



Bland Shire Council
Business Paper
Ordinary Council Meeting
16 March 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

16 March 2021

commencing at 6:30PM

Council advises that an audio recording of the proceedings of this meeting will be taken and made publicly available on the website.

1.0 OPENING MEETING AND ACKNOWLEDGEMENT OF COUNTRY

Let us acknowledge the Wiradjuri people, their elders past and present, traditional custodians of the land we now share.

Let us be inspired by the resilience, innovation and perseverance of past generations.

Let us honour those who protect this great land,

may you draw strength from your God or Faith

so that we may, here today, on behalf of our community, - build a vibrant future together.

("Pause for Reflection").

2.0 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

2.1 Attendance

Councillors

Cr Bruce Baker

Cr Rodney Crowe

Cr Penny English

Cr Kerry Keatley

Cr Tony Lord

Cr Liz McGlynn

Cr Brian Monaghan

Cr Murray Thomas

Cr Jan Wyse

Staff

General Manager – Ray Smith

Director Technical Services – Will Marsh

Director Corporate & Community Services – Alison Balind

Executive Assistant – Julie Sharpe

2.2 Apologies

2.3 Applications for a leave of absence by Councillors

3.0 CONFIRMATION OF MINUTES

3.1 Ordinary Meeting held on 16 February 2021

- Corrections
- Business Arising
- Confirmation

4.0 DISCLOSURES OF INTERESTS

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

5.0 PRESENTATION(S) AND PUBLIC FORUM

6.0 MAYORAL MINUTE(S)

7.0 REPORTS OF COMMITTEES

8.0 REPORTS TO COUNCIL

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9.0 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

10.0 CONFIDENTIAL MATTERS

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

10.1 Support of Local Businesses

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

The matters and information are the following:

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

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

11.0 CONCLUSION OF THE MEETING

REPORTS OF COMMITTEES



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

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

Committee	Date/s	Minutes attached
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	
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Baker)</i>	23 rd September 2020 24 th March 2021	✓
Community Reference Group <i>(Whole Council)</i>		
Country Mayors Association of NSW <i>(Mayor Monaghan)</i>	5 th March 2021	✓
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Monaghan, Cr Thomas - alternate)</i>	17 th March 2021	
Goldenfields Water County Council Board <i>(Cr McGlynn)</i>	25 th February 2021 22 nd April 2021	✓
Audit, Risk & Improvement Committee		
Lachlan Valley Noxious Plants Advisory Committee <i>(Cr Crowe)</i>		
Local Traffic Advisory Committee		
Murrumbidgee Primary Health Network Board <i>(Cr Monaghan)</i>		

Newell Highway Taskforce <i>(Cr Lord)</i>	9 th February 2021	✓
NSW Association of Mining & Energy Related Councils (MERC) <i>(Cr McGlynn, Cr Thomas - alternate)</i>	27 th November 2020 26 th February 2021 20 th /21 st May 2021	
NSW Public Libraries Association <i>(Cr Wyse)</i>		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Monaghan)</i>	26 th February 2021	
Riverina Joint Organisation <i>(Mayor Monaghan)</i>	26 th February 2021	
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:	Superintendent Steve Holden
Attendees:	Steve Holden - RFS Zone Manager, David Jones – RFS ACSW David Robinson - RFS, Donald Coddington - Group Captain, Jeff Gould – Group Captain, Andrew Carter - Aboriginal Lands, Elizabeth Smith & Rob Fisher - Temora Shire Council Bart Challacombe – Crown Lands, Paula Gilchrist - Crown Lands Angela Lewis - National Parks, Greg Mathews – Fire + Rescue NSW & Andrew Ryabovitch NSW Police
Location:	Temora Fire Control Centre, 106 Vesper Street, Temora NSW 2666
Date and time:	10:00am Wednesday 23 rd September 2020
Apologies:	Trevor Penfold – Group Captain, Will Marsh – Bland Shire Council, Robin Mares – Environment NSW, Mark Jenkinson – John Holland Group, Michael Vanden Bout – Fire + Rescue & Garry Lavelle – Temora Shire Council
Minutes by:	Cheryl Noble

1. Apologies

Steve welcomed everyone to today's BFMC Meeting and Multi Agency Exercise, and asked if there were any apologies. These were noted in the minutes. (See above)

2. Business arising from previous Meeting

Steve Holden spoke about the unprecedented fire season we had last year and how disappointed he had been with the attendance at the last BFMC meeting. He stated that he was pleased to see the improved attendance today. In spite of today's attendance some land managers did not RSVP or send a report for this meeting.

David Robinson advised that any land managers who are unable to attend a meeting should send a delegate or send in a written report for the meeting. We work as a committee and have responsibilities to the community and it is frustrating when we do not receive a response. We will continue to make contact with these agencies in an effort to improve attendance at our meetings.

Steve reminded those present that each land manager is responsible for collaborating to develop Committee policy by attending and that is also why we hold a Multi-agency Exercise each year.

David Jones – There has been a bush fire enquiry and it has reinforced the principle that land managers must manage the bush fire risk on their tenure. It will take more commitment from agencies

and increased focus and better coordination with land managers to achieve the outcomes needed. It will be difficult to reach this level of achievement with only two meetings a year. There is funding available for hazard reduction and every land owner has a role to play in planning for bush fires.

Steve Holden advised that due to the extremely busy 2019-2020 fire season and then Covid-19, we were unable to hold the site meetings required to complete the local Pre Incident Plans.

Motion: "That the previous BFMC Minutes from Wednesday 1st July 2020 are a true and accurate account of the meeting" moved by Andrew Carter and seconded by Donald Coddington. Carried.

3. Guardian – Notification to burn

Dave Robinson informed the committee that the first module for the new Guardian System came on line on 3rd August 2020. This module is the on line Notification to Burn. Members of the public can now go online and submit their notifications to the RFS 24 hrs prior to burning.

Steve Holden advised that Fire Permits will be required from 1st October and these can be obtained through the Fire Control Centres or Brigade Permit Officers.

Greg Matthews from Fire + Rescue advised that any fire within the town limits requires a Fire Permit. Fire + Rescue also have an online system for the public to request a Fire Permit.

Steve Holden asked the Agencies if they have received phone calls from neighbouring properties owners notifying them that they will be conducting a burn, as this is a requirement on the Fire Permit to notify their neighbours 24hours before they burn. Angela Lewis and Paula Gilchrist said that this is very rare.

4. Commencement of 2020/2021 Fire Season

Steve Holden informed the meeting that he recently held a phone conference with the Bland Temora Zone Group Captains to discuss the upcoming fire season. The Group Captains would like to see the fire season commence on 1st October, as this would remain consistent with previous years. However, it is up to the Bush Fire Management Committee to make the recommendation. Steve asked the committee members to share their thoughts on the upcoming fire season.

Motion: "The 2020-2021 Bland Temora Zone Fire Season will commence on 1st October 2020" moved by Donald Coddington and seconded by Elizabeth Smith. Carried

5. Current Bush Fire Risk Management Plan (BFRMP)

David Robinson has resubmitted the BFRMP after making a few minor changes and it is now awaiting to be signed off by the RFS Coordinated Risk Planning section. Once this is done it will be forwarded to the Bush Fire Coordinating Committee for final approval.

David then showed the committee a copy of the Final BFRMP & maps, which had been adopted by the BFMC, and asked the meeting if anyone would like to review or check the plan.

6. 2021/2025 Bush Fire Risk Management Plan (BFRMP)

The BTZ BFMC will need to develop a new Bush Fire Risk Management Plan for 2021-2025 to identify risks and allocate treatments including HR burning, Fire Trail planning and Community education to a revised list of assets. Once the draft plan has been developed it will be required to go on public display. This will comprise of several maps identifying assets and treatments, neighbourhood safe places and Community Protection Plans. A lot of work will need to go into the new BFRMP which will be in a new format still under development.

7. 2020/2021 Agencies completed hazard reduction work

David Robinson – Rural Fire Service

The Public RFS Website will be updated to include Naradhan as a Neighbourhood Safe Place RFFF Funding for Bland Shire Council is \$42,000.00 and Temora Shire Council \$10,800.00. This funding is for Asset Protection Zones around villages/towns, tips, grading and work along road sides. Two hazard reduction burns have been scheduled for 20th October, along the rail corridor in Springdale. Dave will be carrying out the Village inspections to identify any potential hazard reduction work. Dave will also inspect the RFS Radio tower sites to ensure they have a 30 meter APZ, and request State Mitigation to carry out any works required.

Marc Jenkinson – John Holland Rail

Marc is an apology for today's meeting, and sent through his Agency Report. Dave Robinson presented this report to the committee. *(Please find attached a copy of this report)*
David Robinson also has concerns with the vegetation growth along the rail corridor in Springdale

Stephen Campbell – Forestry Corporation

Stephen was also an apology for today's meeting, and sent through his Agency Report. David Robinson presented this report. *(Please find attached a copy of this report)*

Steve Holden - Rural Fire Service

Funding is available to Councils to manage their land, and if they are unable to carry out this work they should look at engaging contractors to complete the works.

Steve advised he has not received the funding allocations from State Treasury.

Advised the RFS will notify the public on the fire season by putting media releases in local papers, and emailing RFS Group Captains, Brigade Captains and Fire Permit Officers

David Jones – Rural Fire Service

RFS Area Command South Western now have three State Mitigation Support Crews. They are located in Wagga, Griffith & Albury and travel to other Districts to conduct hazard reduction work and AIDER (Assist Infirm Disabled & Elderly Residents) programs. Crews have been extremely busy keeping up with the Work Requests from Districts. Area Command South Western have also purchased a Posi-track machine to make it easier for the State Mitigation Support Crews to carry out hazard reduction work.

Andrew Ryabovitch - NSW Police

NSW have a special strike force to investigate fires. Their new database system is called TRONTO and they can receive local reports. NSW Police are available to assist and support the NSW RFS.

Jeff Gould – RFS Group Captain

Jeff expressed his concern with the large amount of vegetation along the roadsides.

The fire trails in National Parks and State Forest where logging is being carried out are accessible for tankers however, there are some fire trails where he would not be able to send appliances in as it would not be safe to do so.

Steve Holden asked Jeff to advise Dave Robinson on any fire trails he is concerned with, and if possible take photos, so Dave can follow up on these.

Elizabeth Smith advised Mandamah State Forest is not accessible.

Greg Mathews – Fire + Rescue

Greg has also noticed that there is a lot of fuel loading in and around Temora.

Fire + Rescue currently have three appliances and one currently out of action.

Donald Coddington – RFS Group Captain

The fuel loading along the road side verges could be a problem and suggested the RFS also look at truck parking bays to reduce some of these fuel levels.

Angela Lewis – National Parks

Angela advised National Parks are carrying out trail maintenance, inspections and minor works. Their spraying program will be completed over next few months. They are also working on FAFT and Fire Trail Plans for 2020 which are almost completed. Staff training is currently being conducted and three new fire fighters / field officers have been appointed for the Riverina District. Coleman's Trail in Ingalba Nature Reserve is planned for maintenance and upgrade this Financial Year, depending on weather conditions.

Paula Gilchrist & Bart Challacombe - Crown Lands

Paul advised that crown lands will be finished doing their APZ in Temora this week, and the APZ's in Bland will be done a little bit later. They are conducting aerial surveillances to identify any other works required.

Andrew Carter – Aboriginal Lands Council

Nothing to report.

8. General Business

Steve asked the committee if they had received a copy of the BFMC Handbook. This Handbook provides detailed information to assist the committee members. Steve will send the handbook out again.

At present the Bland Temora Zone BFMC Meets twice a year, and Steve asked the members their thoughts on holding three meetings each year; one pre fire season, one in July and one post fire season. Steve said he does not want to hold a meeting for the sake of holding a meeting but believes three meetings would be more beneficial.

David Jones asked those committee members who attend several BFMC within NSW, would they be happier if the meetings were spread-out or schedule together. Members were happy with the way meetings are currently conducted separately.

Steve offered for members to join in our BFMC Meetings on Microsoft Teams if they are unable to travel.

9. Work Health & Safety

Steve Holden expressed his concern with the Covid-19 Virus and how this will affect us during fire season. RFS have ample supplies of hand sanitiser, disinfectant wipes and masks. The committee discussed their concerns.

It was suggested that the RFS look into having or renting a hand sanitiser dispenser system & hand washing systems, to use during larger fire incidents to ensure safety of volunteers e.g. at Staging Areas.

Angela Lewis also expressed her concerns with trying to cater at incidents. She suggested those volunteers required to stay in accommodation, look at having room service or meal delivered to their rooms rather than eating out, to avoid social contact.

Meeting Closed: 11:50am

The meeting concluded with Bland Temora Zone Multi Agency Exercise at Temora Fire Control Centre



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, 5 MARCH 2021 CLUB YORK, SYDNEY

The meeting opened at 9.04 a.m.

1. ATTENDANCE:

Albury City Council, Cr Kevin Mack, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Broken Hill City Council, Cr Darriea Turley, Mayor
Broken Hill City Council, Mr Jay Nankivell, Acting 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
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager
Dubbo Regional Council, Cr Ben Shields, Mayor
Dubbo Regional Council, Mr Michael McMahon, CEO
Dungog Shire Council, Cr John Connors, Mayor
Dungog Shire Council, Mr Gareth Curtis, General Manager
Forbes Shire Council, Cr Jenny Webb, Deputy Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Glen Innes Shire Council, Cr Carol Sparkes, Mayor
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
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, Ms Jessica Rippon, Acting General Manager
Kyogle Council, Cr Danielle Mulholland, Mayor
Lachlan Shire Council, Cr John Metcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Paul Maytom , Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Craig Butler, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Mr Lester Rodgers, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Narromine Shire Council, Ms Jane Redden, General Manager
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Reg Kidd, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Port Stephens Council, Cr Ryan Palmer, Mayor
Port Stephens Council, Mr Wayne Wallace, General Manager
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor
Singleton Council, Cr Sue Moore, Mayor
Snowy Valleys Council, Cr James Hayes, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr John Stafford, 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
Warren Shire Council, Mr Stephen Glenn, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Yass Valley Council, Cr Rowena Abbey, Mayor
LGNSW, Cr Linda Scott, President
LGNSW, Mr Scott Phillips, CEO

APOLOGIES:

As submitted

SPECIAL GUESTS:

Hon Brad Hazzard MP, Minister for Health and Medical Research
Mr David Salisbury, Executive Manager Engineering and Mr Geoff Burgess, Head
of Strategic Council Partnerships, Essential Energy

2. Welcome

Chairman Cr Ken Keith welcomed Cr John Medcalf OAM, Mayor and Mr Greg Troy, General Manager, Lachlan Shire Council and Mr Don Murray from the former Premiers team to the meeting

3. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 6 November 2020 be accepted as a true and accurate record (Tenterfield Shire Council / Kyogle Council).

4. Matters Arising from the Minutes

The Road Classification Review final report is due in July 2021 and Country Mayors needs to follow up at that time

5. Membership

RESOLVED that Lachlan Shire Council be admitted as a member of the Association (Forbes Shire Council / Broken Hill City Council)

6. CORRESPONDENCE

Outward

(a) Insurance Council of Australia, requesting its members to extend the 12 month period of rental assistance to those residents who have lost their primary dwelling

(b) The Hon David Littleproud MP, Minister for Agriculture, Drought and Emergency Management, asking that the Commonwealth extend rental relief to bushfire affected individuals and families who lost their primary dwelling

(c) The Hon Dr Annabelle Bennett AC SC, Commissioner of the Royal Commission National Natural Disaster Arrangements, regarding the development of emergency management structures, for the future management of natural disasters

(d) The Secretariat of the Electoral Districts Redistribution Panel, requesting that they distinguish between the needs of metropolitan and country electorates when making decisions regarding electoral boundaries

(e) Cr Robert Mustow, Mayor, Richmond Valley Council, advising that Richmond Valley has been admitted as a member of the Association

(f) The Hon Scott Morrison MP, Prime Minister of Australia, requesting that Local Government be represented on the National Cabinet with membership from ALGA

(g) Mr Peter Duncan AM, Independent Panel for the Road Classification Review and Transfer, thanking for his presentation to the 6 November meeting

(h) The Hon Melinda Pavey MP, Minister for Water, Property and Housing, requesting that in respect to essential water security infrastructure such as dams that consideration be given by the State Government to providing respite from NSW Government costs

(i) The Hon Shelley Hancock MP, requesting that when considering the recommendations of the IPART Review that recommendation 34 regarding mining rates not be adopted

(j) The Hon Mick Veitch MLC, Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western Sydney, thanking him for his presentation to the 6 November meeting

(k) Ms Mary O'Kane, NSW Independent Bushfire Inquiry, thanking her for her presentation to the 6 November meeting

(l) The Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia, requesting improved engagement and involvement for projects to be funded under the National Water Infrastructure

NOTED

7. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Kyogle Council / Coolamon Shire Council)

8. LGNSW Update Cr Linda Scott, President

The update outlined Advocacy Wins December 2020 to February 2021, Work Undertaken and Opportunities for Collaboration (Copy Attached)

9. Issues of Importance to Country Mayors

The Chairman outlined the process of each items responsibility for implementation he had undertaken with LGNSW which was reviewed by the Executive Committee on Thursday 4 March 2021. A number of implementation alterations had been made which will be conveyed to LGNSW. It is recommended that the areas to receive immediate attention by Country Mayors be Water Security, Access to Health Services and Financial Assistance Grants and Country Mayors will endeavor to invite guest speakers relating to those areas to future meetings

RESOLVED That the Executive Committee continue with the agreed process (Orange City Council / Moree Plains Shire Council)

10. Financial Assistance Grants

RESOLVED That the Country Mayors;

1. Call on the Federal Minister for Regional Health, Regional Communications and Local Government the Hon Mark Coulton MP, to repeal Part 1 Sec 6 2b of the Local Government Financial Assistance Act 1995 to avoid the mandatory minimum per capita grant amount, as per the resolution passed at the Australian Local Government Associations National General Assembly in 2019.

2. Call on LGNSW and ALGA to review their policy positions on the Federal Governments Financial Assistance Grants to reflect the resolution passed at the ALGA 2019 National General Assembly and remove the pre-requisite of additional FAGs funding for any changes in the formula at present.

3. Call on the NSW Local Government Grants Commission to do everything within its power to ensure that no Council receives less than their 2020 FAGs allocation in the future, and that there be transitional arrangements put in place to ensure that the FAGs are distributed in accordance with the principles of horizontal fiscal equalisation as outlined in the Local Government Financial Assistance Act, should the Australian Government make the proposed changes to remove the minimum per capita grant amount. (Kyogle Council / Moree Plains Shire Council)

11. Solar Farms

Solar Farms and their affect on agricultural land was discussed

12. Town Planning Zones

The State Government proposes to reduce Town Planning zones to three and the criteria will not be released until June

13. Forced Amalgamations

The fact that a number of councils want to de-amalgamate was noted but councils need to wait for a review to be able to put their case

- 14. Relocating COVID Isolation to Rural Areas**
RESOLVED That Country Mayors oppose the establishment of COVID quarantine accommodation in rural areas (Dubbo Regional Council / Moree Plains Shire Council)
- 14. Future Meetings of Country Mayors Association**
RESOLVED That CMA General Meetings commence at 8.30am and conclude at 1.00pm, that guest speakers at General Meetings be limited to two, that additional time be allocated for General Business items, that the President of LGNSW be allocated time at each meeting for updates, and that General Business items be submitted by members in advance with the Chairman having the discretion to accept motions from the floor in an emergency (Tenterfield Shire Council / Kyogle Council)
- 15. Hon Brad Hazzard MP, Minister for Health and Medical Research**
The last twelve months have been grueling with severe restrictions. The State is trying to strike a balance between Regions and the City during a 100 year event. Shutdowns or limitation of movement in areas were required and overall the NSW community has respected the concerns and interests. Dealing with the other States in border areas has been stressful to some. The number of General Practitioners has dropped by 15% in regional areas in Australia as doctors do not want to work 24/7 as they want a balance in life and they need to be able to talk medically with others. The State has introduced generalist programs for generalist rural doctors and the additional money allocated to regional hospitals has attracted specialists. An additional \$121million has been allocated for ambulance stations and \$100 million for better ambulance facilities. Another 8,300 staff across the system are being employed. More is being done through virtual health which saves appointments for minor matters.
- 16. Increases in RFS Contributions and Emergency Services Levy**
RESOLVED that Country Mayors calls on the State Government to work with Country Mayors and LGNSW to develop and implement an Emergency Services Levy (Blayney Shire Council / Cabonne Shire Council)
- 16. Mr David Salisbury, Executive Manager Engineering and Mr Geoff Burgess, Head of Strategic Council Partnerships, Essential Energy**
Essential Energy covers 86 Local Government areas and is regulated by the Australian Regulator which sets distribution charges. A major challenge is a contestable service. If Essential Energy is unable to provide a service another provider is appointed and that provider has to be supplied with design services etc. Essential Energy is working strategically with Councils regarding energy needs and subdivisions. Renewal Energy Zones have been established to plan for when coal mines close and other energy sources need to be found. During the bushfires Essential Energy lost 3,200 poles and they are trying to transition from timber poles to composite poles but unfortunately at the present time there are few providers

There being no further business the meeting closed at 12.55pm.

Country Mayors Meeting 5 March 2021

Local Government NSW update

This report seeks to brief the Country Mayors on the work of LGNSW since the last meeting and indicate opportunities for further collaboration where they might exist.

Lilliane Brady

It was with great sorrow that local government recently marked the passing of Cobar Mayor Lilliane Brady OAM – NSW’s longest-serving female mayor, and a councillor with an unwavering commitment to the community she loved. Her advocacy on behalf of her community was legendary and continued right until her death, as she sought a new hospital, better infrastructure, and a fairer return of mining royalties. We welcomed the State Government agreeing to a State Funeral, and I was grateful to join many councillors, dignitaries, and community members from across NSW in Cobar on 19 February to mourn her passing and celebrate her magnificent life.

ADVOCACY WINS (December 2020 – February 2021)

- **Training for women in local government** – LGNSW welcomes the \$50,000 in NSW Government funding to the Australian Local Government Women’s Association (ALGWA) to provide training that will equip more women to run for council, in line with our calls for government at all levels to better reflect the communities they represent. ALGWA’s membership includes many experienced NSW councillors, including LGNSW board members, and this funding will support workshops in regional and metropolitan areas.
- **Dine & Discover NSW Voucher Scheme** - following LGNSW advocacy, the NSW Government has confirmed that council-run venues will be eligible to participate in the Dine and Discover NSW voucher scheme, which will provide each NSW resident aged 18 and over with four \$25 vouchers. Two of the four vouchers can be used for entertainment and recreation at cultural institutions, live music, and arts venues. With councils running so many of NSW’s theatres, galleries and arts and cultural venues, this is terrific news for councils and their communities and will support artists, performers, and creatives across the state.
- **24-Hour Economy Commissioner** - this is a great outcome after a great deal of hard advocacy work by LGNSW and the NTECC, established in late 2016 by LGNSW and a range of Sydney councils. With everyone in our sector focused on rebuilding local economies in the wake of 2020’s drought, bushfires and pandemic, it’s especially terrific to get a win in this area – and LGNSW is committed to continuing our advocacy to extend the benefits to regional NSW as part of our push to support a locally led recovery.
- **Remanufacture NSW** – the NSW Government has committed \$35 million in funding to match Commonwealth and industry to support waste and recycling improvements, especially outcomes that see waste turned into re-usable product. This is in line with our Save Our Recycling Campaign.
- **Waste management funding** – the NSW EPA also announced a \$4 million investment to keep household and general waste out of landfill and reduce greenhouse gas emissions. The money will go to commercial waste operators for R & D into alternative waste treatments. The Federal Government also announced a further \$4 million *Stop Food Waste Australia*, an initiative that will bring together the brightest minds in supply chain management, food waste NGOs and all tiers of government to tackle the problem.
- **Crown Land** – the NSW Government will provide a record \$51.7 million from its Crown Reserves Improvement Fund (CRIF) to maintain and upgrade Crown reserves and support about 345 projects across NSW and this year’s stimulus boost will more than double the number of projects to 705.
- **Building Better Regions Round 5** - applications are now open for local communities across regional Australia for the fifth round (\$200 million) of the successful Building Better Regions Fund (BBRF).
- **Term of County Council Chairs** - the term of County Council Chairs will be changed to be on par with mayors, in line with our 2018 Conference resolution from Riverina Water County Council. Subsequently, the LG Minister wrote to County Councils on 13 January 2021 advising the NSW Government would address this matter in an amendment to the Act.
- **Campaign to encourage more Aboriginal and Torres Strait Islander people to run for council** - a plan to launch a campaign to encourage more Aboriginal and Torres Strait Islander people to run for council at next

year's council elections, in addition to the campaign to attract more women, following representations from LGNSW, Reconciliation NSW and the Local Government Aboriginal Network.

LGNSW WORK UNDERTAKEN

Rates reform

LGNSW has been meeting with the NSW Government, opposition and cross bench on the Local Government Amendment (Rates) Bill 2021. There are a range of amendments that we'd like to see as part of the Bill to ensure it provides greater rating flexibility for councils, helps councils deliver more equitable and efficient rating outcomes to their communities, facilitates rate harmonisation for the 17 amalgamated councils and relieves councils from the cost pressures of the Emergency Services Levy by decoupling the ESL from the rate peg. LGNSW also continues to oppose any changes to mining rates arrangements.

Remote meetings extension

In March last year the NSW Parliament passed the COVID-19 Legislation Amendment Bill 2020 which temporarily allow councils to meet remotely. This temporary amendment is due to expire on 25 March 2021 and the NSW Government is currently undertaking a review to assess if it should be extended or maintained permanently.

At the 2020 LGNSW annual conference in November, councils resolved to call on the NSW Government to amend the Model Code of Meeting practice for councils in NSW to permit attendance and participation of councillors at council and committee meetings by audio-visual link. LGNSW has written and discussed with the Minister, urging the Government to make these remote meeting provisions permanent.

Road Maintenance Council Contracts and Regional Roads Transfer and Road Classification Review

I recently met with Minister Toole to reiterate the importance of RMCCs to councils across NSW and seek assurances that RMCCs will continue to be retained by councils and that all other general road maintenance works also be offered to councils in the first instance. We know that over many years, councils have demonstrated the ability to deliver these types of road works efficiently and effectively. We also discussed the road classification review and the need to ensure that councils will be better off financially at the conclusion of the review and transfer process.

Dividing Fences Amendment Bill

I recently met with Robert Borsak and Michael Banasiak from the Shooters, Fishers and Farmers Party to reaffirm our opposition to their proposed Dividing Fences Amendment Bill. If this Bill were to pass Parliament, councils would become liable to pay for dividing fencing work along road corridors, reserves and parks and this would result in a significant unfunded financial exposure for councils.

Rural, regional and remote health inquiry

LGNSW has made a [draft submission](#) to the Parliamentary inquiry into health outcomes and access to health and hospital services in rural, regional and remote New South Wales.

LGNSW received feedback from more than 20 councils in developing this submission, building on positions supported by councils across NSW through resolutions of the LGNSW Annual Conference.

Our submission highlights multiple examples of the tireless work of councils in supporting the health and wellbeing of their communities when state and federal governments do not meet their healthcare responsibilities.

LGNSW's submission includes 22 recommendations and notes the need for the NSW Government to involve local government in finding locally relevant solutions to improving the provision of medical services in rural, regional and remote NSW, and calls for urgent action from the NSW and Australian Governments to adequately and fairly fund the provision of healthcare across NSW. Hearings are expected to take place in the coming months.

Local Land Service Bill Inquiry

The Local Land Services Amendment (Miscellaneous) Bill ('LLS Bill') was introduced to Parliament in mid October 2020 as "an Act to amend the Local Land Services Act 2013 in relation to native vegetation land management, allowable activities, private native forestry and core koala habitats; and for other purposes". There was no public consultation or consultation with local government preceding the Bill's introduction. The Bill was passed by the Legislative Assembly on 21 October.

LGNSW wrote to key MPs, MLCs and cross-benchers expressing our concerns with the lack of consultation and the Bill's contents, seeking a delay in the Bill's progression. On 19 November 2020 the Bill was referred to Upper House Portfolio Committee 7 for inquiry and report. Public feedback was sought by 5 February 2021, and LGNSW lodged a submission. Hearings are expected to occur in late March 2021.

LGNSW's submission outlines that the Bill pre-empts the outcomes and recommendations of a number of key reviews undertaken in recent years that should inform changes to both the Koala SEPP and any required amendments to the LLS Act 2013, and therefore is not supported in its current form. LGNSW notes that the development of a revised Koala SEPP needs to be comprehensive, based on scientific evidence and be consistent with the findings of the 2019 NSW Upper House inquiry into koalas and koala habitat, 2019 findings of the NSW Audit Office, the independent review of the land management framework conducted by the Natural Resources Commission in 2019 and the Private Native Forestry Review.

Registration of Engineers

LGNSW made a [submission](#) on building regulation reforms in January 2021 which contains three recommendations in relation to the registration or professional engineers. LGNSW has indicated in principle support for the registration of professional engineers but is advocating a phased transition and a range of options to ensure councils have flexibility to attract, retain and share the employment of engineering professionals. The new legislation will commence in July 2021. LGNSW consulted councils and JOs for input to this submission.

Infrastructure Contributions System Review

In 2020, two reviews of the infrastructure contributions system were undertaken:

1. The Department of Planning, Industry and Environment (DPIE) exhibited proposed changes to five specific aspects of infrastructure contributions; and
2. The NSW Productivity Commissioner undertook a comprehensive review of the infrastructure contributions system, delivering its final report to NSW Government in December 2020.

LGNSW made [submissions](#) to both these reviews. One of LGNSW's recommendations to the Productivity Commissioner was to increase the current s. 7.12 contributions levy of 1%. LGNSW welcomed the Productivity Commissioner's recommendation to increase baseline s7.12 charges to 3%. LGNSW wrote to the Minister for Planning and Public Places in December in response to the Productivity Commissioner's final report, and we are anticipating the government's response to the report in coming weeks.

Research and Innovation Fund

The Research and Innovation Fund supports new areas of research, policy development and innovation for the advancement of local government in NSW.

For Round 3 of the Fund, LGNSW has partnered with the Department of Planning, Industry and Environment to allocate a total of \$52,350 in seed funding for applied research that drives innovation in the transition to net zero emissions. LGNSW member councils, Regional Organisations of Councils and Joint Organisations were eligible to apply for this funding to support applied research projects that will help drive actions to transition to net zero emissions and meet NSW's emission reduction targets. Three (3) projects from Bathurst Regional Council, Campbelltown City Council and Lake Macquarie City Council were awarded in December 2020.

Further information is available on the Innovation page of [LGNSW's website](#).

OPPORTUNITIES FOR COLLABORATION

Local Water Utilities and Water Policy

LGNSW has now formed a Local Water Utility and Water Policy network with JO Executive Officers. The network facilitates information sharing and provides a conduit for council and JO input into LGNSW policy and advocacy. For more information contact Shaun McBride (shaun.mcbride@lgnsw.org.au) or Sanjiv Sathiah (sanjiv.sathiah@lgnsw.org.au).

LGNSW supports the position of the CMA on the Government providing respite from NSW Government imposed costs. For example, LGNSW has made representations to the Minister and Department strongly objecting to the imposition of a Dam Safety Levy on councils.

LGNSW also agrees that it is critical that councils are closely engaged in State and Federal Government infrastructure investment programs. Consultation with councils is particularly important with investment in water security.

Emergency Management Funding and Reform

LGNSW fully supports the CMA's call for the extension of rental support for those who lost their primary dwelling to bushfire. It is evident that a great many people who lost their homes to the fires are still displaced.

LGNSW has responded to the Royal Commission National Natural Disaster Arrangements supporting the key recommendations, particularly in relation to supporting local government and the development of emergency management structures, for the future management of natural disasters.

The 2020 LGNSW Annual Conference adopted a resolution that Local Government NSW advocates to the NSW Government, specifically Resilience NSW to transfer responsibility for emergency management (from local government) to the NSW Government.

Significant Increases in RFS Contributions

LGNSW recognises the seriousness of the problem with the ESL and it remains one of our top advocacy priorities and we have ramped up our advocacy on this issue over the past year. While LGNSW appreciates the \$33 million provided by the State Government to partially offset the ESL increases for the 2020/21 financial year, this temporary relief does not address the fundamental problem of the ever-escalating ESL burden on councils, particularly rural and regional councils with small rate bases and a large RFS component.

LGNSW has long advocated that the ESL on both councils and insurance policies be replaced by a broad-based property tax, as is the case in other States. As part of the rate reform bill we are calling on the Government to relieve councils from the cost pressures of the ESL by decoupling the ESL from the rate peg. We have also called on the Auditor General to conduct a performance review of the financial impacts of the ESL on councils.

Electoral Districts Redistribution

Resolution 20 of the 2020 LGNSW Annual Conference calls for the NSW Government to undertake a formal review of the electoral district redistribution process in NSW, seeking to ensure that regional/rural areas west of the Great Dividing Range are represented adequately into the future.

LGNSW has written to the Special Minister of State, the Hon. Don Harwin MLC on this matter. LGNSW is also updating its [Policy Platform](#) to reflect this and other resolutions of the 2020 Annual Conference. The revised Policy Platform is scheduled to be considered by the LGNSW Board at its April 2021 meeting.

Financial Assistance Grants

LGNSW's current policy position is that the Federal Government increase Financial Assistance Grants (FAGs) funding to 1% of Commonwealth tax revenue, prior to any changes to the formula. This was reaffirmed by resolution of the 2020 LGNSW Annual Conference. A further resolution at the 2021 Annual Conference would be required to change this policy position.

Agricultural Land Use Strategy Discussion Paper

The recently appointed NSW Agriculture Commissioner (and Department of Primary Industries) is consulting on an agricultural land use strategy (largely around land use conflict, right to farm etc). LGNSW and councils have participated in a series of webinars in February 2021. LGNSW made 7 recommendations in a preliminary submission on an Issues Paper in September 2020 and is consulting councils for input to a further submission due in late February. To provide input please contact Susy Cenedese (Susy.Cenedese@lgnsw.org.au) or Jane Partridge (Jane.Partridge@lgnsw.org.au).

Waste & resource recovery

LGNSW continues to advocate for reinvestment of the waste levy to fund regional waste planning and infrastructure, education and support for procurement, as outlined in the [Save Our Recycling campaign](#). LGNSW is part of the EPA's Local Government Advisory Group (along with reps from JOs and councils), which has been consulted on elements of the Government's upcoming 20-year waste strategy. A draft strategy is anticipated to be released for consultation in March/April.

The next meeting of LGAG is on 19 March, and LGNSW will work more closely with other local government representatives to represent the sector's concerns and communicate back to the sector on LGAG's discussions (which go beyond waste and across all aspects of EPA activities). To provide feedback please contact Susy Cenedese (Susy.Cenedese@lgnsw.org.au).

LG representation on the National Cabinet

LGNSW, ALGA and our interstate Associations continue to advocate for a seat at the National Cabinet. We are receiving great support so far from a range of councils and other stakeholders across the state and country and welcome any additional support that Country Mayors and their councils can offer.

Industrial Relations

The new Local Government (State) Award 2020 was made by consent for a three year term and commenced operation on the first pay period to commence on after 1 July 2020. The Award variations included an agreement to commence a thorough review of a range of adverse working and conditions related allowances during the term of the Award and consultation with members in this regard will commence shortly.

LGNSW Destination and Visitor Economy Conference in Port Macquarie

Plans are now underway for the LGNSW Destination and Visitor Economy Conference, formerly known as the LGNSW Tourism Conference. The conference will be co-hosted by Port Macquarie-Hastings Regional Council and we are pleased to announce a new and exciting program with many changes based on feedback from previous attendees and stakeholders. Registration will open in early March and accommodation options and travel information will shortly be available on our website.

LGNSW have a number of rooms blocked for the conference and has arranged special rates at Sails Resort so we encourage you to book as soon as possible so as not to miss out.

Where: Sails Resort, Port Macquarie

When: 26-28 May 2021

For further information, email the [LGNSW Events Team](#) or call 02 9242 4000

LGNSW Water Management Conference 2021

After 2020's Water Management Conference went online due to covid-19, LGNSW worked closely with Narrabri Shire Council to secure new dates and remain with them for 2021. The program is in a draft form with speaker call for presentation proposals open until 26 February, 2021.

The conference and dinner will be held at The Crossing Theatre in Narrabri. Accommodation throughout hotels and motels within the town will be utilised and are currently posted on the LGNSW website. LGNSW have all rooms booked at The Adelong Motel for speakers and staff.

Registration will open early May.

Where: The Crossing Theatre, Narrabri

When: 7-9 July 2021

For further information, email the [LGNSW Events Team](#) or call 02 9242 4000

Submissions (December 2020 – February 2021)

Topic	Submitted to	Date
Right to Repair Inquiry	Productivity Commission	February 2021
Local Land Services Amendment (Miscellaneous) Bill Inquiry	Parliament of NSW	February 2021
Rapid Assessment Framework	Department of Planning, Industry and Environment	February 2021
Design and Building Practitioners Regulation 2020	NSW Department of Customer Service	January 2021
Draft Local Character Clause and Overlay	Department of Planning, Industry and Environment	January 2021
Children's Guardian Amendment Bill	Office of the Children's Guardian	January 2021
Parliamentary inquiry into health outcomes and access to health and hospital services in rural, regional and remote NSW	Draft submission to the Parliamentary Inquiry Portfolio Committee No.2 - Health	December 2020
Inquiry on Climate Change Bills 2020	Draft submission to the House of Representatives, Standing Committee, Environment and Energy	December 2020
Review of the Education SEPP	Draft submission to Department of Planning Industry and Environment	December 2020
Review of the Infrastructure SEPP – health services facilities	Draft submission to Department of Planning Industry and Environment	December 2020
Dendrobium Extension Project	Submission to the Independent Planning Commission NSW	December 2020
Draft Social Impact Assessment Guideline for State Significant Projects (PDF, 207KB)	Draft submission to the Department of Planning, Industry and Environment	December 2020

All LGNSW submissions are available on the LGNSW website at <https://www.lgnsw.org.au/>.

Local Government Management Solutions – New Service Offerings

1. Workplace Analytics: Finance and Economic Metrics

Local Government Management Solutions' (LGMS') suite of workplace analytics which includes council staff and general manager remuneration and HR metrics has been expanded to offer an additional two data sets; finance and economic metrics.

2. Service Level Reviews

LGMS has investigated opportunities to expand its executive management services to include offering members a 'service level review' service. LGMS is now able to offer a series of interactive online 'service review' workshops in order to reduce delivery costs to councils and make the training as accessible as possible.

3. Remote Skills Service

Many members, particularly rural and regional councils at times find it difficult to attract specialised skills to their organisation. This creates additional workloads on existing staff which in turn can create burn out and low staff morale, and potentially lower or compromised service levels for local communities.

To link organisations in need with employees possessing specialist skills, LGMS will be offering a service recruiting a number of highly qualified technical and professional persons to provide short-term services to members during the times when internal resources or suitable skills are not available. These industry professionals work predominantly from the metropolitan region or large regional centres where the skills are readily available.

4. Careers at Council website

Careers at Council is a website designed to attract, inform and connect candidates to jobs in local government. After launching 12 months ago, Careers at Council now features the jobs of 127 councils nationally (24% of all councils), including 52 in NSW, 6 subscriber councils in the NT, Qld and WA and all SA councils. Jobs from LGNSW Management Solutions and LGAQ's Peak Services are also advertised on Careers at Council. The website also promotes sector employment opportunities to retiring veterans.

For more information on these services visit the [LGMS webpage](#).

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 25 February 2021**

The meeting commenced at 10.00am

PRESENT

Cr D Palmer, Cr G Armstrong, Cr B Callow, Cr D McCann, Cr L McGlynn, Cr K Morris, Cr G Sinclair.

Cr G Armstrong entered the meeting at 10.50am.

ALSO IN ATTENDANCE

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

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

21/001 RESOLVED on the motion of Crs Callow and McCann that Cr M Stadtmiller be granted a leave of absence.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. PRESENTATIONS

Nil

4. DECLARATION OF PECUNIARY INTERESTS

Nil

5. DECLARATION OF NON PECUNIARY INTERESTS

Nil

6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 18 DECEMBER 2020

BOARD RESOLUTION

21/002 RESOLVED on the motion of Crs McCann and Sinclair that the minutes of the meeting held on the 18 December 2020, having been circulated and read by members be confirmed.

7. BUSINESS ARISING FROM MINUTES

Nil

8. CORRESPONDENCE

8.1. Minister for Local Government – Chairperson of County Council Term of Office

The General Manager provided an overview of the correspondence from the Minister for Local Government.

9. MATTERS OF URGENCY

Nil

10. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

11. CHAIRPERSON'S MINUTE

Nil

12. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION - 10.04am

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

BOARD RESOLUTION

21/003 RESOLVED on the motion of Crs McGlynn and Callow that Council move into CONFIDENTIAL SESSION.

13. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

13.1. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

13.1.1. TENDER 08/2020 – OURA SWITCHROOM CONSTRUCTION AND CIVIL WORKS

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

- d) *Commercial information of a confidential matter that would, if disclosed:*
 - (i) *prejudice the commercial position of the person who supplied it, or*
 - (ii) *confer a commercial advantage on a competitor of the council, or*
 - (iii) *reveal a trade secret,*

BOARD RESOLUTION

21/004 RESOLVED on the motion of Crs Callow and McGlynn that the Board award Tender 08/2020 to Gongues Construction Pty Ltd for the upper limit amount of \$3,028,000 (exc GST).

13.2. MATTERS SUBMITTED BY ENGINEERING MANAGER

13.2.1. ROSEHILL LANDHOLDERS UPDATE

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

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

BOARD RESOLUTION

21/005 RESOLVED on the motion of Crs McCann and Sinclair that the Board note the information provided within the Rosehill Landholders Update report.

BOARD RESOLUTION

21/006 RESOLVED on the motion of Crs McCann and Callow that there being no further confidential items that Council revert back to Open Session and that the resolutions made in confidential session be made public.

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

14. MATTERS TO BE SUBMITTED TO OPEN COUNCIL – 10.30am

14.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

14.1.1. COUNCIL INVESTMENTS

BOARD RESOLUTION

21/007 RESOLVED on the motion of Crs Sinclair and McCann that the report detailing Council Investments as at 31st January 2021 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

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

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

Council's investment portfolio increased by \$500,000 from \$53,000,000 as at 30th November 2020 to \$53,500,000 as at 31st January 2021.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 25 February 2021**

Investment Portfolio

Type	Rating	SP Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	AA-	A1+	National Australia Bank	At Maturity	14/02/2020	16/02/2021	368	1.50	0.20	\$3,000,000
TD	NR	NR	Police Credit Union SA	Annual	21/03/2018	22/03/2021	1097	3.15	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	19/03/2020	25/03/2021	371	1.80	0.20	\$2,000,000
TD	NR	NR	Australian Military Bank	Annual	29/03/2018	29/03/2021	1096	3.20	0.20	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	24/04/2018	27/04/2021	1099	3.13	0.20	\$3,000,000
TD	AA-	A1+	National Australia Bank	At Maturity	9/06/2020	9/06/2021	365	0.98	0.20	\$2,000,000
TD	BBB	A2	P&N Bank	Annual	27/06/2018	28/06/2021	1097	3.15	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2017	12/07/2021	1461	3.45	0.20	\$2,000,000
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	19/08/2021	266	0.48	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	9/12/2020	8/09/2021	273	0.70	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	16/12/2020	28/09/2021	286	0.55	0.20	\$1,000,000
TD	BBB+	A2	BOQ	Annual	29/10/2018	29/10/2021	1096	3.00	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	Annual	15/05/2020	17/11/2021	551	1.55	0.20	\$3,000,000
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	9/12/2021	378	0.48	0.20	\$2,000,000
TD	AA-	A1+	Westpac	Quarterly	16/12/2020	11/01/2022	391	0.49	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/02/2022	395	1.00	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/03/2022	423	1.00	0.20	\$2,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2018	12/07/2022	1461	3.50	0.20	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	13/07/2020	13/07/2022	730	0.96	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	23/06/2020	20/07/2022	757	1.23	0.20	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	5/08/2020	7/09/2022	763	0.90	0.20	\$3,000,000
TD	AA-	A1+	NT Treasury	Annual	10/09/2020	15/12/2023	1191	1.00	0.20	\$2,000,000
TD	AA-	A1+	NT Treasury	Annual	28/09/2020	15/12/2024	1539	1.10	0.20	\$1,000,000
CASH	A-	A1	Macquarie Bank	Monthly				0.45	0.10	\$3,000,000
CASH	AA-	A1+	CBA	Monthly				0.10	0.10	\$500,000
TOTAL:										\$53,500,000

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

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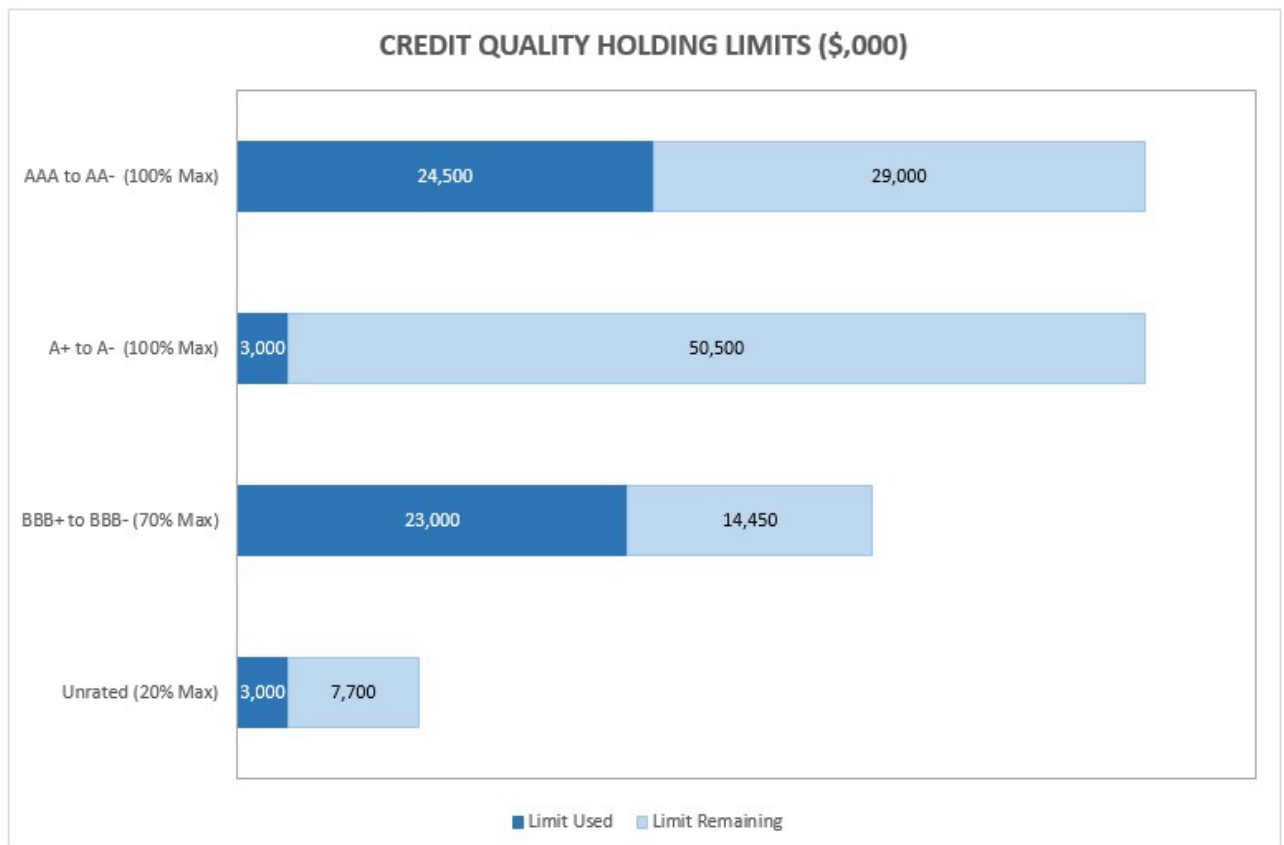
Performance

Goldenfields Water County Council's investment portfolio outperformed the relevant BBSW Index benchmark by 651%. The average weighted yield for January was 1.57%, over an average weighted term of 284 days, with a benchmark of 0.21%.

Total Cost 53,500,000	Total Accrued Interest 372,690	Weighted Average Term 284 Days
Total Value 53,500,000	Monthly Interest Received 124,833	Weighted Average Yield 1.57%

Credit Quality Compliance

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

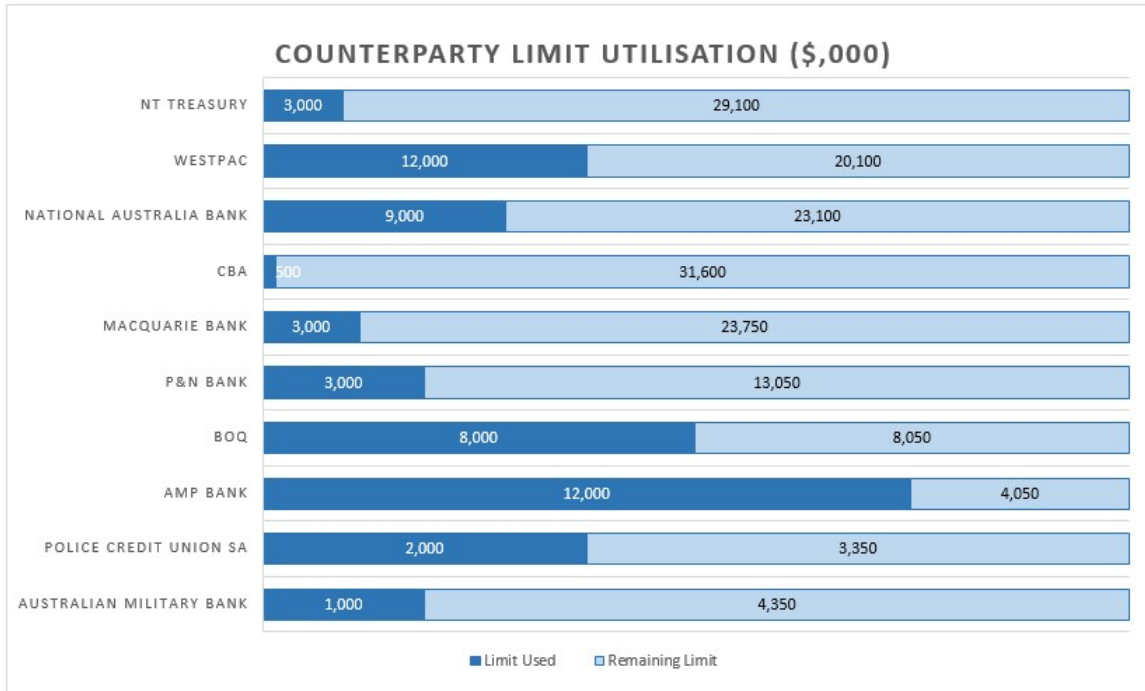


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Counter Party Compliance

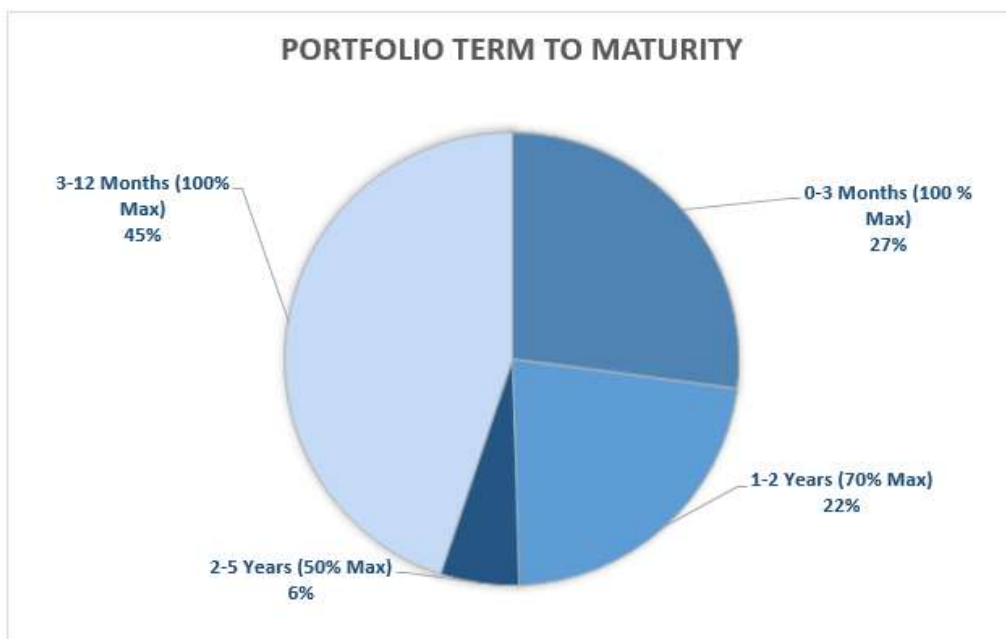
As at the end of January, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on call account balance compared to the total portfolio balance.

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



Term to Maturity

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



APPLICATION OF INVESTMENT FUNDS

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

Restricted Funds:	
Plant & Vehicle Replacement	1,393,231
Infrastructure Replacement	33,292,449
Employee Leave Entitlement	2,128,849
Sales Fluctuation Reserve	500,000
Property Reserve	391,890
Unrestricted Funds:	15,793,581
TOTAL	53,500,000

FINANCIAL IMPACT STATEMENT

Council's investment portfolio increased by \$500,000 from \$53,000,000 as at 30th November 2020 to \$53,500,000 as at 31st January 2021.

DECLARATION

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

Signed



Michele Curran
Responsible Accounting Officer

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.1.2. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

21/008 RESOLVED on the motion of Crs Callow and McGlynn that the report detailing Council's Capital Works Program as at 31 January 2021 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

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

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

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

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Capital Works Progress Report as at 31 January 2021

TABLED ITEMS: Nil.

14.1.3. QUARTERLY BUDGET REVIEW 31 DECEMBER 2020

BOARD RESOLUTION

21/009 RESOLVED on the motion of Crs McCann and McGlynn that the Board receives and adopts the Quarterly Budget Review for the period ended 31 December 2020.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

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

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

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

The anticipated Operating Result for 2020/21 is a deficit of \$1,376,000. The anticipated Operating Result as originally adopted was a surplus of \$247,000. Proposed adjustments are detailed below.

Of note, a review of half yearly water sales figures has been undertaken during the quarterly budget review process. There has been an impact on production following rainfall during spring and early summer, as well as lower overall summer temperatures. Jugiong has seen the greatest impact, with 24.7% less production than the same period last year. Other schemes have also been impacted, 24% in Oura and 9.7% in Daylight and Hylands. As a

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result, water sales will be affected and a quarterly budget review is recommended, especially taking into account forecasts of a wetter than average March to May period.

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

Proposed December 2020 quarterly review adjustments:

Capital Income

- \$1,500,000 decrease in Water Sales
- \$850,000 increase in Developer Charges

Capital Expenditure

- (\$150,000) Oura Land Acquisition
- \$131,000 Developer Paid Mains
- \$40,000 Nangus Water Supply Investigation
- \$55,000 Coopers Lane Coolamon
- (\$125,000) Trunk Main Renewals
- \$160,000 Beach St Main Replacement
- \$100,000 Cox St Main Replacement
- (\$29,000) Reticulation Mains Renewals
- \$115,000 Breust Property Spur
- (\$340,000) Pump Station Renewals
- \$161,000 Critical Valve Renewal
- \$145,000 North Weethalle Electrical and Pump Upgrade
- \$140,000 Weethalle Electrical and Pump Upgrade
- \$450,000 SCADA communications renewal program
- \$435,000 Matong Bore 1
- \$140,000 Oura Bore 6 Switchboard Renewal
- \$145,000 Oura Bore 3 Switchboard Renewal
- \$50,000 Oura Bore 6 Renewal
- \$450,000 Oura High Voltage
- (\$450,000) Jugiong High Voltage
- \$25,000 Jugiong Compressor
- (\$750,000) Jugiong Old Treatment Plant Demolition

FINANCIAL IMPACT STATEMENT

The recommendation reduces Council's Operating Result by \$650,000 and increases Capital Works Expenditure by \$1,023,000.

ATTACHMENTS: Quarterly Budget Review 31-12-20.

TABLED ITEMS: Nil.

14.1.4. AUDIT RISK AND IMPROVEMENT COMMITTEE

BOARD RESOLUTION

21/010 RESOLVED on the motion of Crs Callow and McCann that the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 4 February 2021.

Cr McCann commended Michele Curran and Nicol Kelly on the high WHS standards at GWCC he has witnessed through his role on the ARIC.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 4 February 2021.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

The Goldenfields Water County Council Audit, Risk and Improvement Committee met on 4 February 2021. Minutes of the meeting are attached for the information of the Board.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Minutes of ARIC Meeting 4-2-21.

TABLED ITEMS: Nil.

14.2. MATTERS SUBMITTED BY OPERATIONS MANAGER

14.2.1. VALVE MAINTENANCE PROGRAM

BOARD RESOLUTION

21/011 RESOLVED on the motion of Crs Sinclair and McCann that the ongoing valve maintenance program report be received and noted.

Report prepared by Operations Manager

COUNCIL OFFICER RECOMMENDATION

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

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision 07 Efficient Operations

BACKGROUND

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

REPORT

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

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

To date a total of 6000 valves have been serviced and a number of which have required maintenance, refurbishment and/or replacement.

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

These fixed term labourers have also been utilised to assist Operations on a number of occasions for emergent/reactive works within the southern and northern operational areas.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.2.2. MANDAMAH CONSTRUCTION PROGRESS REPORT

BOARD RESOLUTION

21/012 RESOLVED on the motion of Crs McGlynn and Callow that the Mandamah Stage 2 - 4 Construction Report be received and noted.

Report prepared by the Operations Manager

COUNCIL OFFICER RECOMMENDATION

That the Mandamah Stage 2 - 4 Construction Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

02 Maximising Regional Water Supply

BACKGROUND

The Mandamah Rural Water Supply Scheme will expand Goldenfields Water County Council supply network by approximately 180 kilometres and provide essential water services to farmers and residents across more than 90,000 hectares in the Mandamah region west of Barmedman.

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

REPORT

Construction and commissioning of stage 2 has been completed (58,224 metres).

Stage 3 consists of approx. 45,000 mtrs in total and 21,000 mtrs has been constructed with only minor delays due to weather and mechanical breakdowns.

Construction rates are still tracking at approximately: \$30 per metre compared to a conservative NSW Reference Rate of approximately: \$127 per metre.

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

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.3. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

14.3.1. WATER PRODUCTION REPORT

BOARD RESOLUTION

21/013 RESOLVED on the motion of Crs McCann and Sinclair that the Water Production Report be received and noted.

Report prepared by Production and Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Water Production Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

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

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

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

REPORT

Jugiong drinking Water Scheme

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

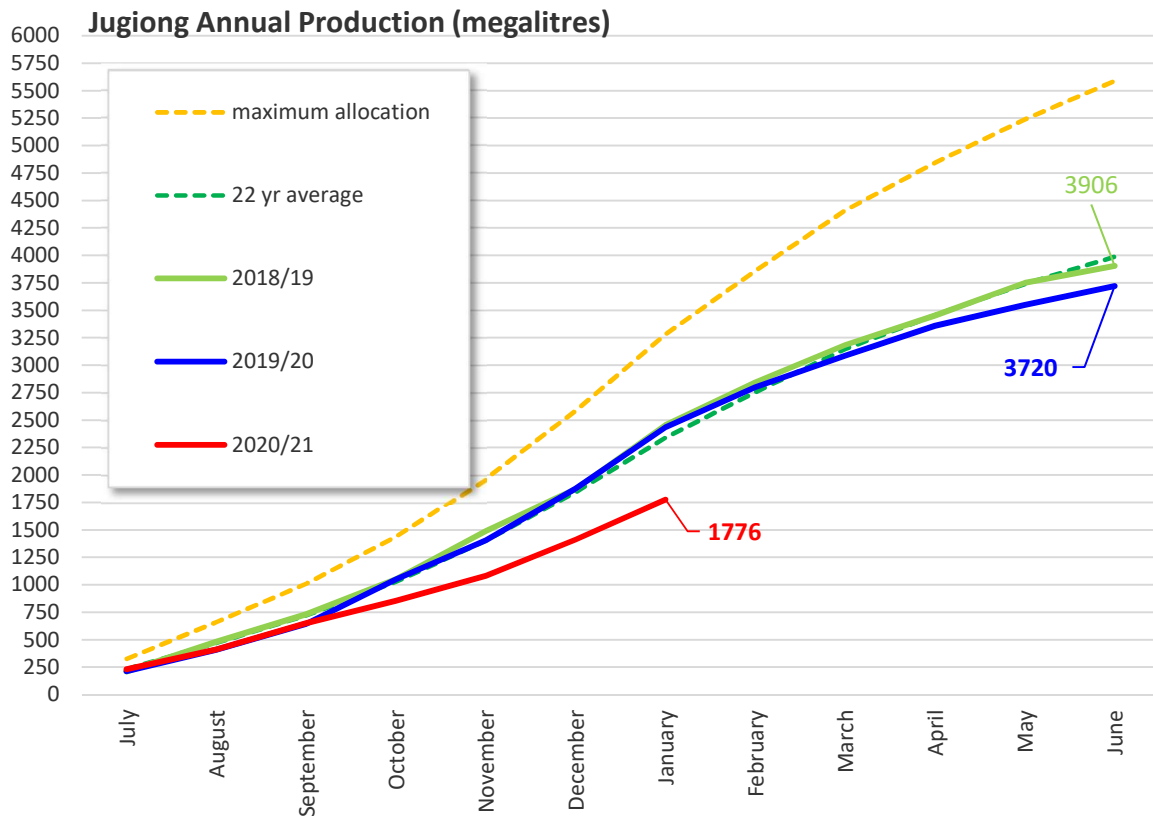
The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

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

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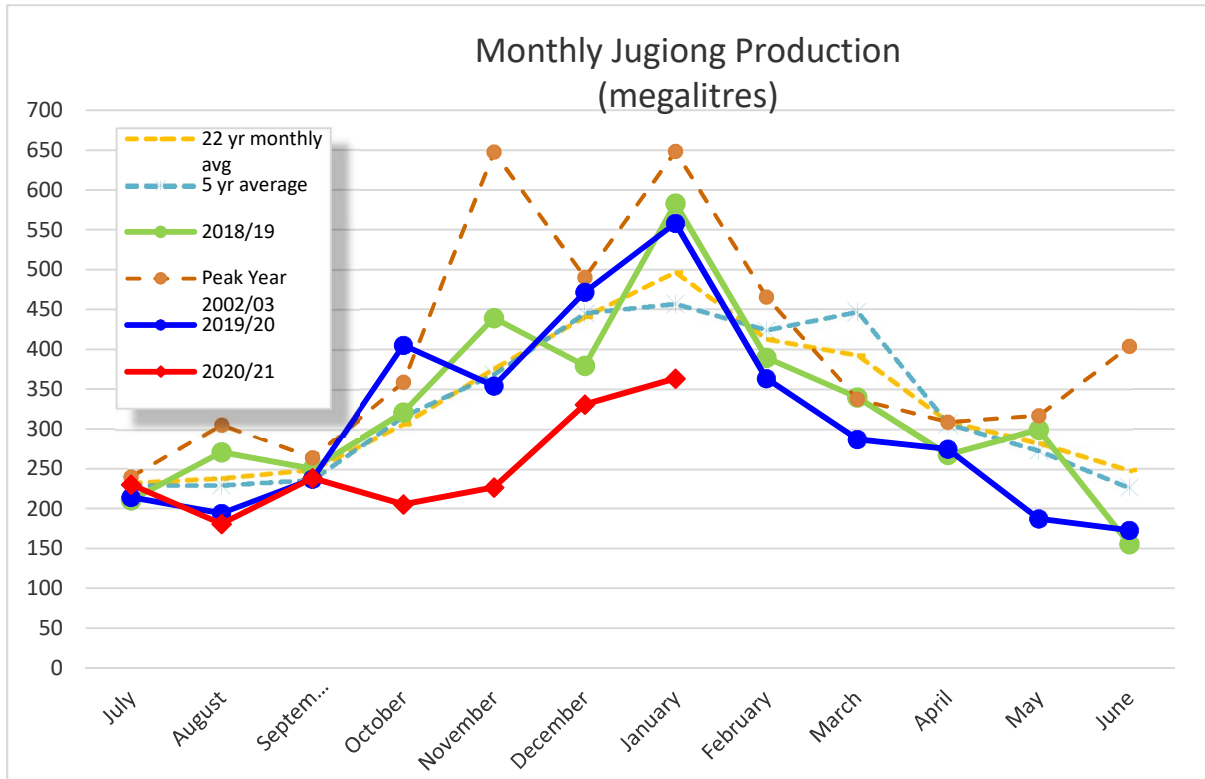
Jugiong annual water production is trending lower to previous years.

For the first 7 months of the 2020/21 financial year, 1776ML of water has been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. Totals for each month are as follows: July 230.19ML, August 180.95ML, September 238.32ML, October 205.48ML, November 180.95 ML, December 331ML and January 363ML. As compared to the same period in 2019/20 where 2435ML was produced, this is a 659ML reduction compared to the same period in 2019/20, as indicated by the graph below.



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As mentioned above, Jugiong monthly water production has decreased. As indicated below October 2020 through to January 2021 has seen a significant decrease in monthly production, this is due mainly to high rainfall and cooler than usual weather during spring and summer.

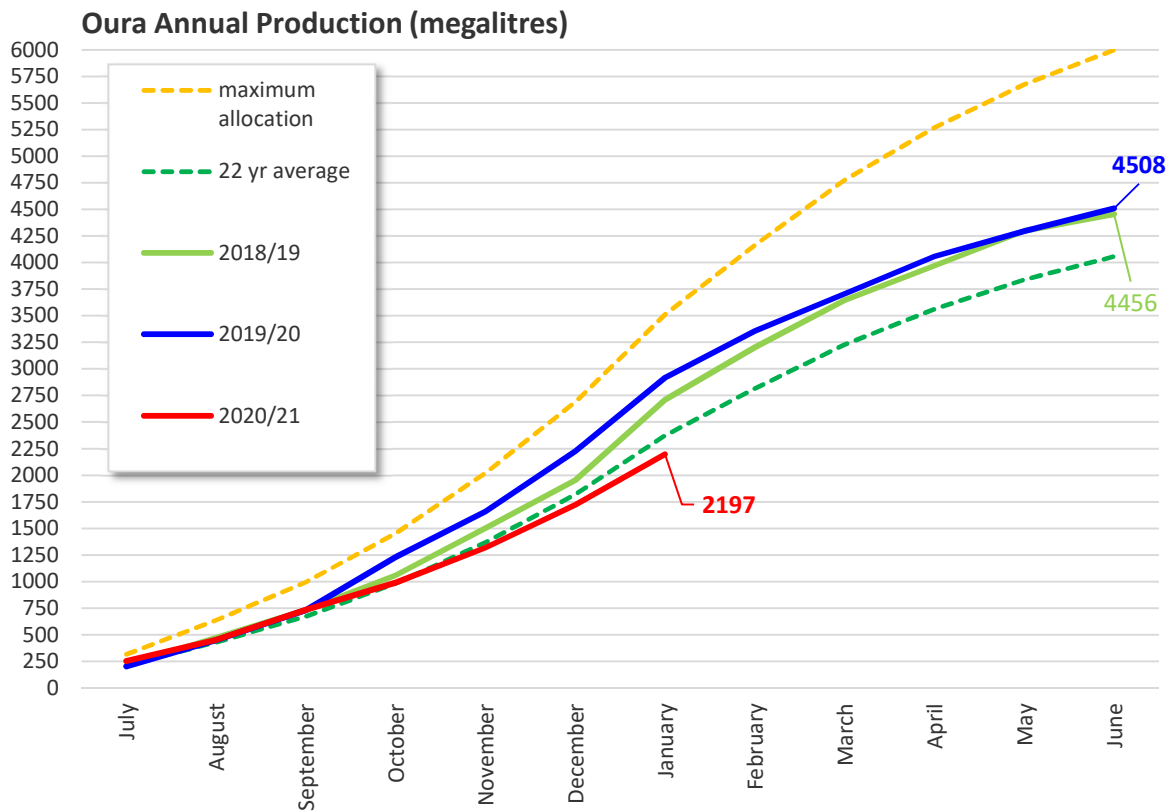


Oura Drinking Water Scheme

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

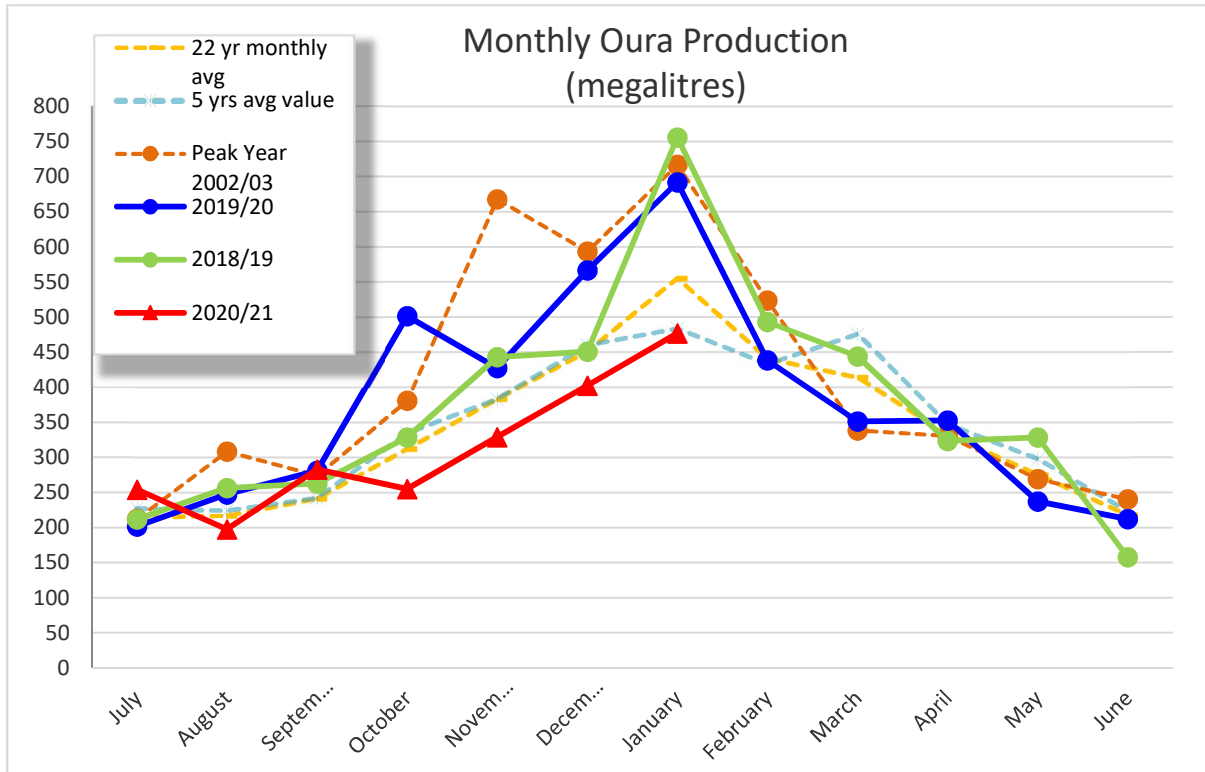
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the first 7 months of the 2020/21 financial year, 2197ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. Totals for each month are as follows: July 253ML, August 197ML, September 282ML, October 254ML, November 329ML, December 402ML and January 476ML. This is a 24.68% or 720ML reduction as compared to the same period in 2019/20 where 2917ML was produced. This is depicted in the graph below, although a reduction still trending in a similar fashion to historical years.



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As mentioned above, Oura monthly water production has reduced by 24.68% compared to the same period in 2019/20. Similarly the period from October 2020 to January 2021 has seen a decrease in production from the Oura Bores. This is due mainly to high rainfall and cooler than usual weather during spring and summer.



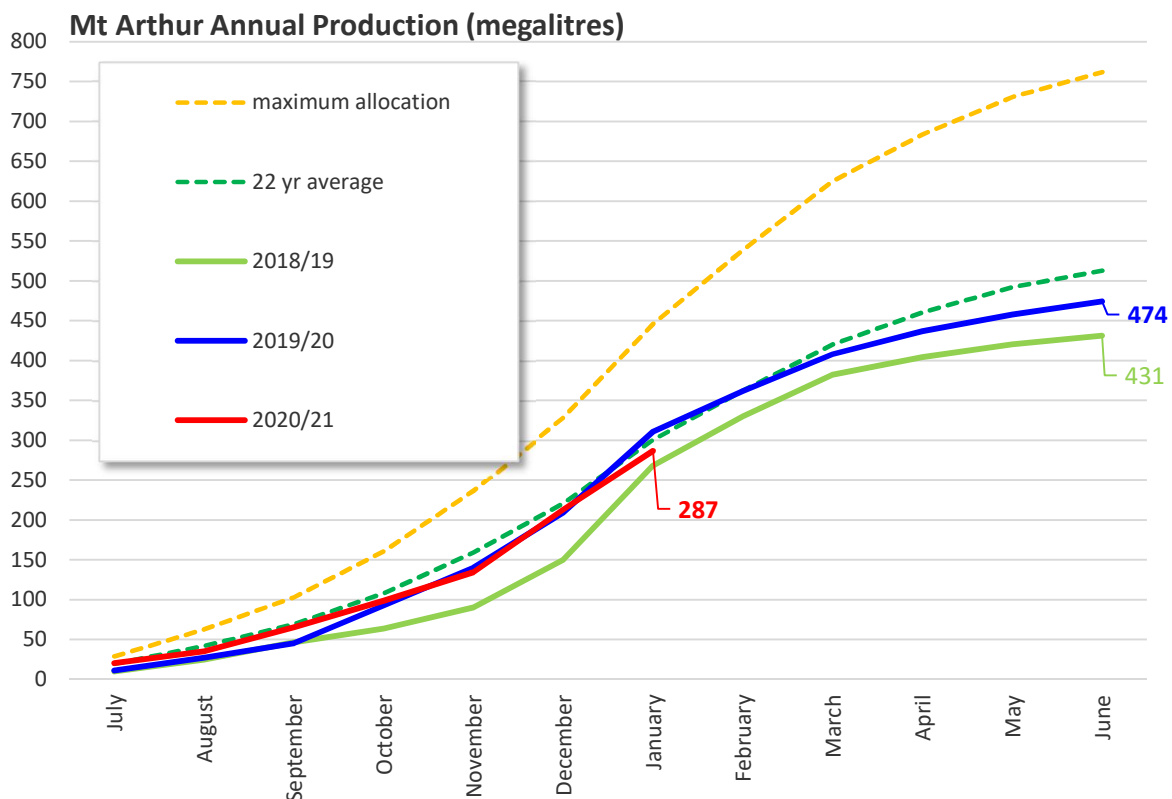
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Mount Arthur Drinking Water Scheme

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

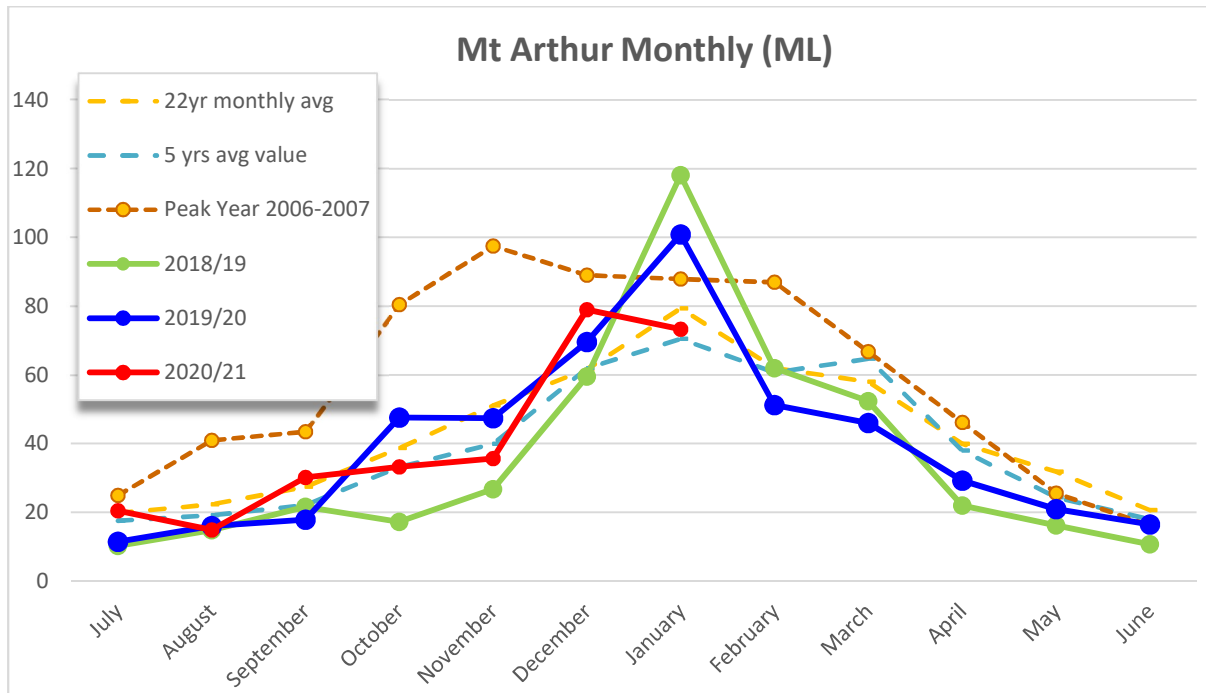
It should be noted that a new Bore 1 is currently being developed to replace the existing Bore site and associated assets. Upon completion, testing and commissioning of the new Bore 1, the old bore will be decommissioned and removed. Water quality and hydraulic capacity requirements appear to be positive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

For the first 7 months of the 2020/21 financial year, 287ML of water has been extracted from the Mt Arthur Borefield. Totals for each month are as follows: July 20.44 ML, August 14.87 ML, September 30.18 ML, October 33.23ML, November 35.67ML, December 79ML and January 73ML. This is a reduction compared to the first 7 months for 2019/20 where 310ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



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Mt Arthur monthly water production for the first 7 months of the financial year has been variable and not trending as it has in previous years. This is due mainly to high rainfall and cooler than usual weather during spring and summer.



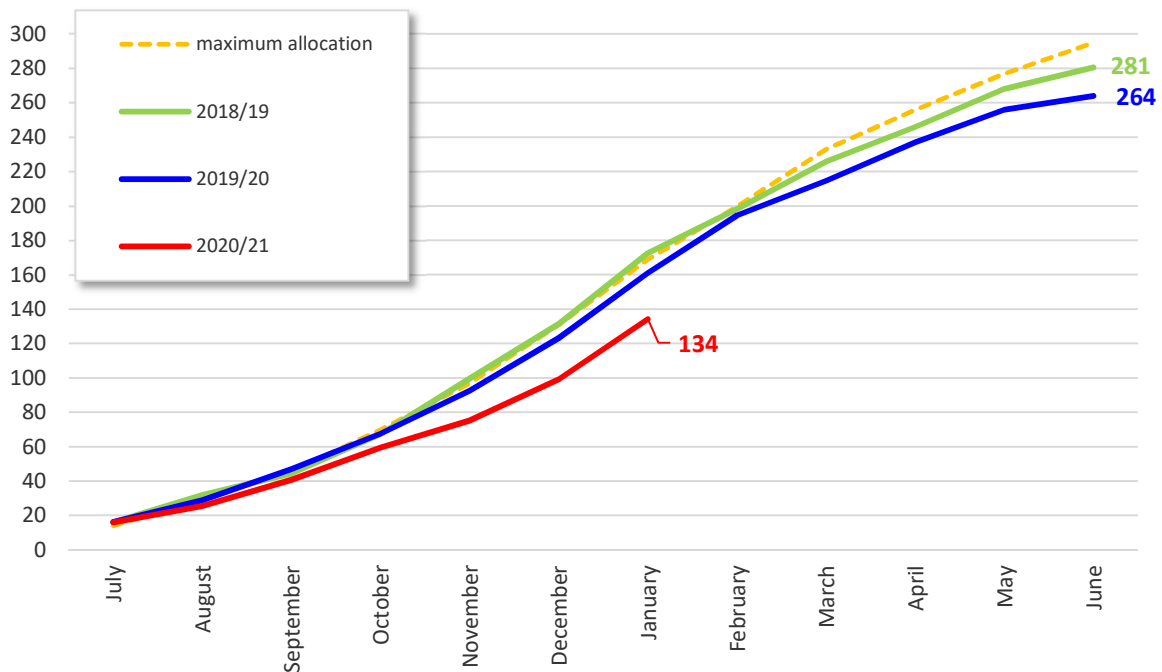
UNCONFIDENTIAL

Mount Daylight Drinking Water Scheme

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

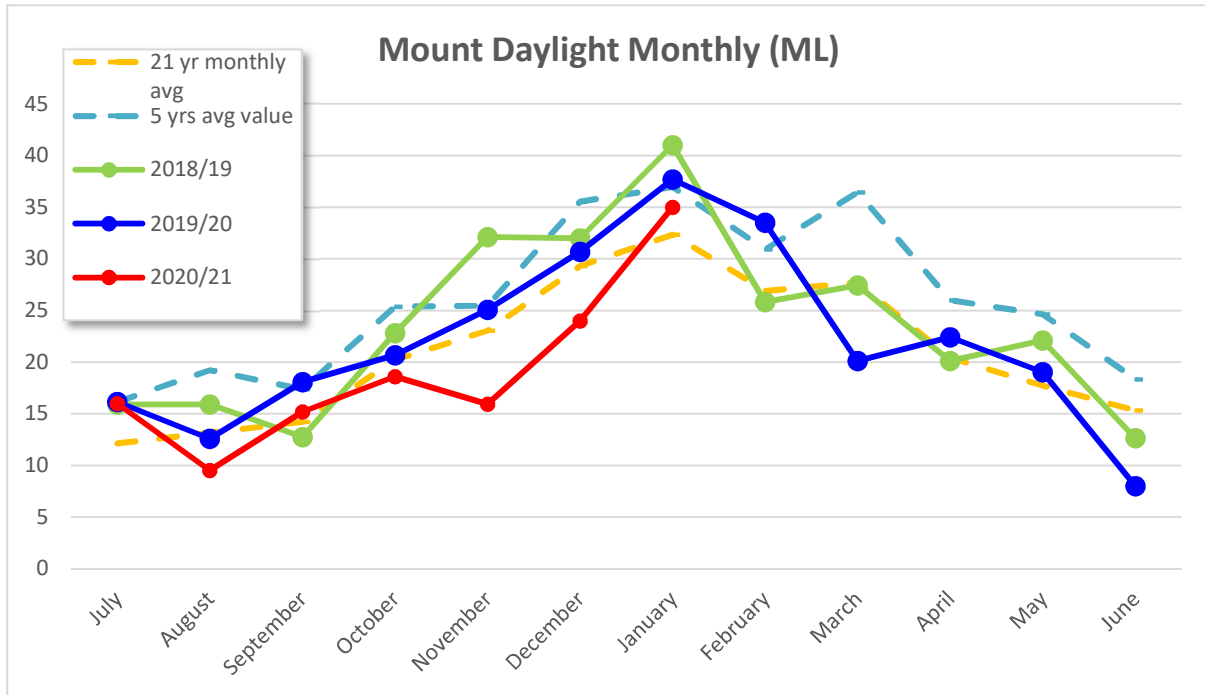
For the first 7 months of the 2020/21 financial year, 134ML of water has been extracted from the Mt Daylight Borefield. Totals for each month are as follows: July 16.01 ML, August 9.52 ML, September 15.2 ML, October 18.6ML, November 15.94ML, December 24ML and January 35ML. This is a lower volume compared to the same period for 2019/20 where 161ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.

Daylight Annual Volume (megalitres)



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As mentioned above, the Mt Daylight monthly water production is trending at a reduced rate than previous year's period. This is simply due to higher than average rainfall and colder weather during spring and summer.

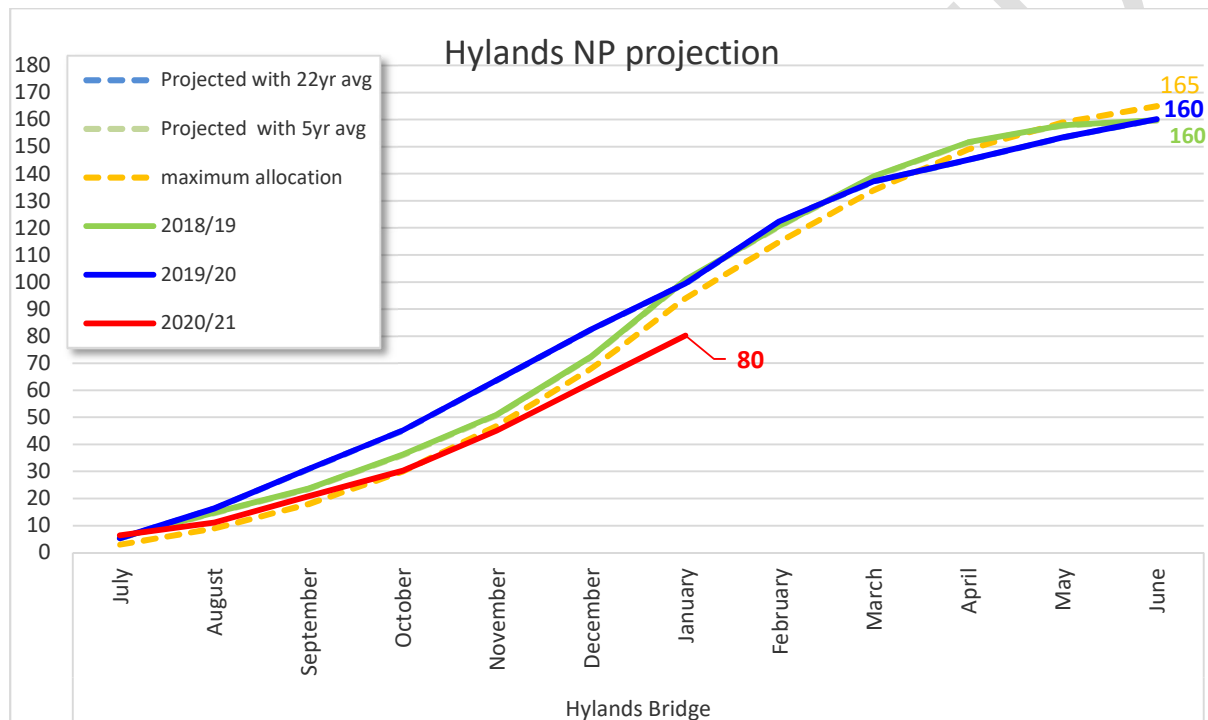


UNCONFIDENTIAL

Hylands Bridge - Non Potable

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

For the first 7 months of the 2020/21 financial year, 80ML of water has been extracted from the Hylands Bridge Raw Water scheme. Totals for each month are as follows: July 6.37ML, August 4.71ML, September 9.65ML, October 9.46ML, November 14.82ML, December 17.59ML and January 17.53ML. This is a reduced volume compared to the first 7 months for 2019/20 financial year where 99.44ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.3.2. INTEGRATED WATER CYCLE MANAGEMENT

BOARD RESOLUTION

21/014 RESOLVED on the motion of Crs Callow and McCann that the Board:

- 1. Accept the update provided for the development of an Integrated Water Cycle Management Strategy.**
- 2. Accept the offer from Public Works Advisory for an upper limiting fee of \$450,000**
- 3. Include an additional \$50,000 adjustment into the 2020/21 operational budget**

Report prepared by Manager Production & Services

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Accept the update provided for the development of an Integrated Water Cycle Management Strategy.
2. Accept the offer from Public Works Advisory for an upper limiting fee of \$450,000
3. Include an additional \$50,000 adjustment into the 2020/21 operational budget

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

Goldenfields Water has been working on developing their first Integrated Water Cycle Management Strategy (IWCM) since 2016/17. Staff have previously engaged multiple consultants, including but not limited to WaterOz and GHD to try and complete an Issues Paper for acceptance by the Department of Primary Industry & Environment (DPIE). In addition to the utilisation of consultants to complete a Draft Issues Paper, staff also undertook and completed a Draft in-house. With each of these attempts a request for a significant amount of additional information was required by DPIE before it would be accepted to proceed to the strategy phase of the project.

Therefore, in 2018, staff engaged Public Works Advisory (PWA) to undertake the facilitation and development of a Draft Integrated Water Cycle Management (IWCM) Issues Paper and strategy scoping document, as they had appeared to be the only external company gaining approvals through the state regulator. In addition to this, PWA was also engaged by a majority if not all of our constituent Councils to do the same and it was assumed that efficiencies and greater integration of strategic planning would be gained.

The Draft Issues Paper and associated IWCM Project Reference Group (PRG) meetings were completed in July 2020. The Issues Paper was then submitted to Department of Primary Industry & Environment (DPIE) for review and comment prior to the nominated deadline for feedback in September 2020. No feedback was received and assumed concurrence of the paper has been accepted.

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REPORT

During the development of the IWCM Issues Paper, a number of additional works were also being undertaken in isolation to ensure that the overall project deliverables were continuing without waiting for regulatory approvals to proceed. These works included, but were not limited to:

- Development of Piping & Instrumentation Diagrams (P&ID's),
- A new Asset Management Framework and Policy
- Asset register revaluation and development of asset class management plans,
- 30 year capital delivery program
- Strategic planning works for;
 - Oura Water Treatment Facility, including 30 year long term growth scenarios, and
 - Jugiong Water Treatment Facility infrastructure review and 30 year long term planning scenarios.

The below table provides a list of all determined and agreed to “issues” that have been developed in consultation with all constituent councils, NSW Health, NSW EPA and DPIE. Each item has been categorised into each relevant scheme and/or the general business areas of the council.

Issue Type	Target for Compliance	Issue
Regulatory	Fluoridation of Public Water Supplies Act	The Mt Arthur and Mt Daylight potable water schemes are not fluoridated.
Levels of Service	Objectives and targets	Council needs to review the levels of service targets and performance indicators and discuss these with the community GWCC have advised they would like to better define the priority level definitions to have more quantitative criteria, such as defined quantities of water and number of customers
	Service Level Agreement	GWCC does not hold a SLA with either Hilltops Council or Riverina Water County Council, who are bulk supply customers. GWCC have advised that they have contacted NSW Health to fund and facilitate the development of these as a requirement of their DWMS
	Increase in frequency of peak demand days	The NSW and ACT Regional Climate Modelling (NARCIIM) project estimated that by 2030 the Murray Murrumbidgee is projected to experience an average of 8 more days above 35°C per year and continue to rise to 23 days per year by 2070. This will increase the number of peak demand days, which may impact the ability to meet the target level of service for system reliability
Asset performance	Infrastructure renewals ratio	The infrastructure renewals ratio for water supply assets is significantly less than the benchmark value of 100%, which means that renewals are not keeping pace with depreciation, which is unsustainable. A criticality review of the assets using a risk-based approach, is recommended to prioritise condition assessments and asset renewals.
	Asset condition - reservoirs	There are many outstanding reservoir issues, both external (relating to entry hatch, roof platforms, bird proofing, handrails etc.) and internal (ladder, walls, floor etc.). Some reservoirs are overdue for inspection, some as far back as 2003.

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Issue Type	Target for Compliance	Issue
	Asset Management Plan	The AMP was prepared in 2012 and does not reflect the current asset inventory.
Demand management	Water Restrictions	For the Oura, Mt Arthur and Hylands Bridge schemes, during the years 2004/05 to 2006/07 when restrictions were in place water production was higher than the modelled unrestricted demands. GWCC advises this could be due to additional demand from stock and domestic users who would normally rely on rainwater for their water needs. The restriction policy needs to be reviewed to regulate demand from stock and domestic users.
Best Practice	Low chlorine residual	Due to recurring low levels of free chlorine (< 0.2 mg/L), the distribution system of the following towns/villages should be inspected annually: Barellan, Coolamon, Illabo, Matong, Stockingbal, Springdale, Wantabadgery. Due to recurring low levels of free chlorine (< 0.05 mg/L), the distribution system of the following towns/villages should be inspected 4-monthly: Temora, Grong Grong, Weethalle, Tallimba.
Work Health and Safety	WHS issues at GWCC sites	Several WHS issues were identified at GWCC's sites by Safety Australia Group, including issues with signing, blocked fire equipment, and loose electrical leads
Jugiong Water Supply Scheme		
Connection to Boorowa	Ownership of assets	HC has expressed interest in connecting Boorowa to GWCC's Jugiong Scheme. It is unknown how the supply to Boorowa will be delivered from GWCC; in terms of connection and responsibility / ownership of assets.
Water security	Licensed entitlement allocation during drought –	If the 50% reduction in LWU water allocation experienced during the Millennium Drought were to repeat, and extend for an entire year instead of ending after 3 months, GWCC would not have sufficient entitlement to meet the dry year demands. This should be considered in GWCC's emergency response plan. The licensed entitlement is not expected to be exceeded in a dry year in the 30-year planning horizon for the current supply arrangement. However, if the allocation is reduced by 10% due to drought, the dry year demands would exceed the licensed entitlement by 2039
	Licensed entitlement connection of Boorowa –	The WAL entitlement for Boorowa, currently owned by Hilltops Council, would not be able to be transferred to GWCC for use in the Jugiong Scheme as the two use different water. This is a risk to GWCC as the Boorowa scheme will put additional demand on the Jugiong Scheme, without any additional water entitlement. Analysis shows that if the Boorowa water supply was connected to the Jugiong scheme, and if the allocation is reduced by 10% due to drought, the dry year demands would exceed the licensed entitlement by 2022
Supply reliability	Headworks capacity	The capacity of the Jugiong WTP (40 ML/d) is not exceeded over the 30-year horizon even with the inclusion of the Boorowa supply. However, the estimated peak day production exceeds the pump rate of the duty and the standby raw water pumps.
WTP Performance	Raw water quality - turbidity	Water quality in the Murrumbidgee river can change rapidly when water is released from Burrinjuck Dam. There is a raw water turbidity meter than can initiate shutdown of the treatment plant if a rapid rise in turbidity is detected.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 25 February 2021**

Issue Type	Target for Compliance	Issue
		GWCC has identified that additional Clear Water Storage should be considered at the plant to maintain supply during extended periods of plant shutdown.
	Raw water quality - pathogens	The major water quality risks are from STP overflows, OSSMS, livestock/wildlife access and rapid changes in raw water quality.
	Filter performance	CWT identified that under higher raw water turbidity, treated water from Jugiong WTP can reach 1 NTU or higher, which can reduce the efficiency of chlorine disinfection and the risk of Cryptosporidium or Giardia cysts passing through the filters
	Health-based Targets	The town of Jugiong, which is just upstream of Jugiong WTP, has several OSSMS and is in the floodplain, which may necessitate categorising the catchment as high vulnerability if HBTs are implemented
Public Health	Issues related to chlorination	<p>A large number of issues were identified in a report by Atom consulting into chlorine issues in the distribution system of the Jugiong Scheme. These included areas of low free chlorine, and issues of high water age, lack of monitoring, cast iron mains, and lack of appropriate re-chlorination.</p> <p>Operational monitoring indicates there have been some incidences of high pH and low residual chlorine in the extremities of the Oura, Mt Daylight and Mt Arthur drinking water schemes</p>
Oura Water Supply Scheme		
Performance	Non-revenue water	The NRW water for the Oura scheme is estimated to be about 530 L/connection/day which is higher than the statewide median of 92 L/connection/day
	Wagga Wagga SAP	Potential Issue - RWCC have indicated that they would like to consider increasing the bulk supply from GWCC's Oura system to RWCC's system to supply part of the demand of the planned Wagga Wagga SAP (2,800 ML/year). This could put significant pressure on GWCC's headworks and distribution system, and the volume supplied by GWCC will have to be limited so that their licensed entitlement is not exceeded.
Regulatory	Water Management Act – Wagga Alluvial Groundwater Source	Potential Issue: The long-term average annual extraction limit (LTAAEL) for the Wagga Wagga Alluvial Groundwater Source is lower than the combined WAL entitlements for Riverina Water County Council (RWCC) and GWCC. If the LTAAEL is exceeded there is a potential that GWCC will have its allocation reduced. This will require coordination between RWCC and GWCC.
Levels of Service	Compliance for aesthetic parameters	<p>Elevated levels of iron and manganese have been identified in the raw water, which can cause discoloured water complaints throughout high demand periods. This is reflected by the high number of dirty water complaints in the Oura scheme.</p> <p>HunterH2O have reported that the current aeration system requires refurbishment and improvements to limit the degree of short-circuiting which leads to reduced efficiency in achieving the required iron and manganese oxidation and removal</p>
	Pressure issues	<p>GWCC have advised that there are low pressure issues in West Wyalong and Junee, which has impacted on development opportunities</p> <p>Ongoing pressure issues are not reliably captured by looking at complaints register, as customers do not tend to make complaints when low pressure is an everyday occurrence.</p> <p>Due to the complexity and hydraulic interconnectivity of the various supply areas, headworks and storage within the</p>

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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Issue Type	Target for Compliance	Issue
		scheme, a hydraulic model is required to assess pressure issues.
	Supply during service interruption	The reservoir storage volume at Eurongilly and Temora are less than one peak day demand, which may indicate an issue in supplying demand if there is an interruption to supply.
WTP Performance	Contamination of potable water from raw water scheme	The Oura drinking water scheme can be connected to GWCC's Hylands Bridge non-potable water scheme at Barellan. This was identified as a risk in the 2017 DWMS Risk assessment, and a report was developed on the non-potable system and its potential for cross-contamination In GWCC's Action and Improvement Plan there is an action for GWCC to consider, investigate and install the most suitable backflow prevention device on the connection
	Raw water quality	The major water quality risks for the Oura bores are contamination during a flood, unrestricted livestock access to location of bores, and contamination due to seepage of pathogens from OSSMS
	Insufficient chlorine contact time	It is calculated that the minor consumers supplied from the pipeline between Oura WTP and the Junee Balance may not receive water that has achieved the minimum C.t. of 15 mg.min/L.
	Asset age	Council has advised that many of the assets are at the end of their useful life, including aeration and reservoir
Public Health	Issues related to chlorination	The Cardno report on the Oura scheme assets identified that at the current typical winter demand, water at the outlet of the Junee Balance Tanks will have been in the rising main and reservoirs for approximately 2.4 days. This may lead to issues in maintaining chlorine residuals in the network
	PFAS	PFAS have entered the groundwater at the Wagga RAAF Base. The minimum time estimated until PFAS reaches the Oura borefield is in 110 years. PFAS are an emerging contaminant, with international research yet to fully determine any human health effects related to exposure
Performance	Oura pump station capacity	It is estimated that the maximum capacity of the Oura Pump Station could already be exceeded on a peak day.
	Oura Headworks issues	Cardno identified several issues with the Oura headworks, including transformers and pumps near end of useful life, existing surge tanks do not provide sufficient mitigation of surge in the pipeline and are also potential water quality risks
Mt Arthur Water Supply Scheme		
Levels of Service	Compliance for aesthetic parameters	Elevated levels of iron and manganese have been identified in the raw water, which can cause discoloured water complaints throughout high demand periods. This is reflected by the high number of dirty water complaints in the Mt Arthur scheme.
	Supply during service interruption	The reservoir storage volume at Ganmain is less than one peak day demand, which may indicate an issue in supplying demand if there is an interruption to supply.
Performance	Non-revenue water	There are some previous negative NRW values calculated for the 2014/15 and 2015/16 financial years, and the more recent NRW is quite low (1% of production) which may indicate that production is being under-read
WTP Performance	Raw water quality	The major water quality risks for the Mt Arthur Bores are surface water ingress and contamination due to seepage of pathogens from OSSMS

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TEMORA OFFICE on 25 February 2021**

Issue Type	Target for Compliance	Issue
My Daylight Scheme		
Performance	Non-revenue water	The NRW could not be calculated given the issues with the production data from Carrathool bores.
WTP Performance	Raw water quality	The aquifer is hydraulically connected to the surface water which exposes the water to the high catchment risks including pathogens from surface water ingress, and seepage from on-site sewage management systems.
		The major water quality risks for the Mt Daylight Bores are surface water ingress and contamination due to seepage of pathogens from OSSMS.
Data Gap	Historical production data inaccurate and issues with NRW	GWCC's notes in the most recent production data that many reads were estimates or missing. The mass balance over these years resulted in negative NRW, indicating an error in the data. GWCC to review production data and mass balance.
Water security	Licensed Entitlement	The estimated dry year production from the Carrathool bores is very close to exceeding the licence entitlement. No growth is estimated in the GWCC Mt Daylight Scheme, however if the demand from CSC increases then the entitlement could be exceeded. The license is owned by CSC, so GWCC may want to pursue becoming a co-holder of the license to ensure that their share of the licensed entitlement is not reduced in the future.
	Sustainable yield of bores	The sustainable yield from the Carrathool bores is unknown
Hylands Bridge		
Water security	Licensed Entitlement	There were a number of years where the historical production has exceeded the licensed entitlement. It is estimated that this could occur again in a dry year. In the event that allocation is exceeded, shares can be purchased from other water users who own delivery entitlements in the Murrumbidgee Irrigation Area. However, unless these shares are classified under the LWU category they will not have the highest priority that is provided for town water supply and hence the availability during drought is not assured
Performance	Raw water pump station capacity	It is estimated that the capacity of the raw water pumps could already be exceeded on a peak day.
	Non-revenue Water	The unit NRW of 240 L/connection/day is significantly higher than the 2015/16 state average NRW of 92 L/connection/day

Staff in conjunction with PWA have developed and submitted an IWCM Strategy Proposal to DPIE for request of funding through the Safe & Secure program. The proposal highlights a list of actions to be completed that will either seek to complete an investigation or complete an identified issue, which is listed above.

Goldenfields Water, as a County Council, is only entitled up to 25% funding allocation if successful. However, it should be noted that there are provisions for a Regional Town Water Strategy (RTWS) that could be entitled up to 75% funding. This RTWS was only developed on the provision of Joint Organisations (JO's) undertaking a regional strategy and given the area covered compared to a normal general purpose council, should be entitled to more funding as it includes multiple council areas.

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Staff have raised a request to DPIE and through the Murrumbidgee Regional Water Strategy consultation process, and the new Town Water Risk Reduction Program, that County Councils should be given the same consideration as a JO and be entitled to likewise funding provisions, noting that Goldenfields Water crosses ten (10) Council areas, three (3) JO's and is only a non-voting member of the RIVJO. It is unlikely that we will be successful in the RTWS request noting funding policy obligations; however these discussions may instigate a greater level of respect for County Council operations and their criticality in Regional Water Strategies.

Noting the tabled IWCM Strategy Proposal has an estimated cost for works at around \$450,000, It is prudent for Council to understand its procurement obligations. PWA are a state owned entity and Council could engage them through an exemption under Section 55(3)(b) of the Local Government Act which was done for the Issues Paper. Staff have unsuccessfully utilised alternate consulting agencies to gain agreement for IWCM works and costs have been essentially very similar to PWA. Therefore, staff will be recommending the engagement of PWA through the exemption of tendering requirements for the completion of the IWCM Strategy to a value of \$450,000.

Noting how prescriptive the requirements of achieving approval for an IWCM Strategy is, council officers would recommend that funding be accepted at the 25% if successful which will equate to a cost of \$112,500 . If successful, this funding will be the first time Goldenfields Water has ever received funding from a state government initiative. All historical funding successes have come from federal government programs with all state applications being previously declined.

Whether funding is successful or not, these works must be undertaken to ensure the future long term operations of Goldenfields Water are secured and appropriately planned for. Therefore, Staff are recommending to proceed with the engagement of PWA for the estimated \$450,000 immediately, if funding is successful or not.

FINANCIAL IMPACT STATEMENT

The recommendation requires an additional \$450,000 to be obtained from reserves within the operational budget. Staff believe the program will be delivered over a 12 to 18 month period which will required split budget allocation between financial years. That being, \$50,000 in 2020/21 financial year and \$400,000 for the 2021/22 financial year.

ATTACHMENTS: Nil

TABLED ITEMS:

IWCM Strategy Proposal

IWCM Issues Paper

14.4. MATTERS SUBMITTED BY THE GENERAL MANAGER

14.4.1. LOCAL GOVERNMENT NSW WATER MANAGEMENT CONFERENCE

BOARD RESOLUTION

21/015 RESOLVED on the motion of Crs McGlynn and McCann that the Board:

1. Nominate attendees for the Local Government NSW Water Management Conference
2. Approve the attendance of the General Manager

The Chairperson and the Deputy Chairperson were nominated to attend.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Nominate attendees for the Local Government NSW Water Management Conference
2. Approve the attendance of the General Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

The annual Local Government NSW Water Management Conference presents a broad range of information from a local government perspective on water management, issues associated with water supply and sewerage services provided by water utilities.

REPORT

The Local Government NSW Water Management Conference will be held in Narrabri from Wednesday 7 to Friday 9 July 2021.

At the time of preparing this report the program for the event had not been released.

Nominations for attendance are sought from the Board to allow registration and booking arrangements to be made.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.4.2. COMMUNITY SERVICE AND SUPPORT POLICY

BOARD RESOLUTION

21/016 RESOLVED on the motion of Crs Callow and Sinclair that the Board adopts the revised PP037 Community Service and Support Policy.

Report prepared by Community Education and Engagement Officer

COUNCIL OFFICER RECOMMENDATION

That the Board adopts the revised PP037 Community Service and Support Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

05 Proactive Customer Relations

BACKGROUND

In April 2000, the Goldenfields Board resolved to support the communities within its footprint through both the donation of access charges to community groups and service organisations, and \$200 annually to each school for student prizes and awards.

During the 2019/2020 financial year Goldenfields provided the following donations:

Access Charge Donations \$159,519

Schools \$ 14,200

Additional to these donations in line with Council's policy, was the donation of Drinking Water re-fill stations to constituent councils totalling \$46,486.00, as part of Goldenfields Community Engagement Strategy.

REPORT

An audit of Goldenfields policies identified the Community Service and Support Policy overdue for review.

The policy is presented in an updated format and policy numbering, however, without any proposed changes to content at this time.

Goldenfields Community Engagement Strategy will be reviewed in sync with the Integrated Planning and Reporting cycle due for adoption prior to June 2022.

In conjunction with the new Community Engagement Strategy, the Community Service and Support Policy will be reviewed at that time to ensure it supports the strategies outlined within new Community Engagement Strategy.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position, budget allocation for donations will remain the same.

ATTACHMENTS: PP037 Community Service and Support Policy

TABLED ITEMS: Nil

14.4.3. PP031 CODE OF CONDUCT POLICY AND ADMINISTRATIVE PROCEDURES

BOARD RESOLUTION

21/017 RESOLVED on the motion of Crs Sinclair and McCann that Council adopt PP031 Code of Conduct and P019 Administrative Procedures for the Code of Conduct.

Cr McGlynn was opposed.

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That Council adopt PP031 Code of Conduct and P019 Administrative Procedures for the Code of Conduct.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient operations

BACKGROUND

The Model Code of Conduct for Local Councils in NSW and the associated Procedures for the administration of the Model Code of Conduct for Local Councils in NSW were amended in 2020 by the Office of Local Government. Councils must adopt the new Model Code of Conduct and Procedures.

REPORT

PP031 Code of Conduct and P019 Administrative Procedures for the Code of Conduct have been updated in accordance with the Model documents.

The key changes are:

- Amendments to the process for censuring Councillors where breaches of the Code of Conduct occur.
- Panels of conduct reviewers are able to be appointed without a resolution of Council.
- Amended rules governing the acceptance of gifts and benefits.
- Updated language used to describe the various heads of discrimination.
- Updated definitions of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS:

PP031 Code of Conduct

P019 Administrative procedures for the Code of Conduct

TABLED ITEMS: Nil

14.4.4. PP010 GIFTS AND BENEFITS POLICY

BOARD RESOLUTION

21/018 RESOLVED on the motion of Crs Sinclair and McGlynn That Council adopt the updated PP010 Gifts and Benefits Policy.

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That Council adopt the updated PP010 Gifts and Benefits Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient operations

BACKGROUND

PP010 Gifts and Benefits Policy establishes clear guidelines for dealing with Gifts and Benefits to ensure fair, transparent and independent processes within Goldenfields Water.

REPORT

As a result of the 2020 amendments to the Model Code of Conduct and its administrative procedures, amendments have been made to PP010 Gifts and Benefits Policy.

The key changes are:

- The \$50 cap on the value of gifts that may be accepted increased to \$100.
- Clarification that items with a value of \$10 or less are not “gifts or benefits” for the purposes of the Policy and do not need to be disclosed.
- Removal of the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS:

PP010 Gifts and Benefits Policy

TABLED ITEMS: Nil

14.4.5. DELIVERY PROGRAM PROGRESS REPORT

BOARD RESOLUTION

21/019 RESOLVED on the motion of Crs McCann and Callow That Council’s July - December 2020 Delivery Program Progress Report be received and noted.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council's July - December 2020 Delivery Program Progress Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Section 404 of the Local Government Act 1993, requires Council to provide a delivery program progress report at least every 6 months.

REPORT

Council's July-December 2020 Delivery Program Progress Report has been included as an attached item.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: July 2020-December 2020 Delivery Program Progress Report

TABLED ITEMS: Nil

14.4.6. DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS' RETURN

BOARD RESOLUTION

21/020 RESOLVED on the motion of Crs Sinclair and Callow that Council note the tabling of the Disclosures by Councillors and Designated Persons' Return described within the report.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the tabling of the Disclosures by Councillors and Designated Persons' Return described within the report.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Under section 6.21 of Goldenfields' Code of Conduct, councillors and designated persons must make and lodge with the general manager a return disclosing the councillor's or designated person's interests as specified in schedule 1 of the code within 3 months of the following:

- a) becoming a councillor or designated person, and
- b) 30 June of each year, and

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c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

REPORT

Cr David McCann has lodged a Disclosure Return with the General Manager under paragraph (c).

The return is now tabled as per item 6.26 of Goldenfields' Code of Conduct.

Information contained in returns made and lodged under clause 6.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Disclosure of Interest Return – Cr D McCann

15. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 22 April 2021 at 10.00am.

16. CLOSE OF BUSINESS

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



NEWELL HIGHWAY TASKFORCE COMMITTEE MEETING

MINUTES

**Minutes of the
Newell Highway Taskforce AGM & Committee meeting held
on Tuesday 09 February 2021 at 10am at
the Parkes Shire Council and also on Microsoft Teams**

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
Cr Dennis Todd	Mayor, Warrumbungle Shire Council
Cr Craig Davies	Mayor, Narromine Shire Council
Rod Hannifey	Heavy Vehicle Driver Representative
John Morris	Regional NSW High Productivity Road Transport Alliance Coordinator
Alistair Lunn	Director, Transport for NSW
Lila Fisher	Project & Development Manager, Moree Plains Shire Council
Alan Magill	Vice Chairman, National Roads
Richard Jane	Director Engineering, Forbes Shire Council
John Scarce	General Manager, Murrumbidgee Council
Kelly Hendry	Destination Development Manager, Parkes Shire Council
Apologies	Organisation
Cr Phyllis Miller	Mayor, Forbes Shire Council
Cr Ruth McRae	Mayor, Murrumbidgee Council
Cr Norm Brennan	Edward River Council
Cr Ben Shields	Mayor, Dubbo Regional Council
Cr Doug Batten	Mayor, Gilgandra Shire Council
Cr Katrina Humphries	Mayor, Moree Plains Shire Council
Cr Neville Kschenka	Mayor, Narrandera Shire Council
Cr Ron Campbell	Mayor, Narrabri Shire Council
Cr Vicki Etheridge	Councillor, Dubbo Regional Council
Cr Steven Karaitiana	Councillor, Forbes Shire Council
Cr Robert Black	Councillor, Murrumbidgee Council
Cr Kevin Morris	Councillor, Narrandera Shire Council
Chris Roylance	Councillor, Forbes Shire Council
Stewart Todd	General Manager, Narrabri Shire Council
Ray Smith	General Manager, Bland Shire Council
David Neeves	General Manager, Gilgandra Shire Council
Kent Boyd PSM	General Manager, Parkes Shire Council
Shane Wilson	Deputy General Manager, Narrandera Council
Cathy Milfull	Director, Infrastructure
Kevin Tighe	Director Technical Services, Warrumbungle Shire Council
Barry Heins	Director Engineering, Narrandera Shire Council
Ian Dinham	Director Engineering, Moree Plains Shire Council
Megan Turner	Gunnedah Council
Shane Burns	Director Infrastructure, Narrabri Shire Council
Michael Cain	Roads Services Manager, Narrabri Shire Council
Lauren Redden	Administration Officer, Narrandera Council
Warren Clarke	CEO, National Roads
Marina Uys	Bland Shire Council

Apologies	Organisation
Allan Lawrence	Director Engineering Services, Moree Plains Shire Council
Mick Savage	Roads & Transport Directorate Manager
Peter Dale	Economic Development Manager, Narrandera Shire Council
Michael Cain	Roads Services Manager, Narrabri Shire Council
Dane Hendry	Director West, Transport NSW
Kerrie Murphy	Senior Projects Engineer, Dubbo Regional Council
Anna Wyllie	Economic & Business Development Manager, Parkes Shire Council
Katrina Dwyer	Marketing & Brand Manager, Parkes Shire Council

That the apologies be received and noted.

Moved Craig Davies, **seconded** Dennis Todd

2. MINUTES OF LAST AGM

Resolution

That the minutes of the 13 August 2019 Newell Highway Taskforce Committee AGM were confirmed.

Moved John Morris, **seconded:** Tony Lord

Carried

3. CHAIRMAN'S REPORT

Resolution

That the correspondence of the Chairman's Report be confirmed.

Moved: Dennis Todd

Seconded: Tony Lord

Carried

4. ELECTION OF OFFICE BEARERS

- * Chair – Cr Ken Keith
- * Deputy Chair – Cr Tony Lord
- * Secretary – Parkes Shire Council

Resolution

That the election of the Office Bearers be confirmed

Moved: Craig Davies

Seconded: Tony Lord

Carried

5. SETTING OF MEETING DATES FOR 2021

Suggested dates are 11 May 2021, 10 August 2021 and 9 November 2021. No venues were designated. Format to remain as a Mixed In person meeting and TEAMS meeting.

Moved: Craig Davies

Seconded: Tony Lord

Carried

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the last Committee meeting held on 10 November 2020 be confirmed as true and accurate.

Moved Tony Lord, **seconded** Dennis Todd

Carried

7. MATTERS ARISING FROM THE MINUTES

Nil

8. DECLARATIONS OF INTEREST

Nil

9. OUTWARDS CORRESPONDENCE

Executive Summary

There were no outwards correspondence relates to the NHTF.

10. 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 Craig Davies, **seconded** John Morris

Carried

11. AGENDA ITEMS

11.1 TRANSPORT FOR NSW PRESENTATION

Executive Summary

Alistair Lunn Director West, Transport for NSW gave an update on current projects
The Newell Highway Program comprises seven (7) projects including:

- West Wyalong to Forbes flood immunity project
- Parkes Bypass
- Newell Highway Mitchell Highway Intersection Upgrade
- New Dubbo Bridge
- Newell Highway Upgrade at Coonabarabran
- Newell Highway Mungle Back Creek to Boggabilla
- Newell Highway overtaking lanes (Newell Highway Program Alliance - BMD AECOM)

Current funding comprises \$720M from State and \$716M from the Federal governments respectively.

Achievements to date include:

Full delivery funding for the following projects:

- New Dubbo Bridge
- Parkes bypass
- Heavy Duty Pavements from Narrabri to Moree
- Additional Newell Highway Overtaking Lanes (this was announced in the Federal Budget on 6 October 2020)

West Wyalong to Forbes flood immunity project:

- Project overview: During the 2016 flood event, about 12 kms of the Newell Highway flooded over a forty-three (43) day period
- Cost: \$200M committed
- Current status: In consultation with rural land owners.

Parkes Bypass:

- Project overview: Freight efficiency and productivity access for high productivity through Parkes by removing 1,200 heavy vehicles from town. Facilitates access to the Parkes Special Activation Precinct (SAP)
- Cost: \$187.2M committed
- Current status: Early works underway, construction tenders closed Jan 2021

Newell Highway Mitchell Highway Intersection Upgrade:

- Project overview: Provide a highway intersection that allows safe and efficient movement of heavy vehicles. Reduce congestion and improve safety
- Cost: \$40M
- Current status: Working on building pavements and putting in lights
- Next steps: This project is scheduled for completion in October 2021, it's slightly ahead of schedule

New Dubbo Bridge:

- Project overview: A new bridge over the Macquarie River in Dubbo, as part of its commitment to Building a Better Dubbo. Key benefits include improved traffic flow, river crossing during flood events.
- Cost: \$220M
- Current status: Detailed design proceeding in spite of recent truck convoy as part of Stop the River St Bridge campaign

Newell Highway Upgrade at Coonabarabran:

- Project overview: Upgrade the Newell Highway to support more efficient movement of freight by improving heavy vehicle access. Remove around seven hundred (700) heavy vehicles from the town centre. Remove conflicts between local traffic and heavy vehicles through town.
- Cost: \$190M
- Current status: Will go to public to finalise the REF later in the financial year & will seek construction funding

Newell Highway - Mungle Back Creek to Boggabilla

- Project overview: Major work on twenty seven (27) kms of new road pavement, 3.5m wide lanes in each direction, widening of road shoulders and provision of two new overtaking lanes.
- Cost: \$203M
- Current status: Working on tidying up driveways and local road access
- Timeline: Will officially open late March/ early April

Newell Highway - Overtaking lanes (Newell Highway Program Alliance - BMD AECOM):

- Project overview: Overtaking lanes are expected to provide around thirty-three (33) minutes travel time savings along the Newell Highway from the Victorian border to the Queensland border.
- Cost: \$272M
- Current status: In construction with seventeen (17) to go
- The entire Newell Highway has endangered species and it is difficult to find 1.8kms of road without encroaching on farm properties or side lanes. Alistair will provide a list of overtaking lanes.
- Alistair will raise the suggestion to the Alliance for more green reflectors to be installed.

Roads of Strategic Importance (ROSI) submissions:

- Announcements are expected shortly with connectivity to the Newell Highway including safety improvement on the Newell.

Grade separations:

- \$150M Federal funding is not sufficient to complete 32 crossings.
- Without a grade separation at Forbes, trucks will be shifted further west to the Bogan Shire and Narromine Shire as trucks move off the Newell Highway. Forbes Council has put in a business case to the Federal government for grade separation.
- This Committee requested that Transport for NSW write to the Federal government requesting for a ten (10) year rolling plan to address grade separations and the funding for it.

Recommendation

1. That the information be received and noted.

Resolution

1. That the information be received and noted.
2. Transport for NSW to provide a list of overtaking lanes.
3. Transport for NSW to raise the suggestion to the Alliance for more green reflectors to be installed
4. The Newell Highway Taskforce Committee will write to the Federal Government requesting for a ten (10) year rolling plan to address grade separations and the funding for it.

Moved Craig Davies, **seconded** Tony Lord

Carried

11.2 DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT AND COMMUNICATIONS

Executive Summary

No update was given.

11.3 NEWELL HIGHWAY PROMOTIONS COMMITTEE UPDATE

Executive Summary

Kelly Hendry gave an update as Vice Chair North of the Newell Highway Promotions Committee.

Nicola O'Neill has resigned as Chair and Tiffany Thornton is the Interim Chair. This Executive is meeting on Wednesday 10 Feb 2021 to form an interim plan. The Executive will go back to members to declare an additional position vacant on the Executive, with the hope of attracting a new member.

As the caravan industry is booming, this is an opportune time for the Committee to promote the Newell Highway as a destination of choice. Inverell Shire Council will represent this Committee at the Gold Coast Caravan & Camping Show. There will be a Caravan & Camping show in Sydney and Brisbane this year. The Committee will decide on attendance.

Kelly confirmed that the Committee has sufficient stock (brochures) for the next 12 months.

John Morris is involved in the Dubbo Promotions Committee; he will follow up and inform this Committee.

Tony Lord suggested that this Committee explore getting apps onto mobile phones as a priority rather than overhauling the Committee's website and presence.

Recommendation

1. That the information be received and noted.
2. That John Morris follow up with the Dubbo Promotions Committee with regards to Dubbo's resourcing and ability to commit resources to this important group and update the Newell Highway Promotions Committee.
3. That the Newell Highway Promotions Committee explore getting apps onto mobile phones when preparing their strategic plan.

Resolution

1. That the recommendation be adopted.

Moved John Morris, **seconded** Tony Lord

Carried

12 GENERAL BUSINESS

Dennis Todd moved a motion for Rod Hannifey, Heavy Vehicle Driver Representative, Road Safety Advocate to be a member of the Newell Highway Taskforce Committee.

Moved Dennis Todd, **seconded** John Morris

Update from Ron Hannifey:

Suggested that there should be a sign the length of overtaking lanes on Australia's Highways at the start of each overtaking lane. The reasoning behind this comes from often being on an unfamiliar road, coming onto an overtaking lane and where the road is not flat and or straight, without knowing the length of road available, it is harder to make a decision whether to attempt to overtake and then possibly run out of road around the corner or over the crest, or in waiting to see the distance of road available and then the opportunity to safely overtake is lost because you waited.

If there was a sign showing 1 Kilometre on the "Keep Left Unless Overtaking " or relevant length sign in place at the start of each highway overtaking lane, a driver would have better information available to decide the correct and safest course of action. The vehicle being overtaken would also then better understand how to behave, for instance to slow slightly to let more traffic through, knowing they will not be cut off half way around the next corner. Currently some motorists are inclined to speed up to not get caught in such a situation, when letting traffic through would be the best and safest option for all.

As a truck driver there are a number of issues with highway overtaking lanes, many are on inclines and this is fair to allow cars and other highway traffic to overtake trucks which will be slower up a grade, particularly when loaded. However not all trucks travel at the same speed and many cars and caravans etc travel below the speed limit and suitable overtaking lanes are safer for trucks to use to overtake these vehicles, rather than try to overtake on two lanes. Where possible, using overtaking lanes which are on flat ground (and if not flat and straight, at least marked with a length) a truck can decide early on whether there is enough room to overtake slower traffic, rather than wait to be sure, losing the momentum they have, only to then find, had they gone straight away (knowing from the sign, the length of overtaking lane available) they could have overtaken safely with sufficient road room to use.

There would be very little cost, only the cost of the sign itself and affixing it to the, all ready in place, "Keep Left Unless Overtaking" sign which is erected at the start of every highway overtaking lane I can recall. A small cost, a valuable road safety initiative to help motorists and to more safely overtake using these additional highway lanes where the traffic volume does not justify 4 lane roads. On a long, flat and fully visible overtaking lane, such a sign will not be needed, but consistency would probably warrant fitting length signs at these overtaking lanes as well.

When you then look at the signs showing "Left Lane Ends 500 Metres", at the end of each overtaking lane, these too could be reviewed (at the same time as length signs are fitted) and refitted correctly, as some show 500 metres when there is only 200 metres and some show 500 metres when there is nearly a kilometre. This would alleviate incorrect decision making of motorists who are not familiar with the road and who take the sign as read, only to find they run out of road, or could safely have got past and where this occurs, lines of traffic build up behind the slower traffic and then some motorists take unnecessary risks to overtake in less safe places.

Due to topography and road alignment, not all additional overtaking lanes can be put on long flat straights (and this is often a waste of money in one regard, that should there be no traffic, this is where overtaking would normally occur). The placing of overtaking lanes where the road topography prevents safe overtaking for a considerable distance, would then be even more valuable to safer traffic flows with the addition of the length sign at the start. This will help all traffic, cars and trucks included, by not limiting overtaking lanes to inclines and or long flat straights.

Ron would welcome any comments and would hope New South Wales could lead this initiative and then spread it across Australia. Truck drivers, as those who spend their life on the road can offer good suggestions and he would hope this could be recognised and others would then be more encouraged and so more likely to offer further road safety ideas. See sample sign below.



Suggested more shaded parking and bays and more toilets along the Newell Highway as currently there are very few spots where trucks can safely pull up. Ron will send Transport for NSW a list with suggested parking, bays and toilets.

Some portions of the Newell Highway need repair, as they are currently unsafe for trucks. Ron will send Transport for NSW a list with suggested repairs at specific locations.

Update from John Morris:

John Morris and Craig Davies are heavily involved in getting road trains in. They are attending a meeting in Sydney in March which will also be attended by other stakeholders. They will require support from this Committee.

Update from Cr Ken Keith OAM:

Parkes bypass will have a roundabout, similar to the Goondawindi roundabout, with a link into a service centre and back into Parkes town.

It's been announced that some \$15 million will be spent on roads around Trundle and Bogan Gate comprising \$9 million from Fixing Country Roads, \$4.58 million from the Heavy Vehicle Safety and Productivity Program, while Parkes Shire Council will contribute \$1.45 million

Update from John Scarce:

Murrumbidgee Council's Traffic Committee is endeavouring to change the intersection between the Newell and Kanagrah Road in the centre of town.

Update from Lila Fisher:

In its ROSI submission, Moree Plains Shire Council had put in for an Intermodal pass to be done now along with the inland rail.

Moree Plains Shire Council will be building temporary accommodation to house workers on the inland rail. Moree Plains Shire Council requested that the overflow truck stop into the gateway be expedited.

Update from Richard Jane:

Forbes Shire Council is pushing for grade separation at Forbes as their traffic and railway lines are too close. Forbes Shire Council has put in a business case to the Federal government.

13 NEXT MEETING

The next Newell Highway Taskforce Committee Meeting will be held in person in Canberra on Thursday 13 May 2021 commencing 10am. This Committee has invited the Deputy Prime Minister The Hon Michael McCormack attend this meeting on Thursday 13 May 2021.

The meeting closed at 11.40am

REPORTS TO COUNCIL

Section 1 - Office of the General Manager

8.1 Car Park Licence Agreement – Bernardi's Supermarket



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

DP12.1 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

Author: General Manager

Introduction

Council may be aware that the Bernardi's Supermarket was purchased by another company back in July 2018. This sale had no bearing on Council's operations other than a change of name on the Car Park Licence.

Advice has been received that the Supermarket has changed hands but only by virtue of the transfer of the property from the original two (2) owners to now just one of those owners. This has necessitated a change of name on the Car Park Licence, but again, with no implications for Council.

Financial Implications

There were no financial costs to Council associated with this transfer.

Summary

The transfer occurred during council meeting dates so, under delegated authority, I authorised the change of names on the Licence. The matter is submitted to Council; for information and endorsement of my actions.

Recommendation:

That Council endorse the actions of the general manager in authorising the change of names on the Car Park Licence associated with the Bernardi's Supermarket.

8.2 Free Tip Day 2021



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

DP 6.2 Reduce reliance on landfill by increasing resource recovery, waste minimisation and community education

Author: Community Relations Officer

Introduction

In place of the traditional Clean Up Australia Day celebrations, Council has held a “Free Tip Day” once a year since 2013.

With the exception of last year, due to public health orders in place at the time, Council has opened all of its tips to the public for free during one Sunday in autumn.

With a limit of one sorted cubic metre per load, the community response has been overwhelming with an increasing number of vehicles passing through landfills at West Wyalong, Barmedman and Ungarie to take advantage of the offer each year.

The program has been a positive promotion for Council and also delivered a number of environmental benefits across the Shire with the one day only offer inspiring many to tidy up around their houses, yards and neighbourhoods

It is proposed to run the same “Free Tip Day” program for 2021 on Sunday 11 April.

Financial Implications

The cost of conducting the program can be accommodated in Council's Community Relations budget.

Summary

The program has been a great success since its inception in 2013 by engaging the community and delivering environmental benefits.

Recommendation:

That Council open its landfill sites to Bland Shire residents for free on Sunday 11 May with a limit of one sorted cubic metre per load.

8.3 Strengthening Communities – Weethalle Country Music Muster



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

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

Author: Community Relations Officer

Introduction

The Weethalle Country Music Muster has applied for a Strengthening Communities grant to assist with the costs of running its annual event at the Weethalle Showground from 28 April until 2 May 2021.

The inaugural Country Music Muster was held in 2019 and was a huge success with approximately 500 people in attendance. After considerable planning in the lead up, the 2020 Muster had to be cancelled due to COVID-19.

Organisers are seeking \$3709.20 in funding from Bland Shire Council to assist with the costs of hiring a shower trailer to accommodate the large number of visitors/campers that are expected to be in attendance.

The cost of the trailer includes freight, delivery, installation and removal. All gas is supplied for heating water in the shower trailer which comprises four individual cubicles, mirrors, hand basins and bench style seating.

Camping spots at Weethalle Showground for the entirety of the Muster are already filling up quickly. The committee has a COVID Safety Plan in place to manage the anticipated large crowds which includes the provision on extra shower facilities.

Financial Implications

There is currently \$35,000 remaining in the Strengthening Communities Grant Fund.

Summary

The Weethalle Country Music Muster is expected to draw several hundred visitors to the Bland Shire for an extended period and has the potential for considerable future growth.

The Muster will feature live performances from country music artists including Rodney Vincent, Terry Gordon, Cameron Mason, Matt Mannng, Bec Hance, Ged and Trudy Hintz, John and Christine Smith, Anita Ree, Col Driscoll, The Byrnes Sisters and The Redbak Studio Band while walk ups will have the opportunity to perform on the opening three days.

Organisers have demonstrated sound financial management by generating and putting aside sufficient income from the inaugural festival to meet the majority of costs for the next event but are seeking funding to assist with the additional costs associated with becoming COVID-Safe and the expenditure forfeited last year when the event had to be cancelled.

The event is on track to be fully sustainable in the near future.

Recommendation:

That Council provide a Strengthening Communities grant of \$3709.20 to the Weethalle Country Music Muster for the hire of a shower trailer.

Section 2 – Corporate & Community Services

8.4 Finance and Investment Report for February 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 FEBRUARY 2021.

BANK BALANCES AS AT 28TH FEBRUARY 2021

ACCOUNT	BALANCE
General Fund	\$1,736,417.91
Business Card	\$30,000.00
	\$1,766,417.91
<i>Invested Funds</i>	
Fixed Deposits	\$44,700,000.00
Deposits at Call	\$3,248,852.11
	\$47,948,852.11
Net Balance	\$49,715,270.02
Percentage of Invested Funds to Net Balance	96.45%

STATEMENT OF BANK BALANCES AS AT 28.02.21

SUBMITTED TO THE ORDINARY MEETING MARCH 16, 2021

BALANCE as at 01.02.21 **\$1,264,903.36**

Add Receipts

Receipts over \$150,000

05/02/21 Australian Unity Investment Redemption	\$2,000,000.00
16/02/2021 OLG Financial Assistance Grant	\$958,568.00
19/02/2021 Evolution Mining 3 rd Qtr Rate Payment	\$244,329.00
25/02/2021 Drought Communities Grant	\$300,000.00

Receipts under \$150,000 \$1,579,728.37

Total Receipts for February 2021 **\$5,082,625.37**

Less Payments

Payments over \$150,000

11/02/2021 Macquarie Bank Term Deposit	-\$2,000,000.00
18/02/2021 Westrac CAT Wheel Loader	-\$187,770.00

Payments under \$150,000 -\$2,423,340.82

Aged Care	\$6,322.14
Bank Fees	\$1,113.45
Cemeteries	\$253.33
Children's Services	\$17,315.30
Community	\$163,287.83
Construction	\$404,345.43
Corporate	\$71,432.11
Development Services	\$1,802.50
Donations/Contributions	\$3,497.00
Governance	\$11,821.64
Employee	\$839,506.93
Fuel/Plant	\$93,829.11
Lease payments	\$1,222.39
Library/VIC	\$3,852.91
Maintenance	\$89,215.45
Roads	\$648,723.29
Utilities	\$65,279.46
Waste	\$520.55

Total Payments for February 2021 **- \$4,611,110.82**

CASH BALANCE **\$1,736,417.91**

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 February 2021, to February 28, 2021.

I CERTIFY,

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

Payment Type		Voucher No's	Total
Cheques		026005-026015	\$43,220.14
Auto-pay	Creditors	E023773 – E024045	\$3,966,499.10
Auto-pay	Payroll	31/01/21 – 28/02/21	\$598,929.28
Bank Charges & Commissions		February 2021	\$1,113.45
		Repayments & Vehicle	\$1,348.85
Direct Debits	Lease		
			\$4,611,110.82

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 16th March 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 **\$4,611,110.82** was submitted to the Ordinary Meeting on the 16th March 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 28th February 2021. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

DATE	INVESTED WITH WHOM	INVESTED AMOUNT (\$s)	TERM	YIELD	DATE DUE
14-September-2020	Bank of QLD (Term Deposit)	1,000,000.00	365 days	0.70%	14-September-2021
21-September-2020	NAB (Term Deposit)	1,000,000.00	365 days	0.75%	21-September-2021
16-February-2021	NAB (Term Deposit)	1,000,000.00	365 days	0.35%	16-February-2022
01-October-2020	NAB (Term Deposit)	1,500,000.00	365 days	0.60%	01-October-2021
08-November-2018	Bank of QLD (Term Deposit)	1,000,000.00	550 days	2.80%	11-May-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
17-December-2020	AMP (Term Deposit)	1,000,000.00	399 days	0.75%	20-January-2022
16-August-2020	Bank of QLD	1,000,000.00	364 days	0.75%	16-August-2021
11-December-2020	AMP (Term Deposit)	2,000,000.00	516 days	0.75%	11-May-2022
29-November-2016	Westpac (FRN)	2,000,000.00	1826 days	3MBBSW+1.2%	29-November-2021
08-January-2021	AMP (Term Deposit)	1,000,000.00	546 days	0.75%	08-July-2022
29-September-2020	ME Bank (Term Deposit)	2,000,000.00	365 days	0.55%	29-September-2021
06-April-2020	NAB (Term Deposit)	2,000,000.00	365 days	1.20%	06-April-2021
29-October-2019	AMP (Term Deposit)	2,500,000.00	547 days	1.60%	28-April-2021
18-December-2020	Bank of QLD	2,000,000.00	361 days	0.45%	14-December-2021
30-November-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.50%	30-November-2021
12-June-2020	Australian Unity Bank	2,000,000.00	364 days	1.05%	11-June-2021
23-November-2020	AMP (Term Deposit)	2,500,000.00	455 days	0.75%	21-February-2022
22-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	22-October-2021
28-May-2020	Bank of QLD	2,000,000.00	1097 days	1.35%	30-May-2023
28-May-2020	Bank of QLD	2,000,000.00	1460 days	1.50%	27-May-2024
6-August-2020	Bank of QLD	2,000,000.00	1093 days	1.05%	4-August-2023
30-September-2020	Northern Territory Treasury	2,000,000.00	1902 days	1.20%	15-December-2025
07-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	07-October-2021
30-October-2020	Northern Territory Treasury	1,000,000.00	1141 days	0.80%	15-December-2023
22-January-2021	Macquarie Bank	1,000,000.00	368 days	0.65%	25-January-2022
11-February-2021	Macquarie Bank	2,000,000.00	392 days	0.30%	10-March-2022
	ANZ Deposit at Call	50,929.51	Cash at Call		
	CBA Deposit at Call	3,197,922.60	Cash at Call		
	TOTAL:	\$47,948,852.11			

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)	\$ 10,591,400.99
Rates received as at 28/02/2021	\$ 7,739,757.40
% of rates received to date	73.08%

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 February 2021**
- 2. That Council confirms the payment of accounts, for the period 01 February to 28 February 2021, summarised in the accounts summary totalling \$4,611,110.82.**

8.5 Bland Shire Council Policy Framework Endorsement



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

A review of Council's policies and procedures during the 2020 calendar year identified a number of policies which required review. While some work has already been completed in updating policies, there are others which still need to be addressed. As part of this review process, a Policy Framework was developed to provide clarity for Councillors and Staff as to which policies require Council endorsement and adoption and which are internal, operational policies. This report seeks Council's endorsement of Senior Managements decision to implement the new framework.

Financial Implications

Nil – the work undertaken on developing and implementing the Bland Shire Council Policy Framework has been factored into existing work schedules and budgets.

Summary

Developing, adopting and reviewing policy is a prime responsibility of the Council under the Local Government Act 1993. A Policy Framework provides a structure and process for the initiation, development, adoption and review of the Council's Policy documents ensuring policies:

- Are developed in a consultative, comprehensive and consistent manner
- Underpin and support Council's strategic objectives as articulated in the Community Strategic Plan
- Provide a clear understanding of the Council and management responsibilities in policy development and review
- Ensure consistency with and meet the compliance requirements of legislation
- Are consistent with and support the current Council's Vision

Within the past twelve months as part of the review of policies and procedures, there has been discussion around the policy process and how policies are drafted, reviewed and approved. To help keep track of the process as well as set guidelines for policy and procedure documents, the attached Bland Shire Council Policy Framework (**Attachment One**) has been developed.

Manex discussed the draft framework at a meeting earlier this year and the framework was distributed to the Consultative Committee for comment and endorsement. The Consultative Committee met on 9 February and endorsed the revised document which is the subject of this report.

This is an amalgamation and expansion of existing policy templates to incorporate a more prominent authorization table and linkages to the Community Strategic Plan. The Framework also includes a checklist for those writing policy documentation to ensure they have captured all that is required prior to submitting the policy for approval as well as a flowchart for the approval process.

In addition to the framework, a listing was made of Council's current Policy Register and a proposed list developed to categorise existing and future policy documents as either Council policies (ie those requiring approval of the elected body) or Operational policies (ie those that can be approved by the General Manager and/or Manex). This proposed list has also distributed the policies through the various departments within Council as well as identifying policy documents which can be deleted from the register. The proposed list is included with this report as (**Attachment Two**).

Recommendation:

THAT Council endorses the Bland Shire Council Policy Framework and the actions by the Senior Management Team to implement the Framework across the Council organisation.



Bland Shire Council

Policy Framework

Bland Shire Council Policy Framework

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER (by position title)	
AUTHORISED BY (GM or Director Title)	
DATE ADOPTED:	
ADOPTED BY: (Manex or Council)	
MINUTE NO (IF REQUIRED):	
REVIEW DUE DATE: (Four years unless statutorily required sooner)	
REVISION NUMBER:	###

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION	AUTHOR	MINUTE NO (WHERE REQUIRED)

REVIEW OF THIS POLICY

This Policy will be reviewed within (4 years – for those policies without statutory time frames - or in according with statutory time frames) 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.

Bland Shire Council Policy Framework

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Bland Shire Council Policy Framework

1. Purpose

Developing, adopting and reviewing policy is a prime responsibility of the Council under the Local Government Act 1993. A Policy Framework provides a structure and process for the initiation, development, adoption and review of the Council's Policy documents ensuring policies:

- Are developed in a consultative, comprehensive and consistent manner
- Underpin and support Council's strategic objectives as articulated in the Community Strategic Plan
- Provide a clear understanding of the Council and management responsibilities in policy development and review
- Ensure consistency with and meet the compliance requirements of legislation
- Are consistent with and support the current Council's Vision

2. Scope

This policy provides the guidelines within which all other Policy documents, such as Policy Procedures, for the Bland Shire Council will be developed, adopted, maintained and reviewed.

3. Policy Statement

Policy Type

Policy sets out an organisation's position and accepted role and assists in decision-making relating to a particular area of activity.

Council Policies are Policies or Procedures that are either required by Legislation (i.e. Code of Conduct) or impact on the Community in some way (i.e. Revenue Policy). Many of these policies may require consultation with the community and often relate to the goods, services and activities provided to or by the Council.

Operational Policies are those that guide the operational business of Council (i.e. Records Management Policy). Human Resource and WH&S Policies address Policy issues relating to employees of Council (i.e. Annual Leave Policy) and the health and welfare of people in the workplace.

Policy Procedures define the specific guidelines or actions required to apply or implement a Policy. Most Policies are supported by procedures, which ensure that Policies are practical and workable. Policies themselves should not document procedural arrangements that are not related to decision making. This information should be laid out in a procedure which is referenced in the relevant Policy document. Out of scope from this framework are standard operating procedures which are separate from council and administration Policies and Policy procedures.

Policy Approval

Effective Policies must be supported by a formulation, review and approval process to ensure correct implementation and consistency across Council. Details on these are found below:

Policy Formulation by Responsible Officer

- Research and analysis of required new Policy
- Compliance with relevant Legislation
- Consultation with key stakeholders eg. Staff members, Consultative Committee, WHS committee etc
- Draft Policy in template format
- Completion of Checklist

Bland Shire Council Policy Framework

Policy Review by Governance/Administration/Records

- Ensure compliance with Policy Framework
- Allocate Policy number
- Submit to Manex for review/endorsement and advise Policy Owner
- Completion of Checklist

Policy Content Reviewed by Manex

- Meeting held consisting of Policy content expert, Director Corporate Performance and Community and General Manager
- Evaluate Policy from a legal and risk perspective
- Approved *(or tracked changes required for resubmission by Policy Owner)*

Policy Approval by General Manager or Council

- Reviewed by General Manager and/or Council for adoption
- Approved (or changes required for resubmission)

Policy Implementation post Approval

- Policy Owner will advise staff and key stakeholders of new Policy and provide training to affected staff if required
- Policy Owner will review policy in accordance with review cycle procedure
- The Governance/Administration/Records Team will enter Policy/Procedure on Policy Register and Council record system, arrange upload of Policy/Procedure on Intranet and/or arrange upload on Council's website (Council Policy only)

Policy Review Cycle

Council Policies will be reviewed and approved at least once every term of Council unless required more frequently under Legislation. Organisational Policies will also be reviewed and approved on a similar cycle by the Management Executive (Manex). Reviews of all policy documents may be on a staggered basis to enable greater consideration to be given to each Policy.

Any changes to Policies will be highlighted using the 'tracked changes' functionality in Microsoft Word to clearly identify any modifications made to an existing Policy to then submit to the relevant Director for final review prior to adoption by Manex, General Manager or Council.

A reminder will be sent electronically 3 months prior to the review due date to the Policy Owner, with the Policy Review Procedure supporting this process for guidance and consistency.

Policy Categorisation

Both Council and Operational Policies and Procedures can be on the Council's Document Management System under the relevant headings:

- Administration
- Community Services
- Engineering
- Finance
- Governance and Risk
- Health, Building and Planning
- Human Resources
- Infrastructure and Sustainability

Content of Policies

All Policies will be developed in accordance with the Policy Template (See Appendix 1).

There are some basic key principals that should be taken into consideration when developing or reviewing policies.

- No reproduction/duplication of legislation or relevant standards (however reference to the relevant standard or section of legislation should be included)

Bland Shire Council Policy Framework

- Linkage to one or more Community Strategic Plan and Delivery Program outcomes and/or objectives e.g. Adopt practices and systems that support a skilled, motivated and community focused workforce
- Only include Policy material that assists in decision making
- Procedural content should be referred to as a separate procedure or guidelines document
- Consistent naming conventions and terminology
- Provide reference to other related Policies and Procedures
- A standard format for Policies will ensure a consistent and professional approach to the management of Policies.

Policy Maintenance

The Policy register will be maintained by the Customer Service and Administration team which will ensure the appropriate policies are accessible to the public and staff. This team will also provide guidance in the preparation and development of policies where required.

4. Definitions

Framework means the structure that underpins and supports the strategic objective, in this case the Policy Framework provides a structure and process for the initiation, development, adoption and review of Council’s policy documents.

Type refers to Council, Administration or Procedure

Category shall mean the department within Bland Shire Council that the policy is essentially owned and responsible for implementation by.

The Act shall mean the Local Government Act 1993

The Regulation shall mean the Local Government (General) Regulation 2005

Standard Operating Procedures are out of scope from this framework and are separate from council and administration policies and policy procedures.

5. Legal Compliance & References

Legislation / Recognized Standards	<ul style="list-style-type: none"> • Local Government Act 1993 • Local Government (General) Regulation 2005
Australian / International Standards	<ul style="list-style-type: none"> • ISO 31000:2009
Risk Assessment	<ul style="list-style-type: none"> • N/A
Other References	<ul style="list-style-type: none"> • Records Management Policy • Governance Framework (currently under development) • Policy Review Procedure (Appendix 2) • Policy and Policy Procedures Checklist (Appendix 3)

Bland Shire Council Policy Framework

APPENDICES

Appendix 1 - POLICY TEMPLATE



<...POLICY TITLE...>

AUTHORISATION

POLICY TYPE: (Council or Operational)	
POLICY LOCATION: (eg Corporate, Engineering, etc)	
RESPONSIBLE OFFICER (by position title)	
AUTHORISED BY (GM or Director Title)	
DATE ADOPTED:	
ADOPTED BY: (Manex or Council)	
MINUTE NO (IF REQUIRED):	
REVIEW DUE DATE: (Four years unless statutorily required sooner)	
REVISION NUMBER:	###

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS include names of former policies that this policy will replace if applicable	AMENDED BY (WHERE REQUIRED)

REVIEW OF THIS POLICY

This Policy will be reviewed within 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 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.

Bland Shire Council Policy Framework

NB – the information included under each of the headings is for guidance only and should be removed from the draft policy document.

1. Purpose:

In this section, please outline briefly why we have the policy. Preference is for plain English so it is easy for people to understand. For example:

The purpose of this policy is to guide staff through the process of writing policy documents.

2. Scope:

This section is where you list all those who are affected by this policy and its procedure documents. An example would be the Code of Conduct document would include something like the following:

This policy document applies to all elected representatives and Council employees, including contractors and volunteers.

3. Outcomes:

Here you would include information about what we are trying to achieve with the policy – for example, using a communications policy:

To clearly advise all those involved with Council or affected by Council decisions with information that is relevant and important to them.

4. Roles and Responsibilities

This is where you include position titles of all those who are responsible or authorised to implement this policy as well as those who need to help make it happen such as specific roles that have specific responsibilities.

5. Definitions

List items and provide explanations as to what it means. Remember, not everyone knows what we are talking about!

Also, if there are any acronyms within the document – please spell those out clearly in this section so everyone knows who or what you are referring to.

6. Legislation and Supporting Documents

What statutory evidence is there to support this policy?

Include any State, Regional and Local plans – such as those from Regional Development, Roads and Maritime Services, Police etc (depending on what is relevant) as well as any internal Council plans or policies – such as Work Health and Safety, Business Continuity, Investment Policy, etc.

7. Relationship to Community Strategic Plan

Make reference here to where this policy fits within the Integrated Planning and Reporting process. EG This Policy supports Council's Delivery Program Strategy 10.3 *Ensure the General Manager takes a high level role in implementing the Community Strategic Plan and other Council documents*

Bland Shire Council Policy Framework

8. Attachments

Policy Procedure

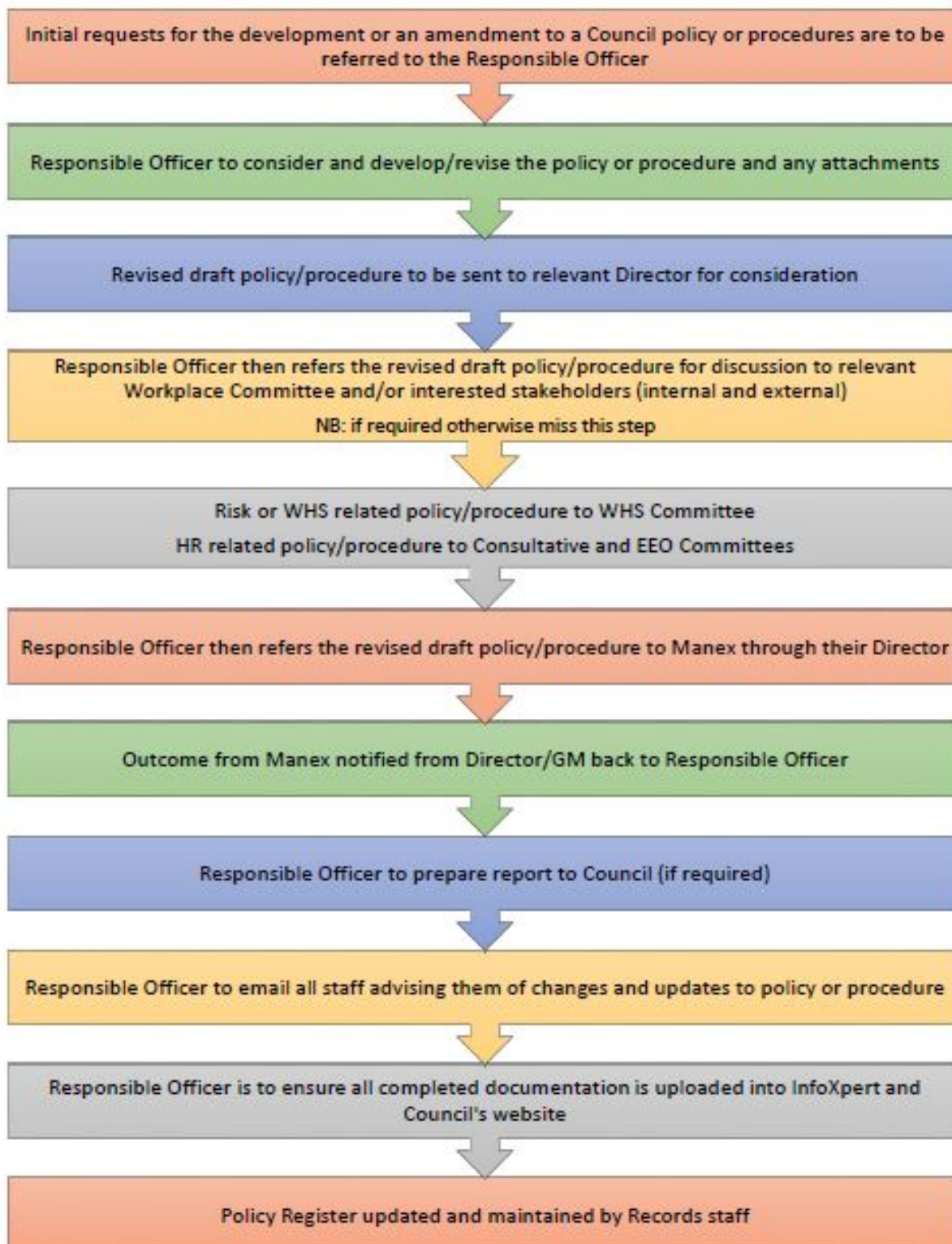
These are the actual working parts that include all the “how to” information. This section is included as an attachment because if it needs to be amended and it is part of a policy which has been adopted by Council, it will need to go through the whole advertising/report writing process. As an attachment, it is an internal working document and, as such, does not necessarily require a Council resolution for it to be authorised. HOWEVER, any changes to procedures WILL need to be signed off by SMT before implementation.

Bland Shire Council Policy Framework

Appendix 2 – POLICY APPROVAL PROCESS



PROCESS FOR POLICY & PROCEDURE DEVELOPMENT AND REVIEW



Bland Shire Council Policy Framework

Appendix 3 – POLICY & PROCEDURE PREPARATION CHECKLIST

	YES	NO	N/A	COMMENT
Things to consider BEFORE developing policy (responsibility of Policy Author):				
Is there a specific need or purpose for the policy?				
Are the factors driving the need for the policy clearly defined?				
Has the nature and extent of any risk associated with the continuing absence of this policy been determined?				
Will the policy affect Council employees, volunteers and/or Councillors?				
Will the policy affect others outside the Council organisation				
Have you consulted with others in the Council as to whether the policy is needed?				
By what date must this policy be implemented? (if applicable)				
Does the proposed policy:				
<ul style="list-style-type: none"> Comply with federal and state laws, rules and regulations? 				
<ul style="list-style-type: none"> Impact existing policies or bylaws, procedures, forms 				
Have you checked similar policies with other Councils?				
Do you need to consult with Council staff committees on the policy? (eg Consultative, WHS etc)				
Do you need to consult with specific Council staff on the policy?				
Was this consultation undertaken? Note time and place in comment section.				
Things the Draft policy should include:	YES	NO	N/A	COMMENT
Has the policy been prepared using current template?				
Are the policy author and authorising officer titles included?				

Bland Shire Council Policy Framework

	YES	NO	N/A	COMMENT
The type of policy is identified eg. Council, Operational etc.				
Implementation date (the date the policy comes into force)				
Review date has been included				
Any organisational policies that the policy replaces				
Specific content of policy documents	YES	NO	N/A	COMMENT
Purpose – Why do we need to have the policy				
Scope – Who does the policy apply to				
Outcomes – Information about what the policy will achieve				
Roles and Responsibilities – who are the people who will need to carry out specific roles for this policy to be implemented				
Definitions – List The key terms that are used in this policy and explain what some of the terms mean so people aren't confused (not everyone is fluent in Council-speak)				
Relationship to the Community Strategic Plan – how does this policy fit within the CSP/Delivery Program &/or Operational Plan?				
Legislation and Supporting Documents – list all legislation that applies (check the legislation to ensure it is current) and include other Council Policies and Plans e.g. code of conduct, risk management plan, corporate plan, audit policy, information management policy, financial management policy				
Attachments – this is where you include the procedure for the policy's implementation.				
Actions for the Policy Author				
Has the Policy approval process been adhered to?				
Policy's adoption including location of the policy, where copies can be found, any training which is required and when it will be held communicated to staff determined				

Bland Shire Council Policy Framework

	YES	NO	N/A	COMMENT
Method of communication used				
Is training required for the policy?				
Training method used. (List in comments)				
When the policy has been approved (Responsibility of Governance/Administration/Records)	YES	NO	N/A	COMMENT
The policy author, authorising officer, adoption date and any minute numbers relating to its adoption are included				
Save the Policy into the Document Management System (Magiq), intranet, website and policy register (Magiq and Pulse)				
Save checklist into Document Management System (Magiq) and associate with policy				
Policy saved on Council's website?				
For Council Policy documents, has a media release been prepared to inform the community?				

Appendix 4 – PROPOSED BLAND SHIRE COUNCIL POLICY LIST

(List as per their current location)

PROPOSED Policy Register	Doc Id	POLICY TYPE	NEW LOCATION	DELETE
<u>Childrens Services</u>				
Acceptance of Refusal of Authorisation Policy	373058	OPERATIONAL	COMMUNITY SERVICES	
Assessment, Approval and Reassessment of FDC Residence and Approved FDC Venues	427332	OPERATIONAL	COMMUNITY SERVICES	
Behaviour Guidance and Interactions Policy	403921	COUNCIL	COMMUNITY SERVICES	
Child Safe Environment - Child Protection Policy	438675	COUNCIL	COMMUNITY SERVICES	
Child Swapping (FDC) Policy	663437	OPERATIONAL	COMMUNITY SERVICES	
Complaints Policy	444733	COUNCIL	COMMUNITY SERVICES	
Dealing with Infectious Diseases Policy	427333	COUNCIL	COMMUNITY SERVICES	
Delivery and Collection of Children Policy	441476	OPERATIONAL	COMMUNITY SERVICES	
Determining the Responsible Person Present at the Service Policy	441477	COUNCIL	COMMUNITY SERVICES	
Emergency Plan Policy	427334	COUNCIL	COMMUNITY SERVICES	
Engagement and Registration of FDC educators Policy	427335	OPERATIONAL	COMMUNITY SERVICES	
Engagement and Registration of FDC Assistants Policy	375352	OPERATIONAL	COMMUNITY SERVICES	
Enrolment and Orientation Policy	427336	OPERATIONAL	COMMUNITY SERVICES	
Excursion Policy	403920	OPERATIONAL	COMMUNITY SERVICES	
Fee Policy	521162	COUNCIL	COMMUNITY SERVICES	
Fit and Proper Assessment of FDC Educators, Educator Assistants and Persons Residing	441475	OPERATIONAL	COMMUNITY SERVICES	
Governance and Management Policy	652565	COUNCIL	COMMUNITY SERVICES	
Health and Safety - Administration of First Aid	427337	OPERATIONAL	COMMUNITY SERVICES	
Health and Safety - Nutrition Food Beverages Dietary requirements Policy	427339	OPERATIONAL	COMMUNITY SERVICES	
Health and Safety - Sun Protection Policy	373068	OPERATIONAL	COMMUNITY SERVICES	
Health and Safety - Water Safety	427340	OPERATIONAL	COMMUNITY SERVICES	

PROPOSED Policy Register	Doc Id	POLICY TYPE	NEW LOCATION	DELETE
Incident Injury Trauma and Illness Policy	427341	OPERATIONAL	COMMUNITY SERVICES	
Interactions with Children Policy	385533	OPERATIONAL	COMMUNITY SERVICES	
Keeping a Register of FDC Educators and Assistants Policy	521161	OPERATIONAL	COMMUNITY SERVICES	
Managing Asthma, Anaphylaxis and Diabetes Policy	403924	OPERATIONAL	COMMUNITY SERVICES	
Medical Conditions Policy	404977	OPERATIONAL	COMMUNITY SERVICES	
Medication and Health Statement	627454	OPERATIONAL	COMMUNITY SERVICES	
Monitoring Support and Supervision of FDC educators policy	427343	OPERATIONAL	COMMUNITY SERVICES	
Participation of Volunteers and Students Policy	521159	COUNCIL	COMMUNITY SERVICES	
Privacy and Confidentiality Policy	375351	COUNCIL	COMMUNITY SERVICES	
Provision of Info Assistance and Training to FDC Educators	521160	OPERATIONAL	COMMUNITY SERVICES	
Safe Sleep and Rest Policy	559611	OPERATIONAL	COMMUNITY SERVICES	
Transport Policy	663441	OPERATIONAL	COMMUNITY SERVICES	
Visitors to FDC Residences and Venues	630739	OPERATIONAL	COMMUNITY SERVICES	
<u>Corporate Management</u>				
AASB 124 Related Party Disclosure Policy	569510	COUNCIL	ADMINISTRATION	
Access to Information Policy	332827	COUNCIL	GOVERNANCE AND RISK	
Assessment of Staff or Councillors Development Applications Policy	405156	COUNCIL	HEALTH, BUILDING AND PLANNING	
Asset Capitalisation Policy	391665	COUNCIL	FINANCE	
Asset Disposal Policy	525688	COUNCIL	FINANCE	
Audit Committee Charter	395158	COUNCIL	ADMINISTRATION	
Borrowing Policy	617506	COUNCIL	FINANCE	
Business Assistance Policy	329281	COUNCIL	FINANCE	
Business Credit Cards for Purchasing Policy	428835	COUNCIL	FINANCE	
Cash Handling Policy	667789	OPERATIONAL	FINANCE	
Code of Conduct - Standards for Council Officials	391875			DELETE - covered by

PROPOSED Policy Register	Doc Id	POLICY TYPE	NEW LOCATION	DELETE
				Code of Conduct
Code of Conduct - Office of Local Government	541060	COUNCIL	ADMINISTRATION	
Communication Policy	521596	COUNCIL	ADMINISTRATION	
Community Grants Donations Policy	365925	COUNCIL	FINANCE	
Complaints Handling Policy	403922	OPERATIONAL	ADMINISTRATION	
Confidentiality Policy		COUNCIL	ADMINISTRATION	
Customer Service Charter	404034	OPERATIONAL	ADMINISTRATION	
Dealing with Unreasonable Complaints Policy	355583	OPERATIONAL	ADMINISTRATION	
Enforcement Policy	365933	COUNCIL	GOVERNANCE AND RISK	
Financial Hardship Policy	444709	COUNCIL	FINANCE	
Fraud Prevention Control Policy	329286	COUNCIL	GOVERNANCE AND RISK	
Gathering Information Policy	329823	COUNCIL	ADMINISTRATION	
General Library Guidelines Policy	405157	COUNCIL	COMMUNITY SERVICES	
Housing Policy	660581	COUNCIL	FINANCE	
Information Point Policy	626213	OPERATIONAL	ADMINISTRATION	
Investment Policy	329287	COUNCIL	FINANCE	
Library Collection Development Policy	335240	COUNCIL	COMMUNITY SERVICES	
Manex Charter	406575	OPERATIONAL	ADMINISTRATION	
Model Code of Meeting Practice	391878	COUNCIL	ADMINISTRATION	
Payment of Expenses and Provision of Facilities to Councillors Policy	452933	COUNCIL	ADMINISTRATION	
Planning Agreement Policy	405158	COUNCIL	HEALTH, BUILDING AND PLANNING	
Privacy Code of Practice for LG	391884			DELETE Not a Policy

PROPOSED Policy Register	Doc Id	POLICY TYPE	NEW LOCATION	DELETE
Privacy Management Plan	391885	COUNCIL	ADMINISTRATION	
Procurement Policy Practice Note	585613			DELETE Not a Policy, part of procedure
Procurement Policy	329207	COUNCIL	GOVERNANCE AND RISK	
Public Notice Board Policy	405221			DELETE Not a Policy
Records Management Policy	405222	COUNCIL	GOVERNANCE AND RISK	
Recruitment and Retention of Local Doctors Policy	329195			DELETE
Risk Management Policy	331973			DELETE replaced by Enterprise Risk Management
<u>Engineering Development Assets</u>				
Alcohol and other Drugs Policy	383499	OPERATIONAL	HUMAN RESOURCES	
Asbestos Management Policy	525383	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
Assessment of the Councils Development Application Policy	405155	OPERATIONAL	HEALTH, BUILDING AND PLANNING	
Asset Management Policy	332821	COUNCIL	FINANCE	
Banner Policy	437085	OPERATIONAL	INFRASTRUCTURE AND SUSTAINABILITY	
Bland Shire Heritage Strategy 2014-2017	444738	COUNCIL	HEALTH, BUILDING AND PLANNING	
Bland Waste Management Strategy	391873	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
Building Over Sewer Policy	355060	COUNCIL	HEALTH, BUILDING AND PLANNING	
Business Continuity Plan BSC October 2015	528676	OPERATIONAL	ADMINISTRATION	

PROPOSED Policy Register	Doc Id	POLICY TYPE	NEW LOCATION	DELETE
Business Continuity Plan February 2011 V 1.7	391874	OPERATIONAL		DELETE - superceded
Consumption of Alcohol in Parks and Reserves Policy	344936	COUNCIL	HEALTH, BUILDING AND PLANNING	
Determination of Development Applications Policy	428838	COUNCIL	HEALTH, BUILDING PLANNING	
Development Control Plan 2012	395265	COUNCIL	HEALTH, BUILDING PLANNING	
Footpath Cycleway Policy	391997			DELETE
Harvest Truck Warning Signs Policy	665869	OPERATIONAL	ENGINEERING	
Information Security Incident Management Policy	618909	OPERATIONAL	GOVERNANCE AND RISK	
Internet Email and Computer Usage Policy	405218	OPERATIONAL	HUMAN RESOURCES	
IT Change Management Policy	660708	OPERATIONAL	ADMINISTRATION	
Keeping of Domestic Animals Policy	342364	COUNCIL	HEALTH, BUILDING PLANNING	
Liquid Trade Waste	398794	COUNCIL	HEALTH, BUILDING PLANNING	
Local Orders Policy	585192	COUNCIL	ADMINISTRATION	
Onsite Wastewater Management Strategy	342357	COUNCIL	HEALTH, BUILDING PLANNING	
Open Space and Sporting Facilities Policy	329292		INFRASTRUCTURE AND SUSTAINABILITY	
Pesticide Use Notification Plan	365931	COUNCIL	ENGINEERING	
Provision of Pipes for Vehicular Crossings	525367	COUNCIL	ENGINEERING	
Refund of Application Fees Policy	336878	COUNCIL	FINANCE	
Refund of Development Application Fees to Non Profit Organisations	336903	COUNCIL	FINANCE	
Section 355 Committee Manual	391888	COUNCIL	ADMINISTRATION	
Section 355 Committee Policy	453391	COUNCIL	ADMINISTRATION	

PROPOSED Policy Register	Doc Id	POLICY TYPE	NEW LOCATION	DELETE
Section 94 Traffic Generating Development Plan	391889	COUNCIL	FINANCE	
Section 94A Development Contributions Plan	391890	COUNCIL	FINANCE	
Signs as a Remote Supervision Policy	329295	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
Social Media Policy	373110	COUNCIL	ADMINISTRATION	
Sporting Field Closure Policy	359990	OPERATIONAL	INFRASTRUCTURE AND SUSTAINABILITY	
Swimming Pool Inspection Program Policy	396239	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
Tree Management Policy	359974	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
Tree Preservation Order	349505	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
Use of Footpath Policy	344930	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
West Wyalong Aerodrome SMS 2015	519853	COUNCIL	INFRASTRUCTURE AND SUSTAINABILITY	
Work Health Safety Policy	454125	COUNCIL	HUMAN RESOURCES	
<u>Human Resources</u>				
Motor Vehicle Policy	452029	OPERATIONAL	HUMAN RESOURCES	
Equal Employment Opportunity Committee Contribution	427360	OPERATIONAL	HUMAN RESOURCES	
Grievance Dispute Policy	518284	OPERATIONAL	HUMAN RESOURCES	
Relief Duties Work Policy	445134	OPERATIONAL	HUMAN RESOURCES	
Corporate Uniform and Occupational Clothing Policy	176578	OPERATIONAL	HUMAN RESOURCES	
Bullying and Harassment Policy	176579	COUNCIL	HUMAN RESOURCES	
Equal Employment Opportunity Policy	427361	COUNCIL	HUMAN RESOURCES	
Equal Employment Opportunity Management Plan	198304	COUNCIL	HUMAN RESOURCES	
Service and Achievement Awards Policy	518285	COUNCIL	HUMAN RESOURCES	

PROPOSED Policy Register	Doc Id	POLICY TYPE	NEW LOCATION	DELETE
Salary Policy	176597	COUNCIL	HUMAN RESOURCES	
Internal Reporting Policy (signed by GM)	583482	COUNCIL	GOVERNANCE AND RISK	
Internal Reporting Policy	403923	COUNCIL	GOVERNANCE AND RISK	
Training and Development Policy	176599	COUNCIL	HUMAN RESOURCES	
Recruitment and Selection Policy	523322	COUNCIL	HUMAN RESOURCES	
Working Hours - Flexible Working Arrangements Policy	518286	OPERATIONAL	HUMAN RESOURCES	
Children in the Workplace Policy	518283	OPERATIONAL	HUMAN RESOURCES	
Volunteer Management Policy	446020	COUNCIL	GOVERNANCE AND RISK	
Child Safety Policy	707174	COUNCIL	HUMAN RESOURCES	

8.6 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.

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.

Monitoring, Support and Supervision of FDC Educators Policy

This policy outlines responsibilities and procedures of the Family Day Care Coordination Unit in monitoring FDC Educators operating early education and care services in their homes. Minor additions have been made to the policy, including the Coordination Unit sighting each child enrolled at least once per term. This is a prevention method for Child Care Subsidy fraud. A regulatory requirement that Educators allow access to their service whilst in operation by all Coordination Unit staff has been included as a responsibility for Educators.

Visitors to FDC Residences and Venues Policy

FDC Educators may have visitors visiting their home whilst their service is in operation. This policy guides FDC Educators in regulatory requirements and best practice to ensure the safety and wellbeing of children whilst visitors are in the home. From this review, the Nominated Supervisor responsibilities are now clearly outlined and the requirement for Educators to notify the Coordination Unit if guests are staying overnight or longer whilst their service is in operation and a risk assessment to be completed prior.

Fit and Proper Assessment of FDC Educators, Educator Assistants and Persons Residing at FDC Residences Policy

Bland/Temora Family Day Care is committed to registering in the scheme only those persons which are considered 'Fit and Proper'. An addition to the initial engagement screening process now outlined within this policy includes completion of the 'Compliance History Statement for a Prospective Family Day Care Educator' form which is a declaration of past history and compliance with child related regulations and laws; and an acknowledgement form stating that the Educator understands their responsibilities under Child Protection law.

Keeping a Register of Family Day Care Educators and Assistants Policy

To comply with the Early Education and Care Services National Regulations certain information about Family Day Care Educators, their family members and household members must be kept in a register. This policy has been updated to include the regulatory requirement to include in the register a record of the Educators' and all persons' aged 18 years and over who normally reside at the Family Day Care residence Working With Children Check number, expiry date and verification of the check including the date, conducted by the Coordination Unit.

Provision of Information, Assistance and Training to Family Day Care Educators Policy

Staying up to date with current practices, industry information and networking with peers and the Coordination Unit is essential for FDC Educators to offer an ongoing quality service to children, families and the community. This policy outlines how the Coordination Unit will provide information to Educators and support their professional development. This policy now outlines the expectation that FDC Educators will seek professional information and acknowledge themselves as an Early Childhood Educator committed to providing a high quality Education and Care service.

Engagement and Registration of Family Day Care Educators Policy

This policy outlines the selection and registration process of prospective FDC Educators. The policy has undergone a comprehensive review to reflect the current procedure, ensuring National Regulations are met and that the service has a thorough recruitment process to ensure the safety of children and a quality care environment. Inclusions in the review process of this policy include the checking of referees, the requirement for a National Police Check for all persons aged over 18 years residing in the home and an Educator medical assessment. Clear reasons in which an application may be rejected are now included and Coordination Unit and Educator responsibilities once probationary registration to the scheme is granted.

Engagement and Registration of Family Day Care Assistants Policy

A Family Day Care Educator may engage an Assistant Educator to provide assistance in certain circumstances as outlined in the National Regulations. An Assistant Educator may be an adult who lives with the primary Educator or another approved person known to the primary Educator. Although Bland/Temora Family Day Care does not have a history of Educators engaging Assistant Educators, this policy is required under the National Regulations. The review of this policy has included the changing of wording for approval of the Assistant Educator from Manager to Nominated Supervisor as this position does not exist within the scheme. An addition to the policy is the requirement for the Assistant Educator to undertake induction training with the Coordination Unit to ensure the health and safety of children in care.

Conclusion

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

Financial Implications

Nil financial implications

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.

- **Monitoring, Support and Supervision of FDC Educators Policy**
- **Visitors to FDC Residences and Venues Policy**
- **Fit and Proper Assessment of FDC Educators, Educator Assistants and Persons Residing at FDC Residences Policy**
- **Keeping a Register of Family Day Care Educators and Assistants Policy**
- **Provision of Information, Assistance and Training to Family Day Care Educators Policy**
- **Engagement and Registration of Family Day Care Educators Policy**
- **Engagement and Registration of Family Day Care Assistants Policy**



POLICY STATEMENT Children Services Unit

MONITORING, SUPPORT AND SUPERVISION OF FDC EDUCATORS

POLICY ADOPTED: 6 November 2018

Policy Objective:

To ensure all Educators are supported through mentoring, guidance and ongoing support. Home visits are an opportunity to share information, concerns and joyful moments with the children and Educator. Any Non Compliance issues will be discussed as well.

Policy Statement:

The Bland/Temora Family Day Care scheme will routinely conduct home visits and educator contacts. Home visits and educator contacts allow for ongoing support and assessment of education and care placements, child and Educator safety, child development and Educator skills.

Statutory Legislation and Considerations

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

Education and Care Services National Regulations 2011: 168

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Responsibilities:

The Coordination Unit will:

- Conduct visits in the individual educator's home to ensure that care is monitored in the environment in which it takes place.
- Conduct at least one home visit each month. The home visit can be scheduled or unscheduled.
- Conduct visits at different times of the day and week to enable the staff member to observe all children in care.
- Ensure each child in care is sighted at least ONCE per term.
- Complete home visits only when an Educator is working.
- Complete the Monitoring Visit Report which will be signed by both the Staff Member and the Educator. The Educators will receive a copy of the visit for her/his records.
- Discuss all relevant issues with the educator at the time of the visit.
- Cover the following areas during visits:
 - a) Monitoring of the quality of care - This quality will be determined by the state of hygiene, nutritional quality of meals, standard of adult/child interactions, appropriateness of behaviour management techniques, and the availability of stimulating experiences provided for children.
 - b) Supporting the educator in all areas - The staff member may choose to discuss issues surrounding children's needs and experiences, parental issues, community perceptions, professional development and administrative requirements.

- c) Observing the children in care - Staff members must have the opportunity to observe and interact with the children in care. They may identify and discuss children’s developmental needs, activities to extend learning and behaviour management issues.
- d) Maintaining records - Staff members will complete Home Visit records of each visit to ensure records are current. These records will cover the issues discussed and observed during the visit and be signed by both the staff member and the educator.
- e) Issues arising in the scheme - Staff members may discuss such issues as policy changes, insurance, training, meetings and placements.
 - Contact the educator through telephone calls, Playgroup or by the educator visiting the office, when it is not possible for a visit to occur.
 - Provide Educator’s feedback and encourage critical reflection so as to assist Educators to identify ways to improve their service.

Educators will:

- Allow **all** Coordination Unit staff to visit in their home or other venues while providing care;
- Allow entry of an Authorised Officer conducting a visit under the Education and Care Services National Regulations 2011 whilst education and care is being provided.
- Be professional and respectful of the roles of all Coordination Unit staff.
- Sign and provide feedback on the Monitoring Visit Report once completed by Coordination Unit staff.
- Work with the Coordination Unit to evaluate and reflect on their own professional development and support plans to support performance improvement.

After Hours Support

After hours support is available for Educators through the **Nominated Supervisor and/or Family Day Care Support Officer** as per the contact details in the Emergency Contact Details List provided by the Coordination Unit. After hours support is available for issues that cannot wait until the following business day.

During Office Hours Support:

Educators can contact the Coordination Unit landline, or the Service mobile number. They may also contact The Bland Shire Council line in the event of an emergency.

References:

- Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.
- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- Early Years Learning Framework – Belonging Being Becoming (2009)
- My Time Our Place – Framework for School Aged Care in Australia (2019)

Appendices:

Nil

Authorisation:

Status	Committee	N/A
	Manex	N/A
Owner	Director of Corporate and Community Services	
EDRMS Doc. ID		
Superseded Policy	Visits to educator’s homes - FDC	

Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
6 November 2018	0		November 2020
Related Council Policy / Procedure			
Child Protection			
Behaviour Guidance			
Interactions with Children			



POLICY STATEMENT Children Services Unit

VISITORS TO FDC RESIDENCES AND VENUES

POLICY ADOPTED: 6 November 2018

Policy Objective:

To record all visitors to Family Day Care (FDC) residences whilst children are being educated and cared for at the residence.

Policy Statement:

Bland Shire Children Services will ensure that all reasonable steps are taken to ensure that Educators keep a record of all visitors to the Family Day Care residence or venue while children are being educated and cared for.

Educators may have visitors to their residence or venue whilst providing care. Regular visitors can add to the family environment that is provided by Educators and be an enjoyable experience for adults and children alike. It is essential that the care and education of children is not compromised by the presence of visitors.

During hours of operation, the Educator is responsible for the provision of quality care for children and families. During this time, visitors to the residence should be limited to ensure the high quality program and effective supervision is maintained at all times.

Statutory Legislation and Considerations:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011: 165, 166, 168, 169, 178

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Regular Visitor: is defined as anyone who has contact fortnightly or more often with the children in care.

For the purposes of this policy, a visitor becomes a resident after 30 continuous days of residing in the same premises.

Responsibilities:

Nominated Supervisor will:

- Ensure educators are advised of their responsibilities regarding the requirement to keep a record of all visitors to a Family Day Care residence or venue while children are being educated and cared for.
- Ensure educators are made aware of their responsibility to not leave any child unaccompanied with any visitor to the residence or venue.

- Advise educators that adult residents and regular visitors are required to hold a current Working with Children Check to visit the care premises or venue while the children are in care.
- **Ensure where a visitor negatively influences the quality of care provided, the service grievance policy will be followed.**

Educators will:

- Ensure that every visitor to their residence or venue completes the record of visitors as per regulations, this must include:
 - a) The time the visitor arrived
 - b) The time the visitor departed
 - c) The name and signature of the visitor
 - d) **Reason for the visit**
- Provide the Coordination Unit with current information and a Working with Children Check for all regular visitors.
- Not allow regular visitors who do not have a current Working with Children Check to visit their premises or venue while the children are in care.
- Not allow any visitor who is not of good character to visit their residence or venue whilst children are in care.
- **Notify the Co-ordination Unit in advance, of any guests staying at the home or within the property boundary, overnight or longer, while the home or in-venue facility is a workplace and children are in care. This information will be documented on the Educator's file. Each situation will be assessed individually. The Co-ordination Unit reserves the right to make individual agreements with FDC Educators in regards to the above.**
- Notify the Coordination Unit of any visitor staying at the premises, whilst children are in care, who is residing in the premises for a period of 30 continuous days or more.
- **For best practices, the FDC Educator should complete a risk assessment for visitors residing in the FDC residence for less than 30 continuous days.**
- Not at any time leave a child or children with a visitor or allow a visitor to assume the Educator's role.
- Ensure that all visitors interact appropriately and respectfully to the children in care.
- Ensure that visitors understand that the children in education and care are a priority.
- Inform parents/guardians of regular visitors who may visit the children in their premises.
- **Where possible, introduce families to persons with whom their children are in contact with.**
- Immediately notify the Coordination Unit of any issues or concerns related to the presence or interaction between a visitor and a child or children in education and care.

References:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.
 Education and Care Services National Law 2010
 Education and Care Services National Regulations 2011
 Early Years Learning Framework – Belonging Being Becoming (2009)
 My Time Our Place – Framework for School Aged Care in Australia (2019)

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate and Community Services		
EDRMS Doc. ID			
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
6 November 2018	0		November 2020
Related Council Policy / Procedure			
Fit and proper assessment of family day care educators, family day care assistants and adults residing at family day care residences			
Assessment, Approval and Re-assessment of Approved Family Day Care Residences and Venues			
Child Protection			

**FIT AND PROPER ASSESSMENT OF FDC
EDUCATORS, EDUCATOR ASSISTANTS
AND PERSONS RESIDING AT FDC
RESIDENCES**

POLICY ADOPTED: August 2014

Policy Objective:

To ensure the rights of all children to be safe and protected are upheld by the engagement of fit and proper persons.

Policy Statement:

Bland/Temora Family Day Care aims to ensure the safety, welfare and wellbeing of children is maintained through continuous assessment that determines if an Educator, Educator Assistant and persons residing at a Family Day Care residence is a fit and proper person.

Statutory Legislation & Considerations:

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

Definitions:

This policy applies to Educators and Educator Assistants registered with the Bland/Temora Family Day Care. This policy also applies to persons over 18 living in the home of family day care educators.

Responsibilities:

The Coordination Unit will ensure that:

- Educators, Educator Assistants and persons residing on the premises are fit and proper by certifying that Working with Children Checks are carried out.
- Educators, Educator Assistants and all household members over the age of 18 years undergo a Police Check, and provide a copy to the Coordination Unit.
- Educators and Educator Assistants hold a current First Aid Certificate, Asthma and Anaphylaxis Certificates.
- Educators hold or be actively working towards a minimum of a Certificate III in Early Education and Care (Children Services).
- Any person residing at the residence who is turning 18 years of age, provides a Working with Children Check and the Coordination Unit validates this, recording the details.
- Educators complete a 'Compliance History Statement for a Prospective Family Day Care Educator' form prior to commencement.
- Educators and Educator Assistants understand their responsibilities in relation to the service's Child Protection policy.

Educators will:

- Provide information requested in relation to this policy to the Coordination Unit in a timely manner.
- Advise the Coordination Unit, in writing, of any changes to residents or persons intending to reside who are over the age of 18 years.
- Complete a 'Compliance History Statement for a Prospective Family Day Care Educator' form prior to commencement.
- Read and understand responsibilities under the service Child Protection policy and sign to acknowledge this.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Office of the Children's Guardian

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	436714		
Superceded Policy	Carer Selection		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2014	0	9.12	
6 November 2018	1		November 2020
Related Council Policy / Procedure			
Engagement and Registration of FDC Educators			
Engagement and Registration of FDC Assistants			
Keeping a Register of FDC Educators and Assistants			

KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS AND ASSISTANTS

POLICY ADOPTED: August 2014

Policy Objective:

To ensure accurate and complete information is held on all active Educators as required under the Education and Care National Regulations, 2011.

Policy Statement:

Bland /Temora Family Day Care Service will ensure that information on Educators and household residents is correct and up to date at all times. Educators are required to cooperate with all reasonable requests designed to keep this information accurate.

Statutory Legislation and Considerations:

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011 Regulation 168
Child Care **Provider** Handbook

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Recommended Practices:

The register will include the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- The full name, address and date of birth of the Educator.
- The contact details of the Educator.
- The address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- The date that the Educator was engaged by, or registered with, the service.
- When applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- The days and hours when the Educator will usually be providing education and care to children as part of the service.
- If the Educator is an approved provider, the number of the provider approval and the date the approval was granted.
- Evidence of any relevant qualifications held by the Educator, or if applicable that the Educator is actively working towards that qualification as provided under regulation 10.
- Evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- Evidence of any other training completed by the Educator.
- **A record of the Educator's Working With Children Check number, expiry date and verification of the check including the date, conducted by the Coordination Unit.**

- For each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- If the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- **A record of all persons' aged 18 years and over who normally reside at the Family Day Care residence Working With Children Check number, expiry date and verification of the check including the date, conducted by the Coordination Unit.**

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	370807		
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2014	0	9.12	
6 November 2018	1		November 2020
Related Council Policy / Procedure			
Governance and Management			
Engagement and Registration of Family Care Educators			
Visitors to the FDC Residences			
Fit and Proper assessment of Family Day Care Educators, Assistants and Adults Residing at Family Day Care Residences			
Confidentiality			



POLICY STATEMENT Children Services Unit

PROVISION OF INFORMATION, ASSISTANCE AND TRAINING TO FAMILY DAY CARE EDUCATORS

POLICY ADOPTED: August 2014

Policy Objective:

To ensure that all Educators in the service are appropriately informed, fully supported and provided with opportunities for training and development to **provide Educators with a sense of confidence and professionalism in their work and provide opportunities for networking with other professionals.**

Policy Statement:

Educators and service staff need to have current knowledge of early education and care practices and procedures as well as child development theory and knowledge to ensure they are meeting the Regulations and National Standards

Statutory Legislation and Considerations:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011: 168, 169

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Educational Leader: the Educational Leader leads the development and implementation of educational programs in the service. The Educational Leader has agreed, in writing, to this position at the service.

Responsibilities:

The Coordination Unit will ensure that:

- The service designates a suitably qualified and experienced Educational Leader, to lead the development and implementation of educational programs in the service.
- Effective leadership is provided to enable the establishment and maintenance of a professional workplace with open communication, respectful debate and further professional learning.
- Positive organisation culture is promoted and a professional learning community is built.
- The induction of Educators, **Educator Assistants**, coordinators and staff members is comprehensive.
- Educators are **supported to** actively working towards a minimum of Certificate III in **Early Education and Care** (Children Services, if not already attained).
- Educators are encouraged to pursue further education to develop their skills in the education of children.
- Every effort is made to promote continuity of educators and **staff** at the service.

- The performance of educators and staff members is evaluated and individual development plans are in place to support performance improvement.
- A range of training opportunities that meet the needs of the Educators in providing high quality care is offered;
- A record of Educator training is maintained.
- The service's statement of philosophy will guide all aspects of the service's operations.
- The service provides regular information on local training opportunities, and will encourage and provide its own targeted information programs.
- Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly. Provision and training in the implementation of the policies and procedures is provided to educators.
- **Electronic communication is used to ensure educators feel connected to the scheme and their peers.**

Educators will:

- Participate in the orientation training program and attend regular service meetings and training sessions as required to keep skills and knowledge up to date
- Demonstrate a commitment to continuous improvement.
- **acknowledge themselves as an Early Childhood Educator committed to providing a high quality Education and Care service.**
- **access written materials, gain information from the Family Day Care Support Officer and other relevant organisations;**
- **be encouraged to join professional early childhood organisations to attain further information.**

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	436705		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2014	0	9.12	
6 November 2018	1		November 2020
Related Council Policy / Procedure			

Engagement and Registration of FDC Educators
Monitoring, Support and Supervision of FDC Educators

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS

POLICY ADOPTED: 17 June 2014

Policy Objective:

To ensure guidelines for the recruitment and selection of Family Day Care Educators reflect a fair and equitable manner that works towards safe and quality outcomes for children and families.

Policy Statement:

The Bland/Temora Family Day Care Coordination Unit has a process whereby it selects Educators who are representative of the local community, who are able to meet and maintain the standards expected by the Scheme, the State and Federal Governments and the community.

Educators are an integral part of the Scheme, and as such, are expected to work with staff toward the efficient provision of care to meet the needs of children and their families. Educators are registered to provide care through the licensed organisational body, however are deemed to be self-employed and therefore are responsible for their own business practices, including Scheme and Legislative requirements.

Statutory Legislation and Considerations:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011 Regulations 119, 136, 168

Definitions:

This policy applies to educators registered with Bland/Temora Family Day Care.

Recommended Practices:

Educator Recruitment

Prospective Educators will be provided with information regarding the recruitment process and individual's details will be placed on the Prospective Educator Expression of Interest register.

Criteria for Selection of Educators

- Educators selected need to be able to meet the requirements of the service in line with the Education and Care Services National Regulations, 2011 and Law 2010, Early Years Learning Framework, *My Time Our Place* and the National Quality Standards.
- The prospective Educator must be at least 18 years of age.
- Educator suitability in regard to knowledge, skills, previous experience, current qualification status (e.g. minimum Certificate III in Early *Education and Care*) and a willingness to participate in professional development.
- Applicant's agreement to reference checks.
- Applicants must agree to abide by all conditions as set out in the Educator Agreement.
- Applicants, other adult household members and regular visitors to the Educator's home must undergo a Working With Children Check.

- Applicants and other adult household members must undergo a Criminal Record check.
- **Hold qualifications in** an approved First Aid course including Anaphylaxis and Asthma prior to commencing.
- Assurance by the applicant to take out public liability insurance as per the Educator Agreement.
- Medical assessment conducted by a registered medical practitioner in line with the duty statement.
- Educators residence must meet the requirements of the Educator Workplace Safety Audit

Prospective educators are required to:

- Submit a written application for the position of educator, accompanied by copies of any relevant qualifications and other appropriate documentation as stated in the application. **Once an application is received by the Nominated Supervisor, the application will be reviewed and if successful the applicant will be invited to an interview.**
- **Attend an interview which will be carried out with two (2) members of the Coordination Unit whereby the suitability of the candidate will be determined.**
- **Provide the contact details of two (2) referees which will be checked.**
- **Provide** the Coordination Unit with a copy of a current Police Check **for themselves and any persons over the age of 18 residing at their home.**
- Provide an approved First Aid qualification including Anaphylaxis and Asthma.
- Hold or be working towards a Certificate III in **Early Education and Care (Children Services).**
- Be a fit and proper person to be provide a family day care service.
- Be physically and emotionally able to care for young children, **including having a medical assessment completed by a doctor.**
- Complete training modules as required by the service as part of the induction process.
- Have an appropriate understanding of young children's needs and development, including:
 - The individual differences between children.
 - Activities that stimulate a child's growth and development.
 - Nutrition, health, hygiene and safety.
 - Behaviour management.
- Be responsive to children.
- Be able to communicate effectively with adults.
- Be aware of and sensitive to the needs of young children and their families, including children from a range of cultures and religions and children with **additional needs.**
- Ensure that their home complies with the **Educator Workplace Safety Audit** and is adequate for the provision of the service.
- Be prepared to allow Coordination Unit staff to inspect their home during the normal hours in which they operate their service.
- Be prepared to sign an agreement with the service, stating their obligations as an educator and as a member of the Bland/Temora Family Day Care service.
- **Have an attitude and commitment to the aims of the Scheme which reflects the philosophy and aims of the Service.**
- Be prepared to abide by the policies and procedures of the Scheme and the Education and Care Services Regulations and the Children Education and Care Services National Law.
- Be prepared to abide by the Code of Conduct at all times.
- Attend training sessions arranged by the scheme as part of their induction process.

Rejection of Application

An application may be rejected for reasons which include, but will not be limited to, the following:

- Inadequate qualifications for the role.
- Unsatisfactory character and/or reputation of the applicant or household members.
- References unavailable or unfavourable.
- Unsatisfactory Working with Children Check of applicant or household members.
- Unsatisfactory Police Record of applicant or household members.
- Unsatisfactory Educator Workplace Safety Audit and/or risk assessment of the applicant's home.
- Unsatisfactory medical report.
- Inability to demonstrate the capacity to supervise and care for the children adequately.
- Refusal by Prospective Educator to comply with an obligation within Scheme and Legislative requirements.

A Prospective Educator that disagrees with the decision of the Coordination Unit may appeal this decision to Bland Shire Council in writing stating the reasons for appeal.

Assessment of the Prospective Educators Premises

A preliminary Educator Workplace Safety Audit is conducted by Coordination Unit staff and recommendations made for improvement prior to the registration of an Educator.

A final Educator Workplace Safety Audit will be carried out prior to registration ensuring the environment meets Education and Care Services National Regulation and the National Quality Standards.

Registration of Educator

Upon completion of the Educator training and Educator Workplace Safety Audit, successful applicants will become registered with Bland/Temora Family Day Care. Applicants will be notified by telephone and in writing.

Upon registration, the Coordination Unit will:

- Ensure all legislative requirements are documented at the Coordination Unit and placed on the Educator register;
- Issue formal letter of acceptance and Certificate of Educator Probationary Registration;
- Provide weekly support to the Educator over four weeks on initial setup, thereon ongoing;

A probation period of **6 months** will apply to new Educators. Failure to comply to National legislation or scheme policies and procedures or the failure to undertake professional practices within the service can result in cancellation of registration.

Educators will:

- Operate their Family Day Care business as a self-employed operator once registered with the service;
- Adhere to National and State Regulations and Laws and Bland/Temora Family Day Care Code of Conduct, Policies and Procedures at all times;
- Ensure Public Liability insurance remains current whilst service is in operation;
- carry out all administrative tasks as specified in relation to their Service so as to adhere to both Federal and State Government Departmental regulations.

References:

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

Education and Care Services National Law 2010
 Education and Care Services National Regulations 2011
 Early Years Learning Framework – Belonging Being Becoming (2009)
 My Time Our Place – Framework for School Aged Care in Australia (2019)
 Office of the Children’s Guardian

Appendices:

Family Day Care Educator Application Form

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	365485		
Superceded Policy	Carer Selection		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
16 October 2012	0	23102012	May 2014
17 June 2014	1	12062014	May 2016
6 November 2018	2		November 2020
Related Council Policy / Procedure			
Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at the FDC Residences			
Assessment, Approval and Reassessment of Family Day Care Residences and Approved FDC Venues			
Child Protection			
Visitors to Family Day Care Residences and Venues			
Confidentiality			
Termination of Educator Agreement			
Keeping a Register of FDC Educators, Educator Assistants and Persons Residing at FDC Residences			



POLICY STATEMENT Children Services Unit

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE ASSISTANTS

POLICY ADOPTED: 17 June 2014

Policy Objective:

To create and maintain a positive and professional approach through the provision of effective induction and development procedures for Educator Assistants, if required.

Policy Statement:

An Assistant Educator may be an adult who lives with the primary Educator or another approved person known to the primary Educator. Bland/Temora Family Day Care Service must approve all Educator Assistant's. A registered Assistant Educator may be engaged only as allowed for under National Regulation 144.

Engagement of a Family Day Care Educator Assistant will only be considered on a case by case basis at the **Nominated Supervisor's** discretion.

Statutory Legislation and Considerations:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011 Regulations 144, 168

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Family Day Care Assistant: is a person engaged by or registered with a family day care service to assist family day care Educators.

Recommended Practices:

An Educator Assistant will not be approved by Bland/Temora Family Day Care unless;

- The FDC Educator Assistant is only used in the circumstances as listed in the Education and Care Services National Regulations 2011, regulation 144 (3).
- The primary Educator provides the written consent of the parents of all children who will be in care of the proposed Educator Assistant.
- Registration of an Assistant Educator is approved by the **Nominated Supervisor** and an Educator Assistant Agreement is signed annually.
- Family Day Care Educator Assistants engaged by or registered with the service have attained the age of 18 years.
- Educator Assistants provide a current Criminal Record Check (every 3 years) and a current Working with Children Check (every 5 years).
- Educator Assistant hold a current first aid qualification and have undertaken current approved anaphylaxis management training and approved emergency asthma management training.

- **The Educator Assistant has undertaken an induction training session with the Coordination Unit.**
- The primary Educator confirms with their insurer that the Educator Assistant is covered under the primary Educator's Public Liability Insurance Policy.
- The Coordination Unit staff are notified whenever the primary Educator is not available and is engaging the Educator Assistant.

An Educator Assistant can only be used for the following reasons (regulation 144):

- Transporting a child between the approved Family Day Care residence and school, another education and care service or the child's home.
- In an emergency situation, including when the Educator needs urgent medical care or treatment.
- If the Educator must attend an appointment (other than a non-regular appointment) providing the absence is less than four (4) hours and the FDC service has approved the absence and notice of the absence has been given to parents.
- To provide assistance to the Educator while they are educating and caring for children as part of Bland/Temora Family Day Care.

Child and Educator ratios

Early Education and Care regulations must be adhered to when an Educator and an Educator Assistant are working together in the one residence.

As per regulation 124(3)

- No more than 7 children can be educated and cared for as part of a family day care service at a family day care residence or an approved family day care venue at any one time.

Therefore, although two educators are working in the residence, the maximum of 7 children in care (maximum of 4 children under 5 years), must be maintained at all times.

References:

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

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Office of the Children's Guardian

Appendices:

Educator Assistant Agreement

Authorisation:

Status	Committee	N/A
	Manex	N/A
Owner	Director of Corporate and Community Services	
EDRMS Doc. ID	370809	
Superseded Policy		

Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
11 December 2012	0	15122012	May 2014
17 June 2014	1	12062014	May 2016
6 November 2018	2		December 2020
Related Council Policy / Procedure			
Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at Family Day Care Residences			
Assessment, Approval and Reassessment of Family Day Care Residences & Approved FDC Venues			
Child Protection			
Visitors to Family Day Care Residences and Venues			

Section 3 – Reports for Information

Recommendation:

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

- **8.7 - Economic Development & Tourism Report – March 2021**
- **8.8 - Community Services Report**
- **8.9 - Bland Shire Library Monthly Update**
- **8.10 - Children Services February Update**
- **8.11 - Bland Community Care Services Update**
- **8.12 - Technical Services Report**
- **8.13 - Development Services Activity Report – February 2021**

8.7 Economic Development & Tourism Report – March 2021



Our Prosperity - Growing our population and jobs

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

DP15.2 Continue ongoing engagement and communication with the Shire's existing industry and business including support for diversification and alternate industry or business

DP15.3 Lobby for and work with industry, government and education providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services

DP16.2 through partnerships with stakeholders foster our education, learning and training industry and increase employment opportunities within the Shire

Author: General Manager and Tourism & Administration Officer

ECONOMIC DEVELOPMENT

Why Leave Town Statistics

	Jan 21	Feb 21	Oct 2019 - Feb 2021
Number of Loaded Cards	50	129	2,751
Load Value	\$3,742	\$7,425	\$135,684
Number of Redemptions	297	212	2,431
Value of Redemptions	\$9,347	\$6,619	\$84,248

Number of Cards	1000	1000	2000
Loaded Cards	814	996	941
Remaining Cards	186	4	1059
Plastic Expiry	30/09/2024	30/04/2026	31/08/2026
Sale Cut-off Date	30/09/2021	30/04/2023	31/08/2023
Days until Sale Cut-off	207	784	907
Status	Active	Active	Active

- **Hotel Energy Uplift Program**
 - The Federal Department of Industry, Science, Energy and Resources, through AusIndustry, has released the above program to provide grants to support small and medium hotels to reduce their energy use, improve energy productivity and deliver carbon abatement. The program will run over one year – 2021 to 2022.
 - The Australian Government has announced a total of \$10.2 million in grant funding with NSW receiving \$3.37 million based on the number of small to medium hotels per State.
 - The closing date for applications is 1 April 2021 and this information, along with the program guidelines, has been distributed to all hotels within the Bland Shire.

- **Proposed Housing Investment Strategy**
 - The General Manager has been involved with preliminary discussions with the NSW Department of Planning concerning the development of a Housing Investment Strategy. The purpose of the Strategy is to address the current chronic shortfall of an adequate housing supply for the intended future growth of the Shire's population.
 - The housing shortage is not confined to the Bland Shire and is being experienced across the Riverina Region. A workshop is planned for 19 March in Wagga to discuss this current situation and to clearly identify the challenges and possible resolutions.
 - The proposed Strategy will need to take into account existing plans such as the Riverina-Murray Regional Plan as well as the recently released 20 Year Vision for Regional NSW.
 - The general manager will have further information available for the Draft Budget Workshop on 6 April as there may well be financial implications for Council.

- **Infrastructure Australia – Key Projects**

Infrastructure Australia is the Government's national infrastructure advisory body, with a key role in assessing business cases for major projects seeking Australian Government funding and maintaining the Infrastructure Priority List to inform future government and private sector investment decisions. Projects on the list already supported by the Government include:

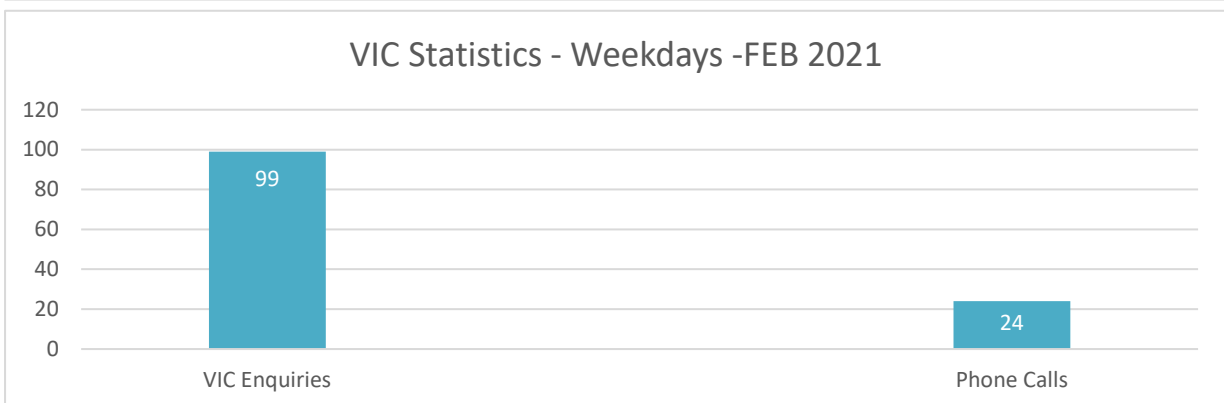
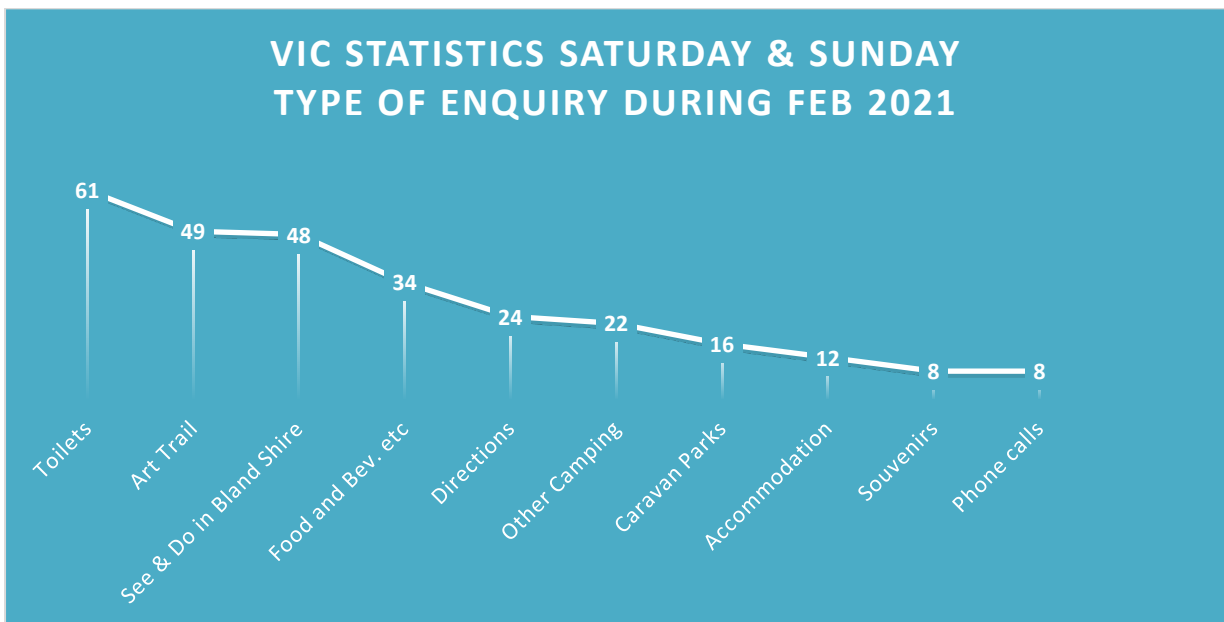
 - \$149 million for New South Wales' Parkes Bypass;
 - \$120 million for New South Wales' Prospect Highway upgrade;
 - \$207 million towards Western Australia's Armadale Road Bridge;
 - \$681 million for Western Australia's Bunbury Outer Ring Road;
 - \$137 million for ACT's Commonwealth Avenue Bridge upgrade.

IA's Infrastructure Priority List is available at:

www.infrastructureaustralia.gov.au/infrastructure-priority-list.

TOURISM

Visitor Centre Statistics:



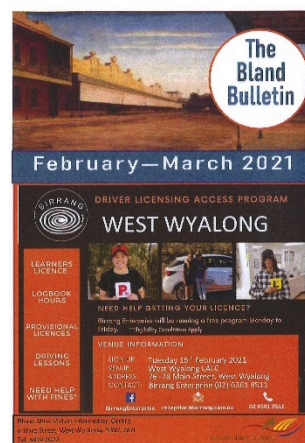
- Three public art projects found in the Bland Shire have been recognised as some of the best public art experiences in the nation. The Street Art Awards included all arts from across Australia and the competition was tough with all the amazing arts in all towns and cities.

Bland Shire were nominated as finalists in 3 categories: Best Landmark Sculpture, Best Monument or Memorial and Best Street Art Trail in the Australian Street Art Awards.

During the Awards Night Bland Shire received Silver for Best Landmark Sculpture - The Chainsaw Tree Sculpture and Silver for Best Monument or Memorial – The Big Footy. Congratulations to all involved.



- The Bland Bulletin - February and March 2021 newsletter were sent to all accommodations in the Bland Shire. This information is also shared on the Visit West Wyalong Facebook page and displayed on the Visitor Information screen in the Visitor Centre.



- The Bland Foyer Art Gallery will have it's opening on the Tuesday, 16th March at 5pm. Local artist's artwork will be on display on a rotation basis giving artists the opportunity to display a range of their work. The community and visitors can view the artwork during normal Visitor Information Centre opening hours. Artwork can also be purchased.



8.8 Community Services Report



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

DP3. Nurture a strong sense of community and enrich the cultural life for the residents of the Bland Shire

Author: Community Relations Officer

Grant Writing Workshop

Bland Shire Council joined forces with Evolution Mining to provide a community grant writing workshop on Tuesday 23 February.

It was originally intended to sponsor 10 places at the workshop hosted by Regional Development Australia but due to strong community interest a separate session was organised specifically for Bland Shire community groups on 23 February at the new Connected Learning Centre at West Wyalong TAFE.

The workshop was attended by representatives of 16 community groups as well as the Community Relations Officer and two community relations representatives from Evolution Mining.

It was facilitated by Jenny Holliday AM from Not for Profit Training who walked attendees through the process of planning, applying, accepting and acquitting a grant.

Council received positive feedback from attendees with many keen to further explore Council's new Grants Guru service which assists community groups to identify current and future grant opportunities.

Backflips against Bullying

Council has partnered with the Backflips against Bullying program to offer a series of exciting acrobatic themed workshops during the April school holidays.

The workshops will be held on Thursday 8 April over four sessions targeting a variety of age groups.

The morning sessions will feature two "Superhero Training for kids" workshops targeting young people five years and above.

Participants will learn the skills that every superhero needs to climb and jump over obstacles, land like a superhero and roll like a ninja.

The afternoon sessions will target young people aged 12 years and above and include workshops on parkour and acrobatics and fight choreography for film and stage.

Both morning and afternoon sessions will be broken up by a spectacular acrobatics show delivered by the professional instructors.

Council is currently working closely with key stakeholders, including local police and High Schools, to implement new programs and initiatives which meet the modern day needs of local youth.

Health and Healing Program

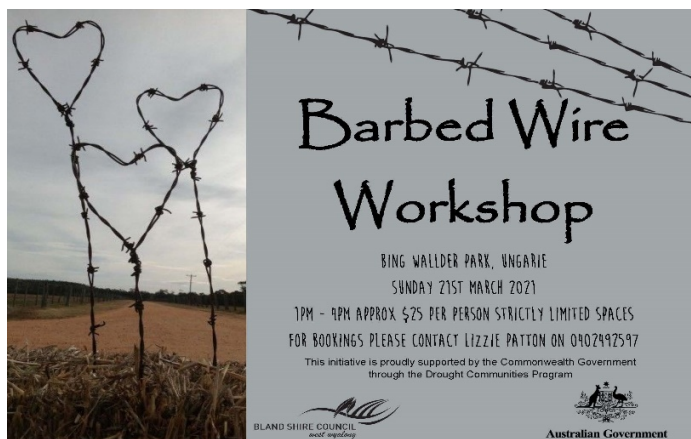
After a delayed start due to Covid-19, Council has begun to support and roll out programs across the Bland Shire as part of the funded Health and Healing Program.

Council partnered with Liz Patton from the newly established Workshops and Wine group to subsidise kokadama workshops in Ungarie and Wyalong, a macramé workshop in West Wyalong and upcoming barbed wire workshops in Ungarie and Barmedman.

Matching support is being provided for kokadama and life writing workshops in Weethalle.

A two day garden design workshop is being held in Naradhan on 20-21 March with Mark McCrone while the program is supporting a popular regular fitness and wellness program which commenced in Naradhan at the start of the year

A community day will be held at Barmedman on Sunday 16 May with live music, food cooked and served under the new BBQ area, games and giveaways surrounding the new pump track and a free barber service sponsored as part of the Health and Healing Program. Tallimba have also requested the barber service with an appropriate date being negotiated. Meanwhile, discussions are ongoing with representatives from other village communities, including Mirrool and Ungarie, about community based activities and events which can be supported under the program.



Main Street Mini Golf

Bland Shire Council is bringing mini golf to West Wyalong's Main Street.

Utilising funding received under the NSW Government's Summer Fund, a portable mini golf course will be rolled out at a location in Main Street during the school holidays between 13-16 April.

People of all ages will have the opportunity to play the course free of charge with lots of promotions and prizes on offer throughout the week.

Obstacool

One of Australia's biggest and best portable obstacle courses will be set-up in West Wyalong during the school holidays on Thursday 15 April.

Following on from the success of Australian Ninja Warrior and Ultimate Tag, the Obstacool course is made up of a mix of inflatables including feature attraction, the 40 metres long Big Bopper.

The Big Bopper includes walls, tunnels, slides commando nets and more for local youth to enjoy time and time again between 9am and 3pm.

The event is funded under the NSW Government's Summer Fund.

West Wyalong Show Part Day Public Holiday

Following a community consultation process, Councils resolved at its November meeting to apply to the New South Wales Government for the declaration of a part day public holiday on Wednesday 8 September 2021 and Wednesday 7 September 2022 for the purposes of the West Wyalong Show.

Council has since been advised that the application has been approved and a part day public holiday gazetted for the above dates.

The holiday will apply from 12 noon until 6pm on both days and apply to the traditional Town Improvement Districts of West Wyalong, Wyalong and Tallimba.

8.9 Bland Shire Library Monthly Update



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

DP3.4 Foster a community learning culture optimising our physical and virtual spaces

Author: Library Services Coordinator

Recommencement of Baby Bounce and Story-time

The library resumed its Baby Bounce and Story-time programs in February. Both programs were suspended in March 2020 due to Covid-19.

- Baby Bounce which will continue to be held every second Friday at 10.30am (during school term) is designed for babies and toddlers 0 – 24 months.
- Story-time which will continue to be held every Thursday (during school term) at 10.30am is designed for children 2 – 5 years.

Both programs are early literacy programs and aim to encourage a love of libraries, books and reading. Since resuming, attendance numbers at both programs have been overwhelmingly positive.



Tech Savvy Seniors Program to be Extended

The Library's Tech Savvy Seniors program is proving very successful. Attendance numbers have been good with 10 plus seniors attending each week. The program, which is being run every Tuesday 10am – 12 for a period of 10 weeks, is being funded by the State Library of NSW. Library staff are conducting the training themselves, incorporating a mix of information, demonstrations and "hands-on" practice with printed handouts for participants to take home. Sessions include Introduction to Computers, Tablets (Android and iOS), Smartphones, Email, Cyber Safety, Troubleshooting, sharing photos and attachments, Introduction to Transport apps and NSW Seniors Card website.

Due to the success of its Tech Savvy Seniors program and an overwhelming demand for more session, the library is extending the program indefinitely.

Preschool to Visit Library

The Bland Preschool has three class groups booked in to visit the library in March. The children will partake in a special story-time session incorporating storytelling and other activities.

Library Work Placement

The library will host a work experience student from the West Wyalong High School, 22 – 26 March.

Author Talk – Tuesday 13 April @ 11am

Bland Shire library will host a talk by Ross Fitzell (and his new guide dog) on Tuesday 13 April at 11am in the library. Ross was booked to give a talk in March, but due to unforeseen circumstances he had to change the date. So what is his talk about?

Harry (Ross's previous guide dog) was a Cootamundra Celebrity. Guide Dog and companion, he was known around the District for his love of absolutely everyone. Very few people, however, are aware that Harry was a raconteur extraordinaire with a quick wit, great sense of humour, and most importantly, a social conscience. He is also a published author, with his first book 'Barking Mad' offering a light-hearted look at life from the perspective of a working dog entrusted with the safety of a disabled human. All profits from the sale of Harry's book go straight to Guide Dogs NSW/ACT to help them keep up their great work – and to keep training prospective Guide Dogs for gainful employment in a post-COVID world!

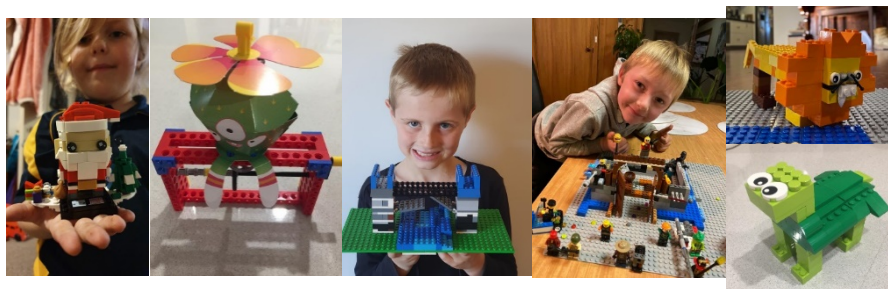
April School Holiday Program

- Sock Bunnies – 25 craft kits will be made available for children to collect from the library for a small fee. The kits, provided by Riverina Regional Library, will contain all the materials and instructions required to make a "sock bunny". A "how to" video will also be available on RRL's homepage and on the Bland Shire Library Facebook page for children to watch, should they require additional help.
- Guitar Lessons with Tegan Sheedy (Riverina Music Therapy) – dates pending.
- Regular presenter Dagmar McIntyre has been engaged to conduct two cake decorating sessions. The first session will be held on Tuesday 6 April, 10.30am - 12 and the second session on Wednesday 14 April, 10.30am - 12.
- The Vegetable Plot (Musical Group) has been booked to perform on Friday 16 April at 10.30am in the Council Chambers. The group, which has visited West Wyalong previously, promote healthy eating through music and dance and are extremely popular with younger children.

LEGO Legends

The library's LEGO Legends program – which was launched online back in April 2020 and proved an instant success – will continue online indefinitely. However, a face-to-face session for school-aged students 5 – 14 years will now be held in the library once a month with the first session to be held on 28 April from 3.30pm – 4.30pm. The face-to-face session will see participants given group challenges to complete.

The LEGO Legends program is designed to be educational, as well as fun. Each Lego challenge contains a STEM (Science Technology Engineering Maths) component as well as artistic elements. While the LEGO Legends program is aimed at school students 5 – 14 years, there has been much interest online from younger children and even adults.



Another Successful Summer Reading Club 40-Day Challenge

Bland Shire Library celebrated another successful Summer Reading Club 40-Day Challenge with a presentation and finale party held on Wednesday 3 March. The reading challenge which official ran from December 1, 2020 to January 31, 2021 attracted sixty-five children aged 5 – 14 years. Thirty children completed the challenge, reading each day for 40 days with many of the children reading beyond that. In recognition of their achievement each child was presented with a book of their choice.

Due to Covid-19 restrictions, there were no group activities held in the library during January. However, participants were given a fun BINGO Challenge to complete over the school holidays. 20 children completed the BINGO Challenge with each receiving a \$20 Why Leave Town gift card for their effort. There were also weekly draws and a lolly guessing competition won by Bosco Ng.

The Summer Reading Club program, which the library runs annually, aims to encourage reading as a lifelong habit, but more importantly, entice reluctant readers to participate and be rewarded for their efforts. It also helps children to keep their literacy skills up by reading over the long summer break. In light of this, the Summer Reading Club is structured to ensure that each and every participant receives a prize. Prizes are offered as an incentive throughout the challenge and include school supplies in the form of a lucky dip, water slide and pool kiosk vouchers, milkshake & cake vouchers and Why Leave Town gift cards.

Bland Shire Library would like to take this opportunity to thank this year's sponsors of the Summer Reading Club 40-Day Challenge – L & R Group (Angus and Mel Westaway – Holland Park Pool) and What's Cookin (Barb Last).



Library Lovers

The library celebrated Library Lovers (Sunday 14 February) launching 'Blind Date with a Book', which the library ran over the impending week. As an incentive, patrons who borrowed a book from the display were entered into a draw to win prizes which included coffee and cake for two (from What's Cookin), a box of chocolates and a pamper pack.

Upgrade to Library's Wi-Fi

The library's wireless network was recently updated. The upgrade has enabled library staff to provide a more effective and efficient service to clients and has assisted with the delivery of programs such as Tech Savvy Seniors.

Riverina Regional Library Green Initiative

RRL is working in partnership with library supplier James Bennett as an early adopter of their green initiative. The Sustainability Project (TSP) is an innovative program created to assist libraries in disposing of weeded material by reducing the number of library books ending up in landfill and giving back to the community at the same time.

Weeding is conducted as part of collection management with the aim of keeping collections fresh and updated. Around 30 million printed books are held in collections by Australian Libraries. If libraries are weeding at the recommended rate that would equate to 4.5 million books or 1,800 tonnes going to landfill each year.

How does the program work? Branch libraries (Bland included) send all their weeded items to RRL via the internal delivery service. The books are either re-sold, donated to charities that support literacy programs, or sustainably recycled. Any profits made from the sale of RRL collected items are donated to the Indigenous Literacy Foundation – the TSP charity of choice. The latest report from James Bennett shows that over 135,000 items have been received from participating libraries thus far, and \$2,018 has been donated to the Indigenous Literacy Foundation.

Libraries as Community Connectors

Plumtree Children's Services is collaborating with libraries on a project to enhance inclusion for children with disability or developmental delay and their families. "Libraries as Community Connectors" provides library staff training and mentorships by parent peer workers, who have lived experience of raising a child with disability, and Early Childhood Intervention professionals. Resources will be co-designed for national distribution online. Applications are open for libraries in Sydney and regional NSW to join the project as pilots. Bland Shire library has submitted an expressed an interest.

Cowal Partnering Grant

Bland Shire library has submitted an application for funding to assist with this year's annual author visit, 11 – 15 October 2021 (this year's author in residence is Oliver Phommavanh) and the purchase of book prizes for the 2021-22 Summer Reading Club.

Meetings

- South West Zone Library Managers Meeting – 10 March 2021
- Riverina Regional Library Advisory Committee Meeting – 31 March 2021

Statistics – February 2021

- 65 Information Requests
- 161 Customer Service Requests – this figure includes 26 technology assists
- 81 Computer Usage
- 26 requests for Wi-Fi (ie. mobile device users)
- 123 Visitor Information Requests – this figure relates to normal library opening hours and only those enquiries handled by library staff. Includes 24 telephone requests.
- 26 children utilised the StorytimePOD
- 118 children attended regular programs in February
- 48 adults attended regular programs during February
- 40 seniors at Tech Savvy Seniors

NB. The above statistics are collected manually and may not be exact. However, the above figures are deemed a fair and reasonable indicator.

- 5115 people through the door
- 1626 library items issued – 1078 normal print books, 281 large print books, 83 magazines, 26 audiobooks, 153 DVDs, 5 kits.
- 95 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.*)
- 4 new members – 3 adults, 1 junior.

NB. The above statistics are collected electronically via Libero (LMS) and RFID Technology and are deemed accurate.

8.10 Children Services February Update



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

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

Author: Children Services Coordinator

Recruitment

One casual Educator has completed the recruitment process and will commence service induction in March.

Staff Training

Play Session Leader and Family Day Care Support Officer have completed 'Leading Best Practice with 2 Year Olds'.

Renovations

Painting of the interior and exterior of the Children Services Unit building has been completed.

It Takes A Village

- Resource/Craft Packs continued for Bland Shire families and delivered to surrounding villages.
- Playgroups have resumed at Tallimba, Weethalle, West Wyalong Local Aboriginal Lands Council venue. Participation has increased from the previous sessions, which had restrictions in place due to Covid-19.
- Staff continued maintenance and cleaning of returned Toy Library items.
- From the Toy Library stocktake it was determined certain items had not been borrowed for 1 to 2 years. A plan has been put in place to promote these items to increase usage. Items to be deleted from the borrowing catalogue were given to Family Day Care Educators.
- Expression of Interest planning has commenced to include an ITAV Barmedman session in our itinerary.

Mobile Resource Unit

Ungarie Preschool

Children commenced Ungarie Preschool Wednesday 3rd February. There are currently 11 enrolments, this includes 5 new enrolments into the service. The beginning of the term is all about developing safe and secure relationships between the children and Educators. MRU's Play Session Leader is working with Ungarie Central School to facilitate two senior students complete work experience as well as an additional School Based Trainee employed in the service. Inclusion support funding application has been submitted for Ungarie Preschool to provide an additional Educator to support the inclusion of children with additional needs into the program.

Playgroup

Playgroup at the Children Services Unit, Ungarie and Tallimba have commenced with very positive attendance numbers. Educators have welcomed returning families as well as many new families in to the service. Families are compliant with the COVID safe plan and practices put in place and are happy for the return of the service.

Attendance numbers:

Monday Morning Sessions (CSU): 30-35 children

Monday Afternoon session (Tallimba): 5 children

Tuesday morning sessions (Ungarie): 5-8 children

Tuesday afternoon sessions (CSU): 2-8 children

Vacation Care

Vacation care Educators are busy planning and programming for the April school holidays. Vacation Care's Play Session Leader is excited to take the Vacation Care children out into the community for excursions. Each excursions/Incursion will have its own risk assessment acknowledging COVID.

Bland Preschool

- Teachers, Educators and the Parent Committee are undertaking a magnet fundraising drive, where children's artwork is produced as a magnet for families to purchase. Funds raised will go towards the Parent Committee fundraising efforts.
- Teachers are organising a 'Special Persons' Afternoon Tea to be held across services during March.
- Children have attended excursions and incursions as part of the learning program including Healthy Harold at the local Primary School, Lake Cowal Conservation Centre incursion, Splatter Gallery and Yoga with Balance Yoga.

Bland / Temora Family Day Care

- The Coordination Unit met with a prospective Educator in Ungarie, to look at her home and talk to her about the process of setting up a business.
- With the notification that Family Day Care will soon be undergoing the Assessment and Rating process, the Coordination Unit and Educators have been finalising the required documentation to be submitted prior to the visit.
- A new round of Community Childcare Fund Sustainability Funding was announced and an application for Family Day Care has been submitted.
- The Coordination Unit met with a prospective Educator in Weethalle, to look at her home and talk to her about the process of setting up a business. She has proceeded to enrol in the Certificate 3 in Education and Care, applied for her WWCC and Police Check and has been invited to attend an interview.
- We held our first FDC Playgroup in West Wyalong since COVID started. Our Educator and children were very happy to be back at playgroup.

8.11 Bland Community Care Services Update



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

DP1- Ensure health and support services address the needs of the community

Author: Community Care Coordinator

The current COVID-19 situation is continuing to significantly impact our services. Direct home services are continuing however all group sessions continue to be placed on hold until further notice. Discussions have commenced with NSW Health Public Health unit to determine the suitability to recommence groups. Adjustments to current COVID Plan will be made in preparation to ensure we have appropriate safeguards in place for all aspects of our group services.

Referrals for yard maintenance remain high, discussions commenced with another yard maintenance contractor to supplement our current contractor to ensure we can continue to accept referrals.

Implementation of improvements to the Community Care building have commenced using our 'Local Roads and Community Infrastructure' grant. Painting of the building is anticipated to start in the next few weeks and landscaping in the next few months. New furnishings will begin arriving in the coming weeks and months.

8.12 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 1.2.2021

- Graders
 - Quandialla Road
 - Kikoira Road
 - Bimbeen
 - Showground
- Gravel Carting
 - Stockpile
- Maintenance Crews (Bobcat/Backhoe)
 - Showground

2. Council Road Crew Locations Week Commencing 8.2.2021

- Graders
 - Quandialla Road
 - Rural Roads
 - Showground
- Gravel Carting
 - Greaves Lane
- Maintenance Crews (Bobcat/Backhoe)
 - Rural Roads

3. Council Road Crew Locations Week Commencing 22.2.2021

- Grader
 - Quandialla Road
 - Kolkilbertoo Road
 - Ditchfields Lane
 - Rural Roads
- Maintenance Crews (Bobcat/Backhoe)
 - Ungarie Shoulders
 - Rural Roads
- Gravel Carting
 - Quandialla/Wargin

4. Village maintenance

- All parks mown and tidied
- Village main streets swept and rubbish removed
- Trees trimmed and fallen branches picked up
- Village entrances and streets mown and trimmed
- All village park play grounds inspected for safety
- Irrigation checks repairs carried out at Barmedman, Tallimba, Ungarie and Mirrool

5. Park maintenance

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained and sprinklers repaired
- Maintenance to Herridge park, 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

6. 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

7. 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
- Dog park work carried out
- Spraying aerodrome and town drains/nature strips
- Dish drain at airport completed
- Install pump
- second tractor set up for slashing
- BBQ and seats fitted to Barmedman shelter

8. Biosecurity Weeds/Environmental

- High Risk Pathway Inspections – 371 , Mid Western Highway, Newell Highway, 57Nth, MR231, Goldfields Way, Mary Gilmore Road, East/West, Quandialla Road, MR368.
- Training – CPR, First Aid, WHS Committee Training, Identifying Grasses.
- Council Land Inspections - Sale yards, Wet Lands.
- Mowing – Shoulders, Blow Clear Road, Bonehams Lane, 57 North, West Wyalong Town area.

- Shoulder Spraying – Crown Camp Road, MR371 , MR57 North and MR231.
- Cat Heads /Kahki Weed – West Wyalong, Barmedman and Wyalong/
- Spraying – West Wyalong cemetery, Sale Yards, Ungarie Drains, Barmedman Drains.
- Tree Suckers sprayed in Geaves Lane.
- The following Biosecurity weeds and other controls were undertaken:
 - Spiny Burr Grass (Red Zones) - MR231, Abernethys Lane, Kikoira Road, MR57 North, Wilsons Lane, Abernathys Lane, Womboyne Road, Blow Clear Road, Lonergans Lane, Clear Ridge Road, Beckom Road, Buralyang Road, Hatelys Lane, Girral Silos, Sprys Lane, Mangelsdorfs Lane, Johns Lane, Sth Yalgogrin Lane, Gunn Road, McDermotts Lane, Sandy Creek Road, Wargin Road, Bygoo Road, Morrisroes Lane – burning, Yalgogrin Hall - burning , Quandialla Road - Burning , Kolkilbertoo Road, Dundas Road, Mid Western Highway, MR371 , Goldfields Way rail crossings, Yiddah silos, West Wyalong Pony Club and Show Grounds.
 - Bathurst Burr – Sprys Lane, Mangelsdorfs Lane, MR371, Weethalle area.
 - Galvanised Burr – Dalgleishes Lane, MR371 , Weethalle area, Wargin Road, Girral Road, Dansons Lane.
 - Silverleaf Nightshade – Calleen , Merringreen Road, Wilga Plains Road, Stidwells Lane, Crown Camp Road, Bena Road, Abernathys Lane, Tallimba Road, Meaghers Lane, Dalys Lane, Kikoira Road, MR231 , Ariah Park Road, Kolkilbertoo Road, MR371, Wargin Road, Girral Road, Danson Lane, Hollands Lane.
 - St Johns Wort – Morangorell area, Barmedman area.
 - Coolatia Grass – Pfeiffers Lane.
 - Blue Heliotrope – MR371, Goldfields Way.
 - Devils Claw – MR371.
 - Nagoora Burr – Weethalle area.
 - Bridal Creeper – Wargin Road.
 - Buffalo Burr – Dansons Lane, Hollands Lane, Bena Road, Sutcliffes Lane.

8.13 Development Services Activity Report – February 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 February 2021:

Application No.	Address	Development
DA2021/0074	99 Queen Street, Barmedman	Land Use Installation of a manufactured home
DA2021/0075	32 North Street, Wyalong	Carport
DA2021/0076	51 Operator Street, West Wyalong	Demolition of an existing and construction of two (2) new single storey residential dwellings
DA2021/0077	14 Charles Place, West Wyalong	New single storey residential dwelling
DA2021/0078	23 Railway Street, Weethalle	
DA2021/0079	5 Boundary Street, West Wyalong	New residential entertainment area
DA2021/0080	8 Charles Place, West Wyalong	New single storey residential dwelling
DA2021/0081	59 Operator Street, West Wyalong	Alterations and additions to a dwelling
DA2021/0082	73 Main Street, West Wyalong	Commercial Alterations and additions
DA2021/0084	60 Court Street, West Wyalong	New storage shed
DA2021/0085	40 – 42 Gilbert Street, Wyalong	New single storey residential dwelling and storage shed

The following DA applications were approved during February 2021:

Application No.	Address	Development	Approval Date
DA2021/0048	21 Ethel Street, Ungarie	New single storey residential dwelling	11/2/2021
DA2021/0056	88 Main Street, West Wyalong	Multi-Unit Residential Development	11/2/2021
DA2021/0071	8 Welcome Street, West Wyalong	Alterations and additions to a dwelling including part demolition.	5/2/2021
DA2021/0073	26 Park Street, West Wyalong	New residential storage shed	19/2/2021

DA2021/0075	32 North Street, Wyalong	Carport	26/2/2021
DA2021/0077	14 Charles Place, West Wyalong	New single storey residential dwelling and storage shed	26/2/2021
DA2021/0082	73 main Street, West Wyalong	Commercial alterations and additions	24/2/2021

Complying Development Certificates

Council approved the following CDC Application during February 2021:

Application No.	Address	Development	Approval Date
CDC2021/0004	5 Charles Place, West Wyalong	Inground swimming pool	17/2/2021
CDC2021/0005	19 Wilga Street, West Wyalong	Inground swimming pool	19/2/2021

Building Inspections

The following inspections were carried out by Council during February 2021:

Inspection Type	Number
Pre-Lodgement	5
Site	13
Pier Holes	2
Strip Footings	2
Slab/Coping	7
Frame	4
Hot & Cold	4
Wet Areas	4
Drainage/Plumbing	14
Stormwater	3
Final	3

Public Health Activities Update

Food Premises

Council staff undertook **one (1)** food premises inspections during February 2021. No major breaches were uncovered during this inspection.

Regulatory Activities Update

Companion Animal Seizure and Impound Activities February 2021

Seizure Activities:	Dogs	Cats
Seized	0	1
Returned to Owner	0	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	1	11
Incoming Animals		
Transferred from Seizure Activities	0	1
Dumped at Pound	9	3
Surrendered	1	0
Total Animals in Pound	11	15

Outgoing Animals		
Released to Owner	0	0
Euthanased	0	0
Rehoused	4	13
Sold	0	1
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	4	14
Animals in Pound at end of Month	7	1

NOTICES OF MOTIONS / QUESTIONS WITH NOTICE
