina Regional Library Executive Committee meeting held on 26 November 2020 as a true and accurate record.

CARRIED

At this stage of the meeting the Committee resolved to move forward for consideration RP-11 and RP-14 to allow Wagga Wagga City Council delegates to participate in discussions prior to vacating the meeting to attend a prior commitment.

RP-11 TRANSFER OF UNRESTRICTED RRL FUNDS

Recommendation

On the motion of Ms Kristin Twomey and seconded by Cr Pam Halliburton

That the Committee:

- a endorse the transfer of \$500,000 from the unrestricted RRL reserve fund to the Riverina Regional Library Building Reserve**
- b endorse the transfer of \$200,000 from the unrestricted RRL reserve fund to the a newly established Riverina Regional Library Employees Separation Reserve**

CARRIED

RP-14 WAGGA WAGGA CITY LIBRARY REVIEW

Recommendation

On the motion of Ms Alison Balind and seconded by Cr Vanessa Keenan

That the Committee:

- a reaffirm their commitment to the current RRL membership and service delivery model
- b respect and value the principles and vision of our regional library service and acknowledge the mutually beneficial outcomes provided to all
- c note the request from WWCC to provide costings for a potential “Pick and Mix” service delivery model to all member councils
- d note WWCC to confirm its commitment to enter into a new RRL Deed of Agreement commencing from 2022, by 31 December 2021.

The MOTION on being put to the meeting was LOST.

On the motion of Mr David Smith and seconded by Cr Pam Halliburton

That the Committee:

- a reaffirm their commitment to the current RRL membership and service delivery model**
- b respect and value the principles and vision of our regional library service and acknowledge the mutually beneficial outcomes provided to all**
- c reject the request from WWCC to provide costings for a “Pick and Mix” service delivery model.**

CARRIED

Mr Peter Thompson left the meeting at 10:45am.

RP-3 MANAGER FINANCE REPORT

Recommendation

On the motion of Cr Greg Verdon and seconded by Ms Kristin Twomey

That the Committee:

- a endorse the draft Riverina Regional Library (RRL) Budget for 2021/22**
- b note that once endorsed by the RRL Advisory Committee and the Executive Council, the 2021/22 RRL Budget will be placed on public exhibition as part of the Executive Council process**
- c note the RRL Budget Review for the quarter ended 31 December 2020.**

CARRIED

Ms Carolyn Rodney left the meeting at 11:00am.

RP-4 EXECUTIVE DIRECTOR REPORT

Recommendation

On the motion of Cr Pam Halliburton and seconded by Cr Leigh Bowden

That the Committee receive and note the report.

CARRIED

Cr Vanessa Keenan left the meeting at 11:15am.

Ms Carolyn Rodney returned to the meeting at 11:20am.

RP-5 LIBRARY ACTIVITY STATISTICS REPORT

Recommendation

On the motion of Ms Kristin Twomey and seconded by Mr Tony Donoghue

That the Committee receive and note the report.

CARRIED

RP-6 DRAFT MEMBER COUNCIL CONTRIBUTIONS 2021-2022

Recommendation

On the motion of Ms Kristin Twomey and seconded by Mr Tony Donoghue

That the Committee endorse the draft 2021-2022 RRL Member Council Contributions table as an interim document for presentation to the June 2021 meeting of the Executive Council, subject to there being no significant variations prior to that time.

CARRIED

RP-7 DRAFT RRL MANAGEMENT PLAN 2021-2022

Recommendation

On the motion of Cr Cate Cross and seconded by Cr Pam Halliburton

That the Committee endorse the draft RRL Management Plan 2021-2022 as an interim document for presentation to the June 2021 meeting of the Executive Council, subject to there being no significant variations prior to that time.

CARRIED

RP-8 PROPOSED REVISED RRL MEMBER COUNCILS CONTRIBUTIONS MODEL

Recommendation

On the motion of Ms Kristin Twomey and seconded by Mr Peter Veneris

That the Committee endorse the recommendation of the RRL Executive Committee meeting held on 26 November 2020, contingent upon Wagga Wagga City Council retaining RRL membership beyond 30 June 2022, as follows:

That the Executive Committee recommend to the RRL Advisory Committee the adoption of Model 4 - \$190,000 Branch Library Contributions as the basis for future RRL member Councils' financial contributions.

An AMENDMENT was moved by Cr Pam Halliburton and seconded by Cr Leigh Bowden

That the Committee endorse the recommendation of the RRL Executive Committee meeting held on 26 November 2020, contingent upon Wagga Wagga City Council retaining RRL membership beyond 30 June 2022, as follows:

- a That the Executive Committee recommend to the RRL Advisory Committee the adoption of Model 4 - \$190,000 Branch Library Contributions as the basis for future RRL member Councils' financial contributions

- b That the Committee endorse the proposal from Junee Shire Council to exclude the Junee Correctional Centre's inmate population from the Junee population that is used to determine the per capita contribution portion of Council's membership contribution to RRL.

The AMENDMENT on being put to the meeting was LOST.

On the motion of Ms Kristin Twomey and Mr Peter Veneris

That the Committee endorse the recommendation of the RRL Executive Committee meeting held on 26 November 2020, contingent upon Wagga Wagga City Council retaining RRL membership beyond 30 June 2022, as follows:

That the Executive Committee recommend to the RRL Advisory Committee the adoption of Model 4 - \$190,000 Branch Library Contributions as the basis for future RRL member Councils' financial contributions.

CARRIED

RP-9 RENEWAL OF RRL ADMINISTRATION CENTRE LEASE

Recommendation

On the motion of Ms Alison Balind and seconded by Ms Kristin Twomey

That the Committee:

- a **endorse the renewal of the RRL Administration Centre lease for a further five years from 1 October 2021 to 30 September 2026**
- b **authorise the RRL Executive Director to sign the lease renewal documentation.**

CARRIED

RP-10 PROPOSAL TO PURCHASE THE RRL ADMINISTRATION CENTRE BUILDING AT 2 GALING PLACE, WIRADJURI

Recommendation

On the motion of Cr Pam Halliburton and seconded by Ms Kristin Twomey

That the RRL Advisory Committee endorse the following recommendation from the RRL Executive Committee meeting held on 26 November 2020:

That the Executive Committee recommend to the RRL Advisory Committee:

- a negotiations be entered into with Wagga Wagga City Council for the purchase of the Riverina Regional Library Administration Centre building at 2 Galing Place, Wiradjuri.

- b a cost analysis of Riverina Regional Library Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) be undertaken.

An AMENDMENT was moved by Cr Greg Verdon and seconded by Mr Peter Veneris

That the Committee:

- a endorse negotiations to be entered into with Wagga Wagga City Council for the purchase of the Riverina Regional Library Administration Centre building at 2 Galing Place, Wiradjuri
- b endorse a cost analysis of Riverina Regional Library Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) to be undertaken
- c defer the recommendation to a future meeting.

The AMENDMENT on being put to the meeting was LOST.

An AMENDMENT was moved by Mr Kristin Twomey and seconded by Cr Leigh Bowden

That the Committee endorse a cost analysis of Riverina Regional Library Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) to be undertaken with Wagga Wagga City Council and a report tabled at the RRL Advisory Committee meeting in October 2021.

The AMENDMENT on being put to the meeting was CARRIED and became the Motion.

On the Motion of Mr Kristin Twomey and seconded by Cr Leigh Bowden

That the Committee endorse a cost analysis of Riverina Regional Library Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) to be undertaken with Wagga Wagga City Council and a report tabled at the RRL Advisory Committee meeting in October 2021.

CARRIED

RP-12 RRL DIGITISATION AND PRESERVATION STRATEGY

Recommendation

On the motion of Ms Kristin Twomey and seconded by Cr Pam Halliburton

That the Committee endorse the RRL Digitisation and Preservation Strategy.

CARRIED

RP-13 MEMBER COUNCIL REPORT

Recommendation

On the motion of Cr Leigh Bowden and seconded by Ms Kristin Twomey

That the Committee receive and note the report.

CARRIED

GENERAL BUSINESS

A meeting poll will be distributed in September following the Local Government elections to determine the most suitable date for the RRL Advisory Committee AGM in October 2021.

CLOSE OF MEETING

The Riverina Regional Library Advisory Committee rose at 12:14pm.

REPORTS TO COUNCIL

Section 1 - Office of the General Manager

8.1 Meeting Arrangements: July to October 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 following meeting arrangements are planned for the period commencing 20 July through to 31 October 2021. Meeting arrangements after this date will be subject to the confirmation of the new Council.

The advice from the NSWEC is that the declaration of election results should be known within 3 weeks of Election Day. Hopefully, this should allow for the conduct of the function on Tuesday 21 September, if not the event could be rescheduled to Tuesday 28 September.

- 20 July – Last formal meeting of Council where decisions can be made
- August – No workshop or meeting scheduled as Council is in ‘caretaker’ mode
- 21 September – Oath of Office as a special event with family members
- 28 September – Alternate date for the Oath of Office pending Election Declaration
- 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

Financial Implications

There are no financial implications associated with this report.

Summary

The schedule of meeting dates will ultimately be determined by the official declaration of the election results.

Recommendation:

That the information in respect to the scheduled meeting dates between July and October 2021 is received and noted.

8.2 West Wyalong Ambulance Station - Lease Renewal



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

Council is in receipt of a request for the renewal of the lease between Bland Shire Council and NSW Health for the West Wyalong ambulance station on the corner of Church and Court Streets.

The current lease expires on 30 June 2022 and the request is for an extension to the lease for a further five (5) years with another two (2) 5 year options.

Financial Implications

The current lease is for \$5,000.00 pa adjusted annually by the CPI. Council may recall that the lease fee was reviewed in 2015 when the annual fee was only \$100.00. After some lobbying through our local member and to the NSW Government the lease fee was increased accordingly.

I believe that securing a long term lease, as is proposed, makes good business sense on the understanding that the lease fee is reviewed every five (5) years and prior to the anniversary renewal date.

Summary

On 24 May this year Steph Cooke MP announced a major upgrade of this facility through a special State Government Fund for the upgrade of ambulance stations across NSW. No doubt, the request for an extended lease period, for at least another 15 years, is linked to the proposed upgrade which is not expected to commence until later in the year. The works will certainly enhance Council's asset and will provide a more modern facility for the NSW Ambulance staff.

Recommendation:

- 1. That Council resolves to agree to the request from NSW Health for the renewal of the lease of the premises housing the West Wyalong Ambulance Station for a further five (5) year period from 1 July 2022 followed by two(2) further 5 year periods;**
- 2. That the lease fee is reviewed every five (5) years and prior to the anniversary renewal date;**
- 3. That the lease fee is adjusted annually, in accordance with the CPI; and**
- 4. The Mayor and General Manager are delegated authority to execute the legal documents in relation to this agreement.**

8.3 Bland-Temora Rural Fire Service – Update July 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 most recent meetings of the Bland Temora RFS Zone Liaison Committee and Senior Management Team, scheduled for 30 June 2021, were cancelled because of Covid-19 restrictions. However, the Regional Manager, Mr. Steve Holden, met individually with the General Managers of both Bland and Temora Councils and provided a verbal update on the following matters:

- Zone Staffing
 - Interviews for the position of Regional Manager, in view of the impending retirement of Mr. Holden, will be held on 20 July 2021.
It is expected that when all staff positions are filled there will be a total of six (6) staff within the Zone with three (3) located at West Wyalong and three (3) located at Temora.
- Tanker Service Contracts
 - The current contracts expire at the end of October 2021 and tenders will be called for another three (3) year period. The current contracts are held by Gallagher's in Temora and Barmedman Motors.
- 2022 Stations Construction Program
 - There are plans to construct three (3) single bay stations at Tallimba, Calleen and Barmedman.
- Grant Applications
 - The Bland – Temora Zone is eligible for a \$400,000.00 grant under the Brigade Donation Fund and the Senior Management Team have identified a range of equipment that would see \$85,000.00 of the grant spent in the Temora Zone and \$315,000.00 spent in the Bland Zone.
However, there are two (2) items, being a Bulk Water Tanker (\$80,000.00) and a Second-hand prime –mover (\$80,000.00) that if purchased would be added to the 'red fleet'. This would mean both items being added to the assets of Council with this matter being the subject of extensive debate across NSW Councils.
The dilemma for Council, at the present time, is if we endorse the grant application we will add to our assets, although we are not including the RFS assets on our books until a finite decision is made by the NSW Government on this matter. If Council does not endorse the grant application there will be \$160,000.00 potentially lost to the Bland Temora RFS Zone. I have been advised that the applications close 23 July 2021, leaving insufficient time to prepare another application.
Consequently, I have included in my recommendation that Council should endorse the application to ensure that these two items of equipment can be purchased and utilised by the RFS volunteers.

- Service Level Agreement
 - A revised template is being prepared by the RFS Commissioner for consideration by all stakeholders. No date has been identified as to when this revised document will be available for comment.

Financial Implications

There are no direct financial implications arising from this report. However, if there is a ruling that directs councils to include RFS assets on their books then the purchase of red fleet items will add to Council's depreciation costs.

It is a difficult decision given that the equipment being purchased under the above grant will be for the protection of property owners throughout the Bland Shire.

Summary

On the matter of the relocation of the Zone headquarters Council has received the attached correspondence in response to representations to have the Zone HQ relocated to West Wyalong.

Recommendation:

- 1. That the information provided in this report regarding the Bland – Temora RFS Zone is received and noted;**
- 2. That Council endorse the Grant Application under the NSW RFS Brigade Donation Fund in the amount of \$400,000.00 representing \$315,000.00 for the Bland Shire and \$85,000.00 for the Temora Shire;**
- 3. That the advice from the NSW RFS confirming that the West Wyalong RFS Centre is to be utilised as the District Training Centre for all emergency personnel is received and noted.**



NSW RURAL FIRE SERVICE

Mr Ray Smith PSM
General Manager
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671

Our reference: DOC21/38670

2 JUL 2021

Dear Mr Smith,

Thank you for your correspondence to NSW Rural Fire Service (NSW RFS) Deputy Commissioner Bruce McDonald in regards to the Bland-Temora NSW RFS Headquarters or Zone Office. I will be responding on Deputy Commissioner McDonald's behalf.

I note your concerns for your preferred location for the Bland-Temora RFS Headquarters to be at Wyalong. Please be assured that the NSW RFS has made extensive enquiries of stake holders to gain a clearer picture of the District's needs.

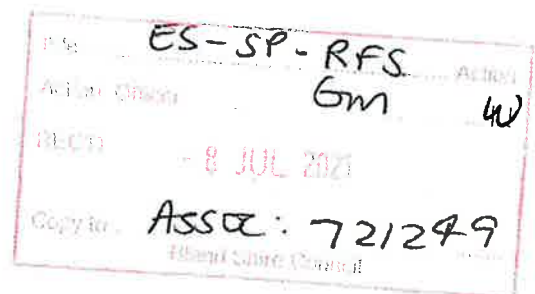
Consultation with the Bland-Temora membership indicates they would ideally prefer both Fire Control Centres (FCC) to be utilised. To this end, Wyalong FCC will be utilised as the District training centre for our membership and for other emergency services, who are already using the facility. Deductible Gift Recipient (DGR) funding has been sought to continue to upgrade the training props and facilities at Wyalong.

In respect to the staffing issues, the NSW RFS Western Area Command is working to address the shortfall, so full capacity will hopefully be achieved in the near future. It is envisaged when this has been achieved, there will be staff available to the community at both Wyalong and Temora.

Thank you for correspondence in regards to this issue

Yours sincerely

Acting Deputy Commissioner Stuart Midgley
Field Operations



Postal address

NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

NSW Rural Fire Service
4 Murray Rose Ave
SYDNEY OLYMPIC PARK NSW 2127

T (02) 8741 5555
F (02) 8741 5550
www.rfs.nsw.gov.au

8.4 Evolution Mining –DA2020/0114 Boundary Street Preliminary Assessment



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

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

Author: General Manager

Introduction

This report has been prepared and submitted to Council at the request of Evolution Mining.

Evolution Mining is aware that the DA cannot be approved without landowners consent and are hoping for conditional consent pending landowner consent from the WWLALC when they have received the final Native Title Determination from the Court.

However, under the Environmental Planning and Assessment Act a Council cannot determine a development application, even conditionally, without the owner's consent.

Nevertheless, Council's Manager of Development Services has prepared a preliminary assessment of the DA and a copy of her report is included as an attachment to this report. Also included as an attachment is a copy of the responses from the Consultants, acting for Evolution, to the submissions made during the public exhibition period.

In discussion on this matter at the July Council Workshop Councillors expressed two (2) main concerns surrounding the future use of this facility and the extent of public consultation. The response from Evolution Mining to these concerns are as follows:

- *The exact timing and nature of the decommissioning of the Village is uncertain at this early stage. Options for the future use of the site are currently being evaluated. Discussions on future uses will be held at the appropriate time with the landowner (West Wyalong Local Aboriginal Land Council) and with Bland Shire Council. No further details on future uses are available at this time.*
- *Consultation regarding the village has occurred :*
 - *As part of the UG EIS consultation process. This included four online sessions (in lieu of face to face due to COVID) that were publicly advertised;*
 - *Evolution has circulated two information flyers to the community regarding the village that called for community comment or questions;*
 - *Evolution has directly engaged with at least two of the direct neighbours regarding concerns that they have raised; and*
 - *Evolution has had numerous meetings with local hoteliers and accommodation providers regarding the Village.*

Financial Implications

The value of this development, as supplied by the developer, is \$23M which will generate \$32,000.00 in DA fees and \$230,000.00 in S.712 contributions.

Summary

It is unfortunate timing that the current Council will not be able to determine this DA due to the upcoming council elections and the fact that the receipt of owner's consent could still be some time away.

There are still responses to come from a number of state government agencies and a bio-diversity assessment is still to be undertaken.

The current Council can, however, indicate its in-principle support of the development which could guide council staff in the preparation of appropriate conditions of consent.

Recommendation:

That Councillors convey to Council staff any concerns they may have with the proposed DA for workers accommodation in Boundary Street, West Wyalong.

PRELIMINARY DEVELOPMENT ASSESSMENT REPORT

DA Number:	DA2020/0114
Address:	Boundary Street, West Wyalong
Legal Description:	Lot 388/DP753135, Lot 7044/DP1115128, Lot 2 DP1239669, Lot 4 DP1239669
Development Description:	Workers Accommodation

- Accommodation for up to 176 people, including:
 - Temporary construction workforce accommodation modules to house 96 people
 - Semi-permanent operational workforce accommodation module to house 72 people
 - Semi-permanent accessible accommodation modules to house 8 people
- Upgrade existing access and onsite roads
- Administration buildings
- Communal facilities including
 - Laundry units
 - Communal dining and kitchen building
 - Outdoor eating areas
 - First aid and nursing room
 - Prayer room
 - Quiet room
 - Gymnasium
 - Multipurpose outdoor court
 - Running track
- Undercover bus shelter and bus parking
- Light vehicle parking spaces
- Security fencing, gates, cameras and night lighting
- Reticulated services
- Landscaping.

It is proposed that the development will be constructed in the four stages:

1. Operational workforce accommodation modules to house 50 construction personnel, installation of infrastructure and amenities sufficient for stage 1. Including 8 accessible modules.
2. Remaining operational workforce accommodation modules and construction workforce modules to house 46 people
3. Construction workforce modules to house 80 people
4. Gymnasium and multipurpose court.

PROPERTY DETAILS/HISTORY

	Checked		Comments
File History	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The land is owned by the West Wyalong Local Aboriginal Land Council, however, native title must be extinguished prior to the WWLALC carry out any dealings with the land.
Title Plan	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Ownership	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

APPLICATION TYPE

Does this application require referral for decision by Council?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is this application an Integrated Development Application?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this application a Designated Development Application?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Is this application for State Significant Development?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this application submitted by/on behalf of a Public Authority?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this application a staged Development?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Stage Detail:			
Is this application a section 4.55 amendment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does this application require concurrence referral?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does this application require courtesy comment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Department	Date Requested	Date Received	Comments/Issues Raised
Rural Fire Service	31/5/2021		Response not yet received.
Applicant Response			

	Applicable	
SEPP (Affordable Rental Housing) 2009 <i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Building Sustainability Index: BASIX) 2004 <i>The SEPP provides for the implementation of BASIX throughout the State.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Concurrences and Consents) 2018 <i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Educational Establishments and Childcare Facilities) 2017 <i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Exempt and Complying Development Codes) 2008 <i>The SEPP provides exempt and complying development codes that have State-wide application.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Housing for Seniors or People with a Disability) 2004 <i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Infrastructure) 2007 <i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Mining, Petroleum Production and Extractive Industries) 2007 <i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 21 (Caravan Parks) <i>This SEPP aims to encourage the orderly and economic use and development of land for land intended to be used as a caravan park.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 33 (Hazardous and Offensive Development)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<i>The SEPP provides a systematic approach to the assessment of development proposals for potentially hazardous and offensive industry or storage.</i>		
SEPP No 36 (Manufactured Home Estates) <i>This SEPP allows development for MHE permissible with development consent on any land on which a caravan park may be carried out except land dedicated or reserved under the National Parks and Wildlife Act 1974, Crown reserves or specified categories of excluded land.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 55 (Remediation of Land) <i>The SEPP provides a state-wide planning framework for the remediation of land; requires consent authorities to consider the potential for land to be contaminated when determining development applications; lists the remediation works that require development consent; and provides certification and operational requirements for remediation works that can be undertaken without development consent.</i>	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 64 (Advertising and Signage) <i>The SEPP provides planning controls for advertising and signage in NSW. The SEPP requires signage to be compatible with the future character of an area, provide effective communication in suitable locations and be of high quality design and finish.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 65 (Design Quality of Residential Apartment Development) <i>The SEPP provides consistent planning and design standards for residential apartment buildings across NSW.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Primary Production and Rural Development) 2019 <i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (State and Regional Development) 2011 <i>This SEPP identifies development that is State significant development or State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Vegetation in Non-Rural Areas) 2017 <i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserve the amenity of non-rural areas of the State through preservation of trees and other vegetation.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
State Environmental Planning Policy No 55 – Remediation of Land		
<p>Clause 7 of SEPP 55 states that:</p> <ol style="list-style-type: none"> 1) A consent authority must not consent to the carrying out of any development on land unless: <ol style="list-style-type: none"> a) It has considered whether the land is contaminated, and b) If the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and c) If the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose. 		
<p>Comment</p> <p>The planning policy is required to be considered in the processing and determination of development applications.</p> <p>The purpose of this policy is to provide a statewide planning approach to the remediation of land. In particular, this policy aims to promote the remediation of contaminated land for the purposes of reducing the risk of harm to human health or other aspects of the environment.</p>		

In accordance with Clause 7 of SEPP 55 it has been considered that the land is not likely be contaminated and that is suitable for the intended use. The requirements of the SEPP are therefore satisfied.

LOCAL ENVIRONMENTAL PLAN

The subject land is zoned:	R1 General Residential	
Definition from LEP	The proposal is not specifically defined in the LEP. However, it is considered to a type of residential accommodation.	
Permissibility:	The development is considered to be permissible with consent.	
Clause		Compliance
Part 4 Principal Development Standards		
4.1	Minimum subdivision lot size	Not Applicable
4.1AA	Minimum subdivision lot size for community title schemes	Not Applicable
4.1A	Minimum subdivision lot size for strata plan schemes in certain rural and environmental zones	Not Applicable
4.2	Rural Subdivision	Not Applicable
4.2A	Erection of dwelling houses on land in certain rural and environmental protection zones	Not Applicable
4.2B	Erection of rural workers' dwellings	Not Applicable
4.3	Height of buildings	Not adopted
4.4	Floor space ratio	Not adopted
4.5	Calculation of floor space ratio	Not adopted
4.6	Exceptions to development standards	Not Applicable
Comment:	The application does not propose subdivision, the erection or rural workers accommodation or an exception to a development standard.	
Part 5 Miscellaneous Provisions		
5.1	Relevant acquisition authority	Not Applicable
5.2	Classification and reclassification of public land	Not Applicable
5.3	Development near zone boundaries	Not Applicable
5.4	Controls relating to miscellaneous permissible uses	Not Applicable
5.5	Repealed	Not Applicable
5.6	Architectural roof features	Not adopted
5.7	Development below mean high water mark	Not applicable
5.8	Conversion of fire alarms	Not Applicable
5.9	Repealed	Not Applicable
5.9AA	Repealed	Not Applicable
5.10	Heritage conservation	Not Applicable

5.11	Bushfire hazard reduction	Complies
5.12	Infrastructure development and use of existing buildings of the crown	Not Applicable
5.13	Eco-tourist facilities	Not Applicable
5.14	Siding spring Observatory – maintaining dark sky	Not adopted
5.15	Defence communications facility	Not adopted
5.16	Subdivision of, or dwellings on, land in certain rural, residential or environment protection zones	Not Applicable
5.17	Artificial water bodies in environmentally sensitive areas of operation of irrigation corporations	Not Applicable
5.18	Intensive livestock agriculture	Not Applicable
5.19	Pond-based, tank based and oyster aquaculture	Not Applicable
Comment:	Bushfire hazard reduction, (if required) can be carried out without development consent.	
Part 6 Additional local provisions		
6.1	Essential services	Complies
6.2	Earthworks	Complies
6.3	Terrestrial biodiversity	Complies
6.4	Riparian land and watercourses	Not Applicable
6.5	Wetlands	Not Applicable
6.6	Groundwater vulnerability	Not Applicable
6.7	Flood Planning	Not Applicable
6.8	Airspace operations	Not Applicable
6.9	Location of sex services premises	Not Applicable
Comment:	Arrangements are in place for the provision of essential services. Associated earthworks are not considered significant and biodiversity assessment has been undertaken by the applicant to assess impacts on terrestrial biodiversity. A biodiversity offset is required.	

DEVELOPMENT CONTROL PLAN

PART 1.3 DEVELOPMENT APPLICATION NEIGHBOUR NOTIFICATION POLICY

Is the proposal Advertised Development? Yes No

Comment

The proposal is not listed as Advertised Development in the Bland DCP 2012.

Did the application require Neighbour Notification? Yes No

Comment

The proposal was advertised to adjoining property owners for a period of three (3) weeks. The proposal was also exhibited on Council's website and the NSW Planning Portal.

PART 4 DUAL OCCUPANCY AND MULTI-DWELLING RESIDENTIAL DEVELOPMENT		
All Residential Zones		
Development respects the character of the neighbourhood by:		
PMD1.1	Being respectful of, without necessarily imitating the style and character of adjoining houses and gardens including the scale, materials, roof forms and types of trees.	Meets Acceptable Solution
PMD1.2	Providing attractive streetscapes, comprising trees, gardens, building facades, fences and walls.	Meets Acceptable Solution
PMD1.3	Preserving established trees and gardens.	Meets Acceptable Solution
Comment The proposal is consistent with the residential character of the surround residential uses. The development is single storey. A landscaping plan has been submitted for the proposal that includes native plantings and trees have been retained where possible. It is considered that the proposal will be integrated with the surrounding land uses.		
Development takes advantage of the attributes of the site, by:		
PDM2.1	Using its slope, its orientation to the sun, and its established landscape quality to create useable outdoor spaces and views.	Meets Acceptable Solution
PDM2.2	Combining neighbourhood gardens to maintain the landscape character of the area.	Meets Acceptable Solution
PDM2.3	Minimising paved areas.	Meets Acceptable Solution
PDM2.4	Keeping the floor area of the new building to a minimum through efficient planning so as to retain as much of the existing backyard and garden as possible and to minimise site coverage and maximise setbacks from the boundaries.	Meets Acceptable Solution
PDM2.5	Ensuring setbacks from the street alignment do not vary dramatically from those in the rest of the street.	Meets Acceptable Solution
Comment The facility provides communal recreation areas for residents both indoor and outdoor to provide a range of recreational activities. The proposal includes integrated landscaping and gardens throughout the development. The proposal will be setback more than 5 metres from the primary street frontage (Boundary Street), 3 metres from on western boundary (Cedar Street) and northern boundary (Hyde Street). There will be a setback of 11 metres along the southern boundary to allow for an asset protection zone.		
Development is of appropriate building height, bulk and form by:		
PDM3.1	Being respectful of the predominant surrounding building forms, roof forms and building heights.	Meets Acceptable Solution
PDM3.2	Minimising building bulk and height on or near boundaries to avoid overshadowing and overlooking of neighbours.	Meets Acceptable Solution
Comment The proposal is for the installation of accommodation and communal facilities modules. The buildings are single storey with pitched roofs that reflect the character of the surrounding residential land uses.		
Development protects the heritage qualities of the area by:		
PDM4.1	Respecting existing heritage buildings, streetscapes or gardens close to the development.	Not Relevant
Comment There are no heritage items in the vicinity of the proposed development.		
Development provides good environmental performance access by:		

PDM5.1	Providing good sunlight to living areas and avoiding overshadowing of neighbours and established garden areas.	Meets Acceptable Solution
PDM5.2	Planning the internal layout of a dwelling to ensure good daylight to living areas.	Meets Acceptable Solution
PDM5.3	Locating parking in the shadow of the buildings.	Meets Acceptable Solution
Comment Accommodation modules are fitted with 1 x 1.2 metre windows to allow for natural light. Similarly communal buildings have sufficient window area to allow for adequate natural light.		
Development creates clear address and access by:		
PDM6.1	Ensuring dwellings adjoining the street frontage address the street.	Not Relevant
PDM6.2	Providing each dwelling with clear and distinct access, preferably visible from a public street.	Not Relevant
Comment Given the nature of the development and the exclusive use of the site by the Evolution work force it is not considered necessary for dwelling units to address the street. Pathways will connect the accommodation		
Development provides access and parking by:		
PDM7.1	Providing adequate parking for the number and type of dwellings.	Meets Acceptable Solution
PDM7.2	Ensuring that access driveways and garage frontages do not visually dominate development.	Meets Acceptable Solution
PDM7.3	Ensuring vehicle access to and from the site is safe.	Meets Acceptable Solution
PDM7.4	Minimising the number and width of access driveways consistent with the traffic function of those driveways.	Meets Acceptable Solution
Comment Access to the site will be from a formed road (Boundary Street). Car parking is to be provided in accordance with AS2890 Part 1 and 2. Car parking is discussed further later in this report.		
Development provides facilities consistent with the residential use of the land including:		
PDM8.1	Letterboxes.	Not Relevant
PDM8.2	Clothes drying facilities.	Meets Acceptable Solution
PDM8.3	Garbage bin storage.	Meets Acceptable Solution
PDM8.4	Outdoor service areas.	Meets Acceptable Solution
Comment Individual letterboxes are not required for this development, mail will be handled processed via central facility for all residents. Clothes lines will be provided in the vicinity of each laundry facility and will not be visible from public streets. Waste receptacles will be located in a screened area at the rear of the communal dining/kitchen/admin building. Storage areas are provided in various locations across the development		
Development is served by necessary utilities and services including:		
PDM9.1	Telephone/data, water, sewer, power and gas.	Meets Acceptable Solution
PDM9.2	Onsite water storage.	Meets Acceptable Solution
PDM9.3	Drainage <i>Note: Headwork's and/or development servicing plan charges may be applicable to the development. Applicants are advised to contact Council's Engineering Services Department to determine these</i>	Meets Acceptable Solution

	<i>charges, which are payable prior to the release of any Construction Certificate.</i>	
Comment		
Reticulated water, sewer and power are available to the site and each building will be connected with water and sewer. Telephone services will be connected as required to amenity buildings. Water storage tanks will be provided for firefighting purposes and located close to the main administration building. Drainage is to comply with AS3500.		
B2 Local Centre Zone		
PDM10.1	Using its slope, its orientation to the sun, and its established landscape quality to create useable outdoor spaces and views.	Not Relevant
PDM10.2	Minimising paved areas	Not Relevant
PDM10.3	Keeping the floor area of the new building to a minimum through efficient planning so as to retain as much of the existing backyard and garden as possible and to minimise site coverage and maximise setbacks from the boundaries.	Not Relevant
Comment		
The proposal is not located in the B2 Local Centre zone.		

PART 11 CAR PARKING AND VEHICLE ACCESS		
PCP1	Parking operations are logical and the circulation pattern clearly defined through the use of appropriate traffic management measures.	Meets Acceptable Solution
PCP2	Parking areas are designed to operate in a safe manner for drivers and pedestrians.	Meets Acceptable Solution
PCP3	Finished surface of the car park, driveway, turning circle and loading areas is of a suitable material for the proposed activity.	Meets Acceptable Solution
PCP4	Pedestrians are separated from vehicular traffic as much as physically possible.	Meets Acceptable Solution
PCP5	For one way traffic, circulation is in the clockwise direction.	Meets Acceptable Solution
PCP6	Solid walls or other obstructions to visibility are avoided on the inside of tight turns.	Meets Acceptable Solution
PCP7	Entry/Exit points are clearly marked to avoid any confusion. Within the car park, signs are provided where necessary so that drivers wishing to leave the car park may do so by the most efficient route. Signposting is easily seen and understood.	Meets Acceptable Solution
PCP8	Directional markings are clearly set out on the pavement in such a manner as to be easily readable and understandable to the users of the car park.	Meets Acceptable Solution
PCP9	All parking bay delineations, arrows and other information for drivers painted on the pavement are marked using white (or high contrast) paint or approved markers. Delineations are not less than 75 mm or greater than 100 mm wide. <i>Note: In certain situations, the installation of signs to Council's satisfaction may be required over and above the normal requirements. Signposting and marking for parking areas are to be submitted with the development application for Council's consideration.</i>	Meets Acceptable Solution

PCP10	Where the development generates a reasonable volume of traffic, separate entry and exit locations are provided with suitable separation between the access points.	Meets Acceptable Solution
PCP11	Good sight distance is provided onto footpath areas from vehicles leaving car parking areas.	Not Relevant
PCP12	Garages in residential development are capable of easy entry and exit.	Not Relevant
PCP13	Grades of parking areas are minimised, consistent with achieving adequate drainage	Meets Acceptable Solution
PCP14	Turning circles are to cater for the range of vehicle sizes anticipated to utilise the site.	Meets Acceptable Solution
PCP15	Delivery areas are separated (either physically or through timed deliveries) from customer parking areas.	Meets Acceptable Solution
PCP16	Provisions are made in the design of loading docks so that delivery vehicles do not conflict with customer traffic.	Not Relevant
Comment Car parking will be constructed in accordance with AS 2890 Part 1 and Part 2. The proposal is consistent with the car parking requirements set out in the Bland DCP 2012.		
11.3 Number of Car parking Spaces Required		
PNC1	New car parks are sufficient in number and design to provide appropriately for the needs of new development.	Meets Acceptable Solution
Comment The proposal will provide sufficient car parking spaces (a total of 95 spaces).		

PART 12 TREE REMOVAL OR LOPPING		
PT1	Trees are protected, unless they are an environmental weed species;	Meets Acceptable Solution
PT2	Management of existing trees minimises the threat to the long term survival of the tree.	Meets Acceptable Solution
Comment There are some trees that are required to be removed as a result of the development. Trees that are to be retained will be required to be protected during construction.		

PLANNING AGREEMENT <i>Section 4.15(1)(a) (iia) – EP & A Act</i>		
Is there a planning agreement in force under section 7.4 of the EP&A Act	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has a Planning Agreement been offered under this development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

PLANNING STRATEGIES/LOCAL POLICY		
Is there a Planning Strategy or Local Policy that requires notation?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has the applicant submitted any supporting planning assessments?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comment Not applicable		

SUBDIVISION		
Does this application include subdivision?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Comment

Subdivision is not proposed.

ENVIRONMENTAL IMPACTS*Section 4.15(1)(b) – EP & A Act*

	Impact		Comment
Social	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The proposal will provide housing for the construction workforce and a significant number of operational staff. The current housing market in West Wyalong is not able to meet this demand.
Economic	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The operation of the site will generate the need for goods and services in West Wyalong and there will be employment opportunities in the operation of the facility.
Siting & Configuration	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The development is designed to utilise the existing road network and utility services.
Setbacks	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The setbacks of the development are consistent with the requirements set out in the Bland DCP 2012.
Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The proposal includes the construction of a 1.8m 'good neighbour' colorbond fence along the shared boundary with 14 Hyde Street. Chainwire fencing is proposed for other boundaries. Further consideration is required.
Overshadowing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	The proposal is for one-storey units with adequate spacing between other units and existing residential dwellings in the vicinity. It is not considered that overshadowing will be an issue.
Solar Access	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	As above.
Visual	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Neutral colours are proposed. Existing mature vegetation and proposed landscaping will reduce the visual impact in the locality.
Amenity	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	As above
Water	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The proposed development will increase water demand. The application was referred to Goldenfields Water County Council who have provided conditions of development consent.
Air	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The proposal will not have a significant impact on air and microclimate. Conditions will be applied to minimise dust during construction.
Noise	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	It is considered that any noise generated at the site will be of low impact and will not significantly impact on adjoining land owners.
Land Degradation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Conditions will be applied to address soil erosion and sedimentation during construction
Vegetation Loss	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	A number of trees
Flora	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The site has not been identified as an area of critical habitat.
Fauna	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	No threatened species have been identified on the site.

Has a Threatened Species Impact Assessment been prepared?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does the proposed development require approval under the EPBC Act?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Heritage	Impact	Comment	
European	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	There have been no items of European heritage identified on the site.	
Aboriginal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	There have been no items of Aboriginal heritage identified on the site. A condition will be applied in relation to excavation.	
Is the land classified as containing an item of environmental heritage?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is there an impact on a heritage item in the vicinity of the proposal?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comment There have been no heritage items identified on the site or within the vicinity of the site.			
Is this proposal in a heritage conservation area?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this proposal in an adjoining or in close vicinity to a conservation area?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has a Heritage Impact Statement been prepared for the proposal?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has an Archaeological Survey been prepared for this proposal?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

FLOODING

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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BUSHFIRE PRONE LAND

Section 4.15(1)(b) – EP & A Act

Is this property bushfire prone as per the Bush Fire Prone Land Map?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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CONTAMINATED LAND

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does this land require remediation?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has a Contaminated Land Site Investigation been completed?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is it possible that this land may be contaminated?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this land in the close vicinity or adjoining a known contaminated site?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

INFRASTRUCTURE

Section 4.15(1)(b) – EP & A Act

Is an engineering assessment required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has an engineering assessment been completed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Who completed the engineering assessment?	Will Marsh	
Comment The engineering assessment is being finalised.		

Does this proposal have any potential impact on:			
	Impact		Comment
Sewer	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Water	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Drainage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Access	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Kerb & Gutter	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Upgrade Existing Road	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Road Network	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Existing Easements	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Electricity	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Telecommunications	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Pedestrian Access	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Loading and Unloading	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Parking	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Energy Consumption	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Does the development require any new easements?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has an Erosion and Sedimentation Control Plan been submitted?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

CONSTRUCTION ASSESSMENT

Is a construction certificate required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is a subdivision works certificate required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Was a construction certificate application submitted with this application?	No	
Has Council been appointed as the Principal Certifying Authority?	No	
Is an annual Fire Safety Certificate required?	Yes	

SECTION 68 ASSESSMENT

Is a Section 68 assessment required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has a Section 68 assessment been completed?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Was a Section 68 application submitted with this application?	No	
What type of Section 68 approval is required?	<input checked="" type="checkbox"/>	Sewer
	<input type="checkbox"/>	Onsite Waste Water
	<input checked="" type="checkbox"/>	Stormwater
	<input checked="" type="checkbox"/>	Installation of modules

DEVELOPER CONTRIBUTIONS

Does this proposal require any Developer Contributions	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Amount	\$	

ADVERTISING SIGNAGE

Does this application include advertising signage?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has an assessment under SEPP 64 been carried out?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

NOTIFICATION

Does this application required neighbour notification?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is this application advertised development under the EP & A Act?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was this application notified/advertised as per the provisions of:	CPP	
Was this application notified/advertised for public interest purposes only?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Dates notification undertaken:		
Commenced:	24/05/2021	Finished: 15/06/2021
Were there any written submissions received?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Issue	Comment	
	See attached response to submissions received from applicant.	

SECTION 88B INSTRUMENT

Does Council require a Section 88b instrument to be prepared?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

PUBLIC INTEREST

Does this proposal have any construction or safety issues?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comment:		
Are there any public health issues associated with the proposal?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are there any other public interest issues?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

SITE SUITABILITY

Is the site suitable for the development?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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ASSESSING OFFICER COMMENT

Comment:	A preliminary assessment has been undertaken of the proposal which demonstrates that Council has sufficient information with which to make a determination. Until the issue of native title is resolved it is unlikely that a determination can be ma
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RECOMMENDATION

Comment:	The preliminary assessment of the application has not identified any matters that cannot be resolved via the application of conditions of development consent. However,
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CONDITIONS

ADMINISTRATIVE CONDITIONS	Required
General	<input checked="" type="checkbox"/>
Building Code of Australia	<input checked="" type="checkbox"/>
Erection of Signs	<input checked="" type="checkbox"/>
PRIOR TO CONSTRUCTION CERTIFICATE	
Construction Certificate Application	<input checked="" type="checkbox"/>
Engineering Plans	<input checked="" type="checkbox"/>
Section 68 Application	<input checked="" type="checkbox"/>
Developer Contributions	<input checked="" type="checkbox"/>
PRIOR TO COMMENCEMENT OF WORK	
Notice of Commencement	<input checked="" type="checkbox"/>
Erosion and Sediment Control	<input checked="" type="checkbox"/>
Residential Building Work	<input checked="" type="checkbox"/>
Temporary Onsite Toilet	<input checked="" type="checkbox"/>
Damage to Public Assets	<input checked="" type="checkbox"/>
REQUIREMENTS DURING WORKS	
Approved Hours of Construction	<input checked="" type="checkbox"/>
Building Waste	<input checked="" type="checkbox"/>
Building Materials, Plant and Equipment	<input checked="" type="checkbox"/>
Stormwater Disposal	<input checked="" type="checkbox"/>
Soil and Water Management	<input checked="" type="checkbox"/>
REQUIREMENTS PRIOR TO OCCUPATION CERTIFICATE	
Occupation Requirements	<input checked="" type="checkbox"/>
Public Infrastructure	<input checked="" type="checkbox"/>
Smoke Alarms	<input type="checkbox"/>
BASIX Certificate	<input type="checkbox"/>
Ground Levels	<input type="checkbox"/>
Vehicle Access	<input type="checkbox"/>

Completion Requirements	<input type="checkbox"/>
OPERATIONAL REQUIREMENTS	
Amenity	<input type="checkbox"/>
Decommissioning A development application is to be lodged and approved by Council prior the removal of any modules from the site.	
Future Use of the Site A development application for any future use of the site not undertaken by Evolution Mining is to lodged and approved by Council prior the commencement of any such use.	

29 June 2021

Ms Lesley Duncan
Manager Development & Regulatory Services
Bland Shire Council
PO Box 21
West Wyalong NSW 2671

Re: Cowal Gold Operations Accommodation Village Development Application - Response to Submissions

Via email: lduncan@blandshire.nsw.gov.au

Dear Lesley,

1 Introduction

Evolution Mining (Cowal) Pty Limited (Evolution) is seeking development consent for the construction and operation of an accommodation village (the project) on vacant land comprising the whole of Lot 7044 DP1115128 and a portion of Lot 2 DP1239669, located immediately west of Boundary Street, West Wyalong, in the central west region of NSW (the site).

The project conceptually comprises the following:

- accommodation modules with capacity for up to 176 people;
- administration buildings;
- communal facilities;
- undercover bus shelter and bus parking;
- light vehicle parking;
- security fencing, gates, cameras and night lighting;
- reticulated services;
- use of upgraded existing access points and on-site roads; and
- landscaping.

The development application (DA2021/0114) for the project was lodged by Evolution with Bland Shire Council (Council) via the NSW Planning Portal on 14 May 2021. An accompanying Statement of Environmental Effects (SEE), describing the potential environmental impacts of the project, was prepared under Part 4 of the NSW *Environmental Planning and Assessment Act 1979* (EP&A Act) and submitted with the DA.

The project is being developed to accommodate the workforce associated with the construction and operation of the Cowal Gold Operations (CGO) Underground Development Project, located approximately 38 kilometres (km) north-east of West Wyalong. The CGO Underground Development Project is currently the subject of a State significant development (SSD) application (SSD 10367).

The SEE for the village was placed on public exhibition from 1 June to 15 June 2021. Ten public submissions were received. Of the ten submissions received, one was an objection, four contained comments and five were in support.

This Response to Submissions (RTS) report has been prepared by EMM Consulting Pty Limited (EMM) in response to Council's email request of 16 June 2021 to respond to the matters raised in submissions.

2 Response to submissions

Table 2.1 summarises the issues raised in submissions received on the project and Evolution’s responses.

Table 2.1 Summary of submissions and responses

Submitter	Nature of submission	Issues	Response
Stephen Rossiter (Submission 7)	Objection	<ul style="list-style-type: none"> Length of time that the village will be in operation. What the accommodation will be used for in the longer term? 	<ul style="list-style-type: none"> The CGO Underground Development Project is intended to extend mining operations at the CGO mine until the end of 2039, and the accommodation village is critical to the accommodation strategy that Evolution will put in place to support its ongoing operations, along with the continuing use of short-term accommodation and use of Evolution-owned properties to house workers. The exact timing and nature of the decommissioning of the Village is uncertain at this early stage. Options for the future use of the site are currently being evaluated. Discussions on future uses will be held at the appropriate time with the landowner, West Wyalong Local Aboriginal Land Council (WWLALC) and with Bland Shire Council. No further details on future uses are available at this time.
Name withheld (Submission 3)	Comment	<ul style="list-style-type: none"> Impacts of the construction phase on surrounding neighbours. Provision of details for an onsite contact during the construction phase so that any issues can be mitigated immediately. What type of accommodation is proposed in future? Long term use of the site. Publicly available details of the landowners of the site. Request to be consulted and updated prior to construction and regarding future plans and development applications. The current vehicular access plan is the best on balance solution for minimising the impact of additional traffic in the area for the majority of local residents. 	<ul style="list-style-type: none"> A detailed construction environmental management plan (CEMP) will be prepared which will detail the applicable construction hours and noise control measures for surrounding residents. This CEMP will be submitted to Council prior to the commencement of construction. Evolution supports close consultation with local residents. During preparation of the CEMP and prior to construction, Evolution will undertake consultation with nearby residents to ensure potential issues are discussed and appropriate mitigation measures are implemented. The contact details of the site manager will be made available to local residents. The site is located on Lot 7044 DP1115128 and a portion of Lot 2 DP1239669, held by the WWLALC (subject to determination of native title). A native title claim (NN2020/007) was lodged on 21 August 2020 by the WWLALC over part of the site. Options for the future and long-term use of the site are currently being evaluated. Discussions on future uses will be held at the appropriate time with the landowner WWLALC and with Bland Shire Council. Therefore, no further details on future uses are available at this time. Vehicular access to the site will be via Boundary Street therefore minimising impacts to surrounding streets.

Table 2.1 **Summary of submissions and responses**

Submitter	Nature of submission	Issues	Response
Geoffrey Boal, 38 Cedar Street (Submission 9)	Comment	<ul style="list-style-type: none"> • Adequate control of noise during the construction phase. • Cedar street will not be used as a thoroughfare during construction. • Consultation with neighbours and interested rate payers would be appropriate during construction, and when options for future use of the site are being considered, to consider the impact on lifestyle and property values. • Access to site manager during construction • Clarification regarding decommissioning. Is there a plan for the remaining semi-permanent structures? If so, who has decided or will decide who makes that decision? • Permissibility of the proposal in light of previous exclusion of development at the site. 	<ul style="list-style-type: none"> • A detailed CEMP will be prepared which will outline the applicable construction hours and noise control measures to ensure impacts at nearby residents meet applicable noise criteria. This CEMP will be submitted to Council for endorsement prior to the commencement of any construction activities. • Evolution supports consultation with local residents. During preparation of the CEMP prior to construction, and prior to deciding on future land-uses, Evolution will consult with nearby residents to ensure potential issues are discussed. • Details of the Contractor and an onsite contact during the construction and operational phases will be provided to nearby residents prior to construction. • The exact timing and nature of the decommissioning of the Village is uncertain at this early stage. Options for the future and long-term use of the site are currently being evaluated. Discussions on future uses will be held at the appropriate time with the landowner WWLALC and with Bland Shire Council. Therefore, no further details on future uses are available at this time. • Construction access to the site will be via Boundary Street only. • The geotechnical assessment for the site found it to be geotechnically suitable to support the project, with mitigations applied. Further geotechnical investigations are underway, which will determine the type of footings and construction methods required for the structures on site. Nonetheless, Evolution considers that non-standard construction methods for the types of structures proposed will not be required. • The site is zoned R1 General Residential under <i>Bland Shire Local Environmental Plan 2011</i>. This allows residential development to be undertaken at the site with development consent.

Table 2.1 Summary of submissions and responses

Submitter	Nature of submission	Issues	Response
David Norris 14 Hyde Street (Submission 8)	Comment	<ul style="list-style-type: none"> • Long term resident of the area. • Notes the potential for instability at the site due to historic mine workings. • Notes that the previous Barrick temporary village was sited to south of the internal ring road, and not where the majority of the current proposed village is planned, which seems to be a common misconception amongst the local community. • The consultation undertaken for the project. • Request for a fence to 14 Hyde Street with a of 2.4 to 3 metres from building set back, dropping down to normal levels to street boundary, constructed of "Hebel panels" or similar. • Future use of the site. 	<ul style="list-style-type: none"> • The geotechnical assessment for the site found it to be geotechnically suitable to support the project, with mitigations applied. Further geotechnical investigations are underway, which will determine the type of footings and construction methods required for the structures on site. Nonetheless, Evolution considers that non-standard construction methods for the types of structures proposed will not be required. • Evolution has since consulted with the owner of 14 Hyde Street and has agreed to provide appropriate fencing at the property as requested. • The accommodation village has been designed to ensure adequate accommodation can be provided for the construction and operational workforce. The site has been selected for its size, its availability and its location near to town. Unlike the previous Barrick village, this proposal has been designed to allow the structures to be integrated into the local urban fabric. • Evolution supports close consultation with local residents and will commit to keeping the local community updated during construction and operation of the accommodation village. • The exact timing and nature of the decommissioning of the Village is uncertain at this early stage. Options for the future and long-term use of the site are currently being evaluated. Discussions on future uses will be held at the appropriate time with the landowner WWLALC and with Bland Shire Council.
Submission 10: Samantha and James Redden, 20 Cedar Street	Comment	<ul style="list-style-type: none"> • Access to 20 Cedar Street. 	<ul style="list-style-type: none"> • As a tenant of the proposed Village site owned by WWLALC, Evolution is unable to speak on behalf of the landowner. However, Evolution is willing to participate in discussions aimed at maintaining access to 20 Cedar Street. • Evolution does not see this issue as directly relevant to consideration of the Village development application. Nevertheless, Evolution believes that there are opportunities where access to 20 Cedar Street can be maintained without compromising the construction and operation of the Village.
P Patsalou (Submission 1)	Support	<ul style="list-style-type: none"> • This project will bring many more people to the community, which the local area will benefit from. • This is a great project, great company and one which should be supported. 	Comments noted.
Name withheld (Submission 2)	Support	<ul style="list-style-type: none"> • This development will be great for the local economy. 	Comments noted.

Table 2.1 Summary of submissions and responses

Submitter	Nature of submission	Issues	Response
Joshua Northfield (Submission 4)	Support	<ul style="list-style-type: none"> • Key piece of infrastructure required to successfully deliver the Underground Project at Cowal Gold Mine. • Will provide critical accommodation in West Wyalong for the construction and operational phase of the project and assist in minimizing any potential impact to available housing stock in the Bland Shire. 	Comments noted.
James Biggam (Submission 5)	Support	<ul style="list-style-type: none"> • If unsuccessful, there is insufficient housing in town to accommodate the increased work force, and the opportunity to bring more people into town, supporting local businesses, will be lost to Forbes or another nearby town. 	Comment noted.
Shaune Finn (Submission 6)	Support	<ul style="list-style-type: none"> • Not enough suitable housing in the town of West Wyalong. • Skills required for the project may not be available in the district. As such people need to be brought from further and accommodated. • The village option hopefully prevents a cost blow out of housing prices. The design looks good. • Why is there a gymnasium included in the village when that is already available in the community? 	Comments noted. The gymnasium is an optional future stage for the project, as it is noted that there are local gym facilities in West Wyalong that can be easily accessed.

3 Evaluation and conclusion

The CGO accommodation village project is critical to the strategy Evolution has developed to house its construction and operational workforces for the CGO Underground Development Project. The proposed accommodation village will ensure that the housing rental market in West Wyalong is not inflated by the incoming workforce.

The project will provide significant direct and indirect economic benefits to the Bland Shire during both the construction and operational phases.

The proposed development is considered appropriate for the site and complies with the relevant provisions of *Bland Shire Local Environmental Plan 2011* and *Bland Shire Development Control Plan 2012*. The proposed land use activities and form of development are considered appropriate for the site, and location more generally, in accordance with requirements of the R1 General Residential zone under the LEP.

Evolution has committed to close consultation with nearby residents throughout the construction and operational phases of the development, to ensure any concerns that may arise can be effectively managed.

The conclusion remains that the proposed development, when considered both in isolation and in relation to the development of underground mining at CGO, merits the granting of development consent.

Evolution looks forward to Council's approval of the project, and would appreciate provision of draft conditions for the project for Evolution's review at the earliest convenience.

Evolution would be happy for Council to share its responses to the issues raised in submissions with the relevant landowners.

Please contact the undersigned below if any further information or clarification on Evolution's position on matters raised in submissions is required.

Yours sincerely



Paul Freeman

Associate Director

pfreeman@emmconsulting.com.au

8.5 West Wyalong Tennis Club – Request for Support



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

Council is in receipt of a written request from the West Wyalong Tennis Club Inc. seeking in-principle support for a financial contribution of \$65,000.00 if the Club's grant application under Round 4 of the Stronger Country Communities Fund is unsuccessful.

A copy of the Club's request is included as an attachment to this report.

Financial Implications

Council has no specific budget for this project but a transfer from the Community Facilities Fund could be considered given the community benefit arising from the improved facilities at this complex.

Summary

The Club has commenced works on Stage 1 with funding being provided from an earlier round of the Stronger Country Communities Fund. However, completion of Stage 2 will be dependent on the success of their current application or from funding provided by Bland Shire Council.

Recommendation:

That Council resolves to provide in-principle support to the West Wyalong Tennis Club Inc. for a financial contribution of \$65,000.00, towards completion of Stage 2 of the Club's facilities upgrade, if the Club's grant application under Round 4 of the Stronger Country Communities Fund is unsuccessful.

West Wyalong Tennis Club Inc.



President: Andrew Bartlett
Secretary: Steve Pressler
Treasurer: Therese MacFarlane

PO Box 269
WEST WYALONG 2671

15th of June 2021

Bland Shire Council, Councillors
WEST WYALONG NSW 2671

Dear Councillors,

File: <u>FM-SPON-DON</u> Action
Action Officer: <u>Gm</u> W
REC'D 15 JUN 2021
Copy to: <u>Bland Shire Council</u>

Re: Tennis Club Clubhouse Project, Creswell Street

West Wyalong Tennis Club (WWTC) are writing to seek further assistance for this project, as circumstances have dramatically shifted against us since our initial budget was put together.

Initially our builder left the area, and then severe trades shortages has seen contractors take on only the most profitable (and more cookie-cutter style) work. Materials shortages have seen price increases from heightened demand, and our associated trade quote shocks resulted in further engineering costs to find reductions in that increase. We are hopeful this will yield some result in that one area, but the proof is yet to be seen.

We are applying for extra funds totalling \$102,700 in Round 4 of the Stronger Country Community Grant program, with a women in sport emphasis – but we are not a clear match in all the parameters. This will not be decided until late September, 2021 – and the result is no guarantee.

We are seeking from you, in principle support for top-up funding of \$65,000 from Council to ensure we can complete stage 2 of the building and amenities centre at the tennis complex to a standard that is properly in keeping with other Council owned sporting facilities.

Be assured that any funds from Bland Shire Council will all be used in securing a physical asset which is owned by Bland Shire (and not by the Tennis Club).

As dedicated volunteers we have spent countless hours variously negotiating the most efficient delivery route for this project. We have secured funding of \$251,400 from State Government grants (one of those backed through Council) for this wonderful community asset. A \$65,000 contribution now will end up being a quite modest 17.5% ratepayer contribution to the final full cost of the improvement.

For some historical perspective, we have copied a quote we received from Paul Flagg back in 2018 (before the substantial pricing increases caused by scarcity of labour and materials) for a property smaller than the one we are building the community. That property had some design elements to make it suitable for a conference centre as well, but aside from that, it is arguably a long way inferior in function and form to the one we are building. That cost then was \$489,500 + GST (to which \$122,000 management fees had to be added to make the total \$618,000 + GST)

We are looking at delivering a project current day that is bigger and better for closer to \$360,000 + GST.

This is deliverable only with careful management of trades without profit loading by a manager. We have Jamie Player prepared to lead the project with some Tennis Club members as his admin support, and this is the most efficient option we have found.

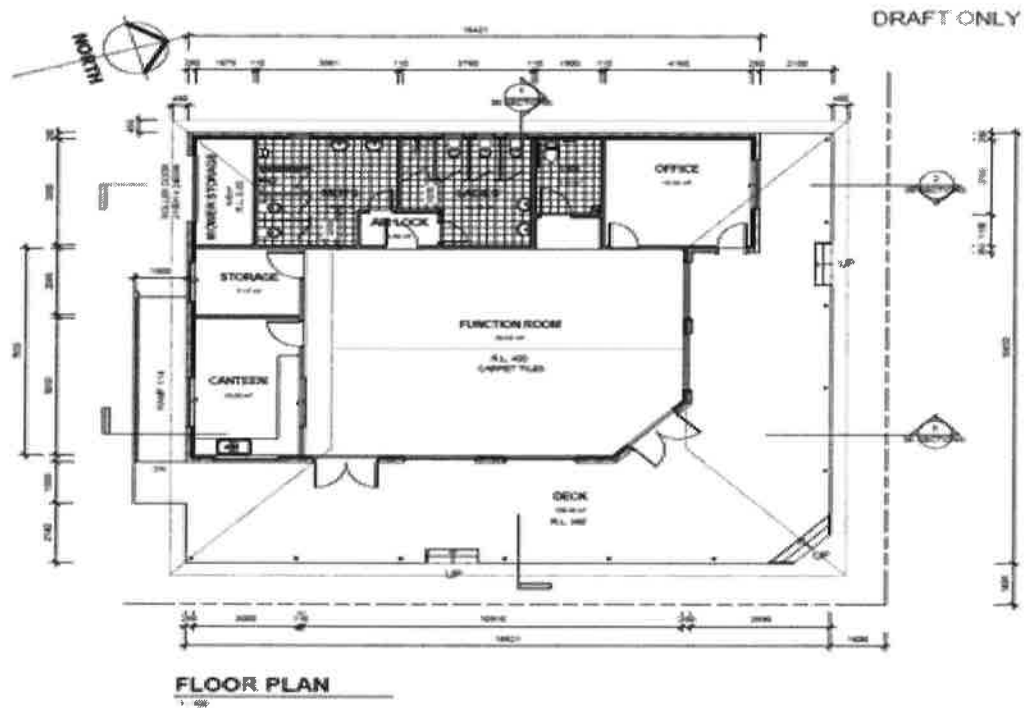
We hope you can agree there is sound value for the whole Shire in providing this conditional, in-principle support.

Yours faithfully,
Andrew Bartlett
President,
WWTC Inc.



(Four Appendices follow)

Appendix 1. SCCF Round 1 proposal 2018 – Multi-Function Centre



8.6 Strengthening Communities – West Wyalong Yard Dog Club



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

DP3.1.5 Administer Council's Strengthening Communities Grant programs

Author: Community Relations Officer

Introduction

The West Wyalong Yard Dog Club has approached Council for a Strengthening Communities grant to assist with the costs of hosting the 2021 South West Yard Dog Championships.

The South West Championships will be held at the West Wyalong Showground on 7-8 August with up to 300 entries expected.

The club is seeking a \$1000 Strengthening Communities grant from Council to assist with the running costs of the event including stock carting (\$800) and trophies (\$300).

The club has invited the Anglican Church to provide catering services and receive all profits while to keep running costs at a minimum the stock for the event is donated by local farmers at no cost.

Financial Implications

Council has \$40,000 available in its Community Donations budget

Summary

The South West Yard Dog championships will attract a large number of visitors to the community and inject funds into the local economy.

The West Wyalong Yard Dog Club previously received a Strengthening Communities grant of \$2000 in 2019 when they hosted the Australian Yard Dog championships. The grant has been fully acquitted.

Recommendation:

That Council approve a Strengthening Communities grant of \$1000 to the West Wyalong Yard Dog Club to assist with the running costs of the South West Yard Dog Championships on 7-8 August 2021.

Section 2 – Corporate & Community Services

8.7 Finance and Investment Report for June 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 JUNE 2021.

BANK BALANCES AS AT 30TH JUNE 2021

ACCOUNT	BALANCE
General Fund	\$3,273,609.75
Business Card	\$30,000.00
	\$3,303,609.75
<i>Invested Funds</i>	
Fixed Deposits	\$45,700,000.00
Deposits at Call	\$2,250,564.84
	\$47,950,564.84
Net Balance	\$51,254,174.59
Percentage of Invested Funds to Net Balance	93.55%

**STATEMENT OF BANK BALANCES AS AT 30.06.2021
SUBMITTED TO THE ORDINARY MEETING JULY 20, 2021**

BALANCE as at 01.06.21	\$2,087,583.15
Add Receipts	
<u>Receipts over \$150,000</u>	
03/06/2021 Pexa Settlement 33 Quota Drive	177,864.36
08/06/2021 PLG Fag Local Roads Advanced Payment	1,615,328.72
08/06/2021 OLG Financial Assist Grant 21-22 Advance Payment	2,491,787.28
09/06/2021 Ungarie Showground Grant Amenities Block	660,000.00
11/06/2021 Investment Redemption Australian Unity	2,000,000.00
15/06/2021 GST Received ATO May 2021	240,343.00
30/06/2021 LRCI Payment Instalment	739,930.00
<u>Receipts under \$150,000</u>	<u>\$755,410.32</u>
Total Receipts for June 2021	\$8,680,663.68
Less Payments	
<u>Payments over \$150,000</u>	
10/06/2021 Town & Country Asphaltting Pty Ltd	-630,165.25
17/06/2021 Adaptive Trading Pty Ltd	-274,222.32
17/06/2021 Rods Earthmoving & Excavation Pty Ltd	-183,441.50
23/06/2021 Gordon Garling Moffitt Trust Account	-159,744.51
24/06/2021 Renrow Steel & Fabrication Pty Ltd	-183,398.60
30/06/2021 Cooper Civil & Crushing Pty Ltd	-164,999.12
30/06/2021 Temora Shire Council	<u>-155,604.98</u>
<u>Payments under \$150,000</u>	<u>-\$5,743,060.80</u>
Aged Care	\$10,102.12
Bank Fees	\$2,531.83
Cemeteries	\$2,408.45
Children's Services	\$19,005.62
Community	\$24,268.05
Construction	\$497,117.06
Corporate	\$452,749.16
Development Services	\$68,858.78
Donations/Contributions	\$1,144.28
Employee	\$829,321.32
Fuel/Plant	\$79,026.97
Governance	\$58,712.52
Investments	\$2,000,000.00
Lease payments	\$3,918.12
Library	\$16,047.25
Maintenance	\$386,408.87
Roads	\$1,231,991.92
Sewer	\$3,700.37
Utilities	\$34,981.08
VIC	\$20,479.47
Waste	\$287.56
Total Payments for June 2021	- \$7,494,637.08
CASH BALANCE	<u>\$3,273,609.75</u>
Limit of Overdraft Arranged with Bank	\$ 350,000.00

ACCOUNTS SUMMARY AND CERTIFICATION

The following is a summary of accounts paid for the period 01 June 2021, to June 30, 2021.

I CERTIFY,

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

Payment Type	Voucher No's	Total
Cheques	026050-026059	\$13,072.05
Auto-pay	Creditors E024972 – E125355	\$6,869,109.30
Auto-pay	Payroll 01/06/21 – 30/06/21	\$606,005.78
Bank Charges & Commissions	May 2021	\$2,531.83
Direct Debits	Repayments & Vehicle Lease	\$3,918.12
		\$7,494,637.08

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

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

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

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 20th July 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 **\$7,494,637.08** was submitted to the Ordinary Meeting on the 20th July 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 30th June 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-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-2021	NAB (Term Deposit)	2,000,000.00	182 days	0.30%	05-October-2021
28-April-2021	AMP (Term Deposit)	2,500,000.00	365 days	0.70%	28-April-2022
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
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
11-May-2021	MyState Bank	1,000,000.00	730 days	0.55%	11-May-2023
24-June-2021	Defence Bank	2,000,000.00	728 days	0.58%	22-June-2023
	ANZ Deposit at Call	50,942.21	Cash at Call		
	CBA Deposit at Call	2,199,622.63	Cash at Call		
	TOTAL:	\$47,950,564.84			

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)	\$ 10,618,900.07
Rates received as at 30/06/2021	\$ 10,180,401.23
% of rates received to date	95.87%

The total rates income includes rates in arrears and accumulated interest and compares to 95.26% for the same period last year.

COMMUNITY FACILITIES RESERVE TRANSACTIONS 2020/21

Reserve movements for the Community Facilities Reserve are as follows. Any jobs that are still continuing have the budgeted amount taken out, while the completed jobs have the actual amounts.

2020-21		Comments
-		
2,947,949.33	Opening balance	
-414,552.00	50% Mining Rates Transferred in	
954,096.30	Community Cinema Contribution (August Council Meeting)	Work continuing
291,811.00	Southern Lights Project	Work continuing
110,000.00	Drain Neeld St & Bowling Club	Work continuing
18,000.00	Cemetery Works - Ungarie & Weethalle	Work continuing
85,000.00	Fitness equipment, Big Football Light, Monash St Playground	Work continuing
45,000.00	Ron Crowe Oval Seats	
350,800.00	Ron Crowe Oval Upgrade	Work continuing
35,000.00	Re-tile changerooms Holland Park Pool	Work continuing
85,202.38	Replacement Office Caravan Park	
21,325.00	K9 Cube	
119,505.50	Covid Recovery Grants	June Meeting
30,000.00	Interest Free Loan	Dec Meeting (Confidential)
-2,130.00	Interest Free Loan Repayments	
65,000.00	Interest Free Loan	Confidential
-		
1,153,891.15	Closing Balance	
2021-22		
-		
1,153,891.15		
650,000.00	Airport Runway	If required
-503,891.15	Closing Balance	

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 June 2021**
- 2. That Council confirms the payment of accounts, for the period 01 June to 30 June 2021, summarised in the accounts summary totalling \$7,494,637.08**

8.8 Draft Council Financial Statements 2020/21 – Referral for Audit



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

As prescribed under Section 413 of the Local Government Act 1993, Council is required to consider and resolve to refer the 2020/21 Draft Financial Statements for audit as soon as practicable after the end of the financial year. The purpose of this report is to seek formal approval of the current Council for certain activities to be undertaken to allow for the audit process to proceed.

Financial Implications

The audit fee as prescribed by the NSW Audit Office. This has already been approved in Council's budget.

Summary

The process that Council must follow in the production, audit, issuance, advertising and presentation of the Financial Statements is prescribed in Sections 413-420 of the LGA, and the Audit Office requirements.

The external auditors, Crowe, are due to commence the audit of statements from 20th September with the finalised set of audited Financial Statements, including the Auditor's reports to be presented to Council on 16th November 2021.

Advertising and public exhibition of both the audited Financial Statements and Auditor's reports, inviting members of the public to make comment, is expected to commence 29th October to advise the Council's intention to present the documents to the public at its meeting on 16th November.

Council's Draft Financial Statements for 2020/21 have been prepared and will be tabled at the Council meeting on 20 July, 2021 to allow for their referral to audit.

The Draft Primary Financial Statements have been prepared in accordance with the format required by the Local Government Act 1993 (LGA), the Code of Accounting Practice and Financial Reporting (Code) issued by the Office of Local Government and the Australian Equivalents to the International Financial Reporting Standards (AIFRS).

These Draft Primary Financial Statements are required to be audited in accordance with Sections 415,416 and 417 of the Local Government Act.

The Draft Primary Financial Statements consist of the following General Purpose Financial Statements;

- Income Statement
- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows

It should be noted that there may be minor or slight variances to the complete documents once checking is fully undertaken and the audit is completed.

The Draft Financial Statements also include Draft Special Purpose Financial Statements, which relate to the following business activity of Council;

- Sewerage Services

The following timetable will allow these processes to be satisfied and for the Financial Statements to be adopted by Council;

20 July, 2021	Council approves financial statements for referral to the Audit Office and the Mayor, a Councillor, the General Manager and Responsible Accounting Officer delegated responsibility to sign the statement.
20 September, 2021	Audit team starts audit of financial statements
19 th -20 th October 2021	Audit Office issues Engagement Closing Report and Council signs Management Representation Letter
21 st October 2021	Audit Office issues Independent Auditor's Report in accordance with Section 417 of the LG Act.
29 th October, 2021	Audit Office issues Management Letter and reports any significant issues in accordance with Section 426 of the LG Act.
30 th October 2021	Council Financial Statements submitted to the Office of Local Government.
30 th October 2021	Anticipated date for public advertising notifying that the Financial Statements are available for inspection and advising that the Financial Statements will be formally presented to Council on 16 th November 2020.
3 November 2021	Audit team presents Engagement Closing Report to Audit, Risk and Improvement Committee.
16 th November 2021	Ordinary Council meeting for the presentation of Council's audited Financial Statements and Auditor's reports to Council.

A full report on Council's financial position will be provided to Council at its meeting on 16th November 2021.

Due to the timing of the Local Government Election on 4 September 2021, Senior Staff at Bland Shire took the decision to present the first draft of the Financial Statements to the current Council, which has had responsibility for Council's finances during the past five years.

It was deemed appropriate to provide the outgoing Council with oversight of the draft statements before they were formally referred for audit. For this to occur, there is a need for appropriate delegations to be given to those who would be required to sign off on the information ahead of the audit commencing on 20 September this year and that this authorisation should come from the current cohort of Bland Shire Council.

Recommendation

That Council:

- 1. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that it has prepared the General Purpose Financial Statements for the 2020/21 financial year ending 30 June 2021 and has formed an opinion, based on the advice of Council officers, that these reports;**
 - (a) Have been prepared in accordance with;**
 - (i) The Local Government Act 1993 (as amended) and the Regulations made thereunder;**
 - (ii) The Australian Accounting Standards and professional pronouncements; and**
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.**
 - (b) Present fairly the operating result and financial position of the Bland Shire Council for the year ended 30 June 2021; and**
 - (c) Accords with Council's accounting and other records and policies.**
- 2. That the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.**
- 3. That the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act.**
- 4. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2021 be referred for audit.**

8.9 2020/21 Progress Report Combined Delivery Program & Operational Plan



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 Progress Report of the Bland Shire Council Delivery Program (2017-2022) and Annual Operational Plan (2020/2022) from 1 January 2021 to 30 June 2021 is presented to Council for its review and consideration (**Attachment 1**).

Financial Implications

The annual Operational Plan is developed in consideration with Council's financial management processes required as part of the Integrated Planning and Reporting process.

Summary

The Integrated Planning and Reporting Guidelines for local government in NSW require the General Manager to provide progress reports to Council every six months on the improvement being made with respect to the principal activities detailed in its delivery program.

This report also encompasses the key objectives contained within the Annual Operational Plan as Bland Shire Council currently has a combined Delivery Program and Operational Plan.

Council's key activities were identified within the Delivery Program (2017-2022) and annual Operational Plan (2018/2019) (DPOP) and are all linked to the main strategies and actions that have been established within the Community Strategic Plan – Your Vision, Our Future (CSP).

There are 16 strategies contained within the CSP which are grouped into four (4) key themes. The following list outlines each theme and each strategy that supports that theme:

Theme 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

Theme 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

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

10. 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

Theme Our Prosperity - Growing our population and jobs

16. Visitors and tourists are welcomed
17. Promote the Shire as a place to do Business
18. Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire

Council's targets and measures are outlined within a joint Delivery Program and Operational Plan as many of the objectives extend over more than a one year period.

Each action item is categorised through a "traffic light" system as, "completed", "on target", or "not progressed".

Of the 158 actions in Council's Operational Plan for 2020/2021, 117 (74%) are reported as being complete and 35 (22%) as being on target at the 12-month report. This compares to 13 and 133 respectively from the six-monthly reporting period to 31 December 2020.

Of the remaining actions, five (4) actions have not progressed and two (2) were not due to start in this reporting period. These six actions represent 4% of the total number of actions contained within the Operational Plan. The actions which did not progress and reasons for the delay are:

2.1.6 - Inspect all Skin Penetration Premises and Mortuaries - Due to the disruptions caused by Covid, the implementation of Council's public health inspection program was delayed.

3.2.4 - Facilitate a Bland Flavour Festival - Event was not practical in 2020-2021 under COVID-19 restrictions.

8.4.1 – Review Development Control Plan - Council staff were waiting on the standard template for Development Control Plan that was due to be released by the Department of Planning in 2020 prior to commencing the review of the DCP. The project is on hold until advice is received on the release of the template.

16.3.2 - Provide a workshop/program targeting energy efficiency - Due to Covid restrictions the Environmental Expo could not be held as in the past

The two items which were not due to start were 10.4.5 – Review the long term financial plan aiming for financial sustainability to ensure fitness for the future and 12.3.4 - Conduct Employee Engagement & EEO Survey.

Recommendation:

THAT Council notes the progress in relation to the Bland Shire Council Delivery Program (2017-2022) and Operational Plan (2020/2021) for the period from 1 January 2021 to 30 June 2021.



Progress Report 2020/21 Combined Delivery Program & Operational Plan

1 July 2020 – 30 June 2021



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 and Reporting

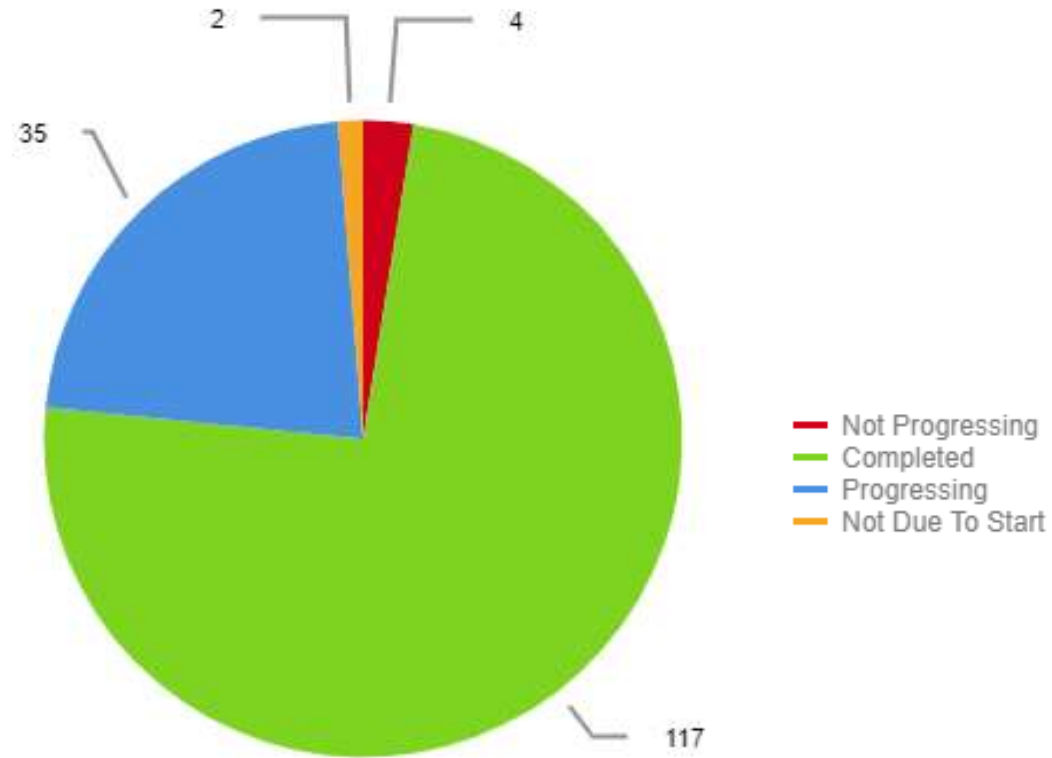
It is important to track and report on our progress in delivering our Community Strategic Plan over the ten year period. Council will report to the community at regular intervals on what is being achieved and the progress towards the performance measures.

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. Due to the postponement of the Local Government Elections, Bland Shire Council's Delivery Program was extended to become a five-year Program.

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 into the future. This survey was undertaken in October-November 2020.

Progress Snapshot





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
3. Nurture a strong sense of community and enrich the cultural life of the residents
4. Ensure services are accessible for all residents

1.

Ensure health and support services address the needs of the community

Strategy 1.1

Maintain active communication with health and allied health providers

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.1.1 Q1	Maintain active relationships and communication with health services, relevant allied health providers and medical practices within the Shire.	Director Corporate and Community Services	Progressing	Contact made with Murrumbidgee Local Health District Engagement and Communications Manager re: Local Health Advisory Committee.
Q2			Progressing	Awaiting further advice from Murrumbidgee Local Health District on the Community directed health planning process as well as involvement with the Local Health Advisory Committee. This will be followed up mid-Quarter 3.
Q3			Progressing	Awaiting notification of Local Health Advisory Committee meeting dates. Information distributed to Councilors' on the NSW Legislative Council's Health outcomes and services in rural, regional and remote NSW inquiry currently underway. While written submissions have closed, Public Hearings have been scheduled during Quarter 4 in regional areas.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Progressing	NSW Legislative Council's Health outcomes and services in rural, regional and remote NSW inquiry continued during Q4. While written submissions have closed, Public Hearings have been scheduled during Quarter 4 in regional areas. Correspondence received from Murrumbidgee Local Health District requesting Bland Shire Council partner with MLHD to increase community awareness around palliative care services to support death and dying. Concerns were raised with MLHD in relation to the lack of medical coverage during the previous two Christmas holiday periods. MLHD replied that it would continue to liaise with the local General Practitioner Visiting Medical Officers (GP VMOs) to ensure there is optimal medical coverage at West Wyalong Hospital. When a local PG VMO is unavailable to provide on call support, medical coverage is provided through the Remote Medical Consultation Service (RMCS), Coordinated through MLHD Patient Flow Team.
1.1.2 Q1	Partner with local health services to implement workshops and provide resources to the community.	Community Development Officer	Progressing	Liaison occurring with MPHNS around the provision of Tai Chi and gentle exercise classes to be held in the Weethalle community on a weekly basis.
Q2			Progressing	Partnered with the Mindful Warrior to deliver a virtual youth program to local schools to touch on areas such as yoga, fitness, art therapy and mindfulness. Plans to partner with MPHNS in the April holidays to deliver youth focused initiatives that foster longer term recovery and resilience.
Q3			Progressing	Partnered with MPHNS in the April holidays to delivery youth focused initiatives that foster longer team recovery and resilience.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Complete	Partnered with the Butterfly Foundation to bring positive body image and healthy eating workshops to all students at the High School and senior students at St Mary's school. Council further engaged Armed Riverina to deliver a Self Defence workshop for teenagers and adults to boost personal safety skills of local residents.

Strategy 1.2

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.2.1 Q1	Review existing services to ensure service model is in line with government requirements.	Community Care Coordinator	Progressing	Service is continuing to be reviewed ongoing as we work towards legislative compliance across the various programs.
Q2			Progressing	Services continue to be reviewed, working towards legislative compliance across the various programs.
Q3			Progressing	Services continue to be reviewed, working towards legislative compliance across the various programs. Further work will be completed once the Team Leader has commenced.
Q4			Progressing	Client service review and updating has occurred in the last 12months, further policy and procedure work is required over the next 12 months.
1.2.2 Q1	Develop and implement programs to ensure need is being met.	Community Care Coordinator	Progressing	Expansion in service delivery continues as referrals are received.
Q2			Progressing	Due to Covid-19 restrictions, group activities remain on hold. Expansion of service delivery continues as referrals are received.
Q3			Progressing	Groups remain on hold, due to recommence as soon as internal building works are completed. Expansion of direct service remains as referrals and capacity allow.
Q4			Progressing	Group activities recommenced in May, until they were placed back on hold due to COVID-19 restrictions in June. Direct service provision remains steady with intake open across most funded activities.

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.2.3 Q1	Network with service providers to strengthen relationships within community.	Community Care Coordinator	Progressing	Due to COVID-19 Interagency Meetings have not continued at this time. However new agreements with other providers have created additional income streams for BCCS - Australian Unity, Carer Gateway and LiveBetter.
Q2			Progressing	Arrangements with other service providers continue to provide additional income streams for BCCS. No Interagency meetings held during this quarter.
Q3			Progressing	Arrangements with other service providers continue to provide additional income streams for BCCS. No interagency meetings held during this quarter.
Q4			Progressing	Two additional lease agreements have been drafted for further use of the Centre, bringing the total to five lessors increasing networking opportunities. Interagency meetings recommenced towards the end of the year, reducing opportunities to network further.
1.2.4 Q1	Provide services to towns and villages in the Shire.	Community Care Coordinator	Progressing	Services are being provided to all Towns and Villages within the Shire on an as needed basis in line with referrals received.
Q2			Progressing	Services continue to be provided to all Towns and Villages within the Shire as referrals are received.
Q3			Progressing	Services continue to be provided to Towns and Villages within the Shire as referrals are received. Increase in demand for service outside of West Wyalong township.
Q4			Progressing	Services continue to be provided to the surrounding towns and villages in the shire as service enquiries or referrals are received. Within the last quarter there has been a reduction in the number of locations and clients due to service cessation due to death, transition to home care packages and relocations.

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.2.5 Q1	Undertake a service survey for Aged Care Services.	Community Care Coordinator	Progressing	Draft survey completed, will be sent out in early 2021.
Q2			Progressing	Survey to be sent during Q3.
Q3			Progressing	Service survey remains unsent, to be sent and collated once the Team Leader – Community Care commences.
Q4			Progressing	Service surveys remain unsent due to staffing levels, these will be sent at the start of the new year.
1.2.6 Q1	Expand services available at Community Care facility through increased building tenancies.	Community Care Coordinator	Progressing	Two (2) ongoing lease arrangements have been secured. Waiting on building updates in early 2021 to be able to work on expansion of this. Internet availability remains a barrier.
Q2			Progressing	A further one (1) lease has been secured during this quarter. Building updates to commence in Q3.
Q3			Progressing	Formal License Agreements have been signed and implemented for four regular tenants, one fulltime (MOW). Marketing of the facilities to take place once building updates have been completed.
Q4			Progressing	An additional two lease agreements have been drafted for review and approval before signing, this brings the total number of tenants to five.

2.

Partner with organisations to strengthen community health and safety

Strategy 2.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
2.1.1 Q1	Provide education programs on road safety, in line with RMS funding.	Road Safety Officer	Progressing	Completed National road safety Month campaign, which included radio advertising. Completed and submitted all projects for review. Continuous and ongoing updates on Facebook. Have visited majority of Bland LGA schools to introduce myself as the new RSO. Created a Road Safety editorial for West Wyalong Advocate. Started 65+ workshops. Drink Driving project implementation dates revised by TfNSW, Fatigue and Speed projects on schedule. Completed 65+ Older Drivers and Pedestrian presentation - 18 attendees, feedback was very positive. Fatigue project begins 24 December 20 and runs through to 2 January 21. Plan B - Win A swag Project in progress, completion date for Bland is 22 December 2020. Articles on safe skateboarding, scooter and bike riding written and emailed to the majority of schools in the Bland shire. Represented council at ALGAssociation Special Transport Congress 2020. Completed Yellow Ribbon National Road Safety Week social media campaign.
Q2			Progressing	Fatigue project completed. Drink Driving - Win a Swag campaign completed. School Safety Zone Glove Box Guide created for when the new school year starts. 4 Shires road safety Facebook Page continually maintained. Speeding On Local Roads and GLS - HLDBSD project plans progressing.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Guiding Learner Supervisors to Help Learner Drivers Become Safer Drivers project completed 23 March 2021. Speeding on Local Roads project commenced 29 March 2021 and continues until 10 April 2021. Rural Road Safety Week 22-28 March 2021 social media campaign in progress. Four Shires Facebook page continues to be updated with road safety information.
Q4			Completed	All projects and campaigns for the 2020/21 period have successfully completed. Four Shire's Road Safety Facebook page continually maintained.
2.1.2 Q1	Remove offensive graffiti from Council infrastructure as soon as practical dependent on location and degree of offensiveness and report to Police.	Coordinator - Urban	Progressing	One (1) report of graffiti recorded and removed within 24 hours.
Q2			Progressing	One (1) report of graffiti reported and removed within 24 hours.
Q3			Progressing	No graffiti reported in this period.
Q4			Completed	Offensive graffiti removed as reported or noticed by staff.
2.1.3 Q1	Engage with community members to volunteer within Bland Shire by providing opportunity, safety training and governance support.	Director Corporate and Community Services	Progressing	Initial meetings held with Section 355 Committees to discuss review of S355 Manual. No WHS training provided at this stage.
Q2			Progressing	COVID 19 impacted Face to Face training sessions however meetings were held with members of Council's Section 355 Committees to review the role they play. Revised Manual was endorsed for consultation with the community. Further meetings to be held during Quarter 3 do discuss the roles and responsibilities of Section 355 Committees.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Follow up meetings held with five of the eight Section 355 Committees to discuss the revised committee manual. A further report on the Manual will be presented to Council in Quarter 4.
Q4			Progressing	Council adopted a revised Section 355 Manual and meetings have been held with a number of existing committees to progress Terms of Reference and Memorandums of Understanding to identify areas of responsibility between the Committees tasked with undertaking work on behalf of Council and those areas which remain Council controlled. A revised Volunteers Policy was endorsed and is currently on exhibition for community comment.
2.1.4 Q1	Support and promote young driver educational programs.	Community Development Officer	Progressing	NRMA Safer Drivers Program held on 31 July and 1 August 2020 with 9 participants attending. Council did endeavor to hold NRMA lessons in September 2020 however, this was not possible due to NRMA having a significant back log of lessons due to Covid-19. Council has contacted NRMA to hold lessons in early 2021.
Q2			Progressing	Plans in place to host NRMA driving lessons in April school holidays.
Q3			Progressing	NRMA Safer Driving lessons scheduled for Wednesday 14 April (and 15 April if there is sufficient demand).
Q4			Completed	NRMA Safer Driving Program scheduled for Thursday 8 and Friday 9 July 2021.
2.1.5 Q1	Inspect all high and medium risk food premises.	Manager Development & Regulatory Services	Not Due To Start	Due to Covid restrictions the commencement of the food premises inspection program has been delayed.
Q2			Progressing	Council staff have inspected 36 food premises inspections. There were no breaches identified.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Council staff have inspected three food premises during the quarter. There were no serious breaches identified.
Q4			Completed	During the reporting period eight (8) food premises were carried out.
2.1.6 Q1	Inspect all Skin Penetration Premises and Mortuaries	Manager Development & Regulatory Services	Not Due To Start	Due to Covid restrictions the commencement of the public health inspection program has been delayed.
Q2			Not Due To Start	Skin premises and mortuary inspections are due to commenced at the conclusion of the food premises inspection program.
Q3			Not Due To Start	Due to Covid restrictions the commencement of the public health inspection program has been delayed. Inspections will commence during quarter 4.
Q4			Not Progressing	There were no skin penetration or mortuary inspections carried out during the reporting period.
2.1.7 Q1	Implement Council's on site waste management systems inspection program.	Manager Development & Regulatory Services	Progressing	There were three (3) inspections undertaken with no breaches recorded.
Q2			Progressing	Four (4) inspections undertaken with no breaches recorded.
Q3			Progressing	There were no inspections carried out during this quarter.
Q4			Completed	Six (6) onsite waste water management systems were inspected during the reporting period.
2.1.8 Q1	Promote the continued use of online training program for Food Safety.	Manager Development & Regulatory Services	Progressing	There were 25 new subscriptions to the online Food Safety program during the reporting period.
Q2			Progressing	There were seven (7) new subscriptions to the online Food Safety program during the reporting period.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	There were five (5) new subscriptions during this reporting period.
Q4			Completed	During the reporting period there were 13 new subscriptions to the online food safety training program.
2.1.9 Q1	Promote Mental Health month.	Community Development Officer	Completed	A mental health event was not held due to the current covid-19 situation, however, a social media campaign was rolled out with different mental health focused post promoted on Councils social media page each week highlighting a number of ways people can access help, youth specific services, the importance of physical exercise for mental health and mental health focused resources.
Q2			Completed	Completed Q1 2020.
Q3			Completed	Completed in October 2020.
Q4			Completed	Action completed in October 2020.
2.1.10 Q1	Implement and monitor Council's swimming pool inspection program policy.	Manager Development & Regulatory Services	Progressing	Four (4) swimming pool inspections were undertaken, with no breaches recorded.
Q2			Progressing	One (1) swimming pool inspection was undertaken with no breaches recorded.
Q3			Progressing	Five (4) swimming pool inspections were undertaken with no breaches recorded.
Q4			Completed	Four (4) swimming pool compliance inspections and one (1) public health swimming pool inspections were undertaken during the reporting period.

3.

Nurture a strong sense of community and enrich the cultural life of the residents

Strategy 3.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.1.1 Q1	Actively work for the community to identify additional funding to achieve community goals by promoting and assisting with external grant applications.	Community Relations Officer	Progressing	Assistance provided to a number of groups including Bland Spinners and Weavers, West Wyalong Golf, West Wyalong Cricket Association, West Wyalong Community Church, West Wyalong Theatre Steering Committee, West Wyalong Netball, West Wyalong Garden and Floral Art Club, Weethalle Show Society and Ungarie Show Society. Two successful applications valued at \$200,000, one unsuccessful application (due to external factors) while the remainder are pending.
Q2			Progressing	Resources for Regions funding of \$2 million announced benefiting various community groups and organisations. Grant applications submitted under the Regional Airports Program, Fixing Local Roads program and Fixing Country Roads program. \$23,000 in funding received through Australia Day grants program. Additional \$100,000 received through Stronger Country Communities program for indigenous museum in conjunction with Local Aboriginal Land Council.
Q3			Progressing	Grants workshop held in March 2021 with 15 community groups represented. Further assistance provided to West Wyalong Presbyterian Church for grants funding.
Q4			Complete	Assistance provided to a number of groups to prepare and submit applications under the Stronger Country Communities Fund.

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.1.3 Q1	Recognise and celebrate volunteers for National Volunteer Week.	Community Development Officer	Not Due To Start	Event will be held in May 2021 to recognise and celebrate National Volunteers Week.
Q2			Not Due To Start	Event will be held in May 2021 to recognise and celebrate National Volunteers Week.
Q3			Not Due To Start	Plans in place to host a COVID safe initiative in May 2021.
Q4			Completed	A Covid safe National Volunteer week celebratory morning tea and movie screening was held in May 2021 with over 35 attendees.
3.1.5 Q1	Administer Council's Strengthening Communities Grant programs.	Community Relations Officer	Progressing	One application received. Applicant has been asked to provide more information and seek development approval before final assessment.
Q2			Progressing	Applications received from Wyalong Historical Society and Weethalle Country Music Muster for consideration at February Council meeting.
Q3			Progressing	Applications approved for Wyalong Historical Society and Weethalle Country Music Muster. Application received for West Wyalong Horse, Sports and Rodeo Association with report to April Council meeting.
Q4			Completed	Grant awarded to West Wyalong Horse Sports and Rodeo Association. Application received and report prepared for West Wyalong Yard Dog Club.
3.1.6 Q1	Facilitate and support groups that build skills and social inclusion including workshops/presentations.	Community Development Officer	Progressing	Meetings held with the Resilience Project team and staff at Ungarie Central School to facilitate the commencement of the Resilience Project Digital Program at Ungarie Central School. This year-long program will commence in early 2021 and will be delivered to all students at the school and focuses on building resilience, improving mental health and practicing gratitude.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Progressing	<p>The Resilience Project is scheduled to be rolled out at Ungarie School commencing in term 1 2021.</p> <p>Plans are also in place to hold The Butterfly Foundation workshops at West Wyalong High School and Ungarie Central School in term 2 2021 and host the Batyr Foundation full day mental health and resilience program at West Wyalong High School in 2021.</p>
Q3			Progressing	<p>Approximately 100 Ungarie Central School students have commenced participation in the Resilience Program course. This program will run for the duration of the year with sessions held for all students on a weekly basis.</p> <p>The resilience program will be rolling out sessions for all High School aged students in West Wyalong during the first week of May with 292 students participating in the different sessions.</p> <p>A gardening and landscaping workshop was held in Naradhan in late March with the maximum number of 10 participants attending the two day session This initiative was held in response to a direct request from the community.</p> <p>Council has supported the facilitation of a number of workshops across the shire including a Kokedama workshop, a macramé workshop and an Australian Drawing and Collage Workshop. Council provided a \$25 subsidy for all participants attended.</p>
Q4			Completed	<p>Council has partnered with Workshops and Wine to assist in the delivery of numerous workshops being held around the shire.</p> <p>Workshops include, Macramé making, Kokedama making, barbed wire art and a Confidence and Wellbeing One day Retreat.</p> <p>All workshops had at least 10 participants in each session.</p> <p>A mate helping mate mental health presentation was also held in Ungarie during the period.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.1.7 Q1	Apply for external grant funding to implement Tourism and Business programs and projects.	Tourism & Administration Officer	Progressing	Applied for Small Business Month Grant of \$2000.
Q2			Progressing	Received an Arts grant for painting 3 sculptures to be placed in the Outdoor Cultural Museum
Q3			Progressing	Received funding from Riverina Arts towards a youth art project. Inviting youth to submit art to be printed on window cling for the empty shops in the Main Street. Art work to be themed "Bland Shire through my eyes".
Q4			Completed	Received funding from Eastern Riverina Arts for painting of artefacts. Received funding from Riverina Local Land Services for adding and printing new Bland Shire Art Trail Brochures.
3.1.8 Q1	Facilitate and progress implementation of the successful SCCF grant for the Community Cinema project.	Manager Development & Regulatory Services	Progressing	Stage 2 of the project has commenced with the Council resolving to accept the tender of Adaptive Interiors. An onsite project manager has been appointed.
Q2			Progressing	Variations to Stage 2 have been identified which has resulted in the requirement an amended construction certificate. The need for the amended construction certificate will mean a further delay which will necessitate an extension to the original NSW Government grant.
Q3			Progressing	Construction work is due to be completed by 31 May 2021.
Q4			Progressing	All major construction work on the project has been completed.
3.1.9 Q1	Report on progress of Bland Shire Council's externally funded programs and projects	General Manager	Completed	A report was submitted to the November 2020 workshop with a follow up report going to the November Council Meeting.
Q2			Progressing	All funded Council projects are currently on schedule with a further update to be submitted to the March Council Workshop.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	A summary of all the current funded projects will be presented to the upcoming budget workshop scheduled for Tuesday 6 April 2021.
Q4			Completed	A report will be submitted to the July 2021 Council Meeting with the current status of all grant funded projects.
3.1.11 Q1	Facilitate the successful SCCF grant projects eg. for power and sports lighting to West Wyalong Rugby and Rodeo Clubs, the Kikiora Hall amenities block and kitchen upgrade as well as the Cooinda Reserve rejuvenation.	Director Technical Services	Progressing	Awaiting erection of light standards and door for Kikiora Hall.
Q2			Progressing	Three Lights left to do at Rugby/Rodeo ground; doors left to do at Kikiora.
Q3			Progressing	Waiting on three (3) light heads to arrive. Kikiora Hall completed.
Q4			Progressing	Finalising issues of lighting on Crown land.

Strategy 3.2

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.2.1 Q1	Continue membership and participation with Eastern Riverina Arts Inc.	Community Development Officer	Completed	Membership with ERA continuing as required.
Q2			Completed	Item completed in Q1 as noted.
Q3			Completed	Item completed in Q1 as noted.
Q4			Completed	Action completed in Q1.
3.2.2 Q1	Facilitate visiting artist/exhibition/performance	Community Development Officer	Not Progressing	Visiting performances/exhibitions have not been occurring as a result of Covid-19.
Q2			Progressing	Plans in place to liaise with ERA to hosting a visiting performance or exhibition in 2021.
Q3			Progressing	Plans in place to liaise with ERA to hosting a visiting performance or exhibition in 2021.
Q4			Completed	The Super Hero workshop was held in April 2021 which consists of an aerobatic performance and workshop for young people. Approximately 60 young people attended this session.
3.2.4 Q1	Facilitate a Bland Flavour Festival.	Community Relations Officer	Not Due To Start	Council is reviewing Covid-19 status and restrictions before setting a date and beginning planning for a Flavour Festival. Initial planning has been completed.
Q2			Not Due To Start	As above. Festival will be scheduled once health advice and community confidence indicates it is safe to do so.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Not Due To Start	Revised date yet to be established. Ongoing discussion with project partners.
Q4			Not Due To Start	Event was not practical in 2020-2021 under Covid-19 restrictions.

Strategy 3.3

Support and strengthen our indigenous culture and history

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.3.1 Q1	Contribute to the positive working relationship with the Local Aboriginal Lands Council.	General Manager	Progressing	There has been regular meetings with the WWLALC the most recent being to finalise the Licence Agreement for Council's access to Lot 1327 Neeld Street.
Q2			Progressing	A further meeting with the WWLALC is to be scheduled for early march to discuss a number of Aboriginal land claims affecting Council.
Q3			Progressing	There has been no meetings with the WWLALC during this quarter.
Q4			Completed	The General Manager met with the CEO of the WWLALC in June 2021 to progress two (2) land claims issues. The existing good working relationship between Council and the WWLALC is being maintained.
3.3.2 Q1	Fly the Aboriginal Flag at Council on days of Aboriginal significance.	Community Relations Officer	Progressing	NAIDOC Week moved to November. No days of Aboriginal significance in the first quarter. Plans to fly flag throughout NAIDOC Week.
Q2			Progressing	Aboriginal flag flown at Council building throughout NAIDOC Week.
Q3			Progressing	Ongoing as required.
Q4			Completed	Flag flown for Reconciliation Week. Special community event to recognise Reconciliation Week.

Strategy 3.4

Foster a community learning culture optimising our physical and virtual spaces

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.4.1 Q1	Continue to promote the library as a community hub being utilised by all community members.	Library Services Coordinator	Progressing	The library continues to promote its collection (both onsite and online), programs and services via social media, Council / Library webpage, Riverina Regional Library webpage and e-newsletters, print media (ie. West Wyalong Advocate), community noticeboards, school newsletters and handouts. The library maintains two book deposit stations located at Barmedman and Weethalle. The library provides a Home Delivery Service for elderly and disabled clients - currently 15 clients access the service. People through the door (6066). New members (13). Due to Covid-19 restrictions no programs or special events were held in the library's space. Day Book Club (24 attendees). Knit and Knatter (54 attendees). LEGO Legends (online) - six challenges with 89 participants. School holiday program - 40 children collected kits from the library.
Q2			Progressing	The library continues to promote its onsite and online collections, programs and services via social media, Council / Library webpage, Riverina Regional Library webpage and e-newsletters, print media, community noticeboards, school newsletters and handouts. The library maintains two book deposit stations located at Barmedman and Weethalle - 10 week changeover. The library provides a fortnightly Home Delivery Service for elderly and disabled clients - currently 15 clients access the service. People through the door (6706). Due to an easing of restrictions, the Day Book Club, Pals of the Pen writers group and Knit and Knatter returned to the library in December (98 attendees). A special Christmas story-time was held in the Council Chambers with 14 parents and 15 children attending. Tullibigeal Central School visited the library in December (18). The library's LEGO Legends continued to run online. Competitions were run through out December encouraging people to visit the library.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	13270 people through the door. The library continues to promote its onsite and online collections, programs and services via social media, Council/Library webpage, Riverina Regional Library webpage and e-newsletters, print media, community notice boards, school newsletters and handouts. The library maintains two book deposit stations located at Barmedman and Weethalle. The library resumed its Baby Bounce and Story-time programs in February (329 attendees). The library provides a fortnightly Home Delivery Service for elderly and disabled clients – currently 15 clients access the service. The library coordinates a monthly Book Club, Knit and Knatter and Pals of the Pen Writers' group. (A total of 114 attendees). Tech Savvy Seniors (10 week program) – 8 sessions have been held thus far (74 attendees). The library's LEGO Legends continues to be run online with a face-to-face session to be held each month from April 2021.
Q4			Completed	60 programs held April - June. Baby Bounce (fortnightly - 41 parents / 41 babies attended). Storytime (weekly - 86 parents and 108 children). Tech Savvy Seniors (weekly - 50). Knit and Knatter (fortnightly - 89). Day Book Club (monthly - 18). Pals of the Pen (fortnightly - 31). Author Talk (April - 13). LEGO Legends online with a monthly face-to-face session. LEGO Legends Relaunch Party (May - 40 children). National Simultaneous Storytime (May - 30 children / 7 adults). Biggest Morning Tea (May - 20 members of the public / 20 Council staff). Free Creative Writing Workshop (May - 8 adults). Housebound Clients Morning Tea (May - 14 attended). Relaunched the Kids Monthly Prize Draw (May). Six Bland Preschool Visits (April & June - 84 children and 23 educators). Art of Ageing Exhibition. All programs promoted via print media, social media, webpage, community noticeboards and handouts. Book Deposit Stations maintained at Barmedman and Weethalle. Fortnightly Home Delivery Service.

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.4.2 Q1	Foster lifelong learning through the provision of community programs.	Library Services Coordinator	Progressing	Due to Covid-19 restrictions, all face-to-face programs were suspended. In response, the Library shared online story-times (presented by Riverina Regional Library's children's services librarian Sharon Smith) via its Facebook page. The Library's LEGO Legends program, which was launched online in April, continues to be delivered online via Facebook. The Library found alternative meeting venues for both its Day Book Club and Knit & Knatter groups - both groups currently meet monthly (Day Book Club at What's Cookin and Knit & Knatter in the Council Chambers). Various alternative venues were offered to the Library's Pals of the Pen writers' group, but the group declined and have been in hiatus. Tech Savvy Senior lessons were to commence in September, however, due to Covid-19 restrictions the lessons have been postponed until 2021. The Library currently has 1915 registered members equating to 32 per cent of the Bland LGA.
Q2			Progressing	20 new library members. 1822 "active" library members. Members aged over the age of 65 years (51). Members aged 18 - 64 years (875). Members aged 13 - 17 years (230). Members aged under 13 years (289). Non-residents or reciprocal borrowers ie. members live outside the Shire (128). The remaining 249 memberships are made up of Book Club, deposit stations, school classes, organisations / institutes, staff / library eg. Bland Shire Library Storytime and Bland Shire Library Promotions and other miscellaneous. A review of the membership database is being undertaken to ascertain that all member details have been entered correctly.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	<p>24 new library members (23 adults and one child – an increase on last quarter). 1846 “active” library members. Annual Summer Reading Club 40 day challenge for children aged 5-16 years run from 1 December 2020 – 1 January 2021. 65 children registered for the reading program with 30 children completing 40 days or more of reading. There were no SRC group activities held in the library during January due to Covid restrictions – instead, participants received a mini BINGO Challenge to complete. An SRC presentation and finale party was held in March.</p> <p>A 10 week Tech Savvy Seniors program (funded by the State Library) commenced February. Sessions held every Tuesday from 10am – 12pm, 15 persons attended each session.</p> <p>The library celebrated Library Lovers (Sunday 14 February) with ‘Blind Date with a Book’, which the library ran over the impending week.</p>
Q4			Completed	<p>81 new members (71 adult and 10 junior) registered in 2020-21 compared to 129 (118 adult and 11 junior) in 2019-20. Current "active" membership as of 30 June 2021 (1653 members - 1144 female, 490 male and 19 other i.e. class groups, organisations, book clubs, etc). This figure has decreased from 1822 due to a clean up of the Libero database by RRL. Members by age group 16 < 5 years, 90 < 10 years, 257 < 15 years, 134 < 20 years, 91 < 25 years, 71 < 30 years, 189 < 40 years, 190 < 50 years, 149 < 60 years, 167 < 70 years, 133 < 80 years, 103 < 90 years and 44 > 90 years. Despite a decline in patronage, the library registered 31960 people through the door in 2020-21 an increase from 27413 in 2019-20 (NB. the library was closed to the public for an extended period due to Covid.)</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.4.3 Q1	Ensure library content and services are available to the community in various platforms.	Library Services Coordinator	Progressing	Bland Shire Library's onsite collection currently has 14,880 items. Adult DVDs (959). Adult Audio (483). Adult Non-fiction (2058). Local Studies Collection (100). Adult Fiction (3129). Large Print (1654). Periodicals (506). Youth (320). Junior DVDs (319). Junior Audio (69). Junior Non-fiction (443). Junior Fiction (2019). Easy Readers (795). Picture Books (1974). Audio and Electronic Devices (21). Storytime Resources (31). A total of 4477 items were issued this quarter. Adult Fiction (1659) Large Print (686), Picture Books (536), Adult Non-fiction (454), Junior Fiction (266), Adult DVDs (245), Junior DVDs (158), Periodicals (145), Easy Readers (130), Adult Audio (112), Junior Non-fiction (64), Youth (18), Junior Audio (3), Audio and Electronic Devices (1). 236 people accessed the public pcs. 24 requests for WiFi. 131 children accessed the StorytimePOD. 477 Customer Service requests. 257 Information requests. 328 Visitor Information requests.
Q2			Progressing	Items held in the library (14221). Includes Biographies (554), Adult Non-fiction (1448), Adult Fiction (3178), Large Print (1666), Young Adult (288), HSC Collection (32), Junior Non-Fiction (34), Junior Fiction (1600), Easy Readers (776), Picture Books (1913), Periodicals (388), Audio and electronic devices (21), Adult DVDs (961), Junior DVDs (314), Adult Audio (494), Junior Audio (63), Local Studies (100), Reference (64), Work Resources (31). Weeding of collection undertaken to ensure collection remains fresh and up to date. Issues (4574). Reservations (250). Information Requests (237). Customer Service Requests (516). Computer Usage (275). Wi-Fi Requests (22). StorytimePOD Usage (142 children). VIC Enquiries by Library Staff (531).

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Budget re-allocation of funding for the various collections (as directed by Riverina Regional Library) completed. Review of standing order lists for both adult and junior collections (as directed by RRL) completed. Items held in the Library consistent with last quarter. Issues (6013), reservations (400), Information Requests (272), Customer Service requests (606), Computer usage (332), Wi-Fi requests (63), Storytime POD Usage (136 children), VIC enquiries handled by library staff (479).
Q4			Completed	Bland Shire Library maintains an onsite collection totaling 14439 items. This figure has remained consistent throughout 2020-21, although slightly less than the 1st quarter figure of 14880 i.e. post collection management "weeding". Issues (4288 - decreased from 6103 last quarter, but consistent with that of the 1st and 2nd quarters. Slight decrease from 18209 issues in 2020-21 compared to 19988 in 2019-20.) Computer usage decreased from 2734 (2019-20) to 1501 (2020-21). The Library's Storytime POD registered 256 users since August 2020 - an average of 23 children per month. Customer Service enquires (2057 in 2020-21 - decreased from 2782 in 2019-20). Information requests (1083 in 2020-21 - decreased from 1787 in 2019-20). Library staff responded to 1745 visitor information request in 2020-21 compared to 1553 in 2019-20. Six Victor Readers were purchased from Vision Australia for clients to borrow. Various magnifiers were also purchased to assist patrons with their reading.

4.

Ensure services are accessible for all residents

Strategy 4.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.1.1 Q1	Coordinate annual Australia Day Celebrations and Awards.	Community Relations Officer	Progressing	Australia Day award nominations opened September 2020.
Q2			Progressing	Australia Day Awards Committee meeting held in December 2020. Plans in place for COVID safe Australia Day celebrations in January 2020.
Q3			Completed	Successful Australia Day awards and celebrations held on 26 January 2021.
Q4			Completed	Completed.
4.1.2 Q1	Coordinate Youth Week Activities.	Community Development Officer	Progressing	Plans in place to host Youth Week celebrations in April 2021.
Q2			Progressing	Youth Week activities will be held in April 2021. Plans are in place to host the NRMA Driving school along with a number of other initiatives and activities.
Q3			Progressing	Activities held for youth week 2021 include: NRMA Driving lessons. A youth trip to Wagga for 22 Ungarie young people to do paintball and bowling. A youth trip for 15 young people, heading to Altina Wildlife Park and Whitton Malt House for lunch. Mini Golf, Blands' Big Obstacool course, Super Hero Lessons, Parkour.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	This item was completed in Q3.
4.1.3 Q1	Conduct library school holiday activities.	Library Services Coordinator	Progressing	Due to Covid-19 restrictions, there were no face-to-face activities held. The Library however provided craft kits for children to take home. Kits included Tangrams (Chinese Puzzles) and Yarn (or Pom Pom) Monsters.
Q2			Progressing	Dagmar McIntyre was engaged to conduct four cake decorating sessions in the Council Chambers as part of the library's September / October school holiday program. Two sessions were held in October with 29 children attending. The Summer Reading Club 40-Day Challenge for students aged 5 - 16 years was launched in November with a total of 65 children registering. Due to Covid-19, no activities were held in the library - SRC members were provided activities to take home eg. mini BINGO challenge.
Q3			Progressing	Summer Reading Club 40-Day Challenge held over January school holidays. April school holiday program finalised.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	April School Holiday Program. 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, additional kits were requested. Popular baker and cake decorator Dagmar McIntyre conducted two cake decorating sessions featuring a jungle theme. Sessions were limited to 20 participants with both sessions booked out. Tegan Sheedy, Riverina Music Therapy, conducted two one hour-long guitar lessons. The session for primary students was well attended with 5 participants. Only 2 attended the session for secondary students. Despite this, feedback was overwhelmingly positive. The Vegetable Plot (Musical Group) did a live one-hour performance in the Council Chambers. The group promote healthy eating through their music. Attendance numbers were good with 43 children and 17 adults attending.
4.1.4 Q1	Conduct school holiday activities.	Community Development Officer	Progressing	Successful holiday program held in September with a community scavenger hunt held in which 70 + young people participates and a two day 3 on 3 basketball clinic held in which over 100 young people participated. A community movie night was also held just prior to the holidays with over 100 participants attending.
Q2			Progressing	Youth holiday program planned for April school holidays. Plans to host the NRMA Safer Driving school in addition to a number of other activities and initiatives.
Q3			Progressing	Activities being held in the April school holiday's include: NRMA Driving School, A youth trip to Wagg for 20 young Ungarie residents to participate in paintball and bowling. A youth trip to Alitna Wildlife Park and Whitton Malt House for lunch for Bland Shire youth. A Parkour Workshop, two (2) Super Hero workshops, Mini Golf and Bland's Big Obstacle Course.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	Activities scheduled for the July 2021 holidays include a self defence workshop, movie and bowling trip to Griffith and NRMA Safer Driving Course.
4.1.5 Q1	Conduct Vacation Care program.	Children's Services Coordinator	Progressing	Vacation Care Term 3 commenced on Monday 28 September. The period concluded on Friday 9th October. Attendance numbers were Monday 28th - 10 children Tuesday 29th - 8 children Wednesday 30th - 9 children
Q2			Progressing	Vacation Care held for seven days in October, 1st to 9th October 2020. Vacation Care held for five days, December 17th to 23rd 2020.
Q3			Progressing	Vacation Care operated for 10 days during January 2021, commencing Monday 11 and concluding Friday 22 January.
Q4			Completed	Vacation Care operated for 9 days during the April School Holidays (6th - 16th April) and 3 days in June during the June/July School Holidays (28th - 30th June).
4.1.6 Q1	Facilitate Bland Shire Interagency meetings.	Community Development Officer	Progressing	Bland Shire Interagency meetings have not been held due to Covid-19. Plans are in place to host the meeting in November.
Q2			Progressing	Plans in place to host an Interagency meeting in March and May 2021.
Q3			Progressing	Plans in place to host Interagency Meeting in April or May 2021.
Q4			Completed	Bland Shire Interagency Meetings were not held last year as a result of the Covid-19 pandemic. The Interagency committee met in May 2021 with 15 people attending.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.1.7 Q1	Coordinate Citizenship Ceremonies within Bland Shire	Executive Assistant	Not Due To Start	There have been no ceremonies held during this period due to Covid-19 and no conferees for Bland Shire.
Q2			Not Due To Start	No citizenship ceremonies held during this reporting period, at this stage there are two (2) conferees pending for Australia Day 2021 ceremonies.
Q3			Progressing	Citizenship Ceremony held during 2021 Australia Day community celebrations.
Q4			Completed	No ceremonies held during this reporting period.

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)

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.2.1 Q1	Undertake a service survey for Bland Shire Council Children's Services.	Children's Services Coordinator	Not Due To Start	No survey undertaken in this reporting period.
Q2			Progressing	Due to Covid-19 MRU Playgroup sessions were postponed until further notice, however virtual playgroups were offered as an alternative. A survey link was sent to 78 participating families via the text messaging service esendex and also posted on Facebook. 13 responses were received with the data attached. As part of the self assessment process, MRU sent out a one question survey to assist in identifying strengths of the service (both Friday West Wyalong and Ungarie families). This was sent out via the communication and programming portal, Kindyhub. Of the approximate 45 families this was sent to, 3 responses were received.
Q3			Progressing	No survey undertaken in Q3.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	<p>In Q4 a survey was sent out to Ungarie Preschool families. Of the 15 surveys sent out, to date 4 have been returned. It is expected that more will be returned following the school holiday period. Responses will then be considered and service goals set.</p> <p>Of the 4 returned all were very positive and only 1 with comments.</p> <p>Comments to date included: more academic school readiness for children going to school next year. (Educators) Very easy to approach with concerns kids are happy and comfortable. Kindyhub is fantastic, maybe a note or communication book for children who catch the bus home. Would be more convenient if they were school hours 9-3.</p> <p>Children thoroughly enjoy coming to preschool and feel comfortable with all educators, and I feel comfortable leaving my children for the day.</p> <p>All the other surveys rated the service high and are pleased with the service.</p>
4.2.2 Q1	Implement and update annual Self Assessment Tools - All Children's Services areas.	Children's Services Coordinator	Progressing	<p>Mobile Resources Unit Self Assessment Tool has been updated.</p> <p>Service goals set -</p> <p>Inclusion of excursions and incursions in to the children's learning program.</p> <p>Review of safety checklists to be venue specific rather than generic.</p> <p>Incorporate large play equipment into play space.</p> <p>Build staff continuity and working relationships.</p> <p>Introduction of a Staff Handbook.</p> <p>Review of the Service Philosophy.</p>
Q2			Progressing	<p>Mobile Resource Unit and Family Day Care Self Assessment Tools are now active documents to be reviewed regularly throughout the year.</p>
Q3			Progressing	<p>Family Day Care Self Assessment Tool has been finalized and submitted to the Department of Education – Early Childhood Education as part of the Assessment and Rating process.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	In Q4, Family Day Care underwent Assessment and Rating where the Department Authorised Officer verified all information contained within the service Self Assessment Tool. As well as discussing and demonstrating all points in the Self Assessment Tool, the Coordination Unit compiled an evidence file. FDC has received a rating of 'meeting the National Quality Standards'.
4.2.4 Q1	Review and update all service policy and procedures as required - All Children's Services areas.	Children's Services Coordinator	Progressing	The following policies are currently under review at service level - Dealing with Infectious Diseases Medication Administration Excursions and Regular Outings Medical Conditions Administration of First Aid Acceptance and Refusal of Authorisations Behaviour Guidance Incident, Injury, Trauma and Illness Determining the Responsible Person Present at the Service
Q2			Progressing	16 policies have undergone the CSU review process and are awaiting adoption by MANEX and/or Council.
Q3			Progressing	Seven policies have completed the review process and been implemented. A further 10 policies are in the review process.
Q4			Completed	15 policies have been reviewed in Q4.
4.2.5 Q1	Undertake toy library stock take.	Children's Services Coordinator	Not Due To Start	Annual stock take scheduled for January 2021.
Q2			Not Due To Start	This is scheduled for January 2021.
Q3			Completed	The annual stock-take was held in January 2021.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	In Q4, ITAV Staff have monitored returns of items.
4.2.6 Q1	Provide access to Toy Library resources to residents via Mobile Resource Unity Playgroups, Family Day Care and ITAV Sessions.	Children's Services Coordinator	Progressing	The mobile Toy Library van has visited Tallimba, Weethalle and the West Wyalong Local Aboriginal Lands Council for the community to borrow via appointment to ensure Covid safe practices are followed. The Family Day Care Support Officer has offered Toy Library resources to Family Day Care Educators, however due to Covid-19 Educators are choosing not to borrow items. The Toy Library is open to the community, with borrowing offered through an e-catalogue and collection/drop off of the item/s at the CSU gate entrance.
Q2			Progressing	Toy Library was open to the public October to mid December (closed for end of year stock take and cleaning). Mobile Toy Library was offered via ITAV village visits and FDC visits. There were 10 users from October to December.
Q3			Progressing	The Toy Library van has visited Tallimba, Weethalle and the Local Aboriginal Lands Council during ITAV playgroup sessions. The Toy Library is open for the public to enter and borrow from.
Q4			Completed	30 visitors entered Toy Library during Q4. Toy Library was also taken to ITAV sessions in Weethalle, Tallimba, Barmedman and to the Local Aboriginal Lands Council in West Wyalong. Family Day Care Educators have also borrowed from Toy Library in this period.

Strategy 4.3

Actively engage with the community and promote open communication

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.3.1 Q1	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.	Community Relations Officer	Progressing	New website launched successfully with improved features, display and engagement. All pages were recreated prior to launch and review dates set where relevant. New economic development section in development. Google Analytics to be established Q2 2020-21.
Q2			Progressing	Website reviewed and updated weekly with updated information, new events, media releases etc. New economic development section launched in Q2. Most popular pages for Q2 in order were Careers, Tips and Landfills, Contact Council, Visitor Information, Barmedman Mineral Pool, Christmas Lights Map, Your Council, Holland Park Pool, Things to See and Do and Application Forms.
Q3			Progressing	Major update implemented in conjunction with Children Services.
Q4			Completed	24572 page views in Q4 2020-2021. Pages updated regularly including emergency announcements in relation to road closures etc.
4.3.2 Q1	Coordinate Council notices page in the West Wyalong Advocate.	Community Relations Officer	Progressing	Council notices published each Friday. Content includes positions vacant, development notices, documents for public comment, community information and promotion of events/initiatives.
Q2			Progressing	Council notices published weekly. Additional information published in December 2020 to inform community about Council Christmas/New year services.
Q3			Progressing	West Wyalong Advocate has been in recess since December 2020. Publication set to relaunch in April 2021 with weekly notices to continue.
Q4			Completed	Printing resumed in Q4 with notices published each week.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.3.5 Q1	Produce media releases to inform the community about Council updates, programs, events and initiatives.	Community Relations Officer	Progressing	Media releases issued regarding Cowal Gold Operations, Council's Creative Communities award, involvement with the Thunderstruck space program, the Community Theatre, rollout of LED street lighting and opening of Australia Day nominations. All media releases published in West Wyalong Advocate and website, Thunderstruck media release picked up by regional and state media. Three additional radio interviews conducted on ABC with CRO.
Q2			Progressing	Media releases issued regarding Country Change campaign, Council's open art gallery, Australia Day and Council's audited financial statements. Interviews conducted on ABC Central West and ABC Riverina.
Q3			Progressing	Media releases issued regarding Free Tip Day, youth school holiday activities and Australian Street Art awards. Interviews conducted with Triple M Riverina, Triple M Riverina MIA and ABC.
Q4			Completed	Media releases issued regarding Council budget, open art gallery and youth initiatives. Numerous interviews conducted on Triple M and ABC Radio.
4.3.8 Q1	Monitor and update Council's official social medial accounts (Facebook, Instagram, Youtube) and electronic communication.	Community Relations Officer	Progressing	Number of likes and followers continues to rise. Post engagement on the rise from corresponding period in 2019.
Q2			Progressing	Total page like increased by over 100 to 3445. Total reach increased by 15%.
Q3			Progressing	Total page likes increased to 3576 with 3835 followers. Post engagement up 172% in month to 30 March 2021
Q4			Completed	Ongoing.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.3.9 Q1	Monitor Council social media accounts and advise on adherence to Council's Social Media policy and procedures.	Community Relations Officer	Progressing	All posts and content on the Bland Shire Council Facebook page, Bland Shire Youth Facebook page and Instagram pages adhere to the social media policy. 90 posts were put up on the official Bland Shire Council page during Q1 providing information, promoting events and initiatives, celebrating local achievements and Council's work in the community. CRO does not have access or influence on the various other social media accounts which have been created recently.
Q2			Progressing	As accounts continue to be monitored seven days a week as above. Several other pages linked to Council are operated independently of CRO.
Q3			Progressing	Ongoing.
Q4			Completed	Ongoing.
4.3.10 Q1	Maintain and update listings on Trip Advisor, The Riverina and Get Connected, promoting local events, attractions and businesses in the Bland Shire.	Tourism & Administration Officer	Progressing	Continually updating information on Trip Advisor, The Riverina and Get Connected website and Facebook pages.
Q2			Progressing	Information updated on Trip Advisor and Get Connected. Facebook posts to The Riverina.
Q3			Progressing	Information updated on Trip Advisor, Get Connected and Visitor Information Centre Facebook page. Information sent to Community Services to update Bland Shire Website.
Q4			Progressing	This is an ongoing process. New tourism businesses added and information updated on all platforms.

Strategy 4.4

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.4.1 Q1	Partner with youth and youth service providers (including schools) to deliver programs/initiatives that improve wellbeing and build the capacity of local youth.	Community Development Officer	Progressing	Council has held meetings with The Resilience Project team and staff at Ungarie school to facilitate commencing The Resilience Project Digital Program at Ungarie School. The program will be rolled out to all students and focuses on building resilience, practicing gratitude and being mentally fit. Council has also made contact with The Batyr Foundation who will be bringing their full day program to students in years 9 and 10 at West Wyalong High School. The full day program is an evidence based mental health focused initiative and has proven to be hugely successful in improving the mental health of young people and ensuring young people know where to access help.
Q2			Progressing	Council has engaged the Mindful Warrior to develop The 'Youth Collective' which is a series of virtual sessions that can be performed by students in a Covid safe manner. The program will be rolled out to the schools in early 2021. The Resilience Project will commence in term 1 2021 with all students at Ungarie Central School completing the program.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	<p>Council staff will host a barbecue at West Wyalong High School on 21 April to engage with local youth. This will be followed by a youth forum in which the school leaders, the Mayor, General Manager and community services staff will come together to allow for young people to present their ideas to Council.</p> <p>The Butterfly Foundation will be presenting workshops to all High School aged students across the shire on 4 and 5 May, covering topics such as positive body image, cyber safety and eating disorders.</p> <p>The Resilience Project Digital Program has been rolled out in Ungarie Central School with all students in the school participating in the program.</p>
Q4			Completed	<p>A youth forum held with 30 students from the High School to discuss upcoming initiatives and activities that are relevant to youth. Follow up sessions have been held with young people to determine ideas for future youth lead initiatives.</p> <p>Council partnered with the West Wyalong High School in the delivery of a Reconciliation Week event on 31 May 2021.</p>
4.4.2 Q1	Attend regional youth focused meetings.	Community Development Officer	Progressing	Meetings are not occurring face to face due to covid-19. Meetings will be attended via zoom.
Q2			Progressing	December meeting attended via zoom. Meetings are not occurring face to face due to Covid-19.
Q3			Progressing	Meeting scheduled for Wednesday 14 April. This meeting will be attended via zoom should it of ahead.
Q4			Completed	REROC Youth meeting scheduled for 9 June was cancelled as such it was not attended.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.4.3 Q1	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.	Community Development Officer	Not Progressing	This has not progressed due to Covid-19.
Q2			Not Progressing	This has not progressed due to Covid-19.
Q3			Not Progressing	A youth forum will be held with High School students in early May to engage with students and allow a platform in which young people can present their ideas to Council.
Q4			Completed	30 young people engaged through a Mayoral Forum at which youth were encouraged to present ideas and have their say on future youth focused ideas and initiatives. Follow up meetings were held with young people with priorities identified for up coming activities and initiatives. Plans are in place to host a youth lead dress up disco, with youth identifying a youth space as being a top priority



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 effective and efficient management of Council's assets and infrastructure

5.

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

Strategy 5.1

Facilitate the delivery of accessible services and infrastructure

Action Code	Action Name	Responsible Officer Position	Status	Comments
5.1.1 Q1	Update and promote Access Mobility Map.	Community Development Officer	Progressing	Mobility Access Map not due to be updated until 2021. The Mobility Access Map is available on Councils Website and is promoted on social media periodically.
Q2			Progressing	Mobility Access Map not due to be updated until 2021. The Mobility Access Map is available on Councils Website and was promoted on social media at the end of 2020 and also in The West Wyalong Advocate.
Q3			Progressing	Mobility Access Map not due to be updated until 2021. The Mobility Access Map is available on Council's website and was promoted on social media at the end of 2020 and also in The West Wyalong Advocate.
Q4			Completed	Mobility Access Map will be updated at the end of 2021. The Mobility Access Map is available on Councils Website and was promoted on social media at the end of 2020 and also in The West Wyalong Advocate.
5.1.2 Q1	Monitor and review the Disability Inclusion Action Plan.	Community Development Officer	Progressing	The Disability Inclusion Action Plan continues to be monitored and will be reviewed later in 2021 as required.
Q2			Progressing	The Disability Inclusion Action Plan continues to be monitored and will be reviewed later in 2021 as required.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	The Disability Inclusion Action Plan continues to be monitored and will be reviewed later in 2021 ad required.
Q4			Completed	The Disability Inclusion Action Plan (DIAP) was reviewed in June 2021 with 90% of scheduled actions completed.
5.1.3 Q1	Provide and promote the Access Incentive Scheme for improved access across the Shire.	Community Development Officer	Progressing	The Access Incentive Scheme Grants were promoted in the Advocate during August 2020 and will continue to be promoted across social media and through other channels as required.
Q2			Progressing	The Access Incentive Scheme Grant has been included in Councils budget and was promoted in the West Wyalong Advocate during August 2020. The program will continue to be promoted across social media and through other available channels as required.
Q3			Progressing	The Access Incentive Scheme Grants were promoted in the Advocate during August 2020 and will be promoted across Council's social media platform in April 2021.
Q4			Completed	The Access Incentive Scheme was promoted in August 2020 in the West Wyalong Advocate and early 2021 on Councils social media. No applications have been submitted in the current financial year, however a number of enquiries were received.
5.1.4 Q1	Develop an Adverse Events Management Plan.	Director Corporate and Community Services	Progressing	Draft Adverse events plan being developed in conjunction with Riverina JO Drought Committee. Draft to be presented in Second Quarter.
Q2			Completed	Adverse Events Plan adopted at December 2020 Council meeting.
Q3			Completed	No further report – Action completed December 2020.
Q4			Completed	No further report – Action completed December 2020.

Strategy 5.2

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
5.2.1 Q1	Process heavy vehicle road usage applications.	Assets & Engineering Services Projects Officer	Progressing	In the quarter up to 30 September Council received 99 applications for heavy vehicle access to its road network. Of these applications 85 were approved and 14 refused. All applications were processed with the required timeframe.
Q2			Progressing	In the quarter up to 31 December 2020 Council received 68 applications for heavy vehicle access to its road network. Of these applications 48 were approved and 20 refused. All applications were processed within the required timeframe.
Q3			Progressing	In the quarter up to 31 March 2021, Council received 54 applications for heavy vehicle access to its road network. Of these applications 49 were approved and five (4) refused. All applications were processed within the required timeframe.
Q4			Completed	During the quarter April - June 2021 there were 48 Heavy Vehicle road usage applications processed, with forty seven (47) granted consent and one (1) refused.
5.2.2 Q1	Maintain involvement with networks which impact road infrastructure and services within Bland Shire	General Manager	Progressing	The General Manager participated in a recent meeting of the Newell Highway Promotions Committee. Councillor Lord remains as Council's delegate on the Newell Highway Task Force.
Q2			Progressing	There have been no further meetings of this Task Force during the quarter ended 31.12.20.
Q3			Progressing	There have been no meetings with any networks concerning Council's road infrastructure during this quarter.
Q4			Completed	There have been no meetings with any networks concerning Council's road infrastructure during this quarter.

6.

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

Strategy 6.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
6.1.1 Q1	Investigate, review and monitor viable recycling options in liaison with recycle organisations and other appropriate organisations	Director Technical Services	Progressing	A number of meetings and phone calls with REROC/RivJo talking about new innovations. No viable proposal this quarter.
Q2			Progressing	A number of meetings and phone calls with REROC/RivJo talking about new innovations. No viable proposal this quarter.
Q3			Progressing	A number of meetings and phone calls with REROC/RivJo talking about new innovations. No viable proposal this quarter.
Q4			Completed	Discussions held with REROC.

Strategy 6.2

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
6.2.1 Q1	Ensure waste management operations are in line with the implementation of Council's waste strategy.	Director Technical Services	Progressing	In line with strategies this quarter.
Q2			Progressing	In line with strategies this quarter.
Q3			Progressing	In line with strategies this quarter.
Q4			Completed	In line with strategies this quarter.
6.2.2 Q1	Works in partnership with neighboring Councils and REROC to implement waste programs.	Foreman - Facilities	Progressing	Attended all REROC waste meetings via zoom. Waste metal recycling program implemented. CRC information updated and compliant.
Q2			Progressing	Attended six REROC zoom meetings. liaised with REROC on waste recycling collections. Contacted Junee Shire regarding farm chemical recycling.
Q3			Progressing	Attended all REROC waste forum meetings, one (1) via zoom. Installed CRC Recycling stations at the Community Care building and Bernardi's supermarket for collection of small recyclables. Spoke with Junee Shire Council regarding the collection of car batteries. CRC Centre data reporting up to date.
Q4			Completed	Attended two REROC Waste Forum Meetings (via Zoom). All meetings attended over last 12 month period. Established regional contract for collection of waste metal and discussions on waste programs within the region/State.
6.2.3 Q1	Work in partnership with community relations to increase awareness of recycling options offered.	Foreman - Facilities	Progressing	Recycling options promoted via council's Facebook page. Phone discussions held with relevant stakeholders.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Progressing	Liaised with Council's Development Officer, regarding the implementation of community recycling stations in business'. one will be placed at the HACC building. media release to follow.
Q3			Progressing	In discussions with Craig Sutton in relation to updating the recycling content on our website and publication of a press release. Implemented recycling stations at the Bland Community Care Building and Bernardi's supermarket. Have engaged with JLW (Cootamundra) to mulch our green waste pile at West Wyalong Landfill – completed and in discussions with them to install cages to facilitate the recycling of tyres, mattresses and lounges at the West Wyalong Landfill. Have also contacted Orange City Council, Cowra Shire Council and Kurrajong Waratah (Wagga) regarding recycling of commingled waste within the Bland Shire.
Q4			Completed	Review and discussion of promotion on use of(HACC and Bernardis). Liaised with Craig on the updating of recycling information on our Website, such as what is recycled and alternatives for waste around the shire, such as CDS, DRUMmuster and CRC. Advertised small recycling stations on facebook.CRC promotional coasters to pubs/clubs around the shire
6.2.4 Q1	Provide waste collection and management services to the community.	Foreman - Facilities	Progressing	Weekly kerbside collections completed.
Q2			Progressing	Completed six months kerbside pickup of town and villages.
Q3			Progressing	In discussions with JLW regarding the recycling of tyres, mattresses and lounges. Have also mulched a significant amount of green waste that we can utilise on site and other shire areas. Kerbside bins collected weekly has been completed.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	Completed all kerbside pickups for the period. mulched green waste stockpiles and implemented tyre collection (from the landfill site) to reduce waste going into landfill (tyres, mattresses and lounges) and extend the lifespan of our landfill.
6.2.5 Q1	Monitor littering and illegal dumping.	Director Technical Services	Progressing	No incidents reported.
Q2			Progressing	Progressing, no incidents reported.
Q3			Progressing	No incidents reported.
Q4			Completed	No incidents reported.

7.

Manage water and sewerage resources

Strategy 7.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
7.1.1 Q1	Maximise water storage within budgetary constraints.	Director Technical Services	Progressing	Made a submission to Lachlan River Sub-Plan to allow Bland Shire to legally store more stormwaters. Cleansed out Airport storage dam.
Q2			Progressing	No actions required this quarter.
Q3			Progressing	No actions required this quarter.
Q4			Completed	No actions required this quarter.

Strategy 7.2

Effectively manage and maintain existing stormwater and sewerage infrastructure

Action Code	Action Name	Responsible Officer Position	Status	Comments
7.2.3 Q1	Undertake Sewerage System Inspections.	Foreman - Facilities	Completed	System inspection undertaken when required and in areas that have had issues with flow. Zero breaches recorded. Repairs to two areas inspected.
Q2			Progressing	Sewer line camera work has commenced in Barmedman and West Wyalong.
Q3			Progressing	Development of sewer management system to enable a structure inspections of underground assets, all pump stations have been inspected daily. Zero breaches recorded. Repair to a sewer line in Ungarie Street, Ungarie.
Q4			Completed	Completed daily inspections of sewer pumping stations. Weekly maintenance and inspection of West Wyalong STP and Ungarie STP. Inspection of manholes as required. Zero breaches recorded.

8.

Ensure that public places and facilities are well maintained and easily accessible

Strategy 8.1

Ensure users of Council's facilities comply with agreements

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.1.1 Q1	Liaise with User Groups regarding Memorandum of Understandings if required.	Director Technical Services	Progressing	Not required this quarter.
Q2			Progressing	Not required this quarter.
Q3			Progressing	Progressing, not required this quarter.
Q4			Completed	Liaised with the Perseverance Grounds user group.

Strategy 8.2

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.2.1 Q1	Undertake work health and safety audits including external sites and facilities.	Contracts, Compliance & WHS Officer	Not Due To Start	Not due until Q3.
Q2			Not Due To Start	Inspections of BSC workplaces is with WHS - Donna Smith Inspections of public places and facilities is with Risk - David Wardell.
Q3			Not Due To Start	Inspections of BSC workplaces is with WHS – Donna Smith. Inspections of public places and facilities is with Risk – David Wardell.
Q4			Progressing	Inspections of all BSC Worksites are conducted annually and will take place from July 1 st – August 31 st . Inspections of public places and facilities will be conducted by the Risk and Insurance Officer.
8.2.2 Q1	Implement signs as remote supervision.	Assets Coordinator	Progressing	No signs installed this reporting period. Signs on order.
Q2			Progressing	Sign design approved and order sent to supplier for Cooinda Reserve signs.
Q3			Progressing	Cooinda Park signs are with parks and gardens and are ready to be installed. Landfill signs are to be installed at landfill sites.
Q4			Progressing	Cooinda Park signs are ready for installation. Landfill signage are made and ready for installation. Sign design for minor parks in progress.

Strategy 8.3

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.3.1 Q1	Lobby Government to improve transport options.	General Manager	Completed	After a three (3) year process Council has been successful in establishing an amended route for the Country Link Bus Service to now travel to Wagga on a daily basis.
Q2			Completed	The review of the Country Link Bus Service has been completed and the trial period is now in effect.
Q3			Progressing	There has been no interaction with any transport providers during this quarter.
Q4			Completed	There has been no interactions with any transport providers during this quarter.

Strategy 8.4

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.4.1 Q1	Review Development Control Plan.	Manager Development & Regulatory Services	Not Progressing	Council staff are waiting on the standard template for Development Control Plan that was due to be released by the Department of Planning in 2020 prior to commencing the review of the DCP. The project is on hold until advice is received on the release of the template.
Q2			Not Progressing	Council staff were waiting on the standard template for Development Control Plan that was due to be released by the Department of Planning in 2020 prior to commencing the review of the DCP. The project is on hold until advice is received on the release of the template.
Q3			Not Progressing	Council staff were waiting on the standard template for Development Control Plan that was due to be released by the Department of Planning in 2020 prior to commencing the review of the DCP. The project is on hold until advice is received on the release of the template.
Q4			Not Progressing	Council staff were waiting on the standard template for Development Control Plan that was due to be released by the Department of Planning in 2020 prior to commencing the review of the DCP. The project is on hold until advice is received on the release of the template.
8.4.2 Q1	Undertake a review of heritage items across the Shire.	Manager Development & Regulatory Services	Progressing	The heritage inventory is currently being updated. A list of properties recommended for local heritage listing is being prepared.
Q2			Progressing	The heritage inventory is currently being updated. A list of properties recommended for local heritage listing is being prepared.
Q3			Progressing	Work is continuing on a review of heritage items.
Q4			Completed	During the reporting period the review of heritage items was completed.

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.4.3 Q1	Promote and implement the Heritage Advisory Program.	Manager Development & Regulatory Services	Progressing	Two (2) heritage grants have been approved in this quarter.
Q2			Progressing	No heritage grants have been received during the reporting period.
Q3			Progressing	Work has continued on three (3) strategic heritage projects. Grant applications were ledged during the quarter for the local heritage fund, heritage advisor program and an aboriginal heritage study.
Q4			Completed	Council were successful in obtaining grant funding for the Heritage Advisory Service and Local Heritage Small Grants Program.

9.

Develop, implement and monitor appropriate programs, plans and budgets for the effective and efficient management of Council's assets and infrastructure

Strategy 9.1

Responsibly manage asset renewal and maintenance for current and future generations

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.1.2 Q2	Monitor and implement the Annual Capital Works Program.	Director Technical Services	Progressing	On target.
Q2			Progressing	On target.
Q3			Progressing	On target.
Q4			Completed	On target.
9.1.3 Q1	Review and implement Roads to Recovery Program.	Director Technical Services	Progressing	On target.
Q2			Progressing	Works reviewed in December 2020, to ensure on target for the next six (6) months.
Q3			Progressing	On target.
Q4			Completed	On target.
9.1.4 Q1	Review Technical Services Policies and Strategies eg Asset Manage Plans, plans of management for Crown Land etc.	Director Technical Services	Progressing	Ongoing. Final draft of the Town and Services Management Plan prepared.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Progressing	Dealing with consultant writing the Crown Land Management Plan.
Q3			Progressing	Ongoing. Finalising Addendum to Town and Services Management Plan.
Q4			Completed	Ongoing.
9.1.5 Q1	Review and implement the annual and long term plant and equipment replacement program.	Workshop & Plant Coordinator	Progressing	Plant and equipment replacement program for 2020/21 was adopted by Council as part of the budget process. Currently in process of assessing tender documents for the heavy plant replacement.
Q2			Progressing	Heavy Plant replacement program for this year is complete. Light fleet replacement program is progressing and on target to be completed on time.
Q3			Progressing	All fleet items up for replacement in the 2020-21 budget have been replaced or have been ordered and awaiting arrival.
Q4			Completed	The ten year plant and equipment replacement program has been reviewed and updated for 2021. The plant and equipment items due for replacement this year have been replaced.

Strategy 9.2

To manage and enhance the pool facilities within the Shire

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.2.1 Q1	Undertake maintenance and repairs to pool facilities within approved budget in consultation with Contractor.	Coordinator - Urban	Progressing	The maintenance and repairs to the pool facilities at West Wyalong and Ungarie have been under taken with consultation involving the pool manager and carried out with consideration of budget.
Q2			Progressing	The maintenance and repairs to the pool facilities at West Wyalong and Ungarie have been under taken with consultation involving the pool manager and carried out with consideration of budget.
Q3			Progressing	Maintenance and repairs to the pool facilities at West Wyalong and Ungarie have been undertaken with consultation involving the pool manager and carried out with consideration of budget.
Q4			Completed	Pool maintenance completed within the budget as required and in consultation with the pool manager/ contractor.

Strategy 9.3

Maintain street trees

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.3.1 Q1	Manage street tree planting in accordance with Preferred Street Tree Species List.	Coordinator - Urban	Progressing	22 trees planted in various locations within the Shire's streets and reserves.
Q2			Progressing	18 trees planted in various locations within the Shire's streets and reserves.
Q3			Progressing	Eight new street tree plantings on Shire's streets and reserves.
Q4			Completed	New tree plantings added to town streets x 12.
9.3.5 Q1	Proactively monitor street trees and action requests to maintain and/or remove trees within the approved budget.	Coordinator - Urban	Progressing	Council trees have been maintained to reflect budget for this area. Trees removed due to root damage to surrounding infrastructure, damaged dying or diseased and pest infection.
Q2			Progressing	Council trees have been maintained to reflect budget for this area. Trees removed due to root damage to surrounding infrastructure, damaged dying or diseased and pest infection.
Q3			Progressing	Council trees have been maintained to reflect budget for this area. Trees removed due to root damage to surrounding infrastructure, damaged dying or diseased, pest infestation.
Q4			Completed	Street trees are monitored by unfortunately maintenance is behind due to staffing shortages at the current time and increased work loads.

Strategy 9.4

Maintain parks, ovals and recreational facilities to approved standards

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.4.1 Q1	Inspect parks, ovals and recreational facilities.	Coordinator - Urban	Completed	Weethalle sports ground water blockage to toilet block, leaking roof, Ungarie sports ground building damage pigeons, vandalism windows, water pipe broken.
Q2			Completed	Inspections undertaken on parks, ovals and recreational facilities throughout the Shire. Maintenance completed at Weethalle sports ground and Ungarie sports ground.
Q3			Progressing	Inspections undertaken on parks, ovals and recreational facilities throughout the Shire. Maintenance completed at Weethalle sports ground and Ungarie Sports ground. Water leaks at Ungarie sports ground repaired, Weethalle shed roof replacement, park street rec pumps computer to be replaced.
Q4			Completed	Weethalle - toilets repaired/lights fitted at show ground, blockages cleared main street toilets, water pipe repaired RSL gardens. Barmedman – toilet blockage repaired. Ungarie – water system main street cleaned out, numerous repairs carried out at show ground.
9.4.2 Q1	Conduct playground inspections for all playgrounds within the Shire.	Coordinator - Urban	Completed	All playgrounds in the Bland Shire under Council's control have been inspected and repaired as required or made safe for use.
Q2			Completed	All playgrounds in the Bland Shire under Council's control have been inspected and repaired as required or made safe for use.
Q3			Progressing	All playgrounds within the Bland Shire under Council's control have been inspected and repaired as required or made safe for use.
Q4			Completed	Playground inspections carried out throughout the shire.

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.4.3 Q1	Coordinate seasonal and on/off use of sporting fields.	Coordinator - Urban	Progressing	*perseverance ovals = rugby union 31, rugby league 1, cricket 2 *Ron Crowe oval = rugby union 6, rugby league 1, touch football 1 *park street recreation ground = cricket 2, Auskick 10, schools 5 *Redman oval schools 1
Q2			Progressing	*perseverance ovals = rugby union 31, rugby league 1, cricket 2 *Ron Crowe oval = rugby union 6, rugby league 1, touch football 1 *park street recreation ground = cricket 2, Auskick 10, schools 5 *Redman oval schools 1
Q3			Progressing	All areas returning to usual usage during Covid and good numbers returned on oval and stadium bookings.
Q4			Completed	All ovals used with no problems or clashes with dates.
9.4.5 Q1	Carry out maintenance in Wyalong Cemetery.	Coordinator - Urban	Progressing	All maintenance is carried out to work around funeral times and as required seasonally.
Q2			Progressing	Maintenance continues to be carried out to work around funeral times and as required, seasonally.
Q3			Progressing	All maintenance is carried out to work around funeral times and as required seasonally. A more in-depth inspection will be needed of the monument area after heavy rain events.
Q4			Completed	Maintenance and inspections carried out.
9.4.6 Q1	Inspect and maintain village cemeteries regularly.	Coordinator - Urban	Progressing	Village cemetery work carried out by village maintenance crew as required seasonally.
Q2			Progressing	Village maintenance crew continue to maintain village Cemeteries as and when required.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Village cemetery work carried out by village maintenance crew as required seasonally.
Q4			Completed	Village cemeteries have the same considerations given to works and maintenance as the Wyalong cemetery.'

Strategy 9.5

Identify and plan for new infrastructure

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.5.1 Q1	Engage the community to plan and develop future infrastructure and service needs	General Manager	Not Due To Start	Council conducts annual community forums but this year they were cancelled due to the Covid-19 pandemic. The forums will recommence in early 2021.
Q2			Progressing	It has been decided by Council to look at holding community forums in the first quarter of 2021.
Q3			Progressing	Community forums are scheduled for Quandialla, Tallimba and Mirrool in early April 2021.
Q4			Completed	All community forums for 2021 have been held with all issues raised being recorded and where necessary included in either current or future work schedules.
9.5.2 Q1	Allocate funds to undertake investigation, designs, business plans and obtain costings for proposed projects.	General Manager	Completed	The WRI was engaged last year to prepare feasibility studies on a stand-alone VIC, indoor swimming pool and a community theatre. There were no funds allocated in the current budget.
Q2			Progressing	The General Manager has been involved in preliminary discussions with the Goldenfields County Council and the NSW Government relating to funding (\$9M) for the upgrade of the water main from Wyalong to West Wyalong. These discussions are ongoing at the moment.
Q3			Progressing	All allocation of further funds to undertake investigations will be considered at the budget workshop scheduled for 6 April 2021.
Q4			Completed	The General Manager has been investigating funding options for the upgrade of the water main and associated infrastructure between Wyalong and West Wyalong as well as the provision of infrastructure for a new residential subdivision.



Our Leadership

A well run Council acting as the voice of the community

Our Objectives

10. 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

10

To provide quality leadership, governance and management to develop strong community partnerships

Strategy 10.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.1.1 Q1	Provide Councillors with professional development opportunities.	Director Corporate and Community Services	Progressing	Councillors completed self-assessments in PD in a Box program. Aggregated assessment shows areas for growth in finance, plan and prioritise and influence and negotiate. Financial Sustainability in Local Government Masterclass session to be tailored for Councillors and presented in Q3.
Q2			Progressing	Councillors completed self-assessments in PD in a Box program. Aggregated assessment shows areas for growth in finance, plan and prioritise and influence and negotiate. Financial Sustainability in Local Government Masterclass session to be tailored for Councillors and presented in Q3. Training being developed internally for presentation in Quarter 3 - preferably before 21-22 Budget session - using information from Financial Sustainability in Local Government Masterclass.
Q3			Progressing	Training was not progressed in Quarter 3 as intended due to staff resourcing. A list of possible training options to be distributed to Councillors for consideration in Quarter 4.
Q4			Progressing	Councillors have been provided with information in relation to learning and development opportunities through Local Government NSW. Due to the timing of the forthcoming elections in September 2021, there has been no uptake of the training.

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.1.2 Q1	Prepare for the Mayoral and Deputy Mayoral elections in September bi-annually.	General Manager	Completed	The Mayoral and Deputy Mayoral elections were successfully held on 15 September 2020.
Q2			Progressing	The next Mayoral election will occur after the general local government elections scheduled for September 2021.
Q3			Progressing	The next Mayoral and Deputy Mayoral elections will be held after the general local council elections in September 2021.
Q4			Completed	The next Mayoral and Deputy Mayoral elections will be held after the general local council elections in September 2021.

Strategy 10.2

Ensure Councillors take ownership and a strong leadership role

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.2.1 Q1	Prepare the Annual Report.	Executive Assistant	Progressing	Annual Report drafted and on target for presentation to November Council meeting.
Q2			Completed	Relevant notifications that the Annual Report 2019/2020 was finalised and uploaded. Issued on 19/11/2020.
Q3			Completed	Complete.
Q4			Completed	Complete.
10.2.2 Q1	Commence preparation of the End of Term Report.	Executive Assistant	Progressing	Review and collation of relevant data for the End of Term Report is underway.
Q2			Progressing	Document content continues to be identified.
Q3			Progressing	Compilation of data and content is underway, on target for July 2021 Council Meeting.
Q4			Completed	To be tabled at the July Council meeting and included in Annual Report.
10.2.3 Q1	Maintain active representation and involvement with the regional organisations impacting Bland Shire Council.	General Manager	Progressing	Council has resolved to retain membership of both REROC & RIVJO for the next two (2) years pending a review of the Joint Organisation structure. The Mayor and General Manager continue to attend the Board meetings of both organisation.
Q2			Progressing	The General Manager and Mayor continue to attend both REROC and RivJO meetings with the General Manager remaining a member of the REROC Executive for the ensuing 12 months.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Council's General Manager continues to attend Executive as well as Board meetings of REROC and RivJo on a regular basis.
Q4			Completed	The General Manager continues to attend the REORC and Joint Organisation Board meetings and is an active member of the REROC Executive as well as being the JO representative on the REROC Youth Committee.

Strategy 10.3

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.3.2 Q1	Develop timelines and action plan for the review of the Community Strategic Plan and associated documents.	Director Corporate and Community Services	Progressing	Timelines and processes to be developed on completion of Community Satisfaction Survey – due November 2020. Information from this process will shape the methods of communication and volume of activities.
Q2			Progressing	Stakeholder register is currently being established. Meeting to be held February with Community Relations Officer to determine responsibilities. Information obtained from the Community Satisfaction Survey will help shape questions to be used in the Community Engagement process to develop the new CSP.
Q3			Progressing	Information from Community Forums use to assist the development of the Operational Plan 2021/2022. Informal discussions held on community engagement process with initial thinking that Council would use exiting events as an opportunity to engage with members of the community for the review and development of the Community Strategic Plan. Given the next term of Council has been shortened due to the delayed election, Council may well retain much of the existing CSP and focus on developing relevant actions as part of the new Council's Delivery Program and Operational Plans.
Q4			Progressing	Preliminary work has been undertaken to prepare for the development of a new Community Strategic Plan for Bland Shire Council. Council has increase staff resources in the Integrated Planning and Reporting area to meet the workload anticipated from this new round of the IP&R process.
10.3.3 Q1	Report to the community and Council on Integrated Planning and Reporting Progress.	Director Corporate and Community Services	Progressing	Implementation of Pulse Corporate Reporting to assist with staff updates on Operational Plan activities.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Progressing	Information within this document formulates Council's statutory obligation to report in accordance with the Integrated Planning and Reporting Guidance. Council has implemented Pulse, a cloud-based solution for staff to record and report information to present to Senior Management and to the elected Council. This document is the first report prepared using the platform.
Q3			Progressing	Council staff continue to provide updates on activity through the online reporting program, Pulse. This system allows for Senior Management to obtain an overall view of the organisation's progress against the Operational Plan on a quarterly basis and for reports to be prepared for Council on a six-monthly basis. The DRAFT Delivery Program and Operational Plan are scheduled to be presented to the April meeting of Council for endorsement prior to community comment being sought.
Q4			Completed	Council has met its reporting obligations as part of the Integrated Planning and Reporting Process through the six-monthly report to Council.

Strategy 10.4

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.4.1 Q1	Complete budget review statements for analysis by Directors within two weeks of end of quarter.	Manager Customer & Financial Services	Not Due To Start	First quarterly budget review will be completed for the July-September 2020 period and will be reported in the next quarter.
Q2			Progressing	Budget review document will be included in the February Business Paper.
Q3			Progressing	March Budget review is currently being drafted and is on track for the May Council meeting.
Q4			Completed	All budget reviews were approved by Council at the November, February and May Council meetings.
10.4.2 Q1	Ensure effective debt recovery is in place.	Manager Customer & Financial Services	Completed	Council have just appointed a new debt collection agency and are on track for gently reminders to being in January 2021, as interest will be charged again from 1 January 2021.
Q2			Completed	Effective debt recovery is in place with interest now being charged again.
Q3			Completed	Early intervention letters have been sent out to overdue ratepayers.
Q4			Completed	The early intervention approach is working well, with early figures showing that Council's outstanding debt balance is only 5%.
10.4.3 Q1	Complete financial statements and lodge in accordance with statutory requirements.	Manager Customer & Financial Services	Progressing	Council's financial statements have been completed and lodged with the Office of Local Government within the deadline.
Q2			Progressing	Meeting with the auditors regarding the 20/21 financial statements is scheduled for 11 February to determine timetables and ensure Council is on track with financial statement preparation.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Preparation is underway for the interim audit which will commence in June 2021.
Q4			Progressing	Financial statement preparation is underway.
10.4.4 Q1	Manage investments in accordance with investment strategies and policies.	Manager Customer & Financial Services	Completed	The management of Council's investments is ongoing and requires regular review of rates and financial institutions. Council is in a sound financial position.
Q2			Completed	Monthly reports have been provided to Council as per guidelines.
Q3			Completed	Monthly investment reports to continue to be presented to Council in the business paper.
Q4			Completed	Monthly investment reports are submitted monthly to the Councillors.
10.4.5 Q1	Review the long term financial plan aiming for financial sustainability to ensure fitness for the future.	Manager Customer & Financial Services	Progressing	Council's long term financial plan is regularly being reviewed to ensure financial sustainability for the future of Bland Shire.
Q2			Progressing	Plan to be reviewed at the completion of the budget review.
Q3			Progressing	Long-term financial plan will be reviewed in-line with the Operational Plan once the new Council is elected.
Q4			Not Due To Start	LTFP to be reviewed with the development of new Community Strategic Plan, Delivery Program and Operational Plan.
10.4.6 Q1	Ensure timely and accurate processing of payments.	Manager Customer & Financial Services	Completed	Payments runs occur weekly and totals are reported to Council each month. Payments are processed in a timely manner with high accuracy.
Q2			Completed	Weekly payments are made as per Council's procedures.
Q3			Completed	Weekly payments are made as per Council's procedures.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	Weekly payments are made as per Council's procedures.
10.4.7 Q1	Conduct budget briefing sessions for Councillors.	Director Corporate and Community Services	Not Due To Start	Budget briefing session due in Q3.
Q2			Not Due To Start	Initial Budget briefing session to be scheduled for April 2021 Council Workshop.
Q3			Progressing	Briefing scheduled for Councillors in early April ahead of the April Ordinary Meeting. Revised Budget information to be presented showing the true cost of Council operations prior to any transfer of funds from reserve.
Q4			Completed	Briefing session was held prior to the presentation of the Draft 2021/2022 Operational Plan and Budget at the April 2021 Ordinary Meeting. Councillors were provided with a draft budget that included all income and expenditure items before the transfer of reserves to provide a clear picture of Council's financial position.
10.4.8 Q1	Review outstanding rates and conduct sale for unpaid rates accordingly.	Director Corporate and Community Services	Progressing	Rolling review undertaken on a monthly basis to provide overview of rates collection per quarter. Engagement of new collection agency currently in progress.
Q2			Progressing	During October Council engaged the services of a new Collection Agency to undertake the work of following up the collection of Council's outstanding Rates & Sundry Debts through an Expression of Interest process. The successful agency focuses on minimizing the financial impact on the debtor (and in turn Council), and take a compassionate, early stage approach to debt recovery. This approach has been proven to be an effective method with our debtor demographic and given the difficult times our community members have faced recently, tackling these debts early on with regular contact is Council's preferred method.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Rolling review undertaken on a monthly basis to provide overview of rates collection per quarter. As at the end of Quarter three, Council had received 76.83% of its rate income. This compares with 76.08% for the same period in 2019/2020.
Q4			Completed	Council undertakes a rolling review of its outstanding rates which is reported to the Council at its monthly meetings as part of the Finance Report.

Strategy 10.5

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.5.1 Q1	Maintain and renew network infrastructure hardware and software to ensure effective delivery of services.	Director Corporate and Community Services	Progressing	Regular maintenance undertaken on IT systems by external contractor, Veritech. Equipment upgrade and leasing arrangement implemented July-August with install of 24 new desktops, eight laptops and six Surface Pro computers.
Q2			Progressing	Regular maintenance undertaken on IT systems by external contractor, Veritech. During a scheduled maintenance process it was identified that Council's servers were nearing the end of their useful life. Council has four main servers, three of which need to be decommissioned. To address this, a replacement server has been purchased and will be installed in Quarter 3 to consolidate the three decommissioned servers into one with sufficient disk space to accommodate Council's programs. The remaining server, while old is still usable and will be retained to load balance Council's IT requirements.
Q3			Progressing	Ongoing service assistance provided by a Third Party IT provider.
Q4			Completed	Ongoing service assistance provided by a Third Party IT provider. Support has been provided with the development of the Business Continuity Plan's ICT sub-plan, which included penetration testing and documentation. Support has also been received in relation to specific business software programs with updates. Also during the period, improvements were made to Council's corporate printers to reduce wastage and provide cost savings.
10.5.2 Q1	Ensure progressive upgrade of computers, phones and other IT equipment.	Director Corporate and Community Services	Progressing	New lease agreement entered into with Equitech/Maia Financing for provision of new desktops, laptops and Surface Pro computers to approximately 30 indoor staff. Outdoor teams also provided with improved technology with tablets now being used to record and report activities.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Progressing	Additional hardware purchased as required. Critical hardware is regularly serviced by ICT contractors remotely and onsite.
Q3			Progressing	Critical hardware is regularly serviced by ICT contractors remotely and onsite.
Q4			Completed	Details of Council's computer upgrades were provided in 10.5.1.

Strategy 10.6

Regular consultation with key industry, business and stakeholders

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.6.3 Q1	Open communication established between Council and key local industry and employers, such as Cowal Gold Operations, Pace Farms etc.	General Manager	Progressing	The General Manager has regular liaison with representatives of Evolution Mining on a range of issues affecting the Bland Shire. The General Manager has also been liaising with Goldenfields Water concerning water issues within West Wyalong. The General Manager has also met recently with RDA Riverina.
Q2			Progressing	The General Manager meets almost fortnightly with representatives of Evolution Mining and is also involved in the expansion plans for West Wyalong Machinery.
Q3			Progressing	Council's General Manager continues to meet on a regular basis with representatives of Evolution Mining.
Q4			Completed	Council's General Manager continues to meet on a regular basis with representatives of Evolution Mining, Goldenfields Water County Council, Essential Energy and other key local industry employers.

11

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

Strategy 11.1

Encourage village residents to participate in community forums

Action Code	Action Name	Responsible Officer Position	Status	Comments
11.1.1 Q1	Seek community input into each forum agenda and report back to the community on forum outcomes.	Assets & Engineering Services Projects Officer	Progressing	On 7 September all village contacts were emailed to seek input into matters of concern and issues which would have been raised in a Community Forum. One response was received from CWA Ungarie Branch on operational matters relating to sweeping of gutters, overgrown weeds and footpath repair.
Q2			Progressing	Matters raised from CWA Ungarie have been completed or are still in progress as in the case of concreting works.
Q3			Progressing	As at quarter ending 31 March 2021, two community forums were held in Tallimba and Mirrool. There were six community members present at Tallimba and six at Mirrool. A scheduled forum for the Bland district was postponed due to flooding.
Q4			Completed	During the quarter April-June 2021, there were no community forums scheduled.
11.1.2 Q1	Organise community forums in villages within the Shire, as requires.	Assets & Engineering Services Projects Officer	Progressing	Councillors decided at the September Workshop to not hold any community forums in the remainder of 2020 and to consider dates for consultation in early 2021.
Q2			Progressing	Councillors agreed at September 2020 Workshop to wait until early 2021 to consider dates for community forums.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	As at quarter three ending 31 March 2021 there were three forums scheduled to be held in Bland district, Tallimba and Mirrool. These were widely advertised on website, local Facebook sites and flyers to the communities involved. Due to flooding the forum at Bland was postponed to a future date.
Q4			Completed	During the quarter April-June 2021, there were no community forums scheduled
11.1.3 Q1	Provide avenues for the community to be engaged in Council activities and give feedback, eg. Community Forums, pre-meeting Public Forums etc.	General Manager	Progressing	Unfortunately, the Covid-19 situation has limited the number of opportunities for community engagement. The community forums and the public forum prior to a council meeting have been suspended until early 2021 when a review of the Covid-19 restrictions will occur.
Q2			Progressing	It is intended to resurrect the Community Reference Group meetings commencing in March 2021. It is also planned to hold community forums in the first quarter of 2021.
Q3			Progressing	Access to the Public Forums prior to Council Meetings has now been re-established and the Community Reference Group meetings will recommence in April 2021.
Q4			Completed	Successful community forums were held throughout the late 12 months and a number of residents have taken advantage of speaking at the public Forum prior to each council meeting.

Strategy 11.3

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
11.3.1 Q1	Provide Council branded signs and/or banners to funding recipients.	Community Relations Officer	Progressing	Council branding, including novelty large cheque, used for Covid-19 Community Recovery grant presentations.
Q2			Progressing	Branding used at Council events and Council funded events and promotions.
Q3			Progressing	Ongoing.
Q4			Completed	Council flags and banner provided as required.
11.3.2 Q1	Display Council logo in all advertising and promotion of Council events/programs/workshops.	Community Relations Officer	Progressing	Logo incorporated in all Council advertising and external communications issued through CRO within the Corporate Style Guide guidelines.
Q2			Progressing	Logo displayed at all Council events/programs/workshops.
Q3			Progressing	Ongoing.
Q4			Completed	Ongoing.

12

Lead the community

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.1.1 Q1	Review and monitor frontline customer service practices and performance.	Manager Customer & Financial Services	Progressing	Frontline Customer Service is monitored on a daily basis and changed accordingly. The following policies have been updated: Confidentiality Policy, Customer Service Charter and Complaints Handling Policy.
Q2			Progressing	Currently reviewing Service Request procedures and response times.
Q3			Progressing	Customer service practices and performance is regularly reviewed.
Q4			Completed	Customer service performance is reviewed regularly.
12.1.4 Q1	Provide information and services and monitor complaints in regards to companion animals and responsible pet ownership.	Manager Development & Regulatory Services	Completed	Complaints are monitored on a day to day basis and relevant information on responsible pet ownership as required.
Q2			Completed	Two (2) social media posts were published during the reporting period providing advice on your obligations if you are given a puppy or kitten and what pet owners should do if there cat or dog goes missing. Council also participated in the Adopt not Shop program during December encouraging the adoption of pets from animal shelters.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Completed	Works were undertaken at the impounding facility to meet requirements of the RSPCA. Further works will be required to ensure that Council's facility continues to meet RSPCA Guidelines.
Q4			Completed	Complaints continued to be investigated when received. Council's ranger has continued patrols of West Wyalong and Wyalong each day and makes regular visits to each of the villages.
12.1.5 Q1	Conduct customer satisfaction survey.	Director Corporate and Community Services	Completed	IRIS Research engaged to undertake Community Satisfaction Survey during October 2020.
Q2			Completed	Three hundred interviews were conducted from 26 October to 3 November 2020. Calls were made between 4.30pm and 8.30pm during weekdays. Sixteen interviewers conducted interviews over the course of the data collection period. A report on the outcome of the survey will be presented at a Councillor workshop in Quarter 3. The survey produced an overall satisfaction rating for Bland Shire Council of 3.38 on a 5 point scale.
Q3			Completed	Councillors were provided with an overview of the Community Satisfaction Survey by the General Manager during Quarter three. Information obtained through the survey will be used for the development of future operational plans. Contacts obtained through the telephone survey will be included in future email correspondence about Council-related activities.
Q4			Completed	Action completed in November 2020. No further report.
12.1.6 Q1	Monitor and report on response times to major customer requests.	Customer & Admin Services Coordinator	Progressing	All customer requests are actioned according to the customer service charter and forwarded to the appropriate department for actioning. Any out standing requests are forwarded to Directors and Managers on a fortnightly basis.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Progressing	All customer requests are actioned according to the customer service charter and forwarded to the appropriate department for actioning. Any outstanding requests are forwarded to Manex on a monthly basis.
Q3			Progressing	All customer requests are actioned according to the customer service charter and forwarded to the appropriate department for actioning. Any out-standing requests are forwarded to Manex on a monthly basis.
Q4			Progressing	New procedures being designed.

Strategy 12.2

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.2.1 Q1	Assist in the management of workforce relations and provision of timely advice on workplace relations matters.	Human Resources Coordinator	Progressing	Assisted in conflict, performance management and recruitment advice.
Q2			Progressing	Assisted in performance management, employee relations, recruitment advice.
Q3			Progressing	Assisted in performance management, organizational restructure, redundancy, team work and recruitment.
Q4			Completed	Advice given on a daily basis.
12.2.2 Q1	Review and monitor the implementation of the Workforce Assessment Plan.	Human Resources Coordinator	Progressing	Assessing the ageing workforce and the influence it has on the Workforce assessment Plan.
Q2			Progressing	Phased retirement policy and procedure drafted, to assist ageing workforce.
Q3			Progressing	Phased retirement policy and procedure approved by Manex and communicated to staff via Thursday Thoughts.
Q4			Completed	Workforce assessment report sent to Directors.
12.2.3 Q1	Maintain register of delegations and issue authorities to relevant employees.	Executive Assistant	Progressing	Preparing data for Pulse Delegations module and developing processes for implementation within the organisation in early 2021.
Q2			Progressing	Full Delegations Report adopted by Council at the December Council Meeting. Implementation and roll out across the organisation to be progressed in the new year.
Q3			Progressing	Awaiting feedback from staff.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Progressing	Awaiting feedback from relevant staff in relation to the internal processes.
12.2.4 Q1	Develop, implement and monitor Learning and Development Plan.	Human Resources Coordinator	Completed	Learning and Development Plan implemented and Training scheduled for 2020/2021.
Q2			Completed	Planned training completed. Scheduled training arranged.
Q3			Completed	Training, as per Training Plan for 2020/2021 still in progress as training becomes available.
Q4			Completed	Planned training completed.
12.2.5 Q1	Maintain and promote the Employee Assistance Program (EAP).	Human Resources Coordinator	Progressing	EAP promoted in Thursday Thoughts and notice boards. EAP accessed during Q1.
Q2			Progressing	EAP promoted in Thursday Thoughts, during induction, on-boarding process and discussions with staff.
Q3			Progressing	EAP promoted in Thursday Thoughts, Notice boards and conversations with staff.
Q4			Completed	EAP information communicated weekly.
12.2.6 Q1	Promote and encourage employee representation on workplace committees.	Human Resources Coordinator	Progressing	Committees well represented by staff. Three (3) meetings held.
Q2			Progressing	Two meetings held during quarter. Agenda items addressed and communicated to staff.
Q3			Progressing	One meeting during this period. Expression of Interest was sent out for Consultative Committee membership.
Q4			Completed	Employees nominated for representation on Committees.

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.2.7 Q1	Implement the LGNSW Capability Framework including the review and update of position descriptions.	Human Resources Coordinator	Progressing	Majority of PDs have been updated.
Q2			Progressing	Ongoing updating and revision of PD as needed.
Q3			Progressing	On-going updating the revision of PDs. New positions include the framework.
Q4			Completed	New positions follow the new PD format.
12.2.8 Q1	Maintain and promote the staff service and achievement awards program.	Executive Assistant	Progressing	Monthly service awards presented to staff as required.
Q2			Progressing	Staff service milestones notified monthly and presentations made as required. Reminder for nominations for Staff Achievement Awards issued in early December 2020.
Q3			Progressing	Ongoing recognition and presentations at monthly staff meetings as required.
Q4			Completed	Notification and acknowledgement of staff achievements continue in accordance with policy.

Strategy 12.3

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.3.1 Q1	Support the implementation and monitoring of the EEO Management Plan.	Human Resources Coordinator	Progressing	EEO Management Plan was revised and action implemented.
Q2			Progressing	EEO Management Plan was revised and action completed.
Q3			Progressing	Harmony week held as per EEO Management Plan.
Q4			Completed	Revisions made.
12.3.2 Q1	Implement workforce programs ensuring Council remains an employer of choice.	Human Resources Coordinator	Progressing	Wellness program in progress (Virgin Pulse). Wellness week to be announced. Phased retirement procedure to be approved.
Q2			Progressing	Virgin Plus program was a success. Received positive feedback from staff. Report from Virgin outstanding.
Q3			Progressing	Flexible working arrangements were promoted by introducing Phased retirement to all staff. Educational assistance provided to staff to expand knowledge.
Q4			Completed	Programs implemented.
12.3.3 Q1	Review the performance management system and process.	Human Resources Coordinator	Completed	Performance Management system reviewed and implemented.
Q2			Completed	Performance Management files distributed to supervisors and await return.
Q3			Completed	Performance and Development review process has been reviewed and feedback received from 80% of staff.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	Reviewed.
12.3.4 Q1	Conduct Employee Engagement & EEO Survey.	Human Resources Coordinator	Not Due To Start	To be completed in 2021.
Q2			Not Due To Start	To be distributed in July 2021.
Q3			Not Due To Start	To be distributed from August 2021.
Q4			Not Due To Start	Not due.

Strategy 12.4

Review and implement Council policies and comply with WH&S and Risk Management requirements

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.4.1 Q1	Ensure WHS Committee meet in accordance with approved schedule.	Contracts, Compliance & WHS Officer	Progressing	Meeting held 20 August 2020. Key issues discussed: Emergency procedure and contact numbers, Mobile phone boosters for vehicles, Remote and Isolated work, Review of Volunteer and S355 Committee procedure.
Q2			Progressing	WHS Meeting held 19/11/2020. Key issues discussed included the review of the Emergency Procedure including issues relating to fire drills, alarms, security cameras, working alone or in isolation and the review of the WHS constitution. Meeting dates for 2021 are 18/02/21, 20/05/21, 19/08/21, 18/11/21
Q3			Progressing	Meeting held 18/02/2021.
Q4			Progressing	The WHS Committee meets quarterly the next meeting will be held on Thursday 19 August.
12.4.2 Q1	Develop and maintain Council's Risk Management Action Plan in consultation with staff.	Risk & Insurance Officer	Progressing	The Risk Management Action Plan is not being used in 2020, however is complemented with CIP Workbooks. 2020 The workbooks are Building Assets, Events Management, footpaths and Zurich Fleet Management. We have been working closely with stakeholders and meetings have been completed with BSC representatives and Damien Connell Regional Risk Manager Statewide Mutual. The workbooks have been completed and submitted for the initial stage and will be reviewed later In the year. To assist with Risk Management processes ERM training has been delivered to Senior Managers and Councillors and supervisors and Managers. This process will be complemented with PULSE Risk Registers.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Completed	Regional Action Management Plans (RAMPs) no longer used by Statewide Mutual 2021.
Q3			Completed	Action closed.
Q4			Completed	Statewide Mutual are no longer requiring Councils Risk Management Action Plan.(RAMP) With the introduction of PULSE Risk Registers we are updating and reviewing risks on a regular basis. The Risk Management Action plan has been replaced with CIP (continuous Improvement Pathways) workbooks highlighting areas of council that need reviewing and reporting. The CIP topics for 2021 2022 are Claims Management, Stormwater, Trees and Waste Management. The workbooks provide a series of questions relating to the topic that need a response. This is an ideal opportunity to review various areas of council and have been successful in the past.
12.4.3 Q1	Establish and monitor Council's Risk Register.	Risk & Insurance Officer	Progressing	Risk registers have been set up in PULSE and will be updated with staff once online. All staff will receive one-on-one support. The risk registers have been updated with information received from prior discussions with risk owners.
Q2			Progressing	Continuing to work with each section and update Risk Registers.
Q3			Progressing	Continuing to work with staff and encouraging supervisors to regularly check and update risk registers. 1.4.2021 will work with risk owners and send reminders out to update risk and include comments.
Q4			Progressing	The Risk Registers have proved an invaluable tool to identify and be aware of risks that may affect council. These are reviewed by the risk owners on a regular basis and are part of BSC Enterprise Risk Management framework.
12.4.4 Q1	Maintain the Contractor Database eg. Insurances, inductions, registrations	Contracts, Compliance & WHS Officer	Progressing	Ongoing.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Progressing	EOI have been called for advertising via emails , newspaper , social media and BSC website for 2021 contractors. Potential Contractors are required to complete the online application providing details of insurances and fixed rates for 2021. Those wishing to be considered must submit their application by the closing date of Jan 31.
Q3			Progressing	Ongoing. WHS Contractor Inductions held on the first Monday of the month as required.
Q4			Progressing	The contractor data base is updated on a regular basis and WHS inductions for contractors are conducted when required, usually the first Monday of the month.
12.4.5 Q1	Undertake inspections and audit of Council workplaces in liaison with relevant staff.	Contracts, Compliance & WHS Officer	Progressing	Site inspections complete4d for 2020 and reports sent.
Q2			Not Due To Start	Site inspections will recommence after 30 June 2021.
Q3			Not Due To Start	Site inspections will recommence after June 30 2021.
Q4			Progressing	Inspections and audit of Council workplaces in liaison with relevant staff is conducted annually.

13

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

Strategy 13.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
13.1.1 Q1	Ensure information required under the GIPA legislation is displayed appropriately on Council's website.	Director Corporate and Community Services	Progressing	Council adopted an updated Information Guide in August 2020. This document provides an overview of how Bland Shire Council will meet its obligations under the Government Information (Public Access) Act.
Q2			Progressing	Following the adoption of the updated Information Guide in August 2020, a project plan is to be developed to ensure Council meet its obligations under the Government Information (Public Access) Act. This includes publishing on Council's web page information including disclosure log of formal access applications, a register of contracts worth more than \$150,000 which Council has with private sector bodies, a record of open access information that Council has not made publicly available on the basis that there is an overriding public interest against disclosure and other information prescribed by the GIPA Regulation as open access information.
Q3			Progressing	Council continues to assess applications for information access on a case by case basis. In addition to this, work is progressing on other compliance elements of the Government Information (Public Access) Act, specifically in relation to the Contract Register and Disclosure Log.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Progressing	An internal audit of Bland Shire Council's Government Information (Public Access) Act 2009 requirements identified the handling of applications for information had been managed well by those staff required to deal with these matters. The audit also identified a number of areas for improvement and work has commenced on updating those areas.
13.1.2 Q1	Monitor and report on response times to service requests (received in person, phone or mail).	Manager Customer and Financial Services	Not Updated	
Q2			Progressing	All customer requests are actioned according to the customer service charter and forwarded to the appropriate department for actioning. Processes are currently being reviewed to improve response times to customers.
Q3			Progressing	All customer requests are actioned according to the customer service charter and forwarded to the appropriate department for auctioning. Processes are currently being reviewed to improve response times to customers.
Q4			Progressing	New procedures are progressing to improve communication and response times.

Strategy 13.2

Develop, implement and promote best practice governance policies and procedures

Action Code	Action Name	Responsible Officer Position	Status	Comments
13.2.1 Q1	Progress the establishment of and Audit, Risk and Improvement Committee and function within the organisation as per the legislation.	Director Corporate and Community Services	Progressing	Two internal audits completed during Q1. Audits undertaken of Council's Records Management and Grants Management procedures. The Records Management resulted in nine (9) recommendations while the Grants audit report made three (3) recommendations. Management response to recommendations yet to be formulated. Audit Committee due to meet early November.
Q2			Progressing	Audit Committee met during November 2020. Draft Audit, Risk and Improvement Committee Charter has been prepared for endorsement by Audit Committee, Manex and Council. The next audit, which will be undertaken during Quarter 3, is on Depot Inventory Management.
Q3			Progressing	One internal audit was completed during Quarter 3. The audit undertaken was of Depot Inventory Management procedures. The Audit resulted in five (5) recommendations.
Q4			Progressing	There have been two internal audits undertaken between January and June 2021, those being Depot Inventory Management procedures, which resulted in five (5) recommendations, and GIPPA Performance Compliance, which resulted in seven (7) recommendations.
13.2.2 Q1	Review Council's policies and procedures.	Director Corporate and Community Services	Progressing	Draft Policy Framework developed and in principle support from Manex. Policy reviews ongoing as policies fall due. The number of policies reviewed and adopted during Q1 was six (6).
Q2			Progressing	Draft Policy Framework endorsed by Manex with consultation to be undertaken with staff and Councillors as part of the implementation process. Policy reviews ongoing as policies fall due. The number of policies reviewed and formally adopted during Q2 was twelve (12).

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Policy reviews ongoing as policies fall due. Manex discussed the draft Policy Framework at a meeting in early 2021 and the framework was distributed to the Consultative Committee for comment and endorsement. The Consultative Committee met on 9 February and endorsed the revised document with a report to the March meeting of Council seeking endorsement of the new framework.
Q4			Progressing	Policy reviews ongoing as policies fall due.



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

Strategy 14.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
14.1.1 Q1	Maintain relationships with tourism and community groups to progress tourism initiatives within the Bland Shire.	Tourism & Administration Officer	Progressing	Attended Bi-monthly meetings with Destination Riverina Murray and Thrive Riverina. Promotions for Bland Shire done on their webpages and Facebook pages.
Q2			Progressing	No community group meetings has been held yet but continuous contact are made with groups and emails sent where necessary. Supported business West Wyalong with Christmas Carnival in Dec 2020.
Q3			Progressing	Meetings held with The Riverina. Attended Wyalong Advancement Group meeting.
Q4			Progressing	Attended bi-monthly meetings with Destination NSW and The Riverina. Attended one meeting in Ungarie to discuss a possible NRMA park. This is not viable at this time.
14.1.2 Q1	Maintain an active participation and representation in relevant regional tourism meetings and events.	Tourism & Administration Officer	Progressing	Attended Destination Riverina Murray and Thirve Riverina meetings during July to September via zoom.
Q2			Progressing	Meetings held in November with The Riverina to discuss the Love NSW campaign. Information gathered for a collaborative media promotion of the Riverina. Negotiations in place for Art trail and History & Heritage to be promoted on different platforms.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q3			Progressing	Attended Destination Riverina Murray and The Riverina meetings in November 2020 and zoom meeting in January 2021. Working on a joint promotional drive, 'Love NSW' with Destination Riverina Murray to promote The Riverina Council on different media platforms.
Q4			Progressing	Attended the Tourism Conference 2021 and regular meetings with DNSW and The Riverina on tourism matters.
14.1.3 Q1	Promote Bland Shire using online and print mediums.	Tourism & Administration Officer	Progressing	Bland Bulletin were on hold during COVID-19 due to no events in the Bland Shire. Left Tourism booklets and literature with businesses and accommodation outlets to hand to tourists.
Q2			Progressing	Promotion of Bland Shire towns and villages and things to see and do posted to West Wyalong Visitors Facebook and The Riverina Facebook. Website info in process of updating. Bland Bulletin send out in December 2020.
Q3			Progressing	Promotion of Bland Shire towns and villages and things to see and do on the West Wyalong Visitors Facebook page and The Riverina Facebook and newsletter. Bland Bulletin January to March sent to all accommodation outlets.
Q4			Progressing	This is an ongoing process. Distributing the Bland Bulletin to all accommodations and businesses. Regular posts to Facebook on tourism initiatives.
14.1.4 Q1	Monitor, update and apply tourism signage as requested by tourism attractions and tourism businesses.	Tourism & Administration Officer	Progressing	Due to Covid-19 no meetings were held and no requests received.
Q2			Progressing	No signage requested by businesses. Signage at different displays in process.
Q3			Progressing	No signage requested by businesses. Signage developed for the big truck bucket and Euco equipment in Cooida Reserve.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Progressing	No businesses requested signage. Added tourism information signage to displays in Cooinda Reserve and The Wetlands.
14.1.5 Q1	Work with neighbouring Shires to promote tourism experiences and Tourism Art Trail.	Tourism & Administration Officer	Progressing	Together with neighboring Shires we are working on a promotion to "Plan now, Travel Later" initiative. Promoting our Art Trail and other things to see and do to keep visitors interested and to plan now to travel later once borders are open.
Q2			Progressing	Working with towns in The Riverina to promote Bland Shire as well as promoting The Riverina as a destination.
Q3			Progressing	Working with Shires in The Riverina to promote Bland Shire as part of the Riverina as well as promoting The Riverina as a destination.
Q4			Progressing	This is an ongoing process. Councils in The Riverina are constantly extending and updating The Riverina Outdoor Art Trail information.
14.1.6 Q1	Provide and maintain a quality Visitors Information Centre which engages and supports tourism in the Bland Shire.	Tourism & Administration Officer	Progressing	Visitors Centre was closed during Covid-19 pandemic. We still answered calls and send information to visitors planning to travel to the Bland Shire.
Q2			Progressing	Brochures updated. Working on a new Residents package. Constantly looking for local products to add to souvenirs for visitors.
Q3			Progressing	Updating and adding flyers to the visitor center constantly to improve the visitor experience in the Bland Shire.
Q4			Progressing	This is an ongoing process. The Visitor Centre staff help many visitors with border passes, accommodation bookings and supply of information. Staff seek to know what is happening in the area and relaying any information to the visitor. The Visitor Centre brochures are constantly updated and refreshed as well as sent to neighboring visitor centers.

Strategy 14.2

Attract a diverse range of Visitors to the Shire

Action Code	Action Name	Responsible Officer Position	Status	Comments
14.2.1 Q1	Seek major and minor event opportunities for the Bland Shire.	Tourism & Administration Officer	Not Progressing	Due to Covid-19 restrictions, all events were cancelled or postponed. Planning events for 2021 and how to best manage events with the new normal of social distancing.
Q2			Not Progressing	Due to Covid-19 no new events will be held until 2021.
Q3			Not Progressing	No events held due to Covid-19 restrictions for this term.
Q4			Progressing	The Visitor Centre is aware and constantly seeking information and supporting local events and event opportunities. Due to COVID not many events has started back up yet.
14.2.2 Q1	Investigate technology to improve the visitor experience within Bland Shire.	Tourism & Administration Officer	Progressing	Making use of izi Travel app to load more things to see and do within the Bland Shire. This gives the visitor the opportunity to visit sights and hear the information from their phone or tablet.
Q2			Progressing	Added QR code to Visitors Centre for easy check inn. Updated the Datatrx information screen.
Q3			Progressing	Adding to the visitor experiences in the Bland Shire by adding new trails for self explore to the IZI app.
Q4			Progressing	This is an ongoing process. The staff is constantly investigating and expanding on technology to improve visitor experiences. By using QR codes at tourism sights, visitors can get information at their fingertips. Also expanding on the IZI app to include more experiences. Updated the information on our Tourism Touch Screen.

Strategy 15.1

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
15.1.1 Q1	Support business and/or industry operators to establish within Bland Shire through programs such as the Business Development Assistance Fund.	General Manager	Progressing	The General Manager has had a number of recent meetings with proprietors of businesses wishing to expand including; West Wyalong Machinery, Mid-West Fabrication and Vinarli Bus Co.
Q2			Progressing	There has been no new business assistance applications received in this quarter. It is expected that the Covid-19 situation has had an affect in this area.
Q3			Progressing	Council's General Manager is currently in negotiations with a local farm machinery maintenance firm concerning the establishment of the business in the new Business Park.
Q4			Completed	Council continues to provide business assistance to new and expanding business within the Shire. The General Manager is currently in negotiations with two (2) local businesses in West Wyalong who are planning expansion as well as another business in Weethalle.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
15.2.1 Q1	Work cooperatively with the local business groups to promote programs, initiatives, services and products wherever possible, eg Shop Local programs.	General Manager	Progressing	The General Manager recently supported Business West Wyalong with their request for Council to fund half of the cost of the Why Leave Town Card promotion. Regular advice from Small Business NSW is also forwarded direct to the local business network.
Q2			Progressing	Regular advice from Small Business NSW is also forwarded direct to the local business network. The General Manager, with the assistance of Marina Uys, continues to maintain a close working relationship with Business West Wyalong.
Q3			Progressing	Council's General Manager continues to work closely with Council's Tourism Officer in the promotion and support of local businesses through Business West Wyalong.
Q4			Completed	Council continues to support the Why Leave Town Scheme both financially and with in-kind support. Council staff also provide advice and assistance to business West Wyalong with the General Manager to attend their AGM in July.
15.2.2 Q1	Monitor and support requests to assist business activities with long-term benefits for Bland Shire, eg. Minining, industry, agriculture etc.	General Manager	Progressing	Council recently lodged a supportive submission to the EIS for the expansion of the Lake Cowal Gold Mine.
Q2			Progressing	There has been no identified requests for assistance during this quarter.
Q3			Progressing	Council's General Manager is currently liaising with the owner/operator of a café in Weethalle concerning funding opportunities that would allow this business to expand.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	Council continues to actively support and to provide advice to local businesses on emerging trends across a range of industries and to provide assistance, wherever possible, for local businesses to access state and federal programs and initiatives.

Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire

Strategy 16.2

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.2.1 Q1	Maintain Council's traineeship and apprenticeship program.	Human Resources Coordinator	Progressing	Trainees employed – 2 School Based Trainees employed – 2 Work Experience student - 1
Q2			Progressing	Trainees employed - 2 School Based Trainees - 2 To advertise trainees
Q3			Progressing	Two Traineeships are being advertised. Two work experience students at Ungarie Preschool.
Q4			Completed	Traineeships in progress.
16.2.2 Q1	Foster partnerships with education sector.	Human Resources Coordinator	Progressing	Regular contact with High School and Tertiary institutions.
Q2			Progressing	Regular contact with High School and TAFE and other RTO.
Q3			Progressing	Regular contact with TAFE. Advertised for work experience students at Charles Sturt University.
Q4			Completed	Regular contact with Schools and TAFE.

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.2.3 Q1	Identify education needs for local businesses and work with training providers to deliver appropriate training.	General Manager	Progressing	There has been preliminary discussion on the need for more child care support within the Shire and the possibility of the new Open Learning Centre at the West Wyalong TAFE catering for this need through the provision of Child Care courses.
Q2			Progressing	The General Manager has been liaising with Aboriginal Housing NSW regarding the possible purchase of a property to allow the expansion of a local child care provider. There has also been preliminary enquiries made through TAFE NSW regarding the availability of child care courses being delivered locally.
Q3			Progressing	Council's General Manager is scheduled to meet with Margaret O'Dwyer from DPIE in early April 2021 to discuss training and other employment opportunities within the Bland Shire.
Q4			Completed	Council was very pleased to see the completion of the Connected Learning Centre at the West Wyalong TAFE Campus that has now allowed for much greater diversity in available courses which in turn will enhance access to educational opportunities.
16.2.4 Q1	Liaise with retail and industry to assist in creating employment opportunities.	General Manager	Progressing	The General Manager is regularly liaising with local businesses concerning employment opportunities. Council has just agreed to participate in Country Change for 2021 in an endeavor to attract more people to the Shire.
Q2			Progressing	Council has just agreed to participate in Country Change for 2021 in an endeavour to attract more people to the Shire. The General Manager is also investigating a new platform known as 'Community Finder' which will allow metropolitan residents who are contemplating moving to a rural area, to link with possible rural communities.
Q3			Progressing	Council's General Manager continues to participate in forums and to research employment generating opportunities for the Bland Shire.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q4			Completed	Council's current involvement in the Country Change Program is a strategy aimed at enticing people to relocate to the Bland Shire, which if successful, will create increased employment opportunities for the retail sector as well as other industry sectors.

Strategy 16.3

Promote agricultural practices which are leading edge and efficient

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.3.1 Q1	Provide a workshop/program targeting the agricultural industry.	Foreman - Environmental Services	Progressing	Due to Covid-19 restrictions, no activities have been delivered this quarter.
Q2			Progressing	Weeds television advertising campaign started this quarter in conjunction with Lachlan and Macquarie Councils.
Q3			Progressing	Worked in conjunction with Hilltops Council in holding a Weeds Field Day.
Q4			Completed	No programs this quarter.
16.3.2 Q1	Provide a workshop/program targeting energy efficiency.	Foreman - Environmental Services	Not Progressing	Due to Covid-19 restrictions, no activities have been delivered this quarter.
Q2			Not Progressing	Covid-19 restrictions impacting the holding of events.
Q3			Not Progressing	Due to Covid restrictions, no activities have been delivered this quarter.
Q4			Not Progressing	No program delivered.
16.3.3 Q1	Educate the community on benefits of protecting our environment.	Foreman - Environmental Services	Completed	Ungarie School visit. Presentation delivered to students on the Environmental factors relating to the Humbug Creek and surrounds. Bland Shire Council worked in conjunction with the Lake Cowal Conservation Centre to deliver a Wildflower Walk (20 attendees). Worked in collaboration with Community Relations to promote the rare Painted Honey Eater, and the Red-Tailed Black Cockatoo via Councils' social media platform.

Action Code	Action Name	Responsible Officer Position	Status	Comments
Q2			Completed	No further programs undertaken this quarter.
Q3			Completed	Completed in Quarter two.
Q4			Completed	No further programs undertaken this quarter.

Strategy 16.5

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.5.1 Q1	Identify and act on avenues for improving and promoting the Shire's (commercial) industrial land.	General Manager	Progressing	The General Manager is in the process of finalising a marketing campaign for the sale of land within the new Business Park off Central Road.
Q2			Progressing	The General Manager is in the process of finalising a marketing campaign for the sale of land within the new Business Park off Central Road. A delay occurred due to the problems associated with the development of the site on which a new fence and the marketing banner is to be placed. This is now in hand.
Q3			Progressing	Council's General Manager plans to launch a marketing campaign for the new Business Park in the second quarter of 2021.
Q4			Progressing	Plans are well advanced for the development of the new Business Park with negotiations continuing with a number of prospective tenants. This will include new businesses as well as expanding existing businesses.



6 Shire Street
PO Box 21
West Wyalong NSW 2671
Ph: 02 6972 2266
Fax: 02 6972 2145
Email: council@blandshire.nsw.gov.au
Web Page: www.blandshire.nsw.gov.au

Combined Delivery Program & Operational Plan 2020/21 Progress Report 2



8.10 Audit, Risk and Improvement Committee



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

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

Author: Director Corporate and Community Services

Introduction

The Minutes of the July meeting of Bland Shire's Audit, Risk and Improvement Committee are attached for Council's confirmation. (**Attachment One**)

Financial Implications

The main financial costs at this time are in relation to advertising the Audit, Risk and Improvement Committee Charter for community feedback. These costs will be met by the current Council advertising budget. However, dependent upon a final decision in relation to the payment of Independent members of the Audit, Risk and Improvement Committee there may need to be funds set aside during the December Budget Review process to cover these costs.

Summary

Changes outlined in section 428A of the *Local Government Amendment (Governance and Planning) Act 2016* will make such committees mandatory for Councils.

However, in its Report to Parliament on Local Government 2017, the NSW Auditor-General recommended that Councils should "*early adopt the proposed requirements to establish an Audit, Risk and Improvement Committee*". The Auditor-General stated that an effective ARIC was an important part of good governance.

While Bland Shire Council has had an Internal Audit Committee for some time and is currently part of an Audit Alliance with five other Councils, the legislative changes will require Council to have some formal structure in place prior to the March 2022 deadline. To facilitate this, a DRAFT ARIC Charter (**Attachment Two**) was endorsed at the July meeting of Council's current ARIC and is presented along with the minutes of that meeting for formal endorsement by Council to allow the Charter to be placed on exhibition for community feedback.

The NSW Auditory General's Report into Local Government was tabled in NSW Parliament on 27 May, 2021. This document states "Financial audits are designed to add credibility to financial statements, enhancing their value to end users. Also, the existence of such audits provides a constant stimulus to entities to ensure sound financial management." As part of the report, the highlight section included the following observation that "68 councils did not record rural firefighting equipment in their financial statements worth \$119 million. The NSW Government has confirmed these assets are not controlled by the NSW Rural Fire Service and are not recognised in the financial records of the NSW Government". The Auditor General's recommendation was that the "Office of Local Government should communicate the State's view that rural firefighting equipment is controlled by Councils in the Local Government sector, and therefore this equipment should be properly recorded in their financial statements".

The subject of recording rural firefighting equipment has been an ongoing concern for Councils across NSW for a number of years. In 2012 the then Local Government Shires Association prepared a Discussion Paper entitled Review of Local Government Engagement with the NSW Rural Fire Service which identified the conflict with the Local Government Accounting Code.

Recommendation:

THAT the Minutes of the Bland Shire Audit, Risk and Improvement Committee from 8 July, 2021 be endorsed and the following actions be undertaken:

- 1. DRAFT Audit, Risk and Improvement Committee Charter be placed on public exhibition for a period of 28 days for community feedback and that, following the consultation period, a further report be brought back to Council.**
- 2. Actions relating to the NSW Rural Fire Service Assets accounting treatment be undertaken as outlined in the recommendation from the Audit, Risk and Improvement Committee.**

1. WELCOME

The meeting was opened by Gary Lavelle.

2. ATTENDANCE

2.1 Present

Gary Lavelle (Temora Shire Council)
Belinda Lawrence (Temora Shire Council)
Ray Smith (Bland Shire Council)
Clr Tony Lord (Bland Shire Council)
Alison Balind (Bland Shire Council)
David Wardell (Bland Shire Council)
Ian Roberts (Blackadder Associates)
Brad Bohun (Crowe Horwath)
Carissa Burge (Bland Shire Council) – Minutes

2.2 Apologies

Elizabeth Smith (Temora Shire Council)
Leesa Bryant (Bland Shire Council)

3. CONFIRMATION OF MINUTES

RECOMMENDATION:

RESOLVED on the motion of Ray Smith seconded Gary Lavelle that the minutes of the Audit, Risk and Improvement Committee meeting held 23 March 2021 be endorsed as a true and correct record of the meeting.

CARRIED

4. INTERNAL AUDIT COMPLETED REPORTS

RECOMMENDATION:

RESOLVED on the motion of Ray Smith seconded Clr Tony Lord that the Audit, Risk and Improvement Committee note the information contained within the Internal Audit Report: GIPA Performance and Compliance at Bland Shire Council.

CARRIED

5. INTERNAL AUDIT PROGRAM RECOMMENDATIONS UPDATE

RECOMMENDATION:

RESOLVED on the motion of Clr Tony Lord seconded Ray Smith that the Audit, Risk and Improvement Committee note the progress against the previous Internal Audit report recommendations.

CARRIED

6. BLAND SHIRE COUNCIL DRAFT ARIC CHARTER

RECOMMENDATION:

RESOLVED on the motion of Ray Smith seconded Clr Tony Lord that the Audit, Risk and Improvement Committee Endorse the DRAFT ARIC Charter.

CARRIED

7. BLAND SHIRE COUNCIL RISK MANAGEMENT REPORT

RECOMMENDATION:

RESOLVED on the motion of Clr Tony Lord seconded Ray Smith that the Audit, Risk and Improvement Committee note for information the Bland Shire Council Risk Management Report.

CARRIED

8. INTERIM AUDIT MANAGEMENT LETTER

RECOMMENDATION:

RESOLVED on the motion of Ray Smith seconded Clr Tony Lord that the Audit, Risk and Improvement Committee notes for information the Interim Audit Management Letter.

CARRIED

9. RURAL FIRE SERVICE ASSETS

RECOMMENDATION:

RESOLVED on the motion of Cllr Tony Lord seconded Ray Smith that the Audit, Risk and Improvement Committee:

- a) Endorses the comments contained within correspondence to the Chief Executive of Local Government NSW in relation to the NSW Auditor General's report references to the NSW Rural Fire Service's Fire Fighting Assets.
- b) Requests Bland Shire Council to determine a formal position in relation to the accounting treatment of the NSW Rural Fire Service's Fire Fighting Assets ahead of the finalisation of the 2020-2021 Financial Statements stating Council's position that it has no direct operational control of NSW Rural Fire Service Fire Fighting Assets.
- c) Requests Bland Shire Council to communicate this position statement to the NSW Auditor General, Office of Local Government, Premier, Deputy Premier, Minister for Police and Emergency Services and member for Cootamundra seeking a resolution to the State Government level to the question of NSW Rural Fire Fighting Assets ownership and control.

CARRIED

10. GENERAL BUSINESS

NIL

11. MEETING DATES

The date of the next Bland Shire Council Audit Risk and Improvement Committee Meeting to be confirmed.

12. CLOSE OF MEETING

Being no further business the meeting was closed at 2.44pm.

**AUDIT, RISK AND IMPROVEMENT
COMMITTEE CHARTER**

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Council
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Governance and Risk
RESPONSIBLE OFFICER: <i>(by position title)</i>	Director Corporate and Community Services
AUTHORISED BY: <i>(GM or Director Title)</i>	
DATE ADOPTED:	
ADOPTED BY: <i>(Manex or Council)</i>	
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	July 2025
REVISION NUMBER:	

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>

REVIEW OF THIS POLICY

This Policy will be reviewed within four (4) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

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1. Purpose of this Charter:

The Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to Bland Shire Council (Council) on risk management, control, governance and external accountability responsibilities as well as for the purposes of quality assurance and continuous improvement. This Charter sets out the framework in which the Committee will operate.

2. Scope of this Charter:

This Charter applies to all Councillors and Council employees as well as the independent members of the Audit, Risk and Improvement Committee. It is also to be referenced as a guidance document by Subject Matter Experts (SMEs) contracted to undertake the internal audit functions in accordance with the Committee's adopted work plan.

3. Outcomes:

This Charter is based on the guidelines issued by the Chief Executive of the Office of Local Government pursuant to s.23A of the *Local Government Act 1993* and is consistent with best practice. It is intended to add value and drive the qualities of effective local government; being openness, transparency and accountability. The Committee helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

4. Structure and Tenure:

The Committee will consist of:

Members (voting)

Minimum three (3) Independent external members (not a member of the Council) one of which will be appointed as an Independent chair of the committee.

Attendee (non-voting)

One elected Councillor;

General Manager;

Director Corporate and Community Services; and

Relevant Internal Staff (Subject Matter Experts) e.g. Manager Customer and Financial Services, Risk and Insurance Officer.

Invitees (non-voting) for specific Agenda items

Representatives of the external auditor

Other officers may attend by invitation as requested by the Committee or General Manager.

All Councillors are welcome to attend meetings as observers.

The independent external members will be appointed for the term of Council, after which they will be eligible for extension or re-appointment.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council. At least one independent member of the Committee should have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment. Council has discretion to purchase in these services in the event they are considered necessary to augment the skillsets of independent external members.

5. Authority of Committee:

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).

- Request the attendance of any employee or councillor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.

6. Roles and Responsibilities:

The Committee is advisory and has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

6.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

6.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

6.3 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- To consider contentious financial reporting matters in conjunction with Council's management and external auditors;
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.

6.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.

- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

6.5 Internal Audit

- Act as a forum for communication between Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- Periodically review the performance of Internal Audit bi-annually.

6.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

6.7 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgement.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

7. Definitions:

Enterprise Risk	Enterprise risk management involves embedding risk thinking into Council's everyday activities. A risk management framework is formally defined as the "set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
External Audit	The NSW Audit Office conducts financial and performance audits of local government entities in New South Wales to: <ul style="list-style-type: none"> • Support reforms aimed at strengthening governance and financial oversight in the sector • Provide greater consistency in the financial reporting and audit process • Improve financial management, fiscal responsibility and public accountability.

Internal Audit	Internal audit is a dynamic profession involved in helping organisations achieve their objectives. It is concerned with evaluating and improving the effectiveness or risk management, control and governance processes in an organisation. Internal auditing is the work of Internal Audit.
Risk Management	Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council. Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.

8. Reporting:

Annually, Internal Audit will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.

The Committee may at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee. The Committee will report regularly, and at least annually, to the governing body of council on the management of risk and internal controls.

9. Administrative Arrangements:

9.1 Meetings

The Committee will meet at least three times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion. The Committee may meet annually with the Internal Audit Coordinator and/or SMEs contracted to undertake internal audit functions in the absence of other staff.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan including meeting dates and agenda items will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

9.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

The Committee may also request the General Manager or any other employees to participate for certain agenda items, as well as the external auditor.

9.3 Secretariat

The Committee has appointed the Director Corporate and Community Services (or their delegate) to provide secretariat support to the Committee. The Secretariat will ensure that the agenda for each meeting and supporting papers are circulated, at least one week before the meeting and ensure minutes of the meetings are prepared and maintained. Minutes of the meeting will record all voting details for each item resolved by the Committee.

Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held. Minutes of the meeting will be published by Council subject to any confidentiality requirements relating to particular items in accordance with the *Local Government Act 1993*.

9.4 Public comment and media statements

All public comments and media statements representing Bland Shire Council must be approved by the General Manager and/or The Mayor.

9.5 Conflicts of Interest

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's Code of Conduct in carrying out of the functions as council officials. It is the personal responsibility of council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted. Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

9.6 Designated Persons

In accordance with the adopted Code of Conduct, 4.8d

a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

As such, members of the Audit, Risk and Improvement committee shall be Designated Persons.

9.7 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities, specifically in relation to Code of Conduct and Protected Disclosures training.

9.8 Assessment Arrangements

The Chair of the Committee, in consultation with the Council, will establish performance measures for the Committee and implement measurement, feedback, reporting and review mechanisms relating to those measures.

Additionally, the Chair will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from Senior Management and any other relevant stakeholders, as determined by the Chair.

The review will also be included in the Committee's annual report to Council.

9.9 Remuneration

Independent Chairs of the Audit, Risk and Improvement Committee will receive a stipend of up to \$##### plus disbursements when attending Committee meetings. Independent

Committee members will participate on a voluntary basis/shall be paid an amount of \$##### per meeting to attend.

9.10 Vacancy

If for any reason a vacancy in the Committee membership occurs, the position(s) shall be filled in accordance with this Charter and Council's appointment of Committee member processes.

10. Related Documents:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Bland Shire Council Code of Conduct
- Accounting Procedures
- Borrowing and Use of Loan Funds
- Code of Meeting Practice
- Complaints Handling
- Debt Management Rates Sundry Debtors
- Delegations of Authority
- Donations/Assistance and Sponsorship Charter
- Fees and charges
- Finance – Investments
- Finance – Private Works
- Finance – Revotes
- Finance Supplementary Budget Allocations
- Financial Hardship
- Gifts and Benefits
- Internal Reporting
- Local Preference Charter
- Payment of Expenses & Provision of Facilities to Mayor & Councillors Charter
- Pensioner Concessions
- Privacy Management Plan
- Procurement Manual
- Regulatory Activities – Enforcement and Prosecution
- Risk Management Charter

8.11 Adoption of Council Policies



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

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

Author: Director Corporate and Community Services

Introduction

The purpose of this report is for Bland Shire Council to formally adopt policies which have been on exhibition for community feedback.

Financial Implications

Nil.

Summary

At the 18 May, 2021 Ordinary Meeting of Bland Shire Council, Councillors resolved to endorse the Draft Enterprise Risk Management Framework and the Draft Privacy Management Plan, with both documents being placed on exhibition for a period of 28 days for community comment.

As a result of this process, there were no submissions received in relation to the two documents and they will be tabled at the Council meeting on 20 July, 2021 for reference if required. Councillors should note that, due to the volume of reports being presented to the July meeting, copies of the Enterprise Risk Management Framework and the Privacy Management Plan were not provided. However, should a copy be required prior to the Council meeting, Councillors and the community need only request them.

Recommendation:

THAT Bland Shire Council formally adopts the Enterprise Risk Management Framework and the Privacy Management Plan.

8.12 Endorsement of Draft Council Policies



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

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

Author: Director Corporate and Community Services

Introduction

The purpose of this report is to submit the Draft Information Guide, Draft Access to Information and Draft Internal Reporting Policies (**Attachments One, Two and Three**) for review and endorsement by Bland Shire Council.

Financial Implications

Nil.

Summary

As part of the ongoing review and updating of Bland Shire Council's policy documentation, the Draft Information Guide, Draft Access to Information and Draft Internal Reporting Policies have been assessed.

The Information Guide is a statutory requirement as part of the Government Information (Public Access) Act 2009 and is to be reviewed and updated on an annual basis. Council's current Information Guide expires in August 2020. Supporting the Information Guide is the Draft Access to Information Policy. The purpose of this policy is to describe Council's principles regarding public access to information and to facilitate the processing of requests for such access to information as governed by Government Information (Public Access) Act 2009. This document also includes an Access to Information form as well as a Matrix of how that access is granted.

The Draft Internal Reporting Policy *establishes an internal reporting system for staff and Councillors to report wrongdoing without fear of reprisal. The policy sets out who you can report wrongdoing to in Bland Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Council. It has been developed in accordance with the Public Interest Disclosures (PID) Act 1994 and Independent Commission Against Corruption Act 1988.*

Once the Internal Reporting Policy has been adopted by Council, training will be undertaken across the Council organisation for staff and councillors to increase awareness of the requirements of the PID Act including the management of such disclosures.

Recommendation:

THAT:

- 1. Council endorses the Draft Information Guide, Draft Access to Information and Draft Internal Reporting Policies and places both on public exhibition for a period of 28 days from Friday 23 July, 2021 for community comment.**
- 2. The Draft Information Guide be forwarded to the Information and Privacy Commissioner for comment.**
- 3. Should there be comment from the community or the Information and Privacy Commissioner on the Draft Information Guide, a further report be prepared and presented to Council.**
- 4. Should there be comment from the community on the Draft Access to Information and Draft Internal Reporting Policies, a further report be prepared and presented to Council.**
- 5. Should there be no comment from the community or the Information and Privacy Commissioner within the 42 day commentary period, Council formally adopt the policies.**

Bland Shire Council Information Guide



AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Council
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Governance and Risk
RESPONSIBLE OFFICER: <i>(by position title)</i>	Director Corporate and Community Services
AUTHORISED BY: <i>(GM or Director Title)</i>	
DATE ADOPTED:	
ADOPTED BY: <i>(Manex or Council)</i>	Council
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	June 2022
REVISION NUMBER:	3

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
2	June 2021	Reformat and updated information	Governance & IP&R Officer
1	August 2020	Updated information	Director Corporate & Community Services

REVIEW OF THIS POLICY

This Policy will be reviewed within 12 months from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

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PREFACE

This Information Guide has been produced by Bland Shire Council in accordance with Section 20 of the Government Information (Public Access) Act and is reviewed on an annual basis.

The purpose of the Information Guide is to provide members of the community, Council staff and the public with information concerning:

- The structure and functions of Bland Shire Council;
- The way in which the functions of Bland Shire Council affect members of the public;
- The avenues available to the public to participate in policy development and the exercise of Bland Shire Council's functions; and
- The type of information available for Bland Shire Council and how this information is made available.

The Information Guide is available on Council's website: www.blandshire.nsw.gov.au

COUNCIL'S VISION, MISSION AND VALUES



STRUCTURE AND FUNCTIONS OF COUNCIL

Bland History

The Shire of Bland was first declared in 1906. A “temporary” council was incorporated on 16 June 1906 and operated for a period of six months. The first election of the Council took place in December 1906 when Councillors G. Punton, D. Byrne, P. Kearins, J.N. Crowley, L.J. McNamara and James Howard were elected. Council remained in this state until September 1935 when a Provisional council was formed beginning the process of the amalgamation with the Municipality of Wyalong.

The Shire of Bland and Wyalong Municipality were formally amalgamated on 7 December 1937 and the present day Bland Shire Council was created.

Bland Today

The Local Government Area of Bland is located on the northern fringes of the Riverina in New South Wales. Bland Shire Council was constituted as a shire in 1906 with the region having first been established as a gold mining settlement in 1895.

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, Wyalong and Yalgogrin.

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 with both Council and the community believing 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 Farms has the biggest egg producing facility in the southern hemisphere.

Basis of Constitution

Bland Shire Council is constituted under the Local Government Act 1993.

Organisational Structure and Resources

Bland Shire Council is composed of nine councillors elected proportionally to represent the whole Local Government Area.

The role of the Councillors, as members of the body corporate, is:

- To direct and control the affairs of the council in accordance with the Local Government Act 1993 and other applicable legislation;
- To participate in the optimum allocation of the Council's resources for the benefit of the area;
- To play a key role in the creation and review of the council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions;
- To review the performance of the Council and its delivery of services, management plans and revenue policies of the Council.

The role of a Councillor is, as an elected person, is:

- To be an active and contributing member of the governing body of Council;
- To make considered and well informed decisions as a member of the governing body;
- To participate in the development of the Integrated Planning and Reporting (IP&R) Framework;
- To represent the collective interest of residents, ratepayers and the local community;
- To facilitate communication between the local community and the governing body;
- To uphold and represent accurately the policies and decisions of the governing body;
- To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

The Mayor is elected from within the group of elected Councillors and serves for a period of two years.

The Mayor presides at meetings of Council, carries out the civic and ceremonial functions of the office, exercises in cases of necessity, the decision making functions of the body politic, between its meetings and performs any other functions that the Council determines.

The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day to day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity Management Plan.

To assist the General Manager in the exercise of these functions, there are two (2) directors overseeing the following functional areas – Corporate and Community Services and Technical Services.

OUR ORGANISATIONAL STRUCTURE

Bland Shire Council consists of two (2) Directorates and the Office of the General Manger.



FUNCTIONS OF BLAND SHIRE COUNCIL

Under the Local Government Act 1993, Council's functions can be grouped into the following categories:

Service Functions	<ul style="list-style-type: none"> • Provisions of community health, recreation, education and information services • Environmental protection • Waste removal and disposal • Land and property, industry and tourism development and assistance • Civil infrastructure planning • Civil infrastructure maintenance and construction
Regulatory Functions	<ul style="list-style-type: none"> • Building and development approval and control • Building Certificates • Development of Codes and Policies • Leases and licences of public reserves • Land Management
Ancillary Functions	<ul style="list-style-type: none"> • Resumption of land • Powers of entry and inspection • Power to sell and for overdue rates • Power to order the demolition of unsafe or unapproved structures
Revenue Functions	<ul style="list-style-type: none"> • Levying of rates • Levying of fees and charges • Authority to borrow funds • Authority to make investments • Authority to grant subsidies
Administrative Functions	<ul style="list-style-type: none"> • Employment of staff • Management Plans • Financial Reporting • Annual Reports • Codes of Conduct and Practice • Policy preparation
Enforcement Functions	<ul style="list-style-type: none"> • Proceedings for breaches of the Act • Prosecution of offences • Recovery of rates and Charges

As well as the Local Government Act, Council has powers under a number of other Acts in accordance with appropriate delegated authority, for example:

- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operation Act 1997
- Roads Act 1993
- Companion Animals Act 1993
- Swimming Pools Act 1993

IMPACT OF COUNCIL FUNCTIONS ON THE PUBLIC

As a service organisation, the majority of the activities of the Bland Shire Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

Service functions affect the public as council provides services and facilities to the public. These include provision of human services such as library services, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the non payment of rates and charges, unregistered dogs and parking offences.

Community planning and development functions affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships, participating on regional, State or Commonwealth working parties, and preparation and implementation of the Community Action Plan.
- Providing support to community and sporting organisations through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Local Government Week, Education Week, Youth Week, Children's Week, etc, as well as promoting events of others.

Purpose

This Information Guide has been developed to provide information to all involved with Bland Shire Council as to what information is held by the organisation and the way in which this information can be accessed, where appropriate.

Scope

This Information Guide applies to all Bland Shire Council staff, organisations and community members who wish to access information held by Bland Shire Council.

Outcomes

The objectives of Council's Information Guide are:

- To show what Council does
- How Council does it
- They type of information it holds and generates through the exercise of its function, with a particular focus on how those functions affect members of the public.

The Guide aims to make it easier for people to identify and locate information held by Council and know whether the information can be obtained on the website, upon request or under a formal access application.

Roles and Responsibilities

Principle Officer – General Manager

The General Manager has been appointed the Principal Officer. Amongst other duties the Principal Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents and information of the Council.

Right to Information Officer – Director Corporate and Community Services

The Director Corporate and Community Services has been appointed as the Right to Information Officer. The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Principal Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make a written application to the Principal Officer in the first instance.

Definitions

Representation/Representative – More commonly known as Councillors. These are the people who are elected by the community to act and make decisions on its behalf.

Information – Information relates to data, specifics, details, images, film, correspondence and files held by Bland Shire Council which can be obtained through the making of Access Applications.

Mandatory Disclosure – The provision of information by Council to the Community which is included in the GIPA Act and Regulations.

Proactive Release – Information which Council makes publicly available.

Public Interest Considerations – An assessment process which measures the right of the community to have information against the requirements to maintain confidentiality.

Access Application – This is the process of applying for the release of information to an individual or organisation.

PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

Bland Shire Council supports the principles of open government and encourages community involvement in policy development and general activities of Council.

There are two broad ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf. In New South Wales, local government elections are held every four years. The next elections are to be held in September 2021.

At each election, voters elect nine councillors for the following term. Due to postponement of the scheduled 2020 Local Government elections, that term will be for three years until September 2024. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory.

Making representation to Councillors

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

The contact details of the current elected members can be found at www.blandshire.nsw.gov.au

Personal Participation

Ratepayers, residents and business are encouraged to have a say in what Council does. Community participation in Council is a major focus of the Local Government Act 1993. The Act encourages councils to be open and accountable to the community. This is achieved by people having appropriate access to information, voting in polls and referendums, making submissions to Council and by Council meetings being open to the public.

Council's website, www.blandshire.nsw.gov.au is regularly updated with notifications and information on Council's activities, meeting agendas and business papers. The website also publishes notices and exhibitions, tenders, news items, events and many Council documents and reports. The website is reviewed and updated on a regular basis to ensure information is accurate and timely.

Council also provides information on Council activities, decisions and programs in the local newspaper.

Council Meetings

Members of the public are able to attend Council meetings (usually the third Tuesday of each month from 6.30 pm) held in the Council Chambers, 6 Shire Street, West Wyalong NSW 2671.

The Council meeting provides an opportunity for people to speak publicly on any item on Council's Business Paper agenda. Anyone wishing to address Council is requested to register by contacting Council on 02 6972 2266.

Audio recordings of Council meetings are accessible on Council's website.

Council Committees

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council. Council has several committees which include members of the public.

Section 355 Committees

Under the Local Government Act 1993 (the Act) Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee of management.

The appointment of Section 355 Committees is entirely at the discretion of the Council. The Committees are appointed and reappointed in accordance with the provisions of Section 355 and Section 377 of the Act.

The Section 355 committee will be responsible for activities as determined when the committee is established. This responsibility will be conveyed to the committee within its Terms of Reference.

Bland Shire Council Section 355 Committees:

- Barmedman Community Centre
- Barmedman Tidy Towns
- Mirrool Silo Kick Challenge Committee
- Ungarie Advancement Group
- Ungarie Retirement Village Association
- Ungarie Showground, Racecourse and Recreation Reserve Committee
- Weethalle Community Committee (formerly Weethalle Recreation Ground Committee)
- Wyalong School of Arts and Hall Committee.

Community Reference Group

The Community Reference Group was established in 2017 to seek direct input from the community into the decision making process.

The reference group replaces the former Advisory Committees and covers a wide range of topics across all areas of Council from heritage to culture and tourism.

The reference group meets bi-monthly in an informal forum type format, which is open to all interested members of the Community. Meetings are held on the second Tuesday of every second month at the Bland Shire Council Chambers commencing at 6.30 pm.

The forums are chaired by Bland Shire Mayor and agenda items generated from members of the public, Councillors and Council staff.

Any recommendations arising from the forums will be submitted to Council for formal consideration. Members of the community are invited to submit agenda items to Council via email to council@blandshire.nsw.gov.au or in writing to The General Manager, PO Box 21, West Wyalong NSW 2671.

The agenda will be published in the West Wyalong Advocate on the Friday before each meeting and on Council's website at www.blandshire.nsw.gov.au

Public Submissions

All significant plans, strategies and policies of Bland Shire Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to do so. Exhibition documents are available at Council's customer service counter and Council's website. Submissions should be addressed to:

The General Manager
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671
Email: council@blandshire.nsw.gov.au

ACCESS TO GOVERNMENT INFORMATION

Bland Shire Council is committed to the principle of open and transparent government. To facilitate public access to Council information, Council has adopted an Access to Information Policy. The objective of this policy is to describe Council's principles regarding public access to information and to facilitate the processing of requests for such access under the *Government Information (Public Access) Act 2009* (GIPA).

Under the provisions of the GIPA Act there is a right of access to certain information held by Council, unless there is an overriding public interest against its disclosure.

Bland Shire Council holds information in respect of a wide range of functions undertaken by it and information which is pertinent to different issues in relation to the Bland Shire Council Local Government Area.

Some of the information is available for inspection as a requirement of the GIPA Act, some information is available for purchase as outlined in Council's adopted Revenue Policy.

There are four main ways in which Council will provide access to information:

- Mandatory Proactive Release
- Authorised Proactive Release
- Informal Release
- Formal Access Application.

Any formal applications under the GIPA Act will be processed in accordance with the Act's requirements and a determination made to release the information or refuse access on the basis of the relevant considerations under that Act.

Council will assess requests for access to information having regard to:

- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Companion Animals Act 1998
- Any other relevant legislation and guidelines as applicable.

Mandatory Proactive Release – Open Access Information

Under Section 6 of the GIPA Act, Council must make its 'open access information' publicly available unless there is an overriding public interest against disclosure of the information or should it require a substantial diversion of agency resources. Open access information is required to be published on Council's website unless to do so would impose an unreasonable additional cost on Council (in these instance, Council's website explains where that information can be obtained – generally by contacting Council or by contacting Council's Public Officer as stated).

The following documents are defined as "Open Access Information" under Section 18 of the GIPA Act and will be released without the need for a Formal Access Application under this Act:

- Council's Information Guide which contains information about Council's structure and functions, and lists the type of information that is publicly available;

- Council's policy documents;
- A disclosure log of formal access applications which includes release of information that Council believes may be of interest to other members of the public;
- A register of contracts worth more than \$150,000.00 which Council has with private sector bodies;
- A record of open access information that Council has not made publicly available on the basis that there is an overriding public interest against disclosure;
- Other such information that may be prescribed by the GIPA Regulation as open access information.

Schedule 1 of the GIPA Act also stipulates that the following additional documents are to be provided as open access information by Council:

Information about Council

- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Report
- Auditor's Report
- Management Plan
- EEO Management Plan
- Community Strategic Plan
- Delivery Program and Operational Plan
- Payment of Expenses and the Provision of Facilities to Councillors' Policy
- Annual reports of bodies exercising functions delegated by Council
- Any codes referred to in the Local Government Act 1993
- Returns of the interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- Departmental Representative Reports presented at a meeting of Council
- Council's Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters.

Plans and Policies

- Local policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans.

Information about Development Applications

Development applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification documents
- Town Planner reports
- Submissions received on Development Applications

- Heritage Consultant reports
- Land Contamination Consultation reports
- Tree Inspections Consultant reports
- Acoustic Consultant reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specification and configurations, and commercially sensitive information.

Approvals, Orders and Other Documents

- Applications for approvals under Part 1 Chapter 7 of the Local Government Act 1993
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decision made on appeals concerning approvals.
- Orders given under Part 2 Chapter 7 of the Local Government Act 1993 and any reasons given under section 136 of the Local Government Act 1993
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land.
- Performance and improvement orders issued to Council under Part 6 Chapter 13 of the Local Government Act 1993.

Authorised Proactive Release

In addition to open access information, Council will make as much other information as possible publicly available, unless there is an overriding public interest against disclosure.

Such information may include information frequently requested or information of public interest that has been released as a result of other requests.

Informal Release

Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose. Such requests for information will be met within Council's resourcing timeframes.

As per proactive release methods, Council is authorised to release information unless there is a public interest against disclosure. To enable the release of as much information as possible, Council is also authorised to redact content from a copy of information to be released, if the inclusion of the redacted information would otherwise result in an overriding public interest against disclosure.

Formal Access Application

Prior to lodging a formal access application, a person seeking information from Council should check if the information being sought is already available on Council's website or could easily be made available through an informal request application.

If Information:

- Is not available via Proactive or Informal Release; or

- Involves a large volume of information, requires extensive research and accordingly will involve an unreasonable amount of time and resources to produce; or
- Contains personal or confidential information about a third party which may require consultation; or
- Is of a sensitive nature that requires careful weighing of the consideration in favour of and against disclosure; then

Council will require a formal access application to be submitted. To make a formal request for access to information an “Access Application” form should be completed (available on Council’s website or by request at Council’s Administration Building). An application fee is payable in accordance with Council’s adopted Revenue Policy.

Interaction with Copyright Legislation

Copyright issues may arise when requests are made for copies of documents held by Council.

The Commonwealth Copyright Act 1968 takes precedence over State legislation. Therefore the right to copy documents under the GIPA Act does not override the Copyright Act. Nothing in the GIPA Act or Regulations permits Council to make government information available in any way that would constitute an infringement of copyright.

Access to copyrighted documents will be granted by way of inspection only, unless the copyright owner’s written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided.

Copyright material includes, but not limited to, plans/drawings, consultant reports and survey reports.

Interaction with Privacy Legislation

Access to certain information may be limited in accordance with the Privacy and Personal Information Protection Act 1998 (PPIP Act) and the Health Records and Information Privacy Act 2002 (HRIP Act). The PPIP act and the HRIP Act provide for protection of personal and health information and for the protection of the privacy of individuals generally.

In accordance with the PPIP Act and the HRIP Act, Council has adopted a Privacy Management Plan (available on Council’s website) which outlines Council’s practice for dealing with privacy and personal information in accordance with Information Protection Principles contained within the HRIP Act.

Public Interest Test

Under the GIPA Act, when deciding whether or not to release information, government agencies must consider whether there is an overriding public interest against releasing the information.

Referred to as the “public interest test”, this requires government agencies to consider balancing factors for and against disclosure of each piece of government information. The balancing must be undertaken within the context of the GIPA Act.

In deciding what information to release, Council will apply the public interest test, which will involve:

- Identification of the relevant public interest considerations for disclosure;
- Identification of any relevant public interests against disclosure.

The GIPA Act (section 14) provides an exhaustive list of public interest considerations against disclosure. These are the only considerations against disclosure that decision makers can consider in applying the public interest test:

- Responsible and effective government
- Law enforcement and security
- Individual rights, judicial processes and natural justice
- Business interests of agencies and other persons
- Environment, culture, economy and general matters
- Secrecy provisions specifically provided in legislation
- Exempt documents under interstate Freedom of Information legislation.

Fees and Charges

Access to Information Request

There is no application fee for a request for access to information however Council can charge a fee for copying as per Council's adopted Revenue Policy.

Formal Access Application

An application fee is payable in accordance with Council's adopted Revenue Policy. The application is invalid until the fee is paid.

Processing Charges

Council can impose a charge for processing an application.

The processing charge is calculated at an hourly rate in accordance with Council's adopted Revenue Policy. However, the application fee paid with formal applications counts towards these charges.

Under certain circumstances an applicant may be entitled to a 50% reduction in the processing charge (not the application fee).

A 50% reduction in the processing charge imposed will apply if Council is satisfied that the applicant is suffering financial hardship or is satisfied that the information applied for is of special benefit to the public generally.

If an Access Application is made for personal information about the applicant (the applicant being an individual), the fee for the first 20 hours of processing time will be waived.

Information made available on Council's website is available for viewing free of charge at Council's administration office. If hard copies are required, a copying charge will be levied in accordance with Council's adopted Revenue Policy.

ACCESS AND AMENDMENT TO COUNCIL DOCUMENTS

Council has a vast range of documents that can be accessed in varying ways. Most documents, as far as practicable, will be accessible by members of the public during office hours 8.30 am to 5.00 pm, Monday to Friday.

Council information can be accessed by:

- Searching Council's website, www.blandshire.nsw.gov.au to see if the information is already available (in accordance with the GIPA Act certain information must be published on Council's website, free of charge, this is referred to as 'mandatory disclosure').
- Contact Council either in person or by telephoning 02 6972 2266 and ask for the information. Council will decide whether the information requested:
 - Is open access information that is readily available. If it is, you will be told where and how to get the information.
 - Should be made available as part of a 'proactive release' of information.
 - Can be disclosed to you through 'information release' for example, where no third party personal information is involved, or
 - Requires a 'formal access application'.

The right to information reforms means that formal applications for access to information should be a last resort.

Persons who wish to seek an amendment to the Council's records concerning their personal affairs, should contact Council on 02 6972 2266.

If you experience difficulty in obtaining documents or information you should contact Council's Right to Information Officer or the Public Officer.

Enquiries should be addressed as follows:

General Manager
Bland Shire Council
6 Shire Street
PO Box 21
WEST WYALONG NSW 2671
Phone: 02 6972 2266
Email: council@blandshire.nsw.gov.au

Rights of Review

There are rights to review a decision made by the Public Officer. A full list of reviewable decisions is set out in Section 80 of the GIPA Act.

Internal Review

If an access application has been refused, there is a general right to seek an internal review of the decision. An internal review must be applied for within 20 working days of the original decision and is subject to a fee. Internal review involves a senior person in the agency reviewing the decision to reject the access to information application.

Role of the Information Commissioner

The Information Commissioner can review a decision to refuse access to information if requested by the applicant, notwithstanding any internal review being undertaken. However,

for other persons seeking review, an internal review must first be undertaken. The Information Commissioner also deals with complaints under the GIPA Act.

Office of the Information Commissioner

The Office of the Information Commissioner has been established to oversee the GIPA Act and sits within the Information and Privacy Commission for New South Wales.

If you require any other advice or assistance about access to information you may contact the Information Commissioner by:

Telephone: 1800 472 679 (free call) Monday to Friday, 9.00 am to 5.00 pm (excluding public holidays)

Fax: 02 6446 9518

Email: ipcinfo@ipc.nsw.gov.au

Mail: GPO Box 7011, Sydney NSW 2001

or visit in person at Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000.

External Review (Administrative Decisions Tribunal)

Applicants also have formal avenues via the New South Wales Civil and Administrative Tribunal (NCAT) to review the decision of refuse access. This application must be made within eight weeks of the original decision or four weeks after a review undertaken by the Information Commissioner.

Should you wish to pursue this avenue of review, please contact NCAT on 1300 006 228 Monday to Friday, 9.00 am to 4.30 pm (excluding public holidays).

LEGISLATION

The Information Guide is a mandatory document prescribed in the Government Information (Public Access) Act 2009 (GIPA).

ACCESS TO INFORMATION POLICY

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Council
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Governance and Risk
RESPONSIBLE OFFICER: <i>(by position title)</i>	Director Corporate and Community Services
AUTHORISED BY: <i>(GM or Director Title)</i>	Manex
DATE ADOPTED:	
ADOPTED BY: <i>(Manex or Council)</i>	Council
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	
REVISION NUMBER:	3

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
3	June 2021	Reformat and updated information	Governance & IP&R Officer
2	18.08.2020		
1	24.08.2010		
Original	16.09.2008		

REVIEW OF THIS POLICY

This Policy will be reviewed within four (4) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

1. Purpose:

The purpose of this policy is to describe Council's principles regarding public access to information and to facilitate the processing of requests for such access to information as governed by Government Information (Public Access) Act 2009.

This policy is to be read in conjunction with Council's Information Guide.

2. Scope:

This Policy applies to all staff, Councillors and contractors of Bland Shire Council.

3. Outcomes:

Bland Shire Council is committed to the following principles regarding public access to documents and information:

- Open and transparent government
- Consideration of the overriding public interest in relation to access requests
- Proactive disclosure and dissemination of information
- Respect for the privacy of individuals.

Council publishes specific open access information on our website, free of charge unless to do so would impose unreasonable additional costs to Council. Council will facilitate public access through this and other appropriate mediums. Council also publishes for inspection documents listed under Schedule 1 of the Government Information (Public Access) Regulation 2009 held by it, unless there is an overriding public interest not do so.

Council will keep a record of all open access information that is not published because of an overriding public interest against disclosure.

Council also makes as much other information as possible publicly available in an appropriate manner, including on the internet. Such information is also available free of charge or at the lowest reasonable cost.

The Information Guide document identifies the documents and types of information that are available for public access and any restrictions that may apply.

Some documents may require a formal access application in accordance with the *Government Information (Public Access) Act 2009 (GIPA)*. Council will assess all requests for access to documents and information in a timely manner and in accordance with the Information Guide and relevant legislation.

Depending on the nature of the request and the form of access requested, charges may be applied in accordance with Council's Schedule of Fees and Charges and relevant legislation.

Council will assess requests for access to information with reference to:

- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Companion Animals Act 1998
- And any other relevant legislation and guidelines as applicable.

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests or from performing other Council functions, may be refused on the grounds that such a diversion of

resources is contrary to the public interest. Council will endeavour to assist in defining the request to a more manageable one.

Council also endeavours to release other information in response to an informal request, subject to any reasonable conditions Council may impose, having regard to the circumstance of the case.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public and available on Council's website.

4. Roles and Responsibilities:

This policy applies to members of the public wishing to access Council information and all Council officials.

Principle Officer – General Manager

The General Manager has been appointed the Principal Officer. Amongst other duties the Principal Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents and information of the Council.

Right to Information Officer – Director Corporate and Community Services

The Director Corporate and Community Services has been appointed as the Right to Information Officer. The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Principal Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make a written application to the Principal Officer in the first instance.

5. Definitions:

Representation/Representative – More commonly known as Councillors. These are the people who are elected by the community to act and make decisions on its behalf.

Information – Information relates to data, specifics, details, images, film, correspondence and files held by Bland Shire Council which can be obtained through the making of Access Applications.

Public Interest Considerations – An assessment process which measures the right of the community to have information against the requirements to maintain confidentiality.

Access Application – This is the process of applying for the release of information to an individual or organisation.

6. Legislation and Supporting Documents:

Government Information (Public Access) Act 2009

Commonwealth Copyright Act 1968

Local Government Act 1993

Local Government (General) Regulation

Bland Shire Council Information Guide

7. Relationship to Community Strategic Plan:

This Policy supports Council's Strategic Objective 11 – *Provide opportunities for all stakeholders to contribute to Council's decision making* and Delivery Program Strategy 4.3 - *Actively engage with the community and promote open communication.*

8. Attachments:

Appendix 1 – Application for Access to Information Form

Appendix 2 – Access to Information Matrix

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Appendix 1 – Application for Access to Information Form



Application for Access to Information

Please complete this form to apply for access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer on (02) 6972 2266 or visit our website at www.blandshire.nsw.gov.au
 Please note – requests can take up to 20 working days to be assessed depending on the complexity of the request and the volume of requests Council has received.

1 Your details

Title: Mr/Mrs/Ms **Surname:**

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**.....

Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application: Yes / No (circle one)

Please provide details.....

I agree to receive correspondence at the above email address.

2 Proof of identity (Required when applicant is requesting information on their own behalf)

Are you seeking personal information? **Yes / No** (circle one)

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

Australian driver’s licence with photograph, signature and current address Current Australian passport

Other proof of signature and current address details

If you are not seeking personal information, do you have approval of the information owner to receive copies of the information? Eg. Owners Consent for Residential Floor Plans or Copyright holder/Architect’s Consent for copying plans. **Yes / No** (circle one)

NB: Please attach copy of signed approval or letter of authority.

3 Documents Requested (Please tick the applicable box)

<input type="checkbox"/>	BUILDING AND PROPERTY INFORMATION (access to files, development history to a maximum of 50 photocopied A4/A3 documents) \$150 Application Fee. However, additional charges apply for more than 50 - photocopies and copies of larger documents.
<input type="checkbox"/>	FORMAL REQUEST under GIPA (access to files) \$30 Application Fee and \$30/hr processing charge. First hour’s processing request is included in the Application Fee. Photocopying charges in addition to the above fees also apply.
<input type="checkbox"/>	INFORMAL ACCESS under GIPA – request for specific document/s \$0 Application Fee. Photocopying charges apply. NB. Informal Access applications will be processed in accordance with staff resourcing provisions.

4 Application Details

Site Address:

Lot/Section/DP:

Subject Matter of Request

5 Form of access

How do you wish to access the information?

Inspect the document(s) A printed copy of the document(s)

Access in another way (please specify)

.....
.....

6 Application Fee (FORMAL APPLICATIONS ONLY)

I provide payment of the **\$30 application fee** by cash / cheque / money order / EFT (circle one).
(Note: please do NOT send cash by post)

7 Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website. Do you object to this? **Yes / No** (circle one)

8 Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card). **AND / OR**

Special benefit to the public – please specify why below:

.....
.....

Applicant's signature:

Date:

Please post this form with your payment or lodge it at:				
Bland Shire Council PO Box 21 West Wyalong NSW 2671	OR	Bland Shire Council 6 Shire Street West Wyalong	OR	Email to: council@blandshire.nsw.gov.au NB – emailed applications should include payment reference information.
NB – applications requiring copying fees to be paid will receive a quotation of costs prior to processing.				

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
General Information					
Information Guide	Yes	No	Full access can be given	Yes	Yes
Disclosure Log	Yes	No	Full access can be given	Yes	Yes
Register of Contracts	Yes	No	Full access can be given	Yes	Yes
Corporate Information					
Model Code of Conduct	Yes	No	Full access can be given	Yes	Yes
Council's Adopted Code of Conduct	Yes	No	Full access can be given	Yes	Yes
Code of Meeting Practice	Yes	No	Full access can be given	Yes	Yes
Annual Report	Yes	No	Full access can be given	Yes	Yes
Annual Financial Reports incorporating Auditors Report	Yes	No	Full access can be given	Yes	Yes
Management Plan	Yes	No	Full access can be given	Yes	Yes
Equal Employment Opportunity Management Plan	Yes	No	Full access can be given	Yes	Yes
Payment of expenses and provision of facilities to Councillors Policy	Yes	No	Full access can be given	Yes	Yes
Annual Reports of bodies exercising functions delegated by Council eg. S355 Committees	No	Yes – document available to view on request	Full access can be given	Yes	Yes
Pecuniary Interest Register	No	Yes – document available to view on request	Full access can be given, Councillors and designated persons have a right to ask that certain information is removed from the returns before they are made publicly available.	Yes	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Corporate Information					
Agendas, business papers and minutes of any meeting of Council	Yes	No	All business papers and minutes with the exception of no access to those matters considered when part of a meeting is closed to the public.	Yes – free of charge	Yes
Agendas, business papers and minutes of any committee of Council	No	Yes – Document available on request	All business papers and minutes with the exception of no access to those matters considered when part of a meeting is closed to the public.	Yes – free of charge	Yes
Departmental representative reports presented at a meeting of the Council in accordance with Sect 433 of the LGS.	Yes	No	Full access can be given	Yes	Yes
Land Register – Council owned property	Yes	No	Full access can be given	Yes	Yes
Register of Investments	Yes	No	Full access can be given	Yes	Yes
Register of Delegations	Yes	No	Full access can be given	Yes	Yes
Register of graffiti removal work	No	Yes- Document available on request	Full access can be given	Yes	Yes
Register of current declarations of disclosures of political donations	Yes	No	Full access can be given	Yes	Yes
Register of voting on planning matters	Yes	No	Full access can be given	Yes	Yes
Council Policies	Yes	No	Full access can be given	Yes	Yes
Fees and Charges	Yes	No	Full access can be given	Yes	Yes
Local Disaster Plan	Yes	No	Full access can be given	Yes	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Personal Information					
Complainant Details	No	Yes – Formal Application Required	Complainant details can only be released in the following circumstances: 1. Where the complainant has no objection to the disclosure of the document; 2. Where the complaint has not been made in good faith. However in most instances a copy of the complaint with the information identifying the complainant omitted can be given to the applicant.	Yes	No
Personal information about yourself	No	Yes – Formal Application Required	There is no fee for the first 20 hours of processing time for each application.	Yes	No
Personal information of others	No	Yes – Formal Application Required	Some information may be restricted for privacy reasons.	Some information may be restricted for privacy reasons	No
Sensitive information from community services	No	Yes – Formal Application Required	Some information may be restricted for privacy reasons.	Some information may be restricted for privacy reasons	No

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Environmental and Development Plans and Policies					
Adopted policies concerning approvals and orders	Yes	No	Full access can be given	Yes	Yes
Plans of management for community land	No	Yes – Document available on request		Yes	Yes
Environmental planning instruments – Local Environmental Plan	Yes	No	Full access can be given	Yes	Yes
Development control plans	Yes	No	Full access can be given	Yes	Yes
Contribution Plans	No	Yes – Information available on request	Full access can be given	Yes	Yes
Social Planning (Social Plan, Community Profile, Cultural Plan)	Yes	No	Full access can be given	Yes	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Development Applications, Approvals and Orders					
Development Application files and documents contained within whilst application is under consideration by Council	No	Yes – Information available on request	Documents no available for public inspection are: 1. Notice to adjoining owners, mail merge list; 2. Internal layout or design plans of a residential building; 3. Commercial information if the information is likely to prejudice the commercial position of a person who supplied it or give away a trade secret.	Yes a fee is payable. Documents provided for information purposes only. Copyright owners consent must be obtained if the document is to be used for any other purpose.	Yes
Development Application files and documents contained within after application has been determined by Council	No	Yes – information available on request	Documents no available for public inspection are: 1. Notice to adjoining owners, mail merge list; 2. Internal layout or design plans of a residential building; 3. Commercial information if the information is likely to prejudice the commercial position of a person who supplied it or give away a trade secret.	Yes a fee is payable. Documents provided for information purposes only. Copyright owners consent must be obtained if the document is to be used for any other purpose.	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Development Applications, Approvals and Orders					
Applications for approval – Section 68 LGA including sewer, onsite management, rural address etc.	No	Yes – Information available on request	Full access can be given	Yes	Yes
Applications for approvals under other Acts.	No	Yes – Information available on request	Full access can be given	Yes	Yes
Orders given under any Act, (e.g. water, building, vegetation, weeds, rangers)	No	Yes – Information available on request	Full access can be given	Yes	Yes
Records of building certificates under the Environmental Planning and Assessment Act.	No	Yes – Information available on request	Full access can be given	Yes	Yes
Plans of land proposed to be compulsorily acquired	No	Yes – Information available on request	Full access can be given	Yes	Yes
Compulsory acquisition notices	No	Yes – Information available on request	Full access can be given	Yes	Yes
Leases and licences for use of public land classified as community land	No	Yes – Information available on request	Full access can be given	Yes	Yes

AUTHORISATION

POLICY TYPE: (Council or Operational)	Council
POLICY LOCATION: (eg Corporate, Engineering, etc)	Governance and Risk
RESPONSIBLE OFFICER (by position title)	Director Corporate and Community Services
AUTHORISED BY (GM or Director Title)	
DATE ADOPTED:	
ADOPTED BY: (Manex or Council)	Council
MINUTE NO (IF REQUIRED):	
REVIEW DUE DATE: (Four years unless statutorily required sooner)	May 2022
REVISION NUMBER:	1

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS include names of former policies that this policy will replace if applicable	AMENDED BY (WHERE REQUIRED)
2	25/3/21	<ul style="list-style-type: none"> Inclusion of additional disclosure officer Adapt to new policy framework template 	Director Corporate and Community Services

REVIEW OF THIS POLICY

This Policy will be reviewed within 12 months from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

1. Purpose:

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

2. Scope:

This policy will apply to:

- both Council staff and Councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for the Council
- employees of contractors providing services to Bland Shire Council
- other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

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

3. Outcomes:

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

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

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

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

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

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

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

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

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

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

4. Roles and Responsibilities

Council staff and Councillors

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

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

Staff and Councillors must not:

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

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

The role of Bland Shire Council

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

Bland Shire Council will assess all reports of wrongdoing it receives from staff and Councillors and deal with them appropriately. Once wrongdoing has been reported, Bland Shire Council takes 'ownership' of the matter. Bland Shire Council will deal with all reports of wrongdoing fairly and reasonably, respecting the rights of any person the subject of a report. Bland Shire Council must report on its obligations under the PID Act and statistical information about public interest disclosures in its annual report and to the NSW Ombudsman every six months.

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

ROLES OF KEY POSITIONS

General Manager

The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring Bland Shire Council complies with the

PID Act. The General Manager can receive reports from staff and Councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- make decisions following any investigation or appoint an appropriate decision-maker
- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

Disclosures Coordinator

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

The disclosures coordinator has a responsibility to:

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

Disclosures Officers

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

Disclosures officers have a responsibility to:

- document in writing any reports received verbally and have the document signed and dated by the reporter

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

Mayor

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

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- refer reports to an investigating authority, where appropriate
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

Supervisors and Managers

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

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

5. Definitions

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

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

Definitions of Reportable Matters

a. Corrupt conduct

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

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a Council official using their position in a way that is dishonest, biased or breaches public trust.

b. Maladministration

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

For example, this could include:

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

c. Serious and substantial waste in local government

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

For example, this could include:

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

d. Breach of the GIPA Act

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

For example, this could include:

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

e. Local government pecuniary interest contravention

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

For example, this could include:

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

6. Legislation and Supporting Documents

Local Government Act 1993
Local Government (General) Regulations
Public Interest Disclosures Act 1994
Independent Commission Against Corruption Act 1988
Bland Shire Council Model Code of Conduct
Complaints Handling Policy
Confidentiality Policy
Grievance – Disputes Policy

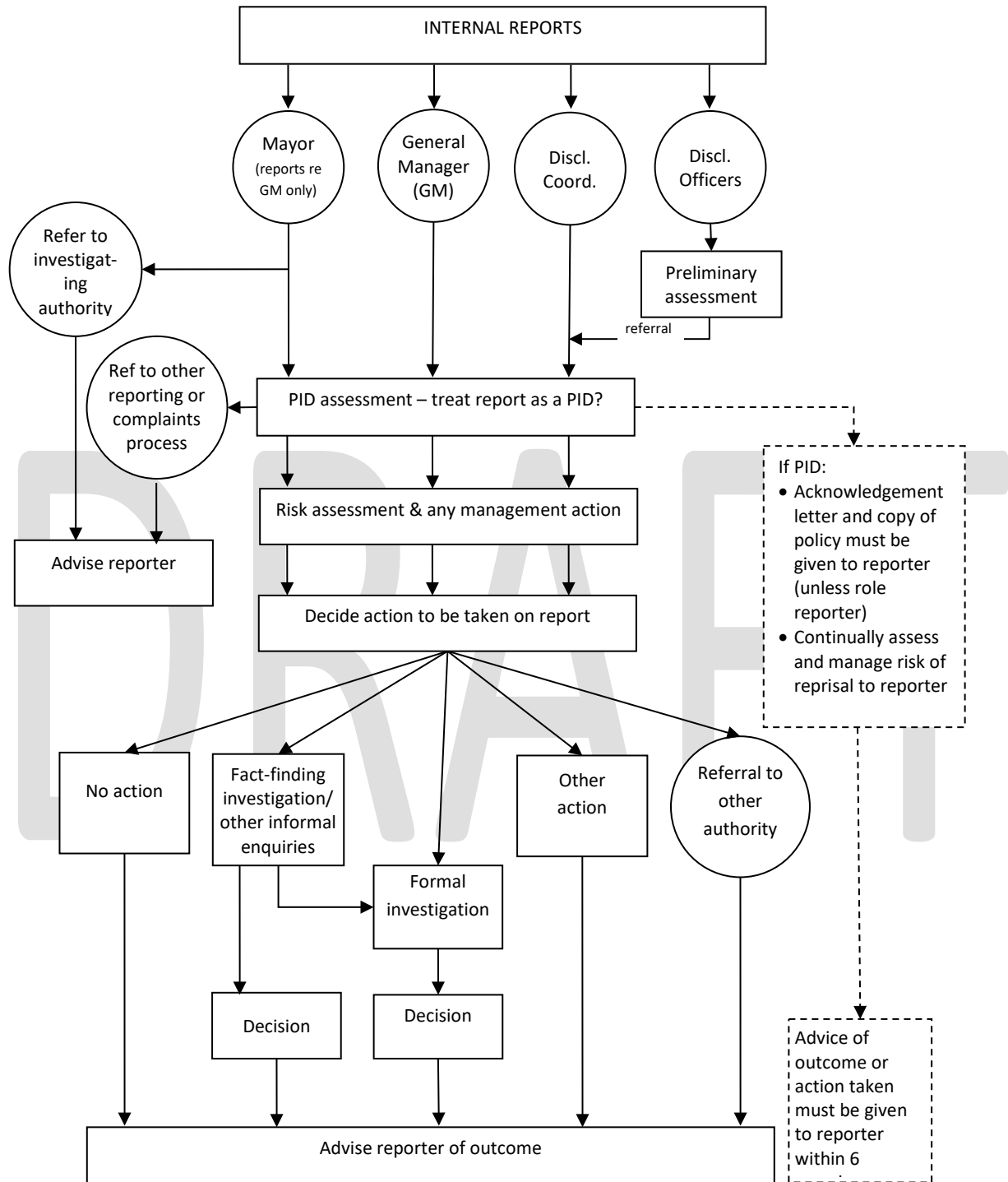
7. Relationship to Community Strategic Plan

Under the theme of *Our Leadership - A well run Council acting as the voice of the community*, this policy fits within the Delivery Program Objective 13: Develop and maintain a framework of plans and policies that ensures open and transparent Council information, specifically Strategy 13.2 - Develop, implement and promote best practice governance policies and procedures.

8. Attachments

Internal Reporting Procedure (including Organisational Commitment Declaration Form and Internal Reporting Form)

Flow chart of internal reporting process



1. Assessment of reports

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

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

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

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

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

Reports by staff are not public interest disclosures if they:

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

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

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

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

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

General Manager

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

Mayor (for reports about the General Manager only)

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

Disclosures Coordinator

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

Disclosures Officers

Will Marsh: Director Technical Services

Lesley Duncan: Manager Development & Regulatory Services

Leesa Bryant: Manager Customer & Financial Services

Jamie Harwood: Manager Engineering Services

Paul Glennon: Workshop & Plant Coordinator

Dionne Buys: Human Resources Coordinator

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

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

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

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

a. Investigating authorities

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

The relevant investigating authorities for Bland Shire Council are:

- *the Independent Commission Against Corruption (ICAC) — for reports about corrupt conduct*
- *the Ombudsman — for reports about maladministration*

INTERNAL REPORTING PROCEDURE

- *the Information Commissioner — for disclosures about a breach of the GIPA Act*
- *the Office of Local Government— for disclosures about local Councils.*

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

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

b. Members of Parliament or journalists

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

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

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

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

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

c. Other external reporting

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

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

5. How to make a report

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

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

6. Can a report be anonymous?

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

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

7. Feedback to staff who report wrongdoing

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

a. Acknowledgement

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

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

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

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

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

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

b. Progress updates

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

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

c. Feedback

Once the matter has been finalised you will be given:

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

8. Maintaining confidentiality

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

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

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

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

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

9. Managing the risk of reprisal and workplace conflict

When a staff member or Councillor reports wrongdoing, Bland Shire Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk

assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Bland Shire Council may:

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

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

10. Protection against reprisals

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

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

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

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

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

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

a. Responding to allegations of reprisal

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

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

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

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

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

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

b. Protection against legal action

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

11. Support for those reporting wrongdoing

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

Employee Assistance Provider: Converge International - 1300 687 327

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

12. Sanctions for making false or misleading statements

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

13. The rights of persons the subject of a report

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

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

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

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

14. Resources

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

For disclosures about corrupt conduct:

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

For disclosures about maladministration:

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

For disclosures about breaches of the GIPA Act:

Information & Privacy Commission
Toll free: 1800 472 679
Facsimile: 02 6446 9518
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au
Address: Level 15, McKell Building
2-24 Rawson Place
Haymarket NSW 2000
GPO Box 7011 Sydney NSW 2001

For disclosures about local Councils:

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

References:

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

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

Appendices:

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

Organisational commitment

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

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

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

Ray Smith
General Manager

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

Signed

Date

INTERNAL REPORTING FORM

Internal Reporting Form

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

Details of reporter (You can make an anonymous report by leaving this section blank)									
NAME									
POSITION									
DIRECTORATE/UNIT		Preferred contact method							
TELEPHONE		<input type="checkbox"/> Telephone							
EMAIL		<input type="checkbox"/> Email							
POSTAL ADDRESS		<input type="checkbox"/> Post							
Details of matter to report (please provide as much detail as possible)									
Description: What happened? Where did this happen? When did this happen? Is it still happening? How did you become aware of this? (Attach additional pages if required)	DRAFT								
	Names of those involved (Attach additional pages if required)	<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Position					
Name	Position								
Do you have any additional relevant information or evidence?		<input type="checkbox"/> YES <input type="checkbox"/> NO							
ADDITIONAL/SUPPORTING EVIDENCE OR INFORMATION		Attached							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
NAME AND DETAILS OF OTHERS WHO HAVE ADDITIONAL INFORMATION ON THIS MATTER									
NAME	DETAIL/CONTACT DETAIL								
PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE									
The information contained on this form and any information you may submit will be dealt with under the Public Interest Disclosures Act. Your personal information can be accessed and corrected at any time by contact Bland Shire Council's Disclosures Coordinator.									
STATEMENT									
I honestly believe that the above information shows or tends to show wrongdoing.									
Signature (Do not sign if this is an anonymous report)		Date							

8.13 Appointment of Designated Persons



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

DP13.1 - Promote and advocate improved management of, and access to, information across Council

Introduction

This report recommends that Council determine, by resolution, the roles within Council's organisational structure listed in clause (2) of the Officer's Recommendation as designated persons for the purposes of clause 4.8(c) of Council's Code of Conduct.

Financial Implications

Nil

Summary

Historically, ethical standards for Local Government were prescribed from three sources: the pecuniary interest provisions in the Local Government Act 1993 ("the Act") and Local Government (General) Regulation 2005 ("the Regulation"), and the *Model Code of Conduct for Local Councils in NSW* ("the Model Code"). Previously, the Act, Regulations and Model Code all placed specific obligations on Councillors, Council delegates, Council staff and other people involved in making decisions or providing advice on Council matters to act honestly and responsibly in carrying out their functions.

On 18 December 2018, the Model Code was prescribed under the Regulation and published in the NSW Government Gazette. The Model Code incorporates the pecuniary interest provisions previously contained in the Act and Regulation and requires those staff and Committee members identified by Council as "designated persons" to complete an annual written return of pecuniary interests and disclose certain pecuniary interests to the General Manager.

As with returns completed and submitted by Councillors, designated persons' returns are considered "open access information" under the *Government Information (Public Access) Act 2009* and *Government Information (Public Access) Regulation 2018*.

Bland Shire Council adopted its new Code of Conduct on 20 October 2020 and incorporated the requirements for declaring of pecuniary interests for Councillors, Staff and committee members where identified.

According to Part Four of Council's Code (4.8) Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest.

- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

Although Clause 4.8 allows for members of committees to be declared "designated persons" at this stage, Council is not advocating for members of Council committees to be included on the Designated Person list. Part 4 provides further guidance to other staff as to what steps are required to be taken in relation to Pecuniary Interest.

It is the recommendation that those positions which fall within 4.8c of the Code be identified as the following:

- Manager Customer and Financial Services
- Manager Engineer Services
- Manager Development & Regulatory Services
- Building & Environmental Health Surveyor

Recommendation:

That Bland Shire Council:

- 1. Note that pursuant to clauses 4.8(a) and (b) of the Code of Conduct, the General Manager, Director Corporate and Community Services and Director Technical Services are designated persons.**
- 2. Pursuant to clause 4.8(c) of the Code of Conduct, identify the following positions in Council's organisational structure as designated persons:**
 - **Manager Customer and Financial Services**
 - **Manager Engineer Services**
 - **Manager Development & Regulatory Services**
 - **Building & Environmental Health Surveyor**

8.14 Local Government Remuneration Tribunal



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

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

Author: Director Corporate and Community Services

Introduction

The Local Government Remuneration Tribunal (LGRT) released its 2021/2022 Annual Report and Determination (**Attachment 1**) on Friday 23 April 2021. The report details the minimum and maximum fees to be paid to Councillors and Mayors in New South Wales (NSW), for each category of Council, from 1 July 2021 to 30 June 2022.

Financial Implications

Fees and payments to the Mayor and Councillors have been included within the 2021/2022 Budget.

Summary

The *Local Government Act 1993* (the LG Act) requires the LGRT to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils. The Tribunal found the allocation of councils into the current categories appropriate and determined a 2 per cent increase in the minimum and maximum fees applicable to each category. Bland Shire Council remains in the category of "Rural".

The LGRT is also required to make an annual determination on the amount of fees payable to Mayors and Councillors in accordance with Section 241 of the Act with all Councils in NSW required to annually set their level of fees for both Councillors and the Mayor based upon the outcome of the Tribunal's Determination.

Should Council not fix an annual fee, then in accordance with Section 248 (4) and 249 (4) of the Act the minimum remuneration levels as determined by the LGRT will apply. For comparative purposes, those fees are \$9,370 per annum for Councillors with the Mayoral Allowance being \$9,980. The fees fixed by the Council must be in the range determined by the LGRT and it is mandatory for the fees to be paid to the Mayor and Councillors.

Recommendation:

THAT in accordance with Section 248 of the Local Government Act 1993, Council fix the annual fee for Councillors at the maximum amount allowable, being \$12,400 per Councillor for the period 1 July 2021 to 30 June 2022 and in accordance with Section 249 of the Local Government Act 1993, Council fix the annual fee for the Mayor at the maximum amount allowable, being \$27,060 for the period 1 July 2021 to 30 June 2022.

Local Government Remuneration Tribunal

Annual Report and
Determination

*Annual report and determination under sections
239 and 241 of the Local Government Act 1993*

**23 April
2021**

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Executive Summary

The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

Fees

The Tribunal determined a 2 per cent increase in the minimum and maximum fees applicable to each category.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A (1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. However, the Tribunal can determine that a council be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

Section 2 2020 Determination

6. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.
7. The Tribunal undertook an extensive review of the categories and allocation of councils into each of those categories as part of the 2020 review.
8. Like the review undertaken in 2017, the Tribunal examined a range of statistical and demographic data and considered the submissions of councils, Local Government NSW (LGNSW) and Regional Cities NSW.
9. The Tribunal determined to retain a categorisation model which differentiates councils primarily based on their geographic location and the other factors including population, the sphere of the council's economic influence and the degree of regional servicing.
10. The categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none">• Principal CBD• Major CBD• Metropolitan Large• Metropolitan Medium• Metropolitan Small	<ul style="list-style-type: none">• Major Regional City• Major Strategic Area• Regional Strategic Area• Regional Centre• Regional Rural• Rural

11. Given the impact of the bushfires and the COVID-19 pandemic on the state and federal economies and wellbeing of communities, the Tribunal determined no increase in the minimum and maximum fees applicable to each existing category.
12. The Determination was made on 10 June 2020 in accordance with the Local Government (General) Amendment (COVID-19) Regulation 2020 which extended the

Local Government Remuneration Tribunal

time for making of the determination to no later than 1 July 2020.

13. On 10 August 2020 the Tribunal received a direction from the Minister for Local Government, the Hon Shelley Hancock MP, to review the categorisation of Bayside Council. The Tribunal found that Bayside met the criteria to be classified as Metropolitan Large – having both a resident and non-resident working population (minimum 50,000) exceeding 200,000.
14. The Tribunal's 2020 determination was amended by the special determination on 17 August 2020 for Bayside Council be re-categorised as Metropolitan Large for remuneration purposes with effect from 1 July 2020.

Section 3 2021 Review

2021 Process

15. The Tribunal wrote to all mayors or general managers and LGNSW in February 2021 to advise of the commencement of the 2021 review and invite submissions. This correspondence advised that the Tribunal completed an extensive review of categories in 2020 and as this is only required every three years, consideration would be next be given in 2023. Submissions received requesting to be moved into a different category as part of the 2021 review would only be considered were there was a strong, evidence-based case.
16. Eighteen submissions were received – seventeen from individual councils and a submission from LGNSW. It was not possible from some submissions to ascertain if they had been council endorsed. The Tribunal also met with the President and Chief Executive of LGNSW.
17. The Tribunal discussed the submissions at length with the assessors.
18. The Tribunal acknowledged difficulties imposed by COVID19 and, on some councils the bushfires and floods.
19. Submissions from councils in regional and remote locations that raised the unique challenges experienced by mayors and councillors which included difficulties with connectivity and the travel required in sometimes very difficult circumstances were also acknowledged.
20. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

Categorisation

21. Nine council submissions requested recategorisation. Four of these requests sought the creation new categories.
22. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
23. A summary of the individual council submissions that sought recategorisation is below.

Metropolitan Large Councils

24. Blacktown City Council requested the creation of a new category of Metropolitan Large – Growth Area.
25. Penrith City Council requested the creation of a new category Metropolitan Large –

Local Government Remuneration Tribunal

Growth Centre.

26. Liverpool City Council requested recategorisation to Major CBD.

27. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

Metropolitan Small Councils

28. The City of Canada Bay sought recategorisation to Metropolitan Medium. The Tribunal noted that the criteria required for recategorisation was not yet met.

Major Regional City Councils

29. The City of Newcastle requested review and creation of a new category of “Gateway City” with comparable characteristics to the Major CBD category and a similar fee structure. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023.

Regional Centre

30. Tweed Shire Council requested recategorisation to Regional Strategic Area. The Tribunal noted that the criteria required for recategorisation was not yet met.

Rural Councils

31. Federation Council requested recategorisation into a new category of Regional.

32. Narromine Shire Council sought recategorisation but did not specify a category for consideration.

33. Yass Valley Council sought recategorisation to Regional Rural.

34. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

Fees

35. The Tribunal determined a 2.0 per centage increase in the minimum and maximum fees applicable to each category. A summary of the matters the Tribunal considered when making this determination is outlined below.

36. Submissions that addressed fees sought an increase of 2.5 per cent or greater. These submissions raised similar issues to warrant an increase which included the significant workload, responsibilities, capabilities, duties and expanding nature of mayor and councillor roles. Some submissions also suggested that an increase in remuneration may assist in improving the diversity of potential candidates.

37. The 2021-22 rate peg for NSW Councils was set at 2.0 per cent by the Independent Pricing and Regulatory Tribunal (IPART). The rate peg is the maximum percentage amount by which a council may increase its general income for the year.

38. Employees under the *Local Government (State) Award 2020* will receive a 2.0 per cent increase in rates of pay from the first full pay period to commence on or after 1 July 2021.

39. Section 242A of the LG Act provides that when determining the fees payable in each of the categories, the Tribunal is required to give effect to the same policies on increases in remuneration as the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or

Local Government Remuneration Tribunal

varying awards or orders relating to the conditions of employment of public sector employees.

40. The current government policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in *the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (IR Regulation 2014). The IR Regulation provides that public sector wages cannot increase by more than 2.5 per cent. As such, the Tribunal has discretion to determine an increase of up to 2.5 per cent.
41. On 31 March 2021, Premiers Memorandum M2021-09 issued the *NSW Public Sector Wages Policy 2021* reflecting the Government's decision to provide annual wage increases of up to 1.5 per cent. The IR Regulation has not been amended to reflect this position.

Conclusion

42. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Mr Tim Hurst.
43. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
44. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
45. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Section 4 2021 Determinations

Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta

Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	

Metropolitan Small (8)
Burwood
Canada Bay
Hunters Hill
Lane Cove
Mosman
Strathfield
Waverley
Woollahra

Local Government Remuneration Tribunal

Table 2: General Purpose Councils - Non-Metropolitan

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)
Albury	Mid-Coast	Bega
Armidale	Orange	Broken Hill
Ballina	Port Macquarie-Hastings	Byron
Bathurst	Port Stephens	Eurobodalla
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree
Cessnock	Shellharbour	Griffith
Clarence Valley	Shoalhaven	Kempsey
Coffs Harbour	Tamworth	Kiama
Dubbo	Tweed	Lithgow
Hawkesbury	Wagga Wagga	Mid-Western
Lismore	Wingecarribee	Richmond Valley Council
Maitland	Wollondilly	Singleton
		Snowy Monaro

Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

Local Government Remuneration Tribunal

Rural (57)	
	Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



Viv May PSM

Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2021

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2021 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee (\$) effective 1 July 2021		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2021	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,190	41,340	172,480	226,960
	Major CBD	18,800	34,820	39,940	112,520
	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Medium	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
General Purpose Councils - Non-Metropolitan	Major Regional City	18,800	32,680	39,940	101,800
	Major Strategic Area	18,800	32,680	39,940	101,800
	Regional Strategic Area	18,800	31,020	39,940	90,370
	Regional Centre	14,100	24,810	29,330	61,280
	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County Councils	Water	1,860	10,340	4,000	16,990
	Other	1,860	6,180	4,000	11,280

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



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Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Local Government Remuneration Tribunal

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Local Government Remuneration Tribunal

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.

8.15 Bland/Temora Family Day Care Assessment & Rating



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

On 25 May 2021 to 27 May 2021 an Authorised Officer from the NSW Regulatory Authority - the Early Childhood Education Directorate, NSW Department of Education visited Bland/Temora Family Day Care (FDC) to conduct a Full Assessment and Rating of the service.

Prior to the visit the Coordination Unit submitted a completed Self-Assessment Tool which outlined the service's key practices and participated in a Zoom meeting with the Authorised Officer and FDC Educators.

VISIT

The visit commenced at the Coordination Unit – Children Services Unit to view documentation, discuss practices and tour the Coordination Unit premises. As West Wyalong Playgroup was in progress, the Authorised Officer viewed playgroup programs and practices with the FDC Support Officer and two attending Educators. Following further Coordination Unit assessment, the Authorised Officer visited the home of a West Wyalong Educator. The FDC Support Officer attended all home visits to support Educators and ensure child supervision was maintained whilst the Authorised Officer required the attention of the Educator.

On the 26 May 2021, the Authorised Officer visited two Educators based in Temora, before collecting evidence files collated by the Coordination Unit to align with the service Self-Assessment Tool. The visit concluded on the 27 May 2021 at the Coordination Unit, viewing further documentation.

OUTCOME

The overall summary comment within the final report (**Attachment One**) reflects the professionalism, experience and practices of Educators and Coordination Unit staff.

“Your service is acknowledged for its achievements in meeting the National Quality Standard and striving for quality outcomes for children. In particular, educators positive and meaningful interactions, to establish respectful and secure relationships with the children and the relationships the coordination staff have formed with educators demonstrates the commitment to quality by the approved provider and educators. Continue to reflect on current practice to maintain and improve on the quality outcomes evident during this assessment and rating process. The service may wish to consider the Quality Improvement Planning Notes throughout this report in prioritising areas for improvement.”

Rating Outcome Summary – Page 4

Services are given a rating for each of the 7 quality areas and an overall rating based on these results. Bland/Temora Family Day Care received 'meeting' in all quality areas and an overall rating of '**Meeting National Quality Standard**' which reflects that the service meets the National Quality Standard and provides quality education and care in all 7 quality areas.

A summary of the Quality Improvement Planning Notes along with feedback given during the visit has been devised, distributed to Educators and set as ongoing service goals.

Recommendation:

THAT Council notes the information contained within the Family Day Care Rating Outcome Summary document and congratulates those staff involved in delivering this service to the community.

Rating Outcome Summary

Service Name	Bland/Temora Family Day Care Scheme
Service Approval Number	SE-00006662
Provider Name	Bland Shire Council
Provider Approval Number	PR-00003502
Assessment & Rating Number	ASR-00033101
Assessment Type	Full Assessment and Rating
Assessment Visit Date(s)	25-05-2021 to 27-05-2021
Assessment Officer	Lesley Kirkpatrick
Endorsed By	Jackie Kelly
Report Status	FINAL

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About this *Rating Outcome Summary* report

This Rating Outcome Summary report outlines your service's rating outcomes from the recent quality assessment of your service's practices against the National Quality Standard (NQS).

This Rating Outcome Summary report includes the following:

- Summary of ratings
- Determination of "Met" or "Not Met" for each Element of the NQS
- The rating of each Standard and Quality Area
- A 'quality map' for each Standard
- Suggestions and resources for improvements

You can use this information to assist you in:

- Understanding and explaining your rating outcomes
- Sharing information about the quality of your service's practices with families
- Assessing areas for service quality improvement

How to read this document

The evidence of your service's practices, collected during the assessment, has been analysed to determine if each Element of the NQS has been 'Met' or 'Not Met' and rated at the Standard level in each Quality Area.

The information is organised by Quality Areas (i.e. QA1 to QA7). Each Quality Area includes:

A Quality Map of each Standard

This is a visual representation of your service's practices across the Standard. The highlighted descriptor reflects the analysis of evidence and indicates typical practice across each Standard during your assessment. This information can be shared with families to explain your rating at the Standard level.

Analysis notes of each Standard

In these notes the authorised officer can, if considered necessary, highlight particular practices that clarify or support their rating decision.

Quality Improvement notes and resources

These notes and resources aim to inform and support the cycle of continuous quality improvement of your service's practices. They can be considered for inclusion when you next update your service's Quality Improvement Plan.

Information about the National Quality Standard and rating levels can be found in the guide to the National Quality Standard or online at www.acecqa.gov.au

Overall Rating Summary

Overall Rating		Meeting NQS
STD1.1	The educational program enhances each child's learning and development.	Meeting NQS
STD1.2	Educators facilitate and extend each child's learning and development.	Meeting NQS
STD1.3	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.	Meeting NQS
QA1	Educational program and practice	Meeting NQS
STD2.1	Each child's health and physical activity is supported and promoted.	Meeting NQS
STD2.2	Each child is protected	Meeting NQS
QA2	Children's health and safety	Meeting NQS
STD3.1	The design of the facilities is appropriate for the operation of a service.	Meeting NQS
STD3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.	Meeting NQS
QA3	Physical environment	Meeting NQS
STD4.1	Staffing arrangements enhance children's learning and development.	Meeting NQS
STD4.2	Management, educators and staff are collaborative, respectful and ethical.	Meeting NQS
QA4	Staffing arrangements	Meeting NQS
STD5.1	Respectful and equitable relationships are maintained with each child.	Meeting NQS
STD5.2	Each child is supported to build and maintain sensitive and responsive relationships.	Meeting NQS
QA5	Relationships with children	Meeting NQS
STD6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.	Meeting NQS
STD6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.	Meeting NQS
QA6	Collaborative partnerships with families and communities	Meeting NQS
STD7.1	Governance supports the operation of a quality service.	Meeting NQS
STD7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.	Meeting NQS
QA7	Governance and Leadership	Meeting NQS

Overall Summary Comments

Your service is acknowledged for its achievements in meeting the National Quality Standard and striving for quality outcomes for children. In particular, educators positive and meaningful interactions, to establish respectful and secure relationships with the children and the relationships the coordination staff have formed with educators demonstrates the commitment to quality by the approved provider and educators. Continue to reflect on current practice to maintain and improve on the quality outcomes evident during this assessment and rating process. The service may wish to consider the Quality Improvement Planning Notes throughout this report in prioritising areas for improvement.

Quality Area 1: Educational program and practice

STANDARD 1.1		The educational program enhances each child's learning and development.	
Element	Concept	Descriptor	Met or Not Met
1.1.1	Approved learning framework	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.	Met
1.1.2	Child-centred	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.	Met
1.1.3	Program Learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.	Met

1.1	The educational program enhances each child's learning and development.	Meeting NOS
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STANDARD 1.1	Analysis Notes
<p>The Early Years Learning Framework underpins decisions that contribute to the development of the program and the educators practice. The nominated supervisor and educational leader guide and support educators in planning the learning outcomes into everyday activities that children experience in the residence and provide opportunities for the children to engage in a wider program through offering playgroup sessions.</p>	

STANDARD 1.2	Educators facilitate and extend each child's learning and development.		
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Element	Concept	Descriptor	Met or Not Met
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.	Met
1.2.2	Responsive teaching and scaffolding	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.	Met
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.	Met

1.2	Educators facilitate and extend each child's learning and development.	Meeting NQS
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STANDARD 1.2	Analysis Notes
<p>Educators are responsive to children's ideas and interests. Educators participate in children's play providing opportunities to make use of spontaneous teachable moments to extend children's learning. Playgroup sessions provides educator's with ideas and strategies to use in planning the program to promote children's learning and development.</p>	

STANDARD 1.3	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.
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Element	Concept	Descriptor	Met or Not Met
1.3.1	Assessment and planning cycle	Each child's learning and development is assessed or evaluated as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.	Met
1.3.2	Critical reflection	Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation.	Met
1.3.3	Information for families	Families are informed about the program and their child's progress.	Met

1.3	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.	Meeting NQS
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STANDARD 1.3	Analysis Notes
<p>The educational leader supports individual educator's in designing and adopting a program document that suits their needs and skill level that makes children's learning visible to the educator and families. Educators use the learning outcomes to assist in planning for children. The nominated supervisor and educational leader support educators involvement in reflective practice to make changes to improve the program and their practice.</p>	

Quality Area 1: Ratings Summary

STANDARD 1.1	The educational program enhances each child's learning and development.	Meeting NOS
STANDARD 1.2	Educators facilitate and extend each child's learning and development.	Meeting NOS
STANDARD 1.3	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.	Meeting NOS
Was there evidence that the education program being delivered is not based on the developmental needs, interests and experiences of each child and this poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service?		No
Provide Significant Improvement Required comments if 'YES' was selected above:		N/A
QUALITY AREA 1 RATING		Meeting NOS

Quality Improvement Plan notes (optional)
<p>To build on service achievements in Quality Area One:</p> <p>The nominated supervisor and educational leader may consider -</p> <p>Continue to reflect on practices and routine times with educators to guide development of the program.</p> <p>Maintaining the planned and reflective approach to implementing an educational program by using a planning cycle and continuing to engage educators in critical reflection to improve program and practice.</p>

Exploring ways the educators can use personal reflections to enhance learning and development.

Continue working with individual educators supporting development of programs and documentation of children's participation in experiences making learning visible to the families.

Continue to support educator's formats and systems of program planning including the use of digital platforms.

Continue to reflect as a team with educators at staff meetings providing opportunities for educators to have deepen their knowledge of the cycle of planning, development of the program and practices.

Suggested Resources for Improvement

Delivering a children's program in a FDC service

<http://www.education.vic.gov.au/Documents/childhood/providers/regulation/deliveringfdc.pdf>

Reviewing Practice Reflection Tool: Planning, documenting and assessing children's learning

<https://s0.whitepages.com.au/630936e8-75c1-4b19-a263-8e1e43061956/early-childhood-australia-document.pdf>

Involving Children in Decision Making

https://www.acecqa.gov.au/sites/default/files/2018-04/QA1_SupportingAgencyInvolvingChildreninDecisionMaking.pdf

Quality Area 2: Children's health and safety

STANDARD 2.1		Each child's health and physical activity is supported and promoted.	
Element	Concept	Descriptor	Met or Not Met
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.	Met
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.	Met
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.	Met

2.1	Each child's health and physical activity is supported and promoted.	Meeting NOS
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STANDARD 2.1	Analysis Notes
	Educators support children's comfort and sleep requirements. Healthy eating and physical activity are promoted for children. Hygiene practices in relation to children's hand washing, toileting and nappy changing is supported by educators.

STANDARD 2.2	Each child is protected
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Element	Concept	Descriptor	Met or Not Met
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.	Met
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.	Met
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.	Met

2.2	Each child is protected	Meeting NQS
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STANDARD 2.2	Analysis Notes
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Emergency evacuation plans and procedures are displayed and risk assessments to identify potential emergencies are developed. Coordinators and educators are aware of their legal responsibilities and obligations under child protection law and the service has developed a 'Child Protection Kit' for educators. The nominated supervisor and support officer conduct home visits and annual work place safety audits of educator's residences to keep children protected and safe.

Quality Area 2: Ratings Summary

STANDARD 2.1	Each child's health and physical activity is supported and promoted.	Meeting NQS
STANDARD 2.2	Each child is protected	Meeting NQS
Was there evidence that practices and procedures pose an unacceptable risk to the safety, health and wellbeing of any child or children being educated and cared for by the service for any of the areas: 1. adequate supervision, or 2. taking every reasonable precaution to protect children from harm and hazards, or 3. health and hygiene, or 4. food handling and food preparation, or 5. safe drinking water and food, or 6. the environment is tobacco, drug and alcohol free, or 7. preventing the spread of infectious disease, or 8. managing children's medical conditions, or 9. administering medications, or 10. managing emergencies, or 11. managing excursions, or 12. collection of children from the service		No
Provide Significant Improvement Required comments if 'YES' was selected above:		N/A
QUALITY AREA 2 RATING		Meeting NQS

Quality Improvement Plan notes (optional)
<p>To build on service achievements in Quality Area Two:</p> <p>The nominated supervisor, educational leader may consider -</p> <p>Continuing to explore further ways to actively promote healthy eating and physical activities in the the programs delivered by educators and at playgroup.</p> <p>Working with educators to extend children's knowledge in regards to kids and traffic in relation to children participating in excursions.</p> <p>Continuing to support educator's reflective practices in relation to documentation requirements for emergency procedures, transport, excursions, supervision, child protection and service policies and procedures.</p> <p>Exploring partnerships with families and the broader community to actively raise awareness of issues impacting on children's health and safety.</p>

Suggested Resources for Improvement

Get Up & Grow: Healthy eating and physical activity for early childhood Cooking for children book Australian Government Department of Health

<https://www1.health.gov.au/internet/main/publishing.nsf/content/phd-gug-child-cookbook>

ECE Resource Library - Health and Safety

<https://education.nsw.gov.au/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/resourcelibrary.main-education--category---doe---health-and-safety.nameAsc.1.grid>

Kids and Traffic

<http://www.kidsandtraffic.mq.edu.au/>

Emergency and Incident Management Resources

<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management>

Quality Area 3:Physical environment

STANDARD 3.1	The design of the facilities is appropriate for the operation of a service.		
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Element	Concept	Descriptor	Met or Not Met
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.	Met
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.	Met

3.1	The design of the facilities is appropriate for the operation of a service.	Meeting NQS
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STANDARD 3.1	Analysis Notes
<p>The principal office is designed and equipped to operate a service. Family day care residences are welcoming and include age appropriate furniture and equipment to support children's learning and development. The service conducts regular safety checks in areas used by the children at educator residences and playgroup. Areas used by the educators and children are clean.</p>	

STANDARD 3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
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Element	Concept	Descriptor	Met or Not Met
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.	Met
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.	Met
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.	Met

3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.	Meeting NQS
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STANDARD 3.2	Analysis Notes
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Playgroup session provides an inclusive indoor and outdoor environment with a range of activities to support children's learning and development. Spaces are arranged providing opportunity for the children to participate in small group experiences. Toy library allows educators to borrow a range of resources and equipment to enhance their program and children's learning and development. Equipment, resources and materials are sufficient and arranged to support children's participation in the program.

Quality Area 3: Ratings Summary

STANDARD 3.1	The design of the facilities is appropriate for the operation of a service.	Meeting NQS
STANDARD 3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.	Meeting NQS
Was there evidence that there is systematic and ongoing failure to ensure that: 1. the premises (including outdoor play spaces), furniture or equipment are safe and in good repair, or 2. there is sufficient furniture, materials and developmentally appropriate equipment for each child, or 3. indoor or outdoor space requirements are met and this failure poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service.		No
Provide Significant Improvement Required comments if 'YES' was selected above:		N/A
QUALITY AREA 3 RATING		Meeting NQS

Quality Improvement Plan notes (optional)
<p>To build on service achievements in Quality Area Three:</p> <p>The nominated supervisor and educational leader may consider -</p> <p>Further supporting educators in their understanding of how the arrangement of indoor and outdoor environments supports children's learning.</p> <p>Continue to work with educators to develop ways to ensure environments are safe.</p> <p>Working together with educators to discuss environments and record any changes resulting from these discussions.</p> <p>Exploring the use of more up-cycled, recycled and re-used materials, resources and equipment across all educators within the program.</p> <p>Educators sharing their ideas to promote sustainable practices with each other and to work with the community to build on sustainable</p>

practices.

Suggested Resources for Improvement

Family Day Care Safety Guidelines

<http://www.kidsafensw.org/home-community/family-day-care/>

Great Spaces/ Safe Spaces:

<https://nswfdc.org.au/greatspaces/>

The environment as the third teacher

https://www.acecqa.gov.au/sites/default/files/2018-04/QA3_TheEnvironmentAsTheThirdTeacher.pdf

Creating learning spaces in Family Day Care:

<https://nswfdc.org.au/wp-content/uploads/2019/10/Creating-Learning-Spaces-in-FDC.pdf>

Keeping pets in education and care services

https://www.acecqa.gov.au/sites/default/files/2019-07/QA3_InfoSheetKeepingPetsAndAnimalsInEducationAndCareServices.pdf

Quality Area 4: Staffing arrangements

STANDARD 4.1	Staffing arrangements enhance children's learning and development.
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Element	Concept	Descriptor	Met or Not Met
4.1.1	Organisation of Educators	The organisation of educators across the service supports children's learning and development.	Met
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.	Met

4.1	Staffing arrangements enhance children's learning and development.	Meeting NQS
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STANDARD 4.1	Analysis Notes
<p>The service has sufficient coordinators supporting and monitoring educators to enhance children's learning and well-being. Coordinator and educator records demonstrate qualifications are current. Continuity of educator's commitment to provide continuity of care for children at the service is celebrated.</p>	

STANDARD 4.2	Management, educators and staff are collaborative, respectful and ethical.
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Element	Concept	Descriptor	Met or Not Met
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.	Met
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.	Met

4.2	Management, educators and staff are collaborative, respectful and ethical.	Meeting NQS
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STANDARD 4.2	Analysis Notes
<p>The nominated supervisor and educational leader support opportunities for the educators to update their knowledge, skills and reflect upon their practices. Coordinators and educators demonstrate a collaborative, respectful environment where information is shared. Coordinators and educators share ideas with one another through visits to educator residences, attending playgroup sessions and participating in staff meetings.</p>	

Quality Area 4: Ratings Summary

STANDARD 4.1	Staffing arrangements enhance children's learning and development.	Meeting NQS
STANDARD 4.2	Management, educators and staff are collaborative, respectful and ethical.	Meeting NQS
Was there evidence that there is: 1. systematic and ongoing failure to meet staffing arrangements (educator-to-child ratios and qualification requirements), or 2. behaviour, interactions or lack of collaboration between staff members leads to unprofessional practice and this poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service.		No
Provide Significant Improvement Required comments if 'YES' was selected above:		N/A
QUALITY AREA 4 RATING		Meeting NQS

Quality Improvement Plan notes (optional)
<p>To build on service achievements in Quality Area Four:</p> <p>The approved provider, nominated supervisor and educational leader may consider -</p> <ul style="list-style-type: none"> Continuing to promote educator well-being. Continuing to hold staff meetings where educators can regularly collaborate and share ideas. Exploring additional ways to work together from a distance. Continuing to support professional development with the educators. Continuing to mentor and support educators who are engaged in study. Critically reflect on professional standards and how they guide practice and relationships.

Continuing to advocate for family day care and form partnerships to continually develop professional standards.

Suggested Resources for Improvement

Be You - Educator wellbeing tools

<https://beyou.edu.au/resources/tools-and-guides/wellbeing-tools-for-you>

Supporting Educators Wellbeing through these challenging times

<https://www.acecqa.gov.au/sites/default/files/2020-04/SupportingEducatorWellbeingInfosheet.pdf>

Top Tips for Team Building

<http://networkofcommunityactivities.org.au/wp-content/uploads/2013/08/Team-Building.pdf>

Ethics in Action. A Practical Guide to Implementing the ECA Code of Ethics

<http://www.earlychildhoodaustralia.org.au/shop/product/ethics-action-practical-guide-implementing-eca-code-ethics/>

Quality Area 5: Relationships with children

STANDARD 5.1	Respectful and equitable relationships are maintained with each child.
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Element	Concept	Descriptor	Met or Not Met
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.	Met
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.	Met

5.1	Respectful and equitable relationships are maintained with each child.	Meeting NQS
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STANDARD 5.1	Analysis Notes
<p>Children and families are welcomed on arrival. Educators acknowledge children's efforts and achievements in the program and respectfully participate in children's play. The educational leader and nominated supervisor support educators' relationships with children during home visits and playgroup sessions.</p>	

STANDARD 5.2	Each child is supported to build and maintain sensitive and responsive relationships.
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Element	Concept	Descriptor	Met or Not Met
5.2.1	Collaborative learning	Children are supported to collaborate, learn from and help each other.	Met
5.2.2	Self-regulation	Each child is supported to regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.	Met

5.2	Each child is supported to build and maintain sensitive and responsive relationships.	Meeting NQS
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STANDARD 5.2	Analysis Notes
<p>Educators participate in children's play and support children developing friendships as part of a small group. Playgroup sessions, story time at the library and educators and children visiting each other's residences provides opportunities for the children to spend time in group experiences with children of similar ages.</p>	

Quality Area 5: Ratings Summary

STANDARD 5.1	Respectful and equitable relationships are maintained with each child.	Meeting NQS
STANDARD 5.2	Each child is supported to build and maintain sensitive and responsive relationships.	Meeting NQS
Was there evidence that relationships with children do not maintain the dignity and rights of every child and: 1. there is inappropriate use of discipline (corporal punishment or discipline that is unreasonable in the circumstance), or 2. do not have regard for each child's family, cultural values, age, intellectual or physical development, or 3. there is an absence of positive guidance, or 4. there is an absence of equitable opportunities for children to interact and develop and this poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service.		No
Provide Significant Improvement Required comments if 'YES' was selected above:		N/A
QUALITY AREA 5 RATING		Meeting NQS

Quality Improvement Plan notes (optional)
<p>To build on service achievements in Quality Area Five:</p> <p>The nominated supervisor and educational leader may consider -</p> <p>Collaborating with educators to provide opportunities for children to learn about their rights and the rights of others.</p> <p>Developing reflective strategies with educators, on how they are responding to children's emotional cues to build on practice.</p> <p>Continuing to work with families to support children and promote positive behaviour.</p>

Suggested Resources for Improvement

Practice Principles Guide No5: Respectful relationships and responsive engagement
<https://www.education.vic.gov.au/Documents/childhood/providers/edcare/respectrelns.pdf>

Understanding Attachment Theory, Emotional Availability and Application in Early Childhood Settings
<https://www.gowriesa.org.au/docs/Attachment-Resource-Booklet-E-Book.pdf>

Meditation for Kids
<https://www.headspace.com/meditation/kids>

Guiding Children's Behaviour, Louise Porter
http://federalccc.com.au/new/wp-content/uploads/2015/03/Louise-Porter-developing_responsible_behaviour.pdf

Quality Area 6: Collaborative partnerships with families and communities

STANDARD 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
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Element	Concept	Descriptor	Met or Not Met
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.	Met
6.1.2	Parents views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing	Met
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.	Met

6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.	Meeting NQS
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STANDARD 6.1	Analysis Notes
<p>The principal office is accessible to prospective families and their children. The service has an enrolment and orientation process for families. The website provides families with information about the service. Families access the service policies and procedures on the website.</p>	

STANDARD 6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.		
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Element	Concept	Descriptor	Met or Not Met
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.	Met
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.	Met
6.2.3	Community engagement	The service builds relationships and engages with its local community.	Met

6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.	Meeting NQS
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STANDARD 6.2	Analysis Notes
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Children experience positive transitions between educator residences, home and playgroup sessions. Educators share information about children's days with families. Individual support needs for children are implemented to promote inclusive programs and practices. Educators provide opportunities for the children to visit places in the community, including an aged care facility, local libraries and primary schools to broaden their connections with their community.

Quality Area 6: Ratings Summary

STANDARD 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.	Meeting NQS
STANDARD 6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.	Meeting NQS
Was there evidence that the role of parents and families is not respected and supported due to a failure to: 1. provide adequate information to families about the child or the service, or 2. ensure that a parent has access to their child, or 3. have adequate enrolment procedures and records (health, needs, abilities) and this poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service.		No
Provide Significant Improvement Required comments if 'YES' was selected above:		N/A
QUALITY AREA 6 RATING		Meeting NQS

Quality Improvement Plan notes (optional)
<p>To build on service achievements in Quality Area Six:</p> <p>The nominated supervisor and educational leader may consider -</p> <p>Reflecting upon opportunities for families to be involved in service decisions.</p> <p>Exploring further ways to strengthen children's connection with and understanding of their community.</p> <p>Continuing to build on partnerships, share information, and work in collaboration with other community organisations to achieve best outcomes for children and their families.</p>

Suggested Resources for Improvement

Early Childhood Australia - Parent Resources

<http://www.earlychildhoodaustralia.org.au/parent-resources/>

Collaborating with families

<http://thespoke.earlychildhoodaustralia.org.au/collaborating-families-not-problem/>

Promoting positive education and care transitions for children

<https://aifs.gov.au/cfca/publications/promoting-positive-education-and-care-transitions-children>

Quality Area 7: Governance and Leadership

STANDARD 7.1	Governance supports the operation of a quality service.
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Element	Concept	Descriptor	Met or Not Met
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.	Met
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.	Met
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.	Met

7.1	Governance supports the operation of a quality service.	Meeting NOS
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STANDARD 7.1	Analysis Notes
<p>Bland Shire Council, the nominated supervisor and educational leader provide leadership and direction to the service and a philosophy guides service operation and practices. An induction process for coordination staff and educators ensures roles and responsibilities are clearly defined and understood. The service has administrative and record keeping management systems in place to support service compliance with the National Law and Regulations.</p>	

STANDARD 7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
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Element	Concept	Descriptor	Met or Not Met
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.	Met
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.	Met
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.	Met

7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.	Meeting NQS
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STANDARD 7.2	Analysis Notes
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The services' Self Assessment and Quality Improvement Plan is updated as goals are achieved and new areas requiring improvement are identified. The educational leader demonstrates a commitment and an ability to guide educators to deliver a curriculum that captures the outcomes, practices and principles of the Early Years Framework. The service has a system of annual performance review for coordination staff and areas requiring development are addressed. Educators performance is reviewed during monitoring visits to educator residences.

Quality Area 7: Ratings Summary

STANDARD 7.1	Governance supports the operation of a quality service.	Meeting NQS
STANDARD 7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.	Meeting NQS
Was there evidence that: 1. there are serious concerns about the fitness and propriety of the approved provider and processes for ensuring that staff, primary nominee and co-ordinators are fit and proper, or 2. the approved provider has breached a condition on the service approval which poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service, or 3. the Regulatory Authority is not satisfied that the service is being operated in compliance with the National Law and poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service, or 4. there is systematic and ongoing failure to: a. address grievances and complaints, or b. requirements regarding policies and procedures, or c. requirements regarding information and record keeping, or d. notify the Regulatory Authority of relevant changes to the operation of the service, serious incidents and any complaints which allege a breach of the Law and any of a to d (of the above) poses an unacceptable risk to the safety, health or wellbeing of any child or children being educated and cared for by the service.		No
Provide Significant Improvement Required comments if 'YES' was selected above:		N/A
QUALITY AREA 7 RATING		Meeting NQS

Quality Improvement Plan notes (optional)
<p>To build on service achievements in Quality Area Seven:</p> <p>The approved provider, nominated supervisor and educational leader may consider -</p> <p>Exploring ways the philosophy can be reflected and reviewed to include the views, thoughts of all stakeholders including children.</p> <p>Exploring ways to engage children, families and community members in providing feedback for service self assessment and quality improvement.</p> <p>Exploring ways to critically reflect on practices and feedback given by educators and families.</p> <p>For the educational leader to continue to share ideas and research with educators to guide the development of the educator's programs.</p>

Suggested Resources for Improvement

Reviewing your service philosophy

https://www.acecqa.gov.au/sites/default/files/2018-10/QA7_ReviewingYourServicePhilosophy.pdf

Practical Ideas to Support Quality Improvement

https://www.acecqa.gov.au/sites/default/files/2020-05/Practical-ideas-to-support-quality-improvement_0.pdf

The importance of self-assessment in a culture of continuous quality improvement

<https://wehearyou.acecqa.gov.au/2019/03/28/the-importance-of-self-assessment-in-a-culture-of-continuous-quality-improvement/>

Educational Leadership in Family Day Care

https://www.acecqa.gov.au/sites/default/files/2020-10/ACECQA_Stories-From-The-Field.pdf

Leading excellent pedagogy and practice in children's services

<https://www.acecqa.gov.au/sites/default/files/2018-01/WFCPosterExploringTheRoleOfEdLeader.pdf>

8.16 Children Services Unit – Amendment to Mobile Resource Unit Operational Hours



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

Mobile Resource Unit Ungarie Preschool currently operates classes for two to five-year-olds Wednesday and Thursday from 09:30 to 15:00. To meet the needs of the Ungarie community, Mobile Resource Unit is seeking to alter these class times on Wednesday and Thursday, to 09:00 to 15:00 commencing in Term 1 2022. Classroom based staff currently work between the hours of 08:30 and 16:30. Should Council agree with the change in times, it will require an alteration to classroom staff working hours to 08:00 to 16:00 on Wednesday and 08:00 to 16:30 on Thursday (to allow for service pack up and cleaning).

In addition to this, the Mobile Resource Unit is seeking to alter class times of its Friday Class Preschool to 08:30 to 15:00 from Term 1 2022. Classroom based staff currently work between the hours of 08:30 and 16:30. Should Council agree with the change in times, it will require an alteration to classroom staff working hours to 08:00 to 16:00, in line with Bland Preschool.

Financial Implications

For the Ungarie Preschool changes, wages would increase by an additional half an hour per staff of a Thursday (2 staff), however this will be offset by an additional half hour (\$6) charge per child per day. With regards to the Friday Class Preschool, there will be no increase in staff costs as staff hours will remain the same. However there will be an increase in revenue due to an additional half hour (\$5.50) charge per child per day

Background Information

Survey:

A recent family survey was distributed to 13 families (15 children). To date 4 surveys have been returned with 1 indicating that an increase of hours to commence at 09:00am would “be more convenient if they were school hours 9-3, not only for ease of using bus, but drop offs with older children as well”.

Staff:

The Children Services Coordinator and Mobile Resource Play Session Leader (only current permanent staff at Ungarie) feel an increase in operation hours with a 09:00am start would increase family satisfaction and enrolments, and be manageable in terms of staff rostering. Meetings were also held with core teaching staff at the Bland Shire Preschool and an alteration to hours would be manageable in terms of staff rostering and staff tasks.

Buses:

Children attending Ungarie Preschool utilise the school bus service in the afternoon to travel home, however are unable to utilise this service for arrival to Preschool in the morning due to the late start time of 09:30. Commencing Preschool at 09:00 would allow children to arrive on the school bus service, hence making Preschool more accessible to the outlying rural community. It is anticipated this would increase service enrolment numbers.

There have been similar issues with Friday Class children travelling via school buses in West Wyalong, with some arriving as early as 8.35am – well before the centres commencement time of 9am. This does not allow staff enough time to either have morning meetings or set up indoor and/or outdoor experiences as they are required to get children off the bus and supervise them appropriately. Should Council agree to change opening hours to 08:30 for parent drop off, this would eliminate any problem with buses, as they would fall within the appropriate opening hours. Additionally, staff would be in the building from 08:00, allowing time for all preparation for the day to be completed prior to children's arrival.

Parent drop offs:

Conversation with parents at Ungarie has indicated that families are often needing to wait in Ungarie between primary school drop off at 08:45 and Ungarie Preschool drop off at 09:30. A 09:00 Ungarie Preschool start time would make the service more convenient for families and hence increase enrolments. It would also eliminate families arriving at the service prior to opening times and waiting outside, especially during adverse weather conditions.

It has been noted that parents accessing the Friday Class are currently arriving as early as 08:45 despite opening times being 09:00. When questioned as to why they drop their child to the centre early, responses are overwhelmingly that parents need to be at their workplace by 09:00. Commencing operation at 08:30 would meet this need for parents.

National Quality Standard

Under National Quality Standard Element 6.1.1, it is expected that families are supported from enrolment to be involved in the service and contribute to service decisions. Through following the process that has been taken and adjusting operating hours to meet the needs of the community, Mobile Resource Unit can demonstrate to the regulatory authority and during the Assessment and Rating process that NQS Element 6.1.1 has been met.

The change in operating hours would also mean that parents have more time for a calm and unhurried morning drop off before the learning program commences without the need to have spent half an hour in the car or waiting outside the service between child drop offs, therefore allowing for a smoother transition between home and Preschool and time for information sharing between staff and parent. This would support Mobile Resource Unit in meeting the requirements of National Quality Standard 6.2.1 'Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities'.

Core Preschool Program

This would allow an additional half an hour each day to deliver the core preschool program, an important consideration especially for children in the year prior to formal schooling.

Conclusion

Changing the operating hours of both services commencing Term 1 2022 would meet the needs of the community. Should Council approve of these amendments, it will provide time for all service handbooks and enrolment information to 'Enrolment Week for 2022', which is to be held in October 2021.

Recommendation:

That Bland Shire Council

- a) Adopt the altered hours of operation for Ungarie Preschool of 09:00 to 15:00 and Ungarie Preschool classroom staff be rostered to accommodate these news hours which will commence in Term 1 2022.**
- b) Adopt the altered hours of operation for Mobile Resource Unit Friday Preschool Class of 08:30 to 15:00 and classroom staff be rostered to accommodate these news hours which will commence in Term 1 2022.**

8.17 S355 Committees - Meeting Minutes



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

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

Author: Director Corporate and Community Services

Introduction

The revised Section 355 Committee Manual was adopted by Council at its meeting held on 18th May 2021 and in accordance with the requirements a copy of the minutes of any meetings of the Section 355 committees will be presented to Council for consideration and endorsement.

Financial Implications

Nil

Summary

Council has received copies of the minutes of the following committee meetings and these are now attached.

- Mirrool Silo Kick Committee – 23rd May 2021
- Ungarie Advancement Group – 20th January 2021
- Ungarie Advancement Group – 21st April 2021
- Ungarie Showground Racecourse Recreation Reserve Committee – 15th March 2021
- Wyalong School of Arts Hall Committee – 24th February 2021

Where any committee has passed a resolution that requires consideration by Council it is proposed that a separate report will be provided for Councillors to consider and determine the specific matter.

Recommendation:

- 1. That the Council receive and note the Section 355 committee meeting minutes:**
 - **Mirrool Silo Kick Committee – 23 May 2021**
 - **Ungarie Advancement Group – 20th January 2021**
 - **Ungarie Advancement Group – 21st April 2021**
 - **Ungarie Showground Racecourse Recreation Reserve Committee – 15th March 2021**
 - **Wyalong School of Arts Hall Committee – 24th February 2021**
- 2. That the Section 355 Committees and future meeting minutes be included in the Reports of Committees section of the Council business papers.**

Meeting Minutes

Mirrool Silo Kick Committee

Sunday 23/05/2021

Meeting Commenced: 16.15

Present: As per attendance sheet attached

Apologies: Mark & Hannah Maguire, Brett Prentice, Marie Beams

Treasurers Report :

Bruce Baker presented the report and reconciliation. Report attached to the minutes

General Business

Tennis Courts – Asking when the line marking will take place as some are keen to play tennis. Bruce Baker advised that the lines will not be done until the dump point for the caravan park is completed. Liz Baker asked if we could complete the line marking ourselves and be reimbursed by council when the dump point is completed?

Dump Point – Jonathan Scott asked how much longer it will be as there are a lot of caravans coming through and a dump point is a real drawcard for the grey nomads? Bruce Baker and Liz McGlyn to find out from council.

Sponsor's – The committee had a brainstorm of old and new sponsors that we could contact. Jonathan Scott and Tania Bryce to get the letter ready to send out to all old sponsor's and Jonathan to ensure

the they are all sent old in a timely fashion when the final list is complied.

Caravan Park Signs – Val raised the question as to whether we need more signage in the park with the rules on it. After discussion it was believed that what we have at the moment is sufficient.

Silo Kick Trophy – Jason Bryce to follow up about the trophy being engraved and the signs of the winners to get the display board up to date.

Silo Kick Raffle – Discussion about what to raffle in the main raffle. Suggestions included:

- BBQ
- Camping Fridge for first prize
- Holiday
- Swag
- Camping pack

Delegation of Tasks

Rosie Klohs – Contact 4 X 4 Centre for pricing


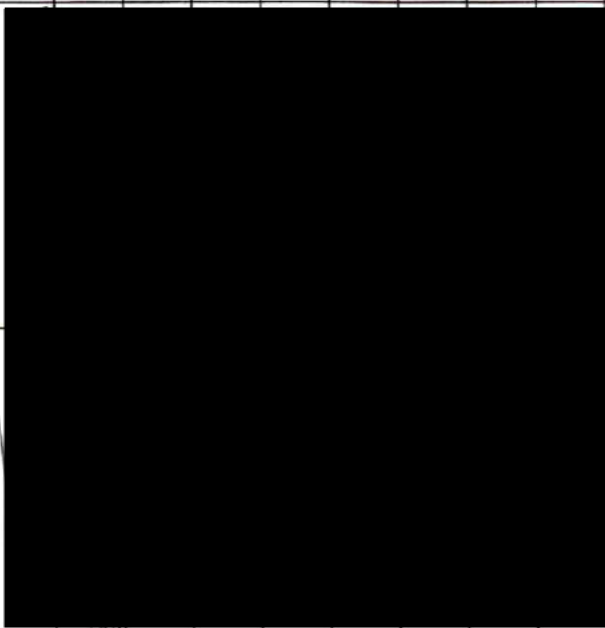

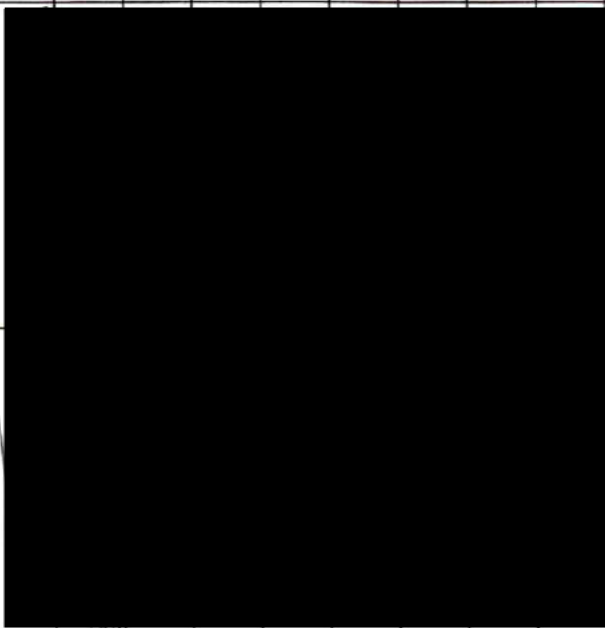

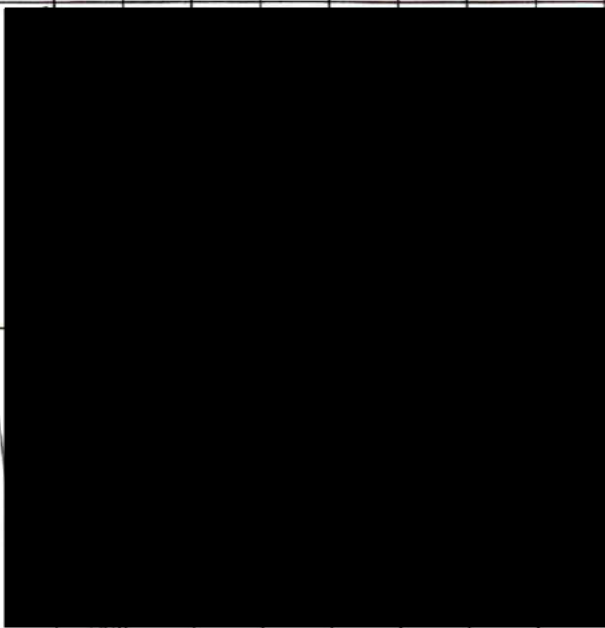

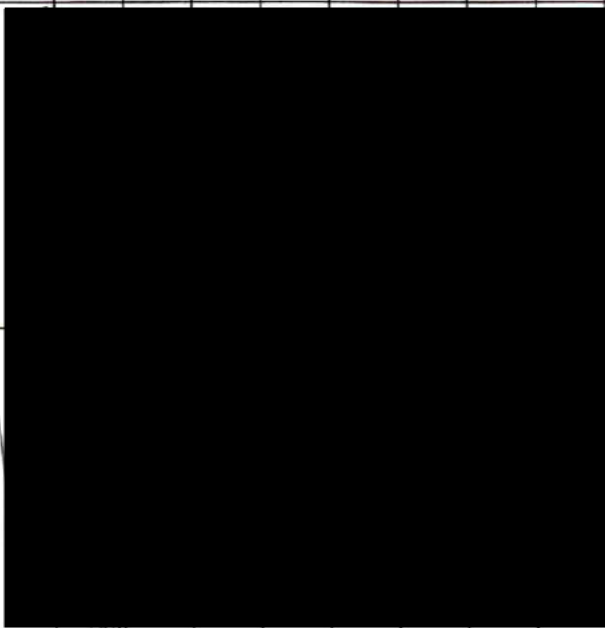

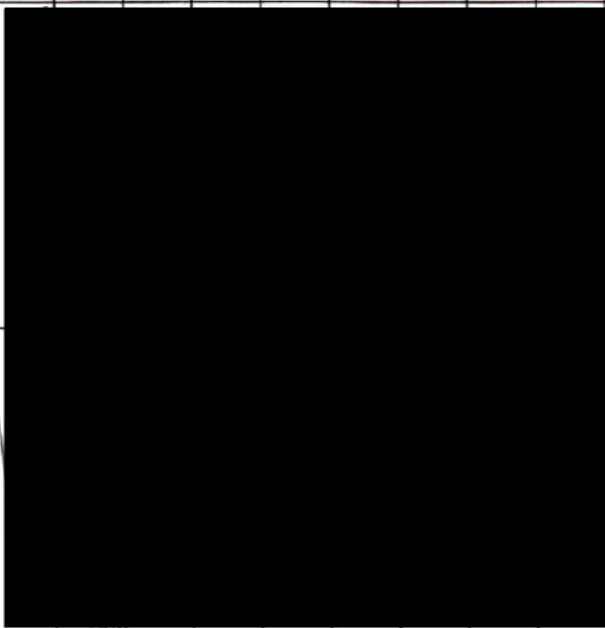

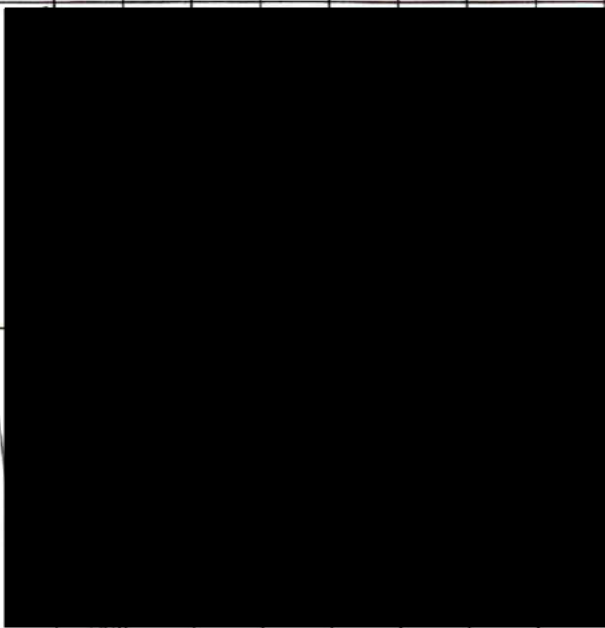

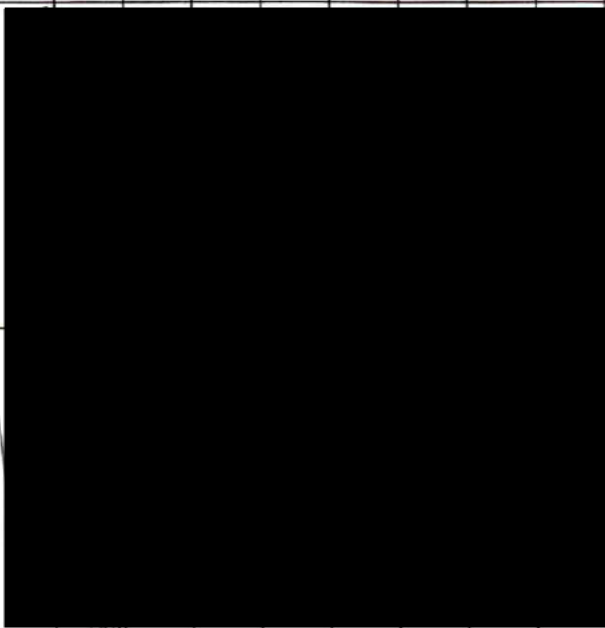

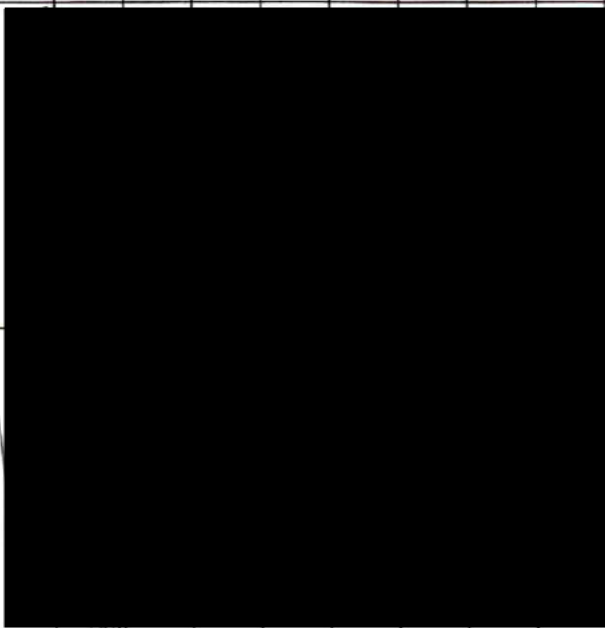

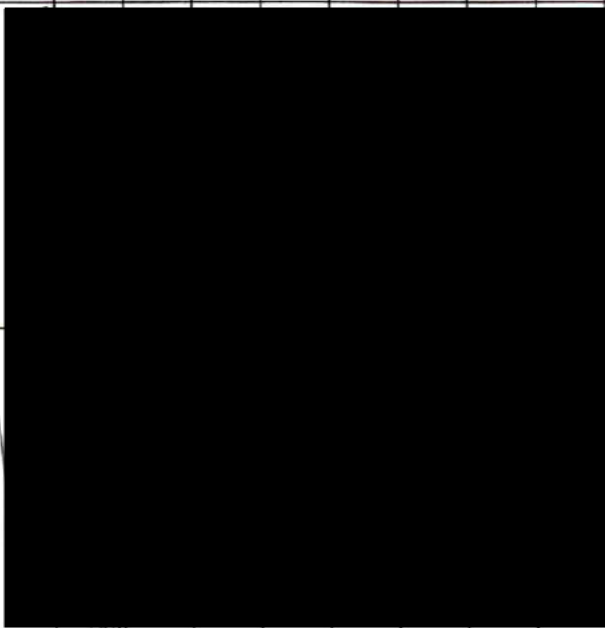
Jason Bryce – Fritz Bros

Jonathan Scott – Contact West Wyalong Signs for Silo Kick signage for the main entrance.

NEXT MEETING – SUNDAY 20/06/2021 At Mirrool Hotel

No more business – Meeting closed 17.30

APPENDIX 13 VOLUNTEER ATTENDANCE REGISTER

VOLUNTEER ATTENDANCE REGISTER					
Volunteers Name	Volunteers Signature	Contact Details	Location and Activity	Date/Time On	Date/Time Off
JASON BEYCE			MIRROOL	23/5/21	9-15
W. M... ..			BSC	23/5	4-00
Eric Robins			MIRROOL	23/5/21	4:00
Uel Robinson			MIRROOL	23/5/21	4-00
Elizabeth Walsh			Mirrool	23/5/21	400
Bev Barber			Mirrool	23/5/21	4-10
T. Scott			Mirrool	23/5/21	4-10
A. Hicks (Sister)			MIRROOL	23/5/21	4-15
J. Webster			MIRROOL	23/5/21	4-20

23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 23/05/2021

	May 23, 21
Beginning Balance	27,367.13
Cleared Transactions	
Cheques and Payments - 1 item	-126.32
Total Cleared Transactions	-126.32
Cleared Balance	27,240.81
Uncleared Transactions	
Cheques and Payments - 3 items	-254.60
Total Uncleared Transactions	-254.60
Register Balance as of 23/05/2021	26,986.21
Ending Balance	26,986.21

3:30 PM

23/05/21

Mirrool Silo Kick Challenge

Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 23/05/2021

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						27,367.13
Cleared Transactions						
Cheques and Payments - 1 item						
Cheque	23/04/2021	200882	Elgas Limited	X	-126.32	-126.32
Total Cheques and Payments					-126.32	-126.32
Total Cleared Transactions					-126.32	-126.32
Cleared Balance					-126.32	27,240.81
Uncleared Transactions						
Cheques and Payments - 3 items						
Cheque	18/05/2021	200884	Elgas Limited		-83.60	-83.60
Cheque	19/05/2021	200885	Harveys Mower & C...		-135.00	-218.60
Cheque	20/05/2021	200886	Goldenfields Water		-36.00	-254.60
Total Cheques and Payments					-254.60	-254.60
Total Uncleared Transactions					-254.60	-254.60
Register Balance as of 23/05/2021					-380.92	26,986.21
Ending Balance					-380.92	26,986.21

3:23 PM
23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 30/04/2021

	Apr 30, 21
Beginning Balance	26,718.71
Cleared Transactions	
Cheques and Payments - 5 items	-1,373.78
Deposits and Credits - 1 item	2,022.20
Total Cleared Transactions	648.42
Cleared Balance	27,367.13
Uncleared Transactions	
Cheques and Payments - 1 item	-126.32
Total Uncleared Transactions	-126.32
Register Balance as of 30/04/2021	27,240.81
Ending Balance	27,240.81

3:23 PM
23/05/21

Mirrool Silo Kick Challenge

Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 30/04/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,718.71
Cleared Transactions						
Cheques and Payments - 5 items						
Cheque	25/03/2021	200878	Landmark Ardlethan	X	-180.40	-180.40
Cheque	25/03/2021	200879	Mirrool Hotel	X	-80.00	-260.40
Cheque	12/04/2021	200880	Toilet & Park Mainta...	X	-400.00	-660.40
Cheque	12/04/2021	200881	South West Fuel Ce...	X	-263.38	-923.78
Cheque	30/04/2021	200883	Toilet & Park Mainta...	X	-450.00	-1,373.78
Total Cheques and Payments					-1,373.78	-1,373.78
Deposits and Credits - 1 item						
Deposit	30/04/2021	DEP	Banking	X	2,022.20	2,022.20
Total Deposits and Credits					2,022.20	2,022.20
Total Cleared Transactions					648.42	648.42
Cleared Balance					648.42	27,367.13
Uncleared Transactions						
Cheques and Payments - 1 item						
Cheque	23/04/2021	200882	Elgas Limited		-126.32	-126.32
Total Cheques and Payments					-126.32	-126.32
Total Uncleared Transactions					-126.32	-126.32
Register Balance as of 30/04/2021					522.10	27,240.81
Ending Balance					522.10	27,240.81

23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 31/03/2021

	Mar 31, 21
Beginning Balance	22,614.21
Cleared Transactions	
Cheques and Payments - 1 item	-400.00
Deposits and Credits - 1 item	4,504.50
Total Cleared Transactions	4,104.50
Cleared Balance	26,718.71
Uncleared Transactions	
Cheques and Payments - 2 items	-260.40
Total Uncleared Transactions	-260.40
Register Balance as of 31/03/2021	26,458.31
Ending Balance	26,458.31

3:17 PM

23/05/21

Mirrool Silo Kick Challenge

Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 31/03/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,614.21
Cleared Transactions						
Cheques and Payments - 1 item						
Cheque	19/03/2021	200877	Toilet & Park Mainta...	X	-400.00	-400.00
Total Cheques and Payments					-400.00	-400.00
Deposits and Credits - 1 item						
Deposit	22/03/2021	EFT	Fast Flow Augers	X	4,504.50	4,504.50
Total Deposits and Credits					4,504.50	4,504.50
Total Cleared Transactions					4,104.50	4,104.50
Cleared Balance					4,104.50	26,718.71
Uncleared Transactions						
Cheques and Payments - 2 items						
Cheque	25/03/2021	200878	Landmark Ardlethan		-180.40	-180.40
Cheque	25/03/2021	200879	Mirrool Hotel		-80.00	-260.40
Total Cheques and Payments					-260.40	-260.40
Total Uncleared Transactions					-260.40	-260.40
Register Balance as of 31/03/2021					3,844.10	26,458.31
Ending Balance					3,844.10	26,458.31

23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 28/02/2021

	Feb 28, 21
Beginning Balance	24,065.21
Cleared Transactions	
Cheques and Payments - 4 items	-2,114.10
Deposits and Credits - 1 item	663.10
Total Cleared Transactions	-1,451.00
Cleared Balance	22,614.21
Register Balance as of 28/02/2021	22,614.21
Ending Balance	22,614.21

3:11 PM

23/05/21

Mirrool Silo Kick Challenge Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 28/02/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,065.21
Cleared Transactions						
Cheques and Payments - 4 items						
Cheque	10/02/2021	200873	Bernardis Supa IGA	X	-956.07	-956.07
Cheque	10/02/2021	200874	Toilet & Park Mainta...	X	-450.00	-1,406.07
Cheque	10/02/2021	200875	Goldenfields Water	X	-258.03	-1,664.10
Cheque	14/02/2021	200876	Whipa sniper & su...	X	-450.00	-2,114.10
Total Cheques and Payments					-2,114.10	-2,114.10
Deposits and Credits - 1 item						
Deposit	5/02/2021	DEP	Banking	X	663.10	663.10
Total Deposits and Credits					663.10	663.10
Total Cleared Transactions					-1,451.00	-1,451.00
Cleared Balance					-1,451.00	22,614.21
Register Balance as of 28/02/2021					-1,451.00	22,614.21
Ending Balance					-1,451.00	22,614.21

23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 31/01/2021

	Jan 31, 21
Beginning Balance	23,801.26
Cleared Transactions	
Cheques and Payments - 1 item	-322.60
Deposits and Credits - 1 item	586.55
Total Cleared Transactions	263.95
Cleared Balance	24,065.21
Register Balance as of 31/01/2021	24,065.21
Ending Balance	24,065.21

3:01 PM

23/05/21

Mirrool Silo Kick Challenge Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 31/01/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,801.26
Cleared Transactions						
Cheques and Payments - 1 item						
Cheque	10/12/2020	200871	Steel Supplies Pty Ltd	X	-322.60	-322.60
Total Cheques and Payments					-322.60	-322.60
Deposits and Credits - 1 item						
Deposit	6/01/2021	DEP	Banking	X	586.55	586.55
Total Deposits and Credits					586.55	586.55
Total Cleared Transactions					263.95	263.95
Cleared Balance					263.95	24,065.21
Register Balance as of 31/01/2021					263.95	24,065.21
Ending Balance					263.95	24,065.21

23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 31/12/2020

	Dec 31, 20
Beginning Balance	23,901.75
Cleared Transactions	
Cheques and Payments - 3 items	-1,421.94
Deposits and Credits - 2 items	1,321.45
Total Cleared Transactions	-100.49
Cleared Balance	23,801.26
Uncleared Transactions	
Cheques and Payments - 1 item	-322.50
Total Uncleared Transactions	-322.50
Register Balance as of 31/12/2020	23,478.76
Ending Balance	23,478.76

2:48 PM

23/05/21

Mirrool Silo Kick Challenge

Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 31/12/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,901.75
Cleared Transactions						
Cheques and Payments - 3 items						
Cheque	11/12/2020	200870	JA @ T Bryce	X	-429.94	-429.94
Cheque	15/12/2020	200693	T Bryce	X	-172.00	-601.94
Cheque	22/12/2020	200872	Toilet & Park Mainta...	X	-820.00	-1,421.94
Total Cheques and Payments					-1,421.94	-1,421.94
Deposits and Credits - 2 items						
Deposit	11/12/2020	EFT	Bland Shire Council	X	1,000.00	1,000.00
Deposit	22/12/2020	DEP	Banking	X	321.45	1,321.45
Total Deposits and Credits					1,321.45	1,321.45
Total Cleared Transactions					-100.49	-100.49
Cleared Balance					-100.49	23,801.26
Uncleared Transactions						
Cheques and Payments - 1 item						
Cheque	10/12/2020	200871	Steel Supplies Pty Ltd		-322.50	-322.50
Total Cheques and Payments					-322.50	-322.50
Total Uncleared Transactions					-322.50	-322.50
Register Balance as of 31/12/2020					-422.99	23,478.76
Ending Balance					-422.99	23,478.76

23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 30/11/2020

	Nov 30, 20
Beginning Balance	24,092.88
Cleared Transactions	
Cheques and Payments - 2 items	-899.90
Deposits and Credits - 2 items	708.77
Total Cleared Transactions	-191.13
Cleared Balance	23,901.75
Register Balance as of 30/11/2020	23,901.75
Ending Balance	23,901.75

1:39 PM

23/05/21

Mirrool Silo Kick Challenge Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 30/11/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,092.88
Cleared Transactions						
Cheques and Payments - 2 items						
Cheque	8/10/2020	200867	Landmark Ardlethan	X	-449.90	-449.90
Cheque	6/11/2020	200869	Toilet & Park Mainta...	X	-450.00	-899.90
Total Cheques and Payments					-899.90	-899.90
Deposits and Credits - 2 items						
Deposit	6/11/2020	DEP	Banking	X	707.85	707.85
Deposit	30/11/2020	EFT	Westpac	X	0.92	708.77
Total Deposits and Credits					708.77	708.77
Total Cleared Transactions					-191.13	-191.13
Cleared Balance					-191.13	23,901.75
Register Balance as of 30/11/2020					-191.13	23,901.75
Ending Balance					-191.13	23,901.75

23/05/21

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 31/10/2020

	Oct 31, 20
Beginning Balance	25,693.09
Cleared Transactions	
Cheques and Payments - 6 items	-2,122.74
Deposits and Credits - 2 items	522.53
Total Cleared Transactions	-1,600.21
Cleared Balance	24,092.88
Uncleared Transactions	
Cheques and Payments - 1 item	-449.90
Total Uncleared Transactions	-449.90
Register Balance as of 31/10/2020	23,642.98
Ending Balance	23,642.98

1:33 PM

23/05/21

Mirrool Silo Kick Challenge

Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 31/10/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,693.09
Cleared Transactions						
Cheques and Payments - 6 items						
Cheque	1/10/2020	200862	Toilet & Park Mainta...	X	-1,350.00	-1,350.00
Cheque	3/10/2020	200864	Mirrool Hotel	X	-102.00	-1,452.00
Cheque	3/10/2020	200863	Custom Roses	X	-32.00	-1,484.00
Cheque	8/10/2020	200865	Elgas Limited	X	-107.57	-1,591.57
Cheque	8/10/2020	200866	Ariah Park Hardware	X	-50.40	-1,641.97
Cheque	29/10/2020	200868	Blackwoods	X	-480.77	-2,122.74
Total Cheques and Payments					-2,122.74	-2,122.74
Deposits and Credits - 2 items						
Deposit	8/10/2020	DEP		X	520.50	520.50
Deposit	30/10/2020	EFT	Westpac	X	2.03	522.53
Total Deposits and Credits					522.53	522.53
Total Cleared Transactions					-1,600.21	-1,600.21
Cleared Balance					-1,600.21	24,092.88
Uncleared Transactions						
Cheques and Payments - 1 item						
Cheque	8/10/2020	200867	Landmark Ardlethan		-449.90	-449.90
Total Cheques and Payments					-449.90	-449.90
Total Uncleared Transactions					-449.90	-449.90
Register Balance as of 31/10/2020					-2,050.11	23,642.98
Ending Balance					-2,050.11	23,642.98

23/05/21

Mirrool Silo Kick Challenge
Reconciliation Summary
 Mirrool Silo Kick Challenge, Period Ending 30/09/2020

	Sep 30, 20
Beginning Balance	23,090.79
Cleared Transactions	
Cheques and Payments - 4 items	-1,716.10
Deposits and Credits - 3 items	4,318.40
Total Cleared Transactions	2,602.30
Cleared Balance	25,693.09
Register Balance as of 30/09/2020	25,693.09
Ending Balance	25,693.09

11:31 AM

23/05/21

Mirrool Silo Kick Challenge
Reconciliation Detail
 Mirrool Silo Kick Challenge, Period Ending 30/09/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,090.79
Cleared Transactions						
Cheques and Payments - 4 items						
Cheque	10/07/2020	200856	MND Cure Foundation	X	-1,500.00	-1,500.00
Cheque	25/08/2020	200859	Drumore Computer ...	X	-77.00	-1,577.00
Cheque	25/08/2020	200860	West Wyalong Advo...	X	-48.00	-1,625.00
Cheque	31/08/2020	200861	Temora Independent	X	-91.10	-1,716.10
Total Cheques and Payments					-1,716.10	-1,716.10
Deposits and Credits - 3 items						
Deposit	3/09/2020	EFT	Bland Shire Council	X	4,000.00	4,000.00
Deposit	8/09/2020	DEP	Banking	X	316.30	4,316.30
Deposit	30/09/2020	EFT	Westpac	X	2.10	4,318.40
Total Deposits and Credits					4,318.40	4,318.40
Total Cleared Transactions					2,602.30	2,602.30
Cleared Balance					2,602.30	25,693.09
Register Balance as of 30/09/2020					2,602.30	25,693.09
Ending Balance					2,602.30	25,693.09

Reconciliation Summary

Mirrool Silo Kick Challenge, Period Ending 31/08/2020

	Aug 31, 20
Beginning Balance	24,036.72
Cleared Transactions	
Cheques and Payments - 3 items	-1,546.76
Deposits and Credits - 2 items	600.83
Total Cleared Transactions	-945.93
Cleared Balance	23,090.79
Uncleared Transactions	
Cheques and Payments - 4 items	-1,716.10
Total Uncleared Transactions	-1,716.10
Register Balance as of 31/08/2020	21,374.69
Ending Balance	21,374.69

Mirrool Silo Kick Challenge

Reconciliation Detail

Mirrool Silo Kick Challenge, Period Ending 31/08/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,036.72
Cleared Transactions						
Cheques and Payments - 3 items						
Cheque	28/06/2020	200854	Riding For The Disa...	X	-1,000.00	-1,000.00
Cheque	12/08/2020	200858	Paisley Robertson Pt...	X	-330.00	-1,330.00
Cheque	12/08/2020	200857	South West Fuel Ce...	X	-216.76	-1,546.76
Total Cheques and Payments					-1,546.76	-1,546.76
Deposits and Credits - 2 items						
Deposit	18/08/2020	DEP	Banking	X	598.80	598.80
Deposit	31/08/2020	EFT	Westpac	X	2.03	600.83
Total Deposits and Credits					600.83	600.83
Total Cleared Transactions					-945.93	-945.93
Cleared Balance					-945.93	23,090.79
Uncleared Transactions						
Cheques and Payments - 4 items						
Cheque	10/07/2020	200856	MND Cure Foundation		-1,500.00	-1,500.00
Cheque	25/08/2020	200859	Drumore Computer ...		-77.00	-1,577.00
Cheque	25/08/2020	200860	West Wyalong Advo...		-48.00	-1,625.00
Cheque	31/08/2020	200861	Temora Independent		-91.10	-1,716.10
Total Cheques and Payments					-1,716.10	-1,716.10
Total Uncleared Transactions					-1,716.10	-1,716.10
Register Balance as of 31/08/2020					-2,662.03	21,374.69
Ending Balance					-2,662.03	21,374.69

UNGARIE ADVANCEMENT GROUP MEETING
WEDNESDAY 20TH JANUARY 2021 @ 7.00PM
in the UNGARIE C.W.A. ROOMS.

Meeting Opened: 7.05pm.

Present: Carol Barrett, Kerry Keatley, Les Williams, Robyn Sherd, Lurensa Rowling, Wendy Keatley, Vanessa Williams, Pam Brewer, Lindsey Henley.

Apologies: Nicole Lewis, Wally Wales, Claire Delaney.

Minutes of the previous Meeting were read. Moved that they be accepted as read:
Robyn Sherd.

2nd: Vanessa Williams.

Business Arising from the Minutes:

* **Bland Shire Art Trail Brochure:** Kerry Keatley spoke on the Tourism brochure produced by Bland Shire, and said that while it mostly focuses on West Wyalong, it does have a write ups on the Big Football, and the R.S.L. Murals.

* **Christmas Lights Competition:** Although entries were down this year, there were still some very good displays. Winners were:- The Bryant Family," Pineveiw" for the Rural mailbox/Entrance: Michelle Potter for the Residential Display; and The Central Hotel for the best Business Display. Winners were awarded Vouchers to the value of \$50.00 to be spent at a business in Ungarie.

* **New Keys for the Museum:** A new lock for the Museum is yet to be purchased. Vanessa Williams volunteered to purchase a new lock, and then additional keys will be cut. Pam Brewer offered to get the keys cut when she goes to Wagga Wagga on 1st Feb, however Vanessa said that she will be going to Wagga prior to that date, and can get the keys cut then. Vanessa to be reimbursed by the Advancement Group for these purchases.

Once new keys are available, a key register will need to be kept to keep track of those with keys in their possession. The museum will only be open to members of the public in the presence of one of the Advancement Group/ Museum volunteers. Members discussed the possibility of the Museum being opened to the public once a month on a weekend.

* **Australia Day Breakfast:** Due to continued Covid 19 restrictions, the Australia Day Breakfast will be cancelled for this year.

* **Ungarie's Australia Day Awards:** As there will be no official ceremony at which to present any awards, it was felt that it would be unfair to award any Ungarie Australia Day Awards this year. Recipients would not be able to receive awards in front of friends and family, thereby diminishing the whole experience. Even being able to advertise the award winners would be problematic as we do not have a local newspaper. The only way we could let people know the winners would be on the internet, which not everyone has access to. There was one official nomination for an Ungarie Community Award, and that was Kristy McClintock for her role in forming

Ungarie Preloved, and donating considerable amount of funds to many of the local community groups throughout 2020. It was decided that Kristy should be awarded a Certificate of Appreciation from the Ungarie Advancement Group for this this great work, and then that would still allow her to be in the running for a major Australia Day Award in 2022.

***Camping Facilities:** Pam Brewer asked about progress with the Camping facilities at the Show grounds. She reported that the toilets are still in disgusting condition. Vanessa Williams reported that the disable toilet is broken, the showers have no tiles, and the paint is peeling badly. Kerry will speak to Ray Smith at Council about getting the toilets cleaned regularly. However this will also be backed up by a letter to Council seeking a better solution to getting a properly designated free camping facility for Ungarie.

TREASURERS REPORT

As per attached sheet.

Includes Bank balances for the Ungarie Advancement Group, Ungarie Garden Group and the Ungarie Historical Society.

Moved that the Treasurers Report be accepted as presented: Carol Barrett

2nd: Les Williams

Passed.

GENERAL BUSINESS

*** Lindsey Henley's Book:** Lindsey spoke about the book he is compiling re stories of Ungarie. He is currently working with photographer Lorraine Williams regarding photos provided by locals in the book. Unfortunately, not all are of a good enough quality to be reprinted. It is planned that the book will be printed in Lake Cargelligo. 2022 will be 150 years since the formation of Ungarie. Lindsey would like to release his book on Ungarie Show Day in 2022.

***Ungarie's 150 Year Celebrations in 2022:** Lindsey said that we need to form a Committee to organise the Celebrations as soon as possible. Ungarie's Centenary Celebrations were held in September 1972 which seem to be a good time of the year for the celebrations. It was suggested that the Celebrations should be held over a long weekend. Checking on the dates of the October Long Weekend in 2022, revealed that this would be the 1st, 2nd and 3rd of October. A call to form the Committee will be put out in February, after the Humbug News is back in production, so that it can be used to advertise plans for the 150 Years Celebration Committee. It is hoped that the Celebrations will incorporate an Street Parade. Phil Rogan has had old movies on the Hendersons Bros digitalised, and would like to show the movies in the Ungarie Hall as part of the Celebrations.

*** Welcome to Ungarie for new Policeman and Family:** Adam & Kerriane Mealing have moved into the Police Residence in Ungarie. Neville Lane is keen to hold a Welcome to Ungarie party for the Policeman and his family. The party is to be held

on Saturday 6th February in Bing Wallder Park. All local residents will be welcome to come along to meet Adam, Kerrienne and their young son.

Motion moved: Kerry Keatley to be reimbursed \$120.00 by the Advancement Group, for money paid out to purchase supplies for the Welcoming Party.

Moved by: Les Williams

2nd ; Carol Barrett.

Passed.

*** Murals by Simon White:** Artist Simon White will be returning to Ungarie to do some more work on the murals in the R.S.L Park. Discussions have been held to get the mural on the Museum wall redone by Simon. Permission has been sought from the 3 remaining original artists to have the wall repaired, and the mural redone. Lindsey Henley asked if the Ungarie Advancement Group, and the Historical Society would be able to help with some finances for the project. The meeting felt that it would be a worthwhile project to be involved with.

Meeting Closed: 8.15pm.

UNGARIE ADVANCEMENT GROUP MEETING

WEDNESDAY 20TH JANUARY 2021

Ungarie Advancement Group Acc.

Opening Balance

\$ 4866.14

Credit

18th Dec. 2020

Direct Credit from Bland Shire Council

\$ 1000.00

23rd Dec. 2020

Direct Credit from Bland Shire Council

- Information Centre - Sale of T-shirts

\$ 109.00

New Balance

\$ 5975.14

Ungarie Garden Group Account

Balance

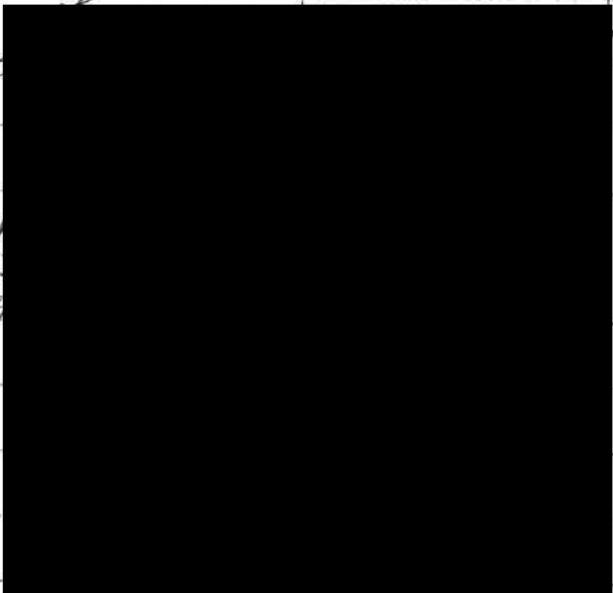
\$ 1272.40

Ungarie Historical Society Account

Balance

\$ 6058.31

APPENDIX 13 VOLUNTEER ATTENDANCE REGISTER - UNGARIE ADVANCEMENT GROUP MEETING
 ~ WEDNESDAY 20TH JANUARY 2021, 7.00PM @ C.W.A ROOMS

VOLUNTEER ATTENDANCE REGISTER					
Volunteers Name	Volunteers Signature	Contact Details	Location and Activity	Date/Time On	Date/Time Off
L. WILLIAMS				7 PM	
C. Barrett				"	
P. Slipp - Sigob				✓	
Ludense R. Smith				✓	
Wendy Keathley				✓	
Kerry Kersey				✓	
Naureen Williams				7 PM	
Pam Brews				7 pm	
Lindsay Healy				7:30 pm	

GENERAL MEETING OF THE UNGARIE ADVANCEMENT GROUP

WEDNESDAY 21ST APRIL 2021, 7.00PM @ THE C.W.A. ROOMS.

Meeting Opened: 7.10pm

Present: Carol Barrett, Kerry Keatley, Wendy Keatley, Les Williams, Jeff de Rozario, Mary Gregg, Lurensa Rowling, Lindsey Henley, Pam Brewer.

Apologies: Wally Wales, Brony Mason, Claire Delaney, Robyn Sherd.

Minutes of the Previous Meeting were read: Moved that the Minutes be Accepted as read: Les Williams.

2nd: Wendy Keatley

Business Arising from the Minutes:

* **Keys for the Ungarie Museum-** Vanessa Williams purchased a new lock for the Museum, and had 6 keys cut. The first key given out went to the Bland Shire Council; Mr Don Duncan was given a new key; Key # 3 is with Kerry Keatley; Key # 4 is with Les Williams. There are 2 Keys remaining. It is planned that Robyn Sherd will be issued with one, and one to remain with the Advancement Group Secretary. There is a key register on which the keyholders for the Museum have been recorded. Some members expressed interest in seeing the Museum open on a regular basis, eg every 2nd Sunday. However it would be difficult to organise, and maintain a roster of volunteers willing to open the Museum on a long term basis. It is envisioned that the Museum will be able to be opened by our volunteer key holders, by appointment, and on special occasions.

***T-shirts of the Big Football-** There is a limited stock of Big Football T-shirts left. Kerry Keatley said that he will ask Marty Cattle at the Pines Motel and Store if he would be willing to display and sell the t-shirts, along with Jeff at the Post Office. Mary Gregg offered to sell t-shirts and stubby holders at the Park on Anzac Day.

***Free Camping-** Mary Gregg asked about progress with the Camping facilities. A letter has been sent to Council, and a reply received. These will be dealt with in Correspondence.

Correspondence

* **Letter to Council re Free Camping-** A letter was sent to Mr Ray Smith @ Bland Shire Council re the lack of a council sanctioned camping area, and the state of the facilities available at the Ungarie Showgrounds.

A reply was received from the Bland Shire Council on 15 March 2021. The meeting were most dissatisfied by the tone of the letter. The Advancement Group were informed that it was the responsibility of the S355 Committee to maintain the facilities at the Showgrounds, and stated incorrectly that there was no one to collect camper donations! Apparently the problem with the camping facilities is the result of "lack of community volunteers"!

The Advancement Group felt that these sentiments were unreasonable. If the facilities are outdated, or not fit for purpose, then they are much more difficult to keep clean. The donation of a "gold coin"(as stated in Councils letter) by campers would hardly cover the cost of the electricity used, let alone "maintaining facilities" with. Kerry Keatley said that he would like to speak to Mr Ray Smith about the letter to ascertain

if this was Council's real stand. In the letter from Council, it stated that they would include our issue in Council's Draft Budget meeting on the 6th April, however Kerry said that it was not mentioned at all.

Mary Gregg said she will look for Grants that could be used to improve the shower and toilet facilities.

Lindsey Henley asked that if Council owns the Showgrounds, then why aren't they responsible for cleaning them?

***Letter to Council re Lack of Maintenance in Ungarie-** Over several months, problems have developed with the sprinkler system in the main street garden beds. One garden bed is being flooded, while other beds are getting no water. Instead of fixing the problem causing the flooding, Council workers have been turning the water off to the garden beds. At the Community Forum in 2019, the Advancement Group asked that the automatic irrigation system be improved, and were told that this would be possible, however this has not happened.

Council has not replied to this letter.

Treasurers Report

Bank Balances were provided for the Ungarie Advancement Account, and the Ungarie Garden Group. The Treasurer was unable to provide a balance for the Ungarie Historical Society as we still do not have access for that account. The Treasurer had a discussion with Pam Brewer regarding the lack of more recent financial records in the paperwork delivered to the Advancement Group. The most recent records they received went back to 2018. Pam Brewer said that she will look for more recent Historical Group financial records.

Motion moved that the Treasurers Report be accepted: Carol Barrett.

2nd: Les Williams.

Passed.

General Business

*** Lindsey Henley's Book of Ungarie-** Lindsey spoke about his book, which he has called "Book of Memories", and said that it is nearly ready to go to the printers. Tomorrow he will meet with photographer Lorraine Williams to finalise the photos for the book.

***Simon White returning to Ungarie-** Mural Artist Simon White will be here early to mid June. He has some more work to do on the murals in R.S.L. Park, and then will be ready to commence work on the mural on the Museum wall. We have the option of an enhanced version of the mural already there, or we can go for a new and better version. Cost of the mural will be \$3500. The wall surface will also have to be prepared for the mural, which will be an additional expense.

Motion was moved that the Ungarie Advancement Group employ Artist Simon White to do the Mural on the Museum wall.

Moved: Lindsey Henley.

2nd: Lurensa Rowling.

Passed.

*** Lawns at the Museum-** Lurensa Rowling pointed out that the lawns at the rear of the Museum, along side the Park are very much in need of some TLC. It is some time

since they have been mown by Council's maintenance crew. Once we improve the look of the Museum with the new mural, and attract more visitors, it is important that the surrounds are also well maintained.

***New Community Noticeboard-** Lurensa Rowling had spoken to the Secretary about the lack of a Public Noticeboard. It had previously been suggested that we utilise the Noticeboard at the Post Office. The Noticeboard has been given a facelift, and will provide information on Local Attractions, Community Groups, and Local Businesses.

*** Signage for Public Toilets-** Jefferey de Rozario said that he has had tourists come into the Post Office to ask where the Public Toilets are. He said that better signage is needed so that visitors are able to locate the toilets in the park.

***Bland Shire Council Public Forums-** The Council is about to recommence their rounds of Public Forums in the local towns. Discussion was held re possible Agenda Items. Issues brought up included : Signage for Public Toilets; the state of the Footpaths in Ungarie, they are uneven and unsafe; the back lane behind the Post Office is in very poor condition once again; the roadside verge in Ungarie Street is very overgrown and impassable in some places causing residents to have to walk on the road; the problem with the water supply to the main street garden beds needs to be resolved.

***West Wyalong Advocate-** During discussion, it was said that it is hoped that the West Wyalong Advocate will be back in business early in May. This will be a great benefit in helping community groups communicate with the public.

***'Mate Helping Mate'-** Speaker John Harper has rescheduled his motivational talk 'Mate Helping Mate' to appear at the Ungarie Bowling Club on Thursday 6th May 2021.

***Lawn Cemetery for Ungarie?-** Mr Graham Colman has approached Kerry Keatley to ask if the Garden Group would be interested in creating a Lawn Cemetery at the Ungarie Cemetery. The proposal would have to be approved by the Cemetery Committee. The Cemetery Committee is made up by Janice Whiley, Jan Carr, and Helen Cattle. If the Lawn Cemetery was to be established, it would have to be maintained by the people of Ungarie.

***Bridge at the School to be widened-** Lindsey Henley said that he has spoken to the contractor that will be working on the bridge. The bridge is to be widened by 5 metres, however it will not be raised in height. Flood studies have shown that raising the bridge would be pointless as in a flood that closes the bridge, also floods the main street and the approaches.

***150 Years Celebrations-** We need to form a sub- Committee to organise the celebrations to be held in 2022. A meeting will be held on Wednesday 19th May 2021 to find members of the public who are interested in being on the sub- Committee. The meeting will be advertised in the Humbug News, on the internet, and if it is operational, the West Wyalong Advocate.

*** Working Bee for the Main Street Gardenbeds-** to be held on Saturday 15th May 2021. The Working Bee could also incorporate some cleaning in the Museum.

Meeting Closed 8.40pm.

TREASURER REPORT ~ Wednesday 21st April 2021

Ungarie Advancement Group Acc.

Opening Balance \$5975.14

Less Cheques presented

15th Feb 2021 Chq # 128013 \$ 34.56

~ Reimburse Vanessa Williams for Locks & Keys for Museum.

4th March 2021 Chq # 128012 \$120.00

~ Reimburse Kerry Keatley for Catering @ Police Welcome.

6th April 2021 Chq # 128014 \$ 50.00

~ Payment for Prize Voucher spent by M. Potter @ Ungarie Pines Motel
(Xmas Lights Comp.)

New Balance

\$5770.58

Ungarie Garden Group Acc.

\$1272.40

**Ungarie Showground Racecourse
Recreation Reserve Committee
PO Box 107, Ungarie NSW 2669**

President	Vice President	Secretary	Treasurer
Scott Robb	Lachlan Rowling	Tara Rowling	Karen Rossiter
Ph: 04 2902 9938	Ph: 04 2745 9553	Ph: 04 3730 6884	Ph: 04 2741 5426

Minutes of Meeting: 15 March 2021

Present:	Scott Robb Justine Henley Sonya Ward	Karen Rossiter Steve Henley Murray Whiley	Lachlan Rowling Kristie Dunlop Tara Rowling
Apologies:	Josh Ward Rachel Jackson Malcolm Williams Vanessa Williams		
Minutes for previous meeting:	Read by Scott Moved by Kristie Second by Lachlan		
Business arising:	<ul style="list-style-type: none">• Karen and Scott met with Alison from the bland shire council and discussed the workings of the committee.• Secretary position to be filled.		
Treasurer's report:	Tabled by Karen Rossiter; a closing balance of \$1 570.68 as at 1 February 2021 [see attached Treasurer's report summary]. Moved by Karen Second by Kristie		
Positions:	Kristie nominated Tara Rowling and Tara accepted.		
General Business	<ul style="list-style-type: none">• Working bee to occur in the next few weeks.• Seeded khaki weed to be removed around goal square and boundary of football oval.• Time keeper box to be cleaned after birds have nested in them.		

**General Business
Continued**

- Amenities block requires regular cleaning. Request quote for cleaning every Sunday and Thursday during football season with cleaning on Sunday to continue after football season.
- Canteen to be cleaned and requires new front windows to prevent dirt. Request quote for one large roller door.
- Show committee purchased a new fridge to be moved into canteen.
- Bar roller doors to be completed.
- Show committee purchased a new BBQ to be utilised by interested parties.
- Netball club attained a grant and suggested using landscaping money to purchase and spread gravel.
- Football club purchased a bus and enquired about storing it. The 'bird shed' was nominated as suitable.
- RV campers require a sign. Request quote for a sign detailing contact information regarding amenities key, \$10 donation and mud map.
- \$300 collected from past camping donations.
- Begin grant application for facility upgrades. Propose a meeting date and time for interested personal to gather and compose application.

No further business & meeting closed 8:03pm

**UNGARIE SHOWGROUND AND RECREATION RESERVE
Office Bearers 2021**

President – Scott Robb

Vice President – Lachlan Rowling

Secretary – Tara Rowling

Treasurer – Karen Rossiter

Committee Members 2021

Representatives from User Groups

- **Ungarie Magpies Football and Netball Club**
- **Ungarie Show Society**
- **Ungarie Central School P&C**
- **Ungarie Basketball Association**
- **Ungarie Tennis Club**
- **Ungarie Cricket Club**

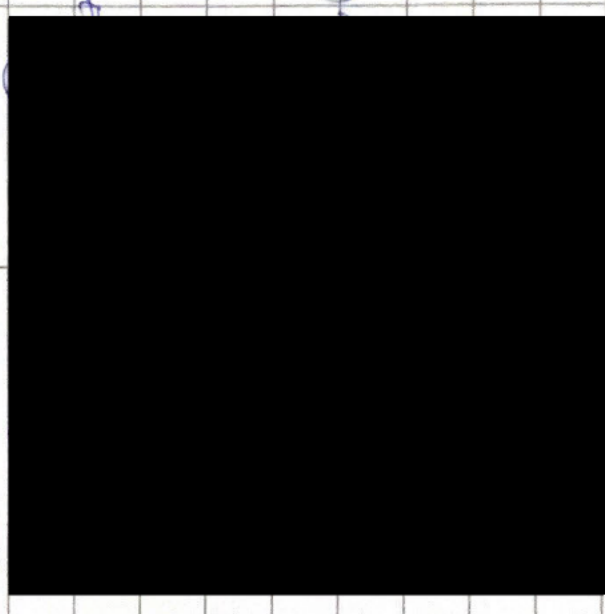
GROUNDS COMMITTEE FINANCIAL YEAR 19/20

Date	Description	Income	Expenditure	Balance
1/7/19	Opening Balance			2297.39
26/7/19	Origin Energy		1168.67	1128.72
28/10/19	Donation (Ben Murrells)	300		1428.72
29/10/19	Origin Energy		829.78	598.94
29/1/20	Camping (Rent)	800		1398.94
30/1/20	Origin Energy		404.85	994.09
7/4/20	Ungarie Basketball (Fees)	250		1244.09
4/5/20	Origin Energy		1155.45	88.64
9/6/20	Donation (Ben Murrells)	70		158.64
10/6/20	Bland Shire (GST)		95.45	63.19
30/6/20	Closing Balance			63.19

GROUNDS COMMITTEE FINANCIAL YEAR 20/21

Date	Description	Income	Expenditure	Balance
1/7/20	Opening Balance			63.19
15/8/20	Camping (Rent)	400		463.19
10/9/20	Ungarie Basketball (Fees)	500		963.19
2/11/20	Donation (Vicki Sargeant)	100		1063.19
3/11/20	Origin Energy		505.55	557.64
4/1/21	Bland Shire Council	1000		1557.64
29/1/21	Donation (Ungarie Preloved)	500		2057.64
1/2/21	Origin Energy		486.96	1570.68

VOLUNTEER ATTENDANCE REGISTER 15th March 2021

Volunteer Name	Volunteer Signature	Contact Details	Location and Activity	Date/Time On	Date/Time Off
Karen Rossiter			Ungarie Pub	7pm	
Scott Robb			Ungarie Pub	7pm	
Dra Karkins			Ungarie Pub	7pm	
Lodlan Rowling			Ungarie Pub	7pm	
Steve Henley			Football & Netball	7pm	
Sonya Ward			Ungarie	7pm	
MURRAY WHITCH			UNCARIE	7pm	
JUSTINE HENLE			ungarie	7pm	
Kirstie Dunlop					

General Meeting February 24th

Meeting opened 7:00 pm

Present:

Kerry Tait Heather Good Michelle Lamb
 Amanda Stitt Bev Furry Richard Tait
 Des Lamb Ron Good

A poliges

Valrie Burgess Terry Cronan
 Chris Butcher A Ballard

Richard asked for Secretary minutes
 from the last general meeting

Ron read the minutes Richard asked
 if anything needed to be raised about
 the minutes. Will. Ron moved the minutes to
 be accepted. Des Lamb Seconded
 all accepted.

Inward Letters nil.
 outward Letters nil

Treasurer Report call for. by Richard
 Bev gave her report Current Balance
 is \$6926.20

Bev wanted internet banking to
 our account to download statements
 Bev moved for this to happen Seconded
 Heather Good all accepted Needs two
 Signatures of Committee for this to happen
 at the bank Richard or Ron will
 drop in to the bank in the next week
 do.

General Business

Bev has mug done for Shirley Bland.
 Ron to see Shirley about taking
 her to Tapa Pita for lunch on a

File: CM-REP-356	Action: 2020-2021
Action Officer: SFO	
REC'D: - 9 MAR 2021	
Copy to: Bland Shire Council	

Saturday to present her the mug and pay for Sherley's lunch as a thanks for all the work she has done over the years as booking officer

* N.S.W. Elections wants to use the Toppy Hall for Elections. Bev has filled out the paper work over the phone.

Electoral person will let us know more before the election date

* Des to slash the back hall yard in the next few weeks. As we have Flee Barn in the back yard. Ron to see the Shire about them spraying and looking after the rear of the hall as we should not be spray chemical around the hall.

Bev brought up about quotes on redoing the hall floor, concrete out the back side doors and fire exit doors

⊗ Kerry to see Soudens about floors

⊗ Richard to see Brendan Heaslip about cementing

⊗ Ron to see Wombat.

* Amanda Stitt to update our website about if hiring the hall about having to do a Covid Plan and abide by current rules at the time they hire the hall.

⊗ Heather Good brought up about up and coming here of the hall.

i) Christian Gospel Services 19/2/2021 to 31/ every Friday for 2 hours \$50 for 2 hours used ~ \$500 bond.

ii) Toppy School: Friday 5th March.

iii) Lambs Family Event ~ 3/4/2021

iv) Elections ~ 4/9/2021

v) Ron Good asked about ISA to do outside work at the Hall. Will look into.
Richard asked any other business NIL closed 7.30

Treasurers Report – 24 February 2021

Outstanding cheque is for Lorraine Williams – mug for Shirley Bland.

Outstanding deposit is from BSC for complying with Section 335 Sub Committee regulations.

I attended at Commonwealth Bank and was advised that to be able to access bank account on the internet, a motion needs to be moved and passed and put into Minutes and a copy of those Minutes taken to Bank.

In relation to changing term deposit, two signatories need to attend the Bank.

After discussions with Executive Committee, we made the decision to purchase coffee mugs with picture of Hall and “Topy Hall” on them – similar to mug purchased for Shirley. We plan on having these for sale to anyone who would like to purchase them but at this stage do not know what the cost will be – probably around \$20. I have ordered 6 at this stage and Lorraine will keep details and we can order more if required at any time.

CBA # 2137

CBA # 2137						
OPENING BANK BALANCE AS AT 01/10/2020						\$5,816.95
INCOME						
Date	Received From	Description	Amount of Invoice	GST	Amount received/paid	
1/10/2020	Community Radio	Rent	\$60.00	\$5.45	\$60.00	\$5,876.95
15/10/2020	Hall Hire		\$165.00	\$15.00	\$165.00	\$6,041.95
2/11/2020	Community Radio	Rent	\$60.00	\$5.45	\$60.00	\$6,101.95
1/12/2020	Community Radio	Rent	\$60.00	\$5.45	\$60.00	\$6,161.95
	Total GST received			\$31.36		
Total income 1/10/2020/31/12/2020						\$345.00
EXPENDITURE						
Date	Paid To					
15/10/2020	Cash	Petty Cash			\$100.00	
20/11/2020	Tom Dick & Harrys	Flowers - Shirley Bland		\$4.55	\$50.00	
27/11/2020	BSC	WW Advocate - advertising			\$65.45	
Total Expenditure 1/10/2020 - 31/12/2020						\$215.45
BALANCE AS AT 31/12/2020						\$5,946.50
OUTSTANDING DEPOSITS & CHEQUES						
3/12/2020					\$20.30	
15/01/2021			\$1,000.00			
CURRENT BALANCE						\$6,926.20

Chq to BSC for GST

\$26.81

TERM DEPOSIT #6054		
OPENING BANK BALANCE AS AT 15/01/21		2,353.99
Interest paid		0.20
BALANCE AS AT 18/02/2021		2,354.19

Wyalong School of Arts and Hall
Committee

Ron Good
69 Cassin St
Wyalong, 2671

General Manager
Bland Shire Council
Shire St
West Wyalong, NSW, 2671

Re: Maintenance of Hall yard

Dear Ray,

The rear yard of the Topsy Hall has become infested with weeds, in particular "Fleabane" weed and is in need of poisoning. Would it be possible for you to put this job on your regular poison spraying program, so it can be kept under control.

We have also purchased an automatic timer for the sprinkler system in the front yard and are hoping you could ask your Parks and Gardens crew to install it for us. We would greatly appreciate your help on these few matters.

Regards

Ron Good
Secretary

 3/3/2021

**Thom, Dick & Harry's of West
Wyalong**

ABN 78 610 571 350

19 Nov 2020

9:46 am

PURCHASE

Receipt y0LQ

Flowers \$50.00

Total \$50.00

10% Tax Included, \$4.55

Other \$50.00

Cheque Wyalong arts hall committee

TAX INVOICE

PO Box 21
West Wyalong NSW2671
Office Hours: Mon - Fri 8:30am - 5:00pm

Ph: 02 6972 2266
Fax: 02 6972 2145
www.blandshire.nsw.gov.au
council@blandshire.nsw.gov.au



BLAND SHIRE COUNCIL
west wyalong

ABN: 13 251 814 087

Receipt No: 24142

Cashier Id: JTAYLOR

Receipt Date: 9/03/2021

Wyalong School of Arts Hall Committee

RECEIPT

<u>Description</u>	<u>Property</u>	<u>Application</u>	<u>Reference</u>	<u>Narrative/Qty</u>	<u>Amount</u>
Receipt		GL Receipt	S355 Ctee GST ONL	GST collected Topy Hall Committee	\$26.81
Transaction Total:					\$26.81

Amounts Tendered

Cash	Cheque	Db/Cr Card	Money Order	Agency	Total
\$0.00	\$26.81	\$0.00	\$0.00	\$0.00	\$26.81
				Rounding:	\$0.00
				Change:	\$0.00
				Nett:	\$26.81

Payment by Cheque - Acceptance of a cheque and the issue of a receipt therefore is conditional on collection of the proceeds, and until collection, no credit is to be given or implied.

Section 3 – Technical Services

8.18 Roads Program 2021 - 2022



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

DP 5.1 Facilitate the delivery of accessible services and infrastructure.

Author Director Technical Services

Introduction

The Bland Shire Council adopted the 2021 – 2022 council budget on 15 June, 2021. This set the R2R, FAG and council roads budget for the 2021 – 2022 financial year.

In addition, Bland Shire Council has received extra monies from other special grants.

The main proposed 2021 – 2022 road program is attached.

Financial Implications

None, funding already approved.

Recommendation:

That Bland Shire Council adopt the attached 2021 – 2022 roads program with the understanding that the works may be changed by the Director Technical Services due to factors such as changing priorities; changing income and costs; and the weather.

Road Works Program 2021- 2022

Number	Road Name	Funding Source	Part or Full
1	Back Creek Road	Council Normal Funding (FAGS)	Part
2	Bartels Lane	Council Normal Funding (FAGS)	Part
3	Blow Clear Road	Council Normal Funding (FAGS)	Part
4	Bootoowa Road	Council Normal Funding (R2R)	Part
5	Buddigower Road	Council Normal Funding (R2R)	Part
6	Buerknerns Lane	Council Normal Funding (FAGS)	Part
7	Buttenshaws Lane	Council Normal Funding (FAGS)	Part
8	Charcoal Tank Road	Council Normal Funding (FAGS)	Part
9	Clear Ridge Road	Council Normal Funding (R2R)	Part
10	Fishers Lane	Council Normal Funding (FAGS)	Part
11	Humby Road	Council Normal Funding (FAGS)	Part
12	Kerslakes Lane	Council Normal Funding (R2R)	Part
13	Kneales Lane	Council Normal Funding (R2R)	Part
14	Lonergans Lane	Council Normal Funding (FAGS)	Part
15	Mahda Road	Council Normal Funding (FAGS)	Part
16	Merrengreen Road	Council Normal Funding (R2R)	Part
17	Moina Gap Road	Council Normal Funding (R2R)	Part
18	Monument Flats	Council Normal Funding (FAGS)	Part
19	Mud hut West Road	Council Normal Funding (FAGS)	Part
20	Nobby's Lane	Council Normal Funding (R2R)	Part
21	Over's Lane	Council Normal Funding (FAGS)	Part
22	Paynes Road	Council Normal Funding (R2R)	Part
23	Sutcliffes Lane	Council Normal Funding (FAGS)	Part
24	Tallimba Road	Council Normal Funding (R2R)	Part
25	Troths Lane	Council Normal Funding (R2R)	Part
26	Wamboyne Dip Road	Council Normal Funding (FAGS)	Part
27	Woolners Lane	Council Normal Funding (FAGS)	Part

Note 1: Works in this schedule are indicative only and can be changed by the Director Technical Services due to changing circumstances and or political direction.

Note 2: This road works construction program does not include maintenance grading and other maintenance works which are completed as per the Asset Policy, Asset Strategy and Management Plans.

Note 3: Special grant works are not included in the road construction works program list.

8.19 Plant Replacement Program 2021-2022



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

DP 5.1 Facilitate the delivery of accessible services and infrastructure.

Author Director Technical Services

Introduction

The Bland Shire Council adopted the 2021 – 2022 council budget on 15 June, 2021. This set the plant maintenance and replacement budget for the 2021 – 2022 financial year.

The Coordinator Plant and Depot has a 10 year rolling plan for plant replacement (which is updated yearly to reflect industry trends), from which the 2021 – 2022 major plant replacement is derived.

The major plant to be replaced this financial year are:

- Grader
- Jetpatcher
- Grounds Mower (for ovals), similar to
- and a town entrance/vacant block mower, similar to



Due to breakdowns and other unforeseen circumstances there is sometimes a need to adjust the program during the year, therefore the program can be adjusted by the Director Technical Services to suit these occurrences

Financial Implications

None, funding already approved.

Recommendation:

That Bland Shire Council note and adopt the replacement of the major plant as outlined in the report.

8.20 Operator and Main Street Intersection



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

DP 5.1 Facilitate the delivery of accessible services and infrastructure.

Author

Director Technical Services

Introduction

A representation was made by the Wrights school bus company, to Bland Shire Council, that vehicles were parking too close to the Main Street intersection in Operator Street which was making entering Operator Street from Main Street difficult for their buses. It is believed this is due to visitors to the Veterinary clinic and Evolution workers.

The matter was investigated by observing the area on a number of occasions at different times. On some occasions it was noted that vehicles are in breach of the parking regulations and parking in the 10m statutory no stopping areas. See attached plan.

It was recommended that two "No Stopping" signs be erected on either side of Operator Street (south), at Main Street, to reinforce the statutory no stopping areas at this intersection, and this was adopted by the Local Traffic Committee.

Financial Implications

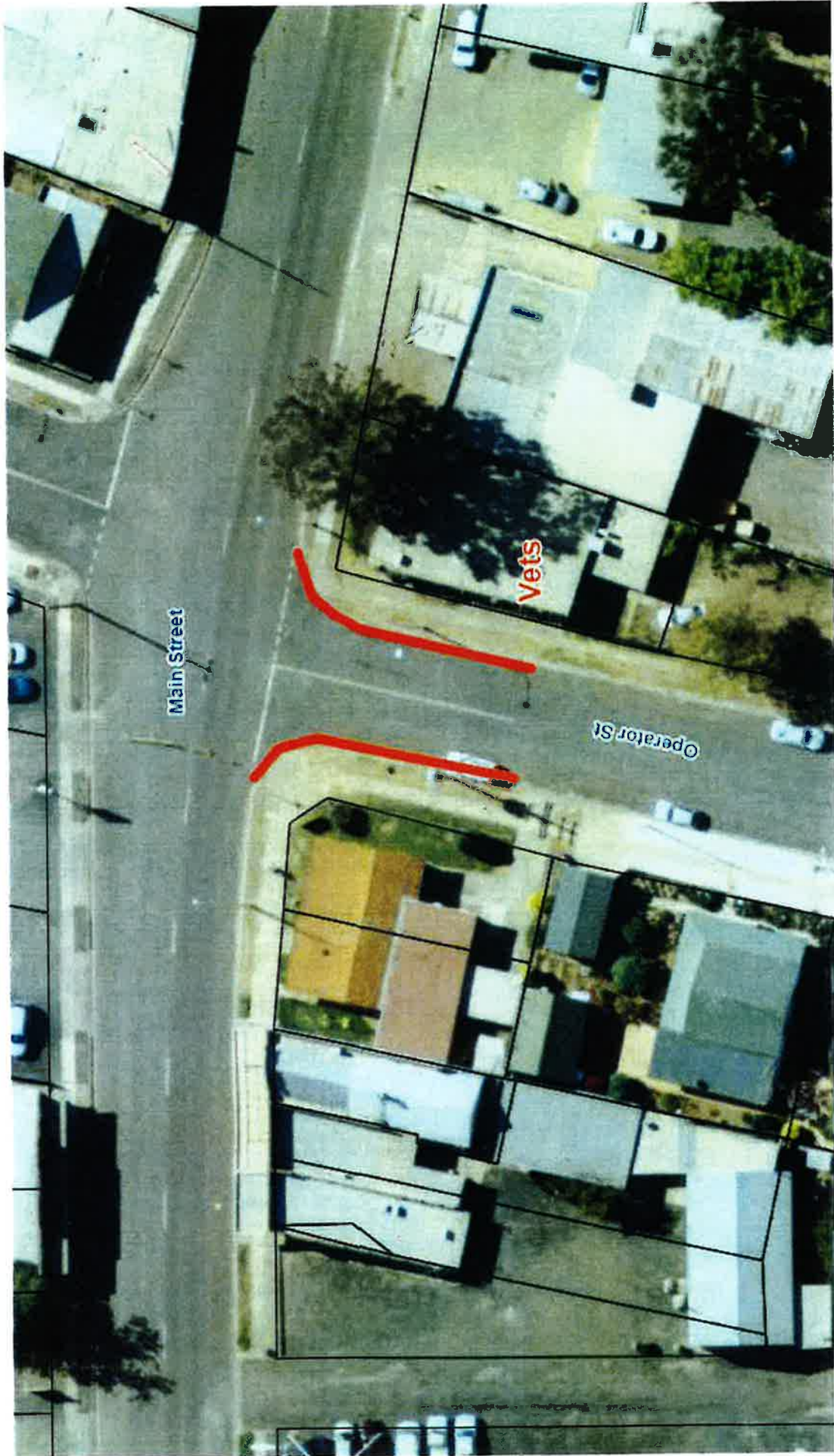
None. Can be done within current operations budget.

Recommendation:

That Council adopt the Local Traffic Committee's decision to erect "No Stopping" signs in Operator Street (south), at Main Street, to reinforce the statutory No Stopping area at the intersection.

Operator St

28-May-2021



10 m

Scale = 1:400 720

Bland Shire Council

8.21 Bus Zone Monash Street Adjacent to the West Wyalong Services & Citizens' Club



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

DP 5.1 Facilitate the delivery of accessible services and infrastructure.

Author

Director Technical Services

Introduction

Bland Shire Council received a letter from the West Wyalong Services and Citizens' Club, requesting that the road area between their driveway entry and exit be converted to a bus zone to house their bus when not in use so that it does not block their driveway.

An inspection of the site revealed that the bus would slightly block the sight distance from the exit driveway when parked in this location, but due to the low volume of traffic both in Monash Street and the club, it is not considered unsafe.

It was recommended to the Bland Shire Local Traffic Committee that, a) A bus parking zone be created between the two drive openings (entry/exit) of the West Wyalong Services and Citizens' Club in Monash Street and b) A sign be placed at the exit driveway alerting motorists to enter the road with caution.

The Bland Shire Local Traffic Committee adopted the recommendations but the Police asked if the sight distance on the exit drive could be monitored. Council staff informed the Police that this will be done, and, if any problems in the future, then the matter will be brought back to the Bland Shire Local Traffic Committee.

Financial Implications

None. Can be done within current operations budget.

Recommendation:

That Council adopt the Local Traffic Committee's decision to: a) create a bus zone between the two driveway openings (entry/exit) of the West Wyalong Services and Citizens' Club in Monash Street; b) A sign be placed at the exit driveway to alert motorists to enter the road with caution; and c) the area be monitored.

8.22 Local Heritage Assistance Funding – Mallee Street, Wyalong – Lot 1 DP 908096



Our Prosperity - Growing our population and jobs

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

Author: Planning and Compliance Officer

Introduction

An application for Local Heritage Assistance Funding has been received from the Bland District Historical Society the owners of the former Wyalong Masonic Hall at Mallee Street Wyalong – Lot 1 DP 908096. The proposal includes electrical upgrades to the historical building to conserve its ongoing use.

The proposed works include electrical upgrades to the main meter box, rewiring of the building and upgrades to lighting to conform with current standards.

The aim of the Heritage Assistance funding is to provide incentive funding to assist property owners in the restoration and conservation of their heritage house or business premises.

The premise is listed as a heritage item under the Bland Local Environmental Plan 2011. The following is an extract from the NSW State Heritage Inventory:

Statement of Significance:

A rare and substantial pair of remnant structures with historic and retained aesthetic value and the site is a landmark within the streetscape.

Historical Notes

This building was the Federal Hall and then sold to the Lodge in April 1910 for their own rooms and a kitchen at the rear and a dining room added to the south side. The original hall was brick and owned by J G Neeld. When the lodge closed the buildings were sold to Mr. Arthur Biggs for \$600. And later sold to the Dramatic Society to use as their storage rooms.

The applicant is seeking funds for the proposed electrical upgrades totalling \$5470.00, quotations provided. The proposed costs for the electrical works are:

Main Meter Box:	\$2095.00
Rewire:	\$3375.00
Total:	\$5470.00

The applicant is seeking a grant of \$3000.00 to assist with the total cost of the proposed works. Funding Allocation under section 3.0 Local Heritage Assistance Funding of Council's Heritage Assistance Grant Guidelines states:

The amount provided by Council needs to be matched on a dollar for dollar basis by the Applicant (for example. if the cost of the proposed work is \$2000, then Council can provide a grant of up to \$1000). Obligations in regard the loans are detailed in Part 4.

Keeping with the above guidelines, Council may provide a grant of up to \$2735.00 which is 50 percent of the total cost of the proposed works.

Financial Implications

There is currently \$20,000.00 of unallocated funds in the Local Heritage Grants budget. Should this application be approved there will be \$17,265.00 remaining in the budget for Local Heritage Grants.

Summary

The project is consistent with the Local Heritage Fund Guidelines. The maximum funding under the guidelines is fifty per cent of the project cost to a maximum of \$3,500 and it is recommended that Council allocate an amount of \$2735.00 for the project which is fifty per cent of the total cost of project.

Recommendation:

That Council approve funding of \$2735.00 to the Bland District Historical Society towards the electrical upgrades of the former Wyalong Masonic Hall at Mallee Street, Wyalong – Lot 1 DP 908096.

Section 4 – Reports for Information

Recommendation:

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

- **8.23 - Economic Development & Tourism Report – July 2021**
- **8.24 - Community Services Report**
- **8.25 - Bland Shire Library Monthly Update**
- **8.26 - Children Services June Update**
- **8.27 - Bland Community Care Services Update**
- **8.28 - Technical Services Report**
- **8.29 - Development Services Activity Report – June 2021**

8.23 Economic Development & Tourism Report – July 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

Bland Shire Council Why Leave Town Statistics

	Jan 21	Feb 21	March 21	April 21	May 21	June 21	Oct 2019 - June 2021
Number of Loaded Cards	50	129	116	128	76	67	3,138
Load Value	\$3,742	\$7,425	\$5,298	\$7,425	\$5,115	\$5,170	\$158,692
Number of Redemptions	297	212	274	198	178	198	3,279
Value of Redemptions	\$9,347	\$6,619	\$8,539	\$6,535	\$6,505	\$6,882	\$112,708

NSW Office of Regional Development

The General Manager has participated in two (2) recent webinars hosted by the NSW Office of Regional Development on the topics of:

- The role of local government in investment attraction
- The importance of industry clusters in investment attraction

Investigation into K-Hubs

Investigations are ongoing but the preliminary advice received to date is that K-Hub locations are dependent on population numbers and demographics. This information, as it relates to West Wyalong, has been forwarded to the Wesfarmers retail business unit.

NSW State Budget 2021-2022 – Regional Perspective – Riverina Murray

A summary of the highlights of the recent NSW State Budget for the Riverina Murray Region has been included as an attachment to this report.

At the Local Level

BSC Housing Strategy

The initial inception report is now being prepared by the consultants, Habitat Planning, and will be the subject of a further report to Council in due course.

Business Expansion

The General Manager is in discussions with at least three (3) local businesses regarding expansion plans.

West Wyalong Water Security Project

The Resources for Regions Fund application has been submitted for this project which will be a partnership with Goldenfields Water County Council and the NSW and Australian Governments.

Residential Development

Based on the discussions at the July Council Workshop legal advice is being sought as to how Council can be indemnified if it contributes financially to a development of a site in private ownership.

Solar Farms

Advice has been received indicating commencement of works on the BP Lightsource solar farm probably towards the end of this year. The first stage will be the constructing of a power line from the solar farm site to the main grid. Council will be kept informed of the progress of this project as more details come to hand.

Grants Register Progress Report

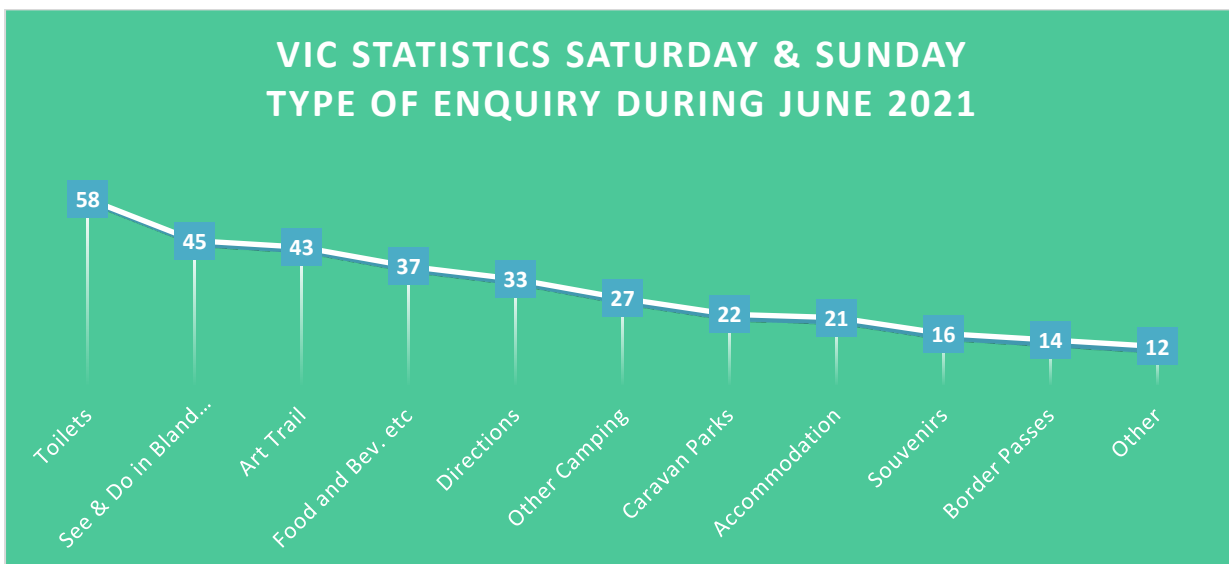
Included on the following pages is an extract from the Grants Register indicating financial progress on the current projects. It should be noted that the report is financial and not necessarily reflective of project completion/progression.

GRANTS REGISTER

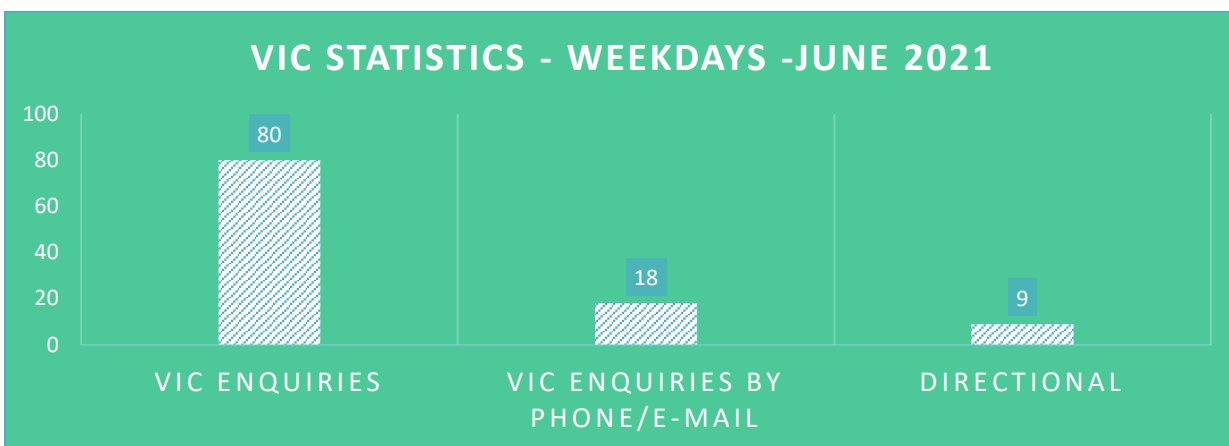
	Amount	Spent	Target Completion Date	Completed Y/N	Notes
Drought Communities Program - Round 2					
Remembrance Walk Rejuvenation	\$120,000.00	\$131,692.33	31/03/2022	N	Completion date October
Disabled Toilets West Wyalong Pool	\$25,000.00	\$17,777.27	31/03/2022	N	Almost finished
Village Toilets - Naradhan, Tallimba, Weethalle	\$135,000.00	\$74,361.63	31/03/2022	N	Tallimba done, Weethalle on order, Naradhan almost done
Perseverance Second Oval Fence	\$40,000.00	\$41,217.58	31/03/2022	Y	Finished
West Wyalong Small Bore Amenities Upgrade	\$80,000.00	\$73,461.05	31/03/2022	Y	Finished
West Wyalong Camp Draft Facilities Upgrade	\$120,000.00	\$114,074.00	31/03/2022	N	95% done
Motorsports Park Upgrades	\$115,000.00	\$105,850.06	31/03/2022	N	Almost finished
Barmedman Amenities	\$73,000.00	\$50,275.56	31/03/2022	N	75% finished
Refurbishment of West Wyalong Scout Hall	\$72,000.00	\$72,000.00	31/03/2022	Y	Finished
Mirrool Tennis Court Resurface & New Dump Point	\$80,000.00	\$44,028.00	31/03/2022	N	Tennis done, dump to be done
Health & Healing Program	\$35,000.00	\$10,828.66	31/03/2022	N	TBA
Village Pump Tracks - Barmedman, Ungarie	\$100,000.00	\$97,000.00	31/03/2022	Y	Completed
Adverse Events Plan	\$5,000.00	\$5,000.00	31/03/2022	Y	Completed
Total	\$1,000,000.00	\$837,566.14			
Stronger Country Communities Fund - Round 3					
West Wyalong Skatepark Upgrade	\$151,220.00	\$135,049.84	30/06/2021	Y	95% Complete - additional work in progress
Youth Mental Wellbeing & Resilience Program	\$50,000.00	\$11,029.73		N	40% completed Several events organised and executed. 3-4 postponed due to Covid
West Wyalong Outdoor Basketball Court Upgrade	\$214,000.00	\$212,216.91	30/06/2021	N	Finished
Wyalong Dog Park	\$68,000.00	\$63,094.82	26/02/2021	N	Fence, sign, lighting & cameras - Complete
Green Corridor (Aboriginal Art)	\$100,000.00	\$88,002.80		N	95% Complete
Total	\$583,220.00	\$509,394.10			
Fixing Local Roads Round 1					
Quandialla Road Stage 1	\$462,500.00	\$0.00	2020-2022	N	Not started yet Mar 22
Quandialla Road Stage 2	\$919,000.00	\$706,398.00	2020-2022	N	1km left. Wont be finished until Nov 21 - weather
Kikiroa Road	\$237,000.00	\$54,881.03	2020-2022	N	60% Complete
Total	\$1,618,500.00	\$761,279.03			
2020-2023 NSW Safer Roads Program					
Safety Improvements - Lake Cargelligo Road, Ungarie	\$1,060,000.00	\$883,341.55	30/06/2021		October 2021 - wet weather
Total					
Local Roads & Community Infrastructure Phase 1					
Replacement of the Ungarie Bridge over Humbug Creek	\$350,000.00	\$84,275.00	Request for 30.12.21	N	25% complete Western Kerbing - Aim to complete end of year - bad weather
New Hangar	\$453,720.00	\$271,552.16	Request for 30.10.21	N	Complete except for the Power pushed back to sept 21
Upgrade HACC Facilities	\$81,889.00	\$73,230.88	30/06/2021	N	90% Complete
West Wyalong Tennis Club	\$103,401.00	\$0.00	Request for 30.12.21	N	Ext to Dec 21 - Funds to cover footings
Southern Lights Smart Controllers - Funds moved to Hangar		\$0.00	30/06/2021	N	Cancelled
West Wyalong - Wyalong Road Reseals	\$860,807.00	\$771,023.90	30/06/2021	N	End Oct 2021
Total	\$1,849,817.00	\$1,200,081.94			
Resources for Regions					
WW Aerodrome Upgrade	\$606,173.00	\$0.00	30/05/2022	N	Design & Layout done
WW Rec Ground Upgrade	\$485,000.00	\$0.00	30/03/2022	N	Netball discussions
Cooinda Waters Canoe Circuit	\$350,000.00	\$0.00	30/04/2022	N	On track - Design & layout done
WW Harness Club Refurbishment	\$354,763.00	\$98,900.00	1/10/2021	N	May need an extension
WW Golf Course Rejuvenation & Sustainability	\$299,236.00	\$258,126.40	31/03/2022	N	Well ahead, will be finished
Total	\$2,095,172.00	\$357,026.40			
Local Roads & Community Infrastructure Phase 2					
Men's Shed	\$43,000.00	\$0.00	31/12/2021	N	Design & Layout done - Waiting for DA
58 Gilbert St (Hiawatha)	\$12,000.00	\$9,900.00	31/12/2021	N	Will be done on time
Bridge/Culvert Work	\$670,000.00	\$11,157.53	31/12/2021	N	Causeways. Out to quotes - Have commenced sealing
Ungarie Main St Improvements	\$50,000.00	\$25,000.00	31/12/2021	N	Hayes store. Done on time
WW Road Rehab	\$420,800.00	\$0.00	31/12/2021	N	Collapsing K&G Starts in August
Cinema Improvements	\$150,000.00	\$150,000.00	31/12/2021	Y	To be complete 7 August for opening
Drainage	\$44,403.00	\$0.00	31/12/2021	N	K&G Pine Street.
Total	\$1,390,203.00	\$196,057.53			
Crown Lands Improvement Grant					
West Wyalong Caravan Park Upgrade	\$484,920.00	\$0.00	12/03/2022	N	New amenities blocks to be done - Design & Layout in progress
Total	\$484,920.00				
Fixing Local Roads Round 2					
Alleena Road	\$911,743.00		1yr after agreement date	N	Not started Waiting on signed agreement to be returned. Ray has signed and sent off.
Total	\$911,743.00				
Regional NSW Planning Portal Grant					
Transition to NSW Planning Portal	\$50,000.00	\$31,213.59	1/07/2021	Y	Complete. Waiting on invoices
Total	\$50,000.00	\$31,213.59			
Phase 2 , NSW Showgrounds Stimulus Program					
Ungarie Showground - Amenities ex GST	\$600,000.00	\$0.00	31/05/2022	N	
Total	\$600,000.00				

TOURISM

Visitor Centre Statistics:



Other include questions on border passes, COVID-19 restrictions, fresh fruit markets and mice plaque.



Yindyamarra, Outdoor Cultural Display

The official opening of Yindyamarra meaning Respect took place at The Wetlands on the 7th July. Yindyamarra is a community project. The display was designed and built by a local business, Renrow Steel, the artefacts were supplied by the Local Aboriginal Land Council and Didgeridoos on Main who also supported the Ungarie students with painting some of the artefacts, the Wyalong Public School students who came out to put their handprints into the cement and the 3 sculptures on display that were painted by a local Aboriginal Artist, Kheely Turner. Together with Bland Shire Council and the Local Aboriginal Land Council, Yindyamarra will change the display on a rotation basis to keep it fresh and engaging.

Funding from Country Arts Support Fund and NSW Government's Stronger Country Communities Fund made this project possible. Yindyamarra will be added to the Bland Shire Art Trail and will feature in the new Art Trail brochure.



Bland Shire Art Trail Brochure

The introduction of the Bland Shire Art Trail was established during COVID-19 in 2020. The brochure introduces all the arts of the Bland Shire to visitors and locals. Since June 2020 to June 2021 the Visitor Centre distributed 2000 Bland Shire Art Trail brochures to visitors, neighbouring visitor centres and within the community of Bland Shire. This is an amazing result and our experience in the visitor centre are that most visitors already knew or had the brochure in their hand before they arrived in town. We will be ordering an update brochure adding the newly established arts in the Bland Shire.



Excavator Bucket

A Liebherr 994B Excavator Bucket was donated to Bland Shire Council by Evolution Mining's Cowal Gold Operation as a permanent reminder of the mine's contribution to the people of the Bland Shire. The bucket is located in Coinda Reserve.



Foyer Art Display

The opening of the foyer art display were held on 6th July with art work of local artists on display 7 days a week during office hours and on weekends during visitor information centre hours. Local artists from Tallimba, Mirrool, West Wyalong and Wyalong's work are on display as well as the youth art that were printed on window cling to decorate empty shop windows in the main street. Due to COVID-19 restrictions on social distancing, only the artists and councillors could attend the opening



8.24 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

NRMA Safer Drivers Workshop

The NRMA Safer Driving Program was held in West Wyalong on 7, 8 and 9 July 2021. The nine young people who participated in the course were exposed to education around reducing on road risks and becoming safer drivers.

Those who attended the course reported that they had gained significant knowledge and stated that their driving practices will change as a result of the techniques they learned in the 3 hour theory component and the two hour in vehicle coaching session.

Both the theory and the practical component of the course are focused on providing tools to young people to ensure they become safer drivers and to increase the capacity of young drivers to make good decisions when driving.

Nextwave Youth Film Development Program

Bland Shire Council has partnered with Film Outreach Australia to bring Australia's largest regional youth film development program, Nextwave, to students at Ungarie Central and West Wyalong High Schools.

The aim of the Nextwave online program is not just to equip students with the skill to make films, but the ability to communicate through the power of filmmaking - to tell their stories and convey what's important to them through the medium of film.

As part of the program, students will have access to the Nextwave online learning portal, which includes content based around introductory filmmaking and film appreciation, access to 10 fun and engaging filmmaking workshops and plenty of film resources and learning materials.

Grant Applications

Bland Shire has recently submitted a number of grant applications under a wide range of state and federal funding programs including –

- The Crown Reserves Improvement Fund
- The Murray Darling Basin Economic Development Program
- Stronger Country Communities Fund
- Resources for Regions Program
- Fixing Local Roads Program

Outcomes are expected on the pending applications over the coming months with works for successful projects expected to commence as early as this year.

Website Analytics June 2021

During the month of June the Bland Shire website received a total of 7581 views with the average daily views sitting at 250 and ranging from 150 – 500 unique views per day as seen in the analytics graphic below.

Overview

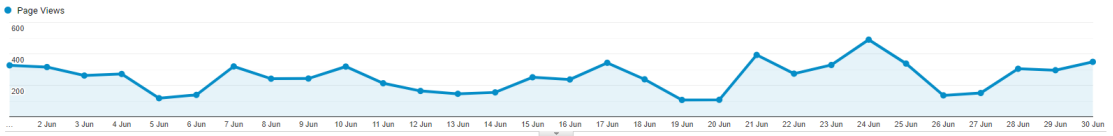
1 Jun 2021 - 30 Jun 2021

All Users 100.00% Page Views + Add Segment

Overview

Page Views VS Select a metric

Hourly Day Week Month



Page Views 7,581	Unique Page Views 6,109	Avg. Time on Page 00:01:07	Bounce Rate 58.63%	% Exit 42.78%
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8.25 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

Renew Our Libraries – Special Briefing

With the State election due in 2023, the Renew Our Libraries campaign is reengaging. Phase one of the campaign (2018/2019) achieved an additional \$60 million in funding over four years for libraries. The main objectives of Phase 2 are to ensure the funding is indexed to CPI and that the funding and indexation are protected through legislation thus ensuring the future sustainability of State funding for libraries.

The NSW Public Libraries Association held a special briefing on 17 June via zoom to discuss the state of public libraries since their campaign won a \$60 million increase in funding and talk about the new and exciting services public libraries are offering to their community thanks to the additional funding.

Also discussed – how public libraries adapted during COVID. NSWPLA President, Dallas Tout, concluding that – it is evident that with thousands of people across NSW joining libraries during the pandemic to access free online books and resources, public libraries have proven to be essential to keeping communities connected.

It is anticipated that another briefing will be held in September.

RRL Advisory Committee - Extraordinary Meeting Called

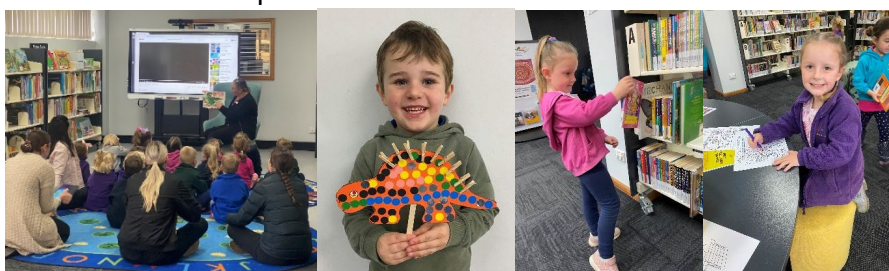
An RRL Advisory Committee Extraordinary Meeting has been set down for 9.30am on Thursday 22 July 2021 to discuss matters arising from the 31 March 2021 meeting, prior to the Annual General Meeting in October 2021.

SWITCH Conference

The annual NSW Public Libraries Association SWITCH Conference will be held 16 – 18 November 2021 at the Penrith Panthers NSW. Due to Covid, registrations will be capped. This year a Virtual Registration stream has been included in addition to the usual Full and Day Registration options. However, the Virtual registration will only proceed if enough registrations are received.

Preschool Visits

Bland Shire Library hosted three class visits from the Bland Preschool in June. The children enjoyed a variety of ‘dinosaur’ stories, songs, music and dance, group discussion and a craft activity. The visits aim to introduce preschool children to the library and promote a love of books and reading. While craft adds a fun element to the session, it also inspires creativity, assists with motor skills development and teaches the children to share resources and take turns.



Successful July School Holiday Program

Despite Covid restrictions, the library went ahead with its July school holiday program, which from all accounts was extremely successful. All measures were taken to ensure a Covid safe event including capping attendance numbers and splitting activities into multiple sessions to accommodate those who had already booked. 70 children participated in the program which included Clay Coil Pots with Marina Uys, Science Extravaganza, Pulled String Art, Lego Minute-to-win-it and Drawbots (Robotics). Unfortunately, Tegan Sheedy (Riverina Music Therapy), who was booked to conduct guitar lessons, was not able to be present and these sessions were cancelled.



COVID Update

Due to COVID restrictions and the school holidays, the library suspended all adult programs until the 9th July. However, despite an extension of COVID restrictions in NSW, all library programs (ie. Book Club, Tech Savvy Seniors, Knit and Knatter, Pals of the Pen, Storytime, Baby Bounce, LEGO Legends, etc) will continue to be held in the library with all measures taken, as per the NSW Health COVID Safety Plan for Libraries, to ensure a safe COVID free environment.

Baby Bounce Program

The library's Baby Bounce program – an early literacy program targeting babies 0 – 24 months – continues to attract good numbers with an average of 10 babies per session attending since March 2021. The program, which is held fortnightly during school term, aims to introduce children from a very young age to reading and literacy through rhyme, songs, books and play. Baby Bounce is also a social platform for new mums, especially those new to the area, to meet new people and make new friends. Great to see some dads and grandparents regularly attending as well. Baby Bounce will return post school holidays on Friday 16 July at 10.30am. The library is currently liaising with Nurse Educator Shannon Evans to hold 'Emergency CPR for Babies and Toddlers' training in the library. Pending COVID restrictions – date to be announced.



Sharing the Library Storytime Experience

The Australian Library and Information Association (ALIA) has announced its Online Storytime pilot will be extended by a further 12 months to December 2022, with the Australia Council providing \$30,000 to the initiative. The pilot has already been an enormous success with more than 130 library services registered.

Bland Shire Library has embraced the scheme, contributing two children's stories thus far – both stories read by library staff Klara Head and Heidi Robinson respectively. While it is anticipated that more readings will be produced (in a slightly different format now that staff have had a little practice), staff are limited by the number of titles available under the current Agreement and time restraints. Music and singing is also prohibited due to copyright. Both stories and a craft video are available on YouTube and the library's Facebook page.

Science in VR, Saturday 21 August 2021, 11am – 12pm

As part of Science Week 2021, Bland Shire Library will participate in a livestream event with presenters Alan Duffy and Rebecca Allen (both astrophysicists) answering people's space and astronomy questions. Free mini Virtual Reality (VR) headsets to clip onto a smartphone will be available free to participants. The mobile app which gives a 3D view of the universe has been updated to include a rover and helicopter on Mars. This event is free and suitable for all ages.

Children's Book Week, 21 – 27 August

Each year since 1945 the Children's Book Council of Australia (CBCA) has brought children and books together across the nation through Book Week. This year the theme is 'Old Worlds, New Worlds, Other Worlds'

In past years, Bland Shire Library has celebrated Book Week with a competition based around the Book Week theme and some 500 school students visiting the library to participate in a variety of activities including the highly anticipated Amazing Race. Unfortunately, due to COVID, the library's Book Week celebrations were cancelled last year.

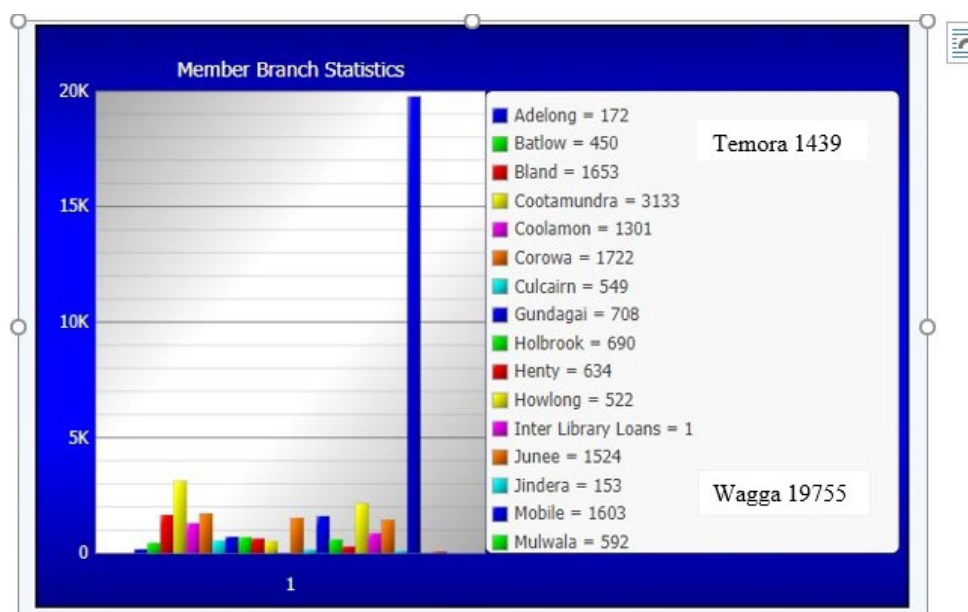
At this stage, having conferred with teaching staff, the library will not be holding any face-to-face Book Week activities in the library this year. However, the library will be promoting Book Week activities online.

Statistics – June 2021

- 155 Information Requests
- 194 Customer Service Requests – this figure includes 22 technology assists
- 135 Computer Usage
- 33 requests for Wi-Fi (ie. mobile device users)
- 121 Visitor Information Requests – this figure relates to normal library opening hours and only those enquiries handled by library staff. Includes 19 telephone enquiries.
- 50 children utilised the StorytimePOD
- 158 people (adults and children) attended regular programs designed for children
- 60 people attended regular programs designed for adults
- 11 seniors attended Tech Savvy Seniors in June
- 24 programs held in total during June

NB. The above statistics are collected manually and may not be exact. However, the above figures are deemed a fair and reasonable indicator.

- 2558 people through the door
- 1494 library items issued – 1028 normal print books (adult and junior), 209 large print books, 37 magazines, 35 audiobooks, 181 DVDs, 4 kits.
- 112 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.*)
- 11 new members (6 adult and 5 junior)
- *NB. The above statistics are collected electronically via Libero (LMS) and RFID Technology and are deemed accurate.*



Total Membership (as of 1 July 2021)

As of 1 July, Bland Shire Library had 1653 registered active members

- 1144 female
- 490 male
- 19 other (ie. class groups, organisations, book clubs, etc)

Membership Breakdown by Age (excluding "Others")

16	Less than 5 years
90	Less than 10 years
257	Less than 15 years
134	Less than 20 years
91	Less than 25 years
71	Less than 30 years
189	Less than 40 years
190	Less than 50 years
149	Less than 60 years
167	Less than 70 years
133	Less than 80 years
103	Less than 90 years
44	Greater than 90 years

8.26 Children Services June 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

Staff Recruitment

- Two trainees, a full time and part time Certificate 3 in Children Services have commenced.
- An administration trainee has commenced.

Staff Training

All Children Services Unit educators completed professional development provided by The Early Childhood Australia Learning Hub, topics included

- Digital documentation
- Learning environments
- Critical reflection
- The Reggio Emilia Australia approach

MRU Play Session Leader and CSU Educational Leader participated in a Regional Directors Meeting with included a networking visit to Cowra Early Childhood Services.

MRU Play Session Leader and CSU Coordinator have participated in a virtual Community of Practices series of meetings. Along with five other Mobile services, service issues as well as strategies to support one and other were discussed.

Renovations

The Bilby room bathroom is currently being renovated with a full fit out, replacing the original bathroom. Toilets will now have cubicle doors offering privacy for children and the taps are being moved to give more space.

It Takes A Village

- Toy library staff have been researching wish list' items requested from families and purchasing new items for Toy Library. Aid items such as sensory items for children with special needs have been included in the catalogue.
- ITAV Play Session Leader is taking Long Service Leave during Term 3. The ITAV Assistant is taking on higher duties during this time.
- ITAV visited local venues: Local Aboriginal Lands Council, Barmedman, Weethalle and Tallimba. Attendance was as per usual at each venue except Barmedman with nil attendance, though prior attendees from Barmedman made contact to let ITAV know they couldn't attend at that time.
- Reporting is currently underway on the Data Exchange (DEX) portal for Department of Communities and Justice.

Mobile Resource Unit

Surveyors have completed plans of the Children Services Unit in support of an update to Mobile Resource Unit licensing application.

The MRU Play Session Leader has been successful in gaining Inclusion Support Funding for a West Wyalong Friday class.

Ungarie Preschool/LDC enjoyed the month of June mostly inside the classroom due to the very wet weather. The children enjoyed a hands on dinosaur learning experience presented by Lake Cowal Conservation Centre and ended the term with a PJ Day. Everyone, educators included, attended Preschool in their PJ's playing and learning until movie time. Everyone ate popcorn and snuggled in as we all enjoyed a movie.

Friday classes have also enjoyed the last day in their PJ's with popcorn and a movie for the term. Thank you to the Bland Preschool Parent Committee for organising this special day.

Playgroup

Playgroup surveys have been returned and the results confirmed that majority of families are happy with the service provided. Key strengths include service communication, educators delivering the service, the program activities available and venues.

Vacation Care

Vacation Care has been very popular these school holidays, with as many as 27 children attending per day. Activities included Ninja Warrior Day, pottery, sushi day, photography day and careers day.

Bland Preschool

All classes participated in the PJ/movie day in the last week of Term 2.

Through the application of a grant from Evolution submitted by the CSU Parent Committee, a defibrillator has been installed in the Children Services Unit building and is a fantastic device to have available to the community.

Bland / Temora Family Day Care

- Bland/Temora Family Day Care received a result of 'Meeting the National Quality Standard' following the recent Assessment and Rating. The final report reflects the professionalism, experience and practices of Educators and Coordination Unit staff
- An annual Educator Workplace Safety Audit was conducted with an Educator in Temora, with the Educator being declared safe and able to continue her FDC business.
- The CSU Coordinator and FDC Support Officer travelled to Orange for a FDC regional meeting. This was the first face to face meeting since COVID started. A variety of subjects were discussed, including what services thought of the new Assessment and Rating process.

8.27 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 have recommenced with a good response in attendance levels. A number of new comers have joined with more planned in July.

Building works have been completed, with a good response from clients and visitors to the new gardens and indoor aesthetic.

Direct service referrals remain steady for in-home services. Staff are continuing to provide assistance to purchase and implement personal alarms as the need is identified. CHSP Flexibility Provisions are looking like continuing which will mean the service is able to continue to better respond to the service needs of our community. It is planned that within the next month a review of the current CHSP Activity Work Plan will occur with hopes of reallocation of funds to meet the demands at a local level.

The last 12 months has seen growth of 617 hours of billable work, taking the total service hours to 3212 for the 2020-2021 financial year, represents a 20 per cent increase in demand. Brokered services have also seen an increase of 163.75 hours in the last 12 months to the 2019/2020 year.

8.28 Technical Services Report



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

*DP9.1 Responsibly manage asset renewal and maintenance for current and future generations
DP9.4 Maintain parks, ovals and recreational facilities to approved standards*

Author: Director Technical Services

1. Council Road Crew Locations Week Commencing 7.6.2021

- Graders
 - Younga Plains Road
 - Kneales Lane
 - North Yalgogrin Road
 - Mud Hut Road
 - Bimbeen Road
- Gravel Carting
 - Studholmes Pit
- Maintenance Crews (Bobcat/Backhoe)
 - Shire Roads

2. Council Road Crew Locations Week Commencing 21.6.2021

- Graders
 - Younga Plains Road
 - Kneales Lane
 - North Yalgogrin Road
 - Mud Hut Road
 - Bimbeen Road
- Gravel Carting
 - Studholmes Pit
- Maintenance Crews (Bobcat/Backhoe)
 - Shire Roads

3. Council Road Crew Locations Week Commencing 28.6.2021

- Graders
 - Chanters Lane
 - Kneales Lane
 - Mud Hut Road
 - Bimbeen Road
- Gravel Carting
 - Studholmes Pit
- Maintenance Crews (Bobcat/Backhoe)
 - Shire Roads

4. Biosecurity Weeds/Environmental

- High Risk Pathway Inspection – MR371, Mid Western Highway, Newell Highway, 57 North, MR231, Goldfields Way, Mary Gilmore Road East/West, Quandilla Road, MR368,
- Council Land Inspections - Sale yards, Wet Lands, Mirrool Tip, Kikoira Tip, Talimba Tip, Ungarie Tip, Weethalle Tip.
- Mowing – West Wyalong, Wyalong, West Wyalong Cemetery.
- Spraying – West Wyalong cemetery, Ungarie Show Ground, West Wyalong Sale Yards.
- The following Biosecurity weeds and other controls were undertaken:-
 - Galvanised Burr – Blow Clear Road, Uncle Bills Road, Yiddah Road, Fullers Lane, Keatleys Lane, 57 North, MR231.
 - Tree Sucker Spraying – ,Mandamah Forest Road, Humby Road.
 - African Boxthorn – Fullers Lane, Keatleys Lane.
 - Wild Radish – Keatleys Lane, 57 North, MR231, Kikoira Road, Dundas Road, Boramble Road, Naradhan Road, Weja Road, Bena Road, Crown Camp Road, Wilga Plains Road, Gunn Road, Jillet Road, Lucas Road, Sth Yalgogrin Road.
 - Wild Tobacco – manual removal West Wyalong town area.

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, Coinda 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
- Aerodrome inspections carried out

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
- Line marking football and athletics

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
- Back fill wash outs in towns and villages
- Tree planting in town streets

8.29 Development Services Activity Report – May 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 May 2021:

Application No.	Address	Development
DA2021/0110	101 Gilbert Street, Wyalong	Home business
DA2021/0111	34 Showground Road, West Wyalong	Commercial alterations & additions
DA2021/0112	130 Operator Street, West Wyalong	Concrete hardstand area
DA2021/0113	9 Charles Place, West Wyalong	New single storey dwelling
DA2021/0114	Boundary Street, West Wyalong	Accommodation Village including accommodation modules, communal facilities, administration buildings, access road, parking, fencing & landscaping.
DA2021/0115	141 Main Street, West Wyalong	Commercial alterations & additions
DA2021/0116	181 Robbs Lane, Ungarie	Subdivision (Creation of additional Lot) & Installation of grain bunkers
DA2021/0117	2A Dumaresq Street, West Wyalong	New single storey residential dwelling & inground swimming pool
DA2021/0118	16-18 Court Street, West Wyalong	Public Recreation Facilities – Front entrance awning
DA2021/0119	33-35 Condamine Street, Ungarie	Demolition of existing dwelling
DA2021/0120	45 Caroon Street, Ungarie	Demolition of existing dwelling

The following DA applications were approved during May 2021:

Application No.	Address	Development	Approval Date
DA2021/0098	203 Main Street, West Wyalong	Commercial Building – Extension of trading hours.	4/5/2021
DA2021/0102	784 Buddigower Road, Alleena	Subdivision (Creation of one additional Lot)	11/5/2021
DA2021/0103	34 Gladstone Street, West Wyalong	Storage shed	14/5/2021
DA2021/0104	81 Boltes Lane, West Wyalong	New single storey dwelling, storage shed & Inground swimming pool	20/5/2021
DA2021/0106	11 Barnado Street, West Wyalong	Demolition of an existing dwelling	18/5/2021
DA2021/0107	Short Street, West Wyalong	Public Recreational Facility (New roof over basketball court)	12/5/2021
DA2021/0108	13 Maitland Street, West Wyalong	Alterations & additions to a single storey residential dwelling	27/5/2021

Complying Development Certificates

Council approved the following CDC Application during May 2021:

Application No.	Address	Development	Approval Date
CDC2021/0006	299 Wilson Lane, Lake Cowal	Inground Swimming Pool	13/5/2021

Building Inspections

The following inspections were carried out by Council during May 2021:

Inspection Type	Number
Pre-Lodgement	3
Site	11
Pier Holes	4
Strip Footings	1
Slab/Coping	2
Frame	10
Hot & Cold	3
Wet Areas	2
Drainage/Plumbing	2
Stormwater	6
Final	10

PUBLIC HEALTH ACTIVITIES UPDATE

Food Premises

Council staff undertook **two (2)** food premises inspections during May 2021. The result of these inspections found all food premises inspected to be compliant.

REGULATORY ACTIVITIES UPDATE

Dog Attacks

There were **no** dog attacks reported during May 2021.

Companion Animal Seizure and Impound Activities May 2021

Seizure Activities:	Dogs	Cats
Seized	2	0
Returned to Owner	2	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	2	1
Incoming Animals		
Transferred from Seizure Activities	0	0
Dumped at Pound	4	3
Surrendered	0	0
Total Animals in Pound	6	4

Outgoing Animals		
Released to Owner	0	0
Euthanased	0	0
Rehoused	5	0
Sold	0	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	5	0
Animals in Pound at end of Month	1	4

NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

Notices of Motion

9.1 Cinema Contract – Independent Audit (Councillor Thomas)

Introduction:

This motion is basically the same as the one I submitted on the 10-10-2019, as it's not only still relevant, but essential in retaining any community confidence.

I request that this motion is left as "late business", (after the closed commerce in confidence session), as a last option for this council to take appropriate remedial action if the project overrun is not appropriately addressed during the closed session.

While I have not had access to the full contract details, it appears the project management process on the Cinema contract may well be flawed and further investigation is required.

It would be negligent not to have the project independently audited on completion.

I propose engaging an independent (not government) civil consultant with quantity surveyors and contract lawyers who specialize in construction projects, to do a full audit of the project, from initial estimates through tendering, awarding and construction. The consultant reporting direct to the council as a whole."

Motion:

- 1. An independent audit of the Cinema Project be performed by a consultant selected by the council as a whole and report direct to the council as a whole.**

Financial Impact:

Audit costs, approximately \$20,000, to be taken from the Community Facilities reserve. Where applicable, legal proceedings to reclaim costs from profession liability insurance of parties found negligent, incompetent or corrupt.

Conclusion:

To accept unsubstantiated blowouts in project costs without taking appropriate action would be negligent, if not complicit.

Comment from General Manager

This Notice of Motion was submitted previously by Councillor Thomas and was unsuccessful on that occasion being defeated by 6 votes to 2 votes.

My comments back in October 2019 were as follows:

Does council really want to spend further rate payers' funds on this project and to what end?

I refer Councillors to the Confidential Report in tonight's Business Paper in relation to this matter and suggest that Councillor Thomas' Notice of Motion be considered in conjunction with that report.

9.2 Project Status Reports (Councillor Thomas)

This "Notice of Motion" is basically the same motion that was submitted, and unanimously carried, at the July 2019 meeting.

Note: Reports are an important management tool, as "Reports" provide important detail that can be used to track progress and identify trends or any irregularities that may need further investigation.

Councillors cannot abdicate their accountability for ratepayers' funds by failing to ask for the relevant information.

While our Mayor insists that Councillors have no control over the council operations, as this is the sole responsibility of the General Manager, I strenuously disagree, as Councillors are the communities elected representatives and unless we hold the General Manager responsible for the operational discrepancies, who will?

The recommendations of the original motion have been amended to cover a few additional items which are considered important in providing sufficient information for "council as a whole" to take appropriate action in a timely manner.

The reason for the original motion not being effectively implemented, is as much my fault, as the complacent acceptance of others in accepting ineffective, placating alternatives, offered by the council administration.

I have also altered the original motion to include any project not included in the Community Strategic Plan.

Introduction:

Given the Bland Shire's limited income, partially due to rate pegging, limited Federal Assistance Grants, and State Roads to the Future grants, there is a real need to focus on possible alternate sources of income.

Grants are made available to local government, clubs and charitable organizations by federal / state governments, and private enterprise on a random basis.

In the lead up to the last election, significant grants were made available to the community, some of which are still in progress.

In order to best capitalize / exploit these grants to the community's advantage, I submit the following motion for consideration;

Motion:

1. **A monthly report be prepared and included in the Monthly Business Paper on Project Status, for all projects not included in the Community Strategic Plan.**
2. **The report to include (but not be limited to) the following;**
 - a. **Relevant Grants Available: Originator Name: Application Start & Closing Dates: Value:**
 - b. **Project List: Projects ready for grant application: Name: Budget Estimate:**
 - c. **Grant Status: Date Applications Submitted: Date Approved/Rejected: Start Date, or reason for rejection.**
 - d. **Project Status: Project Estimate: Project Start Date: Contract Value: Percent Completion: Cost to Date: Contract Variations (reasons).**

Financial Impact:

I would expect this report could initially be prepared by the staff who are currently doing such a good job processing grant applications, and that monthly updates would be a simple, routine, monthly update task.

However should additional resources be required, then I proposed it be funded from our facilities reserve fund as is most of the projects are classified as community facilities.

Conclusion:

To those who question the value of a "Grant Projects Monthly Report", I respond, without a report we cannot be certain that our staff are aware of all grant opportunities, or that all potential community facilities projects are ready (on the shelf) to match with a grant application.

From experience, I have found there is nothing quite like public feedback to make one aware of opportunities.

Comment from General Manager

Following the adoption of the Councillor Thomas Motion in 2019 a presentation was made to a subsequent Council Workshop, by Council staff, highlighting the benefits of being involved in the 'Grants Guru' Program. There was consensus amongst the Councillors that this would be a better alternative to ensuring that Council staff did not miss grant opportunities.

Consequently, the monthly status report, which had been presented to Council but did not meet the format of Councillor Thomas, was subsequently dispersed with.

A new format, recently presented to Councillors, was acceptable and it was agreed that this report would be submitted on a quarterly basis and, accordingly, the Grant Project status report is included in this Business Paper.

9.3 Emergency Services Levy (Councillor Lord)

Recommendation:

- 1. That Bland Shire Council not pay the ESL for 2021-2022 until further clarification is obtained following the passing of Legislation in the NSW Parliament that, these amounts be shown separately an all rate notices;**
- 2. That this situation be reviewed following receipt of that advice.**

Comment from the General Manager

The ESL for the 2021/22 financial period is \$487,134.20 made up as follows:

- RFS Contribution - \$454,445.73
- SES Contribution - \$8,750.47
- NSWFR Contribution - \$23,938.00

Both the SES and NSWFR contributions have been paid but the RFS contribution remains unpaid at this stage.

Question with Notice

9.4 Covid-19 Grant Program (Councillor Lord)

Following the Grants for Covid-19 by Bland Shire Council have all acquittals been reviewed to ensure grant funds were expended according to the policy determined.

Comment from General Manager

Each applicant was sent an acquittal form and advised of their requirements when accepting their COVID-19 grants.

A large number of them have been returned and while the remaining acquittals have not been followed up as yet a check is made if a group has any outstanding acquittal forms before considering any requests for further funding.