



Bland Shire Council
Business Paper
Ordinary Council Meeting
15 June 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

15 June 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 18 May 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

6.1 ANNUAL PERFORMANCE REVIEW OF THE GENERAL MANAGER

The annual performance review of the General Manager, Mr. Ray Smith, was undertaken on 25 May 2021, in accordance with Section 7 of his employment contract, and was conducted by members of the Review Committee being, the Mayor and Councillors Baker, English and Lord.

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

PART 1 – MANAGERIAL OBJECTIVES

This part deals with the day to day management responsibilities.

PART 2 – SPECIFIC PROJECTS

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

PART 3 – PERSONAL LEADERSHIP BEHAVIOURS

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

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

In accordance with Clause 8.5 of Mr. Smith's employment contract, he is entitled to an automatic increase equivalent to any percentage increase determined by the Statutory and Other Officers Remuneration Tribunal (SOORT). However, for this financial year there was no increase.

Clause 8.3 of the contract also allows council to determine a further increase subject to his performance and while Mr. Smith has often been worthy of an additional bonus, this is something he has forgone for several years as his part in securing the financial sustainability of Council.

The Review Committee was made aware of two (2) recent remuneration surveys conducted by LGNSW and McArthur Management. Both surveys showed that the TRP for the general manager's position at Bland Shire Council was well below the average for a medium size rural council, both across NSW as well as for the Riverina Region.

Consequently, in order to at least compare with the lower average TRP for a medium size rural council, the Review Committee were supportive of a 2.8% increase in the Bland Shire Council General Manager's TRP. This will also assist in benchmarking a realistic TRP for recruitment of new general manager following Mr. Smith's planned retirement in July 2022.

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

Recommendation:

That the General Manager, Mr. Ray Smith PSM is congratulated on his successful and positive annual performance review and that a 2.8% increase in his Total Remuneration Package is approved, effective from the 17 May 2021, being the anniversary of his commencement date with Council.

7.0 REPORTS OF COMMITTEES

8.0 REPORTS TO COUNCIL

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Section 2 – Corporate & Community Services

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Section 3 – Technical Services

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Section 4 - Reports for Information

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9.0 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

10.0 CONFIDENTIAL MATTERS

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

10.1 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,

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

11.0 CONCLUSION OF THE MEETING

REPORTS OF COMMITTEES



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

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

Committee	Date/s	Minutes attached
Australia Day Awards Committee of the Whole <i>(Whole Council)</i>	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>	24 th March 2021 30 th June 2021	
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Baker)</i>	21 st April 2021 30 th June 2021	✓
Community Reference Group <i>(Whole Council)</i>	8 th June 2021	
Country Mayors Association of NSW <i>(Mayor Monaghan)</i>	28 th May 2021	✓
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Monaghan, Cr Thomas - alternate)</i>	2 nd June 2021	
Goldenfields Water County Council Board <i>(Cr McGlynn)</i>	24 th June 2021	
Audit, Risk & Improvement Committee	July 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>	13 th May 2021	✓
NSW Association of Mining & Energy Related Councils (MERC) <i>(Cr McGlynn, Cr Thomas - alternate)</i>	20 th /21 st May 2021	✓
NSW Public Libraries Association <i>(Cr Wyse)</i>	27 th May 2021	✓
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Monaghan)</i>	21 st May 2021	
Riverina Joint Organisation <i>(Mayor Monaghan)</i>		
Riverina Regional Library Advisory Committee <i>(Cr Wyse)</i>		

Recommendation:

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



BUSH FIRE MANAGEMENT COMMITTEE MEETING

Meeting:	Bland Temora Zone Bush Fire Management Committee
Convened by:	David Robinson
Attendees:	Brogan Murrie – RFS BTZ, David Robinson – RFS BTZ, David Jones – RFS ACSW, Trevor Penfold – RFS Group Captain, Paula Gilchrist – Crown Lands, Greg Mathews – Fire & Rescue, Andrew Carter – Aboriginal Land Council, Bart Challacombe – Crown Lands, Alex Dahlenburg – Temora Shire Council,
Attendees – Via Microsoft Teams:	Stephen Campbell – Forestry Corp, Andrew Holmes – Roads & Maritime Services & Angela Lewis – National Parks
Location:	Temora Fire Control Centre, 106 Vesper Street, Temora NSW 2666
Date and time:	10:00am Wednesday 21 st April 2021
Apologies:	Steve Holden - RFS Zone Manager, Andrew Ryabovitch – Police, Garry Lavelle & Elizabeth Smith – Temora Shire Council, Will Marsh – Bland Shire Council, Jeff Gould – Group Captain, Michael Van den Bout & Nick Beattie – Fire & Rescue, Mark Jenkinson – John Holland Rail, Robin Mares - National Parks
Minutes by:	Cheryl Noble

1. Apologies

Trevor Penfold welcomed everyone to today's BFMC Meeting and asked if there were any apologies. These were noted in the minutes. (See above)

David Robinson stated that he was pleased to see such a good attendance and thanked everyone who attended as well as those who joined us via Microsoft Teams.

2. Business arising from previous Meeting

There was no business arising from the previous BFMC Meeting from 24th March 2021.

3. End of 2020 -2021 Fire Season

David Robinson apologised for cancelling the last BFMC Meeting on 24th March 2021 due to severe flooding around the district. The meeting was rescheduled for today.

Due to the rescheduling David had to contact the BFMC Members seeking their approval to end the fire season in Bland Temora Zone. It was agreed to end the fire season on 31st March 2021. David thanked everyone for their assistance.

4. BTZ Bush Fire Risk Management Plan (BFRMP) approval

David Robinson advised that the Bush Fire Management Plan was sent through to the Bush Fire Co-ordination Committee (BFCC) early February 2021, this has now been signed off and a copy of the BTZ BFRMP is now available on the RFS public website. The next BFRMP for BTZ will not be due until August 2022. When ready we will run through the process and assist the agencies with assessing the risks.

<https://www.rfs.nsw.gov.au/plan-and-prepare/know-your-risk/bush-fire-risk-management-plans>

5. Ongoing review of Risk Register Treatments

David Robinson reminded the agencies of the importance of reviewing works from the Treatment Register, as the treatments may change and you need to ensure that these risks are mitigated. The RFS may be able to assist by engaging the RFS State Mitigation Crew with these treatments.

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

David Robinson asked committee members if they had all received a copy of the Fire Trail Plan. There is funding available to assist with the upgrade of the strategic fire trails. Some of the agencies are working in this field at present. The majority of our strategic fire trails are on agency managed land.

David Jones said the funding has been available since November 2020. All agencies have the opportunity to put in for funding in the portal, and Soil Conservation can then scope and quote for works to get these fire trails up to the standard. If you have any questions on this matter please contact David Robinson and he can assist you with this. The portal is available all year round and applications are reviewed on a monthly basis. Soil Conservation Service can also project Manage the works. David encouraged all agencies to get the fire trails up to FAFT certified trail standard.

Angela Lewis agreed that the FAFT Plan is a high priority. They have had some staffing issues which was a concern, however now have more staff coming on board. The staff at Dubbo deal with the FAFT Project and will be providing assistance and hope to get started on this shortly.

Stephen Campbell does not believe they have adequate staff at the moment to get this up and running.

David Robinson suggested that RFS could possibly look at having RFS State Mitigation to assist with some of the minor works.

7. Review of the Zone Community Protection Plans (CPP's)

David Robinson informed the committee that we currently have two Community Protection Plans in process.

- Weethalle Village – Still need to do a second community meeting to confirm Mapping.
- Barmedman Village – Need to hold a community meeting.

The staff from Batemans Bay who assist us with the Community Protection Plans have been held up with the 2019-2020 fire season and David intends to get these two CPP's completed in this financial year if possible.

8. Agencies 2021 Hazard Reduction Proposals

Angela Lewis – National Parks

Ingalba Nature Reserve has low fuel loads and still moist after all the recent rain. Angela does not believe that they will be able to burn this year and will be continuing with their general maintenance. Will be looking at burning further down south.

Stephen Campbell – Forest Corporation

Have been grazing in some of the Forests to reduce fuel loads. Currently harvesting timber from Corringle State Forest and starting Jingerangle State Forest. Intent is to harvest Clear Ridge Forest in the next couple of years.

Andrew Holmes – Roads & Maritime Services

RMS are continuing with routine slashing and spraying for 2 1/2 – 3 metres wide on the roadside shoulders.

Paula Gilchrist – Crown Lands - Temora

Paula supplied a copy of her Agency Report to the BFMC prior to the meeting (*Copy attached*) Crown Lands have completed their Asset Protection Zone (APZ) Hazard Reduction Programs at Ariaiah Park Village, Temora Village, Reefton Village & Springdale Village. They also undertook Aerial Fire Trail Inspections within Bland and Temora BFMC Area, late October and early November 2020. Paula placed an application for funding 2021-2022 for maintenance work for Reefton Fire Trail along with a program to fence the reserve.

Bart Challacombe - Crown Lands – Bland

When using the new BPED Tool Bart found that a lot of the APZ in Bland came back to a 2 meter strip. David Jones advised that these would need Review of Environmental Factors (REF) for funding to support the works.

9. Additional BFMC Meeting to be held in June/July annually

David Jones suggest whilst at present BTZ conduct two meetings annually, he would encourage a us to hold a midyear meeting, for the committee to touch base on the upcoming fire season, identifying and planning works. However at the end of the day it is a committee decision.

David Robinson said currently we hold two meeting each year one in March and September. Dave would like to see that we hold a mid-year meeting. We can continue to invite members via MS Teams. Paula Gilchrist believed that this is a good idea and would provide support for the agencies with responsibilities for fire trails.

David Jones believes that this would be a good opportunity to review the Section 52 Plan in readiness for the upcoming fire season.

Stephen Campbell is happy to have an additional meeting and requested that we continue to invite agencies by MS Teams.

Andrew Holmes is happy to attend by MS Teams.

Angela Lewis finds joining the meeting by MS Teams beneficial.

MOTION: Bland Temora Zone – Bush Fire Management Committee to hold an additional meeting in June or July each year.

Moved by Paula Gilchrist and seconded by Brogan Murrie. CARRIED.

The next BFMC Meeting will be convened on Wednesday 30th June 2021.

10. Update on Bped Tool for APZ Assessment June/July – Paula Gilchrist

Paula Gilchrist cancelled the BPED Demonstration for today's meeting as the BPED tool will not be required until the 2024 assessments.

General Business

Andrew Holmes would like to ensure that he received an invitation to the next BFMC Meeting via MS Teams.

Stephen Campbell advised that he has now received a new radio system that he can use within an IMT. Also Forestry Corp have a new system called Aratech to identify fires. This system will also notify him via email if there is a fire.

Paula Gilchrist asked what the date is for the new Guardian System rollout to agencies.

David Jones said he has not received any information on that at this stage.

Greg Matthews advised that he is still trying to get people use to permits in town limits. There is still a lot of fuel around and has been trying to educate people.

Trevor Penfold would like to notify the committee members that Steve Holden will be retiring as the Bland Temora Zone Manager on 9th July 2021.

David Robinson also advised that Jonty Bruce the newly appointed District Coordinator for Bland Temora Zone has now resigned from his position.

David Jones said that Area Command has already started the recruitment process to try and fill these positions.

Brogan Murrie asked the agencies if they receive notice from neighbouring land managers when they are going to carry out any burning.

- Stephen Campbell from Forestry Corp does not receive a lot of notifications and in Guardian System he is unable to see the location addresses, only the latitude and longitude. This may change when he has full access into the Guardian System.
- Angela Lewis said they don't receive many notifications from neighbouring landowners when they are going to burn.

David Robinson informed the committee that Bland Temora Zone had a total of 185 Fire Permits this fire season (113 in Bland and 72 in Temora). During this period we only had one escape burn and with the high fuel loading and a large amount of stubble this year, it is a great outcome. We will continue to encourage the landowners to notify us of their intention to burn and how to put their Notification to Burn into Guardian.

Alex Dahlenburg advised Temora Shire Council are now set up on the RFS Heavy Plant Register and asked if there were any other operators in Temora on the Heavy Plant Register.

Brogan Murrie informed Alex that we have been working towards getting additional contractors set up on the Register.

Meeting Closed: 11:17am



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 28 MAY 2021 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.35 a.m.

1. ATTENDANCE:

Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Ms Rebecca Ryan, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr Bruce Hutcheon, Deputy Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Coonamble Shire Council, Cr Allan Karanouh, Mayor
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager
Cowra Shire Council, Cr Bill West, Mayor
Cowra Shire Council, Mr Paul Devery, General Manager
Dubbo Regional Council, Mr Dean Frost, CEO
Dungog Shire Council, Cr John Connors, Mayor
Dungog Shire Council, Mr Gareth Curtis, General Manager
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Griffith City Council, Cr John Dal Broi, Mayor
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hay Shire Council, Cr Jenny Dwyer, Mayor
Hilltops Council, Cr Brian Ingram, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager

Kiama Municipal Council, Cr Mark Honey, Mayor
Kiama Municipal Council, Mr Mike Dowd, Acting General Manager
Kyogle Council, Cr Danielle Mulholland, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Paul Maytom, Mayor
Leeton Shire Council, Cr George Weston, Deputy Mayor
Lithgow City Council, Cr Ray Thompson, Mayor
Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Terry Dodds, CEO
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrabri Shire Council, Cr Cameron Staines, Deputy Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Parkes Shire Council, Mr Kent Boyd, General Manager
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Stephen Dunshea, CEO
Singleton Council, Cr Sue Moore, Mayor
Tamworth Regional Council, Cr Col Murray, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Ms Elizabeth Smith, Director Administration and Finance
Tenterfield Shire Council, Cr Peter Petty, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Uralla Shire Council, Ms Kate Jessep, General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Chris Weber, Acting General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
LGNSW, Cr Linda Scott, President
LGNSW, Mr Scott Phillips, CEO
Canberra Regional Joint Organisation, Kalina Koloff, CEO
Central NSW Joint Organisation, Jenny Bennett, Executive Officer

APOLOGIES:

As submitted

SPECIAL GUESTS:

Hon Melinda Pavey MP, Minister for Water, Property and Housing
Mr Shane Fitzsimmons, Commissioner, Resilience NSW

The Chairman Cr Ken Keith thanked members of the Executive for their input into the agenda and thanked member councils for their feedback to the issues of importance

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 5 March 2021 be accepted as a true and accurate record (Tenterfield Shire Council / Leeton Shire Council).

3. Matters Arising from the Minutes

State Governments commitment to roads

4. CORRESPONDENCE

Outward

(a) The Hon Scott Morrison MP, Prime Minister, Re the removal of Part 1, Section 6, of the Local Government Assistance Act 1995

(b) The Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government, Re the removal of Part 1, Section 6, of the Local Government Assistance Act 1995

(c) Cr Linda Scott, President, Local Government NSW, Re the removal of Part 1, Section 6, of the Local Government Assistance Act 1995

(d) The Chief Executive, Australian Local Government Association, Re the removal of Part 1, Section 6, of the Local Government Assistance Act 1995

(e) the Chairperson, NSW Local Government Grants Commission, Re the removal of Part 1, Section 6, of the Local Government Assistance Act 1995

(f) Hon Brad Hazard MP, Minister for Health and Medical Research, opposing the establishment of COVID quarantine accommodation in rural areas

(g) Cr John Medcalf OAM, Mayor, Lachlan Shire Council, advising that Lachlan Shire Council had been admitted as a member of the Country Mayors Association

(h) The Hon Brad Hazzard MP, Minister for Health and Medical Research, thanking him for his presentation to the 6 March meeting

(i) Mr David Salisbury, Executive Manager Engineering, Essential Energy, thanking him for his presentation to the 6 March meeting

(j) The Hon David Elliott, Minister for Police and Emergency Services, regarding significant increases in contributions for emergency services payable by councils

(k) The Hon Shelley Hancock MP, Minister for Local Government, regarding significant increases in contributions for emergency services payable by councils

(l) Mr Scott Phillips, Chief Executive, Local Government NSW, regarding lead organisations for the identified rural council issues

(m) letter Councillor Ben Shield, Dubbo City Council, sending sincere best wishes

Inward

(a) Cr Linda Scott, President, LGNSW, regarding Financial Assistance Grants

(b) Cr Linda Scott, President, LGNSW, regarding council costs to support health professionals and services in regional, rural and remote areas

NOTED

5. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Shoalhaven City Council / Moree Plains Shire Council)

6. Cr Linda Scott, President, LGNSW

Cr Scott outlined the current situation regarding the Emergency Services Levy that was passed by both Houses of Parliament allowing the levy to be shown as a separate item on the rate notice and not be part of the allowable rate increase and the notice forwarded to councils by the Office of Local Government telling councils not to act on the legislation

RESOLVED (1) That the Country Mayors Association make representations to the State Government to reconsider their decision not to pay to the Environmental Services Levy or have it separated on the rate notice as councils are conflicted as Parliament has legislated the changes but the Office of Local Government are advising councils not to act on the legislative change

(2) That until the matter is resolved member councils are asked to consider not paying the increased levy (Tenterfield Shire Council / Moree Plains Shire Council)

A report has been submitted by Cr Scott addressing advocacy wins, opportunities for collaboration, upcoming events and submissions (Copy Attached)

7. Priority Issues Health and Water Responses

NOTED

8. Report from Gunnedah Shire Council on Health Services

RESOLVED That the NSW Country Mayors Association calls on the Federal Government to:

- 1 Formally acknowledge that Rural and Remote NSW Local Government areas are being seriously disadvantaged due to the critical lack of General Practitioners.

- 2 Increase the Medicare payments to General Practitioners who choose to practice in the Rural and Remote regions of NSW.
- 3 Reduce the Medicare payments to General Practitioners practicing in Metropolitan areas to offset the increased expenditure in Rural and Remote NSW. (Kyogle Council / Forbes Shire Council)

RESOLVED That the NSW Country Mayors Association calls on the NSW Government to establish a new Ministry called the Ministry of Regional and Rural Health with responsibility for driving urgent improvements to Health services in Regional, Rural and Remote NSW. (Forbes Shire Council / Kyogle Council)

9. Report from Eurobodalla Shire Council on Water Security
Report withdrawn by Eurobodalla Shire Council

10. Executive Report Re Tele Health

RESOLVED That the NSW Country Mayors Association calls on the NSW Government to

- 1 Enhance technological capabilities, enabling tele-health approaches for general and specialist service provision
- 2 Commit to funding “Tele-Health” in Rural and Remote communities throughout NSW as an additional service and commit that “Tele-Health” services will not be used to replace doctors in rural communities. (Temora Shire Council / Kyogle Council)

11. Executive Report Re Mental Health

RESOLVED That the NSW Country Mayors Association calls on the Federal Government to:

- 1 Increase funding to Regional, Rural and Remote communities that have a evidence-based need for provision of suitable detoxification and rehabilitation facilities.
- 2 Increase funding to support Mental Health facilities and Allied Health clinicians in Regional, Rural and Remote communities. (Uralla Shire Council / Forbes Shire Council)

12. Report from Oberon Council Re Patient Transport

RESOLVED

- 1 That NSWCMA support improved Patient Transport options in Rural and Remote NSW and make representation to both NSW Health and the Federal Health Minister to simplify and improve the processes around Patient Transport to deliver more equitable outcomes.
- 2 That NSWCMA support and make representation that Patient Transport Services in Rural and Remote areas needs to be adequately funded. (Oberon Shire Council / Forbes Shire Council)

13 Executive Report Re Incentive Scheme for Training, Support and Mentoring of Health Care Professionals in Rural NSW

RESOLVED That the NSW Country Mayors Association calls on the Federal Government to:

- 1 Reverse the 2019 decision to reduce the “*Skilled Migration Program’s*”, number of overseas trained doctors entering Australia until Regional, Rural and Remote NSW are serviced by adequate levels of medical professionals.
- 2 Appoint an independent suitable qualified third party to conduct a comprehensive review of the Commonwealth’s “*Workforce Incentive Program*”.
- 3 Once endorsed, call on the NSW Government to implement all recommendations from the upper house enquiry into “Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW. (Kempsey Shire Council / Kyogle Council)

14. Executive Report Support for Local Water Utilities

RESOLVED That the NSW Country Mayors Association calls on the NSW Government to:

- 1 Engage with Local Government including the network of thirteen (13) Joint Organisations across NSW to support Local Water Utilities and provide a strategic, evidence-based approach to address water security and the investment in infrastructure required to underpin economic development in regional NSW Including;
 - (a) Regional pipe network systems
 - (b) Regional Water Storages
 - (c) Clear and affordable funding pathways to ensure equity
 - (d) Investment in contemporary surface and groundwater real-time monitoring and modelling and make that modelling accessible to Local Government.
 - (e) Streamline regulations in relation to recycled water reuse.
 - (f) Advocate to the NSW Government to waive NSW Government costs associated with essential water infrastructure (such as access to crown land, state forests, and biodiversity offsets).
 - (g) Develop a Memorandum of Understanding between local government water/wastewater utilities and government agencies outlining responsibilities and service level agreements.
- 2 Establish a multi-agency committee including local government with sufficient delegation to both optimise and monitor the delivery of the Regional Water Strategies and enable a more effective response to emergencies and drought

- 3 Develop accredited training programs for skill development and quality assurance of municipal water and wastewater treatment personnel.(Tenterfield Shire Council / Uralla Shire Council)

15. National Resources Access Regulator

RESOLVED That the Country Mayors Association work on relationships between Councils and the National Resources Access Regulator and invite both a senior Executive and a Board member to attend the next meeting of the Country Mayors Association (Moree Plains Shire Council / Leeton Shire Council)

16. Executive Report Re Australian Government Investment for Water Supplies

RESOLVED That the NSW Country Mayors Association:

- 1 Advocate to the Australian Government for a whole of government approach (three tiers) to major regional bulk water security initiatives.
- 2 Advocate to the Australian Government to increase their funding and involvement in the provision of secure bulk water supply projects for towns and cities across regional Australia.(Tenterfield Shire Council / Forbes Shire Council)

17. Hon Melinda Pavey MP, Minister for Water, Property and Housing

Keeping Crown Land cemetery costs down is a priority as currently NSW costs are double that of Victoria. The Government is trying to get tenants to purchase aboriginal housing as it would be far cheaper for them than paying rent. The Housing 2041 Strategy has been released which deals with supply and mixture of supply. If Councils have crown land that can be developed as housing please let the Minister know. There is a Safe and Secure Water Program and a Risk Development Program. There needs to be more information on flood mitigation as there is going to be stronger growth in rural NSW

18. Mr Shane Fitzsimmons, Commissioner, Resilience NSW

There has been damage to over 50 Local Government areas in the past 18 months. On the 1 May 2020 Resilience NSW was established with a mandate to transform whole of government action to emergency situations which is married to Inquiries that government needs to do better. Resilience is very much about coordinating resources. Resilience NSW has established six locations around the State and senior staff positions are in the process of being filled. Urgent attention is being given to compounding disasters such as fire, drought and flood. The March floods affected 63 Local Government areas and natural disasters were declared in 61 of those. Progress better funding is being introduced so that infrastructure is not just replaced but the replacement addresses the future requirements. Resilience NSW wants to partner closely with Local Government to develop a Resilience Strategy making sure there is no duplication

19. Day Light Saving

RESOLVED That the Country Mayors Association write to the Minister for Justice requesting that day light saving be reduced to four months of the year starting on the first weekend in November and finishing in the last weekend in February to be implemented no later than November 2021.(Lachlan Shire Council / Temora Shire Council)

20. Animal Welfare Cats and Dogs

RESOLVED That the NSW Country Mayors Association call on the NSW Government to act as a matter of urgency to:

- 1 Update the regulations in relation to the NSW Animal Welfare Code of Practice for breeding dogs and cats that applies to establishing and operating the Dog Breeding Facilities in NSW
- 2 Apply best practice standards to the New Code of Practice that aligns with the Victorian regulations acknowledging that the lack of proactive cross-border collaboration on legislative reforms in NSW/VIC is now legally forcing Riverine NSW local governments to approve large scale dog breeding facilities in accordance with the NSW planning system.(Murray River Council / Hilltops Council)

21. Short Term Accommodation Shortages and Homelessness

RESOLVED That the Country Mayors Association

- 1 declares that our respective councils are experiencing a housing crisis in respect of housing availability, social housing availability and general affordability across our communities
- 2 requests that the LGNSW conference take the issue up as one of importance for action
- 3 calls on the Federal Government to create a National Housing Plan that can support the work of local councils

22 National Water Quality Management Strategy

RESOLVED That the NSW Country Mayors Association calls on the Australian, State and Territory Governments to mandate their nationally agreed policy framework within the Australian Government's National Water Quality Management Strategy, so that all Australian governments and other industries, organisations and institutions effectively manage the quality and supply of water that is fit for purpose.(Hay Shire Council /Tenterfield Shire Council)

23 Murray Darling Basin

RESOLVED That the NSW Country Mayors Association calls on the NSW Government:

- 1 To engage an independent authority to prepare a public report detailing:
 - (a) The current river monitoring performed in the Murray-Darling Basin, its distribution and data accuracy and timeliness.
 - (b) The benefits of a basin-wide consistent approach to enhanced and comprehensive river monitoring data, and its opportunities and challenges.
- 2 Following the outcomes of the report to initiate and install competent river monitoring infrastructure and programs to provide enhanced river data and analysis to support water managers improve water policy, planning, management and operations to improve and maintain water quality and supply in the Murray-Darling Basin.(Hay Shire Council / Leeton Shire Council)

There being no further business the meeting closed at 12.31pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW



NEWELL HIGHWAY TASKFORCE COMMITTEE MEETING

MINUTES

**Minutes of the
Newell Highway Taskforce Committee held
on Thursday 13 May 2021 at 10am at
Committee Room, Parliament House, Canberra**

1 WELCOME, APOLOGIES & ATTENDANCE

Attendees name	Organisation
Cr Ken Keith OAM (Chair)	Mayor, Parkes Shire Council
Cr Tony Lord (Vice Chair)	Councillor, Bland Shire Council
The Hon Michael McCormack MP	Deputy Prime Minister
Cr Dennis Todd	Mayor, Warrumbungle Shire Council
Cr Craig Davies	Mayor, Narromine Shire Council
Cr Vicki Etheridge	Councillor, Dubbo Regional Council
Cr Ruth McRae	Mayor, Murrumbidgee Council
Cr Robert Black	Councillor, Murrumbidgee Council
Cr Chris Roylance	Councillor, Forbes Shire Council
Alistair Lunn	Director, Transport for NSW
Cathy Milfull	Director, Regional NSW and ACT
Robyn Legg	Assistant Secretary, NSW ACT & Targeted Roads
John Morris	Regional NSW High Productivity Road Transport Alliance Coordinator
John Scarce	General Manager, Murrumbidgee Council
Apoloiges	Organisation
Cr Doug Batten	Mayor, Gilgandra Shire Council
Cr Kevin Morris	Councillor, Narrandera Shire Council
Marie Wyatt	Secretary, Parkes Shire Council
Shane Wilson	Deputy General Manager, Narrandera Council
Kevin Tighe	Director Technical Services, Warrumbungle Shire Council
Rod Hannifey	Heavy Vehicle Driver Representative
Lila Fisher	Project & Development Manager, Moree Plains Shire Council
Alan Magill	Vice Chairman, National Roads
Warren Clarke	CEO of NatRoad
Kelly Hendry	Destination Development Manager, Parkes Shire Council

That the apologies be received and noted.

Moved Craig Davies, **seconded** John Morris

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the last Committee meeting held on 9 February 2021 be confirmed as true and accurate.

Moved Dennis Todd, **seconded** Tony Lord

Carried

3. MATTERS ARISING FROM THE MINUTES

Discussion on the flooding at West Wyalong, studies and consultation progressing.

The Grade Separation for the Inland Rail. Methodology has been developed and priority for current budget \$187M will be done for first four (4). Additional funding yet to be decided for future.

Length of Overtaking Lane Signs to be displayed at the start of the overtaking lane, as suggested by Rod Hannifey.

Alistair Lunn is currently looking at rolling out these 'add on' signs.

4. DECLARATIONS OF INTEREST

Nil

5. OUTWARDS CORRESPONDENCE

Executive Summary

The following outwards correspondence relates to the NHTF.

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved Chris Roylance, **seconded** Ruth McRae

Carried

6. INWARDS CORRESPONDENCE

Executive Summary

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

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved Chris Roylance, **seconded** Ruth McRae

Carried

7 AGENDA ITEMS

7.1 Address by The Hon Michael McCormack MP, Deputy Prime Minister

Michael gave the meeting a rundown on Tuesdays Budget.

\$100M to \$250M going to Regional Funding.

He said 819 of the 910 Covid deaths in Victoria were in aged care facilities.

Michael also said the Covid 19 Pandemic will have repercussions for many years to come, especially in Australia, down to the way we live our day-to-day lives, socialising outside our homes etc. Our whole way-of-life.

Repercussions will also include the Federal Government spending, Travel overseas, trade relations etc

Michael also said Australia had a 90,000 backpacker worker shortage. There are many 'lost opportunities' such as fruit rotting on trees etc.

Craig Davies commented that there is a huge lack of skilled and un-skilled labour in Regional NSW. Craig said there are 400 unfilled positions in the Narromine area alone.

Michael was saying the Inland Rail budget has gone from \$9.3B to \$15B due to 'grade separation' considerations, amongst other cost increases, corridor width will be narrowed down to the 60m width so that eases the consultation issues.

The inland rail map for the Narromine to Narrabri section is now available.

The Chair then thanked the Deputy Prime Minister and his staff for their time and for organising the room in Parliament House for the Newell Highway Taskforce Committee meeting.

7.2 DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT AND COMMUNICATIONS

Executive Summary

Cathy Milfull, Director, NSW & ACT Infrastructure Investment, Department of Infrastructure gave an update on current projects.

1. Progress with Commonwealth funding infrastructure projects
 - Upgrades to the Toowoomba to Seymour Corridor under the Roads of Strategic Importance (ROSI) initiative (\$300M in AG funding)
 - 11 new corridor projects included in 2021 - 2022 Budget
 - \$71M in AG funding towards seven (7) Council projects including the Moree Intermodal Overpass (\$35.2M)
 - \$120M in AG funding committed towards four (4) new Transport for NSW projects including upgrades to Hargraves Lane and Federation Street (\$32M)
 - Mungle Back to Boggabilla Stage 2
 - Open to traffic on 13 April 2021
 - Builds on 18km section upgraded under Stage 1
 - Total of 27km
 - New road pavements, 3.5m lanes, widening and two (2) new overtaking lanes
 - Tooraweenah Road Upgrade
 - Still in planning
 - Construction expected to start in late 2021
 - Upgrade 31.4km of road and seal 25.4km
 - What's next under ROSI?
 - Limited remaining funding currently available, approximately \$5M AG and \$30,000 NSW
 - Planning a further review of projects previously submitted by Councils/ JOs
 - Keen to have a pipeline ready to go when further funding is made available
 - Will continue to prioritise and recommend projects as appropriate
 - Keen to look at projects at the southern end of the corridor

- Newell Highway Upgrade Program (\$591.6M in AG funding)
 - Four (4) 2020 - 2021 Budget projects underway
 - \$591.6M in AG funding committed towards four (4) new Transport for NSW projects including the Parkes bypass (\$149.7M) and Dubbo Bridge (\$176.2M)
- Grade Separating Interfaces Project (\$187.5M in AG funding)
 - Australian and NSW governments are jointly investing \$187.5M towards this project which will deliver priority grade separations along the Inland Rail alignment, improving road safety, accessibility and network reliability
 - A methodology to prioritise grade separation locations has been developed between Transport of NSW and the Department
 - Twenty two (22) locations were identified with four (4) to be delivered under the current funding allocation
 - Transport for NSW are developing a Project Proposal report for the development and delivery phases so that release of initial funding can be considered for these projects
 - Construction is expected to start in 2022 - 2023
 - Highest priority locations are:
 - Olympic Highway (Harris Gates) within the brownfield Albury to Illabo project
 - Newell Highway in Tichborne within the brownfield Stockinbingal to Parkes project
 - Castlereagh Highway in Cuban within the greenfield Narromine to Narrabri project (N2N)
 - Tomingley Road in Narromine within the greenfield Narromine to Narrabri project (N2N)

2. Engaging with the Department on Newell Highway initiatives.

- The Department will consider future funding for projects that are prioritised by the NSW government under the Infrastructure Investment Project
- Also keen to hear from Councils on future ideas for ROSI so that we have a pipeline ready to go when further funding becomes available
- Regional NSW and ACT team staff hope to do some travel in the region in July/ August 2021 and are happy to arrange a time to meet with Councils to better understand current local priorities
- Design matters are questions for Transport for SNW eg centre line separation issue

Comments: Craig Davies asked has the Federal Government committed to a 'grade separation' for the Inland Rail on the Tomingley to Narromine Rd, the Narromine to Dubbo Road and the Narromine to Eumungerie Road?

There are 900 vehicle movements a day from Tomingley to Eumungerie, of which 370 are trucks.

Alistair Lunn said they were still in the 'consideration' mode in view of available funding.

(Note: There are 5,000 movements a day on the Newell Highway)

Cathy and Robyn left the meeting to attend to other post Budget meetings and were thanked for their presentation.

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved Ruth McRae, **seconded** Dennis Todd

Carried

7.3 TRANSPORT FOR NSW PRESENTATION

Executive Summary

Alistair Lunn Director West, Transport for NSW and Anthony Hayes Executive Director Community and Place, Transport for NSW gave an update on current projects

1. West Wyalong to Forbes Flood Immunity
 - Preliminary Environment Investigation is now complete and the next stage of the project is strategic and concept design
 - This stage of design will include field and data collection, flood modelling and analysing, road design and estimating, environmental assessment and extensive consultation with nearby landholders and key stakeholders
2. Grade Separation ROSI funding
 - The first four (4) sites for Inland Rail Grade separation has been consulted on and agreed and will include Tichborne between Forbes and Parkes on the Newell Highway.
 - ROSI announcements supporting access to and from the Newell.
3. Parkes bypass
 - A pre tender meeting was held on Tuesday 20 April 2021 with five pre-qualified contractors in attendance
 - Award late 2021
 - An industry forum was also held on Tuesday 20 April 2021 with over 100 local business owners in attendance. The forum was an opportunity for local businesses to network with potential tenderers.
 - Early works are well advanced including a high-pressure gas protection slab, a boundary, electricity relocation packages, optic fibres relocations are still progressing well and a third of four local road packages in partnership with Parkes Shire Council.

4. Newell Highway Program Alliance
 - The Joint NSW and Australian Government funded program will result in about 60kms of new overtaking lanes with a time saving of 33 minutes from the Victorian border to the Queensland border
 - To date, seventeen (17) overtaking lanes have been built with another six (6) in construction and seventeen (17) in planning
 - Overtaking lanes and extra safety works will not have a wide centre lines and audio tactile line marking through Road Safety Program.
5. Newell Highway Mitchell Highway Intersection Upgrade
 - Major improvements to safety and connectivity as well as network efficiency
 - Project is joint funded between the State and Australian government
 - Will be completed in late 2021 and is currently ahead of schedule
6. New Dubbo Bridge
 - Project is in the detailed design phase
 - Geotechnical drilling for the design is underway for the bridge
 - Major construction will commence in 2022
 - Design recently reviewed the levels of the road along the Macquarie river to reduce levels
 - Looking at options for a low level pedestrian bridge to link to new walking tracks
7. Coonabarabran bypass
 - The Review of Environmental Factors (REF) for the Newell Highway Upgrade at Coonabarabran was on display from 30 November 2020 to 29 January 2021
 - The REF is due to be determined along with publication of Submissions and Community Consultation reports in mid 2021
 - Ongoing conversations with landowners, a number are expected to submit hardship applications once on the LEP
 - The intersection of the Newell Oxley which is a joint State and Federally funded will be Stage 1
8. Heavy Duty Pavement
 - The Australian government has committed \$205.73M and the NSW government has committed the remaining \$51.44M towards the \$257M Heavy Duty Pavement Upgrade (HDPU) project under the Newell Highway Upgrade program
 - Newell Highway Narrabri to Moree Heavy Duty Pavement Upgrade Project Stage 1
 - 27.5km in four separate sections between Narrabri and Moree Tender advertising mid 2021, construction to start early 2022 and completion in 2025
 - Five (5) new overtaking lanes and two (2) new Heavy Vehicle rest areas

9. Mungle Back Creek to Boggabilla

- The Mungle Back Creek to Boggabilla Newell Highway Upgrade Project has been referred to by the local Aboriginal community as a success for local engagement and a blueprint for future project teams
- Final project expenditure on Aboriginal businesses of \$3.544M or 2.34% achieved \$1.268M or 0.84% more expenditure than the minimum project targets. Many local indigenous have gained training and skills leading to future construction jobs.
- The project has left a positive legacy on the local community

The support by Transpot for NSW was acknowledged and Alistair was thanked for his presentation

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved Ruth McRae, **seconded** Dennis Todd

Carried

7.4 NEWELL HIGHWAY PROMOTIONS COMMITTEE UPDATE

Executive Summary

Tiffany Thornton Acting Chair of the Newell Highway Promotions Committee will give an update on current projects. Still looking for a new Chairman. Cr Chris Roylance agreed to see whether Forces Shire Council Tourism representative could take on the role.

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved Ruth McRae, **seconded** Dennis Todd

Carried

8 GENERAL BUSINESS

Cr Ruth McRae: Recommended that we have a “Premium Communications System” on the Newell Highway and that we write to the appropriate Minister regarding this. There are too many ‘black spots’ on the Newell where there is no communication which is unacceptable in a life-or-death situation.

Cr Ken Keith: Asked what has been done for a “Southern Bypass” at Parkes? Has been there been any planning or funding available for initial consolidation? Alistair clarified that it is still a local road so none at this stage.

John Morris: Asked if any “formal application” been made to Transport for NSW for ‘Planning” and Funding” for a (North-West) “Dubbo Heavy Vehicle Bypass”, outside of the several submissions he has put to the Members for Dubbo, originally the Hon. Troy Grant MP and now Mr Dugald Saunders MP? Most people have seen these ‘submissions’ including the NSW Minister for Regional Transport and Roads, Hon. Paul Toole, MP and Deputy Premier, Hon. John Barilaro MP. Has a formal application been received from the Dubbo Regional Council? Alistair clarified that no formal application has been made to date.

9 NEXT MEETING

The next Newell Highway Taskforce Committee Meeting will be held on Tuesday 10 August 2021 in Coonabarabran at 1pm (in person and on TEAMS).

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 21st MAY 2021 AT SMITHURST THEATRE, CONADILLY ST, GUNNEDAH, NSW.

Present

Cr Peter Shinton	Warrumbungle Shire Council (Chair)
Cr Owen Hasler	Gunnedah Shire Council (Deputy Chair)
Cr Michael Banasik	Wollondilly Shire Council (Deputy Chair)
Cr Katheryn Smith	Mid Coast Council (Ex Committee)
Cr Noel Lowry	Wollondilly Shire Council
Cr Robert Khan	Wollondilly Shire Council
Cr Mark Hall	Lachlan Shire Council
Cr Dom Figliomeni	Wollongong City Council
Cr Jim Nolan	Broken Hill City Council
Cr Rob Hooke	Gunnedah Shire Council
Cr Jarrod Marsden	Cobar Shire Council
Cr Alan Ward	Parkes Shire Council
Heather Nicholls	Cabonne Shire Council
Steve Loane	Forbes Shire Council

In attendance

Greg Lamont, Executive Officer. (Minute Taker)

Speakers

Hon Adam Marshall, Minister for Agriculture & Western NSW
Rohan Boehm, Joint Managing Director, Geni Energy
Emma Stilts, President, Manilla Community Renewable Energy Inc.
Llewellyn Owens, Chief Technical Officer, Providence Asset Group
Rebecca Scrivener, Head Regional Operational Unit, Regulatory Operations
Regional, NSW Environment Protection Authority

1. Meeting Opened by the Chair at 9.10am

2. Acknowledgment of Country by Chair

"I acknowledge the traditional custodians of the land that we meet on today and pay our respects to the Elders past, present & emerging".

3. Welcome address by Deputy Mayor, Gunnedah Shire Council, Cr Rob Hooke

Cr Hooke welcomed delegates to Gunnedah Shire on behalf of Mayor Cr Jamie Chaffey who attended dinner with delegates the evening before and hoping that they would stay a while longer to enjoy the many attractions in the area at their leisure. He thanked Cr Hasler for organising the tour of the Whitehaven Maule's Creek Coal mine, Kurrumbede House and the Gunnedah Solar Farm the day before which was very informative and much appreciated by delegates.

Cr Hooke also pointed out the amount of investment and development that is taking place in the Gunnedah Shire and the potential the Hunter Gas Line, Koala Park, Solar Farm, Mine expansions and current Agribusiness activity will have on future jobs and the local economy.

SUSPENSION OF STANDING ORDERS TO RECEIVE SPEAKERS

OM 13/2021 Resolved (Cr Hasler/Cr Figliomeni) that standing orders be suspended at 9.15am to allow speakers to address delegates and for morning tea if required.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 21st MAY 2021 AT SMITHURST THEATRE, CONADILLY ST, GUNNEDAH, NSW.

RESUMPTION OF STANDING ORDERS

OM 14/2021 Resolved (Cr Lowry/Cr Hall) that standing orders be resumed at 12.05pm to continue the meeting.

4. Apologies.

OM 15/2021 Resolved (Cr Hasler/Heather Nicholls) that the apologies of the following delegates be received and noted:- Cr Scott Ferguson & Rebecca Ryan, Blayney Shire Council; Cr Liz McGlynn, Bland Shire Council; Cr Ian Davison, Cabonne Shire Council; Greg Tory, Lachlan Shire Council; David Henry, Wollondilly Shire Council; Andrew Johns, Gunnedah Shire Council; Cr's Joanne McRae, Reg Kidd & Kevin Duffy, Orange City Council; Dean Frost & Cr Ben Shields, Dubbo Regional Council; Cr Sue Moore, Singleton Council; Cr's Kaylene Irving & Heather Druce plus Gary Woodman, Warren Shire Council; Cr Ian Woodcock OAM & Michael Urquhart, Walgett Shire Council; Cr Jay Suvaal & Cr Bob Pynsent, Cessnock City Council; Peter Vlatko, Cobar Shire Council; Cr Des Kennedy & Brad Cam, Mid Western Regional Council; Cr's Phyllis Miller OAM & Chris Roylance, Forbes Shire Council; Ron Zwicker & Cr Cath Blakey, Wollongong City Council and Adrian Panuccio, Mid Coast Council.

5. Disclosures of Interest.

Nil.

6. Adoption of Minutes of Ordinary Meeting – 27th November 2020

OM 16/2021 Resolved (Cr Lowry/Cr Figliomeni) that the minutes of the Ordinary meeting held on 27th November 2020 be received and noted.

7. Business Arising – Nil

8. Adoption of Minutes of Special General Meeting – 27th November 2020

OM 17/2021 Resolved (Cr Hasler/Cr Nolan) that the minutes of the Special General meeting held on 27th November 2020 be received and noted.

9. Business Arising – Nil

10. Adoption of Minutes of Ordinary Meeting – 26th February 2021

OM 18/2021 Resolved (Cr Nolan/Cr Hasler) that the minutes of the Ordinary meeting held on 26th February 2021 be received and noted.

11. Business Arising – Nil

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 21st MAY 2021 AT SMITHURST THEATRE, CONADILLY ST, GUNNEDAH, NSW.

12. Adoption of the Minutes of the Executive Committee Meeting – 17th May 2021

OM 19/2021 Resolved (Cr Nolan/Cr Hasler) that consideration of the minutes of the Executive Committee meeting held on 17th May 2021 be deferred until after the Executive Officer provides a background verbal report on the items and recommendations.

The Executive Officer went through the items in his report plus the decisions and recommendations from the Executive Committee meeting.

OM 20/2021 Resolved (Cr Hasler/Cr Figliomeni) that the minutes of the Executive Committee meeting held on 17th May 2021 be received and noted with the item on the “next meeting” being further considered in General Business at this meeting.

13. Business Arising – Nil

14. Delegates Reports – Nil.

15. Speakers

(a) Hon Adam Marshall, MP Northern Tablelands, Minister for Agriculture & Minister for Western NSW spoke for at least 45 minutes on:-

- Land Use & Extractive Industries conflicts which were a hot topic years ago, now its Renewable Energy as the hot topic.
- Right to Farm Bill – Darryl Quinlivan is the new Agriculture Commissioner where the successful implementation of the Bill is to be his primary focus.
- Biodiversity Offsets requirements were queried by delegates and a general discussion held.
- Delegates asked the Minister for his response to the questions prepared for his address on Shenhua, Central West Orana REZ name to be Orana REZ (Minister agreed to follow up), the difficulty MERC is having getting Ministers and Senior bureaucrats to address MERC delegates on relevant issues (Minister agreed to follow up if not happening for MERC)

(b) Rohan Boehm – Joint Managing Director, Geni Energy on the establishment of the Virtual Power Plant, Northwest Renewable Energy Precinct & the Community Renewable Energy Project for Walgett Aboriginal Medical Services and how Local Government can get involved and lead by:-

- Revisiting and Updating Energy Policies & Procedures.
- Bring Energy inputs/outputs into a management accounting system to track real costs of energy at your Council.
- Partner with Smart Energy Systems (no cheap solar or using ‘cowboys in the game’) and use Smart Australian technology (local content).

(c) Emma Stilts - President, Manilla Community Renewable Energy Inc. on the Manilla Solar Project with Llewellyn Owens, Chief Technical Officer, Providence Asset Group on the Hydrogen & Battery Storage system developed for the Manilla Solar Project, funded by Minister for Energy & Environment for \$3.5m.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 21st MAY 2021 AT SMITHURST THEATRE, CONADILLY ST, GUNNEDAH, NSW.

- (d) Rebecca Scrivener, Head Regional Operational Unit, Regulatory Operations Regional, NSW Environment Protection Authority outlining the role of the unit, enforcement processes and penalties approach to ensure compliance.

(Slides used by speakers will be forwarded to delegates in due course)

16. General Business

- (a) **Next Meeting – Cr Owen Hasler.** It was agreed that a “face to face” regional meeting be held on 30th July 2021 with Executive Officer to approach Orange City Council to host as they had offered in 2020 and possibly Parkes Shire Council may be another option. If not the Executive Officer to seek expressions of interest from members.
- (b) **Resources for Regions Round 8 – Cr Katheryn Smith.** The Executive Officer to seek clarification from Resources NSW, why a mining affected Council like Mid Coast Council are still not included in the list of 24, when Gloucester Shire Council (before amalgamation) was a mining affected LGA, however now it is amalgamated with non-mining Councils, the new Council doesn't meet the criteria on a whole of Mid Coast Council basis. Can this be addressed in future rounds?
- (c) **Newsletters – Cr Katheryn Smith.** Executive Officer to consider the option of having bi-monthly newsletters.
- (d) **Minister for Planning & Public Places – Cr Michael Banasik.** The Executive Officer respond to the recent reply from the Minister that he was unable to attend the Gunnedah meeting but he is interested in attending a future meeting. The Executive Officer invite the Minister to attend a future meeting of MERC with assistance of Minister Marshall.

OM 21/2021 Resolved (Cr Smith/Cr Hall) that the afore mentioned actions outlined in General Business be undertaken by the Executive Officer as soon as practicable.

17. Next Meeting – See above in General Business (a).

Close – the meeting closed at 1.08pm

The minutes (pages 1-4) were confirmed at a meeting of the Ordinary General Meeting held on the 30th July 2021 and are a concise and accurate record of proceedings of the Ordinary General meeting held on 21st May 2021.

..... Cr Peter Shinton, Chairperson

**MINUTES OF THE SOUTH-WEST ZONE MEETING
RIVERINA REGIONAL LIBRARY ADMINISTRATION CENTRE, WAGGA WAGGA
THURSDAY 27 MAY 2021 AT 10:00AM**

Delegates Attending

Cr Bev Furner	Zac Armistead
Cr Denis Glanville	Claire Campbell
Cr Pam Halliburton	Rina Cannon
Cr Dan Hayes	Camille Cullinan
Cr Rod Kendall	Michelle Head
Cr Tony Reneker	Amy Heap
Cr Margaret Roles	Mylee Joseph
Cr Gaila Smith	Sue Killham
Cr Dallas Tout	Robert Knight
Cr Bronwyn Thomas	Anne Nevins
Cr David Thurley	Janice Ottey
	Karen Tagliapietra
	Karen Wendt
	Camille Cullinan
	Gabrielle Murphy
	Chris Robson

Welcome and Apologies

Cr Dallas Tout welcomed everyone and opened the meeting. Apologies were received from:

Cr Barbara Byron	Alison Balind
Cr John Horton	Adele Casey
Cr Jan Wyse	Penny Howse
	Susan Kane
	Cathy Lange

A motion to accept the apologies was received from Cr Pam Halliburton and seconded by Cr Rod Kendall.

CARRIED

Speakers, Workshops and Presentations

3	Zac Armistead, Digital Engagement Coordinator, Riverina Regional Library, provided a demonstration of the new Libby App for eBooks, eAudiobooks and eMagazines, as well as instruction on how to access relevant loan statistics.
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Reports

4	Confirmation of minutes of previous meeting – 10 September 2020 (Wagga Wagga) The minutes of the previous meeting held on 10 September 2020 were endorsed. There was no business arising from the previous meeting.
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	<p>A motion to endorse the minutes of the previous meeting was received from Anne Nevins and seconded by Cr Pam Halliburton.</p> <p style="text-align: right;">CARRIED</p>
5	<p>State Library of NSW Report Mylee Joseph presented highlights from the State Library of NSW report. See report attached.</p>
6	<p>Public Library Consultative Committee Report The Library Council has recently decided to revise the membership of the PLCC to include 3 public library manager representatives, who will represent small, medium and large public libraries. The NSW Public Libraries Association and Local Government NSW will continue to be represented on the PLCC. Following an EOI process, the following public library managers were appointed for a period of 2 years:</p> <ul style="list-style-type: none"> • Pam Kelly, North Western Library - Warren, representing small libraries (populations below 20,000). • Jody Rodas, Waverley Library, representing medium sized libraries (populations 20,000 to 100,000). • Suzie Gately, Newcastle Region Library, representing large library services (populations over 100,000).
7	<p>Draft South-West Zone Strategic Plan (2022-2027) Robert Knight provided an overview of the draft SWZ Strategic Plan (2022-2027). The draft plan will be distributed to SWZ councillors and library staff for feedback by 30 June 2021, and the final plan will be tabled for adoption at the November 2021 meeting.</p>
8	<p>NSW Public Libraries Association Robert Knight and Cr Dallas Tout provided an update on activities of the NSWPLA. See report attached.</p> <p>NSWPLA Information Booklet NSWPLA has produced an information booklet for prospective and existing Councillors in the lead up to Local Government elections in September 2021. A copy of the booklet will be distributed with the minutes.</p>
9	<p>Notices of Motion and Special Resolutions to the NSWPLA AGM There were no notices of motion or special resolutions tabled for the upcoming NSWPLA AGM.</p>
10	<p>Renew Our Libraries Funding Campaign Phase 2 – Update Cr Dallas Tout provided an update on Phase 2 of the Renew Our Libraries (ROL) funding campaign which is focused on legislating and indexation of the funding to ensure the future of libraries in NSW. The ROL campaign is ramping up with two online sessions, one scheduled for 17 June at 10.30am and a further date yet to be confirmed. The timing of the sessions coincides with the run up to the Local Government elections, to maximise the awareness of current and prospective about the importance of libraries and to garner support for the next phase of ROL leading up to the 2023 State Election.</p>
11	<p>State Funding 2020/2021 Robert Knight provided an update on NSW public library funding. Information is available on the SLNSW website. See reports attached.</p>
12	<p>South West Zone Digital Library Report Zac Armistead provided an update on the South West Zone Digital Library and statistics overview. See reports attached.</p>

13	<p>South West Zone Training and Events Amy Heap provided an update on zone-wide training and events held and future training opportunities. See report attached.</p>
General Business	
14	<p>Digital Health Agency Opportunity Free online digital health training is available to help build the confidence and knowledge of public library staff across the state to support clients to access the My Health Record online portal and to build a greater awareness of consumer health issues.</p> <p>Robert Knight encouraged attendees to participate in the information session being held on 1 June 2021 at 2:00pm. Tickets available here: https://www.eventbrite.com.au/e/digital-health-information-session-tickets-154654625147.</p>
15	<p>Social Worker Placement Wagga Wagga City Library Manager, Claire Campbell, highlighted their partnership with Charles Sturt University to engage a Social Worker placement at the library to support refugees and homeless people in the community.</p>
16	<p>Trove (Karen Tagliapietra) Griffith City Library Manager, Karen Tagliapietra, highlighted the challenges of uploading digitised resources with Trove. Cr Dallas Tout invited Griffith City Library to send correspondence to the South-West Zone Secretary, Robert Knight, for onforwarding to SLNSW.</p>
17	<p>Acknowledgement – Cr Denis Glanville Cr Dallas Tout took the opportunity to acknowledge the contribution of Cr Denis Glanville to the South-West Zone and the broader NSWPLA. Cr Glanville is a councillor on the Berrigan Shire Council and is retiring from local government at the end of the current term of Council in September this year.</p> <p>Serving the people of the Berrigan Shire since 2012, Cr Glanville has been a strong supporter of NSWPLA throughout his time on Council and has been a regular attendee at South-West Zone meetings, SWITCH conferences, and NSWPLA AGMs.</p> <p>On behalf of the South-West Zone we wish Cr Glanville a happy and healthy retirement in Castlemaine.</p>
Upcoming Zone Meetings	
18	<p>SWZ (Librarians) Meetings</p> <ul style="list-style-type: none"> • Wednesday, 29 September 2021 <p>SWZ (Librarians & Councillors) Meetings</p> <ul style="list-style-type: none"> • Thursday, 11 November 2021 <p>Meeting locations and format to be confirmed.</p>
The meeting closed at 11:50am	

A young woman with long brown hair and black-rimmed glasses is sitting cross-legged on a wooden floor in a library. She is holding a large, thick red book open in front of her face, with only her eyes and the top of her head visible. She is wearing a grey and white plaid button-down shirt and blue denim jeans. The background consists of white bookshelves filled with various books.

NSW Public Libraries
Association

**NSW PUBLIC
LIBRARIES
ASSOCIATION
2021**

**The peak body
for public
libraries across
NSW providing
Advocacy,
Network
Opportunities,
Professional
Development,
Collaboration
and
Recognition**

About NSWPLA

NSWPLA is the only state based library association in Australia that was formed by councillors, includes councillors in its executive committee, and has a membership exclusively of councils. 100% of NSW councils are currently members of NSWPLA.

This point of difference provides NSWPLA with a broader political focus, including a strong relationship with Local Government NSW.

The Association depends on councillors for its ongoing prosperity, and strongly encourages the engagement of councils and councillors to support the betterment of the 362 libraries across the state.

The Renew Our Libraries funding campaign in 2018/19 resulted in an additional \$60m funding for NSW libraries over the 4-year period 2019/20–2022/23, the largest single increase in funding for NSW libraries since the introduction of the NSW Library Act in 1939.

Identity

Strengthen the NSWPLA identity so that it projects one voice to our members, stakeholders and communities raising the profile of public libraries across New South Wales.

Advocacy

Our public libraries offer vibrant spaces in which all community members can meet, learn and play. They provide essential community learning and social services to every community in NSW

Connections

Create and facilitate opportunities for our members and stakeholders to collaborate, cooperate, and share experiences, knowledge, and ideas to ensure that NSW libraries have the capacity to meet the future needs of our members and our communities.

NSW Statistics

2019-20



3.1 Million
Library Members



5.4 Million
WiFi Sessions



34.8
Million
Loans



73,000
Programs



1.5 Million
Attending
Programs



5.6 Million
Questions
Answered



2.6 Million
Internet
Sessions



Contact

New South Wales Public Libraries Association

Executive Officer

Adele Casey

a.casey@nswpla.org.au

For more information go to:
[**NSWPLA.ORG.AU**](http://NSWPLA.ORG.AU)

NSW Public Libraries
Association



State Library of NSW report May 2021

Subsidies and grants

Public Library Infrastructure Grants 2020/21

The Minister for the Arts the Hon. Don Harwin has announced the 2020/21 Public Library Infrastructure Grants. Congratulations to all successful libraries and councils. Successful projects are listed at www.sl.nsw.gov.au/public-library-services/subsidies-and-grants/public-library-grants

Letters have been sent to all applicants. Please contact your State Library Consultant if you have any questions about your application or grants project.

The 2021/22 Public Library Infrastructure Grant round is likely to open in September 2021.

Contact: Kate O'Grady

2020/21 Public Library Funding

This year's record funding of \$37,558,000 is being rolled out. All councils received their subsidies by February 2021, thank you to all councils for being so prompt this year in applying for subsidies.

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

Contact: Cameron Morley

Advice and best practice

Library Council of NSW

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

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

Public Libraries Consultative Committee (PLCC)

The PLCC is a committee convened by the Library Council of NSW to provide advice on public library matters including the model for distribution of the State Government funding. The Library Council in turn provides advice to the NSW Government about libraries.

From 2015 the public library representatives on the PLCC have been the office bearers of the NSW Public Libraries Association. The Library Council has recently decided to revise the membership of the PLCC to include 3 public library manager representatives, who will represent small, medium and large public libraries. The NSW Public Libraries Association and Local Government NSW will continue to be represented on the PLCC.

As of early May an EOI process is under way to recruit the library manager members, who will be appointed for 2 years.

Please see the links for details of the revised membership structure:

www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/public-libraries-consultative-committee/public-libraries-consultative-committee

Terms of Reference

www.sl.nsw.gov.au/public-library-services/public-libraries-consultative-committee-terms-reference

Contact: Cameron Morley

Public Library Services

The team is now able to recommence visits to libraries and councils, so please get in touch if you would like an onsite consultancy, or a visit from one of the team to participate in a launch or event.

Strategic Network Committee

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

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

Minutes are published on the website at:

www.sl.nsw.gov.au/public-library-services/strategic-network-committee-minutes

The next meeting is 21 May 2021.

NSW Public Library Standards and Guidelines

The 2019/20 Public Library Statistics are available on the State Library website here:

www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/public-library-statistics

The 2019/20 figures reflect the COVID-19 closures between March and June 2020. The State Library will work on messaging around this with libraries shortly, with the objective of reaching a consensus on how best to describe the fall in many key measures.

The standards as part of Living Learning Libraries were updated in 2020 and are available on the State Library website: www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries

Contact: Mylee Joseph

Promotion

Social media campaigns

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

Tweeting a public library 2021

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

<https://plsns.wufoo.com/forms/nsw-public-library-tweet-information>

Research Projects

Making Public Spaces Everyone's Business

This project was jointly scoped with the Strategic Network Committee, the NSW Department of Planning and other partners. The research is focused on behavioural aspects of increased library visitation and membership, with the participation of six diverse library services.

See: www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/research-projects/making-public-spaces-everyones

Contact: Andrea Curr

Diverse Picture Books

We are currently working with academics from Sydney University and UNSW on a project to improve the diversity of children's picture books in public library collections. The team surveyed public library staff for suggested titles with characters in five diversity categories: Aboriginal and Torres Strait Islander; culturally and linguistically diverse; gender, sex and sexually diverse; those with a disability; and those from regional or rural areas. The suggested books will be assessed by our academic partners. The project will result in a list of suggested books shared on the State Library website.

Contact: Kate O'Grady, Ellen Forsyth

Projects with Charles Sturt University

Understanding the needs of public library users, post-pandemic

This project is building on the surveys that the State Library has undertaken with NSW public library staff looking at the response to the COVID-19 pandemic. The project team will conduct qualitative research to look at how users' needs and expectations have changed and how public libraries can best meet those needs.

Contact: Kate O'Grady, Ellen Forsyth

Adult language other than English collections and impact on mental health

Exploring how reading in a person's first language improves their sense of wellbeing, this project aims to help inform library collections in LOTE. The project team will conduct qualitative research to assess the impact of reading in first language with people from a number of different backgrounds.

Contact: Oriana Acevedo, Kate O'Grady

Embracing the cultural identity of burgeoning ethnic groups in public libraries – a pilot project with the Punjabi Indian Community

This project will explore the collection and services offered to the Punjabi Indian community in the Wagga Wagga area through an online survey.

Contact: Ellen Forsyth, Oriana Acevedo

Statewide Projects

indyreads®

The indyreads platform enables public libraries to provide free access to eBooks and eAudio.

The collection continues to grow with over 16,000 eBook and Audio titles currently available. The LOTE collection includes 450 Chinese titles, 253 Spanish titles and 100 Romanian titles. Titles in French and Italian will be added to the platform in the coming months.

New social media collateral is available for download from the PLS Flickr account and from the indyreads social media campaign page:

www.flickr.com/photos/publiclibrariesnsw/collections/72157715798465132/
www.sl.nsw.gov.au/public-library-services/services/indyreads/indyreads-social-media

Order free indyreads bookmarks and postcards <https://plsns.wufoo.com/forms/indyreads-promotional-material>

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

Contact: Ross Balharrie

Professional development

Webinar: What's new on indyreads

On Wednesday 21 April Michael Adams from PLS held a webinar for NSW public library staff which highlighted some of the recent improvements to the indyreads interface, provided an update on collection development and promotional activities, and previewed upcoming initiatives. For those that could not participate the recorded version can be viewed here:

<https://youtu.be/IImpnEx8wkk>

Contact: Michael Adams

Webinar: A beginner's guide to family history

The webinar introduces participants to key concepts and strategies for answering common family history questions. It will outline some of the fundamentals of genealogical research, using birth, death and marriage records as a framework. It will also feature an introduction to Ancestry.com, one of the world's leading online family history resources.

The webinar will be held via Zoom on Wednesday 19 May 2021 from 11 am to 12 pm. You need to register to attend.

Register at:

https://sl-nsw-gov-au.zoom.us/webinar/register/WN_Hf4bRy3MTPGXVRZqKixtWg

Find more information at:

www.sl.nsw.gov.au/public-library-services/beginners-guide-family-history-public-library-staff

Contact: Michael Adams

Collect Connect Community and A beginner's guide to family history

The 'Collect Connect Community' course will be delivered with 'A beginner's guide to family history' at the State Library on Tuesday 25 May and Wednesday 23 June.

Collect Connect Community is an interactive hands-on program which introduces public library staff to the State Library, exploring the State Library's website, collections and services.

A beginner's guide to family history introduces participants to key concepts and strategies for answering common family history questions. The workshop provides hands-on instruction in using some of the major online family history resources.

We understand that many of you will not be able to attend due to travel restrictions, or may miss out on these first two sessions. We will be offering more sessions in the future, and are hoping to create an online introduction to the State Library over the next few months.

More information and a link to the booking forms can be found at:

www.sl.nsw.gov.au/public-library-services/collect-connect-community-introduction-state-library

Contact: Catherine Bryant

New online Drug Info training

Drug Info's new online training module is now available. The training takes about one hour to complete and covers topics including why Drug Info is in public libraries, the Drug Info collections and website, where to find information relating to alcohol and other drugs, and promotion. It also has short videos and a virtual showbag you can fill with checklists, a calendar and much more.

To sign into the training portal, go to:

<https://slnsw.adesaustralia.com/sign-up>

You will be asked to select your library from the drop-down menu and enter a password – use the password DrugInfo2020. After logging in you will then be asked to create your own account. Once this is done, you can use the login button to sign in.

Contact: Michael Adams

Reference Seminar

This will be online 25 May. Program and bookings are available here

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

Presentations from 2020

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

Enewsletters

Public Library Services eNews

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

You can view past issues and subscribe at:

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

In the Libraries eNews

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

To subscribe, view issues and submit an article visit:

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

The deadline for submitting an article for the next issue is Friday May 21.

Contact: Michael Adams

Specialist Services

Find Legal Answers and Drug Info

Law Week

Law Week is from 17-23 May. Many libraries requested promotional material for their Law Week events. This material has now been sent to the requesting libraries. Libraries were able to choose from two law talks topics in partnership with Legal Aid this year: *Your money and the law* and *Your neighbours and the law*.

LIAC staff have worked with Legal Aid and the Marrickville Legal Centre to create a new Law Week website: www.lawweeknsw.org.au/

Libraries and other organisations holding Law Week events can now list their events on the new website. This will allow the community to find events they wish to attend, and will also showcase all the events provided over Law Week.

Register your library's events by using the simple online form:

www.lawweeknsw.org.au/register-an-event

You can information about preparing for Law Week at:

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

We have also created a social media campaign for you to use during Law Week, with suggested posts and images:

www.sl.nsw.gov.au/public-library-services/law-week-social-media-campaign

New online Drug Info training

Drug Info's new online training module is now available - see above under Professional Development for more information.

New video from Drug Info

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

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

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

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

Contact: Catherine Bryant

NSW.net

Statewide Licensed Databases:

The NSW.net Content Working Group is currently reviewing options for the 2021/22 NSW.net Statewide Suite of eResources. Further information on the 2021/22 suite of eResources will be communicated to the network in May.

Consortia Opt-in Offers: The 2021/22 online database discount offers will be uploaded onto the NSW.net website over the month of May: are available here:

<https://www.nswnet.net/blog/2020-2021-nswnet-consortia-opt-offers>

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

Connectivity:

NBN upgrades: NBN service upgrades for councils and public libraries are continuing with the availability of NBN services. Installations are in progress for Quirindi, Helensburgh, Thirroul, Unanderra, Wollongong and Warrawong libraries. Installations were completed for Glebe, Newtown, Miranda, Morisset and Wangi Wangi public libraries.

Fibre internet service upgrades: One 50Mbps fibre service is currently being installed in Wilcannia for the Ideas Box and 1Gig fibre services are being installed in Lane Cove, Lismore and Kogarah Libraries. Ryde council is signing a contract for the upgrade of internet services in West Ryde, Gladesville, East Ryde and North Ryde libraries. NSW.net will provide subsidies and assist with equipment requirements.

WMS Hotspot Controllers: Many wireless hotspot controllers are at least 10 years old and require replacement. Four controllers were replaced in November 2020 to January 2021. Replacements are currently underway for the remaining regional sites. Replacements for the remaining metropolitan sites will be undertaken from July 2021.

SonicWall Firewalls Upgrades – Firewall hardware/software upgrades are currently being undertaken at Bega Valley and Richmond Tweed Regional Library

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

- Internet links – Currently monitoring and reporting on Internet links

- WMS controllers – Proactive monitoring if a controller goes offline (not currently possible)
- Access Points - Proactive monitoring if a controller goes offline (not currently possible)

This work has now been completed.

Contact: Joyce Azzopardi

Indyreads™ (also see above under Statewide Projects)

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

Contact: Ross Balharrie

Multicultural Services

Parcel Send

Australia Post has replaced the old eParcel platform with the new Parcel Send app from 12 April 2021. The bulk loans team has been fully trained in the new app and bulk loan turn-around time is back to normal. The inter-library loans team is in the process of getting trained.

Return address labels

- Your old return labels can still be used.
- Return labels with Macquarie Street address can still be used, even though we have updated our official address to 1 Shakespeare Place.
- The new app currently does not allow us to generate return labels in a sustainable and efficient way. We will be providing pre-paid labels for 5-10kg printed with the State Library's address for your bulk loans until Australia Post resolves this issue.

Chasing up on Overdue Bulk Loans

We are systematically going through each library account to follow up on long overdue loans. This has helped libraries to keep their loan records up-to-date and let us know if certain items have been returned or lost. This in turn allows us to update our catalogue records.

If you have more than 300 overdue items on your loans account, the system does not allow us to loan any more items.

We are continuing to encourage libraries to return their overdue loans. That will allow us to fulfil requests from other libraries.

The State Library can supply pre-paid postage labels to help Public Libraries return their overdue items.

New Bulk Loans Request Form

Feedback from SLNSW Bulk loans staff:

- It is not easy to fulfil requests that are too specific (eg. no princesses, no ponies, British authors only, etc). We have a limited number of specific genres available. It is difficult for us to select items based on the titles or authors as we do not read the language.
- Let us know if we can include alternatives if we cannot fulfil the specific request.
- Information that is useful for us – age range and preferred interests.

Requesting specific titles

- If available, the titles will be included in the batch of bulk loans at no charge.
- Specific titles are limited to the Multicultural and ESL collection.

- There is no guarantee that the title will still be available when we process your request.
- If the patron really wants the specific book, we recommend that they request it through inter-library loans.

State Library Loan Accounts

As a result of the Zoom Q&A, many libraries are now aware that they have a State Library loan account and how to access it. Libraries can check what is currently on loan, what is overdue and also let us know about titles that should be taken off their card. Please contact us at mc.bulk.loans@sl.nsw.gov.au if you would like us to provide you with your library's card number.

New Purchases for Multicultural Bulk loans Collection Jan – Apr 2021

We have new books in these languages:

Chinese, Croatian, French, Hindi, Indonesian, Italian, Japanese, Macedonian, Panjabi, Polish, Spanish and Swedish.

Contact: Joanna Goh

Tech Savvy Seniors Multilingual Online training videos

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

Contact: Oriana Acevedo

State Library contacts

Cameron Morley, Manager, Public Library Services

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Oriana Acevedo, Consultant (Cooperative and Multicultural Services)

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Michael Adams, Specialist Information Services

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Joyce Azzopardi, Lead NSW.net Services

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Ross Balharrie, Service Delivery Coordinator, NSW.net Services

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Catherine Bryant, Specialist Information Services

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Ellen Forsyth, Consultant (Compliance and Assessment)

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Joanna Goh, Collection Services Co-ordinator

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NSWPLA – May 2021 Update

Online Storytime

With the NSWPLA Executive supporting NSW public libraries, 189 branches have signed up to participate in the Online Storytime pilot project.

Overall, 115 out of 400 public library services have subscribed across Australia, with 45 of those being from NSW. This equates to 439 out of 1400 branches, 201 being from NSW. This will result in \$54,875 being distributed across the 306 publishers that have signed up to the program.

A survey was recently undertaken with 109 out of 115 services responding. To date 298 recordings with 17,435 views have been created.

As a result of the program, 965 books have been purchased by library branches so far, with every publisher selling at least one copy of every title made available through the program. The publisher with the greatest sales resulting from the program has sold 226 copies of their titles on the list. This is a very welcome result for authors and publishers.

Among the respondents to the survey, 159 local branches from 44 library services have recorded and uploaded videos. 247 local branches in 68 library services have yet to start recording or uploading videos for various reasons including the easing of the COVID-19 situation, which has allowed them to continue running physical events and meant less staff time for recordings. However, many libraries are planning to start recording soon while 37 local branches in 13 library services of those that haven't yet made recordings have purchased titles, so they have resources ready when they start.

Renew Our Libraries

The Renew Our Libraries campaign is ramping up with 2 online sessions scheduled for 17 June, 10.30 – 11.30am and a date to be confirmed. There will be some comms regarding this in the not-too-distant future. The timing is deliberate for the Local Government elections, to assist prospective, new and old councillors to be aware of the importance of libraries and to garner support for the next phase of Renew Our Libraries (ROL) leading up to the State Election scheduled for 2023.

Public Libraries Consultative Committee (PLCC)

At the December PLCC meeting, it was flagged by the State Librarian that the Library Council was looking at making changes to the PLCC aimed at improving the quality of communication between public libraries and the Library Council.

The changes include a revised mix of representation to ensure small, medium and large libraries are represented, and a new meeting pattern.

On 1 April 2021, Cameron Morley for SLNSW advised that the changes had been confirmed by the Library Council of NSW.

The following membership structure is now proposed:

- 3 members of the Library Council of NSW, with the Local Government member as Committee Chair.
- 2 members drawn from the Local Government Association of NSW
- 2 members drawn from the NSW Public Libraries Association
- 3 members representing small, medium and large NSW public libraries (public library staff)
- State Librarian
- Manager, Public Library Services, State Library of NSW [Executive Officer]

Subsequently, a request was made to NSWPLA to nominate 2 representatives. Following discussion, it was recommended the NSWPLA President and Executive Officer be the NSWPLA representatives with the Vice Presidents being the alternates. The Executive Officer is waiting for confirmation from the SLNSW regarding the nominations.

NSWPLA Information Booklet

NSWPLA recently released an Information booklet leading up to the Local Government elections. NSWPLA is aware that candidates for Council elections are bombarded with information about numerous subjects, so the Executive wanted to focus the content on the Association with the hope of attracting the interest of councillors to nominate as NSWPLA delegates. The inclusion of the statistics was to show the number of community members across the state that are utilising public libraries – therefore showing the value of libraries across the state. The intention was to make councillors aware of the association and its role for Council's and libraries across the state.

The booklet was sent to all councils and library managers. If you have not received a copy, please contact the Executive Officer and a copy will be forwarded.

National Backyard Cricket

Grants for Country libraries are now available for application. NBYC have reached the next phase of their project and are excited to advise of the opportunity for regional and country libraries to receive grants of between \$500 and \$1,500. This is a direct result of the inaugural event, which took place in January this year and raised \$27,000.

Mr Robert Knight and Adele Casey, NSWPLA Executive Officer recently met with representatives from the National Backyard Cricket team. At this stage, the NBYC team will be making a small presentation at SWITCH 2021 to garner enthusiasm and knowledge leading up to the 2021/22 Backyard Cricket rounds.

The NSWPLA Executive is working with LBW Trust and Friends of Libraries Australia to reimagine the National Backyard Cricket concept to a public library context.

NSWPLA Professional Development Membership Workshops

As a result of member feedback and conversation regarding getting our members back into our libraries following COVID, a series of four membership workshops were planned for 27 and 29 April, morning and afternoon sessions. Due to high demand, 2 additional sessions were undertaken the following week. All sessions were fully booked. Follow up information and sharing opportunities are being provided to participants via basecamp.

Digital Health Information Sessions

Libraries are often a point of contact for our communities to access a variety of online services. Presently, public libraries are seeing unprecedented demand for support from community members to access online information, this initiative not only offers valuable staff training but also provides access to funding.

ALIA would like to assist by providing information relating to a fantastic opportunity in the Digital Health Sphere, not only offering valuable staff training but also providing access to funding.

If you have any questions, contact Nicole Barnes at nicole.barnes@alia.org.au

If you would like to know more about this opportunity or participate in this information session, register your interest at: <https://www.eventbrite.com.au/e/digital-health-information-session-tickets-154654625147>

SWITCH 2021



The planning for SWITCH 2021 is well underway. Sponsors and Exhibitors are jumping on board with only 3 booths remaining and the speakers program nearly complete.

Early Bird registration is NOW OPEN. Due to COVID, registrations will be capped so get in quick and do not miss out. The conference will be run in a **COVID SAFE** manner meeting all rules and regulations in place at the time. A good number of registrations have already been received. This year a Virtual Registration stream has been included. This will proceed if enough registrations are received.

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

NSWPLA AGM

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

NSWPLA Website

Following feedback, NSWPLA has made some minor changes to the website. This has resulted in a cleaner looking landing page with clear navigation buttons. Further work will be undertaken in the future.

NSW Reads

Following the success of 2020, NSW Reads will continue in 2021. NSWPLA continues to support the program alongside an inspired and committed group of library staff who undertake the programming and event management.

Macular Disease Foundation Australia – Check My Macula

The Macular Disease Foundation Australia (MDFA) is the peak national body representing the voice of the macular disease community. They are committed to reducing the incidence and impact of macular disease, the leading cause of blindness and severe vision loss in Australia. Macular disease covers a range of painless conditions that affect the central retina (the macula) at the back of the eye. The most common are age-related macular degeneration (AMD), and diabetic retinopathy (DR), including diabetic macular edema (DME). AMD accounts for 50 per cent of blindness in Australia. One in seven (approximately 1.29 million) Australians over the age of 50 have some evidence of AMD.

This year the Association has requested to work with NSW libraries to implement a communications program to support the promotion of macula checks and our new online risk assessment quiz, **Check My Macula**. Posters will be received by all libraries in the hope that they will be displayed to raise awareness. If you have misplaced or would like further promotional material, contact the executive officer.

2019/20 four year funding package

\$60 Million Commitment from 2019/20

The Premier, the Hon Gladys Berejiklian, and the Minister for the Arts, the [Hon Don Harwin](#) announced a significant new public library funding package (http://www.donharwin.com.au/uploads/1/1/5/7/115733397/gladys_berejiklian_and_don_harwin_med_rel_-_record_investment_for_public_libraries.pdf) on 24 August 2018, totalling \$60M over the forward estimates to 2022/23.

This is the largest single commitment to increasing public library funding by the NSW Government since the Library Act was introduced in 1939, and the State Library is excited at the prospect of working with NSW councils to ensure that these funds significantly improve public libraries statewide.

\$59 million of this package will be allocated through the Public Library Funding Strategy managed by the State Library, while \$1 million is managed by Service NSW for the roll-out of e-kiosks to public libraries.

The staging of the increase is as follows:

	2019/20	2020/21	2021/22	2022/23
Additional Public Library funding	\$12.95M	\$14.03M	\$15.09M	\$16.94M
<i>Service NSW</i>	<i>\$0.25M</i>	<i>\$0.25M</i>	<i>\$0.25M</i>	<i>\$0.25M</i>
Total	\$13.2M	\$14.28M	\$15.34M	\$17.19M

The components of the Funding Strategy that will increase as a result of the additional funding are the Per Capita Subsidies, Subsidy Adjustments, the Outback Letterbox Library and the Public Library Infrastructure Grants.

The per capita amount for subsidy will increase annually from the current \$1.85 per head and reach \$2.85 per head by 2022/23. This is a 54% increase in per capita subsidy payments by 2022/23 for all councils. Libraries Amendment (Subsidies) Regulation 2019 (<https://www.legislation.nsw.gov.au/regulations/2019-286.pdf>)

Year	New per capita amount
2019/20	\$2.45
2020/21	\$2.55
2021/22	\$2.65
2022/23	\$2.85

2020/21 Library Subsidy Payments



Local Government Area	ABS Population 30 June 2019	\$2.55 per capita	Subsidy Adjustment		Total 2020/21	Total per capita
			Flat rate \$50k	SEIFA (\$1,197k)		
Albury	54,353	\$ 138,600	\$ 50,000	\$ 8,521	\$ 197,121	\$ 3.63
Armidale Regional	30,779	\$ 78,486	\$ 50,000	\$ 9,468	\$ 137,954	\$ 4.48
Ballina	44,628	\$ 113,801	\$ 50,000	\$ 7,669	\$ 171,470	\$ 3.84
Balranald	2,338	\$ 5,962	\$ 50,000	\$ 11,689	\$ 67,650	\$ 28.94
Bathurst Regional	43,618	\$ 111,226	\$ 50,000	\$ 7,669	\$ 168,895	\$ 3.87
Bayside	178,396	\$ 454,910	\$ 50,000	\$ 6,902	\$ 511,812	\$ 2.87
Bega Valley	34,476	\$ 87,914	\$ 50,000	\$ 9,468	\$ 147,381	\$ 4.27
Bellingen	12,996	\$ 33,140	\$ 50,000	\$ 10,520	\$ 93,659	\$ 7.21
Berrigan	8,750	\$ 22,313	\$ 50,000	\$ 10,520	\$ 82,832	\$ 9.47
Blacktown	374,451	\$ 954,850	\$ 50,000	\$ 7,669	\$ 1,012,519	\$ 2.70
Bland	5,972	\$ 15,229	\$ 50,000	\$ 9,468	\$ 74,696	\$ 12.51
Blayney	7,379	\$ 18,816	\$ 50,000	\$ 8,521	\$ 77,337	\$ 10.48
Blue Mountains	79,118	\$ 201,751	\$ 50,000	\$ 6,212	\$ 257,963	\$ 3.26
Bogan	2,580	\$ 6,579	\$ 50,000	\$ 11,689	\$ 68,268	\$ 26.46
Bourke	2,590	\$ 6,605	\$ 50,000	\$ 11,689	\$ 68,293	\$ 26.37
Brewarrina	1,611	\$ 4,108	\$ 50,000	\$ 14,430	\$ 68,538	\$ 42.54
Broken Hill	17,479	\$ 44,571	\$ 50,000	\$ 14,430	\$ 109,002	\$ 6.24
Burwood	40,612	\$ 103,561	\$ 50,000	\$ 6,902	\$ 160,463	\$ 3.95
Byron	35,081	\$ 89,457	\$ 50,000	\$ 7,669	\$ 147,125	\$ 4.19
Cabonne	13,634	\$ 34,767	\$ 50,000	\$ 6,902	\$ 91,669	\$ 6.72
Camden	101,437	\$ 258,664	\$ 50,000	\$ 6,212	\$ 314,876	\$ 3.10
Campbelltown	170,943	\$ 435,905	\$ 50,000	\$ 10,520	\$ 496,424	\$ 2.90
Canada Bay	96,074	\$ 244,989	\$ 50,000	\$ 5,591	\$ 300,579	\$ 3.13
Canterbury-Bankstown	377,917	\$ 963,688	\$ 50,000	\$ 10,520	\$ 1,024,208	\$ 2.71
Carrathool	2,799	\$ 7,137	\$ 50,000	\$ 9,468	\$ 66,605	\$ 23.80
Central Coast	343,968	\$ 877,118	\$ 50,000	\$ 8,521	\$ 935,639	\$ 2.72
Cessnock	59,985	\$ 152,962	\$ 50,000	\$ 12,987	\$ 215,949	\$ 3.60
Clarence Valley	51,662	\$ 131,738	\$ 50,000	\$ 14,430	\$ 196,168	\$ 3.80
Cobar	4,658	\$ 11,878	\$ 50,000	\$ 10,520	\$ 72,398	\$ 15.54
Coffs Harbour	77,277	\$ 197,056	\$ 50,000	\$ 9,468	\$ 256,524	\$ 3.32

2020/21 Library Subsidy Payments



STATE LIBRARY®
NEW SOUTH WALES

Local Government Area	ABS Population 30 June 2019	\$2.55 per capita	Subsidy Adjustment		Total 2020/21	Total per capita
			Flat rate \$50k	SEIFA (\$1,197k)		
Coolamon	4,341	\$ 11,070	\$ 50,000	\$ 8,521	\$ 69,590	\$ 16.03
Coonamble	3,958	\$ 10,093	\$ 50,000	\$ 14,430	\$ 74,523	\$ 18.83
Cootamundra-Gundagai	11,235	\$ 28,649	\$ 50,000	\$ 11,689	\$ 90,338	\$ 8.04
Cowra	12,743	\$ 32,495	\$ 50,000	\$ 12,987	\$ 95,482	\$ 7.49
Cumberland	241,521	\$ 615,879	\$ 50,000	\$ 9,468	\$ 675,346	\$ 2.80
Dubbo Regional	53,719	\$ 136,983	\$ 50,000	\$ 8,521	\$ 195,504	\$ 3.64
Dungog	9,423	\$ 24,029	\$ 50,000	\$ 7,669	\$ 81,697	\$ 8.67
Edward River	9,084	\$ 23,164	\$ 50,000	\$ 7,669	\$ 80,833	\$ 8.90
Eurobodalla	38,473	\$ 98,106	\$ 50,000	\$ 10,520	\$ 158,626	\$ 4.12
Fairfield	211,695	\$ 539,822	\$ 50,000	\$ 14,430	\$ 604,253	\$ 2.85
Federation	12,437	\$ 31,714	\$ 50,000	\$ 11,689	\$ 93,403	\$ 7.51
Forbes	9,906	\$ 25,260	\$ 50,000	\$ 11,689	\$ 86,949	\$ 8.78
Georges River	159,471	\$ 406,651	\$ 50,000	\$ 6,212	\$ 462,863	\$ 2.90
Gilgandra	4,239	\$ 10,809	\$ 50,000	\$ 12,987	\$ 73,797	\$ 17.41
Glen Innes Severn	8,871	\$ 22,621	\$ 50,000	\$ 12,987	\$ 85,608	\$ 9.65
Goulburn Mulwaree	31,132	\$ 79,387	\$ 50,000	\$ 10,520	\$ 139,906	\$ 4.49
Greater Hume Shire	10,764	\$ 27,448	\$ 50,000	\$ 7,669	\$ 85,117	\$ 7.91
Griffith	27,029	\$ 68,924	\$ 50,000	\$ 9,468	\$ 128,392	\$ 4.75
Gunnedah	12,681	\$ 32,337	\$ 50,000	\$ 11,689	\$ 94,025	\$ 7.41
Gwydir	5,353	\$ 13,650	\$ 50,000	\$ 11,689	\$ 75,339	\$ 14.07
Hawkesbury	67,296	\$ 171,605	\$ 50,000	\$ 6,902	\$ 228,507	\$ 3.40
Hay	2,949	\$ 7,520	\$ 50,000	\$ 12,987	\$ 70,507	\$ 23.91
Hilltops	18,704	\$ 47,695	\$ 50,000	\$ 10,520	\$ 108,215	\$ 5.79
Hornsby	152,059	\$ 387,750	\$ 50,000	\$ 5,591	\$ 443,341	\$ 2.92
Hunters Hill	14,980	\$ 38,199	\$ 50,000	\$ 5,591	\$ 93,790	\$ 6.26
Inner West	200,811	\$ 512,068	\$ 50,000	\$ 6,212	\$ 568,280	\$ 2.83
Inverell	16,890	\$ 43,070	\$ 50,000	\$ 12,987	\$ 106,057	\$ 6.28
Junee	6,683	\$ 17,042	\$ 50,000	\$ 11,689	\$ 78,730	\$ 11.78
Kempsey	29,745	\$ 75,850	\$ 50,000	\$ 14,430	\$ 140,280	\$ 4.72
Kiama	23,386	\$ 59,634	\$ 50,000	\$ 6,212	\$ 115,846	\$ 4.95

2020/21 Library Subsidy Payments

Local Government Area	ABS Population 30 June 2019	\$2.55 per capita	Subsidy Adjustment		Total 2020/21	Total per capita
			Flat rate \$50k	SEIFA (\$1,197k)		
Ku-ring-gai	127,153	\$ 324,240	\$ 50,000	\$ 5,591	\$ 379,831	\$ 2.99
Kyogle	8,796	\$ 22,430	\$ 50,000	\$ 14,430	\$ 86,860	\$ 9.87
Lachlan	6,075	\$ 15,491	\$ 50,000	\$ 11,689	\$ 77,180	\$ 12.70
Lake Macquarie	205,901	\$ 525,048	\$ 50,000	\$ 7,669	\$ 582,716	\$ 2.83
Lane Cove	40,155	\$ 102,395	\$ 50,000	\$ 5,591	\$ 157,986	\$ 3.93
Leeton	11,445	\$ 29,185	\$ 50,000	\$ 10,520	\$ 89,704	\$ 7.84
Lismore	43,692	\$ 111,415	\$ 50,000	\$ 9,468	\$ 170,882	\$ 3.91
Lithgow	21,605	\$ 55,093	\$ 50,000	\$ 12,987	\$ 118,080	\$ 5.47
Liverpool	227,585	\$ 580,342	\$ 50,000	\$ 8,521	\$ 638,863	\$ 2.81
Liverpool Plains	7,903	\$ 20,153	\$ 50,000	\$ 12,987	\$ 83,140	\$ 10.52
Lockhart	3,285	\$ 8,377	\$ 50,000	\$ 7,669	\$ 66,046	\$ 20.11
Maitland	85,166	\$ 217,173	\$ 50,000	\$ 7,669	\$ 274,842	\$ 3.23
Mid-Coast	93,836	\$ 239,282	\$ 50,000	\$ 12,987	\$ 302,269	\$ 3.22
Mid-Western Regional	25,251	\$ 64,390	\$ 50,000	\$ 9,468	\$ 123,858	\$ 4.91
Moree Plains	13,261	\$ 33,816	\$ 50,000	\$ 12,987	\$ 96,803	\$ 7.30
Mosman	30,981	\$ 79,002	\$ 50,000	\$ 5,591	\$ 134,592	\$ 4.34
Murray River	12,118	\$ 30,901	\$ 50,000	\$ 8,521	\$ 89,422	\$ 7.38
Murrumbidgee	3,917	\$ 9,988	\$ 50,000	\$ 12,987	\$ 72,976	\$ 18.63
Muswellbrook	16,377	\$ 41,761	\$ 50,000	\$ 9,468	\$ 101,229	\$ 6.18
Nambucca	19,805	\$ 50,503	\$ 50,000	\$ 14,430	\$ 114,933	\$ 5.80
Narrabri	13,135	\$ 33,494	\$ 50,000	\$ 10,520	\$ 94,014	\$ 7.16
Narrandera	5,899	\$ 15,042	\$ 50,000	\$ 12,987	\$ 78,030	\$ 13.23
Narromine	6,517	\$ 16,618	\$ 50,000	\$ 12,987	\$ 79,606	\$ 12.22
Newcastle	165,571	\$ 422,206	\$ 50,000	\$ 6,902	\$ 479,108	\$ 2.89
North Sydney	75,021	\$ 191,304	\$ 50,000	\$ 5,591	\$ 246,894	\$ 3.29
Northern Beaches	273,499	\$ 697,422	\$ 50,000	\$ 5,591	\$ 753,013	\$ 2.75
Oberon	5,411	\$ 13,798	\$ 50,000	\$ 8,521	\$ 72,319	\$ 13.37
Orange	42,451	\$ 108,250	\$ 50,000	\$ 8,521	\$ 166,771	\$ 3.93
Parkes	14,837	\$ 37,834	\$ 50,000	\$ 11,689	\$ 99,523	\$ 6.71
Parramatta	257,197	\$ 655,852	\$ 50,000	\$ 6,902	\$ 712,754	\$ 2.77

2020/21 Library Subsidy Payments



Local Government Area	ABS Population 30 June 2019	\$2.55 per capita	Subsidy Adjustment		Total 2020/21	Total per capita
			Flat rate \$50k	SEIFA (\$1,197k)		
Penrith	212,977	\$ 543,091	\$ 50,000	\$ 6,902	\$ 599,993	\$ 2.82
Port Macquarie-Hastings	84,525	\$ 215,539	\$ 50,000	\$ 9,468	\$ 275,006	\$ 3.25
Port Stephens	73,481	\$ 187,377	\$ 50,000	\$ 8,521	\$ 245,897	\$ 3.35
Queanbeyan-Palerang	61,100	\$ 155,805	\$ 50,000	\$ 6,212	\$ 212,017	\$ 3.47
Randwick	155,649	\$ 396,905	\$ 50,000	\$ 6,212	\$ 453,117	\$ 2.91
Richmond Valley	23,465	\$ 59,836	\$ 50,000	\$ 14,430	\$ 124,266	\$ 5.30
Ryde	131,271	\$ 334,741	\$ 50,000	\$ 6,212	\$ 390,953	\$ 2.98
Shellharbour	73,233	\$ 186,744	\$ 50,000	\$ 8,521	\$ 245,265	\$ 3.35
Shoalhaven	105,648	\$ 269,402	\$ 50,000	\$ 10,520	\$ 329,922	\$ 3.12
Singleton	23,461	\$ 59,826	\$ 50,000	\$ 6,902	\$ 116,727	\$ 4.98
Snowy Monaro Regional	20,795	\$ 53,027	\$ 50,000	\$ 7,669	\$ 110,696	\$ 5.32
Snowy Valleys	14,479	\$ 36,921	\$ 50,000	\$ 10,520	\$ 97,441	\$ 6.73
Strathfield	46,926	\$ 119,661	\$ 50,000	\$ 6,212	\$ 175,873	\$ 3.75
Sutherland Shire	230,611	\$ 588,058	\$ 50,000	\$ 6,212	\$ 644,270	\$ 2.79
Sydney	246,343	\$ 628,175	\$ 50,000	\$ 6,212	\$ 684,386	\$ 2.78
Tamworth Regional	62,541	\$ 159,480	\$ 50,000	\$ 9,468	\$ 218,947	\$ 3.50
Temora	6,307	\$ 16,083	\$ 50,000	\$ 11,689	\$ 77,771	\$ 12.33
Tenterfield	6,594	\$ 16,815	\$ 50,000	\$ 14,430	\$ 81,245	\$ 12.32
The Hills Shire	177,969	\$ 453,821	\$ 50,000	\$ 5,591	\$ 509,412	\$ 2.86
Tweed	97,001	\$ 247,353	\$ 50,000	\$ 9,468	\$ 306,820	\$ 3.16
Upper Hunter Shire	14,180	\$ 36,159	\$ 50,000	\$ 8,521	\$ 94,680	\$ 6.68
Upper Lachlan Shire	8,059	\$ 20,550	\$ 50,000	\$ 6,902	\$ 77,452	\$ 9.61
Uralla	6,012	\$ 15,331	\$ 50,000	\$ 7,669	\$ 72,999	\$ 12.14
Wagga Wagga	65,258	\$ 166,408	\$ 50,000	\$ 6,902	\$ 223,310	\$ 3.42
Walcha	3,134	\$ 7,992	\$ 50,000	\$ 8,521	\$ 66,513	\$ 21.22
Walgett	5,953	\$ 15,180	\$ 50,000	\$ 14,430	\$ 79,610	\$ 13.37
Warren	2,697	\$ 6,877	\$ 50,000	\$ 10,520	\$ 67,397	\$ 24.99
Warrumbungle Shire	9,278	\$ 23,659	\$ 50,000	\$ 14,430	\$ 88,089	\$ 9.49
Waverley	74,295	\$ 189,452	\$ 50,000	\$ 5,591	\$ 245,043	\$ 3.30
Weddin	3,613	\$ 9,213	\$ 50,000	\$ 10,520	\$ 69,733	\$ 19.30

2020/21 Library Subsidy Payments

Local Government Area	ABS Population 30 June 2019	\$2.55 per capita	Subsidy Adjustment		Total 2020/21	Total per capita
			Flat rate \$50k	SEIFA (\$1,197k)		
Wentworth	7,053	\$ 17,985	\$ 50,000	\$ 9,468	\$ 77,453	\$ 10.98
Willoughby	81,189	\$ 207,032	\$ 50,000	\$ 5,591	\$ 262,623	\$ 3.23
Wingecarribee	51,134	\$ 130,392	\$ 50,000	\$ 6,902	\$ 187,294	\$ 3.66
Wollondilly	53,149	\$ 135,530	\$ 50,000	\$ 6,902	\$ 192,432	\$ 3.62
Wollongong	218,114	\$ 556,191	\$ 50,000	\$ 7,669	\$ 613,860	\$ 2.81
Woollahra	59,387	\$ 151,437	\$ 50,000	\$ 5,591	\$ 207,027	\$ 3.49
Yass Valley	17,087	\$ 43,572	\$ 50,000	\$ 6,212	\$ 99,784	\$ 5.84
	8,086,952	\$ 20,621,728	\$ 6,350,000	\$ 1,197,000	\$ 28,168,728	



South West Zone Digital Library 2019-2020



\$37,406

eBook
expenditure



\$54,194

eAudio
expenditure



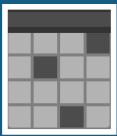
\$17,052

eMagazines
expenditure

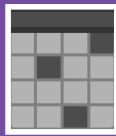
75,509 eBook
loans

105,495 eAudio
loans

40,068 eMagazine
loans



6,292 loans
average per month



8,791 loans
average per month



3,339 loans
average per month



8,711

eBook titles



4,636

eAudio titles



350

eMagazine titles

eBook turnover

5.5

eAudio turnover

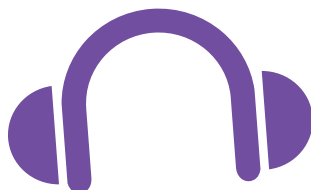
12.3

eMagazine turnover

17.7

5,084 eBook and **5,199** eAudio active users

945 eMagazine
unique users



South West Zone Digital Library 1 July – 30 December 2020

Administration

- RRL administer the SWZDL on behalf of the zone including managing the standing orders, additional purchasing and payment for zone material, expiry, and reservation management etc. RRL staff work closely with our digital suppliers to ensure the best experience for our communities. Helen Graetz is principally responsible for undertaking these administrative duties.
- Overdrive has acquired RB Digital with all assets being available in the Libby app as of March 11, 2021.
- SWZDL eResource contracts expire June 30, 2022. Allocation of funding and preferred suppliers will be discussed with Library Managers following this meeting and prior to the September meeting.
- \$29,998 was allocated to eBooks - \$2,660 remaining to be spent
- \$44,997 was allocated to eAudio - \$4,054 remaining to be spent
- \$12,000 was allocated to heavily reserved/expiring titles - \$1,138 remaining to be spent
- \$24,484 was allocated to RB Digital (platform and content)

Bolinda eBook July – December 2020

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

Bolinda eAudio July – December 2020

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

RBdigital eMagazines July – December 2020

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

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

Platform Investigations

Offers have been received from Overdrive and Bolinda for the upcoming term of agreement of 01/07/2022 to 30/06/2027. Details for these offers are below, all amounts are exGST.

Bolinda:

- Regardless of spend or amount of content, the annual platform (SSF) cost will remain at \$19,000.
- Reportedly heavily discounted rate, however if the SWZDL extracted all non-exclusive content to another supplier, the platform cost would remain at \$19,000.

Overdrive:

- With a content spend of \$50,000, the annual platform cost would be \$10,000.
- Magazines capped at \$25,000.
- No annual platform cost for hosting magazines only.

Discussions surround the content and platform comparisons will be held directly with the Library Managers.

SW Zone Training and Events Report - March 2021

NSW Library Events

NSW Library Events have scheduled four online author events between now and September.

June 10th (Thursday) 6.30 - 7.30 Hugh Mackay The Kindness Revolution

August 5th (Thursday) 6.30 - 7.30pm Kyle Perry The Deep

August 19th (Thursday) 6.30- 7.30pm Larissa Behrendt After Story

September 15th (Wednesday) 6.30 - 7.30pm Matt Murphy Rum: A Distilled
History of Australia

There will be fewer events after September, but NSW Reads, the state-wide reading program over Summer, will go ahead for 2021/22.

You can see many of the past author events on YouTube -

<https://www.youtube.com/c/NSWLibraryEvents>.

State Library - Homelessness Training

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

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

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

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

Readers' Advisory Meeting

Save the date, the next Reader's Advisory meeting will be online only, on the 10th of August, 9.30am - 12.30pm.

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

REPORTS TO COUNCIL

Section 1 - Office of the General Manager

8.1 West Wyalong Community Theatre – Progress June 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 completion of the West Wyalong Community (Tivoli) Theatre is expected to occur by 25 June 2021. However, the official opening date of 3 July has now been postponed to a date sometime in Mid-August. The reason for this is to allow time for the training of the volunteers in regard to use of the projection equipment, ticketing machine and other WHS requirements.

The Theatre Committee are now planning an 'open day' commencing at 11.00am through to 1.00pm, allowing members of the community to view the completed facility with the official proceedings commencing at 12 Midday. It is then intended to have a VIP screening of their first movie at 1.30pm followed by a public screening at 6.30pm.

Both the local State and Federal Members of parliament, Steph Cooke and Michael McCormack, were confirmed for 3 July but with the postponement their attendance now cannot be guaranteed.

Financial Implications

Some of the associated costs relate to the operation of the Theatre and it is the intent of the Tivoli Theatre Committee to reimburse Council from the operating profits of the Theatre.

- Total Project Costs as at 31.5.21 - \$1,317,462.90
- Add a final claim for Stage 2 works - \$290,000.00 (Estimate)
- Less amounts to be reimbursed - \$17,619.42
- **Total \$1,589,843.48**

Council will recall the following sources of income for this project:

- NSW Government Grant - \$451,572.00
- Evolution Mining - \$300,000.00
- Federal Government - \$150,000.00
- **Total \$901,572.00**

Therefore, the total estimated cost to Council is - \$688,271.48

History

I thought that it would be worthy of recapping the history of this project:

- December 2016 – Council resolved to support in principle the construction of a cinema
- February 2017 – Council resolved to seek grant funding
- July 2018 – Council engaged WRI to report on the viability of constructing a cinema
- February 2018 – Confirmation of the NSW Government Grant
- March 2018 – Council calls for tenders
- May 2019 – Council resolved to decline all tenders and to stage the works
- August 2019 – Council engaged Public Works to review the project estimates
- September 2019 – Council calls for tenders for Stage 1
- November 2019 – Council accepts the tender from Daniher Building – Stage 1
- June 2020 – Council calls for tenders for Stage 2
- September 2020 – Council accepts the tender of Adaptive Interiors – Stage 2
- October 2020 – Evolution confirms its financial commitment of \$300,000.00
- June 2021 – Completion of the project

Summary

This project has had its share of issues with a number of delays resulting from the Covid-19 pandemic, wet weather, reliance on external service providers, problems with sub-floor moisture and the need for a review of the architectural plans resulting in a number of variations.

I have included a second report to the confidential section of this Business Paper to allow Councillors the opportunity to discuss the reasons for the variations.

Recommendation:

That the progress report, as at June 2021, on the community theatre project be received and noted.

8.2 Bland Shire Youth Space



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

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

Author: Community Relations Officer and Community Development Officer

Introduction

A group of students from the newly formed West Wyalong High School Youth Advisory Group attended the June meeting of the Community Reference Group to advocate for the establishment of a youth space. The purpose of this report is for Council to determine its principal support for the proposal and establish a pathway to meet this local need.

Following a successful youth forum with the Mayor and General Manager last month at which a youth space was identified as the priority issue, students began meeting during their lunch breaks to form a group to develop the concept further for Council consideration.

While the long term dream is for a new purpose built site, the committee agree that establishing a youth space within an existing building is the ideal starting point to trial this initiative and demonstrate need and support from young people. A number of potential sites have been identified by Council and will be examined further if/when funding is successful.

Several grant opportunities are currently available to Council to facilitate the establishment of a youth space at an existing building including the Stronger Country Communities Fund (SCCF), Resources for Regions Program and Local Roads and Community Infrastructure Program (LRCI).

Resources for Regions (which closes 12 July) has specific program funding available while the SCCF (closes 25 June) and LRCI are potential sources of funding to fit out the new youth space in accordance with the concept identified by local youth.

The intention would be to apply for funding under the Resources for Regions Program to fund a Coordinator position, lease of an existing premises and program development.

An application under the SCCF would be submitted to cover the cost of fit out, furniture and technology of an existing space to ensure it is fit for purpose for a youth space. Should the application under the SCCF be unsuccessful, the intention would be to reapply under the LRCI.

Financial Implications

There is no financial impact on Council other than staff time to assist in the direction of this project.

Summary

Following initial consultation with Council, local youth have taken the responsibility of driving the initiative to create a youth space.

Funding is currently available to enable Council to establish a youth space within an existing building to meet immediate need as well as establish need and support for a permanent custom space in the future.

Recommendation:

- 1. That Council staff work with the West Wyalong High School Youth Advisory Group to develop the concept and establishment of a youth space within the community.**
- 2. That Council submit an application under the Resources for Regions program to fund a coordinator position, lease of an existing premises and program development for a West Wyalong youth space for a minimum of two years.**
- 3. That Council submit an application under the Stronger Country Communities Fund for the fit out of a youth space, including furniture and technology.**
- 4. That if the application under the Stronger Country Communities Fund is unsuccessful, Council apply to alternative funding streams for the fit out of a youth space, including furniture and technology.**

Section 2 – Corporate & Community Services

8.3 Finance and Investment Report for May 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 MAY 2021.

BANK BALANCES AS AT 31ST MAY 2021

ACCOUNT	BALANCE
General Fund	\$2,087,583.15
Business Card	\$30,000.00
	\$2,117,583.15
<i>Invested Funds</i>	
Fixed Deposits	\$45,700,000.00
Deposits at Call	\$2,250,202.10
	\$47,950,202.10
Net Balance	\$50,067,785.25
Percentage of Invested Funds to Net Balance	95.77%

STATEMENT OF BANK BALANCES AS AT 31.05.2021

SUBMITTED TO THE ORDINARY MEETING JUNE 15TH, 2021

BALANCE as at 01.05.21 **\$1,491,509.05**

Add Receipts

Receipts over \$150,000

18/05/2021 PLG Financial Assist Grant 4 th QTR	\$377,004.79
18/05/2021 OLG Financial Assist Grant 4 th QTR	\$581,563.21
18/05/2021 Internal transfer CAC to GEN account	\$1,000,000.00
11/05/2021 Bank of QLD Investment Redemption	\$1,000,000.00

Receipts under \$150,000 \$2,069,214.65

Total Receipts for May 2021 **\$5,027,782.65**

Less Payments

Payments over \$150,000

06/05/2021 CRS NSW	-\$260,480.00
11/05/2021 Mystate Bank Investment	-\$1,000,000.00
13/05/2021 RDO Equip Purchase new grader	-\$390,579.00

Payments under \$150,000 -\$2,780,828.95

Aged Care	\$8,641.33
Bank Fees	\$1,106.03
Cemeteries	\$3,586.00
Children's Services	\$17,786.35
Community	\$55,345.63
Construction	\$318,465.37
Corporate	\$240,597.18
Development Services	\$42,825.06
Donations/Contributions	\$
Employee	\$546,612.46
Fuel/Plant	\$536,237.45
Governance	\$17,083.16
Insurance	\$88,656.20
Investments	\$1,000,000.00
Lease payments	\$2,670.68
Library	\$184.22
Maintenance	\$121,833.99
Roads	\$ 1,287,561.27
Sewer	\$2,626.36
Utilities	\$ 62,774.45
VIC	\$76,815.20
Waste	\$479.56

Total Payments for May 2021 **- \$4,431,887.95**

CASH BALANCE **\$2,087,403.75**

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 May 2021, to May 31, 2021.

I CERTIFY,

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

Payment Type	Voucher No's	Total
Cheques	026039-026049	\$49,081.44
Auto-pay	Creditors E024668 – E024971	\$3,888,374.91
Auto-pay	Payroll 01/04/21 – 30/04/21	\$491,416.09
Bank Charges & Commissions	May 2021	\$1,106.03
Direct Debits	Repayments & Vehicle Lease	\$1,909.48
		\$4,431,887.95

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

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

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

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 15th June 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 **\$4,431,887.95** was submitted to the Ordinary Meeting on the 15th June 2021 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

INVESTMENTS

The following table gives details of Council's Funds invested at 31st May 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
12-June-2020	Australian Unity Bank	2,000,000.00	364 days	1.05%	11-June-2021
23-November-2020	AMP (Term Deposit)	2,500,000.00	455 days	0.75%	21-February-2022
22-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	22-October-2021
28-May-2020	Bank of QLD	2,000,000.00	1097 days	1.35%	30-May-2023
28-May-2020	Bank of QLD	2,000,000.00	1460 days	1.50%	27-May-2024
6-August-2020	Bank of QLD	2,000,000.00	1093 days	1.05%	4-August-2023
30-September-2020	Northern Territory Treasury	2,000,000.00	1902 days	1.20%	15-December-2025
07-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	07-October-2021
30-October-2020	Northern Territory Treasury	1,000,000.00	1141 days	0.80%	15-December-2023
22-January-2021	Macquarie Bank	1,000,000.00	368 days	0.65%	25-January-2022
11-February-2021	Macquarie Bank	2,000,000.00	392 days	0.30%	10-March-2022
08-March-2021	ME Bank (Term Deposit)	1,000,000.00	360 days	0.45%	03-March-2022
11-May-2021	MyState Bank	1,000,000.00	730 days	0.55%	11-May-2023
	ANZ Deposit at Call	50,929.51	Cash at Call		
	CBA Deposit at Call	2,199,272.59	Cash at Call		
	TOTAL:	\$47,950,202.10			

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)	\$ 10,610,803.73
Rates received as at 31/05/2021	\$ 9,911,512.95
% of rates received to date	93.41%

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

Summary

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

Recommendation

- 1. That Council receive and note the information contained within the Finance and Investment Report for the month of May 2021**
- 2. That Council confirms the payment of accounts, for the period 01 May to 30 May 2021, summarised in the accounts summary totalling \$4,431,887.95**

8.4 Adoption of the Operational Plan and Revenue Policy Documentation for 2021/2022



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

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

Author: Director Corporate and Community Services

Introduction

The purpose of this report is for Council to adopt the following documents:

- (a) The Operational Plan (including Budget) for the 2021/2022 Financial Year; and
- (b) The Revenue Policy (including Schedule of Fees and Charges) for the 2021/2022 Financial Year).

These documents form respectively **Attachments One** and **Two** to this report.

Financial Implications

There have been no significant amendments made to the Draft Budget for the 2021/2022 Financial Year which was developed to meet Council's commitments within the Operational Plan 2021/2022 which was placed on public exhibition.

Summary

At its meeting held on 20 June 2017, Council adopted the Bland Shire Council Delivery Program 2017-2021 along with supporting documents of the Operational Plan for 2017/2018 and its Resourcing Strategy following consideration of submissions from the community. In June 2020, following the announcement postponing the Local Government election until September 2021, Council resolved to extend the Delivery Program for a further 12-month period.

The Delivery Program, developed under the Integrated Planning and Reporting (IP&R) process, is Council's commitment to the community and sets out what Council intends to achieve during its four-year term. Each financial year, a one-year Operational Plan is developed to reflect the actions to be undertaken in the forthcoming financial year.

Council is required, under Section 405 of the Local Government Act, 1993, to have an Operational Plan adopted before the beginning of a new financial year. This Plan is required to outline the activities in which Council will be engaged during the year as well as a statement of the Council's revenue policy for the year covered by the Operational Plan.

At its meeting in April 2021, Council endorsed the Draft **Combined Delivery Program and Operational Plan 2017-2022** (including Budget) for the 2021/2022 Financial Year and the document was placed on public exhibition with submissions closing on 4 June 2020.

At the closing of the submission period, there were no external submissions received. However, a number of staff submissions were received for minor amendments/adjustments in a number of areas. From these submissions, a further two actions have been included in the Operational Plan. Those actions (3.3.3 and 10.1.3) relate to recognition of the Traditional owners of Country and provision of resources to Councillors following the September 2021 election. The inclusion of these two action items brings the total number of actions within the Combined Delivery Program and Operational Plan 2017-2022 to 160.

The changes and the reasons for them are in the following table and have been highlighted within the attachment for ease of location:

Action Code	Addition/Removal/Amendment	Reason for change
2.1.4	Support and promote young driver educational programs. KPI/Measure: Number of programs held (at least 2 per annum), Number of participants (At least 8 participants per program).	Limitations on numbers attending sessions made previous (30 per session) measure unachievable.
3.3.2	Fly the Aboriginal Flag at Council's Administration Building. KPI/Measure: Flag to be flown on a daily basis. Report by exception (days flag not flown) with reason.	Represents a commitment by Council to improving relationships with the local community
3.3.3	Inclusion of a new action - A formal acknowledgement of Traditional owners is made at Council events. KPI/Measure: Detail/list of events (No target, report by event/instance).	Represents a commitment by Council to improving relationships with the local community
4.2.3	Review and update all service policy and procedures as required - All Children's Services areas. KPI/Measure: Report on policies finalised for the quarter. (No specific target – report as policies are updated).	Amendment made to KPI/Measure as all Children's Services policies have been updated within the past 12-18 months, only changes relating to regulatory amendments will require policy updates within the term of Council.
7.2.1	Undertake Sewerage System Inspections. KPI/Measure: Number of inspections undertaken (At least four per annumquarter), number of breaches recorded (zero breaches).	Amendment to Reporting Officer and Additional duties for Administration, Design and Facilities Engineer
8.2.1	Undertake work health and safety audits including external sites and facilities with relevant staff. KPI/Measure: Number of audits undertaken (At least one per annum), number of risks recorded (no specific target. Report by occurrence only), report on remedial actions undertaken (no specific target. Report by occurrence only).	Minor amendments to wording
10.1.3	Inclusion of new action "Provide Councillors with information and resources	To improve Council capacity to provide information to

Action Code	Addition/Removal/Amendment	Reason for change
	to facilitate their roles as elected representatives." KPI/Measure: Councillors have digital access to Council information about meetings and events and Council related correspondence is recorded.	Councillors and ensure compliance with records management procedures. IT will also produce cost savings for the organisation over time.
10.2.2	Present the End of Term Report to last Formal meeting of Bland Shire Council. KPI/Measure: Report prepared and presented to July meeting of Council and included in the Annual Report for 2020/2021.	Original draft listed August as last Council meeting. Action only required in first six-months of Operational Plan. No reporting on activity beyond December 2021.
12.1.1	Review and monitor frontline customer service practices and performance. KPI/Measure: No specific measure - Regularly review customer service processes incorporating feedback from internal and external customers.	Amendment to Responsible Officer
12.1.3	Monitor and report on response times to major customer requests. KPI/Measure: At least 95% of initial queries received through the Customer Service Centre are responded to in accordance with the Customer Service Charter - 2020/21.	Amendment to Responsible Officer
12.4.1	Ensure WHS Committee meet in accordance with approved schedule. KPI/Measure: Number of meetings held (at least four times per annum), key outcomes and recommendations from those meetings (no specific target, report by instance only.)	Minor amendments to wording
12.4.4	Maintain the Contractor Database eg. Insurances, inductions, registrations. KPI/Measure: All Contractors engaged are registered in database.	Minor amendments to wording

With regards to the Revenue Policy placed on exhibition, in accordance with Council's engagement processes, communication was sent to those identified as being impacted by the changes to specific fees and charges. At the time of writing this report there had been no feedback received on these changes. The only change to the the advertised Revenue Policy document is the inclusion of two charges for which notification had not been received from the Office of Local Government at the time of exhibition – specifically the fee for Section 603 Certificates and the Urgency Fee for the same. Advice has been forthcoming from the OLG and these remain unchanged at \$85 and \$60 respectively.

Recommendation:

THAT Bland Shire Council adopts the revised Operational Plan (including Budget) for the 2021/2022 Financial Year) and the Revenue Policy (including Schedule of Fees and Charges) for the 2021/2022 Financial Year).

ATTACHMENTS

Attachment One: Operational Plan (including Budget) for the 2021/2022 Financial Year

Attachment Two: Revenue Policy (including Schedule of Fees and Charges) for the 2021/2022 Financial Year



Combined Delivery Program 2017-2022 Operational Plan 2021-2022



DRAFT

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Message from the Mayor and General Manager

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

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

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

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

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

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

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

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

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



Brian Monaghan
Mayor



Ray Smith PSM
General Manager



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Our Shire

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

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

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



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

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

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

TOTAL POPULATION

5959

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

POPULATION—MALE

3054

POPULATION—FEMALE

2905

COUNCIL AREA (SQ KM)

8557.7

MEDIAN AGE

41.7 Years

MEDIAN TOTAL INCOME

2013 - \$36,390

POPULATION DENSITY

0.7 PERSONS per KM²

Our Council

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

Council's road network comprises:

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

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





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

There are a total of 143 buildings and structures including:

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

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

Council provides:

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





In addition, Council operates and maintains:

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

Our Councillors



Cr Brian Monaghan
Mayor



Cr Rodney Crowe
Deputy Mayor



Cr Bruce Baker



Cr Penny English



Cr Kerry Keatley



Cr Tony Lord



Cr Liz McGlynn



Cr Murray Thomas



Cr Jan Wyse

Our Planning Process



Community Engagement Strategy for the Bland Shire 2027 Vision

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

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

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

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

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

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

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

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

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

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

Your Vision, Our Future

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

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

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

These strategies are presented in four themes:



Our People



Our Places



Our Leadership

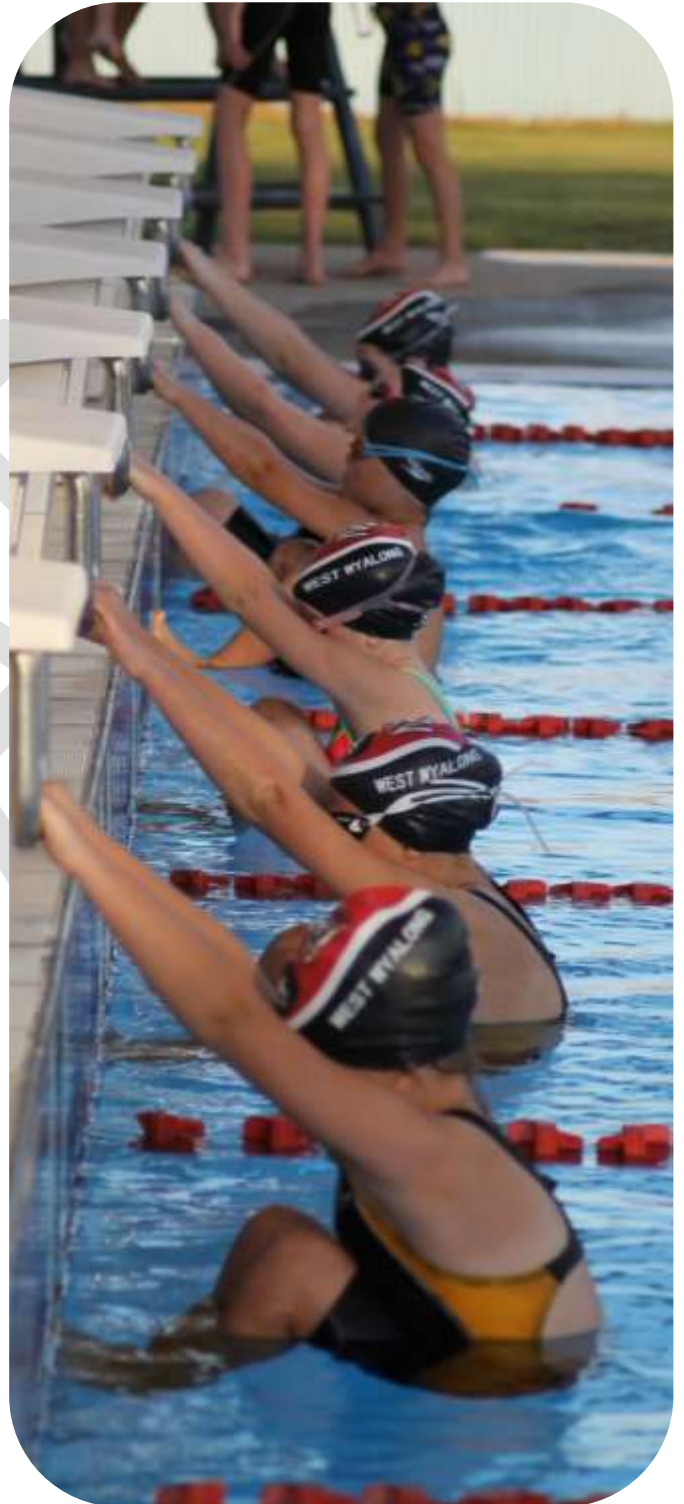


Our Prosperity

Each Strategy is supported with:

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

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



Local Government Planning and Reporting Framework



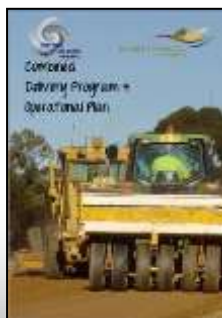
Community Strategic Plan (10 Years)

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



Resourcing Strategy (10 Years)

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



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

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

Reporting Our Progress

Performance Measures

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

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

Monitoring & Reporting

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

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

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

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



Our Objectives



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

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



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

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



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

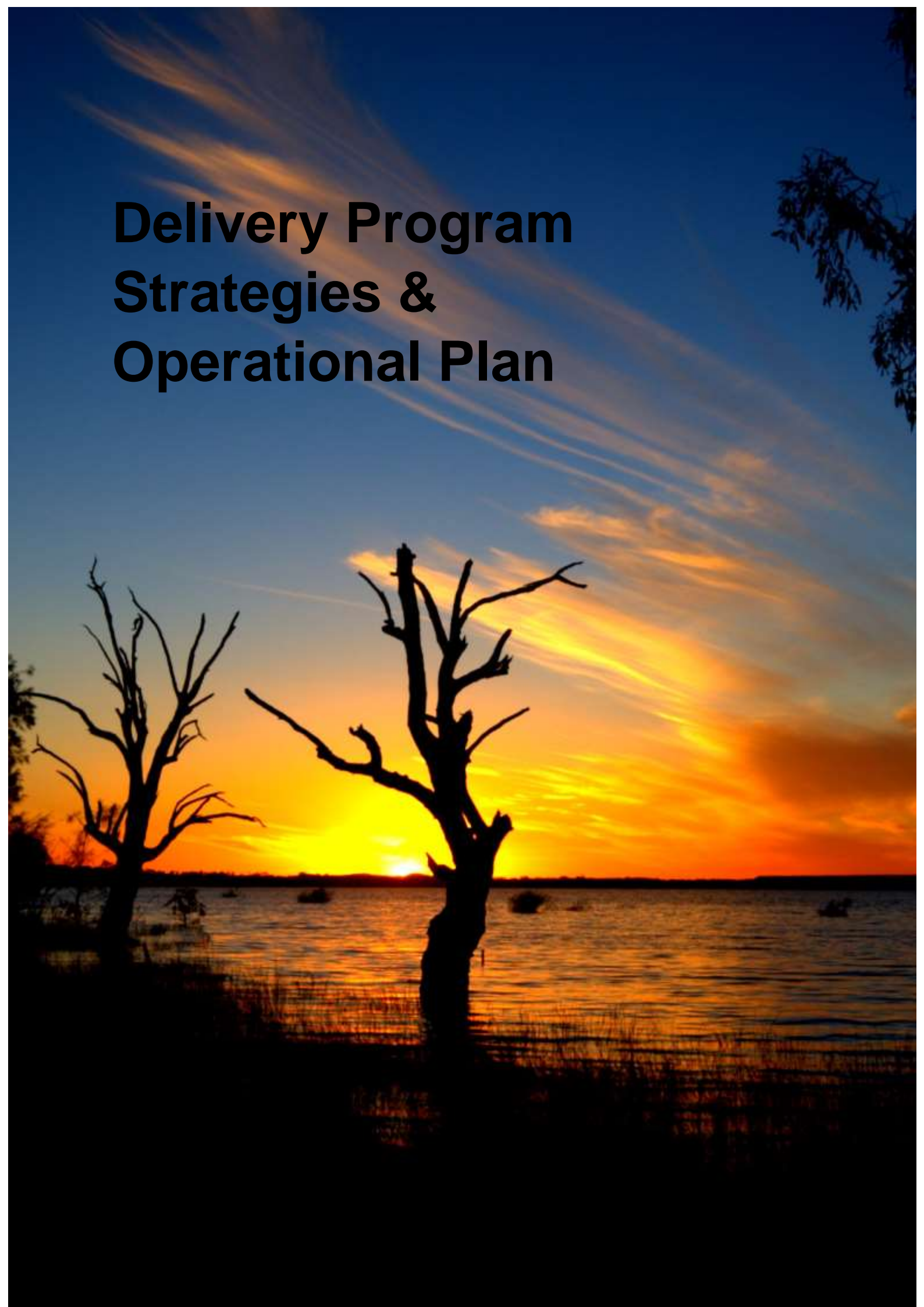
10. To provide quality leadership, governance and management to develop strong community partnerships
11. Provide opportunities for all stakeholders to contribute to Council's decision making
12. Lead the community
13. Develop and maintain a framework of plans and policies that ensures open and transparent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



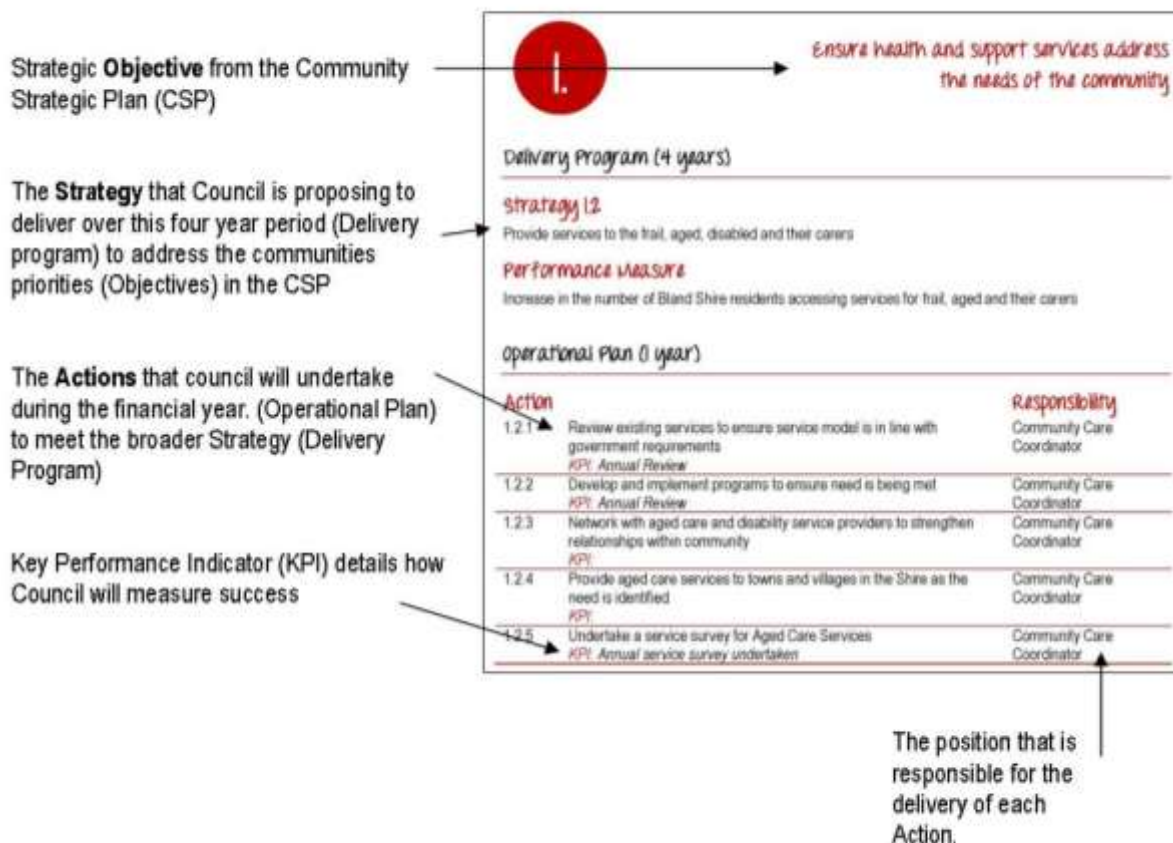
Our Prosperity - Growing our population and jobs

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

Delivery Program Strategies & Operational Plan



How to read this plan





Our People

A strong, healthy, connected and inclusive community

Our Objectives

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

DRAFT



Ensure health and support services address the needs of the community

Delivery Program 2017 - 2022

Strategy 1.1

Maintain active communication with health and allied health providers

Performance Measure

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

Operational Plan (1 year) 2021/22

Action

1.1.1 Maintain active relationships and communication with health services, relevant allied health providers and medical practices within the Shire.
KPI/Measure: Number of LHAC meetings attended, outcomes of advocacy activities (including projects undertaken). (Report on activity undertaken).

1.1.2 Partner with local health services to implement workshops and provide resources to the community.
KPI/Measure: Number and nature of projects undertaken. (Two projects undertaken).

Responsibility

Director Corporate and Community Services

Community Development Officer



Ensure health and support services address the needs of the community

Delivery Program 2017 - 2022

Strategy 1.2

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

Performance Measure

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

Operational Plan (1 year) 2021/22

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

2.

Partner with organisations to strengthen community health and safety

Delivery Program 2017 - 2022

Strategy 2.1

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

Performance Measure

- Increased number of opportunities to provide information to the community

Operational Plan (1 year) 2021/22

Action	Responsibility
2.1.1 Provide education programs on road safety, in line with RMS funding. <i>KPI/Measure: Number of road safety campaigns undertaken (at least two per annum), Number of traffic committee meetings held, number of committee recommendations adopted by Council (100%), proportion of approved actions completed (90%).</i>	Road Safety Officer
2.1.2 Remove offensive graffiti from Council infrastructure as soon as practical dependant on location and degree of offensiveness and report to Police. <i>KPI/Measure: Number of reported incidents (Less than 10/annum), Average time taken to address incidents on public property (not more than two working days).</i>	Coordinator Urban
2.1.3 Engage with community members to volunteer within Bland Shire by providing opportunity, safety training and governance support. <i>KPI/Measure: Training provided in the areas of Work Health and Safety, risk management information and meeting procedures etc. At least one training session per annum (At least 10 participants).</i>	Director Corporate and Community Services
2.1.4 Support and promote young driver educational programs. <i>KPI/Measure: Number of programs held (at least 2 per annum), Number of participants (At least 8 participants per program).</i>	Community Development Officer
2.1.5 Inspect all high and medium risk food premises. <i>KPI/Measure: Number of inspections undertaken (100% inspections/annum), number of breaches recorded (zero breaches).</i>	Manager Development and Regulatory Services
2.1.6 Inspect all Skin Penetration Premises and Mortuaries <i>KPI/Measure: Number of inspections undertaken (100% premises inspected/annum), number of breaches recorded (zero breaches).</i>	Manager Development and Regulatory Services
2.1.7 Implement Council's on-site waste management systems inspection program. <i>KPI/Measure: Number of inspections undertaken (10 inspections/quarter), number of breaches recorded (zero breaches).</i>	Manager Development and Regulatory Services
2.1.8 Promote the continued use of online training program for Food Safety. <i>KPI/Measure: Number and nature of education/promotion activities (two per annum), number of participants accessing online training.</i>	Manager Development and Regulatory Services
2.1.9 Promote Mental Health month. <i>KPI/Measure: Number of promotions held (minimum 1 per annum), Number of participants (At least 10 participants per program).</i>	Community Development Officer

2.1.10	Implement and monitor Council's swimming pool inspection program policy. <i>KPI/Measure: Number of inspections undertaken, number of breaches recorded (zero breaches).</i>	Manager Development and Regulatory Services
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3.

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

Delivery Program 2017 - 2022

Strategy 3.1

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

Performance Measure

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

Operational Plan (1 year) 2021/22

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

3.

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

Delivery Program 2017 - 2022

Strategy 3.2

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

Performance Measure

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

Operational Plan (1 year) 2021/22

Action

3.2.1 Continue membership and participation with Eastern Riverina Arts Inc.
KPI/Measure: Detail on activities undertaken (collaborations with ERA vary annually), number of participants from Bland Shire (one member from Council is on the board of ERA but often all members of the community are invited to attend travelling events or initiatives held locally).

Responsibility

Community Development Officer

3.2.2 Facilitate visiting artist/exhibition/performance
KPI/Measure: Detail on activities undertaken (at least one per year), number of attendees at each activity (at least five participants).

Community Development Officer

3.2.3 Facilitate a Bland Flavour Festival.
KPI/Measure: Detail on activities undertaken (report on number of activities), number of attendees at each activity (at least 100 participants).

Community Relations Officer

3.

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

Delivery Program 2017 - 2022

Strategy 3.3

Support and strengthen our indigenous culture and history

Performance Measure

- Increased number of engagement opportunities

Operational Plan (1 year) 2021/22

Action	Responsibility
3.3.1 Contribute to the positive working relationship with the Local Aboriginal Lands Council. <i>KPI/Measure: Number of meetings attended (at least two per annum), Outcomes of meetings such as major decisions and actions (no target, report by event).</i>	General Manager
3.3.2 Fly the Aboriginal Flag at Council's Administration Building. <i>KPI/Measure: Flag to be flown on a daily basis. Report by exception (days flag not flown) with reason.</i>	Community Relations Officer
3.3.3 A formal acknowledgement of Traditional owners is made at Council events. <i>KPI/Measure: Detail/list of events (No target, report by event/instance).</i>	Community Relations Officer

3.

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

Delivery Program 2017 - 2022

Strategy 3.4

Foster a community learning culture optimising our physical and virtual spaces

Performance Measure

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

Operational Plan (1 year) 2021/22

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

4.

Ensure services are accessible for all residents

Delivery Program 2017 - 2022

Strategy 4.1

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

Performance Measure

- All KPI's met or exceeded each year

Operational Plan (1 year) 2021/22

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

4.

Ensure services are accessible for all residents

Delivery Program 2017 - 2022

Strategy 4.2

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

Performance Measure

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

Operational Plan (1 year) 2021/22

Action	Responsibility
4.2.1 Undertake a service survey for Bland Shire Council Children's Services. <i>KPI/Measure: Number of surveys sent (number), Number of responses received (number) response rate (%).</i>	Children's Services Coordinator
4.2.2 Implement and update annual Self-Assessment Tools - All Children's Services areas. <i>KPI/Measure: Report on self-assessment goals completed and currently being addressed.</i>	Children's Services Coordinator
4.2.3 Review and update all service policy and procedures as required - All Children's Services areas. <i>KPI/Measure: Report on policies finalised for the quarter. (No specific target – report as policies are updated).</i>	Children's Services Coordinator
4.2.4 Undertake toy library stocktake. <i>KPI/Measure: Report on annual stocktake of toys available within toy library. (Report on number of toys held).</i>	Children's Services Coordinator
4.2.5 Provide access to Toy Library resources to residents via Mobile Resource Unit Playgroups, Family Day Care and ITAV Sessions. <i>KPI/Measure: Report on how many users have accessed toy library. (Report on number of loaned items).</i>	Children's Services Coordinator



Ensure services are accessible for all residents

Delivery Program 2017 - 2022

Strategy 4.3

Actively engage with the community and promote open communication

Performance Measure

- Increase in number of community members accessing Council information

Operational Plan (1 year) 2021/22

Action

4.3.1 In liaison with relevant staff, establish, maintain and regularly update relevant online presence by ensuring that Council's website is engaging, up to date and rich in easily accessible content.

KPI/Measure: Number of page views per quarter (report on number in comparison to previous years), number of pages updated (at least two per quarter). Time since information was updated (less than 12 months).

4.3.2 Coordinate Council notices page in the West Wyalong Advocate.
KPI/Measure: Summary of content promoted through Council Notices (No specific target, general overview of content eg. Public Notices, Recruitment, Council meetings etc).

4.3.3 Produce media releases to inform the community about Council updates, programs, events and initiatives.
KPI/Measure: Number and nature of media releases (report on actual number for the quarter), take up of media information (number of interviews organised and media types).

Responsibility

Community Relations Officer

Community Relations Officer

Community Relations Officer



Ensure services are accessible for all residents

Delivery Program 2017 - 2022

Strategy 4.4

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

Performance Measure

- Increased youth participation in programs and initiatives

Operational Plan (1 year) 2021/22

Action

4.4.1 Partner with youth and youth service providers (including schools) to deliver programs/initiatives that improve wellbeing and build the capacity of local youth.

KPI/Measure: Number of Council-run youth events and activities (at least one activity at every school per annum). Total number of participants (at least 20 per activity).

4.4.2 Attend regional youth focused meetings.

KPI/Measure: Number of meetings attended (minimum two per annum), summary of key matters discussed and outcomes of actions undertaken (no specific measure but a summary of what occurred).

4.4.3 Engage young people through a youth group to jointly identify areas of need/improvement and the most effective methods for engaging with youth in the community.

KPI/Measure: Number of initiatives to engage young people. (At least two per annum), total number of participants (at least five per event). Report on number of events and participants.

Responsibility

Community Development Officer

Community Development Officer

Community Development Officer



Our People

A Strong, healthy, connected and inclusive community

Financial information (Operational)

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

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



Our Places

Maintain & improve the Shire's assets & infrastructure

Our Objectives

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

5.

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

Delivery Program 2017 - 2022

Strategy 5.1

Facilitate the delivery of accessible services and infrastructure

Performance Measure

- Increase in accessible infrastructure within the Shire

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 5.2

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

Performance Measure

- Improved road conditions across the Shire

Operational Plan (1 year) 2021/22

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

6.

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

Delivery Program 2017 - 2022

Strategy 6.1

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

Performance Measure

- Increase community participation in sustainability initiatives

Operational Plan (1 year) 2021/22

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

6.

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

Delivery Program 2017 - 2022

Strategy 6.2

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

Performance Measure

- Reduction in waste to landfill

Operational Plan (1 year) 2021/22

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

7.

Manage water and sewerage resources

Delivery Program 2017 - 2022

Strategy 7.1

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

Performance Measure

- Increased usage of recycled water

Operational Plan (1 year) 2021/22

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

7.

Manage water and sewerage resources

Delivery Program 2017 - 2022

Strategy 7.2

Effectively manage and maintain existing stormwater and sewerage infrastructure

Performance Measure

- Review Plans
- Undertake Sewerage Inspections

Operational Plan (1 year) 2021/22

Action	Responsibility
7.2.1 Undertake Sewerage System Inspections. <i>KPI/Measure: Number of inspections undertaken (at least four per quarter), number of breaches recorded (zero breaches).</i>	Administration, Design and Facilities Engineer

8.

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

Delivery Program 2017 - 2022

Strategy 8.1

Ensure users of Council's facilities comply with agreements

Performance Measure

- Increase in consultation with user groups

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 8.2

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

Performance Measure

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

Operational Plan (1 year) 2021/22

Action	Responsibility
8.2.1 Undertake work health and safety audits including external sites and facilities with relevant staff. <i>KPI/Measure: Number of audits undertaken (At least one per annum), number of risks recorded (no specific target. Report by occurrence only), report on remedial actions undertaken (no specific target. Report by occurrence only).</i>	Contracts, Compliance & WHS Officer
8.2.2 Implement signs as remote supervision. <i>KPI/Measure: Number and location of signs installed (report on number in comparison to previous years).</i>	Coordinator Assets



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

Delivery Program 2017 - 2022

Strategy 8.3

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

Performance Measure

- Transport operators and government lobbied regarding service

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 8.4

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

Performance Measure

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

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 9.1

Responsibly manage asset renewal and maintenance for current and future generations

Performance Measure

- Council's asset condition maintained or improved

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 9.2

To manage and enhance the pool facilities within the Shire

Performance Measure

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

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 9.3

Maintain street trees

Performance Measure

- Maintain or increase number of street trees

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 9.4

Maintain parks, ovals and recreational facilities to approved standards

Performance Measure

- Cemeteries and open spaces utilised and maintained within standards

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 9.5

Identify and plan for new infrastructure

Performance Measure

- New infrastructure identified and planning progressed

Operational Plan (1 year) 2021/22

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



Our Places

Maintain & improve the Shire's assets & infrastructure

Financial information

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

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



Our Leadership

A well run Council acting as the voice of the community

Our Objectives

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

DRAFT



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

Delivery Program 2017 - 2022

Strategy 10.1

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

Performance Measure

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

Operational Plan (1 year) 2021/22

Action	Responsibility
10.1.1 Provide Councillors with professional development opportunities. <i>KPI/Measure: Report on number of sessions made available and Councillor attendance (at least three opportunities per annum, list Councillors who attended).</i>	Director Corporate & Community Services
10.1.2 Prepare for the Mayoral and Deputy Mayoral elections in September bi-annually. <i>KPI/Measure: Report on conduct of elections when held.</i>	General Manager
10.1.3 Provide Councillors with information and resources to facilitate their roles as elected representatives. <i>KPI/Measure: Report on Councillor access to timely and relevant information, facilities and equipment.</i>	Director Corporate & Community Services

10

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

Delivery Program 2017 - 2022

Strategy 10.2

Ensure Councillors take ownership and a strong leadership role

Performance Measure

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

Operational Plan (1 year) 2021/22

Action	Responsibility
10.2.1 Prepare the Annual Report. <i>KPI/Measure: Report prepared and presented to October meeting of Council (report due second quarter).</i>	Executive Assistant
10.2.2 Present the End of Term Report to last Formal meeting of Bland Shire Council. <i>KPI/Measure: Report prepared and presented to July meeting of Council and included in the Annual Report for 2020/2021. (No reporting on activity beyond December 2021.)</i>	Executive Assistant



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

Delivery Program 2017 - 2022

Strategy 10.3

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

Performance Measure

- Reports completed and submitted on time

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 10.4

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

Performance Measure

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

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 10.5

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

Performance Measure

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

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 10.6

Regular consultation with key industry, business and stakeholders

Performance Measure

- Increased communication with key business and stakeholders

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 11.1

Encourage village residents to participate in community forums

Performance Measure

- Increased community participation

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 11.2

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

Performance Measure

- Maintain or increase community communication avenues

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 11.3

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

Performance Measure

- Council branding prevalent at sponsored events

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 12.1

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

Performance Measure

- Maintain or improve service response times

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 12.2

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

Performance Measure

- Maintain or increase staff satisfaction

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 12.3

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

Performance Measure

- Maintain Council's reputation as an employer of choice

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 12.4

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

Performance Measure

- Maintain Councils focus on WHS and Risk Management

Operational Plan (1 year) 2021/22

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

13

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

Delivery Program 2017 - 2022

Strategy 13.1

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

Performance Measure

- Improve access to Councils information

Operational Plan (1 year) 2021/22

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

13

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

Delivery Program 2017 - 2022

Strategy 13.2

Develop, implement and promote best practice governance policies and procedures

Performance Measure

- Review Council procedures

Operational Plan (1 year) 2021/22

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



Our Leadership

A well run Council acting as the voice of the community

Financial information (Operational)

Our Places

Income	2019/20	2020/21	2021/22	2022/23
Governance	\$60,000	0	0	0
Management and Leadership	0	\$52,000	0	0
Human Resources	\$12,400	\$12,723	\$13,052	\$13,383
Rates and Charges	\$6,768,694	\$6,936,251	\$7,107,995	\$7,284,249
Financial Assistance and Investments	\$5,170,335	\$5,234,438	\$5,300,127	\$5,327,445
Corporate Support	\$314,220	\$322,075	\$330,127	\$338,380
Regulatory Activities	\$6,700	\$6,858	\$7,019	\$7,184
Work Health and Safety	\$20,000	\$20,300	\$20,605	\$20,914
Insurances	\$16,000	\$16,240	\$16,484	\$16,731
Risk Management	0	0	0	0

Expenditure

Expenditure	2019/20	2020/21	2021/22	2022/23
Governance	\$516,067	\$467,127	\$478,438	\$430,086
Management and Leadership	\$193,668	\$250,598	\$204,090	\$209,446
Human Resources	\$355,067	\$361,846	\$370,107	\$378,600
Rates and Charges	\$1,031,169	\$1,056,744	\$1,082,958	\$1,109,867
Financial Assistance and Investments	\$150,977	\$145,789	\$141,149	\$136,379
Corporate Support	\$1,835,002	\$1,854,798	\$1,893,534	\$1,934,228
Regulatory Activities	\$176,501	\$181,348	\$186,183	\$191,159
Work Health and Safety	\$128,620	\$131,860	\$135,090	\$138,512
Insurances	\$650,000	\$655,708	\$665,478	\$669,659
Risk Management	\$97,740	\$100,656	\$103,599	\$106,741



Our Prosperity

Growing our population and jobs

Our Objectives

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

DRAFT

Delivery Program 2017 - 2022

Strategy 14.1

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

Performance Measure

- Increase in tourism enterprises that encourage people to stay

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 14.2

Attract a diverse range of visitors to the Shire

Performance Measure

- Increase visitors to the shire

Operational Plan (1 year) 2021/22

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

15

Promote the shire as a place to do business

Delivery Program 2017 - 2022

Strategy 15.1

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

Performance Measure

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

Operational Plan (1 year) 2021/22

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



Promote the shire as a place to do business

Delivery Program 2017 - 2022

Strategy 15.2

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

Performance Measure

- Increase support to existing business

Operational Plan (1 year) 2021/22

Action

Responsibility

15.2.1	<p>Work cooperatively with the local business groups to promote programs, initiatives, services and products wherever possible and to support requests to assist business activities with long-term benefits for the Bland Shire.</p> <p><i>KPI/Measure: Report on the number and type of programs, initiatives and services undertaken (no specific target, report on activity only).</i></p>	General Manager
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Delivery Program 2017 - 2022

Strategy 15.3

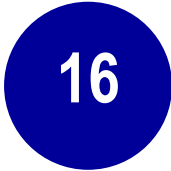
Lobby for and work with industry, government and education providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services

Performance Measure

- Maintain or improve telecommunications and technology within the shire

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 16.1

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

Performance Measure

- Maintain development in line with legislation and guidelines

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 16.2

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

Performance Measure

- Maintain or increase number of community members attending education opportunities

Operational Plan (1 year) 2021/22

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

Delivery Program 2017 - 2022

Strategy 16.3

Promote agricultural practices which are leading edge and efficient

Performance Measure

- Maintain or increase environmental awareness

Operational Plan (1 year) 2021/22

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



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

Delivery Program 2017 - 2022

Strategy 16.4

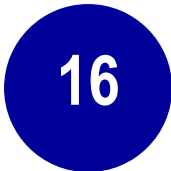
Liaise with utility providers to ensure a quality sustainable service to the community

Performance Measure

- Maintain or improve access to reliable and efficient utilities

Operational Plan (1 year) 2021/22

Action	Responsibility
16.4.1 Maintain active representation and involvement with the regional organisations impacting Bland Shire Council. <i>KPI/Measure: Report on number and nature of organisations (at least six meetings per annum, list of organisations eg. REROC, RIVJO, Goldenfields Water, Regional Development Australia (Riverina) etc.) Include information on specific projects and activities which have produce positive outcomes for Bland Shire residents, businesses and industries.</i>	General Manager



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

Delivery Program 2017 - 2022

Strategy 16.5

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

Performance Measure

- Maintain or improve availability of industrial land

Operational Plan (1 year) 2021/22

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



Our Prosperity

Growing our population and jobs

Financial information (Operational)

Our Places

Income	2019/20	2020/21	2021/22	2022/23
Noxious Plants and Pest Control	\$60,000.00	\$61,500.00	\$63,037.50	\$64,613.44
Parking	\$1,500.00	\$1,538.00	\$1,576.45	\$1,615.86
Land Development	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Economic Development	0	0	0	0
Tourism	\$5,150.00	\$5,150.00	\$5,228.00	\$5,306.00
Development Support	0	0	0	0
Development Control	\$63,400.00	\$64,982.23	\$66,607.29	\$68,272.48

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

PRINCIPALACTIVITY

Budget 21/22

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

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

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

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

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

EXECUTIVE GOVERNANCE	DRAFT BUDGET 21/22
<u>OPERATIONAL INCOME</u>	
Governance	
Loan repayment income	-4,260
Total Operating Income	-4,260
<u>CAPITAL INCOME</u>	
Governance	
Transfer from Community Facilities Reserve	-25,000
Total Capital Income	-25,000
Total Income	-29,260
<u>OPERATING EXPENDITURE</u>	
Governance	
Employee Costs	370,000
Staff Service/Achievement Awards	5,000
Telephone	2,000
Administration Expenses - Other	1,500
Memberships & Subscriptions REROC Shires Assoc e	85,000
Transfer to Employee Entitlement Reserve	100,000
Governance - Overheads	17,590
Contribution to Plant	14,500
Depreciation	280
Total Operating Expenditure	595,870
<u>CAPITAL EXPENDITURE</u>	
Service Statements	25,000
Total Capital Expenditure	25,000
Total Expenditure	620,870
NET OVERALL RESULT	591,610
DEMOCRACY	
<u>OPERATIONAL INCOME</u>	
Management & Leadership	
Total Operating Income	0
<u>OPERATING EXPENDITURE</u>	
Management & Leadership	
Mayoral Allowance	28,393
Members Fees	116,884
Members Expenses	12,000
Councillor Development	10,000
Council Meetings (Refreshments etc)	5,000
Civic Functions	2,500
Telephone & IPAD - Councillors	6,000
Democracy - Overheads	6,410
Transfer to Election Reserve	20,000
Total Operating Expenditure	207,187
Total Expenditure	207,187
NETT OVERALL RESULT	207,187
LAND DEVELOPMENT	
<u>OPERATING INCOME</u>	
Land Sales	
Residential Land Sales	-200,000
Industrial Land Sales	-300,000
Total Operating Income	-500,000
<u>CAPITAL INCOME</u>	
Land Development	
Total Income	-500,000

<u>OPERATING EXPENDITURE</u>	
Land Development	
Land Development Costs	250,000
Transfer to Land Development Reserve	250,000
Total Expenditure	500,000
NETT OVERALL RESULT	0
ECONOMIC DEVELOPMENT	
<u>OPERATING INCOME</u>	
Economic Development	
Operating Grant	
Total Operating Income	0
<u>OPERATING EXPENDITURE</u>	
Economic Development	
Salaries & Wages	19,777
Projects - Business Dev Assistance	20,000
Projects - Skill Development Local Business	5,000
Business West Wyalong	15,000
Projects - Promotional Activities	15,000
Depreciation	600
Economic Development - Overheads	1,510
Total Operating Expenditure	76,887
Total Expenditure	76,887
NETT OVERALL RESULT	76,887
TOURISM	
<u>OPERATING INCOME</u>	
Tourism	
Souvenir Income	-5,000
Commission on Foyer Art Gallery Sales	-50
Total Operating Income	-5,000
<u>CAPITAL INCOME</u>	
Transfer from Community Facilities Reserve	-22,000
TOTAL INCOME	-27,000
<u>OPERATING EXPENDITURE</u>	
Tourism	
Employee Costs	80,561
Tourism Membership	5,000
Projects	25,000
Souvenir Purchases	3,000
Promote Tourism	30,000
Mkting Promotio	15,000
Tourism - Overheads	18,050
Total Operating Expenditure	176,611
<u>CAPITALEXPENDITURE</u>	
Tourism	
Billboard Design Replacement	2,000
Christmas Decorations	5,000
Painting of the DC3	15,000
Total Capital Expenditure	22,000
Total Expenditure	198,611
NETT OVERALL RESULT	171,611
Human Resources	
<u>OPERATING INCOME</u>	
Human Resources	
Staff Contribution - Uniform Cost	-4,500
Sundry Training Income	-5,000
Total Operating Income	-9,500
Total Income	-9,500

<u>OPERATING EXPENDITURE</u>	
Human Resources	
Employee Costs HR	235,000
Training & Development	80,000
LG Professionals Membership	12,000
Training - Communication	10,000
DiSC Profiling	3,000
E-learning: Alcohol & Other Drugs	3,500
Reasonable Cause for Supervisors	3,600
Educational Assistance	5,000
Travel & Accommodation	12,000
Uniforms	5,000
EAP	1,700
Appointment Costs	3,500
Advertising - COM	25,000
Relocation Expenses	20,000
Photocopier Lease Fees	1,200
Depreciation	850
Human Resources - Overheads	12,470
Sundry Expenses	700
Subscriptions	9,000
Employee Wellbeing Program	2,000
Total Operating Expenditure	445,520
Total Expenditure	445,520
NET OVERALL RESULT	436,020
COMMUNITY DEVELOPMENT	
<u>OPERATING INCOME</u>	
Community Development	
Grant Income	-63,000
Event Income	-4,000
Total Operating Income	-67,000
Total Income	-67,000
<u>OPERATING EXPENDITURE</u>	
Community Development	
Employee Costs	160,000
Access Plan Implementation	8,000
Social Plan Implementation	14,000
Cultural Plan Implementation	8,000
Youth Services	12,000
Overheads	7,160
Contribution to Plant	5,800
Total Operating Expenditure	214,960
Total Expenditure	214,960
NETT OVERALL RESULT	147,960
COMMUNITY RELATIONS	
<u>OPERATING INCOME</u>	
Transfer from Community Facilities Reserve	-5,000
Total Income	-5,000
<u>OPERATING EXPENDITURE</u>	
Community Relations	
Community Meetings & Functions incl forums, Aust Day	15,500
Grant - Local Elite Sports People	1,000
Strengthening Communities (Comm Donations)	40,000
Bland Flavour Festival	50,000

Community Relations - Overheads	8,030
Website Costs	15,000
Rose Garden Annual Contribution	5,000
Public Relations	40,000
Total Expenditure	174,530
NETT OVERALL RESULT	169,530
EXECUTIVE SERVICES TOTAL	1,800,805
CORPORATE DEVELOPMENT	
GENERAL REVENUE	
<u>OPERATING INCOME</u>	
Rates & Extra Charges	
RESIDENTIAL	
Residential - General (Villages)	-125,910
Residential - West Wyalong	-1,063,903
Rates & Charges - Ungarie	-50,899
Rates & Charges - Barmedman	-38,603
Farmland	-4,222,475
BUSINESS	
Business - General	-62,914
Business - West Wyalong	-429,227
Business - Ungarie	-15,207
Business - Barmedman	-8,448
Mining	-999,658
Pensioner Rebate Subsidy GPR	-42,000
INTEREST	
Interest Villages	-2,500
Interest West Wyalong	-9,000
Interest Ungarie	-1,600
Interest Barmedman	-900
Interest Farmland	-8,000
Interest Mining	-5
Interest Charges on Land	-1,600
Total Operating Income	-7,082,849
<u>OPERATING EXPENDITURE</u>	
Rates & Extra Charges	
Rating Expenses	
PENSIONER REBATES	
Residential - General :Pension Rebates	5,800
Residential - West Wyalong :Pension Rebates	50,000
Ungarie: Pension Rebates	4,800
Barmedman: Pension Rebates	5,600
Farmland: Pension Rebates	5,300
WRITEOFFS	
Writeoffs West Wyalong	2,500
Writeoffs Ungarie	150
Writeoffs Barmedman	150
Writeoffs Villages	150
Writeoffs Farmland	2,500
Writeoffs Mining	0
Writeoffs Extra Charges	600
Transfer to Community Facilities Reserve	425,804
Transfer to Economic Dev Reserve	425,804
Transfer to Loan Replacement Reserve	147,392
Total Operating Expenditure	1,076,550
NETT OVERALL RESULT	-6,006,299

FINANCIAL ASSISTANCE GRANTS & INVESTMENTS

OPERATING INCOME

Financial Assistance & Investments

Interest - Investments (Cash)	-400,000
FAG Grant - General Purpose	-4,900,000
Transfer fr Loan Repayment Reserve	-147,392
Total Operating Income	-5,447,392

OPERATING EXPENDITURE

Financial Assistance & Investments

Loan - Principal Community Infrastructure Develop	100,000
Loan - Interest Community Infrastructure Developm	47,392
Total Operating Expenditure	147,392

NETT OVERALL RESULT	-5,300,000
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FINANCE & ADMINISTRATION

OPERATING INCOME

Corporate Support

Charges & Fees - s 603 & s 608	-16,000
Museum Advisor Contribution	-15,000
Corporate Overheads	-754,670
Total Operating Income	-785,670
Total Income	-785,670

OPERATING EXPENDITURE

Corporate Support

Salaries & Costs	1,200,000
Op Lease RePaym	5,000
General - Photocopier	10,000
Minor Capital	500
Printing & Stationery	30,000
Subscriptions	2,000
Contribution to Plant	31,900
Depreciation	137,000
Valuation Fees (VG)	40,000
Legal	7,000
Internal Audit	35,000
Computer Upgrades - Leasing Costs	95,000
Software Main Core Systems	200,000
Software Purchases	20,000
Telephones	25,000
Telephones - Mobile	600
Postage	20,000
Freight	7,000
Pulse	25,000
Debtor Write Off	5,000
Sundry	10,000
Audit Fees	55,315
Bank & Govt Charges	18,000
Centrelink Commission Charges	1,500
Records Expenses	5,000
Advertising	500
Community Satisfaction Survey	
Consultancy Costs	1,000
Sec 355 Committees	15,000
Rates Donations	10,000
Museum Advisor Expense	12,000
Museum Advisor Travelling	3,000
Total Operating Expenditure	2,027,315

Insurances/Risk Management		
Internal Recovery		
Insurance Refund	-16,000	
Total Operating Income	-16,000	
Insurances/Risk Management		
Employee Costs	99,500	
Other Insurances	497,926	Based on 12% increase
Workers Compensation	260,365	Based on 12% increase
Minor Workcover exp paid by Council	5,000	
Minor Insurance Claims	5,000	
Minor Capital Items	500	
Telephone	1,000	
Risk Management - Overheads	70	
Risk Contribution to Plant	5,800	
Total Operating Expenditure	875,161	
NETT OVERALL RESULT	2,100,806	
CORPORATE SERVICES TOTAL	-9,205,493	
COMMUNITY & AGED CARE		
AGED CARE		
<u>OPERATING INCOME</u>		
CHSP Operating Grant	-242,599	
NDIS Income	-20,000	
Brokered Clients Income	-15,000	
WWCCC Lease Rental	-30,000	
CHSP Client Contributions	-35,000	
Total Operating Income	-342,599	
<u>OPERATING EXPENDITURE</u>		
Aged Care Employee Costs	284,630	
Administration Expenses	2,000	
Staff Training	2,500	
PPE & Hygiene	7,000	
WWCCC Cleaning	7,000	
WWCCC Electricity & Gas	12,500	
WWCCC Rates	2,544	
WWCCC Water	1,000	
WWCCC Phone Costs	3,000	
WWCCC Maintenance	8,500	
Consultancies	15,000	
Meal Expenses/Groceries	3,000	
Rent to WWCCC	16,400	
Aged Care Overheads	12,800	
Aged Care Depreciation	18,300	
Aged Care Contribution to Plant	24,650	
Total Operating Expenditure	420,824	
RESULT	78,225	
LIBRARY		
<u>OPERATING INCOME</u>		
Library		
Photocopying, printing, scanning etc	-3,000	
Library Funding State Library	-75,000	
Tech Savvy Seniors	-2,000	
Overheads	-13,400	

Total Operating Income	-93,400
<u>OPERATING EXPENDITURE</u>	
Library	
Employee Costs	275,000
Cleaning	8,000
Photocopier Lease Charges	2,300
Printing & Stationery	5,000
Office Phone	1,000
Regional Library Fee	110,000
Rent Deposit Station	1,500
Library Maintenance	2,500
Depreciation	5,500
Childrens Activities	5,000
Author Visit	10,000
Local Priority Project	20,000
Promotion & Marketing	200
Library Activities	10,000
Freight	200
Contribution to Plant	1,450
Corporate Support Overhead	12,580
Advertising	300
Membership and Licence Fee	1,700
R&M Equipment	1,500
Library Maintenance - Software systems	5,125
Total Operating Expenditure	478,855
<u>CAPITAL EXPENDITURE</u>	
Library	
Total Capital Expenditure	0
Total Expenditure	478,855
RESULT	385,455
CHILDREN'S SERVICES	
<u>OPERATING INCOME</u>	
Family Day Care	
FDC Admin/Parent Levy	-85,176
FDC Educator Levy	-5,000
Child Care Subsidy	-350,000
Community Child Care Funding	-35,000
Total Operating Income	-475,176
<u>OPERATING EXPENDITURE</u>	
Family Day Care	
Employee Costs	62,000
Professional Development	2,000
Resources	2,000
Craft	
Mobile and Data Expenses	500
Other Operating Expenditure	200
Advertising	1,500
Licence Fee	1,500
Software Subscription - Harmony Web	2,000
Admin Expenses - CCB	
CCS Educator Payments (less levies)	350,000
Contribution to Plant	14,500
Overheads	74,370
Total Operating Expenditure	510,570
RESULT	35,394
<u>OPERATING INCOME</u>	
Mobile Resource Unit	
Community Child Care Funding	-277,766

CCS Income	-90,000
Parent Fee Income	-72,228
Fees & Levies - Playgroup	-3,500
Inclusion Support Income	-2,000
Ungarie Preschool Uniform	-1,000
Total Operating Income	-446,494
<u>OPERATING EXPENDITURE</u>	
MRU Bland/Ungarie	
Employee Costs	220,000
Educational Resources	25,000
Electricity - Ungarie	1,000
Excursions/Incursions/Entertainment	4,000
Mobile & Data	500
Hygiene Supplies	4,000
Food/Groceries	1,500
MRU Parent Fee Refund	500
Other Operating Expenditure	1,000
Ungarie Preschool Water	100
Ungarie Preschool R&M	700
Professional Development	8,000
Advertising	500
Licence Fee	1,000
Overheads	106,550
Contribution to Plant - MRU Vehicle Operating	14,500
	388,850
<u>OPERATING INCOME</u>	
ITAV	
Operating Grants - ITAV	-55,000
Toy Library	-200
Total Operating Income	-55,200
<u>OPERATING EXPENDITURE</u>	
ITAV	
Employee Costs	35,000
Phone/IT/Esendex	500
Craft Supplies/Resource Packs	3,000
Toy Library Toys	2,000
Playgroup Rental	500
Playsession/Workshop Cost	4,000
Family First - Community Expo	2,000
Contribution to Plant - MRU Vehicle Operating	7,250
Total Operating Expenditure	54,250
<u>OPERATING INCOME</u>	
Vacation Care	
Fees	-15,000
Operating Grant - Vacation Care	-10,000
Total Income	-25,000
<u>OPERATING EXPENDITURE</u>	
Vacation Care	
Employee Costs	120,000
Vacation Care Materials/Craft	7,000
Total Operating Expenditure	127,000
Total Expenditure	127,000
RESULT	43,406
<u>OPERATING INCOME</u>	
Pre School	
Fees	-50,000
Grants	-400,000
Special Needs Subsidy	-20,000

Covid payments	-40,000
Total Operating Income	-510,000
<u>OPERATING EXPENDITURE</u>	
Pre School	
Employee Costs	300,000
Preschool Resources	25,000
Activities	5,000
IT & Software Subscription	2,000
Advertising	1,500
Licence Fee	1,500
Groceries	5,000
Family Events	500
Meeting Costs	500
Professional Development	3,000
Overheads	87,630
Total Operating Expenditure	431,630
RESULT	-78,370
<u>OPERATING INCOME</u>	
Childrens Services unit	
Overheads for Employee Costs	-172,470
Overheads for Operating Costs	-60,050
Total Operating Income	-232,520
<u>CAPITAL INCOME</u>	
Children Services Unit	
Total Capital Income	
Total Income	-232,520
<u>OPERATING EXPENDITURE</u>	
Childrens Services unit	
Employee Costs	172,000
Photocopier Lease Charges	2,000
Stationery	1,000
Electricity	5,000
Rates	1,938
Water - Golden Field	1,500
Security	1,000
Telephone	4,000
Maintenance & Repairs	5,000
Sanitary Maintenance	250
Cleaning	10,000
Depreciation	19,500
Gas	250
Overheads	2,660
Total Operating Expenditure	226,098
<u>CAPITAL EXPENDITURE</u>	
Childrens Services	
Total Capital Expenditure	
Total Expenditure	226,098
RESULT	-6,422
NETT OVERALL RESULT	-5,992
<u>REGULATORY ACTIVITIES</u>	
<u>OPERATING INCOME</u>	
Regulatory Activities	
Penalty Infringement Notices	-500
Impounding Fees - Companion Animals	-500
Impounding Fees - General	-200
Commission - Registration Fees	-5,000

Sales	-500
Total Operating Income	-6,700
Total Income	-6,700
<u>OPERATING EXPENDITURE</u>	
Regulatory Activities	
Employee Costs	140,000
Telephone Costs	700
Processing Fees	200
Payable - Dog Registrations	3,500
Veterinary Support	5,000
Impounding Expenses	6,500
Pound Maintenance	6,500
Contribution to Plant	14,500
Depreciation	1,800
Overheads	5,110
Total Operating Expenditure	183,810
<u>CAPITAL EXPENDITURE</u>	
Regulatory Activities	
Total Capital Expenditure	0
Total Expenditure	183,810
NETT OVERALL RESULT	177,110
DEVELOPMENT SERVICES	
DEVELOPMENTAL CONTROL	
<u>OPERATING INCOME</u>	
Developmental Control	
Development Applications	-20,000
Swimming Pool Inspections/Certificates	-500
Construction Certificates	-15,000
Outstanding Orders/Notices Sec 608	-750
Subdivision Certificates	-750
Compliance Inspections	-15,000
Building Certificates	-500
Drainage Diagrams	-2,000
Planning Certificates (Section 149/2 and 5)	-10,000
Complying Development Certificate	-1,500
Long Service Levy	-1,000
Section 68 - Part A - Manufactured Dwellings	-1,000
Section 68 - Part B Water Supply Work/Sewerage	-2,000
Section 68 - Part C Install OSSM	-500
Section 68 - Part C Operate OSSM	-500
Section 68 - Part C Inspec of OSSM	-750
Total Operating Income	-71,750
<u>OPERATING EXPENDITURE</u>	
Developmental Control	
Employee Costs	525,000
Legal Costs	2,000
Mobile Phone Expenses	1,000
Development Services - Overheads	19,900
Contribution to Plant	29,000
Printing and Stationery	500
Other Expenses	1,000
Sundry Expenses	6,000
Development Control - Overheads	190
Total Operating Expenditure	584,590
NETT OVERALL RESULT	512,840
ENVIRONMENTAL PLANNING	

<u>OPERATING INCOME</u>	
Environmental Planning	
Fines	
Contributions - Sec. 94	-5,000
Total Operating Income	-5,000
<u>CAPITAL INCOME</u>	
Environmental Planning	
Total Capital Income	0
Total Income	-5,000
<u>OPERATING EXPENDITURE</u>	
Environmental Planning	
LEP Review	5,000
GIS Project (Software, hardware, training)	30,000
Heritage (Heritage Adviser \$13,000)	16,000
Heritage - Local Heritage Fund (matching funds by c	20,000
Environmental Planning - Overheads	2,780
Transfer to S94 Reserve	5,000
Total Operating Expenditure	78,780
<u>CAPITAL EXPENDITURE</u>	
Environmental Planning	
Total Capital Expenditure	0
Total Expenditure	78,780
NETT OVERALL RESULT	73,780
PUBLIC HEALTH & ENVIRONMENT	
<u>OPERATING INCOME</u>	
Public Health & Environment	
Food Premises Inspections	-2,000
Total Operating Income	-2,000
<u>CAPITAL INCOME</u>	
Public Health & Environment	
Total Capital Income	
Total Income	
<u>OPERATING EXPENDITURE</u>	
Public Health & Environment	
Enforcement Costs	500
Education Programs	750
Pest Control	15,000
Health & Environment - Overheads	530
Total Operating Expenditure	16,780
<u>CAPITAL EXPENDITURE</u>	
Public Health & Environment	
Total Capital Expenditure	
Total Expenditure	
NETT OVERALL RESULT	14,780
PROPERTY MAINTENANCE	
<u>CAPITAL INCOME</u>	
Transfer from reserves	-95,000
Total Income	-95,000
<u>OPERATING EXPENDITURE</u>	
Property Maintenance	
Council Chambers Maintenance & Repairs	100,000
10 Shire St Maintenance & Repairs	3,000
Public Halls & Museum M&R	40,000
Total Operating Expenditure	143,000
<u>CAPITAL EXPENDITURE</u>	
Property Maintenance	
Total Capital Expenditure	190,000
Total Expenditure	333,000

NETT OVERALL RESULT	238,000
TECHNICAL SERVICES	
WORKS ADMINISTRATION	
<u>OPERATING INCOME</u>	
Engineering Income	
Charges- Plans etc	-2,000
Sundry Income	-1,000
Asset Charge Waste and Sewer	-140,000
Grant - West Wyalong Flood Study	-30,000
On-Road Diesel Fuel Rebate	-82,000
Employee cost from Waste & Sewer	-243,500
Overheads	-186,700
Total Operating Income	-685,200
Total Income	
<u>OPERATING EXPENDITURE</u>	
Engineering Services	
Employee Costs	900,000
Stationery & Printing	18,000
Other Operating expenses	1,500
Consultancies	40,000
Advertising	1,000
R&M Equipment	1,500
Minor Capital Purchases (< \$1000)	500
Photocopier Lease Charges	4,000
Asset Expenses	65,000
Contribution to Plant	92,800
Security	20,000
Mobile Telephone Expenses	3,000
Works & Services - Overheads	505,040
Memberships/Licences	4,000
Engineering Employment Overheads	
Training Wages (Outdoor)	50,000
Idle Time - Inclement Weather	85,000
Annual Leave	260,000
Sick Leave	120,000
Long Service Leave	75,000
Superannuation	310,000
Workers Comp	10,000
Public Holidays	120,000
Total Operating Expenditure	2,686,340
WH&S Program	
WH&S Incentive Bonus	-20,000
WH&S Program	
Employee Costs	99,000
WHS - Overheads	3,450
Physical WHS Works eg Test & Tag (GM Req)	2,000
Minor Capital	500
Subscriptions	3,500
WHS Incentive Program Expense	20,000
Other Expenses	1,000
First Aid	1,500
Staff Immunisations	3,000
Other WHS Equipment & services	5,000
Health Checks Functional Assessments	2,000
Alcohol & Drug Testing	13,000

Contribution to Plant	5,800
	159,750
Depot Management	
Employee Costs	87,000
PPE & Outdoor Clothing	30,000
Electricity	9,000
Rates	8,683
Water Charges	3,000
Telephone	5,000
Council Freight	7,000
Photocopy Lease Charges	1,000
Cleaning	10,000
Depreciation	70,600
Stock Adjustment	3,000
Operating Expenses	30,000
	264,283
Gravel Activity	
Gravel Revenue	-405,000
Gravel Activity	
Gravel Royalty Costs	51,790
Rates	710
Gravel Pit Management	2,000
Gravel Pit Restoration Costs	500
Gravel Production Costs	350,000
	405,000
Road Safety Officer	
Costs Road Safety Officer	19,000
Private Works	
Private Works	-100,000
Private Works	
Private Works Expenditure	90,000
Total Income	-1,210,200
Total Expenditure	3,624,373
NETT OVERALL RESULT	2,414,173
PLANT RUNNING	
<u>OPERATING INCOME</u>	
Plant Management/Workshop	
Vehicle Lease Fees	-56,160
Transfer from Plant Reserve	-34,938
Plant Hire Income	-3,107,001
Contribution to Plant	-536,901
Total Operating Income	-3,735,000
<u>CAPITAL INCOME</u>	
Plant Management/Workshop	
Plant & Equipment	-200,000
Total Capital Income	-200,000
Total Income	-3,935,000
<u>OPERATING EXPENDITURE</u>	
Plant Management/Workshop	
Employee Costs	114,500
Workshop Expenses	45,000
Plant Running Expenses	1,600,000
Depreciation	688,000
Contribution to Plant	72,500
FBT	75,000
Total Operating Expenditure	2,595,000
<u>CAPITAL EXPENDITURE</u>	

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

Urban Roadside Maintenance	
Traffic Facilities Grant	
Tfr from Community Facilities Reserve	0
Total Income	0
<u>OPERATING EXPENDITURE</u>	
Kerb & Gutter M&R	30,000
Stormwater Maintenance	50,000
Footpath M&R	40,000
Road & Street Signs	300
Banners & Road Signs	500
Bus Shelters	500
Depreciation (Urban Roadside)	12,500
Depreciation (Stormwater)	233,000
<u>CAPITAL EXPENDITURE</u>	
Total Capital Expenditure	
Total Operating Expenditure	366,800
RESULT	-2,682,409
Urban Sealed Roads	
<u>OPERATING EXPENDITURE</u>	
Maintenance	10,000
Depreciation	280,000
Total Operating Expenditure	
Total Expenditure	290,000
RESULT	290,000
<u>OPERATING EXPENDITURE</u>	
Urban Unsealed Roads (FAG)	
Depreciation	23,000
Total Operating Expenditure	23,000
RESULT	23,000
<u>OPERATING EXPENDITURE</u>	
Rural Sealed Roads (FAG)	
Depreciation	1,460,000
Total Operating Expenditure	1,460,000
RESULT	1,460,000
<u>OPERATING EXPENDITURE</u>	
Rural Unsealed Roads	
Maintenance Grading	418,414
Rural - Gravel Patching - (FAG)	514,468
General Maintenance - (FAG)	163,720
Gravel Resheeting - (FAG) CAP	1,292,471
Wet Grading CAPITAL	539,475
Depreciation	1,400,000
Total Operating Expenditure	4,328,548
RESULT	4,328,548
<u>OPERATING EXPENDITURE</u>	
Street Cleaning (FAG)	
Street Cleaning	66,500
Rates	23,284
Total Operating Expenditure	89,784
RESULT	89,784
<u>OPERATING EXPENDITURE</u>	
Bridges	
Bridges Maintenance	4,000
Depreciation - Bridges	484,500
Total Operating Expenditure	488,500
RESULT	488,500
NETT OVERALL RESULT	3,997,423

PUBLIC SERVICES	
<u>OPERATING INCOME</u>	
Aerodrome	
Rental	-400
Landing Fees	-2,000
Sundry Income	-2,500
Total Operating Income	-4,900
<u>OPERATING EXPENDITURE</u>	
Aerodrome	
Cleaning	1,640
Electricity	1,200
Rates	4,621
Water	1,500
Phone Costs	650
M&R Including Ground Maintenance	45,000
Depreciation	15,000
Total Operating Expenditure	69,611
RESULT	64,711
<u>OPERATING INCOME</u>	
Saleyards	
Saleyard Leases	-20,000
Lease Fees	-25,600
Truckwash Charges	-20,000
Sundry	-100
Total Operating Income	-65,700
<u>OPERATING EXPENDITURE</u>	
Saleyards	
Electricity	3,500
Rates	5,104
Water Charges	7,000
Phone Costs	800
Roaming Stock	100
Repairs & Maintenance	20,000
Cleaning	1,500
Depreciation	123,000
Total Operating Expenditure	161,004
RESULT	95,304
<u>OPERATING INCOME</u>	
Public Conveniences	
Total Income	
<u>OPERATING EXPENDITURE</u>	
Public Conveniences	
Cleaning	54,500
Water Expenses	2,500
Maintenance & Repair	30,000
Sanitary Bins	2,000
Depreciation	39,000
Total Operating Expenditure	128,000
<u>CAPITAL EXPENDITURE</u>	
Total Capital Expenditure	
Total Expenditure	
RESULT	128,000
<u>OPERATING INCOME</u>	
Cemeteries	
Lawn Cemetery Fees	-102,000
Total Operating Income	-102,000
<u>CAPITAL INCOME</u>	

Cemeteries	
Total Capital Income	
Total Income	
<u>OPERATING EXPENDITURE</u>	
Cemeteries	
Cemeteries M&R	80,500
Lawn Plaques	5,000
Electricity	600
Rates	6,008
Cemetery Furniture Maintenance	1,500
Depreciation	8,500
Total Operating Expenditure	102,108
<u>CAPITAL EXPENDITURE</u>	
Cemeteries	
Total Capital Expenditure	
RESULT	108
<u>OPERATING INCOME</u>	
Parks & Gardens	
Parks & Gardens Income	-200
Total Operating Income	-200
<u>CAPITAL INCOME</u>	
Parks & Gardens	
Total Capital Income	
Total Income	
<u>OPERATING EXPENDITURE</u>	
Parks & Gardens	
Wetlands Maintenance	15,000
Parks Maintenance	536,000
Reserves Maintenance	25,000
Tree maintenance	15,000
Electricity	23,000
Water Charges	12,000
Annuals	5,000
Rates	41,941
Mobile Phone	2,500
Other Operating expense	100
Program Expenses - Other Villages	500
Contract	15,000
Depreciation	535,000
Total Operating Expenditure	1,226,041
<u>CAPITAL EXPENDITURE</u>	
Parks & Gardens	
Total Capital Expenditure	
Total Expenditure	
RESULT	1,225,841
<u>OPERATING INCOME</u>	
Bush Fire Services	
Contribution	-70,000
Hazard Reduction	-40,000
Total Operating Income	-110,000
<u>OPERATING EXPENDITURE</u>	
Bush Fire Services	
Rates - Rural Fire Service	6,011
Water	1,000
Contribution to RFS	625,000
NSW Fire Fund	15,000
Non Claimable Expenses	3,000
Hazard Reduction	40,000

Total Operating Expenditure	690,011
<u>CAPITALEXPENDITURE</u>	
Total Capital Expenditure	
Total Expenditure	690,011
RESULT	580,011
<u>OPERATING INCOME</u>	
State Emergency Service	
Total Operating Income	
<u>OPERATING EXPENDITURE</u>	
State Emergency Services	
Contribution to SES	16,000
Maintenance	5,000
Non Claimable Expenses	2,000
Depreciation	16,500
Total Operating Expenditure	39,500
<u>CAPITALEXPENDITURE</u>	
State Emergency Services	
Total Capital Expenditure	
Total Expenditure	39,500
RESULT	39,500
<u>OPERATING INCOME</u>	
Street Lighting	
Grant - Street Lighting	-30,000
Total Operating Income	-30,000
<u>OPERATING EXPENDITURE</u>	
Street Lighting	
Electricity	110,000
Maintenance	15,000
Depreciation	6,500
Total Operating Expenditure	131,500
RESULT	101,500
<u>OPERATING INCOME</u>	
Noxious Plants & Pest Control	
Government Grants	
- Grant - Operational	-61,300
Total Operating Income	-61,300
<u>OPERATING EXPENDITURE</u>	
Noxious Plants & Pest Control	
Employee Costs	225,000
Phone Costs	1,200
Destruction of Weeds	100,000
Pest Control	1,500
Contribution to Plant	43,500
Annual Subscription Weeds Software Program	6,000
Total Operating Expenditure	377,200
<u>CAPITALEXPENDITURE</u>	
Noxious Plants & Pest Control	
Total Capital Expenditure	
Total Expenditure	377,200
RESULT	315,900
<u>OPERATING INCOME</u>	
Parking Areas	
Income	-1,500
Total Operating Income	-1,500
<u>OPERATING EXPENDITURE</u>	
Parking Areas	
Rates	11,813
Electricity	1,200

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

Stadium Fees	-20,000
Total Operating Income	-20,000
<u>CAPITAL INCOME</u>	
Total Capital Income	
Total Income	
<u>OPERATING EXPENDITURE</u>	
Sports Stadium	
Cleaning & Maintenance	51,000
Electricity	7,000
Water Charges	1,000
Depreciation	55,000
Sanitary Maintenance	2,000
Security	600
Total Operating Expenditure	116,600
<u>CAPITAL EXPENDITURE</u>	
Total Capital Expenditure	
Total Expenditure	
RESULT	96,600
NETT OVERALL RESULT	3,945,539
POOLS	
<u>OPERATING INCOME</u>	
Holland Park Pool	
Pool Income	-20,000
Total Operating Income	-20,000
<u>CAPITAL INCOME</u>	
Holland Park Pool	
Tfr from Community Facilities Reserve	-35,000
Total Capital Income	-35,000
Total Income	-55,000
<u>OPERATING EXPENDITURE</u>	
Holland Park Pool	
Sundry Expenses	200
Electricity	20,000
Rates	10,294
Water Charges	6,600
Gas - Holland Park Pool	5,000
Telephone Charges	500
Chemicals	7,000
Maintenance & Repairs	29,000
Depreciation	135,000
Pool Contract	170,445
Total Operating Expenditure	384,039
<u>CAPITAL EXPENDITURE</u>	
Total Capital Expenditure	
Total Expenditure	
RESULT	329,039
<u>OPERATING EXPENDITURE</u>	
Ungarie Pool	
Chemicals	3,000
Electricity	1,000
Telephone Charges	1,400
Water Charges	2,300
Maintenance & Repairs	10,000
Rates	3,474
Sundry Expenses	200
Depreciation	12,000
Total Operating Expenditure	33,374
<u>CAPITAL EXPENDITURE</u>	

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

RESULT	83,794
<u>OPERATING INCOME</u>	
Caravan Park	
Caravan Park Lease	-21,300
Total Operating Income	-21,300
<u>OPERATING EXPENDITURE</u>	
Caravan Park	
Repairs & Maintenance	5,000
Depreciation	43,000
Total Operating Expenditure	48,000
<u>CAPITAL EXPENDITURE</u>	
Total Capital Expenditure	
Total Expenditure	48,000
RESULT	26,700
<u>OPERATING INCOME</u>	
Residences	
Calleen St Rental	-14,350
Rental - Residences (Input Taxed)	-61,500
Shamrock Street Lease Rental	-6,000
Total Operating Income	-81,850
<u>OPERATING EXPENDITURE</u>	
Residences	
Rent	45,000
Water Charges	600
Rates - Council Properties	4,069
Maintenance & Operating Costs	10,000
Leasing Expenses	4,000
Depreciation	8,000
Total Operating Expenditure	71,669
RESULT	-10,181
<u>OPERATING INCOME</u>	
Literary Institute	
Rental	0
Total Operating Income	
<u>OPERATING EXPENDITURE</u>	
Literary Institute	
Maintenance & Repair	2,000
Rates	3,081
Depreciation	35,000
Total Operating Expenditure	40,081
<u>CAPITAL EXPENDITURE</u>	
Literary Institute	
Other	
Total Capital Expenditure	
Total Expenditure	40,081
RESULT	40,081
<u>OPERATING INCOME</u>	
123 Railway Rd, WW (Mens Shed)	
Rental	-52
Total Operating Income	-52
<u>OPERATING EXPENDITURE</u>	
123 Railway Rd, WW	
Electricity	1,200
Rates	1,660
Water Charges	200
Maintenance & Repair	500
Total Operating Expenditure	3,560
<u>CAPITAL EXPENDITURE</u>	

123 Railway Rd, WW	
Other	
Total Capital Expenditure	
Total Expenditure	3,560
RESULT	3,508
<u>OPERATING INCOME</u>	
Ungarie Retirement Village	
other	
Total Operating Income	
<u>OPERATING EXPENDITURE</u>	
Ungarie Retirement Village	
Other Operating Expenses	50
Depreciation	24,000
Total Operating Expenditure	24,050
RESULT	24,050
<u>OPERATING INCOME</u>	
Caltex Truck Stop	
Rental	-125,000
Total Operating Income	-125,000
<u>OPERATING EXPENDITURE</u>	
Caltex Truck Stop	
Rates	3,835
Expenditure	15,000
Total Operating Expenditure	18,835
RESULT	-106,165
<u>OPERATING INCOME</u>	
West Wyalong Ambulance Station	
Rental	-5,125
Total Operating Income	-5,125
<u>OPERATING EXPENDITURE</u>	
West Wyalong Ambulance Station	
Maintenance & Repair	500
Depreciation	4,000
Total Operating Expenditure	4,500
RESULT	-625
<u>OPERATING INCOME</u>	
Surplus Land/Operational Land	
Fees	-15,000
Total Operating Income	-15,000
<u>OPERATING EXPENDITURE</u>	
Surplus Land/Operational Land	
Member/Licence Fee	500
Water Charges	200
Rates	12,240
Total Operating Expenditure	12,940
RESULT	-2,060
<u>OPERATING INCOME</u>	
184 Main Street W Wyalong	
Rental	-13,325
Total Operating Income	-13,325
<u>OPERATING EXPENDITURE</u>	
184 Main Street W Wyalong	
Maintenance & Repair	5,000
Rates	3,081
Water Charges	800
Total Operating Expenditure	8,881
<u>CAPITAL EXPENDITURE</u>	
184 Main Street W Wyalong	

Total Capital Expenditure	
Total Expenditure	8,881
RESULT	-4,444
<u>OPERATING INCOME</u>	
19 Lady Mary Drive	
Rental	-21,000
Total Operating Income	-21,000
<u>OPERATING EXPENDITURE</u>	
19 Lady Mary Drive	
Maintenance & Repair	5,000
Rates	2,175
Water Charges	800
Total Operating Expenditure	7,975
<u>CAPITAL EXPENDITURE</u>	
19 Lady Mary Drive	
Total Capital Expenditure	
Total Expenditure	7,975
RESULT	-13,025
NETT OVERALL RESULT	222,932
WASTE MANAGEMENT	
<u>OPERATING INCOME</u>	
Domestic & Trade Waste Management	
Trade Waste Charges	-303,544
DWMS Charges	-975,136
Interest - Domestic Waste	0
Interest Trade Waste	0
Sundry	-250
Pension Rebate Subsidy DWMS	-25,000
Total Income	-1,303,930
Waste Management	
Waste Fees and Charges	-165,000
Sundry Income	-50
Interest - Domestic Waste	0
Transfer from Waste Reserve	-117,722
Materials Recycling	-35,000
Total	-317,772
Total Operating Income	
<u>CAPITAL INCOME</u>	
Domestic & Trade Waste Management	
Total Capital Income	
Total Income	-1,621,702
<u>OPERATING EXPENDITURE</u>	
Domestic & Trade Waste Management	
Operation Costs - DWM	196,300
less: Pensions	51,762
Education Program	500
Contribution to Plant (Garbage Truck)	43,884
Environmental Protection Licence Fee	200
Domestic Waste Tipping Costs	280,000
Waste Management	
Salary & Wages	
Annual Leave	28,300
Sick Leave	3,850
Superannuation	24,450
Public Holidays	9,720
West Wyalong Tip Contractors	10,000
W Wyalong Maintenance	409,000

Operations - Ungarie	25,000
Operations - Barmedman	25,000
WM - W Wyalong Rates	2,526
WM - Ungarie Rates	410
WM - Weethalle Rates	231
WM - Naradhan Rates	211
WM - Kikoria Rates	183
W Wyalong Electr& Gas Exp	2,700
W Wyalong Water Exp-Prop	1,200
W WyalongTelephone-Mobil	400
Operations - Weethalle	15,000
Operations - Tallimba	10,000
Operations - Mirrool	10,000
Operations - Naradhan	7,000
Operations - Kikoria	7,000
WASTE MANAGEMENT TOTAL	
Tfer of Op Costs to DWM (Tipping)	-280,000
Tip Restoration	6,200
Free Tip Day	14,000
Transfer to Plant Replacement Reserve Traxcavator	115,000
Recycling	2,000
E Waste	1,000
Transfer fr Eng Serv Employee Costs	125,500
Asset Administration Fee	70,000
Depreciation	66,130
Contribution to Plant - Vehicles	29,000
Contribution to Plant (Trax & Sweep)	76,676
Transfer to Waste reserve	45,000
Overheads	141,370
Total Operating Expenditure	1,576,702
<u>CAPITAL EXPENDITURE</u>	
Waste Management	
New Landfill Pit + Ancillary	45,000
Total Capital Expenditure	45,000
Total Expenditure	1,621,702
NETT OVERALL RESULT	-0
SEWERAGE SERVICES	
<u>OPERATING INCOME</u>	
Sewer	
Rates	-1,740,362
Interest on Investments	0
Pensioner Rebate Subsidy - Sewer	-20,500
Application Fees	-1,000
Fees - Liquid Waste Disposal	-30,500
Sewer Headworks Contrib (Sec 64)	-1,000
Liquid Waste	-100
Total Operation Income	-1,793,462
<u>OPERATING EXPENDITURE</u>	
Administration	
Water Directorate Membership Fees	570
Salary & Wages	212,000
Annual Leave	11,385
Sick Leave	3,105
Superannuation	17,595
Public Holidays	3,000
Telephone	600
Mobile Phone	22,000
Consultancy - Sewer IWCM Plan	16,000

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



BLAND SHIRE COUNCIL
west wyalong

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Combined Delivery Program & Operational Plan

2017 - 2022



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

Adopted: 20 June 2017
Revised: April 2018
Adopted: 19 June 2018
Revised: April 2019
Adopted: 25 June 2019
Revised: April 2020
Adopted: 16 June 2020
Internal Review August/September 2020
Endorsed by Council 15 September 2020
Revised: April 2021
Adopted: xx xx 2021



**DRAFT
REVENUE POLICY
2021/22**



DRAFT

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Proposed Rates and Charges

Statement with respect to each Ordinary Rate to be Levied

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

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

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

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

Ordinary rates will be levied as per the schedule below. These figures are subject to change if

updated land values are released by the Valuer General. The components of the various levies are:

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

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

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

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

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

Land Categories

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

Farmland (Section 515: Local Government Act 1993)

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

Residential (Section 516: Local Government Act 1993)

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

Mining (Section 517: Local Government Act 1993)

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

Business (Section 518: Local Government Act 1993)

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

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



Pricing Policy Statement

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

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

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

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

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



Pensioner Rebates

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

Pensioner concessions available include:

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

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

Waste Management

Domestic Waste Management Charges (DWMC)

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

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

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

Annual Waste Management Charge

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

Trade Waste Charges

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

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



Sewer

Special Rates – Sewer

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

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

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

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

Sewer rates will be levied as per the schedule below:

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

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

Interest

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

under Section 356 of the Local Government Act 1993 is \$224,950 including Heritage, Access and Strengthening Communities grants.

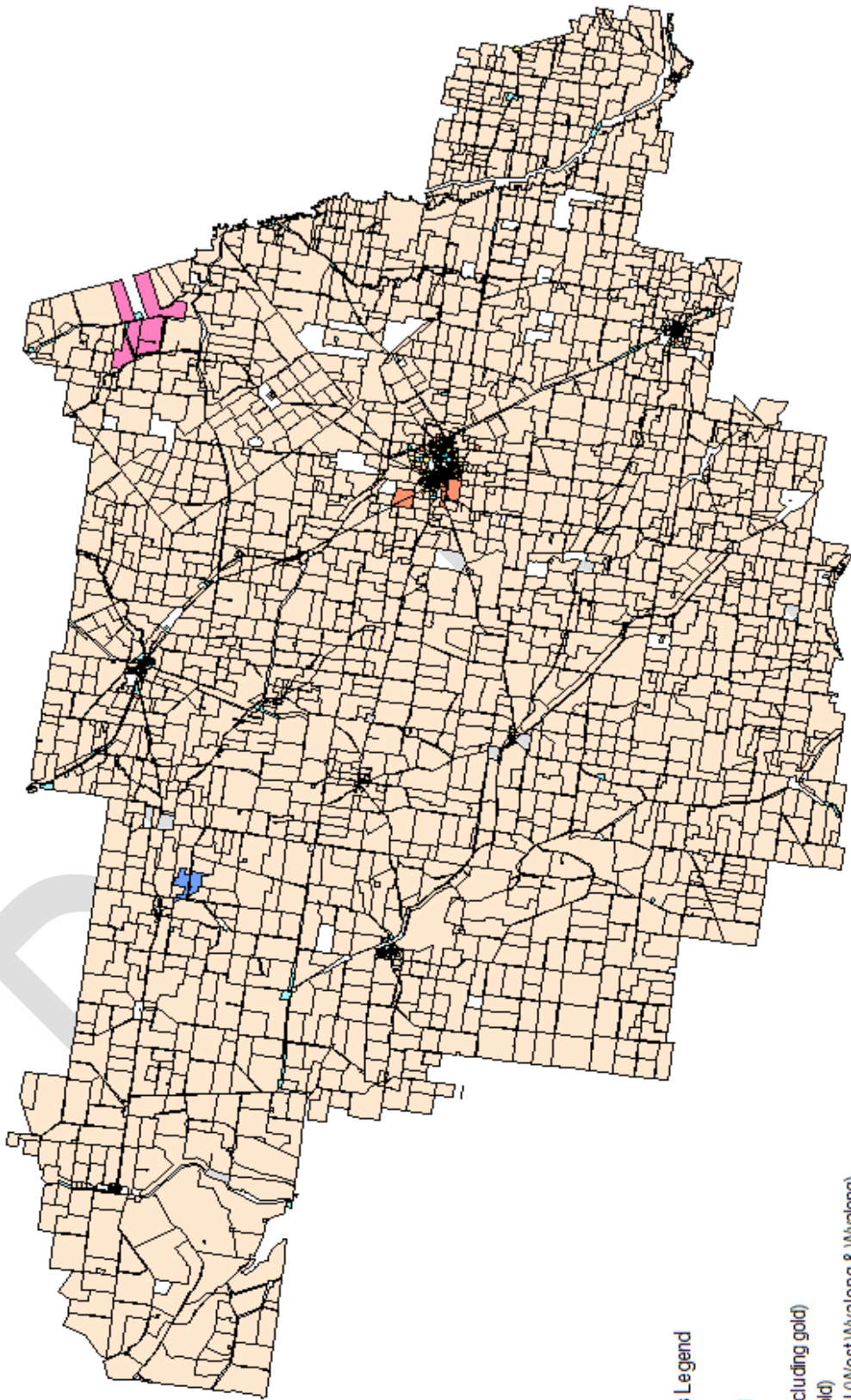
Donations Policy

Council has adopted a Community Grants and Donations Policy that applies to all grants and donations available to the Bland Shire Community. The 2021/2022 budget for contributions payable

Fees and Charges

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

Bland Shire Council Rating Categories



- Rating Codes Legend**
- Farmland
 - Residential
 - Business
 - Mining (excluding gold)
 - Mining (Gold)
 - Residential (West Wyalong & Wyalong)
 - Business (West Wyalong & Wyalong)
 - Residential (Ungarie)
 - Business (Ungarie)
 - Residential (Barnedman)
 - Business (Barnedman)
 - Non-Rateable



Fees & Charges Schedule

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

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

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

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
CEMETERIES CONTINUED				
Lawn Cemetery Fees Continued				
Wyalong Niche Wall Interment of ashes including tablet	\$440.00	Inclusive	Full Cost	
Barmedman, Ungarie and Weethalle Niche Wall Interment of ashes including tablet	\$440.00	Inclusive	Full Cost	
Interment of ashes in existing grave in the lawn or memorial cemetery	\$170.00	Inclusive	Full Cost	
Cemetery Reservation Deposit (all cemeteries)	\$500.00	Inclusive	Full Cost	The balance of the fees are to be paid at the time of Interment. Reservation of a site does not protect against future prices increases. The fee payable at the time of Interment will be the fee adopted by Council in the current Revenue Policy, less any deposit or prepayment made. Second Interment will be at the current rate set in the Revenue Policy.
Niche Wall reservation deposits	\$250.00	Inclusive	Full Cost	As per above Cemetery Reservation Deposit
First Interment of ashes in lawn cemetery including plaque	\$1,700.00	Inclusive	Full Cost	
Monumental & Lawn Cemeteries - Exhumation	Cost + GST + 10%	Inclusive	Full Cost	
CERTIFICATES				
Certificate Urgency fee	\$60.00	Exempt	Partial	Processed within 24 hours (in addition to Certificate Fee)
Section 603	\$85.00	Exempt	Legislative	ZS603 - Rates Certificate
Outstanding Notices Certificate Section 735A	\$85.00	Exempt	Partial	Certificate for orders in force and outstanding notices under <i>Local Government Act 1979</i> .
Outstanding Notices Certificate Section 121ZP	\$85.00			Certificate for orders in force and outstanding notices under <i>Environmental Planning and Assessment Act 1979</i> .
Outstanding Notices Certificate - 725A & 121ZP	\$160.00			Certificate for orders in force and outstanding notices under <i>Local Government Act 1979</i> and <i>Environmental Planning and Assessment Act 1979</i> .
Outstanding Notices Certificate - All Acts	\$250.00	Exempt	Partial	Certificate for orders in force and outstanding notices under <i>Local Government Act 1979</i> , <i>Environmental Planning and Assessment Act 1979</i> , <i>Protection of the Environment Operations Act 1997</i> , <i>Food Act 1989</i> , <i>Public Health Act 1991</i> , <i>Roads Act 1993</i> and <i>Swimming Pools Act 1992</i> .
Biosecurity Act Certificate	\$50.00	Exempt	Partial	
Section 149 (2)	\$53.00	Exempt	Legislative	
Section 149 (2 & 5)	\$133.00	Exempt	Legislative	

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

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

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

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

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

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

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

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
INSPECTIONS				
Critical Stage Inspection - Class 1 and 10	\$100.00	Inclusive	Full Cost	
Critical Stage Inspection - Class 2 to 9	\$110.00	Inclusive	Full Cost	
Plumbing and Drainage Inspection	\$100.00			
Reinspection Fee	\$150.00	Inclusive	Full Cost	
Inspection Fees - Subdivisions (Council as the PCA)				
Per inspection	\$200.00	Exempt	Full Cost	
Occupation Certificate				
Application for Occupation Certificate	\$100			
Copy of Occupational Certificate	\$35	Exclusive	Full Cost	
INTEREST				
Interest Charges				
Interest Charges	7%	Exempt	Legislative	Applied on simple interest basis
KERB & GUTTER				
Kerb & Gutter - new	Cost + GST + 10%	Inclusive	Full Cost	
Reinstatement Charges				
Kerb & Gutter - 5 linear metres or less	\$300.00/m	Exempt	Full Cost	Minimum one lineal metre
Kerb & Gutter - more than 5 linear metres	100% of cost quoted amount (or actual cost) plus GST	Exempt	Full Cost	
LEGAL ACTION				
Legal Fees				
Legal Action	Costs	Inclusive	Full Cost	
Dishonoured Cheque/payment	Cost plus \$20.00	Exempt	Full Cost	
Stop Cheque Fee	\$20.00	Exempt	Full Cost	
Subpoena	\$50.00 processing fee plus \$50.00 per hour after the first hour	Exempt	Full Cost	
LIBRARY				
Costs & Charges	See Library Schedule			
Book purchasing	Cost plus 5%	Inclusive	Full Cost	
LIQUID TRADE WASTE				
Application Fees				
<i>Council recovers the cost of administration and technical services provided in processing applications</i>				
A1 - Application Fees				
Category 1 Discharger	\$220.00	Exempt	Legislative	per item. Unless exempt. See Waste Exempt Schedule
Category 2 Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Large Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Industrial Discharger	\$290.00	Exempt	Legislative	per item
A2 - Renewal of Existing Approval (dependent on level of assessment required)				
Category 1 Discharger	\$220.00	Exempt	Legislative	per item
Category 2 Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Large Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Industrial Discharger	\$290.00	Exempt	Legislative	per item

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
LIQUID TRADE WASTE CONTINUED				
A3 - Change of Ownership, no Change in Conditions				
Category 1 Discharger	\$220.00	Exempt	Legislative	per item
Category 2 Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Large Discharger	\$220.00	Exempt	Legislative	per item
Category 3 - Industrial Discharger	\$290.00	Exempt	Legislative	per item
Annual Trade Waste Fee				
Category 1 Discharger	\$120.00	Exempt	Legislative	per item
Category 2 Discharger	\$200.00	Exempt	Legislative	per item
Category 3 - Large Discharger	\$350.00	Exempt	Legislative	per item. Includes category 2S large discharger
Category 3 - Industrial Discharger	\$550.00	Exempt	Legislative	per item
Re-Inspection				
Re-Inspection Fee	\$100.00	Exempt		per item
D1 - Trade Waste Usage Charges Sewer Non-Residential (excluding category 2S)				
Category 1 Discharger with appropriate equipment	\$900.00	Exempt	Legislative	per annum. Guide - usage less than 5kl/d. Council will determine on submission
Category 1 Discharger without appropriate equipment	\$3,600.00	Exempt	Legislative	per annum. Guide - usage less than 5kl/d. Council will determine on submission
Category 2 Discharger with appropriate pre-treatment	\$3,285.00	Exempt	Legislative	per annum. Guide - usage from 5kl/d to 20kl/d. Council will determine on submission
Category 2 Discharger without appropriate pre-treatment	\$13,140.00	Exempt	Legislative	per annum. Guide - usage from 5kl/d to 20kl/d. Council will determine on submission
Category 3 - Large Discharger	\$13,140.00	Exempt	Legislative	per annum. Guide - usage over 20kl/d. Council will determine on submission
Category 3 - Industrial Discharger	\$20,000.00	Exempt	Legislative	per annum. Guide - usage over 20kl/d. Council will determine on submission
D2 - Food Waste Disposal				
Food waste disposal charge	\$40.00	Exempt	Legislative	
Excess Mass Charges				
Aluminium	\$0.92	Exempt	Legislative	per kg
Ammonia (as N)	\$2.94	Exempt	Legislative	per kg
Arsenic	81.6	Exempt	Legislative	per kg
Barium	\$40.80	Exempt	Legislative	per kg
Biomechanical oxygen demand (BOD) up to 600mg/L	\$0.86	Exempt	Legislative	per kg
Biomechanical oxygen demand (BOD) 601 - 1200mb/L	\$2.58	Exempt	Legislative	per kg
Biomechanical oxygen demand (BOD) 1201 - 2400mg/L	\$6.60	Exempt	Legislative	per kg
Boron	\$0.85	Exempt	Legislative	per kg
Bromine	\$16.32	Exempt	Legislative	per kg
Cadmium	\$374.34	Exempt	Legislative	per kg
Chloride	\$0.00	Exempt	Legislative	per kg
Chlorinated hydrocarbons	\$40.80	Exempt	Legislative	per kg
Chlorinated phenolics	\$1,632.00	Exempt	Legislative	per kg
Chlorine	\$1.67	Exempt	Legislative	per kg
Chromium	\$27.23	Exempt	Legislative	per kg
Cobolt	\$16.65	Exempt	Legislative	per kg

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

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

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
PLANT HIRE/PRIVATE WORKS CONTINUED				
Kirpy Rock Crusher	\$240.00	Inclusive		Including tractor & operator
Combination Roller	\$107.00	Inclusive		Including tractor & operator
Ride on Mower 10hp to 50hp	\$82.00	Inclusive		Minimum hire 2 hours
Wide area mower >50hp	\$112.00	Inclusive		Minimum hire 2 hours
Aerovator	\$82.00	Inclusive		Including tractor & operator
Slasher	\$128.00	Inclusive		Including tractor & operator
28 kva generator on trailer*	\$38.00	Inclusive		Minimum hire 2 hours
Traffic Lights*	\$102.00	Inclusive		per day
Mobile toilet*	\$50.00	Inclusive		per day
Line Trike	\$170.00	Inclusive		Including ute, trailer & operator
Dingo	\$100.00	Inclusive		including trailer, ute & operator
Wacker Packer*	\$73.00	Inclusive		per day
Concrete Saw - small	\$81.00	Inclusive		including operator & ute
Concrete Saw - large	\$86.00	Inclusive		including operator & ute
PRICES QUOTED PER HOUR UNLESS OTHERWISE STATED				
*only items available for dry hire				
minimum hire is 2 hours				
Hire rates include GST				
Hire rates are inclusive of labour and charged from the time staff leave their existing job, or depot, to the time they return, or finish of the day				
Final approval of plant hire at discretion of the Director Technical Services				
PRINTING/PHOTOCOPYING				
Printing/Photocopying Charges				
A3 black & white	\$0.60	Inclusive	Market	Per sheet
A3 more than 20	\$0.50	Inclusive	Market	Per sheet
A4 black & white	\$0.30	Inclusive	Market	Per sheet
A4 more than 20 - black & white	\$0.25	Inclusive	Market	Per sheet
A4 colour	\$0.50	Inclusive	Market	Per sheet
Bulk copying	POA	Inclusive	Market	
Binding				
Up to 50 pages	\$4.50	Inclusive	Market	
Greater than 50 pages	\$8.00	Inclusive	Market	
Community Groups				
A4 colour photocopying	\$0.50	Inclusive	Market	
A3 colour photocopying	\$1.00	Inclusive	Market	
Scanning				
Document Scanning	\$1.70 unassisted, \$2.20 if staff assistance required	Inclusive	Market	Per sheet
Laminating				
A4	\$2.50	Inclusive	Market	Per sheet
A3	\$3.50	Inclusive	Market	Per sheet
Facsimile				
Sending	\$2.50 first page, \$0.60 for consecutive pages up to maximum \$6.00	Inclusive	Market	
Receiving	\$1.60 first page, \$0.60 for consecutive pages up to maximum \$6.00	Inclusive	Market	

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

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

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

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

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

ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
SECTION 68 - LOCAL GOVERNMENT ACT 1993 CONTINUED				
Part D - Community Land				
Engage in trade or business	\$150.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Direct or procure a theatrical, musical or other entertainment for public	\$150.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Construct a temporary enclosure for the purpose of entertainment	\$300.00	Exempt	Full Cost	
For fee or reward, play a musical instrument or sing	\$100.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Set up, operate or use a loud speaker or sound amplifying device	\$150.00	Exempt	Full Cost	Charge applicable where non-compliance with Local Approvals Policy
Deliver a public address or hold a religious service or public meeting	\$150.00	Exempt	Full Cost	
Community group	\$100.00	Exempt	Full Cost	
Part E - Public Roads				
Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway	\$250.00	Exempt	Full Cost	
Expose or allow to be exposed (whether for sale or otherwise) any article on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road	\$300.00 per year	Exempt	Full Cost	
Banner - Approval and Erection	\$550.00	Exempt		
Banner - Approval only	\$150.00	Exempt		
Banner - Approval only full year	\$330.00	Exempt		
Part F - Other Activities				
Operate a public car park	\$200.00	Exempt	Legislative	Charge applicable where non-compliance with Local Approvals Policy
Operate a caravan park or camping ground	\$275.00	Exempt	Legislative	
Operate a manufactured home estate	\$300.00	Exempt	Full Cost	
Install a domestic oil or solid fuel heating appliance, other than a portable appliance	\$250.00	Exempt	Full Cost	
Install or operate amusement devices	\$40.00 per application plus \$10 per device	Exempt	Full Cost	Events/once off by prior arrangement
Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations	\$200.00	Exempt	Full Cost	
SEWER SERVICES				
Connected sewer charge for recreational grounds	\$1,000.00	Exempt	Full Cost	
Sewer connection charge	\$1,200.00	Exempt	Full Cost	To existing sewer and charged if headworks charge does not apply.
Sewer tank liquid disposal (per litre) into sewer system via authorised road connection point (including chemical toilets) NB Caravan official dump points free for caravans and motor homes.	\$0.05 per litre plus \$75.00 opening charge per visit	Exempt		Includes both residential and Category 2S Liquid Trade Waste. Applies to Business hours 8am-3pm, if services are required outside business hours, then an extra \$220.00 will be charged per use.

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

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

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

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

LIQUID WASTE EXEMPTION SCHEDULE	
Process	Requirements
Beautician	NIL
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see note 4)
Day care Centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see note 4) Nappies are not to be flushed into the toilet
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see note 4)
Dental technician (no x-ray)	Plaster arrestor required.
Doctor's surgery (plaster casts, no x-ray)	Plaster arrestor required.
Dog/cat groomer/salon	Floor waste basket & sink strainer required (see note 3) Animal litter and any waste disposal products may not be discharged to sewer. No organophosphorus pesticides may be discharged to sewer.
Florist	Floor waste basket & sink strainer required. No herbicides/pesticides may be discharged to sewer.
Fruit and Vegetable (retail)	Floor waste basket & sink strainer required (see note 3).
Hairdresser	Floor waste basket & sink strainer (where available)
Jewellery Shop	
Miniplater	Miniplater vessel to contain no more than 1.5L of precious metal solution
Ultrasonic washing	NIL
Precious stone cutting	If: <1000L/d plaster arrestor required >1000 L/d general purpose pit required
Mixed business (minimal hot food)	Floor waste basket & sink strainer required (see note 3) Housekeeping practices (see note 4)
Motel (No hot food prepared and no laundry facility)	Floor waste basket & sink strainer required (see note 3) Housekeeping practices (see note 4)
Nutshop	Floor waste basket & sink strainer required (see note 3)
Optical service - retail	Solids settlement tank/pit required.
Petshop - retail	Floor waste basket & sink strainer required (see note 2)
Pizza reheating for home delivery	Housekeeping practices (see note 4)
Venetial blind cleaning	NIL (see note 2)
<p>Notes:</p> <ol style="list-style-type: none"> 1. Where 'required' is used it means as required by Council 2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system. 3. All drainage from floors in process areas is required to pass through a dry basket arrestor 4. Food preparation activities need to comply with the housekeeping practices including: <ol style="list-style-type: none"> a) Floor must be swept before washing b) Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up c) use of food waste disposal units is not permitted. 	

LIBRARY SCHEDULE				
ACTIVITY	FEE/CHARGE 2021/22	GST STATUS	COSTING METHOD	COMMENT
Public Library				
Inter Library Loan search fee	\$4.40	Inclusive	Full Cost	
Inter Library Loan - fee for loan requests from non-reciprocal libraries	\$28.50	Inclusive	Full Cost	
Inter Library Loan - Overseas	Cost recovery			
Inter Library Loan - Rush fee	\$52.00	Inclusive	Full Cost	Each
Inter Library Loan - Express fee	\$70.50	Inclusive	Full Cost	Each
Reservation fee	\$1.00	Inclusive		
<i>An exception applies to reservations placed under the following member categories: Class Cards, Book Clubs, Branch Libraries, Housebound, Home Library, Hospitals & Nursing Homes, Inter Library Loans, Wagga \$0.00</i>				
Replace member card	\$2.00	Inclusive		
Replacement charge (lost/damaged collection item under \$10 purchase cost)	\$15.00 plus replacement cost	Exclusive		Flat fee plus replacement cost
Replacement charge (lost/damaged collection item over \$10 purchase cost)	\$5.00 plus replacement cost	Exclusive		Flat fee plus replacement cost
Lost or damaged CD/DVD Cases (One-time CD/DVD/MP3 cases)	\$3.30	Inclusive		
Lost or damaged CD/DVD Cases (multi CD sound recording cases)	\$11.00	Inclusive		
Overdue items fines		Exempt		Flat fee per item plus charge per work day
Periods of amnesty apply when no overdue fines are charged for specified periods				Specified days to be announced
<i>An exception applies to fines on overdue items borrowed under the following member categories: Class Cards, Book Clubs, Branch Libraries, Housebound, Home Library, Hospitals & Nursing Homes, Inter Library Loans, Wagga Community Links \$0.00. This exception does not extend to lost or damaged items</i>				
Library Bags	\$2.00	Inclusive		
Library Backpacks	\$5.00	Inclusive		
Mobile Library - A4 printing/ photocopying (black & white)	\$0.20	Inclusive		Per Page
Mobile Library - A4 printing/ photocopying (colour)	\$0.55	Inclusive		Per Page
Public Library Programs		N/A		Each
Professional Research Fee	\$66.00	Inclusive		Per hour includes photocopying and postage
Visitor's Fee (non-refundable) - 1 month	\$33.00	Inclusive		
Visitor's Fee (non-refundable) - 3 months	\$88.00	Inclusive		
Public Library				
RRL Membership Fee for non-residents (excluding eligible reciprocal members and residents of Wahguna and Yarrawonga) - 12 months	\$110.00	N/A		

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

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

Termination of Care	Parents are required to give at least 14 days notice to the educator of ceasing care arrangements otherwise full fees will be charged. Child Care Subsidy will not be paid for absences once a child has ceased care.	Parents are required to give at least 14 days notice to the educator of ceasing care arrangements otherwise full fees will be charged. Child Care Subsidy will not be paid for absences once a child has ceased care.
<p><i>Note: Family Day Care educators set their own individual fee schedules, which may include costs that are higher than the base fees schedule rates, with the exception of the Parent administration levy and the Educator administration levy.</i></p>		

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

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

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

NATIONAL COMPETITION POLICY PRICING

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

- Sewerage Disposal
- Rubbish Collection Service

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

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

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

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

DRAFT



BLAND SHIRE COUNCIL
west wyalong

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Revenue Policy
2021/22



Bland Shire Council
Revenue Policy 2021/22
Adopted: xx 2021

8.5 Endorsement of Draft Records Management Policy



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

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

Author: Director Corporate and Community Services

Introduction

During the 2020/2021 Internal Audit Program, a review of the Records Management processes at Bland Shire Council was undertaken. At the same time as the Audit was being undertaken, Council's Records Management Policy was being reviewed and the draft document (**Attachment One**) is presented for review and endorsement by Bland Shire Council.

Financial Implications

Nil.

Summary

The retention of records is an essential part of Council's activities with the types and format of information retained as part of its day-to-day operations being many and varied. Council must ensure that full and accurate records of all activities and decisions are created, managed and retained or disposed of appropriately.

These activities are governed by the requirements of the State Records Act 1998, the Local Government Records General Disposal Authority, Government Information (Public Access) Act 2009 and Privacy and Personal Information Protection Act 1998.

The Internal Audit Program into Council's Records Management processes presented a number of recommendations including the development of a policy and provision of training for Councillors and staff in relation to records management.

With regards to the elected Council, training for Councillors will be held during the induction process following the September election. One of the key recommendations from the Audit which relates to elected members was:

That a policy be developed which sets out clearly the obligations for Councillors to arrange to register into Council's records management system, those documents both hard copy and electronic of an official nature that may pass through their hands with the policy supplemented with specific training.

As the attached draft Records Management Policy applies to both Council staff and Councillors, its endorsement by Council will address a number of the issues identified through the Audit. Internal processes have already commenced to address a number of the recommendations which related to specific records management practices across the organisation.

Recommendation:

THAT:

- 1. Council endorses the Draft Records Management Policy and places it on public exhibition for a period of 28 days from Friday 18 June, 2021 for community comment.**
- 2. Should there be comment from the community on the Draft Records Management Policy, a further report be prepared and presented to Council.**
- 3. Should there be no comment from the community on the Draft Records Management Policy within the 42 day commentary period, Council formally adopt the policy.**

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 2025
REVISION NUMBER:	3

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	16 April 2021	Updated policy adopted 19 March 2014 to new policy template and reviewed	Director Corporate and Community Services
1		Adopted 15 February 2011	
Original		Adopted 19 August 2003 – Minute No. 12/8/03	

REVIEW OF THIS POLICY

This Policy will be reviewed within four 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 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 ensure that full and accurate records of all activities and decisions of the Council are created, managed and retained or disposed of appropriately, and in accordance with relevant legislation. This will enable the Council to achieve information accessibility, business enhancement and improvement. It will also meet its obligations for accountability while ensuring that it protects the rights and interests of the Government, the organisation, its staff, clients and the community.

A Records Management Program has been established by the Council in accordance with s.12(2) of the *State Records Act 1998*. This policy provides a framework and outlines responsibilities for the operation of the Bland Shire Council's Records Management Program.

2. Scope:

This policy will apply to:

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

3. Outcomes:

Records Management Program

A records management program is a planned, co-ordinated set of policies, procedures, people, systems and activities that are required to manage records.

The Council's Record Management Program seeks to ensure that:

- It has the records it needs to support and enhance ongoing business and customer services, meet accountability requirements and community expectations;
- These records are managed efficiently and can be easily accessed and used for as long as they are required;
- Records are stored as cost-effectively as possible and when no longer required they are disposed of in a timely and efficient manner;
- The Council complies with all requirements concerning records and records management practices and legislation;
- Records of longer term value are identified and protected for historical and other research;
- Maintaining digital and other technology dependent records in authentic and accessible form for as long as they are required in accordance with s.14 f the *State Records Act 1998*.

Corporate Asset

The Council recognises that records are a vital asset to:

- Facilitate information accessibility, and enhance business by supporting and planning program delivery, management and administration;

- Deliver customer services in an efficient, fair and equitable manner;
- Provide evidence of actions and decisions and precedents for future decision making; and
- Protect the rights and interests of Government, the Council and its clients and citizens.

A small percentage of the Council's records will become archives, part of the cultural resources of the State.

4. Roles and Responsibilities

This policy has been authorised by the General Manager and is available to all staff. Ownership of the policy rests with the Director Corporate and Community Services who is responsible for reporting to State Records NSW regarding compliance with legislative requirements and recordkeeping standards.

The Director Corporate and Community Services is responsible for the overall management of the Records Management Program.

Council's records management program is centralised and record keeping activities are carried out by the Customer Service and Administration unit located in the Council Chambers.

All Councillors, staff, contractors and consultants must comply with this policy, and associated *Records Management Procedures*, in their conduct of official business for the Council. This policy applies to records in all formats, including electronic records.

General Manager

- Ensures that the Council complies with the requirements of the State Records Act 1998 and the standards and requirements issued under the Act. This includes the requirement for the public office to ensure that any records requiring technology to be read and understood remain readable and available for as long as they are required (section 14).
- Complies with other legislation relating to records management and recordkeeping.

Director Corporate and Community Services

- Is the nominated Senior Officer for records management
- Ensures that the Records Management Program is adequately resourced
- Represents records management interests on the Executive
- Has ownership of the Records Management Policy
- Ensures the preservation of digital records is addressed in policy, planning and implementation of the public office's records management program
- Ensures that the essential characteristics of digital records are identified prior to any preservation process taking place
- Reports to the State Records Authority on the Records Management Program eg. Responds to records management surveys.
- Authorises the disposal of records, in liaison with relevant manager.
- Compiles *Records Management Policy and Procedures* and standards in relation to all aspects of records management

- Monitors compliance with the *Records Management Policy and Procedures* and standards across the Council and makes recommendations for improvement or modification of practices
- Designs and advises on recordkeeping systems
- Responsible for the conduct of records management operations
- Ensures that all staff are aware of their recordkeeping responsibilities
- Develops strategic and operational plans for the Records Management Program

Administration and Systems Officer

- Establishes and maintains a customised recordkeeping metadata scheme and business rules regarding how metadata is to be managed (in liaison with information technology contractors)
- Assists with automated metadata capture, for example, ensuring that details of format are automatically saved in to the EDRMS with digital records (in liaison with information technology contractors)
- System Administrator for Council's Electronic Document Records Management System – Magiq
- Coordinates a records management training program with the assistance of Administration Officers
- Formulates and maintains thesaurus and retention and disposal authorities
- Formulates and maintains vital records lists and counter disaster plans
- Ensures the migration of digital records or digital control records/metadata is conducted carefully and in line with the conditions stated in the *General Retention and Disposal Authority – Source Records that have been Migrated* (in liaison with information technology and administration staff)
- Ensures routine and comprehensive system backups of data are undertaken

Information Technology Contractors – Magiq

- Provides support and infrastructure to ensure that records kept in electronic form are managed so that they are accessible, readable, inviolate, complete, comprehensive, and authentic for as long as required
- Liaises with Customer and Administrative Services unit regarding counter disaster planning for electronic records
- Establishes and maintains a customised recordkeeping metadata scheme and business rules regarding how metadata is to be managed (in liaison with records management staff)
- Ensures appropriately detailed audit logs are created and where necessary linked to records
- Implements information security measures.

Administration Officers

- Ensures that records are created and managed within the Records Unit in a way which complies with the *Records Management Policy and Procedures*
- Provide feedback on the success of migration processes to help ensure records remain authentic, complete, accessible and useable
- Assists in training staff in how to create and manage records
- Arranges for the destruction of records, along with Administration and Systems Officer

- Consult with the Administration and Systems Officer when introducing new activities and systems to ensure that records are created, and that relevant terms appear in the thesaurus
- Adheres to legislative requirements for records.

All Staff

Under the State Records Act 1998, all staff are required to make and keep full and accurate records of their business activities. Staff is accountable to their supervisors for compliance with this policy, and with related policies, business rules and guidelines.

All staff are responsible for creating records that document:

- Decisions made
- Verbal discussions and instructions or commitments given, including telephone conversations
- Meetings
- Other events
- Business activities they are involved in.

All staff shall:

- Register records into the EDRMS in accordance with the protocols outlined in the Magiq (Magiq) Business Rules
- Handle hard copy records and information sensibility and with care, so as to avoid damage to records
- Not relinquish control over, damage, alter or destroy or lose records of Council
- Access records from within the EDRMS
- Make records that support the conduct of tier business activities
- Ensure all corporate emails are registered to the EDRMS
- Maintain confidentiality of records they have access to, in accordance with Council's Code of Conduct, and requirements of the GIPA and the Privacy and Personal Information Protection Act.

Funded Services

The Director Corporate and Community Services is to ensure that all staff comply with the rules and responsibilities outlined in this policy document, and that records are kept in accordance with the following Acts, in addition to the *State Records Act 1998*;

- *Aged Care Act 1997*
- *Education & Care Services National Regulations (2011) under the Education and Care Services National Law.*

Children's Services: Responsible Officer – Children's Services Unit Coordinator.
Including Family Day Care, Mobile Resource Unit, Vacation Care and Pre-School.

Home and Community Care: Responsible Officer – Community Care Co-ordinator.
Including Older Men's Group and Day Care.

Contractors and outsourced functions

All records created by contractors performing work on behalf of the Council belong to the Council, and are State records under the *State Records Act 1998*. This includes the records of contract staff working on the premises as well as external services providers.

Contracts should clearly state that ownership of records resides with Council, and instructions regarding creation, management, and access to the records created. The Administration and Systems Officer should be consulted during the formulation of the contract.

5. Definitions

Glossary of Terms:

This glossary has been compiled from the *State Records Authority Glossary of Recordkeeping Terms*. Sources of terms include Australian and international standards on record management.

Access – Right, opportunity, means of finding, using or retrieving information.

Appraisal – The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.

Archives – Those records that are appraised as having continuing value.

Classification – Systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in a classification system.

Counter disaster plan – A plan for measures to be taken for disaster prevention, disaster response and recovery and virtual records protection.

Disposal – a range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.

General Disposal Authority (GA39) - GA39 identifies records created and maintained by NSW councils and county councils which are required as State archives, and to provide approval for the destruction of certain other records after minimum retention periods have been met. It applies to all records of council business and administration.

Recordkeeping – Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. Records should remain accessible for as long as they are required and disposed of in accordance with requirements in authorised retention and disposal authorities, or in accordance with normal administrative practice of a public office.

Retention and disposal authorities set out how long the different types of records must be kept to meet legal, operational and other requirements, and whether the records are to be kept permanently as State archives. The NSW State Archives and Records Authority (NSW State Archives and Records) issues Retention and Disposal Authorities under the Act.

Recordkeeping requirements – Requirements arising from regulatory sources, business needs and community expectations that identify the types of records that should be created and the management framework needed in order to have, and accountably manage, all the business information that is necessary for an organisation.

Recordkeeping systems – Information systems which capture, maintain and provide access to records over time.

Records - Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. *State Records Act 1998 (NSW)*. Records can be in any format, and include email, spreadsheets, text messages, data in business systems, web pages, social media content (tweets, Facebook posts, Instagram posts etc.), photographs, CCTV, maps, plans, engineering drawings, paper files, and documents. Increasingly records are in digital format and are stored in network servers or data centers, or in the Cloud.

Records management – Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Records management program - A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.

Retention and Disposal Authority – Documents authorised by the Board of State Records NSW that set out appropriate retention periods for classes of records. There are two main types:

- Functional retention and disposal authorities authorise the retention and disposal of records unique to a specific organisation;
- General retention and disposal authorities authorise the retention and disposal of records common to more than one organisation.

State archive – A State record that the State Records Authority of New South Wales has control of under the *State Records Act, 1998 (NSW)*.

Thesaurus – A thesaurus is a controlled list of terms linked together by semantic, hierarchical, associative or equivalence relationships. Such tools act as a guide to allocating classification terms to individual records.

In a thesaurus the meaning of the term is specified and hierarchical relationships to other terms shown. A thesaurus provides sufficient entry points to allow users to navigate from terms which are not to be used to the preferred terminology adopted by the organisation.

Vital records – Those records that are essential for the ongoing business of an agency, and without which the agency could not continue to function effectively. The identification and protection of such records is a primary object of records management and counter disaster planning.

6. Legislation and Supporting Documents

Legislation Includes:

- State Records Act 1998 (NSW) – including standards and retention and disposal authorities issued under the Act. Bland Shire currently adheres to GA39.
- Education and Care Services National Regulations (2011) under the Education and Care Services National Law
- Evidence Act 1995
- Companion Animals Act 1998

- Commonwealth Copyright Act 1968
- Environmental Planning & Assessment (EPA) Act 1979
- Government Information (Public Access) Act 2009 (NSW)
- Health Records Information Privacy Act 2002
- Local Government Act 1993
- Work Health and Safety Act 2011 and regulations
- Privacy & Personal Information Protection Act 1998
- Public Interest Disclosures Act 1994
- Public Finance & Audit Act 1983 and Treasury Directions
- Roads Act 1993 & General Regulation
- NSW Public Sector Code of Conduct
- Good Conduct & Administrative Practice: Guidelines for Public Authorities and Officials (NSW Ombudsman) – Specifically Module 14
- Premier's Memoranda and Circulations including: C2021-05 Managing Records in NSW Government
- M20024-14, M2007-08
- Australian Standard. AS ISO 154-89-2002 *Records Management*

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

8. Attachments

Policy Procedure

Creation of Records

All employees are obliged to create full and accurate records that adequately document the official business activities of the Council in which they take part, and to ensure that information and processing systems that support business activities create appropriate records as part of supporting those activities.

Staff are to ensure that they create official records of all decisions and actions made in the course of their official business. This includes letters, reports, file notes of conversations on the phone, interview or in-person, meetings publications etc.

Documentation for all business decisions must be maintained in the recordkeeping system regardless of format eg. verbal, written, electronic etc.

Records must be maintained regarding release of Council Information under the Government Information (Public Access) Act 2009.

Storage

All records should be stored appropriately to allow for their retrieval, use and preservation. In doing so, the security, privacy and confidentiality of records should be maintained.

- Electronic records shall be stored in Magiq, with appropriate security applied to all folders created. Other electronic information is stored in all Council's online pathway eg: Practical; Chris21 (HR); Technology One; Harmony; Org Plus; Libero Insight Informatics; Centrecalc; Civilcad; Map Plan; Reflect; Cemetery Database.
- Hard copy records are housed in secure storage areas on site or at the Government Records Repository at Kingswood.
- Legal documents are scanned and stored electronically in Magiq. The legal documents originals are stored in the legal documents storage area contained within the strong room in the Administration Building.
- All Council records shall be stored in conditions appropriate to their format and use in accordance with the Australian Standards on Records Storage, to minimise their deterioration.
- Unauthorised alteration, distribution, removal or destruction of Council records is prohibited.
- Hard copy records must not be left unattended in unsecured area or vehicles, or when being viewed by members of the public. At no time shall Council records be left unattended in areas accessible to unauthorised personnel or members of the public.
- Personal computers must not be left unattended in unsecured areas without being locked to prevent unauthorised access to records and information.
- All electronic records are backed up systematically and the backup disks stored offsite at the Children's Services building.
- Measures will be taken to prevent the loss of records in the event of a disaster, including imaging of records, off-site storage, fire-proof containment and disaster planning.

Maintenance and monitoring

The Administration and Systems Officer is responsible for ensuring that records and environmental conditions are monitored regularly to protect records. This will include checking temperature and humidity levels in dedicated record storage areas for paper records and ensuring that digital records are refreshed or replicated when scheduled, when new storage devices and media are being installed or when degradation is detected.

Maintenance of electronic records can also entail the migration of data. Migrations must be authorised by the Director Corporate and Community Services and must produce complete, authentic, accessible and useable records.

The Council has implemented a number of security and counter disaster measures as part of its Business Continuity Plan for safeguarding its information assets. Staff should abide by these measures at all times.

Regular monitoring of compliance with this policy, relevant legislation and procedures will be undertaken.

Breaches of this policy are considered to be breaches of *Bland Shire Council's Code of Conduct* and therefore invoke the relevant sanctions outlined in that Code. Persons in breach of any legislation may be subject to fines and legal action.

Archiving, Disposal and Destruction of Records

The Council has authorised *Functional Retention and Disposal Authority (GA39)* covering records relating to its core functions and activities. Administrative records common to all or many public offices such as financial and personnel records are covered under general retention and disposal authorities complied by State Records NSW. The Council recommends that disposal actions are assigned to records in all formats on creation to ensure they are managed appropriately.

No records of Bland Shire Council can be disposed of unless in accordance with these retention and disposal authorities or Normal Administrative Practice. Any sentencing of records must be supervised by the Senior Records Officer. Approval and signed authorisation for retention, destruction or transfer of records must be sought from the Director Corporate and Community Services before any disposal takes place.

Council records are classified using the State Records Keywords for Councils classification system. This is linked to the requirements of the General Disposal Authority- Local Government Records (GA39), which determined the need for archiving or disposal of all records.

To initiate the destruction of records, staff are required to contact the Senior Officer for Records Management. Destruction of records is carried out in accordance with the provision of GA39 and GA36, under the State Records Act. A record is kept detailing records destroyed and the approval for their destruction.

Records that are no longer currently used, but because of the evidential or informational value have been selected for permanent retention, are to be archived. The archiving process for records should be organised in consultation with the Senior Records Officer.

Records to be destroyed are transported off-site in a secure manner and disposed of by either pulping or shredding.

Records that are classified as State records and are over 30 years old must be covered by an access direction which either opens or closes the records to public access.

Disposal of 'Day Boxes'

Council scans and registers incoming correspondence into CM daily, then stores the original documents in a 'Day Box'. Day boxes are retained for a period of six months for quality control purposes and are securely disposed of after this period consistent with GA39.

Day boxes are retained and disposed in accordance with the protocol for retention and disposal of day boxes. Day boxes held in archive prior to the implementation of this policy are retrieved, sample audited for quality control and authorised for destruction in accordance with the protocol for retention and disposal of day boxes.

Access

Records must be made available to all authorised staff that require access to them for business purposes. Access to confidential information contained in Personnel Files is restricted to the General Manager, Directors, Human Resources staff and designated Records Officers.

All access to Council's records by members of the public, including Freedom of Information requests, will be in accordance with Council's Access to Information Policy and Agency Information Guide, GIPA Act 2009; State Records Act 1998; Privacy and Personal Information Protection Act 1998; Evidence Act 1995 and Environmental Planning and Assessment Act.

Requests to access will be determined by Council's Right to Information Officer.

Copying will be subject to legal requirements, including copyright restrictions, with charges applied as per Council's Revenue Policy.

References:

Legislative and government requirements for bookkeeping

Council's records management and recordkeeping practices comply with relevant Acts and Regulations and standards relating to records management.

Legislation Includes:

- Aged Care Act 1997 & Regulations
- State Records Act 1998 (NSW) – including standards and retention and disposal authorities issued under the Act.
- Education and Care Services National Regulations (2011) under the Education and Care Services National Law

- Evidence Act 1995
- Companion Animals Act 1998
- Commonwealth Copyright Act 1968
- Environmental Planning & Assessment (EPA) Act 1979
- Government information (Public Access) Act 2009 (NSW)
- Health Records Information Privacy Act 2002
- Local Government Act 1993
- Work Health and Safety Act 2011 and regulations
- Pesticides Amendment (Records) Regulation 2002 (pt of Pesticides Act 1999)
- Privacy & Personal Information Protection Act 1998
- Public Interest Disclosures Act 1994
- Public Finance & Audit Act 1983 and Treasury Directions
- Roads Act 1993 & General Regulation
- NSW Public Sector Code of Conduct
- Good Conduct & Administrative Practice: Guidelines for Public Authorities and Officials (NSW Ombudsman)
- Premier's Memoranda and Circulations including: M1998-16, C2003-17, M20024-14, M2007-08
- Australian Standard. AS ISO 154-89-2002 *Records Management*

Other requirements for recordkeeping

- Bland Shire Council – Records Management Policy & Procedures
- Bland Shire Council – Access to Information Policy
- Bland Shire Council – Code of Conduct
- Bland Shire Council – Internet Email & Computer Usage Policy
- Bland Shire Council – Risk Management Policy
- Bland Shire Council – WHS Safety Management System Manual
- Bland Shire Council – Business Continuity Plan
- Bland Shire Council – Privacy Management Plan
- Bland Shire Council – Gathering Information Policy
- Bland Shire Council – Internal Reporting Policy

State Records Standards

- Appraisal and disposal of State Records (no. 9) – 2007
- Counter disaster strategies for records and recordkeeping systems (No. 6) – 2002
- Digital recordkeeping (no. 10) – 2008
- Full and accurate records (No. 7) – 2004
- Managing a records management program (No. 8) – 2004
- Physical storage of State Records (No. 11) – 2012

Note: This list is not exhaustive. It is the responsibility of managers to examine legislation and government directions which govern their activities, and ensure that records arising from these activities conform with recordkeeping requirements.

8.6 Endorsement of Draft Volunteer Policy



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

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

Author: Director Corporate and Community Services

Introduction

The purpose of this report is to submit the Draft Volunteer Policy (**Attachment One**) for review and endorsement by Bland Shire Council.

Financial Implications

Nil.

Summary

At the May meeting of Bland Shire Council, Councillors formally adopted the Section 355 Committee Manual which had been the subject of a review process over several months.

The previous document, Section 355 Committees and Volunteers Management Manual, included information which was applicable primarily for those who volunteered on Council Section 355 committees.

However, Council has a number of volunteers working across the organisation and this policy sets the framework for all volunteers, not just committee members. The attached Draft Volunteer Policy establishes Bland Shire Council's commitment to volunteers regardless of the role they play within the organisation.

This Policy will provide guidance for all volunteers throughout the Council organisation.

Recommendation:

THAT:

- 4. Council endorses the Draft Volunteer Policy and places it on public exhibition for a period of 28 days from Friday 18 June, 2021 for community comment.**
- 5. Should there be comment from the community on the Draft Volunteer Policy, a further report be prepared and presented to Council.**
- 6. Should there be no comment from the community on the Draft Volunteer Policy within the 42 day commentary period, Council formally adopt the policy.**

POLICY STATEMENT

VOLUNTEER 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>	
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>	May 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>
1	13/5/2021		

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:

Bland Shire Council is committed to providing a healthy and safe environment for Shire residents and volunteers and volunteer committees. This policy establishes Council's commitment to involving and engaging volunteers across the organisation and sets the framework for site-specific volunteer processes.

2. Scope:

This Statement of Commitment has application to the following volunteers:

- Section 355 Committee members.
- All individuals performing voluntary tasks with Council
- Work experience students
- All individuals and organisations undertaking tasks on Council controlled property or facilities, but not under direction from or by Council, i.e. Service Clubs, Clean Up Australia, Sports and Recreation Clubs and Groups, Landcare Groups, Showground Trusts and non-organised groups or individuals.

3. Outcomes:

Council is very conscious of the need to protect the health and safety of its volunteers. Volunteers provide an invaluable service to the community of Bland Shire in particular, and to visitors and the travelling public in general.

Volunteers are community members who are motivated to undertake some form of service or activity, for no financial reward or recompense. Their contributions undoubtedly benefit the community as a whole. These contributors may either be individuals who spontaneously undertake a task or organised groups within the community or Council. There are also well-established independent groups that are nationally rather than community based.

Formal volunteering is an activity, which takes place in not-for-profit organisations or projects and is undertaken:

- to be of benefit to the community and the volunteer;
- of the volunteer's own free will and without coercion;
- for no financial payment; and,
- in designated volunteer position only.

4. Roles and Responsibilities:

Council will:

- Provide a supportive and safe work environment.
- Communicate clear expectations for volunteer roles.
- Undertake a formal induction program for volunteers which will provide information about the Council and the relevant programs, training, policies and procedures.
- Engage with volunteers on decisions which will substantially affect a volunteer's role and/or performance.

- Provide appropriate support to volunteers to assist them to perform their role, including training and feedback on performance.
- Provide a volunteer supervisor within each program who has the skills and knowledge to develop, support and supervise volunteers.
- Assign volunteers with tasks that are meaningful to Council, the community and the volunteer themselves.
- Ensure that volunteers enhance the work of paid staff and never replace them.

Volunteers will:

- Maintain the same standards of confidentiality, customer service, courtesy, and compliance with Council policies and procedures as are required of paid employees of Council.
- Accept and perform the responsibilities of the volunteer role to the best of their ability and in a positive and reliable manner.
- Take part in induction and ongoing training as required.
- Accept support, supervision and constructive feedback on performance.
- Not represent themselves as an employee of Council.
- Carry out tasks in accordance with the values of Council.

5. Definitions:

Term	Definition
Risk Assessment	Identification, evaluation, and estimation of the levels of risks involved in a situation, their comparison against benchmarks or standards, and determination of an acceptable level of risk
Volunteer	A person who undertake activities without monetary reward, of their own free will, of benefit to Council and the local community, that complement but do not replace the services provided by paid staff.
Volunteering	Time willingly given for the common good and without financial gain.
Work Experience Persons	Any person who wants to gain work experience without monetary compensation and it is not required as part of a compulsory component of an educational, government work placement or to meet any other institutional requirements.

6. Legislation and Supporting Documents:

Local Government Act 1993
 Local Government Regulations 2005
 Work Health and Safety Act 2011
 Work Health and Safety Regulation 2017
 Bland Shire Council Code of Conduct
 Bland Shire Council Section 355 Manual
 Children Services Unit: Participation of Volunteers and Students Policy
 Work Placement and Volunteer Management Policy (DRAFT)

7. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy Strategy 2.1 - Develop and support community partnerships to increase a sense of safety and wellbeing within the community

8. Statement of Commitment:

Council recognises that a volunteer agrees to perform a specific job with certain responsibilities and in return is entitled to certain rights. Both the volunteer and Council have mutual obligations to each other. Council has an implied duty of care towards its volunteers under both the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017, where volunteers perform tasks either directly for Council, or indirectly on or at Council controlled property, facilities or activities.

In order to fulfil the obligations of both Council and volunteers, and to promote excellence in service and maximise the quality of the volunteers' experience, Bland Shire Council will:

- Recognise volunteers as valuable team members, with opportunities to participate in relevant organisational decisions.
- Ensure that all voluntary work is undertaken on a voluntary basis and without coercion.
- Ensure that volunteers' work supplements, humanises and enhances, but in no way competes with the work of paid personnel.
- Offer volunteers work opportunities appropriate to their skills, experience and aspirations.
- Provide volunteers with orientation to their work and the organisation and, where appropriate, with clear duty statements.
- Empower volunteers to meet their own and Council needs through Council's provision to them, of appropriate resources, information, support and feedback.
- Offer training and support for volunteers to achieve personal and work goals.
- Implement procedures and provide personal protective equipment to safeguard volunteer's safety and well being, including appropriate volunteer insurance.
- Protect volunteers from unfair discrimination and from sexual harassment by adhering to Equal Employment Opportunity principles and recognising ethnic and cultural diversity.
- Where appropriate, offer reimbursements or other compensation to cover out-of-pocket expenses (eg. Fares, lunches, etc.).
- Provide mechanisms to acknowledge the value of contributions made by volunteers.
- Provide written information about the Council and/or Section 355 Committee policies, procedures and operations as appropriate.

Council recognises the need for formalised roles, responsibilities and procedures to ensure that Council can fulfil its duty of care to all staff and volunteers involved in Council operations, and also has an obligation to its Insurers to minimise risk.

Manuals and other documented procedures that detail how Section 355 Committees and other groups of volunteers are to be managed support this Statement of Commitment.

9. Volunteering Locations:

Bland Shire Library
Community Care
Children's Services Unit

Community Development
Events
Stadium

10. Volunteering Application Form:

PERSONAL DETAILS (please print)					
Title	Surname :		First name:		
Mobile Phone:			Home phone :		
Date of birth? (day/month/year) / /			Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Are you Aboriginal or Torres Strait Islander?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
In which country were you born?					
Do you speak a language other than English at home?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes please specify?					
Do you consider yourself to have a disability, impairment or long-term condition that may impact on you being able to perform the duties of the volunteer position?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please specify?					
Are you an Australian Citizen or permanent resident?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, please state your current Visa type?					
CURRENT ADDRESS					
Street Address					
Postal Address					
Suburb		State		Post code	
Personal email Address					
CURRENT EMPLOYMENT AND QUALIFICATIONS					
What is your current employment?		<input type="checkbox"/> Employed (full time)	<input type="checkbox"/> Self-Employed		
		<input type="checkbox"/> Employed (part time)	<input type="checkbox"/> Student		
		<input type="checkbox"/> Retired <input type="checkbox"/> Other			
Do you hold a current driver's license?		<input type="checkbox"/> Yes - License Class: _____		<input type="checkbox"/> No	
		License Number: _____			
Do you hold a current NSW Working With Children Check?		<input type="checkbox"/> Yes – Expiry date: _____		<input type="checkbox"/> No	
		WWCC number: _____			
Please include any additional information or comments, such as certificates, licenses to operate machinery, skills etc.		<input type="checkbox"/> General Construction Induction Training Certificate (white card)			
		<input type="checkbox"/> Other _____			
AVAILABILITY					
Please indicate your availability and preference of volunteer days:		<input type="checkbox"/> All days	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	
		<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	
		<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday		

PREVIOUS VOLUNTEER EXPERIENCE		PREVIOUS EXPERIENCE	
Please list any previous volunteer experience: (e.g., community groups, service organisations, charities etc.)		<input type="checkbox"/> Customer service / Administration <input type="checkbox"/> General support <input type="checkbox"/> Events <input type="checkbox"/> Tourism (<i>Local knowledge and history</i>) <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Committee member <input type="checkbox"/> Other: _____	
SPECIFIC PROJECT / OTHER		AREAS OF INTEREST	
Project details:		<input type="checkbox"/> Library <input type="checkbox"/> Visitors Centre (<i>Tour guide</i>) <input type="checkbox"/> Maintenance & Gardening <input type="checkbox"/> Community Care activity days <input type="checkbox"/> Children's Services <input type="checkbox"/> Other: _____	
EMERGENCY CONTACT DETAILS			
Priority 1			
Name			
Relationship:		Work Phone	
Mobile Phone		Home Phone	
Street Address			
Suburb		State	Post Code
Priority 2			
Name:			
Relationship:		Work Phone	
Mobile Phone		Home Phone	
Street Address			
Suburb		State	Post Code
SIGNATURE			
Volunteer Signature:		Date:	
OFFICE USE ONLY			
Application approved:		Details:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Manager/Supervisor		Date:	
Signature:		Date:	

8.7 Children Services Unit – Policy Adoption



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

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

Author: Children Services Coordinator

Introduction

The Policies as listed are a requirement under the Education and Care Services National Regulations 2011 and/or the National Quality Standards. All changes have been highlighted for your information. The policies were presented to the Senior Management Team on 18 May 2021 which endorsed them for Council's approval.

Financial Implications

Nil financial implications

Summary

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

The policy review process is outlined below:

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

Child Swapping (FDC) Policy

Child swapping is unique to the family day care sector. Family assistance law envisaged family day care educators would not be eligible to receive child care fee assistance for their own children attending a family day care service while caring for other people's children as a family day care educator. Minor changes have been made to the policy outlining the responsibility for Educators to notify the service if their child attends a FDC service, their partner becomes an FDC Educator and for families to notify the service if they become an FDC Educator with any scheme.

Relatives in Care (FDC) Policy

This policy is to ensure that Bland/Temora Family Day Care service is complying with the requirements of the Child Care Subsidy Minister's rule regarding children being cared for in a Family Day Care service who are related to the registered educator caring for them. Less than 50% of the children to whom any FDC educator is providing care within any Child Care Subsidy fortnight at the service are related to the FDC educator. The change made to this policy is updating regulatory terminology used for the Placement Agreement – Complying Written Arrangement.

Assessment, Approval and Reassessment of Family Day Care (FDC) Residences and Approved FDC Venues Policy

Bland/Temora Family Day Care conducts Educator Workplace Safety Audits (EWSA) of prospective FDC residences and current FDC residences on an annual basis. This is to ensure the safety of children, families and Educators and to ensure compliance with the Education and Care Services National Regulations and National Quality Standards. Changes made to this policy during the review process is that the EWSA will be conducted by the Coordination Unit rather than the Educator completing it themselves and the Coordination Unit sighting and signing it off. This will safeguard against oversights. The section on glass has been revised to include adhering to Regulation 117 rather than stating the requirements to prompt Educators and the Coordination Unit to ensure all clauses in the regulation are met.

Pets and Animals in the Care Environment Policy

Observing, interacting with and learning to care for an animal can be a valuable part of a child's education and care experience, enriching their learning. Maintaining pet health and supervising contact between pets and children is necessary for the health and safety of Educators, staff and children. The review of this policy added the inclusion of the requirement for Educators to put in place provisions to ensure the animal is properly fed and space is sufficiently cleaned and ensuring the animal is properly cared for when the service is closed.

Termination of Educator Agreement Policy

The Bland/Temora Family Day Care Service maintains the right to terminate the services of an educator for failure to provide a standard of care acceptable to the service or meet legislative requirements. This policy now includes further clauses in what constitutes an immediate termination. The clauses were guided by an Educator Agreement template provided by Family Day Care New South Wales. Additionally, the requirement for Educators to return documentation required under the regulations is included.

Cleaning and Maintaining the Environment Policy

Children have the right to an education in an environment that provides for their health and safety. Good cleaning and maintenance of the environment ensures that illness and unintentional injuries are avoided. This policy has been updated to include additional clauses under Educator responsibilities, including managing bodily fluid spills, requirements for Family Day Care Educators in maintaining their own unique service environments and managing pest and vermin control.

Inclusive Practises Policy

Bland Shire Children Services Unit aims to offer children and families an inclusive program based on social justice principles of fair and equal treatment. We encourage active recognition of diversity in developing services that evolve with the needs and interests of the children, their families and communities through their active participation.

Throughout the review process of this policy, the approach was taken to view inclusion positively and as a goal on a broad spectrum rather than focus directly on children with additional, behavioral or medical conditions and how the service may not be able to service the needs of these families. Revision now includes responsibilities of the Nominated Supervisor and additional clauses for Educators.

Conclusion

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

Recommendation:

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

- **Child Swapping (FDC) Policy**
- **Relatives in Care (FDC) Policy**
- **Assessment, Approval and Reassessment of Family Day Care (FDC) Residences and Approved FDC Venues Policy**
- **Pets and Animals in the Care Environment Policy**
- **Termination of Educator Agreement Policy**
- **Cleaning and Maintaining the Environment Policy**
- **Inclusive Practises Policy**

CHILD SWAPPING (FAMILY DAY CARE)

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Corporate and Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director of Corporate and Community Services
DATE ADOPTED:	5 March 2019
ADOPTED BY: <i>(Manex or Council)</i>	
MINUTE NO: <i>(If required)</i>	663437
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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 **two** (2) 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:

Child swapping is contrary to the original intent of family day care, as well as family assistance law. As the approved provider, Bland Shire Council will monitor the Bland /Temora Family Day Care (FDC) service, to ensure compliance with this law.

2. Scope:

This policy document applies to all Family Day Care educators registered with the Bland/Temora Family Day Care Service.

3. Outcomes:

Child swapping is unique to the family day care sector. Family assistance law envisaged family day care educators would not be eligible to receive child care fee assistance for their own children **attending a family day care service** while caring for other people's children as a family day care educator.

The child swapping integrity measure strikes a balance between the need to address child swapping practices across the sector while safeguarding legitimate family day care operators and the families who depend on them.

4. Roles and Responsibilities:

Nominated Supervisor will:

- Monitor family day care (FDC) educators and their partners to ensure they do not receive child care payments for their own child's session of FDC if, on that same day, the FDC educator provides FDC for an approved FDC service, unless a specified circumstance applies.
- Ask an 'eligible individual' (i.e. The person who is entitled to child care payments for a child enrolled for care by an eligible FDC service) if they, or their partner, are a FDC educator.
- Request to be informed if the eligible individual or their partner later becomes a FDC educator.

This must occur within seven days of the 'care date' (i.e. the date the child is enrolled for care with a Family Day Care service).

Educators will:

- Inform Bland/Temora Family Day Care if their partner becomes a family day care educator with any FDC scheme.
- Inform Bland/Temora Family Day Care if their children are attending family day care with any FDC scheme.

Families will:

- Inform Bland/Temora Family Day Care if they, or their partner, become a family day care educator with any scheme.

An FDC educator can utilise Family Day Care for their child if:

- On a day an educator is providing family day care to other children they, or their partner, **do not** receive child care payments for their own children unless specified circumstances apply.

Specified Circumstances:

For any of the specified circumstances to apply, documentary evidence must be provided to the Bland/Temora FDC service.

The specified circumstances are where:

- The child has been diagnosed with a particular disability or medical condition, **or** the FDC service is receiving payment of Inclusion Support Subsidy because the child is undergoing continuous assessment of disability.
- The child lives in an area designated as 'remote Australia' or 'very remote Australia'.
- The child requires FDC because the eligible individual (or their partner) who is an FDC educator is required on the same day to work for a minimum of two hours (but not for an approved FDC service).
- The child requires FDC because the eligible individual (or their partner) who is an FDC educator is required on the same day to undertake education or training towards a recognised qualification (at Certificate III or above).

If the Bland/Temora FDC service becomes aware that the eligible individual or their partner is an FDC educator and one or more of the specified circumstances exists, the service must request relevant information.

Except where the FDC service is receiving Inclusion Support Subsidy because the child is undergoing continuous assessment of disability, the service must request documentary evidence of the specified circumstance. The service will have the documentary evidence of receipt of Inclusion Support Subsidy.

Change of Circumstances:

The Bland/Temora FDC service must request to be informed of any changes to information regarding specified circumstances.

The service will, within seven days of being notified that Inclusion Support Subsidy is no longer being paid in relation to a child, record this fact and any other relevant information.

This is in addition to the service requesting to be informed if the eligible individual or their partner becomes an FDC educator.

Record Keeping:

The Bland/Temora FDC service will be required to record, in a register, relevant information relating to specified circumstances. (*Legislative reference – section 10A of the Eligibility Determination*).

Online Compliance:

The service will ensure that for each of its FDC educators who has a CRN, will enter the CRN for each FDC educator into the relevant CCSS as soon as possible.

5. Definitions:

Child swapping: Child swapping is a practice where a family day care educator, or their partner, receives child care payments for a session of family day care provided to their child **by another Educator** on the same day that they themselves provide family day care.

6. Legislation and Supporting Documents:

Family Assistance Law

7. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy 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).

8. Attachments:

N/A

RELATIVES IN CARE (FDC)

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Corporate and Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
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ADOPTED BY: <i>(Manex or Council)</i>	
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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 **two** (2) 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:

To ensure that Bland/Temora Family Day Care service is complying with the requirements of the Child Care Subsidy Minister's rule regarding children being **cared for** in a Family Day Care service **who** are related to the registered educator caring for them.

2. Scope:

This policy document applies to all Family Day Care educators registered with the Bland/Temora Family Day Care Service.

3. Outcomes:

The Child Care Subsidy Minister's rule states:

It is a condition for continued approval in relation to an FDC service that the provider ensures that less than 50% of the children to whom any FDC educator is providing care within any CCS fortnight at the service are related to the FDC educator as:

- (a) a niece or nephew; or
- (b) a cousin; or
- (c) a grandchild (including a great-grandchild).

It is important to note that the ratio is applied across all of the children cared for across the whole fortnight and not to one particular session of care.

4. Roles and Responsibilities:

The Coordination Unit will:

- be aware that the responsibility or the implementation of this rule rests with the approved provider.
- Ensure that children who are related to the educator must make up fewer than half of the children to whom they have provided care with in any fortnight.
- Ensure **that the complying written arrangement – placement agreement is completed for each enrolled child states if the child is related to the educator.**

Educators will:

- Ensure **that the complying written arrangement – placement agreement is completed for each enrolled child correctly stating if the child is related to the educator.**
- Inform bland/temora family day care coordination unit staff of any change to the booking of a relative in care.
- Inform bland/temora family day care coordination unit staff if any children not related to them end or reduce care.
- Not confirm the enrolment of a relative without authorisation from the bland/temora family day care coordination unit.
- Understand if bookings in their service change, resulting in children related to them making up half or more of the bookings in any fortnight that the relatives care will either need to be reduced or ended with two weeks' notice, or as otherwise directed by bland/temora family day care coordination unit staff.

Families will:

- Complete **the complying written arrangement – placement agreement for each enrolled child correctly stating if the child is related to the educator.**
- Understand that in accordance with the **complying written arrangement**, the enrolment cannot commence until bland/temora family day care coordination unit has authorised the care arrangement.
- Understand if a booking alters the family day care **service** ratio of relatives to others, resulting in children related to the educator making up half or more of the bookings in any fortnight, the

relative's care will either need to be reduced or ended with two weeks, or as otherwise directed by the bland/temora family day care coordination unit.

5. Definitions:

Relative care: The term 'relative care' in this context applies to family day care undertaken by close relatives, for example, by persons related to the children in care as either; a grandparent or great-grandparent, an aunty or uncle, or a cousin.

6. Legislation and Supporting Documents:

*Child Care Subsidy Minister's Rules 2017, **Compilation 19, 21 January 2021***

Child Care Subsidy Minister's Rules 2017

<https://www.legislation.gov.au/Details/F2021C00275>

A New Tax System (Family Assistance) Act 1999

7. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy **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).**

8. Attachments:

N/A.

**ASSESSMENT AND APPROVAL AND
REASSESSMENT OF FAMILY DAY CARE
(FDC) RESIDENCES AND APPROVED
FDC VENUES**

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Corporate and Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
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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 **two** (2) 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:

- To ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected.
- To assist prospective and current FDC Educators to identify potential hazards to children in the operation of a FDC business and to reduce the risks associated with these.

2. Scope:

This policy document applies to all Family Day Care educators registered with the Bland/Temora Family Day Care Service.

3. Outcomes:

Bland/Temora FDC Service will not utilise approved venues as part of their service.

Bland/Temora FDC Service will;

- conduct an assessment, including a risk assessment, of each family day care residence before the commencement of education and care.
- conduct an assessment, including a risk assessment, of each family day care residence at least once a year.
- maintain a record of assessments undertaken of each family day care residence.

4. Roles and Responsibilities:

Bland /Temora Family Day Care service will assess each proposed residence before education and care of children is offered, to ensure the health, safety and wellbeing of children in care are protected.

The assessment tool used for this purpose is the Educator Workplace Safety Audit, completed on location by a member of the Coordination Unit staff with the prospective educator.

Educator Workplace Safety Audit

The Family Day Care Service must ensure as part of the assessment that:

1. Any glazed area of a residence used or accessible for FDC complies with the Education and Care Services National Regulation 117.
2. The premises, furniture and equipment are suitable for the children who attend the service.
3. Fencing and security are adequate.
4. There is suitable and sufficient furniture, materials and equipment.
5. The residence is suitable for the ages and abilities of the children likely to attend the service.
6. There are suitable nappy change arrangements for children attending.
7. Suitable toilet, washing and drying facilities are available.
8. There is enough ventilation and natural light available.
9. The risk associated with the existence of any water hazards, water features or swimming pool at or near the service is managed and documented through a risk assessment.
10. Any risks posed by any animals at the service is minimised.

Annual Reassessment of the approved FDC residence.

The Educator Workplace Safety Audit must be completed by the Coordination Unit annually before Educator registration expires.

The FDC educator will be provided with a copy of the Educator Workplace Safety Audit form to review and ensure all areas used for FDC are compliant prior to the audit taking place.

Educators must indicate the areas of the home which will be used for the operation of their **early education and care** business. These areas must be indicated on a floor plan of the building. This floor plan forms part of this Educator Workplace Safety Audit. Any changes to the areas used in the home must have a Safety Audit completed before the areas can be used for FDC.

Educators and Coordination Unit staff will arrange a time to **mutually complete the Educator Workplace Safety Audit in the FDC residence.**

A copy of the completed and signed document will be kept at the Coordination Unit Office and the original is to be kept by the Educator and made available upon request. Once the Audit has been approved by the Nominated Supervisor, the Educator will be given a new registration certificate valid for one year.

It is the Educators responsibility to ensure that the areas of the home which will be used for the operation of their FDC business are a safe place for children at all times.

Prospective Educators

Prospective Educators will undergo a preliminary audit to review what changes and/or adjustments will need to be made before they commence the application process.

Renovations and changes to the service

Any proposed renovations, changes relating to the service or any changes to the residence that will affect the education and care provided to the children at the service must be notified to the Coordination Unit, in writing, at least one month before these changes occur.

Any changes to the areas used in the home must have an Educator Workplace Safety Audit completed before the areas can be used for care.

Non- Compliance

If the family day Educator is determined as non-compliant in meeting the Family Day Care service requirements:

- a) A compliance action plan will be issued; or
- b) The Educators registration will be cancelled

5. Definitions:

A RISK ASSESSMENT - A risk assessment identifies potential hazards that may cause injury or harm to the children being cared for at the residence or venue, and describes actions to minimise risk.

A FDC RESIDENCE - a residence at which a FDC educator, educates and cares for children as part of a FDC service. The education and care premises is outlined as each part of a residence used to provide education and care to children as part of a family day care service, or, used to provide access to the part of the residence used to provide education and care.

6. Legislation and Supporting Documents:

Education and Care Services National Regulations

Education and Care Services National Law

Guide to the National Quality Framework 2018

Australian Standard AS 12858-2006; Standards Australia; www.standards.org.au

Building Code of Australia - AS 1288-2006 Glass in buildings—Selection and installation

Australian Glass & Glazing Association – Glazing for Family Day Care Centres (AGGA Technical note); www.agga.org.au

AS 1288 Supplement 1—2006, Glass in buildings—Selection and installation (Supplement to AS 1288—2006)

7. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy **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)**

8. Attachments:

Appendix A: Taken from Building Code of Australia - AS 1288-2006 Glass in buildings

Appendix A:

Taken from Building Code of Australia - AS 1288-2006 Glass in buildings

5.10 SCHOOLS, EARLY CHILDHOOD CENTRES, AGED CARE BUILDINGS AND NURSING HOMES

5.10.1 General

Glazing used in schools, early childhood centres, aged care buildings and nursing homes shall be in accordance with Clause 5.10.2 or 5.10.3.

The requirements of this Clause are in addition to the requirements for doors (see Clause 5.2) side panels (see Clause 5.3), openings capable of being mistaken for a doorway or opening (see Clause 5.4) and areas subject to high risk of breakage (see Clause 5.24). All mirrors shall be glazed in accordance with Clause 5.11.

5.10.2 Schools and early childhood centres

Glazing within 1000 mm of the floor level or ground level shall be Grade A safety glass in accordance with—

- (a) Table 5.1 for fully framed glazing; or
- (b) Table 5.3 for unframed glazing.

5.2 DOORS

Glazing in doors shall be Grade A safety glass that complies with the maximum areas of safety glazing as set out in Table 5.1.

The following are specific requirements or exceptions:

- (a) Wardrobe doors with mirror, as defined in Clause 1.4.56, where the mirror is not completely adhered to a solid backing, shall be Grade A safety organic-backed mirror (e.g., vinyl-backed) in accordance with Table 5.1.
- (b) Doors in bathrooms, ensuites and spa rooms shall be in accordance with Clause 5.8.
- (c) Unframed doors other than those incorporated into shower screens or bath enclosures shall be glazed with toughened safety glass with a minimum nominal thickness of 10 mm or laminated toughened safety glass with a minimum total thickness of 10 mm. Exposed edges shall have sharp edges removed.
- (d) Roller doors, tilting doors, roller panel doors and sectional doors may use ordinary annealed glass which shall be in accordance with Column 1 of Table 5.2.
- (e) Individual pieces of ordinary annealed glass incorporated in leadlights may be used, to a maximum area of 0.05 m² with a minimum nominal thickness of 3 mm. Larger areas of ordinary annealed glass are not permitted regardless of glass thickness.

- (f) For annealed and annealed decorated glass panels in doors the following applies:
- (i) For 3 mm and 4 mm annealed glass, the maximum area shall not exceed 0.1 m² with a maximum panel width of 125 mm
 - (ii) For 5 mm and 6 mm annealed glass, the maximum area shall not exceed 0.26 m² with a maximum panel width of 300 mm
- (g) For annealed glass in fully framed panels with a thickness of 10 mm or greater, with or without bevelled edges, the maximum area shall not exceed 0.5 m².

NOTES:

- 1 The requirements for the glazing of doors are the same for residential and non-residential use.
- 2 Doors of all operational types are included, e.g., hinged, sliding, folding and stacking, etc.

5.3 SIDE PANELS

5.3.1 General

Glazing in side panels, with the nearest vertical sightlines less than 300 mm from the nearest edge of the doorway opening shall be glazed in accordance with the following:

- (a) Fully framed side panels All fully framed glazing in side panels, wholly or partially within 1200 mm from floor or ground level, shall be of Grade A safety glass in accordance with Table 5.1, with the following exceptions:
- (i) A minimum of 5 mm ordinary annealed glass may be used up to a maximum area of 0.3 m².
 - (ii) Individual pieces of ordinary annealed glass incorporated in lead lights may be used, to a maximum area of 0.05 m² with a minimum nominal thickness of 3 mm. Larger areas of ordinary annealed glass are not permitted regardless of glass thickness.
 - (iii) For decorated glass the following applies:
 - (A) For 3 mm and 4 mm annealed glass, the maximum area shall not exceed 0.1 m² with a maximum pane width of 125 mm
 - (B) For 5 mm and 6 mm annealed glass, the maximum area shall not exceed 0.26 m² with a maximum pane width of 300 mm
- (iv) For annealed glass with a thickness of 10 mm or greater, with or without bevelled edges, the maximum area shall not exceed 0.5 m².

- (b) Unframed and partly framed side panels:
- (i) Without exposed edges All unframed or partly framed glazing in side panels, without exposed edges, wholly or partially within 1200 mm from the floor or ground level, shall be Grade A safety glass in accordance with Table 5.3.

NOTE: An example of unframed glass side panel without exposed edges would be flat or curved panels silicone butt-jointed and the assembled panels contained in a perimeter frame.

- (ii) With exposed edges All unframed glazing in side panels with exposed edges shall be toughened safety glass with a minimum nominal thickness of 10 mm or laminated toughened safety glass with a minimum total thickness of 10 mm in accordance with Table 5.3. Exposed edges shall have sharp edges removed.

NOTE: The values for toughened safety glass in Table 5.3 are also applicable to laminated toughened safety glass.

(iii) Louvres in side panels Louvres in side panels shall be glazed in accordance with Clause 5.12.

NOTES:

- 1 A side panel may or may not be in the same plane as the doorway
- 2 The requirements for glazing side panels are the same for residential and non-residential buildings.

5.4 GLAZING CAPABLE OF BEING MISTAKEN FOR A DOORWAY OR OPENING

5.4.1 General

Glazing, excluding doors and side panels glazed in accordance with Clauses 5.2 and 5.3, which may be capable of being mistaken for—

- (a) a doorway;
- (b) an opening that could provide access to, or egress from, one part of a building to another; or
- (c) an opening between inside and outside of a building, and can result in human impact, shall be Grade A safety glass in accordance with—
 - (i) Table 5.1 for framed glazing; or
 - (ii) Table 5.3 for unframed glazing.

5.4.2 Exceptions

Glazing that conforms to any one of the following shall not be considered to be capable of being mistaken for a doorway or opening:

- (a) The sight size width is less than or equal to 500 mm.
- (b) The sight size height is less than or equal to 1000 mm.
- (c) The lowest sightline of the opening, as shown in Figure 8.1, is 500 mm or greater above the floor or ground level.
- (d) The glazing is opaque, patterned, or a leadlight.
- (e) Where a crash/chair rail, handrail or transom is provided and located with its upper edges not less than 700 mm or its bottom edge not more than 1000 mm above the floor level.
- (f) The panels are louvres with a blade width (i.e., shortest side) not greater than 230 mm.
- (g) The glazing protects a difference in level of 1000 mm or more.

5.11 MIRRORS AND OTHER TYPES OF GLASS SUBJECT TO RISK OF HUMAN IMPACT

Where mirrors and other types of glass are required to be Grade A safety glass, ordinary annealed glass may be substituted when the panel is fully backed by and completely adhered to a solid material.

NOTES:

- 1 Examples of where full backing is provided include walls, timber cupboards or wardrobe doors.
- 2 Examples of other types of glass include mirror tiles and painted or ceramic frit glass.
- 3 It should be noted that toughened safety glass mirrors are likely to distort as a result of the toughening process.

5.23 IDENTIFICATION OF SAFETY GLASS

5.23.1 Original panels

Each original panel of safety glazing material shall be legibly marked in accordance with AS/NZS 2208. Marking may be by either a label of a type that cannot be removed and reused or a permanent mark on the glass surface.

5.24 AREAS SUBJECT TO HIGH RISK OF BREAKAGE

In all those parts of buildings where the planned activity can generate a high risk of breakage from human impact, such as in or about gymnasiums, swimming pools and spa pools and enclosures, part of schools, halls, public viewing galleries in stadiums and the like, Grade A safety glazing material in accordance with Table 5.1 or 5.3 shall be used.

NOTE: Parts of schools referred to in the requirements of this Clause include glazing situated within 5000 mm of areas where activities such as those in relation to playgrounds, courts or marked out playing fields occur, unless otherwise protected by a permanent barrier.

All fire-rated glazing shall conform to this Section; however, Grade B safety wired glass may be used in accordance with the maximum area specified in Table 5.1, provided the area does not exceed the fire-rated frame manufacturer's performance size limitations.

TABLE 5.1
MAXIMUM AREAS OF SAFETY GLASS

	Type of glazing	Nominal thickness (mm)	Maximum area (m ²)
Grade A safety glass*	Toughened and toughened laminated glass	3	1.0
		4	2.2
		5	3.0
		6	4.0
		8	6.0
		10	8.0
		12	10.0‡
		>12	Extrapolate
	Laminated and heat-strengthened laminated glass†	5	2.2
		6	3.0
		8	5.0
		10	7.0
		12	9.0‡
		>12	Extrapolate
	Organic-backed safety mirror	4	3.0
		5	3.5
		6	4.0
	Safety organic-coated glass	3	2.0
		4	2.0
		5	2.2
		6	3.0
8		5.0	
10		7.0	
12		9.0	
Grade B safety glass*	Wired glass	≥6	2.5

* Safety glazing material Grade A or Grade B to AS/NZS 2208.

† Based on total glass thickness only (interlayer thickness not included and should be added).

‡ This area may not be readily available.

TABLE 5.3
GLAZED PANELS WITH UNFRAMED SIDE EDGES

Height of glass*	Type of glass	Minimum nominal thickness mm	Maximum number of vertical butt joints	Maximum panel width m
≤1.2	Annealed	6.0	No limit	No limit
	Heat-strengthened	6.0	No limit	No limit
	Toughened	6.0	No limit	No limit
	Laminated	6	No limit	No limit
>1.2 ≤ 1.6	Annealed	8.0	No limit	No limit
	Heat-strengthened	8.0	No limit	No limit
	Toughened	6.0	No limit	No limit
	Laminated	6	No limit	No limit
>1.6 ≤ 2.0	Annealed	10.0	No limit	No limit
	Heat-strengthened	10.0	No limit	No limit
	Toughened	6.0	2	1.2
	Toughened	8.0	No limit	No limit
	Laminated	6	2	1.2
	Laminated	8	No limit	No limit
>2 ≤ 2.5	Annealed	10.0	1	1.0
	Heat-strengthened	10.0	1	1.2
	Toughened	8.0	2	1.2
	Toughened	10.0	No limit	No limit
	Laminated	8	2	1.2
	Laminated	10	No limit	No limit
>2.5 ≤ 2.8	Toughened	10.0	2	1.2
	Toughened	12.0	No limit	No limit
	Laminated	10	2	1.2
	Laminated	12	No limit	No limit
>2.8 ≤ 3.2	Toughened	12.0	2	1.2
	Toughened	15.0	No limit	No limit
	Laminated	12	2	1.2
	Laminated	16	No limit	No limit
>3.2 ≤ 3.6	Toughened	15.0	2	1.2
	Toughened	19.0	No limit	No limit
	Laminated	16	2	1.2
	Laminated	20	No limit	No limit

* This is equivalent to span (see Clause 1.4.51 for definition of span)

NOTES:

- 1 For curved glass the butt joint and maximum panel width limits may not apply.
- 2 The values for toughened safety glass are also applicable to laminated toughened safety glass.

**PETS AND ANIMALS IN THE CARE
ENVIRONMENT**

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Corporate and Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	5 March 2019
ADOPTED BY: <i>(Manex or Council)</i>	
MINUTE NO: <i>(If required)</i>	663438
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	
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>
		Pets – Originally adopted February 2002	

REVIEW OF THIS POLICY

This Policy will be reviewed within **two** (2) 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:

Staff/Educators will minimise health risks for children from contact with pets and animals, such as injuries, infections and allergies. Direct supervision is to be maintained at all times during the interaction between animals and children.

2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services Unit and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services Unit.

3. Outcomes:

Observing, interacting with and learning to care for an animal can be a valuable part of a child's education and care experience, enriching their learning. Encouraging direct contact and developing bonds with animals can help children build empathy. Providing children with access to animals in an education and care service can help them learn about the life cycle and relationships, and improve communication (keeping pets and animals in education and care services, ACECQA 2018).

Maintaining pet health and supervising contact between pets and children is necessary for the health and safety of Educators, staff and children. Animals can become a source of infection and injury, and children under 4 years old are most at risk of dog bites.

Directly supervising children's interactions with pets is important, and unless the interaction between the children and the animal can be directly supervised by an adult, the animal should be kept separate from the children's play areas.

4. Roles and Responsibilities:

Staff/Educators will:

- Inform families prior to enrolment of any pets or domestic animals on the premises and/or prior to obtaining new pets.
- Be aware of any known allergies or illnesses that children may suffer from as a result of coming into contact with animals and domestic pets or their byproducts.
- Be sensitive to the fears and anxieties of the children and parents when any animal or bird is introduced to children.
- Have in place a risk assessment that considers the accessibility of animals to children and the interactions that may take place to avoid potential harm to a child or animal.
- Supervise children interacting with animals. Children are not to play with animals at any time without adult supervision.
- If the animal poses a risk to the safety of children, keep the animal out of children's play area while children are present.
- Ensure that children wash their hands after interaction with pets.
- Ensure that children treat animals and birds with care and respect.
- Offer positive modelling for children in relation to the care of, and interaction with, animals.
- Maintain and model a high standard of personal hygiene in relation to the care of animals.
- Notify parents of any animals temporarily visiting service premises.
- Ensure that any animal (including livestock) or domesticated bird that enters or is kept on the premises of their service does not constitute a health or safety risk to children.
- Keep unsafe pet food and pet drinking water and their containers out of reach of children and away from play areas.
- Be aware that some animals may cause an allergic reaction or infection in children.
- Keep pet litter, bedding used for animals and animal toys in a way that is safe for children.
- Keep all pets in a clean and healthy condition including regular worming and immunisation.
- Keep animals (including cats) separated from children's sleeping areas.

- Keep play areas free of animal droppings, bones and holes dug by animals.
- Ensure that animals do not have access to bedding, toys, equipment, food areas, eating surfaces or utensils used by children.
- Maintain adequate supervision of children if children are taken on an excursion involving animals.
- **Put in place provisions to ensure the animal is properly fed and space is sufficiently cleaned.**
- **Ensure the animal is properly cared for when the service is closed.**

In addition Family Day Care Educators will:

- Ensure that animals which have been cited as 'Dangerous' (by Council or by FDC Coordination Unit staff) by no means be allowed to interact with children under any circumstances.
- Ensure that specific animals, including certain breeds of dogs which are identified from time to time as dangerous to children are kept in an enclosed area separate and apart from any area used by the children in care. Children must have no access and no ability of contact at any time to these animals.
- Ensure that animals are NOT present when, nor have access to the same area in which a child is sleeping.
- Ensure that they have an area where the animal can be kept that is separate and apart from any area used by the children for the animal to retire or retreat to should it require its own space.
- Notify the Coordination Unit, in writing, that they have a new pet or domestic animal on their premises in which the FDC children will be in direct contact with. They must also complete a risk assessment when a new pet or animal is obtained.
- Provide parents with information about any pets they may have and the arrangements they have made in relation to housing, supervision and care of animals kept on the family day care premises.
- Ensure that no animal travels unrestrained in a motor vehicle with a child during the child's time in care.

5. Legislation and Supporting Documents:

Education and Care Services National Regulations
 Education and Care Services National Law
 Guide to the National Quality Framework 2018
 Keeping pets and animals in education and care settings ACECQA; 2018

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy **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).**

7. Attachments:

N/A

**TERMINATION OF EDUCATOR
AGREEMENT**

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Corporate and Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	February 2005
ADOPTED BY: <i>(Manex or Council)</i>	
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	
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>
		Termination of FDC Carer agreement	

REVIEW OF THIS POLICY

This Policy will be reviewed within **two** (2) 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:

To ensure that cessation of a Bland/Temora Family Day Care educator agreement is handled efficiently and effectively. This policy is to ensure that cessation of a Bland/Temora Family Day Care educator agreement is handled efficiently and effectively.

2. Scope:

This policy document applies to all Family Day Care educators registered with the Bland/Temora Family Day Care Service.

3. Outcomes:

The Bland/Temora Family Day Care Service maintains the right to terminate the services of an educator for failure to provide a standard of care acceptable to the service, breach of the Regulation, breach of the Bland/Temora Family Day Care Educator Agreement, breach of the Family Assistance Law and/or practices implied in that agreement.

4. Roles and Responsibilities:

Procedure for Termination:

- Termination will not take place (unless immediate termination is warranted – see the section on Immediate Termination) until a process of three written warnings has been implemented as follows, or three separate warnings within a two year period have been issued.
- The educator will have the option of having a support person present at any formal meeting that is held in relation to the Termination process.
- Written records will be kept of all stages of discussion in the process. All Family Day Care Staff involved are responsible for ensuring that this occurs. All participants in the termination process must sign written records.
- **On termination of the Educator Agreement, the Educator must return all prescribed enrolment and other documents pursuant to the regulation 178 and 179 of the National Regulations.**

First Warning:

- The relevant staff officer/s will first raise her/his concerns with the educator. The concerns will be specific and examples of the breach of the Educator Agreement and/or practice implied in the Educator Agreement and/or acceptable care practices and/or standards will be cited both verbally and in writing to the educator.
- The educator will be informed, verbally and in writing, by the Family Day Care Coordinator of the period of time (not more than two weeks) within, which the educator must improve/rectify the area/s cited as causing concern. The educator will be informed, verbally and in writing, the steps, which are to be taken to resolve the issue/s.
- The relevant members of Family Day Care Staff are to be involved in ensuring that the educator has access to appropriate resources and information to enable her/him to meet the requirements of the Service. For example in-service training, physical resources, access to and information about general community services which may be of assistance, as well services provided by Family Day Care.

The objective of the first warning shall be to endeavour to remedy the unsatisfactory situation to the satisfaction of both the Family Day Care Service and the educator.

Second Warning:

- At the expiration of the period mentioned in the first warning, the educator, the staff and the Family Day Care Coordinator will meet to review the educator's situation against the standards and process previously agreed to.
- If the educator has made only partial progress towards improving the situation, a further period of review may be agreed to, provided that the concern is related to a physical issue on the educator's premises that is not a quality of care issue.

- The period of extension of timelines allowed to the educator will be specified verbally and in writing by the Family Day Care Coordinator.

Final Warning:

- If, at the expiration of the period specified in the second warning, the educator has shown no indication of improving the situation which has caused concern, the educator will be required to meet with the Family Day Care Coordinator and the Director of Corporate and Community Services.
- At this meeting, the situation will be reviewed and all issues discussed in a final attempt to resolve the problem/s causing concern.
- The requirements of the resolution of the problem will be specified in writing to the educator.

Notice of termination:

- If the final notice referred to above is not complied with to the satisfaction of the Family Day Care Service, the educator will be notified, verbally and in writing, by the Family Day Care Coordinator. Notification will state that the Agreement between the educator and the Family Day Care Service will be terminated immediately. This notification will state the reasons for termination.
- The parents of all children in care will receive written notification of the termination from Family Day Care Coordinator. This notification will state the general reasons for termination. Parents will be offered alternate care through the Service if available.

Suspension of Agreement:

Suspension of Agreement will take place in any of the following instances:

- Where the educator or any member of the educator's household is subject to investigation by any State or Federal Authority in matters relating to offences against children.
- Where the educator or any member of the educator's household is subject to investigation by any State or Federal Authority in matters which may affect the children in care or their families.
- Where the educator or any member of the educators household is subject to investigation by any State or Federal Authority in matters relating to the Family Assistance Law.
- Where the educator is unable to meet requirements under the Education and Care Services National Regulations.
- The Educator is unavailable, for any reason, to perform the Services for a period of more than six months, except with the written approval of the Approved Provider.

Immediate Termination:

The Educator Agreement may be immediately terminated by the Approved Provider in the event of:

- The Approved Provider being made aware that the Educator, has been the subject of any relevant charge or conviction in relation to any matter which, in the opinion of the Approved Provider, may be detrimental to the health, safety and wellbeing of children in the care of the educator.
- Any wilful failure or wilful neglect on the part of the Educator in carrying out the Services, any act of serious misconduct or any other serious or persistent breach of any of the terms of the Educator Agreement, the Code of Conduct or the Policies and Procedures.
- Any child, while in the care of the Educator being found to have been left unattended, left with a person other than the Educator (except a parent/guardian, authorised nominee or with the prior written permission of the child's parent or guardian), neglected or subjected to any form of abuse or mistreatment, whether by the Educator or any other person.
- The Educator being found to be under the influence of alcohol, illegal drugs or to be abusing prescription drugs while caring for any child.
- Any National Police Check and/or WWC Check on the Educator or household member that will be present during Family Day Care hours, is in the Approved Provider's opinion unsatisfactory or unsuccessful.
- The Educator's WWC Check is cancelled, revoked or expired.
- The Educator does not have a current Public Liability Policy.

- Stealing from the Service, Family Day Care Staff, other educators and users of the Service.
- Physical abuse of Family Day Care Staff, other educators and/or users of the Service.
- Breach of either State or Federal laws as pertains to safety or well-being of a child e.g. Failure to use an approved safety restraint in a motor vehicle.
- Any other occasions where a child's life may be endangered.

Procedure for Immediate Termination of Agreement:

- Immediate termination of the Agreement will be carried out by the Family Day Care Coordinator and in consultation with the Bland Shire Director of Corporate and Community Services.
- The educator will receive written notification of the termination. This notification will state the reasons for termination. Parents will be offered alternate care through the Service if available.

Appeal Against Termination:

An educator who feels his or her service has been unreasonably terminated may appeal to the Bland Shire Council Director of Corporate and Community Services or the Bland Shire General Manager.

5. Legislation and Supporting Documents:

Education and Care Services National Regulations
Education and Care Services National Law
Guide to the National Quality Framework 2018
Family Assistance Law

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy **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)**

7. Attachments:

N/A

**CLEANING AND MAINTAINING THE
ENVIRONMENT**

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Corporate and Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	9 October 2018
ADOPTED BY: <i>(Manex or Council)</i>	
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	
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 **two** (2) 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:

Children have the right to an education in an environment that provides for their health and safety. Good cleaning and maintenance of the environment ensures that illness and unintentional injuries are avoided. Environmental responsibility also encompasses the cleaning and maintenance of the education and care service in ways that are sustainable and environmentally friendly.

2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services Unit and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services Unit.

3. Outcomes:

Bland Shire Children Services Unit will ensure the environment is cleaned and maintained by following procedures and schedules that ensure the buildings, premises, furniture and equipment are safe, clean and well maintained.

The service will promote awareness of environmental sustainability through daily practices and information sharing. The service will encourage eco-friendly practices and encourage staff, children and families to use chemical free options for cleaning.

Children will be involved in discussions about health and safety issues and supported to **develop an understanding of sustainable practices.**

4. Roles and Responsibilities:

The Approved Provider will:

- Arrange for the **Children Services Unit** premises to be cleaned by professional cleaners at the end of each day.
- Develop systems to ensure that daily checks and risk assessments of the environment are documented and that where repairs, cleaning or maintenance issues are identified, they are attended to promptly.

The Nominated Supervisor will:

- Develop systems to ensure that the daily cleaning of the service is carried out to a satisfactory standard.
- Ensure that Educators are familiar with policies related to cleaning and maintaining safe environments for children.
- Ensure that daily checks and risk assessments of the environment are conducted and documented.
- Respond to any identified risks, repairs, cleaning or maintenance issues promptly.
- Support Educators to research and consider alternative and sustainable cleaning options and arrange for regular professional development to ensure a clean and safe environment for children.

Educators will:

- **Ensure all equipment and materials used for the children are clean and hygienic;**
- **undertake and document indoor and outdoor daily safety checks prior to children commencing in care.**
- Ensure that cleaning duties do not compromise care and supervision of children at any time.
- Identify when the building, premises, furniture or equipment require cleaning or maintenance. The identified issue will be dealt with immediately.
- **Remove, repair and replace worn and damaged structures, equipment and resources which may pose a safety risk for children.**

- Introduce cleaning systems that prevent contamination and cross infection. Cleaning buckets, cloths and mops will be designated for specific areas and stored in a location inaccessible to children.
- Be responsible for spot cleaning the education and care service to ensure cleanliness and hygiene standards are maintained throughout the day.
- Seek to minimise the use of chemicals in the education and care environment.
- Use soapy water for daily cleaning of tables, nappy change surfaces, mouthed toys and general spills both indoors and outside. The soapy water can be made from ph neutral detergent diluted in water and stored in a labelled spray bottle out of reach of children.
- Consider the use of vinegar and water as an alternate to disinfectant for cleaning the bathrooms and nappy change mats throughout the day. The vinegar and water can be made in a labelled spray bottle with equal parts of white vinegar and water and stored out of reach of children.
- Research natural cleaning alternatives for use in the education and care environment. Natural or chemical-free options that are sensitive to the needs of educators and children with allergies will be utilised when possible.
- Follow the advice of reputable authorities of cleaning requirements to deal with infection outbreaks and hygiene control.
- Consider sustainable practice when they are cleaning.
- Clean nappy change mats and areas after each use.
- Spot bathroom areas as required during the day
- Store and dispose of soiled items appropriately as per nappy change and toileting policy. Heavily soiled underpants will be disposed of to prevent cross contamination.
- Ensure the education and care environments are well ventilated and have adequate natural light.
- Monitor sand cleanliness. This includes wetting, raking and covering the sand.
- Ensure that all children's play areas are kept free from pet droppings.
- Ensure animal enclosures are kept clean and hygienic. Educators must ensure they have clean bedding and water.
- Involve children in discussions about health and safety issues and support children to develop an understanding of sustainable practices.
- Role model good cleaning practices for the children and encourage children to be involved in the cleaning of the environment where appropriate.
- Effectively manage bodily fluid spills and accidents. Blood or bodily fluid spills will be isolated until the educator can remove the spill hygienically.

The educator will follow the following procedure to manage body fluid spills:

- Attend to the child
- When possible avoid direct contact with the spill/blood
- Use personal protective equipment i.e. Apron, gloves, glasses
- Contain the spill as far as possible using paper towel
- Dispose of towel in sealed plastic bag
- Clean the spill using neutral detergent
- Dry and ventilate the area
- Notify Council if there has been exposure to bodily fluids that may present the risk of the transmission of blood borne diseases
- Where blood or bodily fluids have splashed into eyes or mouth, irrigate the eyes for 5-10 minutes and/or blow nose and spit out and rinse out the mouth.

In addition Family Day Care Educators will:

- Ensure fire equipment is tested and tagged every six (6) months.
- Clean all areas of their service thoroughly at the end of each day.

Pests and Vermin

- Pest control will occur at the Education and Care Service as required. Educators will Monitor any occurrences in the service to determine the success of control measures.
- If pests and vermin are seen, the Education and Care service is responsible for arranging

pest control.

- Where appropriate, Educators discuss with children safety issues relating to vermin.
- Educators will thoroughly clean all areas that animals or pests have accessed in the Education and Care Service with hot, soapy water. If the remains of an animal or animal faeces have been found, the remains will be disposed of in a safe, appropriate manner.

5. Legislation and Supporting Documents:

Education and Care Services National Regulations

Education and Care Services National Law

Guide to the National Quality Framework 2018

Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013

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

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy 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)

7. Attachments:

N/A

INCLUSIVE PRACTISES

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Corporate and Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	5 March 2019
ADOPTED BY: <i>(Manex or Council)</i>	
MINUTE NO: <i>(If required)</i>	663440
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	
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 **two** (2) 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:

At Bland Shire Council Children Services **Unit** our intention is to ensure that our Service is distributed fairly to families across our community.

Bland Shire Children Services Unit aims to offer children and families an inclusive program based on social justice principles: respect, acceptance, inclusion and participation. These principles are reflected through environments where alternative perspectives, values, beliefs, lifestyles and identities are respected and accepted.

2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services **Unit** and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services **Unit**.

3. Outcomes:

Our children's services program acknowledges the need for an inclusive program and service based on the right to fair and equal treatment regardless of age, gender, class, ethnicity, sexuality, geographical location, languages spoken, cultural background, additional need or other circumstances. **These social justice principles and considerations guide early Education and Care practice in all areas of service delivery.**

We encourage active recognition of diversity in developing services that evolve with the needs and interests of the children, their families and communities through their active participation. We aim to encourage children to have a strong sense of belonging, joy of being in the here and now, and acknowledge children's identities, understandings and capabilities.

4. Roles and Responsibilities:

The service will:

- Support the employment of staff/Educators from a range of social and cultural backgrounds.
- Where funding is available; provide or support staff in accessing professional development to extend their knowledge of social justice, inclusive and anti-bias practices, via training opportunities, resources, publications and discussions with peers.
- Establish and maintain links with organisations that promote social justice and inclusion and/or provide specialist support or resources.
- Where possible we will accommodate a child with additional needs; based upon the availability of sessions, facilities and resources to meet their individual needs.
- Work with Inclusion Support Agencies to include children with additional needs
- Support Educators and staff in up skilling and skill development of working with children and families with additional needs.
- Support and facilitate the development of individual support plans with families and service staff, with a focus on inclusion.
- Offer regular meetings and/or communication between families, supervisors, staff and other agencies and/or specialists.
- Consult with staff working at the Service to ensure that they are aware of individual children's needs and where applicable special requirements, to support programming and maintaining the safety and well-being of the child and the other children in care.

The Nominated Supervisor will:

- **Establish strong working relationships with other community agencies including support agencies.**
- **Where practical and in the best interest of the child and the service, provide child care access to families.**
- **Collaborate with people, services and agencies to develop shared understandings and actions that support children and families.**

Educators and staff will:

- Demonstrate democratic, fair and inclusive practices to promote equity and a strong sense of belonging for all Service stakeholders.
- Respect the rights and dignity of each child.
- Be sensitive to differences and become knowledgeable of the families and children they engage with.
- Learn about, respect and respond to the uniqueness of each family, their circumstances, cultures, family structure, customs, language, beliefs and kinship systems.
- Use open and ongoing communication with families to enable the inclusion of social practices of families and communities in the program.
- Develop respectful and trusting relationships with children, so that they feel empowered and act as a positive role model for them to build their own respectful relationships.
- Acknowledge that children are citizens from birth with civil, cultural, linguistic, social and economic rights.
- View children as competent with many strengths and abilities and as initiators and active social constructors of their learning.
- Ensure that children are not discriminated against on the basis of gender, sexuality, aged, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture or national origin.
- Support children in developing a positive sense of self through identifying and responding to children's strengths and learning styles.
- Provide experiences which reflect and compliment children and Educators' 'family culture' and the community where they live.
- Ensure that all children have opportunities to participate, learn and experience success;
- Provide programs that value personal worth, support children in developing cultural identity and taking pride in their heritage.
- Help children build connections with others and with their community.
- Create environments that are inviting and inclusive and support children's exploration, creativity and learning.
- Encourage others to adopt and act in accordance with Service policies and take action in the presence of unethical behaviours.
- Guide and support children to take appropriate action against unfairness or biased behaviours.
- Within our capacity, access specialised equipment and resources through appropriate agencies and seek support services as available and applicable.

Families will:

- Provide accurate information to the staff and management about their child.
- Provide updated reports for children where applicable.
- Collaborate with staff and management to ensure that the individual needs are met and the service has the knowledge and capacity to include the child in the program..

Information Sharing

- On initial contact with the Service and the enrolment process, families will be requested to provide information to support the successful inclusion of their child into the Service.
- Coordination Unit staff, Educators and families will ensure confidentiality is observed.
- Written permission may be sought from families so that the Service can share and exchange information relating to children with external organisations or persons, as required to support inclusion or to assess the services ability to cater for the child/ren.
- Information relevant to a child and/or family will be shared between educators/staff and Coordination Unit Staff to support the development and planning for the child/ren in care.

Vacation Care Only

Due to the facilities, resources and limitations of staff training in personal care, our Vacation Care service can only cater to children who **do not require 1:1 care.**

5. Legislation and Supporting Documents:

Education and Care Services National Regulations
Education and Care Services National Law
Guide to the National Quality Framework 2018
ECA Code of Ethics

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy **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)**

7. Attachments:

N/A

Section 3 – Technical Services

8.8 Parking Outside 71 Neeld Street, Wyalong – “Presto Restorations And Refinishing”



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

Evolution mine employees are leaving their cars in front of the premises during the day when picking up the Evolution bus and hindering access to the business.

Presto writes to say, in part:

“despite all the efforts of the mine community staff trying to manage the situation by various education programs, maps of preferred parking area, letter under windscreens, induction procedures, email and despite management policies the message is not getting through to all”.

The whole process has been frustrating the owner of “Presto” and the mine management. Presto have now requested, with a letter of support from Evolution Management, that “a physical sign outlining a time period” be placed in front of the shop.

The matter was been investigated and it is was recommended to the Local Traffic Committee that a 2 hour parking limit sign, covering normal day time work hours, be erected in front of the shop. The area covered by the signs is shown marked with cones in the attached photo.

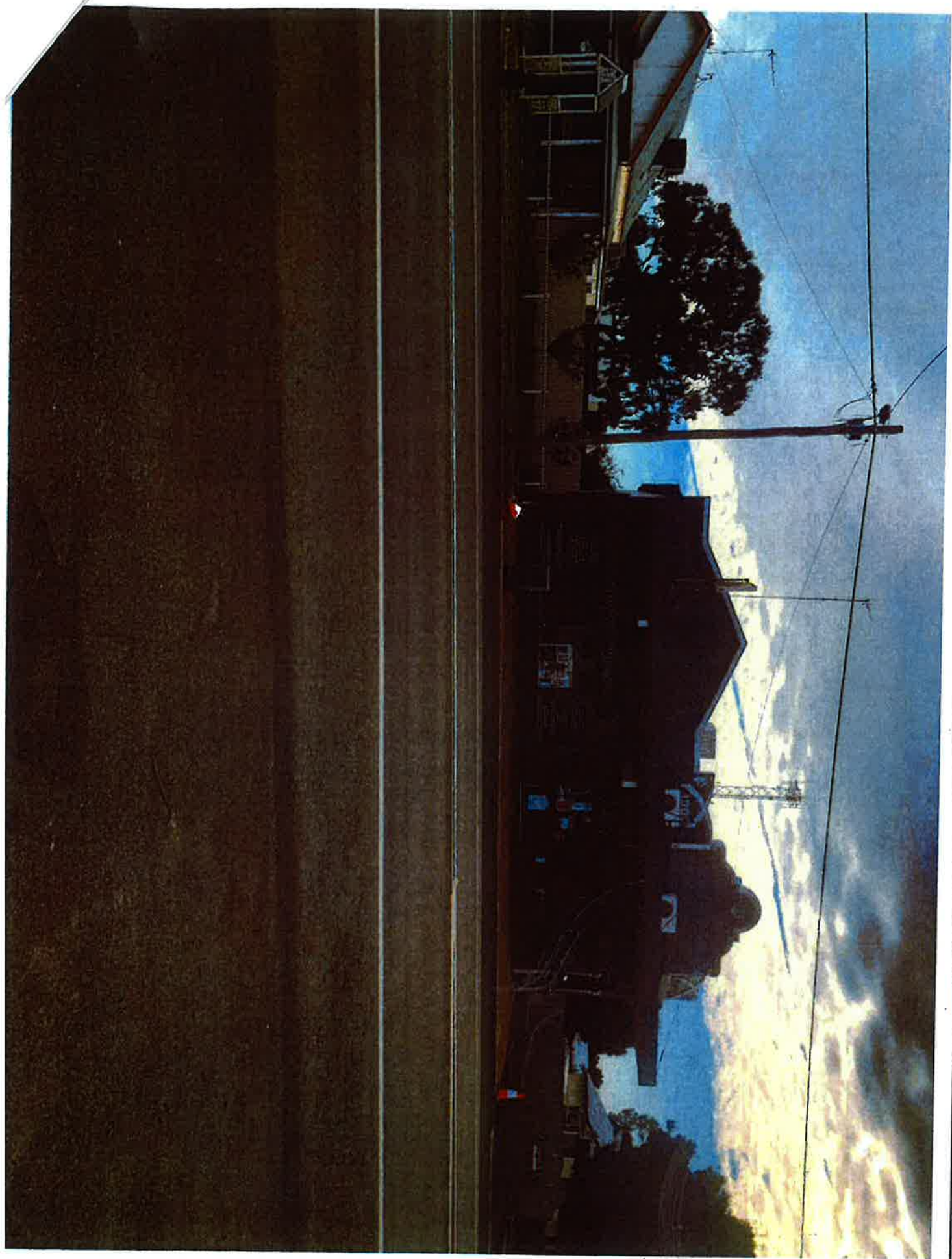
The proposal was adopted by the Local Traffic Committee.

Financial Implications

None. Can be done within current operations budget.

Recommendation:

That Council adopt the Local Traffic Committee's decision to place a 2 hour parking restriction, covering normal work hours (8.30am – 6.30pm, Mon to Fri & 8/30am – 12.30pm Sat), in front of 71 Neeld Street (Presto Restorations and Refinishing).



Section 4 – Reports for Information

Recommendation:

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

- **8.9 - Economic Development & Tourism Report – June 2021**
- **8.10 - Community Services Report**
- **8.11 - Bland Shire Library Monthly Update**
- **8.12 - Children Services May Update**
- **8.13 - Technical Services Report**
- **8.14 - Development Services Activity Report – May 2021**

8.9 Economic Development & Tourism Report – June 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

Regional Data Hub

The Federal Government is considering the establishment of a Regional Data Hub – a new central source of data for Australia's regions. The Hub will provide a publicly available and searchable site that will make it easier to find the relevant data while also addressing gaps in data relating to rural Australia.

The focus of the data will be on economic, social and demographic themes. The Regional Data Hub is part of a \$13.7 million Better Data Use to Support Delivery for Regional Australians Program. There has been no timeline set for completion of the Hub at this stage.

NSW Office of Regional Development

The NSW Office of Regional Development is running a series of webinars as follows:

Webinar

Topic: The role of local government in investment attraction including areas where local government can have the most impact and best practices

Date: Thursday, 1 July

Time: 3.30-5.00pm

Webinar

Topic: The importance of industry clusters in investment attraction including selecting target industries and the relationships between clusters and investment

Date: Thursday 15th July

Time: 3.30-5.00pm

Webinar

Topic: Defining value propositions including examples of value propositions from other local governments around the world

Date: Thursday 19th August

Time: 3.30-5.00pm

The General Manager will be participating in each of these webinars.

Housing in Regional Australia

The General Manager recently participated in a webinar conducted by the Regional Australia Institute

Regional Australia bearing the brunt

Eliza Owen, head of residential research at property data company CoreLogic Australia, says Australia has experienced strong housing market growth coming out of Covid.

“Regional Australia has recently borne the brunt of some of the affordability and pressures that have come along with that,” she told the Regional Institute of Australia webinar last week.

Ms Owen says there’s been an increase in the number of people arriving to regional Australia from capital cities, but that’s been accompanied by a drop in people leaving.

After “plummeting” in 2020, new listings are on the rise again but stock remains depleted, with 60,000 regional listings compared to an average of 100,000 over the last five years.

There’s also been a strong lift in sales, with the result that sales are outstripping properties listed.

This has accelerated price increases across regional Australia, Ms Owens says, with regional dwelling values increasing 13 per cent over the last 12 months – more than twice that across capital cities.

Properties are being snapped up by those who are able to work remotely.

It is obvious that the whole of Regional Australia is experiencing a major housing shortage and Bland Shire Council has been very proactive in addressing this issue at the local level with the development of a ‘Housing Strategy’ for the Bland Shire.

The General Manager has also participated in a number of workshops held in Wagga, run by REROC, dealing with the housing shortage within the Riverina.

Council recently called for quotations to prepare the Housing Strategy and this will be the subject of further discussion at the July Workshop.

Investigation into K-Hubs

This matter was raised by Councillor Lord at the last Council Meeting and the General Manager has been investigating the possibility of establishing such a facility in West Wyalong. It is basically a smaller version of a combined Target and Kmart store. It has been somewhat difficult connecting with the right person at Wesfarmers to discuss a West Wyalong version and it is hoped that a response will be forthcoming in the next few days.

Bland Shire Council Why Leave Town Statistics

	Jan 21	Feb 21	March 21	April 21	May 21	Oct 2019 - Mar 2021
Number of Loaded Cards	50	129	116	128	76	3,071
Load Value	\$3,742	\$7,425	\$5,298	\$7,425	\$5,115	\$153,522
Number of Redemptions	297	212	274	198	178	3,081
Value of Redemptions	\$9,347	\$6,619	\$8,539	\$6,535	\$6,505	\$105,826

More venues were added to the list where the shop local cards can be redeemed since the visit from Ashley from WLT. We now have 46 businesses in the program.



Bland Shire Gift Card Participating Stores

Thanks to Bland Shire Council, Business West Wyalong and Evolution the WLT shop local card carries no purchase price or additional transaction fees.



Redeem cards here:

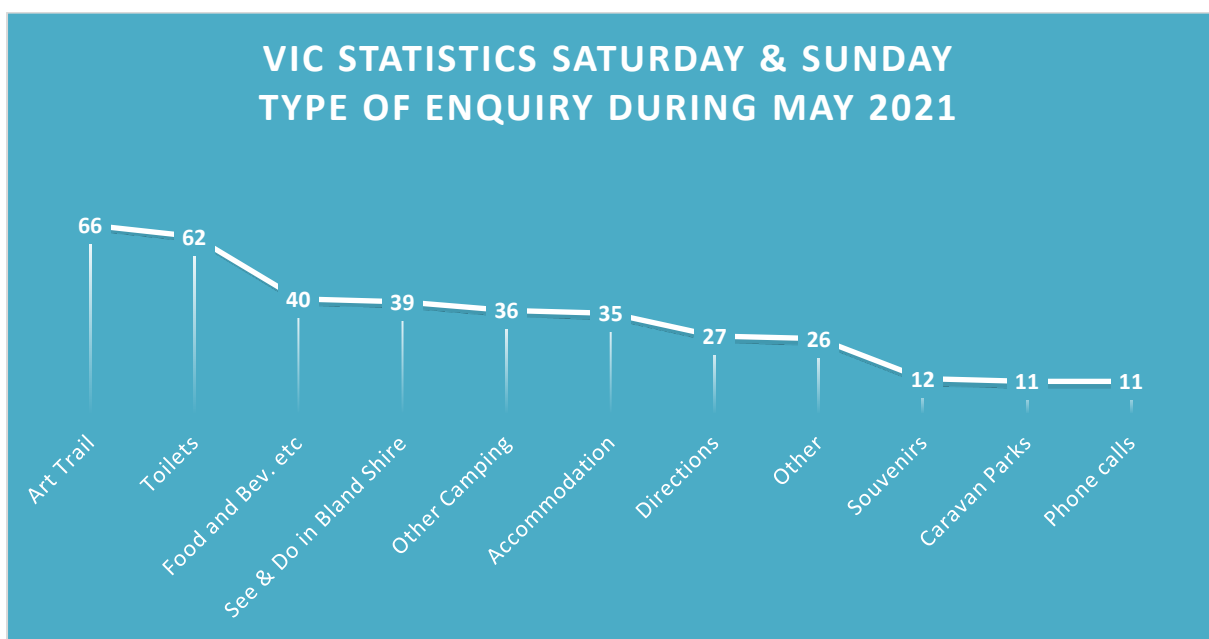
761 Hair and Body	Pink Velvet
Ada House	Presto Restoration & Refinishing
All Occasions	Royal Hotel West Wyalong
Armstrong Toyota	Shell Westend Service Station
Barmedman General Store-Barmedman	Souden's Furniture One
Bernardi's Marketplace	Tattersalls Hotel
Bland Shire Council	TA & MA Lanyon Plumbing
Body, Health & Bowen	The Hitching Post Giftware
Broadway Shoes	The Little Shed
Davies Automotive & Industrial	The Postman's Pantry
Davies Motorcycles	Tony Lord Optometrist
Discount Dollar Store	Top Town Tavern
Donaldson Industries	Wendy's Embroidery Service
Duncan's Chainsaw & Mower Centre	West Wyalong Butchery
Exclusive Hot Glass	West Wyalong Caravan Park
Healthsave Pharmacy	West Wyalong Chemist
Home & Hardware	West Wyalong IGA
House of Fashion	West Wyalong Jewelers
Metropolitan Hotel	West Wyalong Landfill
Monash Street Cafe	West Wyalong S&C Club
Murrays Maxi Taxi	West Wyalong Sew and Save
NewsXpress West Wyalong	What's Cookin
JJ & DF Pilon Engineering	White Tank Hotel

* Purchase the gift card from the stores highlighted in blue

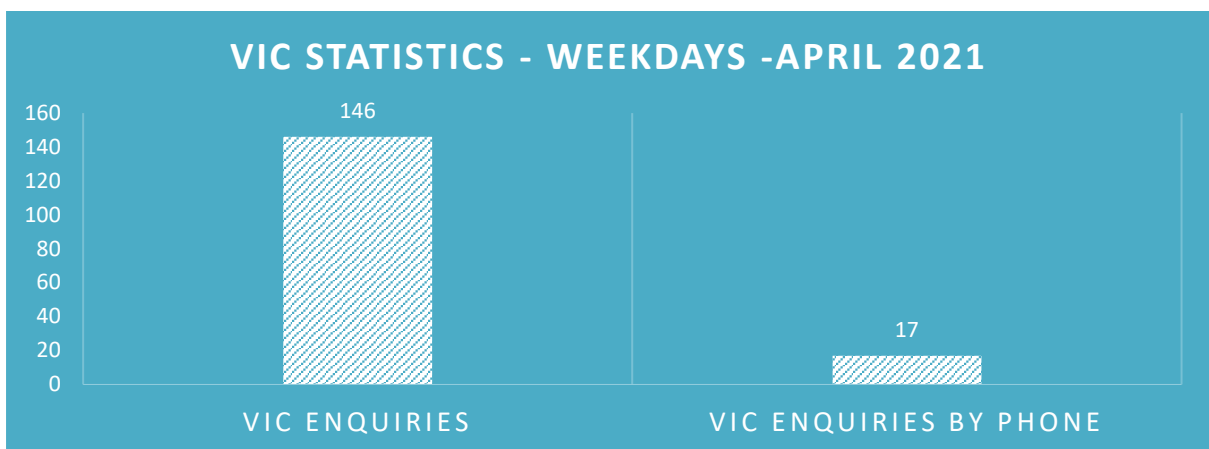
To check your card balance online: <https://www.whyleavetown.com/check-card-balance>

TOURISM

Visitor Centre Statistics:



Other include questions about shop opening hours, bingo nights, fresh fruit and veggie markets and mice plaque issues.



- The Outback Car Trek is an annual event that donates the funds it raises each year to The Royal Flying Doctor Service. This year their outback car trek route brought 90 cars into West Wyalong on Saturday night, 5th June.

With the help of the Visitor Centre, all the participants and support vehicles found accommodation in West Wyalong. An evening of fun kicked off at the Metro Hotel with a Cut-O-Rama where anyone could get a hair cut or a beard shave as part of their fundraising. Sunday morning was an early start with breakfast at the S&C Cub before their departure to Hillston. This was a great boost for West Wyalong as this car rally stayed at our accommodation, fuelled up at our service stations, had dinner at many of the pubs and restaurants on Saturday night, registrations at Metro Hotel on Saturday night, had breakfast at the S&C Club on Sunday morning and pick up a coffee before they left town.



- West Wyalong Visitor Centre will have its own Penny Press soon. The Visitor Centre engaged with Pressed Pennies PTY LTD and created our very own pressed pennies with a choice of 4 designs on the pennies. This machine will be delivered and available in the Council foyer by next week.



- ✚ The first of the window cling has been placed in Kristy's Cottage windows. Some will be displayed in the Harvey Norman window, the old Pat's Hats window and the little shop next to the Paragon soon.



- ✚ An Outdoor Cultural Display has sprung up overnight at The Wetlands. This Outdoor Display will be named Yindyamara (respect). This display will house Aboriginal Artefacts painted by the Ungarie School students as well as a goanna, kangaroo and Mallefowl painted by Kheely Turner. Other Artefacts were purchased from the Local Aboriginal Land Council. This display were funded by the NSW Government's Stronger Country Communities Fund and will be on display for the community and visitors for a very long time. The official opening is planned for NAIDOC week in July. Date to be confirmed.



- ✚ The next big event for the Bland Shire will be from 7 – 14 July with the Model Aeronautical Association of Australia (MAAA) Nationals held in West Wyalong. Events are scheduled across a number of locations, MAAA field out on Clear Ridge Road, McAllister Oval, Sports Stadium and Perseverance Oval. A program and maps are available in the Visitors Centre for spectators and visitors.

8.10 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

Reconciliation Week

Bland Shire Council partnered with West Wyalong High School and the West Wyalong Local Aboriginal Land Council to hold a National Reconciliation Week event in West Wyalong's McCann Park on Monday 31 May.

The event featured live musical performances, stirring speeches and a free barbecue supplied and prepared by Bland Shire Council.

More than 150 people attended the event including student representatives from West Wyalong High School, Wyalong Public School, West Wyalong Public School, Weethalle Public School and Temora High School.

Councillor Liz McGlynn delivered an address on behalf of Council and spoke about the significance of Reconciliation Week and the opportunity for us all to reflect.

Following the success of the event plans are already underway to make it an annual community celebration.



The day featured free haircuts from Tristan's Barber Shop, a Wellness bar, live music, children's games, a free barbecue and plenty more. The day was well attended and delivered on its objective of bringing the local community together for a day of fun and social interaction. Also utilising Drought Communities funding, Council was also able to subsidise a barbed wire workshop held in Barmedman on the same day.



Volunteer Week

Council hosted a special National Volunteer Week event on 27 May with a screening of the hit comedy movie Rams and an afternoon tea to say thank you to the many volunteers which serve the Bland Shire community. The event was attended by 40 people who were formally welcomed and thanked for their contribution by Deputy Mayor Rodney Crowe.



8.11 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

2020/21 Local Priority Grant Funding

As part of its 2020/21 Library Subsidy application, Bland Shire Library allocated \$18,000 towards a Local Priority Project, that being, the provision of technology to 1) support the elderly, disabled and visually impaired and 2) enrich programs targeting children and young people. The library has purchased the follow items.

- A limited number of strip magnifiers which will be available free to patrons in need. This will allow those people who are visually impaired to borrow normal print books as well as large print, thus providing them with a wider selection of reading options.
- A limited number of mobile hand magnifiers for home library clients only.
- 6 Victor Readers for home library clients only – plays DAISY and MP3 books and music on CDs, SD cards, and USB flash drives. These will replace the old Plexitalk DAISY players which are now obsolete and no longer serviced by Vision Australia.
- A portable digital magnifier for use in the library. This will be located in the newspaper and magazine area.
- Large print keyboards for use in the library.
- Based on the popularity of its StorytimePOD, the library has purchased a Storytime Kids PC, which will accommodate older children up to the age of 12 years, and
- A Storytime PAD, which will offer flexibility during periods of high demand, for example, school holidays.

NB. The StorytimePOD / PC / PAD technology 1) provides educational programs 2) forms a bridge between the library's junior paper collection and digital books 3) minimises the divide between those children who have access to digital technology and those who don't and 4) enhances the library's children's area.

Kids Monthly Draw is Back!



The Kids Monthly Prize Draw, which the library suspended last year, was started back up in May and has already proved popular. The draw is an incentive to encourage children and young people to visit the library and become members, if not already. To be in the draw they need only fill out a ticket. The more times they visit the library the more chances they have to win, but they must be a registered library member. Pictured is Charlie Morris (right) with his May prize of a \$20 Why Leave Town gift card.

Art of Ageing Exhibition

Art of Ageing is now on display at Bland Shire Library until 19 August 2021. The Art of Ageing is a photographic exhibition that celebrates the value, experience and contribution that older people bring, and challenges outdated perceptions of ageing. The exhibition comprises works by outstanding NSW photographers and features extraordinary Australians that have carved out interesting and active lives for themselves that keep them young. The Art of Ageing exhibition which was officially opened at NSW Parliament House in March is touring across NSW throughout 2020 – 2022.

Tech Savvy Seniors

Held every Tuesday morning from 10am – 12pm for seniors. The TSS program aims to assist seniors in the use of technology including online services. Thus far, attendance has been good with an average of 5 people each Tuesday and feedback has been overwhelmingly positive.



Home Library Service Morning Tea

Bland Shire Library kicked off Library and Information Week 17 – 23 May with a morning tea for its Home Library Service clientele. The group was entertained by local musician Stan Dodgson on his accordion with Diana Hanlon providing some impromptu vocals. Library staff gave a presentation on the library's recent refurbishment, programs and services while a game of "life experience" BINGO provided some laughs.



National Simultaneous Storytime

Bland Shire Library held its own National Simultaneous Storytime on Wednesday 19 May as part of its Library and Information Week celebrations. The event, which aims to promote the value of reading and literacy using an Australian children's book – this year it was 'Give Me Some Space' by Philip Bunting – and addresses key learning areas of the National Curriculum for Foundation to Year 6, was well attended. The children enjoyed storytelling, various songs including a rap song teaching them about the solar system and a craft.



Biggest Morning Tea

Bland Shire Library hosted a Biggest Morning Tea on Thursday 27 May to raise vital funds for Cancer Council's life-saving research, prevention programs, information and support services. for Council staff and members of the public The morning tea which was attended by Council staff and members of the community raised \$544. The library also held a Littlest Morning Tea at Storytime with our "little people" raising \$50 for Cancer Council.



Free Creative Writing Workshop

Bland Shire Library hosted a free creative writing workshop on Friday 28 May 2021. The free workshop, a Temora and Bland Shire Council collaboration, was conducted by Dr Rae Luckie, a qualified teacher, editor and writing mentor who has a PhD in auto/biographical writings. The all-day workshop, funded by an Eastern Riverina Arts grant, explored creative writing techniques designed to enhance the sense of place. The workshop, which was limited to 10 places, attracted 8 participants, 7 of whom attend the library's Pals of the Pen writers' group. A very successful workshop from all accounts.



LEGO Legends Relaunch Party

Bland Shire Library recently relaunched its online LEGO Legends program. To celebrate, the library held a party which featured a LEGO head cake made and decorated by Dee Blackstock. LEGO Legends is a STEM (Science, Technology, Engineering and Maths) program, which represent a unique approach to teaching and learning. While LEGO Legends will remain online with challenges posted fortnightly and the children's creations uploaded to the library's LEGO Legends Facebook page – the program will now include a face-to-face meeting the first Wednesday of each month from 3.30pm to 4.30pm in the library. The first of these was held on June 2 and included some fun mini challenges, as well as free creative time.



July School Holiday Program

The library's July school holiday program has been finalised and will include the following activities.

- Clay Coil Pots with Marina (Uys) – *Tuesday 29th June, 10.30am – 11.30am*
- Guitar Lessons with Tegan Sheedy (Riverina Music Therapy) – *two sessions will be held on Wednesday 30th June, 10.15am – 11.15am (for primary students) and 11.30am – 12.30pm (for secondary students)*
- Science Extravaganza! – *Thursday 1st July, 10.30am – 11.30am*
- String Art – *Tuesday 6th July, 10.30am – 11.30am*
- LEGO Legends Fun Day – *Wednesday 7th July, 10.30am – 12pm*
- Drawbots (Robotics) – *Thursday 8th July, 10.30am – 11.30am*

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 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.



Knit and Knatter (above)

The group was recently sent two large bags of knitted squares, courtesy of the Michael O'Reilly Pharmacy in Wagga. The knitted squares (and there were literally hundreds) will be sewn together to make blankets. The blankets will then be returned to the pharmacy and distributed to those in need eg, the homeless. Library staff also paid tribute to Knit and Knatter member Pearl Woolstencroft who celebrated a 99th birthday.

Annual Author Visit, 11 – 15 October

All nine schools within the Bland LGA plus known home educated families residing in the Bland Shire have been sent information about the upcoming author visit with a return form indicating their participation. This year's author in residence is Oliver Phommavanh. This will be Oliver's second visit to the Bland Shire – he was previously here in 2016 and hailed by many as one of our best. Oliver, who has a Vietnamese background and is a trained teacher, is also an accomplished comedian, as well as an author of children's books. The annual author visit promotes reading and literacy, cultural diversity and inclusiveness. With the cost of the annual author visit tripling since its inception, Bland Shire library is very pleased to receive \$8000 from Evolution thanks to a successful Cowal Partnering Program application.



Statistics – May 2021

- 114 Information Requests
- 208 Customer Service Requests – this figure includes 22 technology assists
- 124 Computer Usage
- 26 requests for Wi-Fi (ie. mobile device users)
- Visitor Information Requests – this figure relates to normal library opening hours and only those enquiries handled by library staff. Includes 17 telephone enquiries.
- 45 children utilised the StorytimePOD
- 327 people (adults and children) attended regular programs designed for children
- 67 people attended regular programs designed for adults
- 19 seniors attended Tech Savvy Seniors in May
- 20 programs held in total during May

NB. The above statistics are collected manually and may not be exact. However, the above figures are deemed a fair and reasonable indicator.

- 2637 people through the door
- 1277 library items issued – 850 normal print books (adult and junior), 198 large print books, 21 magazines, 40 audiobooks, 159 DVDs, 9 kits.
- 110 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.*)
- 9 new members (all adult memberships)

NB. The above statistics are collected electronically via Libero (LMS) and RFID Technology and are deemed accurate.

Bland Shire Library Facebook page (5 May – 1 June)

- 296 Page views
- 11 Page likes
- 12 Page followers
- 5211 Post engagement

8.12 Children Services May 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 Training

Service Leaders participated in three fortnightly NDIS training sessions. This helped to ensure they have a thorough understanding of what NDIS is, the pathways available to families and how the NDIS can support families.

Professional development

- MRU Play Session Leader completed 'Effective Communication' training presented by Agrifocused.
- MRU Play Session Leader completed 'Safe, secure and supported. Is your child ready for school?' webinar.
- MRU play Session Leader and CSU Educational Leader are completing 'Understanding NDIS' training.
- MRU play Session Leader and CSU Educational Leader completed educational leader training.

Mobile Resource Unit

Ungarie Preschool LDC

Ungarie Preschool has welcomed four new children to the service making a total of 15 children. The busy month included:

- Sally Russell from the LCCC presenting a hands on learning experience incursion for the children
- During Reconciliation Week the children participated in indigenous art assisted by high school students from Ungarie Central School
- The children participated in Pirate Day by dressing as pirates and taking part in pirate activities to raise money for 'The Kid's Cancer Project'.
- Children participated in Simultaneous Story Time, and
- Class photos were taken.

Friday MRU

Friday classes have also been busy participating in Pirate Day, visiting the library for Story Time, participating in activities at St Mary's Catholic School for Reconciliation Week and having their class photos taken.

Together the children Raised \$77 for 'The Kid's Cancer Project'.

Educators had a supportive visit from an authorised officer.

It Takes A Village (ITAV)

- ITAV began visits to Barmedman on 11 May and two families utilised the service. Positive feedback was received on the day and it is hoped to grow numbers.
- Venues visited during the month of May were Weethalle, Tallimba, Barmedman and West Wyalong LALC.
- Weethalle participants painted glass jars using the talents of a local person to demonstrate technique and photos below are of participants painting canvases in Tallimba.
- The wish list of toys is complete and toys sourced. The purchase of these items is dependant upon budget advice.
- ITAV is currently looking into purchasing a scanner for ease of use when borrowing Toy Library items.
- Naidoc week is fast approaching. Staff are looking into ideas to celebrate the week.



Playgroup

Playgroup families were encouraged to complete a short survey online regarding their experience, satisfaction as well as providing an opportunity for further feedback.

Vacation Care

Educators are in the process of planning the Vacation Care July Program.

Bland Preschool

- Preschool is currently hosting two students on placement for their Bachelor of Education (Early Childhood & Primary) degree. Both are from Charles Sturt University, Wagga Wagga and will be with us for a 20 day placement from Monday, 31 May to Friday, 25 June 2021.
- Bland Preschool commenced its Parent Involvement Roster with family members thoroughly enjoying spending time with their child/niece/nephew/grandchild. It is a great way for families to see a small part of the daily routine (what we do) as well as interact with their child, educators and their child's peers. Families spend 1 hour with us to ensure our preschool program continues to flow for the day. Up to 2 helpers per day (1 adult per child's family) may come into each classroom and siblings are more than welcome. The time is 9:30 - 10:30am allowing parents to be involved in inside play and on occasion excursions and incursions.
- The Preschool learning program has included Yoga sessions, Lake Cowal Conservation Centre workshops and art classes with the Splatter Gallery.
- As part of the Parent Committee fundraising efforts, school photos have been taken and will soon be delivered to families.

Bland / Temora Family Day Care

- The service had planned to celebrate Family Day Care Week with a picnic in Temora with all Educators invited to attend; however, notification of an illnesses resulted in Educators deciding it would be better to cancel the event.
- Educators conducted Emergency Drills this month.
- The FDC Support Officer participated in a training webinar for Educational Leaders.
- Interviews have been held with a potential Educator, and are proceeding with the next step.
- During the term staff meeting this month Educators had a zoom meeting where they were able to meet the Assessment and Rating (A&R) Officer, who would be attending for a pilot program for Assessment and Rating. It was a very supportive and helpful process with Educators expressing that they felt more comfortable having met the A&R Officer through the zoom meeting before she visited their homes.
- Our FDC Assessment and Rating was conducted on the 25, 26 and 27 of May. The A&R Officer, spent time in the office and West Wyalong playgroup. She also visited one Educator in West Wyalong and two Educators in Temora, spending around three hours at each home. The service will receive the report from the department in about six weeks.

8.13 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 31.5.2021

- Graders
 - Younga Plains Road
 - Kneales Lane
 - North Yalgogrin Road
 - Hud Hut Road
 - Bimbeen Lane
- Gravel Carting
 - Studholmes Pit
- Maintenance Crews (Bobcat/Backhoe)
 - Shire Roads

2. Biosecurity Weeds/Environmental April /May 2021

- High Risk Pathway Inspection – 371 , Mid Western Highway, Newell Highway, 57 North, MR231, Goldfields Way, Mary Gilmore Way, East/West, Quandialla Road, MR368.
- Council Land Inspections - Sale yards, Wet Lands, Mirrool Tip, Kikoira Tip, Talimba Tip, Ungarie Tip, Weethalle Tip.
- Mowing – Shoulders – Brolga Road, Kolkilbertoo Road, Buralyang Road, Paynes Road, Aria Park Road, Mandamah Forest Road, Mary Gilmore Way, Kildary Road, Williams Crossing Road, Waarbilla Road, Greens Lane, Alleena Road, Euroka Road, Quandialla Road, Clear Ridge Road, Wargin Road, Bellarwi Road.
- Shoulder Spraying – Bena Road, Merringreen Road, MR231, Kikoira Road, Hatelys Lane, Bonehams Lane, Blow Clear Road, Berendaba Lane, Naradhan Road, Dundas Road, Brolga Road, Kolkilbertoo Road, MR368, MR371 , Buralyang Road, Aria Park Road, Mandamah Forest Road, Mary Gilmore Way, Alleena Road, Kildary Road, Beckom Road, William Crossing Road, Euroka Road, Quandialla Road.
- Cat Heads / Kharki Weed – Ungarie , West Wyalong.
- Spraying – West Wyalong cemetery, Ungarie Treatment Works
- The following Biosecurity weeds and other controls were undertaken:
 - Silverleaf Nightshade – Nargoan Lane.
 - Coolatia Grass – Pfeiffers Lane, Goldfields Way.
 - Tree Sucker Spraying – 57 nth, MR231, Tallimba Road, Clear Ridge Road, Wargin Road, McMahons Lane, Browns Lane, McKaskies Lane, Bimbeen Road, Fred Kalms Drive, Humby Road, Thullool Road, Bradburys Lane, Mandamah Road.
 - African Boxthorn – Redman Oval area.
 - Cumbungi – Wet Lands, Humbug Creek.

3. 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
- Dead tree re moved Barmedman

4. 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
- Aero drome inspections carried out

5. 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

6. 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
- Tree lopping for road works

8.14 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
