

Bland Shire Council

Business Paper

Ordinary Council Meeting

21 September 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

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

1.0 OPENING MEETING AND ACKNOWLEDGEMENT OF COUNTRY

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

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

*Let us honour those who protect this great land,
may you draw strength from your God or Faith*

*so that we may, here today, on behalf of our community, - build a vibrant future together.
("Pause for Reflection").*

2.0 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

2.1 Attendance

Councillors

Cr Bruce Baker

Cr Rodney Crowe

Cr Penny English

Cr Kerry Keatley

Cr Tony Lord

Cr Liz McGlynn

Mayor Brian Monaghan

Cr Murray Thomas

Cr Jan Wyse

Staff

General Manager – Ray Smith

Director Technical Services – Will Marsh

Director Corporate & Community Services – Alison Balind

Executive Assistant – Julie Sharpe

2.2 Apologies

2.3 Applications for a leave of absence by Councillors

3.0 CONFIRMATION OF MINUTES

3.1 Ordinary Meeting held on 24 August 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

Section 1 - Office of the General Manager

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Section 2 – Corporate & Community Services

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Section 3 – Technical Services

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8.7	Review of Determination of DA2021/0034 – Extractive Industry	139
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9.0 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

9.1	Council's Road Network (Councillor McGlynn)	185
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10.0 CONFIDENTIAL MATTERS

11.0 CONCLUSION OF THE MEETING

REPORTS OF COMMITTEES



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

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

Committee	Date/s	Minutes attached
Audit, Risk & Improvement Committee		
Australia Day Awards Committee of the Whole (Whole Council)		
Australian Rural Roads Group Inc (Mayor Monaghan, Cr McGlynn - alternate, Cr Thomas - alternate)		
Bland Rural Fire District Zone Liaison Committee (Cr Keatley)	15 th September 2021	
Bland – Temora RFS Zone Bushfire Management Committee (Cr Baker)	15 th September 2021	
Community Reference Group (Whole Council)	9 th November 2021	
Country Mayors Association of NSW (Mayor Monaghan)		
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) (Mayor Monaghan, Cr Thomas - alternate)	28 th July 2021 29 th September 2021 1 st December 2021	✓
Goldenfields Water County Council Board (Cr McGlynn)	24 th August 2021 25 th October 2021	✓
Lachlan Valley Noxious Plants Advisory Committee (Cr Crowe)		
Local Traffic Advisory Committee		
Murrumbidgee Primary Health Network Board (Cr Monaghan)		

Newell Highway Taskforce (Cr Lord)	10 th August 2021 9 th November 2021	✓
NSW Association of Mining & Energy Related Councils (MERC) (Cr McGlynn, Cr Thomas - alternate)	15 th October 2021	
NSW Public Libraries Association (Cr Wyse)		
Riverina Eastern Regional Organisation of Councils (REROC) (Mayor Monaghan)	27 th August 2021 29 th October 2021	✓
Riverina Joint Organisation (Mayor Monaghan)	27 th August 2021 29 th October 2021	✓
Riverina Regional Library Advisory Committee (Cr Wyse)	22 nd July 2021	✓

355 Committee	Date/s	Minutes attached
Barmedman Community Centre		
Barmedman Tidy Towns		
Mirrool Silo Kick Challenge Committee	12 th September 2021	✓
Ungarie Advancement Group		
Ungarie Retirement Village Association		
Ungarie Showground Racecourse & Recreation Reserve Committee		
Weethalle Community Committee		
Wyalong School of Arts & Hall Committee		

Recommendation:

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

MINUTES OF MEETING

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

Date: Wednesday 28 July 2021
Time: 2.03 pm – 2.58 pm, Via Microsoft Teams
Minutes taken by: Renee Pettit

Attendees:

Independent Chairperson: Lisa Andrews (LA)
 Evolution: Simon Coates (SC), Renee Pettit (RP), Steff Wills (SW)
 Community Members: Lucy Buttenshaw (LB), Angus Stitt (AS), Kate Dean (KD)
 Lake Cowal Landowners: Bruce Dent (BD)
 Bland Shire Council: Cr Brian Monaghan (BM)
 Wiradjuri Condobolin Corporation: Laurie Hutchison (LH)
 Independent Scientist: Max Finlayson (MF)

Apologies: Bruce Dent (BD), Cr Dennis Brady (DB)

ITEM			ACTION
1. Welcome Independent Chair, LA, opened the meeting at 2.03pm, welcomed all in attendance and introduced all in attendance. Acknowledgment of Country.			
2. Declaration of Interest LA advised there were no changes to previous declarations by CEMCC members, nor to hers; Independent Chair of the CEMCC, appointed by the Secretary of the NSW Department of Planning, Industry and Environment, and she receives payment via a Trust established by the Bland Shire Council for her work as Chair of the CEMCC.			
3. Confirmation of Previous Minutes Moved by: LB Seconded by: KD			Action 1: RP to correct previous meeting minutes date from 4 th to 3 rd of March
4. Business Arising from Previous Minutes			Action 2: BD to contact FSC to request signage to address unauthorised access around Lake Cowal Action 3: MF to make presentation of bird
ITEM	ISSUE	RESPONSIBILITY	
1	Email CEMCC presentation out to attendees who did not have access.	RP	
2	Send Simon’s QR code to LA to distribute to CEMCC committee members.	RP	
3	Provide CEMCC members with link to submission report.	SC	

4	Contact FSC to request signage to address unauthorised access around Lake Cowal.	BD	survey to CEMCC meeting attendees when all meet in person.
5	Bird survey presentation to take place when MF can attend next face to face meeting.	MF	
No other business arising.			
5. Correspondence (as emailed with the meeting notice on 19/5/21) <ul style="list-style-type: none"> 10/3/21– Email to members with the draft minutes for review/comment as well as the presentation, the link to the DPIE website on the response to submissions for the Underground Project and the QR Code for Simon Coate's fundraising efforts for the Leukemia Foundation (Greatest Shave). 23/3/21 – Email to members advising that there were no changes to the draft minutes. 22/4/21 – Email to DPIE with chair's annual report on the operations of the CCC from 2020-2021. 13/5/21 – Email to members advising at 2/6/21 meeting needs to be rescheduled due to a conflict with Evolution Mining. Seeking feedback for 29/6/21. Responses received. 19/5/21 – Email to members with the Meeting Notice, Agenda, and Correspondence Report for this meeting. 18/6/21 – Email to members advising of change in location (now Bland Shire Council). 21/6/21 – Email to members with the login details for Microsoft Teams. Email to members, postponing the CEMCC due to COVID lockdown 14/7/21 – Email to members proposing 28/7/21 for the rescheduled CEMCC. 26/7/21 – Email to members with meeting link for 28/7/21 to join via Microsoft Teams. 			
6. Reports <p>SC provided a detailed account of Cowal Gold Operations (CGO's) Environment Department's activities over the last quarter and status of the underground project.</p> <p>LH enquired whether there had been a change to the care agreement of the Aboriginal Heritage impact permits. SC responded there will be extensions to permit 1468 to align with the LOM.</p> <p>MF created discussions around EVN mining operations plan on continual landform design & rehabilitation suggesting guidance from indigenous members and requesting that EVN provide reports on progression on a yearly basis.</p> <p>SC updated CEMCC on Underground approval process, with submission going through final stages, government approval expected within the next couple of months.</p> <p>BM enquired whether there will be any inclusions to EVN's presentation of Cowal Gold Operations (CGO's) Environment Department's activities as part of CEMCC meeting. SC confirmed there will be some inclusions around UG operations to communicate to CEMCC members.</p>			Action 4: SC to provide annual update on rehabilitation landform design after Q3/Q4 audit.

RP provided details of community complaints received and the activities and support undertaken by the Cawal Community & External Relations team in the previous quarter and a FY21 snapshot of community spend.	
7. General Business <ul style="list-style-type: none"> LH commended Evolution on their outstanding presentation, community support and efforts. MF supported LH words and commended Evolutions efforts also. MF informed meeting attendees that LCF were working on a community information exercise around the ecology of Lake Cawal and would notify us of its progress and provide details of the information pack when completed. 	Action 5: MF to provide details to access Ecology of Lake Cawal community information pack when completed and available to view.
8. Next Meeting 9. <ul style="list-style-type: none"> Wednesday 29 September 2021 at Bland Shire Council Wednesday 1 December – venue to be confirmed 	
10. Meeting Closed – 2.58pm with LA thanking all for their participation in the meeting.	

ACTION ITEMS

ITEM	ISSUE	RESPONSIBILITY
1	Correct March 2021 meeting minutes due to typing error for the date of meeting.	RP
2	Contact FSC to request signage to address unauthorised access around Lake Cawal.	BD
3	Bird survey presentation to take place when MF can attend next face to face meeting.	MF
4	EVN to provide annual update on rehabilitation landform design after Q3/Q4 audit.	SC
5	Provide CEMCC meeting attendees access to Lake Cawal ecology community information pack when made available.	MF

The meeting commenced at 10.00am.

PRESENT

Cr D Palmer, Cr G Armstrong, Cr B Callow (Audio Visual Link), Cr D McCann, Cr L McGlynn, Cr K Morris (Audio Visual Link), Cr G Sinclair, Cr M Stadtmiller (Audio Visual Link).

ALSO IN ATTENDANCE

Mr A Drenovski (General Manager), (Audio Visual Link), Mr G Veneris (Production and Services Manager), (Audio Visual Link), Mr T Goodyer (Operations Manager), Ms M Curran (Corporate Services Manager), (Audio Visual Link), Mr Ray Graham (Interim Engineering Manager), Mrs A Coleman (Executive Assistant).

BOARD RESOLUTION

21/064 RESOLVED on the motion of Crs McCann and Armstrong that Crs Bob Callow, Kevin Morris and Matthew Stadtmiller be granted permission to attend the meeting by audio visual link due to extenuating circumstances, being the COVID19 pandemic and current lockdown orders. Councillors attending by audio visual link will not participate in voting.

1. LEAVE OF ABSENCE/APOLOGIES

Nil

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 24 JUNE 2021

BOARD RESOLUTION

21/065 RESOLVED on the motion of Crs Sinclair and Armstrong that the minutes of the meetings held on the 24 June 2021, having been circulated and read by members be confirmed.

7. BUSINESS ARISING FROM MINUTES

Nil

8. CORRESPONDENCE

Nil

9. ADMISSION OF LATE REPORTS

Nil

10. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

11. CHAIRPERSON'S MINUTE

BOARD RESOLUTION

21/066 RESOLVED on the motion of Crs McCann and McGlynn that the Chairperson has prepared a minute that will be considered in **CONFIDENTIAL** session in relation to the General Manager's Performance Review.

12. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION – 10.03am

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

21/067 RESOLVED on the motion of Crs McGlynn and McCann that Council move into **CONFIDENTIAL SESSION**.

13. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

13.1. MATTERS SUBMITTED BY ENGINEERING MANAGER

13.1.1. COMPULSORY ACQUISITION OF EASEMENT FOR ROSEHILL PIPELINE

BOARD RESOLUTION

21/068 RESOLVED on the motion of Crs Armstrong and McGlynn
That Council:

1. note the successful negotiation for the acquisition of the easement for Rosehill; and

2. rescind the following resolution

21/024

1. Council proceed with the compulsory acquisition of the interest in the land described as Lot 1 DP 652888 for the purpose of a water supply pipeline in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.
2. Council make an application to the Minister and the Governor for approval to acquire an easement 6m wide and approximately 2.7km in length by compulsory process under section 186(1) of the Local Government Act 1996
3. That the land is to be classified as operational land.

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

13.1.2. THANOWRING RD TRUNK MAIN REPLACEMENT - MATERIALS SUPPLY – CONTRACT 01/2021

BOARD RESOLUTION

21/069 RESOLVED on the motion of Crs McCann and McGlynn that the Board:

1. Accept the offer for Contract 01/2021 for the Material Supply of Thanowring Rd Trunk Main to Clover Pipelines for the Sum of \$ 1,995,539.76 (excl. GST) for the offer of supply of pipe and fittings.
2. Approve the General Manager or his delegate to enter into a contract with Clover Pipelines for the Material Supply for Thanowring Rd Main Replacement

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

13.2. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

13.2.1. OURA TREATMENT PLANT – DESIGN OF RESERVOIRS AND ROOF MOUNTED TRAY AERATION – REQUEST FOR QUOTATION 01/2021

BOARD RESOLUTION

21/070 RESOLVED on the motion of Crs Sinclair and McCann that the Board:

1. Note the report
2. Approve the General Manager or his delegate to enter into a contract with Cardno (NSW/ACT) Pty Ltd for \$413,134 (+GST) for RFQ 01/2021 – Design of Oura Reservoirs and Roof Mounted Tray Aeration

*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:*

- e) Commercial information of a confidential matter that would, if disclosed:*
- (i) Prejudice the commercial position of the person who supplied it, or*

13.3. MATTERS SUBMITTED BY CHAIRPERSON

10.11am - Management and staff left the meeting during deliberation of this report

13.3.1. GENERAL MANAGER PERFORMANCE REVIEW

BOARD RESOLUTION

21/071 RESOLVED on the motion of Crs McCann and McGlynn that the Board note and adopt this Chairperson's Minute which included the General Managers Performance Review Panel's position following the Annual Review for 2020/21.

10.15am Management and staff re-entered the meeting

BOARD RESOLUTION

21/072 RESOLVED on the motion of Crs McGlynn and Sinclair that there being no further confidential items that the Board revert back to Open Session, and that the resolutions made in Confidential Session be made public.

14. MATTERS SUBMITTED TO OPEN COUNCIL – 10.15am

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

14.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

14.1.1. COUNCIL CASH AND INVESTMENTS

BOARD RESOLUTION

21/073 RESOLVED on the motion of Crs Armstrong and Sinclair that the report detailing Council Cash and Investments as at 31st July 2021 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

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

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

Council's cash and investment portfolio decreased by \$4,286,655 from \$54,967,665 as at 31st May 2021 to \$50,681,010 as at 31st July 2021.

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

Cash and Investment Portfolio

Type	Rating	SP Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	19/08/2021	266	0.48	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	9/12/2020	8/09/2021	273	0.70	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	16/12/2020	28/09/2021	286	0.55	0.20	\$1,000,000
TD	BBB+	A2	BOQ	Annual	29/10/2018	29/10/2021	1096	3.00	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	Annual	15/05/2020	17/11/2021	551	1.55	0.20	\$3,000,000
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	9/12/2021	378	0.48	0.20	\$2,000,000
TD	AA-	A1+	Westpac	Quarterly	16/12/2020	11/01/2022	391	0.49	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/02/2022	395	1.00	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/03/2022	423	1.00	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	16/02/2021	7/04/2022	415	1.00	0.20	\$2,000,000
TD	NR	NR	Judo Bank	Annual	30/03/2021	28/04/2022	394	0.87	0.20	\$4,000,000
TD	BBB	A2	ME Bank	At Maturity	27/05/2021	27/05/2022	365	0.48	0.20	\$4,000,000
TD	NR	NR	Illawarra Credit U	At Maturity	9/06/2021	9/06/2022	365	0.55	0.20	\$1,000,000
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	BBB	A2	ME Bank	At Maturity	9/06/2021	12/10/2022	490	0.48	0.20	\$1,000,000
TD	BBB+	A2	AMP Bank	At Maturity	29/07/2021	1/11/2022	460	0.55	0.20	\$1,000,000
TD	AA-	A1+	NT Treasury	Annual	10/09/2020	15/12/2023	1191	1.00	0.20	\$2,000,000
TD	AA-	A1+	NT Treasury	Annual	28/09/2020	15/12/2024	1539	1.10	0.20	\$1,000,000
CASH	A-	A1	Macquarie Bank	Monthly				0.35	0.10	\$2,752,219.00
CASH	AA-	A1+	CBA	Monthly				0.10	0.10	\$2,000,000
CASH	AA-	A1+	CBA	N/A				0.00	0.10	\$928,791
TOTAL:										\$50,681,010.00

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

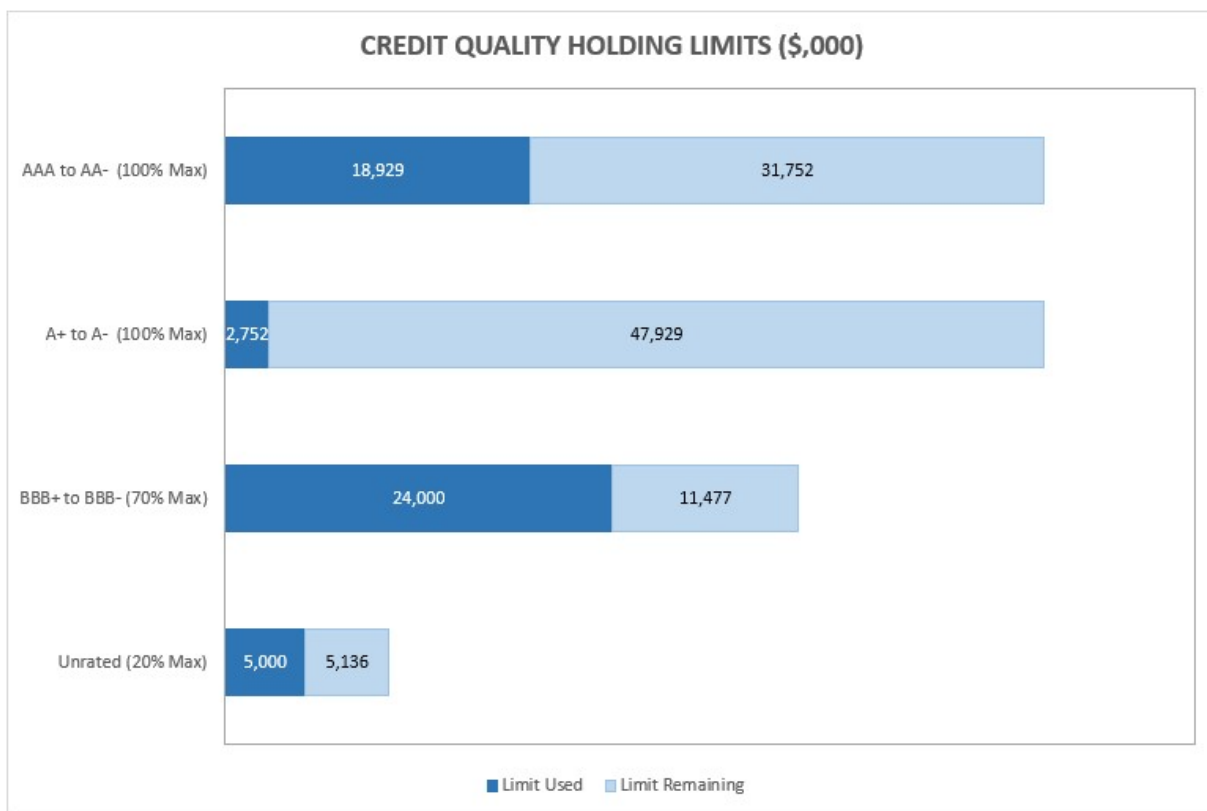
Performance

Goldenfields Water County Council's investment portfolio outperformed the relevant BBSW Index benchmark by 397%. The average weighted yield for July was 1.18%, over an average weighted term of 207 days, with a benchmark of 0.19%.

Total Cost 50,681,010	Yearly Interest Received 110,901	Weighted Average Term 207 Days
Total Value 50,681,010	Monthly Interest Received 110,901	Weighted Average Yield 1.18%

Credit Quality Compliance

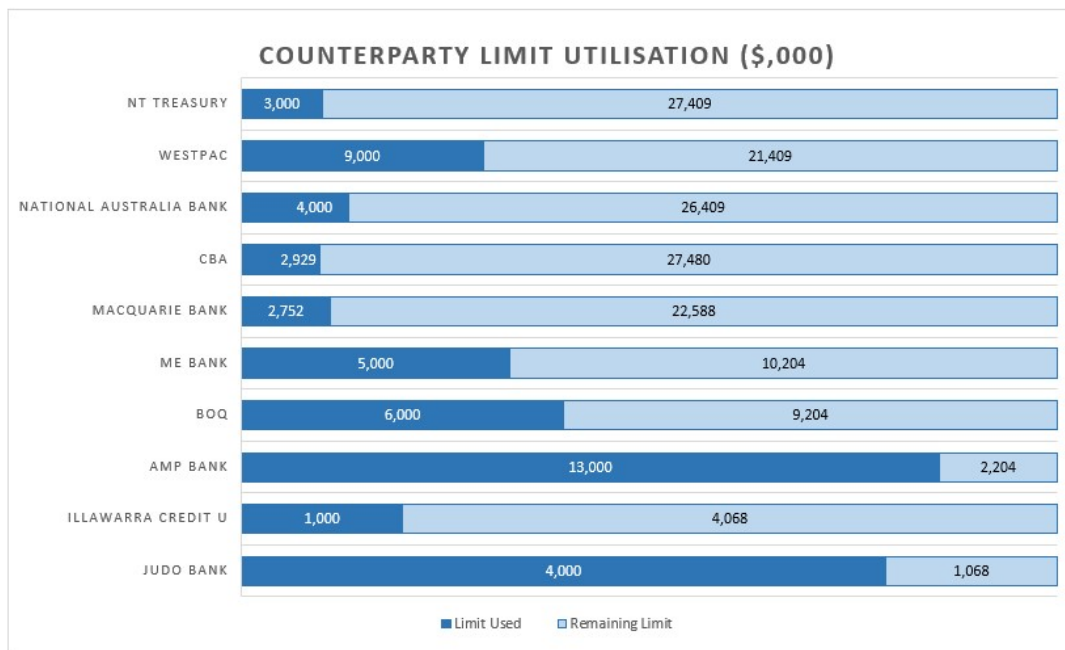
Council's investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



Counter Party Compliance

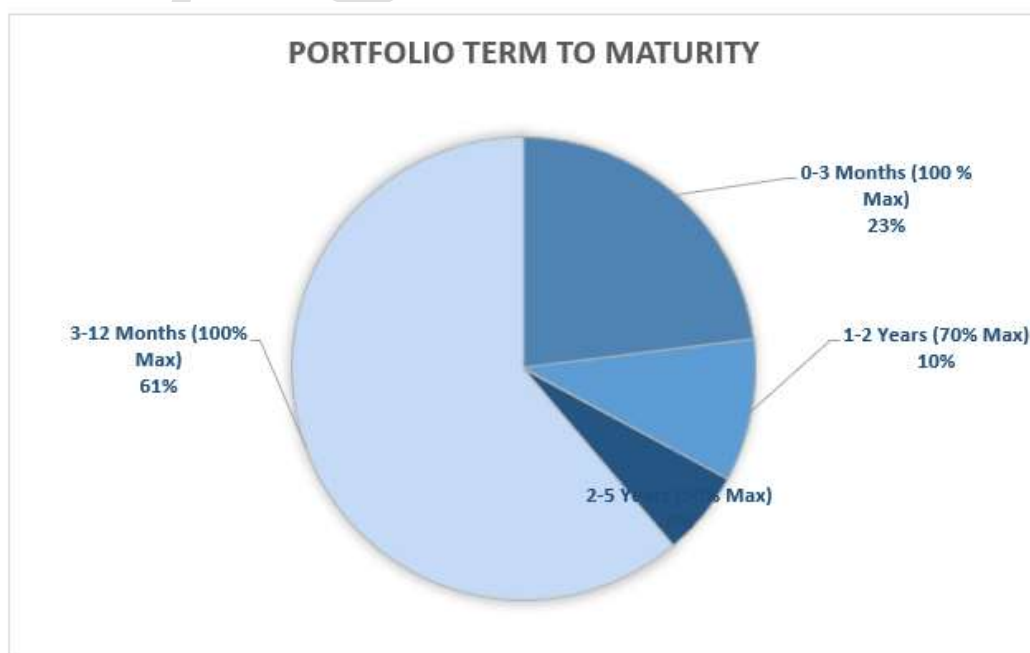
As at the end of July, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.

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



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	1,761,463
Infrastructure Replacement	24,481,942
Employee Leave Entitlement	2,248,385
Sales Fluctuation Reserve	0
Property Reserve	0
Unrestricted Funds:	22,189,220
TOTAL	50,681,010

Declaration

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

Signed



Michele Curran
Responsible Accounting Officer

FINANCIAL IMPACT STATEMENT

Council's cash and investment portfolio decreased by \$4,286,655 from \$54,967,665 as at 31st May 2021 to \$50,681,010 as at 31st July 2021.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.1.2. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

21/074 RESOLVED on the motion of Crs McCann and Sinclair that the report detailing Council's Capital Works Program as at 31 July 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 July 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 July 2021.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Capital Works Progress Report as at 31 July 2021

TABLED ITEMS: Nil.

14.1.3. 2020/21 BUDGET REVOTES

BOARD RESOLUTION

21/075 RESOLVED on the motion of Crs McCann and McGlynn that the Board:

- 1. Revotes expenditure totalling \$676,000 from 2020/21 for inclusion in the 2021/22 budget; and**
- 2. Note committed expenditure totalling \$785,000 will be carried forward from 2020/21 to the 2021/22 budget.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Revotes expenditure totalling \$676,000 from 2020/21 for inclusion in the 2021/22 budget; and
2. Note committed expenditure totalling \$785,000 will be carried forward from 2020/21 to the 2021/22 budget.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

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

REPORT

Annual approval is sought from the Board in relation to carrying forward budget allocations from the prior year into the current year. 2020/21 budgets items have been reviewed and management advises that the following listed items should be revoted or carried forward into the 2021/22 budget to enable the completion of planned works.

Carry forward amounts are expenditure that was committed to prior to 30 June 2021.

Description	Revotes	Carry Forward - Committed Spend Prior to 30/6/2021	TOTAL
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CAPITAL EXPENDITURE:

SCADA Microwave Link Sites		\$230,000	\$230,000
Safety Trailer	\$30,000		\$30,000
Junee Main St Cox St Intersection	\$50,000		\$50,000
Junee 50mm Gal	\$80,000		\$80,000
West Wyalong Pressure Improvements	\$60,000	\$160,000	\$220,000
Rosehill Pump Station		\$50,000	\$50,000
Ariah Park Pump Station	\$25,000	\$60,000	\$85,000
Matong Bore 1 Replacement	\$70,000	\$140,000	\$210,000
Oura Bore 3 Elec SB	\$20,000	\$115,000	\$135,000
Communications Huts	\$50,000		\$50,000
Jugiong Old Plant Demolition		\$30,000	\$30,000
Coolamon Industrial Subdivision	\$111,000		\$111,000
Beach St Junee Main Replacement	\$160,000		\$160,000
Stockinbingal & Springdale PRV Replacement	\$20,000		\$20,000
Total Capital Expenditure	\$676,000	\$785,000	\$1,461,000

FINANCIAL IMPACT STATEMENT

The recommendation increases 2021/22 budgeted capital expenditure by \$1,461,000.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.1.4. AUDIT RISK AND IMPROVEMENT COMMITTEE

BOARD RESOLUTION

21/076 RESOLVED on the motion of Crs Sinclair and Armstrong that the Board:

- 1. Receives and notes the minutes of the Audit, Risk & Improvement Committee meeting held on 22 July 2021;**
- 2. Receive and notes the Audit, Risk & Improvement Committee Annual Report 2020/21;**
- 3. That the Board extends current terms of the Audit, Risk & Improvement Committee independent members until the new Risk Management and Internal Audit Framework is released by the NSW Government;**
- 4. Approves independent member remuneration of \$325 per member and \$430 for the Chair per meeting.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Receives and notes the minutes of the Audit, Risk & Improvement Committee meeting held on 22 July 2021;
2. Receive and notes the Audit, Risk & Improvement Committee Annual Report 2020/21;
3. That the Board extends current terms of the Audit, Risk & Improvement Committee independent members until the new Risk Management and Internal Audit Framework is released by the NSW Government;
4. Approves independent member remuneration of \$325 per member and \$430 for the Chair per meeting.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

The Goldenfields Water County Council ARIC Committee met on 22 July 2021. Minutes of the meeting are attached for the information of the Board.

The current ARIC Committee was originally appointed for a term of two years in 2017. This was extended on two occasions due to delays with Council elections. Appointments are currently up until Council members are reappointed following the next elections.

In 2016, the NSW Government made it a requirement under the *Local Government Act 1993* that each council have an ARIC. Previous advice was that this requirement would take effect from March 2022.

The Government has since been working with key stakeholders and industry experts to develop the regulatory framework that will support the operation of ARICs, and the establishment of a risk management and internal audit function in each council.

However, as the new guidelines have not yet been released, and the next Council term being shorter than usual, it is proposed to extend independent member terms until the new Framework is released. This will avoid any potential issues with changes to duration, member requirements and remuneration that may come with the new Framework. The Councillor representative will be appointed to the Committee following the next Council elections.

Independent member remuneration has been \$300 per member and \$400 for the Chair per meeting. This has remained unchanged since 2017. It is recommended to increase this to \$325 for independent members and \$430 for the Chair per meeting.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Minutes of ARIC Meeting 22-7-21; ARIC Annual Report 2020/21.

TABLED ITEMS: Nil.

14.1.5. 2020/21 DRAFT FINANCIAL STATEMENTS

BOARD RESOLUTION

21/077 RESOLVED on the motion of Crs McGlynn and Armstrong that:

- 1. The Financial Statements for the year ended 30th June 2021 be referred to Council's Auditor, Audit Office of New South Wales,**
- 2. Council make a resolution in accordance with Section 413(2)(c) that the Financial Statements have been prepared in accordance with:**
 - i. the Local Government Act 1993 (NSW) (as amended) and the Regulations made there under**
 - ii. the Australian Accounting Standards and professional pronouncements**
 - iii. the Local Government Code of Accounting Practice and Financial Reporting**
 - iv. presents fairly the Council's operating results and financial position for the year**
 - v. accords with Council's accounting and other records**
 - vi. that Council is not aware of any matter that would render these statements false or misleading in any way**

- 3. That Council adopt the abovementioned Statement and that the Chairperson, Councillor, General Manager and Responsible Accounting Officer be authorised to sign the 'Statement by Councillors and Management' in relation to Council's 2020/21 Financial Statements and Special Purpose Financial Reports and be attached thereto.**
- 4. The General Manager be delegated the authority to issue the audited Financial Statements immediately upon receipt of the Auditor's Reports, subject to their being no material changes or audit issues.**
- 5. Council present the final audited Financial Statements and Auditor's Report to the public at its ordinary meeting to be held on 28th October 2021.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

1. The Financial Statements for the year ended 30th June 2021 be referred to Council's Auditor, Audit Office of New South Wales,
2. Council make a resolution in accordance with Section 413(2)(c) that the Financial Statements have been prepared in accordance with:
 - i. the *Local Government Act 1993* (NSW) (as amended) and the Regulations made there under
 - ii. the Australian Accounting Standards and professional pronouncements
 - iii. the *Local Government Code of Accounting Practice and Financial Reporting*
 - iv. presents fairly the Council's operating results and financial position for the year
 - v. accords with Council's accounting and other records
 - vi. that Council is not aware of any matter that would render these statements false or misleading in any way
3. That Council adopt the abovementioned Statement and that the Chairperson, Councillor, General Manager and Responsible Accounting Officer be authorised to sign the 'Statement by Councillors and Management' in relation to Council's 2020/21 Financial Statements and Special Purpose Financial Reports and be attached thereto.
4. The General Manager be delegated the authority to issue the audited Financial Statements immediately upon receipt of the Auditor's Reports, subject to their being no material changes or audit issues.
5. Council present the final audited Financial Statements and Auditor's Report to the public at its ordinary meeting to be held on 28th October 2021.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

Council's draft Financial Statements for the year ended 30th June 2021 have been completed and are ready to be forwarded to Council's Auditors.

Under the provisions of Section 413(2)(c) of the Local Government Act 1993, the Financial Statements and Special Purpose Financial Statements shall be accompanied by a statement

made in accordance with a resolution by Council, signed by two Councillors, General Manager and Responsible Accounting Officer.

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

It is anticipated that the complete set of Financial Statements, including the Auditor's Report will be submitted to Council's Ordinary Meeting on 28th October 2021.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: 2020/21 Draft Primary Financial Statements; GPFS Statement by Councillors and Management; SPFS Statement by Councillors and Management.

TABLED ITEMS: Nil.

14.1.6. POLICY REVIEW

BOARD RESOLUTION

21/078 RESOLVED on the motion of Crs Sinclair and McCann

- 1. That the Board rescinds CP014 Capital Contributions by Developers Policy;**
- 2. That the Board rescinds CP028 Workers Compensation Policy**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

1. That the Board rescinds CP014 Capital Contributions by Developers Policy;
2. That the Board rescinds CP028 Workers Compensation Policy

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

A full review of Council policies is currently underway to determine currency and relevance. The policies included in this report have been reviewed by management and suggested actions included for the consideration of the board.

REPORT

- **CP014 Capital Contributions by Developers Policy:** this policy was adopted in 2005 and was due for review in 2008. The policy was adopted under Council's old numbering system and has not been revised since. It has been determined that this policy is no longer relevant. Content of the policy is now covered by PP008 Developer Charges Policy.

- **CP028 Workers Compensation Policy:** this policy was adopted in 2015 and was due for review in 2017. The policy was adopted under Council's old numbering system and has not been revised since. It has been determined that this policy is no longer relevant. Content of the policy is now covered by IP013 Return to Work Policy.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: CP014 Capital Contributions by Developers Policy; CP028 Workers Compensation Policy.

14.2. MATTERS SUBMITTED BY OPERATIONS MANAGER

14.2.1. MANDAMAH CONSTRUCTION PROGRESS REPORT

BOARD RESOLUTION

21/079 RESOLVED on the motion of Crs McGlynn and Sinclair 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 66,000 metres of trunk main, 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).

Construction of stage 3 has been completed this month (45,000 metres) and connected into stage 1. This now creates Mandamah stages 1, 2 and 3 as a full reticulated water supply system.

Construction of stage 4 (11,000 metres) will commence late August and is anticipated to be completed by late December 2021.

Total pipeline construction to date is 169,000 metres. Construction rates are fluctuating between \$28 - \$30 per metre compared to a conservative NSW Reference Rate of approximately \$127 per metre.

Mandamah Rural Water Supply Scheme construction is tracking approximately 6 months ahead of schedule and under budget.

NOTE

By Council undertaking the full burden of the pipeline construction via internal staff, the approximate financial benefit each year to the local economy is \$490,000

This does not include the purchase of plant locally, which equates to approximately \$990,000 over a period of 5 years, ending 11/2022

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

21/080 RESOLVED on the motion of Crs Sinclair and Armstrong 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

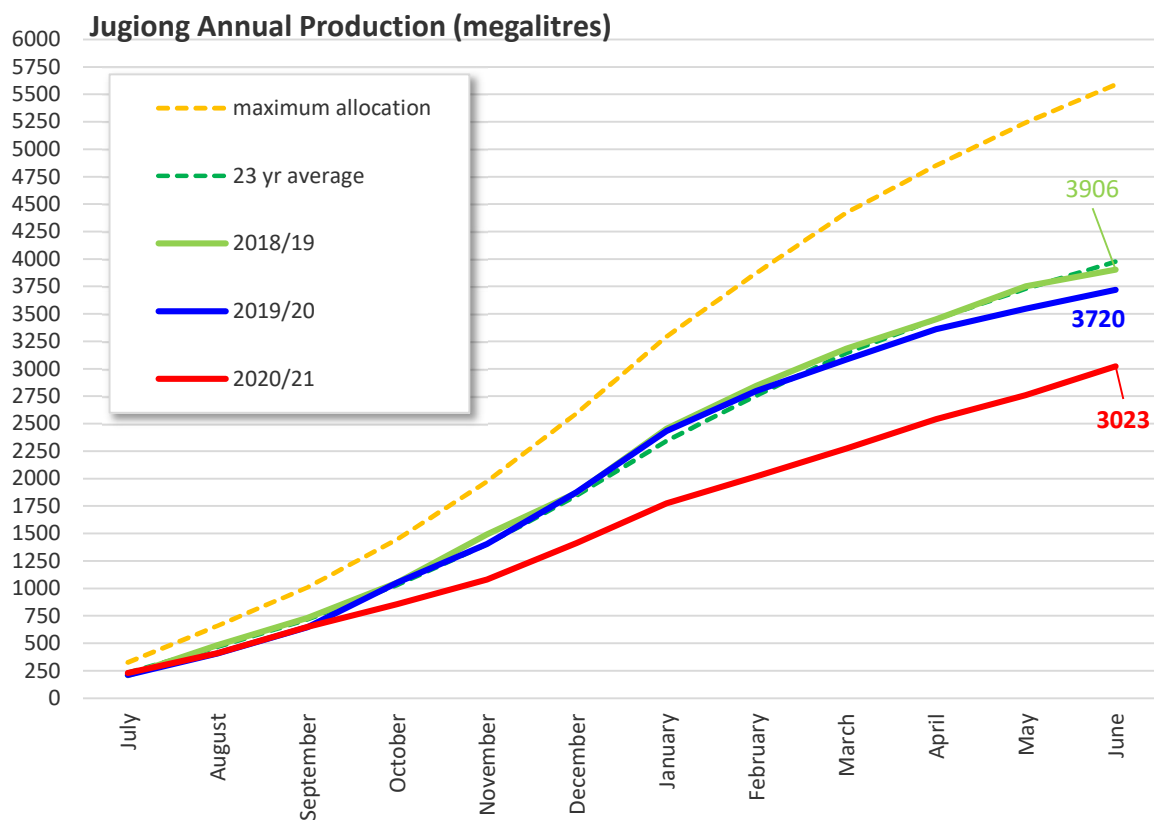
The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration,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

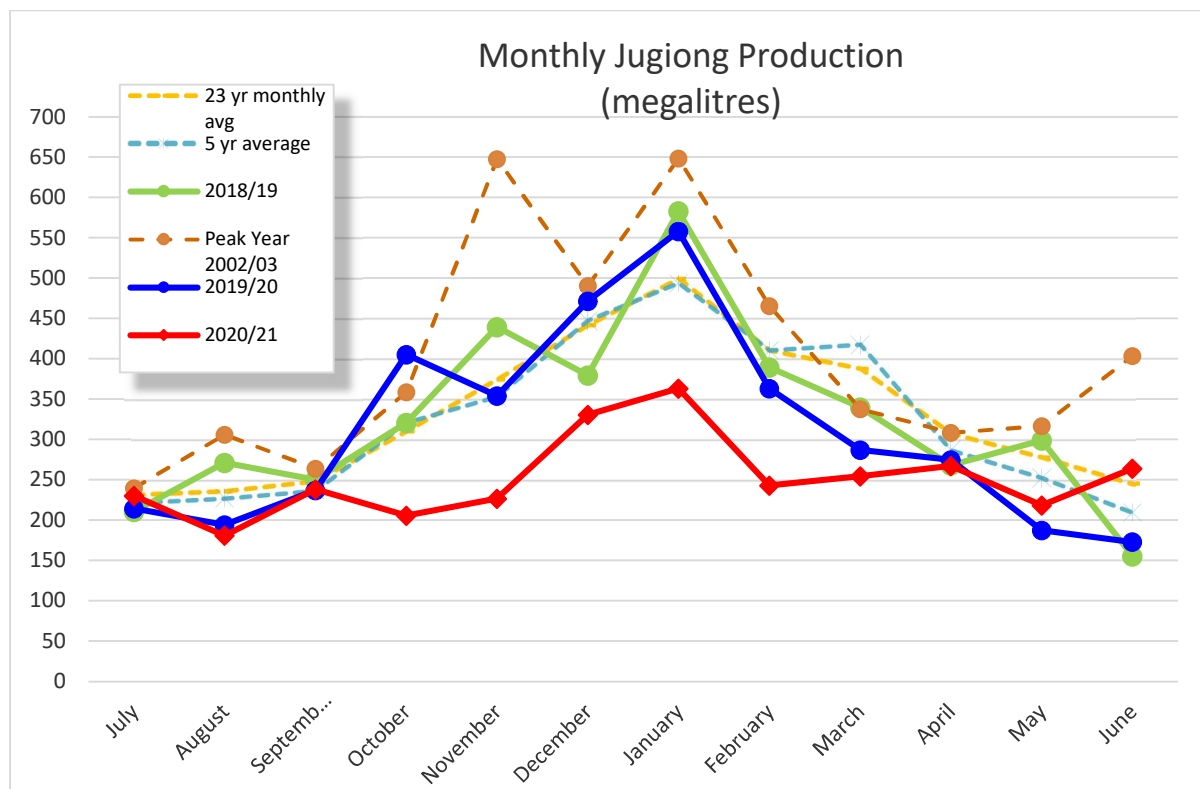
For 2020/21 financial year, only 3023ML of water has been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is compared to the same period in 2019/20 where 3720ML was produced, this is a 697ML reduction compared to the same period in 2019/20, as indicated by the graph below.

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



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

As mentioned above, Jugiong water production has decreased by 697ML thus far compared to the previous financial year period. As indicated below, October 2020 through to March 2021 has seen a significant decrease in monthly production compared to previous years, this is due to the above average rainfall, number of wet days and cooler than usual weather during spring and summer. There has been a slight recovery in April and May where water production has aligned with similar demands in the previous year. June also seen an increase in production.

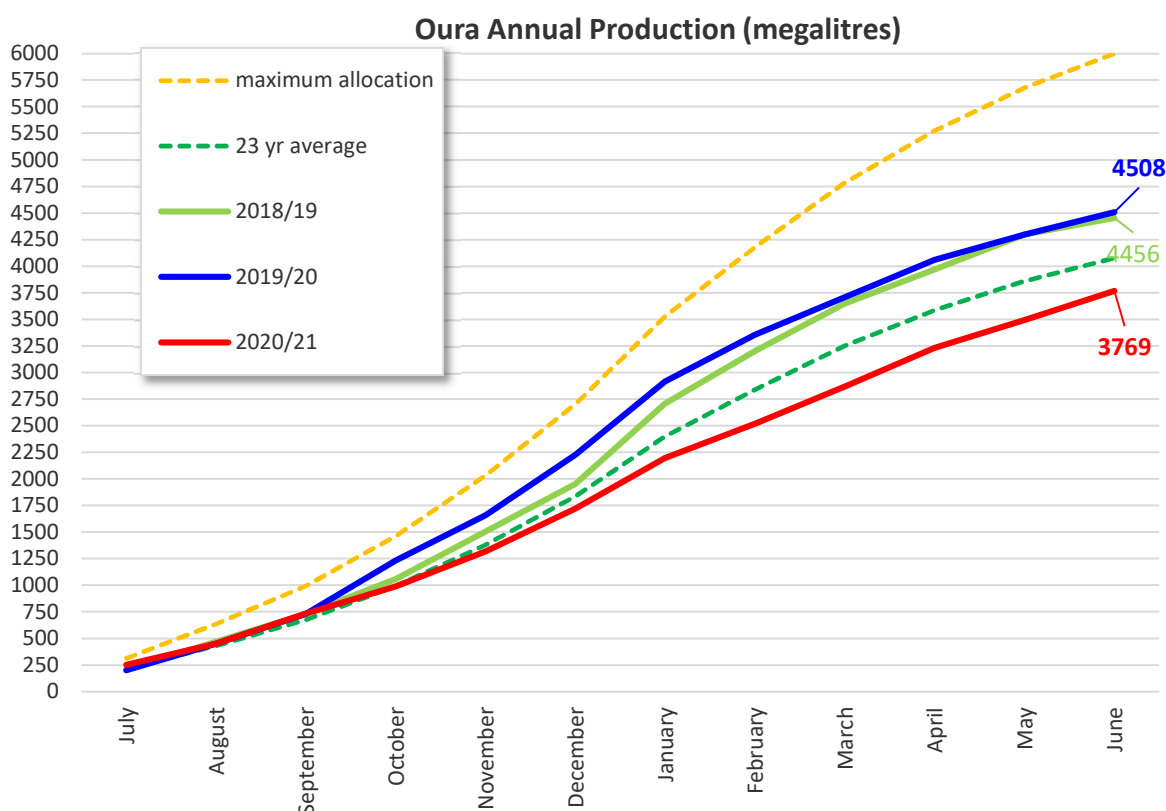


Oura Drinking Water Scheme

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.

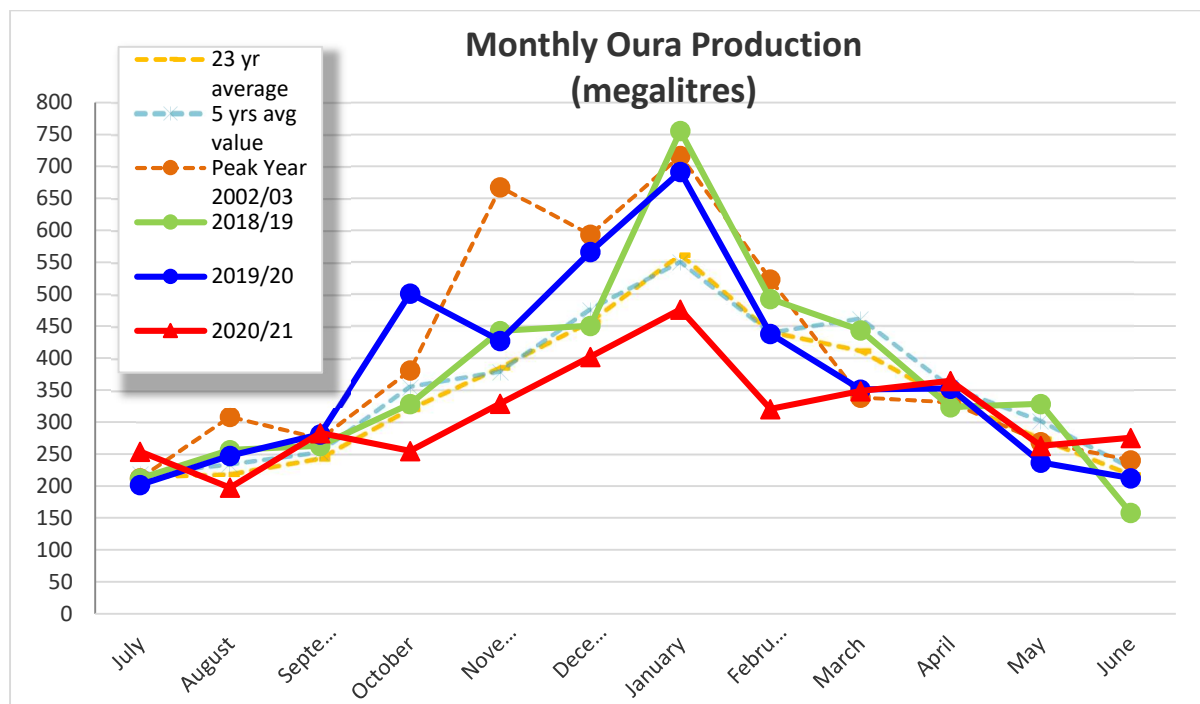
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the 2020/21 financial year, 3769ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is a 739ML reduction as compared to the same period in 2019/20 where 4508ML was produced. This is depicted in the graph below.



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

As mentioned above, Oura monthly water production has reduced by 739ML compared to the same period in 2019/20. Similarly the period from October 2020 to February 2021 has seen a decrease in production from the Oura Bores. This is due to the above average rainfall, number of wet days and cooler than usual weather during spring and summer. There has been a slight recovery from March to June, where water production has aligned with similar demands in the previous year.

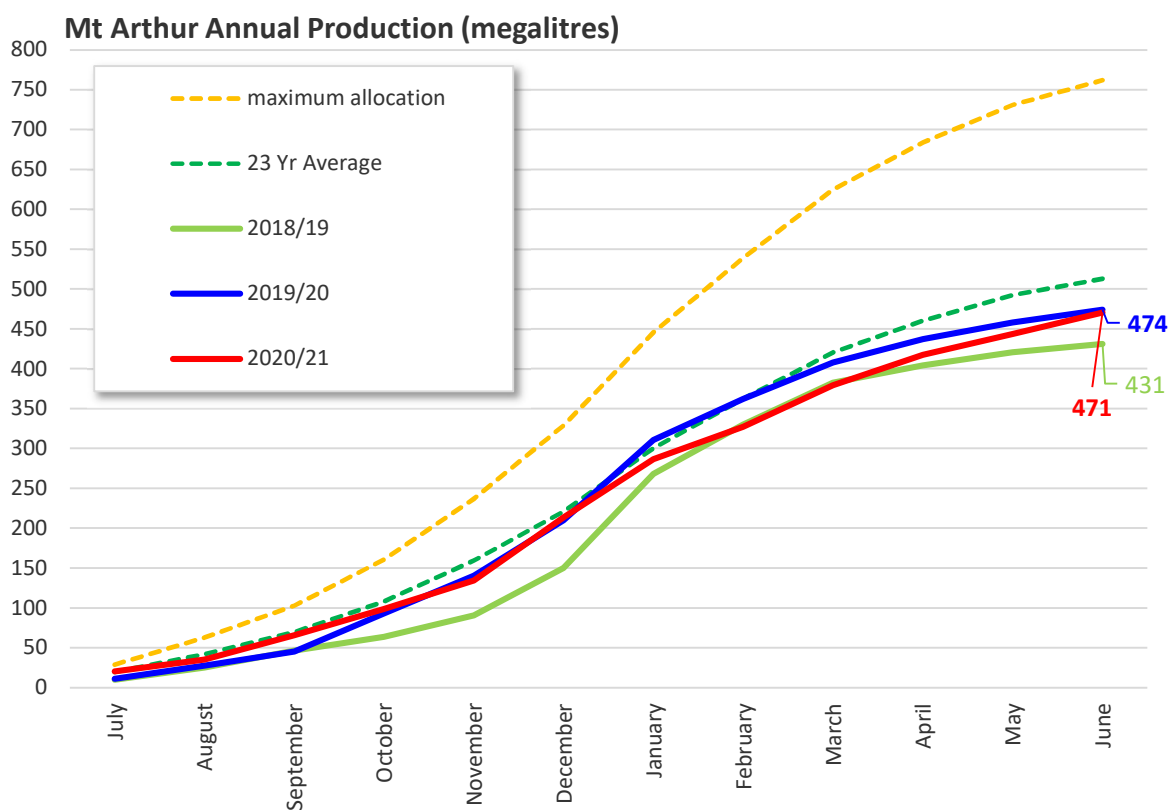


Mount Arthur Drinking Water Scheme

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

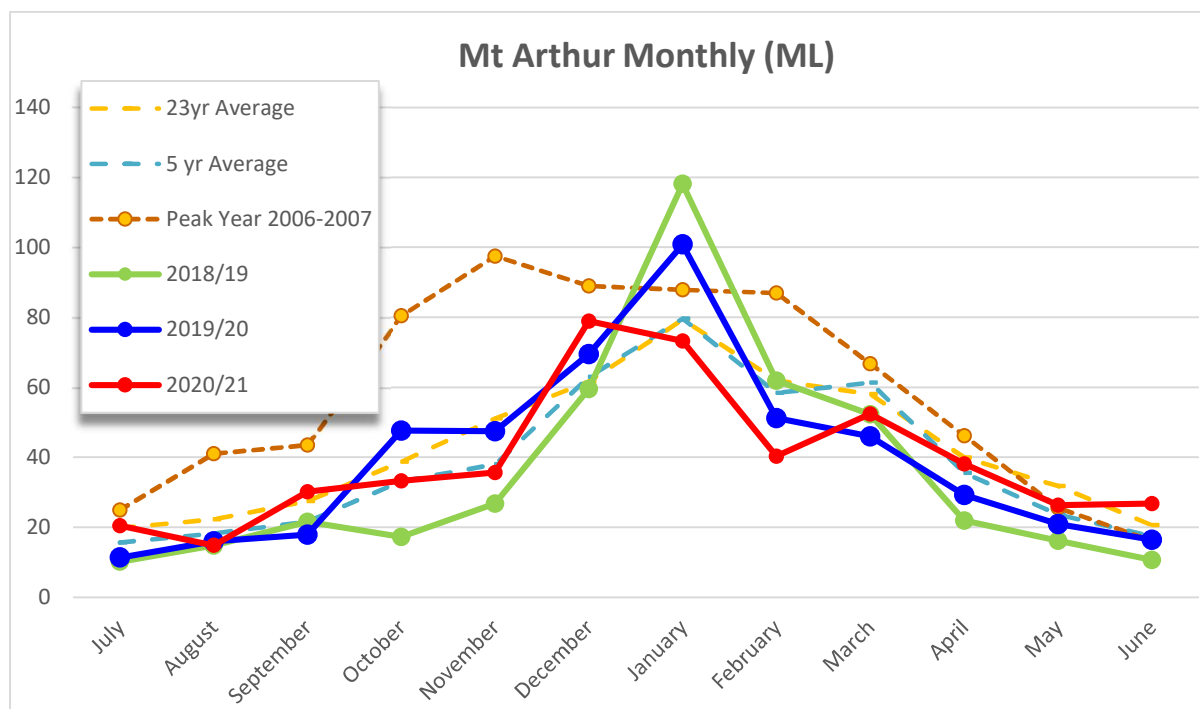
It should be noted that a new Bore 1 is currently being developed to replace the existing Bore site and associated assets. Upon completion, testing and commissioning of the new Bore 1, the old bore will be decommissioned and removed. Water quality and hydraulic capacity requirements appear to be positive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

For the 2020/21 financial year, 471ML of water has been extracted from the Mt Arthur Borefield. This is a reduction of 3ML compared to the 2019/20 FY where 474ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



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

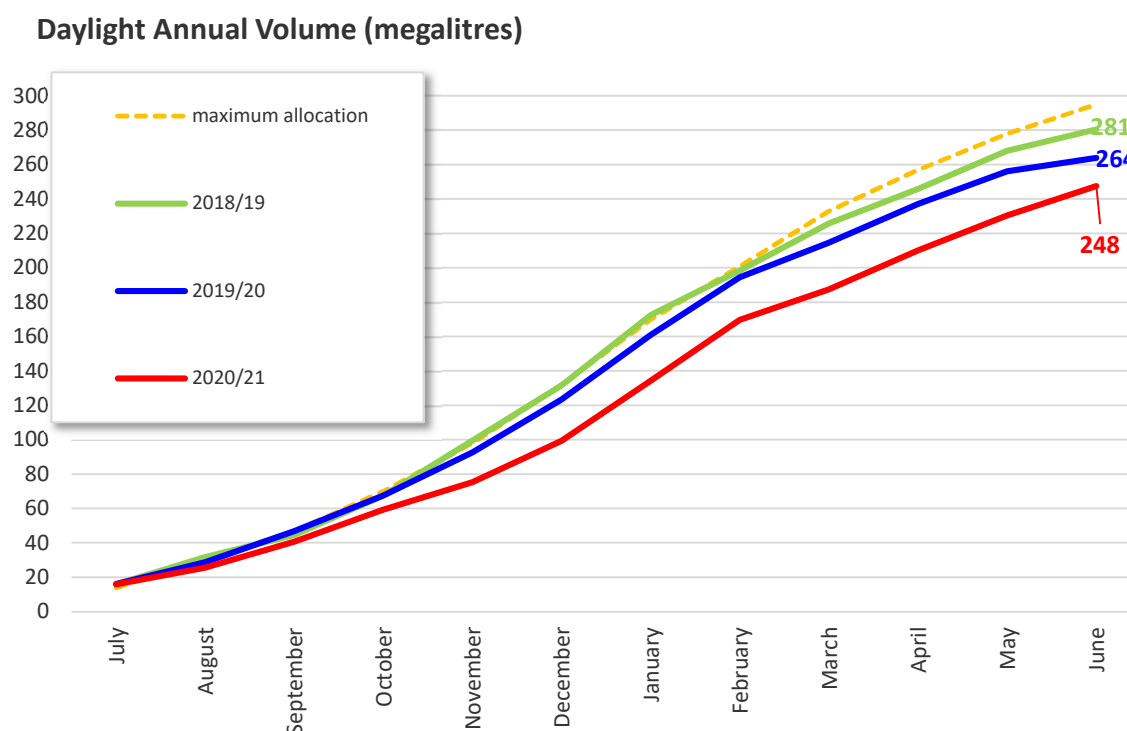
Mt Arthur monthly water production for the 2020/21 financial year has been variable and not trending as it has in previous years. Whilst Mt Arthur has seen a reduction in demand, it is seeing less of volatility compared to the Oura and Jugiong schemes.



Mount Daylight Drinking Water Scheme

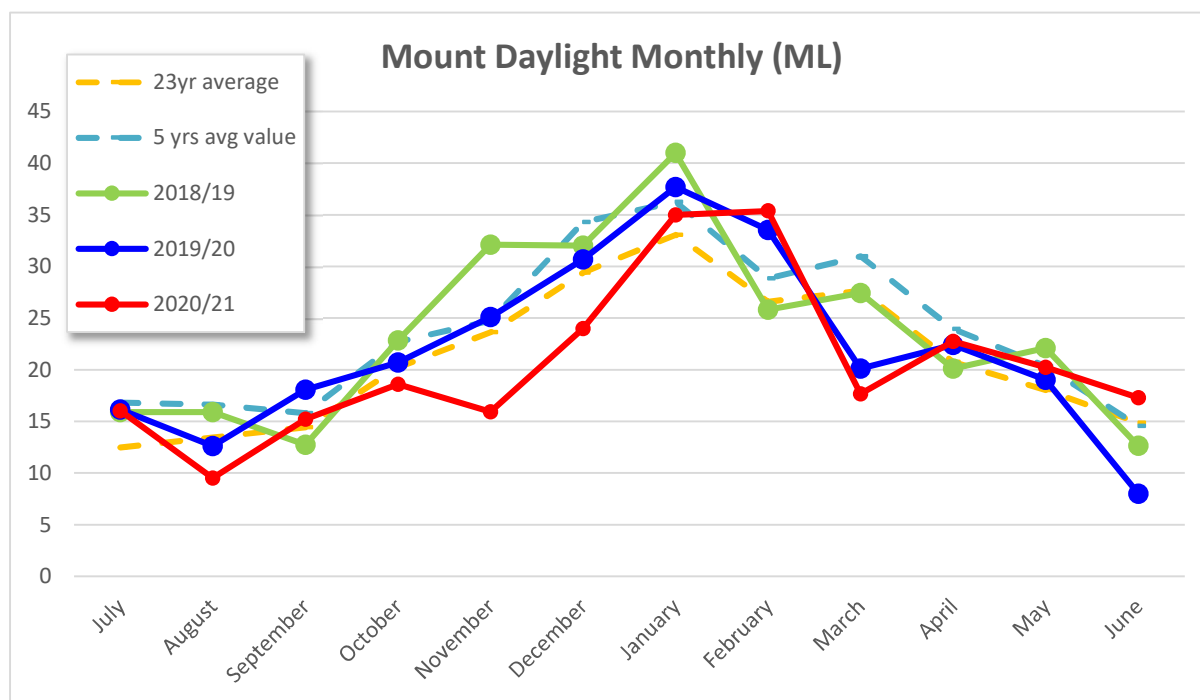
The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately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

For the 2020/21 financial year, 248ML of water has been extracted from the Mt Daylight Borefield. This is a decrease in volume of 16ML compared to the same period for 2019/20 where 264ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



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

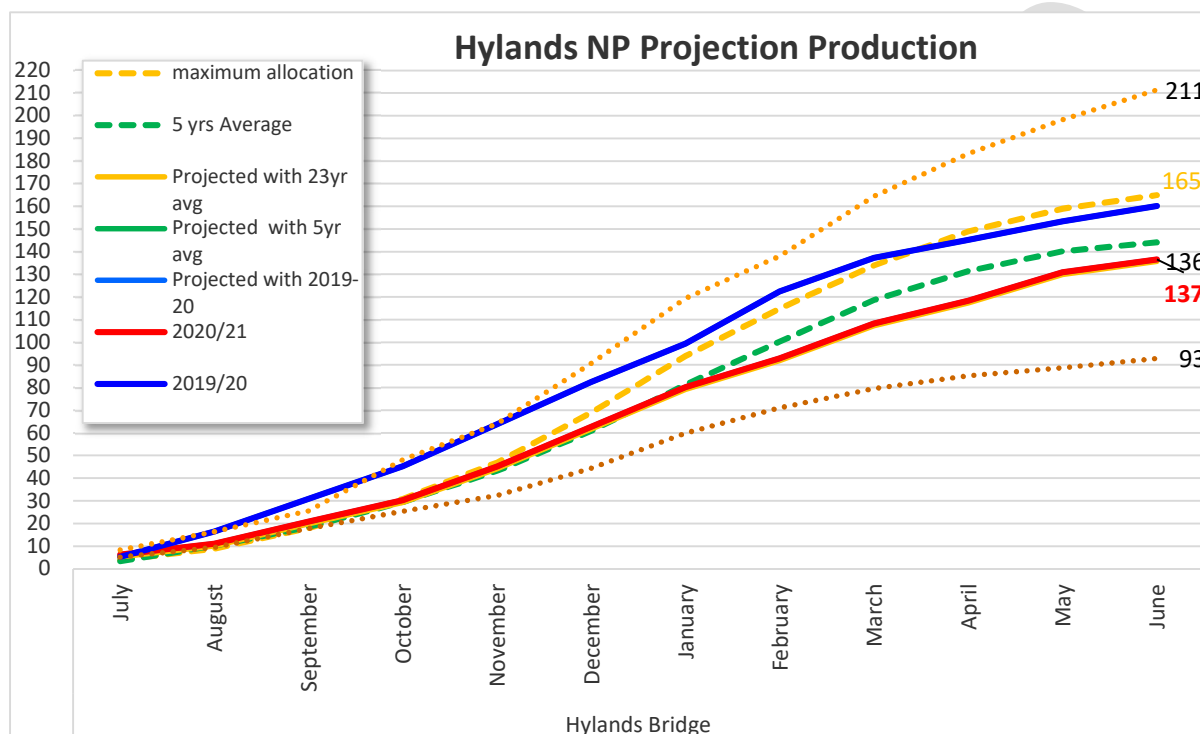
As mentioned above, the Mt Daylight monthly water production is trending at a reduced rate than previous year's period. However the impacts are not as volatile as the Jugiong and Oura schemes.



Hylands Bridge - Non Potable

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

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



FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.4. MATTERS SUBMITTED BY THE GENERAL MANAGER

14.4.1. DELIVERY PROGRAM PROGRESS REPORT – JANUARY TO JUNE 2021

BOARD RESOLUTION

21/081 RESOLVED on the motion of Crs Armstrong and Sinclair that Council's January – June 2021 Delivery Program Progress Report be received and noted.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council's January – June 2021 Delivery Program Progress Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

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

REPORT

Council's January to June 2021 Delivery Program Progress Report has been created, measuring the organisations progress toward the Delivery Program. The report is attached for Council's information.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Delivery Program Progress Report January to June 2021

TABLED ITEMS: Nil

14.4.2. DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS' RETURN

BOARD RESOLUTION

21/082 RESOLVED on the motion of Crs McGlynn and Sinclair that Council note the report and the tabling of the Disclosures of Interest returns for the year ended 30 June 2021.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the report and the tabling of the Disclosures of Interest returns for the year ended 30 June 2021.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

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

REPORT

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

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

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

Councillors and staff are reminded that it is imperative their honesty and transparency is maintained at all times. A disclosure of 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: Disclosures of Interest Returns

14.4.3. OCTOBER COUNCIL MEETING DATE CHANGE

BOARD RESOLUTION

21/083 RESOLVED on the motion of Crs McGlynn and Sinclair that the Board consider an alternate date for the October Ordinary Council Meeting.

The Board agreed to hold the October Council Meeting on Monday 25 October 2021 at 10.00am.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

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

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Goldenfields Water County Council meetings are held on the fourth Thursday of every second month at the Temora Office, commencing at 10.00am. The October ordinary Council Meeting has been resolved to be held 28 October 2021.

REROC had planned a visit for member representatives to Parliament House on the 26 and 27 August 2021. This was postponed due to current COVID restrictions and the subsequent closure of Parliament House to the general public until 3 September 2021. The event has been rescheduled for 28 and 29 October 2021. This event includes meeting with a number of Ministers, along with the RivJo and REROC Board meetings.

REPORT

Goldenfields' Chairperson and General Manager are invited to attend the REROC visit to Parliament House on 28 and 29 October 2021

Goldenfields ordinary Council Meeting is due to be held on 28 October 2021.

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

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held as per previous resolution.

16. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was closed at 10.30am



NEWELL HIGHWAY TASKFORCE COMMITTEE MEETING MINUTES

**Minutes of the
Newell Highway Taskforce Committee held
on Tuesday 10 August 2021 at 10am on 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
Cr Doug Batten	Mayor, Gilgandra Shire Council
Cr Ruth McRae	Mayor, Murrumbidgee Council
Alistair Lunn	Director, Transport for NSW
Cathy Milfull	Director, Regional NSW and ACT
Richard Jane	Director Engineering, Forbes Shire Council
John Morris	Regional NSW High Productivity Road Transport Alliance Coordinator
John Scarce	General Manager, Murrumbidgee Council
Barry Heins	Director Engineering, Narrandera Shire Council
Allan Magill	Vice Chairman, National Roads
Jo Houghton	Manager Economic Development & Tourism
Lisa Moon	Tourism Team Leader
Apologies	Organisation
Cr Phyllis Miller	Mayor, Forbes Shire Council
Cr Norm Brennan	Edward River Council
Cr Katrina Humphries	Mayor, Moree Plains Shire Council
Cr Neville Kschenka	Mayor, Narrandera Shire Council
Cr Ron Campbell	Mayor, Narrabri Shire Council
Cr Steven Karaitiana	Councillor, Forbes Shire Council
Cr Kevin Morris	Councillor, Narrandera Shire Council
Cr Vicki Etheridge	Councillor, Dubbo Regional Council
Cr Robert Black	Councillor, Murrumbidgee Council
Cr Chris Royslance	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
Kevin Tighe	Director Technical Services, Warrumbungle Shire Council
Ian Dinham	Director Engineering, Moree Plains Shire Council
Megan Turner	Gunnedah Council
Shane Burns	Director Infrastructure, Narrabri Shire Council
Allan Lawrence	Director Engineering Services, Moree Plains Shire Council
Michael Cain	Roads Services Manager, Narrabri Shire Council
Lauren Redden	Administration Officer, Narrandera Council
Warren Clarke	CEO, National Roads
Rod Hannifey	Heavy Vehicle Driver Representative

Apologies	Organisation
Lila Fisher	Project & Development Manager, 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
Kerrie Murphy	Senior Projects Engineer, Dubbo Regional Council
Anna Wyllie	Economic & Business Development Manager, Parkes Shire Council
Kelly Hendry	Destination Development Manager, Parkes Shire Council
Marina Uys	Bland Shire Council

That the apologies be received and noted.

Moved - Denis Todd, **Seconded** - Craig Davies

Carried

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the last Committee meeting held on 13 May 2021 be confirmed as true and accurate subject to adding that Anthony Hayes was also in attendance.

Moved - Cathy Milful, **Seconded** - Denis Todd

Carried

3. MATTERS ARISING FROM THE MINUTES

Length of Overtaking Lane Signs to be displayed at the start of the overtaking lane, as suggested by Rod Hannifey. Alistair is looking into this, there is a model that Transport for NSW might trial.

The Grade Separation for the Inland Rail. Corridors for 5 priorities have been selected but only 2 along the Newell Highway. Tichborne is on this list as number 1 or 2, will be delivered in this package of works, along with Harris Gates. Castlereagh Highway in Gilgandra is number 3 and Tomingley to Narromine is number 4.

Cr Chris Royslance of Forbes Shire Council was going to make internal inquiries if Forbes can Chair of Newell Highway Promotions Committee. Richard Jane will follow up.

John Scarce asked about average cost of grade separation. \$50M to \$70M was indicated by Alistair. We would want to maintain 100km/ hr so that road trains and B doubles can continue at acceptable level.

4. DECLARATIONS OF INTEREST

Nil

5. OUTWARDS CORRESPONDENCE

Executive Summary

The following outwards correspondence relates to the NHTF.

Recommendation

1. That the information be received and noted.

Resolution

1. That the information be received and noted.
2. That the Committee write to The Hon Paul Toole MP, Minister for Regional Transport and Roads and The Hon Barnaby Joyce MP, Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development.

Moved - John Morris,

Seconded - Tony Lord

Carried

6. INWARDS CORRESPONDENCE

Executive Summary

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

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved - John Morris,

Seconded - Tony Lord

Carried

7 AGENDA ITEMS

7.1 TRANSPORT FOR NSW PRESENTATION

Executive Summary

Alistair Lunn Director West, Transport for NSW gave an update on current projects

1. West Wyalong to Forbes Flood Immunity
 - West Wyalong to Forbes Flood Immunity project now is strategic and concept design stage.
 - Over next 3 months, consultation will continue with local residents especially during the development of flood model to collect flood data.
 - The strategic and concept design stage also includes option selection, road design estimating, environmental assessment and further consultation.
2. Grade separation - ROSSI funding
 - The first 4 sites for inland rail grade separation has been consulted on and agreed and will include Tichborne between Forbes and Parkes on the Newell Highway.
 - ROSI announcements supporting access to and from the Newell.

Project	Total Australian Gov Funding \$ million	Total Funding \$ million
County Boundary Road	\$8.2	\$10.2
Entrance to Mugincoble Silos Access Road	\$3.8	\$4.8
Forbes Iron Bridge Upgrade	\$36.0	\$45.0
Moree Intermodal Overpass	\$35.2	\$44.0
Newell Highway and Mitchell Highway Intersection Upgrade	\$20.0	\$40.0
Newell Highway and Oxley Highway Intersection Upgrade	\$32.0	\$40.0
Peak Hill Road Upgrade 'Part 1'	\$8.6	\$10.8
Peak Hill Road Upgrade 'Part 2'	\$7.8	\$9.7
Pilliga Road Upgrade	\$5.0	\$6.2
Purlewaugh Road Upgrade	\$2.4	\$3.0
Upgrades to Hargraves Lane and Federation Street	\$32.0	\$40.0
Bald Nob Road Upgrade	\$4.5	\$5.6
Sunnyside Platform Road Upgrade	\$1.5	\$1.9
Total	\$197.0	\$261.2

3. Parkes bypass
 - Activity is ramping up to complete early works for the bypass ahead of major construction commencing later this year.
 - Ross Road between Henry Parkes Way and Back Trundle Road was officially opening in July, the third local road package delivered in partnership with Parkes Shire Council.
 - The final local road package has commenced between Brolgan Road and Hartigan Avenue with a team of 15 expecting to complete the 4th and final package in September.
 - The project is set to hit a major milestone later this month when successful tenderer for main road and bridge construction is announced.
 - A community update was distributed to the community in the first week of August.
 - The project team took a group of Year 11 and 12 students from Parkes Christian School on a tour of the bypass in June.
4. Newell Highway Program Alliance
 - The joint NSW and Australian government funded program will result in about 60kms of new overtaking lane with a time saving of 33 minutes from the Victorian border to the Queensland border.
 - To date, 21 overtaking lanes have been built with another 5 in construction and 14 in planning
 - Overtaking lanes and extra safety works will now have wide centre lines and audio tactile line marking through Road Safety Program
5. Newell Highway Mitchell Highway Intersection Upgrade
 - Major improvements to safety and connectivity as well as network efficiency.
 - Project is joint funded between the state and Australian government.
 - Is on scheduled to be completed by end of 2021, weather permitting
6. Dubbo Bridge
 - Project is development and the detailed design is on track.
 - Geotechnical drilling for the design has been completed.
 - Major construction will commence in 2022.
7. Coonabarabran bypass
 - The Review of Environmental Factors (REF) for Newell Highway upgrade at Coonabarabran was on display from 30 Nov 2020 to 29 Jan 2021.
 - The REF has been determined along with publication of submission and community consultation reports which will be released in August 2021.
 - Ongoing conversation with landowners, a number are expected to submit hardship applications once on the LEP.
 - The intersection of Newell Oxley which is joint State and Federally funded will be stage 1.
8. Heavy duty pavement upgrade Narrabri to Moree
 - The Australian government has committed \$205.73M and the NSW government has committed the remaining \$51.44M towards the \$257M project under the Newell Highway Upgrade program.
 - Call for tenders for the main construction contract by Dec 2021. This will also include an invitation to local businesses and suppliers in Narrabri and Moree to attend an information and networking session to be held in Narrabri with prospective tenderers.
 - Tender evaluation and award of construction tender by mid 2022.
 - Construction is expected to commence mid 2022 and will take approximately three years to complete.

- The project includes upgrading 4 priority sections along the Newell Highway with 27.5kms of new road pavement, intersection improvements, widening of road shoulders and the provision of 5 additional overtaking lanes.

Richard Jane highlighted that the Kemp St and Newell Highway intersection is a problem with no safe access for pedestrians from western side.

Alistair suggested that Councils collate a list of priorities. Cr Ken Keith suggested that a face to face workshop in October might be a best forum for this workshop.

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved - John Morris, **Seconded** - Tony Lord

Carried

7.2 DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT AND COMMUNICATIONS

Executive Summary

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

Newell Highway Upgrade comprising 4 projects with Federal funding formally approved, is now in delivery stage with Alistair.

ROSSI Funding comprises 13 projects that now have funding allocated. Cathy will ensure that formal funding is approved so as to get it up and running. Cathy agreed that a list of Council priorities would be very useful especially with election coming up.

Peak Hill road projects need project approval, can council assist?

Moree intermodal overpass need project approval, can council assist?

Mobile phone blackspot along the Newell Highway, Cathy will follow up on the Committee's letter dated 3 June 2021 to The Hon Paul Fletcher MP.

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved - John Morris, **Seconded** - Tony Lord

Carried

7.3 NEWELL HIGHWAY PROMOTIONS COMMITTEE UPDATE

Executive Summary

Lisa Moon, Treasurer of the Newell Highway Promotions Committee gave the following update on current projects.

The position of Chair has remained vacant since January, as such, the Committee is struggling to gain momentum and get the organisation to where it needs to be.

Nominations for a new Chair are urgently sought to lead the Executive through an exciting period of change and opportunity.

Commitments of the role include:

- Chair regular meetings of the Executive
- Chair regular meetings of the full Committee
- Review and drive strategic direction for the Committee
- Oversee key programs and campaigns
- Communicate with members
- Liaison with the Newell Highway Task Force

Mayors are asked to strongly consider seeking GM support to nominate a tourism representative from their Council to take on this important position.

The Chair will be supported by the existing Executive:

Treasurer - Lisa Moon (**Parkes**)

Secretary - Toneale O'Connell (**Narrandera**)

Vice Chair South - Brent Lawrence (**Leeton**)

Vice Chair North - Kelly Hendry (**Parkes**)

Public Officer - Nina Hooper (**Forbes**)

The work of this group remains relevant and important, especially at a time when domestic tourism is so strong and the caravan and camping market has grown significantly and continues to do so. This, combined with the vast improvements and funding commitments to Newell Highway upgrades has again positioned Highway 39 as a premier touring route. However this opportunity needs to be harnessed and LGA's working together to convert this to ultimate visitor economy success for all.

RECENT PROJECTS/ ACTIVITY

- Reintroduction of the Newell Highway Promotions Committee Highway News - an electronic e-newsletter to members
- Overhaul and upgrade (underway) of the Newell Highway Touring Route website
- Continued provision of customer service to visitors with Newell Highway enquiries via phone/ email to Parkes VIC

LIFE MEMBERSHIP AWARDED TO STALWARTS OF THE NEWELL

The Newell Highway Promotions Committee recently awarded life membership to two long serving members of the Committee, Mr Les and Mrs Yvonne Moulds of Inverell. Mr Moulds was the Tourism Manager at Inverell Council for close to 20 years and it was in that role that he had a long association with the Newell Highway Promotions Committee.

The couple were presented with their life membership recognition at a small surprise afternoon tea at Inverell Information Centre, where Mr Moulds worked for many years. The life membership was presented on behalf of the Newell Highway Committee by Member for Northern Tablelands, The Hon Adam Marshall, who has witnessed the Moulds' efforts and dedication to the Newell Highway firsthand, accompanied by Inverell Shire Mayor, Cr. Paul Harmon.

Recommendation

1. That the information be received and noted.
2. Cr Chris Roylance of Forbes Shire Council was going to make internal inquiries if Forbes can Chair of Newell Highway Promotions Committee. Richard Jane will follow up.
3. That this Committee write to the Dubbo Regional Council to see if they could assist in any way.
4. That this Committee write to thank Mr Les and Mrs Yvonne Moulds of Inverell for their service and dedication to the Newell Highway Promotions Committee and to congratulate them on their life membership.
5. That the Committee consider amending their Terms of Reference for a 2 year term for each position.

Resolution

1. That the recommendation be adopted.

Moved - John Morris,

Seconded - Denis Todd

Carried

8 GENERAL BUSINESS

Cr Ken Keith said that this Committee's lobbying efforts are paying off.

Richard Jane mentioned that he has been in talks with Water NSW regarding the airspace on Wyangala Dam, to bring the levels down to 90% so as to reduce flooding. Some roads in Forbes are covered in water covered due to Wyangala Dam being emptied -

9 NEXT MEETING

The next Newell Highway Taskforce Committee Meeting will be held at 10am on Tuesday 09 November 2021 in Coonabarabran, Covid-19 permitting. Otherwise it will be held via TEAMS.

This Committee will endeavour to have a workshop in October, hosted in Parkes at Transport for NSW office, to shortlist Councils' priorities for the Newell Highway.

Closed at 10.59am

RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING
held via ZOOM
Friday 27 August 2021

Meeting opened at 11:31am.

PRESENT

Ray Smith	Bland Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steven Pinnuck	Greater Hume Shire Council	
Aaron Drenovski	Goldenfields Water County Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Rick Firman OAM	Temora Shire Council	Chairman
Gary Lavelle	Temora Shire Council	
Julie Briggs	REROC	
Kate Hardy	REROC	
Isaac Cornell	Riverina Joint Organisation	
Matthew Dudley	REROC/RAMJO	

APOLOGIES

Apologies for non-attendance were received from Cr B Monaghan, Cr H Wilton and Cr D Palmer.

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

CARRIED

CONFIRMATION OF MINUTES

Moved Cr N Smith, seconded Cr R Schirmer that the minutes of the meeting held on 25 June 2021 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

Letter received from Hon Michael McCormack MP, Member for Riverina advising he had sent a letter of support for REROC and Kurrajong Recycling to Minister Trevor Evans re: regions E-waste issues.

Moved J Davis, seconded Cr A McAlister that the correspondence be accepted.

CARRIED

CHIEF EXECUTIVE OFFICER'S REPORT

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

Southern Lights – the return on investment that is currently being received for the time and input put in by the CEO and REROC staff is no longer justifiable with the Smarts/Comms backbone element of the Southern Lights project. We are struggling for any traction with Essential Energy on this final part of the project. The issue has been discussed by the Executive and it is recommending that REROC wind back its involvement with Southern Lights and focus on performance issues with Essential Energy to ensure that they are held to account with their service delivery.

Moved by Cr N Smith, seconded J Davis that REROC:

- 1. wind-back its involvement with Southern Lights to focus on the finalisation of the roll-out for the Member Councils and on addressing the performance issues including Essential Energy Performance Reports, Public Lighting Code Reviews and AER Pricing Reviews; and***
- 2. advise the other members of the Southern Lights project and request that they remain involved in the project so we can collaborate on monitoring the performance issues.***

CARRIED

Meeting with Trevor Evans – we are still to contact bureaucrats in relation to the review of the NTCRS as suggested by the Minister, but will do so in the coming month.

Housing Shortage Project - P Veneris advised the Board that the Federal Government has just released an inquiry into affordable housing. A copy of this review will be forwarded to the CEO.

Participation in the Sustainable Councils and Communities (SCC) program MOU - This project is going well and is very beneficial for the participating councils. SCC have requested that we enter into an MoU with them to progress the program.

Moved by Cr N Smith, seconded Cr A McAlister that REROC execute an MoU to participate in the Sustainable Council and Communities Program.

CARRIED

The Board expressed their congratulations to Mrs C Garrett on the safe arrival of her second child, Cooper Henry Garrett on 16 August 2021.

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

RESOURCE SHARING REPORT

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

Southern Lights – Coolamon, Lockhart and Cootamundra-Gundagai remain for deployment of the LEDs in our region. The price of ESC's has increased since we completed the initial modelling for the project which means councils will be receiving better than expected returns.

Planning Technical Group – the Group met with Angelique Parr and Kevin Gock from DPIE's Population Projections' team at the meeting on 12 August. In discussions about the Housing Shortage project, the Group raised concerns about the effectiveness of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*.

Moved Cr N Smith, seconded T Donoghue that REROC write to the Minister for Planning to ask for an update on the progress of the Review of the Manufactured Homes Regulation, SEPP21 and SEPP36.

CARRIED

Workforce Development Group – S Pinnuck has stepped down as the convenor of this Group after 9 years in the role. P Veneris has stepped in to fill this role for the Group. The Board expressed their sincere thanks to both for their time and commitment to this working party.

Water/Wastewater – The issue of very small communities accessing Safe and Secure Water funding is still on foot. A letter is still to be completed to Melinda Pavey with the CEO to consult with the Water/Wastewater Group to obtain further details before corresponding.

Energy Management Group – a workshop is being held on 31 August to look at implementing the Energy Savings Plans regionally. The workshop will focus on identifying projects that can be implemented regionally or on a cluster basis.

Infrastructure/Engineers Group – the Group met on the 3 August and discussed the CSIRO Transit project, the overall Freight Transport Plan and providing the information to the Commonwealth for the Roads of Strategic Importance funding.

The Group also discussed the UGL's takeover of John Holland's rail responsibilities. It has been agreed that we should negotiate on Rail Interface Agreements with UGL as a consortium.

Moved J Davis, seconded Cr N Smith that REROC lead negotiations with UGL and the Member Councils on the development of Rail Interface Agreements.

CARRIED

Councillor Professional Development – we are continuing to work with CNSWJO on the councillor induction materials.

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

CARRIED

TREASURER'S REPORT

The report was tabled by T Donoghue, with the following issues raised:

There were two items that were raised by the auditor that need to be addressed, the contract with JBMS for secretariat services has expired and the development of a procurement policy.

Moved T Donoghue, seconded Cr N Smith that the Board:

- 1. Receive the Year-to-Date Finance Report.***
- 2. Receive the draft Financial Statements for 2020/21 and resolve that the Chairman and Treasurer sign the Statement by Executive.***
- 3. Through the Executive enter into contract negotiations with JBMS for secretariat services for a period of 12 months. The negotiations to reflect the budget that REROC has already adopted.***
- 4. Through the Executive consider the development of a procurement policy.***

CARRIED

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

CARRIED

WASTE FORUM REPORT

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

No Time to Waste Conference postponed – After much deliberation we made the decision to postpone the *No Time to Waste* Conference until early next year with the new dates being 9-10 March 2022.

E-Waste – We received 2 submissions to the recent RFQ we ran for the collection of E-Waste, however, both were outside of the parameters of available funding. We have since been advised that Kurrajong Recycling has entered into a new arrangement with Ecycle and will be able to start processing REROC's E-Waste again. This will be on the same basis as before where REROC meets the cost of transport to Kurrajong Recycling but the cost of recycling is met by a third party.

Waste Metal RFQ – Immix Metal Management were the successful supplier for this round of waste metal collections.

ULABs RFQ – D&M Scrap Metal were the successful supplier for the Used Lead Acid Batteries (ULABs) collection.

Recycle Night – the bus with the Recycle Night branding is now out and about in Wagga Wagga. We also have Recycle Night branded coasters ready to be sent to all REROC Waste Forum councils these will be distributed by councils to pubs, clubs, cafes, bakeries, motels etc once the regional lockdown has ended. The coasters include a QR code which takes people straight to the Recycle Night website.

Kindy Kits – Schools have now placed their orders for the Kindergarten Library bags for 2022. We have had a great response from the schools this year with 1444 bags to be sent out in early 2022, this is up from 914 this year. A list of the schools who have ordered Kindy Kits for 2022 was provided to the board.

CRC Annual Report – Our annual CRC Communication and Education report has been completed and submitted to the EPA. Feedback received from the EPA is that they are continually impressed with the volume of work that is able to be achieved by the REROC Waste Forum with this project. A copy of the report was provided to the Board.

Moved Cr N Smith, seconded T Donoghue that the Waste Forum report be received.

CARRIED

YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

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

The Youth and Community Development Committee continues to meet via Zoom, this Group is an important platform for information sharing and collaboration across the REROC councils and also with Eastern Riverina Arts (ERA).

Take Charge Youth Leadership Forum – the date has been set for the Leadership Forum in 2022, with the event to be held on 23 March 2022 at CSU Wagga Wagga. The REROC team will commence preparations for the event in the next month. The Board were encouraged to suggest speakers from their LGAs for the event.

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

CARRIED

PROCUREMENT REPORT

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

REROC Code of Conduct Panel – the Panel selection has been finalised. The successful firms are now listed in the Members' Section of the REROC website. The Panel Members are:

1. Centium Pty Ltd
2. Mediate Today Pty Ltd
3. National Workplace Investigations
4. O'Connor Marsden & Associates Pty Ltd
5. SINC Solutions
6. Train Reaction
7. Weir Consulting (National)
8. Workplace Dynamics Australia

Waste Metal Collections – discussed in Waste Report

Regional Battery Collections – discussed in Waste Report

E-Waste RFQ – discussed in Waste Report

Upcoming procurement activities include Liquid Alum RFQ, Electricity Tender and the Sodium Hypochlorite RFQ.

Moved S Pinnuck, seconded P Veneris that the Procurement report be received.

CARRIED

REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

Business as usual for the Contaminated Land team although COVID restrictions has posed some problems with finalising some activities. The CLM team requested that the Board encourage Councils to respond to emails relating to Contaminated Lands' activities.

A number of councils have reached out with concerns in relation to their UPSS Plan and register. The EPA is compiling a UPSS register and may organise site inspections from this. The CLM team is happy to assist with this process.

The team have delivered a workshop online on UPSS and Contaminated Lands which was well attended, the team is hoping to deliver additional projects face to face early in 2022.

The REROC/RAMJO CLM team is collaborating with a number of other Contaminated Lands teams – Far West JO, Hunter JO and a consultant has been engaged to assist with this process.

The CLM team notes that there is less than 12 months to go with the project and still a lot to get through.

Moved P Veneris, seconded Cr N Smith that the Contaminated Land Management report be noted and received.

CARRIED

GENERAL BUSINESS

S Pinnuck raised the issue of correspondence received from Industrial Relations Division of Department of Premier and Cabinet requesting information on Council employees. There are concerns around the wording of the letter, particularly in that it raises the possibility of legal action against council. Generating the information required will also place additional pressure on staff at a very difficult time. A copy of the letter is to be provided to the CEO for review. Greater Hume has also sent a copy to Justin Clancy MP for review and comment.

M Dudley left the meeting at 1:02pm

J Davis left the meeting at 1:03pm

J Seymour raised the issue around the trip to Canberra in October. It was agreed that the Executive will review the COVID situation in a month and determine if it is still appropriate to hold the meeting in Canberra and advise the Board.

NEXT MEETING

Friday 29 October 2021 at the Canberra REX Hotel at 11.00a.m.

CLOSURE

Meeting closed at 1:15pm



Riverina Joint Organisation

Minutes

Board Meeting held

27 August 2021

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

The meeting opened at 9:02am and was held electronically via Zoom.

Present

Ray Smith	Bland Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	Arrived at 9:13am
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steve Pinnuck	Greater Hume Shire Council	
Aaron Drenovski	Goldenfields Water County Council	Arrived 9:34am
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Gary Lavelle	Temora Shire Council	
Cr Graham Sinclair	Temora Shire Council	
Cr Greg Conkey	Wagga Wagga City Council	
Peter Thompson	Wagga Wagga City Council	
Julie Briggs	Riverina Joint Organisation	
Paul Worsfold	Riverina Joint Organisation	
Isaac Cornell	Riverina Joint Organisation	
Kate Hardy	REROC	
Cameron Templeton	OLG	
Giles Butler	Regional NSW	

1. Apologies

RESOLVED on the motion of Cr G Conkey, seconded Cr J Seymour that the apologies of Cr H Wilton, Cr B Monaghan and Cr D Palmer be accepted.

2. Move to Committee of the Whole

RESOLVED on the motion of Cr N Smith, seconded Cr D Meyer that the Board conduct its business as a Committee of the Whole.

3. Declarations of Interest

There were no declarations of interest by the Board or staff.

4. Confirmation of Minutes of the Previous Meeting

RESOLVED on the motion of Cr G Sinclair, seconded Cr N Smith that the minutes of the 25 June 2021 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

Noted.

6. Correspondence

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

7. Chief Executive Officer Report

7.1 JO Funding Arrangements

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

JO Review – we understand that the Review is complete and has been provided to OLG and the Minister, but we have not been provided with a release date. C Templeton advised the Board that a draft report has been submitted to the Minister and is awaiting release.

7.2 JO Core Activities - Regional Planning

JO Capacity Building Funding

1. **Freight Project** – CSIRO have provided the final version of their Report which has been sent to the Engineers and the Operations Working Party for review and comment.
2. **Best Practice in Aggregated Procurement** – this project is nearing completion with RERO providing the admin support.
3. **Skills Shortages Project** – the project continues to progress well. P Worsfold would like more councils to sign up to run a Start Your Career Here program and has offered some options to assist councils in running these days. COVID has impacted significantly on the delivery of this program.

We have been able to offer 8 professional placements within our councils as part of this project. The Board expressed their thanks to Greater Hume and Coolamon for running the initial Start Your Career Here Days.

It was agreed by the Board that the project expand to encompass additional universities in the program possibly UTS, UNE and Wollongong.

4. **Stage Two Funding** – From the workshop that was held with the JO Board to discuss options of projects there were two agreed projects:
 - a. **Skills Shortages** – a continuation of the existing project, additional time would allow RivJO to implement more of the initiatives that we currently have in place. The project to date has suffered some setbacks on the implementation front due to COVID and the extension would allow for these to be completed.

- b. ***An Economic Development Project to Leverage the Large-Scale Infrastructure Projects that are coming to the Region*** – the development of a Manual/Guide that would assist councils to be more pro-active in the way that they dealt with development opportunities in their LGAs

Budgets for the two projects are still being finalised and an extension of has been granted by OLG to submit the Project Plan.

RESOLVED on the motion of Cr R Schirmer, seconded Cr A McAlister that the Board:

1. Note the Report on the Stage One JO Capacity Building Projects;
2. Endorse the two projects for Stage 2 funding and that the Operations Working Party take carriage of finalising the Economic Development Project. RDA and Regional NSW will also be invited to work on this project; and
3. That the completed proposals be sent to Board Members for final review and comment prior to lodgement.

Regional Water Strategy – noted.

Riverina Murray Regional Plan – noted.

Regional Housing Summit – The Summit was held on 13 August with the CEO presenting at the event.

Regional Housing Taskforce Inquiry – an extension has been granted until 3 September for both the RivJO submission and the Joint JO submission.

Housing Strategy – The Strategy is almost complete, and a draft will be provided to the Board by the end of the month.

Population Projections – RivJO is working with RDA Riverina on the populations projections project. The draft report was provided to the Board for review.

The NSW Waste and Sustainable Materials Strategy 2021 – EPA is consulting with the JOs on this strategy. This consultation will be occurring on 31 August 2021.

Working Parties – noted.

Regional Water Strategy – noted.

7.4 JO Core Activities – Advocacy and Lobbying

Visit to Parliament House Canberra - The JO Working Parties have recommended that the JO invite Deputy Premier, Hon John Barilaro to the Canberra Board meeting to speak to the Board.

RESOLVED on the motion of Cr G Sinclair, seconded Cr N Smith that the Riverina JO Board extend an invitation to the Deputy Premier, Hon John Barilaro MP to speak at the Board meeting being held in Canberra on 29 October 2021.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Local Government Elections and the Tenure of Mayors – the JO has written to the Minister and local members in relation to this matter. The Board has expressed their disappointment in the decision conveyed in a letter to LGNSW from Ms Kiersten Fishburn, Coordinator General, Planning Delivery and Local Government that there will be no change made to the current situation whereby there would be no mayor for the period between the election date and the first meeting of the new council. C Templeton has advised that concern had also been expressed by a number of regional councils and the feedback has been passed on to OLG.

RESOLVED on the motion of Cr G Conkey, seconded Cr R Schirmer that the Board write to the NSW Minister of OLG expressing their extreme disappointment with the response received from the OLG about the issue and request an immediate review.

ESL Contributions – RivJO wrote to the Minister for Local Government and local members about this issue, however, correspondence received by Steph Cooke MP, Member for Cootamundra makes it clear that there will be no changes to the requirement for councils to pay the ESL.

RESOLVED on the motion of Cr R Schirmer, seconded Cr G Sinclair that the JO write again to the Minister about ESL Contributions.

Section 7.12 Contributions for State Significant Developments – The meeting with the Minister for Planning, the Hon Rob Stokes was postponed by the Minister early on 24th and is likely to be held on 2 September.

Infrastructure Contributions Bill Upper House Inquiry - this Bill was released with the Budget papers. The Upper House called for an Inquiry, to which we responded. A copy of this response was sent to all local MPs and the Deputy Premier. RivJO also appeared before the Inquiry and gave evidence.

The Upper House Inquiry has made only one recommendation: *That the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 not proceed, until the draft regulations have been developed and released for consultation and the reviews into the rate pegging system, benchmarking and the essential works list have been published by the Independent Pricing and Regulatory Tribunal.*

RESOLVED on the motion of Cr N Smith, seconded Cr J Seymour that the Riverina JO Board endorse the submission to the Upper House Inquiry on the *Infrastructure Contributions Bill* and that we write to local members to advise of the JO's support for the Upper House recommendation.

IPART Review of the Rate Peg to include Population Growth – IPART released their Draft Report on this issue in July. It was circulated to Members seeking responses and there were no major concerns expressed.

Consultation on the ABS Agricultural Census – noted.

Certification of Council Engineers – noted.

Construction of a New and Larger Burrinjuck Dam – noted.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Mobile Phone Black Spots – the Telecommunications sub-committee met with Chris Taylor from Telstra on the 25 August to discuss connectivity issues and Black Spot funding. We are looking at working regionally with Telstra for the next round of Regional Connectivity funding.

NBN Regional Services – noted.

Audit, Risk and Improvement Committee (ARIC) – the new ARIC framework is due to commence in March 2021. C Templeton advised the Board that the Guidelines were released on Tuesday 24 August and that there are three tiers to the framework. It is an opt-in model and JOs are able to run the Framework. C Templeton will forward the guidelines to the CEO, there is an opportunity for feedback on the Framework.

RESOLVED on the motion of Cr J Seymour, seconded Cr R Schirmer that the Operations Working Party explore ways in which the JO might facilitate a collaborative approach to the implementation of the ARIC Framework.

7.5 JO Core Activities – Intergovernmental Co-operation

The following activities have occurred in this Core Activity:

- **Partnership with NSW Spatial Services and RAMJO** – noted.
- **Critical Events Co-ordination Sub-committee** – the Committee met on 18 August. There were two main issues discussed:
 1. **State Government reduction in funding for the Rural Financial Counselling Service** - the State Government has advised that it will be withdrawing funding from the RFCS which means a reduction in on ground staff.
 2. **COVID-19 Response** – the group discussed the need for greater on-ground involvement from councils in relation to promoting vaccination and testing and agreed they would like to take a position of leadership to encourage the community to get vaccinated.

RESOLVED on the motion of Cr G Sinclair, seconded Cr D Meyer that:

1. the JO write to the Minister for Agriculture, Hon Adam Marshall MP to request a continuation of RFCS funding, with copies to local members, the Parliamentary Secretary to the Deputy Premier and the Deputy Premier; and
 2. the JO led a project to support the COVID effort locally, promoting vaccinations, testing, mask wearing and social distancing.
- **Regional Leadership Executive (RLE) Group** – noted.
 - **Regional Resilience and Recovery Sub-committee** – noted.
 - **Meetings with Murrumbidgee Primary Health District** – noted.
 - **JO Executive Officer Meetings** – noted.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

RESOLVED on the motion of Cr J Seymour, seconded Cr N Smith that the Board receive the CEO's report.

8. JO Chairman's Report

Joint JO Chairs' Meeting – noted.

Cr Firman advised the Board that he had also contacted Mr Troy Wilkie in the Minister's Office, the Member for Cootamundra and the Member for Wagga Wagga to personally advocate for the Mayoral tenure to continue during the period between the Local Government elections and the first meeting of the new council.

RESOLVED on the motion of Cr G Conkey, seconded Cr N Smith that the Board note and receive the JO Chairman's Report.

8. Finance Report

RESOLVED on the motion of Cr A McAlister, seconded Cr N Smith that the Board:

1. Receive the draft Financial Statements for 2020/21 and resolve that the Chairman, Deputy Chairman and Chief Executive Officer sign the Statement by Members of the Board and Management;
2. Note the Representation Letter; and
3. Receive the Year-to-Date Finance Report.

RESOLVED on the motion of Cr N Smith, seconded Cr A McAlister that the Board receive the Year-to-Date Finance Report.

9. Governance

Related Party Disclosures – noted.

Pecuniary Interest Disclosures – noted.

Election of Chair and Deputy Chair – noted.

RESOLVED on the motion of Cr N Smith, seconded Cr A McAlister that the Board Members who are also councillors or staff of a council provide the JO with a copy of the PID lodged with their Council.

10. Urgent Business without Notice

None.

11. Resolution to Move out of Committee of the Whole

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

12. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, 29 October 2021 at the Canberra REX Hotel, Northbourne Avenue Canberra

14. Meeting Closure

Meeting closed at 10:30am

DRAFT



RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE EXTRAORDINARY MEETING

MINUTES

22 JULY 2021

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

PRESENT

Cr Cate Cross	Snowy Valleys Council
Cr Pam Halliburton	Junee Shire Council
Cr Dan Hayes	Wagga Wagga City Council
Cr Rod Kendall	Wagga Wagga City Council
Cr Annette Schilg	Greater Hume Council
Cr Dennis Sleigh	Temora Shire Council
Cr Dallas Tout	Wagga Wagga City Council
Cr Greg Verdon	Lockhart Shire Council
Ms Courtney Armstrong	Coolamon Shire Council
Ms Alison Balind	Bland Shire Council
Ms Miriam Crane	Cootamundra-Gundagai Regional Council
Mr James Davis	Junee Shire Council
Mr Tony Donoghue	Coolamon Shire Council
Mr Gerard Van Emmerik	Federation Council
Ms Stacy Moses	Junee Shire Council
Mr David Smith	Greater Hume Council
Ms Elizabeth Smith	Temora Shire Council
Mr Peter Thompson	Wagga Wagga City Council
Ms Kristin Twomey	Snowy Valleys Council
Mr Peter Veneris	Lockhart Shire Council

IN ATTENDANCE

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

ACKNOWLEDGEMENT OF COUNTRY

Wagga Wagga City Council and Riverina Regional Library acknowledge the traditional custodians of the land, the Wiradjuri people, and pay respect to Elders past, present and future and extend our respect to all First Nations Peoples in Wagga Wagga.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri and First Nations communities.

APOLOGIES

Cr Leigh Bowden	Cootamundra Gundagai Regional Council
Cr Yvonne Braid	Wagga Wagga City Council
Cr Gail Law	Federation Council
Cr Kerrilee Logan	Coolamon Shire Council
Cr Penny Nicholson	Cootamundra Shire Council
Cr Bronwyn Thomas	Federation Council
Cr Jan Wyse	Bland Shire Council
Mr Gary Lavelle	Temora Shire Council

Recommendation

On the motion of Cr Greg Verdon and seconded by Mr James Davis

That the Apologies of the Riverina Regional Library Advisory Committee Extraordinary Meeting held on 22 July 2021 be received and accepted.

CARRIED

ACKNOWLEDGEMENT - CR DALLAS TOUT

Cr Dallas Tout resigned from the position of Chairperson of the RRL Advisory Committee on 16 July 2021.

Cr Tout has held the role of Chairperson since 2015, prior to which he was Deputy Chair for two years. Cr Tout has been a strong advocate for not only RRL, but also the broader NSW public library network, as demonstrated through his involvement with the NSW Public Libraries Association and as a representative on the NSW Public Libraries Consultative Committee.

RRL Advisory Committee members offer their sincere gratitude for his contribution to RRL over many years and wish him the very best for future personal and political aspirations.

REPORTS FROM STAFF

RP-1 RRL MEMBER COUNCILS' POSITION STATEMENT

Recommendation

On the motion of Mr David Smith and Mr Tony Donoghue

That the Committee:

- a noting that Wagga Wagga City Council is currently reviewing its provision of library services, we receive and endorse the RRL Member Councils' Position Statement as a record of the strong support for the organisation by member councils, and an acknowledgement of its 43 year history as an exemplar of local government collaboration**
- b endorse a working party comprising four RRL Advisory Committee representatives and the RRL Executive Director be formed to examine sustainable operating models that ensure the continuation of the RRL in the event that one or more current participating councils do not continue with the future Deed of Agreement from 1 July 2022**
- c endorse the working party to present an interim report for consideration at the RRL Advisory Committee meeting in October 2021.**

CARRIED

RP-2 RRL – CLASSIFICATION UNDER THE LIBRARY ACT 1939

Recommendation

On the motion of Mr James Davis and seconded by Ms Alison Balind

That the Committee:

- a note the advice from the Manager Public Library Services at the State Library of NSW in relation to the classification of RRL as operating under s12(2) of the NSW Library Act 1939**
- b authorise the RRL Executive Director to revise the RRL Deed of Agreement for the period 1 July 2022 – 30 June 2026 in accordance with s12(2) of the NSW Library Act 1939, for consideration at the October 2021 meeting of the Advisory Committee.**

CARRIED

RP-3 PURCHASE OF THE RRL ADMINISTRATION CENTRE

Recommendation

On the motion of Mr Gerard Van Emmerik and Ms Miriam Crane

That the Committee:

- a authorise the Deputy Chairperson, Councillor Pam Halliburton, another nominated RRL Advisory Committee Councillor representative, and a RRL General Manager representative to continue discussions with Wagga Wagga City Council for the purchase of the RRL Administration Centre building at 2 Galing Place, Wiradjuri
- b note that a cost analysis of RRL Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) has been requested from Wagga Wagga City Council in accordance with the resolution of the March 2021 meeting of the Advisory Committee
- c authorise the representatives on behalf of RRL to undertake investigations into all options for the purchase of a RRL Administration Centre building.

The motion on being put to the meeting was LOST.

On the motion of Cr Greg Verdon and seconded by Mr Tony Donoghue

That the Committee:

- a authorise the Deputy Chairperson, Councillor Pam Halliburton, another nominated RRL Advisory Committee Councillor representative, and a RRL General Manager representative to continue discussions with Wagga Wagga City Council for the purchase of the RRL Administration Centre building at 2 Galing Place, Wiradjuri**
- b note that a cost analysis of RRL Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) has been requested from Wagga Wagga City Council in accordance with the resolution of the March 2021 meeting of the Advisory Committee.**

CARRIED

RP-4 EXPRESSIONS OF INTEREST FOR RRL EXECUTIVE COUNCIL

Recommendation

On the motion of Ms Alison Balind and seconded by Cr Rod Kendall

That the Committee:

- a endorse the draft RRL Executive Council Expression of Interest document included with this report**
- b authorise the RRL Executive Director to invite expressions of interest from RRL member Councils on Monday 26 July, to undertake the role of Executive Council for the period 1 July 2022 to 30 June 2026 in accordance with clause 7 of the RRL Deed of Agreement, with a closing date for submissions of 20 August 2021**
- c authorise the RRL Executive Director to distribute the Expression of Interest document to any RRL member Councils that request a copy prior to the closing date for submissions**
- d authorise the RRL Executive Committee to review responses to the Expression of Interest and provide a recommendation to the October 2021 meeting of the Advisory Committee.**

CARRIED

RP-5 ADVICE FROM THE CROWN SOLICITOR

Recommendation

On the motion of Ms Miriam Crane and seconded by Mr Tony Donoghue

That the Committee:

- a authorise the RRL Executive Director to seek advice from the Crown Solicitor through the Library Council of NSW in relation to the RRL Deed of Agreement 2018-2022**
- b note that a report will be provided to the October 2021 meeting of the RRL Advisory Committee in relation to the advice provided.**

CARRIED

RP-6 RRL EXECUTIVE COMMITTEE VACANCY

Recommendation

On the motion of Cr Greg Verdon and seconded by Mr James Davis

That the Committee not appoint a Councillor representative to the RRL Executive Committee to fill the vacancy created by the resignation of Councillor Dallas Tout from the Executive Committee.

CARRIED

GENERAL BUSINESS

GB-1 APPOINTMENT OF RRL ADVISORY COMMITTEE WORKING PARTY

Recommendation

On the motion of Cr Greg Verdon and seconded by Mr James Davis

That the Committee endorse the appointment of four RRL Advisory Committee representatives to the working party to examine sustainable operating models that ensure the continuation of the RRL in the event that one or more current participating councils do not continue with the future Deed of Agreement from 1 July 2022, referred to in RP-1:

Mr David Smith – nominated by Cr Greg Verdon and Mr Tony Donoghue

Mr Tony Donoghue – nominated by Mr David Smith and Cr Greg Verdon

Ms Kristin Twomey – nominated by Mr Tony Donoghue and Cr Cate Cross

Cr Pam Halliburton – nominated by Mr Tony Donoghue and Cr Annette Schilg

CARRIED

GB-2 APPOINTMENT OF RRL ADVISORY COMMITTEE REPRESENTATIVES

Recommendation

On the motion of Mr David Smith and seconded by Mr James Davis

That the Committee endorse the appointment of one RRL Advisory Committee Councillor representative and one RRL General Manager representative to join the Deputy Chairperson, Cr Pam Halliburton, to continue discussions with Wagga Wagga City Council for the purchase of the RRL Administration Centre building at 2 Galing Place, Wiradjuri, referred to in RP-3:

Mr Tony Donoghue – nominated by Mr James Davis and Mr David Smith

Cr Greg Verdon – nominated by Mr David Smith and Ms Alison Balind

CARRIED

Cr Rod Kendall left the meeting at 10:28am.

CLOSE OF MEETING

The Riverina Regional Library Advisory Committee rose at 10:34am.

Meeting Minutes - AGM

Mirrool Silo Kick Committee

Sunday 12/09/21

Meeting Commenced: 16.30

Present: As per attendance sheet attached

Apologies: Mark and Hannah Maguire, Joe Catlin, Brett Prentice, Liz McGlynn, Marie Beams

AGM Meeting Minutes:

Eric Robinson chaired the meeting and declared all positions vacant:

President Vacancy

Val Robinson moved that Jason Bryce remain as President

Tania Bryce Seconded

Jason Bryce Accepted

Treasurer Vacancy

Tania Bryce moved that Bruce Baker remain as Treasurer

Val Robinson Seconded

Bruce Baker Accepted

Secretary Vacancy

Bev Baker moved that Jonathan Scott remain as secretary

Val Robinson Seconded

Jonathan Scott Accepted

Presidents Report:

Jason Bryce outlined the success of the sale of the Kotzur Field Silo and thanked Kotzur for their continued support of our committee and the event in general. Also the sale of the auger and continued support by FastFlow Augers

Jason thanked the committee and volunteer's for the hard work and continued support throughout the year. That we could still raise money without staging the Silo Kick is a real credit to everyone.

Also thanked the Bland Shire for their continued support throughout the year.

Treasurers Report

Bruce Baker went through the audited financials and moved that the report be accepted
Val Robinson seconded

Previous Meeting Minutes:

Moved as accepted by Eric Robinson
Seconded by Bruce Baker

General Business from previous meeting:

Tennis Courts – Asking when the line marking will take place as some are keen to play tennis. Bruce Baker advised that the lines will not be done until the dump point for the caravan park is completed. Liz Baker asked if we could complete the line marking ourselves and be reimbursed by council when the dump point is completed?

- *20.6.21 Bruce Baker is to contact Jenny Fisher and ask who did the court markings at Aria Park courts with a view to doing it ourselves and there should be funds available once the dump point is installed*
- *16.7.21 No action as yet*
- *12.9.21 Need to find out what funds are left over from the dump point and the sealing works. Tania rang the Wagga office and was told that we would have to speak to the Sydney office as all line marking is done out of there*

Sponsor's – The committee had a brainstorm of old and new sponsors that we could contact. Jonathan Scott and Tania Bryce to get the letter ready to send out to all old sponsor's and Jonathan to ensure they are all sent out in a timely fashion when the final list is compiled.

- *20.6.21 Sponsor letter distributed to committee members who all approved it. Jonathan Scott to collate the letters for each sponsor for distribution.*
- *16/7/21 All letters signed, enveloped and addressed for the ones that I know. All collated into a spreadsheet*
- *All sponsors that have already donated are happy for us to use that money in our donations. More sponsors are interested.*

Silo Kick Trophy – Jason Bryce to follow up about the trophy being engraved and the signs of the winners to get the display board up to date.

- *20.6.21 Jason still to complete*
- *16.7.2. Still to do*
- *12.9.21- still to do*

Silo Kick Raffle – Discussion about what to raffle in the main raffle. Suggestions included:

- BBQ
- Camping Fridge for first prize
- Holiday
- Swag
- Camping pack
- 16.7.21 Ongoing

Shower Refurbishment

Bruce Baker moved that the silo committee go ahead with council approval to refurbish the shower room in the amenities block. Need to get the materials and appropriate tradesman to complete.

- 16.7.21 Val advised that they are finding it difficult to get a tradesman with a ticket to do it. Bruce Baker advised that council are happy for us to complete the work but they have to be licensed.
- 12.9.21 Advised that Jamie Grintell has agreed to do the work but we have to supply the material. Val advised she will follow up with Bunnings to supply what we need

Lawnmower

The current lawnmower at Mirrool is out of warranty and the committee would like to upgrade. Discussion around the 355 committee means that the mower is owned by the shire so we can't just trade it in. The mower could be made available to another town in the shire. Decided that Eric Robinson and Jason Bryce to get quotes for a new one and then discuss with council.

- 16.7.21 Jason advised that the mower has been ordered. Bruce advised that the council want the current mower back and they will value it and we will have to pay the difference for the new one
- 12.9.21 – Jason advised the new mower has arrived and we are waiting for the valuation and payment from council for the old mower

Potable water in Caravan Park

Jonathan asked when the dump point is installed whether the tap at that location could be signposted as non-potable and the outlets at the back of the fire shed and in the park be signposted as potable

- This was agreed to by the committee
- 12.9.21 – Still to be done

New Business

2021 Silo Kick Challenge

Discussed the prospects of holding the Silo Kick but it was ultimately decided we would cancel this year's event due to the public health orders in place until at least October 18. Discussion was had around postponing to a later date but that push's into the harvest period so was abandoned.

Event cancelled and need to work towards 2022

Silent and Online Auctions

Jason and Tania to collate and organise

NEXT MEETING – To Be Advised

No more business – Meeting closed 17.00

APPENDIX 13

VOLUNTEER ATTENDANCE REGISTER

VOLUNTEER ATTENDANCE REGISTER						
Volunteers Name	Volunteers Signature	Contact Details	Location and Activity	Date/Time On	Date/Time Off	
ERIC ROBINSON	<i>Eric Robinson</i>	0428741208	MIRROOL	4.30		
Bruce Baker	<i>Bruce Baker</i>	0428741267	MIRROOL	4.30		
Val Robinson	<i>Val Robinson</i>	0421529693	MIRROOL	4.30		
Tania Bryce	<i>Tania Bryce</i>	0407775210	"	4.30		
Jordan Scott	<i>Jordan Scott</i>	69741237	"	4.30		
Bruce Baker	<i>Bruce Baker</i>	0439 282737				
JASON Bryce	<i>JASON Bryce</i>	0427741244	"	"		
Elizabeth Walsh	<i>Elizabeth Walsh</i>	0427741267	MIRROOL	4.55		

REPORTS TO COUNCIL

Section 1 - Office of the General Manager

8.1 LGNSW – Election of Office Bearers and Board of Directors



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

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

Author: General Manager

Introduction

The Australian Electoral Commission (AEC) has given formal notice that nominations for Office Bearers and the LGNSW Board of Directors opened on 7 September 2021 and will close at 12.00pm (AEDT) on Tuesday 5 October 2021.

The Election Notice and Nomination Forms issued by the AEC were disseminated to all councillors by mail on 6 September 2021.

Nominations for Office Bearers and the Board of Directors must reach the Returning Officer at the AEC no later than 12.00pm (AEDT) on Tuesday 5 October.

Financial Implications

There are no direct financial implications associated with this report.

Summary

If any Councillor is contemplating nominating for a position on the LGNSW Executive you will need to confirm your intentions at the September Council Meeting as a council resolution will be required in support of your nomination.

Recommendation:

That the report relating to the LGNSW 2021 Election of Office Bearers and Board of Directors is received and noted unless there is any councillor wishing to nominate for one of these positions.

8.2 LGNSW – 2021 Annual Conference – Voting Delegates



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

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

Author: General Manager

Introduction

The LGNSW in-person annual conference (now called ‘Special Conference’) is being held in Sydney from 28 February to 2 March 2022. Conference Motions will be dealt with at that Conference.

However, the Fair Work (Registered Organisations) Act requires LGNSW to still hold an Annual Conference this calendar year.

In order to meet their legislative obligation, LGNSW will be conducting an online Annual Conference on 29 November 2021 at which time they will present the Financial Statements and the Annual Report. The Annual Conference will run for approximately 1 hour.

However, there is still a need for councils to nominate voting delegates for this meeting (which will be at no cost to councils).

LGNSW is very aware that this meeting will take place right in the middle of pre-polling for the local government elections but unfortunately, there was nothing they could do to avoid this clash. LGNSW is encouraging all councillors to register for this very short online meeting.

Financial Implications

There are no direct financial implications associated with this report.

Summary

Voting delegates must be notified to LGNSW by 5.00pm (AEDT) on Tuesday 5 October 2021. Bland Shire Council is allocated one (1) voting delegate and it has been usual practice to nominate the Mayor of the day.

Suggested motions for the Special Conference will be submitted to either the October or November Workshop for consideration.

Recommendation:

That Council confirm that its voting delegate to the LGNSW 2021 Conference is the Mayor of the day being Councillor Brian Monaghan.

8.3 Service NSW for Business



Our Prosperity - Growing our population and jobs

15: Promote the Shire as a place to do business

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

Author: Executive Assistant

Introduction

The purpose of this report is to provide background information and seek support to enter into an agreement with Service NSW and to consider future business improvement initiatives.

Summary

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy.

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A new Partnership Agreement has been developed to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Bland Shire Council to engage with all services across Service NSW now and into the future.

The new Partnership Agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information.

The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

For Bland Shire Council, the process is to endorse the proposed recommendations and to inform Service NSW when this endorsement has occurred.

By Bland Shire Council supporting this initiative, the local business community and potential business investors can have some confidence that Bland Shire Council is supportive of small business and is actively trying to reduce the costs associated with small business startup. A partnership with Service NSW is important and will support the creation of new businesses within the shire.

Financial Implications

This program is at no cost to Bland Shire Council to participate. Support material, training and advice is provided by Service NSW for Business at no cost. Implementation of the program should lead to reduced processing times and costs relating to applications to Council.

Recommendation:

- 1. That Council delegates authority to the General Manager to enter into an agreement with Service NSW; and**
- 2. That any necessary documents be authorised for execution under the Common Seal of Council.**

Section 2 – Corporate & Community Services

8.4 Finance and Investment Report for August 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 AUGUST 2021.

BANK BALANCES AS AT 31st AUGUST 2021

ACCOUNT	BALANCE
General Fund	\$7,017,769.40
Business Card	\$30,000.00
	\$7,047,769.40
<i>Invested Funds</i>	
Fixed Deposits	\$45,700,000.00
Deposits at Call	\$2,251,116.29
	\$47,951,116.29
Net Balance	\$54,998,885.69
Percentage of Invested Funds to Net Balance	87.19%

STATEMENT OF BANK BALANCES AS AT 31.08.2021

SUBMITTED TO THE ORDINARY MEETING SEPTEMBER 21, 2021

BALANCE as at 01.08.21	\$2,444,593.98
Add Receipts	
<u>Receipts over \$150,000</u>	
18/08/2021 DPIE Financial Assist Grant Qtr 1 21-22	1,096,515.00
20/08/2021 LRCI RTR Qtr 1 21-22	1,203,943.00
30/08/2021 Property NSW Block Grant Qtr1 21-22	2,491,787.28
<u>Receipts under \$150,000</u>	\$1,492,796.28
<i>Total Receipts for August 2021</i>	\$6,285,041.56
Less Payments	
<u>Payments over \$150,000</u>	
19/08/2021 Bland Shire Council Rates	<u>-204,613.05</u>
<u>Payments under \$150,000</u>	-\$1,507,253.09

Aged Care	\$4,148.91
Bank Fees	\$970.05
Cemeteries	\$424.05
Children's Services	\$17,053.27
Community	\$8,576.90
Construction	\$63,007.01
Corporate	\$554,344.13
Development Services	\$29,653.19
Donations/Contributions	\$4,647.73
Employee	\$640,802.52
Fuel/Plant	\$79,082.74
Governance	\$66,822.39
Insurance	\$80,647.12
Library	\$1,387.65
Maintenance	\$89,050.23
Roads	\$29,230.60
Utilities	\$38,211.49
VIC	\$366.00
Waste	\$3,440.16

Total Payments for August 2021 **- \$1,711,866.14**

CASH BALANCE **\$7,017,769.40**

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 August 2021 to 31 August 2021.

I CERTIFY,

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

Payment Type		Voucher No's	Total
Cheques		026072-026086	\$233,448.87
Auto-pay	Creditors	E025612 – E25855	\$955,036.61
Auto-pay	Payroll	08/08/21 – 31/08/21	\$517,643.88
Bank Charges & Commissions		August 2021	\$970.05
Direct Debits	Repayments & Vehicle Lease		\$4,766.73
			\$1,711,866.14

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 21st September 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 **\$1,711,866.14** was submitted to the Ordinary Meeting on the 21st September 2021 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

INVESTMENTS

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

DATE	INVESTED WITH WHOM	INVESTED AMOUNT (\$s)	TERM	YIELD	DATE DUE
14-September-2020	Bank of QLD (Term Deposit)	1,000,000.00	365 days	0.70%	14-September-2021
21-September-2020	NAB (Term Deposit)	1,000,000.00	365 days	0.75%	21-September-2021
16-February-2021	NAB (Term Deposit)	1,000,000.00	365 days	0.35%	16-February-2022
01-October-2020	NAB (Term Deposit)	1,500,000.00	365 days	0.60%	01-October-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
08-September-2020	Bendigo Bank (Term Deposit)	400,000.00	365 days	0.95%	08-September-2021
17-December-2020	AMP (Term Deposit)	1,000,000.00	399 days	0.75%	20-January-2022
16-August-2021	Bank of QLD	1,000,000.00	365 days	0.40%	16-August-2022
11-December-2020	AMP (Term Deposit)	2,000,000.00	516 days	0.75%	11-May-2022
29-November-2016	Westpac (FRN)	2,000,000.00	1826 days	3MBBSW+1.2%	29-November-2021
08-January-2021	AMP (Term Deposit)	1,000,000.00	546 days	0.75%	08-July-2022
29-September-2020	ME Bank (Term Deposit)	2,000,000.00	365 days	0.55%	29-September-2021
06-April-2021	NAB (Term Deposit)	2,000,000.00	182 days	0.30%	05-October-2021
28-April-2021	AMP (Term Deposit)	2,500,000.00	365 days	0.70%	28-April-2022
18-December-2020	Bank of QLD	2,000,000.00	361 days	0.45%	14-December-2021
30-November-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.50%	30-November-2021
23-November-2020	AMP (Term Deposit)	2,500,000.00	455 days	0.75%	21-February-2022
22-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	22-October-2021
28-May-2020	Bank of QLD	2,000,000.00	1097 days	1.35%	30-May-2023
28-May-2020	Bank of QLD	2,000,000.00	1460 days	1.50%	27-May-2024
6-August-2020	Bank of QLD	2,000,000.00	1093 days	1.05%	4-August-2023
30-September-2020	Northern Territory Treasury	2,000,000.00	1902 days	1.20%	15-December-2025
07-October-2020	MyState Bank (Term Deposit)	2,000,000.00	365 days	0.70%	07-October-2021
30-October-2020	Northern Territory Treasury	1,000,000.00	1141 days	0.80%	15-December-2023
22-January-2021	Macquarie Bank	1,000,000.00	368 days	0.65%	25-January-2022
11-February-2021	Macquarie Bank	2,000,000.00	392 days	0.30%	10-March-2022
08-March-2021	ME Bank (Term Deposit)	1,000,000.00	360 days	0.45%	03-March-2022
11-May-2021	MyState Bank	1,000,000.00	730 days	0.55%	11-May-2023
24-June-2021	Defence Bank	2,000,000.00	728 days	0.58%	22-June-2023
	ANZ Deposit at Call	50,942.21	Cash at Call		
	CBA Deposit at Call	2,200,174.08	Cash at Call		
	TOTAL:	\$47,951,116.29			

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 (2021/22)	\$ 10,809,819.58
Rates received as at 31/08/2021	\$ 3,669,178.61
% of rates received to date	33.94%

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

Summary

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

Recommendation:

- 1. That Council receive and note the information contained within the Finance and Investment Report for the month of August 2021**
- 2. That Council confirms the payment of accounts, for the period 01 August to 31 August 2021, summarised in the accounts summary totalling \$1,711,866.14**

8.5 Adoption of Council Policies



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

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

Author: Director Corporate and Community Services

Introduction

The purpose of this report is to submit the Information Guide, Access to Information and Internal Reporting Policies (**Attachments One, Two and Three**) for adoption by Bland Shire Council following the exhibition and commentary period.

Financial Implications

Nil.

Summary

At the Julie meeting of Council, the Draft Information Guide, Draft Access to Information and Draft Internal Reporting Policies were endorsed by Council with the following recommendation:

17072021 RESOLVED on the motion of Cr Lord seconded Cr Thomas that:

- 1. Council endorses the Draft Information Guide, Draft Access to Information and Draft Internal Reporting Policies and places both on public exhibition for a period of 28 days from Friday 23 July, 2021 for community comment.**
- 2. The Draft Information Guide be forwarded to the Information and Privacy Commissioner for comment.**
- 3. A further report be prepared and presented to Council following the exhibition period.**

In accordance with this resolution, all documents were placed on exhibition for the period identified and the Draft Information Guide was forwarded to the Information and Privacy Commissioner for comment. As at the date of preparing this report (10 September, 2021) no feedback has been received in relation to the Information Guide from the Commissioner nor was there any commentary from the community on the two Draft policies or the Guide.

Recommendation:

- 1. That Bland Shire Council adopts the Information Guide, Access to Information and Internal Reporting Policies.**
- 2. That should there be comment forthcoming from the Information and Privacy Commissioner that any amendments be included when the Guide is next reviewed.**

Bland Shire Council Information Guide



AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Council
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Governance and Risk
RESPONSIBLE OFFICER: <i>(by position title)</i>	Director Corporate and Community Services
AUTHORISED BY: <i>(GM or Director Title)</i>	Manex
DATE ADOPTED:	
ADOPTED BY: <i>(Manex or Council)</i>	Council – endorsed for consultation 20 July 2021
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	June 2022
REVISION NUMBER:	3

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
2	June 2021	Reformat and updated information	Governance & IP&R Officer
1	August 2020	Updated information	Director Corporate & Community Services

REVIEW OF THIS POLICY

This Policy will be reviewed within 12 months from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

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PREFACE

This Information Guide has been produced by Bland Shire Council in accordance with Section 20 of the Government Information (Public Access) Act and is reviewed on an annual basis.

The purpose of the Information Guide is to provide members of the community, Council staff and the public with information concerning:

- The structure and functions of Bland Shire Council;
- The way in which the functions of Bland Shire Council affect members of the public;
- The avenues available to the public to participate in policy development and the exercise of Bland Shire Council's functions; and
- The type of information available for Bland Shire Council and how this information is made available.

The Information Guide is available on Council's website: www.blandshire.nsw.gov.au

COUNCIL'S VISION, MISSION AND VALUES



STRUCTURE AND FUNCTIONS OF COUNCIL

Bland History

The Shire of Bland was first declared in 1906. A “temporary” council was incorporated on 16 June 1906 and operated for a period of six months. The first election of the Council took place in December 1906 when Councillors G. Punton, D. Byrne, P. Kearins, J.N. Crowley, L.J. McNamara and James Howard were elected. Council remained in this state until September 1935 when a Provisional council was formed beginning the process of the amalgamation with the Municipality of Wyalong.

The Shire of Bland and Wyalong Municipality were formally amalgamated on 7 December 1937 and the present day Bland Shire Council was created.

Bland Today

The Local Government Area of Bland is located on the northern fringes of the Riverina in New South Wales. Bland Shire Council was constituted as a shire in 1906 with the region having first been established as a gold mining settlement in 1895.

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

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

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

The community is proud of its facilities and services with both Council and the community believing the Shire’s greatest asset is its people.

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

Basis of Constitution

Bland Shire Council is constituted under the Local Government Act 1993.

Organisational Structure and Resources

Bland Shire Council is composed of nine councillors elected proportionally to represent the whole Local Government Area.

The role of the Councillors, as members of the body corporate, is:

- To direct and control the affairs of the council in accordance with the Local Government Act 1993 and other applicable legislation;
- To participate in the optimum allocation of the Council's resources for the benefit of the area;
- To play a key role in the creation and review of the council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions;
- To review the performance of the Council and its delivery of services, management plans and revenue policies of the Council.

The role of a Councillor is, as an elected person, is:

- To be an active and contributing member of the governing body of Council;
- To make considered and well informed decisions as a member of the governing body;
- To participate in the development of the Integrated Planning and Reporting (IP&R) Framework;
- To represent the collective interest of residents, ratepayers and the local community;
- To facilitate communication between the local community and the governing body;
- To uphold and represent accurately the policies and decisions of the governing body;
- To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

The Mayor is elected from within the group of elected Councillors and serves for a period of two years.

The Mayor presides at meetings of Council, carries out the civic and ceremonial functions of the office, exercises in cases of necessity, the decision making functions of the body politic, between its meetings and performs any other functions that the Council determines.

The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day to day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity Management Plan.

To assist the General Manager in the exercise of these functions, there are two (2) directors overseeing the following functional areas – Corporate and Community Services and Technical Services.

OUR ORGANISATIONAL STRUCTURE

Bland Shire Council consists of two (2) Directorates and the Office of the General Manger.



FUNCTIONS OF BLAND SHIRE COUNCIL

Under the Local Government Act 1993, Council's functions can be grouped into the following categories:

Service Functions	<ul style="list-style-type: none">• Provisions of community health, recreation, education and information services• Environmental protection• Waste removal and disposal• Land and property, industry and tourism development and assistance• Civil infrastructure planning• Civil infrastructure maintenance and construction
Regulatory Functions	<ul style="list-style-type: none">• Building and development approval and control• Building Certificates• Development of Codes and Policies• Leases and licences of public reserves• Land Management
Ancillary Functions	<ul style="list-style-type: none">• Resumption of land• Powers of entry and inspection• Power to sell and for overdue rates• Power to order the demolition of unsafe or unapproved structures
Revenue Functions	<ul style="list-style-type: none">• Levying of rates• Levying of fees and charges• Authority to borrow funds• Authority to make investments• Authority to grant subsidies
Administrative Functions	<ul style="list-style-type: none">• Employment of staff• Management Plans• Financial Reporting• Annual Reports• Codes of Conduct and Practice• Policy preparation
Enforcement Functions	<ul style="list-style-type: none">• Proceedings for breaches of the Act• Prosecution of offences• Recovery of rates and Charges

As well as the Local Government Act, Council has powers under a number of other Acts in accordance with appropriate delegated authority, for example:

- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operation Act 1997
- Roads Act 1993
- Companion Animals Act 1993
- Swimming Pools Act 1993

IMPACT OF COUNCIL FUNCTIONS ON THE PUBLIC

As a service organisation, the majority of the activities of the Bland Shire Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

Service functions affect the public as council provides services and facilities to the public. These include provision of human services such as library services, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the non payment of rates and charges, unregistered dogs and parking offences.

Community planning and development functions affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships, participating on regional, State or Commonwealth working parties, and preparation and implementation of the Community Action Plan.
- Providing support to community and sporting organisations through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Local Government Week, Education Week, Youth Week, Children's Week, etc, as well as promoting events of others.

Purpose

This Information Guide has been developed to provide information to all involved with Bland Shire Council as to what information is held by the organisation and the way in which this information can be accessed, where appropriate.

Scope

This Information Guide applies to all Bland Shire Council staff, organisations and community members who wish to access information held by Bland Shire Council.

Outcomes

The objectives of Council's Information Guide are:

- To show what Council does
- How Council does it
- They type of information it holds and generates through the exercise of its function, with a particular focus on how those functions affect members of the public.

The Guide aims to make it easier for people to identify and locate information held by Council and know whether the information can be obtained on the website, upon request or under a formal access application.

Roles and Responsibilities

Principle Officer – General Manager

The General Manager has been appointed the Principal Officer. Amongst other duties the Principal Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents and information of the Council.

Right to Information Officer – Director Corporate and Community Services

The Director Corporate and Community Services has been appointed as the Right to Information Officer. The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Principal Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make a written application to the Principal Officer in the first instance.

Definitions

Representation/Representative – More commonly known as Councillors. These are the people who are elected by the community to act and make decisions on its behalf.

Information – Information relates to data, specifics, details, images, film, correspondence and files held by Bland Shire Council which can be obtained through the making of Access Applications.

Mandatory Disclosure – The provision of information by Council to the Community which is included in the GIPA Act and Regulations.

Proactive Release – Information which Council makes publicly available.

Public Interest Considerations – An assessment process which measures the right of the community to have information against the requirements to maintain confidentiality.

Access Application – This is the process of applying for the release of information to an individual or organisation.

PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

Bland Shire Council supports the principles of open government and encourages community involvement in policy development and general activities of Council.

There are two broad ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf. In New South Wales, local government elections are held every four years. The next elections are to be held in September 2021.

At each election, voters elect nine councillors for the following term. Due to postponement of the scheduled 2020 Local Government elections, that term will be for three years until September 2024. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory.

Making representation to Councillors

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

The contact details of the current elected members can be found at www.blandshire.nsw.gov.au

Personal Participation

Ratepayers, residents and business are encouraged to have a say in what Council does. Community participation in Council is a major focus of the Local Government Act 1993. The Act encourages councils to be open and accountable to the community. This is achieved by people having appropriate access to information, voting in polls and referendums, making submissions to Council and by Council meetings being open to the public.

Council's website, www.blandshire.nsw.gov.au is regularly updated with notifications and information on Council's activities, meeting agendas and business papers. The website also publishes notices and exhibitions, tenders, news items, events and many Council documents and reports. The website is reviewed and updated on a regular basis to ensure information is accurate and timely.

Council also provides information on Council activities, decisions and programs in the local newspaper.

Council Meetings

Members of the public are able to attend Council meetings (usually the third Tuesday of each month from 6.30 pm) held in the Council Chambers, 6 Shire Street, West Wyalong NSW 2671.

The Council meeting provides an opportunity for people to speak publicly on any item on Council's Business Paper agenda. Anyone wishing to address Council is requested to register by contacting Council on 02 6972 2266.

Audio recordings of Council meetings are accessible on Council's website.

Council Committees

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council. Council has several committees which include members of the public.

Section 355 Committees

Under the Local Government Act 1993 (the Act) Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee of management.

The appointment of Section 355 Committees is entirely at the discretion of the Council. The Committees are appointed and reappointed in accordance with the provisions of Section 355 and Section 377 of the Act.

The Section 355 committee will be responsible for activities as determined when the committee is established. This responsibility will be conveyed to the committee within its Terms of Reference.

Bland Shire Council Section 355 Committees:

- Barmedman Community Centre
- Barmedman Tidy Towns
- Mirrool Silo Kick Challenge Committee
- Ungarie advancement Group
- Ungarie Retirement Village Association
- Ungarie Showground, Racecourse and Recreation Reserve Committee
- Weethalle Recreation Ground Committee
- Wyalong School of Arts and Hall Committee.

Community Reference Group

The Community Reference Group was established in 2017 to seek direct input from the community into the decision making process.

The reference group replaces the former Advisory Committees and covers a wide range of topics across all areas of Council from heritage to culture and tourism.

The reference group meets bi-monthly in an informal forum type format, which is open to all interested members of the Community. Meetings are held on the second Tuesday of every second month at the Bland Shire Council Chambers commencing at 6.30 pm.

The forums are chaired by Bland Shire Mayor and agenda items generated from members of the public, Councillors and Council staff.

Any recommendations arising from the forums will be submitted to Council for formal consideration. Members of the community are invited to submit agenda items to Council via email to council@blandshire.nsw.gov.au or in writing to The General Manager, PO Box 21, West Wyalong NSW 2671.

The agenda will be published in the West Wyalong Advocate on the Friday before each meeting and on Council's website at www.blandshire.nsw.gov.au

Public Submissions

All significant plans, strategies and policies of Bland Shire Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to do so. Exhibition documents are available at Council's customer service counter and Council's website. Submissions should be addressed to:

The General Manager
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671
Email: council@blandshire.nsw.gov.au

ACCESS TO GOVERNMENT INFORMATION

Bland Shire Council is committed to the principle of open and transparent government. To facilitate public access to Council information, Council has adopted an Access to Information Policy. The objective of this policy is to describe Council's principles regarding public access to information and to facilitate the processing of requests for such access under the *Government Information (Public Access) Act 2009* (GIPA).

Under the provisions of the GIPA Act there is a right of access to certain information held by Council, unless there is an overriding public interest against its disclosure.

Bland Shire Council holds information in respect of a wide range of functions undertaken by it and information which is pertinent to different issues in relation to the Bland Shire Council Local Government Area.

Some of the information is available for inspection as a requirement of the GIPA Act, some information is available for purchase as outlined in Council's adopted Revenue Policy.

There are four main ways in which Council will provide access to information:

- Mandatory Proactive Release
- Authorised Proactive Release
- Informal Release
- Formal Access Application.

Any formal applications under the GIPA Act will be processed in accordance with the Act's requirements and a determination made to release the information or refuse access on the basis of the relevant considerations under that Act.

Council will assess requests for access to information having regard to:

- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Companion Animals Act 1998
- Any other relevant legislation and guidelines as applicable.

Mandatory Proactive Release – Open Access Information

Under Section 6 of the GIPA Act, Council must make its 'open access information' publicly available unless there is an overriding public interest against disclosure of the information or should it require a substantial diversion of agency resources. Open access information is required to be published on Council's website unless to do so would impose an unreasonable additional cost on Council (in these instance, Council's website explains where that information can be obtained – generally by contacting Council or by contacting Council's Public Officer as stated).

The following documents are defined as "Open Access Information" under Section 18 of the GIPA Act and will be released without the need for a Formal Access Application under this Act:

- Council's Information Guide which contains information about Council's structure and functions, and lists the type of information that is publicly available;

- Council's policy documents;
- A disclosure log of formal access applications which includes release of information that Council believes may be of interest to other members of the public;
- A register of contracts worth more than \$150,000.00 which Council has with private sector bodies;
- A record of open access information that Council has not made publicly available on the basis that there is an overriding public interest against disclosure;
- Other such information that may be prescribed by the GIPA Regulation as open access information.

Schedule 1 of the GIPA Act also stipulates that the following additional documents are to be provided as open access information by Council:

Information about Council

- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Report
- Auditor's Report
- Management Plan
- EEO Management Plan
- Community Strategic Plan
- Delivery Program and Operational Plan
- Payment of Expenses and the Provision of Facilities to Councillors' Policy
- Annual reports of bodies exercising functions delegated by Council
- Any codes referred to in the Local Government Act 1993
- Returns of the interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- Departmental Representative Reports presented at a meeting of Council
- Council's Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters.

Plans and Policies

- Local policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans.

Information about Development Applications

Development applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification documents
- Town Planner reports
- Submissions received on Development Applications

- Heritage Consultant reports
- Land Contamination Consultation reports
- Tree Inspections Consultant reports
- Acoustic Consultant reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specification and configurations, and commercially sensitive information.

Approvals, Orders and Other Documents

- Applications for approvals under Part 1 Chapter 7 of the Local Government Act 1993
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decision made on appeals concerning approvals.
- Orders given under Part 2 Chapter 7 of the Local Government Act 1993 and any reasons given under section 136 of the Local Government Act 1993
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land.
- Performance and improvement orders issued to Council under Part 6 Chapter 13 of the Local Government Act 1993.

Authorised Proactive Release

In addition to open access information, Council will make as much other information as possible publicly available, unless there is an overriding public interest against disclosure.

Such information may include information frequently requested or information of public interest that has been released as a result of other requests.

Informal Release

Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose. Such requests for information will be met within Council's resourcing timeframes.

As per proactive release methods, Council is authorised to release information unless there is a public interest against disclosure. To enable the release of as much information as possible, Council is also authorised to redact content from a copy of information to be released, if the inclusion of the redacted information would otherwise result in an overriding public interest against disclosure.

Formal Access Application

Prior to lodging a formal access application, a person seeking information from Council should check if the information being sought is already available on Council's website or could easily be made available through an informal request application.

If Information:

- Is not available via Proactive or Informal Release; or

- Involves a large volume of information, requires extensive research and accordingly will involve an unreasonable amount of time and resources to produce; or
- Contains personal or confidential information about a third party which may require consultation; or
- Is of a sensitive nature that requires careful weighing of the consideration in favour of and against disclosure; then

Council will require a formal access application to be submitted. To make a formal request for access to information an "Access Application" form should be completed (available on Council's website or by request at Council's Administration Building). An application fee is payable in accordance with Council's adopted Revenue Policy.

Interaction with Copyright Legislation

Copyright issues may arise when requests are made for copies of documents held by Council.

The Commonwealth Copyright Act 1968 takes precedence over State legislation. Therefore the right to copy documents under the GIPA Act does not override the Copyright Act. Nothing in the GIPA Act or Regulations permits Council to make government information available in any way that would constitute an infringement of copyright.

Access to copyrighted documents will be granted by way of inspection only, unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided.

Copyright material includes, but not limited to, plans/drawings, consultant reports and survey reports.

Interaction with Privacy Legislation

Access to certain information may be limited in accordance with the Privacy and Personal Information Protection Act 1998 (PPIP Act) and the Health Records and Information Privacy Act 2002 (HRIP Act). The PPIP act and the HRIP Act provide for protection of personal and health information and for the protection of the privacy of individuals generally.

In accordance with the PPIP Act and the HRIP Act, Council has adopted a Privacy Management Plan (available on Council's website) which outlines Council's practice for dealing with privacy and personal information in accordance with Information Protection Principles contained within the HRIP Act.

Public Interest Test

Under the GIPA Act, when deciding whether or not to release information, government agencies must consider whether there is an overriding public interest against releasing the information.

Referred to as the "public interest test", this requires government agencies to consider balancing factors for and against disclosure of each piece of government information. The balancing must be undertaken within the context of the GIPA Act.

In deciding what information to release, Council will apply the public interest test, which will involve:

- Identification of the relevant public interest considerations for disclosure;
- Identification of any relevant public interests against disclosure.

The GIPA Act (section 14) provides an exhaustive list of public interest considerations against disclosure. These are the only considerations against disclosure that decision makers can consider in applying the public interest test:

- Responsible and effective government
- Law enforcement and security
- Individual rights, judicial processes and natural justice
- Business interests of agencies and other persons
- Environment, culture, economy and general matters
- Secrecy provisions specifically provided in legislation
- Exempt documents under interstate Freedom of Information legislation.

Fees and Charges

Access to Information Request

There is no application fee for a request for access to information however Council can charge a fee for copying as per Council's adopted Revenue Policy.

Formal Access Application

An application fee is payable in accordance with Council's adopted Revenue Policy. The application is invalid until the fee is paid.

Processing Charges

Council can impose a charge for processing an application.

The processing charge is calculated at an hourly rate in accordance with Council's adopted Revenue Policy. However, the application fee paid with formal applications counts towards these charges.

Under certain circumstances an applicant may be entitled to a 50% reduction in the processing charge (not the application fee).

A 50% reduction in the processing charge imposed will apply if Council is satisfied that the applicant is suffering financial hardship or is satisfied that the information applied for is of special benefit to the public generally.

If an Access Application is made for personal information about the applicant (the applicant being an individual), the fee for the first 20 hours of processing time will be waived.

Information made available on Council's website is available for viewing free of charge at Council's administration office. If hard copies are required, a copying charge will be levied in accordance with Council's adopted Revenue Policy.

ACCESS AND AMENDMENT TO COUNCIL DOCUMENTS

Council has a vast range of documents that can be accessed in varying ways. Most documents, as far as practicable, will be accessible by members of the public during office hours 8.30 am to 5.00 pm, Monday to Friday.

Council information can be accessed by:

- Searching Council's website, www.blandshire.nsw.gov.au to see if the information is already available (in accordance with the GIPA Act certain information must be published on Council's website, free of charge, this is referred to as 'mandatory disclosure').
- Contact Council either in person or by telephoning 02 6972 2266 and ask for the information. Council will decide whether the information requested:
 - Is open access information that is readily available. If it is, you will be told where and how to get the information.
 - Should be made available as part of a 'proactive release' of information.
 - Can be disclosed to you through 'information release' for example, where no third party personal information is involved, or
 - Requires a 'formal access application'.

The right to information reforms means that formal applications for access to information should be a last resort.

Persons who wish to seek an amendment to the Council's records concerning their personal affairs, should contact Council on 02 6972 2266.

If you experience difficulty in obtaining documents or information you should contact Council's Right to Information Officer or the Public Officer.

Enquiries should be addressed as follows:

General Manager
Bland Shire Council
6 Shire Street
PO Box 21
WEST WYALONG NSW 2671
Phone: 02 6972 2266
Email: council@blandshire.nsw.gov.au

Rights of Review

There are rights to review a decision made by the Public Officer. A full list of reviewable decisions is set out in Section 80 of the GIPA Act.

Internal Review

If an access application has been refused, there is a general right to seek an internal review of the decision. An internal review must be applied for within 20 working days of the original decision and is subject to a fee. Internal review involves a senior person in the agency reviewing the decision to reject the access to information application.

Role of the Information Commissioner

The Information Commissioner can review a decision to refuse access to information if requested by the applicant, notwithstanding any internal review being undertaken. However,

for other persons seeking review, an internal review must first be undertaken. The Information Commissioner also deals with complaints under the GIPA Act.

Office of the Information Commissioner

The Office of the Information Commissioner has been established to oversee the GIPA Act and sits within the Information and Privacy Commission for New South Wales.

If you require any other advice or assistance about access to information you may contact the Information Commissioner by:

Telephone: 1800 472 679 (free call) Monday to Friday, 9.00 am to 5.00 pm (excluding public holidays)

Fax: 02 6446 9518

Email: ipcinfo@ipc.nsw.gov.au

Mail: GPO Box 7011, Sydney NSW 2001

or visit in person at Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000.

External Review (Administrative Decisions Tribunal)

Applicants also have formal avenues via the New South Wales Civil and Administrative Tribunal (NCAT) to review the decision of refuse access. This application must be made within eight weeks of the original decision or four weeks after a review undertaken by the Information Commissioner.

Should you wish to pursue this avenue of review, please contact NCAT on 1300 006 228 Monday to Friday, 9.00 am to 4.30 pm (excluding public holidays).

LEGISLATION

The Information Guide is a mandatory document prescribed in the Government Information (Public Access) Act 2009 (GIPA).

ACCESS TO INFORMATION POLICY

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Council
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Governance and Risk
RESPONSIBLE OFFICER: <i>(by position title)</i>	Director Corporate and Community Services
AUTHORISED BY: <i>(GM or Director Title)</i>	Manex
DATE ADOPTED:	
ADOPTED BY: <i>(Manex or Council)</i>	Council
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	June 2025
REVISION NUMBER:	3

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
3	June 2021	Reformat and updated information	Governance & IP&R Officer
2	18.08.2020		
1	24.08.2010		
Original	16.09.2008		

REVIEW OF THIS POLICY

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

1. Purpose:

The purpose of this policy is to describe Council's principles regarding public access to information and to facilitate the processing of requests for such access to information as governed by Government Information (Public Access) Act 2009.

This policy is to be read in conjunction with Council's Information Guide.

2. Scope:

This Policy applies to all staff, Councillors and contractors of Bland Shire Council.

3. Outcomes:

Bland Shire Council is committed to the following principles regarding public access to documents and information:

- Open and transparent government
- Consideration of the overriding public interest in relation to access requests
- Proactive disclosure and dissemination of information
- Respect for the privacy of individuals.

Council publishes specific open access information on our website, free of charge unless to do so would impose unreasonable additional costs to Council. Council will facilitate public access through this and other appropriate mediums. Council also publishes for inspection documents listed under Schedule 1 of the Government Information (Public Access) Regulation 2009 held by it, unless there is an overriding public interest not to do so.

Council will keep a record of all open access information that is not published because of an overriding public interest against disclosure.

Council also makes as much other information as possible publicly available in an appropriate manner, including on the internet. Such information is also available free of charge or at the lowest reasonable cost.

The Information Guide document identifies the documents and types of information that are available for public access and any restrictions that may apply.

Some documents may require a formal access application in accordance with the *Government Information (Public Access) Act 2009 (GIPA)*. Council will assess all requests for access to documents and information in a timely manner and in accordance with the Information Guide and relevant legislation.

Depending on the nature of the request and the form of access requested, charges may be applied in accordance with Council's Schedule of Fees and Charges and relevant legislation.

Council will assess requests for access to information with reference to:

- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Companion Animals Act 1998
- And any other relevant legislation and guidelines as applicable.

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests or from performing other Council functions, may be refused on the grounds that such a diversion of

resources is contrary to the public interest. Council will endeavour to assist in defining the request to a more manageable one.

Council also endeavours to release other information in response to an informal request, subject to any reasonable conditions Council may impose, having regard to the circumstance of the case.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public and available on Council's website.

4. Roles and Responsibilities:

This policy applies to members of the public wishing to access Council information and all Council officials.

Principal Officer – General Manager

The General Manager has been appointed the Principal Officer. Amongst other duties the Principal Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents and information of the Council.

Right to Information Officer – Director Corporate and Community Services

The Director Corporate and Community Services has been appointed as the Right to Information Officer. The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Principal Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make a written application to the Principal Officer in the first instance.

5. Definitions:

Representation/Representative – More commonly known as Councillors. These are the people who are elected by the community to act and make decisions on its behalf.

Information – Information relates to data, specifics, details, images, film, correspondence and files held by Bland Shire Council which can be obtained through the making of Access Applications.

Public Interest Considerations – An assessment process which measures the right of the community to have information against the requirements to maintain confidentiality.

Access Application – This is the process of applying for the release of information to an individual or organisation.

6. Legislation and Supporting Documents:

Government Information (Public Access) Act 2009

Commonwealth Copyright Act 1968

Local Government Act 1993

Local Government (General) Regulation

Bland Shire Council Information Guide

7. Relationship to Community Strategic Plan:

This Policy supports Council's Strategic Objective 11 – *Provide opportunities for all stakeholders to contribute to Council's decision making* and Delivery Program Strategy 4.3 - *Actively engage with the community and promote open communication.*

8. Attachments:

Appendix 1 – Application for Access to Information Form

Appendix 2 – Access to Information Matrix

Application for Access to Information

Please complete this form to apply for access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer on (02) 6972 2266 or visit our website at www.blandshire.nsw.gov.au
Please note – requests can take up to 20 working days to be assessed depending on the complexity of the request and the volume of requests Council has received.

1 Your details

Title: Mr/Mrs/Ms Surname:

Other names:

Postal address: Postcode:

Day-time telephone: Facsimile:

Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: Main language spoken:

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application: Yes / No (circle one)

Please provide details

☐ I agree to receive correspondence at the above email address.

2 Proof of identity (Required when applicant is requesting information on their own behalf)

Are you seeking personal information? Yes / No (circle one)

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

☐ Australian driver's licence
with photograph, signature and current
address

☐ Current Australian passport

☐ Other proof of signature and current address details

If you are not seeking personal information, do you have approval of the information owner to receive copies of the information? Eg. Owners Consent for Residential Floor Plans or Copyright holder/Architect's Consent for copying plans. Yes / No (circle one)

NB: Please attach copy of signed approval or letter of authority.

3 Documents Requested (Please tick the applicable box)

<input type="checkbox"/>	BUILDING AND PROPERTY INFORMATION (access to files, development history to a maximum of 50 photocopied A4/A3 documents) \$150 Application Fee. However, additional charges apply for more than 50 - photocopies and copies of larger documents.
<input type="checkbox"/>	FORMAL REQUEST under GIPA (access to files) \$30 Application Fee and \$30/hr processing charge. First hour's processing request is included in the Application Fee. Photocopying charges in addition to the above fees also apply.
<input type="checkbox"/>	INFORMAL ACCESS under GIPA – request for specific document/s \$0 Application Fee. Photocopying charges apply. NB. Informal Access applications will be processed in accordance with staff resourcing provisions.

4 Application Details

Site Address:

Lot/Section/DP:

Subject Matter of Request

5 Form of access

How do you wish to access the information?

☐ Inspect the document(s)

☐ A printed copy of the document(s)

☐ Access in another way (please specify)

.....
.....

6 Application Fee (FORMAL APPLICATIONS ONLY)

I provide payment of the **\$30 application fee** by cash / cheque / money order / EFT (circle one).
(Note: please do NOT send cash by post)

7 Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website. Do you object to this? **Yes / No** (circle one)

8 Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

☐ Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).
AND / OR

☐ Special benefit to the public – please specify why below:

.....
.....

Applicant's signature:

Date:

Please post this form with your payment or lodge it at:

Bland Shire Council
PO Box 21
West Wyalong NSW
2671

OR

Bland Shire Council
6 Shire Street
West Wyalong

OR

Email to:
council@blandshire.nsw.gov.au
NB – emailed applications should include payment reference information.

NB – applications requiring copying fees to be paid will receive a quotation of costs prior to processing.

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
General Information					
Information Guide	Yes	No	Full access can be given	Yes	Yes
Disclosure Log	Yes	No	Full access can be given	Yes	Yes
Register of Contracts	Yes	No	Full access can be given	Yes	Yes
Corporate Information					
Model Code of Conduct	Yes	No	Full access can be given	Yes	Yes
Council's Adopted Code of Conduct	Yes	No	Full access can be given	Yes	Yes
Code of Meeting Practice	Yes	No	Full access can be given	Yes	Yes
Annual Report	Yes	No	Full access can be given	Yes	Yes
Annual Financial Reports incorporating Auditors Report	Yes	No	Full access can be given	Yes	Yes
Management Plan	Yes	No	Full access can be given	Yes	Yes
Equal Employment Opportunity Management Plan	Yes	No	Full access can be given	Yes	Yes
Payment of expenses and provision of facilities to Councillors Policy	Yes	No	Full access can be given	Yes	Yes
Annual Reports of bodies exercising functions delegated by Council eg. S355 Committees	No	Yes – document available to view on request	Full access can be given	Yes	Yes
Pecuniary Interest Register	No	Yes – document available to view on request	Full access can be given, Councillors and designated persons have a right to ask that certain information is removed from the returns before they are made publicly available.	Yes	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Corporate Information					
Agendas, business papers and minutes of any meeting of Council	Yes	No	All business papers and minutes with the exception of no access to those matters considered when part of a meeting is closed to the public.	Yes – free of charge	Yes
Agendas, business papers and minutes of any committee of Council	No	Yes – Document available on request	All business papers and minutes with the exception of no access to those matters considered when part of a meeting is closed to the public.	Yes – free of charge	Yes
Departmental representative reports presented at a meeting of the Council in accordance with Sect 433 of the LGS.	Yes	No	Full access can be given	Yes	Yes
Land Register – Council owned property	Yes	No	Full access can be given	Yes	Yes
Register of Investments	Yes	No	Full access can be given	Yes	Yes
Register of Delegations	Yes	No	Full access can be given	Yes	Yes
Register of graffiti removal work	No	Yes- Document available on request	Full access can be given	Yes	Yes
Register of current declarations of disclosures of political donations	Yes	No	Full access can be given	Yes	Yes
Register of voting on planning matters	Yes	No	Full access can be given	Yes	Yes
Council Policies	Yes	No	Full access can be given	Yes	Yes
Fees and Charges	Yes	No	Full access can be given	Yes	Yes
Local Disaster Plan	Yes	No	Full access can be given	Yes	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Personal Information					
Complainant Details	No	Yes – Formal Application Required	Complainant details can only be released in the following circumstances: 1. Where the complainant has no objection to the disclosure of the document; 2. Where the complaint has not been made in good faith. However in most instances a copy of the complaint with the information identifying the complainant omitted can be given to the applicant.	Yes	No
Personal information about yourself	No	Yes – Formal Application Required	There is no fee for the first 20 hours of processing time for each application.	Yes	No
Personal information of others	No	Yes – Formal Application Required	Some information may be restricted for privacy reasons.	Some information may be restricted for privacy reasons	No
Sensitive information from community services	No	Yes – Formal Application Required	Some information may be restricted for privacy reasons.	Some information may be restricted for privacy reasons	No

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Environmental and Development Plans and Policies					
Adopted policies concerning approvals and orders	Yes	No	Full access can be given	Yes	Yes
Plans of management for community land	No	Yes – Document available on request		Yes	Yes
Environmental planning instruments – Local Environmental Plan	Yes	No	Full access can be given	Yes	Yes
Development control plans	Yes	No	Full access can be given	Yes	Yes
Contribution Plans	No	Yes – Information available on request	Full access can be given	Yes	Yes
Social Planning (Social Plan, Community Profile, Cultural Plan)	Yes	No	Full access can be given	Yes	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Development Applications, Approvals and Orders					
Development Application files and documents contained within whilst application is under consideration by Council	No	Yes – Information available on request	Documents no available for public inspection are: 1. Notice to adjoining owners, mail merge list; 2. Internal layout or design plans of a residential building; 3. Commercial information if the information is likely to prejudice the commercial position of a person who supplied it or give away a trade secret.	Yes a fee is payable. Documents provided for information purposes only. Copyright owners consent must be obtained if the document is to be used for any other purpose.	Yes
Development Application files and documents contained within after application has been determined by Council	No	Yes – information available on request	Documents no available for public inspection are: 1. Notice to adjoining owners, mail merge list; 2. Internal layout or design plans of a residential building; 3. Commercial information if the information is likely to prejudice the commercial position of a person who supplied it or give away a trade secret.	Yes a fee is payable. Documents provided for information purposes only. Copyright owners consent must be obtained if the document is to be used for any other purpose.	Yes

Access to Information Matrix

Information Type	Available on Council's website, free of charge	Application Required	Details of Access	Is a copy available to be given, subject to photocopying charges	Available to view at Council's Office, free of charge
Development Applications, Approvals and Orders					
Applications for approval – Section 68 LGA including sewer, onsite management, rural address etc.	No	Yes – Information available on request	Full access can be given	Yes	Yes
Applications for approvals under other Acts.	No	Yes – Information available on request	Full access can be given	Yes	Yes
Orders given under any Act, (e.g. <i>water, building, vegetation, weeds, rangers</i>)	No	Yes – Information available on request	Full access can be given	Yes	Yes
Records of building certificates under the Environmental Planning and Assessment Act.	No	Yes – Information available on request	Full access can be given	Yes	Yes
Plans of land proposed to be compulsorily acquired	No	Yes – Information available on request	Full access can be given	Yes	Yes
Compulsory acquisition notices	No	Yes – Information available on request	Full access can be given	Yes	Yes
Leases and licences for use of public land classified as community land	No	Yes – Information available on request	Full access can be given	Yes	Yes

INTERNAL REPORTING POLICY

AUTHORISATION

POLICY TYPE: (Council or Operational)	Council
POLICY LOCATION: (eg Corporate, Engineering, etc)	Governance and Risk
RESPONSIBLE OFFICER (by position title)	Director Corporate and Community Services
AUTHORISED BY (GM or Director Title)	
DATE ADOPTED:	
ADOPTED BY: (Manex or Council)	Council
MINUTE NO (IF REQUIRED):	
REVIEW DUE DATE: (Four years unless statutorily required sooner)	July 2022
REVISION NUMBER:	1

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS include names of former policies that this policy will replace if applicable	AMENDED BY (WHERE REQUIRED)
2	25/3/21	<ul style="list-style-type: none"> Inclusion of additional disclosure officer Adapt to new policy framework template 	Director Corporate and Community Services

REVIEW OF THIS POLICY

This Policy will be reviewed within 12 months from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

1. Purpose:

This policy is to establish an internal reporting system for staff and Councillors to report wrongdoing without fear of reprisal. The policy sets out who you can report wrongdoing to in Bland Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Council.

2. Scope:

This policy will apply to:

- both Council staff and Councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for the Council
- employees of contractors providing services to Bland Shire Council
- other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

This policy also applies to public officials of another Council or public authority who report wrongdoing relating to Bland Shire Council.

3. Outcomes:

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID).

This policy is just one in the suite of Bland Shire Council's complaint handling policies. It should be read in conjunction with the Council's Code of Conduct, Complaints Handling Policy and the Grievance and Disputes Policy along with the other reference items in the supporting procedures.

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through Council's Grievance and Disputes Policy. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources to be dealt with in accordance with the Grievance and Disputes Policy.

This policy is strongly endorsed by the Mayor and General Manager and shows Council's commitment to high standards of ethical and accountable conduct and that any form of wrongdoing will not be tolerated.

You should report any suspected wrongdoing within Bland Shire Council, or any activities or incidents you see within Bland Shire Council that you believe are wrong.

Reports about five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the PID Act and according to this policy. See below for details about these types of conduct. More information about what can be reported under the PID Act can be found in the NSW Ombudsman's Guideline B2: What should be reported?

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, Bland Shire Council recognises such reports may raise important issues. Council will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

These policies include: Complaint Handling Policy, Bland Shire Council Code of Conduct, Work Health Safety Policy, EEO Policy and Grievance and Disputes Policy.

4. Roles and Responsibilities

Council staff and Councillors

Staff and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council staff and Councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person who is the subject of reports.

Staff and Councillors must not:

- make false or misleading reports of wrongdoing
- victimise or harass anyone who has made a report.

Additionally, the behaviour of all Council staff and Councillors involved in the internal reporting process must adhere to Bland Shire Council's Code of Conduct. A breach of the code could result in disciplinary action.

The role of Bland Shire Council

Bland Shire Council has a responsibility to establish and maintain a working environment that encourages staff and Councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, taking steps to protect reporters from reprisal and manage workplace conflict.

Bland Shire Council will assess all reports of wrongdoing it receives from staff and Councillors and deal with them appropriately. Once wrongdoing has been reported, Bland Shire Council takes 'ownership' of the matter. Bland Shire Council will deal with all reports of wrongdoing fairly and reasonably, respecting the rights of any person the subject of a report. Bland Shire Council must report on its obligations under the PID Act and statistical information about public interest disclosures in its annual report and to the NSW Ombudsman every six months.

To ensure Bland Shire Council complies with the PID Act and deals with all reports of wrongdoing properly, all staff and Councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

ROLES OF KEY POSITIONS

General Manager

The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring Bland Shire Council complies with the

PID Act. The General Manager can receive reports from staff and Councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- make decisions following any investigation or appoint an appropriate decision-maker
- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

Disclosures Coordinator

The disclosures coordinator has a central role in Bland Shire Council's internal reporting system. The disclosures coordinator can receive and assess reports, and is the primary point of contact in Bland Shire Council for the reporter. Council's Disclosure Coordinator is the Director Corporate and Community Services.

The disclosures coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager)
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- coordinate Bland Shire Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- ensure Bland Shire Council complies with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

Disclosures Officers

Disclosures officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and Councillors to make reports. Council's Disclosures Officers are the Director Technical Services, Manager Customer and Financial Services, Manager Development and Regulatory Services, Manager of Engineering, Human Resources Coordinator and Workshop and Plant Coordinator.

Disclosures officers have a responsibility to:

- document in writing any reports received verbally and have the document signed and dated by the reporter

- make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- discuss with the reporter any concerns they may have about reprisal or workplace conflict
- carry out preliminary assessment and forward reports to the disclosures coordinator or General Manager for full assessment.

Mayor

The Mayor can receive reports from staff and Councillors about the General Manager.

Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- refer reports to an investigating authority, where appropriate
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

Supervisors and Managers

Supervisors play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and managers should be aware of the internal reporting policy and are responsible for creating a *local work environment* where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- identify reports made to them in the course of their work which could be public interest disclosures and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- implement local management strategies, in consultation with the disclosures coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the disclosures coordinator or General Manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor.

5. Definitions

Disclosure Coordinator - The disclosures coordinator can receive and assess reports and is the primary point of contact in Bland Shire Council for the reporter.

Disclosure Officer – Disclosure Officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and Councillors to make reports. All Directors and Managers are designated disclosure officers and they are responsible for receiving, forwarding and/or acting upon disclosures made in accordance with the policy.

Definitions of Reportable Matters

a. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a Council official using their position in a way that is dishonest, biased or breaches public trust.

b. Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of an application.

c. Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the Council.

For example, this could include:

- not following a competitive tendering process for a large scale contract
- having bad or no processes in place for a system involving large amounts of public funds.

d. Breach of the GIPA Act

A breach of the *Government Information (Public Access) Act 2009* (GIPA Act) is a failure to properly fulfil functions under that Act.

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

e. Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at Council and Council committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example, this could include:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a Councillor participating in consideration of a DA for a property they or their family have an interest in.

6. Legislation and Supporting Documents

Local Government Act 1993
Local Government (General) Regulations
Public Interest Disclosures Act 1994
Independent Commission Against Corruption Act 1988
Bland Shire Council Model Code of Conduct
Complaints Handling Policy
Confidentiality Policy
Grievance – Disputes Policy

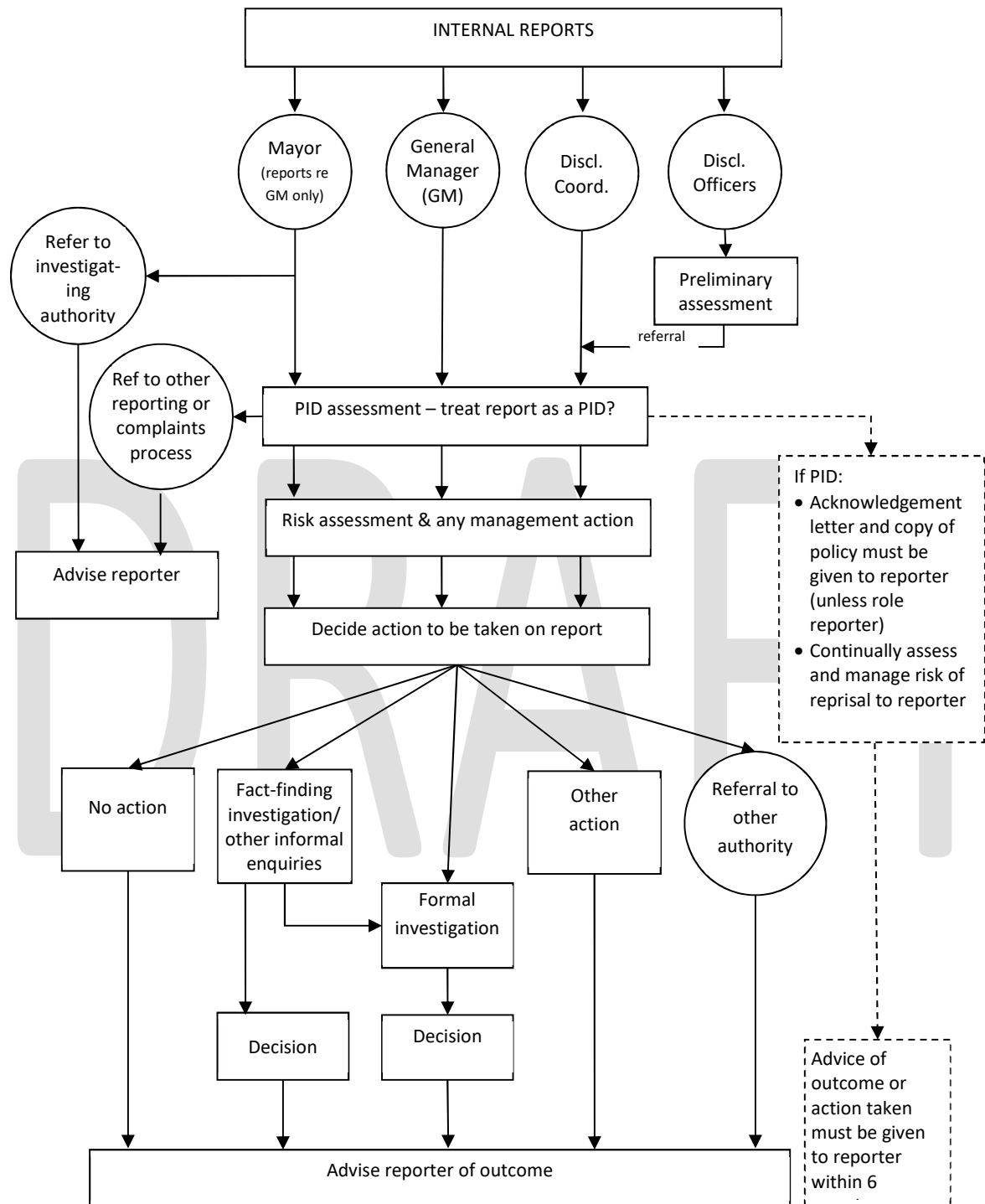
7. Relationship to Community Strategic Plan

Under the theme of *Our Leadership - A well run Council acting as the voice of the community*, this policy fits within the Delivery Program Objective 13: Develop and maintain a framework of plans and policies that ensures open and transparent Council information, specifically Strategy 13.2 - Develop, implement and promote best practice governance policies and procedures.

8. Attachments

Internal Reporting Procedure (including Organisational Commitment Declaration Form and Internal Reporting Form)

Flow chart of internal reporting process



1. Assessment of reports

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The disclosures coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the disclosures coordinator at the time. It is up to the disclosures coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the disclosures coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

2. When will a report be treated as a public interest disclosure?

Bland Shire Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the General Manager or, for reports about the General Manager the Mayor, a position nominated in this policy (see section 4), an investigating authority or in limited circumstances to an MP or journalist (see section 5).

Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action (see section 11).

3. Who can receive a report within Bland Shire Council?

Staff are encouraged to report general wrongdoing to their supervisor. However the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this policy or any supporting procedures.

The following positions are the only people within Bland Shire Council who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below. The broader responsibilities of these positions are outlined under Roles and Responsibilities.

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

General Manager

Contact: Ray Smith
Ph: 02 6972 2266 M: 0409 443 128

Mayor (for reports about the General Manager only)

Contact: Cr B Monaghan
Ph: 02 6972 2266 M: 0448 422 402

Disclosures Coordinator

Contact: Alison Balind – Director Corporate and Community Services
Ph: 02 6979 0288 M: 0417 426 226

Disclosures Officers

Will Marsh:	Director Technical Services
Lesley Duncan:	Manager Development & Regulatory Services
Leesa Bryant	Manager Customer & Financial Services
Jamie Harwood:	Manager Engineering Services
Paul Glennon:	Workshop & Plant Coordinator
Dionne Buys:	Human Resources Coordinator

Directors and Managers are designated disclosure officers and they are responsible for receiving, forwarding and/or acting upon disclosures made in accordance with the policy.

4. Who can receive a report outside of Bland Shire Council?

Staff and Councillors are encouraged to report wrongdoing within Bland Shire Council, but internal reporting is not your only option. You can also make a public interest disclosure to:

- An investigating authority.
- A Member of Parliament or a journalist, but only in the limited circumstances outlined below.

a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example a report about either the General Manager or the Mayor.

The relevant investigating authorities for Bland Shire Council are:

- *the Independent Commission Against Corruption (ICAC) — for reports about corrupt conduct*
- *the Ombudsman — for reports about maladministration*

INTERNAL REPORTING PROCEDURE

- *the Information Commissioner — for disclosures about a breach of the GIPA Act*
- *the Office of Local Government— for disclosures about local Councils.*

You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that the investigating authority may well discuss any such reports with Bland Shire Council. Council will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. Council will also provide appropriate support and assistance to staff or Councillors who report wrongdoing to an investigating authority, if made aware that this has occurred.

b. Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy, including the Mayor for reports about the General Manager
- an investigating authority.

Also, Bland Shire Council or the investigating authority that received your initial report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

c. Other external reporting

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or *our* Code of Conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside Bland Shire Council contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

5. How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Bland Shire Council's Internal Reporting Form is also available for staff or Councillors to use to make a report.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

6. Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Bland Shire Council it is best if you identify yourself. This allows Council to provide you with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If Council does not know who made the report, it is very difficult for it to prevent any reprisal should others identify you.

7. Feedback to staff who report wrongdoing

Staff and Councillors who report wrongdoing will be told what is happening in response to their report.

a. Acknowledgement

When you make a report, Bland Shire Council will contact you to confirm that your report has been received and to advise:

- the timeframe within which you will receive further updates
- the name and contact details of the people who can tell you what is happening or handle any concerns you may have.

After a decision is made about how your report will be dealt with, Bland Shire Council will send you an acknowledgment letter, providing:

- information about the action that will be taken in response to your report
- the likely timeframes for any investigation or other action
- information about the internal and external resources or services available that you can access for support.

Council will provide this information to you within ten working days from the date you make your report. Council will also advise you if it decides to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

INTERNAL REPORTING PROCEDURE

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this policy.

b. Progress updates

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

- information about the progress of the investigation or other enquiries and reasons for any delay
- advice of any decision by Bland Shire Council not to proceed with the matter
- advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

c. Feedback

Once the matter has been finalised you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

8. Maintaining confidentiality

Bland Shire Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate Council will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. Council will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, Council will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the disclosures coordinator and the General Manager, or in the case of a report about the General Manager, the disclosures coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that you can be protected from any reprisal.

Any staff or Councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

9. Managing the risk of reprisal and workplace conflict

When a staff member or Councillor reports wrongdoing, Bland Shire Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk

assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Bland Shire Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified
- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

These courses of action are not punishment and will only be taken in consultation with the reporter.

10. Protection against reprisals

Bland Shire Council will not tolerate any reprisal against staff or Councillors who report wrongdoing or are believed to have reported wrongdoing.

The PID Act provides protection for staff and Councillors who have made a public interest disclosure by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the Council's Code of Conduct which may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

It is important for staff and Councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Bland Shire Council has reasonable grounds to take such action.

a. Responding to allegations of reprisal

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the disclosures coordinator or the General Manager immediately. In the case of an allegation of reprisal by the General Manager, you can alternatively report this to the Mayor.

INTERNAL REPORTING PROCEDURE

All supervisors must notify the disclosures coordinator or the General Manager if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the General Manager, the Mayor can alternatively be notified.

If Bland Shire Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Bland Shire Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
- refer any breach of Part 9 of the Council's Code of Conduct (reprisal action) by a Councillor or the General Manager to the Office of Local Government.
- refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you reported). Contact details for these investigating authorities are included at the end of this policy.

b. Protection against legal action

If you make a public interest disclosure in accordance with the PID Act, you will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

11. Support for those reporting wrongdoing

Bland Shire Council will make sure that staff who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

Employee Assistance Provider: Converge International - 1300 687 327

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the disclosures coordinator.

12. Sanctions for making false or misleading statements

It is important all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. Bland Shire Council will not support staff or Councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the Code of Conduct resulting in disciplinary action. In the case of Councillors, disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

13. The rights of persons the subject of a report

Bland Shire Council is committed to ensuring staff or Councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- advised of your rights and obligations under the relevant related policies and procedures
- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Bland Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

14. Resources

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)
Phone: 02 8281 5999
Toll free: 1800 463 909
Email: icac@icac.nsw.gov.au
Web: www.icac.nsw.gov.au
Address: Level 7, 255 Elizabeth Street
Sydney NSW 2000
GPO Box 500, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman
Phone: 02 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Email: nswombo@ombo.nsw.gov.au
Web: www.ombo.nsw.gov.au
Address: Level 24, 580 George Street,
Sydney NSW 2000

For disclosures about breaches of the GIPA Act:

Information & Privacy Commission
Toll free: 1800 472 679
Facsimile: 02 6446 9518
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au
Address: Level 15, McKell Building
2-24 Rawson Place
Haymarket NSW 2000
GPO Box 7011 Sydney NSW 2001

For disclosures about local Councils:

Office of Local Government
Phone: 02 4428 4100
Facsimile: 02 4428 4199
Email: olg@olg.nsw.gov.au
Web: www.olg.nsw.gov.au
Address: 5 O'Keefe Avenue, NOWRA NSW 2541
Locked Bag 3015, Nowra, NSW 2541

References:

Staff can access advice and guidance about the PID Act from Bland Shire Council Disclosures Coordinator – Director Corporate and Community Services. A copy of the procedures accompany this policy are located in *InfoXpert – Policy Register – Procedures*.

Staff and Councillors can also access advice and guidance from the disclosures coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

Appendices:

1. Organisational Commitment Declaration Form
2. Internal Reporting Form

Organisational commitment

Bland Shire Council does not tolerate corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention. Council is committed to providing services to the community of Bland Shire in an ethical and accountable manner by:

- adopting an Internal Reporting Policy
- ensuring all staff of the Council and Councillors are aware of the contents of the policy and the protection under the Public Disclosures Act for people you make public interest disclosures
- delegating responsibility for the receiving public interest disclosures to designated disclosures officers so that they are easily accessible to staff
- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoing within the Council
- keeping the identity of the staff member disclosing wrongdoing confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their report
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within the Council, but respecting any decision to disclose wrongdoing outside the Council – provided that disclosure outside the Council is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy and procedure, and aware of the needs of those who report wrongdoing
- providing adequate resources, both financial and human, to:
 - encourage reports of wrongdoing
 - protect and support those who make them
 - provide training about how to make reports and the benefits of internal reports to the Council and the public interest generally
 - properly assess and investigate or otherwise deal with allegations
 - properly manage any workplace issues that the allegations identify or result from a report
 - appropriately address any identified problems

Councillors and staff are encouraged to observe their duty to report all forms of wrongdoing and we will fully support any staff member or Councillor who wishes to utilise the Public Interest Disclosures Act to make disclosures within the parameters of the Act.

Ray Smith
General Manager

I....., have read, understood and agree to abide by Bland Shire Council's Internal Reporting Policy and Organisational Commitment statement.

Signed

Date

INTERNAL REPORTING FORM



Internal Reporting Form

This form is to be completed by an internal reporter and submitted to a nominated Authorised Representative under Section 8 of the Public Interest Disclosure Act 1994 (the PID Act)

Details of reporter (You can make an anonymous report by leaving this section blank)		
NAME		
POSITION		
DIRECTORATE/UNIT		Preferred contact method
TELEPHONE		<input type="checkbox"/> Telephone
EMAIL		<input type="checkbox"/> Email
POSTAL ADDRESS		<input type="checkbox"/> Post
Details of matter to report (please provide as much detail as possible)		
Description: What happened? Where did this happen? When did this happen? Is it still happening? How did you become aware of this? (Attach additional pages if required)		
Names of those involved (Attach additional pages if required)	Name	Position
Do you have any additional relevant information or evidence?		<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDITIONAL/SUPPORTING EVIDENCE OR INFORMATION		Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
NAME AND DETAILS OF OTHERS WHO HAVE ADDITIONAL INFORMATION ON THIS MATTER		
NAME	DETAIL/CONTACT DETAIL	
PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE		
The information contained on this form and any information you may submit will be dealt with under the Public Interest Disclosures Act. Your personal information can be accessed and corrected at any time by contact Bland Shire Council's Disclosures Coordinator.		
STATEMENT		
I honestly believe that the above information shows or tends to show wrongdoing.		
Signature (Do not sign if this is an anonymous report)		Date

Section 3 – Technical Services

8.6 Local Heritage Assistance Funding – 23 Court Street, West Wyalong



Our Prosperity - Growing our population and jobs

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

Author: Planning and Compliance Officer

Introduction

An application for Local Heritage Assistance Funding has been received from Andrew Cooper, Home Missionary for the Presbyterian Church, West Wyalong. The proposal is for the minor works to the Presbyterian Church, West Wyalong making it fit for purpose.

The works will include installation of air conditioning, new chairs to replace pews, electrical works and new curtains to replace the existing blinds. Other restoration works proposed to be carried out during this stage include painting, rewiring of the sound system, repointing of bricks, rendering of walls that need fixing and repairing damaged doors.

The above works form Phase 2 of a two phase project.

Phase 1 will involve the major structural repairs of the church including repairs to the roof, structure and drainage works and lighting. It is estimated that these Phase 1 works will cost between \$300,000.00 - \$355,000.00. Due to these major structural issues, the church has not been able to use the building for two years.

The aim of the Heritage Assistance funding is to provide incentive funding to assist property owners in the restoration and conservation of their heritage house or business premises.

Whilst the premise is not listed as a heritage item under the Bland Local Environmental Plan 2011, the building has been identified as a significant building:

The following is an extract from the NSW State Heritage Inventory:

Statement of Significance:

The site and building have historic, aesthetic and social significance for the community and the pair of buildings have retained their original character and integrity.

Historical Notes

The Rev. John Auld M.A. was in charge of Presbyterian Home Mission activities in the East & West Wyalong in 1896. The foundation stone for the present church was laid on 20th October 1937.

The applicant has met with the Heritage Advisor on a number of occasions to discuss the scope of works and is seeking funds for the proposed phase 2 works. The applicant has provided quotations for the proposed works totalling \$50,712.00. The proposed costs for the works are:

Air-conditioning	\$17,050.00
Chairs	\$17,600.00
Electrical	\$2,323.00
Curtains	\$3,520.00
Painting	\$7,370.00
Re-wiring sound system	\$990.00
Repointing bricks, renderings walls and repair doors	\$1,859.00
Total	\$50,712.00

The applicant is seeking a grant of \$7000.00 or more if available to assist with the total cost of the proposed works. Funding Allocation under section 3.0 Local Heritage Assistance Funding of Council's Heritage Assistance Grant Guidelines states:

The amount provided by Council needs to be matched on a dollar for dollar basis by the Applicant (for example. if the cost of the proposed work is \$2000, then Council can provide a grant of up to \$1000).

Further to the above, major projects with a project value of \$30,000.00 or more may only be allocated up to \$7000.00.

Keeping with the above guidelines, Council may provide a grant of up to \$7000.00. Whilst this value is less than 50 percent of the total cost of the proposed works, it is the maximum allocation.

Financial Implications

There is currently \$13,765.00 of unallocated funds in the Local Heritage Grants budget. Should this application be approved there will be \$6765.00 remaining in the budget for Local Heritage Grants.

Summary

The project is consistent with the Local Heritage Fund Guidelines. The maximum funding under the guidelines is fifty per cent of the project cost to a maximum of \$7,000 and it is recommended that Council allocate an amount of \$7000.00 for the project which is the maximum allocation for funding under the guidelines.

Recommendation:

That Council approve funding of \$7000.00 to the Presbyterian Church, West Wyalong towards Phase 2 works to the Church at 23 Court Street, West Wyalong.

8.7 Review of Determination of DA2021/0034 – Extractive Industry



Our Prosperity - Growing our population and jobs

DP16.1 Ensure a sustainable environment for current and future generations through effective management and planning for the long term future by ensuring appropriate land is zoned and available to support business and industry growth.

Author: Director Technical Services

Introduction

A development application was received from Rixa Quarries Pty Ltd on 6 October 2020 seeking Council consent for an Extractive Industry on land known as Lot 2 DP727020 – 2020 Clear Ridge Road, Wyalong.

The land is zoned RU1 Primary Production and the application sought approval for an extractive industry with an extraction rate of 30,000 tonnes per annum and a maximum daily extraction rate of 1,000 tonnes per day.

Council at its meeting held on 16 February 2021 refused the development application on the following grounds:

- The proposed access road (Gordons Lane) is not suitable for use a heavy vehicle ingress/egress.
- The proposed purpose of this development as stated in item 4.2.2 of the Statement of Environmental Effects to provide aggregate for the West Wyalong Solar Farm project. The proposed transport route from the quarry to the solar farm access on Blands Lane will result in the West Wyalong Solar Farm breaching conditions 3 and 4 in Schedule 3 – Environmental Conditions of the development consent issued by the Minister of Planning and Public Spaces on 28 November 2020.

The applicants, Rixa Quarries Pty Ltd, are now seeking a ‘redetermination’ of Council’s decision to refuse the development application. The applicant has amended the application to address the issues raised in the determination of the development consent, as follows:

- **Access** – ingress and egress from the site is now proposed via Clear Ridge Road. A plan has been submitted identifying the amended access arrangements (see attached).
- **Source of demand** – the applicant has provided clarification on the proposed customer base of the proposed development. While the solar farm is a potential customer there is no formal agreement for the proposed quarry to supply this project. The purpose of the proposed quarry is to supply aggregate to the Wyalong area over the long term.

Public Exhibition

The application for review was advertised for a period of 21 days in accordance with the Bland Community Participation Plan. Two (2) submissions were received in relation to the application. The matters raised are summarised below:

Submission 1	
Noise and vibration from blasting	Council requested that a noise and vibration assessment be carried out for the project. The report concludes that noise levels at sensitive receivers are below the NSW Noise Policy for Industry project trigger noise levels. A copy of the report is attached.
Noise from reversing machinery	See above.
Dust generation	The accompanying Statement of Environmental Effects states that the dust impacts from the development will be low. Dust mitigation measures proposed include water sprays on crushers and screen, watering stockpiles and water roads.
The site is a farming area and not industrial	Extractive industries are permissible with consent in the RU1 Primary Production zone.
Amount of resource on the site is not viable	Letter from GHD dated 27 November 2020 advises that a former mine shaft and borehole allow the lithology of the site to be observed and weathered rock to a depth of 3 metres followed by basalt has been confirmed.
Submission 2	
The applicant has not provided a safety and sight lines assessment of the new access.	The application was referred to Council's Engineering Services Department and Transport for NSW who have provided conditions of consent to address this issue.
The applicant has not provided a traffic and pavement impact assessment of the proposed haulage route.	The application was referred to Council's Engineering Services Department and Transport for NSW who have provided conditions of consent to address this issue.
The applicant has not provided a traffic noise assessment of the proposed haulage route.	The application was referred to Council's Engineering Services Department and Transport for NSW who have provided conditions of consent to address this issue.

Financial Implications

The original development application had a fee imposed of \$1745.00. Although the application was refused the applicants are not entitled to a refund of this fee as the application was assessed and determined.

A fee for the review application also applies and was calculated at 712.50. This fee has been paid in full.

Summary

The Applicant's have sought a review of the refusal determination of Development Application 2021/0034 made at Council's 16 February 2021 meeting pursuant to section 8.2 of the *Environmental Planning and Assessment Act 1979*, for an extractive industry on Lot 2 DP727020 – 2020 Clear Ridge Road, Wyalong. The application was referred to Council's Engineering Department and Transport for NSW who have no issue with the amended proposal.

Recommendation:

That the Section 8.2 Application for review of DA2021/0034, seeking approval for an extractive industry be APPROVED subject to the attached recommended conditions.

RECOMMENDED CONDITIONS OF CONSENT

PART A – ADMINISTRATIVE CONDITIONS

General

1. The development must be carried out in accordance with the Environmental Impact Statement prepared by Umwelt Environmental and Social Consultants and dated March 2020, except where amended by other conditions of this development consent.

Notes:

- *Any alteration to the plans and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act, or a fresh development application. No works, **other than those approved under this consent**, shall be carried out without the prior approval of Council.*
- *Where there is an inconsistency between the documents lodged with this application and the following conditions, the conditions shall prevail to the extent of that inconsistency.*

Extraction Limit

2. The extraction limit of this consent is limited to no more than 30,000 cubic metres of extractive material per year. The developer is to keep records of material extracted from the site and is to provide a quarterly report to Council that clearly indicates the amount of material extracted during the relevant quarter.
3. The total area disturbed by the extractive industry is not to exceed 2 hectares of land as a result of clearing or excavating; constructing dams, ponds, drains, roads or conveyors; or storing or depositing overburden, extractive material or tailings.

PART B - PRIOR TO THE COMMENCEMENT OF WORKS

Rehabilitation

4. A detailed rehabilitation plan is to be submitted to and approved by Council prior to any work commencing on the site.

Erosion and Sediment Control Plan

5. An erosion and sediment control plan is to be submitted to and approved by Council prior to the commencement of any works on the site.

Environmental Management Plan

6. Environmental Management Plan is to be submitted to and approved by Council prior to the commencement of any works on the site.

Access

7. Prior to excavation works commencing, the provision by and at full cost to the Developer of a rural culverted/compacted sealed access to the the subject land being construction in consultation with Council's Engineer. The access driveway is to be designed and constructed of a sufficient width at the roadway and the property boundary alignment such that a GML B-Double vehicle (utilizing the Austroads design templates, and a turning speed of 5-15 km/h is able to access the subject land in a forward direction from the through travel lane(s) of Clear Ridge Road without the need to cross over onto the wrong side of the road at any time.

Such access shall be constructed along Clear Ridge Road at a location which provides adequate site distance in either direction (i.e. minimum of 250 metres in both directions). The pipe culverts and headwalls are not be located within 5 metres of the outer edge of the through travel lane of Clear Ridge Road with such culverted access also being constructed at a minimum level grade height as that of the existing unsealed roadway. This work may require reshaping of the existing road table drain. Additionally, the property access gateway should be located with a setback such that all vehicles proposed to enter and/or exit the subject land are able to stand clear of the through travel lanes of Clear Ridge Road whilst either opening and/or closing the property gateway.

8. Any alterations to the road or road shoulder including table drain, shall be repaired/restored at full cost to the Developer to the satisfaction of Council's Engineer.
9. A left and right hand turn in and out (BAL/BAR) shall be constructed in Clear Ridge Road to service the access point to the proposed development site. A design for the construction of the BAL/BAR is to be submitted to Council for approval prior to the commencement of any works. All works are to be completed to the satisfaction of Council's Engineer.
10. Access through the Wyalong/West Wyalong townships shall only be via Clear Ridge Road, crossing Neeld Street; Central Road; and the via the Heavy Vehicle By-Pass (Compton and Showground Roads).
11. There is to be no vehicle access to the quarry site via Gordons Lane or Blands Lane (between Clear Ridge Road and Gordons Lane).

Planning Agreement

12. A planning agreement shall be entered into for an annual contribution for maintainance of Clear Ridge Road.

Maximum Vehicle Size

13. No vehicles larger than GML B-Double (utilising the Austroads design templates) are permitted to access the subject land and development proposal.

Loading and Unloading of Goods

14. Loading and unloading of goods (including excavation equipment) associated with the extractive industry shall be carried out wholly within the confines of the property boundaries. Under no circumstances will the loading or unloading of goods on the public roadway system be permitted.

Heavy Vehicle Movements

15. The total number of heavy vehicle movements associated with the extractive industry shall not exceed 30 per week (i.e. equating to 15 combined in and out movements).

PART C - DURING WORKS

Aboriginal Culture Heritage

16. If any Aboriginal object is discovered and/or harmed in, or under the land, while undertaking the proposed development activities, the proponent must:

- a) not further harm the object
- b) immediately cease all work at the particular location
- c) secure the area so as to avoid further harm to the Aboriginal object
- d) Notify the Department of Planning, Industry and Environment as soon as practical on 131 555, providing any details of the Aboriginal object and its location
- e) Not recommence any work at the particular location unless authorised in writing by the Department of Planning, Industry and Environment.

In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorized access and NSW Police and the Department of Planning, Industry and Environment contacted.

PART E – OPERATIONAL CONDITIONS

Hours of Operation

17. The approved hours of operation are:

On-site Activities (extraction, processing and loading)	
Monday to Friday	7.00 am to 6.00 pm
Saturday	8.00 am to 1.00 pm
Sunday	No operation

Blasting	
Monday to Friday	9.00 am to 5.00 pm
Saturday	No operation
Sunday	No operation

Amenity

18. The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, dust, wastewater, waste products and/or oil.

Biodiversity

19. If any threatened species as defined under the *Biodiversity Conservation Act 2016* are observed during the operation, work is to cease and the National Parks and Wildlife Service is to be contacted.

Air Pollution

20. Air impurities as defined under the *Protection of the Environment Operations Act 1997*, shall not be released or emitted into the atmosphere in a manner which is prejudicial to the health and safety of occupants, the surrounding inhabitants or the environment.

Noise

21. Noise from the development (L_{Aeq}) shall not exceed the background (L_{A90}) by more than 5dB(A) at any time including any allowance for impulsiveness and tonal characteristics when measured at the most affected residence.

Hazardous Materials

22. Should any contaminated, scheduled, hazardous or asbestos material be discovered before or during construction works, the applicant and contractor shall ensure the appropriate regulatory authority (eg Department of Planning, Industry and Environment (DPIE), WorkCover Authority, Council, Fire and Rescue NSW etc) is notified, and that such material is contained, encapsulated, sealed, handled or otherwise disposed of to the requirements of such Authority.

Note: Such materials cannot be disposed of to landfill unless the facility is specifically licensed by the Environment Protection Authority (EPA) to receive that type of waste.

Record Keeping

23. The quarry operator is to record and maintain a log for the extraction quantities and traffic movement in and out of the subject site. This log is to be kept on site and be available for inspection at the request of the consent authority.

Road Transport Route

24. Access through the Wyalong/West Wyalong townships shall only be via Clear Ridge Road, crossing Neeld Street; Central Road; and the via the Heavy Vehicle By-Pass (Compton and Showground Roads).
25. There is to be no vehicle access to the quarry site via Gordons Lane or Blands Lane (between Clear Ridge Road and Gordons Lane).

Maximum Vehicle Size

26. No vehicles larger than GML B-Double (utilising the Austroads design templates) are permitted to access the subject land and development proposal.

Loading and Unloading of Goods

27. Loading and unloading of goods (including excavation equipment) associated with the extractive industry shall be carried out wholly within the confines of the property boundaries. Under no circumstances will the loading or unloading of goods on the public roadway system be permitted.

Heavy Vehicle Movements

28. The total number of heavy vehicle movements associated with the extractive industry shall not exceed 30 per week (i.e. equating to 15 combined in and out movements).

8.8 Modification of DA/2007/083 – Waste Disposal Facility



Our Prosperity - Growing our population and jobs

DP16.1 Ensure a sustainable environment for current and future generations through effective management and planning for the long term future by ensuring appropriate land is zoned and available to support business and industry growth.

Author: Manager Development and Regulatory Services

Introduction

Council originally received the application to modify DA/2007/083 on 17 March 2016. The matter was referred to the NSW Environmental Protection Authority (EPA) on 21 March 2016. The EPA responded to Council on 22 April 2016 advising that the provided supporting information was insufficient and requested that a Waste Management Plan and Noise Impact assessment be submitted. Council wrote to the applicant on 2 May 2016 requesting this additional information. The outstanding information was received by Council on 22 June 2021 (Council staff had followed up with the applicants numerous times during this period however, the preparation of additional information had been delayed due to a variety of reasons).

The proposed modification is for:

- Amend Condition C1 – Limits of Approval – by increasing the maximum amount of waste to be accepted at the site from 10,000 tonnes (including up to 5,000 tonnes of tyres) to 18,000 tonnes per annum (including up to 5,000 tonnes of tyres).
- Rewording of Condition C1 – Limits of Approval – to align the definition of acceptable waste with EPA Guidelines and POEO Act definitions for general solid waste (non-putrescible).

Note: When first submitted the application for modification related to an increase from 10,000 tonnes of waste accepted at the site to 25,000 tonnes per annum. However, this was amended by the applicant to 18,000 tonnes per annum (including up to 5,000 tonnes of waste tyres).

The current conditions in Development Consent DA/2007/083 is:

C1 Limits of Approval

A maximum of 10,000 tonnes of waste per annum shall be accepted at the site, of this the disposal of tyres is limited to 5,000 tonnes. Further development consent shall be required should the amount of waste material exceed this limit.

The applicant shall only receive and dispose of the following solid waste on the site:

- *Virgin excavated natural material (clay, gravel, sand, soil and rock);*
- *Building and demolition waste (bricks, concrete and timber); and*
- *Used, rejected and unwanted tyres (including shredded tyres and tyre pieces).*

No other waste products are permitted to be received and disposed of as part of this consent.

Plastics, glass, paper & paper products, metal, treated timbers and products containing asbestos are NOT PERMITTED to be received or disposed of as part of this consent.

The applicant has requested that the conditions be reworded as follows:

C1 Limits of Approval

A maximum of 18,000 tonnes of waste per annum shall be accepted at the site, of this the disposal of tyres is limited to 5,000 tonnes. Further development consent shall be required should the amount of waste material exceed this limit.

The applicant shall only receive and dispose of the following solid waste on the site:

- *General solid waste (non-putrescible):*
 - *Virgin excavated natural material (clay, gravel, sand, soil and rock);*
 - *Building and demolition waste (bricks, concrete and timber); and*
- *Special Waste - Used, rejected and unwanted tyres (including shredded tyres and tyre pieces).*

No other waste products are permitted to be received and disposed of as part of this consent.

Waste products not permitted to be received or disposed of on the site as part of this consent include the following:

- *Single bulk loads of plastics, glass, paper & paper products and metal; and*
- *Treated timbers and products containing asbestos.*

Council has not received any complaints with regard to the operation of the site and as such is considered appropriate to support the increase in waste received at the site. The aim of the waste disposal initially was to support the rehabilitation of the existing sand quarry. The increase in extraction limit will enable rehabilitation activities to be completed earlier.

Financial Implications

Nil to this report.

Summary

Council has not received any complaints with regard to the operation of the site and as such is considered appropriate to support the increase in waste received at the site. The aim of the waste disposal initially was to support the rehabilitation of the existing sand quarry. The increase in extraction limit will enable rehabilitation activities to be completed sooner.

Recommendation:

That Council approve the modification of DA/2007/083 by amending the schedule of conditions by replacing Condition C1 with:

C1 Limits of Approval

A maximum of 18,000 tonnes of waste per annum shall be accepted at the site, of this the disposal of tyres is limited to 5,000 tonnes. Further development consent shall be required should the amount of waste material exceed this limit.

The applicant shall only receive and dispose of the following solid waste on the site:

- ***General solid waste (non-putrescible):***
 - ***Virgin excavated natural material (clay, gravel, sand, soil and rock);***
 - ***Building and demolition waste (bricks, concrete and timber); and***
- ***Special Waste - Used, rejected and unwanted tyres (including shredded tyres and tyre pieces).***

No other waste products are permitted to be received and disposed of as part of this consent.

Waste products not permitted to be received or disposed of on the site as part of this consent include the following:

- ***Single bulk loads of plastics, glass, paper & paper products and metal; and***
- ***Treated timbers and products containing asbestos.***

DEVELOPMENT ASSESSMENT REPORT

DA Number:	DA/2007/083 (MA2015/0003)
Address:	Euroka Road, Quandialla
Legal Description:	Lot 1 DP1039488 & Lot 2 DP1039488
Development Description:	Modification of Development Application

PROJECT OVERVIEW

- Amend Condition C1 (Limits of Approval) by increasing the maximum amount of waste to be accepted at the site from 10,000 tonnes (including up to 5000 tonnes of waste tyres) to 18,000 tonnes (including up to 5000 tonnes of waste tyres).
- Amend Condition C1 to align definition of acceptable waste with NSW EPA Guidelines and POEO Act definitions for general solid waste (non-putrescible).

PROPERTY DETAILS/HISTORY

	Checked		Comments
File History	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	See table below
Title Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Ownership	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Development History

DA Number	Description	Date
DA 119/95	Continued Operation of Extractive Industry	Nov 1995
53/01	Subdivision application to create Lots 1 & 2 DP1039488	Feb 2002
DA/2007/083	Waste Disposal Facility	June 2008
MOD/2010/004	Amend condition C2 – Lining of Pits	June 2010
DA/2013/082	Resource Recovery (Waste Tyres)	August 2013

APPLICATION TYPE

Does this application require referral for decision by Council?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is this application an Integrated Development Application?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this application a Designated Development Application?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this application for State Significant Development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this application submitted by/on behalf of a Public Authority?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this application a staged Development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Stage Detail:		
Is this application a section 4.55 amendment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does this application require concurrence referral?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Does this application require courtesy comment?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Department	Date Requested	Date Received	Comments/Issues Raised	
NSW EPA	8/7/2021	29/7/2021	The EPA does not object to the proposed modification.	

			Applicable	
SEPP (Affordable Rental Housing) 2009 <i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Building Sustainability Index: BASIX) 2004 <i>The SEPP provides for the implementation of BASIX throughout the State.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Concurrences and Consents) 2018 <i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Educational Establishments and Childcare Facilities) 2017 <i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Exempt and Complying Development Codes) 2008 <i>The SEPP provides exempt and complying development codes that have State-wide application.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Housing for Seniors or People with a Disability) 2004 <i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP (Infrastructure) 2007 <i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
SEPP (Mining, Petroleum Production and Extractive Industries) 2007 <i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 21 (Caravan Parks) <i>This SEPP aims to encourage the orderly and economic use and development of land for land intended to be used as a caravan park.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 33 (Hazardous and Offensive Development) <i>The SEPP provides a systematic approach to the assessment of development proposals for potentially hazardous and offensive industry or storage.</i>			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
SEPP No 36 (Manufactured Home Estates) <i>This SEPP allows development for MHE permissible with development consent on any land on which a caravan park may be carried out except land dedicated or reserved under the National Parks and Wildlife Act 1974, Crown reserves or specified categories of excluded land.</i>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SEPP No 55 (Remediation of Land) <i>The SEPP provides a state-wide planning framework for the remediation of land; requires consent authorities to consider the potential for land to be contaminated when determining development applications; lists the remediation works that require development consent; and provides certification and operational requirements for remediation works that can be undertaken without development consent.</i>			Yes <input type="checkbox"/>	No <input type="checkbox"/>

SEPP No 64 (Advertising and Signage) <i>The SEPP provides planning controls for advertising and signage in NSW. The SEPP requires signage to be compatible with the future character of an area, provide effective communication in suitable locations and be of high quality design and finish.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SEPP No 65 (Design Quality of Residential Apartment Development) <i>The SEPP provides consistent planning and design standards for residential apartment buildings across NSW.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SEPP (Primary Production and Rural Development) 2019 <i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SEPP (State and Regional Development) 2011 <i>This SEPP identifies development that is State significant development or State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SEPP (Vegetation in Non-Rural Areas) 2017 <i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserve the amenity of non-rural areas of the State through preservation of trees and other vegetation.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
State Environmental Planning Policy No 55 – Remediation of Land		
<p>Clause 7 of SEPP 55 states that:</p> <ol style="list-style-type: none"> 1) A consent authority must not consent to the carrying out of any development on land unless: <ol style="list-style-type: none"> a) It has considered whether the land is contaminated, and b) If the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and c) If the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose. 		
Comment The site is identified as being potentially contaminated as a result of waste disposal activities taking place on the site. The site is licenced by the EPA for use as a waste disposal facility.		
State Environmental Planning Policy No 33 – Hazardous and Offensive Development		
Comment Waste disposal facilities are identified as potentially offensive development. The application was referred to the EPA who have no objection to the proposal. As EPA licencing requirements can be met the development is not defined as 'offensive development'		
State Environmental Planning Policy (Infrastructure) 2007		
Comment The land subject to this modification application is subject to an existing development consent for a waste disposal facility on land that is degraded as a result of an extractive industry.		

LOCAL ENVIRONMENTAL PLAN

The subject land is zoned:	RU1 Primary Production
Definition from LEP	Waste Disposal Facility means a building or place used for the disposal of waste by landfill, incineration or other means, including such works or

	activities as recycling, resource recovery and other resource management activities, energy generation from gases, leachate management, odour control and the winning of extractive material to generate a void for disposal of waste or to cover waste after its disposal.	
Permissibility:	The development is considered to be permissible with consent.	
Clause		Compliance
Part 4 Principal Development Standards		
4.1	Minimum subdivision lot size	Not Applicable
4.1AA	Minimum subdivision lot size for community title schemes	Not Applicable
4.1A	Minimum subdivision lot size for strata plan schemes in certain rural and environmental zones	Not Applicable
4.2	Rural Subdivision	Not Applicable
4.2A	Erection of dwelling houses on land in certain rural and environmental protection zones	Not Applicable
4.2B	Erection of rural workers’ dwellings	Not Applicable
4.3	Height of buildings	Not adopted
4.4	Floor space ratio	Not adopted
4.5	Calculation of floor space ratio	Not adopted
4.6	Exceptions to development standards	Not Applicable
Comment:	The proposed modification of the development application does not relate to subdivision or the erection of dwellings and does not seek to modify development standards.	
Part 5 Miscellaneous Provisions		
5.1	Relevant acquisition authority	Not Applicable
5.2	Classification and reclassification of public land	Not Applicable
5.3	Development near zone boundaries	Not Applicable
5.4	Controls relating to miscellaneous permissible uses	Not Applicable
5.5	Repealed	Not Applicable
5.6	Architectural roof features	Not adopted
5.7	Development below mean high water mark	Not applicable
5.8	Conversion of fire alarms	Not Applicable
5.9	Repealed	Not Applicable
5.9AA	Repealed	Not Applicable
5.10	Heritage conservation	Not Applicable
5.11	Bushfire hazard reduction	Not Applicable
5.12	Infrastructure development and use of existing buildings of the crown	Not Applicable
5.13	Eco-tourist facilities	Not Applicable
5.14	Siding spring Observatory – maintaining dark sky	Not adopted

5.15	Defence communications facility	Not adopted
5.16	Subdivision of, or dwellings on, land in certain rural, residential or environment protection zones	Not Applicable
5.17	Artificial water bodies in environmentally sensitive areas of operation of irrigation corporations	Not Applicable
5.18	Intensive livestock agriculture	Not Applicable
5.19	Pond-based, tank based and oyster aquaculture	Not Applicable
Comment:	The proposed modification does not seek to amend any miscellaneous provisions listed in Part 5 of the Bland Local Environmental Plan 2011.	
Part 6 Additional local provisions		
6.1	Essential services	Not Applicable
6.2	Earthworks	Not Applicable
6.3	Terrestrial biodiversity	Not Applicable
6.4	Riparian land and watercourses	Not Applicable
6.5	Wetlands	Not Applicable
6.6	Groundwater vulnerability	Not Applicable
6.7	Flood Planning	Not Applicable
6.8	Airspace operations	Not Applicable
6.9	Location of sex services premises	Not Applicable
Comment:	The proposed modification	

DEVELOPMENT CONTROL PLAN

PART 1.3 DEVELOPMENT APPLICATION NEIGHBOUR NOTIFICATION POLICY		
Is the proposal Advertised Development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comment Not applicable		
Did the application require Neighbour Notification?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comment The application was notified to adjoining neighbours between 26 July 2021 and 27 August 2021. One (1) submission was received.		

PART 7 INDUSTRIAL DEVELOPMENT		
Setbacks		
PI1	Front/Road Setbacks Setbacks complement the streetscape and allow for landscaping and open space between buildings.	Not Relevant
PI2	Side and Rear Setbacks Side and rear setbacks provide emergency services access and reduces adverse impacts on adjoining properties.	Not Relevant
Comment The modification application relates to an existing facility. No change to setbacks is proposed.		
Building Design		
PI3	Building Design Buildings are designed to integrate with the streetscape and be compatible with their surroundings.	Not Relevant
PI4	Building Height Building height is maintained at a scale appropriate to the location of the development.	Not Relevant
PI5	Ancillary Uses Ancillary uses are designed, constructed and located in a sympathetic manner which enhances the visual amenity of the development.	Not Relevant
PI6	Ancillary office space is designed to be integral to the industrial development.	Not Relevant
PI7	Security Building design facilitates surveillance of streets and open spaces.	Not Relevant
PI8	Building Materials The form, colours, textures and materials of buildings should enhance the quality and character of the industrial precinct.	Not Relevant
Comment The proposal relates to the modification of two (2) existing conditions and will not result in new buildings or changes to existing structure.		
Landscaping		
PI9	Site Planning Landscaping is considered as a component of the site planning process and reflects the scale of the development.	Not Relevant
PI10	Existing trees and shrubs Development is designed to maximise the number of trees retained onsite.	Not Relevant
PI11	Visual Amenity Landscaping is used to soften the impact of buildings, as a screen to visual intrusions, parking areas and for recreation space.	Not Relevant
PI12	Water Efficiency Landscaping should use indigenous species of a low water demand.	Not Relevant
Comment Landscaping is not relevant to the proposed modification.		
Vehicular Access, Parking and Hardstand Areas		
PI13	Ingress and Egress Ingress and egress points are located and sized to facilitate the safe and efficient movement of vehicles to and from the site.	Not Relevant

	<p>Note: The design vehicle used to determine the width of the ingress, egress, driveways, accessways and manoeuvring areas is to be the largest vehicle likely to enter the site.</p> <p>The minimum design vehicle for:</p> <ul style="list-style-type: none"> • IN2 Light Industry zone is a prime mover and semi-trailer (19 metres); and • IN1 General Industrial zone is a B-Double (25 metres). 	
PI14	<p>Accessways Accessways and driveways are sized to facilitate the safe and efficient movement of vehicles to, from and within the site.</p> <p>Note: The dimensions mentioned are minimums only. It is still required that the width be suitable given the turning path of the required vehicle design.</p>	Not Relevant
PI15	<p>Car Parking Car parking does not adversely impact upon the visual amenity of the site and the locality.</p>	Not Relevant
PI16	Car parking is conveniently located and easily accessed.	Not Relevant
PI17	Car parking areas are designed to facilitate the safe movement of vehicles and provide a sufficient number of spaces for the projected needs of the development.	Not Relevant
PI18	<p>Loading/Unloading and Manoeuvring Areas Facilities are provided onsite for the loading and unloading of goods.</p>	Not Relevant
PI19	Manoeuvring areas are provided to ensure that the design vehicle can enter and leave the site in a forward direction.	Not Relevant
PI20	<p>Sealing and Drainage All driveways, car parks, loading, unloading, manoeuvring areas etc are appropriately drained and sealed.</p>	Not Relevant
<p>Comment There is no proposed changes to the current access arrangements. An increase in the amount of waste that can be accepted at the site will result in additional vehicle movements.</p>		
Fencing		
PI21	<p>Fencing and Screen Walls Fencing and screen walls do not adversely impact upon the visual amenity of the area.</p>	Not Relevant
<p>Comment No applicable to the proposed modification.</p>		
Soil and Water Quality and Noise Management		
PI22	<p>Soil Erosion Adequate provision is made for measures during construction to ensure that the land form is stabilised and erosion is controlled.</p>	Not Relevant
PI23	<p>Water Quality The system design optimises the interception, retention and removal of water-borne pollutants through the uses of appropriate criteria, prior to their discharge to receiving waters.</p>	Not Relevant
Comment		

No		
Stormwater Management		
PI24	Drainage from development sites is consistent with the predevelopment stormwater patterns.	Not Relevant
PI25	Drainage systems should be designed to ensure safety and minimise stormwater inundation of habitable floor areas.	Not Relevant
Comment Not relevant to the proposed modification.		
Noise Management		
PI26	The hours of operation of noise generating activities are restricted to avoid any noise nuisance upon surrounding residential areas.	Not Relevant
Comment Existing hours of operation will apply.		

PART 9 PRIMARY PRODUCTION		
Site Integration		
PPP1	<i>Adjoining Uses</i> Consideration is given to the nature of adjoining uses so as to obtain optimum amenity and privacy.	Not Relevant
PPP2	<i>Prevailing Winds</i> Developments are located and designed to address prevailing winds.	Not Relevant
PPP3	<i>Existing Opportunities</i> Developments are located in order to make best use of existing infrastructure and resources.	Not Relevant
PPP4	<i>Natural Hazards</i> The impacts of natural hazards, such as fire, flood and wind storms are reduced.	Not Relevant
Comment The proposal relates to an existing waste disposal facility.		
Servicing		
PPP5	<i>Water</i> Water supply capable of servicing the needs of the proposed development in terms of domestic, stock, fire fighting and other needs is available.	Not Relevant
PPP6	<i>Electricity</i> Access to an electricity supply capable of servicing the proposed development.	Not Relevant
PPP7	<i>Telecommunications</i> Access to telecommunications capable of servicing the proposed development is available.	Not Relevant
PPP8	<i>Service Corridors</i> The location of proposed service corridors are chosen to minimise the impact on the environment and the agricultural use of the land.	Not Relevant
Comment Additional services are not required for the proposed modification.		
Access		

PPP9	<i>Sight Distance</i> There is adequate sight distance to allow safe manoeuvring to and from the property.	Not Relevant
PPP10	<i>All Weather Access</i> There is all weather access provided from the development to the public road.	Not Relevant
PPP11	<i>Access in times of flood</i> Access is flood free where possible to allow safe transit during and after periods of heavy rain.	Not Relevant
PPP12	<i>Emergency Vehicles</i> Access for emergency vehicles is available in times of fire, flood and other emergencies.	Not Relevant
PPP13	<i>Property Identification</i> Property access must clearly identify the property address	Not Relevant
Comment There is no change proposed to the existing access. It is considered that the existing access will accommodate the increase in vehicle movements.		

PART 11 CAR PARKING AND VEHICLE ACCESS		
PCP1	Parking operations are logical and the circulation pattern clearly defined through the use of appropriate traffic management measures.	Not Relevant
PCP2	Parking areas are designed to operate in a safe manner for drivers and pedestrians.	Not Relevant
PCP3	Finished surface of the car park, driveway, turning circle and loading areas is of a suitable material for the proposed activity.	Not Relevant
PCP4	Pedestrians are separated from vehicular traffic as much as physically possible.	Not Relevant
PCP5	For one way traffic, circulation is in the clockwise direction.	Not Relevant
PCP6	Solid walls or other obstructions to visibility are avoided on the inside of tight turns.	Not Relevant
PCP7	Entry/Exit points are clearly marked to avoid any confusion. Within the car park, signs are provided where necessary so that drivers wishing to leave the car park may do so by the most efficient route. Signposting is easily seen and understood.	Not Relevant
PCP8	Directional markings are clearly set out on the pavement in such a manner as to be easily readable and understandable to the users of the car park.	Not Relevant
PCP9	All parking bay delineations, arrows and other information for drivers painted on the pavement are marked using white (or high contrast) paint or approved markers. Delineations are not less than 75 mm or greater than 100 mm wide. <i>Note: In certain situations, the installation of signs to Council's satisfaction may be required over and above the normal requirements. Signposting and marking for parking areas are to be submitted with the development application for Council's consideration.</i>	Not Relevant
PCP10	Where the development generates a reasonable volume of traffic, separate entry and exit locations are provided with suitable separation between the access points.	Not Relevant

PCP11	Good sight distance is provided onto footpath areas from vehicles leaving car parking areas.	Meets Acceptable Solution
PCP12	Garages in residential development are capable of easy entry and exit.	Not Relevant
PCP13	Grades of parking areas are minimised, consistent with achieving adequate drainage	Not Relevant
PCP14	Turning circles are to cater for the range of vehicle sizes anticipated to utilise the site.	Meets Acceptable Solution
PCP15	Delivery areas are separated (either physically or through timed deliveries) from customer parking areas.	Not Relevant
PCP16	Provisions are made in the design of loading docks so that delivery vehicles do not conflict with customer traffic.	Not Relevant
Comment The existing access arrangements are considered suitable to meet the demand of the development as proposed in the modification application.		
11.3 Number of Carparking Spaces Required		
PNC1	New car parks are sufficient in number and design to provide appropriately for the needs of new development.	Not Relevant
Comment Additional car parking spaces are not required as a result of this proposal.		

PLANNING AGREEMENT

Section 4.15(1)(a) (iia) – EP & A Act

Is there a planning agreement in force under section 7.4 of the EP&A Act	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has a Planning Agreement been offered under this development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

PLANNING STRATEGIES/LOCAL POLICY

Is there a Planning Strategy or Local Policy that requires notation?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has the applicant submitted any supporting planning assessments?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comment A Waste Management Plan was submitted with the application.		

SUBDIVISION

Does this application include subdivision?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comment Subdivision is not proposed as part of this development.		

ENVIRONMENTAL IMPACTS

Section 4.15(1)(b) – EP & A Act

	Impact		Comment
Social	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	The proposal will have minimal social impact. The proposal will reduce the life of the facility and result in earlier completion of rehabilitation works.
Economic	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	The waste disposal facility provides employment opportunities in the local community. It is anticipated

			that the proposed modification will require employment of seven (7) additional employees.
Siting & Configuration	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Setbacks	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Privacy	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Overshadowing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Solar Access	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Visual	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Amenity	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Increased vehicle movements will generate additional noise impacts in the locality.
Water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Air	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Dust control measures are included in the original development consent.
Noise	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Increased vehicle movements will generate additional noise impacts in the locality.
Land Degradation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Rehabilitation of the site will be required as part of the original quarry DA and the original DA for the Waste Disposal Facility.
Vegetation Loss	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Vegetation removal is not proposed as part of the modification application.
Flora	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Fauna	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Has a Threatened Species Impact Assessment been prepared?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does the proposed development required approval under the EPBC Act?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Heritage	Impact		Comment
European	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Aboriginal	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Is the land classified as containing and item of environmental heritage?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is there an impact on a heritage item in the vicinity of the proposal?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Comment There have been no heritage items identified on the site or in the vicinity of the site.			
Is this proposal in a heritage conservation area?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this proposal in an adjoining or in close vicinity to a conservation area?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has a Heritage Impact Statement been prepared for the proposal?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has an Archaeological Survey been prepared for this proposal?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

FLOODING

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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BUSHFIRE PRONE LAND*Section 4.15(1)(b) – EP & A Act*

Is this property bushfire prone as per the Bush Fire Prone Land Map?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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CONTAMINATED LAND*Section 4.15(1)(b) – EP & A Act*

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

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

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

Comment

Not applicable to the modification proposal.

Does this proposal have any potential impact on:

	Impact		Comment
Sewer	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Drainage	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Access	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Kerb & Gutter	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Upgrade Existing Road	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not required.
Road Network	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The existing road network can accommodate the proposed increase in vehicle movements.
Existing Easements	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Electricity	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Telecommunications	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Pedestrian Access	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Loading and Unloading	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Parking	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Energy Consumption	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable

Does the development require any new easements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has an Erosion and Sedimentation Control Plan been submitted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

CONSTRUCTION ASSESSMENT

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

SECTION 68 ASSESSMENT

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

DEVELOPER CONTRIBUTIONS

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

ADVERTISING SIGNAGE

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

NOTIFICATION

Does this application required neighbour notification?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is this application advertised development under the EP & A Act?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Was this application notified/advertised as per the provisions of:	CPP	
Was this application notified/advertised for public interest purposes only?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Dates notification undertaken:		
Commenced:	26/07/2021	Finished: 27/08/2021
Were there any written submissions received?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Issue	Comment	
Noise from heavy vehicles accessing the site.	<p>The proposed modification will generate additional heavy vehicles accessing the site. However, it is considered that the approved hours of operation will limit the impact on property owners in the vicinity.</p> <p>The distance in the noise report is 650 metres. This is consistent with having measured from waste disposal facility.</p>	
Noise from reversing alerts.	The applicant has submitted an assessment of the potential impacts of noise which indicates that noise at sensitive receivers are within acceptable levels.	
Location of gates	The gates are located in the position approved under the original consent for the waste disposal facility.	
Disposal of combustible materials and issue with previous fire.	The accompanying Waste Management Plans provides fire prevention measure that will be implemented for fire prevention and control purposes.	
Wind blown litter.	The accompanying Waste Management Plan provides a range of measures that will be implemented to reduce wind blown litter.	

SECTION 88B INSTRUMENT

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

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

SITE SUITABILITY

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

Comment:	<p>The application has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979. The issues raised during assessment and public exhibition of the application have been considered in the assessment of the application. The site is considered suitable for the proposed development and the proposal adequately addresses relevant planning controls. The development is not considered to be contrary to the public's interest and will not result in significant adverse social, environmental or economic impact.</p>
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RECOMMENDATION

Approved

Comment:

The site is considered suitable for the proposed development and the proposal adequately addresses relevant planning controls. The development is not considered to be contrary to the public's interest and will not result in significant adverse social, environmental or economic impact. It is recommended that the application be approved.

ASSESSING OFFICER

Assessing Officer: Lesley Duncan

Position: Manager Development & Regulatory Services

DATE: 13/09/2021

Signature:

Section 4 – Reports for Information

Recommendation:

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

- **8.9 - Economic Development & Tourism Report –September 2021**
- **8.10 - Community Services Report**
- **8.11 - Bland Shire Library Monthly Update**
- **8.12 - Children Services July Update**
- **8.13 - Bland Community Care Services Update**
- **8.14 - Technical Services Report**
- **8.15 - Development Services Activity Report – August 2021**

8.9 Economic Development & Tourism Report – September 2021



Our Prosperity - Growing our population and jobs

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

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

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

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

Author: General Manager and Tourism & Administration Officer

ECONOMIC DEVELOPMENT

Bland Shire Council Why Leave Town Statistics

	Jan 21	Feb 21	March 21	April 21	May 21	June 21	July 21	August 21	Oct 2019 – Aug 21
Number of Loaded Cards	50	129	116	128	76	67	321	127	3,586
Load Value	\$3,742	\$7,425	\$5,298	\$7,425	\$5,115	\$5,170	\$10,270	\$6,135	\$175,097
Number of Redemptions	297	212	274	198	178	198	190	134	3,603
Value of Redemptions	\$9,347	\$6,619	\$8,539	\$6,535	\$6,505	\$6,882	\$6,201	\$4,952	\$123,861

Residential Development

Based on the discussions held at the September Council Workshop the General Manager is sourcing a suitable individual / organisation to undertake a 'cost benefit analyses' on the Ungarie Road residential development. The major factors to be considered include the fact that Council does not own the land, the level of risk associated with Council contributing financially to the project and a guarantee of some return on Council's investment, if it is to contribute financially.

Water Security Project

The good news is that the NSW Government has approved of the Resources for Regions allocation to Bland Shire Council being used as a contribution towards the \$9M Water Security Project to be undertaken by GWCC. The funding bodies are now determining appropriate milestones for the project and when more detail is available a report will be submitted to Council.

Business West Wyalong

Based on the discussions held at the September Council Workshop Council staff are collating information from other local councils as to the extent of support they offer to their local businesses. This would cover both financial and in-kind support.

Regional Housing Taskforce

The Regional Housing Taskforce (the Taskforce) was formally announced in June 2021 by the Minister for Planning and Public Spaces to identify challenges in the planning system that are preventing the delivery of housing supply and formulate recommendations to improve housing outcomes in regional NSW. The Taskforce is to focus on the technical planning barriers that prevent new housing being delivered within the strategic context of the work being undertaken under the NSW Housing Strategy.

Our Region is in the grip of a severe housing shortage and one that will only worsen as major infrastructure projects get underway like the Inland Rail, Snowy Hydro 2.0, numerous solar farms, the expansion of the Lake Cowal Gold Mine, TransGrid's Energy Connect project and the growth that is anticipated to be generated by the Wagga Wagga Special Activation Precinct (SAP).

While it is wonderful to have so much economic development in the Region, it will be extremely disappointing if we cannot translate this into permanent population growth, due to a lack of housing. Regional NSW has fought for decades for population growth, we need action quickly to leverage the economic growth we are now experiencing to ensure that regions benefit in the long-term from the billions of dollars in investments that are being made.

In our Region available housing is so low that these major infrastructure projects are being forced to use or consider using Fly-in-Fly-Out workers or temporary housing arrangements. Neither of which is conducive to families choosing to live and work in our Region.

Bland Shire Housing Strategy

The development of this Strategy is progressing and will incorporate many of the aspects identified by the Regional Housing Taskforce. It is anticipated to have a draft of the Strategy for presentation to Council in either October or November of this year.

Grant Register Progress Report

Grants Register Progress Report – included on the following page is an extract from the Grants Register indicating financial progress on the current projects. It should be noted that the report is financial and not necessarily reflective of project completion/progression.

GRANTS REGISTER as at 31/8/2021



	Amount	Spent			
Drought Communities Program - Round 2			Target Completion Date	Completed Y/N	Notes
Received Signed Variation Agreement					
Remembrance Walk Rejuvenation	\$120,000.00	\$131,692.33	31/03/2022	N	Completion date October
Disabled Toilets West Wyalong Pool	\$25,000.00	\$17,777.27	31/03/2022	N	Almost finished
Village Toilets - Naradhan, Tallimba, Weethalle	\$135,000.00	\$74,691.63	31/03/2022	N	Tallimba done, Weethalle on order, Naradhan almost done
Perseverance Second Oval Fence	\$40,000.00	\$41,217.58	31/03/2022	Y	Finished
West Wyalong Small Bore Amenities Upgrade	\$80,000.00	\$73,461.05	31/03/2022	Y	Finished
West Wyalong Camp Draft Facilities Upgrade	\$120,000.00	\$114,074.00	31/03/2022	N	95% done
Motorsports Park Upgrades	\$115,000.00	\$106,295.13	31/03/2022	N	Almost finished
Barmedman Amenities	\$73,000.00	\$50,275.56	31/03/2022	N	75% finished
Refurbishment of West Wyalong Scout Hall	\$72,000.00	\$72,000.00	31/03/2022	Y	Finished
Mirrool Tennis Court Resurface & New Dump Point	\$80,000.00	\$45,982.09	31/03/2022	N	Tennis done, dump to be done
Health & Healing Program	\$35,000.00	\$14,783.21	31/03/2022	N	TBA
Village Pump Tracks - Barmedman, Ungarie	\$100,000.00	\$97,000.00	31/03/2022	Y	Completed
Adverse Events Plan	\$5,000.00	\$5,000.00	31/03/2022	Y	Completed
Total	\$1,000,000.00	\$844,249.85			
Stronger Country Communities Fund - Round 3			Target Completion Date	Completed Y/N	Notes
West Wyalong Skatepark Upgrade	\$151,220.00	\$135,049.84	30/06/2021	Y	95% Complete - additional work in progress
Youth Mental Wellbeing & Resilience Program	\$50,000.00	\$11,029.73		N	40% completed Several events organised and executed. 3-4 postponed due to Covid
West Wyalong Outdoor Basketball Court Upgrade	\$214,000.00	\$212,716.91	30/06/2021	Y	Finished
Wyalong Dog Park	\$68,000.00	\$63,094.82	26/02/2021	N	Fence, sign, lighting & cameras - Complete
Green Corridor (Aboriginal Art)	\$100,000.00	\$88,021.40			95% Complete
Total	\$583,220.00	\$509,912.70			
Fixing Local Roads Round 1			Target Completion Date	Completed Y/N	Notes
Quandialla Road Stage 1	\$462,500.00	\$0.00	2020-2022	N	Not started yet Mar 22
Quandialla Road Stage 2	\$919,000.00	\$706,628.96	2020-2022	N	1km left. Wont be finished until Nov 21 - weather
Kikiroa Road	\$237,000.00	\$54,881.03	2020-2022	N	60% Complete
Total	\$1,618,500.00	\$761,509.99			
2020-2023 NSW Safer Roads Program			Target Completion Date	Completed Y/N	Notes
Safety Improvements - Lake Cargelligo Road, Ungarie	\$1,060,000.00	\$981,123.47	30/06/2021		October 2021 - wet weather
Total					
Local Roads & Community Infrastructure Phase 1			Target Completion Date	Completed Y/N	Notes
Replacement of the Ungarie Bridge over Humbug Creek	\$350,000.00	\$85,275.00	31/12/2021	N	25% complete Western Kerbing - Aim to complete end of year - bad weather
New Hangar	\$453,720.00	\$329,515.48	10/10/2021	N	Complete except for the Power pushed back to sept 21
Upgrade HACC Facilities	\$81,889.00	\$75,582.64	31/12/2021	N	90% Complete
West Wyalong Tennis Club	\$103,401.00	\$0.00	31/12/2021	N	Ext to Dec 21 - Funds to cover footings
Southern Lights Smart Controllers - Funds moved to Hangar		\$0.00	30/06/2021	N	Cancelled
West Wyalong - Wyalong Road Reseals	\$860,807.00	\$771,023.90	31/12/2021	N	End Oct 2021
Total	\$1,849,817.00	\$1,261,397.02			
Resources for Regions			Target Completion Date	Completed Y/N	Notes
WW Aerodrome Upgrade	\$606,173.00	\$0.00	30/05/2022	N	Design & Layout done
WW Rec Ground Upgrade	\$485,000.00	\$0.00	30/03/2022	N	Netball discussions
Coiinda Waters Canoe Circuit	\$350,000.00	\$0.00	30/04/2022	N	On track - Design & layout done
WW Harness Club Refurbishment	\$354,763.00	\$102,389.00	1/10/2021	N	May need an extension
WW Golf Course Rejuvenation & Sustainability	\$299,236.00	\$258,126.40	31/03/2022	N	Well ahead, will be finished
Total	\$2,095,172.00	\$360,515.40			
Local Roads & Community Infrastructure Phase 2			Target Completion Date	Completed Y/N	Notes
Men's Shed	\$43,000.00	\$0.00	31/12/2021	N	Design & Layout done - Waiting for DA
58 Gilbert St (Hiawatha)	\$12,000.00	\$9,900.00	31/12/2021	N	Will be done on time
Bridge/Culvert Work	\$670,000.00	\$11,157.53	31/12/2021	N	Causeways. Out to quotes - Have commenced sealing
Ungarie Main St Improvements	\$50,000.00	\$25,000.00	31/12/2021	N	Hayes store. Done on time
WW Road Rehab	\$420,800.00	\$0.00	31/12/2021	N	Collapsing K&G Starts in August
Cinema Improvements	\$150,000.00	\$150,000.00	31/12/2021	Y	To be complete 7 August for opening
Drainage	\$44,403.00	\$0.00	31/12/2021	N	K&G Pine Street.
Total	\$1,390,203.00	\$196,057.53			
Crown Lands Improvement Grant			Target Completion Date	Completed Y/N	Notes
West Wyalong Caravan Park Upgrade	\$484,920.00	\$0.00	12/03/2022	N	New amenities blocks to be done - Design & Layout in progress
Total	\$484,920.00				
Fixing Local Roads Round 2			Target Completion Date	Completed Y/N	Notes
Alleena Road	\$911,743.00		1yr after agreement date	N	Not started
Total	\$911,743.00				Waiting on signed agreement to be returned. Ray has signed and sent off.
Regional NSW Planning Portal Grant			Target Completion Date	Completed Y/N	Notes
Transition to NSW Planning Portal	\$50,000.00	\$49,718.14	1/07/2021	Y	Completed
Total	\$50,000.00	\$49,718.14			
Phase 2 , NSW Showgrounds Stimulus Program			Target Completion Date	Completed Y/N	Notes
Ungarie Showground - Amenities	ex GST \$600,000.00	\$0.00	31/05/2022	N	
Total	\$600,000.00				

Unfortunately, due to COVID-19 restrictions the Visitor Centre had to close for a period. Staff are looking forward to when we can re-open and welcome visitors back in the Bland Shire.

By creating all of the Bland Shire tourism products, initiatives and events on the Australian Tourism Data Warehouse (ATDW) online portal, Bland Shire benefit from being listed on our State Tourism Organisation's (STO) consumer website, the Australia.com website, and on ATDW's extensive network of hundreds of tourism distributors.

Microsoft Bing

yindymarra display



ALL

IMAGES

VIDEOS


MAPS


NEWS

SHOPPING

6,840 Results

Date ▾

Open links in new tab 

 australias.guide

Yindymarra | Attraction Tour | Wyalong

The **Yindymarra display** was developed by Bland Shire Council in conjunction with the West Wyalong Local Aboriginal Land Council utilising a AUD100,000 Stronger Country Communities grant from the NSW Government. Additional funding support was provided by the NSW Country Arts Support Program – Create NSW.

<https://www.australias.guide/nsw/attraction-tour/yindymarra> ▾

Yindymarra | NSW Holidays & Accommodation, Things to Do ...

<https://www.visitnsw.com/.../riverina/west-wyalong/attractions/yindymarra> ▾

The Yindymarra display was developed by Bland Shire Council in conjunction with the West Wyalong Local Aboriginal Land Council utilising a AUD100,000 Stronger Country Communities grant from the NSW Government. Additional funding support was provided by the NSW Country Arts Support Program - ...

New initiatives provide tourism and cultural benefits ...

<https://www.miragenews.com/new-initiatives-provide-tourism-and-cultural-594582> ▾

13/7/2021 - The Yindymarra display was developed by Bland Shire Council in conjunction with the West Wyalong Local Aboriginal Land Council utilising a \$100,000 Stronger Country Communities grant from the NSW Government. Additional funding support was provided by the NSW Country Arts Support Program – Create NSW.

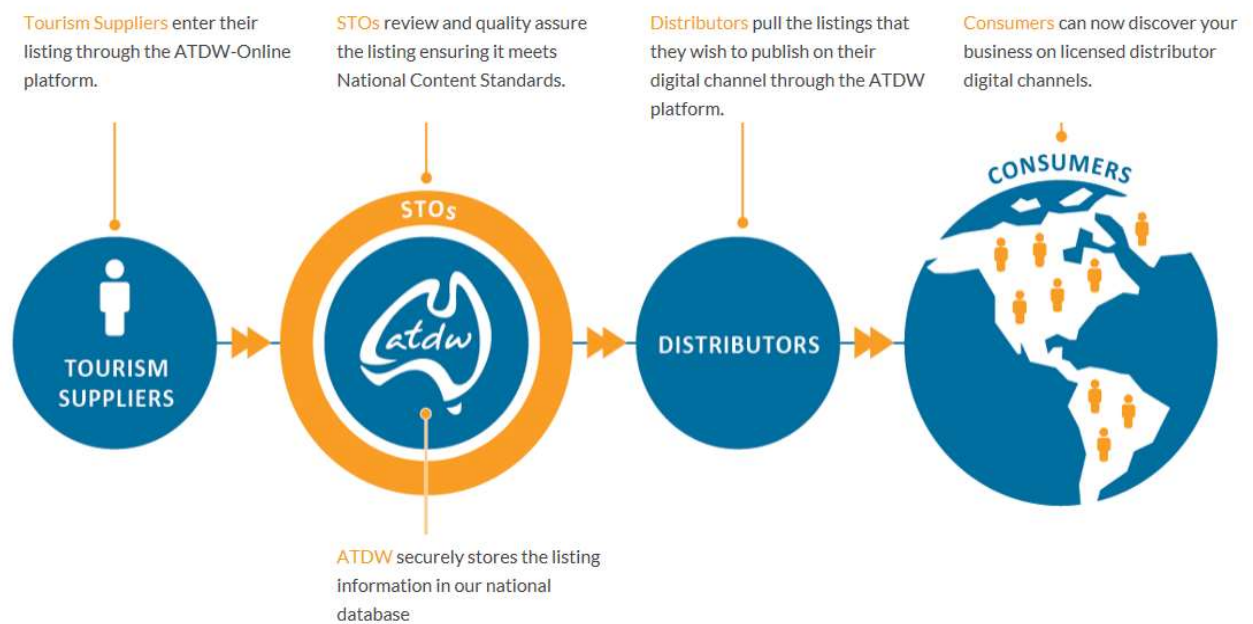
<https://www.nationaltribune.com.au> ▸ new-initiatives-pr... ▾

New initiatives provide tourism and cultural benefits - The ...

13 July 2021 — The **Yindymarra display** was developed by Bland Shire Council in conjunction with the West Wyalong Local Aboriginal Land Council utilising a ...

Whenever the Visitor Centre adds or updates a visitor experience or event on ADTW and is shared by another website, Bland Shire Council receives a \$10 fee. During the 2020/21 financial year West Wyalong Visitor Centre made 38 uploads and received \$380.

How ATDW Works



8.10 Community Services Report



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

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

Author: Community Relations Officer and Community Development Officer

The Gratitude Project

Bland Shire Council and Evolution Mining have joined forces to launch “The Gratitude Project”.

As the Bland Shire navigates the challenges presented by COVID-19, the Gratitude Project aims to acknowledge the essential workers who have helped keep the community going throughout one of the most challenging times in our history.

Using a simple online form, members of the public are encouraged to nominate an essential worker to say thanks for their commitment to ensuring our community remains safe and operational during this time. Winners will be randomly drawn each week throughout September, with a number of \$100 Why Leave Town cards up for grabs.

Year 12 appreciation initiative

Bland Shire Council is currently working with West Wyalong High School on an initiative to show support to year 12 students who have been so heavily impacted by the recent lockdowns we have experienced. Council acknowledges the significant impacts of the pandemic restrictions on young people and the special challenges they have faced as a result of the pandemic. The idea behind this initiative is to uplift HSC students and show community support for the difficult circumstances they are facing.

Youth Space

Council staff have continued liaison with the West Wyalong High School Youth Council around the establishment of a youth space in West Wyalong.

Students have attended zoom meetings during the recent lock down period, noting their ongoing strong support for the development of such a space.

Council staff are continuing to work on this initiative, with ongoing investigations into the development of a suitable location occurring.

Social Media LGA Accelerator Pilot Program

Bland Shire Council is participating in a free Local Government Accelerator pilot program to track and benchmark its social media performance.

While Council's Facebook presence has continued to grow, the latest report identifies significant growth in Bland Shire Council's Instagram performance.

Of the 27 participating Councils, Bland, the LGA of South Australia and York were identified as the “big movers” in audience growth while Bland, Whyalla and York topped the metric for all reactions.



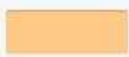

























The report also demonstrates high levels of engagement (reaction and comments) on Council's Facebook page – indicating a strong connect between Council and the community.

Covid-19 Social Media

The recent lock down and pandemic restrictions have resulted in an unprecedented need to utilise social media as a platform to get emergency information out to the community in a real time manner. Council took on a lead role with the development of a localised flyer for the community regarding where/how to access vaccinations and informing the community of local food and pharmacy delivery options. Council further took an active role in sharing important government information with the community to ensure our residents were kept up to date with relevant and factual information.

The image below shows the social media reach of a number of Covid-19 related Facebook posts from 25 August – 9 September 2021. The total reach for these posts alone is over 21,000.

Reach: Organic/Paid Post clicks Reactions, comments

Published	Post	Type	Targeting	Reach	Engagement
25/08/2021 10:00	 The walk up COVID-19 Mobile Testing at Toppo Hall is now open			4.4K 	245 154 
31/08/2021 15:50	 A mobile testing clinic will be held at Wyalong Hall on Wednesday			1.2K 	32 17 
31/08/2021 14:48	 NSW Health has today confirmed a COVID-19 Exposure Site at			2.1K 	321 59 
01/09/2021 14:19	 COVID-19 CLOSE CONTACTS - WYALONG Anyone who ate in the			3K 	400 47 
01/09/2021 12:16	 Keep up the great work Bland Shire and thank you to the local health			2K 	95 17 
02/09/2021 10:19	 Information for residents regarding local home delivery services that are			4K 	193 110 
09/09/2021 12:38	 In accordance with the announcement from the NSW			2.7K 	195 83 
09/09/2021 11:31	 Lockdown will end in the Bland Shire from 11.59pm tomorrow			1.8K 	462 38 

Council Website

Council's website continues to be a valued source of information for community members and visitors seeking information about Council, Council services and in more recent times Covid-19 information.

In the two month period between 12 July and 12 September, Council's website was accessed by 4963 unique users.

Of the 15925 page views during this period, outside of the home page Council Careers remained the most popular page with 1087 views while 615 unique users (across 772 page views) turned to the website for information about Covid-19 service interruptions. Covid-19 information was also displayed as an alert on the home page which attracted 3389 page views.

Contact Council, Your Council, Council Meeting Minutes and Agendas, The NSW Planning Portal, Tips and Landfills, Council rates and Visitor Information were the next most popular pages in order.

8.11 Bland Shire Library Monthly Update



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

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

Author: Library Services Coordinator

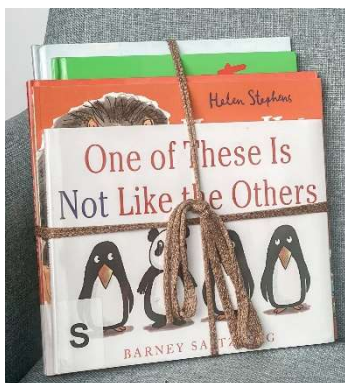
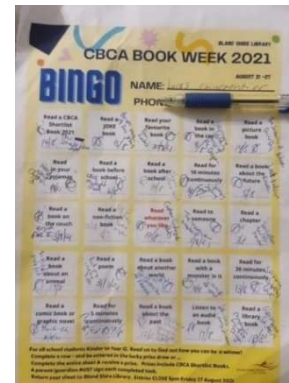
Programs and Services Update

Prior to the state wide lockdown, which took effect 5pm, 14 August 2021, the library's Baby Bounce and Storytime programs had been suspended due to the difficulties associated with running these programs under Covid-19 restrictions. However, to compensate for this, the library implemented a number of strategies including

- Grab and Go Picture Book Bundles
- Free Take Home Craft Kits
- Online Storytimes

With the announcement of the state wide lockdown, Bland Shire Library was compelled to close its front doors to the public, cancel or postpone upcoming events and suspend all services and programs until further notice. However, the library implemented the following services and adapted a number of activities.

- Book Drop to Your Door (in addition to the library's regular Home Delivery Service)
- Arts and Crafts to Your Door
- Children's Book week BINGO Challenge
- LEGO Legends via Zoom



In response to the state wide lockdown Riverina Regional Library

- Sent an email to all members (ie. those with email addresses) notifying them of the status of operations currently across the region
- Automatic renewals were enabled and eNotices disabled
- Members already banned given access to eResources
- Internal deliveries suspended
- New book deliveries continued

Children's Book Week 21 – 27 August 2021

Book Week is generally one of the library's most celebrated events. Unfortunately, the library's Book Week program was again cancelled this year due to Covid-19. In response, the library created and circulated online a fun Book Week BINGO Challenge for school children of all ages to participate in. Participants were asked to return their BINGO sheets (whether complete or not) by 27 August. The library received 10 BINGO sheets. For their effort, each participant will receive a book of their choice selected from the CBCA Book of the Year shortlist.

September School Holiday Program

The library's September School Holiday Program has been amended in the event that the current lockdown is extended. The program will now include mostly take home kits and a virtual scavenger hunt. Take home kits include

- Science VR (Virtual Reality) pack
- Mosaic decorating pack
- 3D wooden bird house & bird feeder pack
- Ceramic mug decorating pack

However, should the lockdown end 10 September as anticipated, the library will review its school holiday program options as Dagmar McIntyre had been booked to conduct cup cake decorating and RRL were supplying program kits. Any program changes will be promoted via the Library Facebook page.

Science Week

The library's SciVR event, to be held Saturday 21 August, was cancelled due the state wide lockdown. The library had received 30 free portable VR headsets for the event. These have now been distributed as part of the library's school holiday Science VR (Virtual Reality) pack.

Author Visit Postponed

Due to the recent announcement by the State Premier that students will not return to school until late October early November, the library has decided to postpone its author visit, which was to be held 11 – 15 October 2021. It is proposed that the author visit, which is being funded by Cowal Gold Operations, now be held in the first half of 2022, pending author Oliver Phommavanh's availability.

Public Library Funding 2021/22

The State Government has allocated \$38.618 million to the provision of public library services in 2021/22. Councils are now invited to apply for the 2021/22 Library Subsidy and Local Priority Grant with submissions due Friday 1 October 2021.

2021/22 Public Library Infrastructure Grants

The State Library of NSW has allocated \$6 million towards the 2021/22 Public Library Infrastructure Grants program, which is now open for applications. Closing date is 29 October 2021. Bland Shire Library anticipates applying for funding to create an outdoor reading area.

Regional Library Committee Delegates for 2021-2024

In accordance with the RRL Deed of Agreement, each RRL member Council shall appoint two persons (one of whom must be an elected member) to be members of the RRL Advisory Committee for a period of three years following the Local Government election set down for 4 December 2021. Councils are also required to appoint an alternative delegate to attend in the absence of delegates. Our current RRL Advisory Committee delegates are Ray Smith, Cr Jan Wyse and Alison Balind.

Training

- 6 September 2021 – Online Storytime training conducted by the Australian Library and Information Association (ALIA). All library staff attended via zoom.
- 25 August 2021 – Civica webinar – discussed how the Library Management System can be used to expand services both physically and digitally. Heidi Robinson attended. *(NB. Civica being considered as an option for RRL.)*
- Accidental Counsellor Training – training provided by Lifeline. All library staff have either completed or are booked to complete this training.

Statistics – August 1 – 14, 2021

Please note that the state wide lockdown, which came into effect 5pm, 14 August, has potentially had a detrimental effect on the library's August statistics.

- 70 Information Requests
- 111 Customer Service Requests – this figure includes 9 technology assists
- 51 Computer Usage
- 13 requests for Wi-Fi (ie. mobile device users) 36 Visitor Information Requests – *this figure relates to normal library opening hours and only those enquiries handled by library staff. Includes 15 telephone enquiries.*
- 10 children utilised the StorytimePOD
- 31 take home craft kits
- 38 book deliveries *(lockdown 16 – 31 August. Does not include regular home delivery service)*
- 25 people attended regular programs designed for adults
- 3 seniors attended Tech Savvy Seniors
- 11 programs held in total

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

- 856 people through the door *(stats up until 14 August)*
- 1187 library items issued
- 63 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.)*
- 1 new member

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

8.12 Children Services July Update



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

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

Author: Children Services Coordinator

General

The new Coordinator for Bland Shire Children's Services Unit, Mrs Sharon Glasgow, has commenced and has settled in well.

Covid-19 safety plans have been revised, updated and submitted.

Covid-19 lock down drastically impacted the attendance numbers across all services.

Preschool, MRU Bland and MRU Ungarie services opened for essential workers and those families requiring urgent care. As part of "keeping in touch" with families staff actively supplied "stay at home" packs complete with video links that were available to be collected from the front gate. Educators worked extremely hard compiling these, taking into account parents that are working from home or home schooling older children.

Each week there was a new theme. "Bluey" and "Dinosaurs" were extremely popular with all 80 packs exhausted. "Stay at home" packs ran for the duration of lockdown.

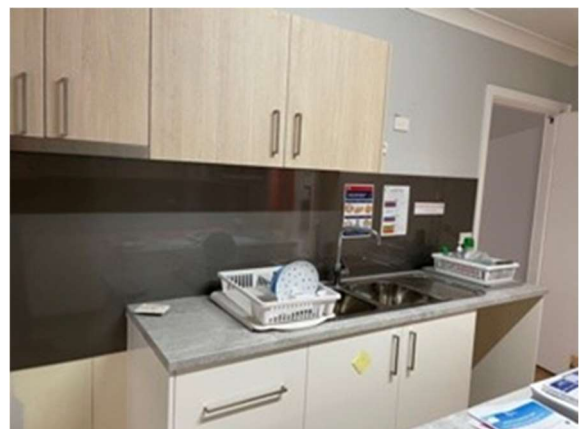
Staff Development

CSU is currently in talks with Birrang Cultural Connections to deliver an interactive workshop to staff. Unfortunately, due to COVID-19 we have been unable to conduct the workshop on site so Birrang Cultural Connections has established a 10 week interactive program for staff to undertake. More information to come.

MRU's Play Session leader participated in "Sustaining relationships through remote learning" and "Music in Early Childhood". Both webinars were hosted by Early Childhood Learning Hub.

Renovations

Kitchen renovation has commenced and is very near completion. Just waiting for a few final touches. It looks fantastic and has hopefully blocked all entrance holes to mice.



It Takes A Village

- ITAV's Play Session Leader returned early from long service leave, our ITAV assistant who was acting in the role of Play Session Leader in her absence has now resumed her assistant role. We thank her for stepping up in the Play Session Leader's absence.
- ITAV visited Tallimba, West Wyalong Local Aboriginal Land Council this month. Due to current circumstances with lockdown the service was unable to visit other venues.
- ITAV is encouraging the use of Toy Library during lock down. The service is in the process of arranging pick/up & drop off points for contactless delivery.
- The possibility of starting up packs again is being investigated if restrictions don't change and offer small competitions (with varying age groups) that can be completed at home.
- Attached are photos from the toothbrush painting activity at the Tallimba session on the 3rd August.



Mobile Resource Unit

Last month's Business budget that was submitted to the Department of Education Skills and Employment has been accepted.

A new title for the Friday class has been introduced to ensure families are enrolling into the correct service. Friday preschool class is now known as "Junior Preschool" as it is programmed for children beginning preschool in the aim to prepare them for "Pre-Kindergarten" the following year.

The first fortnight of August saw the children participating in their regular play based program. Due to Covid lock down the rest of the month had minimal attendance and the introduction of "stay home packs". Father's Day craft/gifts were also sent home for completion with assistance from the Educators.

Inclusion support funding for two classes has been approved for 2022. An additional educator will be provided to support all children and create an inclusive environment.

Ungarie CWA yard has been extended. Currently awaiting turf to be laid.

Playgroup

As of Monday 16th August all Playgroup sessions were postponed. Playgroup families have been invited to participate in the "stay at home" packs and Educators are in discussions about new & inventive ways to reach families.

Vacation Care

The original Vacation Care program was cancelled due to lockdown restrictions. Vacation Care will be open to families of essential workers or those in need of urgent care. The program will be delivered at CSU with a variety of games/activities both indoor and out. Participation in Vacation Care is expected to be lower than normal.

Bland Preschool

Service leaders introduced a new title to our “4 year old class” in conjunction with the change in MRU. This class is now titled “Pre-Kindergarten” in hopes families utilise the correct service. The “Pre-Kindergarten” class is primarily for children that will be attending formal school the following year.

Unfortunately, due to lock down restrictions CSU has postponed upcoming activities/incursions for the term. This includes Splatter Gallery Art classes, Yoga Sessions, Zoo mobile incursion and Library visits.

Bland Preschool was open to all families of essential workers and those requiring extra support. Educators implemented the “stay at home” packs and are utilising staff to produce, collate and execute. All staff will participate in an interactive video in conjunction with the packs.

Bland / Temora Family Day Care

- We are excited to announce funding for FDC services has been approved until 2024.
- FDC had a very exciting month with a new Educator starting her FDC business in Weethalle. The service has been working with her for the last couple of months to help set up her business and ensure she is meeting all regulations.
Having educators in our villages is one of the goals in our Self-Assessment Tool.
- A FDC staff meeting was held on 4 August at CSU, with Educators travelling from Temora, Weethalle and West Wyalong.
- Performance Reviews were booked in for August with all Educators, however these were postponed due to lockdown.
- Monitoring Visits to Educators were also cancelled due to COVID lockdown. These are currently being conducted over the phone during lock down restrictions.
- Playgroups were cancelled due to COVID lockdown.
- FDC also had a changeover period from change in CSC Coordinator.
- The procedure for FDC Emergency drills was also amended. Now all Educators practice 1 lockdown and 1 evacuation on the same week so we can ensure all Educators are up to date with their drill and meet regulations.
- FDC Support Officer is now generally working from home 2 days per week during lock down.
- A meeting was held with our funding body ‘Gowrie’ for our annual review. This was to touch base and make a start on any changes to our Strategic Inclusion Plan.
- All Educators have been supported through this COVID lockdown with phone calls and emails.

Staff Recruitment

- The successful applicant for the role of Children Services Coordinator, Mrs Sharon Glasgow, commenced on Monday 9 August and spent the first few weeks working alongside the outgoing Coordinator, Mrs Carlie Carr, who finished in the role on August 26.
- No successful applicant was recruited for the externally advertised Early Childhood Teacher Friday position. A waiver for this position has been lodged with the Department of Education and Communities.

8.13 Bland Community Care Services Update



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

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

Author: Community Care Coordinator

Group activities remain on hold since June due to COVID restrictions. It is hoped these can recommence in the coming month.

In home service provision remains steady, with clients still receiving all direct support services. Changes have been made to assisted shopping, support assistants are now completing shopping without clients going with them while COVID restrictions are in place.

Work continues on updating policies and procedures for all aspects of our services.

Staff COVID vaccination statuses are being reported weekly to the Department of Health as per new rules. Most staff are now fully vaccinated or booked to be in the coming month.

8.14 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 2.8.2021

- Graders
 - Tallimba/Ariah Park Road
 - Kneales Lane
 - Bodels Lane
 - Lake Cowal
- Gravel Carting
 - Studholmes Pit
- Maintenance Crews (Bobcat/Backhoe)
 - MR57 North

2. Council Road Crew Locations Week Commencing 9.8.2021

- Graders
 - Tallimba/Ariah Park Road
 - Kneales Lane
 - Bodels Lane
 - Lake Cowal
- Gravel Carting
 - Studholmes Pit
- Maintenance Crews (Bobcat/Backhoe)
 - MR231

3. Council Road Crew Locations Week Commencing 23..8.2021

- Graders
 - Causeways
 - Bootowa Road
 - Heavy Patches
 - Lake Cowal
 - Stidwells/Humby
- Gravel Carting
 - Pipers Hill
- Maintenance Crews (Bobcat/Backhoe)
 - MR231

4. Biosecurity Weeds/Environmental

- High Risk Pathway Inspection – Mid Western Highway, MR57 North, MR231, Goldfields Way, Mary Gilmore Road, East/West, Quandilalla Road, 3 High Risk TSRs, 4 Silo sites.
- Council Land Inspections - Saleyards Roads, Talimba Tip, Mirrool Tip, Barmedman/Ungarie/West Wyalong treatment works.
- Town Spraying – Wyalong and West Wyalong lanes, Ungarie lanes, Tallimba lanes, Barmedman lanes, West Wyalong Drains, West Wyalong Cemetery, West Wyalong Saleyards Roads.
- Shoulder spraying - 57 North, MR231, Bygoo Road, Talimba Road.
- Tree Sucker Spraying – Mud Hut West, Cattles Lane.
- The following Biosecurity weeds and other controls were undertaken:
 - Galvanised Burr – Mirrool, Cattles Lane, Wamoyne Road.
 - African Boxthorn – Hatelys Lane, Langes Lane, Clements Lane, Phiffers Lane, Harts Lane, Quilties Corner Road, Lake Cowal Road, Mulga Road, Hilliers Lane, Cattles Lane, Rootes Lane, MR57 North, Wamoyne Road, Girral Road, Blow Clear Road, Mahda Road.
 - Wild Radish –MR 57 North, MR231, Greaves Lane, Wamboyne Road.
 - Wild Tobacco – Cattles Lane.
 - Mexican Poppy – Girral silos, Calleen Silos.
 - Scotch Thistle (true) – Quilties Corner Road

5. Village maintenance

- All parks mown and tidied
- Village main streets swept and rubbish removed
- Trees trimmed and fallen branches picked up
- Village entrances and streets mown and trimmed
- All village park play grounds inspected for safety
- Irrigation checked
- Weed spraying carried out

6. Park maintenance

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained
- Maintenance to Herridge park, Cooina park, Wyalong court house
- Lawn and monument cemetery maintenance works carried out
- Public amenities cleaned and maintained
- Playground inspections completed
- Graves back filled at cemetery and tanks pumped out
- Aero dome inspections carried out
- All parks, airport and cemetery sprayed for weeds

7. Ovals maintenance

- maintenance to sporting ovals and surrounds
- Irrigation checks carried out on all ovals and surrounds
- Broad leaf weeds sprayed at all sports grounds
- Pump filters cleaned inspected and maintained

8. Town maintenance

- Star lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered as needed
- Main street gardens weeded and watered
- Small pot holes repaired in roads cold mix and jet patcher
- Clean out town drains
- Aerodrome slashing inspections and maintenance work carried out
- Back filled low areas on nature strips
- Pre-school maintenance carried out
- Spraying aerodrome and town drains/nature strips
- Back fill wash outs in towns and villages
- Tree planting in town streets
- Tree lopping for road works in lanes

8.15 Development Services Activity Report – August 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 August 2021:

Application No.	Address	Development
DA2022/0012	Newell Highway, Wyalong	Service Station
DA2022/0013	48 Golden Highway, West Wyalong	Alterations and additions to dwelling
DA2022/0014	65 Russell Street, West Wyalong	Garage
DA2022/0015	598 Grahams Lane, Quandialla	Subdivision – Creation of 1 additional lot
DA2022/0016	94 Neeld Street, Wyalong	Storage Shed
DA2022/0017	10 Charles Place, West Wyalong	New single storey residential dwelling
DA2022/0018	22 Shire Street, West Wyalong	Residential multi dwelling housing – 3 units
DA2022/0019	11 Park Street, West Wyalong	Carport

The following DA applications were approved during August 2021:

Application No.	Address	Development	Approval Date
DA2021/0124	921 Euroka Road, Quandialla	Extractive industry (relocatable office building)	27/08/2021
DA2021/0130	69 Main Street, West Wyalong	Commercial alterations and additions	31/8/2021
DA2021/0131	20 De Boos Street, Barmedman	Storage Shed	3/8/2021
DA2022/0001	49 Grenfell Street, West Wyalong	Demolition of existing dwelling, inground swimming pool and shed	10/08/2021
DA2022/0003	29 Old Hospital Road, West Wyalong	Garage and carport	4/8/2021
DA2022/0005	6 Gelling Street, West Wyalong	Storage Shed	4/8/2021
DA2022/0008	501 Humby Road, Kamarah	Residential single storey dwelling	11/08/2021
DA2022/0009	163 Ungarie Road, West Wyalong	Garage	5/8/2021
DA2022/0010	50 Kurrajong Street, West Wyalong	Demolition of existing dwelling and shed	25/08/2021
DA2022/0014	65 Russell Street, West Wyalong	Garage	11/08/2021

Complying Development Certificates

Council approved the following CDC Application during August 2021:

Application No.	Address	Development	Approval Date
CDC2022/0001	9 Charles Place, West Wyalong	Inground swimming pool	1/9/2021

Building Inspections

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

Inspection Type	Number
Pre-Lodgement	1
Site	8
Slab/Coping	12
Frame	2
Hot & Cold	2
Wet Areas	2
Drainage/Plumbing	6
Stormwater	2
Final	7

REGULATORY ACTIVITIES UPDATE

Dog Attacks

There was one dog attack reported during August 2021 which caused minor injury to another dog.

Companion Animal Seizure and Impound Activities August 2021

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

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	2	4
Incoming Animals		
Transferred from Seizure Activities	0	1
Dumped at Pound	4	9
Surrendered	0	0
Total Animals in Pound	6	14

Outgoing Animals		
Released to Owner	0	0
Euthanased	0	0
Rehoused	5	11
Sold	0	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	5	11
Animals in Pound at end of Month	1	3

NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

Notice of Motion

9.1 Council's Road Network (Councillor McGlynn)

Recommendation:

That a policy be developed, with very clear guidelines, in relation to the following:

- **The acceptance of financial contributions from ratepayers towards the maintenance and upgrade of Council's road network;**
- **The acceptance of any form of in-kind assistance from ratepayers towards the maintenance and upgrade of Council's road network;**
- **Council's responsibilities where the undertaking of private works, by ratepayers, has a direct effect on the integrity of Council's road network**

Comments from Cr McGlynn

I understand that it is a complicated area of Council's operations and I believe that if we have an adopted policy, covering all of the above areas, it will be a much more transparent process.