



# BUSINESS PAPER ATTACHMENTS

**Date: 16 September 2025**

• <b>Item 6.2</b>	
- Community Engagement Strategy .....	2
• <b>Item 6.7</b>	
- BSC Amended Model Code of Meeting Practice.....	21
- OLG Circular Model Code of Meeting Practice.....	64
• <b>Item 6.8</b>	
- Draft Disability Inclusion Action Plan.....	74
• <b>Item 6.9</b>	
- Progress Report on the Bland Shire Council Delivery Program for the period .....	91
• <b>Item 6.11</b>	
- Bland, Coolamon, Junee & Temora Action Plan.....	147
• <b>Item 6.12</b>	
- Draft BSC Contribution Plan.....	177
• <b>Item 6.13</b>	
- Bushfire Prone Land Mapping.....	189
• <b>Committees</b>	
- Newell Highway Taskforce Minutes.....	216
- CMA Minutes.....	231
- Ungarie Advancement Group .....	240
• <b>Attachments to be tabled at the Council Meeting</b>	
- Draft Financial Statement 2024-25.....	



# Community Engagement Strategy

# Acknowledgement of Country

Bland Shire Council acknowledges the Wiradjuri people as the traditional custodians of the land we now share and offer our respect to Wiradjuri Elders, past, present and emerging.





# Introduction

In accordance with New South Wales Local Government requirements, Bland Shire Council must prepare and implement a Community Engagement Strategy based on social justice principles for engagement with the local community in the implementation of its Community Strategic Plan.

This Community Engagement Strategy is a formal expression of Council's commitment to engaging the Bland Shire community through the use of appropriate, effective and inclusive practices in the development, adoption and review of its Community Strategic Plan.

Bland Shire Council is committed to a process of meaningful communication, including full and transparent consideration of input and response to its community members engaged in the process.

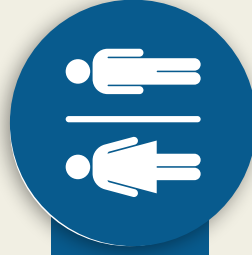
Community engagement does not replace the decision-making functions of Council. Rather these processes are designed to ensure that Council has access to a broad range of information about community needs, opinions and options prior to decisions being made.





# Statistics

## 2021 Census



POPULATION  
5547



5  
MEDIAN AGE  
43



MEDIAN WEEKLY  
HOUSEHOLD INCOME \$1326



AVERAGE PEOPLE PER  
HOUSEHOLD 2.4

# Shire Profile

The Local Government Area of Bland is located on the southern fringes of the Parkes Federal Electorate and within the Cootamundra State Electorate in New South Wales. It spans 8,482 square kilometres and is home to 5,547 residents.

The twin townships of West Wyalong and Wyalong have a joint population of 3,657 and serve the role of the major service centre for the Shire. West Wyalong is located on the junction of the Newell and Mid-Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra, providing an authentic rural lifestyle with the convenience of the city well within reach. Other communities include Barmedman, Tallimba, Ungarie, Weethalle, Kikoira, Mirrool and Naradhan. The original occupants of the district were the Wiradjuri People.

Explorer John Oxley was the first European to investigate the area in 1817, prophesising that "From want of timber, grass and water, it would never be inhabited by civilised man".



Despite this, squatters began to settle in the district in 1833 recognising the area's agricultural potential. Vast sheep and cattle runs were introduced, and the area became known as "The Blands" after a Sydney doctor. The area prospered after the discovery of gold in 1892, and the population grew to 10,000. The township of Wyalong was established in 1894 and not long after a major settlement developed west of Wyalong, resulting in the formation of West Wyalong which still remains as the Shire's residential and commercial hub.

From its early mining origins, West Wyalong was built along a crooked main street taking its unusual shape from the bullock track that curved around tree stumps and gold diggings.

Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties. In recent times, West Wyalong has also experienced significant developments away from agriculture.

Evolution Mining purchased the Cowal Gold Project in 2015. The operation is an open pit mining operation with production from a number of different faces within the single pit.

Pace Farm was established near West Wyalong in 2007. The egg production farm is the largest hen-housing facility in the southern hemisphere. The complex incorporates laying, collection and grading of eggs for grocery markets throughout Australia.





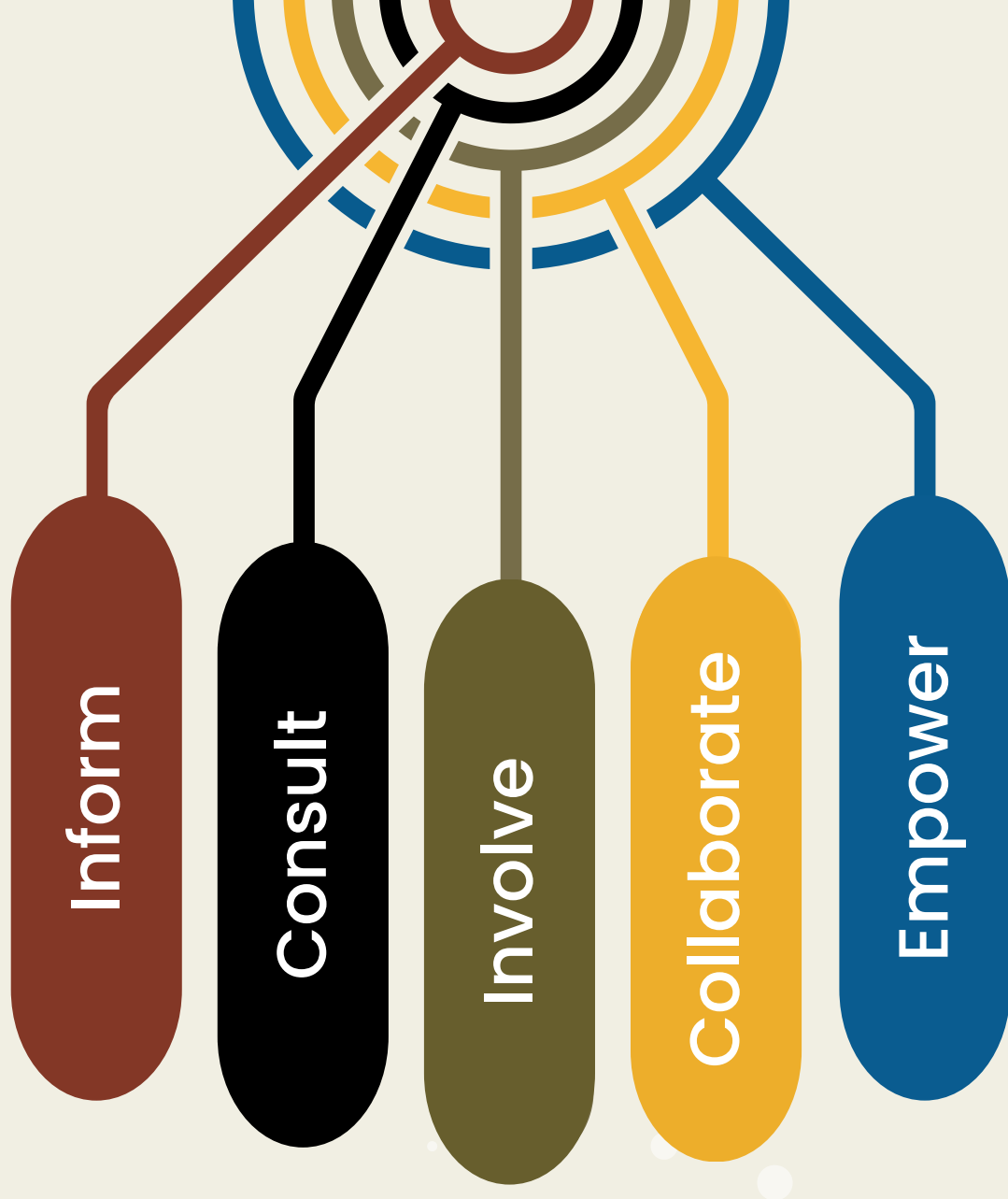
# Our Engagement Principles



Bland Shire Council is committed to ongoing community engagement and supports the spectrum of engagement activities as advocated by the International Association for Public Participation (IAP2), which includes five (5) levels of engagement being:

- Inform
- Consult
- Involve
- Collaborate
- Empower

IAP2's Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. The Spectrum shows that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made.





# Council's Commitment

Bland Shire Council's community engagement will seek to ensure that stakeholders:

- are informed on issues and decisions that could significantly impact them
- are given opportunities to have their say on Council issues, in a way and at a time that suits them, and
- can be certain their views and advice have been genuinely considered before decisions are made.

Council is committed to ensuring that its decision making process is open, trustworthy and accountable.

Council business papers, minutes and audio recordings of meetings will be available both online through Council's website and in hard copy format at Council offices at 6 Shire Street, West Wyalong.



# Roles & Responsibilities

The Your Vision Our Future Community Engagement Strategy reflects the various requirements for community consultation and engagement set out in the Local Government Act.

The Act defines the following roles and responsibilities:

- Councillors represent the collective interests of residents, ratepayers and the local community; and facilitate communication with the community.
- The Council as a whole consults regularly with community organisations and other key stakeholders, and keeps them informed of its decisions.
- The Mayor, as a leader of the Council and as a community leader, promotes partnerships with key stakeholders; and together with the General Manager, ensures adequate opportunities and mechanisms for engagement between the Council and the local community.
- The General Manager advises the Mayor and Council on appropriate forms of community engagement in different situations, and prepares a Community Strategic Strategy.



# How we will Engage

Incorporating the International Association for Public Participation's (IAP2's) five levels of engagement, Council's Community Engagement Strategy can be divided into five broad categories:



While the strategy aims at developing a consistent approach to community engagement across Council, some engagement and consultation activities may be the result of statutory requirements that specify the manner in which Council is to give notice, consult or engage with the community. There are many reasons why people don't get involved with Council engagement activities. Consideration should be given to the types of engagement activities being planned to ensure they are inclusive and maximise the potential for participation.





Council is committed to providing the community with accurate and timely information about Council activities, opportunities and initiatives that may impact or interest them.

Council initiatives to inform its community during the development, implementation and review of the Community Strategic Plan will include:

- Council's website at: [www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)
- The Council notices published in the West Wyalong Advocate
- Relevant information published in village newsletters
- Social media including Council's Facebook and Instagram accounts and relevant community pages
- Media releases
- Mail-outs
- Signage

Council will actively seek the views of its community and facilitate the exchange of ideas and information.

Council provides a number of opportunities for the community to directly participate in community consultation and information received through this ongoing process will be assessed and considered by Council during the development, implementation and most importantly the ongoing review of the Community Strategic Plan.

Consult initiatives may include:

- The placement of Council plans, policies and relevant proposals on public exhibition for a minimum of 28 days.
- The receipt of written submissions and online submissions for a period of 42 days from being placed on public exhibition.
- The Bland Shire Community Satisfaction Survey (every four years).
- The opportunity for members of the public to address the public forum at the beginning of the monthly Council meeting.
- Surveys and opinion polls.



# Involve & Collaborate



When dealing with a controversial issue or matter which has significant impact on identified groups, Council has the opportunity to bring other stakeholders into the decision making process.

Council may seek direct input from Council committees, working groups, community committees or other groups and seek recommendations.

Initiatives include:

- Community Forums
- Community Reference Group
- Section 355 Committees
- Council elections.



# Empower



To empower the community is to place the final decision in its hands. This basically means Council will implement what the community decides.

Examples of empowerment in engagement include:

- Council elections.
- Referendums
- Deliberative processes to understand community attitudes and issues to a broad scale issue or project and may consider trade off scenarios.

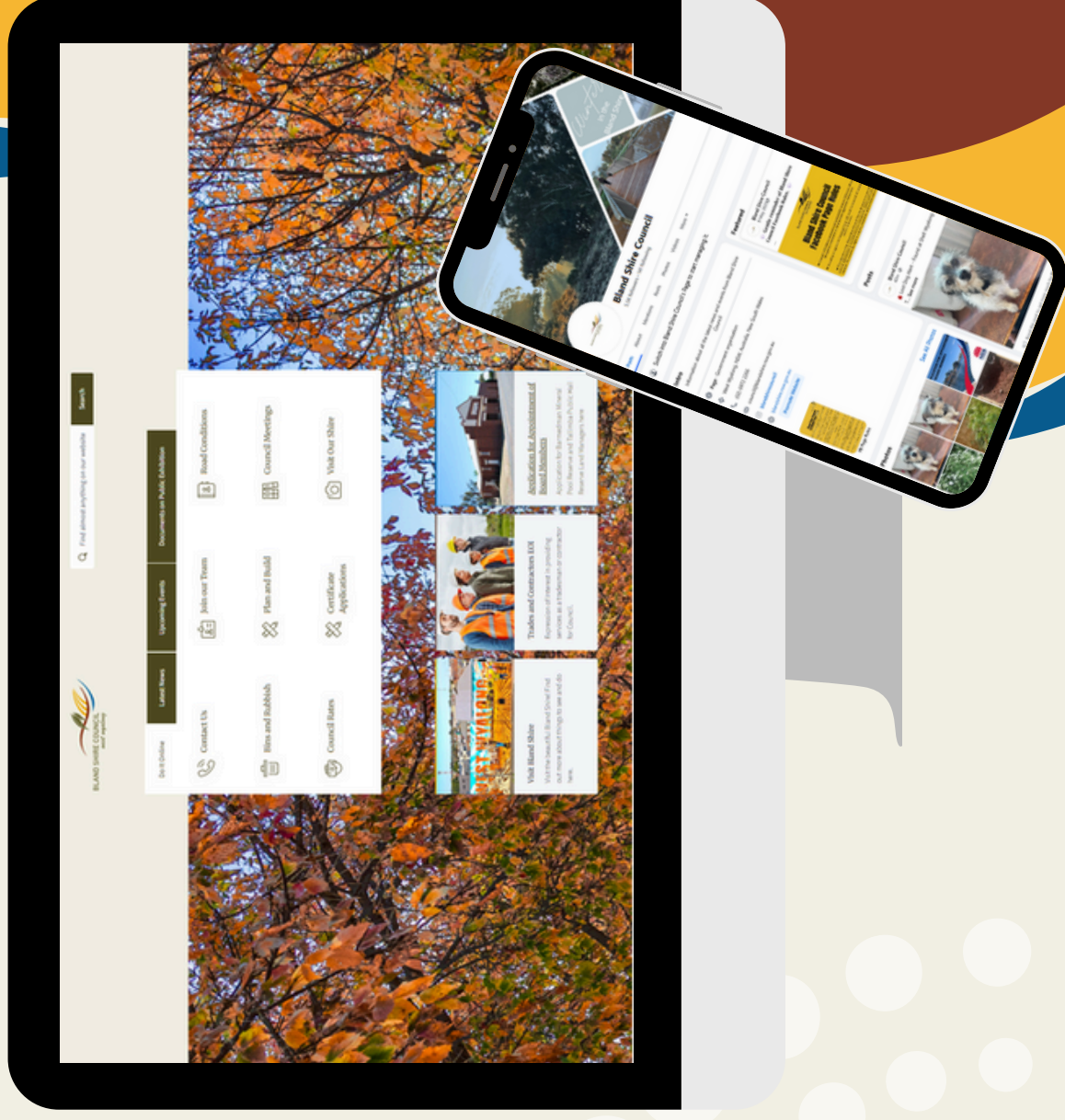
# How we Engage

Council acknowledges the growing preference for online information and engagement while also being aware that for some within the Bland Shire community, more traditional methods are required.

Online engagement and social media offer the potential to reach many more people quickly and efficiently while allowing people to engage with Council in a way and at a time most convenient to them.

Council will continue to investigate new techniques and opportunities for online engagement.

Council also acknowledges that large sections of the community still prefer written communication, printed documents and face to face engagement will continue to provide these engagement options.





# Level of Impact

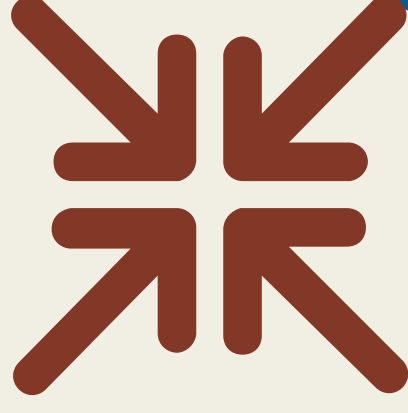


Identifying the level of impact on the community that any project will have is critical to choosing the most appropriate approaches for the engagement process.

It is important to note that the levels of impact do not indicate that a particular issue is necessary or of less significance to a community. More importantly the levels of impact are intended to guide the development of the most appropriate approach for that issue within a particular section or the whole community.

It will be necessary to determine the community group/s and stakeholders that are affected by the project, issue, service or action. A range of Council staff should be involved early in this process.


At any time during a project, issue or action, it may be necessary to reassess the Level of Impact and vary the engagement approach accordingly, due to a change in the situation or recognition of implications.



Level of Impact	Criteria (one or more)	Possible Examples
<p><b>Level 3</b></p> <p>There is a high level of impact or risk (perceived or real) on the community as a whole, or a section of the community.</p> <p>There is potential for any decision to create controversy and/or have varying levels of acceptance within the community.</p>	<ul style="list-style-type: none"> <li>Significant impact on attributes that are considered to be of high value to the community (e.g. lifestyle or physical environment)</li> <li>Likely to have a high level of interest and/or be the source of controversy or conflict across Bland Council or local area.</li> <li>High levels of complexity in the issue being considered.</li> <li>Likely to impact on vulnerable sections of the community.</li> <li>There is a loss or significant change to any service or facility provided by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Council's Community Strategic Plan.</li> <li>Closure of Council service or facility.</li> <li>Proposals from other tiers of government that significantly impact the community.</li> <li>Local Environmental Plan.</li> <li>Significant operational changes to a Council service or facility.</li> <li>Significant natural event outside Council's control.</li> <li>Capital infrastructure projects over \$2 million.</li> </ul>
<p><b>Level 2</b></p> <p>There is a medium level of impact or risk (perceived or real) on the community as a whole, or a section of the community.</p> <p>It is likely that the decision will be accepted by the majority of the community impacted, however the decision may be an inconvenience for some sections of the community.</p>	<ul style="list-style-type: none"> <li>There may be some impact on attributes that are considered to be of high value to the community or a section of the community (e.g. lifestyle or physical environment).</li> <li>Some sections of the community concerned are likely to have a high level of interest.</li> <li>Potential for some controversy or conflict across Bland Shire Council or individual communities within the Council area.</li> <li>There is a medium to low level of complexity in the issue being considered.</li> <li>There is some loss or change to any service or facility provided by Council</li> </ul>	<ul style="list-style-type: none"> <li>Redevelopment of a facility such as sporting, recreational or leisure venues.</li> <li>Redevelopment of a local playground.</li> <li>Capital infrastructure projects over \$250,000.</li> <li>Operational changes to a Council service or facility.</li> <li>Combined Delivery and Operational Plan and Revenue Policy.</li> <li>Flood/Environmental Studies.</li> <li>Major local road closures (category 1&amp;2).</li> </ul>
<p><b>Level 1</b></p> <p>There is a low level of impact or risk (perceived or real) on the community as a whole, or a section of the community.</p> <p>It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.</p>	<ul style="list-style-type: none"> <li>No negative impact on attributes that are considered to be of high value to the community (e.g. lifestyle or physical environment).</li> <li>Low level of interest across and/or low to no risk of controversy or conflict across Bland Shire Council or local areas.</li> <li>Only a small change, or enhancement to any service or facility provided by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade of local playground or park – such as new equipment or landscaping.</li> <li>Extension of operating hours for a service.</li> <li>Local street or street scaping upgrades.</li> <li>Introduction or changes to a local program.</li> <li>Local road closures.</li> </ul>

# Matrix for selecting engagement strategies

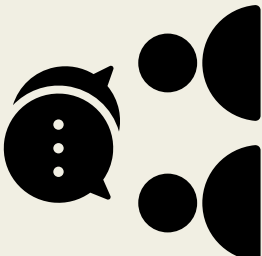
This step ensures that appropriate methods and tools are used to engage the community. Use the Matrix below to decide the specific types of engagement that are appropriate for the chosen ‘Impact Level’ and for the desired level of community participation.

		Method	Level 3 High	Level 2 Medium	Level 1 Low
 <b>INFORM</b>		Personal telephone contact			
		In person meeting			
		Written correspondence, mail-out			
		Fact sheets,brochure, community newsletter			
		Note or advertisement in paper			N/A
		Media release			N/A
		Information sessions/briefings			
		Social media			
		Email – community contacts			
		Website – information/updates			
		Banners/posters/signs			
			Strongly Desirable	Desirable	May be appropriate



# Matrix for selecting engagement strategies

This step ensures that appropriate methods and tools are used to engage the community. Use the Matrix below to decide the specific types of engagement that are appropriate for the chosen 'Impact Level' and for the desired level of community participation.



17


CONSULT

Method	Level 3 High	Level 2 Medium	Level 1 Low
Telephone survey			
Written survey (Paper based or online)			
Written submission			
Public exhibition			N/A
Community reference group			
Public meetings			N/A
Feedback form			
Social media			

Strongly Desirable		May be appropriate	
--------------------	--	--------------------	--

# Matrix for selecting engagement strategies


This step ensures that appropriate methods and tools are used to engage the community. Use the Matrix below to decide the specific types of engagement that are appropriate for the chosen 'Impact Level' and for the desired level of community participation.

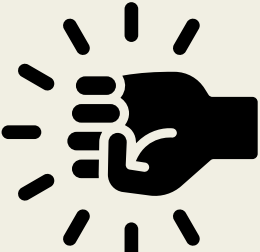
		Method	Level 3 High	Level 2 Medium	Level 1 Low
18		Meetings with key stakeholders/users			
		Meeting with target community groups e.g. parents, youth, aged, disabled, CALD groups			
		Workshop sessions			N/A
		Site tour/meeting			N/A
		Community forums			N/A
		Community Reference Group			N/A
		Section 355 Committees			N/A

Strongly Desirable	Desirable	May be appropriate	
--------------------	-----------	--------------------	--

# Matrix for selecting engagement strategies

This step ensures that appropriate methods and tools are used to engage the community. Use the Matrix below to decide the specific types of engagement that are appropriate for the chosen ‘Impact Level’ and for the desired level of community participation.

<div> <b>COLLABORATE</b></div>		Method	Level 3 High	Level 2 Medium	Level 1 Low
		Expert/Advisory Groups			
		Section 355 Committees			
		Community Reference Group			N/A
		Joint Advisory Committees			N/A

<div> <b>EMPOWER</b></div>		Method	Level 3 High	Level 2 Medium	Level 1 Low
		Ballot			N/A

Strongly Desirable		Desirable		May be appropriate	
--------------------	--	-----------	--	--------------------	--

*This list includes the main tools and techniques that Council uses for community engagement. There are many other tools and techniques that can also be considered.*



# Bland Shire Council Community Engagement Strategy 2025

Endorsed for public exhibition:  
Adopted:



(02) 6972 2266



[www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)



[council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)



Bland Shire Council  
6 Shire Street  
PO Box 21  
West Wyalong NSW 2671





**BLAND SHIRE COUNCIL**  
*west wyalong*

## **CODE OF MEETING PRACTICE**

**DRAFT FOR EXHIBITION SEPTEMBER 2025**



## Table of Contents

1	INTRODUCTION .....	3
2	MEETING PRINCIPLES .....	3
3	BEFORE THE MEETING.....	4
4	PUBLIC FORUMS.....	8
5	COMING TOGETHER.....	11
6	THE CHAIRPERSON.....	16
7	MODES OF ADDRESS.....	17
8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS .....	18
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS.....	18
10	RULES OF DEBATE.....	20
11	VOTING .....	22
12	COMMITTEE OF THE WHOLE.....	24
13	DEALING WITH ITEMS BY EXCEPTION .....	24
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC .....	25
15	KEEPING ORDER AT MEETINGS.....	29
16	CONFLICTS OF INTEREST .....	33
17	DECISIONS OF THE COUNCIL .....	33
18	TIME LIMITS ON COUNCIL MEETINGS.....	35
19	AFTER THE MEETING .....	36
20	COUNCIL COMMITTEES .....	37
21	IRREGULARITIES .....	40
22	DEFINITIONS .....	42



## 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code. This document, the Bland Shire Council Code of Meeting Practice, has been developed incorporating the mandatory elements of the Model Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

## 2 MEETING PRINCIPLES

### 2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

**Note:** The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

### **3 BEFORE THE MEETING**

#### Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.
- 3.1 Ordinary meetings of the council will be held on the following occasions:

**Note:** Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

**NOTE:** Council meets on the third Tuesday of each month (excluding January) in the Council Chambers 6.30pm. Should there be no specific requests to address the Council via a Public Forum, the Council meeting will commence at 6.30pm. On those occasions when meeting dates are changed, sufficient notification of the change will be communicated to the public by way of Council's standard communication methods.

#### Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note:** Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

#### Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting will be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

#### Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.9 reflects section 367(2) of the Act.**

#### Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted at least eight (8) business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.



### Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that that would constitute an act of disorder.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

### Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.19 reflects section 9(2A)(a) of the Act.**

- 3.20 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

#### Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.21 reflects section 9(2) and (4) of the Act.**

- 3.22 Clause 3.21 does not apply to the business papers for items of business that the general manager has identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.22 reflects section 9(2A)(b) of the Act.**

- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.23 reflects section 9(3) of the Act.**

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the Council determines otherwise.

**Note: Clause 3.24 reflects section 9(5) of the Act.**

#### Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before

the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

#### Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

**Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.**

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

## **4 PUBLIC FORUMS**

- 4.1 The council will hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. Other matters may be raised if time permits.

**NOTE: The Model Code does not prescribe any matters for public forum, except that it must be livestreamed in accordance with 4.25.**

- 4.2 Public forums may be held by audio-visual link.



- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received fifteen (15) minutes prior to the commencement of the meeting on the date on which the public forum is to be held, and must identify the item on which the person wishes to speak and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than **one (1)** item of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **two (2)** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **two (2)** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed **three (3)** minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on which they have applied to address the council. If a speaker digresses to irrelevant matters, the

- chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **two (2)** minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **three (3)** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

- 4.25 The provisions of this code requiring the livestreaming of meetings also apply to public forums.

**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

## **5 COMING TOGETHER**

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 The council may determine standards of dress for councillors when attending meetings.
- 5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.4 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.
- 5.5 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

### The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

### Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-



visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

- 5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

#### Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.19 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a

- councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.
- 5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

#### Entitlement of the public to attend council meetings

- 5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.31 reflects section 10(1) of the Act.**

- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.32 reflects section 10(2) of the Act.**

- 5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

**Note: If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

#### Livestreaming of meetings

- 5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.37 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
  - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.
- 5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.40 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.36 – 5.40 reflect section 236 of the Regulation.**

- 5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

#### Attendance of the general manager and other staff at meetings

- 5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.39 reflects section 376(1) of the Act.**

- 5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.40 reflects section 376(2) of the Act.**

- 5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.41 reflects section 376(3) of the Act.**

- 5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

- 5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## **6 THE CHAIRPERSON**

#### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**



### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## **7 MODES OF ADDRESS**

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the mayor or deputy mayor, they are to be

addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.5 A councillor is to be addressed as 'Councillor [surname]'.

7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

## **8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS**

8.1 The general order of business for an ordinary meeting of the council shall be:

- 01 Opening meeting and Acknowledgement of Country
- 02 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
- 03 Confirmation of minutes
- 04 Disclosures of interests
- 05 Mayoral minute(s)
- 06 Reports of committees
- 07 Reports to council
- 08 Notices of motions/Questions with notice
- 09 Confidential matters
- 10 Conclusion of the meeting

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

8.3 Despite any other provision in this code, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## **9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**

### Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or

- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

#### Mayoral minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

#### Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

#### Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

## Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must ask questions directly, succinctly, and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## **10 RULES OF DEBATE**

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or



- (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

#### Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation

to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

## **11 VOTING**

### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

#### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

#### Voting on planning decisions

- 11.7 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.8 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.9 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.10 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.11 Clauses 11.7–11.10 apply also to meetings that are closed to the public.

**Note: Clauses 11.7–11.10 reflect section 375A of the Act.**

**Note: The requirements of clause 11.9 may be satisfied by maintaining a**

**register of the minutes of each planning decision.**

## **12 COMMITTEE OF THE WHOLE**

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

**Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.**

**Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## **13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with



clause 8.2.

- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

## **14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the council, councillors, council staff or council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

### Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
    - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed

to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

#### Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

#### Expulsion of non-councillors from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

**Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.**

Obligations of councillors attending meetings by audio-visual link

- 14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.16 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

- 14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

## **15 KEEPING ORDER AT MEETINGS**

### Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) uses offensive or disorderly words, or
- (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
- (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

**Note: Clause 15.10 reflects section 182 of the Regulation.**

**Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".**

15.11 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

**Note: Clause 15.11 reflects section 233 of the Regulation.**

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

#### How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair.



The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### Expulsion from meetings

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

**Note: Councils may use either clause 15.15 or clause 15.16.**

15.17 Clause [15.15/15.16] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause 15.18 reflects section 233(2) of the Regulation.**

15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.20 Members of the public attending a meeting of the council:

- (a) must remain silent during the meeting unless invited by the chairperson to speak,
- (b) must not bring flags, signs or protest symbols to the meeting, and
- (c) must not disrupt the meeting.

15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.

15.22 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

- 15.23 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

**Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.**

#### How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.24 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.25 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

#### Use of mobile phones and the unauthorised recording of meetings

- 15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

**Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.**

## 16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

## 17 DECISIONS OF THE COUNCIL

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which

has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than seven (7) days after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
  - (b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

#### Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
  - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## **18 TIME LIMITS ON COUNCIL MEETINGS**

- 18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine.
- 18.2 If the business of the meeting is unfinished at the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on

the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable



access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

#### Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## **20 COUNCIL COMMITTEES**

### Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

#### Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

#### Non-members entitled to attend committee meetings

- 20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

#### Chairperson and deputy chairperson of council committees

- 20.9 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

- 20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

- 20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

- 20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

### Procedure in committee meetings

- 20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.
- 20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.
- 20.15 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### Mayoral minutes

- 20.16 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

### Closure of committee meetings to the public

- 20.17 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.18 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.19 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.21 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

### Disorder in committee meetings

- 20.22 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

### Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## **21 IRREGULARITIES**

- 20.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or

- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 20.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 19.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 19.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including



	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

# Circular to Councils

Subject/title	2025 Model Meeting Code
Circular Details	Circular No 25-20 / 29 August 2025 / A975455
Previous Circular	<u><i>Council Circular 24-23 Consultation on reforms to council meeting practices</i></u>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

## What's new or changing?

- Following extensive consultation, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.
- The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) shortly.
- The new 2025 Model Meeting Code is available on the [Model Code of Meeting Practice for Local Councils in NSW](#) webpage on the Office of Local Government's (OLG) website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).
- Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.
- Councils must also livestream meetings of the council and committees comprising wholly of councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council's website for the balance of the council term or for 12 months, whichever is the later date.
- More detailed information about the changes to council meeting practices made by the 2025 Model Meeting Code is provided in the FAQ attached to this circular and available

on the [Model Code of Meeting Practice for Local Councils in NSW](#) webpage on OLG's website.

---

## What will this mean for council?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.
- Transitional provisions in the Regulation will provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.
- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

---

## Key points

- The 2025 Model Meeting Code has two elements:
  - mandatory provisions (indicated in black font), and
  - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

---

## Where to go for further information

- The 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).
- More information about the 2025 Model Meeting Code and guidance on its adoption is provided in the FAQ attached to this circular and available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website.
- A webinar will be held in October to support councils in adopting the new Model Code of Meeting Practice. Notice will be provided to enable councils to register.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Brett Whitworth**  
Deputy Secretary  
Office of Local Government

# 2025 Model Meeting Code - FAQ

---

## Implementation of the 2025 Model Meeting Code

---

### **When must the 2025 Model Meeting Code be adopted?**

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

### **What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?**

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

### **Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?**

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

### **Can councils include supplementary provisions in their adopted code of meeting practice?**

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

## Are joint organisations and county councils required to adopt the 2025 Model Meeting Code?

- Yes. The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.
- The provisions of the 2025 Model Meeting Code that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

## What consultation must councils do before adopting a code of meeting practice?

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

---

## What are the key changes?

---

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

### Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

### Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves



to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

#### **Prohibition on pre-meeting briefing sessions**

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

#### **Public forums**

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

#### **Councillors' attendance at meetings by audio-visual link**

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

#### **Absences from council meetings**

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
  - submit an apology for the meetings they are unable to attend,
  - state the reasons for their absence from the meetings, and

- request that the council grant them a leave of absence from the relevant meetings.
- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

### **Livestreaming meetings**

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

### **New rules of etiquette at meetings**

- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

### **Mayoral minutes**

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

### **Rules of debate**

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

### **Voting on planning decisions**

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

### **Representations by the public on the closure of meetings**

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

### **Making information considered at closed meetings public**

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

### **Dealing with disorder**

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

- contravening the Act, the Regulation, or the council's code of meeting practice,
  - assaulting, or threatening to assault, another councillor or person present at the meeting,
  - moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
  - using offensive or disorderly words,
  - making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
  - imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
  - saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
  - Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
    - speaking at meetings without being invited to,
    - bringing flags, signs or protest symbols to meetings,
    - disrupting meetings,
    - making unauthorised recordings of meetings.
  - The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

## **Committees**

- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.



BLAND SHIRE COUNCIL  
*west wyalong*

# DRAFT 2025–2029 DISABILITY INCLUSION ACTION PLAN



## What is disability?

A disability is any continuing condition that restricts everyday activities. The *Disability Inclusion Act 2014 (NSW)* defines disability, in relation to a person, includes a long term physical, psychiatric, intellectual or sensory impairment that, in interaction with various barriers, may hinder the person's full and effective participation in the community on an equal basis with others.

*Working together*



*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.



# Contents

Message from the Mayor .....	4
Message from the General Manager .....	5
Background.....	6
What is a Disability Inclusion Action Plan? .....	6
What will the plan do? .....	6
Who is responsible for the plan?.....	6
How will Council make the improvements identified in this Plan? .....	6
Next steps .....	6
Policy and legislative context .....	7
Bland LGA Disability Snapshot.....	8
Disability in our Community.....	8
<b>Consultation</b> .....	9
Key outcome areas and actions: .....	10

# Message from the Mayor

I take great pleasure in presenting the Bland Shire Council's Disability Inclusion Action Plan 2025-2029. This Plan outlines Council's actions over the next four years to make the Bland Shire more inclusive of people with Disability.

The Plan forms part of other major reforms within the disability sector, to encourage positive change to the lives of people with Disability and supports the full participation of all community members in all aspects of the community.



Council has already implemented a range of programs and strategies to remove access barriers and increase participation of people with Disability in our community. This Plan builds on our previous work and seeks to strengthen the capacity of all Bland Shire residents.

As an encompassing planning tool, the Plan has four major focus areas:

1. Positive attitudes and behavior;
2. Liveable communities;
3. Employment; and
4. Systems and Processes.

Adopting a broad focus across all of these areas will make sure the Bland Shire is continually striving for improvement so our community is inclusive and offers opportunities for the full participation of all community members.

Engaging the community is vital to the Plan's success and I urge community members and other local stakeholders to support its implementation.

An inclusive Bland Shire will benefit everyone and strengthen our community.

**Brian Monaghan**  
Mayor

# Message from the General Manager

I am proud to champion the implementation of the Bland Shire Disability Action Plan (DIAP).

Council continues to work towards creating a more accessible and inclusive community which provides opportunities for all residents to fully participate and contribute to community life.

Included in this plan is a commitment to improve accessibility to Council services, facilities, programs and events. Council will also take a leadership role in the community by reviewing our own practices, internal systems and processes so they support enhanced access and inclusion outcomes for our residents.

The Bland Shire DIAP provides the framework for a four year delivery program to progress our aims and objectives and support increased opportunities for People with Disability.

Along the way Council will regularly report back to the community to promote the progress and achievements of the Plan as part of our efforts to deliver quality outcomes for all Bland Shire residents.

I would like to thank everyone involved in the development of the Bland Shire Disability Inclusion Action Plan and look forward to many positive outcomes for our community as the delivery of the plan unfolds.

**Grant Baker**  
**General Manager**

# Background

The *NSW Disability Inclusion Act 2014* (the Act), requires Council to develop a Disability Inclusion Action Plan (DIAP) to help remove barriers and enable people with disability to participate equally in their communities. Under the Act, councils are required to review their DIAP every four years. Legislation also requires councils to report progress on DIAP implementation in their Annual Report.

## What is a Disability Inclusion Action Plan?

The Disability Inclusion Action Plan sets out the strategies and actions that Council will deliver in the next four years to enable people with disability to have greater participation in and access to Council services, facilities and jobs. The Plan includes actions for all areas of Council and will guide us in making our services and facilities more inclusive.

Implementation of the actions in this Plan will benefit many people in our community including older people, people with a temporary injury and parents of young children.

It is a requirement that all DIAP's cover four key focus areas and this Plan identifies priority. The key areas are:

- **Liveable communities** – identifying and removing barriers to the environment, services and facilities for people with disability.
- **Employment** – Increasing employment and inclusion in the workplace for people with disability.
- **Attitudes and behaviors** – Developing positive attitudes by increasing awareness and inclusion practices.
- **System and processes** – Identifying and removing barriers caused by our systems and processes.

## What will the plan do?

The DIAP identifies what Council needs to do to help people with disability feel and be more included in the community, and be able to access the same services, facilities, activities and opportunities as everybody else.

## Who is responsible for the plan?

The Plan involves all areas of Council.

## How will Council make the improvements identified in this Plan?

The DIAP covers a four year period and includes short, medium and long term approaches to improving the Bland Shire for people with disability. Some of the actions identified will have cost implications.

Actions with cost implications will be considered as part of Council's regular budget allocation and review process and will progress as resources allow.

## Next steps

As part of the review process, the DIAP was presented to Council for endorsement and adoption in September 2025.

The adopted DIAP will be lodged with the Disability Council NSW and made publicly available.

Implementation of the final Disability Inclusion Action Plan will commence across Council following adoption.

# Policy and legislative context

The Australian and NSW Governments are undergoing significant reform processes in the disability sector to commit to a unified, national approach to improving the lives of people with disability, their families and carers. The approach provides the focus on the individual and not their disability.

The key policy and legislative instruments informing the reforms are:

## United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

The UNCRPD was ratified by Australia in 2008 and acknowledges that people with disability have the same human rights as those without disability. This commits participating governments to upholding these rights so they can be exercised and that barriers are removed.

## National Disability Strategy 2010-2020

Was developed by the Commonwealth, State and Territory and Local Governments. It sets out a national plan for improving life for Australians with disability, their families and carers to support the commitment made to the United Nations Convention of the Rights of Persons with Disabilities.

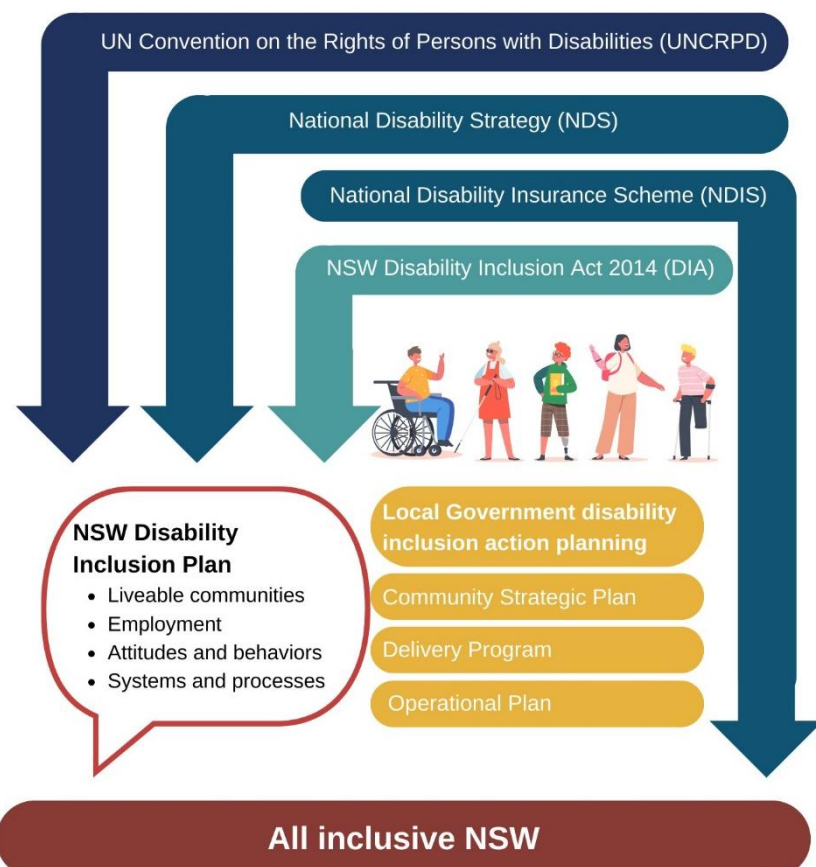
## National Disability Insurance Scheme (NDIS)

The NDIS will deliver a national system of disability support focused on the individual needs and choices of people with disability. Funding is allocated to each individual. The role of councils in the NDIS will vary depending on their community, their relationship with local disability interests, and role within disability service provision. Disability inclusion action planning is complementary to the NDIS, and will assist councils in breaking down local barriers to full participation by people with disability in the community.

## NSW Disability Inclusion Act 2014

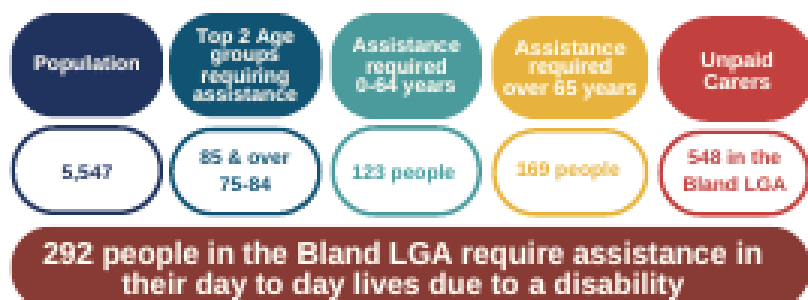
Provides the legal foundation for regulating supports, services and funding to people with disability until the full transition to the National Disability Insurance Scheme is complete. The *Disability Inclusion Act* mandates the development of the *NSW Disability Inclusion Plan* and individual Stage Government agencies and Local Government disability inclusion action plans to support people with disability beyond the *National Disability Insurance Scheme*.

Figure 1 The relationships between the relevant policy and legislative instruments



Source: NSW Disability Inclusion Action Planning Guidelines, Graphics Bland Shire Council

# Bland LGA Disability Snapshot



Source: Australian Bureau of Statistics, Census of Population and Housing, 2021

## Disability in our Community

Disability is an issue that affects us all, in different ways. Most disabilities (nearly 90%) are invisible. However, all affect the ability of that person to live autonomously, to work and be welcomed in their community. The families, carers and friends of a person with a disability can also find that their ability to participate in community life and their acceptance within the community can be affected.

In 2015:

- Almost one in five Australians reported living with disability (18.3% or 4.3 million people).
- The majority (78.5%) of people with disability reported a physical condition, such as back problems, as their main long-term health condition. The other 21.5% reported mental and behavioral disorders.
- The unemployment rate for people with disability was 10%; higher than that for people without disability at 5.3%.
- More than half of those with disability aged 15 to 64 years participated in the labour force (53.4%), which is considerably fewer than those without disability (83.2%).

In the Bland Shire Council area, 292 people self-reported, in the 2021 Census, that they required assistance to complete the core activities of their daily living.

# Consultation

Council offered an opportunity for open ended feedback to be provided through Councils website in conjunction with IPR consultation that was undertaken from August 2024 to early February 2025.

The Bland Shire Interagency was engaged to connect with residents of the community and discuss the principles outlined in the DIAP guidelines, in order to report back to Council to assist with the development of the plan. The Interagency consists predominately of allied health service providers, educators and state agencies who have an interest in the area of disability.

One-on-one consultation was conducted internally with relevant Council staff so a comprehensive approach was adopted when creating the Bland Shire DIAP.

As background to the consultation and to confirm issues which have been previously identified in the Bland Shire LGA, a review of existing documents and previous consultation was undertaken:

Key areas of importance or concern that were identified as a result of the review include:

- Council's Mobility Access Map is to continue to be updated and distributed on a regular basis
- Accessing hospitality outlets within the community is a huge concern as a number of local hospitality outlets are inaccessible to people with mobility issues
- Continue promotion of Councils Access Incentive Scheme, particularly to Main Street businesses and hospitality outlets
- International Day of People with Disability celebrations are to continue annually to assist in break down disability barriers and increasing community awareness of access and inclusion issues within the community
- The provision of access friendly public toilets.
- Improvements to access for Council properties.



# Key outcome areas and actions:

## 1. Liveable communities

*People with disability live in accessible and well designed communities with opportunity for full inclusion in social, economic, sporting and cultural life.*

Aim	What Council will do	Timeframe	Action Manager	Performance Indicator	Measurement
1.1 Service users are consulted and provide input on the accessibility of services.	1.1.1 Consult and engage with the community about accessibility and inclusion planning for park facilities, visitor facilities, visitor experiences, services, consultation and communication processes. Incorporate feedback into future processes where possible. Consult the community in accordance with IPR and customer satisfaction survey.	2025 and ongoing	Community Development Officer	% of community who are satisfied with the accessibility of Council public spaces	Community consulted around accessibility issues on an annual or bi-annual basis.  Community satisfaction levels.
1.2 The physical environment is accessible and inclusive of service users and customers	1.2.1 Review and improve processes so that new Council builds and renovations align with the appropriate building codes and best practice in Disability (Access to Premises – Buildings) Standards.  1.2.2 Mobility Access Map to be updated and made available to the community in hard copy format and accessible on Councils webpage.	2025 and ongoing  2025	Manager Development and Regulatory Services  Community Development Officer	Increase in % of new works or renovations of existing facilities that align with appropriate building codes and best practice standards.  Map updated, made available on Councils website, promoted within the community through social media, Council Notices and community radio. Map available from Council offices and distributed to	Council data  Council data, access survey

				local businesses and community groups.	
	1.2.3 Information on compliance with access design requirements under the Australian Standards 1428 are to be readily available to the community when required, particularly builders, designers and developers.	2025 and ongoing	Manager Development and Regulatory Services	Increase in the Availability of design requirement information. Information to be included online.	Council data.
	1.2.4 Promotion and administration of Councils Access Incentive Scheme to improve access to local businesses and community organisation premises with Main Street hospitality outlets prioritised.	Ongoing	Manager Development and Regulatory Services	Minimum of two businesses and/or community facilities upgraded each year pending the receipt of at least two applications that meet guidelines. Minimum of two external advertisements annually.	Number of projects funded.
	1.2.5 Review Council facilities, sites, parks, footpath, parking, sport and recreation facilities and library to identify barriers to inclusion and accessibility and so access is considered when renewing and building new facilities.	2025 and ongoing	Manager Development and Regulatory Services	Increase in the accessibility of Council facilities, sites, parks, footpaths, parking, sport and recreation facilities and library.	Council data
	1.2.6 Provide accessible toilets and amenities within the community.	2025 and ongoing	Coordinator - Urban	Increase in the % of community who are satisfied with Councils Public Toilets and amenities	Council data. Community satisfaction levels
	1.2.7 Funds are allocated within Councils annual budget to implement the Access Incentive Scheme Grant.	2025 and ongoing	Bland Shire Councillors	Annual funds made available in budget	Review of Council budget

	1.2.8 Review and progressively improve accessibility of Councils existing facilities	Review Annually	Manager Development and Regulatory Services	One upgrade completed annually	Council data
1.3 Provide support and assistance to local groups and organisations advocating on behalf of people with disability	1.3.1 Regularly liaise with disability advocacy groups servicing the local area to provide assistance and support as required.	Ongoing	Community Development Officer	Disability advocacy group representatives invited to attend all interagency meetings.  Number of organisations liaised with and the outcomes of support provided.	Interagency attendance records  Council data
	1.3.2 Work with the Community Reference Group to advocate for improved access and inclusion for people with disabilities.	Ongoing	Community Development Officer	The community reference group is maintained with agenda items and support provided as necessary. Meetings held on a bi-monthly basis	Two agenda items to be included each year

## 2. Employment

Aim	What Council will do	Timeframe	Action Manager	Performance Indicator	Measurement
2.1 Provide a safe and accessible workplace for all Council staff, Councillors and visitors.	2.1.1 Review access features and barriers and conduct an audit to identify and assist in the removal of barriers and improving access.	2025 and ongoing	Manager Development and Regulatory Services	Increase in the accessibility of Council Workspaces % of staff happy with accessibility	Council data
	2.1.2 Fire Wardens are trained in assisting people with a disability during emergency evacuation procedures. A range of disabilities are to be included in the training.	Ongoing	WHS Officer	Increase in the number of training sessions/staff trained in assisting people with disability in emergency situations	Training has occurred
	2.1.3 Offer training for people with disabilities to assist them in the workplace.	Ongoing	HR	Increase in the inclusivity of the Bland Shire recruitment process	Training is made available.
2.2 The recruitment process is accessible	2.2.1 Review and update the recruitment and selection process (including application, assessment and orientation processes) so it is accessible for people with disability.	Ongoing	HR	Updates undertaken with initiatives to improve inclusion considered and adopted as required.	Council data
	2.2.2 Design position descriptions and recruitment processes to optimize the opportunities given to all applicants to demonstrate their merits against job requirements	2025-2029	HR	% of PD's updated to consider and include disability and diversity.	Council data

### 3. Attitudes and behaviors

Aim	What Council will do	Timeframe	Action Manager	Performance Indicator	Measurement
3.1 Senior Management and staff are to sponsor and champion a commitment to access and inclusion internally and externally	3.1.1 Disability awareness and competence training is to be provided for senior staff and management	Ongoing	HR	Increase in level of training offered and number of senior staff and management trained in disability awareness and competence	Council data
	3.1.2 Senior leaders raise the profile of access and inclusion in their communication by promoting the implementation of the Disability Inclusion Action Plan (DIAP) within their teams.	Ongoing	All Senior Staff	All senior staff are familiar with the DIAP to facilitate all staff are working in accordance with the actions specified in the plan.	Council data
3.2 Staff are trained in inclusive practice and disability access and awareness	3.2.1 Provide disability awareness training to Council employees with priority given to staff that have a high level of contact with the public	Ongoing	HR	Increased % of staff trained in disability awareness	Council data
3.3 Involve people with a disability in the development of communication campaigns regarding disability inclusion	3.3.1 People with a disability are to be consulted and included in the development of communication campaigns regarding disability inclusion.	Ongoing	Community Development Officer	Increase in the % of people consulted regarding disability inclusion	Council data Consultation has occurred
	3.4.1 Promote access awareness and deliver community education around disability inclusion	Ongoing	Community Development Officer	A minimum of two promotional items are to be circulated annually.	Information has been published and distributed
	3.4.2 Partner with local organisations to deliver education programs within schools/community	Ongoing	Community Development Officer	A minimum of one educational activity to be held annually	Activity has been held

	3.4.4 Council hosts an annual event to celebrate International Day of People with Disability	Annually	Community Development Officer	One event to be held annually	Event has been held
--	---	----------	-------------------------------	-------------------------------	---------------------

## 4. Systems and processes

Aim	What Council will do	Timeframe	Action Manager	Performance Indicator	Measurement
4.1 Promote available technology and assistance offered	4.1.1 Promote through all Council channels including social media, news paper, website, in library and through customer service staff describing available technologies and assistance offered.	Ongoing	Community Development Officer/Community Relations Officer	Promotion to occur at least two times per year across all promotional channels.	Information has been published and distributed
4.2 Sector information is up to date	4.2.1 Engage and consult with disability peak bodies to gather information and better understand the abilities and needs of people with different types of disability.	2025-2029	Community Development Officer	Number of partnerships maintained or increased	Council data
4.3 Councils website is accessible	4.3.1 Council website is reviewed annually with all upgrades to include accessible features and requiring web content compliance with at least conformance level AA in the W3C's Web Content Accessibility Guidelines	2025 and ongoing	Media and Communications Officer	Web content compliance maintained and/or improved	Review undertaken
4.4 Council is to work towards the provision of accessible documents provided in a number of different formats	4.4.1 Council staff are to consider disability access guidelines when developing new and reviewing existing documentation	2025 and ongoing	All staff	Investigate methods and new technologies to assist in providing information to residents in more accessible formats.  Increase in the % of Council documents provided in an accessible format	Investigations undertaken and changes adopted in increase accessibility of Council information as required
4.5 Quality service delivery provided to all customers	4.5.1 Service quality monitoring is to be conducted on an annual basis	Ongoing	All Staff	Customer satisfaction levels maintained or increased	Customer satisfaction survey

4.6 All public consultation opportunities provided by Council are inclusive and accessible	4.6.1 Event Accessibility Checklist is utilised when planning public forums/events around consultation. Accessibility is considered when planning consultation and developing consultation methods	Ongoing	Community Development Officer/Media and Communications Officer	Increase in the accessibility of council events. % of responses received from service users with a disability.	Council data
4.7 Internal processes are flexible to meet the needs of service users and/or staff with disability	4.7.1 Internal processes are adapted to meet the individual needs of service users or staff as required	Ongoing	HR	Satisfaction of staff and service users maintained or increased	Council data
4.8 A coordinated approach to disability inclusion is adopted and maintained across all areas of the organisation	4.8.1 All staff are to be familiar with the DIAP ensuring directives outlined in the plan are adhered to and a coordinated and sensitive approach to disability inclusion is maintained across the organisation.	Ongoing	All staff	% of staff operating effectively in accordance with the directives specified in the DIAP	Council data
4.9 Recognition of the DIAP is in Councils IPR documentation	4.9.1 The DIAP is to be acknowledged in Councils IPR documentation	Ongoing	Executive level staff	The DIAP is acknowledged in Councils IPR documentation	Review of IPR documentation.



# Bland Shire Council Operational Plan 2024/2025



**PROGRESS REPORT 2  
ON THE DELIVERY  
PROGRAM 2021-2025  
& OPERATIONAL PLAN  
2023-2024**



Cover Artwork: Mornings, Melodies and Memories artwork. Throughout this program, staff collected handprints from participants, which have been made into a community wide art project. Claire Cummings from Splatter Gallery compiled the handprints into the piece which symbolises that we are all part of the one community

## OUR VISION, MISSION & VALUES

*Working together*



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

*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.

# TABLE OF CONTENTS

Contents

**OUR JANUARY TO JUNE** ..... 4

**PROGRESS SNAPSHOT** ..... 5

**OUR PEOPLE - A STRONG, HEALTHY, CONNECTED AND INCLUSIVE COMMUNITY** ..... 6

**OUR PLACES - MAINTAIN AND IMPROVE THE SHIRE’S ASSETS AND INFRASTRUCTURE** ..... 6

**OUR LEADERSHIP - A WELL RUN COUNCIL ACTING AS THE VOICE OF THE COMMUNITY** ..... 6

**OUR PROSPERITY - GROWING OUR POPULATION AND JOBS** ..... 6

**HOW TO READ THIS DOCUMENT** ..... 7

**SIX-MONTHLY UPDATE** ..... 8

**Objective 1 -: Our People.** ..... 8

**Objective 2 -: Our Places.** ..... 27

**Objective 3 - : Our Leadership.** ..... 37

**Objective 4 -: Our Prosperity.** ..... 49

# OUR JANUARY TO JUNE

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. In June 2024, Council adopted the Operational Plan and annual budget for the final year of its four-year Delivery Program. This plan was based on the four key outcome areas you told us were most valuable and needed to maintain your quality of life. Those were:

- 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.

## PERFORMANCE MEASURES

The Community Strategic Plan is presented within four themes: Our People, Our Places, Our Leadership and Our Prosperity.

Each of these themes had 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 form this report to the community.

## 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.

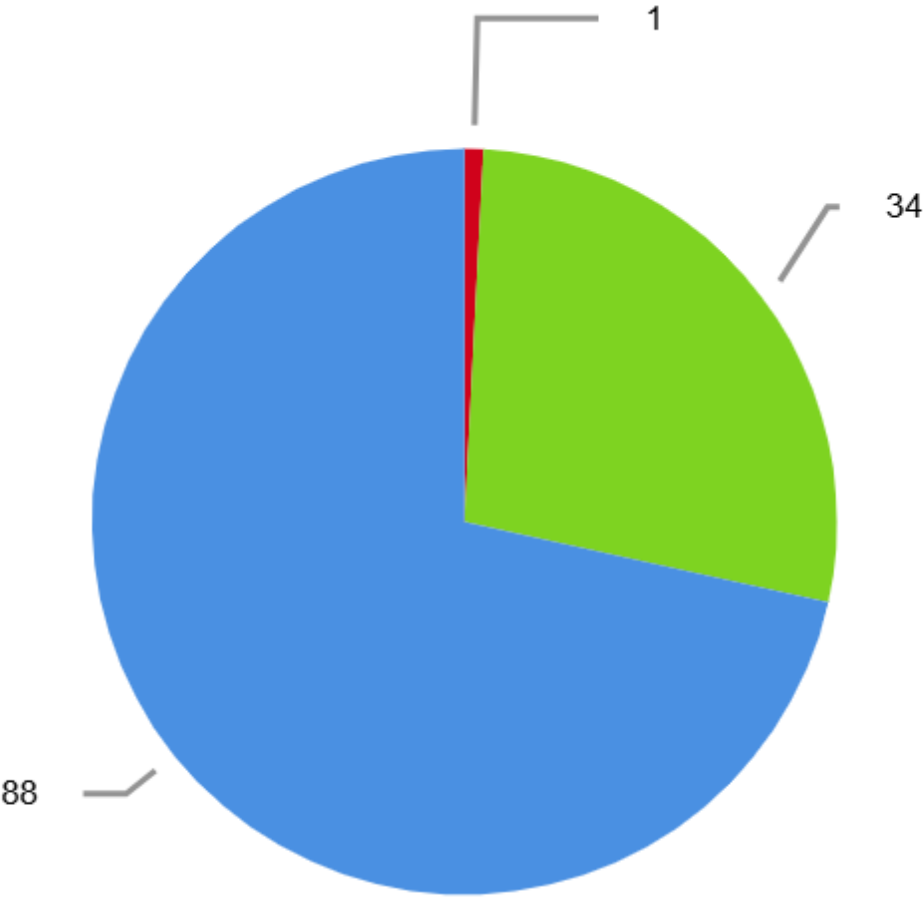
A community satisfaction survey will be undertaken every term of Council to gauge whether the community is satisfied with progress and where priorities could or should be assigned to particular areas in the future. The survey will be undertaken in the final year of the Council term.

# PROGRESS SNAPSHOT

We have completed the first six months of the 2024/2025 Operational Plan with only 2 actions not having received an update. From 1 January to 30 June 2025 123 actions were addressed with 34 being completed, one not progressing and the remainder in progress.

Action Status legend and numbers:

Not progressing	Completed	Progressing	Not due to start
1 (3)	34 (1)	88 (115)	0 (4)



## **OUR PEOPLE - A STRONG, HEALTHY, CONNECTED AND INCLUSIVE COMMUNITY**

### **OUR OBJECTIVES**

1. Health and support services address the needs of the community.
2. Partnerships strengthen community health and safety.
3. Community and culture are nurtured and enriched.
4. Services are accessible for all residents.

## **OUR PLACES - MAINTAIN AND IMPROVE THE SHIRE'S ASSETS AND INFRASTRUCTURE**

### **OUR OBJECTIVES**

5. Partner with stakeholders to provide access to infrastructure, services and facilities.
6. Waste and recycling are managed through improved efficiencies.
7. Manage water and sewerage resources.
8. Public places and facilities are well maintained and easily accessible.
9. Council's assets and infrastructure are effectively and efficiently managed.

## **OUR LEADERSHIP - A WELL RUN COUNCIL ACTING AS THE VOICE OF THE COMMUNITY**

### **OUR OBJECTIVES**

10. Council's leadership, governance and management facilitate strong partnerships.
11. Stakeholders contribute to Council's decision making.
12. Lead the community.
13. Plans and policies provide open and transparent information.

## **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. Resources are used in a sustainable way for the future of Bland Shire.

# HOW TO READ THIS DOCUMENT

This represents the **Community Strategic Plan (CSP) Theme**

This represents the CSP Outcome – or where the community hopes to be in the future

This represents the Council’s **Delivery Program Strategy**

This indicates the **Operational Plan** action to support the Delivery Program Strategy

**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	Support for health services, cc promotion of events and activ Murrumbidgee Primary Health Council's interagency network Advisory Committee establish
1.1.2	Partner with local health services to implement workshops and provide resources to the community	Community Development Officer	Progressing	Community-Ex at Barr Community-Ex ghout

The first two columns are the coding for and specific actions Council will undertake

The third and fourth column indicate the responsible office and the status of the action

This final column provides commentary on the actions Council has undertaken and provides information on any targets and measures achieved

# 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	<p>In early April of this year, Council representatives attended a meeting with the chair of the Murrumbidgee Local Health District Board, Adrian Lindner and staff from MLHD including West Wyalong Facility Manager, Kylie Holland. During the discussions, updates were provided in relation to new staffing, upcoming enrolments and the key worker accommodation was inspected.</p> <p>Discussion was also held in relation to the re-establishment of the LHAC. It has been some years since the West Wyalong LHAC has met and it was identified that recruitment of additional members was needed to make the committee effective for the community.</p>

1.1.2	Partner with local health services to implement workshops and provide resources to the community.	Community Development Officer	Progressing	<p>Partnered with Interagency Group to deliver a community expo in the Village of Barmedman with a larger scale expo held at the West Wyalong Services &amp; Citizens Club during the NSW Seniors Festival. A total of 28 service providers were in attendance to distribute valuable information to community members.</p>
-------	---	-------------------------------	-------------	---



**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 and update the Disability Inclusion Action Plan.	Community Development Officer	Progressing	DRAFT DIAP Complete, with consultation to commence in the new financial year.
1.2.2	Review existing services in line with service model and government requirements.	Community Care Coordinator	Progressing	Service provision reviewed on an ongoing basis. Policies and Procedures are reviewed and updated regularly with many policies and procedures presented to MANEX for approval. BCCS Staff are currently preparing for the implementation of the new Aged Care Act on 1st November 2025. Staff are regularly working through, and adding to, the Continuous Improvement Log with many improvements being made to services.
1.2.3	Develop and implement programs to meet required need.	Community Care Coordinator	Progressing	Bland Community Care continues to provide eight specific services to over 100 clients on a monthly basis to meet the required needs of these clients. These programs have been developed through client assessments, needs and surveys. Programs provided include social and physical activities such as Gentle Exercise Group, Wednesday Activity Day and Bland Blokes. BCCS now runs three Exercise Groups per week. There are waiting lists for both Exercise Group and Wednesday Activity Day. We are slowly onboarding new clients into these groups. Client numbers have been lower than normal for a variety of reasons - widespread community illness, Staff holidays and unexpected leave, and a Staff resignation.
1.2.4	Network with service providers to strengthen relationships within community.	Community Care Coordinator	Progressing	Continuing networking has been achieved through attendance at Bland Shire Council Interagency Meetings, Community Expo, Aged Care Forum and email contact with various agencies.

Action Code	Action Name	Responsible Officer Position	Status	Comments
1.2.5	Provide services to towns and villages in the Shire.	Community Care Coordinator	Progressing	Services continue to be provided throughout the Bland Shire including West Wyalong, Wyalong, Ungarie, Barmedman, Weethalle, Mirrool and Talimba. BCCS provide services to approximately 104 clients. 87 clients are funded through the Commonwealth Home Support Program, 14 clients are brokered from other providers and 3 clients have private agreements. There is currently a waitlist for services due to Staff shortages and growing demand for services in the community.
1.2.6	Undertake regular surveys across all services including seeking and recording client feedback.	Community Care Coordinator	Progressing	Feedback forms have sent, and received back, for all services. Feedback is recorded on the Complaints, Compliments and Feedback Register. Feedback received is generally positive. When issues are raised, discussions take place and actions are implemented.
1.2.7	Continue to support and provide information to members of the community seeking assistance in accessing services available.	Community Care Coordinator	Progressing	All enquiries to Bland Community Care either by telephone or visits in person to the Centre are attended to and potential new clients are directed to My Aged Care for assessment. Relevant information is distributed upon request. New client intakes remain on hold due to the large waitlists and Staff availability. Information about Bland Community Care Services are available from the reception and are updated regularly.

## 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	Support and promote young driver educational programs.	Community Development Officer	Progressing	Free NRMA Driving lessons were provided to 15 L Plate drivers in the April School holiday period, giving L plate drivers the opportunity to drive with an instructor, 1 hour lesson earned them 3 hours in their log books.
2.1.2	Promote Health Awareness and options for training and self-education programs.	Community Development Officer	Progressing	National R U OK? Day session held at West Wyalong High School, promoting resources and where to find help and support when needed. Headspace also visited the Youth Centre giving the youth of Bland Shire an opportunity to call in and discuss any issues or concerns they may have. Linking Communities Network Ltd visited the Youth Centre providing care packages for local Youth.
2.1.3	Provide opportunity, training and governance support to Council's Section 355 Committees.	Risk & Insurance Officer	Progressing	Have been working closely with community groups to ensure smooth delivery of community events including Barmedman Centenary, Weethalle Centenary Weethalle Show Mirrool Silo kick. Will organise a meeting with S355 committee members and Damien Connell Statewide Mutual Risk Manager later this month
2.1.4	Undertake inspections in accordance with Food Act 2003 and Public Health Act 2010 inc: food, skin penetration and mortuary premises.	Manager Development & Regulatory Services	Progressing	Inspections are ongoing with focus on repeat non compliance.

Action Code	Action Name	Responsible Officer Position	Status	Comments
2.1.5	Implement Council's on site waste management systems inspection program.	Manager Development & Regulatory Services	Progressing	Onsite Sewage management Policy currently on Public Exhibition. Once feedback is reviewed the policy will be implemented progressively.
2.1.6	Promote the continued use of online training program for Food Safety.	Manager Development & Regulatory Services	Progressing	EHO Officer is continuing to promote better compliance and advocates for greater use of online training.
2.1.7	Provide appropriate support for emergency service operations.	Foreman - Environmental Services	Progressing	Chair the LEMC, participate at REMC meetings, developed Local EM plan, liaise with all emergency services.
2.1.8	Work in partnership with TfNSW on Road Safety Campaigns to implement programs.	Director Technical Services	Progressing	RSO is actively engaged with Transport for NSW.
2.1.9	Provide up-to-date road safety information for display on Council's website and social media platforms	Director Technical Services	Progressing	New Road Safety Officer appointed who provides Monthly Reports to Council.

### 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	Manage and administer Council's community related grant applications inc: Strengthening Community's Program	Director Corporate and Community Services	Not Due To Start	Internal review undertaken of Council's Strengthening Communities Grant Program with a view to implement changes in accordance with Council resolution.
3.1.2	Recognise and celebrate volunteers for National Volunteer Week.	Community Development Officer	Not Due To Start	Bland Shire Council was proud to celebrate National Volunteer Week with this year's theme: Connecting Communities. On 22 May 2025 Council held a volunteer breakfast at Rise and Grind Coffee Shop, to show our appreciation for all that they do! A total of 28 volunteers from throughout the Bland Shire were in attendance.
3.1.3	Facilitate and support groups that build skills and social inclusion including workshops/presentations.	Community Development Officer	Progressing	Information sessions held at the Youth Centre with local business owners, teachers, industry experts and Council staff where local youth were encouraged to attend and a receive tips and tricks that may assist with career paths. A session was also held at the West Wyalong High School where Council staff highlighted their career achievements and discussed the advantages of working in Local Government.

Action Code	Action Name	Responsible Officer Position	Status	Comments
3.1.4	Identify funding opportunities to achieve community goals and assist community groups with external grant opportunities.	Director Corporate and Community Services	Progressing	Continuing to work closely with community groups and relevant staff to identify and source funding opportunities for potential projects. Internal review undertaken of Council's Strengthening Communities Grant Program with a view to implement changes in accordance with Council resolution. Further to this, funding was received from the owners of the Wyalong Solar Farm to provide a grant program to the local community.

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	Progressing	2024-2025 ERA Membership Completed. ERA Executive attended Bland Shire 9 January 2025, distributing information for the Country Arts Support Project (CASP), which empowers creatives with the opportunity to engage with professional development opportunities, strive towards ambitious artistic outcomes and engage with other artists and creatives to complete a collaborative project.
3.2.2	Facilitate visiting artist/exhibition/performance	Community Development Officer	Progressing	Jamie Agius provided live entertainment at the 2025 Seniors Lunch held at the West Wyalong Sports Club.



### 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	No further progress in Q4 FY25.

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	Regular programs include Day Book Club, GOLD Club for Seniors, Tech Savvy Seniors, Knit 'n' Knatter, Lego Club, Storytime, and Baby Bounce. Pals of the Pen was discontinued due to lack of interest. Home Library Service provided fortnightly. Attendance at regular programs this half - 423 adults and 1293 children /parents. Special adult events included author Maya Linnell (June); Biggest Morning Tea (May), Easter with Kurrajong Lifestyle Choices (April), and Blind Date with a Book (February). Special children's events included National Simultaneous Storytime (May) and Dolly Slumber Party supporting Dolly's Dream (May). Author Gus Gordon's visit in March had to be postponed (now October 2025). Attendance at special events - 150 adults and 72 children. 83 new members were recorded this half compared to 134 for the same period in 2023-24. The library's Summer Reading Club 40-Day Challenge attracted a record 118 registrations with a 68 percent completion rate.

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>Library's physical collection comprising of adult fiction, adult non-fiction, large print, magazines, junior non-fiction, junior fiction, early readers, picture books, teen reads, HSC resources, local studies resources, adult and junior audiobooks / MP3s, adult and junior DVDs, kits eg. Save Power kits and equipment eg. digital readers, as well as a hard copy of the West Wyalong Advocate.</p> <p>As per the RRL Library Services Agreement, RRL maintain and provide free access to digital platforms such as BorrowBox, which now includes digital magazines and newspapers, as well as e-audio and e-books. RRL also provide access to a range of online information, learning, and reader advisory databases. RRL continue to provide a weekly internal delivery service between branch libraries. Deliveries include new materials, reserved items, storytime kits, DIY kits, and promotional material. Maintains3 digital storytime devices, providing literacy and educational activities in languages other than English.</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	Progressing	Although initial plans and a quote were received from a contractor for this project, subsequent attempts to make contact have not been successful. As per Council's procurement policy, a second quote was sought from a local provider; however, the scope of the project exceeded their capacity. A third supplier was approached, but further pursuit was discontinued due to lack of progress. A fourth quote is currently being sought from Micson Constructions. Micson has prepared draft plans, which have been reviewed by relevant Council staff and received positive feedback. A quote is now being prepared.

#### 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	Facilitate Bland Shire Interagency meetings and networks.	Community Development Officer	Progressing	The Bland Shire Interagency Meeting scheduled for April 2025 was cancelled due to staff illness. Council hosted an Interagency Meeting on 4 June 2025, with 11 service providers in attendance.
4.1.2	Conduct library school holiday activities.	Library Services Coordinator	Progressing	<p>Bland Shire Library conducted its annual Summer Reading Club program over January.</p> <p>Additional school holiday activities included Reptiles on the Go! The one-hour live show proved a fun and educational "hands-on" experience for children all ages. To prioritise the well-being of the animals, attendance was capped and all funds raised supported WIRES Riverina.</p> <p>Also in January, My Pet Dinosaur. The captivating one-hour event, presented by Just Dream Productions, showcased life-like dinosaurs, featured an informative presentation about dinosaurs, with fossils on display for viewing and touching, interactive time with the dinosaurs, and various other enjoyable activities.</p> <p>The library's April school holiday program included ceramic mug decorating, STEM Construction, and No Bake Treats. The library also had a take-home activity in the form of a drink holder to decorate and provided an Easter activity book with a gold coin donation supporting the Pope family.</p>

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.1.3	Coordinate Youth Week Activities.	Community Development Officer	Progressing	Youth Week 2025 consisted of a Heaps Decent DJ workshop, giving local youth the opportunity to learn and develop their inner DJ skills, with the Golden Leaves Festival held in the evening, giving participants of the DJ workshop the opportunity to perform in front of a live audience. The Golden Leaves Festival was held at McCann Park on 12 April and consisted of Live DJ, Mr Whippy Ice Cream, Twisted Potato, Festival Glitter Art and Lawn Games. Council also conducted a two-day hospitality camp, where youth had an opportunity to receive their Food Safety Handler Certificate, learn waiter skills and participated in the 'hands-on' Barista Course.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.1.4	Conduct school holiday activities.	Community Development Officer	Progressing	School holiday activities for April 2025 were held in conjunction with Youth Week. Local Youth participated in the Heaps Decent DJ workshop followed by the Green Leaves festival. Participants of the DJ Workshop were given the opportunity to show case their skills at the festival which also included large garden games and festival glitter art. A two day hospitality camp was held in April school holidays where participants gained their Food Safe Handling certificate, practiced their waiter skills and participated in the 'hands on' Barista Course. Free NRMA driving lessons were also conducted with 15 L plate drivers given the opportunity for a one hour driving lesson with a qualified driving instructor. The Youth Centre hosted an Anzac Lantern session, youth made Anzac themed lanterns which were 'lit up' in honor of those who served in the early hours of Anzac Day. On Anzac eve, community members were invited to attend the Anzac Eve Walk at Coolinda.
4.1.5	Coordinate Council's Civic functions inc: Citizenship Ceremonies and Australia Day.	Executive Assistant	Progressing	Civic Function for Australia day held in January 2025



**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	Continues for Preschool and MRU. Likely MRU will undergo Assessment and Rating in the coming year.
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	Most likely conduct this survey at the end of the 2025 Preschool year allowing exiting families to communicate strengths and weaknesses.
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	Policy maintenance is undertaken on a rotational basis to maintain currency of documentation.
4.2.4	Involve all educators in the process to implement and maintain self-assessment tools for all services.	Children's Services Coordinator	Progressing	Educators took part in the establishment of a new service philosophy.
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	Toy Library and ITAV services are continually promoted and the introduction of digital platform allows continual use for members.

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.3.1	Engage and communicate with Shire residents to promote social inclusion and foster lifelong learning in the library.	Library Services Coordinator	Progressing	All services, programs, events, and the library's various collections, continue to be regularly communicated to the wider community via the Bland Shire Council website, Riverina Regional Library website and monthly e-newsletter, various social media platforms including Facebook and Instagram (these are updated almost daily and shared), mobile library, school and community newsletters, noticeboards, digital signage, various handouts, and What's Happening (published weekly in the local media ie. West Wyalong Advocate).
4.3.2	Council's website is engaging, up to date and Council programs are promoted.	Media and Communications Officer	Progressing	Council's website is updated nearly daily to keep current and informative. All Council's events are posted in a timely manner and pages are deactivated when the information is out of date. Working with relevant staff to update content for the new website. Final website design approval has occurred and the new website should be active in 8 weeks.

Action Code	Action Name	Responsible Officer Position	Status	Comments
4.3.3	Council's activities are promoted through various media outlets.	Media and Communications Officer	Progressing	Council's activities are promoted daily on our Facebook and Instagram pages. We have a weekly advertisement in the West Wyalong Advocate and a General Managers Note that appears weekly. There has been 17 media releases released this quarter on the following subjects: Youth Art Project Unveiled, NSW Seniors Festival 2025, Governor of NSW visit, 2025 Seniors Recognition Award Recipients Announced, Music Festival for Youth Centre Anniversary, Minister for Transport visits, DC-3 Warbird Returns to Lions Park, Finalist on two Major LG Excellence Awards, Bland Shire Thanks Volunteers, Vacant Homes Project, HR Support Project, Sorry Day 2025, Declared Public Holidays for 2025 and 2026 Shows, Digital Boost with NBN Expansion, New Youth Officer, West Wyalong High School Students Join Forces with Bland Shire Council, Bland Shire Library's Home Delivery Service. A new fortnightly Mayoral newsletter will now appear in the West Wyalong Advocate instead of the weekly GM Note.

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	The Resilience Project has been rolled out in a number of schools located in the Bland Shire, with anticipation that all schools located within the Bland Shire will be signed up to participate in the program from 2026. Plans in place for a community launch of The Resilience Project in October 2025.
4.4.2	Attend regional youth focused meetings.	Community Development Officer	Progressing	Community Development Officer has attended the Regional Youth Officer Network Meetings and Riverina-Murray Youth Development Officer Meetings throughout 2024-2025.
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	Youth engagement opportunities were provided to both Ungarie Central School and West Wyalong High School by way of attending school assemblies to provide updated information on Youth Centre Opening times and upcoming activities and events focused on the Youth sector.

## 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	Progressing	Updates to the Access Mobility Map are in draft format, once all locations have been confirmed, the map will be available via Council Website and will be an online 'google map' format for all to have access to.
5.1.2	Manage and administer Council's Access Incentive Scheme to improve accessibility to local buildings and business premises across the Shire.	Manager Development & Regulatory Services	Progressing	We will review this once we have the findings from the access Audit.
5.1.3	Develop Council Facility Accessibility Audit Plan	Manager Development & Regulatory Services	Progressing	Access Audit underway. Awaiting results and recommendations.

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	Not Progressing	Processing of NHVR permits is done on an ongoing case by case basis in consultation with the Assets coordinator and the roads foreman and coordinator.
5.2.2	Engage with government agencies and other networks which impact road infrastructure and services within the Bland Shire.	Director Technical Services	Progressing	The whole team including Mayor, Councillors, GM and Tech Services team are championing our cause at various events and online forums.

## 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	With the recent appointment of a Sewer and Waste Services Officer we are beginning to get some traction towards a viable approach to this important issue.

### 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.	Assets Coordinator	Progressing	With the recent appointment of a Sewer and Waste Services Officer we are beginning to get some traction towards a viable approach to this important issue.
6.2.2	Work in partnership with neighbouring Councils and REROC to implement and improve waste programs.	Manager Operations	Progressing	Attend meetings, workshops and work in liaison with REROC, in promoting continuous improvement in waste management.
6.2.3	Increase awareness of recycling and waste reduction options within the Shire through regular information programs.	Manager Operations	Progressing	Council regularly liaises with and attends meetings with REROC to promote and better manage waste and Recycling
6.2.4	Comply with EPA requirements during operation of the landfill.	Manager Operations	Progressing	All landfill operations are carried out within the terms of Council's Environmental Protection Licence (EPL) and in accordance with EPA requirements.



Action Code	Action Name	Responsible Officer Position	Status	Comments
6.2.5	Monitor littering and illegal dumping.	Manager Development & Regulatory Services	Progressing	Ongoing monitoring in progress. Serious breaches being dealt with Zeo Tlerance.
6.2.6	Utilising new technology and increasing community participation, provide a container deposit scheme in West Wyalong to increase recycling.	Manager Operations	Progressing	Continued promotion of the CRC programme and investigations into expanding interest and participation in recycling and FOGO programmes, in line with the NSW Waste and Sustainable Materials 2030 objectives

## 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	With the appointment of a Sewer and Waste Services Officers incremental progress is being made on current and future requirements.

### 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	All inspections carried out for this period.

**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	Maintain regular Contact with User Groups.	Director Technical Services	Progressing	Adhoc interactions currently. Future interaction will follow Council's Engagement Strategy.

**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	Work with community and contractors to develop Sport and Recreation masterplan.	Director Technical Services	Progressing	Master Plan complete and now requires further work to identify funding sources.

**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	Mayor and GM are constantly lobbying with the various key influencers and decision makers. Director of Tech Services, Manager of Operations and Roads Team constantly advocating for greater funding through various contacts at Transport for NSW.

**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.	Manager Development & Regulatory Services	Progressing	Meeting scheduled with Heritage Consultant in September to review current status. LEP also being reviewed and updated.
8.4.2	Manage and administer the Heritage Advisory Program.	Manager Development & Regulatory Services	Progressing	Heritage Grant has been renewed to support input from Heritage Consultant on a monthly basis.

## 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	Between the Roads, Parks & Gardens, Buildings teams' activities we are actively implementing our capital programme.
9.1.2	Develop and implement Asset Management Plans for Council assets, eg local sealed road network, stormwater drainage, footpaths etc.	Director Technical Services	Progressing	Policy Updated and initial discussions commenced.
9.1.3	Review Technical Services Policies and Strategies.	Director Technical Services	Progressing	Most policies are functional currently. One policy we are keen to develop is on how to approach Stakeholder/End User contributions towards roads projects that disproportionately benefit one or two commercial enterprises.
9.1.4	Administer Council's plant and fleet by conducting effective light and heavy plant replacement programs.	Workshop & Plant Coordinator	Progressing	Council operates a 10 year plant replacement program that is reviewed and updated annually in consultation with all stakeholders
9.1.5	Council's plant is repaired, maintained and serviced in accordance with maintenance schedule and manufacturer's requirements.	Workshop & Plant Coordinator	Progressing	Council uses the Ausfleet fleet management program, to ensure fleet maintenance is done as per manufactures recommendations. It is also used for storing work history and fleet reports.

### 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.	Manager Operations	Progressing	Regular maintenance and repair of Holland Park and Ungarie facilities are undertaken as per contract and in consultation with the management contractor.

### 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.	Manager Operations	Progressing	Street tree management is carried out under a system of programmed inspection; with customer requests for removal or trimming (e.g. crownlifting) undertaken subject to individual, visual assessment

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

Action Code	Action Name	Responsible Officer Position	Status	Comments
9.4.1	Inspect and maintain Council's open spaces and facilities.	Manager Operations	Progressing	Council's Open Space facilities are inspected and maintained as part of Council's cyclical maintenance schedule

**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	Director Technical Services	Progressing	Master Plan has been on public exhibition and General Manager (aka Project Manager) is reviewing and collating feedback to finalise.



## 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 and resources to carry out their roles.	Director Corporate and Community Services	Progressing	Councillors elected in September 2024 completed their inductions with opportunities provided for additional training sessions and conference attendance.

127

10.1.2	Provide Councillors with information and resources to facilitate their roles as elected representatives.	Executive Assistant	Progressing	Providing information to Councillors as needed. Updating Councillors calendars with meeting dates and committee dates
--------	--	---------------------	-------------	--

### 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	Annual Report finalised and presented to November meeting of Council along with Audited Financial Statements.

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	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	Bland Shire Council adopted a new Community Strategic Plan at its meeting on 18 February 2025. Following its adoption, the Delivery Program 2025-2029 and Operation Plan 2025-2026 were prepared and subsequently adopted by the Council on 17 June 2025. The Delivery Program 2025–2029 sets out the strategic priorities and four-year action strategy of the newly elected Council (2024–2028). Anchored in the Community Strategic Plan and the principles of the Integrated Planning and Reporting Framework, this Program translates the community’s aspirations into measurable, accountable outcomes across five central themes: Place, Growth, Family, People, and Home.

#### 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	All Quarterly Budget Review Statements for 2024/25 were completed within required timeframes and presented to Council in line with legislative requirements, with the September review in November 2024, the December review in February 2025, and the March review in May 2025. This process has ensured regular monitoring of Council's financial position and supported timely decision-making throughout the year.
10.4.2	Effectively manage Council's financial procedures, eg investments, payments, processing and debt recovery.	Manager Customer & Financial Services	Progressing	Council's financial procedures, including investments, payments, processing, and debt recovery, continue to be managed effectively. Results will be reported in the 2024/25 Annual Financial Statements, including the Operating Performance Ratio against the industry benchmark.
10.4.3	Complete financial statements and lodge in accordance with statutory requirements.	Manager Customer & Financial Services	Progressing	The 2023/24 Annual Financial Statements were completed and lodged with the Office of Local Government in accordance with statutory requirements.
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	Progressing	Council's financial performance continues to be monitored and reported in line with the Office of Local Government's financial performance ratios. The Long Term Financial Plan is reviewed annually and remains a key tool in supporting Council's financial sustainability. Preparation is also underway for the implementation of a new LTFP system, scheduled to go live in 2025/26.

Action Code	Action Name	Responsible Officer Position	Status	Comments
10.4.5	Conduct budget briefing sessions for Councillors.	Director Corporate and Community Services	Not Due To Start	Budget briefing session was conducted ahead of the budget finalisation.
10.4.6	Streamline processes to assist in accuracy of annual stocktake.	Workshop & Plant Coordinator	Progressing	The layout of the stores warehouse, is such that it flows more efficiently now. The purchasing officer also conducts mini audits from time to time to ensure compliance
10.4.7	Significant Capital Projects are assessed and reviewed prior to lodgment of funding requests.	Director Corporate and Community Services	Progressing	Communication between departments has seen a measure of improvement in relation to capital expenditure projects. With reduced access to grant funding, the number of projects has decreased.

#### 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	Council has transitioned to the Technology One Software as a Service platform and is progressing business improvement ahead of implementation of the C.I. anywhere platform by late 2025. In addition to this, work is ongoing to review and implement platforms to improve efficiencies across the organisation through the provision of updated equipment and technologies.

#### 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	Attendance at:- REROC April and June Board meetings. CMA May meeting. Chair REROC June Energy Management Group meeting. Support REROC Build a Bridge event in April. REROC Workforce Development Group meeting in May. Regional Drought Resilience (RDRP) Group Project Control Group meetings to work on RDRP Projects to strengthen community groups, HR programs, and vacant housing identification. GM Notes provided on weekly basis to West Wyalong Advocate and the Council FB page.

#### 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	Scheduled community forums will occur for local residents as required in each village.

**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.	Media and Communications Officer	Progressing	Total Facebook reach is 53,325 which is down from last quarter however that quarter represented a very high reach. Our views in this period is 1,115,135 which is very positive. We have increased our followers to 5615 which is up by 390. The Instagram page is growing with a reach of 2815 which is up by 117% with 41,651 views. Updated Community Engagement Strategy is out on display for public feedback until 27 August 2025.

**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.	Media and Communications Officer	Progressing	Signage and branding provided as and when appropriate. Council logo included on all signage, advertising and branding.

### 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	Manage and support responsible companion animal ownership.	Manager Development & Regulatory Services	Progressing	Ranger continues to support responsible animal ownership in the Bland LGA. Support the Ranger as she establishes the new Animal Shelter and makes it fully operational. With this in place, focus will move to encourage better education of the community.

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.	General Manager	Progressing	Acting HR Coordinator attended MANEX meetings and also provided support and advice to supervisors on various matters during Q4 FY25.
12.2.2	Implement the Workforce Management Plan.	General Manager	Progressing	Recruitment remains challenging. HR Coordinator recruited with commencement Q1 FY26. Draft of new Workforce Management Plan prepared and under review.



Action Code	Action Name	Responsible Officer Position	Status	Comments
12.2.3	Maintain register of delegations and issue authorities to relevant employees.	Director Corporate and Community Services	Progressing	Following a workshop presentation on 29 April 2025 which provided Councillors with information on the legal and legislative framework for delegations and the role they play in effective provision of services to the community, the delegations register was adopted by the Council at its May 2025 Ordinary Meeting. Work is ongoing on transferring the register into Pulse for staff to acknowledge.
12.2.4	Develop, implement and monitor Learning and Development Plan.	General Manager	Progressing	Training organised as required and in accordance with budget allocation. HR Coordinator recruited with commencement Q1 FY26 expected to drive increased progress in delivery of Learning and Development.
12.2.5	Promote the Employee Assistance Program (EAP).	General Manager	Progressing	The Employee Assistance Program (EAP) is promoted to staff through varying channels (noticeboards, emails). Regular informal social catchup opportunities provided to increase staff engagement. EAP publication distributed in digital form.
12.2.6	Maintain and promote the staff service and achievement awards program.	Executive Assistant	Progressing	Staff Awards presented monthly at 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.	General Manager	Progressing	HR Coordinator recruited, with commencement Q1 FY26 expected to enable progress on implementation and monitoring of EEO Plan.
12.3.2	Implement workforce programs ensuring Council remains an employer of choice.	General Manager	Progressing	Recruitment remains challenging. HR Coordinator recruited with commencement Q1 FY26. Council continues to support flexible working arrangements. Funding approved from NSW Fresh Start Program Round 2 for various apprentice and trainee roles.
12.3.3	Review the Performance and Development Review process..	General Manager	Progressing	Annual Appraisal module implemented with supervisors and staff progressing assessments. HR Coordinator recruited with commencement Q1 FY26 expected to help drive take up of system.

#### 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	Deliver Bland Shire Council's Work Health and Safety program.	WHS Officer	Progressing	WHS Committee meets as per schedule. Committee meetings are held quarterly. WHS Committee meeting was held on Thursday 15 May 2025. Items discussed included Remote and Isolated work, transition for WHS Reporting from Damstra to BeSafe Platform.
12.4.2	Manage Council's Insurance Policies and claims.	Risk & Insurance Officer	Progressing	Insurance update completed for another year price increase in line with expectations. Claims managed on a case by case basis going well
12.4.3	Deliver Council's Enterprise Risk Management (ERM) Program.	Risk & Insurance Officer	Progressing	Working closely with Coordinator Internal Audit, Governance and Risk and have updated risk action plan which has been endorsed by Council and ARIC. Have also assisted in the finalisation of operational plan and CIP workbooks. A session is planned with risk owners to review and update CIP workbooks with Statewide Mutual risk manager. ERM procedures have been updated and endorsed by Council. Risk registers are regularly updated and session planned for review with risk owners later this month.

### 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	Progressing	Council adheres to guidelines in relation to requests for information, despite the majority of those requests coming in the form of informal applications (for which there is no legislated timeframe). The majority of requests are in relation to land and development application matters.

#### 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	Council continues to effectively work with an internal audit alliance of six Riverina Councils, through a shared service to co-ordinate ARIC and Internal Audit. The ARIC has appointed independent members and chair in 2024 and has met quarterly. The ARIC now has an established workplan in accordance with the Guidelines for Risk Management and Internal Audit. Council will have an attestation in the annual report for 2024/25 outlining compliance with the Guidelines. Internal Audit has completed a review of fleet management, and workers compensation and accounts payable will be completed in early 2025.

Action Code	Action Name	Responsible Officer Position	Status	Comments
13.2.2	Coordinate the review of Council's policies and procedures.	Director Corporate and Community Services	Progressing	Several Policies have been adopted through formal recommendations to Council throughout the 2024-25 years. This included the adoption of policies shortly after the election of the new Council. Operational policies continue to be updated and endorsed by the Management Executive, specifically policies which govern the Children's Services Unit, Community Care and Council's Human Resources processes.
13.2.3	Establish a service review program in accordance with the requirements of the OLG.	General Manager	Not Due To Start	Service Review Framework endorsed by MANEX Q4 FY25. Community Care, Tourism and Economic Development programmed for FY26.

## 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	Attend regular meetings with Destination Riverina Murray and The Riverina to work collaboratively with other councils to promote Bland Shire and The Riverina
14.1.2	Promote tourism and visitation to Bland Shire through quality and accessible Visitor Information Services.	Tourism & Administration Officer	Progressing	Promoting the Bland Shire through Facebook, Instagram, articles in Lifestyle Magazine, In and Around Canberra. Also promoting through partnership with The Riverina

### 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	No new technology to report

### ***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	Continued liaison with developer of approved 49 lot residential development with progress toward construction. No further progress with renewable energy and service station provider. Central Road Business Park electrical install commenced following design approval delays and variations with Essential Energy. Sales contracts prepared for 3 parcels.

#### **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 with existing businesses and industry groups to improve economic activity within the shire.	General Manager	Progressing	Continue to seek engagement through Business West Wyalong. With limited resources has been difficult to engage local business and industry outside of other tasks. Engagement (phase 2) and public exhibition undertaken on Main Street Revitalisation Plan with strong level of responses.



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	Advocate for improved telecommunications access in regional areas of Bland Shire.	General Manager	Progressing	Maintained contact with Telstra and NBNCo Regional LG Relationship Managers. NBNCo fibre upgrade project commenced in West Wyalong.

### 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.	Manager Development & Regulatory Services	Progressing	Initial draft prepared for review by Development & Regulatory Services team before sharing at a Council Workshop.
16.1.2	Review Local Environmental Plan.	Manager Development & Regulatory Services	Progressing	Consultants appointed, Issues Paper in preparation for upcoming special workshop in September 2025.
16.1.3	Continue to assess all development applications against environmental impact and legislative requirements.	Manager Development & Regulatory Services	Progressing	Currently the Local Environmental Plan is being updated and this when combined with the Shire's Housing Strategy we are approaching a consensus on how to move forward
16.1.4	Update a Biosecurity Control and Management Program in conjunction with the Riverina Strategic Management Plan.	Foreman - Environmental Services	Progressing	Updated all inspection, operational and Red guidepost plans.
16.1.5	Develop and deliver a community education and awareness program in relation to weeds management.	Foreman - Environmental Services	Progressing	"Weed of the Month" Facebook posts. Sourced and distributed weed management reference material.

**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	Work with Registered Training Organisations, business and employment agencies to support and provide apprenticeship/traineeship and work experience opportunities at Council.	General Manager	Progressing	Engagement ongoing with RTO's during FY25, however with HR Coordinator recruited and commencing Q1 FY26 anticipate an uplift. Council successful in obtaining funding for 14 (2 x cadets, 1 x apprentices and 11 x trainees) roles through NSW Fresh Start Program Round 2. Roll out programmed for Q2 FY26 to align with school leavers. Careers events and high school engagement programmed for LG Week in Q1 FY26.

**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	Progressing	Updated Website Biosecurity section.
16.3.2	Educate the community on benefits of protecting our environment by engaging in annual environmental activities.	Foreman - Environmental Services	Progressing	"National Tree Day" plantings at Naradhan and Barmedman Schools this year.

Action Code	Action Name	Responsible Officer Position	Status	Comments
16.3.3	Develop and deliver a community education and awareness program in relation to Environmental management and sustainability.	Foreman - Environmental Services	Progressing	Biosecurity information on Council website is regularly updated to maintain currency. Council staff also to participate in National Tree Day and provided information for social media posts.

**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 relevant stakeholders for reliable and efficient utilities and services.	General Manager	Progressing	Attendance at:- REROC Apr. Board meeting. Chair REROC June Energy Management Group meeting. Support REROC Build a Bridge event in April. REROC Workforce Development Group meeting in May. Regional Drought Resilience (RDRP) Group Project Control Group meetings to work on RDRP Projects to strengthen community groups, HR programs, drought spending analysis (RDAR) and vacant housing identification. Liaised with GWCC following identification of private property water leaks.

**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	Central Road Business Park electrical install commenced following design approval delays and variations with Essential Energy. Sales contracts prepared for 3 x parcels. Development of sales brochure for Business Park underway.

**PROGRESS REPORT 2 ON  
OPERATIONAL PLAN  
2024-2025  
(Part of the Bland Shire Council Delivery Program 2021-2025)**

# BLAND COOLAMON JUNEE AND TEMORA SHIRES

**Action Plan 2025 - 2029**



**TEMORA**  
*The Friendly Shire*





## Table of Contents

Introduction .....	2
Executive Summary .....	3
Road Safety Plan 2026.....	3
NSW Road Safety Strategy .....	4
Comparison crash data analysis .....	5
Safe Systems .....	7
SECTION ONE: LOCAL GOVERNMENT AREA .....	8
Temora Shire .....	8
Crash data analysis .....	9
Bland Shire .....	12
Crash data analysis .....	12
Coolamon Shire .....	16
Crash data analysis .....	17
Junee Shire.....	20
Crash data analysis .....	21
Road Safety Information from Local Stakeholders .....	24
NSW Police .....	24
Schools.....	24
Partners and stakeholders .....	24
SECTION TWO: COUNCIL STRATEGIC PLANS.....	25
Road Safety Officer Projects – 2025 - 2029 .....	26
Alcohol- What’s Your Plan B? .....	27
Young Drivers.....	27
Older Drivers-The Road Ahead.....	27
Speeding on Local Roads.....	28
Speed/Fatigue–Don’t Trust Your Tired Self.....	28
Off the Field Road Safety.....	28
Farmers Pre-Harvest Sessions.....	29
Additional Projects .....	29
Local Traffic Committee Meetings .....	29

## Introduction

---

This document is the plan for delivering road safety outcomes in Temora, Bland, Coolamon, and Junee shires for the financial years 2025 – 2029.

As partners in the NSW Government's Local Government Road Safety Program (LGRSP), the four councils will continue to employ a Road Safety Officer (RSO) to assist in developing, planning, implementing, and evaluating local road safety projects.



In line with the NSW Road Safety Plan 2026, the *Safe System* approach to road safety will continue to be used to address road safety issues within the four shires. *Safer Roads, Safer Speeds, Safer Vehicles* and *Safer People* will be the focus of strategies to address local road safety concerns.

- **Section One:** This section will outline relevant local government information, crash analysis, other supporting data, and stakeholder information.
- **Section Two:** Will provide details on council's road safety projects for the period 2025 – 2029, Council Strategic Plans, and key objectives for application of the Safe System.

Other documents which relate to this plan:

- [Bland Shire Council Community Strategic Plan 2025 - 2035](#)
- [Coolamon Shire Council Community Strategic Plan](#)
- [Junee Shire Council Community Strategic Plan](#)
- [Temora Shire Council Community Strategic Plan 2030](#)
- [NSW Road Safety Plan - 2026](#)
- [Local Government Road Safety Program](#)
- [Future Transport 2056](#)
- [Murray-Murrumbidgee Regional Transport Plan](#)
- [Central West Regional Transport Plan](#)

## Executive Summary

---

This document builds on each shires' community strategic, operational and delivery plan to continue addressing road safety issues within the four Local Government Areas (LGA).

Key issues impacting on local road safety include aging populations, long distances between population centres, the propensity of agricultural machinery and increasing numbers of heavy vehicles using local roads, and traffic resulting from tourist movements throughout the region.

An analysis of the four LGAs was conducted using the most recent ratified crash data for the five-year period 2019 - 2023 and identifies the trends and local road safety issues as:

- crashes predominately involve a single vehicle.
- are non-intersection crashes occurring in 100 km/h speed zones.
- crashes predominately involve the crash movements, 'off road on straight, hit object' and 'Off road on a curve, hit an object.
- key age groups involved in crashes.
- involvement of the behavioural factors of speed, fatigue and alcohol.

Other road safety concerns include:

- the relative geographic isolation of population centres within the region which create the need for residents to travel long distances to access employment, education, recreational, shopping and medical services.
- ageing communities and a lack of public transport.
- agriculture is a key industry in all four shires, and farm machinery is often driven on rural roads leading to potential conflict with other road users.
- school zones are in wider than normal streets, and drivers do not always slow to the required 40 km/h speed limit.
- main streets are often a thoroughfare for heavy vehicles engaged in road transportation.
- three main highways (Newell Hwy, Mid-western Hwy and Burley-Griffin Way) increasing traffic on the network.
- Increasing number of heavy vehicles on roads in the area
- lack of defined rest areas for long haul truck drivers
- interaction between light and heavy vehicles (including agricultural machinery) and other road users on rural roads with narrow sealed pavement
- risk of collision with animals and wildlife
- drivers with limited experience /abilities sharing rural roads with large road vehicles.

## 2026 Road Safety Action Plan

---

The 2026 Road Safety Action Plan features new targets to halve deaths and reduce serious injuries by 30% on NSW roads by 2030.

This will be achieved by focussing on stronger local government action, engagement and education programs and using technology to address regional road trauma.

## NSW Road Safety Strategy

---

The NSW Government is committed to improving road safety for the community and plans to make our roads the safest in the country. The [NSW Road Safety Action Plan](#) details how this will be achieved by 2030.

The 2026 Road Safety Action Plan seeks to continue the accomplishments of the Road Safety Plan 2021 and focuses on enhancing education and local engagement, transforming the safety of the road network and accelerating safety features in vehicles. The Plan also aligns with Future Transport 2056, the NSW Government's transport planning strategy, which aims to ensure safety is designed into the transport network as NSW grows.

The Plan was developed following extensive engagement and community consultation, as well as analysis of trauma trends, best practice approaches and research evidence. The Plan adopts the Safe System approach to achieving a safe transport system, which in combination could cut NSW deaths by 90 per cent and serious injuries by 80 per cent by 2050 based on Australian-first, in-depth road trauma modelling.

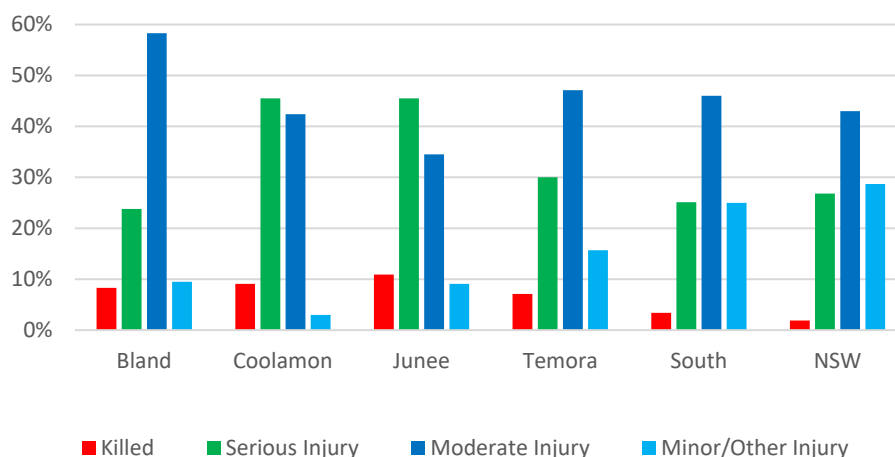
The Plan includes specific actions to move towards new road trauma reduction targets for 2030. Actions in the Plan will continue to be delivered through the Community Road Safety Fund, which directs every dollar from road safety camera detected offences back into the funding of road safety initiatives. The Road safety's delivery framework has 5 key principles:

- Creating safer country roads and urban places
- Enhancing road safety in local communities
- Increasing the safety of light vehicles, heavy vehicles and protective equipment
- Making safer choices on our roads
- Ensuring the safety of vulnerable and other at-risk road users.

## Combined crash data analysis

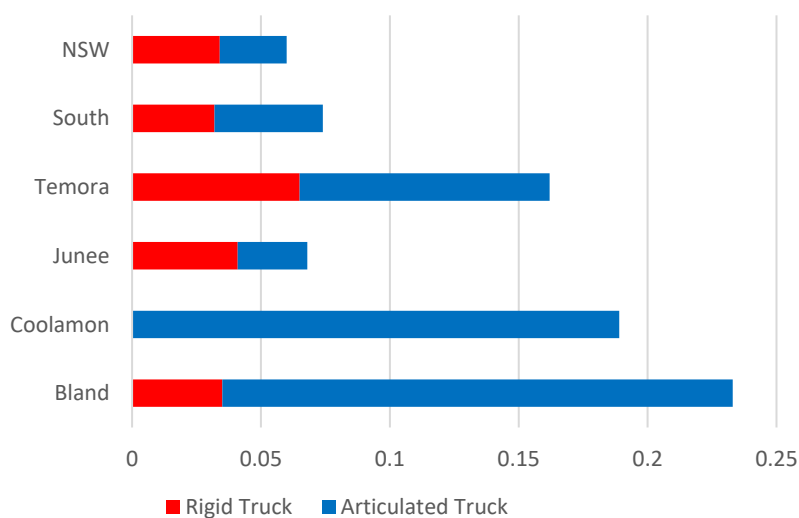
Crash data analysis for the four shires reveals serious outcomes for road crashes with serious injuries being the predominant type of injury across all four LGAs.

### Casualties (2019 – 2023)



The rate of fatalities for road users across the four shires of Bland (8.3%), Coolamon (9.1%), Junee (10.9%) and Temora (7.1%) are higher than both the South precinct (3.4%) and NSW (1.9%).

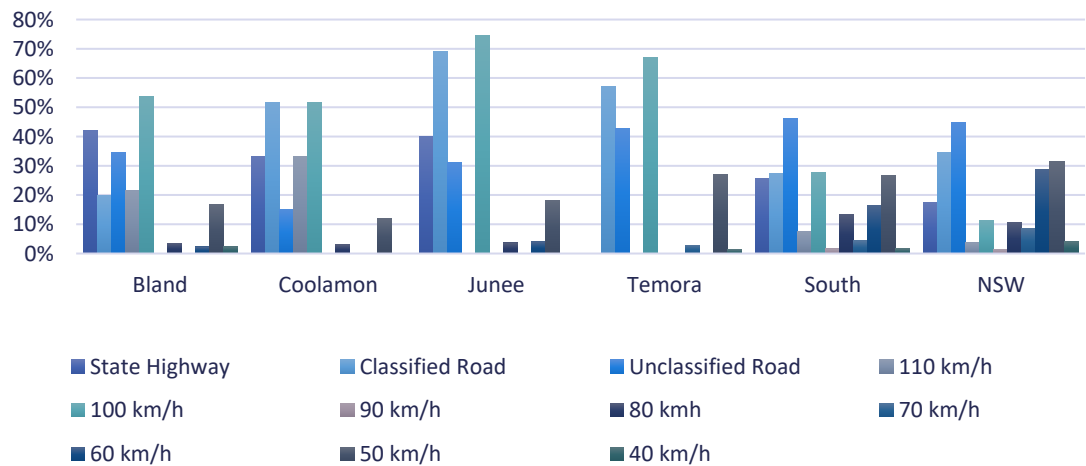
### Heavy Vehicle Crashes (2019-2023)



Heavy vehicle crashes for Bland Shire (21.4%) are significantly higher than heavy vehicle crashes in both the South precinct (8.3%) and NSW (6.7%).

Speed is the highest contributing behavioural factor across all 3 of the 4 LGA's, South Precinct and NSW. Fatigue is the second most contributing factor.

### Crashes by Road Classification and Speed (2019-2023)



The dominant crash movement across the four LGAs is ‘off road on straight, hit object’ in 100km/h speed zones.

When reviewing crashes by road classification, the majority of crashes in Coolamon, Junee and Temora shires were on classified roads. Both Bland and Coolamon had a significant number of crashes on state highways

Addressing these issues is ongoing and involves the cooperation and active participation of council’s Road Safety Officer, councillors, and council management, TfNSW, NSW Police, NSW Community Health, schools, service organisations, the media, and the wider community. Strategies to address road safety issues using the Safe Systems Model are detailed in Section 2 of this plan.

## Safe Systems

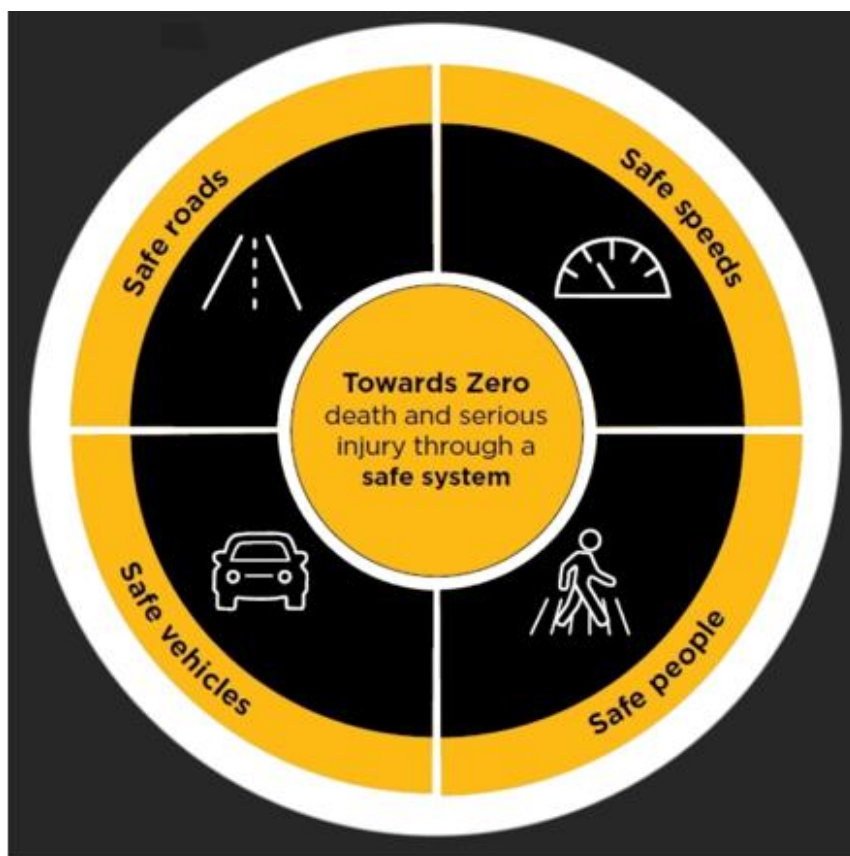
A Safe System is central to moving Towards Zero fatalities and serious injuries on our roads. The underlying principles of the Safe System approach are that:

- road safety is a shared responsibility.
- the human body can only withstand limited forces in a crash before this results in a fatality or serious injury.
- continuous improvements in vehicles, roads and behaviour will reduce fatalities and serious injuries.

The four elements of the Safe System approach, first used in Scandinavia, are:

- safer people
- safer roads
- safer speeds
- safer vehicles.

We need to improve the safety of all parts of the system, so that if one component fails, the other parts will still protect people from being killed or seriously injured. With all these elements working together as a whole, the system is more forgiving of human or mechanical error and the impact of a mistake made on the road does not result in a fatality or serious injury.



## SECTION ONE: LOCAL GOVERNMENT AREA

### Temora Shire

Temora Shire is in southern New South Wales and is located 418km south west of Sydney, with Canberra a two-and-a-half-hour drive to the east, Griffith a one-and-a-half to two hour drive to the west and Wagga Wagga 88km to the south. Melbourne is 541km to the south. Temora is positioned on the most direct east-west route between Sydney and Adelaide. The Temora Shire includes the town of Temora and villages of Ariah Park, Springdale. The shire covers an area of 2802km<sup>2</sup> and is boarded by Bland LGA to the north, Coolamon to the west, Cootamundra and Young to the east, and Junee to the south.



Temora Shire boundary

Temora Shire Council maintains a road infrastructure of 92.39kms of regional roads, 74.01kms of urban roads, and 304.45kms of rural sealed roads, 763.48kms of rural unsealed roads and 130.65kms of state sealed roads. Two state roads run through the shire: Burley Griffin Way and Goldfields Way. Burley Griffin Way carries inland link traffic through to Newell Highway and Hume Highway. Goldfields Way provides an inland link to Wagga Wagga and the Olympic and Sturt highways. Two regional roads also cross the shire: Mary Gilmore Way and Milvale Road.

The Australian Bureau of Statistics (2021 census) notes the population as 6033 persons 3085 females (51.1%) and 2948 (48.9%) males. The median age is 47 years. Children aged 0-14 years are 18.1 % the population and people aged from 65 years to 85 years of age is 23.3 %. The Aboriginal and Torres Strait Islander population is 3.4 % of the population and 88.8 % were born in Australia.

The most common other countries of birth are England (1.5%), Philippines (0.6%), New Zealand (0.3%), India and Germany (0.4%). There are 2764 people in the labour force and 57.6 % are employed full-time, 33.4 % part-time and 2.9 % unemployed.

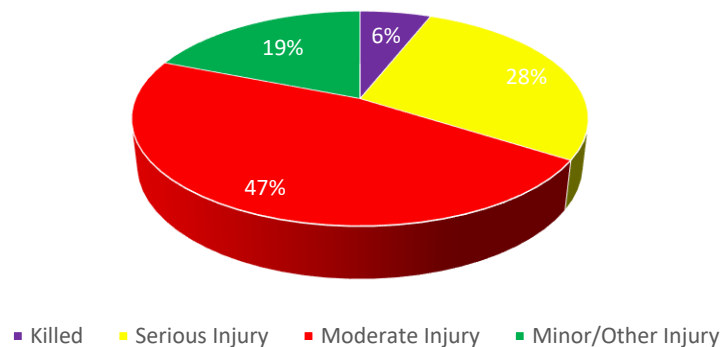
The most common methods of travel to work for employed people are car, as driver (63.7%), work from home (11.6%) and walked (6.9%). Most private dwellings have two registered motor vehicles (34.4 %) followed by one registered motor vehicle (33.3%).

The Temora Shire area has a variety of agricultural industries including wheat, canola, and sheep. Of the employed people in Temora Local Government Areas, 11% worked in Sheep, Beef Cattle and Grain Farming. Other major industries of employment included Supermarket and Grocery Stores 3.5%, Local Government Administration 3.4 %, and Aged Care Residential Services 3.6 %.



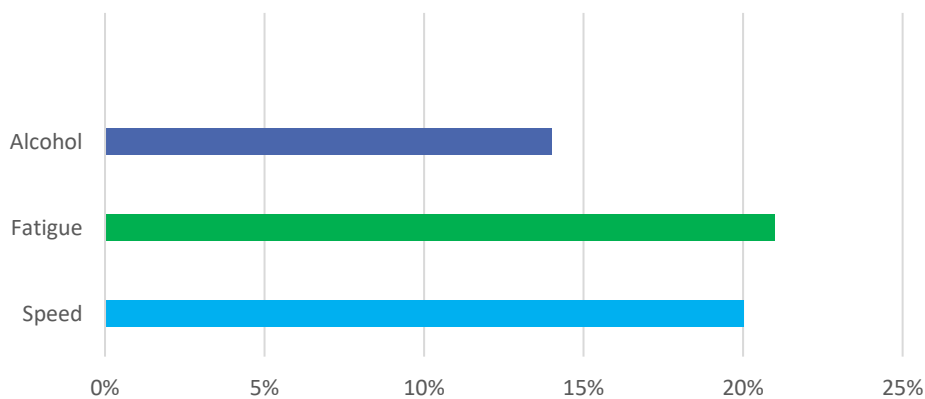
## Crash data analysis

### Casualties (2019 -2023)



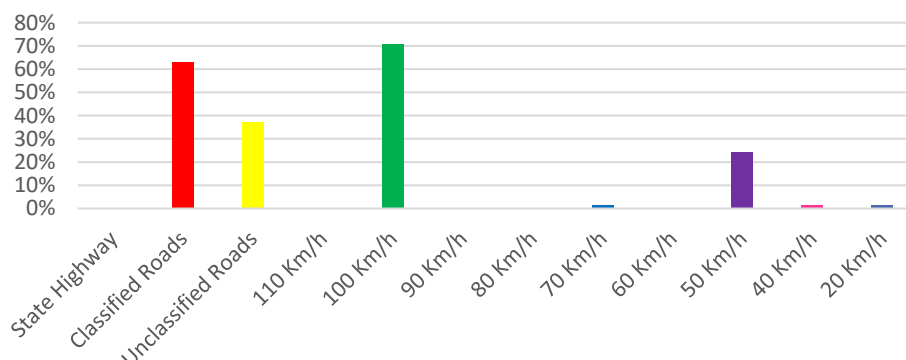
70 crashes occurred within the Temora Shire LGA over the five- year period 2019 – 2023. This resulted in 94 casualties. There were 6 fatalities and 88 injured persons.

### Behavioural Factors Involved in Crashes (2019-2023)



Fatigue (15) 21.4% and speed (14) 20% were the number one contributing factor involved in crashes within the Temora Shire LGA. Alcohol was a factor in 10 (14.3%) of crashes.

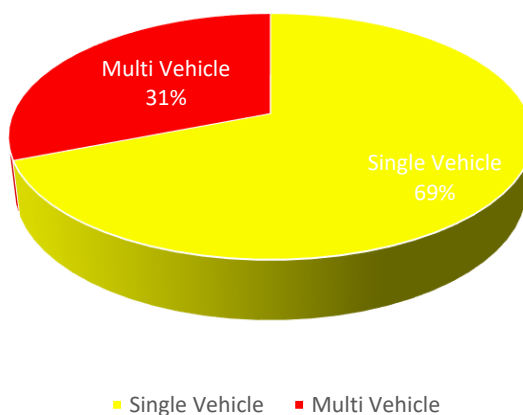
## Road Classification and Speed (2019-2023)



The 70 crashes involved the predominant crash movements: 'off path, straight on' (28) and 'off path, on curve' (15).

40 of the crashes occurred on classified roads, 47 in 100km/h speed zones and 19 in 50 km/h speed zones.

## Collision Type (2019-2023)



The most common collision type is single vehicle 69% and the vehicles involved in crashes are cars 53.2% (33), (light truck 33.9% (21) and heavy vehicles 16.1% (1).

The vehicle movements involved in crashes were (2019-2023):

Pedestrian	4
From Adjacent Direction	3
From Opposing Direction	2
From Same Direction	7
Manoeuvring	5
On Path	2
Off Path, straight on	28
Off Path, on curve	15
Miscellaneous	1

When considering weather, road surfaces, natural lighting, and days of the week on crashes:

- Sixty-three (90.%) of the crashes occurred on a dry surface.
- Thirty-Nine (55.7%) happened during daylight.
- Forty-nine (69.9%) of the crashes happened on a weekday.
- Wednesday (11), Thursday (11), Friday (12) & Saturday (11) were the four days that had the most crashes, 45 (64.2 %).
- Twenty-one (30%) occurred on the weekend.

School holiday periods involving the most crashes was over the June/July period with 8.6%.

8.6% of crashes occurred during the December and January school holidays.



## Bland Shire

Bland Shire is located on the northern fringes of the Riverina region of New South Wales. West Wyalong is the major centre and is situated on the intersection of the Newell and Mid-Western Highways and within a 160-kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes, and Cowra, while Canberra is within 300 kilometres. The villages of Ungarie, Barmedman, Weethalle, Tallimba, Naradhan, and Mirrool are in the shire.

The shire covers 8560km<sup>2</sup> and is bordered to the west Carrathool, to north by Lachlan and Forbes, to the east by Weddin and Young,



Bland Shire boundary

and to the south by Temora, Coolamon, and Narrandera. Bland Shire is located 593 kilometres north of Melbourne, 483 kilometres west of Sydney, 256 kilometres from Canberra and 163 kilometres from Wagga Wagga. There is a total of 3249.1kms of local, regional and state roads within the shire which is made up of 878.51km of sealed roads, 2370.54km of unsealed roads, and 23.94km of urban roads. Two state highways run through Bland Shire; the Newell Highway which carries inland traffic between Queensland, Victoria and South Australia, and the Mid-Western Highway which carries inland traffic on the Sturt Highway between South Australia and Queensland.

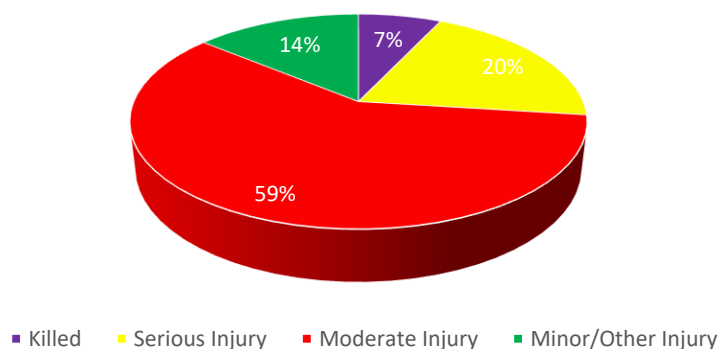
The Australian Bureau of Statistics (2021 census) notes the population as 5547 persons with 50.3% male and 49.1 % female. The median age is 43 years. Children aged 0- 14 years are 19.5 % of the population and people aged from 65 years to 85% is 19.7 %. The Aboriginal and Torres Strait Islander population is 5.7 % of the population. Some 84.3 % of people were born in Australia and most common other countries of birth were England (1.1%), New Zealand (0.7%), Papua New Guinea (0.4%), India (0.3%), Philippines (0.7%) and South Africa (0.5%).

There were 2623 people in the labour force with 61.3 % are employed full-time, 29.4 % employed part-time and 2.9 % unemployed. Of the employed people, 14.6 % work in sheep, beef, cattle and grain farming. Other major industries of employment include metal ore mining (10.6%), local government administration (4.0%), and sheep farming specialist (2.9 %). Pace Farm, AWB and Bland Shire Council are the shire's other major employers.

The most common methods of travel to work for employed people are car, as driver (54.3%) worked from home (15.2%) and walked (6.6%). Most private dwellings have two registered motor vehicles (35.8%) followed by one registered motor vehicle (30.8%).

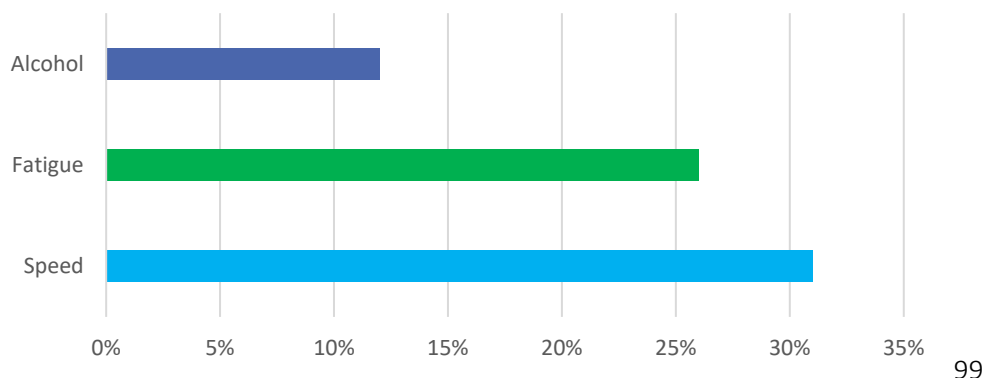
## Crash data analysis

## Casualties (2019 -2023)



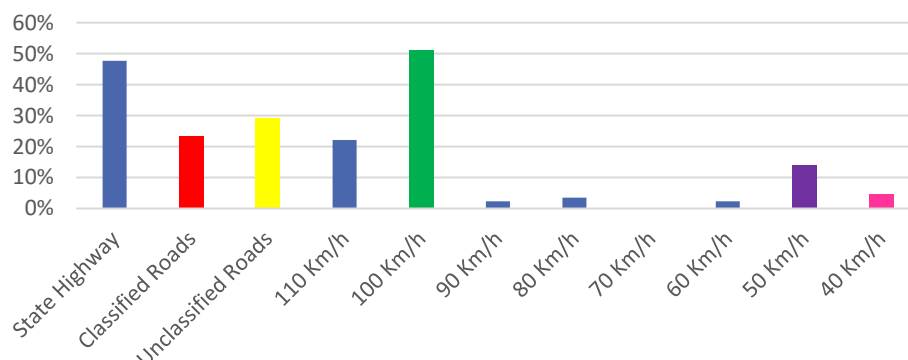
86 crashes occurred within the Bland LGA over the five-year period 2019 – 2023. This resulted in 110 casualties. There were 7 fatalities and 79 injured persons.

## Behavioural Factors Involved in Crashes (2019-2023)



Fatigue (22) 26.2% and speed (26) 31% were the number one contributing factors involved in crashes within the Bland Shire LGA. Alcohol was a factor in 10 (11.9%) of crashes.

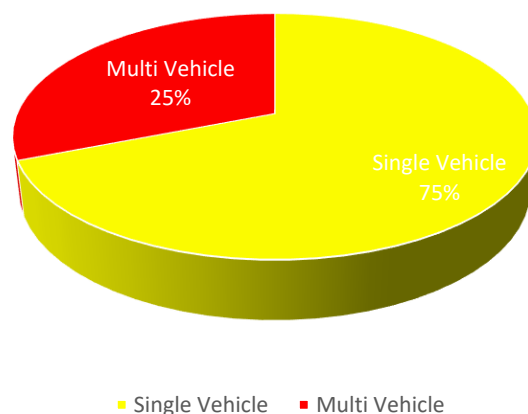
## Road Classification and Speed (2019 - 2023)



The 86 crashes involved the predominant crash movements: 'off path, straight on' (38) and 'off path, on curve' (23).

43 of the crashes occurred on state highways, 18 in 110km/h speed zones and 45 in 100 km/h speed zones.

## Collision Type (2019-2023)



The most common collision type is single vehicle (75%), and the predominant vehicles involved in crashes are cars 44% (37), light trucks 32.1% (13), heavy vehicles in general (21.4% (18). Motorcycles contributed with 15.1% (13) involvement.

The majority of crashes occurred on State Highways (Newell Hwy and Mid-Western Hwy) within 110 and 100 km/h speed limits.

The vehicle movements involved in crashes were (2019-2023):

Pedestrian	0
From Adjacent Direction	1
From Opposing Direction	3
From Same Direction	9
Manoeuvring	2
On Path	5
Off Path, straight on	42
Off Path, on curve	21
Miscellaneous	1

When considering weather, road surfaces, natural lighting and days of the week on crashes:

- 83.3% of the crashes occurred in fine weather.
- 88.1% occurred on a dry surface.
- 61.9% happened during daylight.
- 70.3% crashes happened on a weekday.
- 29.7% occurred on the weekend.
- 57.6% crashes occurred on Wed (15) 17.9 and Saturday (18) 21.4%.

January school holiday period crashes totalled 6 (7.1%)

Easter school holiday period crashes totalled (7) or 8.3%.

## Coolamon Shire

Coolamon Shire is in south-western New South Wales and is located adjacent to the Newell Highway and the Burley Griffin Way. Coolamon is situated on the railway line between Junee and Narrandera.

Coolamon shire is located 480 kilometres north of Melbourne, 506 kilometres south-west of Sydney, 264 kilometres west of Canberra, and 40 kilometres north-west from Wagga Wagga. Coolamon shire consists of the townships of Coolamon, Ganmain and Ardlethan, and the villages of Marrar, Matong, and Beckom. The town's economy is based on a combination of agriculture, tourism, boutique shopping, and events and festivals.



Coolamon Shire boundary

The shire covers an area of 2433km<sup>2</sup> and is bordered to the west by the LGA of Narrandera, to the north by Bland and Temora, to the east by Junee, and to the south by Wagga Wagga.

Coolamon Shire Council maintains a road infrastructure of 146.26kms of regional roads, 98.13kms of urban roads, 251.07km of rural sealed roads, 748.40kms of rural unsealed roads and 9.98kms of state sealed roads. A small section of [the](#) Newell Highway (9.98km) runs through Coolamon. The townships proximity to Wagga Wagga means that regular traffic between the two towns is increased as Coolamon residents travel to Wagga Wagga daily for employment. The closest state road is Goldfields Way.

The Australian Bureau of Statistics (2021 Census) notes the population as 4393 persons with 49.3% male and 50.7 % female. The median age is 44 years. Children aged 0-14 years are 19.7 % of the population and people aged from 65 years to 85 years of age is 20.6 %. The Aboriginal and Torres Strait Islander population comprises of 5.6 % of the population. 88.4 % of people are born in Australia and the most common other countries of birth are England (1.3%), New Zealand (0.6%), Netherlands (0.3%), South Africa (0.2%) and Northern Ireland (0.1%).

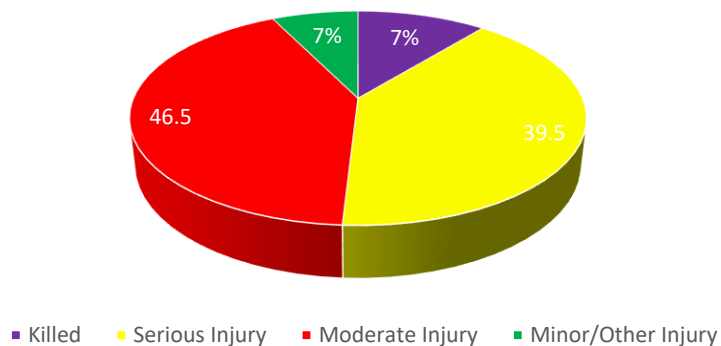
There were 2052 people in the labour force and 58.3 % were employed full-time, 29.7 % part-time and 3.5 % were unemployed. The most common occupations are managers (23.1%), professionals (13.4%), technicians and trades workers (13.0%), labourers (9.7%), and community and personal service workers (13.7%).

The most common methods of travel to work for employed people are car, as driver (63.5%), worked from home (13.5%) and walked (5.3%). Most private dwellings have two registered motor vehicles (35.9%) followed by one registered motor vehicle (29.1%).



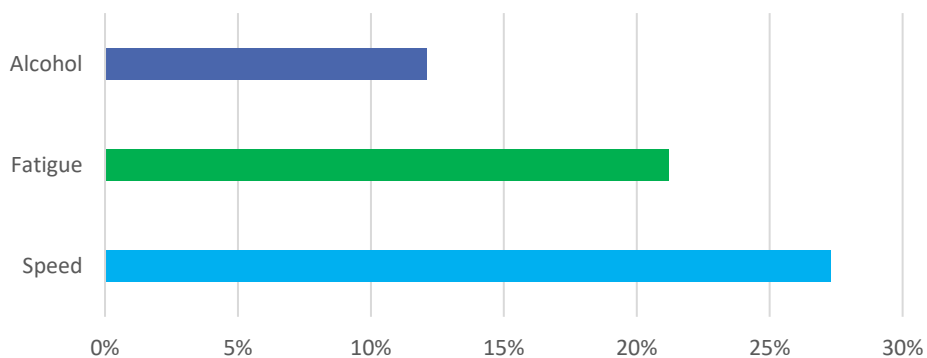
## Crash data analysis

### Casualties (2019 -2023)



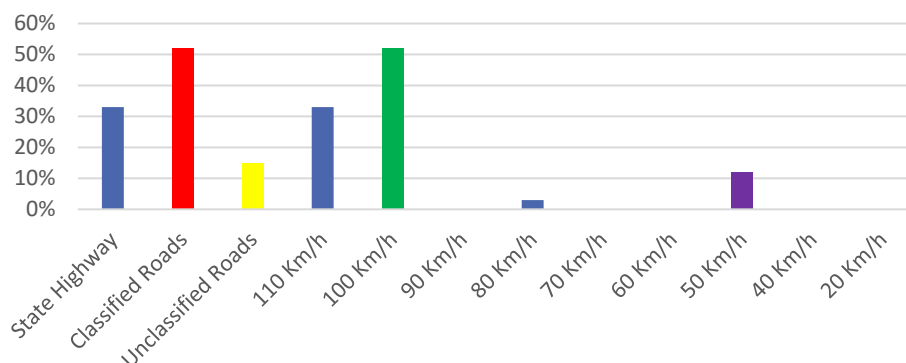
33 crashes occurred within the Coolamon LGA over the five-year period 2019 – 2023. This resulted in 43 casualties. There were 6 fatalities and 40 injured persons.

### Behavioural Factors Involved in Crashes (2019-2023)



Speed was involved in 27.3% (9) of crashes, fatigue 21.2% (7) and alcohol in 12.1% (4).

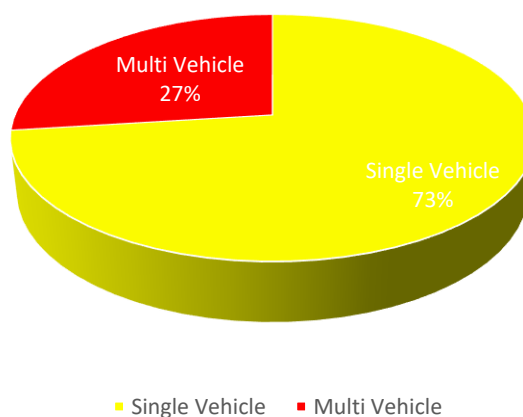
## Road Classification and Speed (2019-2023)



The 33 crashes involved the predominant crash movements: 'off path, straight on' (14) and 'off path, on curve' (8).

33.3% (11) of the crashes occurred on state highways, 33.3% (11) in 110km/h speed zones and 51.5% (17) in 100 km/h speed zones.

## Collision Type (2019-2023)



The most common collision type is single vehicle (24), and the vehicles involved in crashes are predominantly cars (21), light trucks (7) and heavy vehicles (7).

The vehicle movements involved in crashes were (2019-2023):

Pedestrian	0
From Adjacent Direction	3
From Opposing Direction	1
From Same Direction	3
Manoeuvring	1
On Path	2
Off Path, straight on	14
Off Path, on curve	8
Miscellaneous	1

When considering weather, road surfaces, natural lighting, and days of the week on crashes:

- 81.1% of the crashes occurred in fine weather.
- 97% occurred on a dry surface.
- 51.5% happened during daylight.
- 66.6% crashes happened on a weekday.
- 33.3% occurred on the weekend.
- 57.6% crashes occurred Wed (18.2%, Fri 21.2%, Sat 18.2%)

January school holiday periods had the most crashes, 8 (24.2%).

## Junee Shire

Junee Shire is in southern New South Wales and is located adjacent to the Olympic Way and the main south railway line. It is located 491 kilometres north of Melbourne, 438 kilometres south-west of Sydney, 222 kilometres west of Canberra, and 38 kilometres from Wagga Wagga. Junee consists of the township of Junee and the villages of Bethungra, Illabo, Wantabadgery, Harefield, Old Junee, Junee Reefs and Dirnaseer.

The shire covers an area of 2030km<sup>2</sup> and is bordered to the west by Coolamon Shire, to the north by Temora Shire, to the north east and south east by Cootamundra-Gundagai Regional Council, and to the south by the City of Wagga Wagga.

Junee Shire Council maintains a road infrastructure of 44kms of regional roads, 81kms of urban roads, 471kms of rural sealed roads, 328kms of rural unsealed roads and 84kms of State sealed roads. The Olympic Highway runs through Junee and the Goldfields Way runs near Junee Shire carrying inland link traffic to Wagga Wagga and links to the Hume Highway for traffic to Sydney and Melbourne.

The Australian Bureau of Statistics (2021 census) notes the population as 6415 persons. Of these 57.1 % are male and 42.9 % female. The median age is 41 years. Children aged 0-14 years are 16.5 % of the population and people aged from 65 years to 85 years of age is 28.7%. The Aboriginal and Torres Strait Islander population is of 4.5 % and 85.0% of people were born in Australia.

The most common other countries of birth are England (1.4%), New Zealand (0.9%), Fiji (0.6%), China (1.4%) and Malaysia (0.6%).

There were 2629 people in the labour force and 61.2 % are employed full-time, 27.4 % employed part-time and 4.3 % unemployed. Most common occupations include, managers (18.7%), labourers (17.3%), community and personal service workers (14.0%), technicians and trades workers (12.3%), clerical and administrative workers (9.9%), and machinery operators and drivers (9.0%).

The most common methods of travel to work for employed people are car, as driver (64.4%), worked from home (12.7%) and car, as passenger (7.0%).

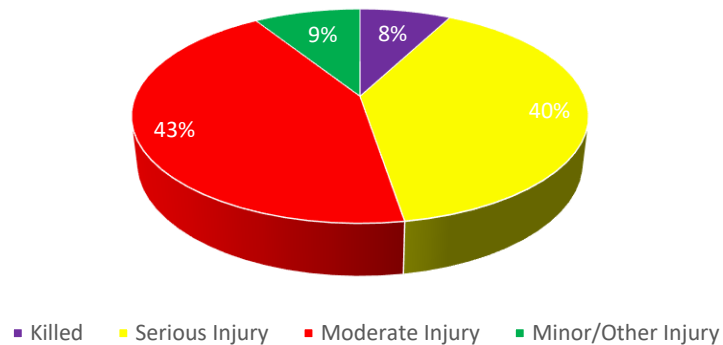
Most private dwellings have two registered motor vehicles (34.9%) followed by one registered motor vehicle (31.3%).



Junee Shire boundary

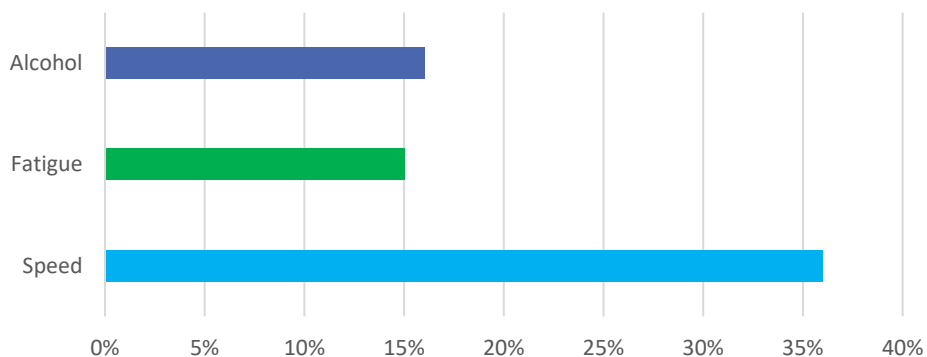
## Crash data analysis

### Casualties (2019 -2023)



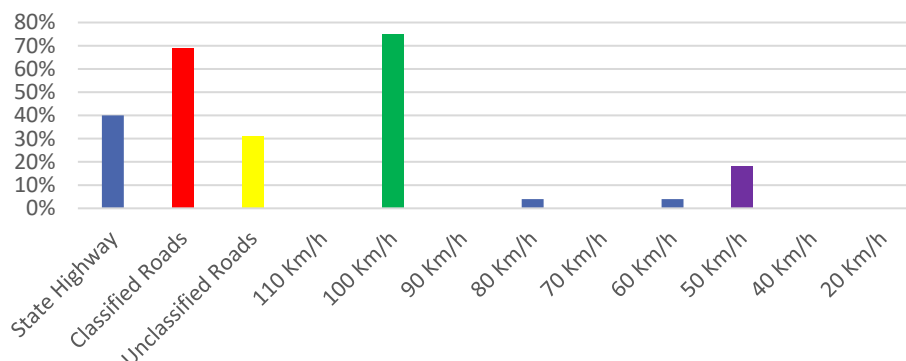
55 crashes occurred within the Junee LGA over the five-year period 2019 – 2023. Resulting in 78 casualties. There were 6 fatalities and 72 injured persons.

### Behavioural Factors Involved in Crashes (2019-2023)



Speed was involved in 36.4% (20) of crashes, followed by fatigue at 14.5% (8) and alcohol 16.4% (9).

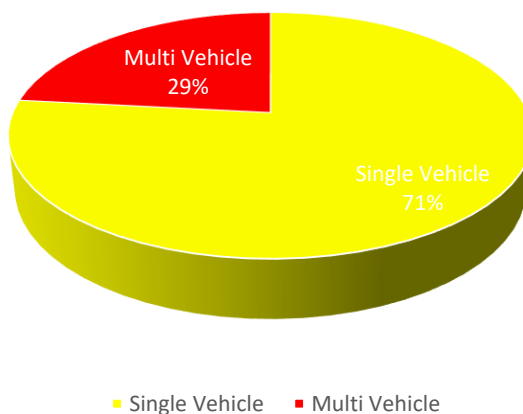
## Road Classification and Speed (2019-2023)



The 55 crashes involved the predominant crash movements: 'off path, straight on' (16) and 'off path, on curve' (25).

33.3% (11) of the crashes occurred on classified roads, 74.5% (41) in 100km/h speed zones and 18.2% (10) in 50 km/h speed zones.

## Collision Type (2019-2023)



The most common collision type is single vehicle 70.9% (39), and the predominant vehicles involved in crashes are cars 58.2% (32), light trucks 23.6% (13), and motorcycles 12.7% (7).

The vehicle movements involved in crashes were (2019-2023):

Pedestrian	1
From Adjacent Direction	5
From Opposing Direction	2
From Same Direction	2
Manoeuvring	0
On Path	0
Off Path, straight on	16
Off Path, on curve	25
Miscellaneous	2
Overtaking	1

When considering weather, road surfaces, natural lighting, and days of the week on crashes:

- 80% of crashes occurred in fine weather.
- 81.8% of crashes occurred on a dry surface.
- 74.5% of crashes happened during daylight.
- 49% of crashes happened on a weekday.
- 51% of crashes occurred on the weekend.
- 25.5% (14) of crashes occurred on a Saturday and 25.5% (14) of crashes occurred on a Sunday.

The September/October school holiday period had the most crashes, 7 (12.7%), followed by the Easter school holiday period, 5 (9.1%).

## Road Safety Information from Local Stakeholders

---

### NSW Police

---

Highway Patrol Police have nominated speeding, fatigue and drink driving as local behavioural concerns and are willing to be consulted and incorporated into projects designed to address these issues.

Police noted that state highways, particularly the Newell Highway, Goldfields Way/Olympic Highway and Burley Griffin Way remain a concern in relation to crash numbers.

Non-compliance with seatbelt use, driver distraction (mobile phone usage), heavy vehicle compliance and driver drug use are ongoing areas targeted by police.

### Schools

---

Schools within Temora, Bland, Coolamon, and Junee shires actively work with the Road Safety Officer to promote:

- safe school zones
- safe behaviour by parents and students travelling to and from school.
- safe road use behaviours by students outside school hours

Schools and school bus operators liaise with the Road Safety Officer about road safety ~~issues, and~~ [issues](#) and seek assistance in conjunction with support from the NSW Department of Education Road Safety Education Consultant to implement road safety ~~programs, and~~ [programs, and](#) also to promote road safety through their newsletters.

REROc and local government work in conjunction with TfNSW and each school to provide safety around school information and Kindy Kits.

### Partners and stakeholders

---

The Road Safety Officer will partner with a range of partners and stakeholders to implement and promote road safety initiatives across the shires including:

- delivery of mobility scooter and road rule refresher workshops within each shire in conjunction with service providers such as the Allied Health Stepping on Programs, local government Home and Community Care (HACC), and Murrumbidgee Local Health District (MLHD) community nurses
- attend community meetings including the Temora Police and Community Committee (TPCC), Temora Business & Enterprise Group (TBEG), Newell Highway Taskforce (NHTF), Traffic Committee Meetings and West Wyalong Community Police Safety Precinct Committee (WWCPSPC)
- provide current information about correct use of child restraints to family day care and preschools within each shire
- meet annually with bus operators in all shires to identify and address their road safety issues and liaising as needed to address issues of concern to them.

Additional stakeholders include:

- Local bus operators
- Local schools and their parent's groups
- Cycling groups and other cycling enthusiasts
- Community organisations such as Progress Associations, Lions Club, Rotary, Probus, Freemasons, SES
- Town committees and Village 355 committees
- Community Transport
- Community Health nurses and occupational therapists
- Local driving instructors and local organisations
- Local clubs and pubs



- NSW Health
- Council Youth Officer
- Men's Sheds
- Country Women's Associations (CWA)

## SECTION TWO: Council Strategic Plans

---

All four councils have a Community Strategic Plan that identifies as a priority the need for a safe and accessible shire in which to travel.

- Temora Shire Council Community Strategic Plan 2030
- Bland Shire Council Community Strategic Plan 2020 - 2024
- Coolamon Shire Council Community Strategic Plan
- Junee Shire Council Community Strategic Plan

Items of action within strategic plans include:

- work in partnership with key stakeholders to improve road infrastructure for vehicle and pedestrian access.
- maintain and improve general vehicle and pedestrian access within the shire.
- maintain major roads and highways to facilitate safe travel throughout the shire.
- facilitate the maintenance of rural road networks that support the agricultural sector.
- prioritise the sealing and maintenance of roads with support being given to school bus routes, high traffic routes and major truck routes.
- support safe and accessible travel to and from school for children and their families.
- continue to plan, improve, and extend the walking and bicycle paths, particularly to sites of community and tourist interest.
- plan expansion of road network to support heavy vehicle access including road trains.
- review future infrastructure requirements to facilitate community and public transport, and access to health services in consideration of ageing demographics.
- ensure that speed limits are enforced, especially in our rural communities as well as the heavy traffic areas.
- develop and implement of a Road Strategic Plan that contributes to making travel throughout the shire(s) easier and safer; contributing to address road trauma on shire roads by participating in road safety education and efficient use and planning of the road network as part of its strategic objective to improve the safety of people on shire roads.
- implement road safety programs in cooperation with TfNSW to encourage and educate safe and responsible practices - particularly across the four main contributing behavioural factors.
- ensure employment of RSO in the four shires
- enhance our reputation as a place to live and work through improving our transport network.

The Four Shires Road Safety Strategic Plan – Temora, Bland, Coolamon, and Junee (2021 - 2025) Mission Statement is: ***“Reduce the number and severity of crashes in our shires by addressing local road safety issues and community concerns”.***

## Road Safety Officer Projects – 2024 - 2025

---

After reviewing all operational, delivery and community strategic plans, the Road Safety Officer will deliver the following road safety programs in partnership with the Local Government Road Safety Program over the 2025 -2029 financial years.

### Alcohol – What’s Your Plan B? Win a Swag

---

Support TfNSW drink driving Plan B campaigns with media releases, social media posts, and promotional material including brochures, banners, and promotional giveaways. Continue to promote the message that drink driving is not acceptable and drivers need to plan their night out and have alternative transport arrangements (‘Plan B’) in place. This project includes the Win A Swag Campaign, which aims to promote conversations around making safe choices in getting home after consuming alcohol, other than driving.

From 2019-2023, alcohol related crashes affected all four shires including Temora (14%), Junee (16%), Bland (12%) and Coolamon (12%). Continuing to promote the 'Don't Drink and Drive' message is essential to keep the conversation going about making safer choices when out and about consuming alcohol, highlighting the dangers of drink driving, as there are still some who choose to get behind the wheel and drive after drinking. The aim of the project is to educate the community to make safer choices to get home after consuming alcohol, through positive messaging and conversation.

### Young Drivers

---

Conduct learner supervisor workshops targeted at providing supervising drivers with strategies to create safer drivers through education. Provide teaching strategies to supervisors and increase the awareness of the importance of them as ‘teacher’ in the process. - Support campaigns with media releases, social media, school newsletters, youth community groups, advertising, and promotional material including brochures and promotional giveaways.

The first year of solo driving (Provisional licence 1 and 2) is the highest risk phase of a driver’s life. With their relative inexperience, they also face a higher risk of being involved in a crash. Despite making up only about 15 per cent of all NSW licence holders, the crashes that involve younger drivers (aged under 26 years) account for almost a quarter of annual road fatalities. The goal of this project is to provide the supervisors of learner drivers the knowledge, skills, and confidence necessary to guide learner drivers to become safer drivers and reduce the likelihood of them becoming involved in a crash.

### Older Drivers- The Road Ahead

---

Collaborate with stakeholder groups to deliver 65+ presentation creating a discussion around road rules, license changes, safe driving, and mobility scooter safety. Identify transport options other than driving and provide information on pedestrian safety. Provide information and discussion on ANCAP ratings and the value of selecting the highest ANCAP vehicle affordable. Promote safer vehicle choices. These workshops will provide information regarding Top Ten Misunderstood Road Rules, pedestrian safety for the 65+, safe use of mobility scooters and road rules associated with mobility scooter use. The workshop will provide advice and safety tips for the people in our community aged 65 or over to help them make safer choices when out and about on our road and footpath network.

## Speed - Speeding on Local Roads

---

This project aims to educate residents and visitors from surrounding LGA's via VMS, supported by social media campaigns and print media releases and promote the message 'Speeding is never Okay'. This campaign will also reinforce the Towards Zero message that any death or serious injury on our roads is one too many and that we all need to work together towards achieving a zero road toll through 65+ and HLDBSD presentations and any Toolbox Talks given across the four LGA's and utilise resources such as social media, council websites, newsletters, traffic counts, police enforcement for support, focussing on identified speed related crash site, including state highways, regional and local roads, double demerit point periods.

## Speed & Fatigue – Don't Trust Your Tired Self

---

This project aims to educate residents and visitors from surrounding LGA's via VMS, supported by social media campaigns and print media releases and promote the message 'Don't Trust Your Tired Self'. This campaign will also reinforce the Towards Zero message that any death or serious injury on our roads is one too many and that we all need to work together towards achieving a zero road toll through 65+ and HLDBSD presentations and any Toolbox Talks given across the four LGA's and utilise resources such as social media, council websites, newsletters, traffic counts, police enforcement for support, focussing on identified fatigue related crash site, including state highways, regional and local roads, double demerit point periods.

Conduct fatigue campaigns (Don't Trust Your Tired Self). Expand delivery of fatigue messages to strategic community groups, council staff, local businesses, and local government information sites. Support existing Driver Reviver sites with media releases and Variable Messaging Signs (VMS). Support campaigns with media releases, social media, and promotional material including brochures, banners.

## Off the Field Road Safety

---

Sporting athletes in regional NSW travel long distances to each game and sometimes training. When either training or playing, their bodies become very tired, and their decision making can be affected. This project would aim to educate athletes on the importance of fatigue management and to encourage all athletes to plan a head when travelling long distances. We'd also look to encourage sporting clubs to have buses available for players to reduce risk.

Sporting clubs may host social events each season that involve drinking. This project would discourage drink driving and educate the athletes against driving after drinking. Many may still be dehydrated from their game or training. It is important they understand the dangers of drinking when in this state. Each town has one of the following team sports:

- Rugby League/ League Tag
- AFL
- Netball
- Soccer
- Rugby Union

## Child Seat Restraint Presentations

---

Conduct public information sessions at each of the four shire library facilities aimed to reinforce the importance of using appropriate and correctly fitted child restraints.

In a 2019 study, the NSW Ombudsman's found that more than half of children fatally injured in road crashes in NSW were not properly restrained and failure to follow best practice restraint use was a primary contributor to the death in one third of all cases. Moreover, 80% of children died in crashes on roads outside of major cities. The Ombudsman's findings indicated that there is a major problem with poor restraint use practices in non-urban areas.

This project will provide education in relation to types of restraints which are 1/ available and 2/ appropriate for different ages and sizes of children.

Bland, Coolamon and Junee LGAs do not have an authorised restraint fitting station requiring residents to travel to larger centres to have the restraints fitted or checked. Temora Council has two qualified restraint fitters on staff who are available to local residents who want restraints checked or fitted.

The proposed sessions will include the attendance of a qualified child restraint fitter from Wagga Wagga who can assist and advise attendees on the correct installation of child restraints and seats.

---

## Farmers – Pre-Cropping Sessions

---

All Four Shires are heavily reliant on agriculture. The goal of this project is to better educate our farming community to the dangers relative to working with heavy vehicles and the use of agricultural vehicles on the road. Many farmers may only drive these types of vehicles seasonally. Local farmers may not be across all the rules & regulations relating to the use of these vehicles. In each Shire Council area, agriculture businesses hold "pre-cropping" sessions with their clients. These sessions are held at a local venue where agronomists discuss the upcoming cropping season and the support their business can provide. Some of these sessions will see 40 - 50 farmers attend. RSO to attend each pre-cropping session to discuss speeding, fatigue, drink driving and the dangers of driving a heavy vehicle during peak periods such as sowing and harvest. The RSO will engage with the National Heavy Vehicle Regulators (NHVR) to attend and provide information on licensing, road rules, registration, servicing, and expectations from the NHVR.

## Cyclist Safety

---

In 2024, NSW experienced a noticeable increase in bike usage, particularly with a 28% growth in bike commuting. Regional cities like Wagga ranked higher in cycling-friendly environments compared to metropolitan areas. The Wagga LGA adjoins both Coolamon and Junee Shires with cycling activity commonplace as riders access these areas.

The Wagga Wagga Cycling Club conducts regular competitive events within the Junee Shire with cyclists also training on roads within the area. The National and State (NSW) road racing championships will be held within the Junee LGA during August and September 2025 which has seen further increases in training activities on local roads.

As cycling grows in popularity, particularly within regional NSW, motorists are more likely to encounter cyclists on country roads. This can be hazardous, particularly when large trucks and bicycles are interacting on higher-speed and often narrower roads. Dedicated cycleways are uncommon outside urban areas giving cyclists fewer options than having to share the roads.

The cyclist education program will reinforce rules and behaviour to cyclists and other road users with a view to them sharing the road safely with other road users. The RSO will speak to cycling groups, publish relevant safety information about interactions between cyclists and motorists and promote activities like National Ride to Work day.

#### Additional Projects

---

The following is a list of additional projects that can be/are supported by the RSO for local council in conjunction with NSW Centre for Road Safety and TfNSW.

- Fatality Free Friday Campaign
- Road Rules Awareness Week
- Bus Safety Awareness Week
- National Yellow Ribbon Road Safety Week
- TfNSW Heavy Vehicle Forums
- Rural Road Safety Month
- Stepping On Program
- Maintain RSO Facebook page.

#### Traffic Committee Meetings

---

Assist local traffic committees for each council as determined by each council. This may include minute taking, report preparation, follow up activities, crash analysis, and site inspections.

---





# **BLAND SHIRE s7.12 CONTRIBUTION PLAN 2025**



DRAFT

## Contents

Part 1: Summary of the plan .....	4
Part 2: Expected development and demand for public infrastructure and facilities .....	5
Part 3: Administration and Operation of this Plan .....	7
3.1 Name of the Plan .....	7
3.2 The purpose of the plan .....	7
3.3 Commencement date.....	7
3.4 Relationship to other Contribution Plans .....	7
3.4.1 Savings and Transitional Arrangements .....	7
3.5 The land to which the plan applies. ....	7
3.6 Development to which the Plan Applies.....	7
3.6.1 Exemptions .....	8
3.7 Imposition of 7.12 levies .....	8
3.8 Calculating contributions .....	8
3.9 When are payments due? .....	8
3.10 Estimating the cost of development .....	9
3.11 Indexing of contributions .....	9
3.12 Pooling of levies.....	10
3.13 Complying Development Certificates and the obligation of accredited certifiers .....	10
3.14 Refund of 7.12 Contributions .....	10
3.15 Accounting and Access to Information .....	11



This report was prepared by



Eliza Noakes  
0447 314 359

Acre Town Planning  
PO Box 11, Barham NSW 2732  
[admin@acretp.com.au](mailto:admin@acretp.com.au)  
[www.acretp.com.au](http://www.acretp.com.au)

ABN: 7266 492 1367

Issue	Date	Prepared by	Checked by
Draft	21/06/2025	EN	KO
Rev 1 (For Client Review)	4/08/2025	EN	KO

#### Disclaimer and Copyright

The information contained in this document produced by Acre Town Planning is solely for the use of the person or organisation for which it has been prepared. Apart from any use permitted under the Copyright Act 1963, this document cannot be copied or reproduced in whole or in part for any purpose without the written consent of Acre Town Planning.

Acre Town Planning has taken all professional care to ensure that this document is current and accurate at the time of writing. Acre Town Planning accepts no liability or responsibility for any loss or damage incurred by anyone other than the client as a result of reliance placed upon the information contained in this document. Acre Town Planning and its employees are not liable for any errors in plans, maps, documentation or other advice not prepared by Acre Town Planning.

## Part 1: Summary of the plan

The Bland 7.12 Contribution Plan 2025 outlines how Bland Shire Council will collect and manage development contributions. These contributions will fund essential public infrastructure and community facilities required to support anticipated growth in the region and will make sure that the Bland Shire stays a great place to live.

### Key points:

- **What is the purpose of this document?**

This document (“the Plan”) allows Council to impose a levy on certain development projects to fund necessary infrastructure and services and ensures transparency in how these funds are used.

- **Who does the Plan apply to?**

The Plan applies to any person undertaking development in the Bland Shire Local Government Area which will cost more than **\$100,000** to build, unless specifically exempt.

- **How much is the levy?**

Estimated cost of development	Levy Rate
Up to and equal to \$100,000	Nil
\$100,001 to \$200,000	0.5% of the cost of works
More than \$200,000	1% of the cost of works

- **When is payment due?**

Contributions must be made prior to the issue of a construction certificate or complying development certificate or subdivision certificate, as applicable.

### What does this plan mean for you?

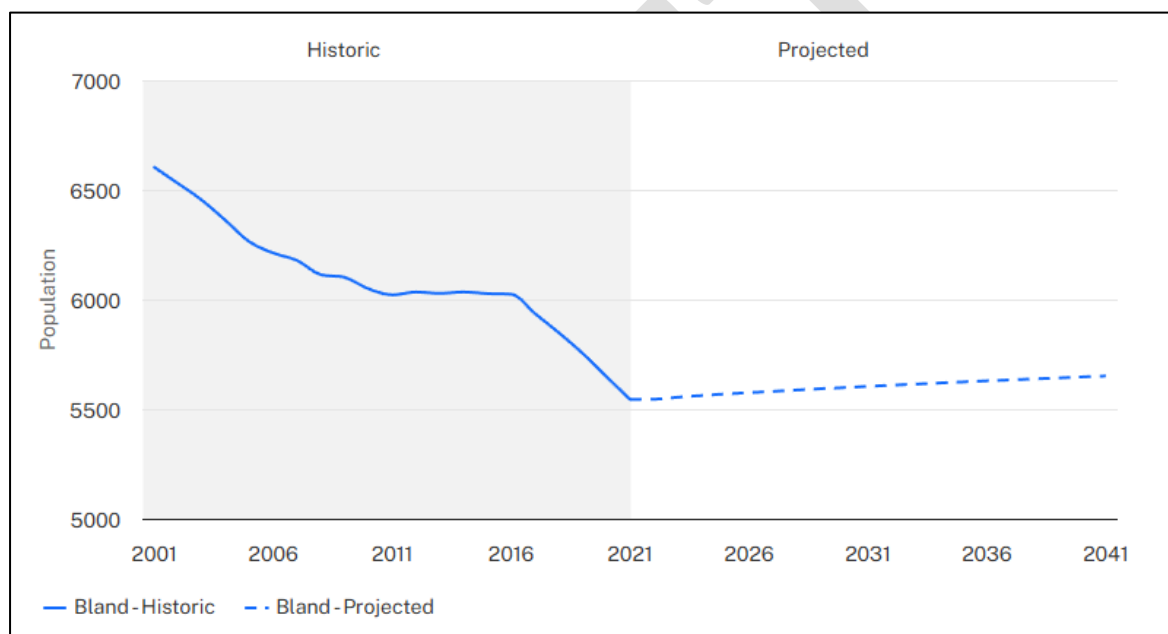
- **Estimated cost of works form:** When you submit a Development Application or Complying Development Certificate, you will be required to submit an estimated cost of works form to help determine the correct contribution levy. There is a template available on Council's website for you to use.
- **Levy payable:** If the cost of works for the development is over \$100,000, you will pay a levy in accordance with this plan (unless your development is otherwise exempt from the plan).
- **Support the community:** All levies collected will be used towards projects that will support the liveability of the Bland Shire into the future.

## Part 2: Expected development and demand for public infrastructure and facilities

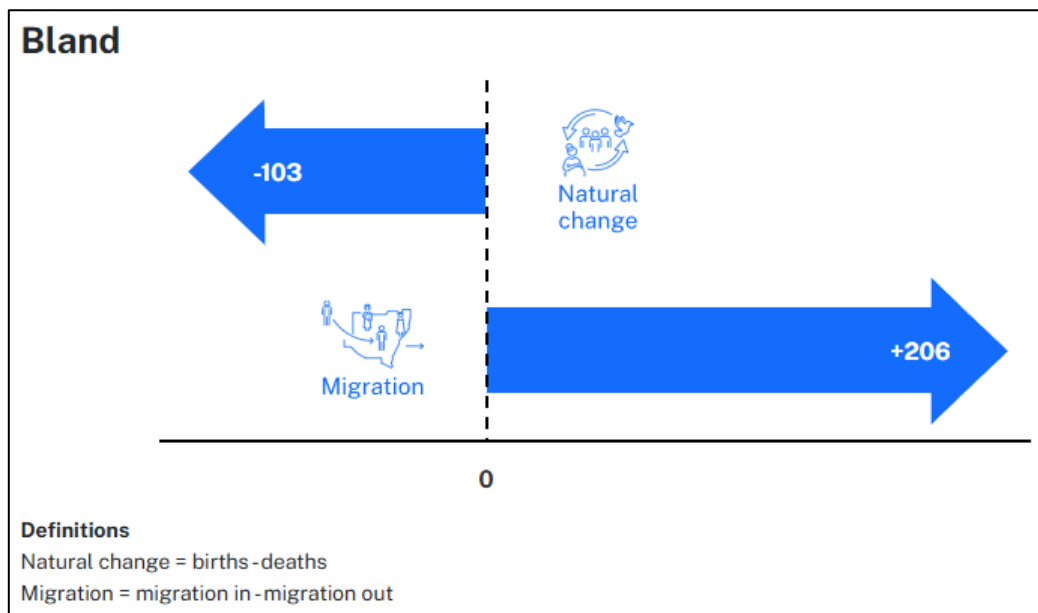
The relationship between expected development and demand is established through the Department of Planning, Housing and Environment's population projections conservatively estimating a growth rate of 0.1% by 2041. This forecast population growth would equate to a total of additional 103 persons in total over the 20 year forecasted period.

State Significant development proposals, including the Cowal Gold Mine Underground Expansion, and major investment into the regions by State and Federal Governments are anticipated to contribute to population growth, particularly through increased migration to the Shire.

This expected population growth will require capital investment in community facilities and infrastructure, funded through this plan.



Source: NSW Department of Planning, Housing and Environment



Source: NSW Department of Planning, Housing and Environment

## Part 3: Administration and Operation of this Plan

### 3.1 Name of the Plan

The name of this plan is the Bland s7.12 Contribution Plan 2025.

### 3.2 The purpose of the plan

The purpose of this plan is:

- To authorise the imposition of a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to section 7.12 of the *Environmental Planning and Assessment Act 1979*
- To assist Council to provide the appropriate public facilities which are required to maintain and enhance amenity and service delivery within the area
- To publicly identify the purposes for which the levies are required.

Additionally, this plan provides the framework for the administration and operation of the determination, collection and management of contribution levies collected.

### 3.3 Commencement date

This plan applies to all development lodged on or after **the date of adoption**.

### 3.4 Relationship to other Contribution Plans

This plan repeals the Bland Shire Council 94A Contribution Plan 2018. The plan has no effect on any other contribution plans prepared and adopted by Council.

#### 3.4.1 Savings and Transitional Arrangements

This plan applies to all development applications or application for complying development certificates submitted after the date this plan was adopted by Council.

Where a condition of consent requiring a payment of a development contribution for a development application or a complying development certificate has been issued but not yet paid at the date of adoption of the plan, the payment and administration of the contribution levy is to be undertaken in accordance with the adopted plan at the time of issue of consent.

### 3.5 The land to which the plan applies.

This plan applies to all areas of Bland Local Government Area.

### 3.6 Development to which the Plan Applies

The application of this plan is subject to conditions of the *Environmental Planning and Assessment Regulations 2021*. On this basis, the plan applies to all development not subject to contributions under another plan with a total cost of more than \$100,000, except as provided in section 3.6.1.

### 3.6.1 Exemptions

The levy will not be imposed in respect of development:

- Where the proposed cost of carrying out the development is \$100,000 or less
- Where the purpose is solely to provide disabled access.
- Where only affordable housing (as defined by the *Environmental Planning and Assessment Act 1979*) is proposed.
- For the purpose of reducing a building's use of potable water (where supplied from water mains) or energy.
- For the sole purpose of the adaptive reuse of an item of environmental heritage.
- That has been the subject of a condition under Section 7.11 under a previous development consent relating to the subdivision of the land on which the development is to be carried out, unless the development will or likely will increase the demand for public amenity or public services beyond the increase in demand assumed in the initial calculation of the contribution.

### 3.7 Imposition of 7.12 levies

This plan authorises Council or an accredited certifier, when determining a development application or complying development certificate, to impose a condition of consent requiring a levy under section 7.12 of the *Environmental Planning and Assessment Act 1979*.

### 3.8 Calculating contributions

Section 7.12 contribution levies apply to all development in Bland Shire Council, except those exempted by Section 2.6.1 of this plan.

The amount payable under this plan is to be determined in accordance with Table 2

**Table 2 – Contribution Rate**

<b>Development Type</b>	<b>Levy Rate</b>
Up to and equal to \$100,000	<b>Nil</b>
\$100,001 to \$200,000	<b>0.5% of the cost of works</b>
More than \$200,000	<b>1% of the cost of works</b>

### 3.9 When are payments due?

A levy must be paid to the Council at the time specified in the condition that imposes the levy. If no such time is specified, the levy must be paid as per Table 3.

**Table 3 – Timing of Payment**

<b>Development Type</b>	<b>Timing of payment</b>
Involving building work	<b>Prior to the issue of the Construction Certificate</b>
Complying Development	<b>Prior to the commencement of works</b>
Involving subdivision work	<b>Prior to the issue of the Subdivision Works Certificate</b>
Where no CC, CDC or SC is required	<b>Prior to the commencement of works or operation of the development</b>

### 3.10 Estimating the cost of development

To determine the contribution that is required, a cost summary report in accordance with Table 4 is required to be submitted with each application for development consent.

**Table 4 – How the cost of works is estimated**

<b>Estimated cost of works</b>	<b>Requirement</b>
Up to \$3,000,000	<b>A cost estimate report</b>
Over \$3,000,000	<b>A report prepared by a quantity surveyor registered with the Australian Institute of Quantity Surveyors</b>

As clarified in section 208 of the Environmental Planning and Assessment Regulation 2021, construction cost estimates encompass all expenses incurred by the applicant in carrying out the development.

This includes:

- For building construction or engineering works, the expenses associated with construction, as well as related costs such as demolition, excavation, site preparation, decontamination, and remediation.
- For changes in land use, the costs required to facilitate the land's new purpose.
- For land subdivision, the costs related to drafting, executing, and registering subdivision plans, along with associated covenants, easements, and rights.

The Regulations allow Council to request the amendment of a cost estimate report if in their opinion it is not a genuine reflection of the cost of the development.

### 3.11 Indexing of contributions

The cost of development is to be indexed from between the time the consent has been issued and when the levy is paid. This is to ensure that the value of contributions is not eroded over time by movements in the Consumer Price Index, land value increases or the capital costs of construction of facilities.

The proposed cost of development will be adjusted at the time of payment using the following formula:

*indexed cost of development = cost of development at consent x (current index figure / consent index figure)*

CPI will be determined by reviewing the official ABS Consumer Index figures annually. See example below.

*Jane Citizen's Development Application to build her new home was approved on June 28, 2018. The home was estimated to cost \$500,000. Because of the Contribution Plan in place, she needed to pay a fee of 1%, which was calculated at \$5,000, to help support local infrastructure projects.*

*When Jane applied for her Construction Certificate on October 3, 2020, the Council checked the Consumer Price Index, which shows how prices change over time. As the CPI had changed, the contribution payable also changed. Back in mid-2018, the CPI was 113.0, and just before her 2020 application, it had increased to 116.2. They used this math formula:*

*Indexed Contributions Amount = (Original Cost of Development × (New CPI figure / Old CPI figure)) × Contribution Rate (percentage)*

*So, they calculated:*

***Indexed Contributions Amount = (\$500,000 × (116.2 / 113.0)) × 0.01 ≈ \$5,141.60***

*That means when Jane applied for her Construction Certificate, she needed to pay \$5,141.60 instead of the original \$5,000.*

### 3.12 Pooling of levies

This plan allows monetary contributions paid in accordance with the Plan to be collected and combined with funds from previous and future Council plans. These pooled funds will be used over time for the purposes specified in the relevant plans.

### 3.13 Complying Development Certificates and the obligation of accredited certifiers

In accordance with Section 156 and 158 of the *Environmental Planning & Assessment Regulation 2021*, a certifying authority must not issue a complying development certificate for building work or subdivision work unless it has confirmed that each condition requiring the payment of levies has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the council in accordance with The Regulation. Failure to follow this procedure may render such a certificate invalid.

The only exceptions to the requirement are where a works in kind, material public benefit, dedication of land or deferred payment arrangement has been agreed by the council. In such cases, council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

### 3.14 Refund of 7.12 Contributions

Council will generally not support the refund of 7.12 contributions imposed under this plan with the exception of the following circumstances.

- The application that the 7.12 contributions has been paid for is surrendered



- The condition in a development consent imposing a 7.12 contribution was made in error due to the development being exempt from the imposition of 7.12 contributions, was miscalculated or contributions have already been paid for that development.

Requests for refunds are to be made in writing to Councils General Manager for consideration.

### 3.15 Accounting and Access to Information

Accounting records and a register will be maintained for section 7.12 levies collected under this plan, and previously repealed Section 94A plan, in accordance with relevant clauses under the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulations 2021<sup>10</sup>. Details on access to accounting records will be published on Council's website and may be updated from time to time.

#### Work schedule

Project	Cost of works	Estimated delivery timeframe
<b>West Wyalong and Wyalong Main Street Revitalisation Project</b>	\$20,000,000	10 years
<b>Active Transport Plan</b>	\$500,000	5 Years
<b>Stormwater, Kerb, Guttering Hyde Street West Wyalong</b>	\$50,000	1 year
<b>Pedestrian Access Plan</b>	\$500,000	5 years
<b>Sport and Recreation Master Plan</b>	\$500,000	5 years



# RFS

## Bush Fire Prone Land Mapping Guidelines

September 2024





## Disclaimer Statement

While the material within this publication is current at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of the material. Individuals using this *Guide* are responsible for ensuring they have the most current version of this publication.

The information and material contained herein is general in nature and is intended for use and information. The NSW Rural Fire Service (RFS) disclaims, to the extent permitted by law, all warranties, representations or endorsements, express or implied, with regard to the material contained herein. The RFS does not warrant or represent that the material contained herein is free from errors or omissions, or that it is exhaustive. Users should exercise their own skill and care with respect to its uses. Users must not assume that this material will be suitable for the particular purpose that you had in mind when using it.

The RFS disclaims any liability (including but not limited to liability by reason of negligence) to the users of the material for any loss, damage, cost or expense whether direct, indirect, consequential or special, incurred by, or arising by reason of, any person using or relying on the material and whether caused by reason of, any error, omission or misrepresentation in the material or otherwise. Users of the Website will be responsible for making their own assessment of the material and should verify all relevant representations, statements and information with their own professional advisers.

The RFS reserves the right to review this *Guide*. The information contained in this document is subject to change from time to time.

# Glossary

Term	Definition
<b>Bush fire hazard</b>	Any vegetation that has the potential to combust and therefore threaten lives, property or the environment. Bush fire hazards are any materials which can fuel a fire, such as leaf litter, grass and grasslands, garden mulch, woodpiles and forested areas.
<b>Bush fire prone land</b>	An area of land that could support a bush or grass fire or is likely to be to be subject to bush fire attack.
<b>Bush fire prone land map</b>	A map prepared in accordance with this Guide and certified by the Commissioner of the NSW RFS under section 10.3 of the <i>Environmental Planning and Assessment Act 1979</i> (EP&A Act). Bush fire prone land is mapped based on the hazard the current vegetation poses, using the best data available at the time of mapping.
<b>Bush fire prone vegetation</b>	Is the raw vegetation data, which starts the formation of the bush fire prone land map. The map is prepared in accordance with this Guide and defines areas of vegetation by categories. This map is prepared by the RFS or by council.
<b>Certification date</b>	The date the bush fire prone land map is considered certified as per section 10.3 of the EP&A Act.
<b>Council</b>	The council of a local government area.
<b>Designated bush fire prone</b>	An area of land within a local government area that has been identified as having the potential to be a bush fire hazard and is land that is recorded (at the time) as being bush fire prone land on a bush fire prone land map certified by the Commissioner of RFS.
<b>Digital data</b>	The electronic Geographic Information System (GIS) datasets comprising of the certified bush fire prone land polygons and the related metadata.
<b>Grasslands</b>	Grassed areas capable of sustaining a fire. Under Australian Standard 3959 <i>Construction of buildings in bushfire-prone areas</i> , grassed areas are identified as open woodland, low open woodland, open shrubland, low open shrubland, hummock grassland, closed tussock grassland, tussock grassland, open tussock, sparse open tussock, dense sown pasture, sown pasture, open herb field, and sparse open herb field. RFS also includes annual and perennial cropping and grazing lands (agricultural land that could sustain fire that could damage life, property or the environment during their life cycle) in this definition.
<b>Managed Land</b>	Land that has vegetation permanently removed or maintained to limit the spread and impact of bush fire. It may include existing developed land (i.e. residential, commercial or industrial), roads, golf course fairways, playgrounds and sports fields, vineyards, orchards, cultivated ornamental gardens and some commercial nurseries. Most common will be gardens and lawns within curtilage of buildings. These areas will be managed to meet the requirements of an Asset Protection Zone.
<b>Remnant Vegetation</b>	Vegetation that is considered to be a lower bush fire hazard (than Category 1 and Category 3) due to the size and/or shape of the parcel. This includes areas of vegetation greater than one hectare, but less than 2.5 hectares in size.
<b>Spot change</b>	A change that may be requested outside of the regular five-year recertification cycle. Spot changes are intended to be for larger areas where clearing has occurred for development. Spot changes for less than 2.5 hectares will not be considered. Spot changes do not trigger an LGA-wide re-certification and are considered an amendment to the existing certified map.

# Contents

Disclaimer Statement .....	i
Glossary .....	ii
1. Introduction.....	1
2. Legislative context.....	1
3. Limitations.....	2
4. Bush fire prone land mapping certification process.....	2
5. Bush fire prone land mapping methodology.....	4
5.1. Bush fire prone vegetation .....	4
5.2. Vegetation categories.....	4
5.3. Exclusions.....	5
5.4. Bush fire prone land buffer .....	6
5.5. Data quality.....	7
5.6. Provision of source data.....	7
6. RFS Commissioner's approval.....	8
7. Monitoring and review .....	8
References .....	9
Appendix A - Technical Specifications.....	11
Appendix B - Vegetation Categories .....	15
Appendix C – Process for amending bush fire prone land maps- urban release areas and spot changes .....	17

# 1. Introduction

This document provides guidance to council on the bush fire prone land mapping certification process and the mapping methodology to be applied to prepare bush fire prone land maps, as required under Section 10.3 of the *Environmental Planning and Assessment Act, 1979* (NSW) (EP&A Act).

Bush fire prone land maps are used to identify vegetation hazard that may support a bush fire or is likely to be subject to bush fire attack in each NSW local government area (LGA). Under Section 10.3 of the EP&A Act, if a bush fire risk management plan, as identified in the *Rural Fires Act, 1997* (NSW) (RF Act), applies to land within a LGA, councils are required to identify bush fire prone land on a map and the bush fire prone land map must be certified by the Commissioner of the RFS (the Commissioner) or delegate.

If a bush fire risk management plan applies to land within the area of a council, the council must, within 12 months and before the end of the five-year period, recertify the bush fire prone land map. Councils are required to make these maps available for public inspection.

Bush fire prone land maps can be found on the RFS website [Bush fire prone land mapping tool](#) and/or the [NSW Planning Portal](#) and/or the relevant council.

## 2. Legislative context

Bush fire prone land maps are the trigger for the consideration of bush fire protection measures as identified in *Planning for Bush Fire Protection* (PBP) 2019.

The application of PBP 2019 is enabled through the identification of bush fire prone land. This ensures measures are taken with respect to proposed development to protect life, property and the environment.

The identification of bush fire prone land is a central part of the broader planning and development assessment process across the various legislative mechanisms and environmental planning instruments including the application of:

- PBP as part of the assessment of proposed development on bush fire prone land.
- Integrated development under section 4.46 of the EP&A Act (includes residential or rural residential subdivision of bush fire prone land and development of bush fire prone land for a special fire protection purpose (SFPP)) requires approval from the Commissioner of RFS to issue a bush fire safety authority under 100B of the RF Act.
- Various bush fire protection requirements under relevant State Environmental Planning Policies (SEPPs), including the:
  - *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* (Codes SEPP).
  - *State Environmental Planning Policy (Housing) 2021* (Housing SEPP).
  - *State Environmental Planning Policy (Transport and Infrastructure) 2021* (Transport and Infrastructure SEPP).
  - *State Environmental Planning Policy (Precincts-Regional) 2021* (Precincts-Regional SEPP).
- Section 9.1 of the EP&A Act relating to Ministerial Direction 4.3 Planning for Bush Fire Protection which applies to all local government areas when a relevant planning authority prepares a planning proposal that will affect, or is in proximity to, land mapped as bush fire prone land.

- Section 10.7 of the EP&A Act requires council to identify whether a parcel of land is located in bush fire prone land on a planning certificate.
- 10/50 Vegetation Clearing Entitlement Scheme is aligned to land designated as bush fire prone on the bush fire prone land map. The 10/50 online mapping tool is amended to reflect the certified changes to the bush fire prone land maps.

### 3. Limitations

Bush fire prone land mapping is intended to designate areas of the State that are considered to be a bush fire hazard for development control purposes. Not being designated bush fire prone is not a guarantee that losses from bush fires will not occur.

Changes to the landscape may occur from time to time and therefore certified bush fire prone land maps may not be a true indication of bush fire hazard.

### 4. Bush fire prone land mapping certification process

Under section 10.3(2A) EP&A Act, the Commissioner of the RFS may review the designation of land on a bush fire prone land map and revise the map at any time. Council may request review and recertification in accordance with clause 274 of the *Environmental Planning and Assessment Regulation, 2021* (EP&A Regulation). **Table 1** lists the stages of the bush fire prone land mapping certification process.

**Table 1: Bush fire prone mapping certification stages**

Stage	Stage Name	Stage details
1	Review	<p>The RFS will prepare a draft map showing initial data that may contribute to bush fire prone land.</p> <p>Initial data may be supplied by council where data may be more accurate or up to date. Any data supplied will be reviewed by RFS for accuracy.</p> <p>The draft bush fire prone land map and data (GIS shapefiles) are sent to council for review.</p> <p>Any proposed changes council have identified, are submitted and reviewed by the RFS and if valid, integrated into the map and data. Once council and RFS agree that the data is accurate it can proceed to Stage 2.</p> <p><b>Note:</b> Proceeding to Stage 2 is reliant on best available vegetation data. This data may either be sourced from RFS or council.</p>
2	Quality assurance	Detailed analysis of data and typology of shapefiles by RFS occurs to ensure no significant errors in data sets (e.g. polygon slivers).



Stage	Stage Name	Stage details
3	Buffer integration	<p>The RFS applies buffers at this stage.</p> <p>Bush fire prone land buffers on the edge of the LGA are checked against adjoining LGA's to assess any overlap.</p> <p>If a buffer from a neighbouring LGA bush fire prone land polygon falls on an uncategorised area inside the LGA under review, the external buffer will be incorporated into the bush fire prone land map for certification.</p> <p>If a buffer from the bush fire prone land data falls outside the LGA under review on an uncategorised area of the adjoining LGA, it will be incorporated into the adjoining LGA's bush fire prone land.</p> <p><b>Note:</b> Adjoining councils with currently certified maps will be notified should their bush fire prone land map be impacted so they can review this situation and consult with their neighbouring LGA's if necessary.</p>
4	Endorsement	<p>Following final review of data by the RFS, a final draft map is prepared and sent to council, RFS District and/or NSW Fire and Rescue (FRNSW) (dependant on operational jurisdiction) for their final endorsement prior to the certification process.</p> <p><b>Note:</b> Once council endorses the final draft map no further changes can be made prior to certification.</p>
5	Certification	<p>The RFS seek approval for certification from Commissioner of the RFS.</p> <p>A digital certified map (pdf) will be issued to council.</p>
6	Updates to databases and mapping tools	<p>RFS update state-wide bush fire prone land mapping layer, <a href="#">10/50 boundary clearing tool</a> and <a href="#">bush fire prone land mapping tool</a>.</p> <p>Relevant NSW Government agencies are notified, and updates made to <a href="#">NSW Planning Portal</a> and <a href="#">SEED</a>.</p> <p>The certified data will be supplied to council as zipped shapefile.</p>



## 5. Bush fire prone land mapping methodology

The bush fire prone land maps should be based on the most up to date aerial photography, satellite imagery, and, where necessary, field inspection/ground truthing to ensure accuracy. Further detail on the technical specifications can be found in [Appendix A](#).

### 5.1. Bush fire prone vegetation

This section defines the criteria for determining what is categorised as bush fire prone vegetation. Where councils are providing initial data, they may undertake their own vegetation surveys and/or studies and utilise satellite and aerial imagery. Additional vegetation data may also be sourced from NSW Government agencies including Department of Climate Change, Energy, the Environment and Water (DCCEEW) and NSW National Parks and Wildlife Service (NPWS).

Care must be taken when sourcing vegetation data to ensure it is fit for purpose. The following must be taken into consideration:

- vegetation regrowth and/or clearing
- approved subdivision or urban release areas that have vegetation removal or additional works imminent
- riparian corridors, nature reserve or similar is proposed and management is not guaranteed
- boundary alignments with adjoining councils land management practices
- mapping accuracy and quality

Data sources and methods used to map bush fire prone land vegetation needs to be set out in accordance with the Metadata standard AS/NZS ISO 19115.1:2015 Geographic information - Metadata compliant metadata statement and provided to the RFS.

### 5.2. Vegetation categories

Vegetation is identified and determined in accordance with the appropriate vegetation types (Keith, 2004) for all land within the LGA including both private and public land. Vegetation is then classified into the Australian Standard (AS) 3959:2018 *Construction of buildings in bushfire-prone areas* categories based on vegetation formation and potential hazards.

The bush fire prone land vegetation categories used for bush fire prone land mapping are described in **Table 2**. For the specific vegetation formations included under the vegetation classification, that are required for bush fire prone land mapping, as well as further clarification of what is included in each category, refer to **Appendix B**.

**Table 2: Bush fire prone land vegetation categories\***

Category	Description	Vegetation formation (Keith, 2004)
Vegetation class 1	This vegetation category has the highest combustibility and likelihood of forming fully developed fires including heavy ember attack and spot fires.  Includes 100 metre (m) buffer.	Dry Sclerophyll Forests
		Wet Sclerophyll Forests
		Grassy Woodlands
		Forested Wetlands
		Heathlands
Vegetation class 2	This vegetation category has lower combustibility and/or limited potential fire size due to the vegetation area shape, size, topography, and management practices. This includes lower risk vegetation like remnant vegetation (see definition in Glossary) or other parcels of land that present a bush fire hazard and are neither Category 1 or 3 and are not excluded (see Section 7.3)  Include 30 m buffer.	Rainforest  (lower risk remnants could comprise any formations)
Vegetation class 3	This vegetation category is considered medium bush fire risk vegetation. Details of inclusions and exclusions of grasslands are provided in the Glossary.  Include 30 m buffer.	Grassland
		Freshwater Wetlands
		Arid Shrublands (Acacia and Chenopod)
		Semi-Arid Woodlands (shrubby and grassy sub-formations)
		Alpine Complex

\*Not all vegetation types included in the categories are reflected by the Vegetation Classifications

### 5.3. Exclusions

There are several exclusions that apply to the bush fire prone land mapping which include:

- Single areas of vegetation less than 1 hectare in area and greater than 100 metres separation from other areas of Category 1, 2 or 3 vegetation.
- Multiple areas of vegetation less than 0.25 hectares in area and not within 20 metres of each other.
- Strips of vegetation less than 20 metres in width, regardless of length and not within 20 metres of other areas of Category 1, 2 or 3 vegetation.
- Areas of “managed grassland” including grassland on, but not limited to, recreational areas, commercial/industrial land, residential land, airports/airstrips, maintained public reserves and parklands, commercial nurseries.
- Areas of managed gardens and lawns within curtilage of buildings.

- Non-vegetated areas, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.
- Managed botanical gardens.
- Land used for orchards, vineyards, market gardens, nurseries.
- Saline wetlands including mangroves unless dominated by sedges or other flammable vegetation.
- Other areas that, due to their size, shape and overall risk are not considered Category 1, 2 or 3 vegetation.

The RFS has an automated geographic information system (GIS) process to determine the size and lateral separation of areas of remnant vegetation according to the exclusions. This process may downgrade vegetation to a different vegetation class.

In order to streamline the mapping process, council can classify vegetation and identified land management practices for the vegetated areas being assessed. Council is not required to apply buffers, the vegetation buffering is undertaken using RFS GIS automated processes or apply land-use and/or cadastre.

## 5.4. Bush fire prone land buffer

Buffers are defined as areas within close proximity to vegetation category 1, 2 or 3 that may be impacted by the hazard from conditions such as ember attack, radiant heat and/or flame contact.

After the vegetation has been defined and the appropriate bush fire vegetation categories applied, the RFS will apply the buffer to the categories based on the criteria provided in **Table 3**.

**Table 3:** Criteria for application of vegetation category buffers

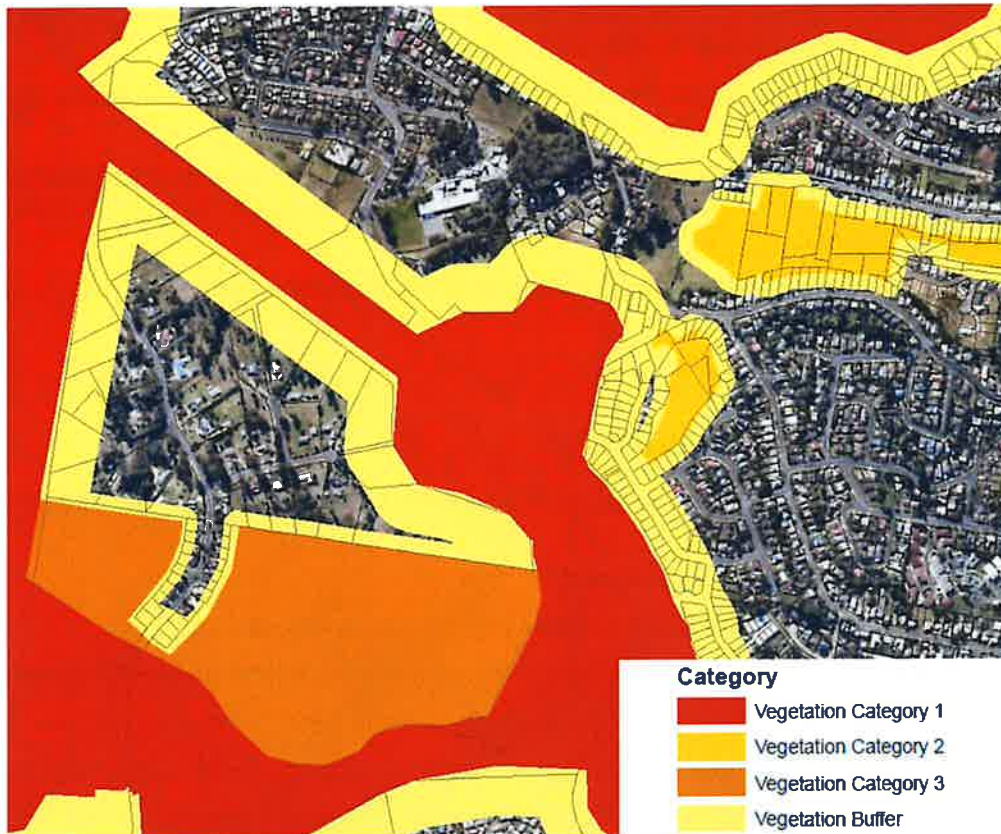
Bush fire prone land vegetation category	External buffer distance to each vegetation polygon
1	100m
2	30m
3	30m

At the conclusion of this process there will be one dataset comprising of four parts: vegetation category 1, vegetation category 2, vegetation category 3 and buffers. This will be used to define bush fire prone land and will be displayed on the maps. **Figure 1** shows an example of how the vegetation buffer is applied.

Bush fire prone land is a state-wide seamless dataset that is constructed by defined LGA's and therefore mapping for each LGA will affect adjoining LGA's over administrative boundaries. Mapping for each LGA will require consideration of impacts on adjoining LGA's. Mapping is undertaken based on administrative and not operational boundaries. Where buffers fall and/or overlap into adjacent LGA's they will trigger a revision to adjacent LGA's.

Councils with currently certified bush fire prone land maps impacted by such changes will be notified prior to their maps being updated to allow them time to review the changes and consult with their neighbouring councils should they need to do so.

An adjacent LGA's bush fire prone land map will be amended accordingly with any buffers that impact it. Similarly, if LGA's have removed bush fire prone land and buffers are no longer affecting adjacent LGA's, the buffer will be removed from adjacent LGA's accordingly.



**Figure 1:** Bush fire prone land vegetation categories and buffer.

## 5.5. Data quality

All data will be checked by RFS for quality, including a visual check against the most recent aerial photos and/or satellite imagery available.

Visual checks will validate presence and absence of the correct vegetation types and edge check data along LGA boundaries.

Quality checking will confirm completeness of attributing and topological errors such as overlapping polygons, gaps between polygons and overlapping LGA boundaries. Boundaries with NSW national parks, NSW state forests and Crown Lands will also be used where appropriate.

## 5.6. Provision of source data

If council utilise different procedures and/or source data to develop vegetation maps, they will need to provide documentation and/or data with submitted bush fire prone vegetation datasets to the RFS. Councils will need to provide details such as data sources, dates, currency and projection. This should be recorded in the metadata statement with the bush fire prone land vegetation dataset (e.g. vegetation interpretation was derived from Spot 5 Satellite data captured on August 2005).



## 6. RFS Commissioner's approval

The RFS produces final bush fire prone land maps for approval and certification by the Commissioner under section 10.3 of the EP&A Act. Contentious issues are addressed prior to recertification and production of final bush fire prone land map.

The Commissioner can revise bush fire prone land maps at any time and will follow the processes articulated in this *Guide* in doing so.

The RFS provides digital copies of certified bush fire prone land maps to the Department of Planning Housing and Infrastructure to update the NSW Planning Portal, RFS District Manager (or FRNSW) and council.

Note there may be a delay between the certification date and the date when data is updated across government platforms.

Metadata is provided upon request.

## 7. Monitoring and review

Under section 274 of the EP&A Regulation, the Commissioner may review the designation of land on bush fire prone land if:

- the land is in an urban release area and
- the Commissioner considers that a revision of the map is necessary to
  - record land as bush fire prone land on the map if the bush fire risk is not low, or
  - remove land as bush fire prone land on the map if the bush fire risk is low, or
  - correct, or record changes to, other information relating to land shown on the map.

Bush fire prone land maps may need to be reviewed and prepared on a more frequent basis depending on the extent of vegetation changes within the LGA. Councils should consider any areas of expanding residential development leading to vegetation loss and/or areas of vegetation regrowth and revegetation to ensure currency and reliability of the map. At a minimum, monitoring and review of bush fire prone land should reflect legislative timeframes (i.e. before the end of the period of every five years after the certification date of the map as outlined in section 10.3 of the EP&A Act).

The RFS offers two programs which allow bush fire prone land maps to be updated and include:

- land allocated to designated Urban Release Areas (URAs) as by the relevant NSW environmental planning instrument (EPI). This process only applies to areas that are identified as a URA.
- bush fire prone land spot change program which allows councils to update bush fire prone land not identified in a urban release area.

It is important to note that Appendix C replaces the Urban Release Area Guide to Bush Fire Prone Land Mapping (2014) document relating to updating bush fire prone land mapping for approved URAs. Further detail on how to amend bush fire prone land maps that are within a URA or as part of the spot change program can be found in **Appendix C**.

## References

- ANZLIC. (2011). *ANZLIC Metadata Profile Guidelines, Version 1.2*. ANZLIC – the Spatial Information Council, ACT, Australia.  
[https://www.anzlic.gov.au/sites/default/files/files/anzlicmetadataprofileguidelines\\_v1-2.pdf](https://www.anzlic.gov.au/sites/default/files/files/anzlicmetadataprofileguidelines_v1-2.pdf)
- Department of Communication and the Arts. (2018). *Guidelines on licensing public sector information for Australian Government entities*. Commonwealth of Australia.  
<https://www.ag.gov.au/sites/default/files/2022-07/guidelines-on-licensing-public-sector-information-for-australian-government-entities.pdf>
- Department of Finance, Services and Innovation. (2016). *NSW Government Open Data Policy*. NSW Government. [https://data.nsw.gov.au/sites/default/files/inline-files/NSW\\_Government\\_Open\\_Data\\_Policy\\_2016.pdf](https://data.nsw.gov.au/sites/default/files/inline-files/NSW_Government_Open_Data_Policy_2016.pdf)
- Department of Finance, Services and Innovation. (2018). *NSW Custodianship Guidelines for Spatial Data*. NSW Spatial Services, NSW Government.  
[NSW\\_Custodianship\\_Guidelines\\_for\\_Spatial\\_Data\\_-\\_Under\\_Review.pdf](https://www.nsw.gov.au/sites/default/files/2018/07/NSW_Custodianship_Guidelines_for_Spatial_Data_-_Under_Review.pdf).
- Environmental Planning and Assessment Regulation 2021*.  
<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0759>
- Government Information (Public Access) Act 2009 No 52*.  
<https://legislation.nsw.gov.au/view/html/inforce/current/act-2009-052>
- Keith, David. (2004). *Ocean Shores to Desert Dunes - The Native Vegetation of New South Wales and ACT*. Department of Environment and Conservation (now National Parks and Wildlife Service).
- Land and Property Information. (2012). *NSW Spatial Metadata Program*. NSW Government.  
[https://www.spatial.nsw.gov.au/\\_data/assets/pdf\\_file/0017/190511/Metadata\\_brochure.pdf](https://www.spatial.nsw.gov.au/_data/assets/pdf_file/0017/190511/Metadata_brochure.pdf)
- NSW Environmental Planning and Assessment Act 1979 No203*.  
<https://legislation.nsw.gov.au/view/html/inforce/current/act-1979-203>
- NSW RFS. (2015). *10/50 Vegetation Clearing Code of Practice for New South Wales*. NSW Government. [https://www.rfs.nsw.gov.au/\\_data/assets/pdf\\_file/0003/18453/1050-Vegetation-Clearing-Code-of-Practice.pdf](https://www.rfs.nsw.gov.au/_data/assets/pdf_file/0003/18453/1050-Vegetation-Clearing-Code-of-Practice.pdf)
- NSW RFS. (2019). *Planning for Bush Fire Protection: A guide for councils, planners, fire authorities and developers*. NSW Government.  
[https://www.rfs.nsw.gov.au/\\_data/assets/pdf\\_file/0005/174272/Planning-for-Bush-Fire-Protection-2019.pdf](https://www.rfs.nsw.gov.au/_data/assets/pdf_file/0005/174272/Planning-for-Bush-Fire-Protection-2019.pdf)
- Rural Fires Act 1997 No 65*. <https://legislation.nsw.gov.au/view/html/inforce/current/act-1997-065>
- Standards Australia. (2018). *Construction of buildings in bushfire prone areas (AS3959:2018)*. SAI Global. <https://www.saiglobal.com/online/>
- Standards Australia and Standards New Zealand. (2015). *Geographic information – Metadata-Fundamentals (AS/NZS ISO 19115.1:2015)*. SAI Global. <https://www.saiglobal.com/online/>

Standards Australia and Standards New Zealand Technical Specification. (2019). *Geographic information - XML schema implementation* (SA/SNZ TS ISO 19139.1:2019). SAI Global.  
<https://www.saiglobal.com/online/>

*State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.*  
<https://legislation.nsw.gov.au/view/html/inforce/current/epi-2008-0572>

*State Environmental Planning Policy (Housing) 2021.*  
<https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0714>

*State Environmental Planning Policy (Precincts – Regional) 2021.*  
<https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0727>

*State Environmental Planning Policy (Transport and Infrastructure) 2021.*  
<https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0732>



# Appendix A - Technical Specifications

## Map publishing and data management

Maps and data requirements are necessary to ensure a coordinated and standardised approach to generating and maintaining bush fire prone land maps. These requirements apply only to map outputs, not to data structures or formats within local council database environments.

## Copyright and Licensing

Bush fire prone land maps are published under control of the State of NSW (through the RFS, under section 10.3 of the EP&A Act), copyright is owned by the RFS pursuant to sections 176 and 177 of the *Copyright Act 1979*.

The Australian Governments Open Access and Licensing Framework (AusGOAL) and Creative Commons Attribution 4.0 licence “provides a framework for government and other organisations affected by Right To Information to give full effect to its underlying policy. It supports open licensing decisions that enable the community to re-use the information as intended by the legislative reforms.” In NSW this right to information is enacted through the *Government Information (Public Access) Act 2009*, and open data policy.

The RFS applies Creative Commons by Attribution open access licensing to the NSW bush fire prone land map. To the extent that Creative Commons licensing applies, all data and other material produced by RFS constitutes Crown copyright, save for the logos of council, RFS, NSW Government and any material protected by a trademark. NSW RFS has applied the Creative Commons Attribution 4.0 Australia Licence.

The RFS asserts the right to be attributed as author of the original material in the following manner:



© NSW Rural Fire Service [Year]

As far as practicable, material for which the copyright is owned by a third party will be clearly labelled and attributed in the metadata statement and on printed / pdf versions of the NSW bush fire prone land maps. The RFS has made all reasonable efforts to ensure that this material reproduced by the RFS with the full consent of the copyright owners.

It is requested that all council supplied bush fire prone land vegetation maps be correctly attributed to source datasets or work from which they may be derived. This may be done within the supplied metadata or printed maps and written documentation.

## Custodianship and data brokerage



The data custodianship of the various data sets that are produced by the bush fire prone land mapping process follows the principles outlined in the [NSW Custodianship Guidelines for Spatial Data \(2018\)](#).

The Guidelines set out the principles of trusteeship, standard setting, maintenance of information, authoritative source, accountability, information collection and maintenance of access.

Brokerage of data refers to the exchange of data and information. A data broker in each organisation would arrange the provision and receipt of data and information in an organisation. When data is owned by one organisation (or custodian) permission must be given to a second organisation to broker the data or information, on the custodian's behalf. This arrangement is set out in a data license agreement.

Under these principles, responsibilities are split between council and RFS for the bush fire prone land mapping digital datasets and components of the bush fire prone land maps. These responsibilities are summarised below in Table 4.

**Table 4: Custodianship and data brokerage**

Dataset	Custodian	Data Broker	Data Licence / Copyright
Bush fire prone vegetation	RFS	RFS and council	 © NSW Rural Fire Service [Year]
Bush fire prone land map (dataset)	RFS	RFS and councils	 © NSW Rural Fire Service [Year]
Cadastre	NSW Land Registry Services (LRS) council or Proponent	LRS or council	© NSW Government
Bush fire prone property map This is a selection of the cadastre lots that intersect bush fire prone land map. This map could be remade at various points in time as the cadastre changes.	Council or developer	Council Provided as separate digital data sets (bush fire prone land and cadastre) The certified printed maps or PDF versions can be supplied by both organisations. Maps may be made available on both organisations' websites as PDF documents or via web maps.	Council determined, with attribution in regard to the bush fire prone land dataset to © NSW Rural Fire Service [Year]

The NSW RFS responsibilities regarding copyright and ownership are as follows:

- Provide, manage and maintain a central repository for all bush fire prone land mapping data across NSW.
- Manage data held within the central repository in accordance with the *NSW Spatial Metadata Program* (Land and Property Information 2012) and *NSW Custodianship Guidelines for Spatial Data* (2018).
- Copyright and ownership of the end output digital bush fire prone land data and certified hardcopy bush fire prone land map will reside with the RFS. However, the RFS will allow each council the authority to broker (release) their bush fire prone land map data for whichever purpose that they deem to be appropriate.
- Where the RFS produces bush fire prone land maps (printed or PDF) on behalf of council, the RFS will provide the bush fire prone land map dataset to council.

Council's responsibilities regarding data brokerage are as follows:

- the bush fire prone land map must be available for public inspection during normal business hours pursuant to section 10.3(4) of EP&A Act

- are given permission under CC BY open data licensing to broker the data, printed map and PDF version.

## Metadata Requirements

Metadata provides the means for discovering spatial information by identifying the ‘what’, ‘where’, ‘who’, ‘when’ and ‘how’ the data behind the information is constructed. Metadata is the means to disclose what the spatial data describes, as well as how it should and can be used (Land and Property Information 2012).

Metadata must be provided by all organisations in MS Word and/or XML format abiding by ISO19139 standard and ANZLIC/NSW profiles. This can be done by adhering to the *NSW Spatial Metadata Program* (Land and Property Information 2012).

Organisations may use any of the metadata creation software available that conforms to the ISO19139 standard and ANZLIC/NSW Guidelines.

Once the NSW bush fire prone land map is updated the metadata will be made available on the [NSW Spatial Data Catalogue](#) and linked to [data.nsw.gov.au](http://data.nsw.gov.au).

## Data format and structure

The bush fire prone land vegetation and property map layers data must include the following:

- dataset should consist of the three vegetation categories
- Council cadastral or other contextual layers may be provided for their intended uses. The RFS will use the latest NSW Spatial Services NSW Foundation Spatial Data Framework (FSDF) as an overlay and context layer to the bush fire prone land map
- data can be supplied in most spatial formats, ESRI file Geodatabase or shapefile are preferred
- all spatial data provided to be in a known Datum, preferably GDA 94 and in either of the following map projections: Geographic’s, Lamberts or Transverse Mercator Projection (MGA 54, 55 or 56). This must clearly be identified in the metadata statement or file name

### Data attribute structure

Data attribute structure for the bush fire vegetation dataset are identified in Table 5 below.

Table 5: Custodianship and data brokerage

Field Name	Type	Size	Example
<b>Vegetation Category</b>	Character	1	1, 2, 3
<b>BFP_DESC</b>	Character	32	Vegetation Category 1
<b>LGA_NAME</b>	Character	50	Dubbo
<b>Date Certified</b>	Character	8	ddmmyyyy

The valid values for the category attribute are 1, 2, 3, 0 (1= vegetation category 1, 2 = vegetation category 2, 3 = vegetation category 3, 0 =vegetation buffer).

## Visualisation

It is important to maintain a consistent representation for bush fire prone land. This is not software specific and should be applied to all bush fire prone land data. There should be no

border on any Category. The colour definition for each vegetation Category is as follows in the table below:

**Table 6: Vegetation Categories colour table**

Category	Description	Buffer distance	Colour	CMYK	RGB
1	vegetation 1	100 m	Red	C 0, M 100, Y 100, K 0	R 255, G 0, B 0
2	vegetation 2	30 m	Light Orange	C 0, M 18, Y 100, K 0	R 255, G 210, B 0
3	vegetation 3	30 m	Orange	C 0, M 50, Y 100, K 0	R 255, G 128, B 0,
0	buffer		Yellow	C 0, M 0, Y 55, K 0	R 255, G 255, B 115

## File delivery to the RFS

Files emailed should be saved as zip files (up to 20 MB). Each zip file will include all applicable files. The attached zip files shall be named to clearly identify it as “Bush fire prone land”.

Files sent electronically shall have the subject title: [Councils name] Council Bush Fire Prone Land map dataset to: [bushfireprone.mapping@rfs.nsw.gov.au](mailto:bushfireprone.mapping@rfs.nsw.gov.au).

Files over 20 MB may be supplied to us through Dropbox or Google drive links. The RFS will confirm receipt once data has been downloaded and the file has been opened.

If none of these options is suitable, the RFS should be contacted to discuss alternate arrangements.

## Appendix B - Vegetation Categories

Table 7 provides further details of the classification of bush fire prone land vegetation categories. Note that the alignment between different classification systems includes overlaps of vegetation types in some instances.

**Table 7: Vegetation Classifications**

Vegetation Category	Vegetation Classification and notes	Keith Formation	AS3959:2018 category	Explanation
<b>Category 1</b>	Forest	Dry Sclerophyll Forests, Wet Sclerophyll Forests	Forest	This vegetation Category has the highest combustibility and likelihood of forming fully developed fires including heavy ember attack
	Heath (tall and short)	Heathlands	Shrubland/ Scrub	
	Forested wetland	Forested Wetland	Forest	
	Timber plantation	-	Forest	
	Grassy woodland	Grassy Woodlands	Woodland	
	Mallee/mulga shrubland	- (excludes Arid Shrublands)	Mallee/ Mulga	
<b>Category 2</b>	Rainforest	Rainforest	Rainforest	Lower hazard vegetation parcels. These vegetation parcels represent a lower bush fire hazard to surrounding development
	Remnant vegetation	-	-	
	Discrete urban reserve/s	-	-	
	Parcels that are isolated from larger uninterrupted tracts of vegetation and known fire paths	-	-	
	Shapes and topographies which do not permit significant upslope fire runs towards development	-	-	
	Vegetation that has a higher likelihood of suppression success because the vegetation is surrounded by development	-	-	
<b>Category 3</b>	Grasslands as listed in AS3959. Includes grasslands above 10cm.	Grasslands	Grassland	This vegetation category is considered medium bush fire risk vegetation
	Freshwater wetland	Freshwater wetland	-	
	Alpine complex	Alpine complex	-	



Vegetation Category	Vegetation Classification and notes	Keith Formation	AS3959:2018 category	Explanation
	Semi-arid woodland	Semi-arid woodlands (shrubby and grassy sub-formations)	Shrubland / Scrub/ Grassland	
	Arid shrubland	Arid Shrublands (Acacia and Chenopod sub-formations)	Mallee/ Mulga	
	Scrub (closed and open scrub)	Heathlands	Scrub	
	Cropping land (dry land and irrigation cropping) and grazing lands. This includes but is not limited to: cereal crops (e.g., wheat, barley, oats), cultivated species of grass (e.g., sugar cane), pulses (e.g., chickpea, fava bean, lentils), canola or other crops that may be treated with a desiccant.	-	-	
	Weeds and Exotic Vegetation. Classification is dependent on the predominant structural formation of that weed community. Some guidance on classification of exotic vegetation is provided in PBP.	-	-	

## Appendix C – Process for amending bush fire prone land maps- urban release areas and spot changes

As development occurs, it can change the landscape and the vegetated bush fire hazard, which impacts the accuracy of bush fire prone land maps. Under section 274 of the EP&A Regulation, the Commissioner may review designation of land on a bush fire prone land map and revise the map if:

- the land is in an urban release area and
- the Commissioner considers that a revision of the map is necessary to
  - record land as bush fire prone land on the map if the bush fire risk is not low (e.g., if the vegetation has increased because of revegetation) or
  - remove land as bush fire prone land on the map if the bush fire risk is low (e.g., if the vegetation hazard has been removed) or
  - correct, or record changes to, other information relating to land shown on the map.

The RFS offers two programs which allow bush fire prone land maps to be updated and include:

- Designated Urban Release Areas (URAs), under section 274 (1)(a) of the EP&A Regulation, the RFS Commissioner may review the designation of land on a bush fire prone if the land is an URA. A URA is designated by the relevant NSW environmental planning instrument (EPI). The RFS expects councils to initiate the URA amendment process.
- A spot change program which applies to land where development has or will be occurring prior to the five-year recertification date and is not deemed to be within a URA. The spot change program runs at six monthly intervals during the month of March and August, at the request of council.

### Amending the bush fire prone land map

Table 8 lists the process for amending bush fire prone land map via the spot change program or if in a designated URA.

**Table 8: Amending bush fire prone land maps**

Step No.	Step Description	Task
1	Confirmation site is located on URA OR Request for amendment or spot change to bush fire prone land map	<p>Council to confirm the development falls within a URA. This information is available through the planning portal website link below:  <a href="https://www.planningportal.nsw.gov.au/opendata/dataset/environmental-planning-instrument-area-urban-release-area">https://www.planningportal.nsw.gov.au/opendata/dataset/environmental-planning-instrument-area-urban-release-area</a></p> <p>OR</p> <p>Council must clearly identify the land to be excluded from bush fire prone land mapping.</p>
2	Amend bush fire prone vegetation layer	<p>Council amend the bush fire prone vegetation layer (shapefile) to accurately represent the bush fire hazard or request RFS to make the amendments, providing supporting documents and information. The amended shapefile can be emailed to <a href="mailto:bushfireprone.mapping@rfs.nsw.gov.au">bushfireprone.mapping@rfs.nsw.gov.au</a> with relevant information.</p>



Step No.	Step Description	Task
3	Review	<p>The RFS will review data provided and any anomalies or points of contention between the submitted shapefile will be resolved with council prior to acceptance of the proposed amendments.</p> <p>The RFS will liaise with relevant RFS district office or FRNSW of the spot-change to inform them of the proposed change.</p>
4	Buffer integration	If required, buffers are applied at this stage. The RFS will follow the steps identified in Table 1 of this Guideline.
5	Endorsement	<p>Following final review of data, a final draft map is prepared and sent to council, RFS District and/or NSW Fire and Rescue (FRNSW) (dependant on operational jurisdiction) for their final endorsement prior to the certification process.</p> <p><b>Note:</b> Once council endorses the final draft map no further changes can be made prior to certification.</p>
5	Certification	<p>The RFS seek approval for certification from Commissioner of the RFS.</p> <p>A digital certified map (pdf) will be issued to council.</p> <p><i>Note that this does not re-start the 5-year recertification date of the LGA's bush fire prone land map as a change due to a URA or spot change is considered an amendment rather than a new certification.</i></p>
6	Updates to databases and mapping tools	<p>The RFS update state-wide bush fire prone land mapping layer, <a href="#">10/50 boundary clearing tool</a> and <a href="#">bush fire prone land mapping tool</a>.</p> <p>Relevant NSW Government agencies are notified, and updates made to <a href="#">NSW Planning Portal</a> and <a href="#">SEED</a>.</p> <p>The certified data will be supplied to council as zipped shapefile.</p>

## Submission Requirements

The RFS requires accurate evidence of the changes to the bush fire hazard that have occurred. Changes can only be made to the bush fire prone land map if there is evidence that works have or will commence in the next 18 months. For areas where works will occur (and the vegetation hazard will be changed) beyond 18 months, the RFS will not consider updates to the bush fire prone land map. As a minimum, council must provide the following information:

- The amended electronic shapefile of the site OR an email to [bushfireprone.mapping@rfs.nsw.gov.au](mailto:bushfireprone.mapping@rfs.nsw.gov.au) requesting the change/s to be made to the current bush fire prone land map
- Imagery or shapefiles clearly identifying the site/s to be excluded from the bush fire prone land map
- A screen shot of the current bush fire prone land map prior to amendment
- Any other supporting information that contributes to your application (e.g. updated aerial photography)

### URA's only (additional)

- The URA name and stage name/precinct number
- A copy of the subdivision plan for the site

### Assessment of bush fire prone vegetation

- The assessment of bush fire prone vegetation and its accuracy is a critical component of this process. Further details on the assessment of bush fire prone vegetation can be found in Section 5.1 of this guideline. Any approval to modify the vegetation prior to lodging an application is the responsibility of the landowner.
- Future re-vegetation (riparian corridors, habitat corridors) must be considered within an URA. Such areas could include a degraded riparian area that is currently not vegetated or an area that has been planted out but where the vegetation is in a juvenile state. Areas dedicated for conservation in the form of a nature reserve or riparian area will be defined on the site plan. The RFS will require these areas to be mapped if the intended future vegetation meets the criteria as being bush fire prone vegetation.

### Limitations (spot change program)

- Requests must only be received from council
- The subject land does not fall within a URA
- The land must be greater than 2.5 hectares in size (spot changes for areas less than 2.5 hectares will not be considered)

June - No.  
Temora - No



# RFS

## Postal address

NSW Rural Fire Service  
Locked Bag 17  
GRANVILLE NSW 2142

## State address

NSW Rural Fire Service  
4 Murray Rose Avenue,  
Sydney Olympic Park NSW 2127

T 02 8741 5555

F 02 8741 5550

[rfs.nsw.gov.au](http://rfs.nsw.gov.au)

## Social Media

X @NSWRFS

facebook.com/nswrfs

@NSWRFS

## Karen Trethowan

---

**From:** BushFire Prone Mapping <BushFireProne.Mapping@rfs.nsw.gov.au>  
**Sent:** Thursday, 19 December 2024 3:47 PM  
**To:** Tara Van Neilson  
**Cc:** Mitchell Goodwin; BushFire Prone Mapping  
**Subject:** RE: Bland Shire Council Bush Fire Prone Land Map Certification  
**Attachments:** BlandCertified20240912.zip

Good afternoon Tara,

I hope you're doing well.

Please find attached the Certified Data.

Apologies for the delay in sending this through; as it involves coordination with other teams, we were unable to provide it sooner.

Wishing you a wonderful Christmas and a Happy New Year!

**Tina Fantuzzi**  
Development Planning & Policy Coordinator | Built & Natural Environment



*The RFS acknowledges the Traditional Owners of Country throughout Australia. We pay our respects to Elders past and present.*

**From:** BushFire Prone Mapping <BushFireProne.Mapping@rfs.nsw.gov.au>  
**Sent:** Thursday, 19 September 2024 11:51 AM  
**To:** Tara Van Neilson <TVanNeilson@blandshire.nsw.gov.au>  
**Cc:** Mitchell Goodwin <MGoodwin@blandshire.nsw.gov.au>; BushFire Prone Mapping <BushFireProne.Mapping@rfs.nsw.gov.au>  
**Subject:** Bland Shire Council Bush Fire Prone Land Map Certification

Good morning,

I hope this email finds you well.

I am pleased to inform you the NSW RFS Commissioner Certified the Bland Shire Council Bush Fire Prone Land Map on the **12 September 2024**.

Under the Rural Fires Act 1997 Section 14 (2) (d) the Commissioner delegated this certification to the Deputy Commissioner.

Attached please find the certified map (pdf). We will supply a zipped shapefile of the spatial data once the certification date has been updated in the official dataset.

If you would like we can send you the un-certified data, the only different is the data does not have the certified date on it or the metadata.

The certified data should appear on the Bush Fire Prone Land tool on the NSW RFS website within the next 2 - 4 weeks.

The certified data should be updated on the Planning ePortal within the next 4 - 6 weeks. If, after this time, you find the data has not been updated please let us know and we will send a request to the relevant teams and Departments to follow up.

As the updates to the public websites are the function of other teams and Departments we are not informed when this update occurs.

On behalf of our team I'd like to thank you and your team in Council for working with us through this process.

If you need to discuss anything relating to your Bush Fire Prone Land please feel free to contact us on 02) 8741 5211.

*Kind Regards,*

**Tina Fantuzzi** | Development Planning & Policy Coordinator | Built & Natural Environment

---



**RFS**

P 02 8741 3434 E [BushFireProne.Mapping@rfs.nsw.gov.au](mailto:BushFireProne.Mapping@rfs.nsw.gov.au)

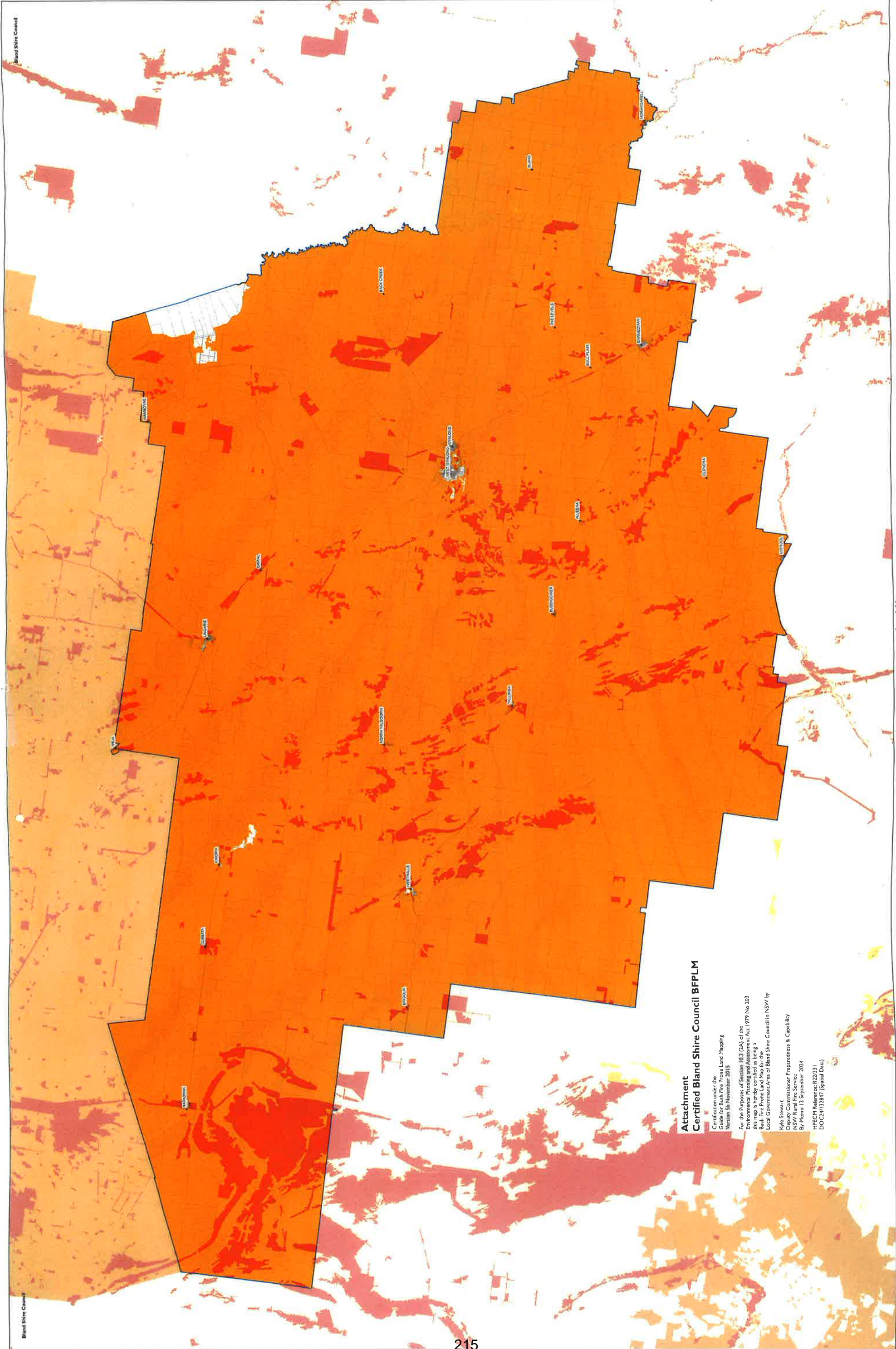
BNE Directorate, Building B, 121-131 Oratava Ave West Pennant Hills 2125 | Locked Bag 17 Granville NSW 2142

[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)



*The RFS acknowledges the Traditional Owners of Country throughout Australia. We pay our respects to Elders past and present.*





**Attachment  
Certified Bland Shire Council BFPLM**

Certification under the  
Guide for Bush Fire Prone Land Mapping  
Version 26 November 2015

For the Purposes of Section 10.3 (2A) of the  
Environmental Planning and Assessment Act 1979 No 203  
this map is hereby certified as being a  
Bush Fire Prone Land Map for the  
Local Government Area of Bland Shire Council in NSW by

Kyle Stewart  
Deputy Commissioner Preparedness & Capability  
NSW Rural Fire Service  
By Memo 13 September 2024

HPECM Reference R27331  
DOC24132847 (Spatial Data)



Due regard by various stakeholders under ANZSLC Guidelines  
The information contained herein has been prepared in good faith  
Bland has been made to ensure its accuracy and completeness  
The Stakeholders take no responsibility for errors or omissions nor  
any loss or damage arising from the use of the information  
provided in this document. Copyright Bland Shire Council

The Australian Fire Danger Ratings (AFDRS) levels are:



Very Low  
Low  
Moderate  
High  
Very High  
Extreme

Legend

Category	Colour	Notes
Zone 1a	Blue	Zone 1a
Zone 1b	Light Blue	Zone 1b
Zone 2	Yellow	Zone 2
Zone 3	Orange	Zone 3
Zone 4	Red	Zone 4
Zone 5	Dark Red	Zone 5

Item	Source	Date	Version
NSW Rural Fire Service Bush Fire Prone Land Mapping Bush Fire Prone Land Buffer	NSW Rural Fire Service NSW RFS Current NSW RFS	2024 2024	2.0 2.0

Scale

0 1 2 3 4 5 6 7 8 9 10

Metres

Produced by  
NSW RFS Development Planning & Policy  
19 September 2024





# NEWELL HIGHWAY TASKFORCE MEETING

Minutes of the  
Newell Highway Taskforce Meeting  
held on  
Tuesday 4th March 2025 at  
10.00am  
Narrabri Shire Council Chambers  
& **via TEAMS**



**The Meeting opened by Chairman Councillor Chris Roylance at 10:00 am.**

## **1. ACKNOWLEDGEMENT OF COUNTRY**

Acknowledgement of Country was performed by Clr Chris Roylance.

**Introduction of all members around the room and also attending via Teams.**

## **2. ACCEPTANCES & APOLOGIES**

<b>Attending in person</b>	<b>Title/Location</b>
Cr Denis Todd	Councillor, Warrumbungle Shire Council
Cr Brian Mattiske	Councillor, Forbes Shire Council
Cr Ken McGrath	Councillor, Parkes Shire Council
Evan Harris	Narrabri Shire Council
John Scarce	General Manager, Murrumbidgee Shire Council
Cr Ruth McRae OAM	Mayor, Murrumbidgee Shire Council
Holly Davies	Acting Director – West, Transport for NSW
Cr Darrell Tiemens	Narrabri Shire Council
Eloise Chaplain	Narrabri Shire Council
<b>Attending via Teams</b>	<b>Title/Location</b>
Cr Phillip Toynton	Councillor, Dubbo Regional Council
Cr Peter Dawson	Councillor, Narrandera Shire Council
Erin Wilson	Dept of Infrastructure
John Morris	Regional NSW High Productivity Road Transport Alliance, Dubbo
Luke Ryan	Dubbo Regional Council
Tony Moore	Moree Plains Shire Council
Tracey Cowley	Dept of Infrastructure, Transport, Regional Development, Communications and the Arts.
Shane Wilson	Narrandera Shire Council
Nicole Benson	Warrumbungle Shire Council

<b>Apologies</b>	<b>Title/Location</b>
Kent Boyd	General Manager Parkes Shire Council
Stephen Friend	Warrumbungle Shire Council
Murray Wood	CEO, Dubbo Regional Council
Mike Cush	ARTC
Cr Neville Kschenka	Mayor, Narrandera Shire Council
Kathleen Mann	Transport for NSW
Emma Cooper	Moree Plains Shire Council
Joanne Cheshire	Transport for NSW
Andrew McCluckie	Transport for NSW

### 3. DECLARATION OF INTEREST

NIL

### 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the previous Meeting held on 29<sup>th</sup> October 2024 at Narrandera be confirmed as true and accurate.

*MOVED:* Cr Ruth McRae OAM

*SECONDED:* Cr Denis Todd

**CARRIED**

### 5. OUTWARDS CORRESPONDENCE

Nil

### 6. MATTERS ARISING FROM THE MINUTES

Nil.

### 7. INWARDS CORRESPONDENCE

Nil.

### 8. PRESENTATION BY HOLLY DAVIES – ACTING REGIONAL DIRECTOR WEST – TRANSPORT FOR NSW.

Transport for NSW is doing a restructure at the moment. The traditional Regional, Metro and Greater Sydney split will be coming back together.

## Heavy Duty Pavement Upgrades, Narrabri to Moree

- The project has reached a major milestone with **two sections** - south of Moree (section 5) and in Bellata (section 3) now complete and open to traffic, including three new overtaking lanes.
- New intersection improvements, streetlights, kerb and guttering, drainage structures and bus stops have also been completed in these sections.
- Work continues section 2 south of Edgeroi with pavement works.
- In section 1 north of Narrabri, traffic has also switched over to a new section of highway near Murrumbilla Lane, providing a safer and more comfortable drive for motorists.



New southbound overtaking lanes south of Moree



Traffic switch north of Narrabri near Murrumbilla Lane

## Heavy Duty Pavement Upgrades, Narrabri to Moree

### Next Steps

- Completion of the new culvert at Murrumbilla Lane in section 1.
- An upcoming traffic switch is planned south of Edgeroi (section 2) in March. Traffic will be switched onto new temporary pavement.
- Section 2 is expected to be open to traffic in the first half of 2025, weather permitting and will include two additional overtaking lanes (one southbound and one northbound).
- The project continues to exceed local spend and Aboriginal participation targets.
- The project is expected to be completed by **early 2026**.



Construction in progress on a new culvert at Murrumbilla Lane in section 1



## Heavy Duty Pavement Upgrades, Narrabri to Moree

### Construction update - new major heavy vehicle rest area

Located 12 kilometres north of Narrabri, the new rest area will feature:

- 18 heavy vehicle parking spaces up to 48.5 metres long providing for short- and long-term parking (parking can accommodate vehicles up to 53.4 metres long)
- 10 light vehicle and caravan parking spaces for short-term parking
- toilet facilities
- picnic shelters and solar lighting
- rubbish bins, and
- tree planting and landscaping.

Once completed, the rest area will provide more opportunities for drivers to rest and manage fatigue, providing safer journeys for all motorists.



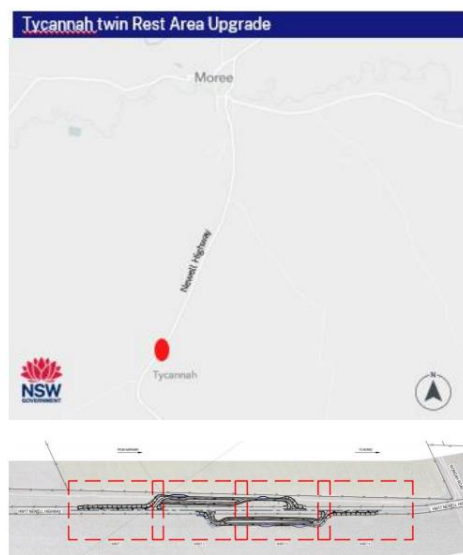




## Tycannah Rest Area Upgrade

### Expected start of construction– mid 2025

- The Australian Government and NSW Government are jointly funding a future upgrade of the existing Tycannah twin Rest Areas on the Newell Highway about 16 kilometres south of Moree.
- The proposed upgrades to the northbound and southbound rest areas on the Newell Highway at Tycannah will provide:
  - improved access to and from the Newell Highway
  - additional heavy vehicle parking spaces
  - separated heavy and light vehicle parking, and;
  - improved amenities including accessible toilets.



## Newell Highway Upgrade – North Moree

The Australian Government has confirmed support for the North Moree Heavy Duty Pavement Upgrade project.

Following the state infrastructure review, the NSW Government is continuing to liaise with the Australian Government to determine the scope and funding for the project.

Transport for NSW will continue to work with all levels of government to deliver on their priority transport infrastructure projects in regional NSW.



10

## Newell Highway, North Croppa Creek Upgrade

- **Completion: November 2024, ahead of schedule**
- The NSW Government invested in the upgrade of the Newell Highway at the North Croppa Creek, located about 71 kilometres north of Moree.
- Features included:
  - upgrading a 5.8-kilometre section with new road pavement
  - upgrading three intersections, and
  - drainage improvement works.
- Safety features also include a one-metre-wide centre line and widened shoulders.





## New Dubbo Bridge

**Expected completion: late 2026**

**Key Benefits:**

- The New Dubbo Bridge provides a second high level river crossing in Dubbo.
- Maintaining reliability for local, commuter and heavy freight traffic, particularly during flood events.
- Improving travel congestion and freight productivity.
- Connection to North-West Precinct of Dubbo



14

## New Dubbo Bridge

**Construction update**

- Major work is well underway across the site and is on track for completion in late 2026.
- The bridge structure requires a total of 89 piles for support which have all now been complete.
- The project continues to exceed local spend and Aboriginal participation targets.



15

## New Dubbo Bridge Participation highlights

### Local Procurement:

67 local businesses engaged, 11 are Aboriginal businesses

### Employment

310 people engaged on the project to date:

- 51% are local employees
- 27% identify as Aboriginal or Torres Strait Islander
- 5 women in non-traditional roles
- The project has also implemented the BOOTS program and is rolling out Women in Construction Leadership & Development workshops



*Courageous Leadership Workshop for women in construction*

16

## Parkes Bypass

### Project Update

- Condobolin Road roundabout opened to traffic in November 2024
- Work is continuing on the new Bogan Road T-intersection
- Hartigan Avenue extension is now complete with traffic now travelling under the new bridge over rail.
- Girder lift for the Victoria Street Bridge was completed in December, the bridge is expected to be open to traffic in April 2025
- NOA removal and encapsulation within the site is complete
- Thomas Street permanently closed and revised OSOM route in place until bypass opens to traffic
- **The project is expected to be completed in mid 2025.**



*Condobolin Road roundabout*



*Bridge over Rail and new Hartigan Avenue*

18



## Parkes Bypass

### Key Features



Northbound on the bypass approaching bridge over rail



Parkes Bypass tie in with London Road near the Parkes Golf Club

## Parkes Bypass

### Working with community

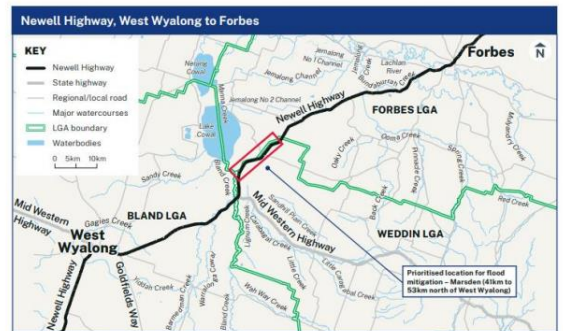
- The project team is working with Parkes Shire Council on a gateway feature for the middle of the Condobolin Road roundabout to complement the Destination Strategy
- The project has engaged with local Aboriginal artists to procure two Wiradjuri artworks that will be used on the project for the Victoria Street Bridge safety screens and Signposting Country signage.



Artists Kyah and Katlyn visit the Victoria Street Bridge site.

## Newell Highway Flood Mitigation – West Wyalong to Forbes

- The Australian and NSW Governments have committed to flood mitigation works on the Newell Highway between West Wyalong and Forbes.
- Based on flood studies and observed flooding, Transport has recommended around 11 kilometres of flood mitigation treatments at Marsden (41km to 53km north of West Wyalong).
- Proposed treatments being considered include installing box culverts which will allow water to pass under the highway, allowing the road to remain open to traffic for longer during flood events.



## Newell Highway Flood Mitigation – West Wyalong to Forbes

### Project Status:

- The project is currently at the stage of concept design and preparing the Review of Environmental Factors (REF).
- Once prepared, both the concept design and the REF will be displayed for public comment.



Aerial view of flooding at Marsden showing the Newell Highway in the foreground, 27 October 2022



## Tichborne and Harris Gates Grade Separations

- The Inland Rail project will see an increase in the frequency, speed and length of trains along new and existing railway to connect Melbourne to Brisbane.
- Following the NSW Strategic Infrastructure Review the NSW Government has prioritised development and delivery funding for the grade separations (level crossing removals) at Harris Gates near Illabo and Tichborne between Forbes and Parkes.
- Investigation work has commenced at Tichborne which includes survey, geotechnical investigations, biodiversity studies and Aboriginal cultural heritage surveys.
- Aboriginal cultural heritage surveys will commence at Harris Gates in early 2025.



**Shane Wilson commented:** “nothing is happening down south. The 300 kilometres from West Wyalong to Tocumwal obviously is neglected. We don't have anyone in the room to give us any information. I've asked at every meeting I've been to in the last two years to have some representation down South and we seem to be still missing. So I just want to raise that as a concern. We spend time to come to the meetings and that we get a really good overview up North, but nothing down South.”

### 9. GENERAL BUSINESS.

The meeting discussed the number of accidents on the Newell Highway and the requirement for a four-lane road from Victoria to Queensland with a one-metre-wide centreline. There have been recent fatal accidents that were attributed to failed overtaking manoeuvres. The continuous overtaking lanes would allow trucks to overtake caravans and other trucks. Major accidents often require the complete closing of the Newell Highway which causes economic loss.

The meeting requested that TfNSW provide accident data to the Newell Highway Taskforce for the full length of the Newell Highway in NSW.

The meeting then discussed the Priority Areas that were established at the 2023 meeting in Dubbo, as follows:

#### PRIORITY AREAS

PRIORITY AREA	DISCUSSION
<b>Centre Line Separation</b>	This is currently restricted to any new works and that we should be aiming for Centre Line Separation along the full length of the Newell Highway over

	<p>the next ten years. The Committee raised that communication between TfNSW and Councils for project scoping and planning is poor and decisions that impact Councils are made without input from Councils.</p> <p>Joanne Cheshire from TfNSW agreed that Councils should be involved in this conversation. The Committee agreed that they would like to see Centre Line Separation rolled out as quickly as possible for the length of the Newell Highway.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>Communication between TfNSW and impacted LGA's in the design and scoping meetings for projects is a high priority as decisions are made without input from Councils.</p>
<b>Clear Zones</b>	<p>Funding has not been set aside to maintain the clear zones currently in place.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>Additional funding for maintenance of clear zones.</p>
<b>Additional Overtaking Lanes</b>	<p><b>STRATEGIC DIRECTION:</b></p> <p>Work with TfNSW to develop a five-year plan for additional overtaking lanes.</p>
<b>Rest Areas</b>	<p>It is essential that drivers can safely pull over in appropriate areas to rest. A Councillor from Dubbo Regional Council put forward a Notice of Motion last week to improve rest areas in the LGA as there's no rest areas either side of Dubbo with toilets, showers etc. Alastair Lunn from TfNSW advised that the North Dubbo rest area is being investigated by Transport for NSW for upgrades. No discussions held with Council for approximately a year regarding rest areas.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>Review of the rest area requirements for the Newell Highway to identify rest area locations and also meet requirements for rest periods (reference Narrandera as an example).</p>
<b>By-Passes</b>	<p><b>Coonabarabran:</b></p> <p>The Chair raised that Coonabarabran bypass should be high priority as it is designed and only waiting on funding. From a taskforce perspective, it would help the flow of traffic along the Newell Highway.</p> <p><b>Dubbo:</b></p> <p>The Chair raised that due to the expansion of the city, a Dubbo bypass should be looked at in the longer-term to preserve the Newell Highway corridor. Luke Ryan from Dubbo Regional Council commented that a bypass is part of the Transportation Strategy for the city. Alastair Lunn from TfNSW raised that when consulting with Dubbo Regional Council, the council is referring to a distributor/ring-road within the town limits rather than a bypass, and that Council needs to be clear with what they want.</p> <p><b>STRATEGIC DIRECTION:</b></p> <ol style="list-style-type: none"> <li>1. Coonabarabran bypass is the #1 priority for the Taskforce.</li> <li>2. Creation of a long-term plan for a Dubbo bypass for preservation of the Newell Highway corridor.</li> </ol>
<b>Flood Resilience</b>	<p>The Chair raised the need for the Tichborne area between Parkes and</p>

	<p>Forbes to be looked at, as well as flood resilience work at Gillenbah, Marsden, Beckom and Moree.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>TfNSW undertake a strategic study (including a funding package) of the full length of the Newell Highway (including connecting highways) to identify priority problem flooding areas.</p>
<b>Intersections</b>	<p>The Committee identified the following intersections as priority areas:</p> <ul style="list-style-type: none"> <li>• Newell Highway/Cargo Road - signage needed.</li> <li>• Camp Street, Forbes.</li> <li>• Ardlethan / Burley Griffin Way t-intersection.</li> </ul> <p>Alastair Lunn from TfNSW suggested an audit package of the major roads coming off the Newell in the southern region (i.e., Irrigation Way, Burley Griffin Way etc), including a safety study and survey.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>TfNSW undertake a strategic study (including a funding package) to prioritise the next ten intersections for upgrade along the Newell Highway (including connecting highways).</p>
<b>Shoulder Widths</b>	<p>The Committee discussed that there is a need for vehicles to be able to safely pull off the road into shoulder widths.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>TfNSW undertake a study (including a funding package) to identify areas of priority for vehicles to be able to safely stop on the side of the road.</p>
<b>Inland Rail Crossings - Grade Separation</b>	<p>The Committee discussed that there is currently only two Inland Rail Crossings along the Newell Highway, being Daroolgabee and South Forbes.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>All rail crossings along the Newell Highway, including Inland Rail crossings, have grade separation.</p>
<b>Guard Rails on side of roads</b>	<p>The Committee discussed that the guard rails restrict drivers from pulling onto the side of the road to avoid wide loads, vehicles on the wrong side of the road etc. Alastair Lunn from TfNSW advised that TfNSW have installed more guard rails to prevent people from leaving the road and hitting trees. The Committee raised that Councils are struggling with vegetation management in areas where guard rails are used for large distances as there's no entry point.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>TfNSW undertake a review of the guard rails along the Newell Highway, including the materials used and distance between markers.</p>
<b>Driver education</b>	<p>Richard Jane from Forbes Shire Council raised the need for increased driver education, particularly for truck drivers and caravanners, due to unsafe behaviours including intimidation.</p> <p><b>STRATEGIC DIRECTION:</b></p> <ol style="list-style-type: none"> <li>1. The Taskforce recommend that the government look at driver education programs/promotions (e.g., TV advertisements).</li> <li>2. The Taskforce suggest changes to legislation regarding driver safety</li> </ol>

	<p>requirements for caravans and trucks (e.g., truck-only parking spots).</p> <p>3. Raise with Road Safety Officer's for investigation.</p>
<b>Speed reviews</b>	<p>The Committee discussed the need for a speed review along the Newell Highway. Joanne Cheshire from TfNSW advised the Committee that the public are able to submit requests for this online via Safe Roads NSW:  <a href="https://www.saferoadsnsw.com.au/">https://www.saferoadsnsw.com.au/</a>.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>The Committee lobby for the retainment of the 110km speed zone along the Newell Highway.</p>
<b>Surveillance of roadside stops for litter</b>	<p>Clr Ruth McRae OAM from Murrumbidgee Council raised the need for TfNSW to revisit the compliance of contractors engaged to clean up roadside stop areas and increase serviceability and the level of expectation for maintenance of these areas.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>TfNSW review compliance of contractors.</p>
<b>Dual carriageway</b>	<p>Chris Roylance from Forbes Shire Council raised the need for the Newell Highway to be a dual carriageway. The Committee discussed that this is a long-term vision that would be delivered in the next forty years and linked the benefits and synergies with the Special Activation Precinct.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>All future major developments are scoped to reserve the corridor for a potential dual highway.</p>
<b>Effluent facilities in parking bays</b>	<p>Brian Mattiske from Forbes Shire Council requested the Chair to include an additional request in the Minutes for facilities at parking bays for trucks to drop effluent, like caravans.</p> <p><b>STRATEGIC DIRECTION:</b></p> <p>Facilities are provided at parking bays for trucks to drop animal effluent.</p>

John Scarce suggested that the NHTF make the priority listing an advocacy document that can be used to petition the nominees in the upcoming Federal Election.

*MOVED:* Cr Ruth McRae OAM

*SECONDED.-* Cr Ken McGrath

***CARRIED***

Further, John Scarce stated that the NHTF should be grateful for what has been spent on the Newell Highway already and the involvement that the NHTF has had.

The meeting discussed the Coonabarabran Bypass and that the NHTF continue to advocate for the Coonabarabran bypass

*MOVED:* Cr Denis Todd

*SECONDED.-* Cr Brian Mattiske

**CARRIED**

The meeting discussed that Inland Rail used to provide a presentation at each NHTF meeting, online. We haven't had a presentation for a least a year. Cllr Roylance discussed the need for a grade separated overpass on Sherrif Street in Forbes.

The meeting discussed the checking of pantechs and caravans by NHVR weigh stations and the fact that heavy vehicles under 12.5 tonnes can travel for several hours without taking a break. The meeting also discussed overloaded and incorrectly loaded caravans and that for safety reasons these should also be checked in some fashion. Holly Davies discussed TfNSW carrying out weighing days within communities to educate caravan owners on the proper loading of caravans to ensure they are as safe as possible. The caravan owners are not being fined at these weighing days if they are overweight or incorrectly loaded, because they are not actually on a journey. It is about educating caravan owners to keep them safe.

Cllr Ruth McRae OAM discussed the need for a roundabout in Jerilderie and that the council does not want a bypass around Jerilderie.

#### **10. SETTING OF THE NEXT MEETING**

The chairman, Cllr Roylance discussed having the next meeting of the NHTF at Parliament House in Sydney and then having the final meeting of the year at Parliament House in Canberra. The next meeting date is to be determined being cognisant of Country Mayors and other meetings that may clash.

The next meeting will be at Parliament House, Sydney on a date to be advised.

#### **11. MEETING CLOSE**

The meeting was closed at 12:05pm.





# The Country Mayors Association of NEW SOUTH WALES Inc

*Chairman: Mayor Rick Firman OAM*

*C/- Temora Shire Council,*

*PO Box 262, Temora NSW 2666*

*Contact: 0429 204 060*

*Email: [admin@nswcountrymayors.com.au](mailto:admin@nswcountrymayors.com.au)*

*ABN: 92 803 490 533*

## MINUTES

A General Meeting of the Country Mayors Association of NSW Inc, was held on **Friday 8 August 2025**, in the Theatrette, Parliament House, Macquarie Street, SYDNEY commencing from 8:20am.

**THEME: Crime, Law and Order**

**A warm welcome from CMA Chairman and Temora Shire Mayor Rick Firman OAM;**

- **Mayor Firman reflected on an exclusive workshop with NSW Environment Minister the Hon Penny Sharpe MP and her advisors, plus over 100 CMA members took place in the Theatrette NSW Parliament House, 2-5pm Thursday 7 August, 2025.** The topics of Biodiversity Conservation Offsets and Waste were broken up by a CMA catered afternoon tea, which was much needed, due to the intensity of the workshop. Biodiversity offsets as barriers to housing developments and FOGO costs were key concerns discussed. Mayor Firman thanked Deputy Chairman (Mayor Russell Fitzpatrick – Bega Valley Shire) for serving as MC for the session.
- **Mayor Firman reflected on the evening of Thursday 7 August 2025, a dinner with Former PM, the Hon Tony Abbott AC which saw 85 Board, Members and MPs enjoy a first-class venue, cuisine, service and camaraderie.** The CMA catered a special dessert and shouted a drink. Mr Abbott donated his time for the CMA and it was a topical, engaging talk, warmly received by those in attendance.

### **1. Presentation – NSW Police Minister, the Hon. Mrs Yasmin Catley MP**

- Reducing Community Crime is about partnership - State and Local Government working together in partnership with First Nations people and the broader community to improve safety in the community and address local challenges.
- The best way to reduce crime is to make sure it is not committed in the first place
- There has been a Youth Command developed - they work with PCYC to support young people.
- The Community Safety Report will be addressed by November 2025.
- 'Operation Soteria' is making significant impacts to date. This strategic initiative by NSW Police focusing on aggravated break, enter and steal offences, stealing motor vehicles and 'post and boast' offences where social media has been used to gain notoriety. It also involves a focus on improving police response to victims of sexual assault.
- Positive results so far - 189 charged and 137 of those charged were juveniles.

- There is an emphasis on diversion to keep young people out of the justice system - Youth Engagement Officers work in this space - hold Youth Action Meetings in key locations.
- The Minister said she is aware that they need more officers on the ground - Recruitment strategy has been successful with 4600 recruit applications over last 18 months. Improved workforce benefits include a once in a generation pay rise, and the move to flexible working hours (FTE model) and opportunity to job share.
- New Initiative 'Be a cop in your hometown' is seeing positive results
- Members questions, brought up changes in Bail legislation, AV bail hearings seem to be missing the regional context, and additional police needed in holiday hot spots.

**A token of appreciation was presented to Minister Catley MP by Mayor Firman.**

## **2. Presentation – Acting Deputy Commissioner Brett Greentree, acting as Deputy Commissioner - NSWPF Regional NSW Field Operations.**

- The 'perception' of crime, is sometimes as difficult to address as the actual crime.
- Sees Community safety as a joint venture - everyone knows who the criminals are in regional areas.
- Operation Soteria - is working across North and Western NSW.
  - So far they have addressed 340 break and enters
  - 137 juveniles were charged with 34% of them already charged or on bail at the time.
  - 'Boast and Post' - 92 have been charged
- Trends in regional crime - Robbery is down by 8%, Steal from Motor vehicle down 11%, Break and enter is down 4%, Sexual assault and drug related crime is stable, with increase in MV theft up 3.3%, DV related crime up 4%, breach of bail up 12.3% (result of targeted operations).
- Thanked Local Government for the work that they do in the Emergency management space in partnership.
- Re: Crime perception - it is important to communicate with community to instil confidence - there is a big role for the media - everyone needs to spread the good word and highly publicise positive outcomes.
- Members noted concerns about little to no police presence in some regional areas. Advised to report into the district office - more reports highlight the need and allows them to access other resources to ensure that coverage will come from other areas.
- Hoping that the 'Doli Incapax' review will bring about change and some tangible outcomes

**A token of appreciation was presented to Acting Deputy Commissioner Brett Greentree by Mayor Firman.**

## **3. Presentation – Chief Magistrate of NSW, His Honour Judge Michael Allen**

- A compelling presentation allowing a glimpse into the career and work of the Chief magistrate of NSW, who has an extensive background living and working in regional NSW.
- He stated that NSW is unique - we have an independent judiciary which makes us very lucky.
- Expressed the fact that the Courts do not make the Law, that Parliament makes the Law and the Courts enforce the Laws.
- Local Court has 48 magistrates servicing 109 courts across NSW - Country service policy to be implemented - no more FIFO - suggested that magistrates need to have a min. 2 years in the bush to urge that they feel and understand these communities.

- Dealing with 45000 bail applications annually.
- DV is the scourge of the nation that needs to be dealt with - there are 80000 matters annually. The voice that HASNT been heard is that of the complainant/ victim. There is a pilot program
- Bail is a concern for a lot of people - Magistrates don't make decisions up - they rely on information from Police. If there is concern that a mistake has been made - there is an inbuilt appeal system available. Less than 0.5% are appealed by the Police.

**A token of appreciation was presented to Chief Magistrate of NSW, His Honour Judge Michael Allen by Mayor Sharon Cadwallader.**

#### **4. Acknowledgements by Mayor Rick Firman OAM, CMA NSW Chairman**

- Acknowledgement and Congratulations to Mayor Abb McAlister and his team for the successful de-merger announcement. Mayor McAlister thanked all Mayors in CMA for their support over this time.
- The CMA Chairman (Mayor Firman) acknowledged Mr. George Cowan, General Manager Leeton Shire Council for 50 years of service to Local Government. Mr. Cowan will retire in September 2025.

#### **5. Excelling CMA Members Segment – Crime, Law and Order Theme**

##### ***Mr Nick Mamouzelos, Warrumbungle Shire Council Investigator***

Detailed presentation on the recent investigation into Illegal Tobacco trade in Warrumbungle Shire, something that is affecting most LGAs.

##### ***Mr Greg McDonald, General Manager – Upper Hunter Shire Council***

Excellent initiative being delivered to new young drivers involving police, emergency services, heavy vehicle providers and numerous support services to provide a practical educational opportunity for new drivers to understand the reality of being on the road and the brutal reality of accidents and why they can occur.

**A token of appreciation was presented to Mr Mamouzelos and Mr McDonald by Mayor Josh Black.**

**Morning Tea** was attended by a broad cross-section of Parliamentarians, from Government, Opposition (including Leader, the Hon Mark Speakman MP), Greens and Independents.

#### **6. Presentation - The Hon. Paul Toole MP - NSW Shadow Police Minister**

- Stated there are less Police 'boots on the ground' from when they were in Government
- 86% of stations are closed at nighttime, and some haven't opened in 12 months.
- Stated that there is a reduction in attested classes - dropped from 5 to 4.
- Re the parliamentary enquiry for youth crime - there has been an interim report provided with 19 recommendations - this has been driven by the CMA.
- Where has the funding gone to support Youth programs? E.g. Regional Youth Funding, SCCF
- Bail Laws are being debated in Parliament this week - Many police are frustrated
- Looking to introduce a Bill for 14-18 year olds
  - They want to introduce a curfew
  - Electronic Monitoring
  - Introduce Victim impact statements

**A token of appreciation was presented to Shadow Police Minister the Hon Paul Toole MP by Mayor Sue Moore.**

**7. Presentation -The Hon. Daniel Mookhey MLC – NSW Treasurer**

- Re: Disaster Affected Communities - issues with under insurance / no insurance. Natural Disaster funding is driving up premiums.
- Treasurer will seek input / feedback from councils to find a better way to fund emergency services.
- The Treasurer has met with Auditor General about the Red Fleet - he will have a position soon and advised that there will be cause for optimism for the CMA members.
- Workers Compensation - the scheme is NOT sustainable. There will be a minimum 36% increase in premiums in the absence of a reform.
- Members asked questions about:
  - Equitable remuneration for Councillors,
  - The need for NSW Government to support the restoration of FAGS to 1% of GDP from Federal Government,
  - The Southern NSW drought - desperate need for reclassification of drought as disaster - immediate need for freight and fodder assistance - it has been stated by Regional agriculture professionals that this is the worst drought ever experienced.
  - Councils dealing with an extraordinary amount of renewable energy impacts (in a non-REZ zone) What can be done to support councils with dealing with this?
  - What is the appetite of the Government for a combined Emergency Services sector - bringing all under one Department?
- The Treasurer advised that he was the current Chair of the Board of Treasurer's, who are meeting this week.
- GST - needs change, NSW is being short changed, in a significant way

**A token of appreciation was presented to Treasurer Mookhey MLC by Mayor Phyllis Miller.**

**8. Mr. Barry Irvin AM - Chairman of Bega Cheese**

Presentation about the growth and development of Bega Cheese Company - and their ability to 'buy back' some Aussie brands e.g. Vegemite, Dare Iced Coffee, Farners Union Yoghurt  
Their involvement in a significant whole of Community approach to developing a full Circular Economy in Bega Valley.

The Bega Circular Valley video:

[Australia's National Centre for Circular Discovery - Bega Circular Valley](#)

And the website: [Home - Bega Circular Valley](#)

**A token of appreciation was presented to Mr Irvin by Deputy CMA Chairman Mayor Russell Fitzpatrick.**

## General Business;

### 9. Attendance

Cr. Claire Pontin	Mayor	MidCoast Council
Cr. R Firman OAM	CMA Chairman / Mayor	Temora Shire Council
Melissa Boxall	CMA Secretary / GM	Temora Shire Council
Cr. Greg Whiteley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Brad Byrnes	GM	Cabonne Shire Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Andrew Meddle	CEO	Kempsey Shire Council
John Scarce	GM	Murrumbidgee Council
Cr R McRae OAM	Mayor	Murrumbidgee Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Natalia Cowley	GM	Moree Plains Shire Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Ken Ross	GM	Wentworth Shire Council
Cr. John Harvie	Mayor	Murray River Council
Stacy Williams	CEO	Murray River Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Ruth Ormella	Acting GM	Queanbeyan-Palerang Regional Council
Cr. Steve Krieg	Mayor	Lismore City Council
Eber Butron	Acting GM	Lismore City Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Toni Averay	GM	Uralla Shire Council
Kathryn Rindfleish	Mayor	Warrumbungle Shire Council
Lindsay Mason	GM	Warrumbungle Shire Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Sally Davis	Deputy Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Jane Redden	GM	Narromine Shire Council
	Director Community and	
Phil Johnston	Economic Development	Narromine Shire Council
Cr. Craig Davies	Councillor	Narromine Shire Council
Cr. Nikki Williams	Mayor	Coffs Harbour City Council

Cr. John Burley	Deputy Mayor	Kyogle Council
Cr. Danielle Mulholland	Mayor	Kyogle Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Laura Black	GM	Clarence Valley Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Leeah Daley	Acting GM	Gwydir Shire Council
Cr. Patricia White	Mayor	Shoalhaven City Council
Cr. Andrew McKibbin	Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Kevin Mack	Mayor	Albury City Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
David Neeves	GM	Gilgandra Shire Council
Cr. Ash Walker	Deputy Mayor	Gilgandra Shire Council
Adam Shultz	Mayor	Lake Macquarie City Council
Lisa Miscamble	Mayor	Wingecarribee Shire Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Greg Tory	GM	Lachlan Shire Council
Cr. Maurice Collison	Mayor	Upper Hunter Shire Council
Greg McDonald	GM	Upper Hunter Shire Council
Cr. D McCann OAM	Mayor	Coolamon Shire Council
T Donoghue PSM	GM	Coolamon Shire Council
Cr. James Angel	Acting Mayor	Nambucca Valley Council
Bede Spannagle	GM	Nambucca Valley Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Marina Hollands	Acting Chief Executive Officer	Goulburn Mulwaree Council
Cr. Michael Kidd	Deputy Mayor	Leeton Shire Council
Megan Mulrooney	CEO	REROC
Shaun Elwood	Director of People and Places	Lithgow City Council
Cr. Cassandra Coleman	Mayor	Lithgow City Council
Paul Smith	Mayor	Cowra Council
Paul Devery	GM	Cowra Council
Cr. Kellie Crossley	Acting Mayor	Edward River Council
Jack Bond	CEO	Edward River Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Abb McAlister	Mayor	Cootamundra-Gundagai Regional Council
		Cootamundra-Gundagai Regional Council
Roger Bailey	Interim GM	Singleton Council
Cr. Sue Moore	Mayor	Singleton Council
Justin Fitzpatrick-Barr	GM	Orange City Council
Cr. Tony Mileto	Mayor	Orange City Council
Barry Omundson	Interim CEO	Yass Valley Council
Cr. Jasmine Jones	Mayor	Yass Valley Council
Gayleen Burley	CEO	Bogan Shire Council
Cr. Glen Neill	Mayor	Bogan Shire Council
Derek Francis	GM	

Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Cian Middleton	GM	Liverpool Plains Shire Council
Cr. Eric Noakes	Mayor	Walcha Council
Cr. Tommy Stanton	Mayor	Brewarrina Shire Council
David Kirby	GM	Brewarrina Shire Council
Jane Stroud	CEO	Kiama Municipal Council
Cr. Melinda Lawton	Councillor	Kiama Municipal Council
Cameron Templeton	Council Engagement Manager   Riverina & Far South West	OLG
Katrina Annis-Brown	Council Engagement Manager   Central West and Far West	OLG
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Jay Nankivell	GM	Broken Hill City Council
	Councillor/LGNSW Board	
Cr. Penny Pedersen	member	City of Ryde Council
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
	Director Infrastructure Kerrie	
Kerrie Murphy	Murphy	Coonamble Shire Council
Nick Mamouzelos	Investigator	Warrumbungle Shire Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Ms Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. Paul Best	Mayor	Weddin Shire Council
Luke Sheehan	GM	Weddin Shire Council
Cr. Darrell Tiemens	Mayor	Narrabri Shire Council
George Cowan	GM	Narrandera Shire Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
Cr. P Miller OAM	Mayor	Forbes Shire Council
Richard Jane	Acting GM	Forbes Shire Council
Cr. Matt Gould	Mayor	Wollondilly Shire Council
	Manager Shire Planning and	
Stephen Gardiner	Head of Advocacy	Wollondilly Shire Council
Cr. Robert Taylor	Mayor	Bathurst Regional Council
Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Cheryl Cook	Mayor	Federation Council
Brett McInnes	GM	Inverell Shire Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Adam Roberts	Mayor	Port Macquarie Hastings Council
Jonathan Malota		NRMA
Ms Linda Scott	Chairman	NSW Grants Commission

## 12. Apologies

Mr Adrian Butler	GM	Federation Council
Mr Murray Wood	CEO	Dubbo Regional Council



Cr. Doug Curran	Mayor	Griffith City Council
Mr Brett Stonestreet	GM	Griffith City Council
Mr Frank Zaknich	GM	Albury City Council
Cr. George Weston	Mayor	Leeton Shire Council
Ms Jackie Kruger	GM	Leeton Shire Council
		Wagga Wagga City Council
Cr. Dallas Tout	Mayor	Bland Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Mr Grant Baker	GM	Narrandera Shire Council
Cr. N Kschenka OAM	Mayor	Greater Hume Council
Cr. Lea Parker	Mayor	Greater Hume Council
Mr Colin Kane	Acting GM	Uralla Shire Council
Cr. Robert Bell	Mayor	Inverell Shire Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Cr. Greg Kachel	Councillor	Lachlan Shire Council
Cr. John Medcalf OAM	Mayor	Tamworth Regional Council
Cr. Russell Webb	Mayor	CMA
Mrs Julie Briggs	Policy Advisor	CMA
Mr. Gary Fry	Secretariat	Armidale Regional Council
Cr. Sam Coupland	Mayor	NSW Government
The Hon Jenny Aitchison MP	Roads and Transport Minister	

Mayor Fitzpatrick (Bega Valley Shire Council) moved that the apologies be accepted. Mayor Cadwallader (Ballina Shire Council) seconded. CARRIED. Unanimous.

### **13. Adoption of Minutes from 9 May 2025.**

Mayor Allen (Bellingen Shire Council) moved. Mayor Ring (Kempsey Shire) seconded. CARRIED. Unanimous.

### **14. Nil**

### **15. Correspondence**

Mayor Ingram (Hilltop Council) moved. Mayor Roberts (Port Macquarie Hastings) seconded. CARRIED. Unanimous.

### **16. Media releases**

Mayor Cadwallader (Ballina Shire) moved. Mayor Winchester (Queanbeyan–Palerang Regional Council) seconded. CARRIED. Unanimous.

### **17. Reports**

**ALGA** - Mayor Miller (LGNSW President/Forbes Shire) moved. Mayor Allen (Bellingen Shire) seconded. CARRIED. Unanimous.

**LGNSW** - Mayor Miller (LGNSW President/Forbes Shire) moved. Mayor Ndiaye (Byron Shire) seconded. CARRIED. Unanimous.

**CMA Chairman** - Mayor Coleman (Lithgow City Council) moved. Mayor Miller (LGNSW President/Forbes Shire) seconded. CARRIED. Unanimous.

**Policy Advisor Report** - Received & noted and adopt recommendations - Mayor Allen

(Bellingen Shire) moved. Mayor Whitely (Warren Shire) seconded. CARRIED. Unanimous.  
CMA Financial report - Mayor Jones (Yass Valley) moved. Mayor Cadwallader (Ballina Shire) seconded. CARRIED. Unanimous.

#### **18. Business with Notice - CMA Survey**

- Mayor Fitzpatrick (Bega Valley Shire) moved. Mayor Miller (LGNSW President / Forbes Shire) seconded that the CMA consider the survey results at its November meeting. CARRIED. Unanimous.

**19. Urgent Business** - The CMA Chairman asked Members if the Board should consider having the business meeting of CMA on Thursday afternoon, and the Friday morning for Guest speakers. Members agreed overwhelmingly for the Board to consider this action, to spend more time on policy setting/advocacy and lobbying.

**The Chairman thanked all for attending and with no further business, declared the meeting closed at 12:48pm.**

**The next meeting will be held in the Theatrette, NSW Parliament House on 14 November 2025, followed by the AGM.**

# **UNGARIE ADVANCEMENT GROUP GENERAL MEETING**

**WEDNESDAY 19<sup>th</sup> August, 2025**

**(May meeting cancelled due to illness)**

**held in the Ungarie C.W.A. Rooms**

**Meeting Opened: 7pm**

**Present:** Jason Lewis, Nicole Lewis, Vanessa Williams, Brony Mason, Graeme Mason, Jackie Jansen, Rob Anderson and Alvian Tam

**Apologies:** Sarah Hale, Robyn Sherd-McVey

**Copies of Minutes of the Previous Meeting were shared around and read.**

**Moved that the Minutes be accepted as read:** Jackie Jansen, 2<sup>nd</sup> Vanessa Williams  
Carried.

## **BUSINESS ARISING FROM THE MINUTES:**

Discussion:

- Carol – Brony to contact Adam and Kathleen to see if they can run the Carols this year
- Bland Shire Forum – Robyn still in hospital and has not drafted letter. This will be put on the backburner for the time being.
- Nicole: water issues at the Showground are being addressed through the Grounds Committee
- Bins for Blokes are being rolled out across the Shire
- No news on security cameras for park
- Welcome Packs not done yet
- Bus Zone signs still to be done (change to specific hours rather than all day)
- Defib session went very well (good roll up of 25-30 people). Heart of the Nation has now merged with another organisation. The Defibrillator was serviced the other day.
- Railway crossing is in progress, and is hoped to be fixed by the next (Nov) meeting
- 30 Ungarie Street in the Council Auction on 13 November (Council responded to Vanessa's letter that they are dealing with it). Block next to Hall also in the auction.
- Dog problems continue, with Council rangers down in number not helping.
- Ungarie Community Church have a committee and have raised funds, and all is going ahead
  - Graeme – the church was apparently given a small block at Hometurn, which was holding up the sale (no one knows where it is...)
  - Working bee this week, and a Talent Contest next Sunday
- St Pat's Day bush dance didn't happen...

## **TREASURER'S REPORT:**

As at the end of June:

- Advancement Committee: closing balance of \$13,454.24 (same + interest + 355 contribution)
- Historical Society/Museum: closing balance of \$6822.24 (remains the same + interest)
- Garden Club: closing balance of \$1044.97 (remains the same + interest)

**MOVED** Vanessa Williams, 2<sup>nd</sup> Nicole Lewis that Treasurer's Report be accepted. Carried.

## **CORRESPONDENCE**

- Upgrade to Sign at Bing Wallder Park (Marina Uys was going to come to the May meeting, but it was cancelled, so she forwarded to information to Vanessa)

- Seems like a waste of money, and Vanessa wrote to Marina about it, but hadn't heard back by the time of the meeting
- Maybe the map should be updated, but nothing else. There are lots of errors in the planned upgrade (mentioned in Vanessa's letter)
- Ask for Bus Zone times to be restricted to set times rather than 24 hours. Visitors to town have been seen stopping, then leaving town once they have realised they have parked in a bus zone
- "Love Ungarie Town Revitalisation Project" forwarded by Alison Balind (letter and email)
  - Project proposal discusses painting historical signs back on sheds (specifically Filmers' shed, now owned by Lindsay Henley) but has no name attached to it?
  - Jackie: owners of Rick and Sue's old supermarket are applying for a grant to repaint it as well
  - **Moved Jason Lewis, 2<sup>nd</sup> Vanessa Williams that the Advancement Committee supports the project in principle, but needs more information. Carried.**
- Museum Grants brochure

## GENERAL BUSINESS

- Jackie Jansen is investigating having Tourist Service Signs at the Girral-Condo intersection (and elsewhere)
  - Signs need to be requested at Council and approved before pricing is given. This is in process, but will take a while
  - Ungarie Souvenirs requested to place on sale in the art gallery (Jackie plans to run a Tourist Information centre there)
    - **Vanessa to organise a souvenir invoice book similar to the arrangement with Rob and the Post Office. Moved Vanessa, 2<sup>nd</sup> Brony, carried**
  - Jackie also plans to put a coffee cart out the front when the gallery is open, but will need someone to run it
  - **Advancement Committee to write a letter to Council supporting Jackie's plans for Tourist Service Signs (to Marina Uys)**
- Ken Gibson photos of the 1972 parade in We Love West Wyalong facebook page – Vanessa already has scanned copies of these (apparently he was the photographer?)
- Museum: Margot still coming once a month to work with Don and Mary Duncan (and Vanessa) for a Story Board project similar to the Weethalle Centenary last year. Martin Lane was the graphic artist.
  - **Moved Vanessa, 2<sup>nd</sup> Jason that if Don and Mary get the storyboards organised, the Advancement Committee will fund the project. Carried**
- Jeff deRosario Headstone: nothing has been done at the cemetery, four years on
  - Tony Carr/Bowling Club are planning a fundraising big raffle to get a headstone in place
  - Discussion: seems like a lot of work and inefficient, eg has a \$1000 grocery donation towards one of the prizes, rather than the money going straight to a headstone
  - Discussion: why are the family/Ivan not paying for the headstone? Perhaps they need reminding?
  - **Moved Jason, 2<sup>nd</sup> Graeme that Rob to write to Pat O'Kane to contact Ivan about what his plans are for a headstone for Jeff. Carried.**

**NEXT MEETING : General Meeting 19/11/25**

MEETING CLOSED at 7.55pm