

Business Paper
Council Meeting
20 February 2024



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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February 2024			
20 February	6.30pm	Council Meeting	Council Chambers
22 February	10.00am	Goldenfields Water County Council	Temora

March 2024			
5 March	4.00pm	Council Workshop	Council Chambers
6 March	TBA	CEMCC	LCCC
19 March	6.30pm	Council Meeting	Council Chambers
22 March	TBA	NSW Country Mayors Association	Sydney

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ORDER OF BUSINESS

1. **RECORDING OF MEETING STATEMENT**
2. **ACKNOWLEDGEMENT OF COUNTRY**
3. **ANNUAL PRAYER SESSION**
4. **ATTENDANCE AND APOLOGIES FOR NON-ATTENDANCE**
5. **DISCLOSURES OF INTEREST**
6. **CONFIRMATION OF MINUTES**
 - 6.1 Minutes of the previous Council Meeting held on 21 November 2023
 - 6.2 Matters arising from Minutes
7. **MAYORAL MINUTE**
 - 7.1 Mayoral Minute - Passing of Councillor Bruce William Baker
 - 7.2 Mayoral Minute – Cost Shifting onto Local Government
8. **REPORTS FROM STAFF**
 - Section 1 – Executive Services**
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 - Section 2 – Corporate & Community Services**
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9. REPORTS OF COMMITTEES

10. CONFIDENTIAL MATTERS

10.1 West Wyalong Industrial Park

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

The matters and information are the following:

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

10.2 Request – Sealing Central Road

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

The matters and information are the following:

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

10.3 Bland/Temora Family Day Care

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

The matters and information are the following:

a) personnel matters concerning particular individuals (other than councillors)

MAYORAL MINUTE

7.1 Mayoral Minute - Passing of Councillor Bruce William Baker



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

OP 10.2 Councillors are encouraged to take ownership and a strong leadership role

Author: Councillor Monaghan

Background:

This Minute serves to report the passing of Councillor Bruce William Baker.

Councillor Baker was first elected to Bland Shire Council on 20 September 2016, and was subsequently re-elected in December 2021.

Councillor Baker represented Bland Shire on the Bland-Temora Zone Rural Fire Service Bushfire Management Committee and Liaison Committee.

He was actively involved in the Mirrool Silo Kick Committee, a section 355 Committee of Council and oversaw financial management of the annual event in the position of Treasurer for a number of years.

Financial Implications

Nil

Recommendation:

That Council observe one minute's silence in remembrance and reflection of Councillor Bruce William Baker.

7.2 Mayoral Minute – Cost Shifting onto Local Government



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

OP 10.2 Councillors are encouraged to take ownership and a strong leadership role

Author: Councillor Monaghan

Background:

I call on Councillors to support representations to the NSW Government in response to the findings of the Local Government NSW (LGNSW) Cost Shifting report for the 2021/22 financial year.

The pressure on councils to continue to provide services of appropriate standard to our communities is now extraordinary.

The unrelenting growth of cost shifting to councils, coupled with rate pegging, is increasingly eroding any possibility of financially sustainable local government and risking the capacity of councils to deliver tailored, grassroots services to their communities and properly deliver and maintain vital local infrastructure.

Alarming, the latest research commissioned by LGNSW shows that the increase in cost shifting has been accelerated by various NSW Government policies.

As shown in the latest cost shifting report produced by independent consultants Morrison Low on behalf of LGNSW for the 2021/2022 financial year (www.lgnsw.org.au/costshifting), an amount of \$1.36 billion of expense has been passed on to councils to fund. This is an increase of \$540 million since the last report from the 2017/2018 financial year and represents lost services, lost opportunity and lost amenity for all our residents and businesses.

On average, this represents an additional cost of \$460.67 for every ratepayer across the state.

With councils having to fund this ongoing subsidy for the State Government each and every year it means our communities get less or go without. They go without better roads, they go without better parks, they go without important community services that only councils provide, and we and our ratepayers are effectively paying hidden taxes to other levels of government.

Councillors, our communities deserve better and this must stop. Prior to the most recent state election the then Minns Opposition wrote to LGNSW acknowledging that cost shifting had undermined the financial sustainability of the local government sector.

Now in 2024, it is important to councils and communities that the NSW Government urgently seek to address cost shifting through a combination of regulatory reform, budgetary provision and appropriate funding.

Financial Implications

Nil

Recommendation:

That Council:

1. receive and note the findings of the LGNSW Cost Shifting report for the 2021/2022 financial year; and
 2. a copy of the cost shifting report be placed on Council's website so that our communities can access it; and
 3. write to the NSW Premier, the NSW Treasurer and the NSW Minister for Local Government requesting that they urgently seek to address these costs through a combination of regulatory reform, budgetary provision and appropriate funding
-

REPORTS FROM STAFF

Section 1 – Executive Services

8.1 Monthly Status Report – Council Meeting Actions: February 2024



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: February 2024.

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
JUNE 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, see report to this meeting 31/1: see later resolution. COMPLETE
AUGUST 2023		
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.	General Manager	5/10: Awaiting further report
OCTOBER 2023		
Renovation Costs - Community Care Building 09102023 RESOLVED 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.	Director Corporate & Community Services	15/11: Landscaping work will commence in the New Year following the return of Council's Building Maintenance Officer who has carriage of site works.
Riverina Regional Library Mobile Library Services 11102023 RESOLVED 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.	Director Corporate & Community Services	15/11: Riverina Regional Library has been advised of Council's intention to implement the Mobile Library Service. Additional discussions to be held on service specifics following input from Councillors. 31/1: COMPLETE

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p>Strengthening Communities Application – Skin Check Truck 12102023 RESOLVED that Council:</p> <ol style="list-style-type: none"> 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. 	<p>Director Corporate & Community Services</p>	<p>15/11: Applicant advised of Council decision and plan to implement more frequent/longer visits to Bland Shire. 13/12 Contact to be made directly with Skin Check early in 2024 to identify future visit dates and locations. 14/2: initial visit of skin check truck will be 19 and 20 April, further dates to be confirmed</p>
<p>Additional Permitted Use, West Wyalong Airport Planning Proposal - Drag Strip Project 15102023 RESOLVED that Council:</p> <ol style="list-style-type: none"> 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. 	<p>Director Technical Services</p>	<p>7/11: Planning Proposal has received a gateway determination from Dept of Planning. Council is working through the next steps</p>

NOVEMBER 2023		
<p>Councillor Superannuation Contributions 09112023 RESOLVED that:</p> <ol style="list-style-type: none"> a) Council determine to make superannuation contribution payments to Councillors starting 22 November 2023 in accordance with the Superannuation Guarantee requirements. b) Superannuation contribution payments for Councillors be taken into account when developing and adopting future Annual Budgets and the Long-Term Financial Plan. c) A budget adjustment to accommodate costs associated with payment of Superannuation for Councillors be made at the December quarterly review. d) Councillors' superannuation contribution payments be included in the Councillors Payment of Expenses and Provision of Facilities policy. 	<p>Director Corporate & Community Services</p>	<p>13/12: Reminder sent to Councillors on requirements to identify Superannuation Fund by 19/12. 31/1: COMPLETE</p>

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
DECEMBER 2023		
Hearts of Gold Festival 2023 11122023 RESOLVED that Council defer consideration of item 6.3 - Hearts of Gold Festival 2023 report until a full breakdown of funding is provided.	General Manager	29/1: Report prepared for February meeting
Adoption of Revised Investment Policy 14122023 RESOLVED that Council adopt the revised Investment Policy.	Director Corporate & Community Services	29/1: COMPLETE
Wyalong School of Arts and Hall Committee MoU 17122023 RESOLVED that Council: a) Endorses the minutes of the Wyalong School of Arts and Hall Committee held on 20 November 2023. b) Authorises the General Manager or his delegate and one other staff member to sign the Memorandum of Understanding between the Committee and Council.	Director Corporate & Community Services	14/2: COMPLETE
Strengthening Communities Application – Barmedman Development Association Inc. 18122023 RESOLVED that Council approves the application for funding of the Barmedman Development Association Incorporated for an amount of \$1,000 under the Strengthening Communities Fund.	Director Corporate & Community Services	14/2: COMPLETE
Australia Day Funding – Village Community Events 19122023 RESOLVED that Council receive, note and endorse the donations to communities as contained within the Australia Day Funding – Village Community Events report.	Director Corporate & Community Services	31/1: COMPLETE
Barmedman Community Committee 20122023 RESOLVED: 1. That Council receive the report for information and notes the minutes of the Barmedman Community Committee held on Tuesday 28 November 2023. 2. That the Barmedman Community Committee members be advised that an election to fill the vacant executive positions be held at the next general meeting to be held on 27 February 2024.	Director Corporate & Community Services	14/2: AGM to be held 27 February 2024
Alcohol Free Zones - West Wyalong and Wyalong 22122023 RESOLVED that Council resolves to re-establish two Alcohol Free Zones in Wyalong and West Wyalong and place the proposal on public exhibition for a period of thirty (30) days for comment.	Director Technical Services	31/1: COMPLETE

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
Tivoli Theatre – Sewer System 23122023 RESOLVED that Council contribute up to \$20,000 to the West Wyalong Community Theatre for the expenses incurred in the repair of the sewer connection from the revised sewer maintenance budget, payable on presentation of invoice.	Director Technical Services	31/1: Tivoli advised, waiting on invoices to finalise. COMPLETE
Sheep and Goat Electronic Identification 24122023 RESOLVED that Council endorse the successful grant application for the installation of Electronic Identification (eID) technology to enable sheep scanning at the West Wyalong saleyards.	Director Technical Services	31/1: COMPLETE
Active Transport Plan - Public Exhibition 25122023 RESOLVED: 1. That Council endorse the draft Bland Shire Active Movement Strategy and place on public exhibition until 26 February 2024 seeking feedback. 2. At the finalisation of the public consultation phase a further report will be prepared and presented to Council.	Director Technical Services	31/1: On display at Council Administration Centre, Shire Street. Roadshow for Barmedman and Ungarie
Goldenfields Water County Council MOU 26122023 RESOLVED that Council authorise the Mayor and the General Manager to enter a Memorandum of Understanding with Goldenfields Water County Council.	Director Technical Services	24/1: Goldenfields advised, waiting on formal document to execute
DA2024/0016 – Commercial Alterations & Additions - Painting external façade of Heritage listed building 27122023 RESOLVED that Council refuse DA2024/0016 - Commercial Alterations & Additions - Painting external façade of Heritage listed building, as the proposed colour scheme is inconsistent with Council's Strategic Planning & Local Policies relating to local heritage and detracts from the heritage significance of the building and adjoining heritage items in the locality.	Director Technical Services	24/1: Notice of refusal issued. COMPLETE
Property Purchase – 20 Calleen Street West Wyalong 31122023 RESOLVED that Council reject the offer received and authorise the General Manager to continue negotiations for the sale of 20 Calleen St (Lot 3 DP 1101248) West Wyalong.	Director Technical Services	31/1: Party advised of Council's position, negotiations continuing

Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p>Bland Shire Australia Day Awards Committee 32122023 RESOLVED:</p> <ol style="list-style-type: none"> 1. That the minutes of the Australia Day Awards Committee meeting held on 12 December 2023, be received and noted. 2. That the Australia Day Awards Committee recommended recipients of the 2024 Australia Day Awards, be adopted by Council. 3. That the additional recipients of the 2024 Australia Day Awards, as determined by Council, be adopted. 	<p>General Manager</p>	<p>26/1: Australia Day Awards announced. COMPLETE</p>

8.2 Disclosure of Interest Returns



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

There is a statutory requirement for Councillors and Designated Persons who held office at 30 June 2023 to lodge a written return of interest with the General Manager. The register of returns is generally tabled at the first meeting of the Council after the last day for the lodgement of returns.

Financial Implications

Nil

Summary

In accordance with Clause 4.21 of the Model Code of Conduct a councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations. Clause 4.21 further states that a return must be lodged within three months after

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

While completed Disclosure of Interest Returns for the period 1 July 2022 to 30 June 2023 were presented to the September meeting of Council, a number of new staff appointed to fill previously identified roles have now completed their disclosure forms. In addition to this, a Councillor and a Senior Staff member have completed updated returns in accordance with Clause 4.21 (c).

All forms are tabled at this meeting of Council for information and inclusion in the Disclosure of Interest Register. The forms relate to the following Councillor and staff:

- Councillor Jill Funnell
- Director Corporate and Community Services, Alison Balind
- Manager Development and Regulatory Services, Tara Van Nielson
- Manager Operations, William Manners

Recommendation:

That Councillors note the updated and new staff Disclosure of Interest returns and accept the documents as tabled for inclusion into the Disclosure of Interest Register.

8.3 Bland Shire By-election and representation



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

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

Author: Director Corporate and Community Services

Introduction

Following the passing of Councillor Bruce Baker in early January, Council is now obliged to meet several statutory requirements relating to notifications and conduct of a by-election to fill the casual vacancy. This report requests Council's approval to seek the Minister for Local Government's agreement to dispense with Section 292 of the Local Government Act which stipulates the requirements for holding a by-election.

Financial Implications

Should Council not seek approval of the Minister for Local Government to dispense with holding a by-election, the costs associated with the conduct of a by-election could be between \$66,700 and \$68,500. This represents 75% to 80% of the cost to Council to conduct the September 2024 general election, which is expected to be \$85,678 (Inc GST).

The costs for holding a by-election have not been factored into the current budget and would require Council to expend funds which have been set aside for the scheduled general election this year and allocate the full costs for September 2024 election in the 2023/2024 Budget.

Summary

When a civic office in an area becomes vacant, the General Manager of the council of the area is to give notice of the vacancy within 7 days.

This notification, in the case of elected councillors who are not the Mayor, is required to the Electoral Commissioner, the Secretary and the Chief Executive Officer of Local Government NSW (Regulation 285) and was sent by the General Manager in the days immediately following Cr Baker's passing.

A by-election to fill a casual vacancy in the office of a councillor or a mayor elected by the electors of an area is to be held on a Saturday that falls no later than 3 months after the vacancy occurs.

Should Council hold a by-election to fill the vacancy, the latest it could be held would be Saturday, 7 April – five months before the next general council election is to be held.

The General Manager also sought advice from the Office of Local Government as to the process required to seek to dispense with a by-election to fill the casual vacancy.

Council has been advised that as required by section 377(s) of the *Local Government Act 1993*, the making of an application, or the giving of a notice, to the Governor or the Minister is a non-delegable role of a council.

Council must, therefore, provide as part of its application a resolution making an application to the Minister to dispense holding a by-election. Approval for such an application has been delegated to the Deputy Secretary, Local Government.

During his time on Bland Shire Council, Cr Baker also represented the organisation on the Bland-Temora Rural Fire District Zone Liaison Committee.

As this Committee acts in an advisory capacity, Council would need to determine if it wished to nominate a replacement for Cr Baker. Should that be the case, the recommendation within this report could be amended as follows:

RECOMMENDATION

That Council:

- a) *write to the Deputy Secretary, Local Government seeking approval of the Minister for Local Government to dispense with requirements to hold a by-election.*
- b) *Nominate Cr _____ as Bland Shire Council's representative on the Bland-Temora Rural Fire District Zone Liaison Committee*

However, should Council be of the view that an elected representative was not required at this time, it could dispense with part b) of the above and consider the recommendation below.

Recommendation:

That Council write to the Deputy Secretary, Local Government seeking approval of the Minister for Local Government to dispense with requirements to hold a by-election to fill the vacancy left by the passing of Councillor Baker.

8.4 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 an 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 December 2023.

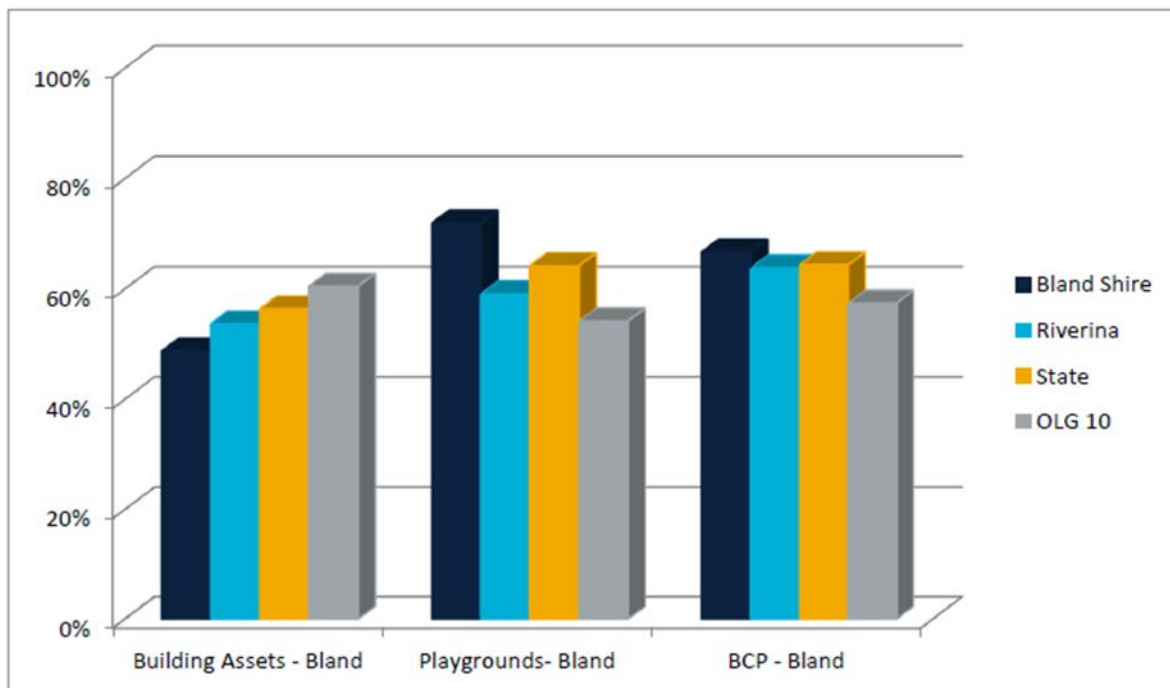
Financial Implications

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

Summary

Statewide Mutual

The Regional Risk Manager will be visiting Council in Q3, and will progress work on the Business Continuity Plan, Risk Registers, reviewing the risk assessments for events, and undertake the handover of the Continuous Improvement Pathway (CIP) workbooks. The assessment of the CIP workbooks is provided below.



The next regional risk meeting is planned for 15 February.

Insurance claims

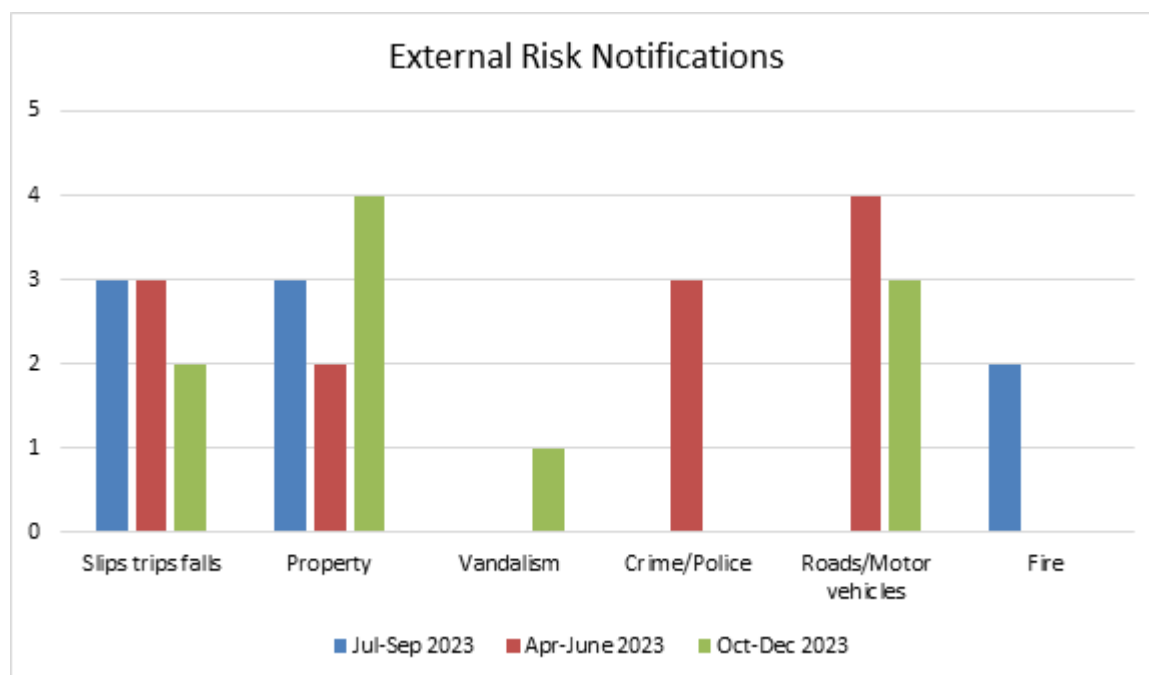
No new claims, Risk and Insurance staff have notified the insurers about a potential claim from Bland Community Care Services currently registered as an incident, not a claim.

Contractor Data Base

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

External Incident Notifications submitted 1 October – 31 December 2023

The following graph identifies the number of external incident notifications over the period October – December 2023, and the previous 2 periods also.



Staff have promptly actioned complaints or incidents.

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

StateCover

General Managers Report

Work Health and Safety staff and the Executive were presented with the General Managers report from StateCover which discussed Bland Shire Council's WHS and Claims Management performance for the previous year. Overall, Council is performing satisfactorily with a low rate of workers compensation claims and better than average early Return to Work outcomes. Self-Audit scores remain steady and in line with other regional Councils (Report Attached).

Workers Compensation Claims – (Directorate, Liability Status and Type)

Date	Directorate	Type	Liability	Status
21/11/2023	Engineering	Cuts/Abrasions	Accepted	Finalised
23/10/2023	GM	Psychological	Accepted	Finalised
1/11/2023	Engineering	STF	Accepted	Finalised
10/07/2023	Engineering	Manual Handling	Accepted	Finalised
26/07/2021	Engineering	STF	Accepted	Finalised

Work Health and Safety meetings are held quarterly, with the next meeting to be held on 15 February, actions arising from meetings continue to be addressed and completed.

WHS Wellbeing Initiatives

Skin Checks have been made available for all staff.

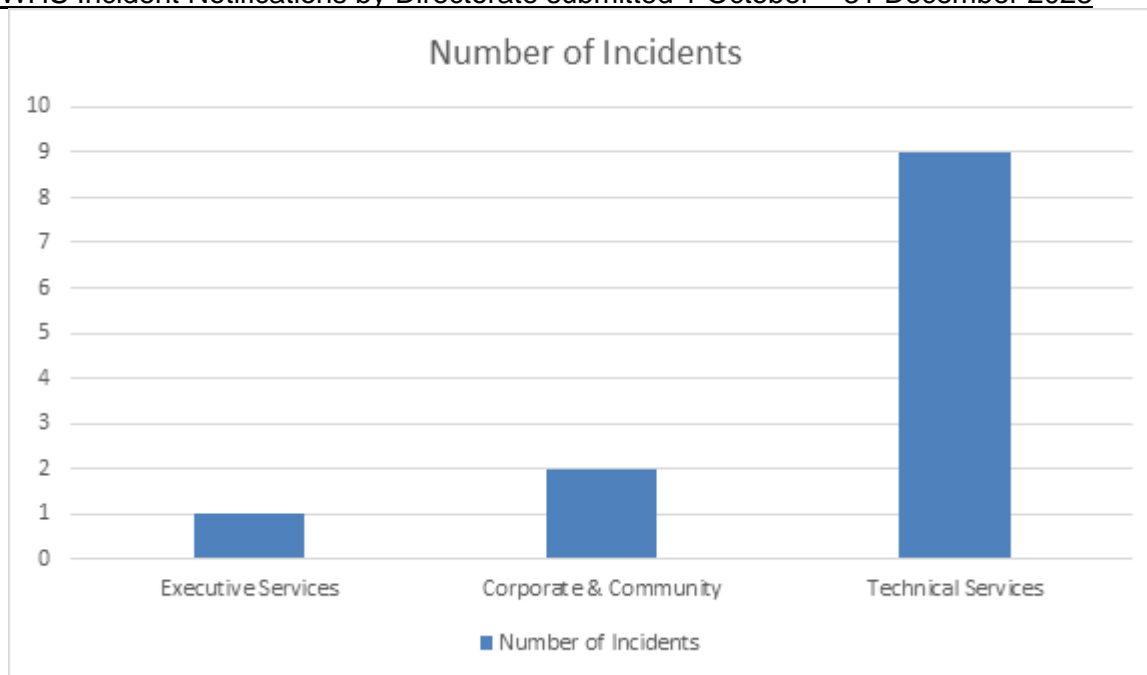
Hearing Tests were completed on 7 December for workers at risk of noise exposure.

General wellbeing topics such as keeping hydrated, healthy eating, benefits of exercise and mental health are being included in staff newsletters.

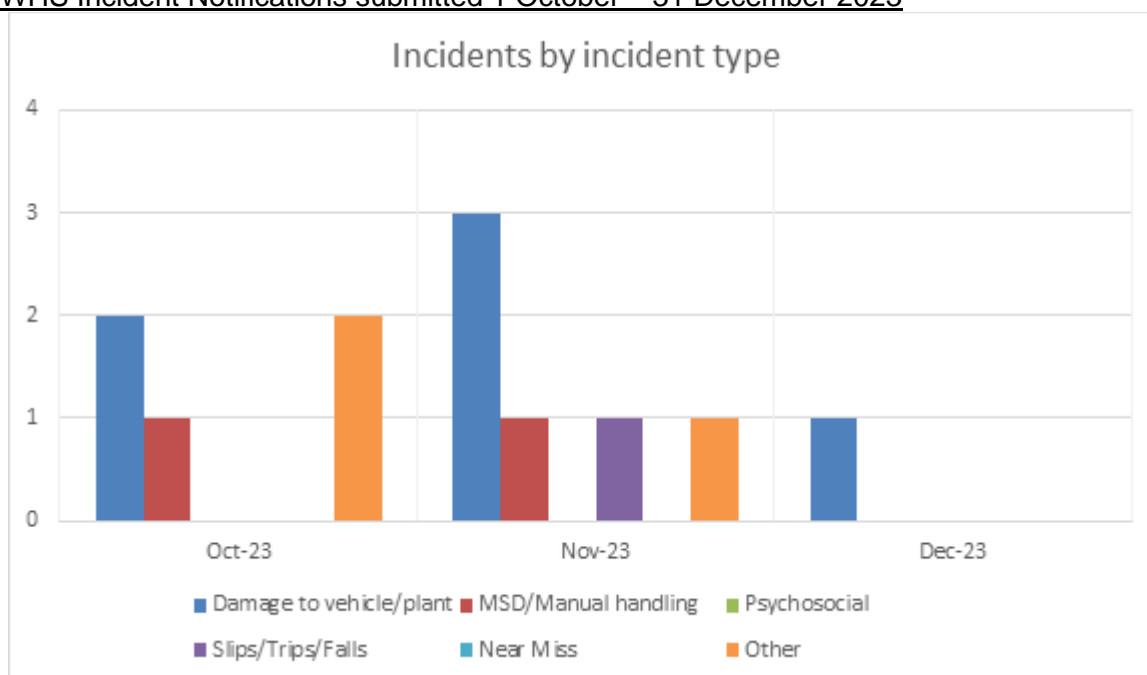
WHS Incident Notifications

There were no Notifiable Incidents to be reported to Safework NSW in Quarter 2 2023-24

WHS Incident Notifications by Directorate submitted 1 October – 31 December 2023

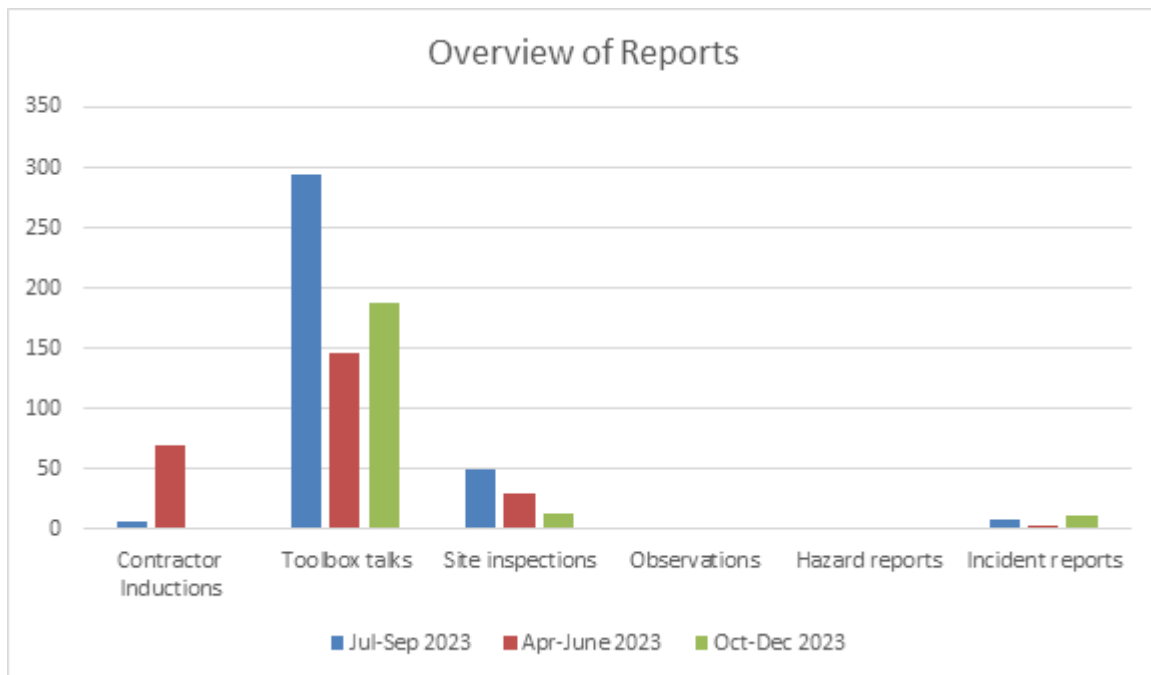


WHS Incident Notifications submitted 1 October – 31 December 2023



Internal WHS Documents 1 October – 31 October 2023

The following graph identifies the number of internally generated WHS documents over the period October – December 2023, and the previous period also.



Recommendation:

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



2022/23 GM Report

BLAND SHIRE COUNCIL



Contents

- Safety
- Claims
 - Cause of injury
 - Type of injury
 - Claim frequency
 - Late reported claims
 - Return to Work
 - Costs
- Premium
- Our partnership
- Stay in touch



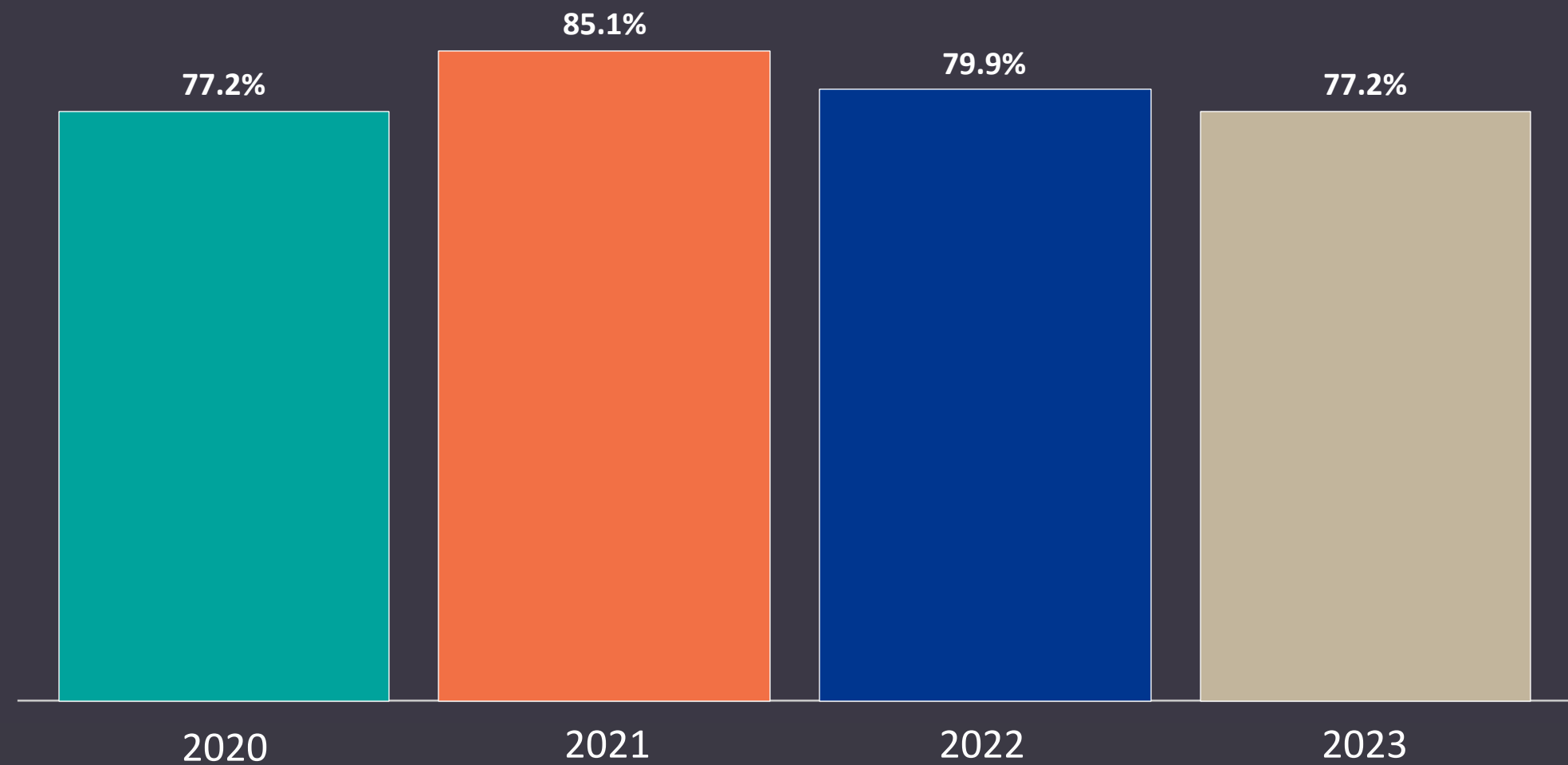


SAFETY

WHS Self-Audit

The 2023 WHS Self-Audit is designed to:

- Better understand the adequacy of your WHS management system and management of key risks
- Track performance over time
- Prioritise WHS improvements and allocate sufficient resources
- Reduce the frequency and severity of injuries and illnesses
- Reduce the cost of claims and premiums
- Keep your people safe, well and working





81%

Section 1: WHS management system

Priority elements for improvement:

- Planning
- Training
- Emergency preparedness
- WHS audits
- Management review



73%

Section 2: Key risk areas

Priority elements for improvement:

- Musculoskeletal risks
- Plant and equipment
- Hazardous noise
- Construction safety
- Contractor management

A smiling woman with glasses and a dark blue polo shirt is sitting at a desk in an office. She is looking towards the camera. In front of her is a computer monitor displaying a website, a keyboard, and a mouse. To her right is a teal water bottle and a small potted plant. The background shows a busy office environment with other people and desks. A teal banner with the word 'CLAIMS' is overlaid on the image.

CLAIMS

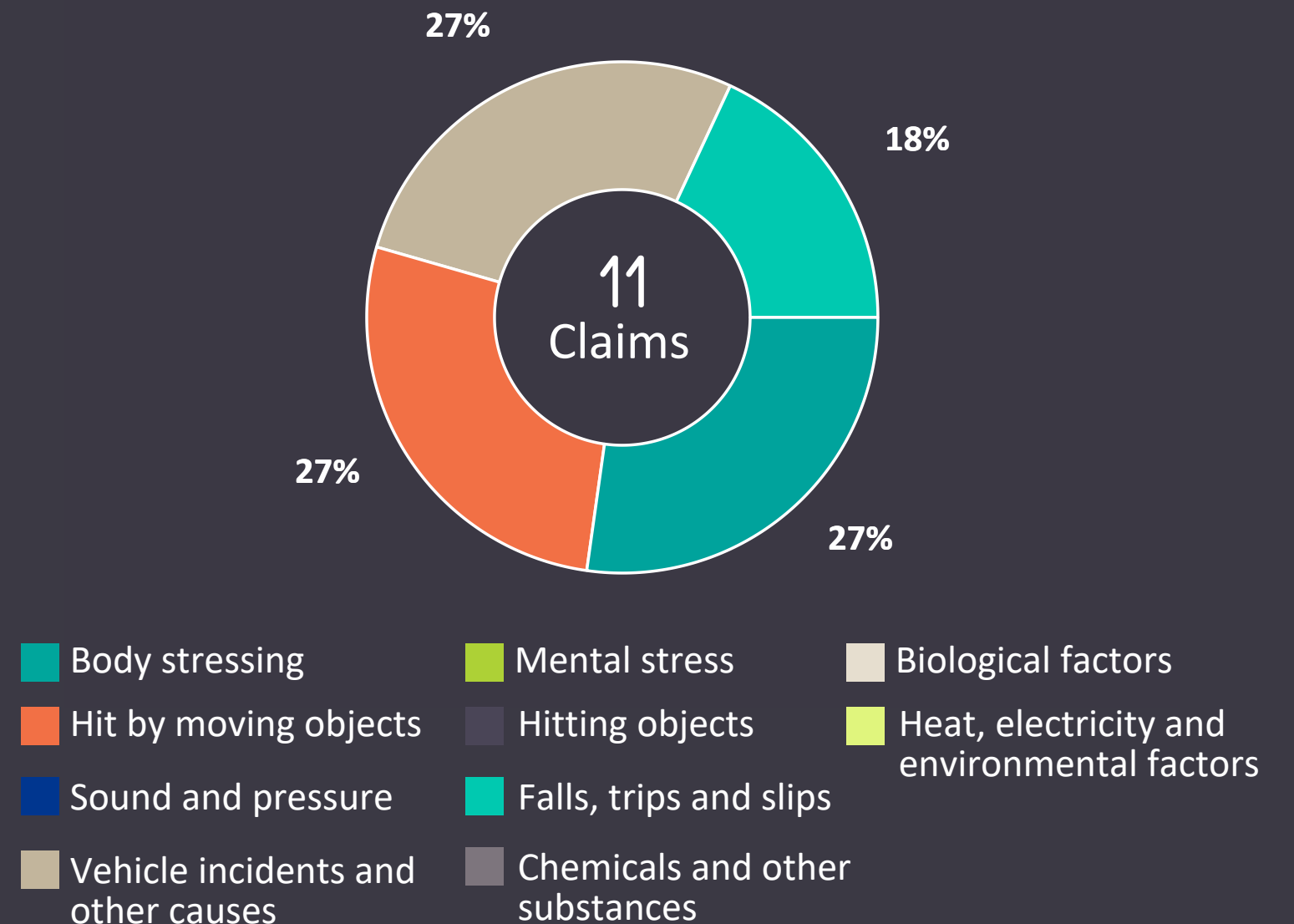
Cause of Injury

Understanding the type and proportion of injuries occurring will assist you to target your WHS efforts.

Typically, sprains and strains represent the highest proportion of claims for most councils.

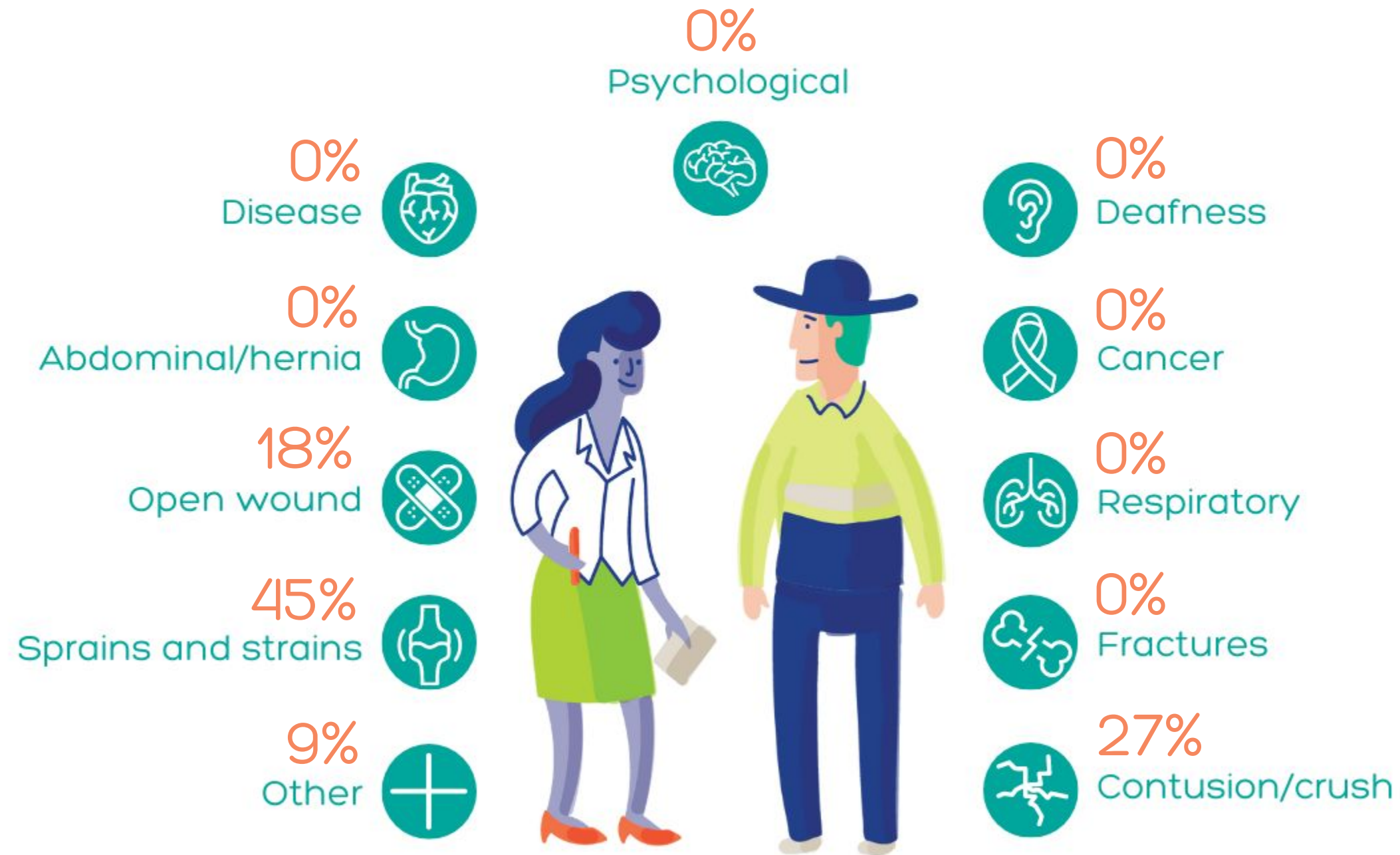
Psychological injuries are the fastest growing cohort of claims across the Mutual.

Council's claims by cause of injury:
2022/2023



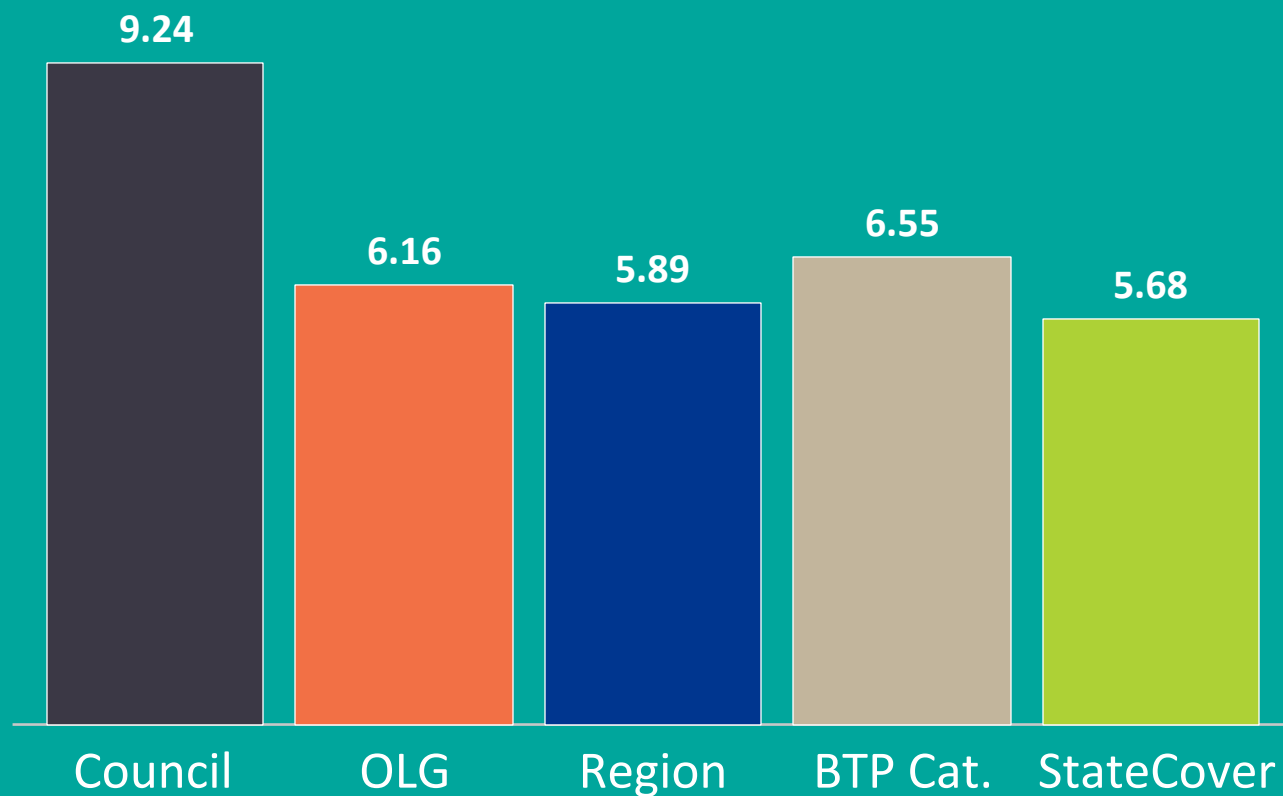
Type of Injury

Physical injuries resulted in 11 claims during 2022/2023. This accounts for 100% of your total claims.

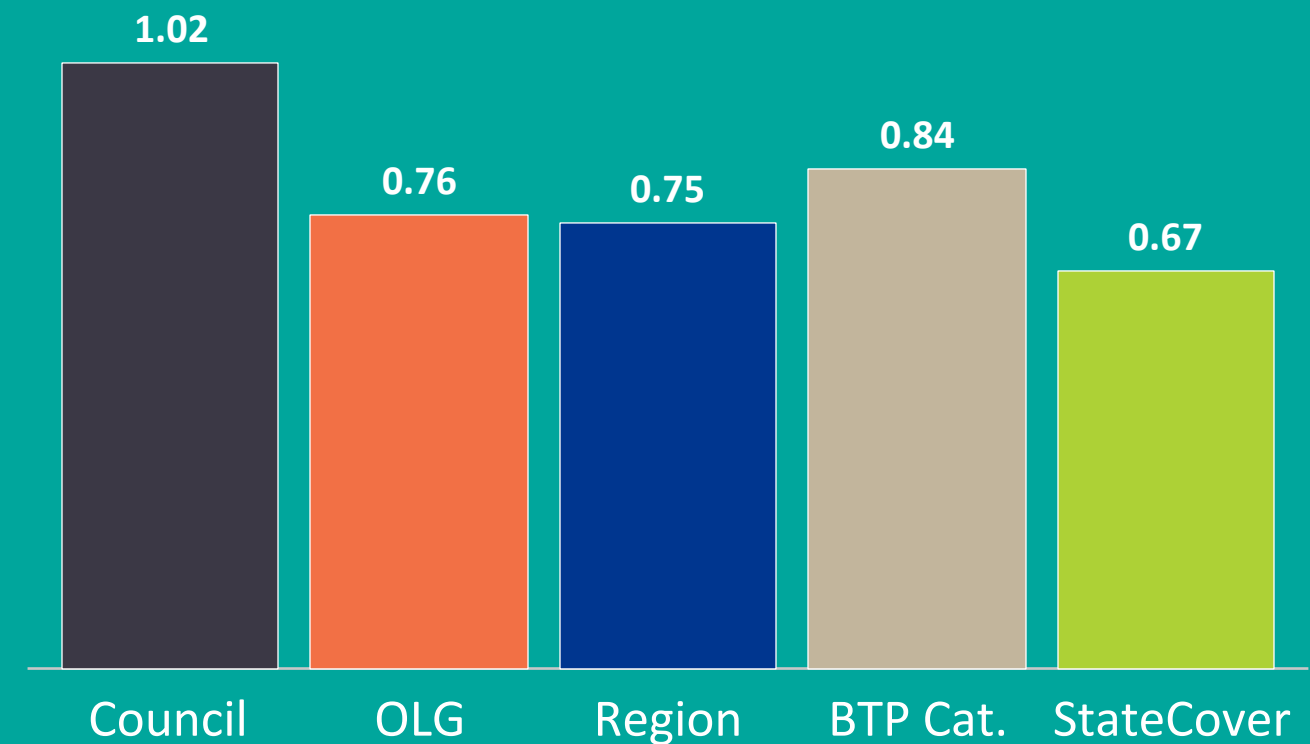


Claim Frequency Comparison

Monitoring claim frequency using employee numbers*



Monitoring claim frequency using Council wages*

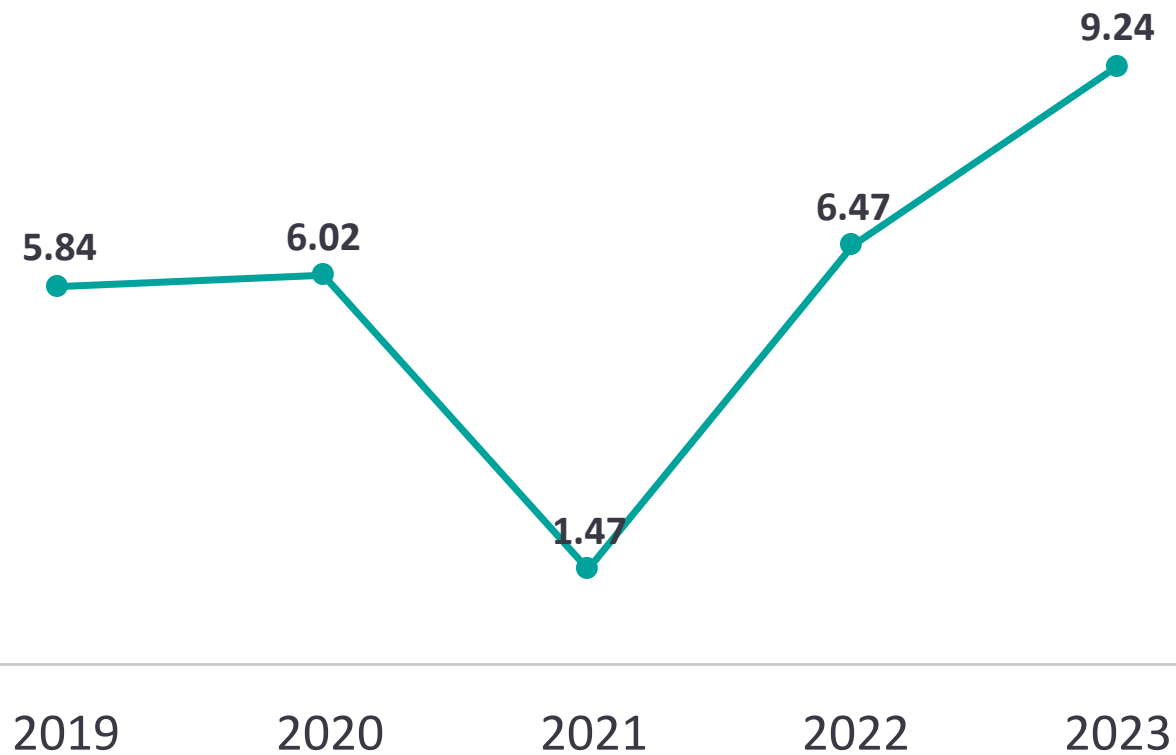


*Claim frequency is calculated as the number of claims lodged relating to injuries in 22/23 per 100 employees and per \$1million of Council wages as declared to StateCover. It is a measure of Council's WHS performance and should be considered in conjunction with injury severity and claim cost.

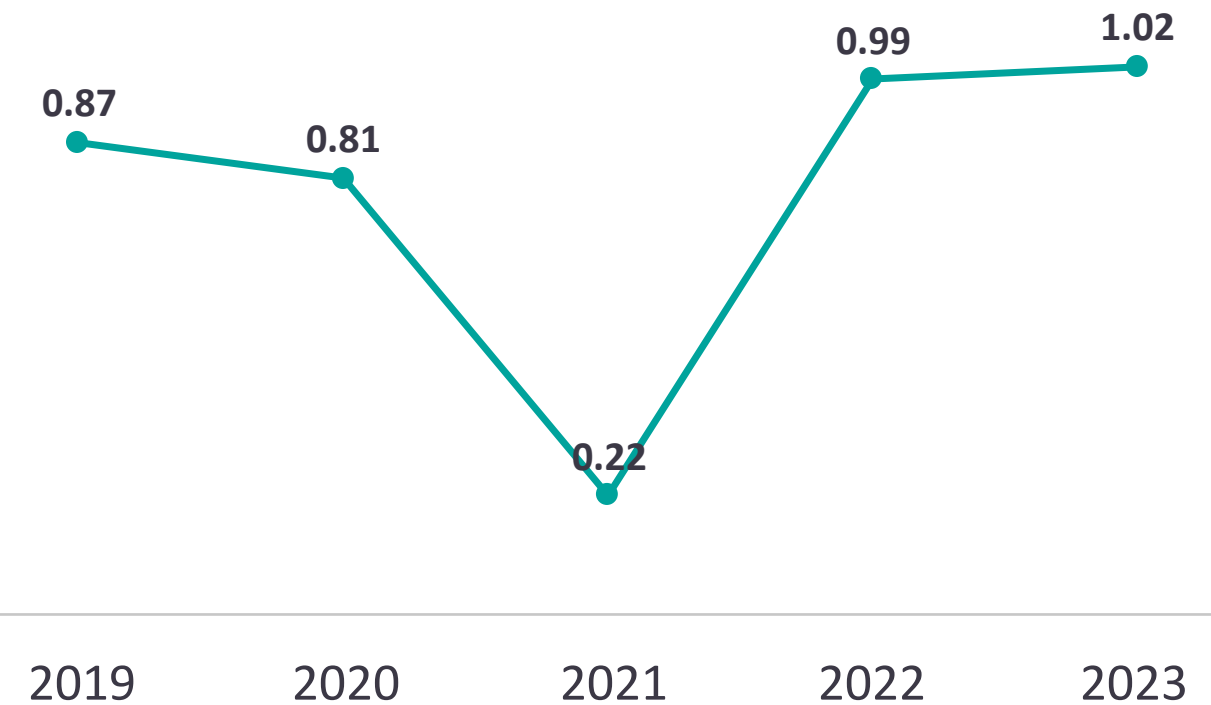
Claim Frequency Trend

Effect of WHS efforts over time: 2019 - 2023

Monitoring claim frequency using employee numbers*



Monitoring claim frequency using Council wages*



*Claim frequency is calculated as the number of claims lodged relating to injuries in 22/23 per 100 employees and per \$1million of Council wages as declared to StateCover.

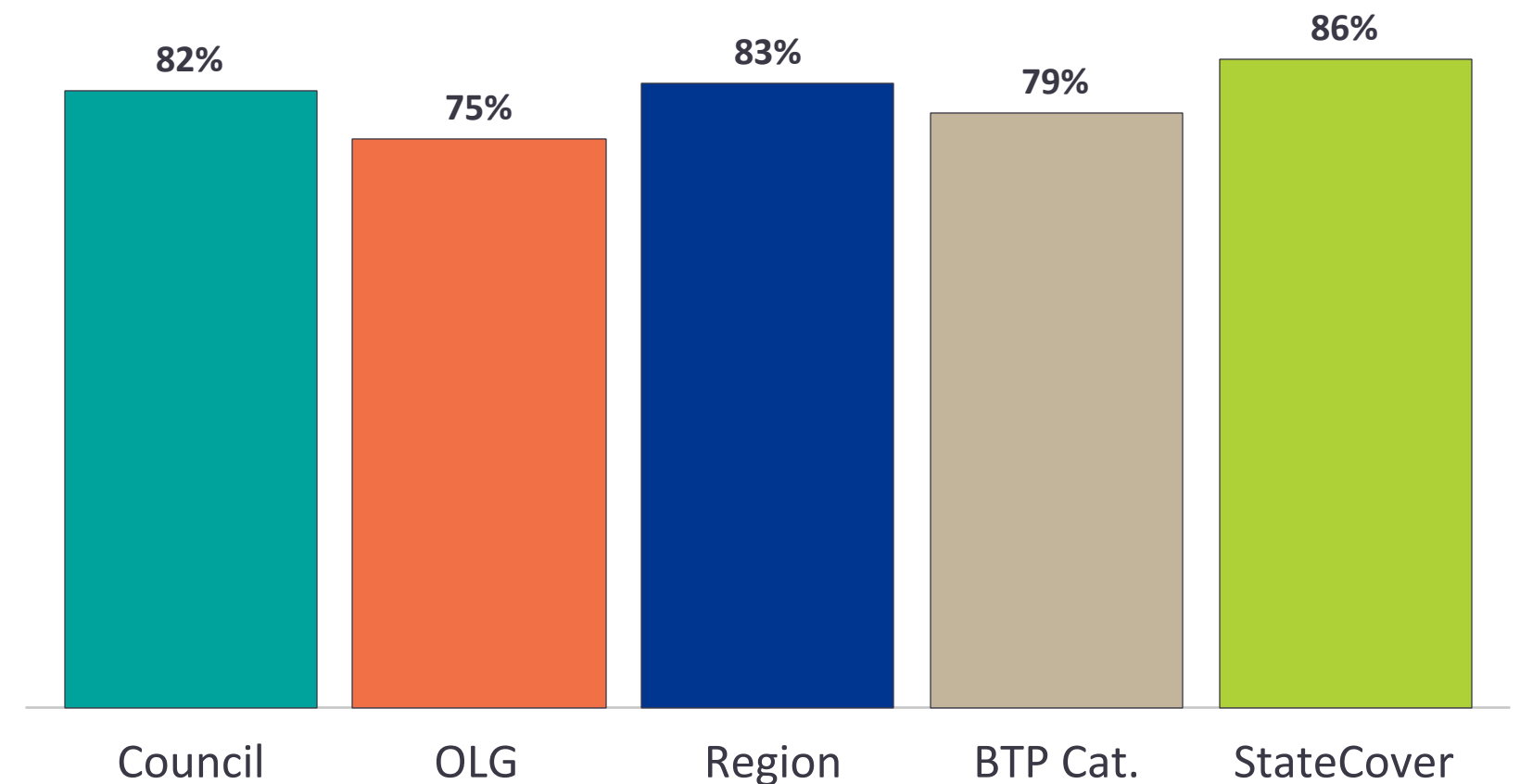
Late Reported Claims

Percentage of claims reported by Council to StateCover within 48 hours



Reporting injuries to StateCover within 48 hours of Council becoming aware of the injury is a legislative requirement.

Prompt reporting allows for early intervention and assists with swift recovery and return to work.



Return to Work Performance

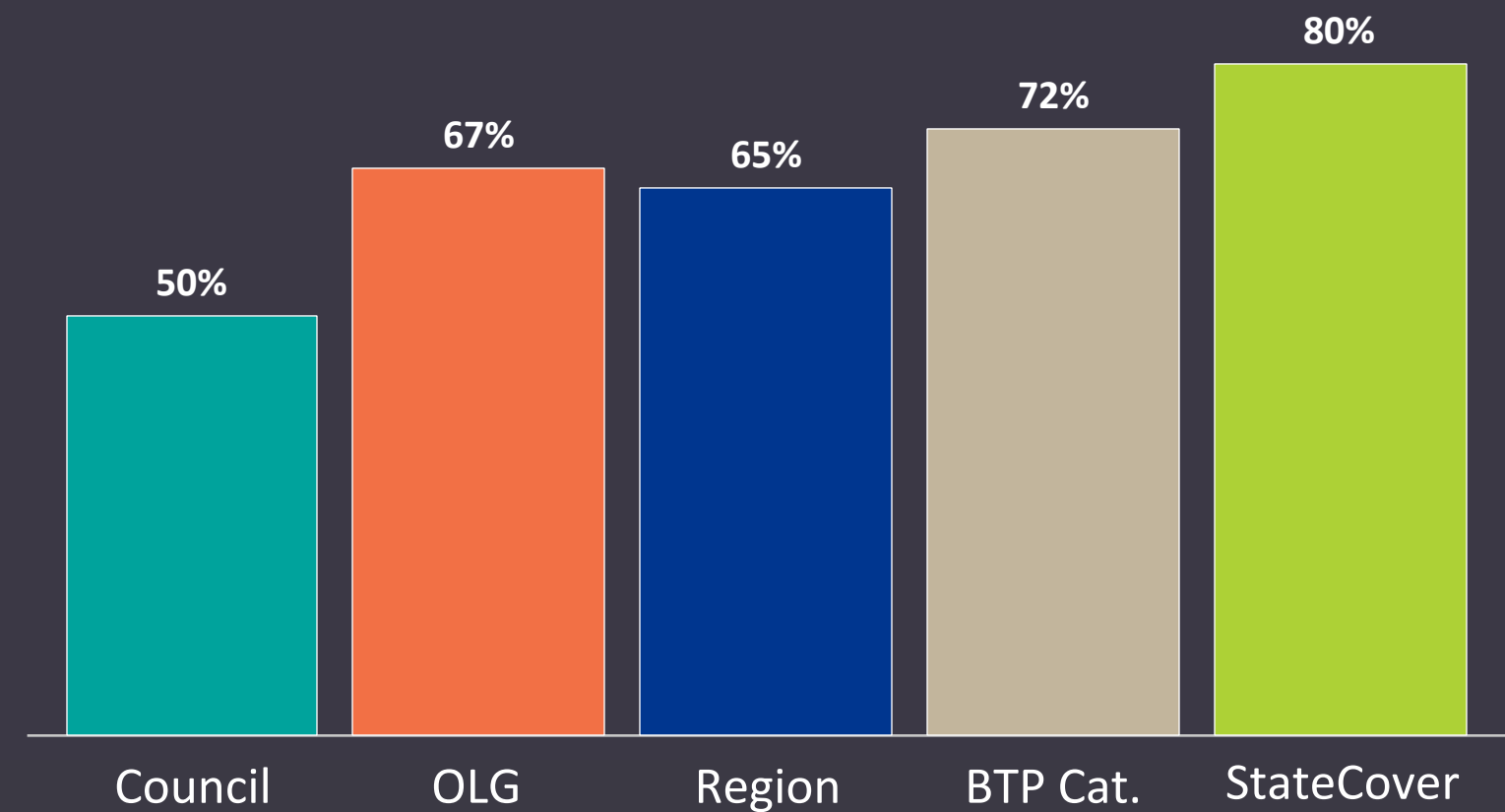
Number of claims: 11

Number of time lost claims: 2

The return to work (RTW) rate measures the proportion of injured workers who have experienced time loss due to their injury, and have resumed work in any capacity within 4 weeks from the date the claim was entered into StateCover's system.

The measure is used to demonstrate overall injury management effectiveness. StateCover adopts a collaborative approach to RTW and understands the mutual benefits that early intervention and returning to work have on a worker's recovery and wellbeing, as well as on Council's efficiency.

Your Council's average RTW performance: 2022/2023



Average Claims Cost

Comparison of your average incurred claims costs in 2022/23



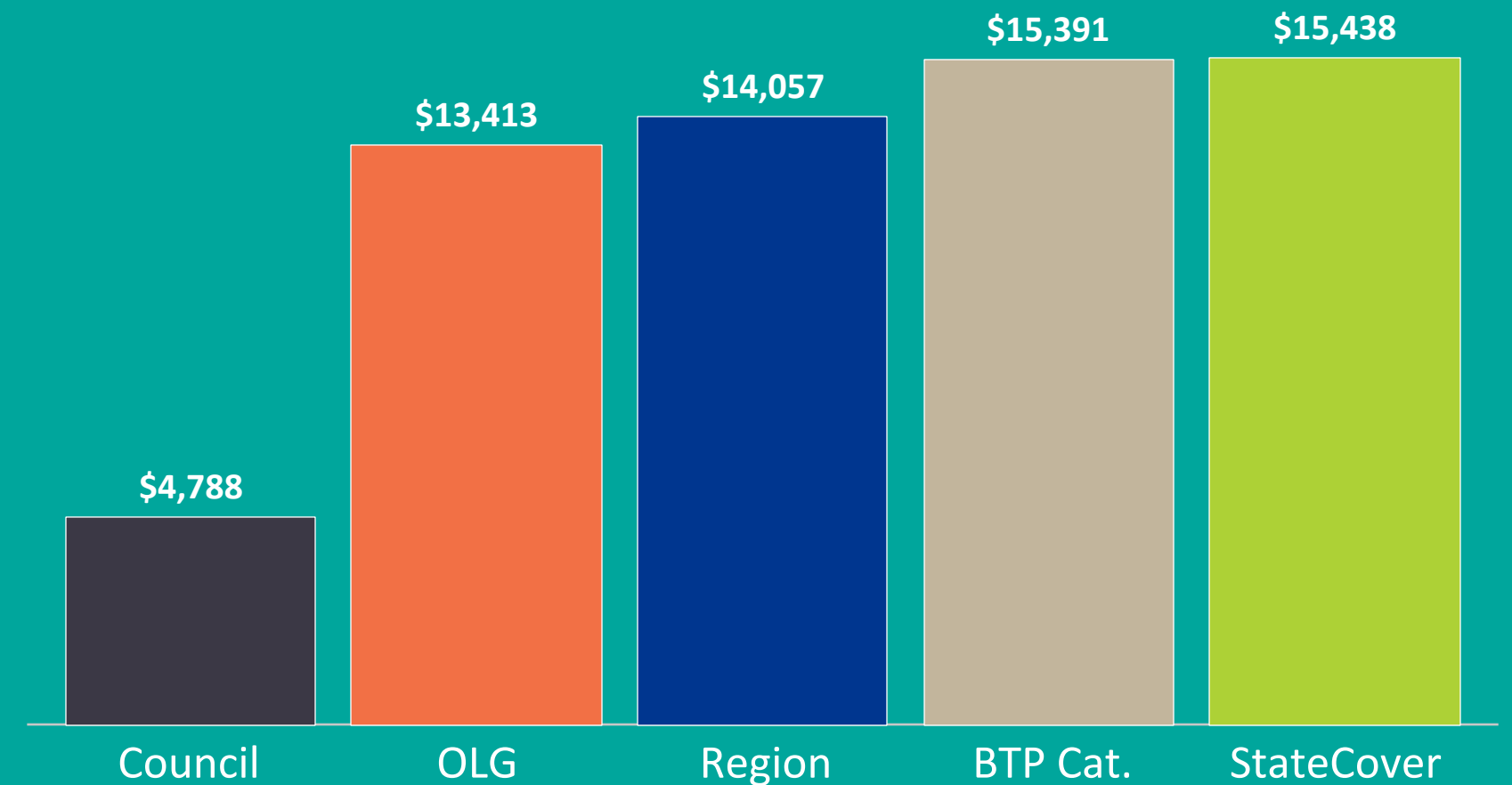
Claims costs may increase over time as further entitlements are paid, e.g. whole person impairment lump sums or workplace injury damages.



The amount paid on a claim will either directly or indirectly impact Council's premium.



The most effective way to minimise either type of impact is to return the injured worker to work in suitable employment.



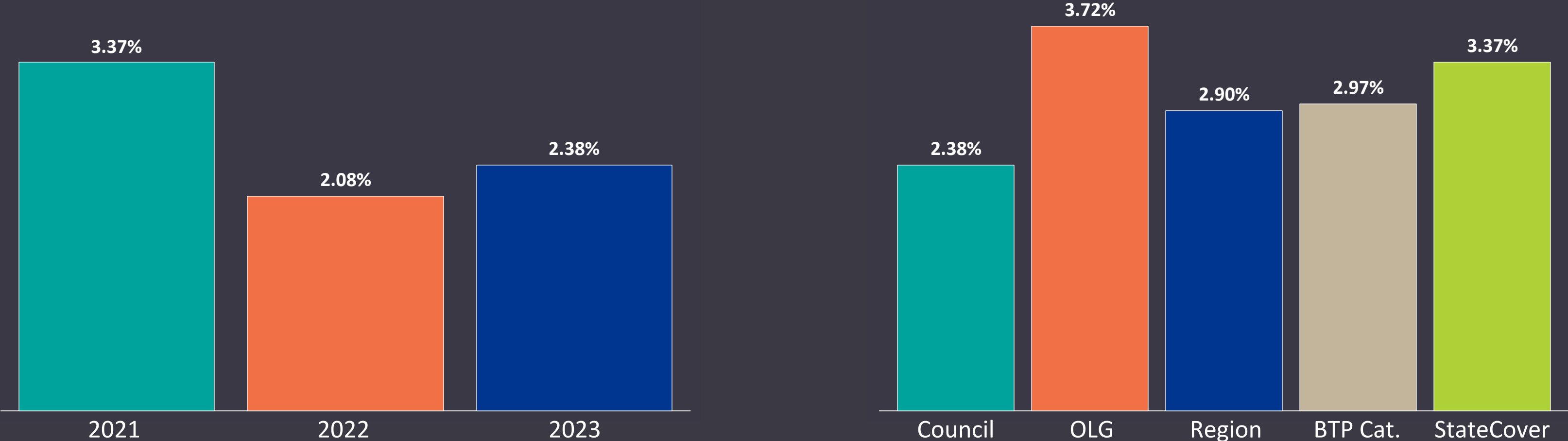
These costs are on an "incurred" basis i.e. actual paid plus future estimated cost. The incurred cost is as at 30 June 2023 and does not represent the ultimate expected cost.



PREMIUM

Your Premium

Your premium rate is a blended measure of the risk profile of the Local Government industry, the broader scheme and Council's WHS and return to work performance.



Councils can influence their premium through providing a safe workplace and, when a worker is injured, proactively assisting them to recover at work. Council's premium is "experience-rated," with the past 3 years of specific claim costs impacting the premium payable – the better the experience, the lower the premium.





OUR PARTNERSHIP

Working together

Keeping your people safe, well and working

At StateCover Mutual our mission is to partner with you and your team to help keep your people safe, well and working.

We have a team of experienced local government experts who deliver tailored workforce risk solutions to meet your changing needs.

We work with you to understand your unique requirements and challenges, to prioritise goals, and

support the implementation of achievable and sustainable action plans across wellbeing, return to work, safety and claims services.

Your dedicated Member Services Manager can facilitate a cross-functional workshop at your convenience. Reach out for more information on how our team can help support and improve your performance.

A man with a beard and glasses is sitting at a desk in an office. He is wearing a plaid shirt and has a lanyard around his neck. He is looking towards the camera with a slight smile. The desk has several computer monitors, a keyboard, and a mouse. There are some papers and a notebook on the desk. The background shows office cubicles and windows.

STAY IN TOUCH

Member Services



Taylor Hender

Member Services Manager
Direct phone: (02) 8235 2846
Mobile: 0447 257 954
taylor.hender@statecover.net.au



8.5 Hearts of Gold Festival 2023



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

DP3.1 Develop and support a strong sense of community, providing advice and support to community groups

Author: General Manager

Introduction

Councillors will recall that at the December 2023 Ordinary meeting, a resolution was passed to defer Hearts of Gold Festival 2023 report until a full breakdown of funding was provided. This report serves to provide the details on costings for the Festival's activities to assist the Council.

The Hearts of Gold Festival was 1 of 6 activities included in the, "Bringing Bland to Life – 6 Community Driven Events to Breathe Life Back into Bland" project approved under the NSW Government – Reconnecting Regional NSW – Community Events Program (RRN-CEP).

The following report includes information from the December report and has been further enhanced with the inclusion of a breakdown of costs of the Hearts of Gold Festival and report on the final costs for the other events funded under the RRN-CEP.

At the May 2022 Community Reference Group meeting, the community put forward several ideas for events and activities within the Bland Shire. All proposals received from the community were then presented to a Council Workshop from which a preliminary schedule of events was developed. Among the proposals were ideas to deliver a Coinda Waters Festival and a Hearts of Gold Festival. Councillor discussion identified risk-based concerns about the level of funding being sought, funding accountability, budget overruns, and community safety

Council staff were then requested to work with the proponents of both the Coinda Waters Festival and the Hearts of Gold Festival with a view to merging into one single festival.

An application was then submitted under the RRN-CEP for the delivery of the following events:-

- Ungarie 150th Celebration
- Melbourne Cup Tour Events
- 100th anniversary of CWA - Bellarwi CWA
- Ungarie CWA Centenary 2023
- Hearts of Gold Festival
- Seniors Week Festivities

Shortly after, the idea of a Guinness World Record attempt (GWR) was proposed as part of the Hearts of Gold festival as this was seen as a unique and standout opportunity to attract more people to the festival.

At the September 2022 Community Reference Group meeting, an update was provided on the two events that had been delivered, being the Ungarie 150th Celebration and the Melbourne Cup Tour Event, and that the Bellarwi CWA anniversary event had been postponed due to wet weather. An outline of the Hearts of Gold event preliminary program was also provided.

The inclusion of the Guinness World Record (GWR) attempt into the Hearts of Gold Festival secured Evolution Cowal on board as a major sponsor for the weekend.

In December 2022 Council received advice from the NSW Government advising of a “blanket” extension of time for all projects under the RRN-CEP Program to January 2024.

The Hearts of Gold Festival event was rescheduled from March to 13-15 October 2023. The event proponents joined Council staff in April 2023 to convene the “Hearts of Gold Festival Working Party” and commence planning and preparations for the event. The proponents of the activities at Coinda Waters withdrew their proposal and involvement in the event resulting in a further variation to the scope. The Working Party was made up of representatives from the original Hearts of Gold festival proponents’ group, Evolution Mining, Regal Estate and Council staff. As the grant recipient, Council was ultimately responsible for the festival, associated activities, handling and approval of funds expended and funding acquittal.

Opportunities for artists, community groups, schools and buskers to submit an Expression of Interest to contribute to the Festival program was encouraged and well supported resulting in a weekend full of activities.

Council staff and representatives of the Festival committee participated in a 7 week online regional event management training program. This program provided skills development and event management resources, tools and templates.

Financial Implications

The six events approved under the NSW Government Reconnecting Regional NSW – Community Events Program had a combined total budget of \$239,651. As approved events were delivered event organisers finalised their expenditure and it became apparent that most events were coming in under the approved budget. The below table provides information on the level of funding allocated and final expenditure for each event.

Event	Application Funding (\$)	Final Expenditure (\$)
Ungarie 150th Celebration	55,000	42,056
Melbourne Cup Tour Events	20,000	20,335
100th anniversary of CWA - Bellarwi CWA	15,000	3,035
Ungarie CWA Centenary 2023	15,000	9,444
Hearts of Gold Festival	119,651	158,854
Seniors Week Festivities	15,000	6,753
Total	239,651	240,477

As the under expenditure of events became apparent Council sought advice from the funding body, that confirmed; funds remaining at the completion of each event could be reallocated for other approved events within the program. Once all other events had been completed and costs finalised, a variation was submitted to the funding body to realign the event scope and for the balance of the RRN-CEP funds to be allocated to the Hearts of Gold Festival, rather than returned to the funding body.

The variation to reallocate the balance of funds from the total approved grant resulted in an overall allocation of \$158,028 to the 2023 Hearts of Gold Festival.

The sponsorship from Evolution Cowal resulted in it taking the lead role in funding and the organising of the Guinness World Record attempt, in liaison with the festival proponents. This activity was not included in the event scope under the initial grant application, however had already been registered.

As the event developed, it became evident that Council would need to further evaluate and manage event risks. These risks included traffic control, crowd control, first aid and security. And as registrations for the Family Fun Night grew, additional resources were called upon to ensure public safety. The original event budget did not consider the allocation of any costs for Council resources for such aspects such as traffic control contributions. These costs however have been allocated and funded from the grant.

The final cost for the delivery of the 2023 Hearts of Gold Festival was \$158,854, being \$826 over the grant funding allocation and this expenditure has been broken down as follows.

Grant Program Expense Category	Expenditure (\$)
Marketing and Promotion	5,946
Temporary Event Infrastructure (bus hire, sound and lighting, etc)	14,557
Event Management (traffic mgt, security, medical, etc)	32,841
Catering	1,820
Amusement Hire	21,118
Entertainment	11,779
Drone Show	51,786
Guinness World Record	19,006

Summary

The Hearts of Gold 2023 Festival was delivered over the weekend of 13-15 October 2023 and considered a resounding success, with overwhelming support and engagement from the community and visitors alike. The activities held throughout the weekend attracted numbers that exceeded all expectations. This resulted in adjustments to the programming and increased demand for logistics and resources to ensure the safe and effective delivery of the event.

The Council staff involved in the successful delivery of this event are extremely proud of their contributions and the enjoyment evidenced in the community. They worked diligently alongside the other members of the Hearts of Gold Festival Working Party developing strong collaborative relationships over the many months of planning for the event and collectively achieved great outcomes for the Bland Shire community.

The bringing together of Council and community representatives to deliver the event and attendance at the regional events management training has provided capacity building opportunities for community members and Council staff that is anticipated will drive future event activities within Bland Shire.

The Hearts of Gold Festival activities in the grant funding application included:

- Community Fun Night
- Drone Show
- Main Street Activities
- Golden Gala at Regal Estate
- Colour Run and Breakfast

The Golden Gala was initially to be the launch event for Regal Estate, however this did not align with the funding guidelines and approval from the funding body was only provided for bus hire to provide a shuttle between town and the venue.

Council also initiated a photography competition and local shopping promotion that were launched in the lead up to the festival to further increase the profile of the event.

Other business and community led activities and events held and promoted in conjunction with the festival included:

- Seek Fitness Spin Bike Challenge
- Wishart Gallery Art Exhibition and Resin Art Workshops
- Volunteer Gardeners Open Day
- Tom's Toys and Treasures
- Behind the Gate Collectables

Whilst it was an unfortunate oversight another event was held on the same weekend, the Mirrool Silo Kick (which is traditionally held on the second Saturday of October). This was much to the concern of the Mirrool community, however anecdotal information from the Silo Kick Committee indicates that the event takings were more than \$30,000.

Councillors may recall previous advice that the Hearts of Gold event proponents were not part of an incorporated group/committee and had no insurance. As presented to the December Council meeting by the Hearts of Gold Committee, it has commenced the process of establishing a formal identity for delivering community events into the future, and undertaken a post event review, with the results of this being provided by way of summary document that is attached, outlining the events held and feedback received.

Recommendation:

That Council receive and note the final report on the 2023 Hearts of Gold Festival.

Hearts of Gold Festival Report

The Hearts of Gold Festival was held on the weekend 13th, 14th, 15th October 2023. This event was created to give our Shire an opportunity to have a yearly event that achieves the following:

Brings the community together.

Gives us something to look forward to

Brings Tourism to the town.

Injects funds into the town and local businesses.

Gives community groups the chance to hold a fundraiser / open day.

Makes the community feel like a community, showcasing our “Hearts of Gold” and for those families that are visiting or are here temporarily for work, considering staying long term.

We believe this Festival achieved all of the above, it certainly exceeded the committee’s expectations and gave us the drive to make this an annual event.

Friday Family Fun Night:

-2955 people in attendance.

Of those, from the questionnaire we conducted on the front gate, these are the statistics:

70% from Postcode 2671

9.5% from postcode 2669

2.2% from postcode 2650

2.2% from postcode 2668

2.3% from postcode 2666

The rest have 10 or less people coming from the following postcodes:

2428, 4357, 2158, 2640, 2018, 2794, 2140, 2152, 2587, 2530, 2805, 2290, 2721, 2753, 2795, 2093, 2330, 2261, 3960, 2227, 2701, 2833, 2681, 2830, 2820, 2615, 3803, 2664, 2540, 2621, 2739, 2665, 2871, 3720, 3840, 2350, 2877, 2218, 2327, 2673, 2810, 2799, and, 6 from Denmark!

- When asked the question “Would you be here if it was not for free?”
93.6% answered yes. 6.1% answered no. 6 people said it would depend on cost.

- When asked the question “How did you hear about this event?”
 - Social Media – 50%
 - Word of Mouth – 39%
 - Newspaper - 3.9%
 - Radio - 2.3%
 - Other - 4.5%

- When asked the question if they are attending any other events over the weekend:

Brunch and Browse	- 47%
Guinness World Record Attempt	- 15%
Regal Estate Golden Gala	- 3.7%
Colour Run	- 21%
Other Community events	- 12.4%

After the Festival had concluded, we conducted an online survey through Survey Monkey for all members of the community to fill out to give us some feedback. We had 48 responses. Please note not all respondents completed every question.

Please rate the Family Fun Night out of 10:

- 10 – 28 people
- 9 – 6 people
- 8 – 8 people
- 7 – 1 person
- 6 – 3 people
- 5 – 1 person
- 0 responses for 4, 3, 2, 1.

Please tick the Free Entertainment available on the Family Fun Night that you enjoyed most. (Can tick more than one answer)

- | | |
|-----------------|----------|
| Jumping Castles | - 40% |
| Dodgem Cars | -46.67% |
| Merry Go Round | -26.67% |
| Trampolines | -31.11% |
| Aladdin Ride | -20% |
| Mechanical Bull | - 31.11% |
| Stilt Walkers | - 42.22% |
| Sandpit | - 11.11% |
| Lawn Games | - 15.56% |
| Drone Show | - 91.11% |

We also asked for feedback on their most favourite and least favourite elements of the evening. The overwhelming feedback was that the atmosphere and event was excellent, however most people had an issue with the wait times for food. We started contacting food vans about 12 months in advance, and in total we contacted around 100 different providers. A lot of them weren't willing to book when we couldn't give accurate numbers, as they must consider their base costs, including travel.

As we didn't know how many people were attending, a lot of food vans were not interested in attending as it wasn't worth the risk. We liaised with professional caterers who advised us the formula to work out the correct number of vans to the number of people attending. We based this number off 1000 people as we believed that was how many would attend. 3 months out from the event we were still under 1,000 tickets sold. Even 3 weeks out, we were at 1350 tickets sold. We could have never predicted the 3,000 tickets sold in total.

We rang as many as vans we could at this late date, but they all understandably had other events booked in by then.

We now have a base number for future years and can more accurately cater to this, so this issue shouldn't arise again.

- Feedback from Security was that it was a night with no incidents, everyone was on their best behaviour, and everyone was having a good time. He said our community was a great bunch of people. (Which we already knew!)
- Community groups on the evening were:
 - West Wyalong Rugby League Club made \$6,000 from the bar.
 - West Wyalong Public School P&C made \$1200 from Glow Stick sales.
 - St Mary's school Community Council made a profit, amount not disclosed.

Platform, the sensory space hired from Eastern Riverina Arts was also a huge success, with 553 participants on the night. Some visitor comments:

- Participant, 9 years old "That was magnificent!"
- Parent: oh, we'll need this quiet space later!"
- Grandparent, 'This is genuinely amazing. I just want to curl up in here and never leave!
- This is so important; I work in a dementia ward and wish we had a space like this!
- Participant, 13 years old: This is my favourite! I have autism and if I get a bit overwhelmed, I'll come back here.

Feedback from Kelly's Coaches:

Pete: I have spoken with our drivers, and they all said they were very happy with how the night panned out with the buses. Plenty of room for our buses to park, passengers got on and off easily. All ran very smoothly. Well done to your team.

Saturday Brunch and Browse:

Brunch and Browse was another successful event with a huge amount of people attending.

Feedback from multiple businesses was that they made at least 25% above their usual profits for not only the day, but the week leading up to the festival.

One business stated they had their best weekend ever, and bought their staff presents to say thank you for working so hard.

The Shopping promo that was offered saw over 420 entries into the draw, which meant that was minimum of 1260 purchases locally.

Community Groups that attended and benefited from the event:

West Wyalong Show Society

Spinners and Weavers

The Shaka Project

Hospital Auxiliary

Spin Bike Challenge - \$15,000 raised for Can Assist

The stage at Thom's corner saw many local talents, schools and choirs' book in and perform. Claudia Hopper and Jane Hopper co-ordinated the booking of the stage and was a positive opportunity for her to have some experience in event organisation. This stage drew many families and locals in to watch performances.

Local businesses embraced the theme with most businesses dressing their shops in Hearts of Gold.

Survey Monkey results:

"Please rate the Saturday morning Brunch and Browse event overall out of 10:

10 – 17 people

9 – 4 people

8 – 8 people

7 – 4 people

6 – 4 people

5 – 3 people

3 – 1 person.

No results for 4, 2, 1.

Please tick the free entertainment available on the Saturday Brunch and Browse that you enjoyed most. (Can tick more than one answer)

Jumping Castles	– 51.61%
Petting Zoo	- 51.61%
Face Painting	- 48.39%
Pooka Roaming Entertainment (Balloon Sculptor)	– 41.94%
Stilt Walkers	- 61.29%
Lawn Games	- 9.68%

The general feedback was it was a fun morning with plenty to do, however they would have liked it to have more stall holders. We do sympathise with this, and we believe, now that we have our first year under our belt, that word of mouth will get out and next year will be bigger and better.

Guinness World Record Attempt:

This was a mammoth task to pull together, and the amount of work behind the scenes took up over half of the full festival's organisation. GWR rules and regulations were almost impossible to follow, and this almost fell over multiple times as it was almost – too hard.

The fact that this was pulled together, and we were successful, from an organisers point of view, shows that if we can do that, we can do anything. The enormity of the work is not understood by most people.

This element of the festival will be a once off, we do not have the funds or the hours to repeat this at this point in time.

Evolution worked as hard as us in pulling this together, and Renee Pettit and Lynsey Reilly were the main organisers. Thank you to them for their hard work.

Feedback from the GWR Adjudicator was that this was one of the most organised attempts he has attended and that he got an opportunity to enjoy the event instead of scrambling to complete paperwork, as we have already ticked most boxes.

Feedback from participants was it was lots of fun, a unique opportunity, and had a feeling of being a part of something special.

The goal of this event was to put West Wyalong on the international map, and we believe we did so with a successful Guinness World Record.

Regal Estate Golden Gala

Michelle Wheatley did an incredible job of organising the Golden Gala. Michelle attended most of our council meetings and helped, not only with her event, but with the entire weekend. She was generous, giving and always positive and bubbly. She was a pleasure to work with.

The night opened Regal Estates business to showcase the event side of their business, and as a result of the Golden Gala, Michelle said she has received many bookings for future events. The HoG Festival helped their business with exposure and promotion.

Participants had a very positive experience, and the feedback was that it was a beautiful backdrop and a special night, they had a lot of fun. Well done Michelle and Regal Estate.

Sunday Colour Fun Run

West Wyalong Rugby Union Club made \$2550 profit from the Colour Run.

Hospital Auxiliary made \$1500 from the BBQ.

The numbers for this event exceeded expectations and we had 252 registrations, about half of this amount pre booked only. Even with the unexpected amount, the Rugby Union Club pulled off a very successful event and to watch the excitement and joy on the children's faces was beautiful.

Bland Shire Council coincided the opening of the Ninja Park and Bike Track with the Colour Run which gave the opportunity for everyone to enjoy a free sausage sandwich. Thank you, Bland Shire Council.

West Wyalong Volunteer Gardeners Event

West Wyalong Volunteer Gardeners held an open gardens event, with multiple homes opening their doors, as well as a fashion parade, all outfits from Vinnies. This was a very successful event and they raised \$5,000 for Can Assist. Thank you and well done to this committee.

Overall:

The committee believes that every aspect of the festival was a huge success and, other than a few tweaks here and there, we believe that the formula of the weekend worked well and catered to a broad range of demographics within the community. We are thrilled with how the weekend went and it gave us the drive to deliver this to the community on a yearly basis.

The Hearts of Gold Festival reached national coverage with Greg Granger attending the full weekend with "Travelling Oz" TV show, which aired on Channel SevenTwo on November 18th. This painted our whole town in an extremely positive light. Thank you to Marina Uys for organising Greg to attend, it added a whole layer of special to the weekend.

Survey Monkey:

“What is the likelihood of you coming back next year?”

I can't wait for next year 89.17%

I'm not sure whether I will come back next year 4.58%

I will not be attending next year 0.00%

Other 6.25%

(“Other” comments – “We are relocating so potentially won't be back only due to that.”
“Look forward to the event pending what's planned.”)

What was your Favourite moment of the Festival? (These are some of the comments, a lot were very similar.)

Drone Show x 8 responses

Family Fun Night x 10 responses

The enjoyment and support of the Community.

The atmosphere of the festival – it was great.

The food, music, and Family time.

Family Fun Night – we loved seeing how much fun our kids had!

Saturday morning walking the streets.

Just having something on in town was great! And it will only get better so well done!

The excitement on everyone's faces.

We loved the Colour run.

The way it brought the community together and seeing everyone get amongst it!

Gala night at the winery!

It was all fantastic, well done to the committee.

All of it was such a great family weekend, better than our local show.

This is some of the feedback and comments we received from people after the festival.

- The Festival was amazing! Our family from out of town rated it very highly and our kids keep asking when the next one is. It's exactly what our town needed. Thankyou!
- I've been involved in a lot of my town events and considering it was your first one, omg job well done! It was FABULOUS! It can only get bigger and better.
- An awesome effort and so great that you could help other community organisations along the way. We all enjoyed it so much.

- A truly wonderful festival.
- Congratulations to you all. A huge effort and a spectacular weekend. You catered for everyone and look how it turned out.
- Congratulations ladies, you did West Wyalong proud.
- Our kids had an absolute ball and are sad it is no longer festival weekend. Thank you so much.
- What a CREW! Absolutely fabulous weekend. Thank you so much as a resident and a business owner.

The committee would like to address the issue of the date clash with the Mirrool Silo Kick.

We held fortnightly meetings with council for most of the time on the lead up to the festival, being 18 months. When we were discussing the October date, we checked the council calendar and there was nothing booked in for that weekend. We announced the festival dates almost exactly a year in advance, in October 2022. This was announced on Bland Shire Council Facebook page, and no one flagged the date clash with us then. We didn't know it was a date clash, and that the Mirrool Silo Kick was even happening, until about 5 weeks out from the festival. By then it was obviously too late to do anything about it. If we had known earlier, we could have investigated options to accommodate both events.

Also, moving forward, we respect that the Mirrool Silo Kick has been happening for many years, so we have decided to support other local events and move our festival to the third weekend in October, being 18th, 19th, 20th October 2024.

Section 2 – Corporate & Community Services

8.6 Finance and Investment Report for December 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 DECEMBER 2023.

BANK BALANCES AS AT 31ST DECEMBER 2023

ACCOUNT	BALANCE
General Fund	\$6,245,984.83
Business Card	\$40,000.00
	\$6,285,984.83
<i>Invested Funds</i>	
Fixed Deposits	\$74,200,000.00
Deposits at Call	\$6,094,006.87
	\$80,294,006.87
Net Balance	\$86,579,991.70
Percentage of Invested Funds to Net Balance	92.74%

STATEMENT OF BANK BALANCES AS AT 31.12.2023

SUBMITTED TO THE ORDINARY MEETING FEBRUARY 20, 2024

BALANCE as at 01.12.23 **\$6,742,101.93**

Add Receipts

Receipts Over \$150,000

06/12/23 LRCI 4 Grant funding	1,166,740.00
14/12/23 R4R8-058 Final Milestone	664,310.67
15/12/23 NTTC Investment Redemption.	1,000,000.00
20/12/23 Evolution - Rates	205,885.00

Receipts Under \$150,000 1,049,755.07

Total Receipts for December 2023 **\$4,086,690.74**

Less Payments

Payments over \$150,000

12/12/23 Beyond Bank Australia	-2,000,000.00
14/12/23 Court Craft (Aust) Pty Ltd	-434,306.42

Payments under \$150,000 -2,148,501.42

Aged Care	\$4,108.50
Bank Fees	3,143.64
Children's Services	\$25,222.21
Community	\$92,419.82
Construction	\$612,129.32
Corporate	\$284,313.57
Development Services	\$125,257.45
Donation	\$2,122.68
Direct Debits	\$1,129.92
Employee	\$912,965.64
Governance	\$5,231.59
Investments	\$2,000,000.00
Lease	\$7,522.90
Library	\$3,674.38
Maintenance	\$104,221.82
Plant/Fuel	\$281,318.46
Roads	\$41,794.75
Utilities	\$72,883.49
VIC	\$2,259.10
Waste	\$1,088.60

Total Payments for December 2023 **- \$4,582,807.84**

CASH BALANCE **\$6,245,984.83**

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 December 2023 to 31 December 2023.

I CERTIFY,

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

Payment Type		Voucher No's	Total
Cheques		026385-026390	\$42,169.91
Auto-pay	Creditors	E034117 – E034373	\$3,855,133.68
Auto-pay	Payroll	03/12/23 – 31/12/23	\$681,230.69
Bank Charges & Commissions		December 2023	\$3,143.64
Direct Debits	Repayments & Vehicle Lease		1,129.92
			\$4,582,807.84

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

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

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

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 20th February 2024, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

.....
General Manager

CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING

I certify that this accounts summary, covering amounts totalling **\$4,582,807.84** was submitted to the Ordinary Meeting on the 20th February 2024 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

INVESTMENTS

The following table gives details of Council's Funds invested at 31st December 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
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
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	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
5/10/2023	NAB	1,500,000.00	364 days	5.25%	3/10/2024
11/10/2023	NAB	2,000,000.00	364 days	5.15%	9/10/2024
18/10/2023	Police Bank	2,000,000.00	287 days	5.10%	31/07/2024
19/10/2023	NAB	2,000,000.00	364 days	5.20%	17/10/2024
25/10/2023	Police Bank	2,000,000.00	365 days	5.05%	24/10/2024
9/11/2023	AMP	1,000,000.00	364 days	5.35%	7/11/2024
16/11/2023	BankVic	1,000,000.00	364 days	5.45%	14/11/2024
23/11/2023	Auswide Bank	2,000,000.00	364 days	5.45%	21/11/2024
30/11/2023	MyState Bank	2,000,000.00	364 days	5.40%	28/11/2024
30/11/2023	Judo Bank	1,000,000.00	168 days	5.40%	16/05/2024
30/11/2023	Australian Unity	2,000,000.00	329 days	5.45%	24/10/2024
7/12/2023	Commonwealth Bank	2,000,000.00	314 days	5.09%	16/10/2024
12/12/2023	Beyond Bank	1,000,000.00	233 days	5.30%	1/8/2024
12/12/2023	Beyond Bank	1,000,000.00	323 days	5.35%	30/10/2024
20/12/2023	MyState Bank	1,000,000.00	364 days	5.15%	18/12/2024
	ANZ Deposit at Call	50,962.22	Cash at Call		

	CBA Deposit at Call	6,043,044.65	Cash at Call		
	TOTAL:	\$80,294,006.87			

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)	\$ 11,568,930.18
Rates received as at 31/12/2023	\$ 6,717,923.28
% of rates received to date	58.07%

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 December 2023
 2. That Council confirms the payment of accounts, for the period 01 December to 31 December 2023, summarised in the accounts summary totalling \$4,582,807.84
-

8.7 Finance and Investment Report for January 2024



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 JANUARY 2024.

BANK BALANCES AS AT 31ST JANUARY 2024

ACCOUNT	BALANCE
General Fund	\$6,397,923.92
Business Card	\$40,000.00
	\$6,437,923.92
<i>Invested Funds</i>	
Fixed Deposits	\$75,200,000.00
Deposits at Call	\$5,116,333.02
	\$80,316,333.02
Net Balance	\$86,754,256.94
Percentage of Invested Funds to Net Balance	92.58%

STATEMENT OF BANK BALANCES AS AT 31.01.2024

SUBMITTED TO THE ORDINARY MEETING FEBRUARY 20, 2024

BALANCE as at 01.01.24 **\$6,245,984.83**

Add Receipts

Receipts Over \$150,000

10/01/24 Trans from General to CAC 1,000,000.00
 24/01/24 Term Deposit Redemption 1,000,000.00

Receipts Under \$150,000 778,714.51

Total Receipts for January 2024 **\$2,778,714.51**

Less Payments

Payments over \$150,000

09/01/24 Judo Bank Pty Ltd -1,000,000.00
 14/01/24 Rods Earthmoving & Exc -264,165.00

Payments under \$150,000 -1,362,610.42

Aged Care	\$4,864.00
Bank Fees	1,706.99
Cemetery	2,316.79
Children's Services	\$13,902.26
Community	\$2,169.30
Construction	\$12,308.44
Corporate	\$407,359.62
Development Services	\$10,862.70
Direct Debits	\$1,050.50
Employee	\$668,739.67
Governance	\$21,157.82
Insurance	\$68,613.33
Investments	\$1,000,000.00
Library	\$157.60
Maintenance	\$70,000.28
Plant/Fuel	\$36,831.66
Roads	\$270,632.07
Utilities	\$30,051.31
VIC	\$3,741.70
Waste	\$309.38

Total Payments for January 2024 **- \$2,626,775.42**

CASH BALANCE **\$6,397,923.92**

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 January 2024 to 31 January 2024.

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

Payment Type		Voucher No's	Total
Cheques		026391-026394	\$2,007.22
Auto-pay	Creditors	E034374 – E034616	\$2,064,629.87
Auto-pay	Payroll	07/01/24 – 28/01/24	\$557,380.84
Bank Charges & Commissions		January 2024	\$1,706.99
Direct Debits	Repayments & Vehicle Lease		1,050.50
			\$2,626,775.42

7. Are fully supported by vouchers and invoices and have been fully registered.
8. 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.
9. 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.
10. The prices and computations of every account are correct.
11. 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.
12. The provisions of the Local Government Act, 1993 and Regulations in connection therewith have been complied with.

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

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

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 20th February 2024, 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 \$2,626,775.42 was submitted to the Ordinary Meeting on the 20th February 2024 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 1st January 2024. 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
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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
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	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
5/10/2023	NAB	1,500,000.00	364 days	5.25%	3/10/2024
11/10/2023	NAB	2,000,000.00	364 days	5.15%	9/10/2024
18/10/2023	Police Bank	2,000,000.00	287 days	5.10%	31/07/2024
19/10/2023	NAB	2,000,000.00	364 days	5.20%	17/10/2024
25/10/2023	Police Bank	2,000,000.00	365 days	5.05%	24/10/2024
9/11/2023	AMP	1,000,000.00	364 days	5.35%	7/11/2024
16/11/2023	BankVic	1,000,000.00	364 days	5.45%	14/11/2024
23/11/2023	Auswide Bank	2,000,000.00	364 days	5.45%	21/11/2024
30/11/2023	MyState Bank	2,000,000.00	364 days	5.40%	28/11/2024
30/11/2023	Judo Bank	1,000,000.00	168 days	5.40%	16/05/2024
30/11/2023	Australian Unity	2,000,000.00	329 days	5.45%	24/10/2024
7/12/2023	Commonwealth Bank	2,000,000.00	314 days	5.09%	16/10/2024
12/12/2023	Beyond Bank	1,000,000.00	233 days	5.30%	1/8/2024
12/12/2023	Beyond Bank	1,000,000.00	323 days	5.35%	30/10/2024
14/12/2023	Bank of QLD	2,000,000.00	278 days	5.15%	17/09/2024
20/12/2023	MyState Bank	1,000,000.00	364 days	5.15%	18/12/2024
9/01/2024	Judo Bank	1,000,000.00	329 days	5.10%	3/12/2024
10/01/2024	Defence Bank	1,000,000.00	565 days	5.10%	9/01/2025
19/01/2024	AMP	1,000,000.00	368 days	5.15%	21/1/2025
31/01/2024	Great Southern Bank	2,500,000.00	365 days	5.05%	30/01/2025
	ANZ Deposit at Call	50,962.22	Cash at Call		
	CBA Deposit at Call	5,065,370.80	Cash at Call		
	TOTAL:	\$80,316,333.02			

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)	\$ 11,594,262.42
Rates received as at 31/01/2024	\$ 6,997,028.49
% of rates received to date	60.35%

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 January 2024
 2. That Council confirms the payment of accounts, for the period 01 January to 31 January 2024, summarised in the accounts' summary totalling \$2,626,775.42
-

8.8 Budget Review – December 2023 Quarter



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 Local Government (General) Regulation 2005 requires the Council to prepare and consider a Budget Review Statement each quarter, which shows:

- Estimates of income and expenditure
- Appropriate revision of those estimates

The Statement must also include a report indicating changes in estimates for income and expenditure. This is done in consultation with the responsible director or manager of the relevant department. The Statement must comply with the Local Government Code of Accounting Practice and be considered by the Council and be considered by the Council no later than 2 months past the conclusion of the quarter.

The attached financial reports comply with the Council's statutory responsibilities and are presented using the organisational structure approved by the Council.

The Quarterly Budget Review Statement has been prepared on an accrual basis as required.

The Statement includes:

- Budget Review Summary including actuals to date, original budget and revised estimates if applicable and remaining balance.
- Reserves Position

Overall Position

In general terms, the Council has received 60% of projected revenue (calculated on an accrual basis) to the original budget and 34% of projected operating expenditure to the original budget by the end of December 2023. An increase in Council's Road works program over the next six months will see that percentage increase.

The balance of Council's cash and investments held is around \$86.5 million with \$39.1 million restricted.

Operational Budget and Variations:

At the end of the December quarter the budget amendment requests include an additional \$10,000 for staff relocation expenses and a \$2,000 increase in website costs. Corporate Services is requesting \$25,000 for service reviews and Technical Services has requested \$18,000 for sewer mains work at the Tivoli Theatre. All budget requests for the December quarter are to be funded from Council's budget with no reserve transfers requested. The total impact of these adjustments on the overall budget will see the net deficit change from \$5,831,421 as approved in the September quarter, to \$5,886,421.

The following are the results in the Departmental cost centres together with some commentary. An adjustment summary is attached to the review documentation.

OFFICE OF THE GENERAL MANAGER

The OGM has produced a result at the end of the second quarter that is within the budget for the directorate. Most areas appear to be performing within budget expectations and the overall net result is sitting at 40% of the originally budgeted result.

CORPORATE & COMMUNITY SERVICES

Corporate and Community Services directorate has produced a result at the end of the second quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provide for a favourable result.

DEVELOPMENT, REGULATORY & TECHNICAL SERVICES

Development and Regulatory Services had a net result of 63% at the end of the December quarter with Technical Services sitting at 48%. Grant funded projects should continue to take priority to meet deadlines.

Conclusion

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

As Council's Responsible Accounting officer, it is my opinion that the Quarterly Budget Review Statement for Bland Shire Council for the quarter ended 31st December 2023 indicates that Council's financial position at 31st December 2023 is considered satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Recommendation:

1. That the Quarterly Budget Review Report for the quarter ending December 2023 be received and noted.
 2. That the Council endorses the Statement acknowledging the financial position is considered satisfactory.
-

Signed _____ Date ____/____/____

Responsible Accounting Officer, Bland Shire Council

ADJUSTMENT SUMMARY - DECEMBER 2023 BUDGET REVIEW

EXECUTIVE	Requested Adjustment		Comments
	Income	Expenditure	
Governance			
- Staff relocation expenses		10,000	<i>Staff relocation costs. To be funded from Council's budget.</i>
Media & Community Relations			
- Website Costs		2,000	<i>Increase the original budget from \$15,000 to \$17,000. To be funded from Council's budget.</i>
Executive Total	0	12,000	

CORPORATE SERVICES	Requested Adjustment		Comments
	Income	Expenditure	
Corporate Support			
- Service Reviews		25,000	<i>To engage a consultant for Council's Service Reviews. To be funded from Council's budget.</i>
Corporate Services Total	0	25,000	

TECHNICAL SERVICES	Requested Adjustment		Comments
	Income	Expenditure	
Sewerage Disposal Services			
- Tivoli Sewer Mains		18,000	<i>Tivoli Theatre . To be funded from Council's budget.</i>
Technical Services Total	0	18,000	
GENERAL FUND TOTAL	0	55,000	

INCOME & EXPENDITURE - DECEMBER 2023 BUDGET REVIEW

INCOME

PRINCIPAL ACTIVITY	BUDGET	REQUESTED ADJUSTMENTS	AMENDED BUDGET	ACTUALS	BALANCE REMAINING
EXECUTIVE					
Governance	-277,360		-277,360	-2,130	-275,230
Democracy	0		0 0		0
Land Development	-2,295,000		-2,295,000	-41,454	-2,253,546
Economic Development	0		0 0		0
Tourism	-3,650		-3,650	-2,019	-1,631
Human Resources	-5,000		-5,000	-13,190	8,190
Media & Communications	0		0	0	0
WHS, Risk & Insurance	-36,000		-36,000	-18,353	-17,648
Executive Total Outcome	-2,617,010	0	-2,617,010	-77,146	-2,539,864
CORPORATE SERVICES					
General Revenue	-7,518,532		-7,518,532	-7,523,683	5,151
Financial Assistance & investments	-5,929,703		-5,929,703	-1,361,063	-4,568,640
Corporate Support	-791,100		-791,100	-1,476,041	684,941
Corporate Services Total	-14,239,335	0	-14,239,335	-10,360,787	-3,878,548
COMMUNITY SERVICES					
Community Development	-69,000		-69,000	-64,362	-4,638
Community & Aged Care	-467,400	-161,297	-628,697	-313,869	-314,828
Children's Services	-1,730,096		-1,730,096	-1,082,823	-647,273
Library	-94,000		-94,000	-82,142	-11,858
Community Services Total	-2,291,496	-161,297	-2,452,793	-1,478,834	-973,959
DEVELOPMENT & REGULATORY SERVICES					
Regulatory Services	-6,600		-6,600	-27,399	20,799
Developmental Control	-76,000		-76,000	-99,159	23,159
Environmental Planning	-5,500		-5,500	-20,551	15,051
Health & Environment	-2,000		-2,000	-150	-1,850
Council Property Maintenance	-173,552		-173,552	-68,591	-104,961
Development & Regulatory Serv Total	-263,652	0	-263,652	-215,849	-47,803
TECHNICAL SERVICES					
Works Administration	-1,236,500		-1,236,500	-1,690,565	454,065
Plant Running	-4,167,500		-4,167,500	-1,888,235	-2,279,265
Roads, Works & Transport	-4,526,833		-4,526,833	-665,863	-3,860,970
Public Services	-425,650		-425,650	-143,061	-282,589
Pools	-20,000		-20,000	-18,182	-1,818
Council Property Maintenance	-157,000		-157,000	-89,802	-67,198
Waste management	-1,870,468		-1,870,468	-1,686,296	-184,172
Sewerage Disposal Services	-1,988,885		-1,988,885	-2,069,711	80,826
Technical Services Total	-14,392,836	0	-14,392,836	-8,251,715	-6,141,121
GENERAL FUND TOTAL	-33,804,329	-161,297	-33,965,626	-20,384,331	-13,581,295

INCOME & EXPENDITURE - DECEMBER 2023 BUDGET REVIEW

EXPENDITURE

PRINCIPAL ACTIVITY	BUDGET	REQUESTED ADJUSTMENTS	AMENDED BUDGET	ACTUALS	BALANCE REMAINING
EXECUTIVE					
Governance	894,840		909,840	280,355	629,485
Democracy	214,500		214,500	71,576	142,924
Land Development	2,295,000		2,295,000	251,558	2,043,442
Economic Development	77,200		77,200	17,855	59,345
Tourism	199,000		199,000	120,954	78,046
Human Resources	371,450	10,000	381,450	120,038	261,412
Media & Communications	174,550	2,000	176,550	44,362	132,188
WHS, Risk & Insurance	1,286,906		1,286,906	250,646	1,036,260
Executive Total Outcome	5,513,446	12,000	5,540,446	1,157,345	4,383,101
CORPORATE SERVICES					
General Revenue	1,363,180		1,363,180	303,081	1,060,099
Financial Assistance & investments	132,884		132,884	33,416	99,468
Corporate Support	2,039,750	25,000	2,064,750	1,084,880	979,870
Corporate Services Total	3,535,814	25,000	3,560,814	1,421,377	2,139,437
COMMUNITY SERVICES					
Community Development	152,500		152,500	103,573	48,927
Community & Aged Care	664,750		826,047	446,677	379,370
Children's Services	1,730,096		1,730,096	980,111	749,985
Library	509,810		509,810	228,513	281,297
Community Services Total	3,057,156	0	3,218,453	1,758,874	1,459,579
DEVELOPMENT & REGULATORY SERVICES					
Regulatory Services	194,900		194,900	140,970	53,930
Developmental Control	807,950		807,950	546,474	261,476
Environmental Planning	239,000		239,000	11,045	227,955
Health & Environment	2,700		2,700	862	1,838
Council Property Maintenance	701,750		701,750	186,167	515,583
Development & Regulatory Services Total	1,946,300	0	1,946,300	885,518	1,060,782
TECHNICAL SERVICES					
Works Administration	3,817,885		3,817,885	935,813	2,882,072
Plant Running	2,737,000		2,737,000	1,383,262	1,353,738
Roads, Works & Transport	7,939,064		7,939,064	2,363,770	5,575,294
Public Services	4,675,892		4,675,892	1,833,558	2,842,334
Pools	439,695		439,695	242,806	196,889
Property Maintenance	81,450		81,450	15,459	65,991
Waste management	1,870,468		1,870,468	444,313	1,426,155
Sewerage Disposal Services	1,988,885	18,000	2,006,885	420,899	1,585,986
Technical Services Total	23,550,339	18,000	23,568,339	7,639,881	15,928,458
GENERAL FUND TOTAL	37,603,055	55,000	37,834,352	12,862,995	24,971,357

CAPITAL - DECEMBER 2023 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET	C/FWD PROJECTS	REQUESTED ADJUSTMENTS	AMENDED BUDGET	ACTUALS	BALANCE REMAINING
TECHNICAL SERVICES						
Plant Running	-375,000			-375,000	-9,768	-365,232
Roads, Works & Transport	-1,849,827			-1,849,827	0	-1,849,827
Technical Services Total	-2,224,827	0	0	-2,224,827	-9,768	-2,215,059
GENERAL FUND TOTAL	-2,224,827	0	0	-2,224,827	-9,768	-2,215,059

PRINCIPAL ACTIVITY	BUDGET	C/FWD PROJECTS	REQUESTED ADJUSTMENTS	AMENDED BUDGET	ACTUALS	BALANCE REMAINING
EXECUTIVE						
Tourism	5,000			5,000	0	5,000
Executive Total Outcome	5,000	0	0	5,000	0	5,000

TECHNICAL SERVICES						
Plant Running	1,805,500			1,805,500	1,197,236	608,264
Roads, Works & Transport	2,459,827			2,459,827	963,086	1,496,741
Public Services	26,000			26,000	5,535	20,465
Technical Services Total	4,291,327	0	0	4,291,327	2,165,857	2,125,470
GENERAL FUND TOTAL	4,296,327	0	0	4,296,327	2,165,857	2,130,470

CASH & INVESTMENTS - DEC 2023 BUDGET REVIEW

BALANCE 31-12-2023	
<u>GENERAL FUND - EXTERNAL RESTRICTIONS</u>	
Aged Care Services Reserves	596,066.86
Childrens Services Reserves	1,448,228.27
Roads to Recovery Reserve	647,915.00
WHS Incentive Bonus	21,829.00
Crown Mangement Reserve	100,000.00
Flood Damage Reserve	1,641,975.00
Community Relations - Heritage Walk	8,060.00
Kikoiira Hall	45,968.00
FLR Alleena	50,000.00
DECC Funding	16,150.00
Future Towns Project	43,729.00
Trust Deposits	67,335.78
Sec 94 Contributions - Open Space	994.50
Sec 94 Contributions - General Development	436,404.46
Sec 94 Contributions - Stormwater	636.02
Sec 94 Contributions - Bushfire	802.30
Sec 94 Contributions - Car Parking	6,720.00
Sec 94 Contributions - Studies	755.29
Sec 94 Contributions - Roads	13,640.62
<u>Sewer Fund</u>	-
Reticulation Reserve - Internally Restricted Reserve	53,752.00
Sec 64 Contributions (Sewer) - External	100,685.00
Sewer Fund - Externally Restricted Reserve	5,483,687.00
Total Externally Restricted	10,785,334
<u>GENERAL FUND - INTERNAL RESTRICTIONS</u>	
Employees Leave Entitlements	1,613,286.61
Plant Purchases	1,635,462.00
Cemetery Reserve	26,598.00
Working Reserve	353,990.63
FAG Grant Reserve - General	2,360,385.00
FAG Grant Reserve - Road Component	1,530,146.00
Economic Development Reserve	2,462,734.98
Grant Match Reserve	663,670.00
Waste Depot Reserve	341,029.00
Gravel Pit Restoration	322,792.44
Community Facilities	2,840,265.43
Loan Repayment Reserve	648,442.00
Council Works	10,000.00
Election Reserve	50,012.00
Employee Assist & Attraction Reserve	36,172.00
Infrastructure Renewal Reserve	1,201,621.00
Heritage	39,201.00
Infrastructure Backlog Reserve	1,000,000.00
Depreciation Reserve	10,000,000.00
Land Development Reserve	582,609.10
Access Grant Reserve	5,000.00
Verandah/ Façade Restoration Reserve	43,675.00
Evolution VPA	576,760.00
Total Internally Restricted	28,343,852
Total Restricted	39,129,186
Total Cash & Investments	86,579,992
Unrestricted Cash	47,450,806

CONTRACTS > \$150,000 as at 31 DECEMBER 2023

Contractor	Contract Detail & Purpose	Amount Paid	Commencement	Duration of Contract	Budgeted
			Date		(Y/N)
Court Craft (Aust) Pty Ltd	WW Netball Courts	613,362.10	1/10/2023	Project only	Y
Fulton Hogan Industries	Road works	1,215,971.17	1/09/2023	Project only	Y
GP Evans & Englert	Property Purchases	510,183.68	4/10/2023	Purchase only	Y
Rods Earthmoving & Excavation	Industrial Subdivision	220,000.00	1/10/2023	Project only	Y
Stabilised Pavements Australia	Road works	2,471,627.82	1/07/2023	Project only	Y
Temora Shire Council	RFS Contribution 1st Quarter	151,790.48	1/07/2023	Annual	Y

CONSULTANCY & LEGAL EXPENSES > \$50,000 as at 31 DECEMBER 2023

Expenses	Details	YTD	Budgeted (Y/N)
		NIL	

KEY PERFORMANCE INDICATORS as at 31 DECEMBER 2023

Rates & Annual Charges Coverage Ratio					
	Rates	Waste	Sewer	Total	Ratio
Rates & Annual Charges	-7,523,683.05	-1,686,295.85	-2,069,710.83	-11,279,689.73	33%
Revenue from Continuing Operations				-33,804,329.00	
% Revenue Achieved					
Actual Revenue Achieved				-20,384,330.55	60%
Budgeted Revenue from Continuing Operations				-33,804,329.00	
% Actual Expenditure					
Actual Expenditure YTD				12,862,994.65	34%
Budgeted Expenditure from Continuing Operations				37,603,055.11	

8.9 Progress Report on the Combined Delivery Program and Operational Plan 2019-2023



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

Strategy 10.3 Ensure the General Manager takes a high-level role in implementing the Community Strategic Plan and other Council documents

Author: Director Corporate and Community Services

Introduction

The Integrated Planning and Reporting framework for NSW Local Government was implemented at Bland Shire Council from 1 July 2012. In accordance with the Integrated Planning and Reporting framework, Council revised and adopted the Community Strategic Plan and supporting documents in February 2022 following the December 2021 Local Government Elections.

The attached report is the progress report for implementation of the Combined Delivery Program and Operational Plan (**Attachment 1**). It covers the period commencing 1 July 2023 and ending 31 December 2023.

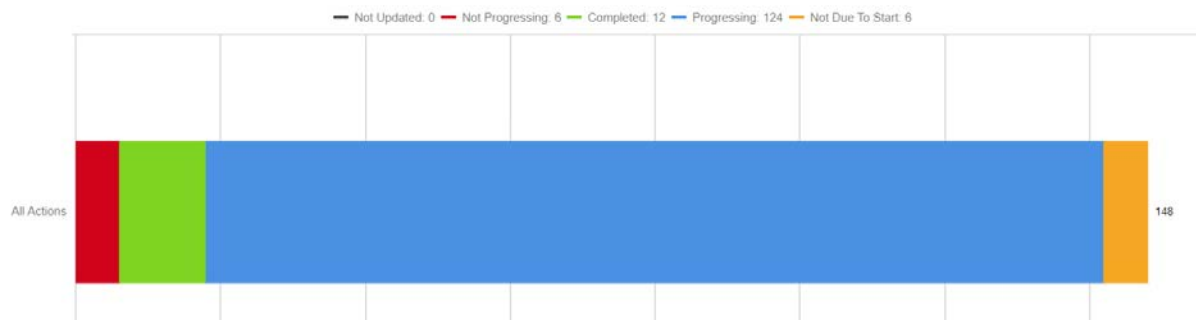
The Delivery Program details the strategies and actions across the operational areas of council that will be undertaken to achieve the community objectives as stated in the Community Strategic Plan. It is designed as the single point of reference for all principal activities undertaken by Council during its term of office.

All plans, projects, activities and funding allocations must be linked to this Program. Supporting the Delivery Program is the annual Operational Plan (2022/2023). It spells out the details of the Program – the individual projects and activities that will be undertaken each year to achieve the commitments made in the Delivery Program. Progress reports are provided to the Council, with respect to the principal activities detailed in the Delivery Program on a six-monthly basis.

Summary

The attached Progress Report on the Combined Delivery Program and Operational Plan details the actions, projects, improvements and initiatives that have been undertaken for the six-month period ending 31 December 2023.

Council's actions as detailed in the four-year Delivery Program and one-year Operational Plan continue to be monitored on a quarterly basis. The table following is an indication of overall performance against the 2023/2024 Operational Plan actions as of 31 December 2023.



The six items indicated as not progressing as of 31 December 2023 were due to lack of staff resourcing or no action scheduled. Work is due to commence on four of the six items in the current period. Those items are:

- Promote Access Mobility Map.
- Develop and implement Asset Management Plans for Council assets
- Review Technical Services Policies and Strategies.
- Advocate for improved telecommunications access in regional areas of Bland Shire.

The remaining two action items were:

- Develop Council Facility Accessibility Audit Plan
- Investigate suitable locations for improved telecommunications access.

There were six action items which were not due to start during the July-December period but are expected to be completed within the coming months. They were:

- Review and update the Disability Inclusion Action Plan.
- Recognise and celebrate volunteers for National Volunteer Week.
- Actively investigate Grant opportunities for the inclusion of an outdoor space for the library.
- Coordinate Youth Week Activities.
- Review Council's financial performance against the Long-Term Financial Plan and report against Office of Local Government Financial Performance Ratios.
- Conduct budget briefing sessions for Councillors.


Of these action items, the last two will coincide with Council's annual budgeting processes while the coordination of Youth Week Activities will commence following the successful recruitment of a Youth Development Officer.

Financial Implications

Any financial implications for Council have been identified and addressed through Council's Quarterly Budget Review processes. A report addressing this appears elsewhere in this business paper.

Recommendation:

That Council receive and note the report on the progress of the Combined Delivery Program and Operational Plan for the period 1 July 2023 to 31 December 2023.



**PROGRESS REPORT 1
ON THE COMBINED
DELIVERY PROGRAM
& OPERATIONAL PLAN
2023-2024**

OUR VISION, MISSION & VALUES

Working together



 <p>COMMUNITY <i>Put the community first</i></p>	 <p>TEAM WORK <i>Work together as a committed team</i></p>	 <p>RESPECT <i>Respect & value each other</i></p>	 <p>COMMUNICATION <i>Open & honest communication</i></p>	 <p>INTEGRITY <i>Act with integrity & honesty</i></p>	 <p>SERVICES <i>Continuously improve our services</i></p>	 <p>SAFETY <i>Keep ourselves & others safe</i></p>
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to improve our quality of life

A PLACE WHERE PEOPLE ARE **VALUED**, AN ENVIRONMENT THAT IS **RESPECTED**, A FUTURE THAT IS **BRIGHT**, A COMMUNITY THAT IS **PROUD**.

ACKNOWLEDGEMENT OF COUNTRY

Bland Shire Council acknowledges the Wiradjuri people who are the Traditional Custodians of the land on which our communities are located and pays respect to all Elders past, present and emerging.

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OUR JULY TO DECEMBER

Bland Shire Council is a place where people are valued, an environment that is respected, a future that is bright and a community that is proud. Our role as Council is to use our community's vision to guide our plans for the future. That is why the four-year Delivery Program, with a one year Operational Plan for 2023-2024, including the annual budget has been created and have based it on the four key outcome areas you told us were most valuable and needed to maintain your quality of life.

The four outcomes we are working on to achieve are:

- Our People – a strong, healthy, connected and inclusive community
- Our Places – maintain and improve the Shire's assets and infrastructure
- Our Leadership – a well-run Council acting as the voice of the community
- Our Prosperity – growing our population and jobs.

Take a look at some of the programs and projects we delivered during 2023-2024, each of which are contributing to delivering our Community's vision for the future.

HIGHLIGHTS

2023 - 2024

Mornings, Melodies and Memories Program

The Mornings, Melodies and Memories community-led initiative from Bland Shire Council was successful in receiving \$50,000 from the third round of the NSW Government's Reducing Social Isolation for Seniors Program. The Mornings, Melodies and Memories program is a series of gatherings held across the Shire to share local history and build connections. Through the Mornings, Melodies and Memories Program local artists have been engaged to participate and provide live entertainment at each village. Performer, Craig Giles, provided a larger scale event in West Wyalong on Monday 31 July and again on Saturday 2 December at the West Wyalong S&C Club. A total of 89 senior community members attended the first event with 136 enjoying the December performance. The project was designed to run for approximately 10 months with monthly events in the communities of Barmedman, Ungarie and Weehalle and bi-monthly in the communities of Tallimba and Mirrool. It was important to support our local seniors as they play such an important role in breaking down those social barriers of social isolation.

Improvements to parks and playgrounds

There was significant progress in some of our more well-known projects within the Bland Shire in particular the completion of the McCann Park Adventure Playground. The opening for the playground was held on Saturday 22 July and featured a complimentary BBQ on the day. A great number of excited children from around the Bland Shire community embraced the opportunity to enjoy this wonderful new playground in the Saturday sunshine. Since then the playground has been enjoyed by plenty of locals and visitors alike. Another project that was completed during this period was the eye-catching Ninja Park Playground at Redman Oval. Next to the Ninja Park Playground, the new BMX track took shape and both of these facilities were officially "launched" during the Hearts of Gold Festival weekend. Work also commenced on the upgrades to the netball courts at McCallister Oval, which is scheduled to be finalised early in the new year.

Hearts of Gold Festival

The Hearts of Gold Festival was successfully delivered in partnership with Hearts of Gold Committee and Evolution Mining as well as with local community organisations running activities to take advantage of the increased number of visitors to town. There were large attendance levels at all official and partner events.

Turning up the tap

West Wyalong's Water Reliability Project became a reality in December with completion of works and official launch. Discussions around West Wyalong's water pressure began in 2019, fast forward four years later after several customer surveys, feasibility studies, discussions over project designs and lobbying for funding. Customers now experience improved water flow by up to 40% in parts of the township. Increased water security for future generations and allowing for growth and prosperity are just some of the benefits this community will experience. This project was made possible by the partnership between the State, Federal and Local Governments.

Popular Library Programs

The library continued to provide regular programs include Day Book Club, GOLD Club for Seniors, Tech Savvy Senior, Knit & Knatter, Lego Club, Storytime, Baby Bounce, and Pals of the Pen. The regular adult programs had 160 participants while the children's programs drew 733 participants. A Mental Health Talk conducted had 17 attendees, Scams Awareness Workshops - 18 seniors and 72 students and HSC Lockin - 25 participants. The Summer Reading Club was Launched with 20 adults & 52 children taking part. In addition to this, there were a number of preschool & day care visits from 130 of the shire's younger residents while 15 participants from Kurrajong Lifestyle Choices attended special activities at the library. The annual Christmas Food & Gift Appeal was held to support the St Vincent de Paul Society and the Santa Mailbox saw 84 letter writers receive a response from Mr Claus!

REPORTING OUR PROGRESS



Pictured is the Ungarie RSL Memorial Park Mural that forms part of the award winning Bland Shire Art Trail.

PERFORMANCE MEASURES

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

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

MONITORING AND REPORTING

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

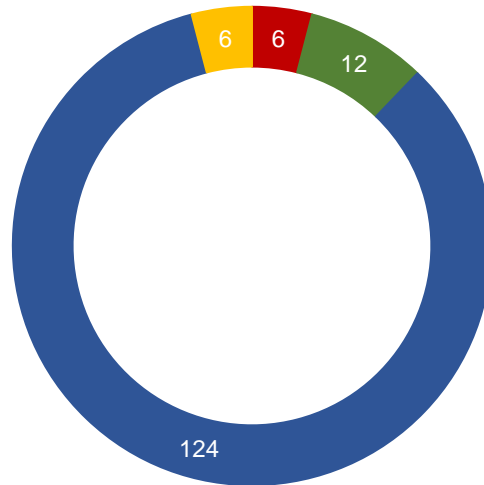
All reports will be made available to the community at Council meetings and on Council's website. Council's management team will internally monitor on a quarterly basis the output and actions as detailed in the four year Delivery Program and one year Operational Plan. The outcomes will be formally reported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

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

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

PROGRESS SNAPSHOT

We have completed the first six months, 1 July 2023 – 31 December 2023 of our Delivery Program with 12 out of 163 actions completed in the 2023/2024 Operational Plan with only 6 actions not progressing.



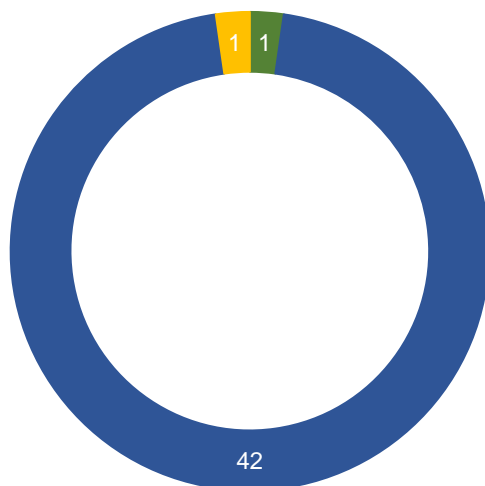
■ Not Progressing ■ Completed ■ Progressing ■ Not Due to Start

OUR PEOPLE -

A STRONG, HEALTHY, CONNECTED AND INCLUSIVE COMMUNITY

OUR OBJECTIVES

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



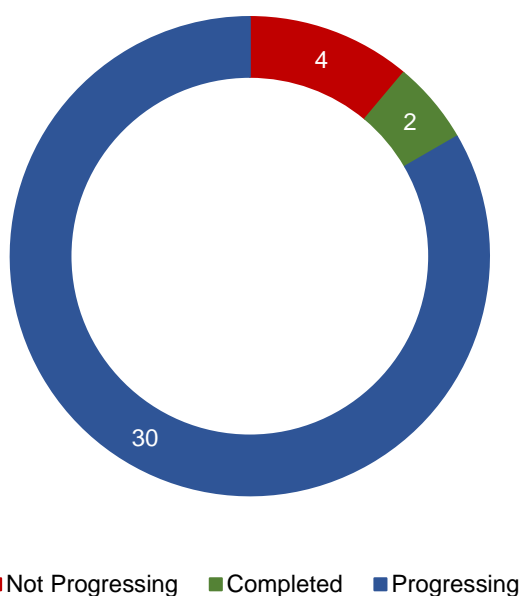
■ Completed ■ Progressing ■ Not Due to Start

OUR PLACES

MAINTAIN AND IMPROVE THE SHIRE'S ASSETS AND INFRASTRUCTURE

OUR OBJECTIVES

- 5. Work in partnership with key stakeholders to provide equitable access to Council's road infrastructure, services and facilities.
- 6. Manage waste and recycling to improve the utilisation of existing resources, including exploring new technologies.
- 7. Manage waste and sewerage resources.
- 8. Public places and facilities are well maintained and easily accessible.
- 9. Appropriate programs, plans and budgets are developed, implemented and monitored for the effective and efficient management of Council's assets and infrastructure.

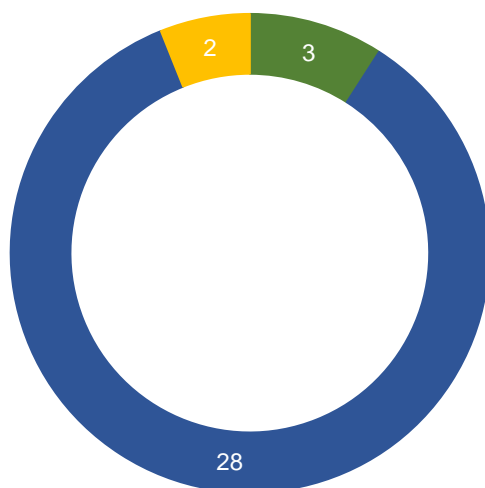


OUR LEADERSHIP

A WELL RUN COUNCIL ACTING AS THE VOICE OF THE COMMUNITY

OUR OBJECTIVES

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



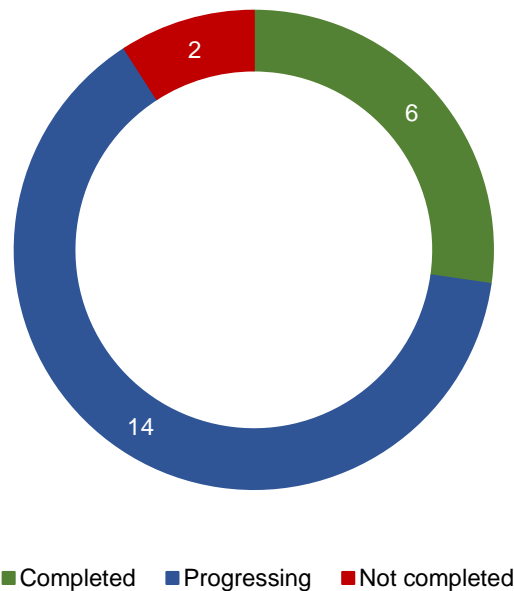
■ Completed ■ Progressing ■ Not due to start

OUR PROSPERITY

GROWING OUR POPULATION AND JOBS

OUR OBJECTIVES

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



SIX-MONTHLY UPDATE

Objective 1 -: Our People.

A strong, healthy, connected and inclusive community.

1: Health and support services address community needs.

1.1: Maintain active communication with health and allied health providers.

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.1.1	Advocate for the provision of health services, relevant allied health providers and medical practices within the Shire.	Director Corporate and Community Services	Progressing	Q1 - No progress on Local Health Advisory Committee meetings. Further contact to be made with local MLHD staff and Engagement Manager to determine possible dates. Information circulated to Councillors on MLHD community meetings. Q2 - Further contact made with Murrumbidgee Local Health District to obtain information about Local Health Advisory Committee meetings. Awaiting advice from MLHD.
1.1.2	Partner with local health services to implement workshops and provide resources to the community.	Community Development Officer	Progressing	Q1 - 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 people you care about know you're here, to really hear them. Q2 - Planning in place to distribute information and possibly host an event for Mental Health Awareness Week in May 2024.

1.2: Provide services to the frail, aged, disabled and their carers.

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.2.1	Review existing services in line with service model and government requirements.	Community Care Coordinator	Progressing	Q2 - Due to staff resources being limited, it has not been possible to undertake a review of existing services. However, following the recent appointment of a new coordinator it is expected that preliminary reviews will be undertaken within the coming calendar year.
1.2.2	Develop and implement programs to meet required need.	Community Care Coordinator	Progressing	Q2 - Bland Shire Community Care provides approximately eight specific services to around 100 clients on a monthly basis. These programs include social and physical activities as well as programs to engage not only older residents but representatives from younger community sections.
1.2.3	Network with service providers to strengthen relationships within community.	Community Care Coordinator	Progressing	Q2 - Due to staff resources being limited, there has not been an opportunity for networking with other service providers through attendance at the quarterly Interagency Meetings. However, following the recent appointment of a new coordinator it is expected that Community Care's involvement in these meetings will recommence this calendar year.
1.2.4	Provide services to towns and villages in the Shire.	Community Care Coordinator	Progressing	Q2 - Community Care clients currently serviced include people from communities outside the Wyalong/West Wyalong townships. Services are provided on a needs-based assessment process and priorities accordingly.
1.2.5	Undertake regular surveys across all services including seeking and recording client feedback.	Community Care Coordinator	Progressing	Q2 - Feedback from clients is currently anecdotal due to staff resourcing constraints. Feedback is generally positive and when and where issues are raised, discussions take place and remedial actions are implemented.

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.2.6	Continue to support and provide information to members of the community seeking assistance in accessing services available.	Community Care Coordinator	Progressing	Q2 - While general information has been provided to prospective clients on funded service availability, due to staff resource constraints, brokered services were placed on hold until appointments to fill vacancies can be finalised. Information provision will improve once a full staff cohort exists.
1.2.7	Investigate grant opportunities to upgrade infrastructure and equipment required for service provision.	Community Care Coordinator	Progressing	Q2 - Significant work has been undertaken on the Community Care Centre to provide suitable space for service providers. It is not intended to seek further grant funding for upgrades at this time. The main reason for this is there is a need to bed down existing services and allow time for newly appointed staff to have an opportunity to explore local needs. This will be assisted by client surveys and through the preparation of a new Community Strategic Plan.
1.2.8	Review and update the Disability Inclusion Action Plan.	Community Development Officer	Not Due To Start	Q1 - Due to commence in next reporting period. Q2 - .

2: Partnerships strengthen community health and safety.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
2.1.1	Work in partnership with TfNSW on Road Safety Campaigns to implement programs.	Director Technical Services	Progressing	Q2 - Plan B - Win a Swag campaign completed, Caravan Weigh in Day held for 4 Shires.
2.1.2	Provide up-to-date road safety information for display on Council's website and social media platforms	Director Technical Services	Progressing	Q2 - 4 Shires Road Safety Facebook page regularly updated
2.1.3	Remove offensive graffiti from Council infrastructure as soon as practical dependent on location and degree of offensiveness.	Leading Hand - Urban Maintenance	Progressing	Q2 - Graffiti is removed from all Council Infrastructure by Council's cleaners as soon as practicable when reported.
2.1.4	Provide opportunity, training and governance support to Council's Section 355 Committees.	Risk & Insurance Officer	Progressing	Q1 - To work with all S355 committees and provide support. Also to provide inductions for representatives of all S355 committees Q2 - work with section 355 committees
2.1.5	Support and promote young driver educational programs.	Community Development Officer	Progressing	Q1 - PCYC Safer Driving Program was conducted Monday 25 September with nine younger drivers taking the opportunity to learn to become a safer driver, through theory and a practical driving lesson. Q2 - Successful grant obtained to deliver NRMA driving lessons for free in the January school holidays.
2.1.6	Undertake inspections in accordance with Food Act 2003 and Public Health Act 2010 inc: food, skin penetration and mortuary premises.	Planning & Compliance Officer	Progressing	Q2 - Three (3) inspections were carried out during the reporting period. One of these were initiated from a complaint received by Council. No serious breaches were identified, Council staff have until end of June 2024 to complete inspection program.

Action Code	Action Name	Responsible Officer Position	Status	Comments
2.1.7	Implement Council's on site waste management systems inspection program.	Planning & Compliance Officer	Progressing	Q2 - Four (4) Inspections were carried out during the reporting period.
2.1.8	Promote the continued use of online training program for Food Safety.	Planning & Compliance Officer	Progressing	Q2 - Recent changes to the Food Standards Code introduced new requirements for all businesses that prepare and serve food in NSW. Council proactively engaged with stakeholders by way of posting out letters, updating our website information, sharing information on social media and providing links via Council's website to other resources. Links to online training programs continue to be available on Council's website. Council also issue Food Safety calendars annually which is a highly valued educational tool within the food retail sector which contributes to reinforcing and promoting safe food handling practices among retail food businesses.
2.1.9	Promote Health Awareness and options for training and self-education including, but not limited to, Mental Health Month, National Epilepsy Awareness Month, Coeliac Awareness Week, National Palliative Care Week, Heart Week, Kidney Health Week, World No Tobacco Day, etc.	Community Development Officer	Progressing	Q1 - Mental Health Month is held during October, promotion to commence in the next reporting period. Q2 - Council staff are currently investigating options of an event to focus on Mental Health Awareness week in May 2024.
2.1.10	We will provide appropriate support for emergency service providers ensuring their ongoing involvement within the community is effective.	Foreman - Environmental Services	Progressing	Q1 - Participation with LEMC. Q2 - Chaired LEMC meeting on the 30th November. Attended REMC meeting on 22nd November

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3: Community and culture are nurtured and enriched.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.1.1	Identify funding opportunities to achieve community goals and assist community groups with external grant opportunities.	Community Relations Officer	Progressing	Q1 - x 6 Grant opportunities shared and promoted via social media. Q2 - - x5 grants advertised on Facebook page. - Barmedman Development Association Inc achieved successful Strengthening Communities Grant application - West Wyalong Hospital Auxiliary unsuccessful Strengthening Communities Grant application - Skin Check Truck – funding to be provided for a rolling program of visits.
3.1.2	Recognise and celebrate volunteers for National Volunteer Week.	Community Development Officer	Not Due To Start	Q1 - National Volunteer Week celebrations are not due to commence until May 2024. Celebratory event will be held in May in accordance with National Volunteer Week timeframes. Q2 - National Volunteer Week celebrations are not due to commence until May 2024. Celebratory event will be held in May in accordance with National Volunteer Week timeframes.
3.1.3	Facilitate and support groups that build skills and social inclusion including workshops/presentations.	Community Development Officer	Progressing	Q1 - Assistance provided to the very enthusiastic Hearts of Gold Festival Committee to offer support for their planned weekend long festival to be held in West Wyalong 2023. Q2 - .

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.1.4	Manage and administer Council's community related grant applications inc: Strengthening Community's Program	Director Corporate and Community Services	Progressing	<p>Q1 - Applications received from the following organisations: Southern Sports Academy Donation Sponsorship for West Wyalong Community Radio Strengthening Community's Grant - Weethalle Museum Two of the three applications received funding, the third application from Weethalle Museum did not meet the funding guidelines.</p> <p>Q2 - Applications received from the following organisations: Southern Sports Academy Donation Barmedman Development Association, West Wyalong Hospital Auxiliary, Australian Skin Cancer Foundation, Sponsorship for West Wyalong Community Radio Strengthening Community's Grant - Weethalle Museum Five of the six applications received funding, the application from Weethalle Museum did not meet the funding guidelines.</p>
3.1.5	Report on progress of Bland Shire Council's externally funded programs and projects	Manager Customer & Financial Services	Progressing	<p>Q2 - Council's externally grant funded programs are progressing, with new grants being applied for when available. Council continues to be reliant on external grant funding for its sustainability.</p>

3.2: Provide cultural activities and community programs that foster social development and community wellbeing.

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.2.1	Continue membership and participation with Eastern Riverina Arts Inc.	Community Development Officer	Completed	Q1 - Membership with ERA renewed for 2023-24 period. Q2 - Membership renewed. Community Development Office met with the Eastern Riverina Arts Executive Officer in December to discuss possible grants and workshop opportunities.
3.2.2	Facilitate visiting artist/exhibition/performance	Community Development Officer	Progressing	Q1 - Through the Mornings, Melodies and Memories Program local artists have been engaged to participate and provide live entertainment at each village. Performer, Craig Giles, provided a larger scale event in West Wyalong on Monday 31 July held at the West Wyalong S&C Club. A total of 89 senior community members were in attendance. Planning is currently underway for another event to be held Saturday 2 December 2023. Q2 - Through the Mornings, Melodies and Memories program artists have provided entertainment for our Senior Community Members, with Craig Gils performing at the final Mornings, Melodies and Memories event held in December 2023, with approximately 136 attendees.

3.3: Support and strengthen our indigenous culture and history.

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.3.1	Contribute to the positive working relationship with the Local Aboriginal Lands Council.	General Manager	Progressing	Q2 - Discussions with LALC held in regard potential land development partnership opportunities.

3.4: Foster a community learning culture optimising our physical and virtual spaces.

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.4.1	Continue to promote the library as a community hub by fostering lifelong learning for all ages through the provision of relevant community programs.	Library Services Coordinator	Progressing	<p>Q1 - Regular programs include Day Book Club, GOLD Club for Seniors, Tech Savvy Senior, Knit & Knatter, Lego Club, Storytime, Baby Bounce, and Pals of the Pen. (Adult programs - 223 participants; children's programs - 430). Home library service - 48 deliveries. Multiple school visits - 335 participants. NAIDOC Week (July) - included aboriginal artefacts display. Little Emergencies (July / September) - 20. Book With a Twist Photo Competition (Library & Information Week) - 26. Playwriting Workshops (August) - 34. Book Week (August / September) - 360. Handmade Paper Workshop (August) - 8. Family History Workshop - 5. Scams Awareness Workshops (July / September) - seniors (38), Kurrajong Lifestyle Choices (25), secondary students including a special education group (125). Craft afternoon with Kurrajong Lifestyle Choices (September) - 16 participants. Aged Care Reform Information Hub hosted. Current membership 1497 (includes 1011 adults, 190 youth, & 217 junior).</p> <p>Q2 - Regular programs include Day Book Club, GOLD Club for Seniors, Tech Savvy Senior, Knit & Knatter, Lego Club, Storytime, Baby Bounce, and Pals of the Pen. Regular adult programs - 160 participants. Regular children's programs - 733 participants. Mental Health Talk - 17 attendees. Scams Awareness Workshops - 18 seniors and 72 students. HSC Lockin - 25 participants. Summer Reading Club Launch - 20 adults & 52 children. Preschool & Day Care visits - 130 participants. Kurrajong Lifestyle Choices - 15 participants, Christmas Food & Gift Appeal held to support the St Vincent de Paul Society. Afterschool Christmas Craft. Year 10 student work placement. Current membership 1524 (up from 1486 previous quarter after an update of the database), VIC enquiries by library staff - 495. Information requests - 345. Customer service requests - 773. Computer usage - 395. Wi-Fi requests - 162. Home library service - 62 deliveries. Santa's Mailbox - 84 letters received.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.4.2	Library content and services are available to the community in various platforms as per Riverina Regional Library service agreement.	Library Services Coordinator	Progressing	<p>Q1 - The library maintains an onsite collection consisting of Adult Fiction (3465), Large Print (1258), Adult Non-fiction (953), Biographies (302), Local History (103) Magazines (462), Audiobooks (304), DVDs (797), Junior Fiction (1693), Junior Non-fiction (371), Early Readers (672), Picture Books (1694), Junior Audiobooks (17) Junior DVDs (283), Youth (331) and Equipment (27). While the total number of items held has been reduced from 13452 (Q1 2022) to 12764, the age of the collection has decreased significantly. Regular weeding of the collection ensures that the collection remains fresh and up-to-date. The library receives a weekly delivery of new material (339 this quarter) (comparable to 369 received Q1 2022). Riverina Regional Library provides a weekly internal delivery service between branches, which includes story-time kits, school holiday kits, and promotional material. Riverina Regional Library continues to maintain and provides free access to a range of online resources.</p> <p>Q2 - The library continues to maintain an onsite collection of approximately 13,000 items consisting of adult fiction, adult non-fiction, young adult fiction plus non-fiction, junior fiction, junior non-fiction, easy readers or early literacy books, picture books, kits eg. save power kits, equipment eg. audio-readers, magazines, DVDs and audiobooks for both adults and children. The library manages the collection through "weeding" and the regular purchase of new material with the aim of keeping the collection fresh and up-to-date, encouraging an increase in usage. Subsequently, Bland Shire Library's collection is the second youngest collection within the whole of RRL. RRL continue to provide a weekly internal delivery service between branch libraries - includes story-time kits, school holiday or DYI kits, new collection items, and promotional material. RRL also continue to provide and maintain free access to a range of online resources.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.4.3	Actively investigate Grant opportunities for the inclusion of an outdoor space for the library.	Library Services Coordinator	Not Due To Start	<p>Q1 - Opportunities identified. No applications lodged. Plans and costings have been sought. Extremely frustrating, as no plans / costings have been submitted thus far.</p> <p>Q2 - No change in status. Still seeking plans and costings. However, the library's primary focus has always been on providing programs that benefit the community, Subsequently, due to the library being extremely busy and with current staffing levels limited, the outdoor area has become a lesser priority.</p>

4: Services are accessible for all residents.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.1.1	Coordinate Council's Civic functions inc: Citizenship Ceremonies and Australia Day.	Executive Assistant	Progressing	<p>Q1 - Functions held as required</p> <p>Q2 - Functions held as required with planning undertaken for Australia Day ceremonies, including hosting a civic reception for award nominees and new citizens.</p>
4.1.2	Coordinate Youth Week Activities.	Community Development Officer	Not Due To Start	<p>Q1 - Youth Week activities will be held in April 2024 in accordance with state Youth Week guidelines and timeframes.</p> <p>Q2 - Youth Week activities will be held in April 2024 in accordance with state Youth Week guidelines and timeframes.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.1.3	Conduct school holiday activities.	Community Development Officer	Progressing	<p>Q1 - PCYC Safer Driving Program held 25 September with nine younger drivers taking the opportunity to learn to become a safer driver through theory and practical driving lesson.</p> <p>GALMATIC Car Maintenance Workshop held 26 September where 11 youth participated in this hands-on workshop, diving under the bonnet checking oil, coolant, fluids and battery and changing a tyre.</p> <p>BBNSW conducted a 3x3 Street Hustle event at the West Wyalong Stadium with a total of 21 teams nominated, with a total of 84 individuals attending ranging from under 12s to under 18s.</p> <p>Bland Shire Council partnered with the West Wyalong Men's Golf Club to present a Junior (12-18 years) golf skills and competition. A total of 33 young people participated over the two days on offer.</p> <p>Q2 - Successfully received grant funding to hold a Youth Pool Party at Holland park pool on 20 December 2023. This grant provided free entry to Holland Park Pool, Free Waterslide and inflatable. Attendees were provided with canteen vouchers for free, offering a bag of lollies, slushie or can of drink, one hot food option and an ice block. 203 community members attended the Youth Pool Party.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.1.4	Facilitate Bland Shire Interagency meetings and networks.	Community Development Officer	Progressing	<p>Q1 - Bland Shire Interagency Meeting was held in September with approximately 15 service providers attending. The next meeting is scheduled for November 2023.</p> <p>Q2 - Bland Shire Interagency Meeting was held in November with approximately 20 service providers attending. The next meeting is scheduled for April 2024. Discussions and planning in place to host a Community Expo in West Wyalong on Wednesday 20 March 2024.</p>
4.1.5	Conduct library school holiday activities.	Library Services Coordinator	Progressing	<p>Q1 - The library hosted a school holiday program in July and September. The July program attended by 124 participants included two cake decorating sessions with Dagmar McIntyre, Lego, Sand Art, Boomerang Decorating (NAIDOC) and Eye Mask Decorating. The September program included two sessions with illustrator Matthew Lim. Matthew conducted a 60-minute Cartoon Drawing Workshop and a 90-minute Manga / Anime Drawing Workshop. The free workshops for children 7+ were attended by a total of 30 children. A live show by children's comedian Mister Snot Bottom (aka Mark Trenwith). was held. The show was attended by 38 children and 15 adults. A total of 34 children and 18 adults participated in a Lego Scavenger Hunt. Children attending the STEM Construction activity were challenged to build a variety of items using an assortment of confectionary, wooden toothpicks and skewers. 29 children and 8 adults attended.</p> <p>Q2 - Due to the September / October school holidays falling within the first and second quarter, this quarter's activities were reported on in the first quarterly report.</p>

4.2: Provide quality and affordable education and care services within the Bland Shire that meets the NSW Department of Education's National Quality Standards to provide social networking opportunities and resource access to the wider community through our ITAV and Toy Library Services.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.2.1	Implement and participate with the NSW Department of Education, Assessment and Rating regulations and guidelines.	Children's Services Coordinator	Progressing	Q1 - Continually working within guideline and regulations. Maintaining and updating any changes advised by the Department. Q2 - Continue to operate and meet guideline requirements. Amendments made to policies and day to day operations as advised by the Department and Regulatory Authority.
4.2.2	Conduct an annual survey, allowing community members an opportunity to voice their visions and goals for all Children's Services.	Children's Services Coordinator	Progressing	Q1 - Surveys conducted and service changes implemented for 2024 to capture to majority needs. Q2 - Will continue to offer community and family surveys throughout 2024. With the introduction of new software and online enrolments/documentation the survey will contain content about the roll out, successes and failures.
4.2.3	Review, maintain and update all service policies and procedures as required or as per regulation changes/amendments.	Children's Services Coordinator	Progressing	Q1 - Priority given to policies with regulation changes. Q2 - Currently behind on reviewing policies that are not impacted by regulation changes. Aim to complete these over the next few weeks and submit for feedback.
4.2.4	Involve all educators in the process to implement and maintain self-assessment tools for all services.	Children's Services Coordinator	Progressing	Q1 - Educators participate in meetings and communicate SAT input through observations and documentation. Individual quality areas to be discussed throughout the year. Q2 - Reflection meeting held in December to discuss the events of the year and allow all Educators an opportunity to express changes/goals/accomplishments to the Self Assessment tool. Each quality area was discussed, evidence was provided and documented.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.2.5	Encourage members from the community and actively engage current members to participate in the Toy Library service allowing access to quality and educational resources.	Children's Services Coordinator	Progressing	Q1 - ITAV is implementing user friendly methods to borrow toy library items. Constantly promoting this service. Q2 - Toy Library will move to an online platform soon, with families able to view the toy catalogue online and reserve any toys they like. ITAV staff are working on the finishing touches and hope to implement in the next month.

4.3: Actively engage with the community and promote open communication.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.3.1	In liaison with relevant staff, establish, maintain and regularly update relevant online presence by ensuring that Council's website is engaging, up to date and Council programs are promoted.	Community Relations Officer	Progressing	Q1 - Updating website with relevant Council initiatives and events, including the Australia day Nominations, updates to Cemetery Database, Swimming Pool Safety information, Hearts of Gold festival information, Morning's Melodies and Memories programs are advertised, Active Transport Plan, Drought Resilience Plan, Youth School Holiday activities and Council Meeting information. Q2 - - Council website updated regularly, weekly if not daily with current events and activities, job advertisements, road condition reports, development notices and Council Meeting documents. - 125 Facebook posts Q2, reach of 27,000, 2,900 post interactions. - Website views currently unavailable, in the process or resolving with provider.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.3.2	Produce media releases and other communications in varying formats for media outlets and digital platforms across Council's business activities.	Community Relations Officer	Progressing	<p>Q1 - x2 Media Releases in the past 3 months, relating to the Hearts of Gold festival, Gold Panning GWR attempt and opening of Ninja Park and BMX Track. x6 interviews organised, x4 radio interviews in relation to Hearts of Gold Festival with Holly Brooks, x1 phone interview in relation to Council Meeting with the Mayor for print publication and x1 phone interview in relation to Industrial Development projects in WW with GM for ABC.</p> <p>Q2 - - Media releases produced for the Hearts of Gold festival, Mornings Melodies and Memories Program, Mayor Appointed Deputy Chair of REROC and Australia Day.</p> <ul style="list-style-type: none"> - x3 interviews arranged with Mayor/GM for various media outlets. Including for Hearts of Gold festival, for media outlet in Scotland regarding sister cities, regarding Drought resilience Project. - Arranged for comment to be provided by the Mayor for Media Release by Steph Cooke's Office regarding road repair funding secured for Bland Shire - Information and comment provided to West Wyalong Advocate regarding new town signage, the new dog pound, star lane seats, the Australia Day ambassador, Council activities regarding storms, - x8 media hits

4.3.3	Engage and communicate with Shire residents to promote social inclusion and foster lifelong learning in the library.	Library Services Coordinator	Progressing	<p>Q1 - Bland Shire Library promotes its services, programs and events using multiple channels to reach all people residing within the Bland LGA. The library has a regular column titled What's Happening published weekly in the local Advocate. Social media platforms include Facebook and Instagram - both are updated almost daily. The library maintains a website, which is linked to Bland Shire Council and also the Riverina Regional Library. This quarter, ABC Riverina Radio has conducted a number of interviews with Council's Library Services Coordinator. Other forms of communication include school newsletters, community noticeboards, digital signage, printed handouts, and bookmarks with program dates. The Riverina Regional Library already provides patrons with the option of receiving marketing news. However, Bland Shire Library is currently liaising with Council's Media and Communications Officer in regards to creating it's own e-newsletter.</p> <p>Q2 - Bland Shire Library promotes its services, programs and events using multiple channels to reach all people residing within the Bland LGA. The library has a regular column titled 'What's Happening' published weekly in the local Advocate. Social media platforms include Facebook and Instagram - both are updated almost daily. The library maintains a website, which is linked to Bland Shire Council and the Riverina Regional Library. Other forms of communication include school newsletters, community noticeboards, digital signage, printed handouts, and bookmarks with program dates. The Riverina Regional Library already provides patrons with the option of receiving marketing news. However, Bland Shire Library is currently liaising with Council's Media and Communications Officer in regards to creating it's own e-newsletter.</p>
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4.4: Actively engage with youth to build social capital and a sense of belonging.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.4.1	Partner with youth and youth service providers (including schools) to deliver programs/initiatives that improve wellbeing and build the capacity of local youth.	Community Development Officer	Progressing	<p>Q1 - As part of Local Government Week, Council staff, accompanied by the Deputy Mayor hosted a "Careers @ Council" information session at the West Wyalong High School. A number of staff were on hand to speak to students who may be interested in finding out about what we do and how Council can support staff with education, training and career progression opportunities. Fourteen staff members were in attendance ranging from Administration, Cadets, Trainees, Library Services, Children's Services, Finance, Human Resources, Media & Communications, Engineering, Ranger Services and Assets. Students from years 8-12 were provided with the opportunity to move around the MPU and chat with all Council staff. Students were highly engaged in this session and feedback from students was very positive.</p> <p>Q2 - With the commencement of a Youth Services Office in January 2024, engagement with local schools will recommence.</p>
4.4.2	Attend regional youth focused meetings.	Community Development Officer	Progressing	<p>Q1 - Due to staff resourcing issues, no progress has been made in this area. The next Riverina-Murray Regional YDO Network meeting is scheduled for 14 November 2023.</p> <p>Q2 - Community Development Officer attended the Riverina-Murray Regional YDO Network Meeting in Griffith on the 14 November 2023, with the next meeting to be held in February 2024.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.4.3	Engage young people through local schools to jointly identify areas of need/improvement and the most effective methods for engaging with youth in the community.	Community Development Officer	Progressing	Q1 - Due to staff resourcing issues, no progress has been made towards the implementation of the Bland Shire Youth Space, interviews for the Youth Officer Position have been held and discussions with the West Wyalong High School have commenced regarding re-establishment of Council-High School connection. Q2 - Recruitment of a Youth Service Officer has been completed with the successful applicant to commence in January 2024. Plans for the finalisation of the Youth Space have recommenced with a deadline of 15 March 2024 in place for all works to be completed in readiness for the April school holidays and Youth Week celebrations. YSO to meet with the West Wyalong High School and Ungarie Central School senior students early in Term one to re-establish connections.

Objective 2 -: Our Places.

Maintain and improve the Shire's assets and infrastructure.

5: Partner with stakeholders to provide access to infrastructure, services and facilities.

5.1: Facilitate the delivery of accessible services and infrastructure.

Action Code	Action Name	Responsible Officer Position	Status	Comments
5.1.1	Promote Access Mobility Map.	Community Development Officer	Not Progressing	Q1 - Due to staff resourcing issues, no progress has been made in this area. Preliminary discussions have been held, with the Map to be updated in the new year. Q2 - Due to staff resourcing issues, no progress has been made in this area. Preliminary discussions have been held, with the Map to be updated in the new year.
5.1.2	Manage and administer Council's Access Incentive Scheme to improve accessibility to local buildings and business premises across the Shire.	Planning & Compliance Officer	Progressing	Q2 - One application was received and approved under the Access Incentive Grant Scheme. From previous reporting history, a review of the Disability Inclusion and Access Plan is to be carried out.
5.1.3	Develop Council Facility Accessibility Audit Plan	Planning & Compliance Officer	Not Progressing	Q2 - No progress made due to lack of Council resources.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
5.2.1	Process heavy vehicle road usage applications.	Assets & Engineering Services Projects Officer	Progressing	<p>Q1 - During the quarter July 2023 to September 2023 there were 158 applications received for heavy vehicle access onto the local road network. Of these, 26 applications were rejected due to the potential structural impact on Council's road network.</p> <p>Q2 - During the quarter October 2023 to December 2023 there were 150 applications received for heavy vehicle access onto the local road network. Of these, 22 applications were refused due to the potential structural impact on Council's road network.</p>
5.2.2	Engage with government agencies and other networks which impact road infrastructure and services within the Bland Shire.	Director Technical Services	Progressing	Q2 - Council maintains representation on Newell Highway Taskforce, monthly meetings with Transport for NSW, Technical Services staff regular attendance at the REROC Infrastructure Group, Water and Sewer Group meetings and REROC Waste forum. Regular contact with Regional NSW regarding development opportunities.

6: Waste and recycling are managed through improved efficiencies.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
6.1.1	Investigate, review and monitor viable recycling options in liaison with recycle organisations and other appropriate organisations	Director Technical Services	Progressing	Q2 - Progressing - Attendance at REROC Waste Forum

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
6.2.1	Provide waste management operations in line with the implementation of Council's waste strategy.	Assets Coordinator	Progressing	Q1 - 2356.2 Tonnage of waste for Quarter 1 Q2 - 2013 tonnage of waste for quarter 2
6.2.2	Work in partnership with neighbouring Councils and REROC to implement and improve waste programs.	WHS and Facilities Foreman	Progressing	Q1 - Attended No Time to waste Conference and visited Coolamon Waste Facility to see how the conduct their FOGO program. Bland Shire Council also participated in a regional waste metal collection. Council has a tyre and mattress collection and e-waste collection that is also being run through REROC. Attended REROC Waste forums to discuss waste programs that various councils use. Q2 - Attended REROC Waste Forum to discuss regional procurement possibilities. Other items discussed included educational programs, advertising and legislative changes in waste. Discussion had regarding best practice in waste management and what works well with our council and other councils and ways to implement these practices.

Action Code	Action Name	Responsible Officer Position	Status	Comments
6.2.3	Increase awareness of recycling and waste reduction options within the Shire through regular information programs.	WHS and Facilities Foreman	Progressing	Q1 - Regular advertising in various media (cinema, Social media, website and newspapers) regarding Community Recycling Centre. Kindy kits provided to local schools with recycling and waste reduction information (provided in a calico library bag). Q2 - Advertising through REROC regarding Community Recycling Centres on Television, movie theatres regional newspapers and social media. Distribution of 'Kindy Kits' to local schools with promotional material on reduce, reuse and recycle.
6.2.4	Comply with EPA requirements during operation of the landfill.	WHS and Facilities Foreman	Progressing	Q1 - Staff are implementing new recycling streams, such as tyres, mattresses and items accepted through the CRC. Reuse shop for repurposing items is being used to reduce landfilling. Staff comply with EPA licence requirements such as waste reporting and only accepting waste that the facility is licenced to accept. Q2 - All EPA requirements are being met. Annual reporting has been completed for 2022/2023 FY. PIRMP exercise has been undertaken at the landfill in December as part of EPA requirements.
6.2.5	Monitor littering and illegal dumping.	Planning & Compliance Officer	Progressing	Q2 - There were no reports of illegal dumping made to Council during the reporting period. Council also have a link on their website, along with other information about illegal dumping, which directs to RID (Report Illegal Dumping) Online where certain reports may be made to NSW EPA, or information is available on the relevant authority to report to.

7: Manage water and sewerage resources.

7.1: Provide adequate water storage and management for future use within Council's community facilities.

Action Code	Action Name	Responsible Officer Position	Status	Comments
7.1.1	Waste water system maintained and operated.	Director Technical Services	Progressing	Q2 - Regular maintenance and compliance testing undertaken in accordance with Council's licence conditions. Water regularly being supplied to Council sporting fields as well as Golf Course in accordance with agreements.

7.2: Effectively manage and maintain existing stormwater and sewerage infrastructure.

Action Code	Action Name	Responsible Officer Position	Status	Comments
7.2.1	Undertake Sewerage System Inspections.	Assets Coordinator	Progressing	Q1 - Interflow Pty Ltd have carried out 4 inspections for quarter 1 Q2 - Inspections carried out by Councils sewer treatment staff, no breaches recorded.

8: Public places and facilities are accessible and well maintained.

8.1: Users of Council's facilities comply with agreements.

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.1.1	Contact User Groups on receiving complaints.	Director Technical Services	Progressing	Q2 - Netball Court resurfacing project completed.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.2.1	Undertake work health and safety audits including external sites and facilities with relevant staff.	WHS and Facilities Foreman	Progressing	Q1 - Site audits continue on a regular basis. Major sites targeted annually to measure remedial actions. areas of concern are brought to the attention of the supervisor for the area and discussed at the quarterly WHS meetings. Findings are recorded in Damstra (Vault) System, sent to persons responsible for the area and records. Q2 - Actively attending all worksites (including mobile sites) to inspect. Aerodrome and unmanned Landfill inspections also carried out by staff. Caravan inspections to be undertaken in near future. Corrective actions are distributed to supervisors of respective areas.
8.2.2	Develop and implement the "Signs as Remote Supervision" process.	Risk & Insurance Officer	Progressing	Q1 - Working with Steve Reid and will review with Steve and William Manners Manager Operations Q2 - Will work with Steve Reid to review
8.2.3	Work with the Risk and Insurance Officer on the implementation of "Signs as Remote Supervision".	Assets Coordinator	Progressing	Q1 - 2 remote supervision signs installed for quarter 1. Ninja Park & BMX track at Redman oval Wyalong. Q2 - No signage installed this period.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.3.1	Lobby Government for increased funding for road maintenance.	Director Technical Services	Progressing	Q2 - Funding Secured under Local Roads and Community Infrastructure Round 4 for Causeway upgrades

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
8.4.1	Review Heritage items currently listed in the Bland Local Environmental Plan and to investigate the inclusion of new heritage items.	Planning & Compliance Officer	Progressing	Q2 - Council are still actively seeking to appoint a Heritage Advisor. Council shall need to engage a Heritage Advisor or consultant to undertake a review of existing heritage items.
8.4.2	Manage and administer the Heritage Advisory Program.	Planning & Compliance Officer	Progressing	Q2 - Council are actively seeking to appoint a Heritage Advisor. Council are still however part of the Local Heritage Small Grants Program, where funding is available for locals to apply for heritage funding to support heritage projects. No heritage grants were received during the reporting period.

9: Council's assets and infrastructure are effectively and efficiently managed.

9.1: Responsibly manage asset renewal and maintenance for current and future generations.

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.1.1	Monitor and implement the Annual Capital Works Program.	Director Technical Services	Progressing	Q2 - Roads Grading Programs being undertaken. Asset condition data being used to inform upgrades.
9.1.2	Develop and implement Asset Management Plans for Council assets, eg local sealed road network, stormwater drainage, footpaths etc.	Director Technical Services	Not Progressing	Q2 - No action in this quarter. Review of Asset Policy in Q3 and commence development of Strategic Asset Plan
9.1.3	Review and implement the funded planning, development and delivery of priority transport infrastructure projects.	Director Technical Services	Progressing	Q2 - Girral Fixing Local Roads project, funded and design works progressing.
9.1.4	Review Technical Services Policies and Strategies.	Director Technical Services	Not Progressing	Q2 - No action in this quarter. Asset Policy to be reviewed in Q3
9.1.5	Administer Council's plant and fleet by conducting effective light and heavy plant replacement programs.	Workshop & Plant Coordinator	Completed	Q2 - Plant replacement program for the 22/23 budget has been completed
9.1.6	Council's plant is repaired, maintained and serviced in accordance with maintenance schedule and manufacturer's requirements.	Workshop & Plant Coordinator	Completed	Q2 - The plant & fleet are serviced and maintained as per its preventative maintenance program which is on going
9.1.7	Review and monitor risks/incidents in relation to safe footpaths.	Risk & Insurance Officer	Progressing	Q1 - Work with Urban Foreman and Assets Coordinator to identify. Footpaths in need of repair. Also respond to any incidents and ensure footpaths fixed to avoid any further incidents. Work with Manger of Operations, Urban Foreman and Assets Coordinator to ensure schedule in place. Q2 - work with Peter Turner and Ray Graham to ensure footpaths safe

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.1.8	Work with the Risk and Insurance Officer to provide safe footpaths through the implementation of a footpath maintenance program.	Leading Hand - Urban Maintenance	Progressing	Q2 - Inspections are undertaken as required usually in response to Customer requests. Works programmed with footpath grinding being undertaken where possible.

9.2: To manage and enhance the pool facilities within the Shire.

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.2.1	Undertake maintenance and repairs to pool facilities within approved budget in consultation with Contractor and in accordance with the contract.	Leading Hand - Urban Maintenance	Progressing	Q2 - Facility Operator undertakes regular maintenance as required.

9.3: Maintain street trees.

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.3.1	Maintain the health of street trees by planting in appropriate locations and removing/replacing unhealthy trees, trees that are damaging infrastructure and trees planted in inappropriate locations.	Leading Hand - Urban Maintenance	Progressing	Q2 - Subject to Council's Street Tree Planting Program, trees that are in poor condition or are impacting infrastructure are removed and replaced with appropriate species.

9.4: Maintain parks, ovals and recreational facilities to approved standards.

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.4.1	Inspect parks, ovals and recreational facilities.	Leading Hand - Urban Maintenance	Progressing	Q2 - Parks, Ovals and recreation facilities inspected by a visual inspection in accordance with required inspection programs.
9.4.2	Conduct playground inspections for all playgrounds within the Shire.	Leading Hand - Urban Maintenance	Progressing	Q2 - Village parks including play equipment are inspected every six months.
9.4.3	Coordinate maintenance with regard to season use of sporting fields.	Leading Hand - Urban Maintenance	Progressing	Q2 - Sporting fields receive regular mowing and Irrigation dependent on seasonal conditions.
9.4.4	Inspect and maintain Council public cemeteries.	Leading Hand - Urban Maintenance	Progressing	Q2 - Cemeteries inspections are undertaken weekly with maintenance works undertaken as required.
9.4.5	Develop Sport and Recreation Master Plan.	Director Technical Services	Progressing	Q2 - Funding secured for Sport and Recreation Masterplan project. Request for Quotation to be developed and advertised in third quarter

9.5: Identify and plan for new infrastructure.

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.5.1	Develop main Street Revitalisation Plan	General Manager	Progressing	Q1 - Early preparation of Request for Quotation commenced. Q2 - Draft Request for Quotation prepared with review underway.

Objective 3 - : Our Leadership.

A well-run Council acting as the voice of the community.

10: Council's leadership, governance and management facilitate strong partnerships.

10.1: Councillors are provided with appropriate support and resources to carry out their civic duty.

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.1.1	Provide Councillors with professional development opportunities.	Director Corporate and Community Services	Progressing	Q1 - Professional Development opportunities for Councillors will recommence in the 2024 calendar year. Requests for training have been received and will be scheduled according to timing and priorities. Q2 - Professional Development opportunities for Councillors will recommence in the 2024 calendar year. Requests for training have received and will be scheduled according to timing and priorities. Previous training has included areas of Finance, Planning, Managing Media, Communicating Council Information, Audit, Risk and Improvement.
10.1.2	Provide Councillors with information and resources to facilitate their roles as elected representatives.	Executive Assistant	Progressing	Q1 - Information and support provided as required Q2 - Information and support provided as required

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10.2: Councillors are encouraged to take ownership and a strong leadership role.

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.2.1	Prepare the Annual Report.	Executive Assistant	Completed	Q1 - Annual Report is being drafted and on track for completion by November 30 Q2 - Annual Report completed, presented and endorsed by Council on 21 November 2023 and Office of Local Government notification lodged.

10.3: The General Manager takes on a high-level role in implementing the Community Strategic Plan and other Council documents.

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.3.1	Develop timelines and action plans for the ongoing review of the documents.	Director Corporate and Community Services	Progressing	Q2 - Timeline developed for Integrated Planning and Reporting requirements to be addressed ahead of the election of a new Council in September 2024. Ongoing reporting on progress against existing plans continues as per statutory requirements.
10.3.2	Report to the community and Council on Integrated Planning and Reporting Progress.	Director Corporate and Community Services	Progressing	Q1 - Quarterly update on Operational Plan to be presented to Manex. Q2 - Council to be advised of Operation Plan Progress through report to February 2024 Ordinary Meeting. Report to include information as to those actions which have been completed, are in progress or not yet started.

10.4: The long-term financial sustainability of Council is supported through effective and prudent financial management

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.4.1	Prepare Quarterly Budget Review Statements for analysis by Directors within two weeks of end of quarter.	Manager Customer & Financial Services	Progressing	Q2 - The December quarterly review has been prepared and will be tabled at the February Council meeting. Council maintains its strong financial position.
10.4.2	Effectively manage Council's financial procedures, eg investments, payments, processing and debt recovery.	Manager Customer & Financial Services	Progressing	Q2 - Council continues to make safe and sustainable investments. With interest rates rising the return-on-investment percentage is strengthening.
10.4.3	Complete financial statements and lodge in accordance with statutory requirements.	Manager Customer & Financial Services	Progressing	Q2 - Preparations for the 23/24 annual financial statements have begun. As per the management letter recommendations, quarterly IPPE reconciliations have been prepared and sent to the auditors for their approval. Revaluation work has also commenced.
10.4.4	Review Council's financial performance against the Long Term Financial Plan and report against Office of Local Government Financial Performance Ratios.	Manager Customer & Financial Services	Not Due To Start	Q2 - The ratios will be reported on during the annual financial statement process in October 2024.
10.4.5	Conduct budget briefing sessions for Councillors.	Director Corporate and Community Services	Not Due To Start	Q1 - Budget preparation and information sessions will be scheduled for Quarter 3. Q2 - Budget preparation and information sessions will be scheduled for Quarter 3.
10.4.6	Streamline processes to assist in accuracy of annual stocktake.	Workshop & Plant Coordinator	Completed	
10.4.6	Timely and accurate processing of payments completed.	Manager Customer & Financial Services	Progressing	Q2 - Payments are made weekly to Council's suppliers.

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Action Code	Action Name	Responsible Officer Position	Status	Comments
10.4.7	Significant Capital Projects are assessed and reviewed prior to lodgment of funding requests.	Director Corporate and Community Services	Progressing	Q2 - Capital Project costings for potential grant applications are prepared and presented to Councillors during informal workshops to obtain guidance on priorities ahead of applications be lodged.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.5.1	Maintain and renew network infrastructure hardware and software for effective service delivery.	Director Corporate and Community Services	Progressing	Q2 - During the July-December period, Council transitioned to Microsoft 365 to allow for improved interaction and file sharing. Preliminary testing was also undertaken ahead of the transition to the Technology One Software as a Service cloud platform. Additional equipment has been sourced for the Youth Space as well as peripherals.

10.6: Regular consultation with key industry, business and stakeholders is undertaken.

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.6.1	Engage and advocate with NSW and Australian Government, Regional Organisations, business and industry stakeholders and communities of interest.	General Manager	Progressing	<p>Q1 - Joint attendance with Mayor at REROC August meeting, Country Mayors Association (CMA) and Rural Heath Forum.</p> <p>Council hosted Newell Hwy project briefing by Transport for NSW.</p> <p>Community Forums held at Ungarie, Weethalle, Barmedman and Quandialla.</p> <p>Attendance at various meetings including Lions Club, Ungarie CWA luncheon as part of NSW Reconnecting Regional NSW program, opening of Wyalong Solar Farm, site inspection with Aust and NSW Government officials of West Wyalong Water Security Project, and Rural Fire Service.</p> <p>GM meetings with various individual community members.</p> <p>Radio Interviews undertaken with MMM Griffith to discuss Hearts of Gold Festival and ABC Riverina on land development activity.</p> <p>GM Notes provided on weekly basis to West Wyalong Advocate and the Council FB page.</p> <p>No Business West Wyalong meeting held to Councils knowledge.</p> <p>Q2 - Attendance at:-</p> <p>REROC and JO October (AGM) and December meetings, CMA November meeting.</p> <p>Commencement of VPA discussions with Evolution.</p> <p>Official opening of West Wyalong Water Reliability Project with Local MPs in December.</p> <p>West Wyalong Public School Annual Awards</p> <p>Site inspection of prospective energy project with stakeholder.</p>

11: Stakeholders contribute to Council's decision making.

11.1: Encourage village residents to participate in community forums.

Action Code	Action Name	Responsible Officer Position	Status	Comments
11.1.1	Engage with communities on local priorities through community forums and other opportunities and report back on forum outcomes.	Assets & Engineering Services Projects Officer	Progressing	Q1 - During the period July 2023 to September 2023 Council held four community forums in the villages of Quandialla district (Bland Fire Shed), Barmedman, Weethalle and Ungarie. The communities were advised by email of the minutes of these meetings. Council is yet to schedule forums in Naradhan, Tallimba and Mirrool due to time constraints in relation to harvest. Q2 - In the previous quarter Council held four successful community forums in the villages of Quandialla district (Bland Fire Shed), Barmedman, Weethalle and Ungarie. Due to time restraints in relation to harvest Council is yet to schedule forums in Naradhan, Tallimba and Mirrool.
11.1.2	Provide avenues for the community to be engaged in Council activities and give feedback including opportunities to plan and develop future infrastructure and service needs.	General Manager	Progressing	Q1 - No further Community Reference Group meetings held. Community Forums undertaken in Weethalle, Ungarie, Barmedman and Quandialla. Q2 - No further Community Reference Group meetings held. Community engagement session deliver by Road Safety Officer on Active Movement Strategy for Bland Shire town and villages.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
11.2.1	Deliver Council's Community Engagement Strategy.	Community Relations Officer	Progressing	Q1 - Distribution of media via Social Media channels, GM Notes, council Notices in West Wyalong Advocate. Extensive promotion of Council events, in particular the Hearts of Gold Festival. Q2 - - Drafting and review of CES, current strategy employed with communication and engagement activities including use of social media, direct contact engagement for projects, council meetings, forums, conferences. Including Active Transport Plan and Drought Resilience Plan.

11.3: Council communication branded signs and banners are provided to funding recipients.

Action Code	Action Name	Responsible Officer Position	Status	Comments
11.3.1	Provide Council branded signs and/or banners to funding recipients.	Community Relations Officer	Progressing	<p>Q1 - Hearts of Gold Festival Committee (approx x10 flyers, x1 Street sign, x1 banner) all branded with Council logo.</p> <p>Q2 - - Council logo included on all Council events/programs/workshops.</p> <p>-x4 flags and x3 marquees with Council branding present across Hearts of Gold Festival</p> <p>- 25+ posters, information sheets, flyers created with Council branding. Mornings, Melodies and Memories (x4 monthly, across both newspaper, website and on social media), Active Transport Plan (x6, displayed across newspaper, website, foyer and social media), Drought Resilience Plan (x4 displayed across foyer, paper and social media), help learner drivers become safer drivers workshop (x1 across Facebook and on website), Australia Day flyers and advertisements (x6 across newspaper, on website and Facebook), NRMA Safer Drivers School (x1 flyer, advertised multiple times in newspaper and of Facebook), Christmas (x2 across Facebook, website and in newspaper), Youth Pool Party (1x multiple times across Facebook, website and newspaper).</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
11.3.2	Display Council logo in all advertising and promotion of Council events/programs/workshops.	Community Relations Officer	Progressing	<p>Q1 - All Morning's, Melodies and memories advertisements (x4 per month), Hearts of Gold flyers for various events (approx x12 flyers, x1 Street Sign, x1 Banner), Youth Holiday Activities (x4), Drought Resilience Project (x1 social tile, x1 flyer), banners taken to all Council supported and run events.</p> <p>Q2 - - Council logo included on all Council events/programs/workshops.</p> <p>- 25+ posters, information sheets, flyers created with Council branding. Mornings, Melodies and Memories (x4 monthly, across both newspaper, website and on social media), Active Transport Plan (x6, displayed across newspaper, website, foyer and social media), Drought Resilience Plan (x4 displayed across foyer, paper and social media), help learner drivers become safer drivers workshop (x1 across Facebook and on website), Australia Day flyers and advertisements (x6 across newspaper, on website and Facebook), NRMA Safer Drivers School (x1 flyer, advertised multiple times in newspaper and of Facebook), Christmas (x2 across Facebook, website and in newspaper), Youth Pool Party (1x multiple times across Facebook, website and newspaper).</p>

12: Lead the community.

12.1: Monitor Council services to the community and customers to confirm they are provided in a professional, timely and friendly manner and are responsive to community needs.

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.1.1	Review and monitor frontline customer service practices and procedures.	Manager Customer & Financial Services	Progressing	Q2 - Frontline customer service practices and procedures continue to be regularly reviewed. The focus for the next quarter will be around the action request processes.
12.1.2	Manage and support responsible companion animal ownership.	Planning & Compliance Officer	Progressing	Q2 - Council appointed a casual Ranger to assist and fill in when our full time Ranger is on leave, easing the pressure on our full time Ranger. Council's full time Ranger has proactively been monitoring through the Companion Animals Register, registrations and microchipping's. This, along with a recent article placed in the GM noted of the Advocate, has seen a significant increase in registrations. Whilst construction on the new pound has not commenced, planning is continually progressing.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.2.1	Assist in the management of workforce relations and provision of timely advice on workplace relations matters.		Progressing	Q2 - GM and Directors liaise with workforce as and when required to consider matters as they may arise. Monthly staff meetings held following Council meeting. Consultative Committee continues to meet on quarterly basis.

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.2.2	Implement the Workforce Management Plan.		Progressing	Q2 - Council continues to manage workforce change with staff retiring, relocating and changing priorities. Council has successfully engaged new staff of varying levels within the workplace. Council continues to support training and professional development.
12.2.3	Maintain register of delegations and issue authorities to relevant employees.	Executive Assistant	Progressing	Q1 - Changes monitored for review and updating Q2 - Changes monitored for review and updating.
12.2.4	Develop, implement and monitor Learning and Development Plan.		Progressing	Q2 - Annual Appraisal process currently under review, with training calendar under development. Position Description (PD) library currently being reviewed to remove outdated PDs and update.
12.2.5	Promote the Employee Assistance Program (EAP).		Progressing	Q2 - Employee Assistance Program and monthly magazine is promoted on regular basis through Thursday Thoughts and staff onboarding. Monthly magazine also distributed in digital form. Quarterly reports on uptake provided by EAP provider. EAP additionally promoted as and when required in time of need, to ensure staff are aware of program. Health and Wellbeing initiative and activities promoted through various forms.
12.2.6	Identify and organise training needs and mandatory training to maintain and improve skill levels.		Progressing	Q2 - Training requests actioned as requested. Training plan being reviewed for future budget,
12.2.7	Maintain and promote the staff service and achievement awards program.	Executive Assistant	Progressing	Q1 - Staff service anniversaries recognised and milestone presentations made at regular staff meetings Q2 - Staff service anniversaries recognised and milestone presentations made at regular staff meetings.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.3.1	Support the implementation and monitoring of the EEO Management Plan.		Progressing	Q2 - Equal Employment Opportunity (EEO) Committee has been integrated into Consultative Committee including members. EEO Management Plan requires updating.
12.3.2	Implement workforce programs ensuring Council remains an employer of choice.		Progressing	Q2 - Bland Shire Employee Agreement to be reviewed in Q1-2 2024-25 Flexible work arrangements considered upon request. Professional development promoted and requests considered upon application.
12.3.3	Monitor the effectiveness of the LGNSW Capability Framework in the Performance and Development Review process.		Progressing	Q2 - Position Descriptions being rationalised with structure of employee development reviews/work plans underway. Use of LGNSW Capability Framework for salary progression being reconsidered.
12.3.4	Monitor and delivery strategies and actions contained within the Disability Inclusion Action Plan.		Progressing	Q2 - Disability Inclusion Action Plan to be reviewed, Active Transport (Movement) Plan currently on Public exhibition with community workshops scheduled. WHS and Risk Officers working with staff and community event organisers. Review of Council website for accessibility undertaken as part of website upgrade.
12.3.5	Maintain relationships with LGNSW HR Network.		Progressing	Q2 - HR Officer attends quarterly HR Network Meetings and LGNSW HR Conference.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
12.4.1	WHS Committee meet in accordance with approved schedule.	WHS and Facilities Foreman	Progressing	Q1 - WHS Committee meets as per schedule. Committee meetings are held quarterly. WHS Committee meeting was held on 24 August. Q2 - WHS Committee meets as per schedule. Committee meetings are held quarterly. WHS Committee meeting was held on Thursday 16 November.
12.4.2	Manage Council's Insurance Policies and claims.	Risk & Insurance Officer	Progressing	Q1 - Council's insurance has been finalised for 2023 - 2024. Continue to work on any new insurance claim. Q2 - continue to work on any insurance claims
12.4.3	Monitor and update Council's Risk Register.	Risk & Insurance Officer	Progressing	Q1 - Risk registers regularly updated, and reminders sent to risk owners on a regular basis. This is followed up with one-on-one visits. Q2 - continue to work with risk owners to ensure risk register is updated
12.4.4	Maintain the Contractor Database.	Risk & Insurance Officer	Progressing	Q1 - Contractor data base working well and updated on a regular basis. Contractor data base now in Vault Q2 - continue to update contractor data base to ensure all contractors are compliant
12.4.5	Deliver Council's Enterprise Risk Management (ERM) Program.	Risk & Insurance Officer	Progressing	Q1 - Enterprise risk management framework updated following Councilor's information session and updating of risk appetite statements. Q2 - To review

13: Plans and policies provide open and transparent information.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
13.1.1	Provide information required in compliance with the Government Information (Public Access) Act and appropriately display on Council's website.	Director Corporate and Community Services	Completed	Q1 - Council has not received any formal requests for information during this reporting period but continues to receive informal access applications which generally relate to property information. These applications are managed when staff resourcing permits. Q2 - Council has not received any formal requests for information during this reporting period but continues to receive informal access applications which generally relate to property information. These applications are managed when staff resourcing permits.

13.2: Develop, implement and promote best practice governance policies and procedures.

Action Code	Action Name	Responsible Officer Position	Status	Comments
13.2.1	Facilitate the Audit, Risk and Improvement Committee and Internal Audit function within the organisation as per legislation.	Director Corporate and Community Services	Progressing	<p>Q1 - Bland Shire Council's Internal Audit program continues to be supported through the Audit Alliance. This Alliance consists of Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora as well as Bland. Discussions have been held at Riverina East Regional Organisation of Councils on implementing some requirements of the Guidelines. BSC internal audit report on the Integrated Planning and Reporting process to be presented to the November ARIC meeting.</p> <p>Q2 - Bland Shire Council continues to coordinate the Internal Audit programs on behalf of the Audit Alliance. This Alliance consists of Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora as well as Bland. Preliminary work has been undertaken to transition the Alliance and Council to the new Internal Audit requirements. Council is required to operate under the revised Guidelines by 1 July 2024.</p>
13.2.2	Coordinate the review of Council's policies and procedures.	Director Corporate and Community Services	Progressing	<p>Q2 - Monitoring of policies has been progressed following the appointment of new staff to the Governance and Corporate Planning role. Some overdue policies have been forwarded to policy owners to update while a list of all policies requiring review to be priorities by Manex in January 2024.</p>
13.2.3	Establish a service review program in accordance with the requirements of the OLG.	General Manager	Progressing	<p>Q1 - Further discussion held with Consultant, no further progress due to resourcing.</p> <p>Q2 - Prioritisation of reviews undertaken. Consultant engaged to undertake.</p>

Objective 4 -: Our Prosperity.

Growing our population and jobs.

14: Visitors and tourists are welcomed.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
14.1.1	Maintain relationships with NSW and Australian tourism agencies and other regional stakeholders to progress tourism initiatives within the Bland Shire.	Tourism & Administration Officer	Progressing	Q1 - Regularly attend The Riverina and Destination NSW meetings by monthly. Attended the Canberra Caravan & Camping Show to promote all the Shires in The Riverina as a destination. Q2 - Regularly attend The Riverina and Destination NSW meetings.
14.1.2	Promote Bland Shire using online and print mediums.	Tourism & Administration Officer	Progressing	Q1 - Released the updated Art Trail booklet with all the arts in the Bland Shire. Bland Bulletin with current event distributed to businesses in the Bland Shire. Recently attended the Canberra Caravan and Camping show to promote The Riverina shires as a destination. Greg Grainger from Travel Oz visited during the Hearts of Gold Festival. West Wyalong, Cooina Reserve, Mirrool Silo Kick and the Hearts of Gold festival featured in a 15min segment on Travel Oz on the 18th of November on channel 7TWO. A Travel the Bland Art Trail advert will be published in the 'This Week in Canberra' with 50,000 copies going out for Summer (4 Dec to 4 March). Q2 - Finished updating Bland Shire tourism Brochure. Getting quotes for printing. Bland Bulletin with events for Jan & Feb distributed.

Action Code	Action Name	Responsible Officer Position	Status	Comments
14.1.3	Plan and deliver Shire and Town entry signage.	Tourism & Administration Officer	Completed	Q1 - Signes have been approved. Locations for signs in each village determined. First 3 signs will be installed before mid December. Q2 - Welcome Town Signage have been installed.
14.1.4	Provide and maintain a quality Visitors Information Centre which engages and supports tourism in the Bland Shire.	Tourism & Administration Officer	Progressing	Q1 - Brochures are continually updated. Information of any events happening during this quarter were displayed and promoted in the Visitor Centre. New souvenirs added to Visitor Centre. Q2 - Brochures are continually updated. Information of any events happening during this quarter were displayed and promoted in the Visitor Centre. New souvenirs added to Visitor Centre.

14.2: Attract a diverse range of Visitors to the Shire.

Action Code	Action Name	Responsible Officer Position	Status	Comments
14.2.1	Investigate technology and or tourism initiatives/attractions to improve the visitor experience within Bland Shire.	Tourism & Administration Officer	Progressing	Q1 - No new Technology added for this quatre. Q2 - No new Technology added for this quarter.

15: Bland Shire is promoted as a place to do business.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
15.1.1	Support business and/or industry operators to establish within Bland Shire through programs such as the Business Development Assistance Fund.	General Manager	Progressing	Q1 - Central Road Business Park construction underway with prospective purchasers updated on progress. Further discussions held with land developer on future residential land development in West Wyalong. Informal discussions and advice provided to existing local developer on future opportunities. Q2 - Central Road Business Park civil construction underway. Site inspection undertaken with prospective energy project developer.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
15.2.1	Work cooperatively with the local business groups to promote programs, initiatives, services and products wherever possible and to support requests to assist business activities with long-term benefits for the Bland Shire including training and employment opportunities.	General Manager	Progressing	<p>Q1 - Community Development Officer commenced, and actively involved in community engagement for Drought Resilience Plan development. Hearts of Gold Festival successfully delivered in partnership with Hearts of Gold Committee, and Evolution Mining. Large attendance levels at all official and partner events. Increased numbers of visitors to town. There have been no requests for business assistance during the quarter.</p> <p>Q2 - Draft Drought Resilience Plan prepared by consultant and submitted to CSIRO for review. There have been no requests for business assistance during the quarter. Site inspection with prospective energy project proponent.</p>

15.3: Lobby for and work with industry, government and education providers to safeguard access to competitive telecommunication services for Bland Shire residents and businesses.

Action Code	Action Name	Responsible Officer Position	Status	Comments
15.3.1	Monitor grant opportunities for communications infrastructure to address shire blackspots.	General Manager	Progressing	<p>Q1 - Telstra has provided information for development of a Connectivity Plan for Bland Shire. No further work undertaken to date. Arrangements being made for NBN to present update to Councillor Workshop in Q2.</p> <p>Q2 - No further progress at present on Connectivity Plan.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
15.3.2	Advocate for improved telecommunications access in regional areas of Bland Shire.	General Manager	Not Progressing	Q1 - Telstra has provided information for development of a Connectivity Plan for Bland Shire. No further work undertaken to date. Arrangements being made for NBN to present update to Councillor Workshop in Q2. Q2 - No further progress at present on Connectivity Plan. NBN presentation to Councillor Workshop scheduled for February.
15.3.3	Investigate suitable locations for improved telecommunications access.	Director Technical Services	Not Progressing	Q2 - No action in this quarter

16: Resources are used in a sustainable way for the future of Bland Shire.

16.1: Support 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.

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.1.1	Update Development Control Plan.	Planning & Compliance Officer	Progressing	Q2 - Since a budget has been allocated for 2023/2024, discussions were had around going out to tender for updating Councils Development Control Plan as Council don't have the resources in house to complete the update.
16.1.2	Review Local Environmental Plan.	Planning & Compliance Officer	Progressing	Q2 - Council have been working on a staged plan of implementing the recently adopted Housing Strategy. Planning Proposals to rezone identified lands within the housing strategy for potential rezoning are proposed to be prepared and submitted to the department in stages based on the identified priority (high, medium, low) of the potential sites.
16.1.3	Continue to assess all development applications against environmental impact and legislative requirements.	Planning & Compliance Officer	Progressing	Q2 - All development applications are assessed against the relevant legislative requirements. 16 new applications were received during the reporting period.
16.1.4	Update a Biosecurity Control and Management Program in conjunction with the Riverina Strategic Management Plan.	Foreman - Environmental Services	Completed	Q1 - Updated and completed: Weed Action Plan (WAP), Bland Shire Council Weed Management Program, Local Weed Inspection program, Rapid Response and New Weed Incursion Plan, and Red Guide Post program

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.1.5	Develop and deliver a community education and awareness program in relation to weeds management.	Foreman - Environmental Services	Completed	Q1 - The development of new weed programs and plans posted on website. Participation in Television weed advertisements to run through late spring and summer Q2 - "Weed of the Month" initiated on Facebook posts. Also held a Weeds display at the Hearts of Gold Festival.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.2.1	Foster partnerships with education sector.		Progressing	Q2 - HR continue to maintain contact with training providers seeking funded training opportunities. Careers Day held in conjunction with West Wyalong High School as part of Local Government Week.
16.2.2	Work with Registered Training Organisations, business and employment agencies to support and provide apprenticeship/traineeship and work experience opportunities at Council.		Progressing	Q2 - Council currently has:- 1 Cadet 4 Trainees plus 2 other staff currently registered as trainees to undertake educational courses.

16.3: Promote agricultural practices which are leading edge and efficient.

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.3.1	Provide a workshop/program targeting the agricultural industry.	Foreman - Environmental Services	Completed	<p>Q1 - Three Biosecurity staff members assisted on Weeds display at Henty field days. Four new updated weed plans/programs have been developed.</p> <p>Q2 - Provided a Weeds Display at The Hearts of Gold Festival in October</p>
16.3.2	Educate the community on benefits of protecting our environment by engaging in annual environmental activities including, but not limited to, National Tree Day, Community Dust Monitor Program, Wild Flower Walk, Bird Watching, Worm Farms, Recycling and Mallee Fowl Group.	Foreman - Environmental Services	Completed	<p>Q1 - National Tree Day plantings were carried out with School students at Ungarie, Barmedman, Weethalle, Tallimba and Naradhan. Also participated in the Community Dust Watch monthly program</p> <p>Q2 - Registered and participated in Great Southern Bioblitz - a world-wide environmental initiative in recording native flora and fauna. Council also registered and took part in the Aussie Bird Count on the 16-22 October.</p>
16.3.3	Develop and deliver a community education and awareness program in relation to Environmental management and sustainability.	Foreman - Environmental Services	Completed	<p>Q1 - Participated at Henty Field Days weeds display. Participation in regional Television weeds advertising campaign.</p> <p>Q2 - National Tree Day plantings were carried out with School students at Ungarie, Tallimba, Weethalle, Barmedman and Naradhan.</p>

16.4: Liaise with utility providers to guarantee a quality sustainable service to the community.

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.4.1	Engage and advocate on behalf of the Bland community with NSW and Australian Government, Regional Organisations, and industry stakeholders for reliable and efficient utilities and services.	General Manager	Progressing	Q1 - Joint attendance with Mayor at REROC August meeting, and Country Mayors Association meeting. Attendance at site inspection with Aust and NSW Government officials of West Wyalong Water Security Project. DTS continues to engage with Goldenfields Water on water security project. Council attendance at Rural Fire Service Next Generation Risk Management Plan development workshop. Q2 - Attendance at:- REROC and JO October (AGM) and December meetings, CMA November meeting. Official opening of West Wyalong Water Reliability Project with Local MPs in December. Site inspection of prospective energy project with stakeholder.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.5.1	Identify and act on avenues for improving and promoting the Shire's (commercial) industrial land.	General Manager	Progressing	Q1 - Central Road Business Park subdivision successful tenderer engaged and civil works underway. Q2 - Central Road Business Park civil construction underway. Review of land pricing being obtained.



**PROGRESS REPORT 1 ON THE
DELIVERY PROGRAM &
OPERATIONAL PLAN
2023-2024**

Progress Report 1 on the Combined
Delivery Program & Operational Plan 2023-2024

8.10 New requirements for Risk Management and Internal Audit process



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

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

Author: Director Corporate and Community Services

Introduction

The NSW Office of Local Government (OLG) has issued comprehensive Guidelines for Risk Management and Internal Audit for Local Government in NSW with the purpose being to assist councils in preparing for and implementing requirements due to commence from 1 July 2024.

Bland Shire Council has been one of six Councils within the Riverina Eastern Regional Organisation of Councils to be party to an Alliance for the purposes of undertaking the internal audit processes required of local government. This Alliance has operated for several years and to prepare for the impending changes required under the new guidelines has reached consensus on what is seen to be the best path forward.

At a meeting of the alliance councils' General Managers in December 2023 several steps were identified to achieve the goal of complying with the requirements. Those steps included retaining the existing alliance of Councils, being Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora, recruitment of an independent person to chair all six Alliance Audit Risk and Improvement Committees (ARIC), each council to appoint two independent members to their own committees and for the alliance to share an Internal Audit Coordinator. This final position will be hosted by Bland Shire with costs associated with ARIC tasks billed to the remaining Alliance member Councils.

There is also a need for Council to adopt an Internal Audit Terms of Reference and Internal Audit Charter which will provide a governance structure for the ARIC. A draft document has been prepared (Attachment One) based on the model provided by the OLG. It sets out the framework for the Internal audit process as an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. Internal audit provides advice to the governing body, General Manager and audit, risk and improvement committee about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Bland Shire to improve its business performance.

The next steps to meet the new requirements include the recruitment of an Independent Chair to oversee the Alliance Council's ARIC's. The endorsement of the attached document is crucial to this process as it will provide potential Chairs with an understanding of what is expected from not only Bland Shire but the remaining Alliance Councils. To help facilitate the ARIC from an operational perspective for all Alliance members, it is proposed to recruit a Coordinator - Internal Audit, Risk and Governance to Bland Shire Council. This position will be partially funded by all Councils.

This hybrid ARIC model is expected to cost each Alliance Council approximately \$53,000 on an annual basis and includes ARIC membership costs, employment of co-ordinator costs and engagement of subject matter experts to undertake the same internal audits across all the six Councils. Eighty percent of the employment costs for the coordinator will be shared by all Councils with Bland Shire meeting an additional 20% of this role's wages. This will allow for the person employed to undertake work providing oversight to Council's risk and governance areas and represents an additional cost for Bland Shire of approximately \$30,000. Should Council not agree to maintain the Audit Alliance model, the costs to meet the new requirements would be significantly higher.

The recruitment of a coordinator would assist Council in meeting the requirements to have an internal audit function, which is included as a core requirement of the new ARIC processes. To date, this function has been managed by the Director Corporate and Community Services in a voluntary capacity and on behalf of the Alliance Councils. Appointing a person to carry out this work as their primary function will assist the Council to regularly review and update information relating to previous and future internal audits to facilitate business improvement and risk management processes. As a shared resource with the remaining Alliance Councils, the cost of this position will be defrayed to the amount of approximately \$120,000.

Following the appointment of an Independent Chair, expressions of interest will be sought from persons interested in becoming members of the Audit Risk and Improvement Committee for Bland Shire. The information provided by the OLG stipulates the eligibility requirements for both the Chair and the Independent Members. The persons appointed as a chairperson or a member of an audit, risk and improvement committee must possess the skills, knowledge and experience necessary to undertake their roles on the committee effectively and to ensure the committee can operate appropriately and effectively to support the council.

The Guidelines prepared by the OLG detail the essential criteria for the roles of ARIC Chairs and members as well as requirements around tenure, resignation, superannuation, fees, meeting frequency and internal audit workplans. Much of this information has been incorporated into the Draft Terms of Reference document attached with further detail available in the Guidelines.

There is an expectation that all Councils will comply with the Guidelines which provide mandatory governance mechanisms to provide advice as to whether a council is functioning effectively and with appropriate internal controls to manage risks.

Financial Implications

Council currently has a budget allocation for internal audit purposes of \$35,000 per annum. This amount has been used to cover costs associated with engaging an external contractor to undertake the audit process on behalf of Council.

The Alliance Councils considered several options in discussing the requirements of the new Guidelines for Risk Management and Internal Audit, including each Council operating its own ARIC processes. The outcome of these discussions would require an inclusion in the 2024/2025 Bland Shire Council Budget of an allocation of \$83,000 to meet the requirements under the Alliance model as discussed in this report.

Should Bland Shire determine that it wished to discontinue its involvement with the Audit Alliance, the costs of meeting the new ARIC requirements would be in the vicinity of \$230,000 per annum.

Summary

Bland Shire's involvement with the Audit Alliance has furnished a cost-effective method to providing assurance and oversight to its operational processes. The proposed Alliance model presented to Councillors has been vetted by the Office of Local Government to determine the level of compliance with the new Guidelines. Advice received is that Council will be compliant should it adopt the recommendation to remain as part of the Alliance with a shared ARIC Chair and independent committee members sourced by individual Councils.

The costs of implementing a stand-alone ARIC model would be a significant impost on Bland Shire's revenue and it is not recommended that Council pursue this option at this time.

Recommendation:

That Council:

- a) Confirms its commitment to the Internal Audit Alliance consisting of the Councils of Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora.
 - b) Endorses, in principle, the Draft Terms of Reference for Bland Shire Council's Audit, Risk and Improvement Committee including the Internal Audit Charter and place the document on public exhibition for a period of 28 days from 22 February 2024 for the purpose of consultation and feedback with a further report to be brought back to Council at the conclusion of the consultation.
 - c) Seeks expressions of interest from suitably qualified persons, in conjunction with the Alliance Councils, to act as the Chair of the Audit, Risk and Improvement Committees of each of those Councils.
 - d) Seeks expressions of interest from suitably qualified persons to act as independent members of the Bland Shire Council Audit, Risk and Improvement Committee.
-

Terms of Reference for Bland Shire Council's Audit, Risk and Improvement Committee

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Council
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Governance and Risk
RESPONSIBLE OFFICER: <i>(by position title)</i>	Director Corporate and Community Services
AUTHORISED BY: <i>(GM or Director Title)</i>	
DATE ADOPTED:	
ADOPTED BY: <i>(Manex or Council)</i>	Council
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE:	February 2025
REVISION NUMBER:	1
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	12.1 Monitor and review Council services to confirm they are provided in a professional, timely and friendly manner and are responsive to community needs 12.4 Review and implement Council policies and comply with WH&S and Risk Management requirements

DOCUMENT HISTORY

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

REVIEW OF THIS POLICY

This Policy will be reviewed within **one year** 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.**

1. Purpose:

Bland Shire Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, Division 6A – Auditing and Audit, Risk and Improvement Committees of the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

2. Scope:

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

3. Outcomes:

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Bland Shire Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

4. Roles and Responsibilities:

Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Bland Shire Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Bland Shire Council. The committee will provide independent advice to the Bland Shire Council that is informed by the Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

Authority

Bland Shire Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from the Bland Shire Council
- use any Bland Shire Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of the Bland Shire Council
- seek the General Manager's permission to meet with any other Bland Shire Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and
- obtain external legal or other professional advice in line with councils' procurement policies.

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Bland Shire Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Composition and tenure

The committee consists of an independent chair and two independent members who have voting rights and one non-voting councillor, as required under the *Guidelines for risk management and internal audit for local government in NSW*.

The governing body is to appoint the chair and members of the committee. Current committee members are:

TBC	Independent chair (voting)
TBC	Independent member (voting)
TBC	Independent member (voting)
[name]	Councillor member (non-voting) (if applicable) [cannot be the mayor]

All committee members must meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit for local government in NSW*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chair of the committee. Members who have served an eight-year term (either as a member or as chair) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the Bland Shire Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chair's or an independent member's term, the governing body is to undertake an assessment of the chair's or committee member's performance. Reappointment of the chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Bland Shire Council, the environment in which the Bland Shire Council operates, and the contribution that the committee makes to the Bland Shire Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the committee's consideration of the Council's annual financial statements.

Bland Shire Council, as a member of an Alliance of six Councils within the Riverina Region, intends to share its chair with the ARICs of the remaining Alliance Councils being Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora.

The role of the Chair will be to provide independent assurance and assistance on the governance, risk control and compliance frameworks for each of the Councils.

While each Council will have its own separate committee, it is anticipated that the appointed chair will preside over all six committees.

The appointment of Chair, to commence from 1 July 2024, will be undertaken in accordance with the Office of Local Government's: Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines).

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the Bland Shire Council regarding the following aspects of the Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Bland Shire Council, and
- internal audit.

The committee must also provide information to the Bland Shire Council for the purpose of improving the Council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The committee will act as a forum for consideration of the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Bland Shire Council rests with the governing body and the General Manager.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

Responsibilities of members

Independent members

The chair and members of the committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings

- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of the Bland Shire Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Bland Shire Council
- have strong leadership qualities (chair)
- lead effective committee meetings (chair), and
- oversee the Council's internal audit function (chair).

Councillor members

To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the Bland Shire Council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the Bland Shire Council that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the Councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chair of the committee may recommend to the Bland Shire Council, that the Councillor member be removed from membership of the committee. Where the Bland Shire Council does not agree to the committee chair's recommendation, the Bland Shire Council must give reasons for its decision in writing to the chair.

Conduct

Independent committee members are required to comply with the Council's code of conduct.

Complaints alleging breaches of the Council's code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council's code of conduct.

Conflicts of interest

Once a year, committee members must provide written declarations to the Bland Shire Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the Council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards, where applicable.

Work plans

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Assurance reporting

The committee must regularly report to the Bland Shire Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the Bland Shire Council or the achievement of the Council's goals and objectives.

The committee will provide an update to the governing body and the General Manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how the Bland Shire Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the chair of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

Administrative arrangements

Meetings

The committee will meet at least four times per year, including a special meeting to review the Council's financial statements.

The committee can hold additional meetings when significant unexpected issues arise, or if the chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chair has the casting vote.

The chair of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The General Manager, Director Corporate and Community Services and the head of the internal audit function should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chair can request the attendance of other Council staff, Councillors or contractors of the Council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chair at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the head of the internal audit function and the Council's external auditor at least once each year.

Dispute resolution

Members of the committee and the Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The General Manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chair at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chair and circulated within one week of the meeting to each member.

Resignation and dismissal of members

Where the chair or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give four months notice to the chair and the governing body prior to their resignation to allow the Bland Shire Council to ensure a smooth transition to a new chair or committee member.

The governing body can, by resolution, terminate the appointment of the chair or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a Councillor member on the committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on Council's audit, risk and improvement committee, contact Director Corporate and Community Services on council@blandshire.nsw.gov.au or by phone (02) 6972 2266.

5. Definitions:

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

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

6. Legislation and Supporting Documents:

Local Government Act 1993 – Section 428A

Local Government (General) Regulation 2021 - Division 6A – Auditing and Audit, Risk and Improvement Committees

Departmental Chief Executive's Guidelines for risk management and internal audit for local government in NSW

7. Attachments:

Audit Risk and Improvement Committee Charter

DRAFT

Draft Internal Audit Charter

Bland Shire Council has established the Audit, Risk and Improvement Committee (ARIC) as a key component of the Council's governance and assurance framework, in compliance with the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of internal audit functions at Bland Shire and has been approved by the governing body taking into account the advice of the Council's audit, risk and improvement committee.

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps Bland Shire Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes¹.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and audit, risk and improvement committee about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Bland Shire to improve its business performance.

Independence

Council's internal audit function is to be independent of Bland Shire Council so it can provide an unbiased assessment of the Council's operations and risk and control activities.

The internal audit function reports functionally to the Council's audit, risk and improvement committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the Director Corporate and Community Services to facilitate day-to-day operations. Internal audit activities are not subject to direction by the Bland Shire Council and Council's management has no role in the exercise of the internal audit activities.

The audit, risk and improvement committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

The General Manager must consult with the chair of the audit, risk and improvement committee before appointing or making decisions affecting the employment of the head of internal audit function. If the head of internal audit function is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

¹ As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

Where the chair of the audit, risk and improvement committee has any concerns about the treatment of the head of internal audit function, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The head of internal audit function is to confirm at least annually to the audit, risk and improvement committee the independence of internal audit activities from the Bland Shire Council.

Authority

Bland Shire Council authorises the internal auditor to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the head of internal audit function considers necessary for the internal auditor to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The head of internal audit function and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Bland Shire Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the [name of the internal audit function] are not to be made publicly available. The head of the internal audit function may only release Bland Shire Council information to external parties that are assisting the internal auditor to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Role

The [head of internal audit function] is to support the Council's audit, risk and improvement committee to review and provide independent advice to the Bland Shire Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Bland Shire Council and monitoring the implementation of corrective actions.

The [head of internal audit function] is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

[Head of internal audit function] has no direct authority or responsibility for the activities it reviews. [Head of internal audit function] has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Bland Shire Council functions or activities (except in carrying out its own functions).

[Head of internal audit function]

Council's internal audit function is to be led by a member of Bland Shire Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the Bland Shire Council and the audit, risk and improvement committee. The head of internal audit function must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the head of internal audit function include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the audit, risk and improvement committee
- acting as a liaison between the external provider and the audit, risk and improvement committee
- monitoring the Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee, and
- assisting the audit, risk and improvement committee to ensure the Council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

As the internal audit function will be provided on behalf of the six Audit Alliance Councils, the head of internal audit function will be required to liaise with the general manager and senior staff for the Councils of Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora during the establishment and delivery of each internal audit process.

Bland Shire Council, on behalf of the Audit Alliance, is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the head of internal audit function is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years
- is not the same provider conducting the Councils' external audit
- is not the auditor of any contractors of the Councils that may be subject to the internal audit, and
- can meet the Councils' obligations under the *Guidelines for risk management and internal audit for local government in NSW*.

The Head of internal audit function must consult with the audit, risk and improvement committees and General Managers regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged.

Performing internal audit activities

The work of the internal audit function is to be thoroughly planned and executed. The Council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards.

The contracted internal auditor is to provide the findings and recommendations of internal audits to the audit, risk and improvement committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The head of internal audit function is to assist each Council to establish an ongoing monitoring system to follow up progress in implementing corrective actions.

The General Manager, in consultation with the audit, risk and improvement committee, is to develop and maintain policies and procedures to guide the operation of the Council's internal audit processes.

The head of internal audit function is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Conduct

Internal audit personnel must comply with the Council's code of conduct. Complaints about breaches of Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the audit, risk and improvement committee before any disciplinary action is taken against the head of internal audit function] in response to a breach of the code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

Administrative arrangements

Audit, risk and improvement committee meetings

The head of internal audit function will attend audit, risk and improvement committee meetings as an independent non-voting observer. The head of internal audit function can be excluded from meetings by the committee at any time.

The head of internal audit function must meet separately with the audit, risk and improvement committee at least once per year.

The head of internal audit function can meet with the chair of the audit, risk and improvement committee at any time, as necessary, between committee meetings.

External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

Name of internal audit function should maintain an effective working relationship with the Bland Shire and Alliance Councils and the audit, risk and improvement committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the name of internal audit function and Bland Shire Council, the dispute is to be resolved by the general manager and/or the audit, risk and improvement committee. Disputes between the name of internal audit function and the audit, risk and improvement committee are to be resolved by the governing body, that being the elected Council.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Review arrangements

The Council's audit, risk and improvement committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the name of internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the Council.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

1. Further information

(NB. Sections to be updated following Council endorsement and recruitment to specified positions)

For further information on Council's internal audit activities, contact %%%%%%%%%% on email address or by phone #####

Reviewed by [head of internal audit function]

[sign and date]

Reviewed by chair of Council's audit, risk and improvement committee

[sign and date]

Reviewed by General Manager

[sign and date]

Reviewed by Bland Shire Council in accordance with a resolution of the governing body

[sign and date]

[resolution reference]

DRAFT

Schedule 1 – internal audit function responsibilities

Audit

Internal audit

- Conduct internal audits as directed by Bland Shire’s audit, risk and improvement committee.
- Implement the Council’s annual and four-year strategic internal audit work plans.
- Monitor the implementation by the Bland Shire Council of corrective actions.
- Assist the Bland Shire Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Bland Shire’s implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Review and advise:

- if Bland Shire Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Council’s risk management framework is adequate and effective for identifying and managing the risks Bland Shire faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Bland Shire Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council’s risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Bland Shire Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Bland Shire Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management

- how Council's risk management approach impacts on its insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise:

- whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Bland Shire Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Bland Shire Council has appropriately considered legal and compliance risks as part of Council's risk management framework
- how the Bland Shire Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether the Bland Shire Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- if the Bland Shire Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Bland Shire Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations

- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Bland Shire Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Bland Shire Council are adequate
- if the Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise of the adequacy of the Bland Shire Council governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic planning

Review and advise:

- of the adequacy and effectiveness of the Councils integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Bland Shire Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Review and advise:

- if the Bland Shire Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the Bland Shire Council can improve its service delivery and the Council's performance of its business and functions generally

Performance data and measurement

Review and advise:

- if the Bland Shire Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
 - if the performance indicators the Bland Shire Council uses are effective, and
 - of the adequacy of performance data collection and reporting.
-

Draft Internal Audit Charter

Bland Shire Council has established the Audit, Risk and Improvement Committee (ARIC) as a key component of the Council's governance and assurance framework, in compliance with the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of internal audit functions at Bland Shire and has been approved by the governing body taking into account the advice of the Council's audit, risk and improvement committee.

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps Bland Shire Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes¹.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and audit, risk and improvement committee about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Bland Shire to improve its business performance.

Independence

Council's internal audit function is to be independent of Bland Shire Council so it can provide an unbiased assessment of the Council's operations and risk and control activities.

The internal audit function reports functionally to the Council's audit, risk and improvement committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the Director Corporate and Community Services to facilitate day-to-day operations. Internal audit activities are not subject to direction by the Bland Shire Council and Council's management has no role in the exercise of the internal audit activities.

The audit, risk and improvement committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

The General Manager must consult with the chair of the audit, risk and improvement committee before appointing or making decisions affecting the employment of the head of internal audit function. If the head of internal audit function is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

¹ As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

Where the chair of the audit, risk and improvement committee has any concerns about the treatment of the head of internal audit function, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The head of internal audit function is to confirm at least annually to the audit, risk and improvement committee the independence of internal audit activities from the Bland Shire Council.

Authority

Bland Shire Council authorises the internal auditor to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the head of internal audit function considers necessary for the internal auditor to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The head of internal audit function and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Bland Shire Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the [name of the internal audit function] are not to be made publicly available. The head of the internal audit function may only release Bland Shire Council information to external parties that are assisting the internal auditor to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Role

The [head of internal audit function] is to support the Council's audit, risk and improvement committee to review and provide independent advice to the Bland Shire Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Bland Shire Council and monitoring the implementation of corrective actions.

The [head of internal audit function] is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

[Head of internal audit function] has no direct authority or responsibility for the activities it reviews. [Head of internal audit function] has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Bland Shire Council functions or activities (except in carrying out its own functions).

[Head of internal audit function]

Council's internal audit function is to be led by a member of Bland Shire Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the Bland Shire Council and the audit, risk and improvement committee. The head of internal audit function must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the head of internal audit function include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the audit, risk and improvement committee
- acting as a liaison between the external provider and the audit, risk and improvement committee
- monitoring the Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee, and
- assisting the audit, risk and improvement committee to ensure the Council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

As the internal audit function will be provided on behalf of the six Audit Alliance Councils, the head of internal audit function will be required to liaise with the general manager and senior staff for the Councils of Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora during the establishment and delivery of each internal audit process.

Bland Shire Council, on behalf of the Audit Alliance, is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the head of internal audit function is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years
- is not the same provider conducting the Councils' external audit
- is not the auditor of any contractors of the Councils that may be subject to the internal audit, and
- can meet the Councils' obligations under the *Guidelines for risk management and internal audit for local government in NSW*.

The Head of internal audit function must consult with the audit, risk and improvement committees and General Managers regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged.

Performing internal audit activities

The work of the internal audit function is to be thoroughly planned and executed. The Council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards.

The contracted internal auditor is to provide the findings and recommendations of internal audits to the audit, risk and improvement committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The head of internal audit function is to assist each Council to establish an ongoing monitoring system to follow up progress in implementing corrective actions.

The General Manager, in consultation with the audit, risk and improvement committee, is to develop and maintain policies and procedures to guide the operation of the Council's internal audit processes.

The head of internal audit function is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Conduct

Internal audit personnel must comply with the Council's code of conduct. Complaints about breaches of Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the audit, risk and improvement committee before any disciplinary action is taken against the head of internal audit function] in response to a breach of the code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

Administrative arrangements

Audit, risk and improvement committee meetings

The head of internal audit function will attend audit, risk and improvement committee meetings as an independent non-voting observer. The head of internal audit function can be excluded from meetings by the committee at any time.

The head of internal audit function must meet separately with the audit, risk and improvement committee at least once per year.

The head of internal audit function can meet with the chair of the audit, risk and improvement committee at any time, as necessary, between committee meetings.

External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

Name of internal audit function should maintain an effective working relationship with the Bland Shire and Alliance Councils and the audit, risk and improvement committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the name of internal audit function and Bland Shire Council, the dispute is to be resolved by the general manager and/or the audit, risk and improvement committee. Disputes between the name of internal audit function and the audit, risk and improvement committee are to be resolved by the governing body, that being the elected Council.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Review arrangements

The Council's audit, risk and improvement committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the name of internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the Council.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

(NB. Sections to be updated following Council endorsement and recruitment to specified positions)

For further information on Council's internal audit activities, contact %%%%%%%%%% on email address or by phone #####

Reviewed by [head of internal audit function]

[sign and date]

Reviewed by chair of Council's audit, risk and improvement committee

[sign and date]

Reviewed by General Manager

[sign and date]

Reviewed by Bland Shire Council in accordance with a resolution of the governing body

[sign and date]

[resolution reference]

DRAFT

Schedule 1 – internal audit function responsibilities

Audit

Internal audit

- Conduct internal audits as directed by Bland Shire’s audit, risk and improvement committee.
- Implement the Council’s annual and four-year strategic internal audit work plans.
- Monitor the implementation by the Bland Shire Council of corrective actions.
- Assist the Bland Shire Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Bland Shire’s implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Review and advise:

- if Bland Shire Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Council’s risk management framework is adequate and effective for identifying and managing the risks Bland Shire faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Bland Shire Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council’s risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Bland Shire Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Bland Shire Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management

- how Council's risk management approach impacts on its insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise:

- whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Bland Shire Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Bland Shire Council has appropriately considered legal and compliance risks as part of Council's risk management framework
- how the Bland Shire Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether the Bland Shire Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- if the Bland Shire Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Bland Shire Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations

- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Bland Shire Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Bland Shire Council are adequate
- if the Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise of the adequacy of the Bland Shire Council governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic planning

Review and advise:

- of the adequacy and effectiveness of the Councils integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Bland Shire Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Review and advise:

- if the Bland Shire Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the Bland Shire Council can improve its service delivery and the Council's performance of its business and functions generally

Performance data and measurement

Review and advise:

- if the Bland Shire Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Bland Shire Council uses are effective, and
- of the adequacy of performance data collection and reporting.

8.11 Strengthening Communities Application – Wyalong Public School P&C Committee



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

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

Author: Director Corporate and Community Services

Introduction

Council has received a request for donation to Wyalong Public School P&C Committee to be considered under the Strengthening Communities Fund (SCF). The request (Attachment A) is for funds to cover the development application fees for the Top Town Chicken Races.

Financial Implications

The amount requested from Council's SCF is \$533 to meet the costs associated with the development application (\$333) and the Local Government Approval Application (\$200). Should Council agree to the request, this would leave a balance of \$33,000 in the Strengthening Communities Fund.

Summary

The Inaugural Top Town Chicken Races were held on Saturday, 4 March last year and the P&C Committee intends for this to become an annual event. This year, the event has been scheduled to take place on Saturday, 2 March.

Under the guidelines, where funding is requested for annual events or activities priority will be given to organisations that can demonstrate a level of self-sustainability.

Funding will be provided for a maximum of four (4) consecutive years reducing on a sliding scale of 25% per annum to assist the project/event to become fully self-sustainable.

All Strengthening Communities Funding must be as part of a specific project, initiative or activity.

Recommendation:

That Council approve the application for funding of the Wyalong Public School P&C Committee under the Strengthening Communities Fund in the amount of \$533.



WYALONG PUBLIC SCHOOL P&C

P.O Box 94, Wyalong NSW 2671
wyalongpublicschoolpc@gmail.com

Ph: 02 6972 2140



05 January 2024

Shanay Imrie
Wyalong Public School P&C Committee
PO Box 94
Wyalong, NSW, 2671
Ph: 0447 808 136

To whom it may concern,

My name is Shanay Imrie and I am the secretary of the Wyalong Public School P&C Committee. Our committee recently applied for a development application (DA) for our upcoming community event scheduled to take place at Redman Oval on Saturday, 2nd March 2024.

Our event, Top Town Chicken Races, will run annually on the first Saturday in March each year. The races have been established as a community event, allowing residents, family and friends the opportunity to have some fun and enjoyable day out. The Wyalong Public School Parent and Community Association (P&C) will manage the event and the proceeds of the day will be invested back into the school & community. We are hopeful that the event will grow in years to come and become a popular family day out attracting visitors from across the district.

In light of our community-focused endeavours, we respectfully request if Bland Shire Council would consider providing a donation to cover the cost of the DA. Your support in this matter would significantly aid our efforts in organising and hosting this event for the benefit of our school and the wider community,

Thank you in advance for your contribution. Your support is greatly appreciated.

Sincerely,

Shanay Imrie

Po Box 21
West Wyalong NSW 2671
Office Hours: Mon – Fri 8.30am to 5:00 pm



Ph: 02 6972 2266
Fax: 02 6972 2145
www.blandshire.nsw.gov.au
council@blandshire.nsw.gov.au

BLAND SHIRE COUNCIL
west wyalong

ABN: 13 251 814 087

TAX INVOICE

Date: 19 October 2023

Application No: DA2024/0023

Invoice No: 202460

Applicant:
Wyalong Public School P & C
PO Box 98
WEST WYALONG NSW 2671

Application Details:
Development Application
151 Neeld Street WYALONG NSW 2671
Top Town Chicken Races @ Redman Oval

<u>Description</u>	<u>Quantity</u>	<u>Comment</u>	<u>Charge</u>	<u>Discount</u>	<u>GST</u>	<u>Amount</u>
Development not involving building or subdivision	1	rams charge	\$333.00	\$0.00	\$0.00	\$333.00
Total Amount Due			\$333.00	\$0.00	\$0.00	\$333.00

YOUR PAYMENT OPTIONS



Call **02 6972 2266** to make payments via Visa or Mastercard only



Billers Code: 2171
Ref no: 60005220



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Pay in-store at Australia Post, by phone 13 18 16 or go to www.postbillpay.com.au



Billers Code: 313304
Ref No: 60005220

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Po Box 21
West Wyalong NSW 2671
Office Hours: Mon – Fri 8.30am to 5:00 pm



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Fax: 02 6972 2145
www.blandshire.nsw.gov.au
council@blandshire.nsw.gov.au

BLAND SHIRE COUNCIL
west wyalong

ABN: 13 251 814 087

TAX INVOICE

Date: 19 October 2023

Application No: LG2024/0019

Invoice No: 202461

Applicant:
Wyalong Public School P & C
PO Box 98
WEST WYALONG NSW 2671

Application Details:
Local Government Applications
151 Neeld Street WYALONG NSW 2671
Top Town Chicken Races @ Redman Oval

<u>Description</u>	<u>Quantity</u>	<u>Comment</u>	<u>Charge</u>	<u>Discount</u>	<u>GST</u>	<u>Amount</u>
Community land - engage in trade or business	1	local govt fee	\$200.00	\$0.00	\$0.00	\$200.00
Total Amount Due			\$200.00	\$0.00	\$0.00	\$200.00

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000523

Section 3 – Technical Services

8.12 RFT Tender Reseal Programme 2024



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

DP 9.1 Responsibly manage asset renewal and maintenance for current and future generations

Author: Manager Operations

Introduction

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

Consequently, a Request for Tender (RFT) process was undertaken for works pertaining to Council's 2024 Road Resealing Programme.

Tenderers were requested to provide pricing for the following:

- Delivery of Council's Road Resealing Programme, pertaining to the sealed road network within the Bland Shire LGA..
- The works involve a full service arrangement whereby the contractor will undertake all works including necessary preparation, patching and surface repair. Sealing will include traffic management, supply of binder and recovery of line-marking.
- Council has sought a square metre rate for the above works.

In response to the advertised tender, submissions were received from four (4) Contractors:

1. Downer EDI Works Pty Ltd.
2. Fulton Hogan Industries Pty Ltd.
3. Stabilised Pavements of Australia Pty Ltd.
4. Menz Plant Pty Ltd.

Financial Implications

Council has made allowance for the Roads Reseal programme, as a component of the Rural Roads Maintenance allocation for the 2023/24 Budget. The tendered price, based on the submitted Schedule of Rates for \$585,899.00 (excl. GST) is within the allocated budget

Summary

The criteria listed below was strategically used for the assessment of the tender:

- Company Experience - 5%
- Methodology -10%
- Skills and Qualifications – 10%
- Availability – 15%
- Tender price - 60%
- WHS compliance - Mandatory

Council Officers who conducted the tender assessment are as follows:

- Manager, Operations
- Coordinator, Roads
- Coordinator, Assets

The assessment panel noted that all tenderers conformed (one submission was requested to provide clarification in the form of supplementary information); and presented submissions that met the brief and adhered to the construction timeframes.

The tender assessment summary is presented in the table below:

TENDER OVERALL RESULTS		
TENDERER	SCORE	RANK
Downer EDI Works Pty Ltd.	310	2
Stabilised Pavements of Australia Pty Ltd.	250	4
Menz Plant	300	3
Fulton Hogan Industries Pty Ltd	355	1

The tender assessment panel therefore recommends that Fulton Hogan Industries Pty Ltd. be accepted as the preferred tenderer.

Recommendation:

That Council award the Tender: VP365128 for delivery of Council's Road Resealing Programme, pertaining to the sealed road network within the Bland Shire LGA, to Fulton Hogan Industries Pty Ltd to the value of \$585,899.00 (Excl. GST) subject to variations

8.13 RFT Tender Evaluation– Heavy Patch Programme – 2024



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

DP12.1 Review Council's customer service charter and monitor Council services to ensure they are provided in a professional, timely and friendly manner and are responsive to community needs

Author: Manager Operations

Introduction

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

Consequently, a Request for Tender (RFT) process was undertaken for works pertaining to Council's 2024 Heavy Patch Roads Programme.

Tenderers were requested to provide pricing for the following:

- Delivery of Heavy Patching Works Across the sealed network within the Bland Shire LGA.
- The works involve Lime Stabilisation (1.5%) of patches to 200mm depth with variable widths and depths.
- Bland Shire Council requested a full service arrangement where the Contractor will provide stabilisation, trim and final compaction, includes traffic management, supply of binder and final single coat seal being a 14mm with a 7mm scatter coat.
- Council has sought a square metre rate for the above works, based upon an approximate area for patching of 20,000m² on various sealed roads within the Shire including:
 - Mary Gilmore Way
 - Dundas Road
 - Tallimba Road
 - Bygoo Road
 - Mandamah Forest Road
 - Bonehams Lane
 - Wamboyne Road .
- Undertake pavement rehabilitation works on Ungarie Road from Mid Western Highway to Wamboyne Road.

In response to the advertised tender, submissions were received from three (3) Contractors:

1. Downer EDI Works Pty Ltd.
2. Fulton Hogan Industries Pty Ltd.
3. Stabilised Pavements of Australia Pty Ltd.

Both Stabilised Pavements of Australia Pty Ltd. and Fulton Hogan Industries Pty Ltd., provided options to undertake additional road stabilisation works, for consideration as part of their respective tender submissions.

Financial Implications

Council has made allowance for the Heavy Patch programme, as a component of the Rural Roads Maintenance allocation for the 2023/24 Budget, in addition to consideration for the proposed options to undertake stabilisation works. The tendered price, based on the submitted Schedule of Rates for \$3,108,802.00 (Excl. GST), is within the allocated budget.

Summary

The criteria listed below was strategically used for the assessment of the tender:

- Company Experience - 5%
- Methodology -10%
- Skills and Qualifications – 10%
- Availability – 15%
- Tender price - 60%
- WHS compliance - Mandatory

Council Officers who conducted the tender assessment are as follows:

- Manager, Operations
- Coordinator, Roads
- Supervisor, Roads

The assessment panel noted that all tenderers conformed (one submission was requested to provide clarification in the form of supplementary information); and presented submissions that met the brief and adhered to the construction timeframes.

The tender assessment summary is presented in the table below:

TENDER OVERALL RESULTS		
TENDERER	SCORE	RANK
Downer EDI Works Pty Ltd.	340	3
Stabilised Pavements of Australia Pty Ltd.	380	2
Fulton Hogan Industries Pty Ltd	415	1

The tender assessment panel therefore recommends that Fulton Hogan Industries Pty Ltd. be accepted as the preferred tenderer.

Recommendation:

That Council award the Tender: VP393813 for the delivery of Heavy Patching Works, , across the sealed network within the Bland Shire LGA to Fulton Hogan Industries Pty Ltd to the value of \$3,108,802.00 (Excl. GST) subject to variations.

Section 4 – Reports for Information

Recommendation:

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

8.14 - Community Development Report

8.15 - Bland Shire Library December-January Update

8.16 - Children Services December Update

8.17 - Bland Community Care Services Update

8.18 - Bland Shire Museum Advisor End of Year Report 2023

8.19 - Technical Services Report

8.20 - Development Services Activity Report – January 2024

8.14 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



School Holiday Activities

Bland Shire Council was successful in receiving funding from the NSW Government to support a Youth Pool Party which was held 20 December 2023 at Holland Park Pool from 5pm-8pm. This event consisted of free entry, water slide and inflatable, along with free food and drink for the youth of the Bland Shire. A fantastic turn out of 203 participants, with positive feedback received from this event.

Many thanks to the wonderful staff of Holland Park Pool, who did an amazing job.



On 18 and 19 January, 12 young L Plate drivers were provided with an opportunity for free NRMA driving lessons. This program was in high demand, with the drivers involved participating in a one-hour, one-on-one driving lesson, which equates to three hours in their log books.

Carols by Candlelight

Bland Shire Council staff assisted the West Wyalong Hospital Auxiliary in presenting Carols by Candlelight on 10 December 2023. Due to weather conditions, the event was moved to the Services and Citizens Club Auditorium. There were some special guests, Mr and Mrs Claus, organised by the Western Wheelers and they were very popular handing out treats to children and posing for photos.

Christmas Lights Competition

Congratulations to Adam Foster who had a hundred reasons to smile after collecting his Why Leave Town Card from Council's Director Corporate and Community Services, Alison Balind. Adam's display at 1 Crown Camp Road Ungarie was voted as the best light show by locals in the lead up to Christmas.



Australia Day 2024

Council received a grant from the Australian Government through the National Australia Day Council, which assisted to provide a free community breakfast, catered by the West Wyalong Lions Club, with 320 breakfasts prepared and distributed before the commencement of the Australia Day Awards Ceremony. This year's Awards Ceremony also included a citizenship ceremony, with three new citizens welcomed into the Bland Shire Community held at Bernado Park. Following this, free entry, water slide and inflatable was on offer at Holland Park Pool, West Wyalong and free entry and inflatable at Ungarie Pool from 12pm-5pm.

Positive feedback has been received from the community regarding this year's Australia Day Ambassador, Robyn Moore. Robyn attended the Mayoral Reception on Thursday 25 January, Australia Day Breakfast and Awards at Bernado Park, West Wyalong and was able to make an appearance at the Ungarie War Memorial Hall for their breakfast and awards ceremony. Unfortunately, due to prior commitments, Robyn was unable to attend celebrations held at Barmedman and Mirrool.

Congratulations to the following who received awards at this year's event:

- Community Event of the Year: Wyalong Motorsports Club
- Young Sportsperson of the Year: Kayne Crowe
- Sportsperson of the Year: Colin Clark
- Community Service Award: Ann Mangelsdorf
- Young Citizen of the Year: Hugh Williams
- Citizen of the Year: Amanda Stitt
- Community Ambassador: Shirley Clay





Australia Day Celebrations were also held in Barmedman, Mirrool and Ungarie, with assistance from Bland Shire Council, providing \$300 to each village as a contribution to their events.

Youth Services

Council has welcomed Macey Cowen, the newly appointed Youth Services Officer. Macey commenced her role with Council Monday 15 January 2024 and will be a very valuable member of the team.

Progress on the Youth Space is being made with exterior works scheduled throughout February and March with the Official Opening scheduled for 11 April 2024, being the commencement of Youth Week.

The Youth Services Officer, along with the Media and Communications Officer conducted an engagement session at West Wyalong High School on 8 February, gathering valuable contributions from the Youth as to what activities they would like to participate in throughout Youth Week 2024, and suggested names for the Youth Space. Due to 'Heat Week' at Ungarie Central School, an engagement session will be planned for the end of February to ensure the majority of youth are included in all consultation.

Community Expo

The Community Development Officer is working with the Bland Shire Interagency Group to host a Community Expo on 20 March 2024 at Topsy Hall, commencing at 11am and concluding at 3pm. This event will be held throughout Seniors Week, however will be open to the entire community.

8.15 Bland Shire Library December-January 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

Reptiles on the Go – January 8, 2024

Bland Shire Library presented two engaging one-hour sessions of Reptiles on the Go, providing a fun and educational "hands-on" experience for children of all ages. Due to the interactive nature of the live show and to prioritise the well-being of the animals, attendance was capped. The event was highly informative and entertaining, with both sessions fully booked. Additionally, \$305 was raised for WIRES (Riverina).



Storytime – December 14, 2023



On 14 December, 2023, the library concluded its last Storytime session for the year, which included a special visit from Santa. Santa delighted the attendees with gifts, such as lolly bags and Christmas foam dot craft kits. The event drew an impressive turnout, with over 60 people in attendance.

Storytime is a complimentary early literacy initiative specifically designed for 2 to 5-year-olds. Taking place every Thursday at 10:30 am during the school term, the hour-long program encompasses storytelling, singing, music and dance, games, and crafts.

The Storytime sessions resumed on 8 February, 2024.

Santa's Mailbox

In early November, the library received Santa's mailbox, specially provided for library patrons and their families by the diligent Elves. The deadline for submitting letters to Santa was set for 13 December, 2023. A total of eighty-four individual letters found their way into the mailbox. In a heart-warming gesture, each child who wrote a letter received a personalised reply from Santa. The overwhelmingly positive feedback from both parents and children brought immense joy to Santa.



2023 Christmas Food and Gifts Appeal

Yet another successful Christmas Food and Gifts Appeal unfolded. The annual initiative, aimed at assisting the local St Vincent de Paul Society in distributing Christmas hampers and gifts to families in need, experienced an outpouring of generosity from the community. Collections on behalf of the library were efficiently managed by the Bland Preschool, St Mary's War Memorial School, and West Wyalong Public School. Evolution Mining Cowal Gold Operations also contributed to the Appeal with their generous donation of toys.



Library Promotions

Throughout November and December, individuals aged 18 and above simply needed to visit the library and complete a ticket with their name for a chance to win a gourmet hamper valued at \$150 from Thom Dick & Harry's. The library received an impressive number of entries, and the winner was selected at 5 pm on 14 December, 2023, by 6-year-old Anderson Blampied. The fortunate recipient of the hamper turned out to be Mrs. Sheila Taber, a 94-year-old longstanding member of Bland Shire Library.

For its junior members, the library organised a lolly guessing competition, and the prize jar of lollies was claimed by 10-year-old Atlas Moxon.



Little Wattle Visit – 13 December, 2023

In December, Bland Shire Library welcomed multiple visits from the Little Wattle Preschool & Long Day Care Centre, with their 2 - 3 years old making a visit on 13 December, 2023. The children were treated to a Christmas-themed Storytime, featuring delightful Christmas stories, festive songs, music, dance, games, and a craft activity. A special surprise awaited everyone, including the library staff, when Santa made an unexpected visit. After the festive activities, the children had some free time before heading back to Little Wattle, each with a Christmas lolly bag in hand.



GOLD Club – 11 December 2023

GOLD Club for seniors 2023 concluded with a fun festive afternoon of activities, chatter, laughter, and a delicious afternoon tea. Sadly, two of the group's regular participants were unable to attend, but still a great finish to the year. Due to a request from the group, GOLD Club, which is held every second Monday from 2pm, resumed in January 2024.

Kids Christmas Craft – 13 December, 2023

Bland Shire Library hosted a post-school Christmas Craft session on 13 December, 2023. Children were invited to join for a small fee and were given the chance to embellish their own wreaths to take home. In the photo above, the Browne children are shown on the far right, proudly presenting the wreaths they adorned with creativity.

Tech Savvy Seniors

On 12 December, 2023, the Bland Shire Library concluded its last Tech Savvy Seniors session for the year. This free program, held every Tuesday from 10 am to 12 pm, assists seniors in need of basic guidance with everyday technology.

In 2023, the library helped approximately two hundred senior patrons, addressing a variety of technology queries ranging from basic to more intricate issues. A six-week program, focusing on smartphones, was conducted, along with multiple sessions dedicated to raising awareness about scams and promoting online safety.

A valuable addition to the team during 2023 was Year 11 student Mackayla Erdman, who completed a work placement at the library. Mackayla, present at the library every Tuesday during the school term, proved to be invaluable in assisting library staff with Tech Savvy Seniors.

The Tech Savvy Seniors program resumed on Tuesday, February 6, 2024.



Knit ‘n’ Knatter – 12 December 2023

The final gathering of Knit ‘n’ Knatter for the year 2023 took place on 12 December. Throughout the past year, the group displayed exceptional dedication, actively engaging in knitting projects for numerous charitable causes. These include organizations such as Can Assist, Country Hope, Ronald McDonald House, Guardian Angel Program, Bear Cottage, Canberra Hospital Foundation, Bill Crews Foundation, Arthritis and Osteoporosis NSW, Royal Freemasons Benevolent Institute, Wyalong & District Hospital, and many others.



To conclude this highly productive year, the ladies enjoyed a festive afternoon tea and participated in a lively gift exchange game, resulting in plenty of laughter.

Knit ‘n’ Knatter, a regular gathering held every second Tuesday at 2 pm, reconvened on Tuesday, 6 February 2024.

GOLD Club – 11 December, 2023

The GOLD Club at Bland Shire Library (GOLD standing for Growing Old, Living Decisively) marked its final meeting for 2023 on 11 December, 2023. Unfortunately, two regular participants were unable to attend, but the gathering still had a good turnout to wrap up the year. The group enjoyed a variety of Christmas-themed activities, sparking lively conversations and plenty of laughter, followed by a delightful afternoon tea.

The GOLD Club for seniors convenes every second Monday at 2 pm, offering engaging mind games, quizzes, and puzzles to keep seniors' minds active. Beyond mental stimulation, the program provides a social outing for seniors, creating opportunities to meet new people. The program is free, and no booking is required. Responding to the group's request, GOLD Club resumed in January.



Elf on the Shelf

During December, the Elf on the Shelf became a frequent visitor to the library, offering ample entertainment while enjoying the festivities, as depicted in the photo on the right.



Baby Bounce – 8 December, 2023

Baby Bounce concluded the year on a high note with a festive session held on 8 December, 2023. The free early literacy program, tailored for children aged 0 to 24 months, has received consistent support throughout 2023, with a regular group of mothers and their babies in attendance. The final session featured Christmas music and dancing, reading, playtime, and a simple Christmas craft. As a token of appreciation, each baby received a board book from the library. Currently held fortnightly during the school term, Baby Bounce resumed on 16 February, 2024.



Library Lovers Day – 14 February, 2024

Library Lovers Day, held each year, honours libraries, library personnel, and enthusiasts, recognizing the indispensable roles libraries play in our lives. In honour of Library Lovers Day, Bland Shire Library hosted a morning tea on 14 February, with Council staff and members of the community invited to join.

To infuse some amusement, adult members of the library were invited to participate in the "Blind Date with a Book" activity, which will continue until the end of February. Participants can borrow an undisclosed book from the library's display to enter a draw to win diverse prizes, including gourmet hamper, pamper pack, Why Leave Town gift card, coffee & cake voucher, and assorted chocolates.

Let's not overlook our younger members; there will be free giveaways and activities to take home, including a colouring competition and "Why I love my library ..." competition. Entries close 5pm February 29, 2024. Prizes include Why Leave Town gift cards and book bundles.

Summer Reading Club Finale Party & Presentation – 14 February, 2024

In conjunction with Library Lovers Day, and to further emphasize the importance of the occasion, the Bland Shire Library celebrated the successful culmination of another Summer Reading Club program with a finale party and presentation on 14 February. Further details about these February activities and photographs will be included in the report to the March Ordinary meeting of Council.

Author Visit, 4 – 8 March, 2024

Bland Shire Library is thrilled to announce the visit of Dub Leffler, an indigenous illustrator, writer, animator, and mixed media artist involved in various artistic endeavours such as books, film, television, muralism, and art education. Dub will embark on a five-day tour of the Bland Shire, spanning from Monday, 4 March, to Friday, 8 March, 2024.

During this period, he will visit several schools, including Barmedman Public, Naradhan Public, St Marys War Memorial, Tallimba Public, Ungarie Central, Weethalle Public, West Wyalong Public, West Wyalong High, and Wyalong Public. Dub's engagements will involve discussions with students and teaching staff about his artistic work, sharing his expertise, and displaying his diverse skills and talents.

It is important to highlight that the yearly author visit brings significant advantages, including the improvement of literacy skills and the cultivation of a passion for reading, thereby enhancing the overall reading culture in schools and the broader community. Author visits also foster creativity in students. Meeting a beloved published author allows children to recognize them as real individuals who have undergone similar writing processes, proving immensely beneficial for the child's writing development. Particularly for children facing challenges in reading and writing, illustrators like Dub provide a connection to storytelling through visual narratives, serving as a potent storytelling tool.



Premier's Gala Concert – 13 March, 2024

Bland Shire Library has signed up to broadcast a complimentary live stream of the 2024 Premier's Gala Concert (Sydney) on Wednesday, 13 March, 2024, from 2:45 pm to 4:30 pm. This event, highlighting outstanding Australian performers, is exclusively for residents aged 60 and above in New South Wales.

The library will invite senior community members to join the concert, accompanied by a pre-event afternoon tea.

Seniors' Week – March 2024

- During Seniors' Week, Bland Shire Library is set to present a discussion featuring Dr Anne Ring, a health sociologist, freelance writer, and the author of 'Engaging with Ageing: What Matters as We Grow Older.' The event is scheduled for Tuesday, 19 March, 2024, starting at 10 am. Dr Ring's visit to Bland is part of a tour organised by Riverina Regional Library.
- Bland Shire Library will participate in the Bland Shire Council Community Expo set down for Wednesday, 20 March, 2024.

Kurrajong Lifestyle Choices Visit – 28 March, 2024

Building upon the positive outcomes of last year's gatherings, Bland Shire Library has invited carers and their clients from Kurrajong Lifestyle Choices to attend the library on Thursday, 28 March, 2024. The occasion will feature a light luncheon, followed by entertainment and a craft activity. Bland Shire Library anticipates that these visits will become a recurring event on both the Library's and Kurrajong Lifestyle Choices' calendars.

RRL Collection Budget 2024/25

Bland Shire Library recently obtained its anticipated collection allocations for the fiscal year 2024/25 from the Riverina Regional Library. These allocations, determined through collaboration with suppliers, are derived from past budget data and the actual allocations provided in previous years.

It's important to highlight that DVD allocations for all branches within the Riverina Regional Library network have undergone a twenty percent reduction compared to the previous year's budget. This reduction is attributed to a decline in DVD production and the gradual phasing out of DVDs within the next four years. Consequently, the titles being received are becoming increasingly restricted by both production company and genre, reflecting the ongoing shift of media outlets towards digital releases and streaming services.

Bland Shire Library has been acknowledged by RRL as being the only branch library to have utilised its 2023/24 allocated budget for non-fiction and junior non-fiction within the designated period.

8.16 Children Services January 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

Bland Preschool and MRU (Mobile Resource Unit)

Educators participated in two meetings prior to the holiday closure period. A reflection meeting, where all educators participated in conversations about 2023, what worked, what did not, observation ideas, program plans etc. From the reflection meeting, a planning meeting was actioned. Educators discussed changes they would like to make and implemented plans to see these through for 2024. It was encouraging to witness the excitement educators displayed about the year ahead.

School holidays provided educators the opportunity to take annual leave, clean, plan and prepare for the year ahead. The CSU building received a detailed clean (inside and outside) with each resource removed from the shelf and deep cleaned. Damaged resources were removed, and new educational resources purchased. A huge thanks for the assistance provided by the Foreman Urban Services for carrying out the tip run. The storerooms and sheds were rearranged after a busy year providing limited time throughout the year to complete this task.

All educators participated in professional development. As per Department of Education requirements a Child Protection refresher is required to be completed by all educators every 12-18 months. This was completed in January. Educators also participated in OWNA (new software) training learning how to program, sign in/out and create observations (amongst other things required). Lastly, Educators completed their First Aid and CPR training as required. Thanks to Human Resources staff for arranging this.

We welcomed children and families on 30 January with the commencement of Preschool. It was great to see new faces and reoccurring ones eager to start the year. We are certain it is going to be a good one.

Bland / Temora Family Day Care

The majority of Educators took leave throughout the December/January period, therefore monitoring visits were low. During this time updated enrolment information was entered and risk assessments established for the year ahead.

Sharon Glasgow and Tracey DeMamiel completed and approved FDC Educator Janelle's EWSA (Educator workplace safety audit).

“It takes a village” (ITAV)

Playgroups: There were no playgroups held this month due to playgroup shutdown during January 2024.

Educational Packs: Packs created ready for Term 1, 2024.

Parenting Programs: Links for The Triple P (Positive Parenting Programs) were provided via the ITAV Facebook page. The Triple P – Positive Parenting Program is a parenting and family support system designed to help children to realise their potential. Families in Australia with children under 12 can now get FREE Triple P Online. Triple P is designed to be with parents on every step of their journey, providing help and guidance to families when they need it. It aims to create supportive family environments, and to prevent, as well as treat, behavioural and emotional problems in children and teenagers.

Toy Library: The end of year stocktake was completed with no items missing this year. The Toy Library online catalogue is available for families to see all toy library items from the comfort of their home <https://bsctoylibrary.setls.com.au>.

Data Exchange (DEX): All data was finalised and input into the Dex system by 30 January 2024 before the system closed for the July to December 2023 reporting period.



The poster features a green and yellow striped background with a sun icon in the top right. At the top left, there is a 'Bland Shire' logo. The main title 'TOY LIBRARY' is in large white letters. Below it, the text reads '\$20 for yearly Membership!' followed by an orange 'Join Now!' button. Further down, it says 'Start Borrowing toys from the 29th of January 2024! Go online <https://bsctoylibrary.setls.com.au> to see the full range of toys!'. The bottom section shows a child's hands playing with colorful toys on a carpet. At the very bottom, an orange box contains the address: '130 Pine Street West Wyalong - located within Bland Shire Children Services Unit'.

8.17 Bland Shire Museum Advisor End of Year Report 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



Executive summary/overview

This past year has been one of consolidation – continuing to clean and update displays at all museums, cataloguing has been the main program at Ungarie. 2024 for will see new interpretative panels at Weethalle and Ungarie.

Program highlights for current year

Wyalong Museum has had several temporary displays featuring in the Court Room as well as changing the displays on the Kitchen table and in the Dining Room. The committee is growing in confidence and achieving excellent results with their displays.

Attendance at the Southern NSW Heritage Group meetings in Temora and Lockhart.

The Ungarie Museum is looking the best it ever has. With the improvements to the building, it is much easier to be keep clean.

Short reports on individual museum's progress

Wyalong Museum

- Working through the rooms updating showcase displays – cleaning, practical experience of handling objects, storage and adding to interpretation through images and text. Most of the displays have not been changed since they moved to the Court House. As there are some new volunteers, they can look at them with different eyes and are making good, informed decisions on what is important to tell a West Wyalong story.
- Communication to Council on maintenance issues has improved. There are issues that need to be addressed very soon to ensure the heritage building kept in good condition.

Weethalle Museum

- Hard conversations on future management of the museum including deaccessioning and re setting themes to tell a better Weethalle story. Still waiting to hear from other committee members on results.
- The building itself is possibly the biggest issue for Weethalle. The volunteers have been dealing with what they physically and fiscally can. Hopefully a grant in 2024 will assist stabilising the major issues.
- A lot of cleaning and assessing of displays.

- Attendance by the volunteers at the Lockhart Southern NSW Heritage Group meeting. Of all the volunteers I have Vicki and Michelle are the least experienced in museum work – they are learning very quickly. The more exposure they receive with other museums and museum workers the better.

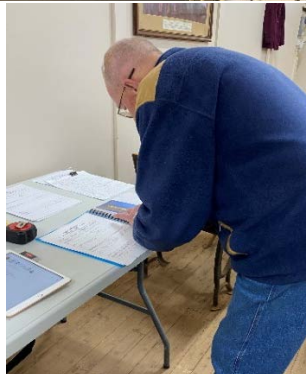
Ungarie Museum

- Completing of cataloguing project began in previous years. Adding up-to-date images to files.
- Ready for deaccessioning of unprovenanced and damaged objects.
- Started writing text and choosing images for interpretative panels – working with Martin Lane.

The Museum advisor visited 18 days in 2023 – 2 days missed due to flooding and illness. All museums communicate well over the phone or via email – unafraid to ask questions. Recommendations for 2024

We will be applying for **Lights On Doors Open Stipends** (MGNSW) for each Museum to assist with interpretation panels (Ungarie) and repairs (Weethalle). Wyalong committee has already applied.

There will be a training day for all museums early next year on cataloguing, object handling, store methods etc. There will be continued training for all museums either as a combined group or separately.



8.18 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: Acting Community Care Coordinator

General Update:

Intakes under CHSP have slowed down due to staff restraints. COMPACKS and TACP referrals however have continued at a steady rate.

Recently, the Service welcomed Vikki Crowe into the position of Community Care Coordinator when she commenced duties in early January. Community Care is also advertised for a new team member to replace a support worker who left the service at the end of January. Until an appointment is made to the position, brokered clients were put on hold.

After an injury to the service's regular yard maintenance contractor shortly before Christmas, we were able to secure another yard contractor to step in to fill the breach. Our regular contractor returned mid-January while the replacement provider will take on any overflow that may occur enabling us to take on more clients in the future.

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. The Bland Blokes attendees remain at six , with a potential addition occurring next month. The group did not meet for two weeks over Christmas break. Bland Blokes had the opportunity to join the Exercise Group on an excursion. See below for more information.

Wednesday Activity Day continues weekly. Group numbers have recently been reduced to 13 regular attendees, one of these attends on a fortnightly basis rather than weekly.

Attendance (excluding our volunteer):

- 6 December 2023 – 8 attendees
- 13 December 2023 – 11 attendees
- 20 December 2023 – 13 attendees
- 17 January 2023 – 8 attendees
- 24 January 2023 – 9 attendees

Wednesday Activity Day enjoyed multiple visitors in December including Toppo School Choir 6/12/2023 which sang some lovely Christmas songs and Little Wattle 13/12/2023 attended again to give their photo frames to the group and sing carols and 20/12/2023 the group had Stan Dodgson come and play for them.



Wyalong school choir above and Little Wattle at right with Stan Dodgson below right. Below left are Activity Day participants enjoying the festive activities.



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 curried sausages, deconstructed pies, rissoles, roast, and silverside. All meals served with vegetables or salad.

Groups enjoyed Christmas lunch for their last day where participants dressed up and participated in related activities and Australia Day. The group did not meet for three weeks over Christmas break.

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. We have increased the numbers for the afternoon session to 11 attendees to try and get some regular attendees. The group did not meet for five weeks over Christmas break and recommenced 25 January 2024.



Exercise group enjoyed an excursion with some of the Bland Blokes to go and see the 'Utes in the Paddock' and see the new Condobolin Visitor Information Centre, from there, the group followed the sculpture trail to Forbes stopping at a few sculptures for the group to view up close. They had lunch at the Golf Club in Forbes before coming back to West Wyalong.



8.19 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. ROADS MAINTENANCE

Works Undertaken January 2024

- **Maintenance Wet Grading**
 - Browns Lane completed
 - Danahers Lane
 - Yithan Rd (Damaged section)
 - Completed Sullivans Lane
 - Younga Plains Rd

- **Flood Damage Repairs**
 - Girral Rd
 - Younga Plains Rd
 - Sullivans Lane
 - Williams Crossing
 - Complete Waarbilla Rd

- **Sealed Road Patching Works**
 - Work has been on going on all Regional/Rural sealed Roads
 - Urban roads in West Wyalong & Wyalong

- **Gravel Resheeting**
 - Golden Hills Rd
 - Hately's Lane

Works Planned February 2024

- **Maintenance Grading**
 - Insufficient Staff to utilise Maintenance Graders

- **Flood Damage Repairs**
 - Girral Rd
 - Golden Hills Rd
 - Clear Ridge Rd
 - Cross Lane
 - Lonergans Lane

- **Sealed Road Patching Works**
 - On going.

- **Gravel Resheeting**
 - Hately's Lane
 - Golden Hills Rd
 - Aria Park Rd
 - Kildary Road
- **Heavy Patching**
 - Tenders for Heavy Patching and Re-sealing programs have been received and are reported to this Council meeting for approval

2. Urban Services

- **Villages / Works Undertaken**
 - Monday's – Weethalle + Tallimba
 - Clean toilets; Mow and whipper snip town/parks and cemetery; Tree trimming; Spray drains
 - Tuesday's – Ungarie
 - Mow and whipper snip sporting field; Push mow and whipper-snip park; Mow and whipper-snip town areas; Tree trimming; Spray for weeds; Park inspection
 - Wednesday's - Barmedman
 - Mow and whipper snip parks and town; Sweep main street gutter; Tree trimming; Park inspection
 - Thursday's - Ungarie
 - Mow and whipper snip sporting field; Push mow and whipper-snip park; Mow and whipper-snip town areas; Tree trimming; Spray for weeds; Park inspection
 - Friday's – Weethalle
 - Clean toilets; Mow whipper-snip
- **Park Maintenance**
 - Mow whipper-snip and edge all Parks
 - Check irrigation
 - Park inspection
 - Weed gardens
 - Trim trees
 - Fix water leaks
- **Cemetery Maintenance**
 - Mow whipper snip and edge cemetery
 - Check graves once dug
 - Check backfill once back filled
 - Check irrigation
 - Back fill graves when they sink
 - Fix irrigation pipes when they have been hit
- **Sporting Fields Maintenance**
 - Mow whipper-snip all sporting fields
 - Check irrigation
 - Fix water leaks
 - Check the tanks have water in them for watering
 - Line mark for cricket and little A's
 - Spray for weeds

- **Town Maintenance - General**
 - Mow and whipper snip town street
 - Mow and whipper snip pre school
 - Spray weeds around town
 - Water newly planted trees
 - Laid turf up around ninja park
 - Trim street trees
 - Water main street hedges
 - Set up for the Hearts of Gold Festival
 - Uncover sewer manhole lids
 - Mow and whipper snip council chambers grounds
 - Grind footpaths to remove trip hazards
 - Street sweep Urban streets
 - Airport Safety inspection (Tuesday Wednesday Thursday)

3. **Biosecurity Weeds Report November 2023 - January 2024**

- Biosecurity Weeds/Environmental
 - **Weed of the Month**, a topical weed article is being published monthly on council Facebook.
 - **Biological Control** – Biosecurity Staff are monitoring four release sites for Cochineal, which is a biological control agent for Prickly Pear.
 - **Property Inspections** – 15 private properties.
 - **High Risk Pathway Inspection** – Mid Western Highway, West Wyalong – Condobolin Road, Goldfields Way, Quandialla Road, Rankin Springs Hillston Road, Rankin Springs Lake Cargellico Road, Mary Gilmore Way, Newell Highway
 - **Hazard Reduction** – Barmedman, West Wyalong, Girral, Ungarie, Tallimba, Mirrool, Weethalle, Kikoira, Yalgogrin.
 - **Shoulder Spraying** – Quandialla Road, Euroka Road, Warbilla Road, Kildary Road, Williams Crossing Road, Mary Gilmore Way, , Unagrie Lake Cargellico Road, Buralyang Road, Paynes Road, Hatley's Lane, Ridley's Lane, Tallimba Road, Dundas Road, Brolga Road, Naradhan Road, Aria Park Road, Boreamble Road, Kikoira Road, Wamboyne Road, Blow Clear Road, Boneham's Lane,
 - **Town works** - West Wyalong Saleyards, Town Lanes, West Wyalong landfill, Ungarie Show Ground, West Wyalong Cemetery, Barmedman lanes, Weethalle lanes, Tallimba lanes, Ungarie lanes.
 - **Biosecurity Staff undertook the following weed controls:**
 - African Boxthorn – Reillys Lane, Gibsonvale Road. Removal of plants at the old Wyalong landfill site using Boxthorn Puller and funded by special grant.
 - Wild Radish – Mary Gilmore Way
 - Silverleaf nightshade – Brennans Tank Rd, Browns Lane, Merrengreen Rd, Fullers Lane, Kikoira Road, Bradbury's Lane, Naradhan Rd, Mary Gilmore Way, Ungarie – Lake Cargellico Road, Dansons Lane,
 - Buffalo Burr – Dansons Lane
 - St John's Wort – Beckom Rd, Reillys Lane, Aria Park Rd, Thomsons Lane, Wilkes Lane, Bakers Lane, Tallimba Rd, Mallee Plains Rd, Brennans Tank Rd, Cypress ave, Kolkilbertoo Rd, Bygoo Rd, Russel's Lane, Popes Lane, Chanters Lane, Harts Lane, Pfeiffer's Lane, Browns Lane, Holmes Lane, Bolygamy Rd, Merrengreen Rd, Fullers Lane, Davies Lane, Kikoira Rd, Bradbury's Lane, Naradhan Rd, Gibsonvale Rd, Talleeban Rd, Youngs Lane, Dundas Rd, Mudhut Rd, Rutledge's Lane, Paynes Rd, Younggreen Rd, Mary Gilmore Way

- Blue Heliotrope – Tallimba Rd, Buddigower Rd.
- Cactus opuntia species (Prickly Pear, Indian Fig) – Stem injection work has begun around West Wyalong and Ungarie with good control achieved.
- Cochineal, a biological control agent for Prickly Pear at work.



4. Environmental Projects

- **Recreational Fishing Program**

Under the latest round of Recreational Fishing grants, Council received 9090 Yellow – Belly fingerlings.

These fingerlings were released on 8 January in the West Wyalong Wetlands, and old town water supply dams at Weethalle, Tallimba, Barmedman, and Ungarie.

These releases are especially targeted at Blands' younger community.

This release follows on from previous years, where Council has received positive feedback.

- **Minor flooding event at Ungarie**

The Town of Ungarie received minor flooding after a substantial rain event during the week of the 15- 19 January.

The town bridge flood height reached 600mm over the road surface, and caused the closure of Crown Camp Road, along with Kikoira and Younggreen Roads at the Humbug Creek crossings.

Treatment works staff followed established protocols and shut down the first sewer line closest to the Creek as the water level became close to infiltrating through manholes. This procedure ensures the town sewer system is kept operating at optimum levels and avoids continual pumping of creek water into works.

The Early Warning Flood System located at four sites within the Humbug Creek was extremely useful in managing the flood response. It allowed monitoring of changing creek level heights in a safe manner, avoiding the need for emergency staff to drive through flood water while saving on manpower, time, and equipment.

5. Road Safety Project Updates

- **Caravan Towing – Safe Driving** - Will be held on 18 May 2024 in West Wyalong
- **Older Drivers** - Have booked dates across each of the four councils for April 2024
- **Young Drivers** - Dates for the four Councils booked in for Late February and early March 2024
- **Slow Down on Local Roads** - Signage to be displayed in each of the four shires
- **Speeding and Fatigue** - There will be one variable message board for each Council over the Easter long weekend to be placed on local road, with Transport for NSW placing boards on the State Roads
- **Plan B – Win a Swag** - 15 Venues across all four councils participated.
- **Caravan Weighing day** - Day held on 25 November 2023 in Temora, with next years to be held in Bland Shire.

6. Industrial Estate

Update

The works on Central Road and Shamrock Street are progressing. There have been some delays in the delivery of works with some conformance matters being finalised by the earthworks contractor.

Works done and completed.

Subbase layer compaction has been finalised. Drainage components are installed. Water mains are installed ready for testing and acceptance by Goldenfields Water

Works to be done in next month.

The finalisation of the drainage components are due in the next few weeks, then the installation of the kerb and gutter.

8.20 Development Services Activity Report – January 2024



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: Manager of Development and Regulatory Services

Planning and Building Activities Update

The following DA applications were approved during January 2024

Application No	Location	Description	Consent Authority	Approval Date
DA2024/0025	22-36 Wollongough Street, Ungarie	Residential Alterations & Additions - New Storage Shed	Staff	4/01/2024
DA2024/0027	26 Boundary Street, West Wyalong	Residential Alterations & Additions - Dwelling Extensions	Staff	5/01/2024
DA2024/0022	958 South Yalgogrin Road, Barellan	Farm Building - Farm Machinery Shed	Staff	19/01/2024
DA2024/0030	54 Park Street, West Wyalong	Demolition of Existing Dwelling (House)	Staff	24/01/2024

Other applications approved during January 2024:

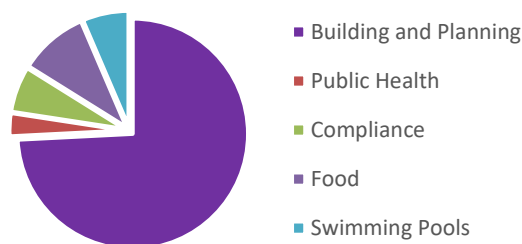
- Three (3) Construction Certificates
- Three (3) Local Government Act Applications.
- Four (4) Occupation Certificates issued.

Type	Number
Swimming Pool Compliance	1
Swimming Pool Public Health	0
Building	18
On-site Sewer Management	3
Food	1

The following inspections were carried out during January 2024:

Enquiries received during January 2024

Type	Number
Building and Planning	23
Public Health	1
Compliance	2
Food	3
Swimming Pools	2



Regulatory Activities Update

Companion Animal Seizure and Impound Activities January 2024

Seizure Activities:	Dogs	Cats
Seized	5	2
Returned to Owner	1	

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	2	
Incoming Animals		
Transferred from Seizure Activities	5	2
Dumped at Pound		3
Surrendered	2	
Total Animals in Pound	8	5

Outgoing Animals		
Released to Owner	1	
Euthanised		
Rehoused (Rescued)	2	3
Sold		
Died at Pound		
Stolen		
Escaped		
Total Animals Leaving Pound	3	3
Animals in Pound at end of Month	5	2

Penalty infringement Notices issued:

Description	No. issued
Fail to prevent dog from escaping	3

Planning Updates – New technology:

We have successfully secured a spot in a free trial with Australian owned business, Archistar to see how Artificial Intelligence (AI) can assist in assessment of development applications (DA's). We are one of 9 NSW councils involved in the trial with the aim to streamline and reduce the time taken to assess development applications, commence development sooner which supports the State governments vision to increase housing stock and housing affordability. The AI program is called eCheck and it can rapidly assess whether a development complies with our Bland Shire Council Local Environmental Plan (LEP) and Development Control Plan (DCP). Archistar will design standardised assessment templates for our Council to consider whether the program adds value to the already difficult process associated with using the NSW Planning Portal. I anticipate the trial will identify areas for improvement in our LEP and DCP document which we can use down the track.



Streamline and reduce the application process

Reduce holding costs and benefit supply of new housing stock

Increase overall affordability

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	29 November 2023	✓
Goldenfields Water County Council	26 October 2023	✓
Goldenfields Water County Council	14 December 2023	✓
Goldenfields Water County Council	19 December 2023	✓
MERC	8 December 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 29 November 2023
Time: 9.00am, Forbes Council Chambers
Minutes taken by: Renee Pettit

Attendees:

Independent Chairperson: Lisa Andrews (LA)
Evolution: Renee Pettit (RP), Ivan Arcayo (IA), Tammy Rawson (TR).
Community Members: Lucy Buttenshaw (LB)*, Angus Stitt (AS)*, Bruce Dent (BD)
Forbes Shire Council: Cr Brian Mattiske (BM)
Bland Shire Council: Cr Elizabeth McGlynn (EM)*

Apologies: Grace Derrick (GD), Ally Coe (AC), Vicki Swadling (VS), Nicole Smith (NS) Cr Chris Roylance (CR), Dennis Brady (DB) & Kate Dean (KD).

**Attended meeting remotely*

ITEM			ACTION												
<p>1. Welcome</p> <p>Independent Chair, LA, opened the meeting at 9.05 am and welcomed all in attendance. Acknowledgment of Country.</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: BD Seconded by: EM</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>1</td> <td>Report from drill rig incident to be forwarded to LA to distribute to CEMCC members. Completed 10/10/2023</td> <td>EVN/LA</td> </tr> <tr> <td>2</td> <td>LA to distribute LCF Inhabitat presentation to CEMCC members. Completed 10/10/2023</td> <td>LA</td> </tr> <tr> <td>3</td> <td>EVN to notify LA when response to submission is lodged. Keep action.</td> <td>EVN</td> </tr> </tbody> </table>			ITEM	ISSUE	RESPONSIBILITY	1	Report from drill rig incident to be forwarded to LA to distribute to CEMCC members. Completed 10/10/2023	EVN/LA	2	LA to distribute LCF Inhabitat presentation to CEMCC members. Completed 10/10/2023	LA	3	EVN to notify LA when response to submission is lodged. Keep action.	EVN	<p>Action: EVN to notify LA when response to submission is lodged.</p>
ITEM	ISSUE	RESPONSIBILITY													
1	Report from drill rig incident to be forwarded to LA to distribute to CEMCC members. Completed 10/10/2023	EVN/LA													
2	LA to distribute LCF Inhabitat presentation to CEMCC members. Completed 10/10/2023	LA													
3	EVN to notify LA when response to submission is lodged. Keep action.	EVN													

4	LA to send out new CEMCC (CCC) guidelines to attendees. Completed 29/9/23	LA	
<p>5. Correspondence (as emailed with the meeting notice on 23/11/23)</p> <ul style="list-style-type: none"> • 22/9/23 - Email to members with the draft minutes for review/comment. • 27/9/23 – Email to members advising that no changes to draft minutes and attaching the ToR/WH&S Assessment Sheet. • 10/10/23 – Email to members with finalised minutes, presentation, InHabit Presentation and Incident Report. • 15/11/23 – Email members with Meeting Notice & Agenda for this meeting. • 23/11/23 – Email to members with reminder for this meeting. 			
<p>6. Reports</p> <p>IA 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. CEMCC presentation to be provided to LA for distribution to CEMCC members.</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>Inclusions of community support not included in slide pack:</p> <ul style="list-style-type: none"> - Support to Condobolin visitor information centre. - Endeavor Scholarships given to West Wyalong, Condobolin & Forbes high schools. - Christmas support to toys drives – Forbes women's refuge, Bland Toy drive, Tullibigeal Swimming Club. - St Vincent DePaul support of \$20,000 to our branches in which we operate. 			<p>Action: IA to provide copy of CEMCC slide pack presentation to LA for distribution to CEMCC members.</p>
<p>7. General Business</p> <p>No general business</p>			
<p>8. Meeting Schedule for 2024:</p> <ul style="list-style-type: none"> • Wednesday 6th of March LCCC • Wednesday 5th of June WCC • Wednesday 4th of September FSC • Wednesday 27th of November Evolution Town Office 			Venues to be confirmed.
<p>9. Meeting Closed – 9.58 am with LA thanking all for their attendance and contribution throughout 2023 - wishing all members a happy festive season and safe new year.</p>			

ACTION ITEMS

ITEM	ISSUE	RESPONSIBILITY
1	EVN to notify LA when response to submission is lodged	EVN
2	IA to send copy of CEMCC slide pack to LA for distribution to CEMCC members.	IA & LA

The meeting commenced at 10.00am

PRESENT

Cr B Callow, Cr A McAlister, Cr L McGlynn, Cr J Piper, Cr G Sinclair, Cr M Stadtmiller.

ALSO IN ATTENDANCE

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

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

23/059 RESOLVED on the motion of Crs Collow and McGlynn that a leave of absence be granted to Cr A White and Cr K Morris.

2. ATTENDANCE OF COUNCILLORS BY AUDIO VISUAL LINK

Nil

3. WEBCASTING OF COUNCIL MEETINGS

Attendees of this meeting are reminded that:

- a) The meeting is being recorded and made publicly available on Council's website, and
- b) Persons attending the meeting should refrain from making any defamatory statements.

4. STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of the oath or affirmation of office they have taken under section 233A of the Act.

The governing body of a county council is responsible for managing the affairs of the county council. Each Councillor as a member of the governing body has a responsibility to make considered and well-informed decisions to ensure that the exercise of the functions of Goldenfields Water are performed to benefit the whole of the area of operations of Goldenfields Water.

In addition Councillors are reminded of their obligations under council's code of conduct to disclose and appropriately manage conflicts of interest.

5. ACKNOWLEDGEMENT OF COUNTRY

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

6. PRESENTATIONS

Nil

7. DECLARATION OF PECUNIARY INTERESTS

Nil

8. DECLARATION OF NON PECUNIARY INTERESTS

Nil

9. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 7 SEPTEMBER 2023

BOARD RESOLUTION

23/060 RESOLVED on the motion of Crs Piper and McGlynn that the minutes of the meetings held on the 7 September 2023, having been circulated and read by members be confirmed.

10. BUSINESS ARISING FROM MINUTES

Nil

11. CORRESPONDENCE

Nil

12. MATTERS OF URGENCY

Nil

13. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

14. CHAIRPERSON'S MINUTE

Nil

15. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION – 10.03am

In accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2021, in the opinion of the General Manager the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in part of the meeting closed to the media and the public.

BOARD RESOLUTION

23/061 RESOLVED on the motion of Crs Sinclair and Callow that Council move into **CONFIDENTIAL SESSION**.

16. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

16.1. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

**16.1.1. TENDER 04/2023 – JUGIONG WATER TREATMENT PLANT HV LV
ELECTRICAL INSTALLATION**

BOARD RESOLUTION

23/062 RESOLVED on the motion of Crs McGlynn and McAlister that Council:

- a) note the information detailed within the report
- b) approve to award the contract (Tender 04/2023) for the Jugiong WTP HV LV Electrical Installation Project to JRC Pty Ltd for \$2,249,543.09 (exc GST).
- c) Approve a budgetary provision of \$500k in the 2023/24 financial year, for the purchase of new electrical motors and their installation at the Jugiong WTP clear water pump station site.
- d) Pursuant to s55(3)(i) of the Local Government Act 1993, the Board considers that a satisfactory result would not be achieved by inviting tenders before entering into a contract for the purchase of new motors for Jugiong Number 1 and 2 pump stations, due to extenuating circumstances, being:
 - 1. currently there is a significant risk in long lead times for assets and their associated spares. This is exacerbated when manufactured overseas and custom built.
 - 2. Council previously tendered contract 05/2022 which provided the selection of new pumps and motors for the Oura HV site.
 - 3. flexibility in purchasing the same motors as per the previous tender 05/2022 reduces councils' risk of any failures across our HV sites by providing commonality and enabling the swapping out of any equipment across all three sites without any down time.
 - 4. Significant savings are made when equipment purchased has commonality and spares to be carried are minimalised.
 - 5. The training of staff with common assets provides greater service and reduces risk of downtime when incidents occur.
- e) authorise the General Manager or their delegate the delegation to negotiate the purchase of new 900kw motors from Toshiba International Corporation PTY LTD and enter into any such Agreements as necessary.

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

- a) *Commercial information of a confidential matter that would, if disclosed:
 - i. prejudice the commercial position of the person who supplied it,*

16.2. MATTERS SUBMITTED BY ENGINEERING MANAGER

16.2.1. EASEMENT AND ACQUISITION ADVICE AND POLICY UPDATE

BOARD RESOLUTION

23/063 RESOLVED on the motion of Crs Sinclair and Callow that Council:

- a. Note the information detailed within the report.
- b. Adopt the Draft PP032 Easement and Acquisition Policy
- c. Council proceed with the compulsory acquisition of the interest in the land described as 6m wide easement through Lot 1 DP 1119238, Lot 132 DP 753600 and Lot 2 DP 701208 for the purpose of a water supply pipeline in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
- d. Council make an application to the Minister and the Governor for approval to acquire a 6m wide easement through Lot 1 DP 1119238, Lot 132 DP 753600 and Lot 2 DP 701208 by compulsory process under section 186(1) of the *Local Government Act 1993*.
- e. That the land is to be classified as operational land.

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

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

General Manager, Mr Aaron Drenovski declared a Significant Pecuniary Interest and vacated the Board Room the time being 10:34am.

All Council Staff vacated the Board Room the time being 10:34am.

16.3. MATTERS SUBMITTED BY GENERAL MANAGER

16.3.1. GENERAL MANAGER'S PERFORMANCE REVIEW

BOARD RESOLUTION

23/064 RESOLVED on the motion of Crs McGlynn and Sinclair that Council:

1. Note the attachments of the General Manager's report and;
2. They will form part of a final report which will return to Council at its next meeting.

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

- a) Personnel matters concerning particular individuals (other than councillors)*

16.3.2. GENERAL MANAGER'S CONTRACT

BOARD RESOLUTION

23/065 RESOLVED on the motion of Crs McGlynn and Piper that this report will be returned to Council.

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

- a) Personnel matters concerning particular individuals (other than councillors)*

General Manager, Mr Aaron Drenovski and Council staff returned to the meeting the time being 11:10am.

BOARD RESOLUTION

23/066 RESOLVED on the motion of Crs Callow and Piper that there being no further confidential items that the Board revert back to Open Session, and that the resolutions made in Confidential Session be made public.

11:12am – Confidential Session exited.

The General Manager and Chairperson read out the resolutions made in CONFIDENTIAL session

17. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

17.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

17.1.1. COUNCIL CASH AND INVESTMENTS

BOARD RESOLUTION

23/067 RESOLVED on the motion of Crs Sinclair and McAlister that the report detailing Council Cash and Investments as at 30th September 2023 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments as at 30th September 2023 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2021.

REPORT

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 26 October 2023**

Council's cash and investment portfolio decreased by \$1,573,451.50 from \$32,108,971.23 as at 31st August 2023 to \$30,535,519.73 as at 30th September 2023.

Cash and Investment Portfolio

Type	Rating	CQ RATING	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	BBB-	A2	Judo Bank	At Maturity	5/07/2023	4/10/2023	91	5.40	3.37	\$2,000,000
TD	AA-	A1+	NT Treasury	Annual	10/09/2020	15/12/2023	1191	1.00	3.37	\$2,000,000
TD	BBB	A2	Defence Bank	At Maturity	16/02/2023	16/02/2024	365	5.00	3.37	\$3,000,000
TD	AA-	A1+	NAB	At Maturity	24/02/2023	26/02/2024	367	4.98	3.37	\$1,000,000
TD	A+	A1	Macquarie Bank	At Maturity	5/04/2023	3/04/2024	364	4.55	3.37	\$1,500,000
TD	BBB+	A2	Credit Union of Aust	At Maturity	31/01/2023	17/04/2024	442	4.67	3.37	\$1,000,000
TD	BBB+	A2	Australian Unity	At Maturity	9/02/2023	9/05/2024	455	4.80	3.37	\$1,000,000
TD	AA-	A1+	NAB	At Maturity	26/06/2023	25/06/2024	365	5.48	3.37	\$1,000,000
TD	BBB-	A2	Judo Bank	At Maturity	23/01/2023	24/07/2024	548	4.45	3.37	\$1,000,000
TD	AA-	A1+	NAB	At Maturity	24/02/2023	16/08/2024	539	4.95	3.37	\$2,000,000
TD	BBB	A1	AMP Bank	At Maturity	2/08/2023	4/09/2024	399	5.45	3.37	\$2,000,000
TD	BBB	A2	AMP Bank	At Maturity	15/03/2023	19/09/2024	554	4.80	3.37	\$1,000,000
TD	AA-	A1+	NT Treasury	Annual	28/09/2020	15/12/2024	1539	1.10	3.37	\$1,000,000
TD	BBB	A2	AMP Bank	At Maturity	12/01/2023	13/01/2025	732	4.55	3.37	\$2,000,000
TD	AA-	A1+	NAB	At Maturity	24/02/2023	24/02/2025	731	4.93	3.37	\$1,000,000
TD	BBB	A2	AMP Bank	At Maturity	1/09/2023	4/03/2025	550	5.05	3.37	\$2,000,000
TD	BBB	A2	Police Financial Services	At Maturity	1/03/2023	13/03/2025	743	5.15	3.37	\$1,000,000
TD	BBB	A2	Defence Bank	At Maturity	8/03/2023	27/03/2025	750	4.90	3.37	\$1,000,000
TD	NR	NR	Summerland Credit Union	At Maturity	22/03/2023	8/05/2025	778	4.80	3.37	\$1,000,000
CASH	AA-	A1+	CBA	Monthly				4.10	2.89	\$2,240,530
CASH	AA-	A1+	CBA	N/A				0.20	2.89	\$794,990
TOTAL:										\$30,535,520

Portfolio Performance

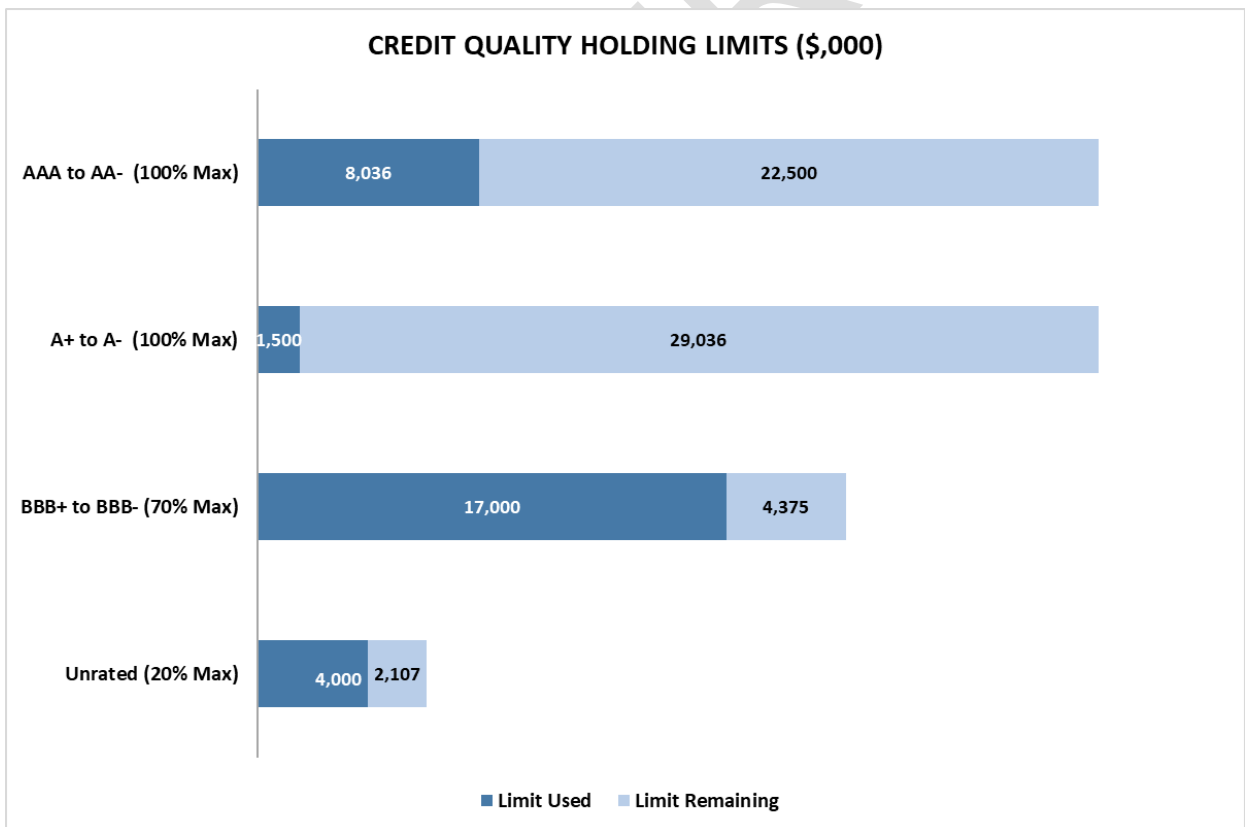
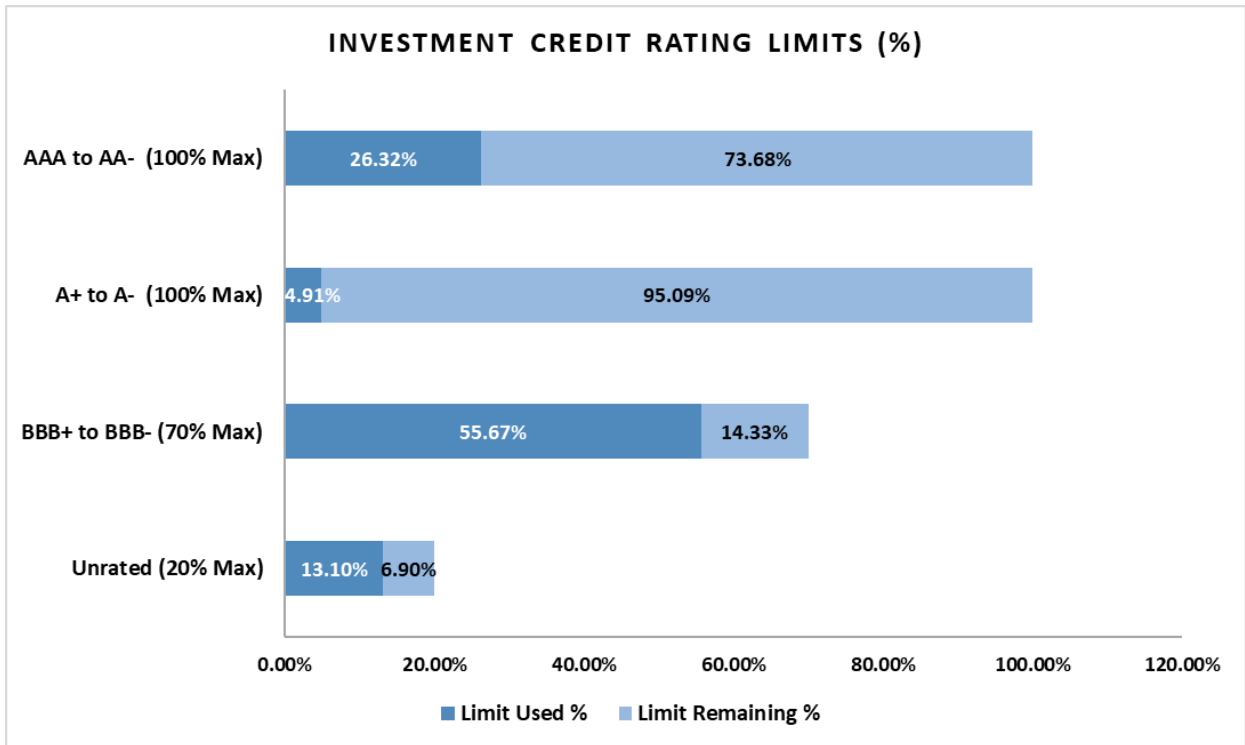
Goldenfields Water County Council's investment portfolio outperformed by 0.07% in comparison to the relevant BBSW Index benchmark. The average weighted yield for September was 4.21%.

Total Cost	Yearly Interest Received	Weighted Average Term
30,535,520	117,099	289 days
Total Portfolio Value	Monthly Interest Received	Weighted Average Yield
31,139,918	24,449	4.21%

Credit Quality Compliance

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

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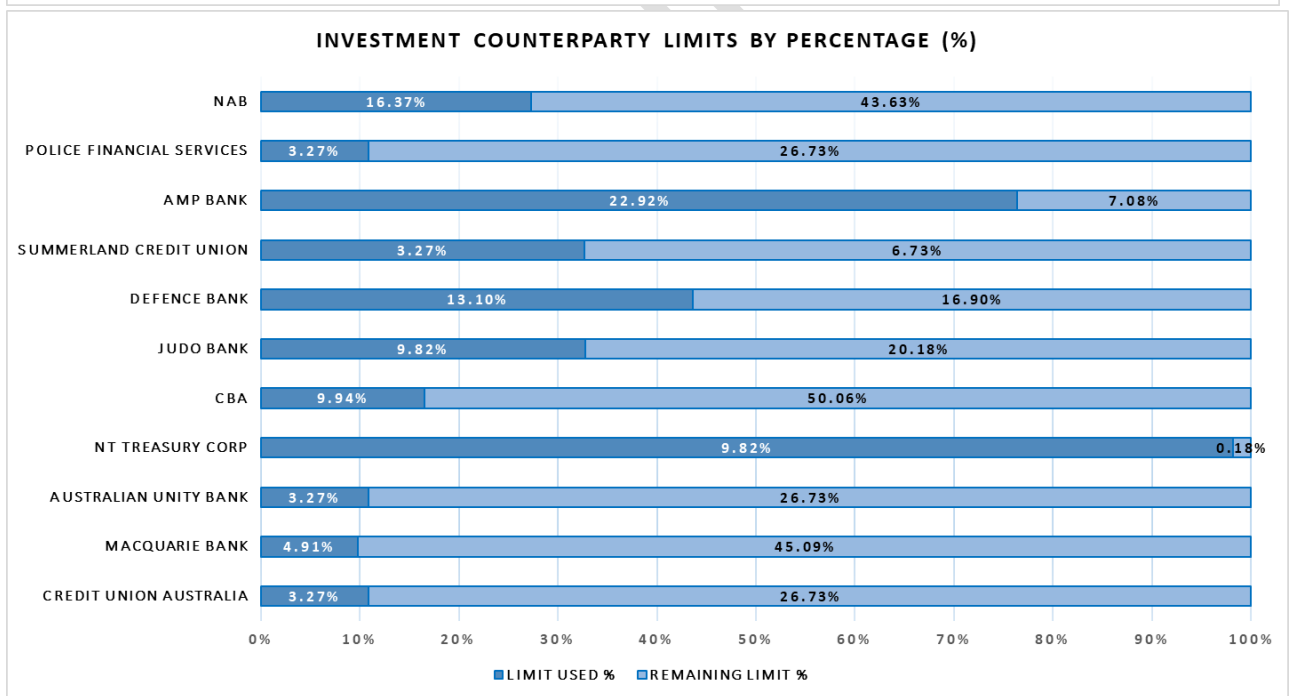
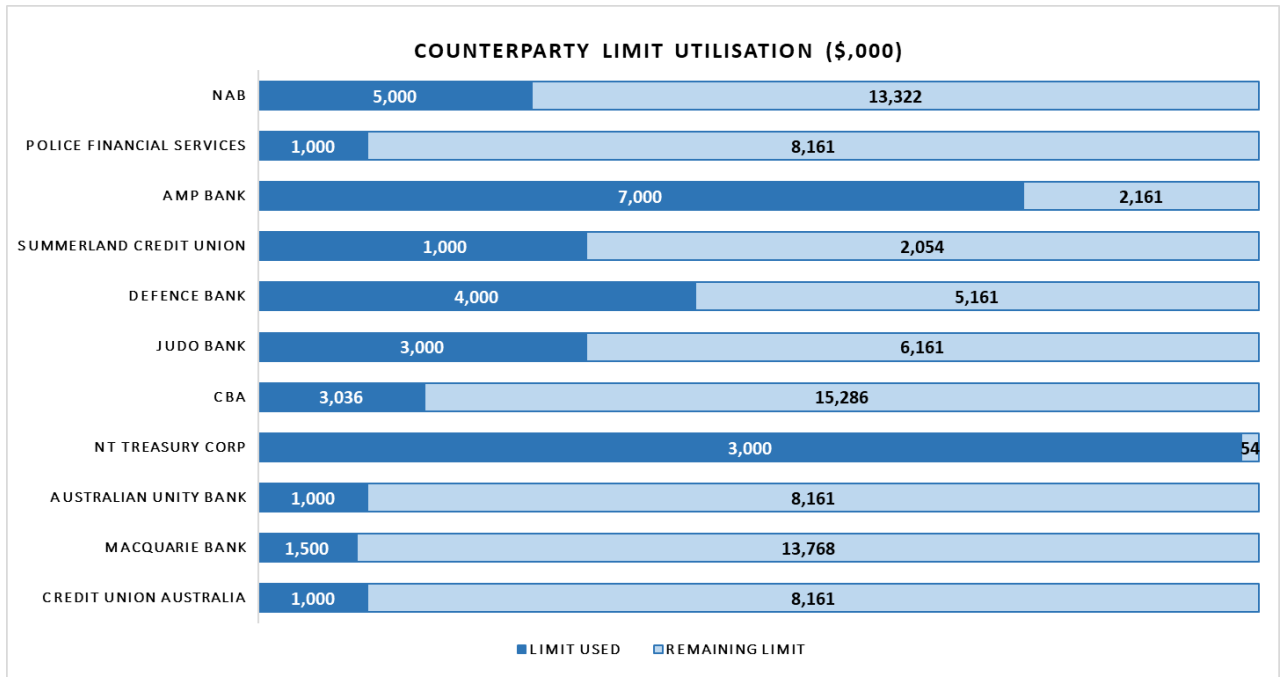


Counter Party Compliance

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

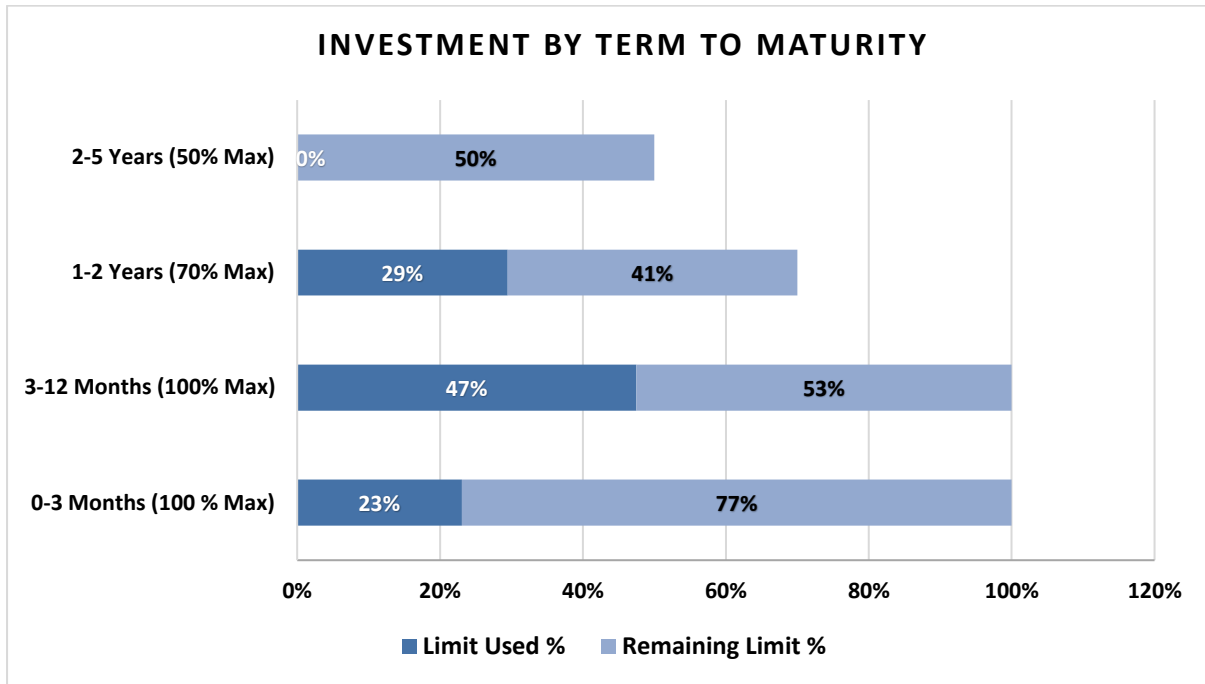
**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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Overall, the portfolio is diversified across a variety of credit ratings, including some exposure to unrated ADIs.



Term to Maturity

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



Application of Investment Funds

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

Restricted Funds:	
Employee Leave Entitlement	2,551,897
Plant & Vehicle Replacement	3,291,257
Infrastructure Replacement	22,842,053
Unrestricted Funds	1,850,312
TOTAL	30,535,520

Declaration

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

Signed

Corporate Services Manager

FINANCIAL IMPACT STATEMENT

Council's cash and investment portfolio decreased by \$1,573,451.50 from \$32,108,971.23 as at 31st August 2023 to \$30,535,519.73 as at 30th September 2023.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

17.1.2. PROGRESS REPORT - CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

23/067 RESOLVED on the motion of Crs Piper and Sinclair that the Capital Works Progress Report as at 30th September 2023 be received and noted

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Capital Works Progress Report as at 30th September 2023 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

The Quarterly Budget Review Statement is presented to Council in accordance with Clause 203(2) of the Local Government (General) Regulations 2021, for the purpose of periodically reviewing and revising estimates of income and expenditure.

REPORT

The Quarterly Review of Council's Budget for the period ended 30 September 2023 is submitted for examination by Council.

The revised operating result for 2023/24 anticipates a deficit of \$1,482,000 as adopted for 2023/24 excluding Capital Income.

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

Proposed September 2023 quarterly review adjustments:

Operational Additional Income

- Nil

Operational Additional Expenditure

- Nil

Capital Expenditure

Additional Expenditure

Oura Pump Station Renewal	\$1,700,000
Jugiong Water Treatment Plant HV LV Electrical Installation	\$500,000

FINANCIAL IMPACT STATEMENT

The recommendation has increased Council's Capital Works Expenditure by \$2,200,000.

ATTACHMENTS: Quarterly Budget Review 30-9-23

TABLED ITEMS: Nil

17.1.3. 2022/23 BUDGET REVOTES

BOARD RESOLUTION

23/068 RESOLVED on the motion of Crs McGlynn and Sinclair that expenditure totalling \$2,820,350 be revoted from 2022/23 and included in the 2023/24 budget.

Report prepared by Corporate Services Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

Annual approval is sought from the Board in relation to carrying forward budget allocations from the prior year into the current year. 2022/23 budgets items have been reviewed and management advises that the following listed items should be revoted into the 2023/24 budget to enable the completion of planned works.

Description	2022-23 Original Budget	2022-23 Revised Budget	Actual Expenditure to 30 June 2023	Unspent to 30 June 2023	Revote Required 2023-24 Budget
Capital Expenditure:					
New Temora Depot Building	\$0	\$100,000	\$50,215	\$49,785	\$49,780
Plant & Equipment	\$1,585,000	\$1,585,000	\$1,225,948	\$359,052	\$359,050
Wyalong Reliability Project Investigation & Design	\$4,000,000	\$100,000	\$61,849	\$38,151	\$10,000
Rosehill Pipeline	\$600,000	\$600,000	\$136,889	\$463,111	\$463,000

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Pump Station – Lonsdale Control Panel	\$0	\$46,000	\$31,527	\$14,473	\$14,470
Marina Pump 2	\$10,000	\$10,000	\$1,569	\$8,431	\$8,430
Jugiong CWPS1 P1 & 2 Inlet Manifold 2022	\$120,000	\$190,000	\$121,103	\$68,897	\$68,890
Matong Pump Station – 2022	\$10,000	\$20,000	\$7,071	\$12,929	\$12,930
Pump Station – Electrical Items SB etc.	\$420,000	\$420,000	\$287,696	\$132,304	\$132,300
Switchboard Renewals	\$75,000	\$75,000	\$60,853	\$14,147	\$14,140
Jugiong Compressor	\$35,000	\$70,000	\$1,093	\$68,907	\$68,900
Jugiong WTP – Valve & Pneumatic Upgrade	\$70,000	\$140,000	\$71,447	\$68,552	\$68,550
West Wyalong Transfer Pump Station	\$0	\$540,000	\$461,380	\$78,958	\$78,620
Microwave link sites for Scada	\$250,000	\$1,110,000	\$241,784	\$868,216	\$868,210
West Wyalong Standpipe Res	\$1,500,000	\$3,820,750	\$3,716,902	\$103,848	\$103,840
Oura Reservoirs and Aerator	\$3,000,000	\$1,000,000	\$500,757	\$499,243	\$499,240
Total Capital Expenditure	\$11,675,000	\$9,826,750	\$6,978,083	\$2,849,004	\$2,820,350

FINANCIAL IMPACT STATEMENT

The recommendation increases 2023/24 budgeted capital expenditure by \$2,820,350 from \$22,643,000 to \$25,463,350.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

17.2. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

17.2.1. WATER PRODUCTION REPORT

BOARD RESOLUTION

23/069 RESOLVED on the motion of Crs Callow and Sinclair that the Water Production Report be received and noted.

Report prepared by Production and Services Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 3 A Healthy Natural Environment

BACKGROUND

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

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

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

REPORT

Jugiong drinking Water Scheme

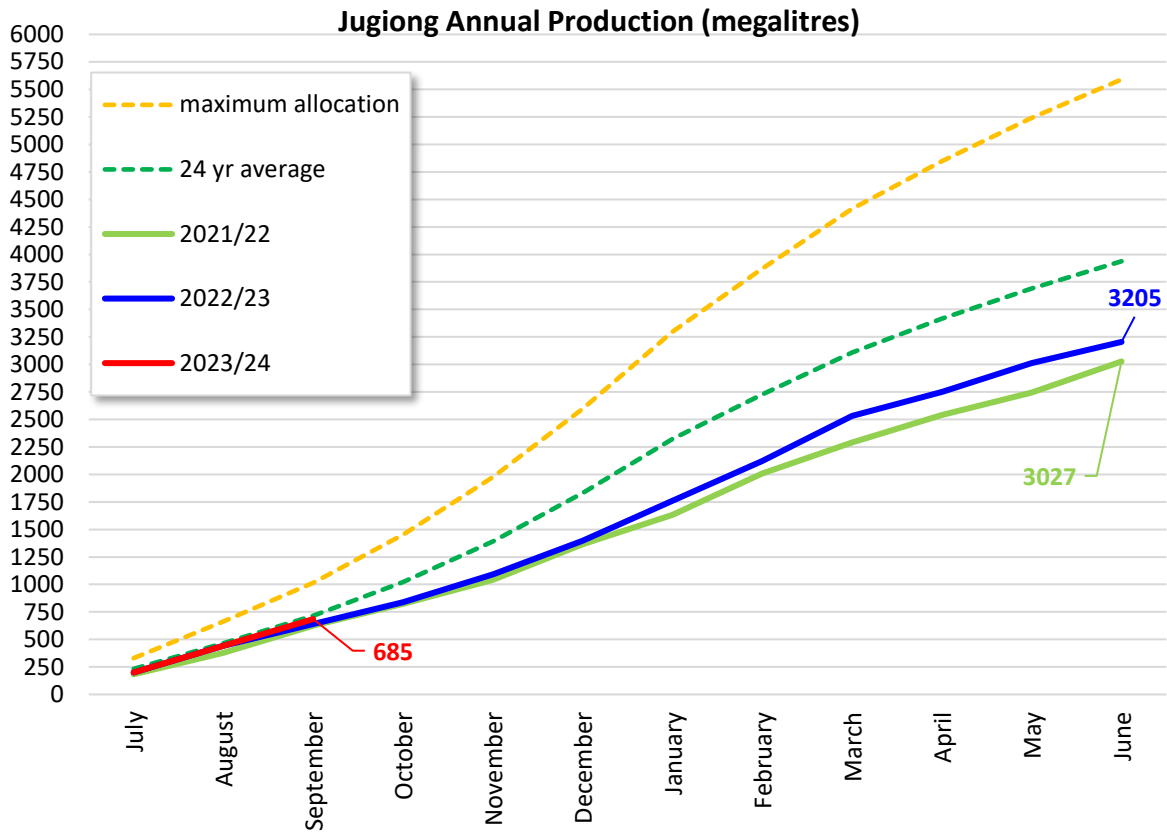
The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration,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

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

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

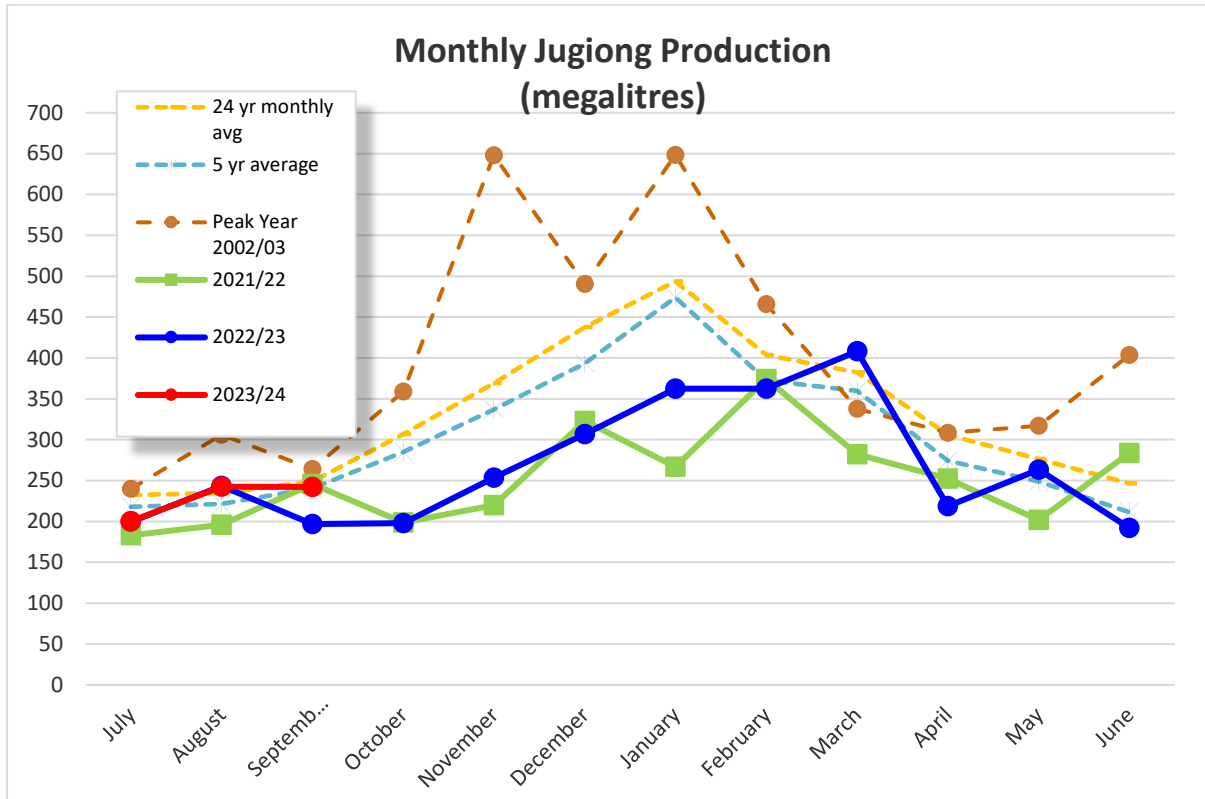
**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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For the first 3 months of the 2023/24 financial year, 685ML of water had been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is slightly higher than for the 2022/23 FY where 640ML was extracted. An increase of 45ML. This is illustrated in the graph below.



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Jugiong monthly production started slightly higher in July with 200ML extracted and treated for the month. August saw a further increase in production with 242ML extracted and treated and September was like August with 242ML extracted and treated.

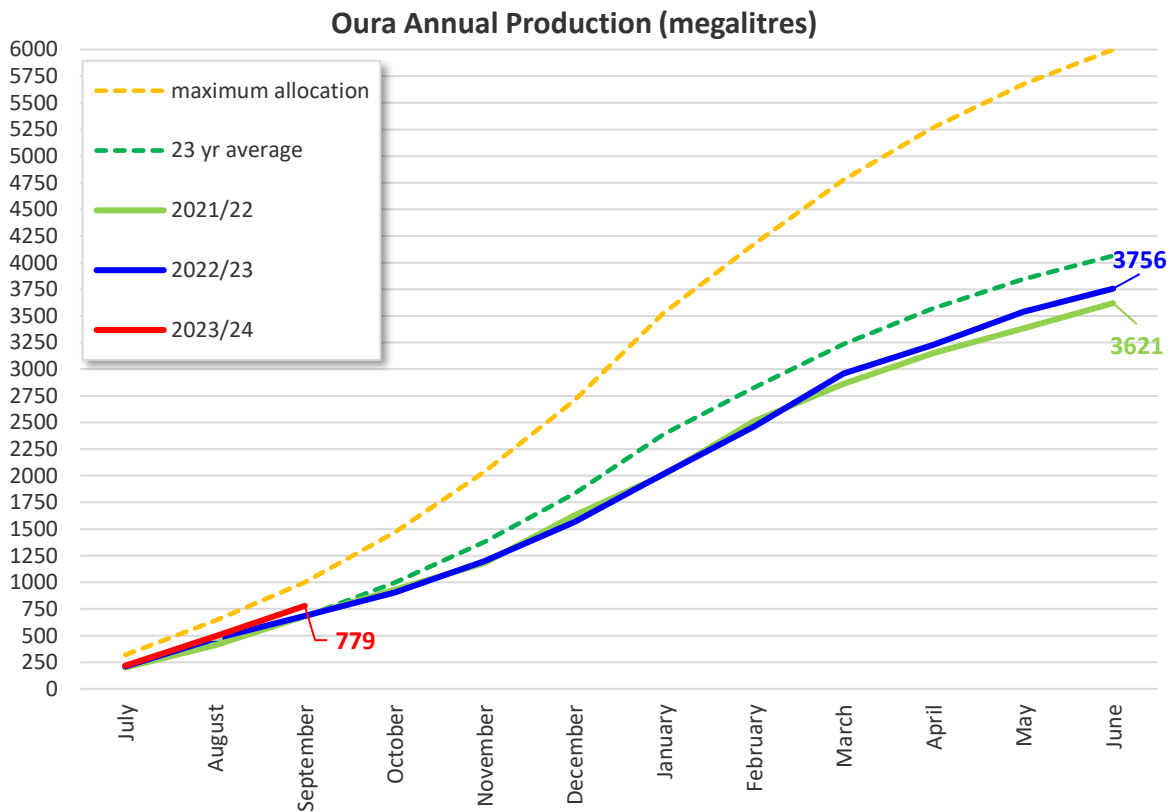


Oura Drinking Water Scheme

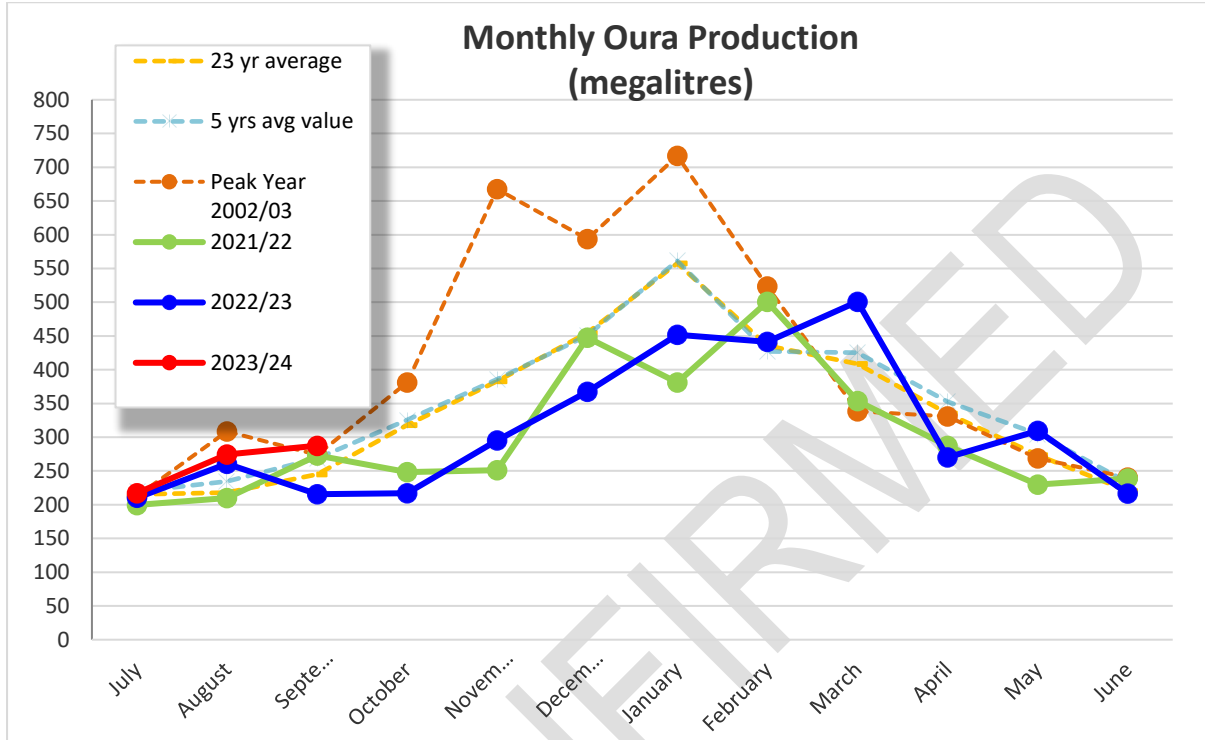
The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 4 bores namely: Bores 2, 3, 4 and 6. The raw water then goes through a treatment process at the Oura Water Treatment Plant that includes Aeration, Disinfection and Fluoridation.

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

For the first 3 months of the 2023/24 financial year, 779ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is a slight increase in production compared to 2022/23 FY where 686ML of water was extracted for the same period. An increase in production of 93ML. This is depicted in the graph below.



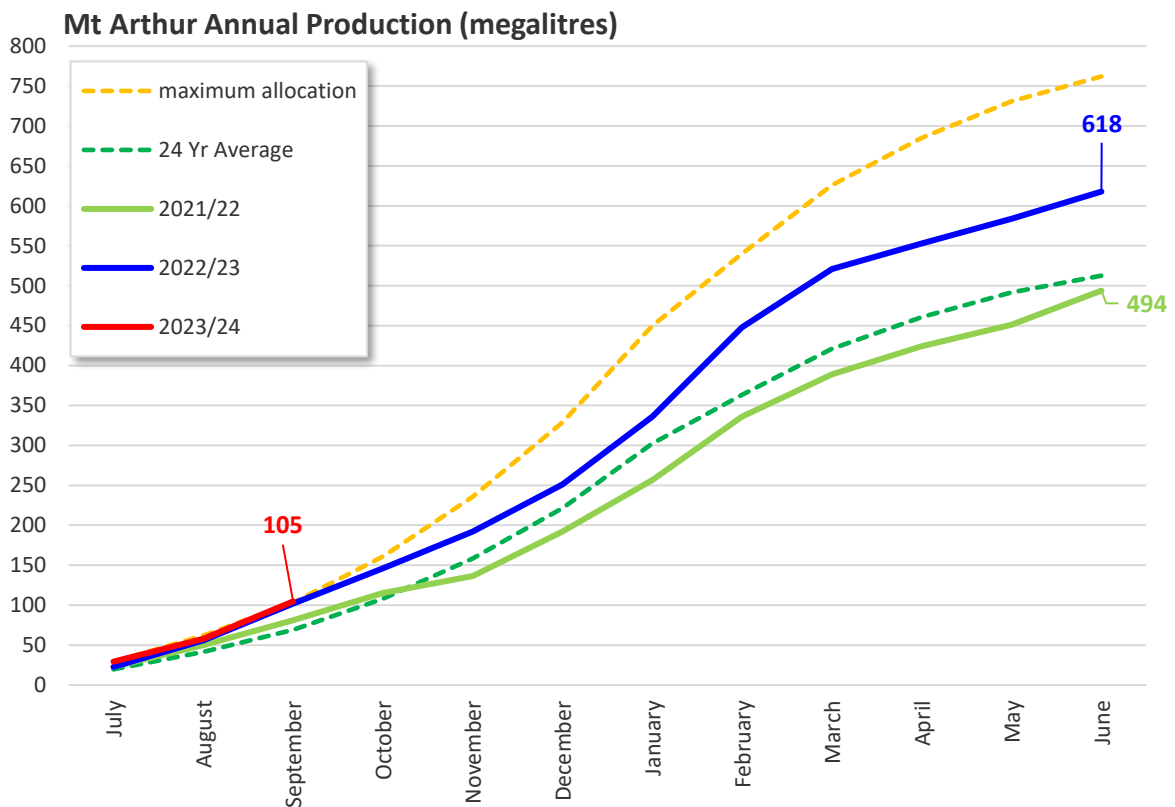
Oura monthly water production has started slightly higher in July where 217ML was extracted from the Oura bores. August saw an increase in production where 274ML was extracted, a further increase in production for September saw 287ML extracted.



Mount Arthur Drinking Water Scheme

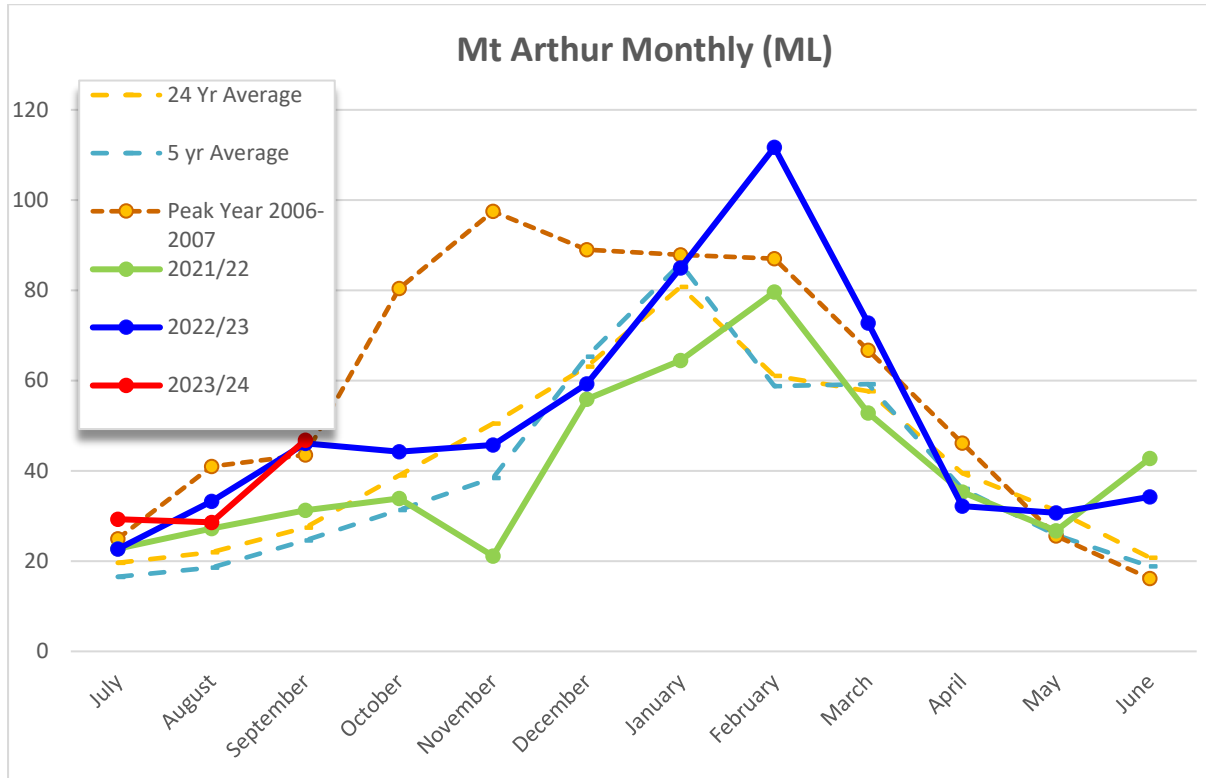
The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with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

For the first 3 months of the 2023/24 financial year, 105ML of water has been extracted from the Mt Arthur Borefield. This is an increase compared to the 2022/23 FY where 102ML was extracted from the Mt Arthur bores for the same period. An increase of 3ML.As can be seen in the graph below, production is trending slightly higher to previous years.



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Mt Arthur monthly water production started slightly higher to previous years with 29ML of water extracted from the bores in July, August saw a slight decrease to 28ML extracted and September a further increase to 47ML extracted.

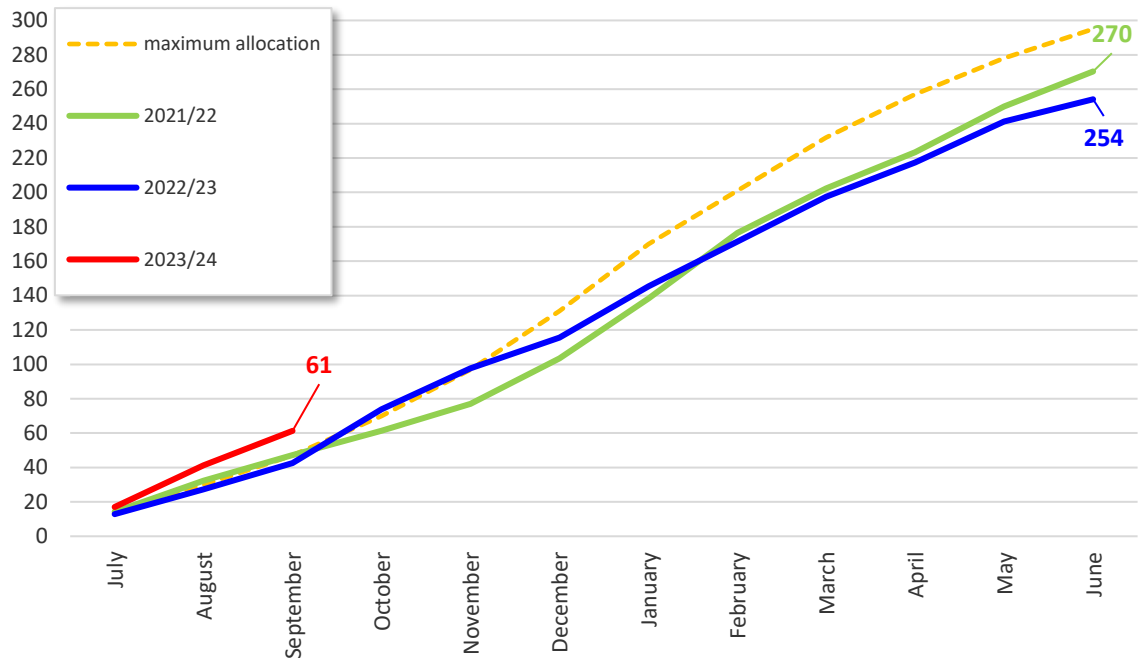


Mount Daylight Drinking Water Scheme

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

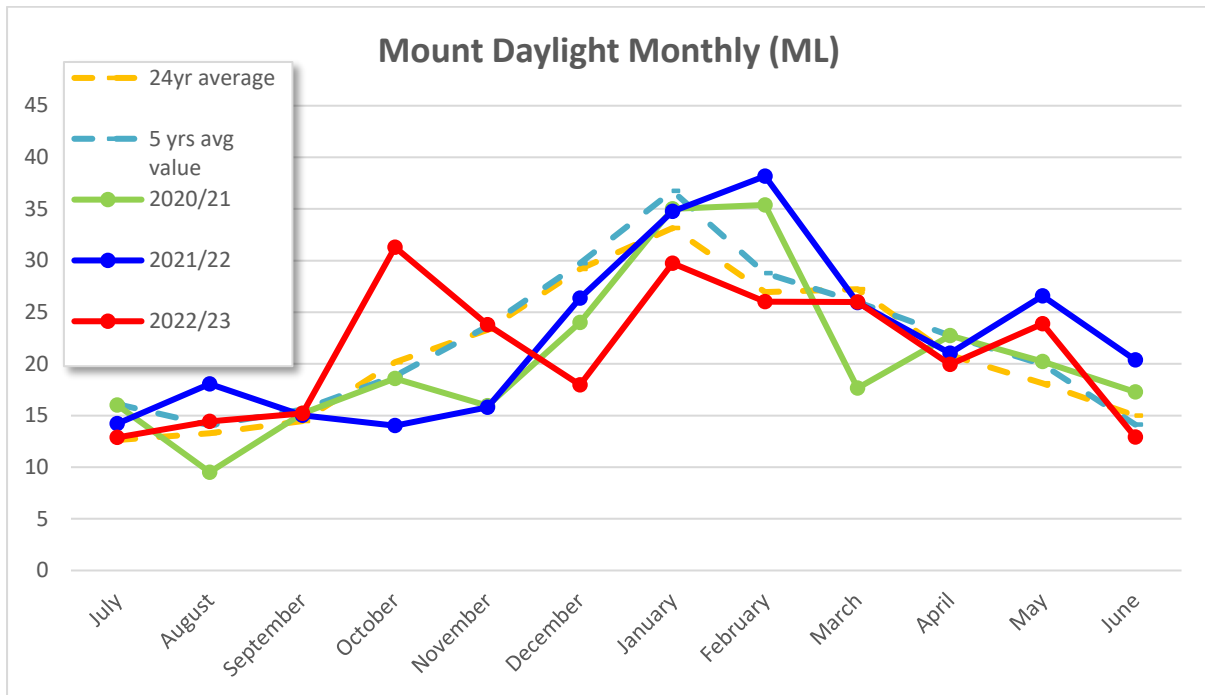
For the first 3 months of the 2023/24 financial year 61ML of water has been extracted from the Mt Daylight Borefield. This is an increase in volume of 18ML compared to the 2022/23 FY where 43ML was produced over the same period.

Daylight Annual Volume (megalitres)



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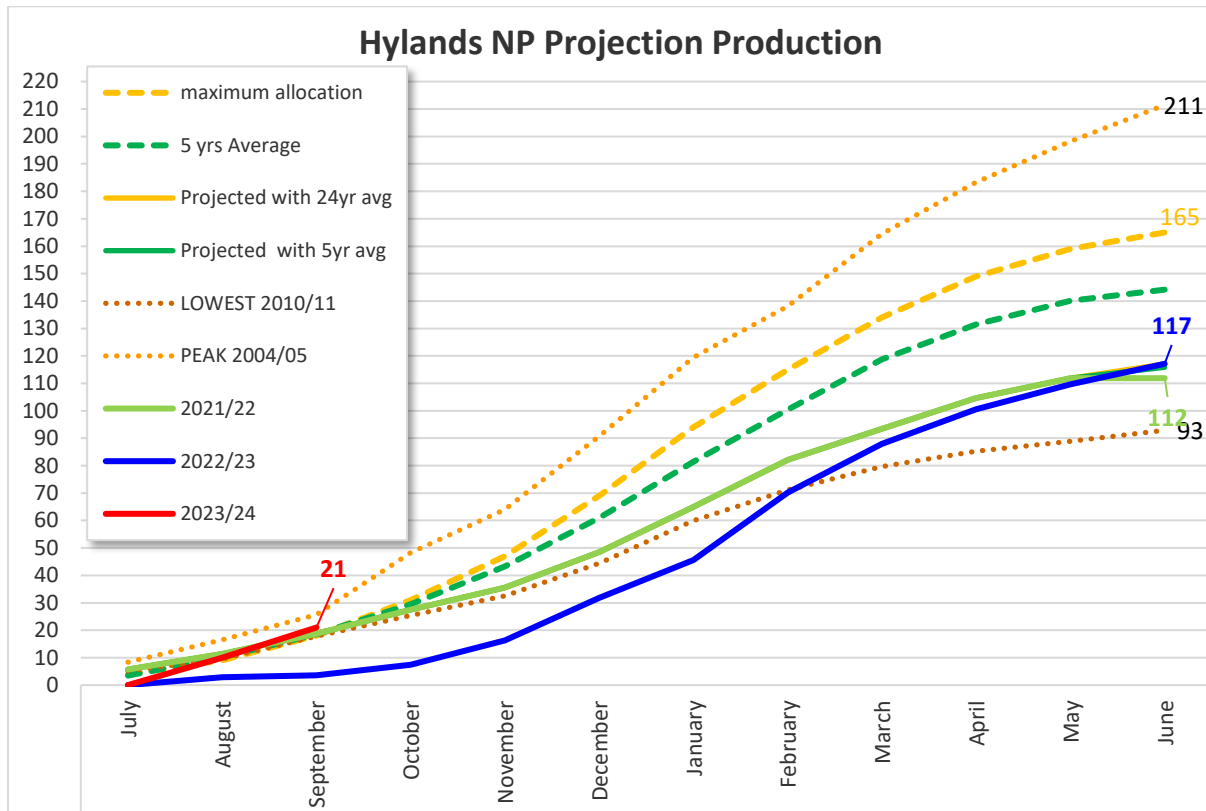
The monthly extraction totals for the Mt Daylight bores started very consistently with July seeing 17ML extracted with slight increases in August 24ML, September was slightly lower in production with 20ML extracted from the Mt Daylight Bores.



Hylands Bridge - Non-Potable

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

For the first 3 months of the 2023/24 financial year 21ML of water has been extracted from the Hylands Bridge Raw Water scheme This is a large increase compared to the same period last year where only 4ML had been extracted.



FINANCIAL IMPACT STATEMENT

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

LOCAL PREFERENCE

N/A

ATTACHMENTS: Nil

TABLED ITEMS: Nil

17.3. MATTERS SUBMITTED BY THE GENERAL MANAGER

17.3.1. DELIVERY PROGRAM PROGRESS REPORT – JANUARY TO JUNE 2023

BOARD RESOLUTION

23/070 RESOLVED on the motion of Crs Sinclair and McGlynn that the January to June 2023 Delivery Program Progress Report be received and noted.

Report prepared by General Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

Council's January to June 2023 Delivery Program Progress Report has been created, measuring the organisations progress toward the Delivery Program. The report is attached for Council's information.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Delivery Program Progress Report January to June 2023

TABLED ITEMS: Nil

17.3.2. DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS' RETURN

BOARD RESOLUTION

23/071 RESOLVED on the motion of Crs McAlister and Callow that the Disclosures by Councillors and Designated Persons' Return be received and noted.

Report prepared by General Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

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

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

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

REPORT

All Councillors have now lodged a Disclosure Return with the General Manager under paragraph (a).

The returns are now tabled as per item 6.26 of Goldenfields' Code of Conduct.

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

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

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Councillors Disclosure of Interest Returns

17.3.3. COUNCIL RESOLUTIONS UPDATE REPORT

BOARD RESOLUTION

23/072 RESOLVED on the motion of Crs McAlister and Sinclair that the Council Resolutions Update be received and noted.

Report prepared by General Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

The General Manager is responsible for ensuring that Council's resolutions are implemented efficiently and in a timely manner.

REPORT

After a Council meeting is held, actions required from the resolutions made are listed and distributed to the Management Team for their attention. This list is included on the fortnightly Management meeting agenda to ensure timely completion of tasks.

The resolutions update table attached is provided to the Board to deliver an overview of the tasks completed since the previous meeting and to identify any outstanding tasks that still

require action. This allows greater transparency for the Board into the actioning of the resolutions made and a timely reminder for Management to progress these actions.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Council Meeting Resolution Action Table

TABLED ITEMS: Nil.

17.3.4. COUNCIL MEETING DATES 2023/2024

BOARD RESOLUTION

23/073 RESOLVED on the motion of Crs Sinclair and Piper that 2023/2024 Meeting Schedule be received and noted.

Report prepared by General Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

Councils Code of Meeting Practice states that Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings. Council has previously resolved that Ordinary Council meetings are held on the fourth Thursday of every second month at the Temora Office, commencing at 10.00am.

REPORT

Ordinary Council Meetings are generally held on the fourth Thursday of every second month, with a review of the meeting schedule for the ensuing 12 months being considered annually. The December council meeting date is proposed to be held 2 weeks prior to the regular schedule to avoid conflict with Constituent Council Meetings and to facilitate the end of year councillor and management function.

In order to allow advance public notification of Council meeting dates for the next twelve months, the following program is put forward for consideration:

- Thursday 14 December 2023 commencing at 4.30pm
- Thursday 22 February 2024 commencing at 10.00am
- Thursday 11 April 2024 commencing at 10.00am
- Thursday 27 June 2024 commencing at 10.00am
- Thursday 22 August 2024 commencing at 10.00am
- Thursday 24 October 2024 commencing at 10.00am

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

17.3.5. OFFICE CLOSURE 2023/2024

BOARD RESOLUTION

23/074 RESOLVED on the motion of Crs McAlister and Piper that proposed Office Closure from 12:00pm Friday 22 December, reopening Tuesday 2 January 2024 be received and noted.

Report prepared by General Manager

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

Council has previously closed its office for a period of two weeks during the Christmas and New Year Period, with minimal disruption to Council's normal operations.

Goldenfields traditionally hosts an end of year staff function to acknowledge the efforts of employees over the preceding year.

REPORT

The office closure is proposed to be for a week from 12.00pm Friday 22 December 2023, reopening Tuesday 2 January 2024.

Rostered staff will be on call to attend to operational issues (water breaks, breakdowns etc) and for major emergencies key staff will be recalled.

Customers can pay accounts through Australia Post, Direct Deposit and Direct Debit, and Bpay facilities.

Notice will be provided to the public of the office closure period through advertising during December.

The end of year staff function will be held on Friday 22 December 2023, commencing at 12.30pm. To facilitate the hosting of the function the office will be closed from 12.00pm Friday 22 December 2023 for the remainder of the day.

Transportation will be arranged as required for employees whose roles are based outside Temora.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

18. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 14 December 2023 at 4:30pm.

19. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was declared closed at 11.23am

UNCONFIRMED

The meeting commenced at 4:34pm

PRESENT

Cr A McAlister, Cr L McGlynn, Cr J Piper, Cr G Sinclair, Cr M Stadtmiller, Cr A White, Cr R Callow.

ALSO IN ATTENDANCE

Mr G Veneris (Production and Services Manager), Mr T Goodyer (Operations Manager), Ms T Bilske (Corporate Services Manager), Miss S Jung (Engineering Manager), Miss A Burnett (Executive Assistant), Mr Jason Gilbert (Crowe) (Via Zoom).

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

23/075 RESOLVED on the motion of Crs Stadtmiller and McGlynn that a leave of absence be granted for Cr K Morris and Mr A Drenovski.

2. ATTENDANCE OF COUNCILLORS BY AUDIO VISUAL LINK

Nil

3. WEBCASTING OF COUNCIL MEETINGS

Attendees of this meeting are reminded that:

- a) The meeting is being recorded and made publicly available on Council's website, and
- b) Persons attending the meeting should refrain from making any defamatory statements.

4. STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of the oath or affirmation of office they have taken under section 233A of the Act.

The governing body of a county council is responsible for managing the affairs of the county council. Each Councillor as a member of the governing body has a responsibility to make considered and well-informed decisions to ensure that the exercise of the functions of Goldenfields Water are performed to benefit the whole of the area of operations of Goldenfields Water.

In addition Councillors are reminded of their obligations under council's code of conduct to disclose and appropriately manage conflicts of interest.

5. ACKNOWLEDGEMENT OF COUNTRY

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

6. PRESENTATIONS

Nil

7. DECLARATION OF PECUNIARY INTERESTS

Nil

8. DECLARATION OF NON PECUNIARY INTERESTS

Nil

9. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 26 OCTOBER 2023,

BOARD RESOLUTION

23/076 RESOLVED on the motion of Crs Piper and Sinclair that the minutes of the meetings held on the 26 October 2023, having been circulated and read by members be confirmed.

10. BUSINESS ARISING FROM MINUTES

Nil

11. CORRESPONDENCE

Nil

12. MATTERS OF URGENCY

Nil

13. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

14. CHAIRPERSON'S MINUTE

Nil

15. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

15.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

15.1.1. COUNCIL CASH AND INVESTMENTS

BOARD RESOLUTION

23/077 RESOLVED on the motion of Crs White and McAlister that the report detailing Council Cash and Investments as at 30th November 2023 be received and noted.

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments as at 30 November 2023 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

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

REPORT

Council's cash and investment portfolio increased by \$2,298,915.05 from \$30,535,519.73 as at 30th September 2023 to \$32,834,434.78 as at 30 November 2023.

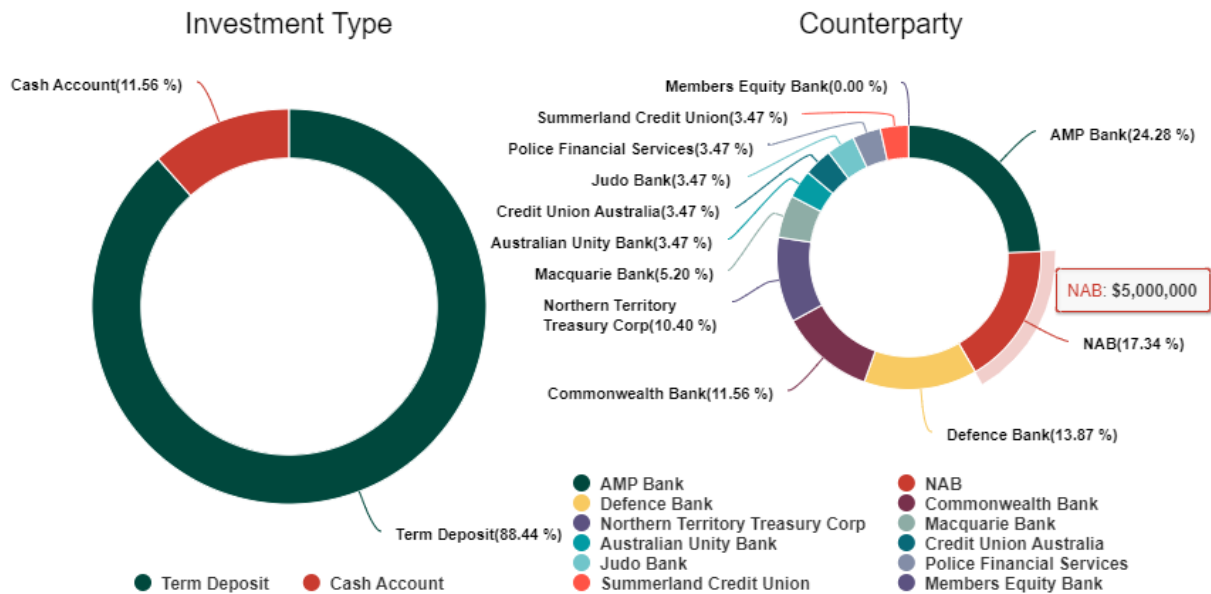
Cash and Investment Portfolio

Type	LT Rating	ST Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Bmark	Principal
TD	NR	NR	NT Treasury Corp	Annually	10/09/2020	15/12/2023	1,191	1.00%	4.37	\$2,000,000
TD	BBB	A-2	Defence Bank	At maturity	16/02/2023	16/02/2024	365	5.00%	4.37	\$3,000,000
TD	AA-	A-1+	NAB	Annually	24/02/2023	26/02/2024	367	4.98%	4.37	\$1,000,000
TD	A+	A-1	Macquarie Bank	At maturity	5/04/2023	3/04/2024	364	4.55%	4.37	\$1,500,000
TD	BBB	A-2	Credit Union Australia	Annually	31/01/2023	17/04/2024	442	4.67%	4.37	\$1,000,000
TD	BBB+	A-2	Australian Unity Bank	Annually	9/02/2023	9/05/2024	455	4.80%	4.37	\$1,000,000
TD	AA-	A-1+	NAB	At maturity	26/06/2023	25/06/2024	365	5.48%	4.37	\$1,000,000
TD	BBB-	A-3	Judo Bank	Annually	24/01/2023	25/07/2024	548	4.45%	4.37	\$1,000,000
TD	AA-	A-1+	NAB	Annually	24/02/2023	16/08/2024	539	4.95%	4.37	\$2,000,000
TD	BBB	A-2	AMP Bank	Annually	2/08/2023	4/09/2024	399	5.45%	4.37	\$2,000,000
TD	BBB	A-2	AMP Bank	Annually	15/03/2023	19/09/2024	554	4.80%	4.37	\$1,000,000
TD	NR	NR	NT Treasury Corp	Annually	28/09/2020	15/12/2024	1,539	1.10%	4.37	\$1,000,000
TD	BBB	A-2	AMP Bank	Annually	12/01/2023	13/01/2025	732	4.55%	4.37	\$2,000,000
TD	AA-	A-1+	NAB	Annually	24/02/2023	24/02/2025	731	4.93%	4.37	\$1,000,000
TD	BBB	A-2	AMP Bank	Annually	1/09/2023	4/03/2025	550	5.05%	4.37	\$2,000,000
TD	BBB	A-2	Police Financial Svcs	Annually	1/03/2023	13/03/2025	743	5.15%	4.37	\$1,000,000
TD	BBB	A-2	Defence Bank	Annually	8/03/2023	27/03/2025	750	4.90%	4.37	\$1,000,000

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

TD	NR	NR	Summerland CU	Annually	22/03/2023	8/05/2025	778	4.80%	4.37	\$1,000,000
CASH	AA-	A-1+	Commonwealth Bank	At Call Account		2/12/2023	1	4.10%	4.10	\$2,262,823.22
CASH	AA-	A-1+	Commonwealth Bank	Cash Account		2/12/2023	1	0.20%	0.20	\$5,071,611.56
TOTAL:										\$32,834,435

The graphs indicate Council's Investment Type - cash percentages compared to term deposits, and investments and Counterparty investment percentages for each financial institution.



Portfolio Performance

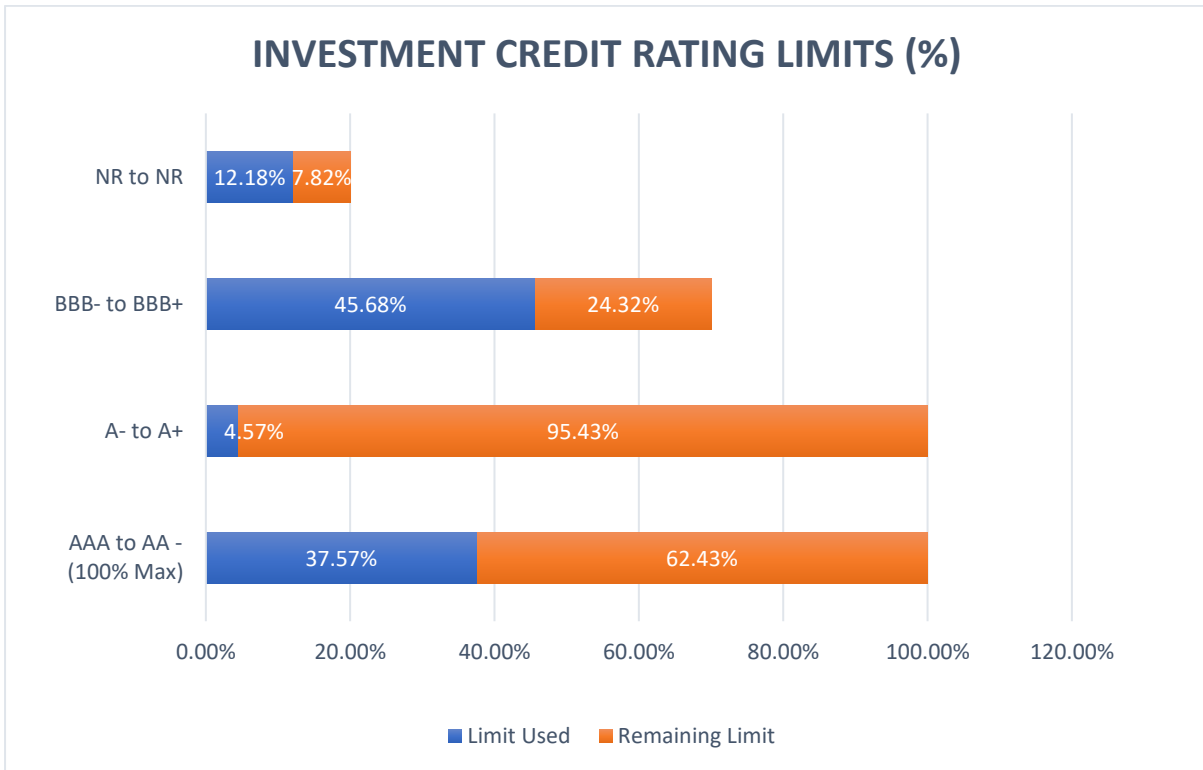
Goldenfields Water County Council's investment portfolio weighted average interest for November 2023 was 4.43%. Performance indicators for comparison are

- BBSW 4.43674% RBA Cash Rate 4.35% AusBond Bank Bill 4.33%

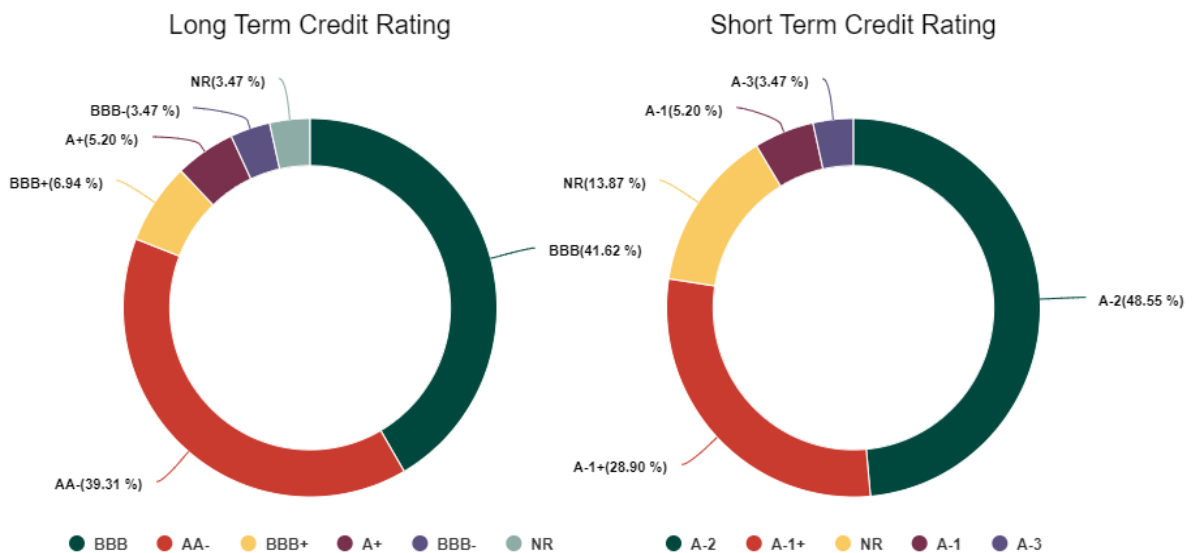
Total Cost	Yearly Interest Received	Weighted Average Term
\$32,834,434.78	\$144,024.66	204 Days
Total Portfolio Value	Monthly Interest Received	Weighted Average Yield
\$33,603,404.97	26,926.03	4.43%

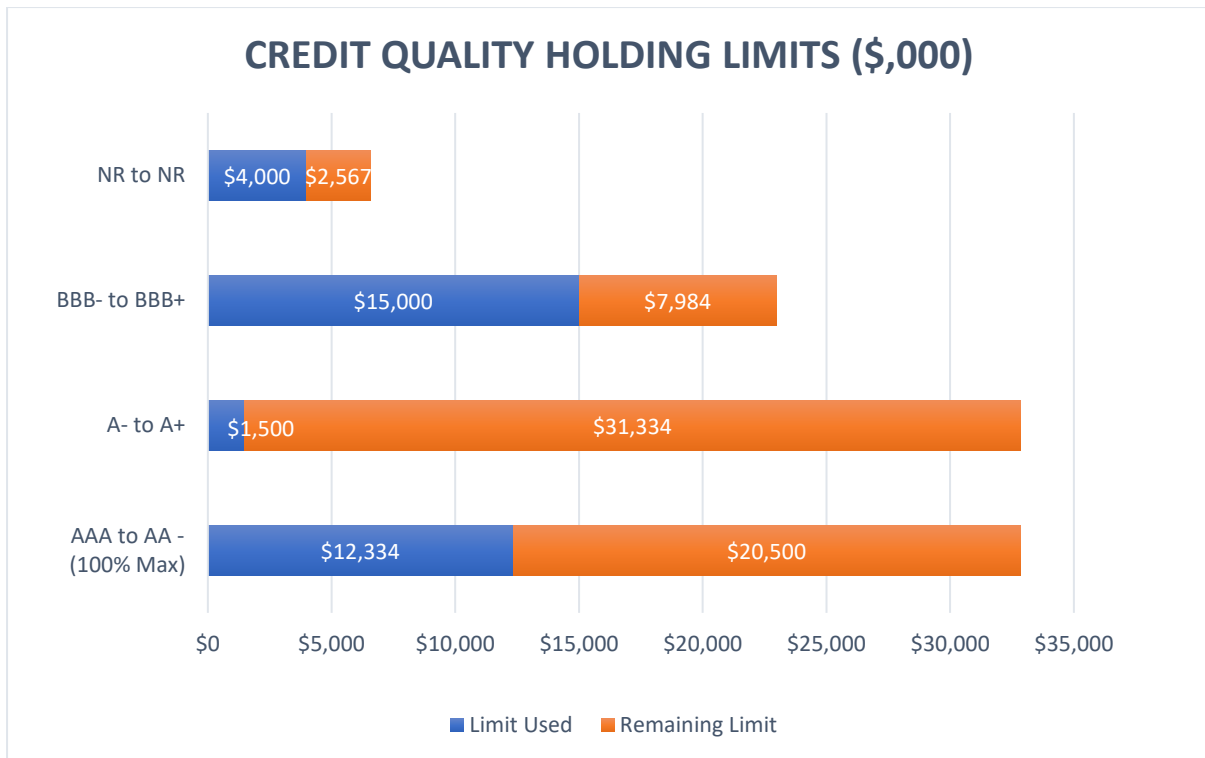
Credit Quality Compliance

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



The following graphs indicate the percentages of investments held based on Long Term and Short Term investments and the credit ratings of those financial institutions. Note that Long Term Investments are greater than 12 months.

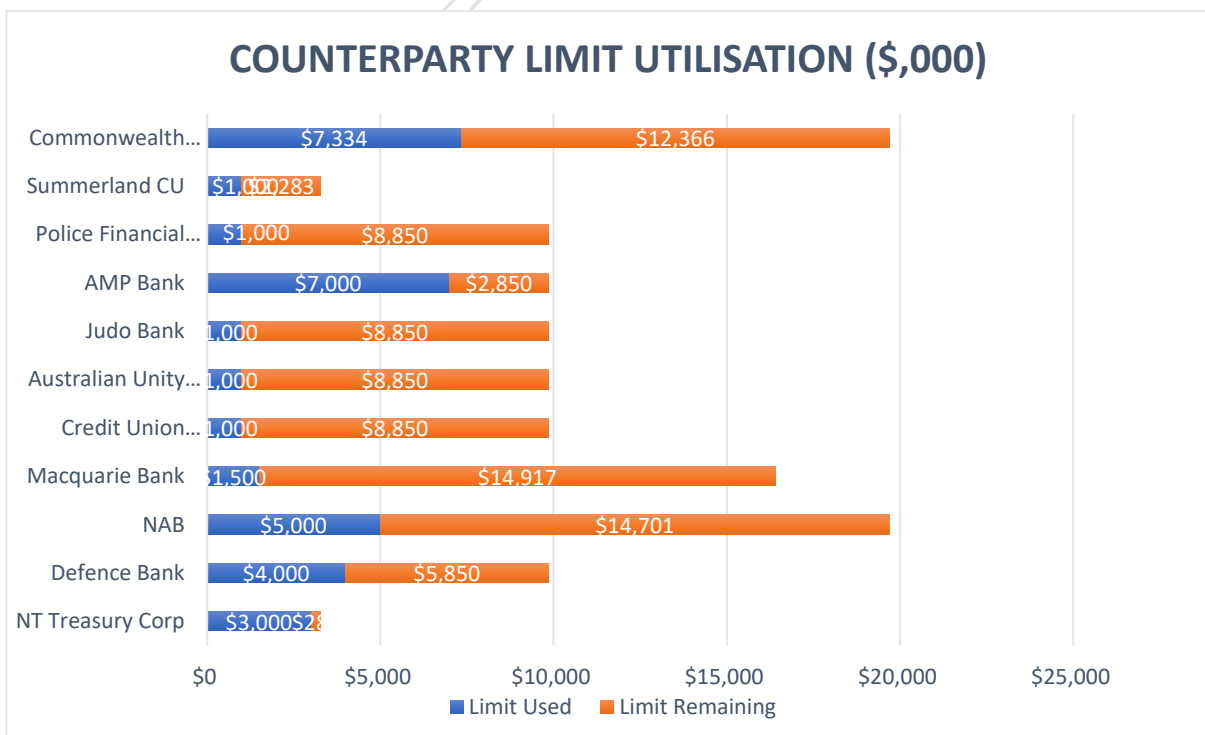


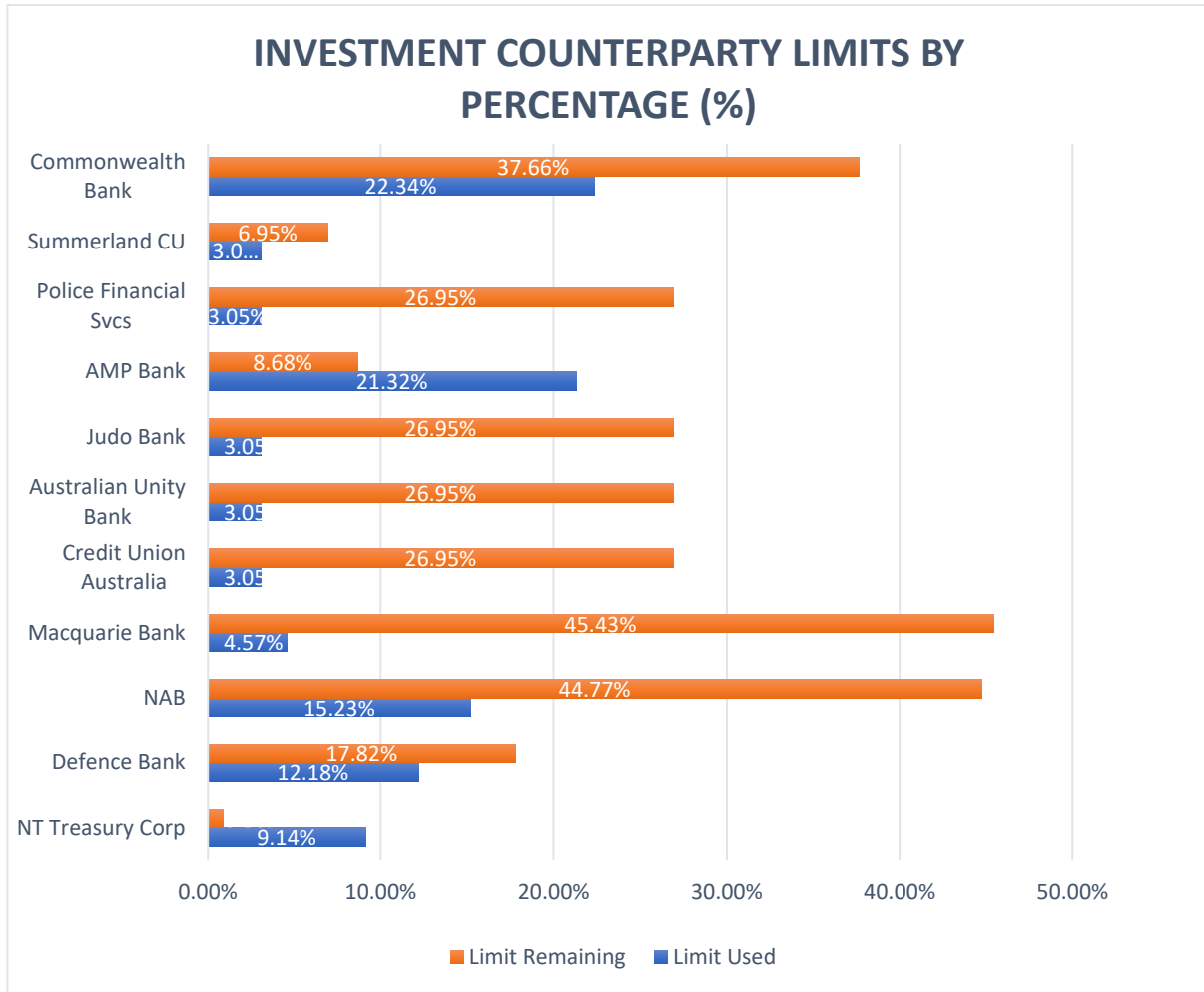


Counter Party Compliance

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

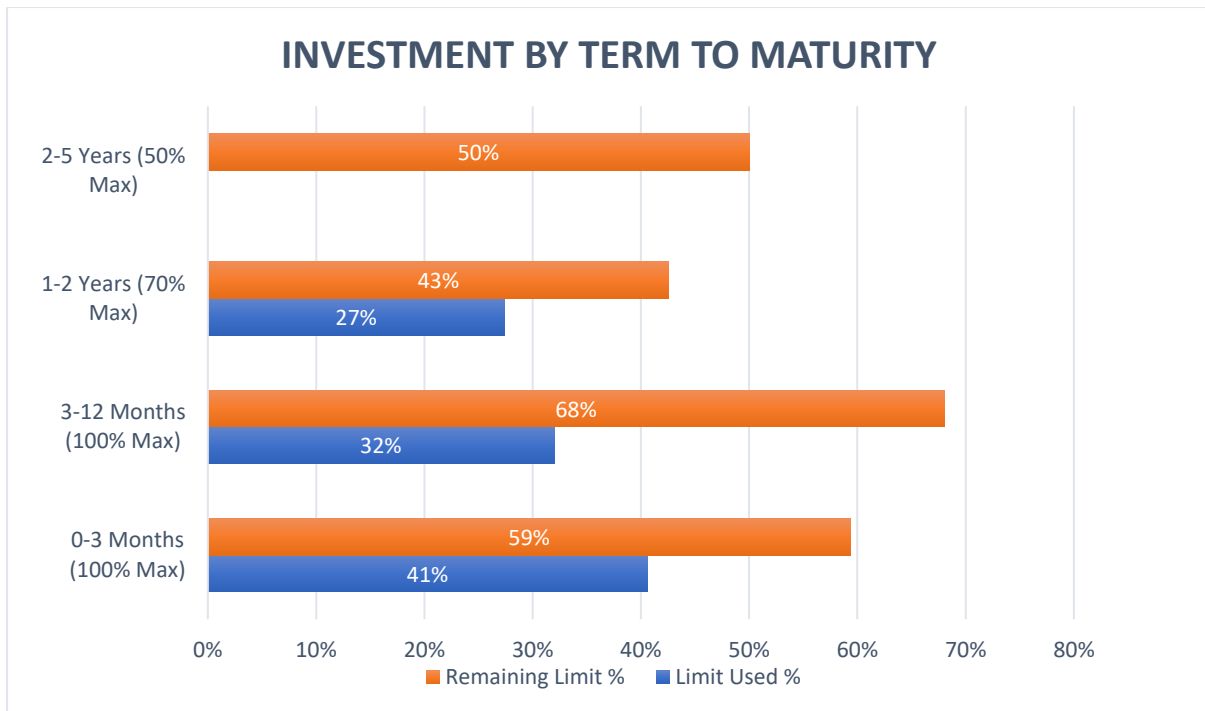
Overall, the portfolio is diversified across a variety of credit ratings, including some exposure to unrated ADIs.





Term to Maturity

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



Application of Investment Funds

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

Restricted Funds:	
Employee Leave Entitlements	\$2,551,897
Plant & Vehicle Replacement	\$3,462,793
Infrastructure Replacement	\$20,459,340
Unrestricted Funds	\$6,360,405
TOTAL	\$32,834,435

Declaration

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

Signed



Terri Bilske
Corporate Services Manager

FINANCIAL IMPACT STATEMENT

Council's cash and investment portfolio increased by \$2,298,915 from \$30,535,520 as at 30 September 2023 to \$32,834,435 as at 30 November 2023.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

15.1.2. PROGRESS REPORT - CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

23/078 RESOLVED on the motion of Crs Sinclair and Piper that the Capital Works Progress Report as at 30 November 2023 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Capital Works Progress Report as at 30th November 2023 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Capital Works represents an important part of Councils activities and expenditure. This report details expenditure and progress for the year to date on programmed and emergent capital works.

REPORT

The Capital Works financial report provides a “snapshot” of Council’s Capital Works Program on 30 November 2023. Capital Works expenditure is reviewed on a monthly basis and discussed with relevant managers and by the Management team.

A comprehensive recent review of Capital Works has identified that several variations to the original budget are necessary as per **Attachment A** including commentary, which, if approved by Council, will result in a reduction to Capital Works expenditure of \$8,145,830. The proposed variations will be included in the December Quarterly Budget review for Council approval.

A detailed report on Council’s Major Projects is also included in this report as **Attachment B** for your information. This report includes the Projects expected completion dates and progress commentary on the individual capital works.

The Capital Works Report (**Attachment C**) includes the proposed budget variations listed in Attachment A in the column “Proposed QBR Dec 2023” and the Proposed Revised Budget 2023/24 if the budget variations are approved by Council.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENT A: Commentary on Proposed Budget Variations

ATTACHMENT B: Major Capital Works Commentary

ATTACHMENT C: Capital Works Progress Report as at 30 November 2023.

TABLED ITEMS: Nil.

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Ref	Project Description	Approved Budget	Budget Variation Required	Proposed Revised Budget	Actual Expenditure to 30 Nov 23	Comments
3101	Plant & Equipment Purchases	\$2,197,050	(\$1,003,050)	\$1,194,000	\$808,265	Original budget included a truck that will not be purchased this financial year and carryover from 22/23 not required.
3176	New Temora Depot Building	\$1,549,780	(\$1,479,780)	\$70,000	\$65,588	This project has been put on hold to prioritise critical water infrastructure projects.
	Men's Workshop Lean-to Storage Area	\$0	\$50,000	\$50,000	\$0	Requirement for Storage area at Men's Workshop.
3262	Temora Depot Storage Pad	\$0	\$50,000	\$50,000	\$12,500	Storage Pad not yet completed.
1234	Rosehill Pipeline - Easements	\$0	\$80,000	\$80,000	\$40,156	The easements along the Rosehill pipelines are now being registered and compensation to landholders is payable.
3115	Water Network –	\$300,000	(\$300,000)	\$0	\$0	GWCCs urban and rural construction crews are dedicated to other projects until the completion of the financial year and this budget is not anticipated to be required.

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

Ref	Project Description	Approved Budget	Budget Variation Required	Proposed Revised Budget	Actual Expenditure to 30 Nov 23	Comments
	Trunk Renewals					
3277	Water Network – Trunk Renewals – Rosehill to Harden Bypass	\$1,263,000	(\$1,063,000)	\$200,000	\$259	This project has been delayed until the completion of the Thanowring pipeline. The intention is to construct the works by Goldenfields Water staff as a trial to investigate potential cost savings in undertaking larger diameter pipeline renewals in house.
3181	Water Network – Rural Renewals GWCC Wide	\$400,000	(\$350,000)	\$50,000	\$0	GWCCs urban and rural construction crews are dedicated to other projects until the completion of the financial year and this budget is not anticipated to be required.
1703		\$10,000	\$20,000	\$30,000	\$27,573	This budget has been increased to cover project costs that are outside of the specific pump station, reservoir and pipeline contracts. The Wyalong project as a whole is tracking under budget.
3212	Water Network Urban Meter & Taggle	\$500,000	(\$250,000)	\$250,000	\$14,097	Project has been delayed while GWCC implements technology improvements that will significantly reduce the administrative labour required to complete the meter replacements program works.

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

	Replaceme nt Program					
321 3	Water Network Rural Meter & Taggle Replaceme nt Program	\$500,000	(\$250,000)	\$250,000	\$39,564	Project has been delayed while GWCC implements technology improvements that will significantly reduce the administrative labour required to complete the meter replacement program works.
324 6	Pump Station – Jugiong CWPS1 P1 & P2 Inlet Manifold 2022	\$568,890	(\$500,000)	\$68,890	\$2,911	\$500k was against incorrect work order – was intended for the Jugiong 2 HV renewal project which has been put on hold until Jugiong 1 works are completed.
Ref	Project Descriptio n	Approved Budget	Budget Variation Required	Proposed Revised Budget	Actual Expenditure to 30 Nov 23	Comments
321 8	Pump Stations & Bores – Oura Pump Station Renewal	\$3,200,00 0	(\$1,200,000)	\$2,000,000	\$68,830	The project has been delayed whilst further investigation is undertaken to de-risk the project and improve tender documentation. The full budget not anticipated to be spent this financial year.

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

166 0	Pump Station & Bores – Oura High Voltage	\$0	\$130,000	\$130,000	\$93,820	Budget provided for minor works remaining.
320 3	Reservoirs – Wombat BT Renewal	\$2,100,000	(\$2,080,000)	\$20,000	\$4,321	The tender submissions for this project were higher than anticipated likely due to the market at the time. The contract was cancelled, and the project will be put on hold for approx. 3 years. In the meantime, minor works will occur to improve the site and reduce overall future contract costs.

Goldenfields Water County Council
Major Project Commentary
30/11/2023

Project Ref	Project and description	Total project budget/ Start date	Total spent to Date/ Completion date	Progress Comments
1232	Thanowring Road Pipeline Construction of 40km of trunk pipeline	\$7,000,000 Jan-22	\$2,525,418 Jun-24	Currently installed 23km of DN250 main. Remaining underbores are scheduled to be constructed in December. Project is currently tracking on time and expected to be constructed well under budget.
3137	Jugiong High Voltage Detailed designs for works, new HV building, purchase of HV equipment and electrical equipment install	\$7,000,000 Jan-21	\$5,241,317 Jun-23	All civil works have been completed with practical completion provided Nov 2022. Electrical designs complete as of April 2023. At October Council Meeting, JRC was awarded electrical installation tender. Expected completion date June 2024
3183	Oura Reservoirs and aerator Construction of 2 x 4ML reservoirs and aeration tower at Oura WTP plus ancillary pipework and electricals	\$12,643,703 May-23	\$2,635,314 Dec-24	Excavation for reservoirs has been completed with foundations ready for construction. Testing of concrete has delayed the program however pipe is progressively being delivered with installation imminent. The project is tracking on budget and despite delays to concrete, not anticipated to delay the overall project.
3226	Wyalong Standpipe Res Construction of 24m high 2.4ML concrete reservoir	\$4,420,728 Jun-22	\$4,144,104 Aug-23	Wyalong Standpipe reservoir has been completed. This project has come in under the adopted project budget
3241	Wyalong Reliability Project Pipeline Construction Construction of 8km DN300 bypass trunk main and 7km DN200 retic main	\$7,357,394 Jun-22	\$6,308,004 Aug-23	The bypass Pipeline has been completed and commissioned. Final cut overs are currently occurring for the reticulation main. The project is tracking under the adopted project budget

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

Project Ref	Project and description	Total project budget/ Start date	Total spent to Date/ Completion date	Progress Comments
3225	Wyalong Pump Station Construction of pump station at Wyalong terminal reservoir site to supply new standpipe reservoir	\$800,000 Jun-22	\$917,538 Aug-23	Project was completed by in GWCC staff and subcontractors. The project is complete and represents approximately \$300,000 cost savings in comparison to contractor's quotes
3218	Oura pump station and dosing rooms Construction of new pump station including 3 high voltage pumps and additional dosing systems	\$7,605,943 Oct-23	\$100,285 Oct-24	Pumps are currently being manufactured. Tender specifications are being developed for the pump station building and dosing building. The advertising of this tender has been delayed, to allow for detailed preparation and resourcing of the project
3242	Kingsvale to Young pipeline Upgrade of approx. 12km of pipeline	\$8,300,000 Dec-22	\$217,427 Aug-26	Detailed design is currently underway and tracking well

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

ATTACHMENT C										
Goldenfields Water County Council										
CAPITAL WORKS PROGRESS										
AS AT 30 November 2023	Original Budget	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	Revised Budget 2023/24	Actual YTD Nov 2023	Committed YTD	Actual & Committed YTD	Variance YTD Act + Comm v Rev Budget	% Actual to Rev Budget
CAPITAL INCOME										
Asset Sales	(616,500)	0	0	93,500	(429,500)	(283,710)	0	(283,710)	(145,790)	66%
Capital Contributions	(1,090,800)	0	0	(5,100,000)	(6,190,800)	(6,065,769)	0	(6,065,769)	(125,031)	
TOTAL CAPITAL INCOME	(1,707,300)	0	0	(5,006,500)	(6,620,300)	(6,349,480)	0	(6,349,480)	(270,820)	96%
CAPITAL EXPENDITURE										
Plant & Equipment	1,838,000	359,050	0	(1,003,050)	1,194,000	808,265	216,195	1,024,460	385,735	68%
Land & Buildings	1,550,000	49,780	0	(1,299,780)	250,000	52,506	70,688	123,194	197,494	21%
Information Technology	80,000	0	0	0	80,000	22,005	0	22,005	57,995	28%
Comms Network	0	868,210	0	0	868,210	100,867	257,511	358,379	767,343	12%
Mains - Reticulation	1,000,000	0	0	0	1,000,000	315,358	3,494	318,852	684,642	32%
Mains - Trunk	1,400,000	463,000	0	(1,363,000)	500,000	130,850	92,530	223,480	369,150	26%
Mains - Rural	400,000	0	0	(350,000)	50,000	21,395	0	21,395	28,605	43%
Water Network - Wyalong Pipelines	1,500,000	10,000	0	20,000	1,530,000	1,277,750	460,444	1,738,194	252,250	84%
Water Network - Thanowring Road	2,000,000	0	0	0	2,000,000	711,725	162,544	874,368	1,288,275	36%
Mains - Developer Paid	40,000	0	0	0	40,000	6,354	2,332	8,386	33,646	16%
Water Network - Connections Renewal	1,000,000	0	0	(500,000)	500,000	55,288	1,495	56,783	444,712	11%
Water Network - Pipeline PVR Renewals	50,000	0	0	0	50,000	3,896	22	3,918	46,104	8%
Pump Stations & Bores - Mechanical	800,000	90,250	0	(500,000)	390,250	22,528	200,951	223,379	367,722	6%
Pump Stations & Bores - Electrical	200,000	146,770	0	0	346,770	91,851	4,423	96,274	254,919	26%
Pump Stations & Bores - Engineering	650,000	0	0	0	650,000	21,872	0	21,872	628,128	3%
Pump Stations & Bores - West Wyalong PS	400,000	78,620	0	0	478,620	458,427	30,910	489,337	20,193	96%
Pump Stations & Bores - Oura PS Renewal	1,500,000	0	1,700,000	(1,200,000)	2,000,000	68,830	1,752,754	1,821,583	1,931,170	3%
Pump Stations & Bores - Jugiong CWPS1 HV	1,500,000	0	500,000	0	2,000,000	99,013	667,701	766,715	1,900,987	5%
Pump Stations & Bores - Oura PS HV	0	0	0	130,000	130,000	93,820	33,232	127,053	36,180	72%
Pump Stations & Bores - Pump Stations Valve Renewals	0	0	0	0	0	4,978	0	4,978	(4,978)	0%
Pump Stations & Bores - Gantry Crane Renewals	75,000	0	0	0	75,000	39,464	0	39,464	35,536	0%
Reservoirs	6,380,000	617,220	0	(2,080,000)	4,917,220	2,473,457	10,291,986	12,765,443	2,443,763	50%
Treatment Plants	80,000	137,450	0	0	217,450	38,495	0	38,495	178,955	18%
Emergency Works	200,000	0	0	0	200,000	0	0	0	200,000	0%
TOTAL CAPITAL EXPENDITURE	22,643,000	2,820,350	2,200,000	-\$8,145,830	19,467,520	6,918,995	14,249,011	21,168,006	12,548,525	36%

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Goldenfields Water County Council Capital Expenditure Report													
ATTACHMENT C													
Work Order/Resource Description	W.O./GL	Original Budget 23-24	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	QBR summary	Proposed Revised Budget 2023/24	Actual YTD	Committed YTD	Actual & Committed YTD	Variance - Rev Budget vs Actual	% Variance Revised Bud v Actual	% Variance Original Bud v Actual
CAPITAL INCOME													
Asset Sales													
Sale of Plant	3100	-\$616,500			\$93,500	\$93,500	-\$429,500	-\$283,710	\$0	-\$283,710	-\$145,790		
Asset Sales		-\$616,500	\$0	\$0	\$93,500	\$93,500	-\$429,500	-\$283,710	\$0	-\$283,710	-\$145,790	66%	46%
Capital Contributions													
Developer Contributions - Augmentation	3200.200.153						\$0	-\$58,571	\$0	-\$58,571	\$58,571		
Developer Contributions - S64	3200.200.280	-\$1,090,800			-\$5,100,000		-\$6,190,800	-\$6,007,198	\$0	-\$6,007,198	-\$183,602		
Capital Contributions	Total	-\$1,090,800	\$0	\$0	-\$5,100,000	\$0	-\$6,190,800	-\$6,065,769	\$0	-\$6,065,769	-\$125,031	98%	556%
TOTAL CAPITAL INCOME		-\$1,707,300	\$0	\$0	-\$5,006,500	\$93,500	-\$6,620,300	-\$6,349,480	\$0	-\$6,349,480	-\$270,820	96%	372%
CAPITAL EXPENDITURE													
Plant & Equipment													
Water Quality Instrumentation Renewal	1720	-					-	47,465	-	47,465	-\$47,465		
Plant & Equipment Purchases	3101	\$1,838,000	\$359,050		-\$1,003,050	-\$1,003,050	\$1,194,000	\$760,800	\$216,195	\$976,995	\$433,200		
Plant & Equipment	Total	\$1,838,000	\$359,050	\$0	-\$1,003,050	-\$1,003,050	\$1,194,000	\$808,265	\$216,195	\$1,024,460	\$385,735	68%	44%
Land & Buildings													
Capital - Administration Building	1717	\$50,000				\$0	\$50,000	\$0	\$5,100	\$5,100	\$50,000		
New Temora Depot Building	3176	\$1,500,000	\$49,780		-\$1,479,780	-\$1,479,780	\$70,000	\$0	\$65,588	\$65,588	\$70,000		
Mech Workshop Lean-to storage area					\$50,000								
Concrete Storage Pad Temora Depot	3262	-			\$0,000	\$50,000	\$50,000	12,350	-	12,350	\$37,650		
Rosehill Pipeline - Easements	1234				\$80,000	\$80,000	\$80,000	\$40,156	\$0	\$40,156	\$39,844		
Land & Buildings	Total	\$1,550,000	\$49,780	\$0	-\$1,299,780	-\$1,349,780	\$250,000	\$52,506	\$70,688	\$123,194	\$197,494	21%	3%
Information Technology													
Capital - IT Equipment	3112	\$80,000				\$0	\$80,000	\$22,005	\$0	\$22,005	\$57,995		
Information Technology	Total	\$80,000	\$0	\$0	\$0	\$0	\$80,000	\$22,005	\$0	\$22,005	\$57,995	28%	28%
Comms Network													
Communications Network - Huts	3136					\$0	\$0	\$166	\$0	\$166	-\$166		
Microwave link sites for Scada	3109		\$868,210			\$0	\$868,210	\$100,701	\$257,511	\$356,212	\$767,509		
Comms Network	Total	\$0	\$868,210	\$0	\$0	\$0	\$868,210	\$100,867	\$257,511	\$356,379	\$767,343	12%	0%

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Work Order/Resource Description	W.O./JGL	Original Budget 23-24	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	QBR summary	Proposed Revised Budget 2023/24	Actual YTD	Committed YTD	Actual & Committed YTD	Variance - Rev Budget vs Actual	% Variance Revised Bud v Actual	% Variance Original Bud v Actual
Water Network - Reticulation Renewals													
Reticulation Renewals - GWCC Wide - Budget	3123	\$500,000			-\$150,000	-\$150,000	\$350,000	\$5,268	\$0	\$5,268	\$344,732		
Marrar Urban Renewal - Replacement of old sections of pipeline within Marrar township and trunk main downstream of PRV	3259				\$120,000	\$120,000	\$120,000	\$68,658	\$455	\$69,112	\$51,343		
Stinson Street Coolamon Replacement	3269				\$30,000	\$30,000	\$30,000	\$25,806	\$0	\$25,806	\$4,194		
Coolamon town Retic - Replacement of old pipeline	3272	\$500,000			\$0	\$0	\$500,000	\$211,528	\$2,800	\$214,328	\$288,472		
Bland Historical Society Mains Extension	3279				\$0	\$0	\$0	\$4,001	\$239	\$4,240	-\$4,001		
Barellan Retic Renewals	3282				\$0	\$0	\$0	\$98	\$0	\$98	-\$98		
Water Network - Reticulation Renewals	Total	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$315,358	\$3,494	\$318,852	\$684,642	32%	32%
Water Network - Trunk Renewals													
Trunk Renewals (GWCC Wide) - Budget	3115	\$300,000			-\$300,000	-\$300,000	\$0	\$0	\$0	\$0	\$0		
Kingsvale to Young Pipeline Upgrade	3242	\$200,000					\$200,000	\$110,200	\$92,630	\$202,829	\$89,800		
Bulk/Production Meter Renewals - GWCC Wide	3178						\$0	\$0	\$0	\$0	\$0		
Stockinbingal and Springdale PRV Replacement & Decommissioning of Bauroola PRV	1726					\$0	\$0	\$0	\$0	\$0	\$0		
Oura to Junee Connection Upgrades	3287	\$100,000				\$0	\$100,000	\$12,037	\$0	\$12,037	\$87,963		
Rosehill to Harden Bypass	3277	\$800,000	\$463,000		-\$1,063,000	-\$1,063,000	\$200,000	\$259	\$0	\$259	\$189,741		
Oura New Connections from Riv Water (50% Contribution)	3202					\$0	\$0	\$4,716	\$0	\$4,716	-\$4,716		
Cooney's Creek Replacement - Replace approx 60m of exposed pipeline through Cooney's creek and rock armour section of erosion	3283					\$0	\$0	\$3,638	\$0	\$3,638	-\$3,638		
Water Network - Trunk Renewals	Total	\$1,400,000	\$463,000	\$0	-\$1,363,000	-\$1,363,000	\$500,000	\$130,850	\$92,630	\$223,480	\$369,150	26%	9%
Water Network - Rural Renewals													
Bygoo Road Replacement - Ardlethan	3239					\$0	\$0	\$21,395	\$0	\$21,395	-\$21,395		
Rural Renewals (GWCC Wide)	3181	\$400,000			-\$350,000	-\$350,000	\$50,000	\$0	\$0	\$0	\$50,000		
Water Network - Rural Renewals	Total	\$400,000	\$0	\$0	-\$350,000	-\$350,000	\$50,000	\$21,395	\$0	\$21,395	\$28,605	43%	5%
Water Network - Wyalong Pipelines													
Wyalong Reliability Project Investigation & Design	1703		\$10,000		\$20,000	\$20,000	\$30,000	\$27,573	\$0	\$27,573	\$2,427		
Wyalong Pipelines	3241	\$1,500,000					\$1,500,000	\$1,250,177	\$460,444	\$1,710,620	\$249,823		
Water Network - Wyalong Pipelines	Total	\$1,500,000	\$10,000	\$0	\$20,000	\$20,000	\$1,530,000	\$1,277,750	\$460,444	\$1,738,194	\$252,250	84%	85%

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

Work Order/Resource Description	W.O./JGL	Original Budget 23-24	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	QBR summary	Proposed Revised Budget 2023/24	Actual YTD	Committed YTD	Actual & Committed YTD	Variance - Rev Budget vs Actual	% Variance Revised Bud v Actual	% Variance Original Bud v Actual
Water Network - Thanowring Rd													
Thanowring Road Pipeline	1232	\$2,000,000				\$0	\$2,000,000	\$711,728	\$162,644	\$874,368	\$1,288,275		
Water Network - Thanowring Rd		\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000	\$711,728	\$162,644	\$874,368	\$1,288,275	36%	36%
Water Network - Developer Paid													
Mains - Developer Paid - GWCC Wide - Budget	3103	\$40,000				\$0	\$40,000	\$0	\$0	\$0	\$40,000		
New Water Service Connections - Oura	1211	\$0				\$0	\$0	\$4,697	\$2,032	\$6,728	-\$4,697		
New Water Service Connections - Mr Arthur	1213	\$0				\$0	\$0	\$1,657	\$0	\$1,657	-\$1,657		
Water Network - Developer Paid		\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$6,354	\$2,032	\$8,386	\$33,646	16%	16%
Water Network - Connection Renewals													
Water Service Renewals - Oura	1216					\$0	\$0	\$1,627	\$0	\$1,627	-\$1,627		
Water Service Renewals - Jugiong	1217					\$0	\$0	\$0	\$1,495	\$1,495	\$0		
Urban Meter & Taggle Replacement Program	3212	\$500,000			-\$250,000	-\$250,000	\$250,000	\$14,097	\$0	\$14,097	\$235,903		
Rural Meter and Taggle Replacement Program	3213	\$500,000			-\$250,000	-\$250,000	\$250,000	\$39,564	\$0	\$39,564	\$210,436		
Water Network - Connection Renewals	Total	\$1,000,000	\$0	\$0	-\$500,000	-\$500,000	\$500,000	\$55,288	\$1,495	\$56,783	\$444,712	11%	6%
Water Network - Pipeline PRV Renewals													
PRV Replacement - Jugiong	1288					\$0	\$0	\$163	\$0	\$163	-\$163		
PRV Replacement - Oura	1290					\$0	\$0	\$3,258	\$22	\$3,278	-\$3,256		
PRV Renewals - Budget	3116	\$50,000				\$0	\$50,000	\$478	\$0	\$478	\$49,522		
Water Network - Pipeline PRV Renewals	Total	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$3,896	-\$22	\$3,918	\$46,104	8%	8%
Water Network - Pipeline Valve Renewals													
Mains Valve Renewals - Oura	3118					\$0	\$0	\$520	\$0	\$520	-\$520		
Mains Valve Renewals - Jugiong	3119					\$0	\$0	\$191	\$0	\$191	-\$191		
Water Network - Pipeline Valve Renewals	Total	\$0	\$0	\$0	\$0	\$0	\$0	\$711	\$0	\$711	-\$711	0%	0%
TOTAL WATER NETWORK		\$7,390,000	\$473,000	\$0	-\$2,193,000	-\$2,193,000	\$5,670,000	\$2,523,327	\$722,759	\$3,246,087	\$3,146,673	45%	34%

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

Work Order/Resource Description	W.O./JGL	Original Budget 23-24	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	QBR summary	Proposed Revised Budget 2023/24	Actual YTD	Committed YTD	Actual & Committed YTD	Variance - Rev Budget vs Actual	% Variance Revised Bud v Actual	% Variance Original Bud v Actual
Pump Stations and Bores - PS & Bores - Mech													
Juglong Raw water well Renewal	3219					\$0	\$0	\$13,053	\$0	\$13,053	-\$13,053		
Carrathool/Ballyrogan Bore - 2022	3257	-					-	-\$25,801	-	(25,801)	\$25,801		
Oura Bore 3 - 2022	3255	-						848	1,480	2,328	-\$848		
Juglong CWPS1 P1 and P2 Inlet Manifold 2022	3246	\$500,000	\$68,890		-\$500,000	-\$500,000	\$68,890	\$2,911	\$0	\$2,911	\$65,979		
Matong Pump Station - 2022	3252		\$12,930			\$0	\$12,930	\$0	\$0	\$0	\$12,930		
Juglong CWPS1 Pump 1 - 2022	3238					\$0	\$0	\$290	\$0	\$290	-\$290		
Pump Station - Mech (pump renewals/rebuilds)	3223	\$300,000				\$0	\$300,000	\$905	\$905	\$1,810	\$298,095		
Marinna Pump 2 - 2022	3245		\$8,430			\$0	\$8,430	\$0	\$0	\$0	\$8,430		
Juglong Raw Water Pumps replacements - Replac	3280					\$0	\$0	\$0	\$197,171	\$197,171	\$0		
Demondrille Pump 2 - 2022	3278					\$0	\$0	\$16,955	\$1,295	\$18,250	-\$16,955		
Temora Transfer Pump 2 2023	3270					\$0	\$0	\$2,115	\$0	\$2,115	-\$2,115		
Marina Pump 1 2023	3271					\$0	\$0	\$10,296	\$0	\$10,296	-\$10,296		
Junee Silos Pump 2023	3268					\$0	\$0	\$957	\$0	\$957	-\$957		
Pump Stations and Bores - PS & Bores - Mech		\$800,000	\$90,250	\$0	-\$500,000	-\$500,000	\$390,250	\$22,528	\$200,851	\$223,379	\$367,722	8%	3%
Pump Stations and Bores - PS & Bores - Elec													
Budget	3126	\$50,000				\$0	\$50,000	\$0	\$0	\$0	\$50,000		
site to minimum standards	3256					\$0	\$0	\$9,005	\$4,142	\$13,147	-\$9,005		
Lonsdale Control Panel	3247		\$14,470			\$0	\$14,470	\$0	\$0	\$0	\$14,470		
Ganmain Pump Station Switchboard Renewal	3229					\$0	\$0	\$5,607	\$281	\$5,888	-\$5,607		
Matong Bore 2 Switchboard Renewal	3228					\$0	\$0	\$77,239	\$0	\$77,239	-\$77,239		
Pump Station - Elec (Electrical Items, SBs, etc)	3224	\$150,000	\$132,300			\$0	\$282,300	\$0	\$0	\$0	\$282,300		
Pump Stations and Bores - PS & Bores - Elec	Total	\$200,000	\$146,770	\$0	\$0	\$0	\$346,770	\$91,851	\$4,423	\$96,274	\$254,919	28%	46%
Pump Station and Bores PS & Bores - Eng													
Marinna Pump 1 2023	3273	\$250,000				\$0	\$250,000	\$1,605	\$0	\$1,605	\$248,395		
Oura Bore 3 - Renewal	3274	\$400,000				\$0	\$400,000	\$20,266	\$0	\$20,266	\$379,734		
Pump Station and Bores PS & Bores - Eng	Total	\$650,000	\$0	\$0	\$0	\$0	\$650,000	\$21,872	\$0	\$21,872	\$628,128	3%	3%
Pump Station and Bores West Wyalong Pump Station													
West Wyalong Transfer Pump Station	3225	\$400,000	\$78,620			\$0	\$478,620	\$458,427	\$30,910	\$489,337	\$20,193		
Pump Station and Bores West Wyalong Pump S	Total	\$400,000	\$78,620	\$0	\$0	\$0	\$478,620	\$458,427	\$30,910	\$489,337	\$20,193	96%	115%

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

Work Order/Resource Description	W.O./JGL	Original Budget 23-24	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	QBR summary	Proposed Revised Budget 2023/24	Actual YTD	Committed YTD	Actual & Committed YTD	Variance - Rev Budget vs Actual	% Variance Revised Bud v Actual	% Variance Original Bud v Actual
Pump Station and Bores Oura Pump Station Renewal													
Oura Pump Station Renewal	3218	\$1,500,000		\$1,700,000	-\$1,200,000	\$500,000	\$2,000,000	\$68,830	\$1,752,754	\$1,821,583	\$1,931,170		
Pump Station and Bores Oura Pump Station Re	Total	\$1,500,000	\$0	\$1,700,000	-\$1,200,000	\$500,000	\$2,000,000	\$68,830	\$1,752,754	\$1,821,583	\$1,931,170	3%	5%
Pump Station and Bores Jugiong CWPS1 HV													
Jugiong High Voltage	3137	\$1,500,000		\$500,000		\$500,000	\$2,000,000	\$99,013	\$667,701	\$766,715	\$1,900,987		
Pump Station and Bores Jugiong CWPS1 HV	Total	\$1,500,000	\$0	\$500,000	\$0	\$500,000	\$2,000,000	\$99,013	\$667,701	\$766,715	\$1,900,987	5%	7%
Pump Station and Bores Oura PS HV													
Oura High Voltage	1660				\$130,000	\$130,000	\$130,000	\$93,820	\$33,232	\$127,053	\$36,180		
Pump Station and Bores Oura PS HV	Total	\$0	\$0	\$0	\$130,000	\$130,000	\$130,000	\$93,820	\$33,232	\$127,053	\$36,180	72%	0%
Pump Station and Bores Pump Station Valve Renewals													
Pump Station Valve Renewals - Oura	3128					\$0	\$0	\$562	\$0	\$562	-\$562		
Pump Station Valve Renewals - Jugiong	3129					\$0	\$0	\$4,416	\$0	\$4,416	-\$4,416		
Pump Station and Bores Pump Station Valve Re	Total	\$0	\$0	\$0	\$0	\$0	\$0	\$4,978	\$0	\$4,978	-\$4,978	0%	0%
Pump Station and Bores Gantry Crane Renewals													
Gantry Crane	1738	\$75,000				\$0	\$75,000	\$39,464	\$0	\$39,464	\$35,536		
Pump Station and Bores Gantry Crane Renewal	Total	\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$39,464	\$0	\$39,464	\$35,536	53%	53%
Total Pump Stations		\$5,125,000	\$315,640	\$2,200,000	-\$1,570,000	\$630,000	\$6,070,640	\$900,783	\$2,689,872	\$3,590,655	\$5,169,857	15%	18%

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

Work Order/Resource Description	W.O./GL	Original Budget 23-24	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	QBR summary	Proposed Revised Budget 2023/24	Actual YTD	Committed YTD	Actual & Committed YTD	Variance - Rev Budget vs Actual	% Variance Revised Bud v Actual	% Variance Original Bud v Actual
Reservoirs Reservoirs Elec													
Switchboard Renewals	3220		\$14,140			\$0	\$14,140	\$0	\$0	\$0	\$14,140		
Grong Grong Reservoir Switchboard Renewal	3221					\$0	\$0	\$0	\$592	\$592	\$0		
Reservoirs Reservoirs Elec	Total	\$0	\$14,140	\$0	\$0	\$0	\$14,140	\$0	\$592	\$592	\$14,140	0%	0%
Reservoirs Res External Adhoc Renewals													
Reservoir External Adhoc Renewals - GWCC Wide	3210	\$100,000				\$0	\$100,000	\$750	\$0	\$750	\$99,250		
Reservoirs Res External Adhoc Renewals	Total	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$750	\$0	\$750	\$99,250	1%	1%
Reservoirs Res Internal Adhoc Renewals													
Internal Adhoc Renewals	3134					\$0	\$0	\$31,799	\$0	\$31,799	-\$31,799		
Reservoirs Res Internal Adhoc Renewals	Total	\$0	\$0	\$0	\$0	\$0	\$0	\$31,799	\$0	\$31,799	-\$31,799	0%	0%
Reservoirs Wombat BT Renewal													
Wombat BT Renewal	3203	\$2,100,000			-\$2,080,000	-\$2,080,000	\$20,000	\$4,321	\$1,120	\$5,441	\$15,679		
Reservoirs Wombat BT Renewal	Total	\$2,100,000	\$0	\$0	-\$2,080,000	-\$2,080,000	\$20,000	\$4,321	\$1,120	\$5,441	\$15,679	0%	0%
Reservoirs Oura Reservoir & Aerator													
Oura Reservoirs and Aerator	3183	\$3,300,000	\$499,240			\$0	\$3,799,240	\$2,007,500	\$9,575,537	\$11,583,037	\$1,791,740		
Reservoirs Oura Reservoir & Aerator	Total	\$3,300,000	\$499,240	\$0	\$0	\$0	\$3,799,240	\$2,007,500	\$9,575,537	\$11,583,037	\$1,791,740	53%	61%
Reservoirs W. Wyalong Res													
Wyalong Standpipe Res	3226	\$680,000	\$103,840			\$0	\$783,840	\$428,831	\$714,737	\$1,143,568	\$355,009		
Reservoirs W. Wyalong Res	Total	\$680,000	\$103,840	\$0	\$0	\$0	\$783,840	\$428,831	\$714,737	\$1,143,568	\$355,009	55%	63%
Reservoirs Reservoir Full Renewals													
Reservoir Full Renewals - GWCC Wide	3182					\$0	\$0	\$256	\$0	\$256	-\$256		
Reservoirs Reservoir Full Renewals	Total	\$0	\$0	\$0	\$0	\$0	\$0	\$256	\$0	\$256	-\$256	0%	0%
Reservoirs Site Fencing													
Site Fencing	3276	\$200,000				\$0	\$200,000	\$0	\$0	\$0	\$200,000		
Reservoirs Site Fencing	Total	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000	0%	0%
Total Reservoirs		\$6,380,000	\$617,220	\$0	-\$2,080,000	-\$2,080,000	\$4,917,220	\$2,473,457	\$10,291,986	\$12,765,443	\$2,443,763	50%	39%

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

Work Order/Resource Description	W.O./GL	Original Budget 23-24	2022-23 Carryovers	QBR Sep 2023	Proposed QBR Dec 2023	QBR summary	Proposed Revised Budget 2023/24	Actual YTD	Committed YTD	Actual & Committed YTD	Variance - Rev Budget vs Actual	% Variance Revised Bud v Actual	% Variance Original Bud v Actual
Treatment Mt Arthur Aeration Mt Arthur Aeration Tower	3275	\$50,000				\$0	\$50,000	\$794	\$0	\$794	\$49,206		
Treatment Mt Arthur Aeration	Total	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$794	\$0	\$794	\$49,206	2%	2%
Treatment Adhoc Renewals													
Jugiong WTP - Valve & Pneumatic Upgrade	3186		\$68,550			\$0	\$68,550	\$4,668	\$0	\$4,668	\$63,882		
Treatment Plant - Site Mechanical Renewals	3139	\$30,000				\$0	\$30,000	\$317	\$0	\$317	\$29,683		
Jugiong Compressor	1728		\$68,900			\$0	\$68,900	\$32,717	\$0	\$32,717	\$36,183		
Treatment Adhoc Renewals	Total	\$30,000	\$137,450	\$0	\$0	\$0	\$167,450	\$37,701	\$0	\$37,701	\$129,749	23%	126%
Total Treatment Plant		\$80,000	\$137,450	\$0	\$0	\$0	\$217,450	\$38,495	\$0	\$38,495	\$178,955	18%	48%
Other Emergency Works													
Emergency Works - GWCC Wide - Budget	3140	\$200,000				\$0	\$200,000	\$0	\$0	\$0	\$200,000		
Other Emergency Works	Total	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000	0%	0%
TOTAL CAPITAL EXPENDITURE	Total	\$22,643,000	\$2,820,350	\$2,200,000	-\$8,145,830	-\$5,995,830	\$19,467,520	\$6,919,706	\$14,249,011	\$21,168,717	\$12,547,814	36%	31%

15.1.3. AUDIT RISK AND IMPROVEMENT COMMITTEE

BOARD RESOLUTION

23/079 RESOLVED on the motion of Crs McAlister and White that the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 19 October 2023.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 19 October 2023.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

Goldenfields Water County Council Audit, Risk and Improvement Committee is an advisory committee in accordance with section 355 of the Local Government Act 1993, and the Local Government Regulations 2012.

The Committee was established by Council Res 17/008 on 23 February 2017. In accordance with the Audit, Risk and Improvement Committee Charter, the Committee will report regularly to Council.

REPORT

The Goldenfields Water County Council Audit, Risk and Improvement Committee met on 19 October 2023. Minutes of the meeting are attached for the information of the Board.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Minutes of ARIC Meeting 19 October 2023.

TABLED ITEMS: Nil

15.1.4. RESTRICTED ASSETS

BOARD RESOLUTION

23/080 RESOLVED on the motion of Crs Sinclair and McAlister that the Board resolve to establish an Externally Restricted Reserve for Section 64 – Developer Contributions, release funds from the Plant and Vehicle Replacement Reserve, and to release funds from the Infrastructure Replacement Reserve as follows:-

- Externally Restricted Reserve - \$5,000,000 Section 64 Developer Contributions Reserve
- Internally Restricted Reserve – reduce Plant and Vehicle Replacement Reserve by \$2,000,000

- **Internally Restricted Reserve – reduce Infrastructure Replacement Reserve by \$19,109,700.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board resolve to establish an Externally Restricted Reserve for Section 64 – Developer Contributions, release funds from the Plant and Vehicle Replacement Reserve, and to release funds from the Infrastructure Replacement Reserve as follows:-

1. Externally Restricted Reserve - \$5,000,000 Section 64 Developer Contributions Reserve
2. Internally Restricted Reserve – reduce Plant and Vehicle Replacement Reserve by \$2,000,000
3. Internally Restricted Reserve – reduce Infrastructure Replacement Reserve by \$19,109,700.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

Council has significant cash, cash equivalents and investments. Restrictions are established to set aside funds for Council to meet legislative requirements, to allocate funds against future projects and activities and to ensure sufficient funding is available to meet current and long term financial obligations. Restrictions are cash backed and are established for specific purposes.

External Restrictions over cash, cash equivalents and investments are those where there is a legislative obligation to use the funds for the purpose for which they were paid to Council.

Under section 409(3) of the Local Government Act 1993 they are of three categories

- I. Money received as a result of levying a special rate of charge for a particular purpose
- II. Money that is required by legislation to be set aside of a specific purpose (e.g. developer contributions)
- III. Money received from Federal or State Government for a specific purpose (e.g. specific purpose grant funding)

Internal Restrictions over cash, cash equivalents and investments are those funds restricted only by a resolution of the Council. Internal restrictions are adopted by Council to cover commitments included in Council's Long Term Financial Plan and where it is prudent for Council to hold cash restrictions to meet those future commitments.

Unrestricted Cash are funds available to cover operational needs and unexpected or emergency costs within Council.

REPORT

Council has provided internally restricted funds for the following purposes as follows:

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	2021/22	2021/22	2022/23
	,\$000	,\$000	,\$000
Employee Leave Entitlements	\$2,248	\$2,492	\$2,552
Plant and Vehicle Replacement	\$1,761	\$2,148	\$3,463
Infrastructure Replacement	\$24,482	\$15,971	\$20,459

A review has been carried out on Council's Internal Reserves to ensure financial sustainability and adjust balances as necessary.

Employee Leave Entitlements internally restricted funds have been calculated and audited in conjunction with end of year processes for Council's Annual Financial Statements for the 2022/23 Financial Year and will cover Council's leave liability for all current staff.

Council's net Plant replacement program is approximately \$800,000 per annum and is budgeted on an annual basis from operational funds. This fund has grown significantly over a number of years and it is considered unnecessary to restrict the current level of funds. It is recommended that Council release \$2,000,000 from these funds and resolve to make the funds available as unrestricted cash.

Council's Capital Works program has increased significantly in 2022/23 and this financial year with funds from the Infrastructure Reserve to be utilised to fund these projects.

Council's Infrastructure Replacement internally restricted funds were restricted to meet future commitments such as renewal of assets and need to be adjusted by \$19,109,700 for renewal of infrastructure in 2022/23 and 2023/24 listed as follows:-

- Pump Stations – GWCC Wide 2022/23 \$986,300
- Pump Stations – Valve Renewals 2022/23 \$15,800
- Pump Stations – Electrical 2022/23 \$236,300
- Oura Reservoir 2022/23 \$212,400
- Reservoirs – GWCC Wide 2022/23 \$470,900
- Treatment Plant – Oura High Voltage 2022/23 \$1,012,500
- Treatment Plant – Jugiong High Voltage 2022/23 \$3,075,300
- Treatment Plant – Valve & Pneumatic Upgrade 2022/23 \$68,100
- Mains Trunk GWCC Wide 2022/23 \$634,700

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• Mains Valve Renewals 2022/23	\$94,600
• Mains Rural 2022/23	\$415,800
• West Wyalong Pipeline 2022/23	\$2,684,800
• Reticulation Renewals GWCC Wide 2022/23	\$683,900
• Mains Reticulation 2023/24	\$750,000
• Wyalong Pipelines 2023/24	\$745,000
• Thanowring Road pipeline 2023/24	\$1,573,300
• Pump Stations – GWCC Wide 2023/24	\$350,000
• Pump Stations Electrical 2023/24	\$100,000
• Jugiong High Voltage 2023/24	\$1,000,000
• Oura Reservoir & Aerator 2023/24	\$4,000,000
Total Infrastructure Renewals	\$19,109,700

It is necessary to establish an Externally Restricted Reserve to restrict \$5,000,000 received for Section 64 Developer Contributions. These funds will be used for new infrastructure assets and released when compliant capital works are carried out.

The variations to Council's Internally Restricted Reserves will increase the level of working funds available to manage liquidity requirements and to manage cash flow and unforeseen budget variations. Adopting this approach to reallocate committed funds currently held in reserve as restricted funds will not impact on current services or projects in Council's budget.

It can also be considered a key component of the organisation to strengthen Council's financial position by establishing a strong unrestricted cash position and continuing down the path of financial sustainability with greater controls on cash management.

FINANCIAL IMPACT STATEMENT

The recommendation will result in increasing Council's Unrestricted Cash by \$16,109,700.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.2. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

15.2.1. WATER PRODUCTION REPORT

BOARD RESOLUTION

23/081 RESOLVED on the motion of Crs White and McGlynn that the Water Production Report be received and noted.

Report prepared by Production and Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Water Production Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 3 A Healthy Natural Environment

BACKGROUND

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

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

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

REPORT

Jugiong drinking Water Scheme

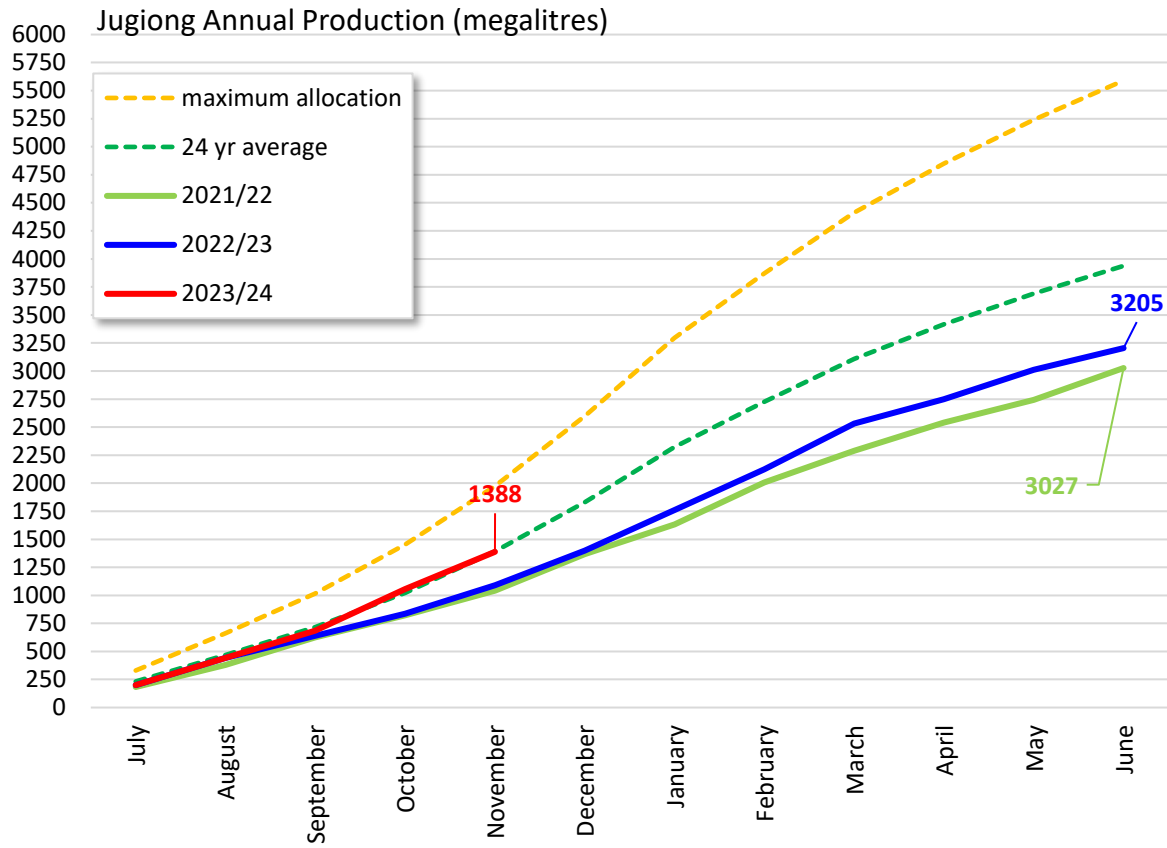
The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration,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

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

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

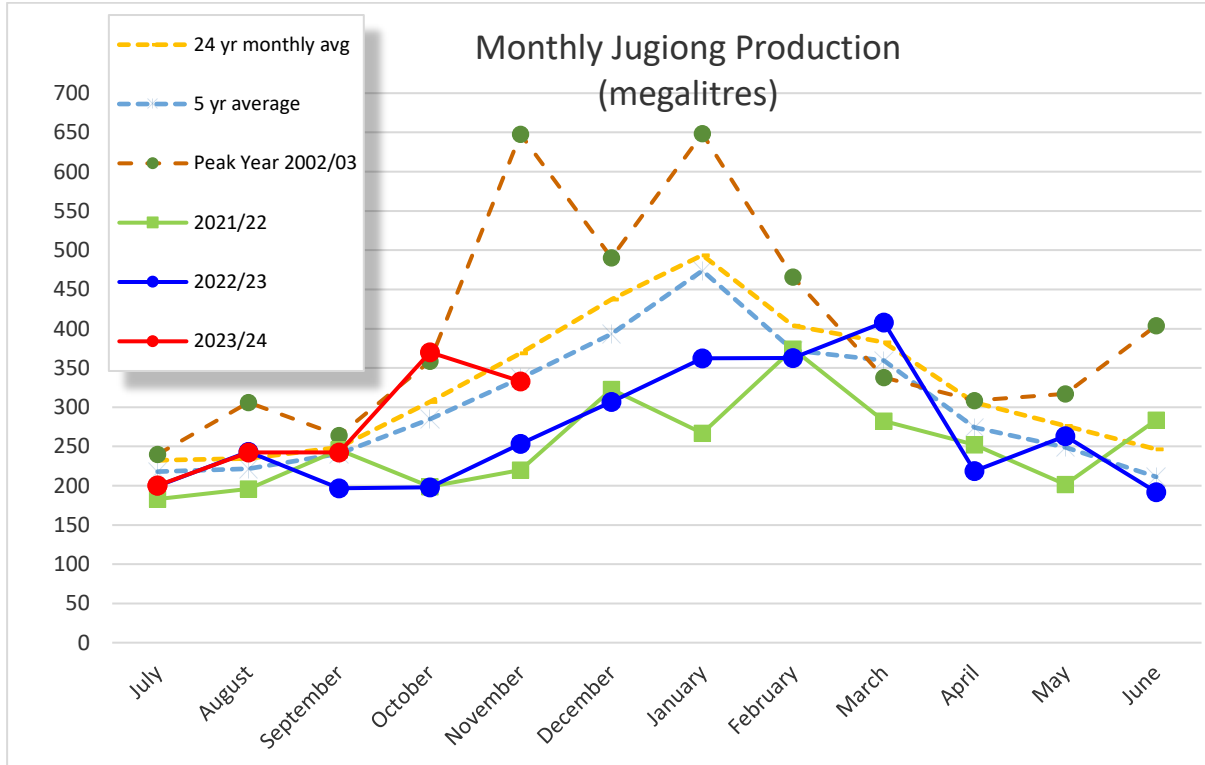
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For the first 5 months of the 2023/24 financial year, 1388ML of water had been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is slightly higher than for the 2022/23 FY where 1091ML was extracted. An increase of 297ML. This is illustrated in the graph below.



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Jugiong monthly production started slightly higher in July with 200ML extracted and treated for the month. August saw a further increase in production with 242ML extracted and treated and September was like August with 242ML extracted and treated. Some warm dry weather saw 370ML extracted in October before some stormy wet periods saw a decrease for the month of November with 333ML extracted and treated.

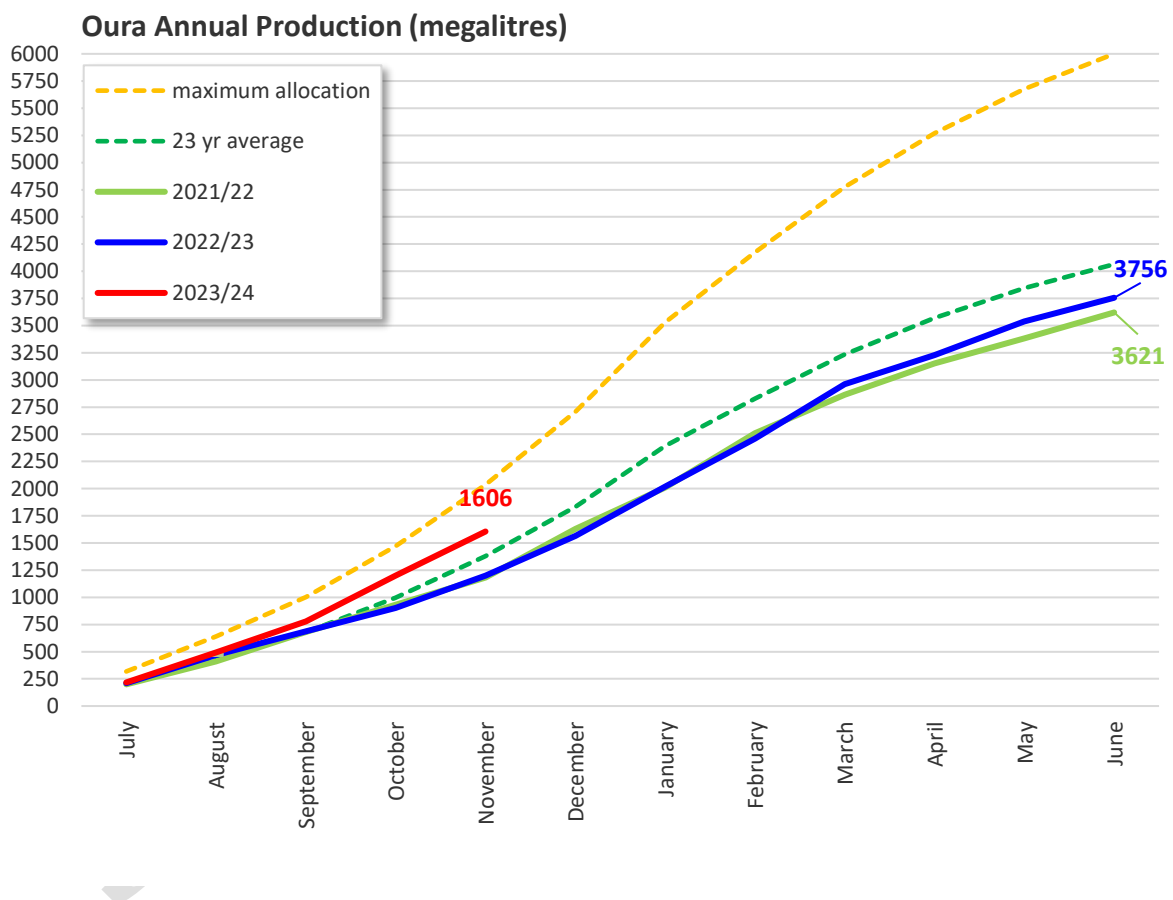


Oura Drinking Water Scheme

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

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

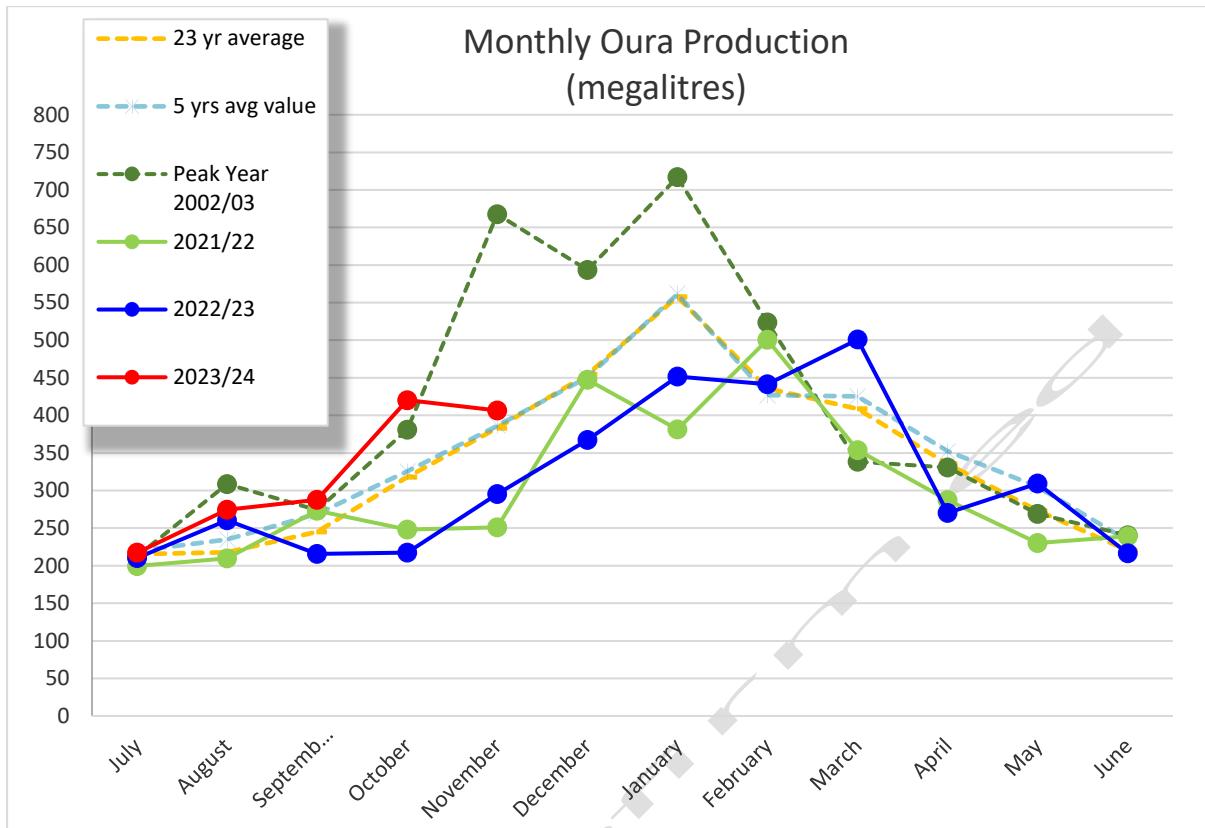
For the first 5 months of the 2023/24 financial year, 1606ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is a slight increase in production compared to 2022/23 FY where 1199ML of water was extracted for the same period. An increase in production of 407ML. This is depicted in the graph below.



Oura monthly water production has started slightly higher in July where 217ML was extracted from the Oura bores. August saw an increase in production where 274ML was extracted, a further increase in production for September saw 287ML extracted. As with Jugiong a warm dry

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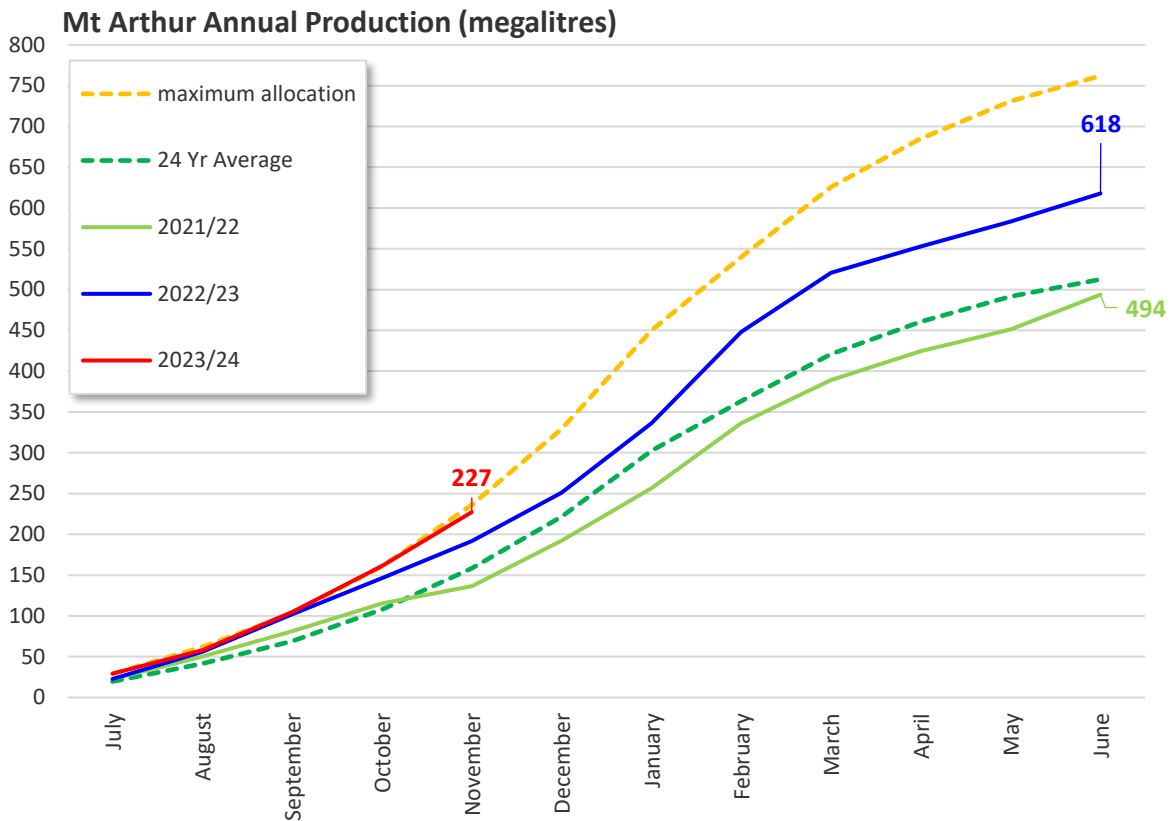
period saw a further increase in production for October 420ML before some stormy wet periods in November saw a slight decrease in production for the month with 406ML extracted in November.



Mount Arthur Drinking Water Scheme

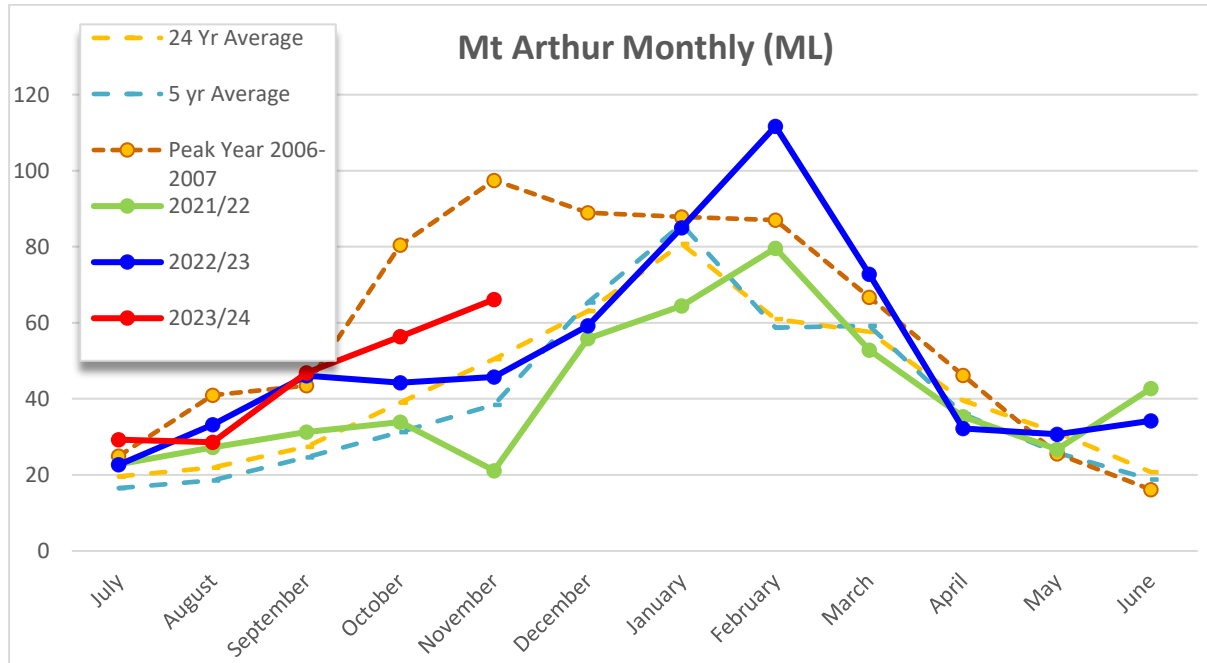
The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with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

For the first 5 months of the 2023/24 financial year, 227ML of water has been extracted from the Mt Arthur Borefield. This is an increase compared to the 2022/23 FY where 192ML was extracted from the Mt Arthur bores for the same period. An increase of 35ML.As can be seen in the graph below, production is trending slightly higher to previous years.



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Mt Arthur monthly water production started slightly higher to previous years with 29ML of water extracted from the bores in July. August saw a slight decrease to 28ML extracted and September a further increase to 47ML extracted. Production for the period of September through to November has been steadily increasing every month with September 47ML, October 56ML and November 66ML extracted.

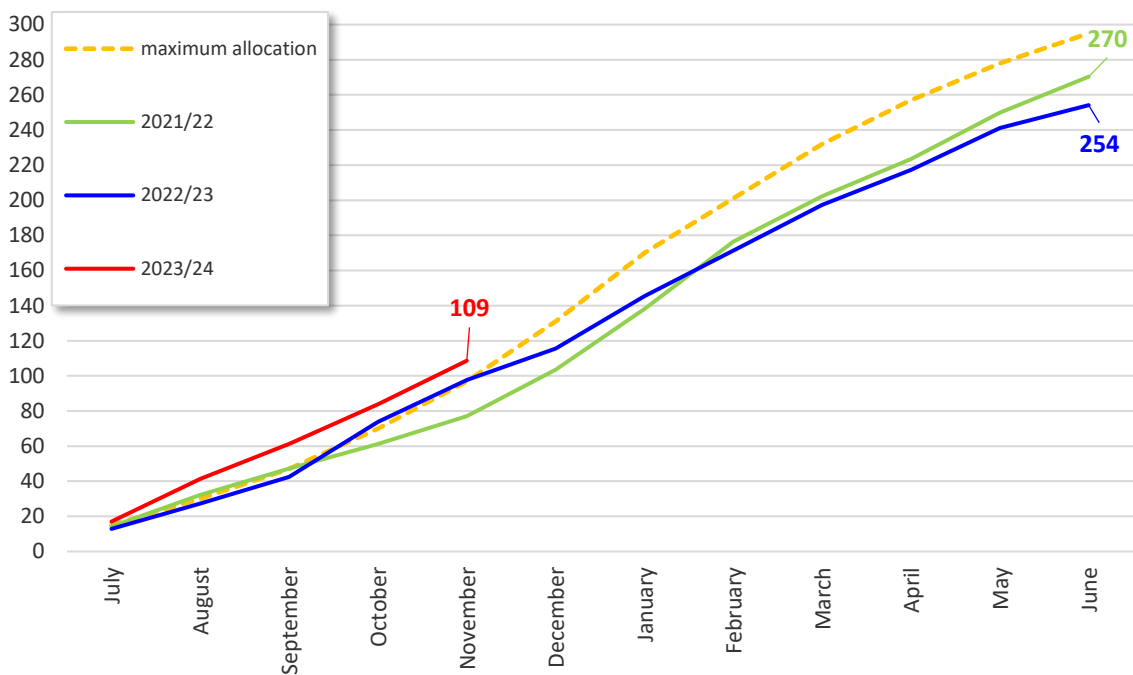


Mount Daylight Drinking Water Scheme

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

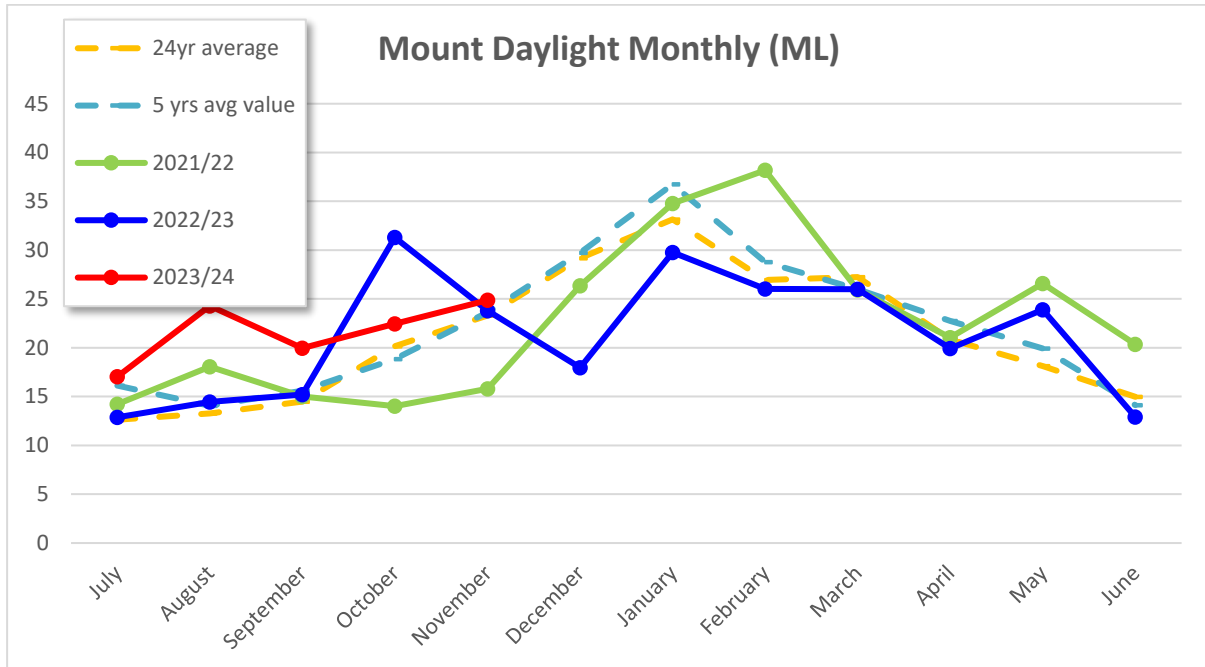
For the first 5 months of the 2023/24 financial year 109ML of water has been extracted from the Mt Daylight Borefield. This is an increase in volume of 11ML compared to the 2022/23 FY where 98ML was produced over the same period.

Daylight Annual Volume (megalitres)



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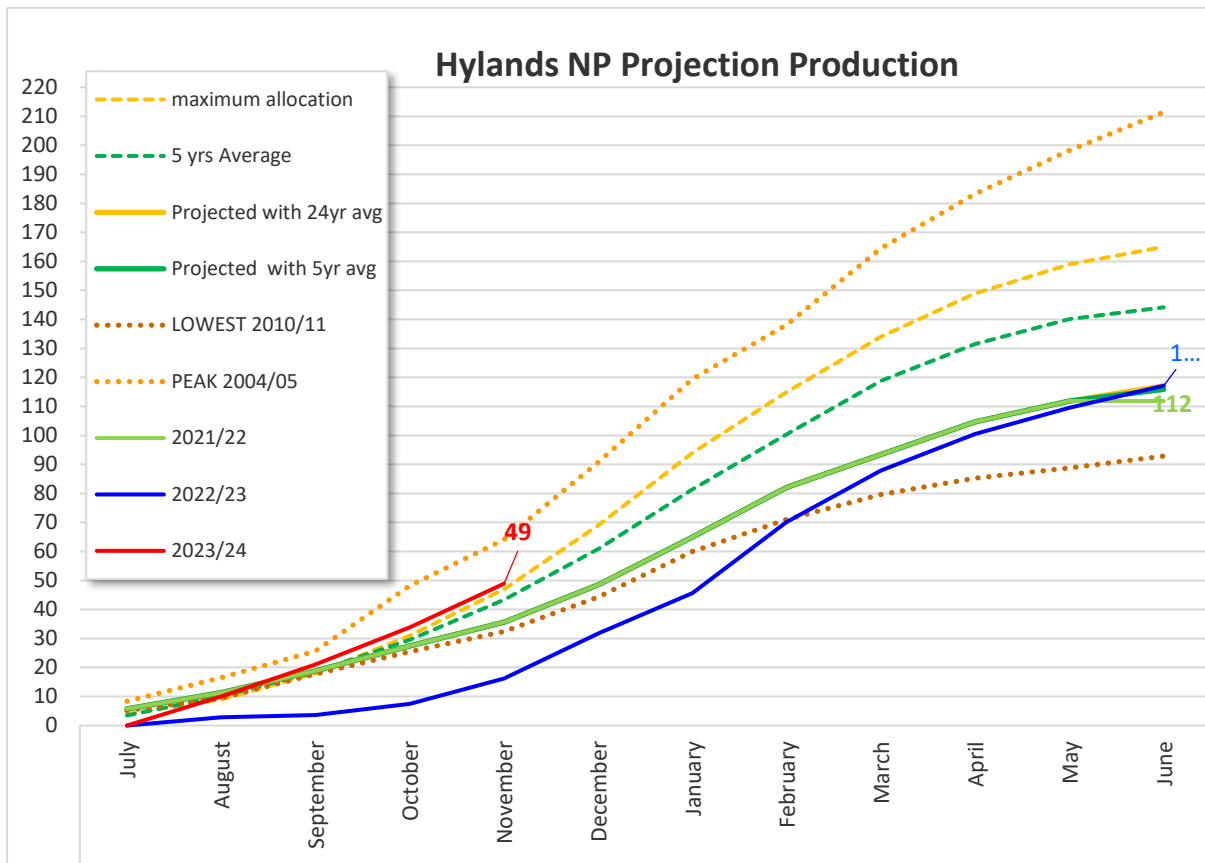
The monthly extraction totals for the Mt Daylight bores started very consistently with July seeing 17ML extracted with slight increases in August 24ML, September was slightly lower in production with 20ML extracted, the period September through to November seen consistent increases in production every month with September 20ML, October 22ML and November 25ML extracted from the Mt Daylight Bores.



Hylands Bridge - Non-Potable

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

For the first 5 months of the 2023/24 financial year 49ML of water has been extracted from the Hylands Bridge Raw Water scheme This is a large increase compared to the same period last year where only 16ML had been extracted.



FINANCIAL IMPACT STATEMENT

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

LOCAL PREFERENCE

N/A

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.2.2. ANNUAL DRINKING WATER MANAGEMENT SYSTEM REVIEW

BOARD RESOLUTION

23/082 RESOLVED on the motion of Crs McAlister and Sinclair that the Drinking Water Management System Annual Review Report be received and noted.

Report prepared by Production and Services Manager

BOARD RESOLUTION

23/083 RESOLVED on the motion of Crs Stadmiller and Sinclair that Council move into CONFIDENTIAL SESSION at 5:00pm.

COUNCIL OFFICER RECOMMENDATION

That the Board review and accept the Drinking Water Management System Annual Review.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision

BACKGROUND

Goldenfields Water developed and adopted a Drinking Water Management System (DWMS) and associated Policy in February 2018. The purpose of the DWMS Annual Report is to inform and update New South Wales Department of Health (NSW Health) and The Department of Planning, Industry and Environment (DPIE) of Goldenfields Water County Councils (GWCC) implementation and ongoing assessment of its Drinking Water Management System. It also demonstrates that GWCC is compliant with requirement s25 Public Health Act 2010 to develop a Quality Assurance Program (QAP) in line with the framework for Drinking Water Quality Management in the Australian Drinking Water Guidelines.

REPORT

The 2022/2023 DWMS Annual Report is the fifth annual review completed under the current adopted DWMS that has been undertaken by Goldenfields Water staff. This Annual Report has utilised the entire 2022/23 data for the Jugiong, Oura, Mt Arthur and Mt Daylight potable water supply systems. A majority of this data was made available from the implementation of WaterOutlook and ClearSCADA. Data is also utilised from NSW Health's Drinking Water Database and ASAM reservoir asset condition database where required.

Throughout the reporting period GWCC have undertaken numerous water samples for both operational and verification monitoring. These samples are tested at the GWCC laboratory and/or an external NATA accredited laboratory for operational monitoring or NSW Health's FASS lab for verification or compliance purposes. GWCC also conducted a number of onsite tests for operational purposes which are presented below.

Water samples are tested for Physical, Chemical and Microbial properties in the water. Throughout the 2022/23 reporting period, Goldenfields Staff have conducted a total of 912

microbial water samples, 177 comprehensive chemical samples, 16 pesticide samples, and 3619 in-situ testing samples undertaken and reported on.

A total of 2 microbial samples were identified as non-compliant throughout the reporting period taken from a remote reservoir location, with all chemical results indicating compliance within Australian Drinking Water Guideline (ADWG) requirements.

The non-compliant microbial samples were presented to NSW Health department and staff concluded a reservoir cleaning action. Staff drained the water, inspected the reservoir and disinfected it, prior to filling it back up and retesting to ensure compliance. These non-compliances can be common in rural remote reservoirs where chlorine levels are low and temperature of water is elevated. Whilst a non-compliance may be presented to the reservoir, it does not mean that the microbial issue has migrated offsite, which Councils testing confirmed.

GWCC also undertake pesticide sampling of the drinking water across the entire scheme. These samples are tested by a NATA accredited laboratory for the 2022/23 financial year. A total of 16 samples were tested for the presence of pesticides. All sample results were compliant with parameters set in the Australian Drinking Water Guidelines (ADWG).

It is also a requirement for GWCC to test for Radiological characteristics in the ground water supplies every 2 years, for the 2022/23 reporting year, samples were taken and tested by Australian Nuclear Science and Technology Organisation (ANSTO). Results were compliant with no concerns identified.

Another initiative undertaken by GWCC is the monitoring of chlorine residuals within the distribution and reticulation systems by internal staff. These tests are conducted routinely to ensure that each water supply system's integrity has not been breached, or if a low residual is identified then, staff can be proactive in managing such an event.

A total of 3619 chlorine test were conducted onsite throughout the year with hardcopy and softcopy results kept on file. These tests include both Total and Free chlorine, Temperature, pH and Turbidity. Historically, A running spreadsheet of results was constantly updated by office staff once data is received from outdoor staff requiring double handling of data.

With the implementation of WaterOutlook, the outdoor staff now directly upload the results of the chlorine tests via mobile platforms in order to eliminate double handling of data and direct registration within our water quality database.

The main obligations of Goldenfields Water managing their DWMS is to ensure that no breaches of Critical Control Points (CCP's) occur or if they do occur, that they are reported, reviewed and corrected as part of a continual improvement process.

The following tables provide the total number of CCP exceedances registered throughout the 2022/23 financial year with the corresponding CCP number. The below table provides the CCP Number that correlates with the specific definition and critical limits that staff seek to manage.

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CCP Number	Monitoring Parameter	Target Criterion	Adjustment Limit	Critical Limit
1 - Jugiong	Turbidity (Continuous online) Raw Water	Dependant on raw Water Quality		20% variation above or below set point for > 20minutes
2 - Jugiong	Turbidity (Continuous online) Filter Outlet	≤ 0.2 NTU	≥ 0.5 NTU	≥ 1.0 NTU
3 - Jugiong	Free Chlorine residual (Continuous online & alarmed) Finished Water	1.8mg/L	≤ 1.2mg/L or ≥ 2.0mg/L	Summer: ≤ 0.8mg/L for > 30min or ≥ 5.0mg/L Winter: ≤ 0.5mg/L for > 30min or ≥ 5.0mg/L
4 - Jugiong	Fluoride (Daily) Finished Water	1.0mg/L	< 0.95mg/L or > 1.05mg/L	< 0.9mg/L for > 72hrs or > 1.5mg/L
5 - Jugiong	System Integrity (monthly) Reservoir inspection	Secure, evidence break in vermin	no of or breach or vermin access to reservoir	Visual identification of vermin or containment in reservoir
6 - Jugiong	Free chlorine residual (continuous online & alarmed) Prunevale and Cootamundra	0.8mg/L	≤ 0.5mg/L or ≥ 2.0mg/L	≤ 0.2mg/L or ≥ 5.0mg/L
1 - Oura	Free Chlorine residual (Daily) Treated Water	0.5mg/L	≤ 0.3mg/L or ≥ 1.0mg/L	≤ 0.2mg/L or ≥ 5.0mg/L
2 - Oura	Fluoride (Daily) Treated Water	1.0mg/L	< 0.9mg/L or > 1.2mg/L	< 0.9mg/L for > 72hrs or ≥ 1.5mg/L
3 - Oura	System Integrity (monthly) Reservoir inspection	Secure, evidence break in vermin	no of or breach or vermin access to reservoir	Visual identification of vermin or containment in reservoir
4 - Oura	Chlorine Residual (weekly) Wyalong and Thanowring Rd	0.5mg/L	≤ 0.35mg/L	≤ 0.25mg/L
1 - Mt Arthur	Free Chlorine residual (3 x weekly) Tank 4 Outlet	0.8mg/L	≤ 0.5mg/L or ≥ 2.0mg/L	≤ 0.3mg/L or ≥ 5.0mg/L

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2 Arthur	- Mt	System (monthly) inspection	Integrity Reservoir	Secure, evidence break in vermin	no or vermin	Visual identification of breach or vermin access to reservoir	Visual identification of containment reservoir	Visual identification of vermin or in
1 Daylight	- Mt	Free Chlorine Residual (continuous Naradhan Reservoir)	0.8mg/L	≤ 0.5mg/L or ≥ 2.0mg/L	or	≤ 0.3mg/L or ≥ 5.0mg/L	or	
2 Daylight	- Mt	System (monthly) Inspection	Integrity Reservoir	Secure, evidence break in vermin	no or vermin	Visual identification of breach or vermin access to reservoir	Visual identification of containment reservoir	Visual identification of vermin or in

A breakdown of what each CCP represents can be seen in Table above. Note that OCP1 relates to pH which is an operational control point with associated critical limits (<7 and >8) and is not a critical control point.

Jugiong

Date	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	CCP 6	OCP 1	Reason	Immediate Correction	Preventive Action
04/07/2022				0.30				Fluoride hung up in hopper	Clear blockage	Monitor directly after filling hopper
08/09/2022				0.36				Hopper blockage	Hopper emptied and unblocked, scales re-calibrated	Completely empty hopper at regular intervals
08/09/2022							8.00	Repeated filter backwashing (3 washed)	Monitor	Monitor
09/10/2022				0.86				Drop in raw water fluoride from flood conditions	Increased dose	Monitor
24/11/2022				0.83				Blockage in soda ash outlet as clear water pH was low which stopped plant		
06/02/2023				0.87				Increased discharge to river	Monitor and check tomorrow's result	

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Date	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	CCP 6	OCP 1	Reason	Immediate Correction	Preventive Action
13/02/2023				0.68				Fluoride hopper blockage	Located issue, tap on hopper	Monitor
19/02/2023			0.67					Plant hasn't run since approx. 3pm 18/2/23 due to power outage		
29/03/2023			0.75					No pumping from raw water or high level pumps for an extended period of hours. Works being carried out in raw water well	When plant restarted free chlorine residual increase to target level	Be aware and monitor chlorine decay when plant is not running
14/04/2023				0.45				Fluoride trapped in hopper, possible scale issue	Fluoride hopper emptied for cleaning	Monitor scales at lower levels
01/05/2023				0.80				Plant not operating due to valve replacement, possible moisture issue with hopper	Investigate any possible cause and follow up on heater replacement	Monitor and act
02/05/2023				0.60						
29/06/2023				0.88				Dose decreased due to higher reading previous days	Monitor and possibly increase dose	Monitor and react to water changes

Oura

Date	CCP1	CCP2	CCP3	CCP4	Reason	Immediate Correction	Preventative Action
14/07/2022		0.81			Fluoride solution flow fault, possibly due to cold temperature	System reset	Monitor
16/07/2022	0.18				Plant not running for extended time	Retest came back within CCPs, monitor analyser and calibrate	Monitor and dose if necessary
17/07/2022	0.14				Possibly due to bore selection	Changed bore selection, dosed reservoirs up with liquid chlorine	Monitor chlorine and bore selection

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Date	CCP1	CCP2	CCP3	CCP4	Reason	Immediate Correction	Preventative Action
25/07/2022				0.18			
09/09/2022		0.28			Pump not working	Swapped to backup pump	
20/09/2022		0.25			No power to fluoride plant		
21/09/2022		0.26			Power switch room changeover, no power		
22/09/2022		0.26			Electrical switch and SCADA communication connection error	Electricians investigated and rectified	
12/10/2022	0.00				Reservoir undergoing cleaning and swabbing		
13/10/2022	0.00				Reservoir undergoing cleaning and swabbing		
22/10/2022	0.06				Analyser issues	Bench tested at 0.31 mg/L	
31/10/2022	0.14				Analyser issues	Bench tested at 0.58 mg/L	
01/11/2022	0.01				Analyser issues	Bench tested at 0.27 mg/L	
03/11/2022	0.02				Number 4 bore	Grab sample taken	
04/11/2022	0.00				Number 4 bore	Grab sample taken	
09/11/2022	0.00				Analyser issues	Grab sample taken	
11/11/2022	0.05				Analyser issues	Grab sample taken	
16/11/2022		0.34			Hopper emptied for recalibration due to modifications	Hopper recalibrated	Monitor
10/12/2022	0.10				Analyser issues	Grab sample taken	
20/12/2022	0.18				Analyser issues	Grab sample taken	
22/12/2022	0.15				Analyser issues	Grab sample taken	
03/01/2023	0.16				Analyser issues	Bench tested at 0.34 mg/L	
12/01/2023	0.09				Analyser issues	Bench tested at 0.53 mg/L	
09/02/2023	0.18				Analyser issues	Bench tested at 0.52 mg/L	

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Date	CCP1	CCP2	CCP3	CCP4	Reason	Immediate Correction	Preventative Action
17/02/2023	0.03				Analyser issues	Bench tested at 0.52 mg/L	
18/02/2023	0.08				Analyser issues	Bench tested at 0.52 mg/L	
19/02/2023	0.07				Analyser issues	Bench tested at 0.43 mg/L	
20/02/2023	0.09				Analyser issues	Bench tested at 0.40 mg/L	
21/02/2023	0.03				Analyser issues	Immediately downstream tested chlorine of 0.41 (Harefield Offtake), 0.37 (Junee BT) and 0.20 (Junee silos)	
22/02/2023	0.14				Analyser issues	Immediately downstream tested chlorine of 0.46 (Harefield Offtake), 0.38 (Junee BT) and 0.33 (Junee silos)	
28/02/2023	0.12				Analyser issues	Bench tested at 0.74 mg/L	
01/03/2023	0.15				Analyser issues	Bench tested at 0.82 mg/L	
02/03/2023	0.15				Analyser issues	Bench tested at 0.30 mg/L	
06/03/2023	0.17				Analyser issues	Grab sample taken	
01/04/2023	0.17				Bore 2	Removed bore 2 from duty	
06/04/2023	0.11				Bore 2	Removed bore 2 from duty	
08/04/2023	0.12				Analyser issues	Grab sample taken	
15/04/2023	0.18				Analyser issues	Bench tested at 0.36 mg/L	
19/06/2023	0.03				Bore 2	Removed bore 2 from duty	

Mt Arthur

No exceedances were measured for Mt Arthur during the 2022/23 year.

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Mt Daylight

Date	CCP1	CCP2	Reason	Immediate Correction	Preventative Action
15/11/2022	0.13		Bore flooding event	Managed distribution system levels where required	
16/11/2022	0.07		Bore flooding event	Managed distribution system levels where required	
22/11/2022	0.04		Bore flooding event	Managed distribution system levels where required	
23/11/2022	0.04		Bore flooding event	Managed distribution system levels where required	
24/11/2022	0.22		Bore flooding event	Managed distribution system levels where required	
01/12/2022	0.04		Bore flooding event	Managed distribution system levels where required	
03/12/2022	0.24		Bore flooding event	Managed distribution system levels where required	
04/12/2022	0.26		Bore flooding event	Managed distribution system levels where required	
05/12/2022	0.08		Bore flooding event	Managed distribution system levels where required	
06/12/2022	0.05		Bore flooding event	Managed distribution system levels where required	
07/12/2022	0.01		Bore flooding event	Managed distribution system levels where required	
08/12/2022	0.29		Bore flooding event	Managed distribution system levels where required	

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Date	CCP1	CCP2	Reason	Immediate Correction	Preventative Action
09/12/2022	0.25		Bore flooding event	Managed distribution system levels where required	
10/12/2022	0.15		Bore flooding event	Managed distribution system levels where required	
14/12/2022	0.12		Bore flooding event	Managed distribution system levels where required	
15/12/2022	0.05		Bore flooding event	Managed distribution system levels where required	
21/12/2022	0.14		Bore flooding event	Managed distribution system levels where required	
22/12/2022	0.09		Bore flooding event	Managed distribution system levels where required	

All exceedances identified for the Mt Daylight system was due to the recent flooding that occurred during late 2022. During this event, Council lost electrical supply to the bores and was unable to extract water from the bores. As a result, water was carted from the Oura scheme during this time and the analyser was not being utilised as the transfer pumps were not employed. For this reason, the below tabled exceedances were due to chlorine decay and do not reflect concerns of the systems integrity and field samples were collected regularly to ensure customers were provided with safe water. Any low residuals detected within the system are corrected via manually dosing of hypo when detected.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil.

TABLED ITEMS: DWMS Annual Report 2022/23

BOARD RESOLUTION

23/084 RESOLVED on the motion of Crs Stadmiller and McGlynn that the Board revert back to Open Session at 5:10pm.

15.3. MATTERS SUBMITTED BY ENGINEERING MANAGER

15.3.1. MANDAMAH ADDITIONAL CONNECTIONS

BOARD RESOLUTION

23/085 RESOLVED on the motion of Crs McGlynn and McAlister that the Board resolves to:

1. **Note the information provided within the report**
2. **Open the scheme to additional connections**
3. **Approve a reduced augmentation cost for new connections as detailed within the report**

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Note the information provided within the report
2. Open the scheme to additional connections
3. Approve a reduced augmentation cost for new connections as detailed within the report.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

The Mandamah Scheme was a recent scheme extension to the rural area north of Aria Park and north-west of Temora. The scheme was instigated by a community group looking to secure water supply in the area and was committed to by Council in 2005.

The scheme consisted of four stages with stages 1-3 being supplied from the Temora to Ungarie trunk main and stage 4 being supplied from the Temora to Aria Park trunk main. Stages 1-3 have been constructed and are in operation. Stage 4 has been constructed but is awaiting the finalisation of the Temora to Aria Park trunk main upgrade (the Thanowring Road project).

The scheme was originally designed to service 77 connections of 1ML entitlements. This entitlement could be split over 2 x 0.5ML connections. Council provided the following price path for customers who signed up to the scheme at the start.

For each customer 1ML entitlement, the customer was required to pay:

- \$5,000 deposit to secure their place in the scheme
- \$45,000 to be paid at the time of connection
- \$500 annual special developer charge for 10 years
- \$2.45/kl usage charge for 10 years (being the higher residential usage charge rather than the normal rural usage charge)

- Plus Tapping, Service and Meter charges and Backflow Prevention charges as per GWCC's fees and charges

If a customer used their full 1ML allocation for the 10 years, they would pay a total of \$62,600 towards the scheme.

Customers who did not sign up for the scheme at the commencement were not guaranteed an opportunity for a connection at a later date. Furthermore, In December 2017 a report to the Board noted that failure of customers to accept the \$50,000 offer with \$5,000 non-refundable deposit would result in any future requests for connection to pay an "actual cost" which was at the time estimated to be around \$100,000 to \$150,000.

REPORT

Since construction, Goldenfields Water have been approached by some customers requesting to join the scheme, however the scheme was intended to remain closed until GWCC could assess the scheme's capacity for additional connections.

During the construction of the scheme some customers withdrew. Currently there are 56 customer accounts (56ML) over a total of 71 connections (41 x 1ML connections and 30 x 0.5ML connections). Furthermore due to recent wet years consumption has been low in general and some customers have still not paid their remaining final connection fees and as such have not been provided access to water through their meter.

As such Goldenfields staff haven't been able to observe the scheme operation in action at full capacity to determine any potential low pressure or flow issues. Whilst customers have pulled out of the scheme, therefore providing spare capacity overall, any additional connections will be dependent upon the connection locations. GWCC is currently undertaking modelling to assess areas of connection availability.

The total cost of constructing the scheme was approximately \$7,900,000. Over 77 customer entitlements this would equate to \$102,597 per connection for augmentation costs. If new customers were required to pay full costs to connect then they would be required to pay:

- \$102,597 in Augmentation costs
- \$31,200 in Developer Infrastructure Charges for a 1ML connection
- Plus Tapping, Service and Meter charges and Backflow Prevention charges as per GWCC's fees and charges
- Total \$136,872 per 1ML connection

Note: These connections would not have additional 10 year charges.

From a cost benefit perspective, the more customers connected to the scheme, the better benefit the scheme provides to Goldenfields Water in the long term through recovery of access and usage charges as well as recouping some of the augmentation costs. The above cost of \$136,872 is highly likely to dissuade new customers from joining the scheme.

Therefore to entice customers to join the scheme, it is recommended a reduced charge be considered for new entrants whilst also giving consideration to the customers who committed to the scheme up front.

It is recommended that new customers to the scheme be charged the following:

- \$50,000 Augmentation Charge
- Developer Infrastructure Charges relevant to their requested volume with a recommended minimum 0.5ML connection. Current Developer infrastructure charges are \$7,800 per ET (250kl/annum)
- Tapping, Service and Meter charges and Backflow prevention as per the GWCC fees and charges
- For a 0.5ML single connection this would equate to \$68,675 or \$84,275 for a 1ML connection

Note: These connections would not have additional 10 year charges

FINANCIAL IMPACT STATEMENT

If approved the above enables additional customers to connect to Goldenfields Water's Mandamah Scheme. New connections will assist in recovering costs of construction and provide additional ongoing customers charges.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.4. MATTERS SUBMITTED BY THE GENERAL MANAGER

15.4.1. 2023 CUSTOMER SURVEY RESULTS

BOARD RESOLUTION

23/086 RESOLVED on the motion of Crs McGlynn and McAlister that the 2023 Customer Survey Results be received and noted.

Report prepared by Community Education and Engagement Officer

COUNCIL OFFICER RECOMMENDATION

That the 2023 Customer Survey Results be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

We recognise our customers and community play a vital role in shaping our future, and only through engaging in meaningful conversations can we understand and achieve our mutual goals.

REPORT

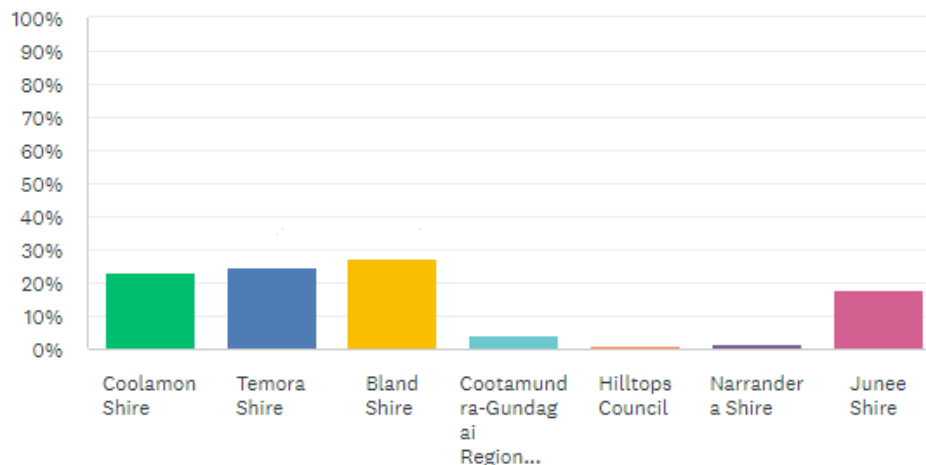
GWCC undertake annual customer surveys aimed at:

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 14 December 2023

- Establishing a baseline for customer satisfaction with water quality and service delivery
- Analysing and understanding our customer's experience when contacting GWCC
- Identifying future priorities and improvement areas
- Measuring the ideal price point for potential future upgrades

This survey was undertaken in house via survey monkey. The survey was opened for four weeks during September and October 2023, a total of 117 customers completed the survey online. The survey questions were based around customer service, the use of the Goldenfields Water App, water quality and service delivery.

The survey was open to all GWCC customers, with the highest number of respondents coming from the Bland, Temora and Coolamon Shires. One response was received from Hilltops Council and 2 from the Narrandera Shire.



The main age group to complete the survey was 35 - 49 years, followed by 50 – 64 years.

Of the 117 respondents, 73% either *agreed* or *strongly agreed* that Goldenfields Water has a good reputation in the community. 15% *neither agreed nor disagreed* whilst 12% either *disagreed* or *strongly disagreed* with this statement. These results highlight the positive interaction that our customers have had with us in the last 12 months and is further supported by the 62% of customers who were either *very satisfied* or *extremely satisfied* with the friendliness, timeliness and ability to resolve or meet their needs on first contact.

Overall, the quality of water supplied was rated as satisfactory. The attributes to make up the water quality comprised of taste, smell and clarity. 45% of customers were *satisfied*, 27% were *very satisfied*, 15% were *extremely satisfied*, 10% *very dissatisfied* and 3% *extremely*

dissatisfied. These results have slightly improved compared to the 2022 results. Discoloured water and water pressure remain the two leading concerns listed by customers.

Overall, the quality of service delivery was rated as satisfactory. The attributes to make up the service delivery comprised of water pressure, reliability of accessing water and ease of making payments. 41% of customers were *satisfied*, 35% were *very satisfied*, 19% were *extremely satisfied* and 4% *very dissatisfied*.

When asked about the cost of their water service (including connection and usage charges) 65% of customers thought our costs are reasonable and 31% think the costs aren't reasonable.

Customers were asked to rate the importance of tracking water consumption in their household. 74% of customers said it is a high priority whilst 26% said it wasn't. When asked if customers were aware that Goldenfields Water had an app that allows you to track your water consumption, 44% of customer were unaware and this survey was the first time they had heard about the app. Meanwhile 38% of customers regularly use the app to assist with their water consumption.

GWCC listed four potential capital works projects and asked customers a series of questions to understand their propensity to pay for these upgrades. These potential projects included:

- Upgraded water treatment plant for the Oura Scheme to improve water discolouration
- A new water treatment plant for the Mt Arthur scheme to improve water discolouration
- A new mobile pipe cleaning technology system to help minimise discoloured water events and/or severity. New technology will also significantly reduce water loss from manually flushing the pipes
- Additional infrastructure for improving water pressure within Junee township

Customers were asked "*if Council were to proceed with any of the above projects, an increase between \$25 pa to \$150 pa would be required. An increase of \$25 pa would allow some projects to be delivered over a longer timeframe whereas \$150 pa would allow projects to be delivered in a shorter timeframe.*" The average figure for what the respondents thought would be a good value was \$55 pa. The average price for what would be considered too expensive was \$101 and the average price for what would be considered inexpensive and suggest doubts of quality was \$38.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.4.2. 2022/2023 ANNUAL REPORT

BOARD RESOLUTION

23/087 RESOLVED on the motion of Crs Sinclair and White that the 2022/2023 Annual Report be received and noted.

Report prepared by **General Manager**

COUNCIL OFFICER RECOMMENDATION

That Council's 2022/23 Annual Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

Section 428 of the Local Government Act 1993, requires Council to prepare an Annual Report. The report details Goldenfields' achievements in implementing the Delivery Program and the effectiveness of the principles undertaken in achieving the objectives at which those principal activities are directed.

REPORT

Goldenfields Waters' 2022/23 Annual Report is the first Annual report within the five year reporting period for the 2022 – 2026 Delivery Program.

The results and outcomes are a reflection of the efforts of all staff within the organisation, undertaking a variety of roles from the front office in Temora to the remote areas within our 22,500 square kilometre footprint.

The Annual Report has been prepared in accordance with the guidelines stipulated under section 217 of the Local Government Regulations

The completed annual report has been posted on Council's website and provided to the Minister for Local Government as per requirements.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: 2022/23 Annual Report

TABLED ITEMS: Nil

15.4.3. JANUARY EXTRA ORDINARY COUNCIL MEETING

BOARD RESOLUTION

23/088 RESOLVED on the motion of Crs McAlister and White that the Board hold an Extra Ordinary Council Meeting on 22 January 2024 at 10:00am.

Report prepared by **General Manager**

Cr Matt Stadtmiller declared a Pecuniary Interest due to the report discussing the Chairperson Elections.

COUNCIL OFFICER RECOMMENDATION

That the Board consider holding an Extra Ordinary Council Meeting on 25 January 2024.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Goldenfields Water County Council meetings are held on the fourth Thursday of every second month at the Temora Office, commencing at 10.00am. The next ordinary Council Meeting has been resolved to be held 22 February 2024.

With the Election of the Chairperson and Deputy Chairperson due in January it is suggested an Extra Ordinary Council Meeting be held in January to facilitate these elections.

REPORT

Goldenfields' Chairperson and Deputy Chairperson Elections are due in January 2024.

Goldenfields next ordinary Council Meeting is due to be held on 22 February 2024.

In order for the Chairperson and Deputy Chairperson elections to take place, it is Council officers' recommendation that the Board consider holding an Extra Ordinary Council Meeting on the 25 January 2024 or alternatively bring the February Ordinary Council Meeting forward.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.4.4. COUNCIL RESOLUTIONS UPDATE REPORT

BOARD RESOLUTION

23/089 RESOLVED on the motion of Crs Sinclair and White that the Board note the Council Resolution Update Report.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the Council Resolutions Update Report.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

The General Manager is responsible for ensuring that Council's resolutions are implemented efficiently and in a timely manner.

REPORT

After a Council meeting is held, actions required from the resolutions made are listed and distributed to the Management Team for their attention. This list is included on the fortnightly Management meeting agenda to ensure timely completion of tasks.

The resolutions update table attached is provided to the Board to deliver an overview of the tasks completed since the previous meeting and to identify any outstanding tasks that still require action. This allows greater transparency for the Board into the actioning of the resolutions made and a timely reminder for Management to progress these actions.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Council Meeting Resolution Action Table

TABLED ITEMS: Nil

16. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 22 February 2024 at 10.00am.

BOARD RESOLUTION

23/090 RESOLVED on the motion of Crs McGlynn and White that Council move into **CONFIDENTIAL SESSION** at 5:40pm.

All GWCC Staff left the meeting at 5:40pm

BOARD RESOLUTION

23/091 RESOLVED on the motion of Crs Sinclair and McGlynn that the Board revert back to **Open Session** at 5:58pm.

All GWCC Staff returned to the meeting at 5:58pm

17. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was declared closed at 5:59pm.

The meeting commenced at 10.10am

PRESENT

Cr B Callow, Cr A McAlister, Cr L McGlynn, Cr K Morris, Cr G Sinclair, Cr A White, Cr J Piper.

ALSO IN ATTENDANCE

Mr A Drenovski (General Manager), Mr G Veneris (Production and Services Manager), Mr T Goodyer (Operations Manager), Miss S Jung (Engineering Manager), Miss A Burnett (Executive Assistant).

1. ATTENDANCE OF COUNCILLORS BY AUDIO VISUAL LINK

BOARD RESOLUTION

23/092 RESOLVED on the motion of Crs Morris and Callow that the Board permit the following Councillors to attend this Extraordinary meeting by Audio-Visual Link: Cr K Morris and Cr B Callow.

2. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

23/093 RESOLVED on the motion of Crs Sinclair and Morris that a leave of absence be granted to Crs Matthew Stadtmiller.

3. WEBCASTING OF COUNCIL MEETINGS

Attendees of this meeting are reminded that;

- a) The meeting is being recorded and made publicly available on Council's website, and
- b) Persons attending the meeting should refrain from making any defamatory statements.

4. STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of the oath or affirmation of office they have taken under section 233A of the Act.

The governing body of a county council is responsible for managing the affairs of the county council. Each councillor as a member of the governing body has a responsibility to make considered and well-informed decisions to ensure that the exercise of the functions of Goldenfields Water are performed to benefit the whole of the area of operations of Goldenfields Water.

In addition, Councillors are reminded of their obligations under council's code of conduct to disclose and appropriately manage conflicts of interest.

5. ACKNOWLEDGEMENT OF COUNTRY

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

6. DECLARATION OF PECUNIARY INTERESTS

Aaron Drenovski declared a Pecuniary Interest due to the report involving his contract as General Manager.

7. DECLARATION OF NON-PECUNIARY INTERESTS

Nil

8. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION

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

BOARD RESOLUTION

23/094 RESOLVED on the motion of Crs McGlynn and Piper that Council move into CONFIDENTIAL SESSION.

Staff left the meeting at 10:35am

9. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

9.1. MATTERS SUBMITTED BY CHAIRPERSON

9.1.1. GENERAL MANAGERS PERFORMANCE REVIEW

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

- a) *Personnel matters concerning particular individuals (other than councillors)*

BOARD RESOLUTION

23/095 RESOLVED on the motion of Crs McAlister and Sinclair that the Board resolves:

- 1. That the Board note and endorse this Chairperson's Minute which included the General Managers Performance Review Panel's position following the Annual Review for 2022/23**
- 2. The Panel in accordance with clause 8.3 of the General Manager's Contract of Employment has noted the Better than Satisfactory (a term referred to in the General Manager's Contract of Employment) performance and is recommending a 2% increase in the Total Remuneration Package Payment (excluding the SOORT increase)**
- 3. That Council delegate to the General Manager's Performance Review Panel authority to determine future adjustments to and components of the TRP**
- 4. That the Board adopt the 2023/24 Performance Agreement.**

9.1.2. GENERAL MANAGERS CONTRACT RENEWAL

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

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

BOARD RESOLUTION

23/096 RESOLVED on the motion of Crs McAlister and Sinclair that the Board resolves:

- 1. That the Board receive and note the letter from General Manager, Mr Aaron Drenovski dated 22 June 2023 seeking renewal of his contract**
- 2. Endorse renewing the contract of employment with Mr Aaron Drenovski for a further five years commencing 22 March 2024**
- 3. Schedule C (Remuneration) referred to in Section 8 of the contract remain unchanged; and**
- 4. Delegate authority to the Performance Review Board Panel Members to finalise the contract of employment in accordance with the standard contract required by the Office of Local Government under Council's Common Seal.**
- 5. Endorse a period of Annual Leave for the General Manager from and including Monday 15 April 2024 to Friday 19 July 2024.**

Staff returned to the meeting at 11:58am

23/097 BOARD RESOLUTION

RESOLVED on the motion of Crs Morris and Callow that that there being no further confidential items that the Board revert back to Open Session at 11:58am.

10. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held Thursday 22 February 2023 at 10.00am.

11. CLOSE OF BUSINESS

There being no further business requiring the attention of council the meeting was declared closed at 12:00pm.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS
(NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 8th
DECEMBER 2023, SECOND LEVEL, CLUB YORK 99 YORK ST, SYDNEY**

Present

Cr Kevin Duffy
Cr Dennis Brady
Cr Denis Todd
Cr Jason Hamling
Cr Mathew Deeth
Cr Michael Banasik
Cr Chris Roylance
Steve Loane OAM
Cr Peter Batten
Heather Nicholls
Cr Dom Figliomeni
Cr Cath Blakey
Ron Zwicker
Mark Dicker
Kent Boyd

Orange City Council (Chair)
Lachlan Shire Council (Dep Chair)
Warrumbungle Shire Council (Ex Comm)
Orange City Council
Wollondilly Shire Council
Wollondilly Shire Council
Forbes Shire Council
Forbes Shire Council
Cabonne Shire Council
Cabonne Shire Council
Wollongong City Council
Wollongong City Council
Wollongong City Council
Blayney Shire Council
Parkes Shire Council

Apologies

Cr Phyllis Miller OAM
Cr Jim Hickey
Cr Scott Ferguson
Cr Liz McGlynn
Gary Woodman
Cr Katrina Walker
Cr Ros Jackson
Greg Tory
Cr Mathew Dickerson
Murray Wood
Cr Jarrod Marsden
Peter Vlatko
Cr Des Kennedy
Brad Cam
Cr Jasen Ramien
Megan Dixon
Cr Pam Kensit
Alex Waldron
Cr Aneillo Iannuzzi
Owen Hasler

Forbes Shire Council (Dep Chair)
Broken Hill City Council
Blayney Shire Council (Ex Comm)
Bland Shire Council (Ex Comm)
Warren Shire Council
Warren Shire Council
Warren Shire Council
Lachlan Shire Council
Dubbo Regional Council
Dubbo Regional Council
Cobar Shire Council
Cobar Shire Council
Mid-Western Regional Council
Mid-Western Regional Council
Walgett Shire Council
Walgett Shire Council
Upper Lachlan Shire Council
Upper Lachlan Shire Council
Warrumbungle Shire Council
Life Member

Condolences

Delegates noted the recent passing of John Davis (Orange City Council – ex Mayor and Chair of the Association) and Cr Peter Abbott (Cobar Shire Council – ex Mayor and former delegate)

In attendance

Greg Lamont, Executive Officer (Minute Taker), Martin Rush and Michael Askew (FTG).

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS
(NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, YORK ROOMS, 99 YORK
ST, SYDNEY, 8th DECEMBER 2023**

Present

Cr Kevin Duffy
Cr Dennis Brady
Cr Denis Todd
Cr Jason Hamling
Cr Mathew Deeth
Cr Michael Banasik
Cr Chris Roylance
Steve Loane OAM
Cr Peter Batten
Heather Nicholls
Cr Dom Figliomeni
Cr Cath Blakey
Ron Zwicker
Mark Dicker
Kent Boyd

Orange City Council (Chair)
Lachlan Shire Council (Dep Chair)
Warrumbungle Shire Council (Ex Comm)
Orange City Council
Wollondilly Shire Council
Wollondilly Shire Council
Forbes Shire Council
Forbes Shire Council
Cabonne Shire Council
Cabonne Shire Council
Wollongong City Council
Wollongong City Council
Wollongong City Council
Blayney Shire Council
Parkes Shire Council

Apologies

Cr Phyllis Miller OAM
Cr Jim Hickey
Cr Scott Ferguson
Cr Liz McGlynn
Gary Woodman
Cr Katrina Walker
Cr Ros Jackson
Greg Tory
Cr Mathew Dickerson
Murray Wood
Cr Jarrod Marsden
Peter Vlatko
Cr Des Kennedy
Brad Cam
Cr Jasen Ramien
Megan Dixon
Cr Pam Kensit
Alex Waldron
Cr Aneillo Iannuzzi
Owen Hasler

Forbes Shire Council (Dep Chair)
Broken Hill City Council
Blayney Shire Council (Ex Comm)
Bland Shire Council (Ex Comm)
Warren Shire Council
Warren Shire Council
Warren Shire Council
Lachlan Shire Council
Dubbo Regional Council
Dubbo Regional Council
Cobar Shire Council
Cobar Shire Council
Mid-Western Regional Council
Mid-Western Regional Council
Walgett Shire Council
Walgett Shire Council
Upper Lachlan Shire Council
Upper Lachlan Shire Council
Warrumbungle Shire Council
Life Member

Condolences

Delegates noted the recent passing of John Davis (Orange City Council – ex Mayor and Chair of the Association) and Cr Peter Abbott (Cobar Shire Council – ex Mayor and former delegate)

In attendance

Greg Lamont, Executive Officer (Minute Taker), Martin Rush and Michael Askew (FTG), Georgina Beattie (Department Regional NSW, Executive Director, Mining, Exploration and Geosciences).

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, YORK ROOMS, 99 YORK ST, SYDNEY, 8th DECEMBER 2023

1. Welcome.

The Chair, Councillor Kevin Duffy, welcomed members to the meeting and declared the meeting open at 11.05am.

2. Acknowledgement of Country by Chair

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

3. Apologies.

OM 32/2023 Resolved (Cr Roylance/Boyd) that the apologies as per the above list be received and noted.

4. Disclosures of Interest.

(a) Ron Zwicker declared a non-significant pecuniary interest with his shares in AGL

OM 33/2023 Resolved (Cr Brady/Cr Banasik) that the disclosures of interest be received and noted.

SUSPENSION OF STANDING ORDERS AT 11.10am

OM 34/2023 Resolved (Cr Brady/Cr Batten) that the meeting be suspended at 11.10am to receive the presentation from the following speaker:

Georgina Beattie, Executive Director, Department Regional NSW, Mining, Exploration and Geoscience: Matters of interest raised and discussed:

- The Division supports & regulates the minerals and petroleum industry.
- This involves 45% of NSW exports.
- Government receives \$49billion in royalties pa, mainly from coal mining.
- Copper and scandium are becoming critical for renewable energy developments. The growth in minerals is in these Group 1 metals.
- Minister for Resources, Hon Courtney Houssos is establishing and driving with her country meetings with "Future Jobs and Investment" Authorities to address mine/power station closures and transitioning to renewable energy growth.
- Coal mining is strong & will continue for decades.
- See www.minview.geoscience.nsw.gov.au for data on the mining exploration and processing activities through out NSW.
- Agrees that Councils should be more involved in the closure of mines with the development of the Rehabilitation Plans with miners.
- Planning Act is being reviewed by the Future Jobs & Investment Authorities.
- Ian Smith, Regions NSW, is the contact person for the Authorities for MERC to liaise with.

[Note: if slides are available (awaiting permission to circulate from Georgina) they will be sent to delegates)].

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, YORK ROOMS, 99 YORK ST, SYDNEY, 8th DECEMBER 2023

RESUMPTION OF STANDING ORDERS AT 12.10pm

OM 35/2023 Resolved (Cr Brady/Cr Todd) that the meeting be resumed at 12.10pm to continue with the meeting items.

5. Adoption of the Minutes of the Ordinary Meeting held on 3rd August 2023

OM 36/2023 Resolved (Cr Brady/Cr Banasik) that the minutes of the Ordinary meeting held on 3rd August 2023 be received and noted.

6. Business Arising from Minutes of the Ordinary meeting held on 3rd August 2023 - Nil

(Note: It was agreed that the Executive Officer submit a delegate's report to accompany the draft minutes when they are sent to members after each Ordinary meeting).

7. Adoption of Minutes of the Executive Committee Meeting held 7th December 2023

OM 37/2023 Resolved (Loane/Cr Brady) that adoption of the minutes of the Executive Committee meeting held on 7th December 2023 be deferred until after the Executive Officer's Report in Item 11 provides a background report on the items in the Executive Committee meeting minutes of 7th December 2023.

OM 38/2023 Resolved (Cr Loane/Cr Deeth) that the minutes of the Executive Committee meeting held on 7th December 2023 be received and noted.

8. Business Arising from the Minutes of Executive Committee Meeting held on 4th December 2023

Resources for Regions Program replacement, matters discussed:

- Executive Officer outlined status of meeting with Minister for Regions & Western NSW, Hon Tara Moriarty that he and Cr Jarrod Marsden attended with Roy Butler MP Barwon, John Clements, Ministers Chief of Staff-Brad Fitzmaurice and Senior Policy Officer Liam O'Callaghan:
 - Roy raised issue that \$250m already in the Working Regions Fund (funded by Restart NSW) for mining affected communities and funds in the Regional Development Trust Fund \$350m both are yet to be allocated.
 - Minister wants to run everything through the 12-month term Advisory Council and the results from the review of the Regional Development Act 2004, considerations, which closes end of January 2024, this will dictate what programs will be developed, rebadged, and announced.
 - For MERC to have a seat on the 7-person Advisory Council being set up to review the Regional Development Act 2004, where a replacement program for Resources for Regions will be formulated, MERC will have to overcome any conflicts of interest. Martin/Michael to talk to Chief of Staff, Ministers office.
- Crs Deeth and Banasik raised issue that any replacement program must include Wollondilly Shire and Wollongong City Councils as per previous list, as a minimum. A strategy needs to be urgently developed to ensure Councils have an equivalent replacement program for 2024/25 budget next year.
- Kent Boyd – must ensure it is not a competitive process in any new program.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, YORK ROOMS, 99 YORK ST, SYDNEY, 8th DECEMBER 2023

- Cr Figliomeni – Need to develop an Action Plan as soon as possible with new EO team on board from 8th December who can contact Ian Smith and government officials and include this for current members of MERC.as an incentive to join MERC.
- Martin Rush – delegate this to the Executive Committee to develop an Action Plan and they will implement as soon as possible.
- Micheal Askew – will need several days to develop a Strategy after Martin/Michael talk to relevant government officials, Ian Smith & Steve Galilee. (see below)

NSW Minerals Council Request to Collaborate with MERC on Submission for Review of Regional Development Act 2004 - Martin Rush to contact Steve Galilee NSW Minerals Council CEO on this item.

OM 38/2023 Resolved (Cr Banasik/Cr Roylance) that:

(a) the Executive Committee urgently develop an Action Plan to address the loss of the Resources for Regions program.

(b) The Action Plan to identify common requirements for all MERC members including the existing recipients such as Wollondilly Shire and Wollongong City Councils ensuring that they are to be regarded as regional and others with no mines but have affectation and impacts from mining occurring in their LGA's.

9. Delegates Reports – Nil.

10. Speakers - As above

11. Executive Officer's Report

Executive Officer's Report

The Executive Officer went through the items in the Executive Officer's report that related to matters on the agenda for this meeting as information or for decision prior to the consideration of them in this meeting if required.

12. General Business

(a) Next Meeting.

OM 30/2023 Resolved (Cr Brady/Duffy) that the next meeting of MERC be left with Executive Committee to determine.

Close – the meeting closed at 1.00pm

The minutes (pages 1-6) were confirmed at the Ordinary Meeting held in _____ 2024 and are a concise and accurate record of proceedings of the Ordinary General meeting held on 8th December 2023.

.....
Cr Kevin Duffy
Chairperson

1. Welcome by Chair.

The Chair, Councillor Kevin Duffy, welcomed members to the meeting which he declared open at 9.05am.

2. Acknowledgement of Country by Acting Chair

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

3. Apologies.

AGM 15/2023 Resolved (Cr Todd/Cr Brady) that the apologies as per the above list be received and noted.

4. Disclosures of Interest.

AGM 16/2023 Resolved (Cr Brady/Cr Hamlin) that the following declaration be noted: - Ron Zwicker declared a non-significant pecuniary interest with his shares in AGL.

5. Adoption of Minutes of Annual General Meeting held on 22nd February 2023.

AGM 17/2023 Resolved (Loane/Cr Todd) that the minutes of the Association's Annual General Meeting held on 22nd February 2023, be received, and noted as a true and accurate record of proceedings.

6. Business arising from the Minutes of Annual General Meeting held on 22nd February 2023. Nil

7. Life Membership Owen Hasler-Suspension of Standing Orders

Note: Did not proceed, see Item 8

8. Life Membership Owen Hasler - Resumption of Standing Orders

Note: Owen Hasler could not attend the meeting to receive his life membership

9. Chairperson's 2022 - 23 Annual Report

AGM 18/2023 Resolved (Cr Duffy/Cr Brady) that the Chairperson's 2022-23 Annual Report be received and noted.

10. Executive Officer's 2022 - 23 Annual Report.

AGM 19/2023 Resolved (Cr Todd/Cr Figliomeni) that the Executive Officer's 2022-23 Annual Report be received and noted.

11. Election of Chairperson, Deputy Chairpersons and Executive Committee.

SUSPENSION OF STANDING ORDERS AT 9.30AM

AGM 20/2023 Resolved (Cr Brady/Cr Hamlin) That the meeting be suspended to allow the Returning Officer to conduct the election of the Executive Committee.

The Executive Officer as Returning Officer reported that the nominations for the Executive Committee received by the due date equated to the vacancies for Chair and the two Deputy Chair positions plus three Executive Committee positions.

The Returning Officer declared the results of the election as follows:

- Chair – Cr Kevin Duffy (Orange City Council)
- Deputy Chair – Cr Phyllis Miller OAM (Forbes Shire Council)
- Deputy Chair – Cr Dennis Brady (Lachlan Shire Council)
- Executive Committee –
 - Cr Scott Ferguson (Blayney Shire Council),
 - Cr Denis Todd (Warrumbungle Shire Council) and
 - Cr Liz McGlynn (Bland Shire Council)

The Returning Officer and Delegates congratulated the Executive Committee on their appointment's.

RESUMPTION STANDING ORDERS AT 9.35AM

AGM 21/2023 Resolved (Cr Banasik/Cr Todd) that the Association resume the Annual General Meeting business with Cr Kevin Duffy as Chairperson.

12. Financial Statements – 1/7/22 to 30/6/23

AGM 22/2023 Resolved (Cr Brady/Cr Figliomeni) that the Financial Report for 2022-2023 financial year be referred to the NSW Department of Fair Trading to note, in accordance with the Association Incorporations Act 2009, by 31st December 2023.

13. 2023-2024 Budget

AGM 23/2023 Resolved (Cr Brady/Cr Todd) that the 2023-2024 budget as presented be adopted by the Association with the inclusion of provision for any membership fee increase in Item 13 and the Executive Officer's Contract provisions in Item 16.

14. Membership Fees

AGM 24/2023 Resolved (Cr Roylance/Cr Brady) that the Association membership fees for 2024 – 2025 be increased by 5%, based on the 2024-25 proposed rate peg changes recommended by IPART (range 4.5-5.5%) and changes to the rate peg calculation per member.

15. 2024 Meeting Dates & Venues

AGM 25/2023 Resolved (Cr Brady/Cr Hamlin) that the meeting cycle for 2024 be deferred until after the February 2024 Strategic Planning workshop in Lithgow, noting that an Ordinary meeting will be held on 7th June 2024 in Dubbo as part of the REIIF.

16. Review by Future Together Group (FTG) & Three Pillars Advisory (TPA)

Michael and Martin (FTG) presented their plans for next 90 days with Michael to finalise an Action Plan to implement them as outlined.

AGM 26/2023 Resolved (Cr Brady/Loane) that:

- (a) the presentation by FTG comments on the two review reports be noted.
- (b) the proposed 90 Day Action Plan for MERC as outlined by FTG be noted and referred to Executive Committee for endorsement as soon as possible.

17. Executive Officer’s Contract Renewal

AGM 27/2023 Resolved (Cr Roylance/Cr Brady) that the information be noted

18. General Business

(a) Next Annual General Meeting -

AGM 14/2023 Resolved (Loane/Cr Batten) that the Annual General Meeting to be held in November or December 2024 at a location to be determined by Executive Committee.

19. Close. The meeting closed at 10.45am

DRAFT

The minutes (pages 1-4) were confirmed at the Annual General meeting of the Association held on the _____ and are a full and accurate record of proceedings of the meeting held on 8th December 2023

.....

Cr Kevin Duffy
Chairperson



Delegates Report – MERC Ordinary Meeting 8th December 2023

This report provides a summary of a very successful meeting held on 8/12/23 in Club York rooms, 99 York St Sydney for the Association Mining & Energy Related Councils NSW (MERC).

Executive Committee Meeting held 7th December 2023

The meeting focussed on the engagement of Future Together Group from 8th December 2023 and their proposed “90 Day Plan” proposal (see later item). Michael Askew to be the Executive Officer 14 hours a week and Martin Rush as Director Policy, 7 hours a week. The package value is \$ 124,000 for 12 months then review. There is an expectation that membership will increase with target of 40 mentioned in due course.

Already Martin with his extensive contacts is working with other groups and with a group of 11 x GMs lead by Lithgow and Lake Macquarie, plus with Muswellbrook, Oberon and Cessnock have previously expressed an interest in re-joining. Future looks bright with new approach.

FTG gave a presentation on their 90 Day Action Plan to start policy development to improve MERC’s value proposition and attract more members using a stronger focus on mining, energy. Resource sha and quarrying, plus setting up a Workshop in February at Lithgow on the start of the month for members, their GMs and technical staff.

Michael is to develop a work plan for this 90 Day Plan. Current EO finishes 18th Dec 2023, which means current Finance Officer of many years, some of will know her (Julie Goodwin) leaves MERC when the EO goes, unless FTG engage her to assist. Julie was always paid by EO out of his contract money after Gunnedah Shire Council dispensed with doing the MERC financials, some years back.

The transition to new EO service providers (FTG) Michael and Martin required the Executive Committee to resolve to change over banking, public officer, ATO etc signatories.

MERC agreed to collaborate with NSW Minerals Councils’ approach to prepare a joint submission on the review of the Regional Development Act 2004, where the changes proposed for Resources for Regions will come from via the Advisory Council being established to consider submissions and grant programs possibly be funded either of Working Regions Fund of \$350m and Regional Development Trust \$350 or combination.

Executive Officer has been invited to attend next meeting of MERC in Lithgow in February to acknowledge contribution to MERC last 7 years. Presentation to Owen Hasler for Life membership has been postponed until Lithgow or Dubbo in June



Other matters were the recommendations to the AGM of:

- Fee increase for 2024/2025 year of 5% based on IPART recommendations and range of 4.5 to 5.5 % for all Councils in NSW.
- Finance Report results 2022-2023 to be lodged with Dept Fair Trading.
- Budget for 2024-2025.

Annual General Meeting

Executive Committee election results (same as last AGM):

- Chair Cr Kevin Duffy, Orange City Council.
- Deputy Chairs – Cr Dennis Brady, Lachlan Shire Council & Cr Phyllis Miller, OAM, Forbes Shire Council.
- Executive Committee – Crs Liz McGlynn, Bland Shire Council, Scott Ferguson, Blayney Shire Council and Cr Denis Todd, Warrumbungle Shire Council

Adopted the Fee increase with 5% Fee for 2024/2025 year based on IPART recommendations and range of 4.5 to 5.5 % for all Councils in NSW plus Finance Report results 2022-2023 to be lodged with Dept Fair Trading and Budget for 2024-2025.

Ordinary Meeting

All the Executive Committee decisions were adopted. Main issue was advocacy for Resources for Regions replacement, so it was resolved that:

(a) the Executive Committee urgently develop an Action Plan to address the loss of the Resources for Regions program.

(b) The Action Plan to identify common requirements for all MERC members including the existing recipients such as Wollondilly Shire and Wollongong City Councils ensuring that they are to be regarded as regional and others with no mines but have affectation and impacts from mining occurring in their LGA's.

There was only one speaker Georgina Beattie, Department Regional NSW, Executive Director, Mining, Exploration and Geosciences who mentioned following details:

- The Division supports & regulates the minerals and petroleum industry.
- This involves 45% of NSW exports.
- Government receives \$49billion in royalties pa, mainly from coal mining.
- Copper and scandium are becoming critical for renewable energy developments. The growth in minerals is in these Group 1 metals.
- Minister for Resources, Hon Courtney Houssos is establishing and driving with her country meetings with "Future Jobs and Investment" Authorities to address mine/power station closures and transitioning to renewable energy growth.
- Coal mining is strong & will continue for decades.
- See www.minview.geoscience.nsw.gov.au for data on the mining exploration and processing activities through out NSW.



MINING & ENERGY

RELATED COUNCILS NSW

- Agrees that Councils should be more involved in the closure of mines with the development of the Rehabilitation Plans with miners.
- Planning Act is being reviewed by the Future Jobs & Investment Authorities.
- Ian Smith, Regions NSW, is the contact person for the Authorities for MERC to liaise with.

[Note: if slides are available (awaiting permission to circulate from Georgina) they will be sent to delegates].

Greg Lamont
Executive Officer
0407937636
info@miningrelatedcouncils.asn.au