

Business Paper
Council Meeting
17 October 2023



OUR VISION, MISSION AND VALUES



Affirmation of Office

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Bland Shire and the Bland Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

CALENDAR OF MEETINGS

Meeting Dates	Time	Meeting	Location
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October 2023			
17 October	6.30pm	Council Meeting	Chambers
26 October	10.00am	Goldenfields Water County Council	Temora
27 October	9.00am	RIVJO	Wagga
27 October	11.00am	REROC	Wagga
28 October	10.00am	Lachlan Regional Transport Committee	Grenfell

November 2023			
7 November	4.00pm	Council Workshop	Chambers
12-14 November		LGNSW Annual Conference	Sydney
21 November	6.30pm	Council Meeting	Chambers
24 November	TBA	Country Mayors Association	Sydney
29 November	9.00am	CEMCC	Forbes

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ORDER OF BUSINESS

1. RECORDING OF MEETING STATEMENT
2. ACKNOWLEDGEMENT OF COUNTRY
3. ATTENDANCE AND APOLOGIES FOR NON-ATTENDANCE
4. DISCLOSURES OF INTEREST
5. CONFIRMATION OF MINUTES
 - 6.1 Minutes of the previous Council Meeting held on 19 September 2023
 - 6.2 Matters arising from Minutes
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7. REPORTS OF COMMITTEES

REPORTS FROM STAFF

Section 1 – Executive Services

6.1 Monthly Status Report – Council Meeting Actions: October 2023



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

DP13.2 Develop, implement and promote best practice governance policies and procedures

Author: Executive Assistant

Introduction

The General Manager is responsible for ensuring that Council's policies, decisions and priorities are implemented in a timely and efficient manner, consistent with the goals and objectives of Council. The General Manager provides the management oversight in relation to all information progressing from appropriate staff to Council for consideration via the Business Paper.

After a Council meeting, each resolution is allocated to the General Manager or responsible officer to action in accordance with the intent of the Council decision. Directors then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis through the Manex meeting.

Financial Implications

Nil

Summary

The Monthly Status Report - Council Meeting Actions includes Council Resolutions up to and including the previous Council Meeting. A note in the status section has been completed by the relevant responsible officer with a reason if available.

Recommendation:

That Council receive and note the Monthly Status Report - Council Meeting Actions: October 2023.

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
APRIL 2023		
Planning Proposal – Drag Strip Project 14042023 RESOLVED that Council prepare a Planning Proposal for Lots 10 & 11 DP 1141509 for the addition of a recreation facility (outdoor) to Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011.	Manager Development & Regulatory Services	9/5: underway 1/8: submitted, design with stakeholders for feedback 9/10 advice from Dept Planning – further report to Council
JUNE 2023		
IPART Proposal on Rate Peg Changes 07062023 RESOLVED that Council prepare a submission to the Independent Pricing and Regulatory Tribunal's Draft Report on Rate Pegging supporting the proposed changes as outlined in the document.	Director Corporate & Community Services	Submission not lodged ahead of 4 July deadline. DCCS has registered for Public Hearing on Rate Pegging Review (18 July, 2023)
Property Sale 20 Calleen St, West Wyalong 14062023 RESOLVED that Council authorise the General Manager to enter into negotiations for the sale of 20 Calleen St West Wyalong.	Director Technical Services	12/7: negotiations commenced, awaiting reply
JULY 2023		
Property Purchases 13072023 RESOLVED that Council: a) Authorise the General Manager to enter into negotiations for the purchase of the properties listed in the Director of Technical Services report up to the agreed amounts. b) Fully explore the land uses for each property as part of the Master Planning processes for the Central Business District and the Sport and Recreation precincts prior to any further development of the subject sites.	Director Technical Services	Negotiations on both properties successful. See further resolution 17092023 - completed
AUGUST 2023		
Accounting Treatment of Rural Fire Service ('Red Fleet') Assets 12082023 RESOLVED that Council: 1. Adopts the revised Position Statement on Accounting Treatment of Rural Fire Service Assets and advise the Office of Local Government and the NSW Audit Office accordingly. 2. Should the NSW Audit Office issue a qualified audit to Bland Shire Council for not recording RFS assets in its annual financial statements, that Bland Shire Council will accept a qualified audit opinion in relation to the accounting for RFS Assets in the 2022/2023 financial statements	Director Corporate & Community Services	9/9 Correspondence not yet sent. 9/10 External auditors advised of Position Statement on Accounting Treatment of Rural Fire Service Assets. Statement sent to NSW Audit Office and Office of Local Government.

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p>Tender – Town and Village Entrance Signage 16082023 RESOLVED that Council award the tender for the design, manufacture and installation of new town and village entrance signage to the Church Communities Australia t/a Danthonia Designs to the value of \$227,862.00 (Ex GST) subject to variations.</p>	Director Technical Services	5/10: purchase order raised
<p>General Manager Annual Performance Review for period ending 30 June 2023 20082023 RESOLVED: 1. That Council note the report of the Performance Review Panel 2. The matter of the appropriateness of the General Manager's Total Remuneration Package be subject to a further report to Council.</p>	General Manager	5/10: Awaiting further report
SEPTEMBER 2023		
<p>Bland Shire Australia Day Awards Committee 05092023 RESOLVED that Council confirm the Bland Shire Australia Day Awards Committee:- a. as a Committee of Council to exercise its functions on Council's behalf in accordance with s355(b) of the NSW Local Government Act (1993); b. delegate the role to assess nominations and select the award recipients in each category for the Australia Day Awards for Bland Shire; c. confirm the quorum of which will be 6; and d. appoint the following members: i. Bland Shire Councillors (9) ii. The current year's Bland Shire Citizen of the Year recipient iii. Bland Shire Council General Manager</p>	General Manager	21/9: Invitation issued to current Citizen of the Year 5/10: Committee meeting scheduled for 10/10

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p>Draft Council Financial Statements 2022/23 – Referral for Audit 07092023 RESOLVED that Council:</p> <ol style="list-style-type: none"> 1. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that it has prepared the General Purpose Financial Statements for the 2022/23 financial year ending 30 June 2023 and has formed an opinion, based on the advice of Council officers, that these reports; <ol style="list-style-type: none"> (a) Have been prepared in accordance with: <ol style="list-style-type: none"> (i) The Local Government Act 1993 (as amended) and the Regulations made thereunder; (ii) The Australian Accounting Standards and professional pronouncements; and (iii) The Local Government Code of Accounting Practice and Financial Reporting. (b) Present fairly the operating result and financial position of the Bland Shire Council for the year ended 30 June 2023; and (c) Accords with Council's accounting and other records and policies. 2. That the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting. 3. That the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act. 4. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2023 be referred for audit. 	<p>Director Corporate & Community Services</p>	<p>9/10 Draft Statements referred to Auditors. Audit representatives onsite w/c 3/10 to undertake audit process.</p>

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p>Endorsement of Motions for LGNSW Conference 08092023 RESOLVED that Bland Shire Council submits the following Notices of Motions for consideration at the LGNSW Conference scheduled for 12-14 November 2023: Emergency Services Levy – Recognition on Council Rate Notices That should the NSW Government fail to restore the Emergency Services Levy subsidy for 2023: 1. Local Government NSW seeks the State Government’s agreement for Councils within NSW to recognise the Levy as a separate and additional cost on rates notices. 2. The amount Councils are required to pay to meet the ESL charges imposed by the State Government not be included in the overall general rate incomes but as a standalone levy, similar to Water and Sewer fees. Council Co-Contributions to Disaster Grant Funding to Improve Assets That Local Government NSW: 1. Applauds the actions of the Government in permitting the use of Council own sourced funding towards the increased scope for adaptation works to upgrade asset capacity as part of the most recent flood emergency. 2. Seeks a commitment from State and Federal Government agencies to review Disaster and Emergency funding criteria to allow Council co-contributions to be used in partnership with state and federal funding to upgrade asset capacity where they have been damaged during critical events.</p>	<p>Director Corporate & Community Services</p>	<p>9/10 Motions submitted via online portal for inclusion in Business Agenda for LGNSW Conference.</p>
<p>Tender – Civil Construction Works – Six (6) lot Industrial Subdivision in West Wyalong (ENG0001/23-24) 10092023 RESOLVED that Council award the Tender ENG0001/23-24 for the Civil Construction Works for the six (6) lot industrial subdivision in West Wyalong to Rod’s Earthmoving and Excavation to the value of \$937,102.00 (Exc. GST)</p>	<p>Director Technical Services</p>	<p>9/10/23 Contracts executed</p>

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update																																
<p>Local Roads and Community Infrastructure Program Phase 4 11092023 RESOLVED that Council endorse and submit applications to the Federal Government Local Roads and Community Infrastructure Program Phase 4 for the following projects:</p> <p>1. Under Part A of the Program Totalling \$1,878,827</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Project</th> <th style="width: 30%;">Budget (\$)</th> </tr> </thead> <tbody> <tr> <td>Pound Replacement</td> <td style="text-align: right;">640,000</td> </tr> <tr> <td>RSL Walk - completion</td> <td style="text-align: right;">220,000</td> </tr> <tr> <td>West Wyalong Pool works</td> <td style="text-align: right;">245,000</td> </tr> <tr> <td>Rugby Union / Camp Draft precinct recycled water supply</td> <td style="text-align: right;">410,000</td> </tr> <tr> <td>Rose Garden</td> <td style="text-align: right;">157,000</td> </tr> <tr> <td>Building works</td> <td style="text-align: right;">186,827</td> </tr> </tbody> </table> <p>2. Under Part B of the program Totalling \$1,067,021</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Road</th> <th style="width: 45%;">Location</th> <th style="width: 40%;">Cost Estimate (\$)</th> </tr> </thead> <tbody> <tr> <td>Quandialla</td> <td>42km from Newell Hwy</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td>Quandialla</td> <td>46km from Newell Hwy</td> <td style="text-align: right;">320,000</td> </tr> <tr> <td>Quandialla</td> <td>57km from Newell Hwy</td> <td style="text-align: right;">200,000</td> </tr> <tr> <td>Bartels</td> <td>5.7km from Newell Hwy</td> <td style="text-align: right;">210,000</td> </tr> <tr> <td>Morangarell</td> <td>14.8km from Quandialla Rd</td> <td style="text-align: right;">237,021</td> </tr> </tbody> </table>	Project	Budget (\$)	Pound Replacement	640,000	RSL Walk - completion	220,000	West Wyalong Pool works	245,000	Rugby Union / Camp Draft precinct recycled water supply	410,000	Rose Garden	157,000	Building works	186,827	Road	Location	Cost Estimate (\$)	Quandialla	42km from Newell Hwy	100,000	Quandialla	46km from Newell Hwy	320,000	Quandialla	57km from Newell Hwy	200,000	Bartels	5.7km from Newell Hwy	210,000	Morangarell	14.8km from Quandialla Rd	237,021	<p>Director Technical Services</p>	<p>9/10/23 Projects lodged with LRCI awaiting approval</p>
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Morangarell	14.8km from Quandialla Rd	237,021																																
<p>Refund of Development Application – Bland District Historical Society Inc. 12092023 RESOLVED that council approve the refund of development application fees of \$129.00 to Bland District Historical Society Inc., in relation to DA2024/0002 Community Facility - Re-Installation of Historic Static Windmill at 69 Neeld Street, Wyalong – Wyalong Museum.</p>	<p>Director Technical Services</p>	<p>9/10/23 Bland District Historical Society informed and refund processed - COMPLETE</p>																																
<p>Access Incentive Scheme Grant – 57 Main Street, West Wyalong 13092023 RESOLVED that Council approve the Access Incentive Scheme Grant application from Davies Motorcycles & Power Equipment at 57 Main Street, West Wyalong for \$5,000 to install an Automatic Sliding Door to increase accessibility to the premises.</p>	<p>Director Technical Services</p>	<p>9/10/23 Letter sent to Applicant</p>																																

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p>Property Purchase 205-211 Main St West Wyalong 17092023 RESOLVED that Council:</p> <ol style="list-style-type: none"> 1. Accept the negotiated price for the purchase of Lot 1 DP 1064715 and Lot 1 DP 1078262 being 205-211 Main St West Wyalong for the agreed price of \$390,000 2. Delegate the General Manager and the Mayor to enter into a contract to purchase Lot 1 DP 1064715 and Lot 1 DP 1078262 being 205-211 Main St West Wyalong 3. Fund the costs associated with the purchase from the Economic Development Reserve 4. That upon settlement the land be classified as Operational Land 	Director Technical Services	9/10/23 Contracts signed and exchanged

6.2 Council Meeting and Workshop Dates 2024



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

Delivery Program Strategy 10.1 - Councillors are provided with appropriate support and resources to carry out their civic duty

Author: Director Corporate and Community Services

Introduction

It would be appropriate for Council to now determine a program of meetings and briefings for the coming year to enable all interested parties to plan, particularly with the next Local Government Election scheduled for 14 September 2024.

This report presents dates to allow Council to continue to meet regularly to deal with matters as required as well as providing alternative dates to accommodate anticipated activities associated with the election of Councillors for a new term of Bland Shire Council.

Financial Implications

There are no additional budget requirements in relation to this matter.

Summary

The projected Council Meeting and Council Workshop Schedule for the period up to December 2024 is as attached (Attachment A). Section 365 of the Local Government Act 1993 (the Act) states that Council is required to meet at least 10 times each year. Accordingly, Ordinary Meetings of Bland Shire Council are currently held on the third Tuesday of every month excluding January, with Council Workshops held on the first Tuesday of every month.

Council meetings and workshops are held in the Council Chambers with meetings commencing at 6.30pm and workshops currently scheduled to commence at 4pm.

Due to the scheduling of the Local Government Elections on 14 September, it is proposed that the last meeting of this Council cohort be held on 13 August, 2024. Had Council maintained its usual meeting timetable, the August meeting would be held on the 20th - a date which falls within the caretaker period, which could limit Council's ability to determine matters. This will result in no formal meetings being held during the month of September.

As Council is required under Section 290 of the Act to elect a Mayor within 3 weeks after the ordinary election, it is proposed that the first meeting of the newly elected Council be Scheduled for the first Tuesday of October 2024. As this would normally be the date of a Council Workshop, it is suggested to hold the October workshop on 15 October with a further Council meeting to be held on 22 October.

Recommendation:

That Council adopt the Council Meeting and Workshop Schedule for 2024 as provided in Attachment A.

COUNCIL MEETING DATES 2024

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Key Dates for Council pre-election

Aug 19	CARETAKER PERIOD (commences 4 weeks prior to the date of an ordinary election - Reg 393B)
Sept 14	LOCAL GOVERNMENT ELECTIONS

Key Holidays and Observances (NSW)

Jan 01	New Year's Day	Jan 26	Australia Day	Mar 29	Good Friday
Mar 31	Easter Sunday	Apr 01	Easter Monday	Apr 25	Anzac Day
Jun 10	King's Birthday			Oct 07	Labour Day
Dec 25	Christmas Day	Dec 26	Boxing Day	Dec 31	New Year's Eve

Legend

 Council Workshop	 Ordinary Council Meeting	 Public Holiday
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6.3 Councillor Numbers



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

Delivery Program Strategy 10.1 - Councillors are provided with appropriate support and resources to carry out their civic duty

Author: Director Corporate and Community Services

Introduction

The purpose of this report is for Council to determine the number of Councillors for the 2024-2028 term of office. The *Local Government Act, 1993* (the Act) requires Council to determine the number of Councillors for the 2024-2028 term of office.

The Act requires the number of Councillors to be at least 5 and not more than 15. Bland Shire Council currently has nine (9) Councillors, including the Mayor.

Financial Implications

There are no additional budget requirements in relation to this matter.

Summary

Historically, Council has not considered a report to determine the number of Councillors unless a change (and referendum) was proposed. Staff have recently received advice from the Office of Local Government that a determination should be made even if no change is proposed. The Act states that this determination is to be made at least 12 months prior to the election, which means it should be made prior to 14 September 2023.

However, the Office of Local Government has confirmed that it omitted to provide this information to Councils and that there would be no penalty for considering the report at the meeting on 17 October 2023 even though it is inside the 12-month period, provided Council does not wish to change the number of Councillors.

At this time, Council's Executive Leadership Team is not aware of any reason why Council would wish to increase or decrease the number of Councillors. A constitutional referendum is a poll initiated by a council in order to give effect to a matter, such as to increase or decrease the number of councillors in accordance with the limits under section 224 of the Act.

Council has also not advised the NSW Electoral Commission of any proposed referendum in relation to Councillor numbers to be held in conjunction with the September 2024 Local Government Elections. Accordingly, it is not proposed to take any action in respect of the holding of a referendum.

Recommendation:

That in accordance with section 224(2) of the Local Government Act, 1993 Council determine the number of Councillors for the 2024-2028 term of office to remain as 9 (including the Mayor).

6.4 Lachlan Regional Transport Committee Inc



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

OP 8.3 Collaborate with transport providers to facilitate access within the shire and regional centres

Author: General Manager

Introduction

The Lachlan Regional Transport Committee Inc (LRTC) was formed in July 1983, in response to NSW Government cuts to branch line country passenger services to locations such as Cowra, Grenfell and Eugowra.

The LRTC membership is drawn from the Central West of NSW, through to Wollongong and outer Sydney, and was formed to take in road, rail and air issues.

Bland Shire Council was a member of the LRTC at its inception, alongside Weddin and Cabonne Councils. At an unidentified point Council withdrew from the LRTC, and then in February 2022 resolved to rejoin and appoint Cr Tony Lord as its representative.

Cr Lord is Council's current representative on the LRTC.

At a Special General Meeting of the LRTC, to be held on 28 October consideration will be given to the ongoing future of the LRTC.

Council has been asked to consider responding to the question of:-

Would you as members like the Lachlan Regional Transport Committee to proceed and continue?

Financial Implications

The current membership subscription is \$300.

The LRTC determined a few years ago to not charge the membership subscription in an attempt to attract further members. Council has therefore not paid this subscription.

Summary

At the ordinary meeting of the LRTC on 29 July in Wollongong the Committee discussed the future of the organisation.

There are various factors that have brought the Committee to this point including:-

- Decreasing membership base
- Many of the transport objectives being progressed by RDA's and joint Councils who not only have paid staff but also have access to all levels of Government
- The project focus may not be relevant to a number of Councils
- The lack of paid staff to action LRTC strategy

The Committee considered various options including:-

1. Continuing as Business As Usual
2. Reviewing the strategy of LRTC to focus on specific projects
3. Ceasing operations and applying to deregister LRTC as an incorporated body

Discussion was had that limiting the focus may not serve the interests of the broad membership as projects may be specific to Councils, and on what the process to deregister LRTC and the need for member input and consideration prior to the question being put to members.

A review of the LRTC Inc Constitution states that:-

43. Dissolution- Winding up or Cancellation of the Association

- i. The Association shall be dissolved in the event of a membership of less than five persons (note, must not be less than three) or upon the vote of a 3/4th majority of members present at a Special General Meeting convened to consider such a question.*

Over the years the agenda for the Committee has become increasingly diverse, and its focus become increasingly broader than the reason upon which the LRTC was formed. Whilst membership is predominantly made up of Local Government, it includes the Port Kembla Port Corporation and voluntary groups such as the Lachlan Valley Railway.

It is noted that key topics of the LRTC, such as reactivation of the Blayney – Demondrille Railway, completion of the Maldon – Dombarton link, country branch lines and road upgrades are key advocacy projects of the Central NSW Joint Organisation (CNSWJO) Integrated Transport Group.

The Riverina Eastern Regional Organisation of Councils (REROC) is the appropriate advocacy group for Bland Shire, and in 2019 a joint project with the Riverina Joint Organisation (RIVJO) prepared a Regional Freight Transport Plan that identifies key constraints for freight in the road and rail network and seeks to develop and implement logistics and freight transport solutions across the region.

Council is therefore requested to consider the ongoing future of the Lachlan Regional Transport Committee, and its involvement into the future.

Recommendation:

That Council endorses:-

- a. the winding up of the Lachlan Regional Transport Committee and all assets and funds be dispersed in accordance with the Constitution of the Lachlan Regional Transport Committee, and,
 - b. future regional transport advocacy be provided by the appropriate Joint or Regional Organisation, subject to the member location.
-

6.5 Risk, Work Health and Safety Quarterly Report



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

DP12.4 Review and implement Council's policies and comply WHS and Risk Management Requirements

Author: WHS & Facilities Foreman, Risk and Insurance Officer

Introduction

This report has been prepared to update Council on Risk, Work Health and Safety activities and performance for the quarter ending September 2023.

Financial Implications

There are no identified financial implications at this time. All regular insurances have been accounted for in the annual budget process.

Summary

Statewide Mutual

The Regional Risk Manager will be visiting Council shortly and will progress work on the Business Continuity Plan, Risk Registers, reviewing the risk assessments for events, and undertake the handover of the CIP workbooks.

The next regional risk meeting planned 15 November at Holbrook.

Incident notifications July – September 2023

Council has received a number of incident notifications in the past quarter including.

- Slips, trips and falls
- Motor vehicle damage
- Motor vehicle impact structure
- Rural Fire Service station break and enter
- Illegal dumping

Staff have promptly actioned complaints or incidents.

Urban Services staff have been working on footpath repairs with a number scheduled for replacement or grinding.

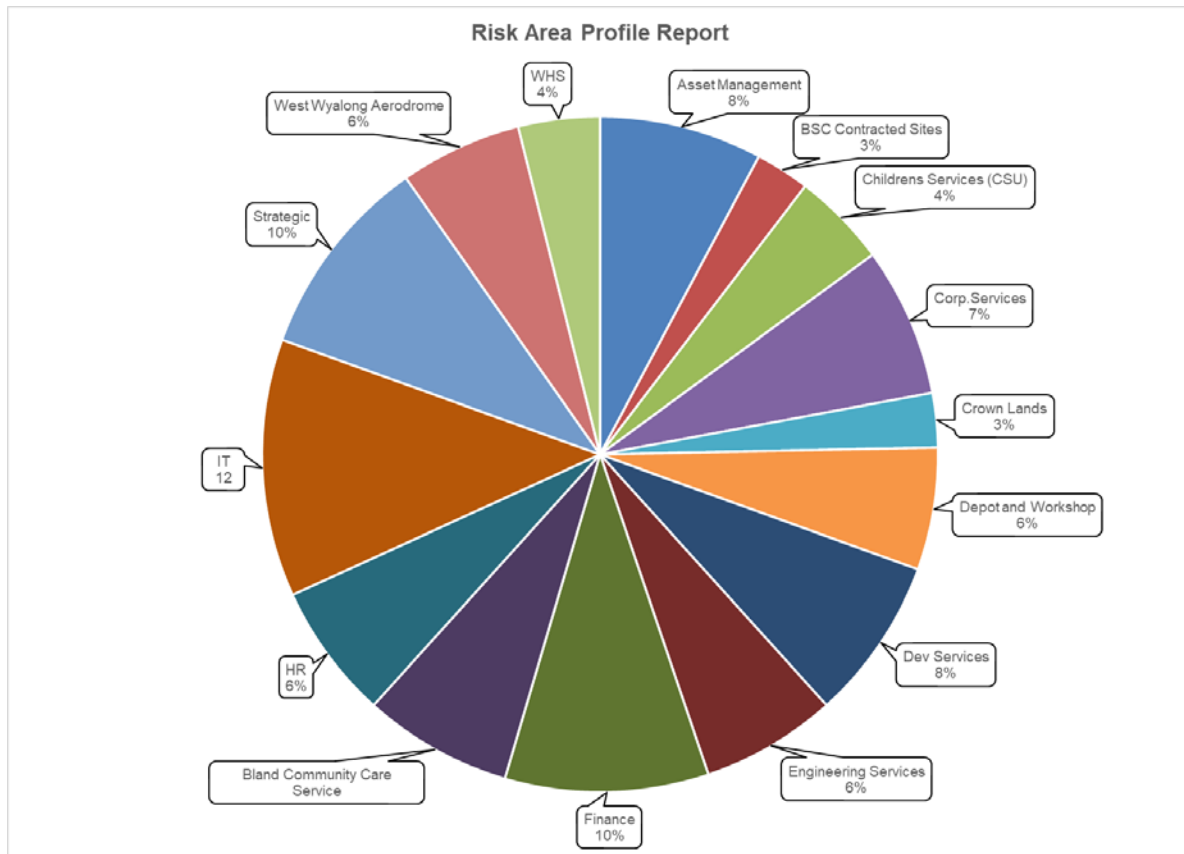
Insurance claims

Council has finalised the hail damage claim to the Arts/Craft Building at Wyalong.

Contractor Data Base

The Contractor data base is progressively updated and all contractors are current.

Risk Area Profile Report

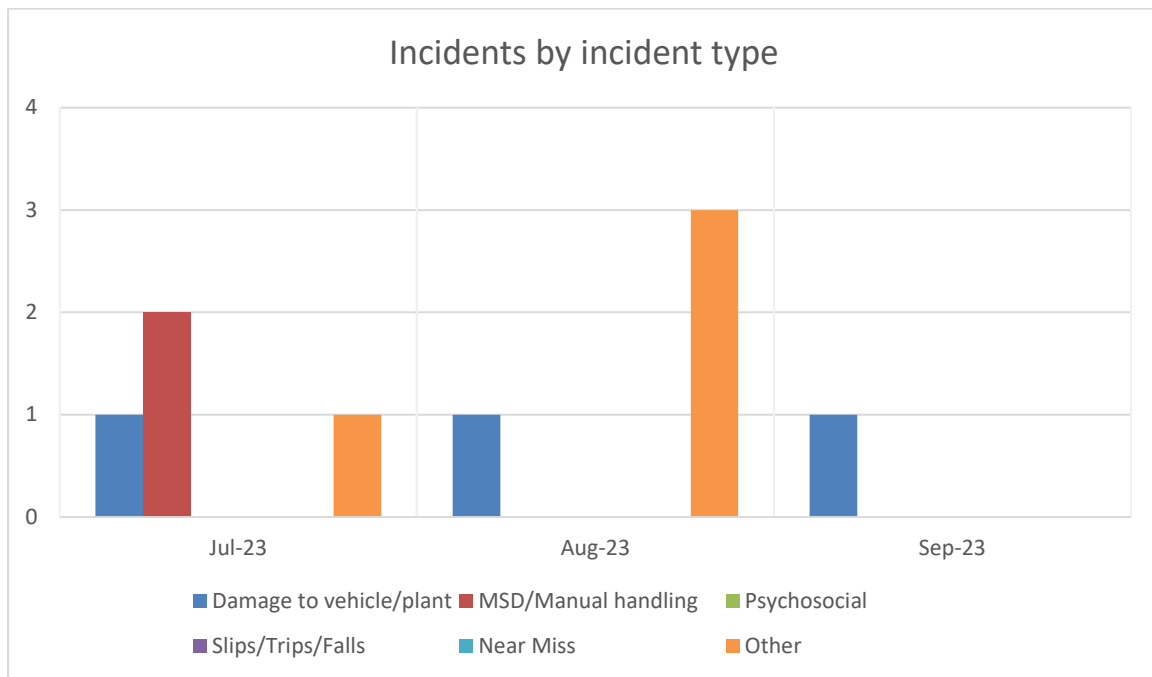


StateCover

Work Health and Safety staff have completed the Statecover Self Audit questionnaire for 2022/2023. This will be reviewed by Statecover which then provides feedback on areas of improvement.

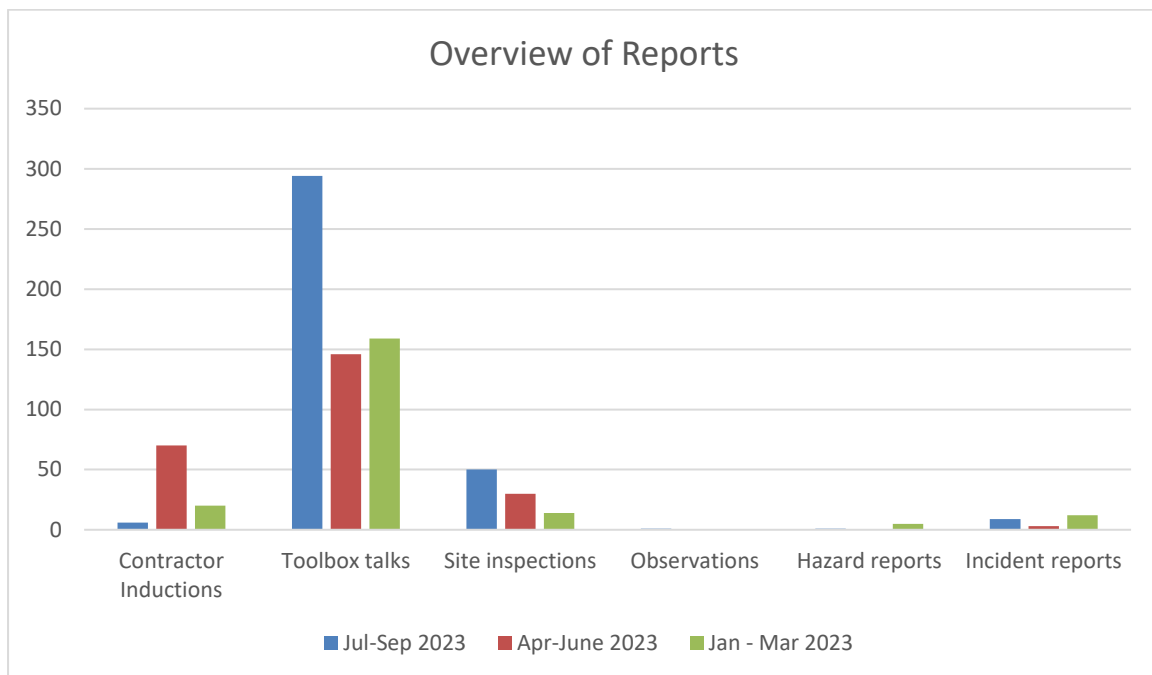
Work Health and Safety meetings are held quarterly, with the next meeting to be held on 16 November, actions arising from meetings continue to be addressed and completed.

WHS Incident Notifications submitted 1 July 2023 – 30 September 2023



Internal WHS Documents 1 January 2023 – 30 September 2023

The following graph identifies the number of internally generated WHS documents over the period January – September 2023.



Recommendation:

That Council receive and note the Risk, Work Health and Safety Report for the quarter ending September 2023.

Section 2 – Corporate & Community Services

6.6 Finance and Investment Report for September 2023



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 2021.

Financial Implications

STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF SEPTEMBER 2023.

BANK BALANCES AS AT 30th SEPTEMBER 2023

ACCOUNT	BALANCE
General Fund	\$7,296,181.83
Business Card	\$30,000.00
	\$7,326,181.83
<i>Invested Funds</i>	
Fixed Deposits	\$71,200,000.00
Deposits at Call	\$4,058,535.37
	\$75,258,535.37
Net Balance	\$82,584,717.20
Percentage of Invested Funds to Net Balance	91.13%

STATEMENT OF BANK BALANCES AS AT 30.09.2023

SUBMITTED TO THE ORDINARY MEETING OCTOBER 17, 2023

BALANCE as at 01.09.23 **\$6,088,755.39**

Add Receipts

Receipts Over \$150,000

11/09/23 R4R8-047 BMX & Adventure Park	202,064.08
14/09/23 Redeemed Investment JUDO	2,000,000.00
15/09/23 R4R8-058 Water Security Project	663,079.20
20/09/23 Redeemed Investment Bank Qld	1,000,000.00
20/09/23 LRCI 2 & 3 Grant	280,869.00
25/09/23 Rural Fire Service SWAC	150,404.64

Receipts Under \$150,000 6,107,652.95

Total Receipts for September 2023 **\$10,404,069.87**

Less Payments

Payments over \$150,000

01/09/23 Transfer to CAC	-3,000,000.00
04/09/23 Credit Union Investment	-1,000,000.00
07/09/23 Chris Debono Pty Ltd	-212,630.00
14/09/23 Wagga Trucks	-180,145.10
14/09/23 NAB Term Deposit	-2,000,000.00
20/09/23 NAB Term Deposit	-1,000,000.00
28/09/23 Dept of Health	-161,297.10

Payments under \$150,000 -1,642,571.23

Aged Care	\$ 167,285.34
Bank Fees	\$ 3,505.17
Cash at Call	\$ 3,000,000.00
Cemeteries	\$ 2,266.96
Children's Services	\$ 20,022.70
Community	\$ 1,649.10
Construction	\$ 43,251.89
Corporate	\$ 301,481.96
Development Services	\$ 14,312.79
Direct Debits	\$ 1,129.92
Donations	\$ 568.24
Employee	\$ 556,523.96
Governance	\$ 33,811.50
Insurance	\$ 361.75
Investments	\$ 4,000,000.00
Library	\$ 640.19
Maintenance	\$ 193,359.60
Plant/Fuel	\$ 745,750.08
Roads	\$ 45,809.92

Utilities	\$	46,272.62
VIC	\$	13,852.94
Waste	\$	4,142.80
Weeds	\$	644.00

Total Payments for September 2023 - **\$9,196,643.43**

CASH BALANCE **\$7,296,181.83**

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 September 2023 to 30 September 2023.

I CERTIFY,

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

Payment Type	Voucher No's	Total
Cheques	026352-026363	\$71,347.03
Auto-pay	Creditors E033120 – E033427	\$8,573,790.05
Auto-pay	Payroll 03/09/23 – 24/09/23	\$546,871.26
Bank Charges & Commissions	September 2023	\$3,505.17
Direct Debits	Repayments & Vehicle Lease	1,129.92
		\$9,196,643.43

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 17th October 2023, 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 **\$9,196,643.43** was submitted to the Ordinary Meeting on the 17th October 2023 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

INVESTMENTS

The following table gives details of Council's Funds invested at 30th September 2023. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

DATE INVESTED	INVESTED WITH WHOM	INVESTED AMOUNT	TERM	YIELD	DATE DUE
28/05/2020	Bank of QLD	2,000,000.00	1460 days	1.50%	27/05/2024
30/09/2020	Northern Territory Treasury	2,000,000.00	1902 days	1.20%	15/12/2025
30/10/2020	Northern Territory Treasury	1,000,000.00	1141 days	0.80%	15/12/2023
1/10/2021	NAB	1,500,000.00	734 days	0.60%	5/10/2023
22/10/2021	MyState Bank	2,000,000.00	733 days	0.80%	25/10/2023
30/11/2021	MyState Bank	2,000,000.00	730 days	1.20%	30/11/2023
14/12/2021	Bank of QLD	2,000,000.00	730 days	1.10%	14/12/2023
20/01/2022	AMP	1,000,000.00	729 days	1.35%	19/01/2024
5/10/2022	NAB	2,000,000.00	371 days	4.05%	11/10/2023
18/10/2022	Police Bank	2,000,000.00	365 days	4.45%	18/10/2023
19/10/2022	Judo Bank	2,000,000.00	365 days	4.30%	19/10/2023
10/11/2022	AMP	1,000,000.00	364 days	4.75%	9/11/2023
17/11/2022	Australian Unity	2,000,000.00	364 days	4.40%	16/11/2023
30/11/2022	Auswide Bank	2,000,000.00	358 days	4.55%	23/11/2023
8/12/2022	Commonwealth Bank	2,000,000.00	364 days	4.38%	7/12/2023
31/01/2023	Great Southern Bank	2,500,000.00	365 days	4.65%	31/01/2024
8/02/2023	Defence Bank	1,000,000.00	365 days	4.75%	8/02/2024
15/02/2023	NAB	1,000,000.00	365 days	4.90%	15/02/2024
16/02/2023	Defence Bank	1,000,000.00	328 days	4.85%	10/01/2024
28/02/2023	Macquarie Bank	1,000,000.00	365 days	4.84%	28/02/2024
1/03/2023	Defence Bank	1,000,000.00	371 days	5.00%	1/03/2024
6/03/2023	Defence Bank	1,000,000.00	380 days	5.00%	20/03/2024
8/03/2023	Bank of QLD	1,000,000.00	371 days	4.80%	13/03/2024
29/03/2023	AMP	1,500,000.00	365 days	4.90%	28/03/2024
4/04/2023	Auswide Bank	1,000,000.00	365 days	4.90%	3/04/2024
18/04/2023	AMP	1,000,000.00	358 days	4.95%	10/04/2024
20/04/2023	MyState Bank	1,000,000.00	363 days	4.60%	17/04/2024
20/04/2023	Hume Bank	1,000,000.00	370 days	4.80%	24/04/2024

11/05/2023	MyState Bank	1,000,000.00	223 days	5.00%	20/12/2023
11/05/2023	AMP	2,000,000.00	364 days	5.00%	9/05/2024
23/05/2023	Great Southern Bank	1,000,000.00	365 days	5.11%	22/05/2024
30/05/2023	Bank of QLD	2,000,000.00	336 days	4.90%	30/04/2024
30/05/2023	MyState Bank	1,000,000.00	365 days	5.10%	29/05/2024
8/06/2023	MyState Bank	1,000,000.00	364 days	5.45%	6/06/2024
15/06/2023	Auswide Bank	1,000,000.00	364 days	5.40%	13/06/2024
22/06/2023	Defence Bank	2,000,000.00	364 days	5.55%	20/06/2024
28/06/2023	Judo Bank	1,000,000.00	364 days	5.75%	26/06/2024
29/06/2023	Judo Bank	2,000,000.00	369 days	5.75%	2/07/2024
6/07/2023	Australian Unity	1,000,000.00	365 days	5.75%	5/07/2024
13/07/2023	AMP	1,000,000.00	364 days	5.75%	11/07/2024
20/07/2023	Heritage Bank	1,000,000.00	363 Days	5.75%	17/07/2024
27/07/2023	Macquarie Bank	1,000,000.00	364 days	5.11%	25/07/2024
16/08/2023	Bank of QLD	1,000,000.00	358 days	4.95%	8/08/2024
23/08/2023	AMP	2,500,000.00	364 days	5.40%	21/08/2024
4/09/2023	Great Southern Bank	1,000,000.00	360 days	5.22%	29/08/2024
8/09/2023	Bendigo Bank	400,000.00	365 days	4.90%	8/09/2024
8/09/2023	Bendigo Bank	400,000.00	365 days	4.90%	8/09/2024
8/09/2023	Bendigo Bank	400,000.00	365 days	4.90%	8/09/2024
14/09/2023	NAB	2,000,000.00	364 days	5.15%	12/09/2024
20/09/2023	NAB	1,000,000.00	330 days	5.15%	15/08/2024
21/09/2023	NAB	1,000,000.00	365 days	5.30%	20/09/2024
28/09/2023	Bank of QLD	2,000,000.00	364 days	5.20%	26/09/2024
	ANZ Deposit at Call	50,959.66	Cash at Call		
	CBA Deposit at Call	4,007,575.71	Cash at Call		
	TOTAL:	\$75,258,535.37			

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 (2023/24)	\$ 11,522,100.54
Rates received as at 30/09/2023	\$ 4,437,800.19
% of rates received to date	38.52%

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 2021 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 September 2023
 2. That Council confirms the payment of accounts, for the period 01 September to 30 September 2023, summarised in the accounts summary totalling \$9,196,643.43
-

6.7 Mornings, Melodies & Memories Update



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

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

Author: Community Development Officer

Mornings, Melodies and Memories

Mornings, Melodies and Memories is a series of gatherings held across the Bland Shire area specifically for older residents living within village and rural communities. The morning tea events bring residents and volunteers together to share local history to build connections to last beyond the funded project period. It will also provide for a local/regional performer to present songs across the ages which will help those with cognitive challenges to recall events from their past to share with others.

The ultimate outcome of the project will be to establish connections between community members as they share their stories about living within Bland Shire.

Local artists have been engaged to perform at scheduled events, with each village within the Shire having a live performance at a minimum of one session. Four larger scale events are scheduled to take place within Wyalong and West Wyalong, giving all participants the opportunity to come together and share their experiences.

The objectives of the Reducing Social Isolation for Seniors grant program are to:

- reduce social isolation for older people aged 65 years and over, or 50 years and over for Aboriginal people
- support effective, self-sustaining projects that provide meaningful and lasting social connection opportunities for older people who are socially isolated or at risk of isolation
- support projects that help older people connect and actively engage with each other through small group activities (e.g. interest groups, social events or environmental activities) that bring them together in person throughout the year and enable them to develop quality relationships that can be maintained beyond these activities
- support projects and activities that seek to actively engage new people, particularly harder-to-reach socially isolated older people.

The primary aim of the project is to provide a safe, social environment for elderly people to share their life experiences with each other and volunteers who will be engaged to help facilitate the conversations at discreet and targeted morning tea events within Bland Shire communities. The project was designed to run for approximately 10 months with monthly events in the communities of Barmedman, Ungarie and Weethalle and bi-monthly in the communities of Tallimba and Mirrool. During the events, information will be gathered and recorded from participants to create a digital record through film and music of the lives of people from Bland Shire which may not otherwise be heard.

Key activities continue at each session, with positive feedback received from Attendees, Volunteers, Hosts and Staff.



Local artist, Leah Brohan, (pictured right), recently provided live entertainment for participants in Barmedman on 25 September, with attendance numbers for this session reaching 16.



A live performance has been held at each individual village location for the program, with Ben O'Kane being secured to provide entertainment for the session scheduled to be held at Wyalong (Topsy) Hall,, on 30 October, where all participants throughout the shire will be invited to attend.

The table below indicates locations visited and number of attendees present at each session:

DATE	LOCATION	ATTENDANCE
18 September	Weethalle Country Club – Weethalle	12
25 September	Arts, Crafts, Coffee & Cake – Barmedman	16
6 October	Tallimba Hall – Tallimba	12
9 October	CWA Rooms - Ungarie	3

The following dates and locations have also been scheduled for October/November 2023. The final event of the Mornings, Melodies and Memories project will be held on 2 December at the S and C Club in West Wyalong.

DATE	LOCATION
16 October	Weethalle Country Club – Weethalle
23 October	Arts, Crafts, Coffee & Cake - Barmedman
30 October	Topsy Hall – Wyalong
6 November	The Royal Hotel – Mirrool
13 November	CWA Rooms – Ungarie
20 November	Weethalle Country Club – Weethalle
27 November	Arts, Crafts, Coffee & Cake – Barmedman

Recommendation:

That Council receive and note the information contained within the Mornings, Melodies and Memories September update.

6.8 Renovation Costs - Community Care Building



Our People - Health and support services address the needs of the community

DP1.1 Maintain active communication with health and allied health providers

Author: Director Corporate and Community Services

Introduction

At the ordinary December 2022 meeting of Council, Councillors considered a confidential report in relation to securing of a medical service within the community by providing accommodation to the then recently established Kure Medical Group (KMG). At the time, the report was considered in a confidential session in accordance with *Local Government Act 1993 (Section 10A (2c) - information that would, if disclosed, confer a commercial advantage on a person with whom council is conducting (or proposes to conduct) business.*

Further information is now provided in open Council to inform the community of the use of Council's reserves.

Financial Implications

The costs for undertaking the renovation works have been articulated in the table contained in the body of this report as per Resolution 25122022 (4) - *A report be presented to Council on completion of the work detailing the final cost to the organisation.* The initial project was estimated to cost approximately \$142,000. The expended amount to date is \$104,030, this does not include costs associated with external landscaping which have yet to be completed.

As was reported to Council in December 2022, Council sought and received a guarantee that KMG would reimburse Council for the portion of costs incurred as they relate specifically to the leased section of the building. This written confirmation was received prior to the work commencing. As part of the lease agreement, contributions have been received from KMG in accordance with this confirmation.

Summary

The December 2022 report indicated the overall costs of undertaking the identified works to the Community Care building was approximately \$142,000 including contingencies. Through the process of inspecting the Community Care Centre, a number of issues in relation to the building were identified.

These include the need to create an airlock at the entrance to the premises, replace doors to the Community Care section of the building to improve natural lighting and provision of air conditioning to a number of rooms which had none. It was also identified that the area located outside the most western end of the building had some challenges with drainage and posed as potential trip hazards.

Additionally, this exterior section of the building was not secured and could present easy access to the rear of the Community Care Centre. Quotes were sought to rectify this situation and included in the original report. While the majority of the work has been completed and KMG is currently tenanted within the Community Care Building, there are some elements which have yet to be finalised, specifically the external landscaping.

The costs of undertaking this work remain within the original project budget to be expended.

The following table shows the breakdown of costs associated with the renovation including the original quoted costs and the allocation of expenses for the undertaken works between Council and KMG.

Item	Original Quote	Actual cost	Revised cost KMG	Revised cost Council
<u>COMPLETED WORKS</u>				
Replace Community Care entry doors	\$3,610	\$3,909		\$3,909
Replace flooring within western wing	\$11,300	\$10,836	\$10,836	
Electrical work	\$14,100	\$14,685	\$14,685	
Plumbing fitout consulting rooms	\$17,937	\$25,628	\$25,628	
Renovation for procedure room	\$40,493	\$18,617	\$18,617	
Create and install air lock	\$19,000	\$19,550		\$19,550
Air conditioning	\$6,740	\$7,200		\$7,200
Sundry items (hardware, keys, power to door, furniture)		\$3,605		\$3,605
<u>WORKS YET TO BE COMPLETED</u>				
Landscaping and access improvements to western wing	\$8,890			
SUBTOTAL	\$122,070	\$104,030	\$69,766	\$34,264
Contingency	\$12,207			
DA/planning fees	\$2,500			
Legal fees	\$2,500			
TOTAL COSTS	\$139,277	\$104,030	\$69,766	\$34,264

Recommendation:

That Council:

- a) Notes the information contained within the report on Renovation Costs for the Community Care Building.
 - b) Approve those unexpended funds for completion of landscaping works identified as part of the initial project remain until such time as the work is undertaken.
-

6.9 Endorsement of Draft Public Interest Disclosure (PID) Policy



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

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

Author: Director Corporate and Community Services

Introduction

The *Public Interest Disclosures Act 2022 (PID Act 2022)* commenced from 1 October 2023 and repeals the *Public Interest Disclosures Act 1994 (PID Act 1994)* and associated Regulations. This new Act introduces significant reforms to the ways that public interest disclosures are made, received and dealt with in New South Wales and is intended to provide greater protection of persons who make public interest disclosures than that currently afforded under the PID Act 1994.

Financial Implications

The implementation of the new PID Act 2022 will require additional training for staff who will be designated as disclosure officers. This training will be made available by the NSW Ombudsman and, as has been the case with previous PID training, is anticipated to be provided without charge.

Summary

Public authorities – which includes Local Government Authorities - must have a Public Interest Disclosure Policy which, among other matters, sets out the agency's procedures regarding public interest disclosures, and identifies their nominated disclosure officers.

The requirements for the disclosure policy are significantly more prescriptive than under the PID Act 1994, and accordingly agencies will need to ensure that their policies are updated to comply with the requirements of the new Act prior to the commencement date.

The content of public interest disclosure policies is prescribed by section 43 of the PID Act 2022, and includes:

- procedures for dealing with, acknowledging receipt of and providing information to the makers of, voluntary public interest disclosures,
- procedures for assessing and minimising the risk of detrimental action being taken against a person as a result of a public interest disclosure being made,
- identifying the responsibilities imposed by the PID Act 2022 on the head of the agency, other disclosure officers and managers associated with the agency, and
- a list identifying the disclosure officers for the agency and their contact details.

The categories of persons who can make a public interest disclosure are significantly expanded. In addition to persons employed by an agency, persons providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer, will be able to make a public interest disclosure.

Local councils, State Government departments and all Public Service agencies identified in the *Government Sector Employment Act 2013* are *agencies* under the PID Act 2022, and accordingly any employees, contractors, subcontractors and volunteers of any of any of those agencies will be a *public official* for the purposes of the Act.

To assist organisations to meet the requirements of the new PID Act, the NSW Ombudsman has developed a Model Policy for adaptation by agencies required to deal with misconduct matters and integrity issues under the PID Act. The draft document presented to Council for endorsement (**Attachment A**) has been adapted from the NSW Ombudsman's Model Policy and contextualised for Bland Shire Council operations.

Recommendation:

That Council:

- a) Endorse the Bland Shire Council Public Interest Disclosure (PID) Policy.
 - b) Note that the Bland Shire Council Public Interest Disclosure (PID) policy replaces the current Internal Reporting Policy and, as it relates only to those considered as Council officials, no period of public exhibition is required.
-

Public Interest Disclosure (PID) Policy

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Council
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Governance
RESPONSIBLE OFFICER:	Director Corporate and Community Services
AUTHORISED BY: <i>(GM or Director Title)</i>	General Manager
DATE ADOPTED:	
ADOPTED BY:	Council
MINUTE NO: <i>(If required)</i>	TBC
REVIEW DUE DATE:	TBC
REVISION NUMBER:	3
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	CSP Objective 13 - Plans and Policies provide open and transparent information. DP13.2 – Develop, implement and promote best practice governance policies and procedures.

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	1/10/2023	Amendments following changes to legislation to incorporate Model Policy elements	Director Corporate and Community Services
2	25/3/2021	Inclusion of additional disclosure officer Adapt to new policy framework template	Governance and Integrated Planning Officer
1	22/6/2020	Policy Drafted and Adopted	Director Corporate and Community Services

REVIEW OF THIS POLICY

This Policy will be reviewed within Twelve 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.

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1. Purpose

All agencies in NSW are required to have a Public Interest Disclosure (**PID**) Policy under section 42 of the *Public Interest Disclosures Act 2022 (PID Act)*.

At Bland Shire Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- how Bland Shire Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act.

This policy should be read in conjunction with Bland Shire Council's Model Code of Conduct, Bullying and Harassment Policy, Complaints Handling Policy, Enterprise Risk Management Framework, Fraud Control Policy, Grievance – Disputes Policy and their associated procedures.

This policy also replaces Council's Internal Reporting Policy.

2. Accessibility of this policy

This policy is available on Bland Shire's publicly available website as well as on the staff intranet home page and Council's Records Management System - Magiq. A copy of the policy is also sent to all staff of Bland Shire Council on their commencement. A hard copy of the policy can be requested from Council's Director Corporate and Community Services.

3. Who does this policy apply to?

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by an agency or otherwise in the service of an agency
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of the Crown
- a statutory officer
- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer, including Committee members.

- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (**MP**), including a Minister
- a person employed under the *Members of Parliament Staff Act 2013*.

The General Manager, Disclosures Coordinator (Director Corporate and Community Services), other nominated disclosure officers and managers within Bland Shire Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Bland Shire Council may use this policy if they want information on who they can report wrongdoing to within Bland Shire Council.

4. Who does this policy not apply to?

This policy does not apply to:

- people who have received services from an agency and want to make a complaint about those services
- people, such as contractors, who provide services to an agency. For example, employees of a company that sold computer software to an agency.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

However, you can still make a complaint to Bland Shire Council through Council's Code of Conduct or Complaints Management policies and procedures.

You can also make a complaint directly to the General Manager as follows:

*General Manager
Bland Shire Council
6 Shire Street
West Wyalong NSW 2671*

5. Compliance with the PID Act

This policy has been prepared in accordance with the Public Interest Disclosures Act 2022 and has been based on the PID Model Policy. Under section 42 of the PID Act, all agencies must have a PID policy having regard to the Ombudsman's guidelines.

This policy will be reviewed a minimum of once per Council term (4 years). Council policies are presented to Council for adoption and, where required, placed on public exhibition for a minimum period of 28 days. As this policy relates to Council officials, there are no requirements for it to be subject to a period of public exhibition.

Responsibility for the monitoring and implementation of this policy sits with the Director Corporate and Community Services. The Director can be contacted to discuss any issues in relation to this policy.

6. What is contained in this policy?

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Bland Shire Council under the PID Act
- the names and contact details for the nominated disclosure officers in Bland Shire Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Bland Shire Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Bland Shire Council procedures for dealing with disclosures
- Bland Shire Council procedures for managing the risk of detrimental action and reporting detrimental action
- Bland Shire Council record-keeping and reporting requirements
- how Bland Shire Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Bland Shire Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: pidadvice@ombo.nsw.gov.au, or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

7. How to make a report of serious wrongdoing Reports, complaints and grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our Bland Shire's relevant policies.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

Council officials are encouraged to report all wrongdoing and misconduct, not only reports of serious wrongdoing as defined under the PID act. Council will deal with these appropriately and in accordance with established policies and procedures, even if they are not a PID. It should be noted that a complaint or grievance may also be a PID.

When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

Voluntary PID: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.

Mandatory PID: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.

Witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

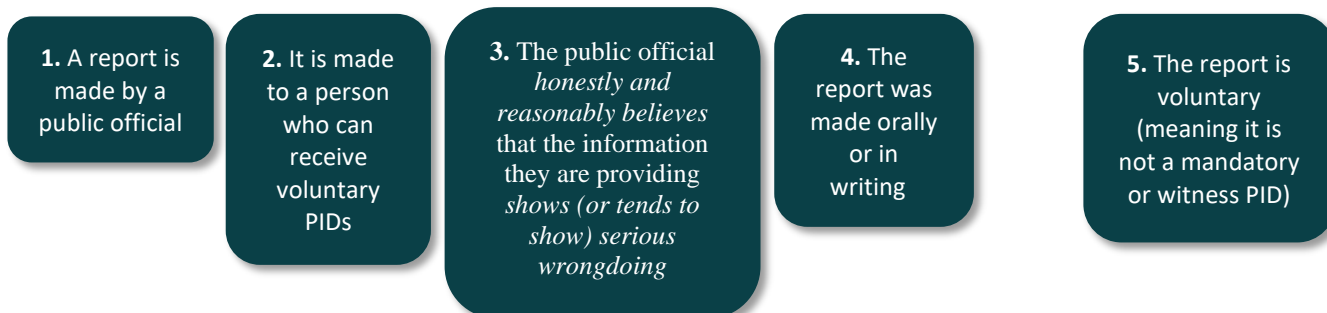
This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing'.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this policy.

Who can make a voluntary PID?

Any public official can make a voluntary PID — see ‘Who this policy applies to’. You are a public official if:

- you are employed by Bland Shire Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Bland Shire Council, or
- you work for an entity (such as a non-government organisation) who is contracted by Bland Shire Council to provide services or exercise functions on behalf of Bland Shire Council — if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (**ICAC**) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

What is serious wrongdoing?

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* — such as a public official accepting a bribe
- *serious maladministration* — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* — such as unlawfully accessing a person’s personal information on an agency’s database
- *a serious and substantial waste of public money* — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

Additional information of what can be considered as serious wrongdoing can be obtained from the Ombudsman’s Guideline “What is serious wrongdoing”. It can be found at the following:

<https://www.ombo.nsw.gov.au/Find-a-publication/publications/guidelines/public-interest-disclosures-2022/what-is-serious-wrongdoing>

When you make your report, you do not need to state what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

Who can I make a voluntary PID to?

For a report to be a voluntary PID, it must be made to certain public officials.

Making a report to a public official who works for Bland Shire Council

You can make a report inside Bland Shire Council to:

- The General Manager
- The Disclosures Coordinator – this role is undertaken by the Director Corporate and Community Services
- a disclosure officer for Bland Shire Council — a list of disclosure officers for Bland Shire Council and their contact details can be found at Annexure A of this policy
- your manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

Making a report to a recipient outside of Bland Shire Council

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the *head of another agency* — this means the head of any public service agency
- an *integrity agency* — a list of integrity agencies is located at Annexure B of this policy
- a *disclosure officer for another agency* — ways to contact disclosure officers for other agencies is located in an agency's PID policy which can be found on their public website
- a Minister or a member of a Minister's staff but the report must be made in writing.

If you choose to make a disclosure outside of Bland Shire Council, it is possible that your disclosure will be referred back to Council so that appropriate action can be taken.

Making a report to a Member of Parliament or journalist

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Bland Shire Council:
 - a. notification that Bland Shire Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
 - b. the following information at the end of the investigation period:
 - notice of Bland Shire Council decision to investigate the serious wrongdoing
 - a description of the results of an investigation into the serious wrongdoing

- details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

What form should a voluntary PID take?

You can make a voluntary PID:

- *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
- *orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for Council to investigate the matter(s) you have disclosed if we cannot contact you for further information.

What should I include in my report?

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting
- how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Bland Shire Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of the agency's policies for dealing with reports, allegations or complaints.

Deeming that a report is a voluntary PID

The General Manager and/or Disclosures Coordinator can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager and/or Disclosures Coordinator to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager and/or Disclosures Coordinator. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

Who can I talk to if I have questions or concerns?

- General Manager
- Director Corporate and Community Services
- Director Technical Services
- Manager Customer and Financial Services

Refer to Annexure A for relevant contact details

8. Protections

How is the maker of a voluntary PID protected?

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

- *Protection from detrimental action*
 - A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
 - Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, Bland Shire Council will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
 - It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
 - A person may seek compensation where unlawful detrimental action has been taken against them.

- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- *Immunity from civil and criminal liability*

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

- *Confidentiality*

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

- *Protection from liability for own past conduct*

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- *A mandatory PID:* This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- *A witness PID:* This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
Detrimental action — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
Right to compensation — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
Ability to seek injunction — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓

Protection	Mandatory PID	Witness PID
<p>Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for:</p> <ul style="list-style-type: none"> • breaching a duty of secrecy or confidentiality, or • breaching another restriction on disclosure. 	✓	✓

Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Council’s General Manager, Disclosure Coordinator or Disclosure Officers, or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

If you report reprisal action, you will be kept informed of the progress of any investigations and the outcome of the same.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, you may contact the NSW Ombudsman. Contact details are included at the end of this document.

General support

Bland Shire Council will provide support to those who have made a report through giving access to any professional support they may need as a result of the reporting process including, but not limited to, providing information about Council’s Employee Assistance Program.

A key contact person will be allocated to the report maker and this person will be the key point of contact for inquiries and updates in relation to the report. They will also be responsible for taking required steps to protect the interests of the report maker, if they are at risk of detrimental action.

The General Manager or Disclosure Coordinator are to be notified if a person who has made the report is suffering any detrimental action as a result of disclosing any wrongdoing.

For inquiries about the PID Act and reporting generally, please refer to the NSW Ombudsman at www.ombo.nsw.gov.au

9. Roles and responsibilities of Bland Shire Council employees

Certain people within Bland Shire Council have responsibilities under the PID Act.

General Manager

The General Manager is responsible for:

- fostering a workplace culture where reporting is encouraged
- receiving disclosures from public officials
- ensuring there is a system in place for assessing disclosures

- ensuring the Bland Shire Council complies with this policy and the PID Act
- ensuring that the Bland Shire Council has appropriate systems for:
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - implementing corrective action if serious wrongdoing is found to have occurred
 - complying with reporting obligations regarding allegations or findings of detrimental action
 - complying with yearly reporting obligations to the NSW Ombudsman.

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.

Disclosure officers

Disclosure officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)
- ensuring that any oral reports that have been received are recorded in writing.

Managers

The responsibilities of managers include:

- receiving reports from persons that report to them or that they supervise
- passing on reports they receive to a disclosure officer.

All employees

All employees must:

- report suspected serious wrongdoing or other misconduct
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Bland Shire Council

- treat any person dealing with or investigating reports of serious wrongdoing with respect.

All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

10. How we will deal with voluntary PIDs

When a disclosure officer in Bland Shire Council receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment that the report has been received. This acknowledgement will:
 - state that the report will be assessed to identify whether it is a PID
 - state that the PID Act applies to how Bland Shire Council deals with the report
 - provide clear information on how you can access this PID policy
 - provide you with details of a contact person and available supports.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
 - that we are investigating the serious wrongdoing
 - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
 - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
 - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
 - a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
 - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
 - Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
- If you have made an anonymous report, in many cases we may not be able to provide this information to you.

Council will engage with the maker of the report to establish whether they are at risk of detrimental action, whether they need support networks to be put in place and how this will be assessed on an ongoing basis.

How Bland Shire Council will deal with voluntary PIDs

Once a report that may be a voluntary PID is received Bland Shire Council will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary we will ensure that we comply with the requirements in the PID Act.

Council officials who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- An acknowledgement that your disclosure has been received
- The timeframe for when you will receive further updates
- The name and contact details of those who can providing you with information as to what is taking place.

This information will be given to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

Information about the action that will be taken in response to your report

Lifely timeframes for any investigation

information about the resources available to you to handle any concerns you may have

information about external agencies and services you can access for support.

This information will be provided within 10 working days from the date you make your report.

During any investigation, you will be given:

- Information on the ongoing nature of the investigation
- Information about the progress of the investigation and reasons for any delay
- Advice if your identity needs to be disclosed for the purpose of investigating the matter, an an opportunity to discuss this

At the end of any investigation you will be provided with:

- 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 which was identified
- Advice about whether you will be involved as a witness in any further matters such as disciplinary or criminal proceedings.

Report not a voluntary PID

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our relevant internal complaints or grievance handling processes or through an alternate process.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer, request an internal review or request that the matter be conciliated. Bland Shire Council can, but do not have to, request the NSW Ombudsman to conciliate the matter.

Cease dealing with report as voluntary PID

Bland Shire Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

Council will advise the maker of a voluntary PID of the reasons it has ceased dealing with the report as a voluntary PID.

The PID Act requires agencies to provide reasons to the maker of a purported PID if the agency has ceased dealing with the report as a voluntary PID. A purported PID is one that is made to one of the recipients of voluntary PIDs as set out in the Act and it is not a witness of mandatory PID and the maker has stated that it is a voluntary PID.

Where the report is a voluntary PID

If the report is a voluntary PID:

- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the *Independent Commission Against Corruption Act 1988*.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

There may be an occasion to appoint an external investigator to investigate a report. In this instance, Council's appointed Disclosures Coordinator will continue to make contact with the maker of the report.

How Bland Shire Council will protect the confidentiality of the maker of a voluntary PID

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure

- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Bland SHire reasonably considers it necessary to disclose the information to protect a person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. We will do this by:

- Limiting the number of people who are aware of the maker's identity or information that could identify them.
- If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so.
- We will ensure that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential.
- We will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker.
- We will undertake an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation.
- We will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, Bland Shire Council will:

- Advise the person whose identity may become known
- Implement strategies to minimise the risk of detrimental action
- Provide additional supports to the person who has made the PID

How Bland Shire Council will assess and minimise the risk of detrimental action

Bland Shire Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

Bland Shire Council will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

Bland Shire Council will take steps to assess and minimise the risk of detrimental action by:

- Explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- Providing details of the unit/role that will be responsible for undertaking a risk assessment
- Explaining how the agency will communicate with the maker to identify risks
- Listing the protections that will be offered, that is, the agency will discuss protection options with the maker which may including remote working or approved leave for the duration of the investigation
- Outlining what supports will be provided.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

How Bland Shire Council will deal with allegations of a detrimental action offence

If Bland Shire Council become(s) aware of an allegation that a detrimental action offence has occurred or may occur, Bland Shire Council will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

Bland Shire Council's Disclosures Coordinator will be responsible for making referrals on alleged detrimental action offences as well as providing advice and support to the person against whom alleged detrimental action has been taken. This will include provision of updates in relation to action being undertaken to address the detrimental action allegations.

What Bland Shire Council will do if an investigation finds that serious wrongdoing has occurred

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, Bland Shire Council will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

11. Review and dispute resolution

Internal review

People who make voluntary PIDs can seek internal review of the following decisions made by Bland Shire Council:

- that Bland Shire Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because Bland Shire Council decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Bland Shire Council will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Council's decision. The application should state the reasons why you consider the decision should not have been made. You may also submit any other relevant material with your application.

Applications for internal review should be sent to the General Manager.

Voluntary dispute resolution

If a dispute arises between [us/agency name] and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where Bland Shire Council and the maker of the report are willing to resolve the dispute.

12. Other agency obligations

Record-keeping requirements

Bland Shire Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Bland Shire Council complies with its obligations under the *State Records Act 1998*.

Reporting of voluntary PIDs and Bland Shire Council annual return to the Ombudsman

Each year Bland Shire Council provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Bland Shire Council during each return period (yearly with the start date being 1 July)
- action taken by Bland Shire Council to deal with voluntary PIDs during the return period
- how Bland Shire Council promoted a culture in the workplace where PIDs are encouraged.

Council also provides information in relation to an Annual Return on PIDs is prepared by the Disclosures Coordinator and included in Bland Shire Council's Annual Report. Information gathered in relation to PIDs is securely stored within Magiq, Council's records management system.

How Bland Shire Council will ensure compliance with the PID Act and this policy

Council's General Manager will be responsible for monitoring the effectiveness of Council's PID policy and compliance with the PID Act. Any audits of the PID processes at Bland Shire Council will be undertaken as part of Council's Internal Audit Schedule and reported through the Audit, Risk and Improvement Committee to Council.

Annexure A — Disclosure Officers - Bland Shire Council

General Manager

Contact: Grant Baker
Ph: 02 6972 2266 M: 0418 112 855

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

Ray Graham:	Director Technical Services,	6972 2266	0427 106 159
VACANT:	Manager Development & Regulatory Services		
Leesa Bryant:	Manager Customer & Financial Services	6972 2266	
VACANT:	Manager Operational Services		
Paul Glennon:	Workshop & Plant Coordinator,	6972 2266	0427 723 162
Raylene Slade:	Human Resources Coordinator ,	6972 2266	
Sharon Glasgow:	Children’s Services Coordinator,	6972 2795	
Tony Carr:		6972 1904	
Jamie-Lee McKinnon	Community Care Coordinator,	6979 0287	

Annexure B — List of integrity agencies

Integrity agency	What they investigate	Contact information
The NSW Ombudsman	Most kinds of serious maladministration by most agencies and public officials (but not NSW Police, judicial officers or MPs)	Telephone: 1800 451 524 between 9am to 3pm Monday to Friday Writing: Level 24, 580 George Street, Sydney NSW 2000 Email: info@ombo.nsw.gov.au
The Auditor-General	Serious and substantial waste of public money by auditable agencies	Telephone: 02 9275 7100 Writing: GPO Box 12, Sydney NSW 2001 Email: governance@audit.nsw.gov.au
Independent Commission Against Corruption	Corrupt conduct	Telephone: 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 Email: icac@icac.nsw.gov.au
The Inspector of the Independent Commission Against Corruption	Serious maladministration by the ICAC or the ICAC officers	Telephone: 02 9228 3023 Writing: PO Box 5341, Sydney NSW 2001 Email: oiicac_executive@oiicac.nsw.gov.au
The Law Enforcement Conduct Commission	Serious maladministration by the NSW Police Force or the NSW Crime Commission	Telephone: 02 9321 6700 or 1800 657 079 Writing: GPO Box 3880, Sydney NSW 2001 Email: contactus@lecc.nsw.gov.au
The Inspector of the Law Enforcement Conduct Commission	Serious maladministration by the LECC and LECC officers	Telephone: 02 9228 3023 Writing: GPO Box 5341, Sydney NSW 2001 Email: oilc_executive@oilc.nsw.gov.au
Office of the Local Government	Local government pecuniary interest contraventions	Email: olg@olg.nsw.gov.au
The Privacy Commissioner	Privacy contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au

The Information Commissioner	Government information contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au
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Annexure C - Definitions

General Manager means the General Manager of Bland Shire Council and includes their delegate or authorised representative. References to the General Manager are references to the General Manager appointed under the *Local Government Act 1993* (NSW).

Bland Shire Council means the Council.

Council means the elected Council.

Bland Shire Official means a: Councillor; Bland Shire Officer (including part time, temporary and casual officers); individuals engaged by Bland Shire under a contract to provide services to or on behalf of Bland Shire (such as consultants and contractors); or individuals having public official functions where their conduct could be investigated by an Investigating Authority (such as members of Bland Shire committees and volunteers).

Corrupt Conduct means dishonest or partial exercise of official functions by a Bland Shire Official. For example:

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

For more information about corrupt conduct, see the [NSW Ombudsman's guideline on what can be reported](#).

Detrimental Action means action causing, comprising or involving:

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

Government Information Contravention means a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (**GIPA Act**). For example:

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

For more information about government information contravention, see the [NSW Ombudsman's guideline on what can be reported](#).

Investigating Authority means an authority listed in Annexure A. Bland Shire Officials can contact the relevant authority for advice about how to make a disclosure.

Local Government Pecuniary Interest Contravention means the failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. 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:

- a senior Bland Shire Officer recommending a family member for a Bland Shire contract and not declaring the relationship;

- a senior Bland Shire Officer holding an undisclosed shareholding in a company competing for a Bland Shire contract.

For more information about local government pecuniary interest contravention, see [NSW Ombudsman's guideline on what can be reported](#)

Maladministration means 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:

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

For more information about maladministration, see [NSW Ombudsman's guideline on what can be reported](#).

PID Act means the *Public Interest Disclosure Act 1994* (NSW).

Serious and Substantial Waste means 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 BLAND SHIRE. For example:

- poor project management practices leading to projects running over time; or
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see [NSW Ombudsman's guideline on what can be reported](#).

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

6.10 Riverina Regional Library Mobile Library Services



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

DP3.2 - Provide cultural activities and community programs that foster social development and community wellbeing

Author: Director Corporate and Community Services

Introduction

Council staff have been in discussion with representatives of Riverina Regional Libraries (RRL) in relation to expanding library services within Bland Shire. Primarily, this expansion would be the inclusion of several Bland Shire communities on the RRL mobile library timetable. This report is to provide information in relation to the provision and costings for Mobile Library Services.

Financial Implications

The amount quoted for the provision of mobile library services to the community is approximately \$54,000 ex GST in 2024-2025.

Summary

Discussions have been held with the Riverina Regional Library (RRL) in relation to the provision of Mobile Library Services to communities within the shire. The outcome of these discussions was the provision of information by RRL's Digital and Engagement Coordinator, including a draft schedule for the service (Attachment 1). This schedule is subject to change depending on the response from other Councils seeking changes to their scheduled stops, although it is not expected that there would be significant changes to the costing.

In the draft schedule attached, Bland Shire Council would make up approximately 16% of the total hours of service, including travel time, resulting in an annual contribution of approximately \$54,000 ex GST in 2024-2025. This amount averages at \$220 per hour allocated to Bland Shire Council, including travel time and covers all costs of the Mobile Library, such as wages, fuel, collection items, maintenance, and asset funding.

The draft includes the following:

1. One stop at both Ungarie and Barmedman of 1.5 hours every two weeks
2. One stop at both Weethalle and Tallimba of 1.5 hours every four weeks

Alternatively, should Council not wish to proceed with four-weekly stops at Weethalle and Tallimba in favour of just the fortnightly stops at Ungarie and Barmedman, the costs would reduce to somewhere in the range of \$40,000-\$45,000 ex GST. The costs would be in a similar range should Bland Shire instead desire one four-weekly visit at each of the four locations.

The attached schedule has been made to be as efficient as possible to increase time spent at service points and through promotion to the communities of Barmedman, Ungarie, Weethalle and Tallimba, particularly the schools within those communities, it is anticipated that patronage of the service will support its introduction.

Advice from Riverina Regional Libraries shows that the neighbouring communities of Ardlethan and Aria Park have a community membership of 20.1% and 20.5% respectively with corresponding library loans of 1,105 and 627.

Council is also looking towards options for increasing the provision of other community-related services to correspond with the Mobile Library visits once they commence in July 2024.

Recommendation:

That:

- a) Council endorse the proposal to deliver library services to the communities of Barmedman, Ungarie, Weethalle and Tallimba as part of the Riverina Regional Libraries Mobile Library schedule from July 2024.
 - b) Council include a financial allocation within the 2024-2025 Budget to cover the anticipated costs of the improved library services.
 - c) Ongoing funding of the Mobile Library Services be funded from the Community Enhancement Fund.
-

6.11 Strengthening Communities Application – Skin Check Truck



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

DP2 - Develop and support community partnerships to increase a sense of safety and wellbeing within the community

Author: Director Corporate and Community Services

Introduction

Council has received an application under the Strengthening Communities Fund (SCF) from a local community member on behalf of the Australian Skin Cancer Foundation. The application is requesting funding for the Skin Check Truck to come to West Wyalong for two days and offer free spot checks to members of the public during this time.

Financial Implications

The amount requested from Council's SCF is \$2,500.

Should Council not support the recommendation and approve the application for the two-day visit of the Skin Check Truck in October 2024, this amount would be taken from the Strengthening Communities' budget. Preliminary discussions would indicate that should the project receive support for more frequent visits to Bland Shire, such as an annual four-day program for a period of five (5) years, the total cost would be in the vicinity of \$25,000 (\$5,000 per year). Were Council to enter a partnership arrangement as outlined in the following summary, its financial obligation would be in the vicinity of \$12,500.

Summary

The application proposes that the Skin Check truck will come to West Wyalong in October 2024 and encourage and promote free spot checks with expert melanographers, while further educating visitors on skin cancer and how to take preventative measures.

The check takes approximately 5-10 minutes in a private room within the truck, and there is no need to undress during a Spot Check. If any spots of concern are found during the Spot Check, the melanographer will provide visitors with expert advice on the next steps to ensure proper diagnosis can be performed by a GP after the visit.

This project has the potential to be a life-saving community service and is worthy of consideration. Council's current Delivery Program has clear objectives around the health and provision of services to the community as well as development of partnerships to facilitate healthy outcomes. Unfortunately, under the guidelines for the Strengthening Communities Fund, this application does not meet the criteria and for this reason, funding for the project from this program is recommended to be refused.

Council has also been informed that a similar request for funding for the project was received by Evolution Mining and initial discussions indicate support from that organisation may be forthcoming for the project. These discussions also highlighted interest in making visits by the Skin Check Truck a more frequent activity rather than a one-off event and lengthening the period of time for the visit.

While the following resolution reflects the request's non-compliance with the SCF guidelines, it also provides an opportunity for Council to partner with Evolution Mining to deliver significant positive outcomes for the Bland Shire Community.

More information about the Skin Check Truck can be found at <https://www.australianskincancerfoundation.org/skincheck-truck>

Recommendation:

That Council:

- a) refuse the application for funding of the Skin Check Truck visit under the Strengthening Communities Fund.
 - b) acknowledge the significant positive outcomes, access to this service would provide, and further explore opportunities for implementing a five-year program of visits by the Skin Check Truck in partnership with Evolution Mining.
 - c) make provisions for funding the project for a five-year period as part of its annual budget processes.
-

Section 3 – Technical Services

6.12 Tender – Supply Backhoe



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

DP10.5 Council's workforce is provided with appropriate equipment and resources to meet the needs of Council and the community

Author: Plant & Workshop Coordinator

Introduction

Under the Local Government (General) Regulation 2021, where a contract is over \$250,000 a Request for Tender (RFT) must be conducted and be considered by Council.

In line with Council's 10-year Plant Replacement program, tenders were invited for the supply of 1 x Backhoe, with the option to trade. This is to replace Council's current Cat 432, built 2014 and having done 6370 hours.

Council used the Local Government Procurement (LGP) portal under contract No. LGP419 to conduct the tender process.

In response to the tender, five submissions were received:

- | | |
|----------------------------------|--------------------------------|
| 1. Westrac | (Cat 432) |
| 2. Komatsu | (Komatsu GD655-7) |
| 3. RDO Equipment | (John Deere 315SL) |
| 4. West Wyalong Machinery Centre | (New Holland B110C) |
| 5. Pickles Auctions | (option for trade of disposal) |

Financial Implications

Council has made allowance for the cost of replacement of the Backhoe in the 2023/24 Budget.

Summary

To ensure best value and suitability, the following criteria was used to compare the tendered Backhoe's.

- | | |
|---------------------------|-----|
| 1. Net cost to Council | 30% |
| 2. Operation | 20% |
| 3. Performance | 15% |
| 4. Mechanical Assessment | 15% |
| 5. Product Support | 10% |
| 6. Potential Resale Value | 10% |

Council officers who conducted the tender assessment are as follows:

- Plant & Workshop Coordinator
- Foreman Rural
- Plant Operator

Part of the evaluation included a live demonstration where the Plant Operators had the opportunity to drive and operate the New Holland, Cat & John Deere backhoes.

Council's Plant Operator was satisfied that the Cat Backhoe was the superior machine in meeting Council's operational requirements.

The Komatsu Backhoe was not considered by Council for demonstration due to the excessive price tendered in comparison to the machines tendered by Westrac, West Wyalong Machinery Centre and RDO Equipment.

Westrac also provide a field service capability and currently provide service to Cowal Gold mine, and they maintain a depot at Wagga which stocks common spares and parts. This capability scored high in the tender assessment process under product support.

Overall Tender Result	
Tenderer	Rank
Westrac	1
West Wyalong Machinery Centre	2
RDO Equipment	3
Komatsu	4

Recommendation:

That Council award Westrac the tender for the supply of 1 x Cat 432 Backhoe and accept the trade offer from Westrac, at a Net Cost of \$174,576.36 (excluding GST).

6.13 Tender – Supply 2x Road Graders



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

DP10.5 Council's workforce is provided with appropriate equipment and resources to meet the needs of Council and the community

Author: Plant & Workshop Coordinator

Introduction

Under the Local Government (General) Regulation 2021, where a contract is over \$250,000 a Request for Tender (RFT) must be conducted and be considered by Council.

In line with Council's 10-year Plant Replacement program, Tenders were invited for the supply of 2 road graders, with the option to trade. The 2 graders to be traded are Volvo G940's, one built in 2014 and one in 2015 with 8151 and 6013 hrs respectively.

Council used the Local Government Procurement (LGP) portal, contract No. LGP419 to conduct the tender process.

In response to the tender, four submissions were received:

1. Westrac (Cat 140M)
2. Komatsu (Komatsu GD655-7)
3. RDO Equipment (John Deere 670GP)
4. Pickles Auctions (Alternate option for trade disposal)

Financial Implications

Council has made allowance for the cost of replacement of the two graders in the 2023/24 Budget.

Summary

To ensure best value and suitability, the following criteria was used to compare the tendered Road Graders.

- | | |
|---------------------------|-----|
| 1. Net cost to Council | 30% |
| 2. Operation | 20% |
| 3. Performance | 15% |
| 4. Mechanical Assessment | 15% |
| 5. Product Support | 10% |
| 6. Potential Resale Value | 10% |

Council officers who conducted the tender assessment are as follows:

- Plant & Workshop Coordinator
- Foreman Rural
- 2 x Plant Operator

Part of the evaluation included a live demonstration where the Plant Operators had the opportunity to drive and operate the Cat and the Komatsu. Council's Plant Operators were satisfied that the Cat 140M met Council's operational requirements.

The John Deere was not demonstrated as Council already operate the same grader as tendered and was not further considered due the excessive price tendered in comparison to the machines tendered by Westrac and Komatsu.

Westrac also provide a field service capability and currently provide service to Cowal Gold mine, and they maintain a depot at Wagga which stocks common spares and parts. This capability scored high in the tender assessment process under product support.

Overall Tender Result	
Tenderer	Rank
Westrac	1
Komatsu	2
RDO Equipment	3

Recommendation:

That Council award Westrac the tender for the supply of 2 x Cat 140M road graders and accept the trade offer from Westrac, at a Net Cost of \$749,470.12 (excluding GST).

6.14 Additional Permitted Use, West Wyalong Airport Planning Proposal - Drag Strip Project



Our Prosperity - Growing our population and jobs

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

Author: Planning & Compliance Officer

Introduction

At the ordinary meeting of Council held on Tuesday, 18 April 2023, it was resolved that Council prepare a planning proposal for 13510 Newell Highway, West Wyalong, legally described as Lots 10 and 11 DP1141509 (West Wyalong Airport) for the addition of a recreation facility (outdoor) to Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011 to allow the construction of a drag strip, which Council has received grant funding for.

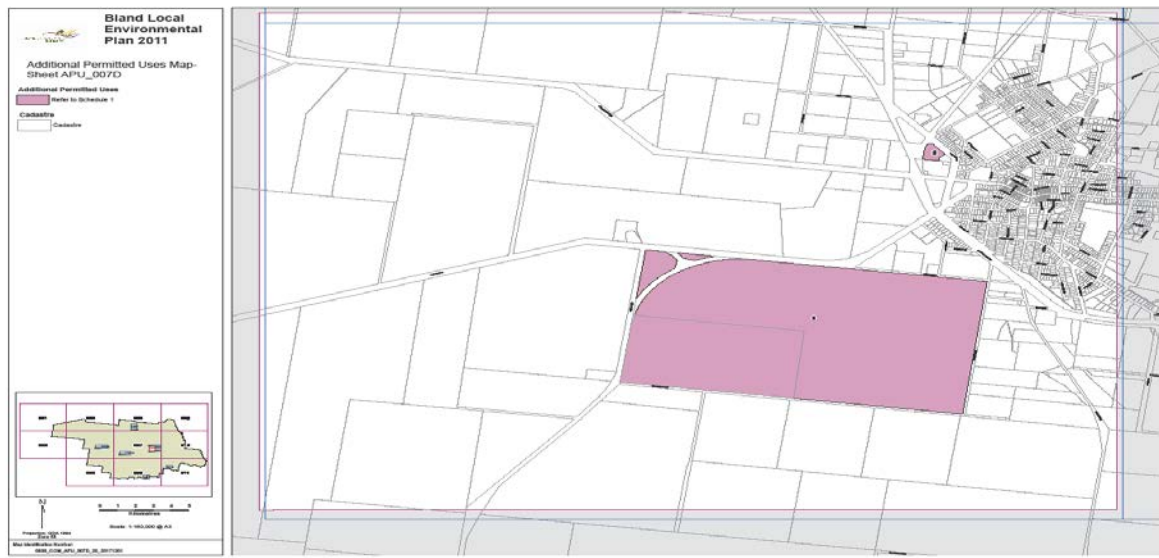
Land at the West Wyalong airport is zoned SP2 Infrastructure (Air Transport Facility). The SP2 Infrastructure zone prohibits all development (apart from roads and aquaculture) that are not incidental or ancillary to the purpose of the SP2 zone. In this case, all development not related to the use of the land as an air transport facility is prohibited.

The addition of a recreation facility (outdoor) to Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011 to allow the construction of a drag strip is the most time efficient way to resolve the zoning issue for this project.

A Planning Proposal (PP) has been prepared under Section 3.33 of the Environmental Planning and Assessment Act 1979 (EP&A Act) to seek an amendment to the Bland Local Environmental Plan 2011 (Bland LEP). The PP would enable an additional permitted use on the subject land, however, the additional permitted use would only apply to part of the land, as shown in the figure below.



The proposed outcome of the planning proposal would allow a Recreation Facility (outdoor), (enabling the construction of a drag strip) and also include amendment to the Additional Permitted Uses Map within the Bland Local Environmental Plan 2011, to identify the applicable land as shown in the figure below.



The PP requires the Planning Proposal Authority, Bland Shire Council (Council) to exercise its function under Division 3.4 of the EP&A Act in relation to the land and amend Schedule 1 of the Bland LEP to include:

Use of certain land at 13510 Newell Highway, West Wyalong

- (1) The use would apply to part of Lot 10 DP1141509 and part of Lot 11 DP1141509, 13510 Newell Highway, West Wyalong
- (2) That development for the purpose of a Recreation Facility (outdoor) be permitted with development consent.

The planning proposal does not seek to amend the land use zone or development standards applying to the land.

Furthermore, the PP seeks to achieve the following objectives:

- Provide a unique sports tourism opportunity within the region to attract visitors to the Bland Shire.
- Makes use of under-utilised council owned land with potential for recreational uses that require open spaces such as motorsport in a safe and controllable manner.

The PP was prepared in accordance with the Local Environmental Planning Making Guideline (DPIE, 2021) and outlines the effect of, and provides justification for, the proposed amendment to the Bland LEP. The PP demonstrates consistency with the applicable regional and local strategic framework, State Environmental Planning Policies, and the Local Planning Directions under Section 9.1 of the EP & A Act.

Prior to the PP being referred to the Department of Planning and Environment for Gateway Determination, Council shall endorse the Additional Permitted Use, West Wyalong Airport Planning Proposal.

Financial Implications

Nil to this report

Summary

A Planning Proposal (PP) has been prepared for Lots 10 and 11 DP1141509 (West Wyalong Airport) for the addition of a Recreation Facility (Outdoor) to Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011 to allow the construction of a drag strip, which Council has received grant funding for.

The recommendation is to proceed with referring the planning proposal to the Department of Planning and Environment for Gateway Determination.

Recommendation:

That Council:

1. endorse the Additional Permitted Use, West Wyalong Airport Planning Proposal for referral to the Department of Planning and Environment for Gateway Determination;
 2. delegate the General Manager to make changes to the Planning Proposal if required by the Department of Planning and Environment so long as the objectives of the proposal are achieved; and
 3. delegate the General Manager to commence public exhibition of the Planning Proposal if required by the Department of Planning and Environment.
-

6.15 Aviation Green Paper



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

DP8.3 Collaborate with transport providers to facilitate access within the shire and regional centres.

Author: Director Technical Services

Introduction

At the ordinary September meeting of Council, discussion was held about a potential motion to the LGNSW State Conference in relation to funding of rural/regional airports. Airports are the responsibility of the Australian Government.

The Australian Government's Aviation Green Paper was released on 7 September 2023 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The Green paper is a consultative document that will form the basis of the Aviation White Paper. The White Paper would then provide a framework for aviation policy and outline the Government's objectives and priorities in the Aviation section.

Through the Green Paper, the Government is seeking feedback on aviation matters, including:

- airlines, airports and passengers – competition, consumer protections and disability access settings
- regional and remote aviation services
- maximising aviation's contribution to net zero
- airport development planning process and consultation mechanisms
- general aviation
- fit-for-purpose agencies and regulations
- emerging aviation technologies
- future industry workforce
- international aviation

Submissions are now open, and while the Green Paper deals with a wide range of aviation issues Council may consider making a submission on the regional and remote aviation services that affect Bland Shire Council and regional services as a whole.

Chapter 4 of the Green Paper deals with the role that the aviation industry plays in regional development. In particular the provision and maintenance of access to a range of essential services such as health care and education.

There is recognition in the Green Paper that smaller population centres are not commercially viable markets for regular passenger transport air services. There is also recognition that the majority of regional airports are owned by Local Councils, many of which struggle to finance their ongoing maintenance.

The Green paper deals with infrastructure upgrade funding, which is currently available through various streams, however the matter of the ongoing maintenance burden on Local Government is not considered, especially when it comes to the provision of this essential service to the wider community. These services include:

- The critical need for regional airports in dealing with medical and emergency services.
 - NSW Rural Fire service operates out of local airstrips more frequently to assist in Bushfire operations.
 - Use of airports by State Emergency Services during disasters.
 - Air Ambulance and Royal Flying Doctor Service
 - Angel / Care Flight and similar services
 - Fly in Fly out medical specialists
- Support for the regional economy,
 - Tyranny of distance, ie it is approximately 2 hours drive to the nearest airport to access Sydney. While the green paper discusses access to the Sydney Basin, there is an emphasis on the Western Sydney Airport, which will require further travel time to reach the Central Business Districts.
 - local agribusinesses such as crop spraying
 - Fly in Fly out operations ie Cowal Gold Mine

While there is recognition of the local benefit, the regional benefit, the usage of these facilities by other levels of Government including emergency services is not factored into any reporting and the cost is borne by Local Government. For Councils to operate these facilities, maintaining compliance with the Civil Aviation Safety regulations is essential. This involves maintenance, regular inspections, lighting, mowing of an extensive land area etc. This all comes at a cost to the airport operators and result in limiting the ability to fund other services to our communities.

The Australian Airports Association (AAA) has already approached its membership which includes Bland Shire Council in regard to the Green Paper. The AAA is seeking input from its membership.

Financial Implications

Nil

Summary

The Federal Government has released the Aviation Green Paper and is seeking comment.

Recommendation:

That Council make a submission to the Aviation Green paper highlighting the maintenance burden on Local Government especially in support of emergency services.

Section 4 – Reports for Information

Recommendation:

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

- Community Development Report
 - Bland Shire Library Monthly Update
 - Children Services September Update
 - Bland Community Care Services Update
 - Bland Shire Museum Advisor Report – September 2023
 - Technical Services Report
 - Development Services Activity Report – September 2023
-

6.16 Community Development 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 Development Officer

R U OK DAY

On Thursday 14 September, Council staff visited West Wyalong High School and Ungarie Central School to hold a BBQ for senior students in order to promote R U OK Day. Promoting the message to remember to let the people you care about know you're here, to really hear them.

A big thank you to the West Wyalong Lions Club for helping cook up over 350 sausages for the students at West Wyalong High and to Jason Lewis that helped out at Ungarie.



September/October School Holiday Program

The following activities were completed throughout the September/October School Holidays, with good feedback received from all participants.

Monday 25 September - PCYC Griffith hosted a Safer Driving Program where L plate drivers will be able to get 20 hours off their log book with the five hour Saver Driving Course, with nine (9) younger drivers taking the opportunity to learn to become a safer driver, through theory and a practical driving lesson.



Tuesday 26 September - GALMATIC, an all-female crew of mechanics provided a car maintenance workshop. This gave participants a chance for young people to dive in under the bonnet checking oil, coolant, fluids and battery and then look at tyre changing in an intensive, interactive and hands-on workshop. Eleven (11) youth participated in this workshop, participants expressed that they learned some valuable skills in regards to making sure your vehicle is safe to drive and how to safely change a tyre should you ever be stuck on the side of the road.



Thursday 28 September – Basketball NSW conducted a 3x3 street hustle at the West Wyalong Stadium from 10am. A total of 21 teams nominated to participate with a total of 84 individuals attending, ranging from under 12's through to under 18's. The West Wyalong Junior Basketball Association provided canteen facilities for the day.



Saturday 30 September & Wednesday 3 October – Bland Shire Council partnered with the West Wyalong Men's Golf Club to present a Junior (12-18 years) Golf Skills and Competition. Participants lined up in the morning to improve their putting, chipping and driving skills followed by a BBQ lunch and then participated in an 'Ambrose' style competition. A massive thank you to the West Wyalong Men's Golf Club who kindly volunteered their time to spend with our enthusiastic young golfers over the two days. Eighteen (18) young people participated on Saturday 30 September and 15 registered for Wednesday 3 October.



West Wyalong Men's Shed

Council was requested to provide assistance to the West Wyalong Men's Shed to update their information booklets and posters to be able to distribute amongst the community to engage with any new and/or interested persons. The Community Development Officer is currently drafting new documents for distribution.

6.17 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

Family History Workshop - Held 7 September

To highlight History Week, Bland Shire Library conducted a Family History Workshop on Thursday 7 September 2023. Attended by members of the Wyalong District Family History group, the two-hour workshop covered the following topics –

- An overview of Trove, including content and search tips
- An overview of Ancestry (Library Edition)
- A brief look at online newspapers and magazines available through Riverina Regional Library and the State Library of NSW, including
 - Australian newspapers via Newsbank
 - Digital magazines via BorrowBox
 - State Library of NSW online family history resources

The aim of the workshop was to assist members of the Wyalong District Family History group to conduct family history research. Participants were also provided free information packs to take away with them.



Little Emergencies – Held 15 September

Bland Shire Library hosted a second Little Emergencies program on Friday 15 September 2023. The first session of Little Emergencies was held in July 2023. Nurse Educator, Shannon Evans, West Wyalong Health Services (MLHD) again conducted the program, which included basic first aid and emergency CPR for babies and toddlers.

Owing to the nature of the program, which is hands-on, places are limited for each session. In light of this, it is anticipated that more sessions will be held in the future pending demand.



Scams and Cyber Safety Talk – Held 20 September

While Bland Shire Library has in recent times held multiple sessions on scams and cyber safety for senior members of the community, an increase in the number of teenagers being exploited online has prompted the library to expand its scams and cyber safety program. In August, the library presented a talk on scams and cyber safety to Kurrajong Lifestyle Choices and, more recently, to a group of secondary students requiring support or special assistance.



Bland Shire Library will again be hosting Michael Palmer from NBN Co. on Tuesday 7 November and Wednesday 8 November 2023. Michael, who conducted a scams and cyber safety seminar back in July as part of the library’s Tech Savvy Senior program, will deliver a session for seniors on Tuesday 7 November while Wednesday 8 November has been reserved for youth.

Craft Afternoon with Kurrajong – Held 26 September

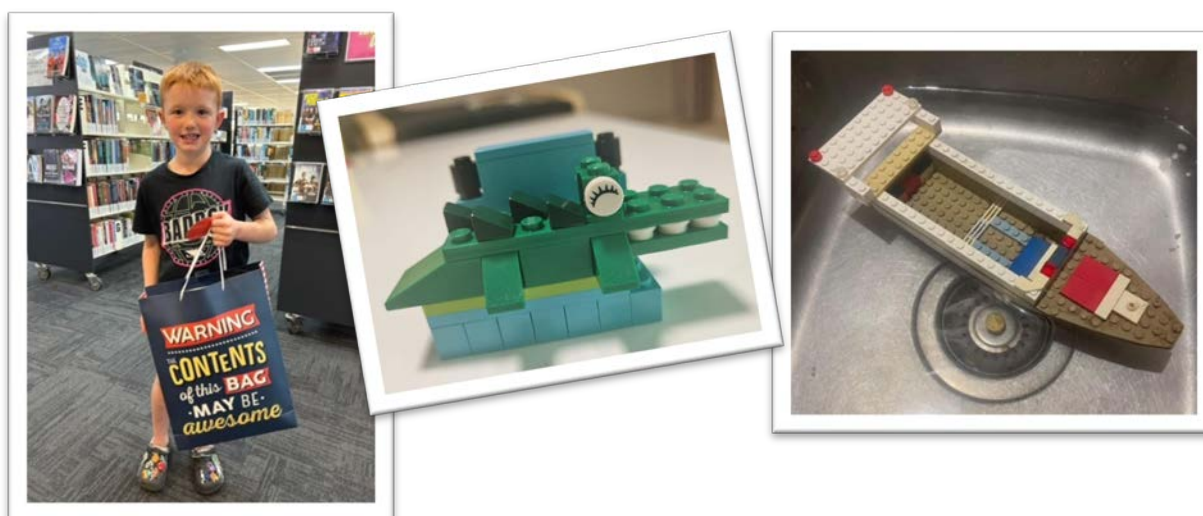
Bland Shire Library hosted a visit from Kurrajong Lifestyle Choices on Tuesday 26 September 2023 with the carers and their clients treated to a light luncheon, before embarking on a creative journey making rolled bees wax candles and suminigashi or paper marbling. From all accounts, a wonderful afternoon was had by all.

Due to the overwhelming positive feedback received from Kurrajong staff, the clients themselves, and their family members, Bland Shire Library plans to invite Kurrajong Lifestyle Choices back on a regular basis to participate in more activities.



LEGO Legends

Bland Shire Library relaunched its online Lego Legends group during Library and Information Week (in August). As part of the celebration, the library set a challenge, that being, to build something that floats – the children then had to upload a photo or video of their creation to the Lego Legends Facebook page. The challenge attracted thirteen entries with each participant receiving a free milkshake & cake gift card from What's Cookin while a number of major prizes and encouragement awards were given to participants for their innovation, enthusiasm and effort. The next challenge is a Christmas themed challenge.



STEM Construction – Held 27 September

As part of its school holiday program, Bland Shire Library held a STEM Construction activity. The children were challenged to build a number of items using an assortment of confectionary, wooden toothpicks and skewers, followed by free-time. A fun activity with a sweet ending.



Matthew Lin – 28 September

A highlight of the library's school holiday program, week one, was the fabulous Matthew Lin. Matthew is a freelance artist, illustrator and designer based in Melbourne. While Matthew illustrates in many styles, his favourite style is Anime / Manga.

Matthew conducted two step-by-step drawing workshops on Thursday 28 September 2023. The first workshop focused on Cartooning (60 minutes) and the second workshop Anime / Manga (90 minutes). The free workshops for children aged 7+ were well-attended with a total of 30 participants. Matthew proved a huge hit with the kids, who from all accounts, have not stopped talking about him and continue to draw using the tips and techniques shown to them. Matthew also generously donated two A1 size artworks to the library as a thank you.



Book Week 2023 – Extended Celebrations

Book Week, 19 – 25 August 2023, was so overwhelmingly busy for library staff with visits from the Bland Preschool, Little Wattle Preschool & Long Day Care Centre, and the West Wyalong High School, in addition to regular programs, that the library could not accommodate additional schools.

Subsequently, Bland Shire Library extended its Book Week program continuing to celebrate Book Week in September with class visits from the West Wyalong Public School.

- Twenty-nine Kindergarten students visited the library on Friday 8 September and participated in a story-time session, which included the students making a giraffe headband referencing the CBCA Honour Book, 'Bev and Kev' by Katrina Germein.
- Monday 11 September, eighteen Year 1 students and twenty-five Year 2 students visited the library respectively and participated in a variety of activities. However, while the Year 1 students made a giraffe headband, the Year 2 students were given a template and asked to draw their dream world.
- Forty-two Year 3 and 4 students visited the library the same day in two separate groups and participated in the Amazing Race, which featured indigenous culture.
- Sixty-seven Year 5 and Year 6 attended the library on Wednesday 13 September, in two separate groups, and participated in the Amazing Race.

As part of the middle and upper primary school sessions, the library discussed with the students the fundamental importance of reading, the benefits of reading, and the influences that impact our reading.



Little Wattle Visits - September

Bland Shire Library hosted four group visits from the Little Wattle Preschool and Long Day Care Centre in September. A story-time session was provided for each group. The children enjoyed a variety of stories, music and dance, games, and craft. Themes included chooks, dinosaurs, koalas, and Spring.



Bland Preschool Visit – September



After a full week of activities celebrating Book Week with the students from the West Wyalong Public School, the library concluded the week with a visit from the Bland Preschool. Once again, the library provided a story-time session featuring a number of books from the CBCA shortlist and a variety of activities based around this year's Book Week theme.

The Bland Preschool has booked a number of visits to the library in early November 2023. The visits promote a love of the library, books and reading, literacy and community engagement.

Mental Health Month – October

Bland Shire Library has been successful in its application for a Mental Health Month Grant, receiving \$500. The grant will fund a Health and Well-being Day to be held Wednesday 18 October 2023. The library has approached a number of local health professionals and businesses to give talks and or demonstrations on the day with a morning tea to be held and promotional giveaways.

Also, as part of Mental Health Month, the library is hosting the State Library's Drug and Alcohol Info Pop-up.

Aspire Early Learning Visit – 11 October

Bland Shire Library will host a visit from the Aspire Early Learning Centre on Wednesday 11 October 2023. This will be the library's first engagement with the centre. The library will provide a story-time session for the group of fifteen children aged 2 – 3 years.

Car Seat Safety Talk – 13 October

Baby Bounce will resume Friday 13 October 2023, 10.30am. The session will include a talk about car seat safety by Council's Road Safety Officer.

2023 Christmas Food and Gift Appeal

Bland Shire Library will launch its annual Christmas Food and Gift Appeal on Wednesday 1 November 2023. The annual Appeal supports the local St Vincent de Paul Society in providing hampers and gifts to those families in need, hopefully making the festive season a little brighter for those less fortunate.

Successful Cowal Partnering Grant

Bland Shire Library has been successful in its application for a Cowal Partnering Grant, receiving \$3,500 to support its 2023-24 Summer Reading Club program, which the library will launch on Wednesday 22 November 2023.

The Summer Reading Club 40-Day Challenge, which officially runs from December 1, 2023 to January 31, 2024 uses an incentive-based system to assist participants in reaching their goal, which is to read for a minimum of 40-days during December and January.

6.18 Children Services September 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, and Toy Library services)

Author: Children Services Coordinator

September was another busy month, with the final weeks of term 3 and the commencement of School Holidays. AFL sessions finished up, classes continued to visit local schools and the library. Practice for the Christmas Concert also commenced.

Enrolments for 2024 were opened for Bland Preschool and Bland Shire Mobile Resource Unit. Recent survey feedback (from community) indicated a community need for 3 year old children to attend two days of Preschool, with this in mind, the 2024 enrolment pattern was altered to reflect the community need. It was decided to provide classes on Tuesday/Wednesday and Thursday/Friday sessions, with the introduction of 3 year olds attending two days. An extra Preschool class (Monday) has also been established to meet the need of families wanting 3 days of Preschool. Feedback received from the Expressions of Interest sent out previously indicates 2024 classes should fill quickly.

All classes participated in the West Wyalong show. Both Preschool and MRU children created a wonderful environment in the pavilion, with the theme – “Community”. It was great to see Evolution trucks, Main St buildings and ‘the community from my window’ feature in the community set up. All classes also provided colouring in, articles of craft and paintings which were judged, with a few children coming away as lucky winners.

MRU Friday classes had the privilege of meeting some Fijian friends. Diploma trainee Charlotte invited Rita, Ula, Sereima (x2) and Mareula to come along and participate in the Preschool program. The children thoroughly enjoyed this. The Fijian culture was shared, games played and songs sung. Our Fijian friends will continue to visit in Term 4. A great big thank you to Charlotte for providing the children this opportunity.



These ladies are in Australia on a working visa and will spend the next 5 years in West Wyalong, working at Pace Farm. We are thrilled to provide a space of happiness and share our culture with them, and also learn about the Fijian culture.

Bland Preschool teachers completed the Digital School Statements (a new funding requirement). These reports are lengthy, detailing children's abilities and development. They are submitted through the Department of Education portal and available to local schools/families to aid children's transition. This year was the first time Bland Preschool was required to do these, and it created quite an extra workload for the team. Discussions to improve the process in 2024 will be had at the next staff meeting to streamline the process.

Professional Development –

Two of our Educators attended the Educational Leader conference in Canberra. The event hosted by Semann and Slattery provided information, resources and updates about current trends in Early Childhood. 4 keynote speakers presented ideas and facts to promote creative thinking within the classroom. A presentation on their learnings will be made to the CSU team at the next staff meeting.

Early Learning Years Framework (EYLF) training session was held in September, outlining version 2 changes, due to be implemented in February 2024. Jennifer from JR consultants joined educators for a day of forward thinking and identifying the new curriculum changes and how educators can adapt to the new framework version.

Grant Applications –

The Smartboards funded by the Department of Education, Quality and Participation Grant were installed in both Bland Preschool classrooms. Training on how to use these will be provided in October. Educators are looking forward to experimenting with the features and providing educational and interactive resources to the children in Term 4.

Educators Day –

On September 6, CSU celebrated "Educators Day". We celebrated our amazing Educators who are dedicated, passionate and a whole lot of fun. Morning Tea and coffee's were had, to show how grateful CSU is to have such a brilliant team providing care to the community children. To acknowledge all the community educators, CSU treated educators at Aspire and Little Wattle Long Day Care Centres to an "Educator Day Cookie", and kindly received flowers from both services.



Bland / Temora Family Day Care – Service Leader

What an exciting month!

We held our first playgroup session in Temora for around 2 years. Three of our Educators attended with their children and had a wonderful morning. We were amazed at how well the children adapted to the changes and socialised with each other. One of our Educators sent this lovely feedback from the morning.

"Hi Tracey and Shaz, thankyou both for playgroup today, it was really great. So good to catch up again in a relaxed setting. Joey and Lawson were very quiet while there but have been talking to me and happily to Shane about what they did. Thanks again 😊"

We will continue to provide playgroup in Temora monthly.



Educator day was celebrated this month. Our FDC Educators provide an amazing service to the community, so to celebrate we gave them all a cookie to say thank you for all their hard work.

We received an enquiry from someone interested in becoming an FDC Educator. The FDC Support Officer and Coordinator visited the person's home to assess if it was an appropriate area for an FDC business. They appeared very interested and after an informal chat, an information pack was provided and an invitation for them to let us know if they were interested in progressing to an interview. We are waiting to hear from them.

FDC Enrolments:

Permanent enrolments – 42 children

Casual enrolments – 17 children

“It takes a village” (ITAV) - Service Leader

Playgroups:

Naradhan was cancelled due to low response.

Children Services Unit playgroup – 3 families attended.

Material aid:

Themed Educational Packs for general distribution are available for families and advertised via Facebook/ Newsletter and Mobile.

Socials:

ITAV Facebook Page has 290 followers currently. The page posts photo and calendar updates on upcoming workshops/playgroups etc. and information relevant to families of young children.

Parenting Programs:

The Little ZZZ's sleep session workshop for families of children aged 0-5years went ahead on the 12th of September. Maryann from Parkes hosted the event and was wonderful to work with, expressing an interest to visit again. Maryann left a positive review on her Instagram page about our service. Unfortunately, there were less attendees than responses to an expression of interest about the session. The feedback from those that attended was positive though. An expression of interest for future programs was included in the ITAV Term 4 Newsletter.

**Toy Library:**

Toy Library was used by 15 families during September.

The Government Data Exchange:

All data entry requirements for the period between July and September was finalised in September.

6.19 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

General Update:

Intake remains ongoing with referrals being accepted through My Aged Care for Personal Care, Social Support Individual (visiting or shopping with clients) Social Support Group and Flexible Respite. The portal has been closed for Domestic Assistance and Yard Maintenance as there are potential clients on a waitlist due capacity. All clients on the wait list are aware of the situation. COMPACKS and TACP referrals have continued at a steady rate.

Group Updates:

Bland Blokes continue to meet on a weekly basis. New members are welcome to attend and join in for a cuppa and chat with like-minded people.

Wednesday Activity Day continues weekly. Group numbers have recently been reduced to 15 regular attendees, one of these attends on a fortnightly basis rather than weekly.

Attendance (including our volunteer):

Wednesday 2nd August 2023 – 9 attendees

Wednesday 9th August 2023 – 8 attendees

Wednesday 16th August 2023 – 8 attendees

Wednesday 23rd August 2023 – 10 attendees

Wednesday 30th August 2023 – 10 attendees

Wednesday 6th September 2023 – 2 attendees

Wednesday 13th September 2023 – 12 attendees

Wednesday 20th September 2023 – 5 attendees

Participants enjoy a mix of cognitive and physical activities in the morning, are provided a “home cooked” meal for lunch and play bingo in the afternoon. Recent lunch menu has consisted of deconstructed pie, curried chicken, corn beef and marinated chicken all served with vegetables to name a few. One meal we had was rissoles, sausages, mash and vegetables. The rissoles were kindly donated by Ungarie Butchery

Gentle Exercises are held each Thursday morning and afternoon with participants enjoying the gentle exercise program followed by a cuppa and chat. The morning session is doing well with regularly high numbers. The afternoon has a small group of regulars even though there are 7 on the afternoon list. Currently we are reaching out to increase the number of attendees in the afternoon sessions.

6.20 Bland Shire Museum Advisor Report – September 2023



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

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

Author: Museum Advisor

Weethalle Museum (Monday 11 September)

Michelle and I spent a very productive and dirty morning pulling the Industry Room apart and giving the objects and the room a clean.

Nothing much has changed about the room since it was set up over 15 years ago. The room is dominated by a fantastic early wool press. The collection includes a set of scales for weighing bales, bale hooks of various sizes, stencils for marking bales and a shearers hand piece along with shears.

There are a couple of butter churns from different eras and a couple of cream cans. These suggest there were commercial dairies in the area in times past.

Part of cleaning the room was reacquainting ourselves with the collection and planning the stories we might tell on interpretation panels in the space.

The two of us were so busy working I neglected to take any images! So I searched through my archive and found the images below taken in around 2014.



Wyalong Museum (Monday 11 September)

The afternoon belonged to Wyalong Museum and first thing on the agenda was a discussion on the thorny issue of sustainability – meaning volunteers in this instance. It is one of the questions I am asked most frequently and there is no single simple answer.

One important thing that all volunteer, not-for-profit groups can do first is make sure that the valuable resource they already have is appreciated and looked after. Like any business, if the staff are not valued, offered ongoing training and support to do their tasks well we are going to lose those staff. But if an organisation looks after their workers, enables them to do their jobs the best way they can, through continued training and support and a simple thank you, is going to keep their workers and attract the best kind of workers going forward.

The rest of the afternoon was spent updating the costume display in the room set up like a bedroom.

Lavinia Wilkinson has donated a dress made for her to wear as a flower-girl at an aunt's wedding. What makes the donation significant is that there are images of Lavinia wearing the dress in studio images with the bride and groom.

So, our team removed the acrylic covers from the wardrobe and carefully removed the display objects to be repacked and placed in storage. Noelene located a wedding dress to replace the underclothing that was on the right-hand side. Diane scanned and reproduced the wedding images to include in the display of the flower-girl's dress as well as working on the interpretative label (not in images).



Lavinia and her dress ... the naked dress mannequin and the new display.

It was a busy afternoon. After finishing the display, the team put the objects taken from display back in their storage boxes in the collection store.

Ungarie Museum (Tuesday 12 September)

The majority of the day was spent cataloguing the collection. This is assisted by the old register and partially completed catalogue sheets from the work done by Nicki and Pam. Photos are taken of each object. Plus cleaning,

In the afternoon Don, Mary and myself met with Martin Lane at his office in West Wyalong to talk about interpretative panels for the museum.

I am waiting for a quote so we can submit a grant application.



A 50s hand mixer, a survey peg with government broad arrow and old hat box

Next visit 3 & 4 October 2023

6.21 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 11.9.2023

- **Graders**
 - Waarbilla
 - Sullivans
 - Hatleys Lane
 - North Yalgogrin
 - Bolygamy
 - Thulloo
- **Gravel Carting**
 - Barrons Pit
- **Maintenance Crews (Bobcat/Backhoe)**
 - Rural Roads

2. Council Road Crew Locations Week Commencing 25.9.2023

- **Graders**
 - Keirs
 - Cattles
 - Narriah
 - Bolygamy
 - Thulloo
- **Gravel Carting**
 - Deans Pit
- **Maintenance Crews (Bobcat/Backhoe)**
 - Rural Roads

3. Biosecurity Weeds/Environmental

- Biological Control – Biosecurity Staff released cochineal (*Dactylopius tomentosus*) for the control of Pencil cactus in Bushland near Ungarie. More Biological control agents will be released for opuntia cactus as they become available .
- 3 attended Henty Field Day Riverina Weeds display
- 2 attended a Workshop at Cowra for Sticky Leaf Nightshade
- Property Inspections – 1 Private
- Weed of the Month is now published monthly on council face book.
- High Risk Pathway Inspection – Mid Western Hwy, 57Nth, 231, Goldfields Way, Quandialla Rd, 368, 371, Mary Gilmore, Newell Hwy
- Mowing – (shoulders) Kolkilbertoo Rd, Bygoo Rd, Tallimba Rd.
- Hazard Reduction – Weethalle area, Tallimba area
- Shoulder Spraying – Quandialla Rd, Euroka Rd, Warbilla Rd, Kildary Rd, Williams Crossing Rd, Mary Gilmore Rd, 231, 57 nth, Buralyang Rd, Paines Rd, Hatelys Ln, Riddlys Ln, Tallimba Rd, Dundas Rd, Brolga Rd, Naradan Rd, Ariah Park Rd, Boramble Rd, Kikoira Rd, Womboyne Rd, Blowclear Rd, Bonehams Ln,
- West Wyalong - Saleyards sprayed, Town Lanes

- The following Biosecurity weeds and other controls were undertaken
 - African Boxthorn – Greens Ln, Alleena Rd
 - Wild Radish – Alleena Rd, Bygoo Rd, Brennans Tank Rd, Pursehouse Ln, Jillets Ln, Lucas Ln, Quilties Corner Rd, Aria Park Rd, Charcoal Tank Rd, Lemons Ln, Gunn Rd, Sth Yalgogrin Rd, Danihers Ln, Sandy Creek Rd, Lewes Ln, Nariah Rd, Brolga Rd, Dundas Rd, Naradhan Rd,

6.22 Development Services Activity Report – September 2023



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

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

Author: Planning and Compliance Officer

Planning and Building Activities Update

The following DA applications were approved during September 2023:

Application No	Location	Description	Consent Authority	Approval Date
DA2024/0001	Change of Use (from Place of Public Worship to Residential Dwelling House) & Residential Alts & Adds – Storage Shed	56 Tallimba Street, Tallimba	Staff	22/09/2023
DA2024/0002	Community Facility - Re-Installation of Historic Static Windmill	69 Neeld Street, Wyalong	Staff	7/09/2023
DA2024/0003	Residential Alterations & Additions – Demolition of Existing Shed & Construction New Storage Shed with amenities	52 Golden Street, West Wyalong	Staff	14/09/2023
DA2024/0005	Residential Alterations & Additions – New Storage Shed + Secondary Dwelling	2 Yiddah Drive, Wyalong	Staff	12/09/2023
DA2024/0006	Residential Alterations & Additions – Carport	54 Park Street, West Wyalong	Staff	19/09/2023
DA2024/0007	Residential Dwelling House	16 Charles Place, West Wyalong	Staff	15/09/2023
DA2024/0009	Residential Alterations & Additions - Dwelling Extensions	12 Stanmore Lane, West Wyalong	Staff	20/09/2023
DA2024/0010	Change of Use (From Storage Shed to Residential Dwelling House & Storage Shed)	32-34 Edward Street, Mirrool	Staff	28/09/2023

Regulatory Activities Update

Dog Attacks

There was one (1) dog attack reported during September 2023. The incident investigated, and resolved with fines issued.

Companion Animal Seizure and Impound Activities September 2023

Seizure Activities:	Dogs	Cats
Seized	4	1
Returned to Owner	0	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	2	0
Incoming Animals		
Transferred from Seizure Activities	4	1
Dumped at Pound	1	0
Surrendered	3	0
Total Animals in Pound	10	1

Outgoing Animals		
Released to Owner	1	0
Euthanised	1	1
Rehoused (Rescued)	2	0
Sold	0	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	4	1
Animals in Pound at end of Month	6	0

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
CEMCC	6 September 2023	✓

Section 355 Committee	Date/s	Minutes Attached
Mirrool Silo Kick	6 September 2023	✓

Recommendation:

That Council endorse the Committee meeting minutes as presented.

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

Date: Wednesday 6 September 2023
Time: 9.00am, Evolution Town Office
Minutes taken by: Renee Pettit

Attendees:

Independent Chairperson: Lisa Andrews (LA)
Evolution: Grace Derrick (GD), Renee Pettit (RP), Ivan Arcayo (IA), Joe Mammen (JM), Mark Hartig (MH) Zach Murphy (ZM), Laura Soininen (LS), Alisa Wilkinson (AW).
Community Members: Lucy Buttenshaw (LB), Angus Stitt (AS), Bruce Dent (BD)
Forbes Shire Council: Cr Chris Roylance (CR)*.
Bland Shire Council: Cr Elizabeth McGlynn (EM), Grant Baker (GB)*.
Lachlan Shire Council: Cr Dennis Brady (DB)*.
Lake Cowal Foundation: Malcolm Carnegie (MC)

Apologies: Ally Coe (AC), Vicki Swadling (VS), Nicole Smith (NS) Cr Brian Matiske (BM)

**Attended meeting remotely*

ITEM	ACTION						
<p>1. Welcome</p> <p>Independent Chair, LA, opened the meeting at 9.03 am and welcomed all in attendance. Acknowledgment of Country.</p> <p>Due to number of attendees, LA requested round table introduction.</p>							
<p>2. Declaration of Interest</p> <p>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 receives payment via a Trust established by the Bland Shire Council.</p>							
<p>3. Confirmation of Previous Minutes</p> <p>Moved by: EM Seconded by: AS</p>							
<p>4. Business Arising from Previous Minutes</p> <table border="1"> <thead> <tr> <th>ITEM</th> <th>ISSUE</th> <th>RESPONSIBILITY</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>NS to submit CEMCC code of conduct & declaration of pecuniary & non-pecuniary interest forms. completed</td> <td align="center">WCC/NS</td> </tr> </tbody> </table>	ITEM	ISSUE	RESPONSIBILITY	1	NS to submit CEMCC code of conduct & declaration of pecuniary & non-pecuniary interest forms. completed	WCC/NS	<p>Action 1. Report from drill rig incident to be forwarded to LA to distribute to CEMCC members.</p>
ITEM	ISSUE	RESPONSIBILITY					
1	NS to submit CEMCC code of conduct & declaration of pecuniary & non-pecuniary interest forms. completed	WCC/NS					

2	<p>EVN to provide CEMCC meeting attendees information about the developments at the Lake Cowal Conservation Centre when these are formally available. Completed following this meeting</p>	EVN	
3	<p>EVN to provide drill rig investigation findings once competed. Completed following this meeting. AS requested, a further summary of the incident, findings and recommendations. GD provided a brief report.</p>	EVN	
4	<p>EVN to address light on Webster's Road pumping station night when driving and needs adjusting. Completed</p>	EVN	
<p>5. Correspondence (as emailed with the meeting notice on 21/8/23 with 2 additional items)</p> <ul style="list-style-type: none"> • 16/4/23 – Email to members advising that the CGO Open Pit Continuation Project EIS is on exhibition with DPE and providing links. • 7/6/23 – Letter to Lake Cowal Foundation inviting them to provide a new delegate on the CEMCC. • 30/6/23 - Email to members with the draft minutes for review/comment. • 7/7/23 – Email to members advising that no changes to draft minutes. • 21/8/23 – Email members with Meeting Notice & Agenda for this meeting. • 31/8/23 – Email to Lake Cowal Foundation following up on the previous correspondence. • 4/9/23 – Email to members with reminder and meeting link for this CEMCC. 			
<p>6. Reports</p> <p>MC provided CEMCC members with an update on Inhabitat on behalf of the LCF. MC to provide slide pack copy to CEMCC members. LA to distribute with meeting minutes.</p> <p>GD provided a detailed account of Cowal Gold Operations (CGO's) Environment Department's activities over the last quarter and a status of the underground project along with an update of the OPC. OPC September newsletter also given to CEMCC attendees. LA asked for EVN to provide CEMCC members with notification when response to submission is lodged.</p> <p>RP provided details of community complaints and the activities and support undertaken by the Cowal Community and External Relations team in the previous quarter.</p> <p>ZM provided CEMCC attendees with CGO exploration schedule.</p>			<p>Action 2: LA to distribute LCF Inhabitat presentation to CEMCC members.</p> <p>Action 3: EVN to notify LA when response to submission is lodged.</p>
<p>7. General Business</p> <p>✚ MH provided an update on UG accommodation Village. Noted working with BSC and nearby neighbours to mitigate issues that have arisen post construction. Some of these issues include fencing, privacy, access, and parking.</p>			

<ul style="list-style-type: none"> ✚ CR acknowledged EVN support within the community and made mention to Forbes' National BBQ event coming up. ✚ GB acknowledged Evolutions commitment to the community and also the valued partnership between on the Hearts of Gold Festival. ✚ KD provided feedback on Hearts of Gold GWR attempt to potentially increase exposure to drive attendance from the community. ✚ LA provided members with a presentation on Department of Planning's revised CCC guidelines, including the proposed Terms of Reference (ToR), governance requirements, including Code of Conduct & Pecuniary/Non-Pecuniary Declarations and WH&S Risk Assessment template. Advising that it her intention to recommend adoption of the guidelines for this CEMCC. A draft ToR will be sent to members for their input. 	<p>Action 3: LA to send out new CEMCC (CCC) documentation to attendees.</p>
<p>8. Next Meeting:</p> <p>Wednesday 29th of November Forbes Shire Council, commencing at 9am.</p>	
<p>9. Meeting Closed – 10.29 am with LA thanking all for their attendance and inviting those members wanting to undertake a tour of the UG Accommodation Village to remain in the room for arrangements to be made.</p>	
<p>10. CEMCC attendees undertook a tour of the UG accommodation Village</p>	

ACTION ITEMS

ITEM	ISSUE	RESPONSIBILITY
1	Report from drill rig incident to be forwarded to LA to distribute to CEMCC members.	EVN/LA
2	LA to distribute LCF Inhabitat presentation to CEMCC members.	LA
3	EVN to notify LA when response to submissions (RTS) is lodged	EVN
4	LA to email revised CEMCC (CCC) guidelines, Terms of Reference & WH&S Risk Assessment Templates to attendees.	LA

Meeting Minutes

Mirrool Silo Kick Committee

Wednesday 6th September 2023

Present: As per attached attendance sheet

Apologies: Liz McGlynn, Chris and Erin Wolski

President: Jason Bryce opened meeting

Treasures Report: Tabled by Bruce Baker - Seconded by Brett O'Hare

Previous meeting minutes: Read by Leah Maxwell – Seconded by Tania Bryce

General Business from Previous meeting:

1. Chris Wolski to ask StocPro for donation or sponsorship.
2. Council has agreed to solar light to be installed in the street, Eta to be advised.
3. Council forum to be held in Mirrool soon to discuss village requests such as the plaques. Bruce will advise of date.
4. Yohan to ring Phil from the band about the band's name to progress with advertising.
5. Graeme offered to ask Spacky for quote on supply for the BBQ.
6. Shipping container research ongoing
7. Chris Wolski to follow up on TV screen from the Jets Football club for advertising.

New Business:

1. Tania Bryce raised - Heats of gold festival has been passed to be held on same day as Silo Kick. Bruce wanting to ask Liz McGlynn why, Liz not present at meeting. Council knows our event is on same weekend for last 30years and committee are not happy with the decision. Evolution Mining not happy with the decision either.
2. Tania asked – can we possibly advertise our event at their event in the morning.
3. Millers Trophies have been contacted about trophies, Jason to finalise.
4. Goldenfields Water to lend us their tent and water station. It was agreed that the tent be used for registration of events and other admin.
5. Bruce to follow up on payment to Temora Travel from last year.
6. Drum Muster dropped footballs and netballs at Val and Robbo's.
7. Bev Baker to seek rolls from Bernardi's – possibly as a donation
8. Tracey to make Coleslaw for BBQ
9. Leah Maxwell moved we put in writing for next year what sponsors get as part of their sponsorship package. This will help sell the idea to potential sponsors in future.
– Seconded By Tania Bryce
10. Brett to get a quote from Grunt Pork for the roast pork rolls. DC Transport can do it if needed.
11. Bonnie Pout to help organise market stalls.
12. Erin Wolski to ask NAB for loot bags for the kids.

13. West Wyalong newsagency to sell raffle tickets on our behalf.
14. Bruce needs a list of major auction items for advertising. He will also organise the wine donation.
15. Road closure signs needed. It has been approved, Leah to look for last year's letter.
16. Tracey offered to get sauces, butter etc through wholesales at better prices.

Next meeting 20th Sept 6.30

Meeting Closed 8.30pm