



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

Business Paper

21 May 2013



OUR VISION, MISSION AND VALUES





AGENDA

COUNCIL MEETING

21 MAY 2013

1.0 INTRODUCTION

Let us acknowledge the Wiradjuri people, their elders past and present, traditional custodians of the land we now share. Let us be inspired by the resilience, innovation and perseverance of past generations. Let us honour those who protect this great land, so that we may, here today, on this proud past, - build a vibrant future together. ("Pause for Reflection").

1.1 Oath of Office

Cr Pike will take the Oath of Office

2.0 ATTENDANCE

2.1 Councillors

Cr P Grellman
Cr L Hampton
Cr K Keatley
Cr T Lord
Cr L McGlynn
Cr B Monaghan
Cr L Pike
Cr N Pokoney
Cr P Templeton

2.2 Staff

Acting General Manager – Elizabeth White
Director Engineering Services – Will Marsh
Director Community & Development Services – Adele Casey
Executive Assistant – Julie Sharpe

2.3 Apologies

General Manager – Ray Smith

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 16 April 2013

- **Corrections**
- **Confirmation**
That the minutes of the Ordinary Council meeting held on 16 April 2013 be confirmed as a correct record of proceedings.
- **Business Arising**

4.0 DECLARATIONS OF INTEREST

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss the person or another person with whom the person is associated.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision a person might make in relation to a matter.

Councillor/Officer	Item	Nature of Interest

5.0 PUBLIC FORUM

5.1 Presentation to Mr Vern Collins, 2012 Citizen of the Year

6.0 MAYORAL MINUTE

7.0 NOTICES OF MOTION

8.0 DELEGATES & ADVISORY COMMITTEE REPORTS

Section 1 – Delegates & Advisory Committee Reports & Minutes *(for information)*

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	<i>(Cr Lord, vacant)</i>	
8.2	Public Libraries NSW South-West Zone – 5 th April 2013	5
8.3	Tourism Advisory Committee – 8 th April, 9 th May & 13 th June 2013	20
	<i>(Cr Lord, Cr Hampton)</i>	35
8.4	Indigenous Advisory Committee – 9 th April & 5 th June 2013	26
	<i>(Cr McGlynn, vacant)</i>	

8.5	Goldenfields Water County Council Board – 1st May & 27th June 2013 <i>(Cr Templeton)</i>	
8.6	Access Advisory Committee – 3rd May 2013	29
	<i>(Cr Grellman)</i>	
8.7	Health & Wellbeing Advisory Committee – 6th May & 3rd June 2013	31
	<i>(Cr Lord, Cr Monaghan, Cr Grellman, Cr McGlynn)</i>	
8.8	Heritage Advisory Committee – 8th May & 5th June 2013	33
	<i>(Cr McGlynn, Cr Grellman, vacant)</i>	
8.9	NSW Association of Mining Related Councils – 9th & 10th May 2013 <i>(Cr McGlynn, Cr Hampton)</i>	
8.10	Cultural Advisory Committee – 27th May 2013 <i>(Cr McGlynn, Cr Keatley, vacant)</i>	
8.11	Newell Highway Taskforce – 28th May 2013 <i>(Cr Lord)</i>	
8.12	Plant Committee – 2nd July 2013 <i>(Cr Grellman, Cr Templeton, Cr Lord)</i>	
8.13	Local Traffic Advisory Committee – 6th August 2013 <i>(Mayor Pokoney, Cr Grellman - alternate)</i>	
8.14	Riverina Regional Tourism <i>(Cr Lord)</i>	
8.15	Lachlan Catchment Management Authority Local Government Coordinating Committee <i>(Cr Hampton, vacant)</i>	
8.16	Bland Rural Fire District Zone Liaison Committee <i>(Cr Grellman, Cr Keatley - alternate)</i>	
8.17	Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Pokoney)</i>	
8.18	Bland Creek Catchment Management Committee <i>(Cr Hampton, vacant)</i>	
8.19	Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Pokoney, Cr McGlynn - alternate/observer, Cr Hampton - observer)</i>	
8.20	Murrumbidgee Medicare Local Board <i>(Cr Monaghan)</i>	
8.21	Bland District Bushfire Management Committee <i>(Cr Grellman, Cr Keatley - alternate)</i>	

9.0 STAFF REPORTS

That the Council receive the staff reports.

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10.0	URGENT BUSINESS WITHOUT NOTICE	
11.0	QUESTIONS AND STATEMENTS	
	<ul style="list-style-type: none"> ▪ Matters to be dealt with arising out of the proceedings of former meetings of the Council ▪ Other Matters 	
12.0	CLOSURE OF THE MEETING TO DISCUSS CONFIDENTIAL BUSINESS UNDER THE PROVISIONS OF SECTION 10A(2) OF THE LOCAL GOVERNMENT ACT	
12.1	Business Assistance Funding – Southwest Cruizers Ungarie <i>Local Government Act {Section 10A(2)(d)(i)}</i> <i>The matters and information are commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>	
12.2	Request To Waive Interest Accrued On Overdue Rates <i>Local Government Act {Section 10A(2)(b)}</i> <i>The matters and information are the personal hardship of any resident or ratepayer</i>	
13.0	RESUMPTION OF THE MEETING AND CONSIDERATION OF RECOMMENDATIONS OF THE CLOSED SECTION OF THE MEETING	
14.0	CLOSE OF THE MEETING	

SECTION 1 – DELEGATES & ADVISORY COMMITTEE REPORTS

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management.

Officer’s Recommendation:

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

- .Museum Advisory Committee – 28th March 2013
- .Public Libraries NSW South-West Zone Minutes – 5th April 2013
- .Tourism Advisory Committee – 8th April 2013
- .Indigenous Advisory Committee – 9th April 2013
- .Access Advisory Committee – 3rd May 2013
- .Health & Wellbeing Advisory Committee – 6th May 2013
- .Heritage Advisory Committee – 8th May 2013
- .Tourism Advisory Committee – 9th May 2013

MINUTES OF THE BLAND SHIRE MUSEUM ADVISORY COMMITTEE HELD IN THE FOYER MEETING ROOM ON THURSDAY 28 FEBRUARY 2013 COMMENCING AT 5.00PM

Present: Nicole Lewis (Ungarie), Margot Jolly (Museum Advisor), Guy Marchant (Manager Development Services), Barbara Luelf (Weethalle Museum), Cr Tony Lord

APOLOGIES: Cr R Bland, Joan Stanford (Bland District Historical Society Museum), Judy Danson (Wyalong Museum)

CONFIRMATION OF MINUTES

Moved by Margot Jolly and seconded by Nicole Lewis that the notes of the meeting held on 29 November 2012 are taken as read and confirmed.

ITEM 1 MATTERS ARISING FROM MINUTES

Guy confirmed that he raised issues and concerns of the Committee in regard to what appeared to be a lack of tourist information on Council's website, with the relevant staff.

ITEM 2 CORRESPONDENCE

Correspondence In

Information in regard to the Access to Funding Workshop to be held at Wagga

Correspondence Out

Nil

ITEM 3 MUSEUM ADVISORY REPORT

Margot provided a summary of her activities since the last meeting.

ITEM 4 MUSEUM REPORTS

Bland District Historical Society

No members present

Weethalle Museum

- Thanked Council for their support so far in regard to the Weethalle Vintage Machinery display.
- Weethalle Vintage Machinery display is progressing. Currently looking for grant funding to assist with the cost of appropriate signage to support display.

Ungarie Museum

- Open day on Australia Day was very successful with approximately 100 people viewing the museum.
- Concerns were raised about the possibility that the roof might be leaking along eastern wall.

Guy is to investigate the matter

- Ungarie school history class are undertaking a project to develop a website for the Ungarie Museum. Committee excited about this project and are looking forward to working with the students.

Guy advised Nicole to have a school representatives to make contact with Council Community Relations officer to discuss possibility of Council hosting page within Council's website.

Cr Lord indicated that Council should support this project where possible.

- Next open day will be St Patricks day on 17 March 2013.
- Committee asked if Council consider providing ceiling fans as the museum is very hot during the summer months.

Guy requested that the request be provide in writing and that he would investigate if there where funds available within the current budget and if not will make a request for funding within the 2013 – 2014 budget.

ITEM 4 GENERAL BUSINESS

General discussion was held in regard to the protection of historical documents that are held by the museums in particular if the documentations are being stored under the correct conditions.

Margot indicated that at this stage not all the historical documentation is being stored correctly and it is very difficult for the museums to do this considering the need that the documents should be stored at the correct temperature and humidity levels.

Cr Lord expressed concern that these important historical documents could end up being lost if they are not stored correctly and suggested that Council should invest in a suitable storage facility to ensure the documents are protected for future generations.

As a result of the discussion Cr tony Lord moved the following motion;

“That Council commences investigations in regard to providing an approved storage facility and that funds are allocated within the 2013 -2014 budget towards the investigation and design process.”

The motion was seconded by Barbara Luelf.

ITEM 4 DATE OF NEXT MEETING

The next meeting will be held on 23 May 2013 commencing at 5.00pm.

ITEM 9 CLOSE

There being no further business the meeting closed at 6.05pm.

**Minutes of the Meeting of
PUBLIC LIBRARIES NEW SOUTH WALES
SOUTH-WEST ZONE
held on Friday 5th April 2013
at the Stephen Ward Rooms, Cootamundra Shire Library**

Delegates Attending:

Cr Yvonne Braid	Wagga Wagga City Council
Dr Alex Byrne	State Library of NSW
Adele Casey	Bland Shire Council
Christine DelGigante	Griffith City Library
Cr Gail Driscoll	Lockhart Shire Council
Cr David Evans	Boorowa Council
Cr Denis Glanville	Berrigan Shire Council
Michelle Head	Albury City Libraries
Amy Heap	Riverina Regional Library
Cr Gary Hiscock	Wagga Wagga City Council
Cr Jim Howard	Narrandera Shire Council
Penny Howse	Cootamundra Shire Library
Cr John Hudson	Jerilderie Shire Council
Susan Killham	Narrandera Shire Library
Robert Knight	Riverina Regional Library
Cr Margaret Merrylees	Carrathool Shire Council
Cr Ruth McRae	Jerilderie Shire Council
Cr Betty Murphy	Murray Shire Council
Anne Nevins	Berrigan Library Service
Janice Ottey	South-West Regional Library
Debbie Paylor	Upper Murray Regional Library
Cr Doug Phillips	Cootamundra Shire Council
Brian Plummer	Riverina Regional Library
Jan Renwick	Central Murray Regional Library
Cr Lindsay Renwick	Deniliquin Shire Council
Joanne Russo	Bland Shire Library
Cr Dot Smith	Bland Shire Council
Cr Graham Smith	Public Libraries NSW
Kim Tattam	Central Murray Regional Library
Ken Trethewey	Cootamundra Shire Council
Kristin Twomey	Tumut Shire Libraries
Cr Hank van de Ven	Albury City Council
Cr Rosalind Wight	Cootamundra Shire Council
Pam Young	Griffith City Library

Cr Doug Phillips, Mayor of the Cootamundra Shire Council, welcomed delegates to Cootamundra.

Cr Yvonne Braid, Chairperson of the South-West Zone, opened the meeting and gave an Acknowledgement of Country.

Cr Braid then introduced guest speaker Dr Alex Byrne, NSW State Librarian & Chief Executive, who provided an overview of State Library services and activities, as well as speaking about the broader NSW public library network and associated contemporary issues.

Cr Braid thanked Dr Byrne and presented a gift of appreciation.

Agenda Items

1. Apologies:

Cr Peter Batey	Gundagai Shire Council
Regina Brunsdon	Tumbarumba Shire Library
Carina Clement	Albury City Libraries
Rhonda Cox	Jerilderie Shire Library
James Davis	Junee Shire Council
Eileen England	Temora Shire Library
Cr Patricia Gould	Albury City Council
Cr Pam Halliburton	Junee Shire Council
Cr Don Henderson	Conargo Shire Council
Cr Terry Hogan	Jerilderie Shire Council
Phil McMurray	Gundagai Shire Council
Lyn Middleton	Leeton Shire Library
Cr Joan Palmer	Corowa Shire Council
Phil Pinyon	Wagga Wagga City Council
Cr Kevin Poynter	Wagga Wagga City Council
John Proctor	Tumbarumba Shire Council
Cr Annette Schilg	Greater Hume Shire Council
Cr Dallas Tout	Wagga Wagga City Council
Helen Underwood	Hillston Library
Cr Tracey Valenzisi	Leeton Shire Council
Cr Greg Verdon	Lockhart Shire Council

Motion: *That the apologies be accepted.*

Moved: Cr Garry Hiscock Seconded: Cr Jim Howard

2. Confirmation of Minutes

The minutes of the meeting held at Coolamon on 21 November 2012 were presented.

Motion: *That the minutes of the meeting held on 21 November 2012 be confirmed.*

Moved: Anne Nevins Seconded: Cr Margaret Merrylees

3. Business arising from the previous meeting

3.1 Reforming Public Library Funding submission (Item 8.5 of 21.11.12 meeting)

The November 2012 meeting resolved:

That the 5 zones of PLNSW collaborate on the development of a community campaign to support the reform of public library funding in accordance with the Reforming Public Library Funding submission that is currently before the NSW state government.

Robert Knight reported that subsequent discussions with the Chairperson of PLNSW concluded that any coordinated lobbying should only be activated if the NSW state government failed to implement the recommendations of the Reforming Public Library Funding submission in the 2013 budget.

3.2 Future meeting schedule for SW Zone Children's & Youth Services Group submission (Item 10.1 of 21.11.12 meeting)

The November 2012 meeting resolved:

That the scheduling of future SW Zone Children's & Youth Services Group (CYSG) meetings be referred to the next meeting of the SW Zone Managers Group for consideration, in conjunction with any recommendations arising from today's CYSG meeting.

Robert Knight reported that SW Zone Managers group endorsed a recommendation at its March 2013 meeting for two meetings of the CYSG to be held each year, in the months of February and August.

Motion: That the business arising from the meeting held on 21 November 2012 be confirmed.

Moved: Susan Killham Seconded: Michelle Head

4. Correspondence

Nil

5. Report from State Library of New South Wales – Dr Alex Byrne and Robert Knight presented highlights from the State Library report, which will be circulated with the minutes.

Motion: That the report from the State Library of NSW be noted.

Moved: Sue Killham Seconded: Cr Margaret Merrylees

6. Report from the PLNSW Executive – Cr Graham Smith, Chairman of Public Libraries NSW (PLNSW), presented a verbal report, including updates on the following matters:

- Cr Smith congratulated the SW Zone on the excellent attendance at this meeting, particularly noting the presence of 14 councillors.
- National Year of Reading (NYR) - update on the transition of NYR 2012 to LOVE2READ AUSTRALIA as an outcome of the NYR and an ongoing national brand for libraries and literacy. See more at www.love2read.org.au
- NSW Public Library Associations – update on the progress of collaboration between PLNSW and the NSW Metropolitan Public Library Associations.
- Reforming Public Library Funding submission - a reminder letter concerning the draft notice of motion for councils on the issue of library funding has been circulated to PLNSW councils. There will be a need for the lobbying campaign to continue prior to the announcement of the budget. Member councils are maintaining strong contact with Government backbenchers.
- Representation - two proposals from PLNSW were adopted at the December NSW Public Libraries Consultative Committee meeting, namely the piloting of a joint membership card for SLNSW and public libraries and a review of SLNSW professional development programs to ensure that they were meeting the needs of a mature workforce.

Motion: That the report of the PLNSW Executive be noted.

Moved: Brian Plummer Seconded: Cr Lindsay Renwick

Councillor Braid presented Cr Graham Smith with a gift in appreciation of his attendance and presentation at the meeting.

7. Update from PLNSW Executive Officers

Robert Knight, Joint PLNSW Executive Officer, updated the meeting on the following matters:

- 7.1 2013 AGM – scheduled for Sunday 24 November 2013, at the NSW Leagues Club, Sydney
- 7.2 2013 PLNSW Conference – *SWITCH: Creating Libraries for our Communities*, to be hosted by NSW MPLA. Sunday 24 - Tuesday 26 November, Australian Technology Park
- 7.3 Kath Knowles Young Leaders Award – applications will be called for this award in July
- 7.4 Colin Mills Scholarship - applications will be called for this award in July
- 7.5 PLNSW Life Membership Awards – applications will be called for the two 2013 PLNSW Life Membership awards in July
- 7.6 NSW Public Library Associations – as reported by the PLNSW Chairperson
- 7.7 Reforming Public Library Funding submission – the importance of support from NSW councils for this submission was reiterated.

Motion: That the South-West Zone, in collaboration with Local Government NSW as well as Public Libraries NSW and its other four Zones, develop a community campaign to vigorously lobby for increased and sustainable public library funding in the event that the 2013 state government budget does not deliver an adequate result for future NSW public library funding needs.

Moved: Cr Lindsay Renwick

Seconded: Cr Jim Howard

- 7.8 PLNSW membership renewals – 100% of current members have renewed their PLNSW membership for 2012-13
- 7.9 Australasian Mobile Library Network (AMLN) developments and Conference– the AMLN, administered by the PLNSW Executive Office, is working with mobile library staff, managers and councils in Australia and New Zealand to revitalise this important library sector group. The 2013 AMLN conference, *Connecting*, will be held in Wagga Wagga on 23-25 August 2013.

Motion: That the report of the PLNSWC Executive Officers be noted.

Moved: Cr John Hudson

Seconded: Michelle Head

8. Public Libraries Consultative Committee (PLCC) Report

Robert Knight, PLNSW representative on the PLCC, provided an update of recent activities of the Committee (see attached report)

Motion: That the Public Libraries Consultative Committee report be noted.

Moved: Cr Rosalind Wight

Seconded: Adele Casey

9. Report on SW Zone Library Managers meeting, 20 March 2013

9.1 SW Zone Children's & Youth Services Group (CYSG) Update – Robert Knight presented an update compiled by Carina Clement, 2013 CYSG Mentor, on the activities of the group – see attached report.

9.2 Update on the South-West Zone Digital Library (SWZDL) – Robert Knight advised that:

- the SWZDL has enjoyed a high level of usage of its current e-audio book collection
- the SWZDL will be the first Bolinda Digital site to “go live” with the Bolinda e-book collection sometime in April

- the outcome of a \$180,000 Library Development Grant application for the extension of the SWZDL is currently being awaited. The grant recommendations of the Library Council of NSW went to the Minister for the Arts at the end of February.

Motion: That the report of the SW Zone Library Managers be noted.

Moved: Dot Smith

Seconded: Cr Jim Howard

10. E-Smart Libraries Program

Amy Heap, Outreach & Promotions Coordinator at Riverina Regional Library (RRL), provided a presentation about the E-Smart Libraries Program.

The Australian Government launched an \$8million, multi-year partnership between the Telstra Foundation and The Alannah and Madeline Foundation in late 2012 to develop and deliver eSmart Libraries across Australia - one of the most significant community cybersafety programs ever undertaken in Australia.

Over the next six years, the Foundations will work with Australia's 1,500 public libraries to roll out eSmart Libraries - a world-leading cybersafety system to better equip and connect local communities with the skills they need for smart, safe and responsible use of technology.

The Telstra Foundation and The Alannah and Madeline Foundation invited libraries from across Australia to submit expressions of interest to become one of 20 library clusters to pilot the eSmart Libraries program prior to its Australia-wide rollout. RRL was selected as a pilot library cluster, and Headquarters staff are currently working with staff from branch libraries to instigate the pilot program across RRL.

Motion: That the presentation by Amy Heap be noted.

Moved: Michelle Head

Seconded: Cr Margaret Merrylees

11. South-West Zone Libraries Roundup

Representatives from each South-West Zone library service present at the meeting provided a brief update on recent activities undertaken (presented in PowerPoint) as follows:

Albury Libraries:

Michelle Head

Berrigan Library:

Anne Nevins

Bland Library:

Joanne Russo

Central Murray Regional Library:

Kim Tattam

Griffith City Library / Western Riverina Libraries:

Pam Young & Christine DelGigante

- *Narrandera Library:*

Sue Killham

Riverina Regional Library:

Robert Knight

- *Cootamundra Library*

Penny Howse

- *Tumut Libraries*

Kristin Twomey

South-West Regional Library

Janice Ottey

Upper Murray Regional Library:

Debbie Paylor

The presentation also included background information (presented by Robert Knight) on the public library sector (and related issues) at the national, state, zone and regional levels.

Motion: That the updates from South-West Zone libraries be noted.

Moved: Cr Margaret Merrylees

Seconded: Adele Casey

12. Other Business

12.1 The meeting noted with regret that the Upper Murray Regional Library, a cross-border regional library service that has provided library services to NSW and Victorian libraries for more than 60 years, will cease operation on 30 June 2013. The NSW Council areas of Corowa, Greater Hume, Tumbarumba and Urana, which are currently members of the Upper Murray Regional Library, will join the Riverina Regional Library from 1 July 2013.

Motion: That the South-West Zone express its sincere appreciation for the contribution that Upper Murray Regional Library has made as a significant member of the South-West Zone. Particular gratitude is extended to current CEO, Debbie Paylor, as well as past CEOs/Managers Lynne Makin and Anne Burnett. The South-West Zone offers the best wishes of its members to all Upper Murray Regional Library staff for the future.

Moved: Robert Knight

Seconded: Brian Plummer

12.2 Cr Lindsay Renwick proposed that the South-West Zone Secretary requests the details of any delegates who will be arriving the night before future Zone meetings to enable those folk to meet up for a meal if they would like to.

Moved: Cr Lindsay Renwick

Seconded: Cr Margaret Merrylees

13. Next Meeting - The next meeting will be held in the Greater Hume Shire Council area in during October. Robert Knight to circulate a Doodle Poll to determine the most convenient date for the majority of delegates.

Chairperson Cr Yvonne Braid proposed a vote of thanks to the Cootamundra Shire Council for their organisation of a very successful meeting, and for their excellent hospitality. She also thanked Dr Alex Byrne and Cr Graham Smith for their attendance and presentations. The vote of thanks was carried by acclamation.

Cr Braid thanked delegates for their attendance and wished everyone a safe trip home.

Meeting Close - The meeting closed at 12.44 pm.

The meeting was followed by lunch served at the venue.

***Our sincere thanks to the Cootamundra Shire Council
for their generous hospitality.***

State Library of NSW
Report to the South West Zone meeting
Cootamundra
5 April 2013

Public Library Funding

Assessment of the Library Development Grants and Country Libraries Fund Grants took place over January, and the Library Council of NSW Grants Committee met on 7 February 2013 to consider the applications. The Committee's recommendations went to the Library Council meeting of 18 February 2013 for consideration. Following Library Council endorsement the recommendations have been forwarded to the Minister for the Arts for consideration and approval. Announcements are expected to be made shortly, subject to Ministerial approval.

The Library Council of NSW has provided advice to the Minister for the Arts on public library funding needs from 2013/14. The advice is based on a review of funding conducted by the State Library, the MPLA and PLNSW through the PLCC in 2012.

Contact: Cameron Morley

PLCC

The Annual joint meeting of PLCC and the Library Council was held at the State Library on 3 December 2012. The State Library, the MPLA and PLNSW representatives briefed the Library Council on funding needs and highlighted the progress and achievements of many libraries over the 2012/13.

The PLCC minutes from 3 September 2012 and 3 December 2012 are available on the State Library website.

The PLCC met on 18 March 2013. Minutes will be available on the website shortly.

Contact: Cameron Morley

Revitalising Regional Libraries

28 country councils will receive grants this year, under year two of the Revitalising Regional Libraries Grants program. Visits are well underway, with the final visits being scheduled over the next few months.

As previously advised, in 2012/13 the State Library will include all metropolitan councils in the needs assessment process developed as part of this grant program. This will ensure that a statewide view of public library needs is communicated to the Government. Metropolitan visits are also underway.

Value of Public Libraries study

During August a number of NSW public libraries participated in a research project to establish the value of the State Library and NSW public libraries. Deloitte Access Economics were contracted to conduct the research by the State Library of NSW. Once finalised, the report will be shared with NSW public libraries.

Contact: Cameron Morley or Leanne Perry

Public Library Network Research Program 2012/13

RFID Cost Benefit Analysis

Huegin Consulting is assisting the State Library and the PLNRC on a Cost benefit analysis of RFID in NSW public libraries. The project has to date included significant consultation across the network with libraries at different stages of RFID implementation and operation. A draft report is being considered at present.

Contact: Cameron Morley

Local History Collections and Services: a shared strategy

The PLNRC has endorsed the next major project to be undertaken. This project will take a statewide view of local studies collections, and has the following aims:

- identify the scope of local history collections and services across NSW public libraries and investigate current practices in providing access, digitisation and preservation of local history collections.
- develop a shared understanding of local history collections, services and practices across NSW public libraries and the State Library of NSW.
- develop best practice guidelines for the collection development and management of NSW public library local history collections and services.
- identify how the State Library can partner with and support NSW public libraries in local history collection development, access and management.

Contact: Cameron Morley / Leanne Perry

Data Visualisation Project

In 2012 the State Library contracted Dr Mitchell Whitelaw of the University of Canberra to develop a prototype Images Explorer. Manly Library's digital picture collection has been used for the pilot. This visual approach to providing access to collections enables people to browse and explore collections without having to rely on keyword access or search terms. It uses dynamic content so that it continues to be updated.

The data visualisation uses open source tools. The code will be made available so that other libraries can access and modify it for use with their collections.

The second part of the project was to develop a web based methodology of data visualisation for public libraries which have their photograph collections accessible on the National Library's Trove database, using the Trove API.

The Manly example and the Trove prototype entitled *Trove Mosaic* are online here:

http://www.sl.nsw.gov.au/services/public_libraries/committees/network_research/datavisualisation_local_studies.html

This code is also available for interested libraries <https://github.com/mtchl/ManlyImages>. The State Library will be providing further information about how libraries may implement this with their own collections.

Contact: Ellen Forsyth

Tech Savvy Seniors

The NSW Government released the Ageing Strategy in July 2012. One of the key priorities of the Ageing Strategy was the Tech Savvy Seniors program, a digital literacy skills training program for seniors who have limited or no previous computer experience.

The Tech Savvy Seniors program aims to assist seniors access information, websites and services online, and to gain confidence in using new technologies.

In 2012, twenty eight NSW community colleges were funded to deliver low cost Tech Savvy Seniors training in 2012 across various locations in regional NSW and metropolitan Sydney. In 2013, thirty four community colleges will deliver Tech Savvy Seniors training throughout NSW.

Expansion of Tech Savvy Seniors in 2013:

A partnership between the NSW government and Telstra was launched at the State Library on 30 January for the expansion of the Tech Savvy Seniors program. The partnership will expand the Tech Savvy Seniors program through NSW public libraries and may include other community partners such as U3As, Computer Pals clubs etc. The focus will be on reaching seniors in regional and remote areas. NSW Office for Ageing (part of Dept of Family & Community Services) is managing this partnership on behalf of the NSW government.

The State Library is working with the Office for Ageing and Telstra on opportunities for NSW public libraries to participate. Participation will include an offer of free technology training DVDs for all NSW public libraries that may be lent to library patrons. In addition, libraries in selected areas will be invited to apply for grant funding to train seniors in the use of technology. The initial invitation was issued in March, with a second round expected in the second half of 2013.

Contact: Anne Doherty

Innovation Project

The Innovation Project is piloting new State Library service offerings in an online world during 2012. Extending the Library's use of social media tools with a view to developing a model to support and enable service delivery innovation. The project includes policy development, staff training, exploration of social media tools, management of online communities and evaluation of the return on investment.

Many NSW public libraries make use of social media tools to reach out to their communities and to deliver library services. As the State Library tests these new tools, there are opportunities to work closely with public libraries to share what we have learned and to provide information and training tips for staff. The first social media tools included in the project are: Historypin, Pinterest and Wikipedia.

Making Connections

A new Making Connections program (which introduces public library staff to relevant State Library services) has been scheduled for 2013, with the first session held on 25 February. Future dates are 1 May (fully booked), 24 June, 21 August and 24 October.

Contact: Kate O'Grady

NSW.net

Discovery Tools – The 12 month trial of the EBSCO Discovery Service (EDS) has commenced at Blacktown and Fairfield libraries.

Consortia Opt-in Offers – Compiled a list of libraries subscribing to the consortia opt-in list of products in 2012/13.

Nielsen Book Data Online trialled and evaluations received. Offer to be launched in March 2013. Negotiations commenced between NSW.net and James Bennett for a consortium opt-in offer for Axis/360 Blio platform. Commenced investigating possible trials and consortia opt-in offers for products from ClickView (video platform) Lynda.com, Gale (National Geographic), Britannica (SmartMaths) and Alexander Street Press (Early Experiences in Australasia).

eLending Portal – Completed the development of an eLending portal on the NSW.net website for eBook discussions by Public Libraries in collaboration with PLS. Adding content onto the staging website before going live around March 2013.

eResources Training – Arranged vendor training at SLNSW in November for public library staff to attend an overview of Ancestry Library Edition as an historical and genealogical resource. Twenty eight (28) staff from metropolitan and country public libraries attended the session.

WiFi Hotspot Rollout Round 2 – Installed WMS in 24 rural and regional public libraries through the Revitalising Regional Libraries program in 2012/13. In November, there were a total of 139,023 logins from WMS services in NSW public libraries.

Internet Connectivity – NSW.net continues to provide network upgrade proposals for libraries/councils for subsidised internet connectivity and WiFi hotspot services. ADSL2 and WMS services were implemented in all City of Sydney libraries (11 branches) and in Ryde library. Burwood and Kogarah libraries (3 branches) are implementing WMS. Service upgrades were completed at Merrylands, Albury, Penrith, Auburn, Strathfield, East Maitland, and Rutherford councils/Libraries. A price reduction in the cost of ADSL2 services has been negotiated with PACNET.

NSW.net Technology in Libraries Seminar – Following the Technology in Libraries Seminar held in September, the recorded presentations were posted onto the NSW.net website for access by the NSWPLN.

NSW.net Service Delivery Strategy 2013-16 – Developed and distributed 207 client surveys to current IT contacts and library managers for feedback in developing the 2013-16 NSW.net Strategy. Received over 150 responses and in December held a workshop with the Strategy Steering Committee representatives to discuss options/responses for input into developing the strategy. Finalising the Strategy for presentation at the March PLCC meeting.

Contact: Joyce Azzopardi

LIAC and Drug Info

LIAC and Drug Info Forums

Appreciation for the strong support provided for Forum attendance. Approximately 70 public librarians attended each Forum. These remain a very useful means for discussing service issues and developments. Evaluations were very positive.

Tenants Rights Manual 4th edition: This very useful tool Kit title has now been added to LIAC's Find Legal Answers website in full text under the Legal Books Online tab. This is part of a strategy to publish as many Tool Kit titles as possible on the website.

Neighbours and the law: copies have been distributed free by the Minister of Fair Trading to all Lower House MPs. *Neighbours and the law* would be an excellent resource to promote to Council – LIAC would be happy to provide one or two copies plus flyers to any library wishing to promote this resource.

Latest Hot Topics is on consumers and the law, to be distributed in the next week.

LIAC, local courts, public libraries project extended

In 2012 Lower Hunter and Blacktown libraries participated in a pilot project with local courts and LIAC to increase local awareness and use of the Find Legal Answers service. The pilot project provided some very positive outcomes and useful learning. The project has now been extended to public libraries and local courts in a further ten locations, Queanbeyan, Goulburn, Lithgow, Kiama, Wagga Wagga, Orange, Hornsby, Parramatta, Sutherland and Burwood. The specific locations selected were those where the local court staff expressed active interest in participation in the project.

An important part of the legal information workshops delivered to court staff as part of the project focuses on the Tool Kit – and court staff and their clients are told to look for the black and green stand. LIAC is in the process of distributing new Tool Kit signage – there are now two size options plus shelf signage.

LIAC survey

A short survey to be sent to all Library Managers in March/April to assess satisfaction with LIAC services (collections, training, website, communications, promotions, reference support).

Drug Info

Drug Info has developed content specifically aimed at students on its website, with the addition of two new research guides- *Guide for PDHPE students*, and *Guide to drug statistics and reports* and a new page for students.

Brochures promoting information in community languages on the LIAC and Drug Info websites have been developed and distributed to a number of library services. Anyone wanting additional copies should contact LIAC or Drug Info.

Contact: Sue Walden

Upcoming events

Focus on Seniors seminar
10 April 2013

Reference @ the Metcalfe
7 May 2013

Making Connections
1 May 2013 (fully booked)
24 June 2013
21 August 2013
24 October 2013

Law Week: 2013
13-19 May
Contact: Catherine Bryant

Drug Action Week: 2013
16-22 June.
Contact: Andrea Curr

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Public Libraries NSW - South West Zone Meeting – 5 April 2013

Public Libraries Consultative Committee Report

Background

The Public Libraries Consultative Committee (PLCC) is a sub-committee of the Library Council of NSW and meets 4 times per year. Its terms of reference are as follows:

- provide policy advice to Library Council in relation to the provision of public library services in New South Wales
- provide a consultative framework for the Library Council, the State Library and key stakeholders in local government concerning public library services in New South Wales
- monitor the funding formula to provide advice to the Library Council on an annual basis to inform the four yearly review of the formula
- provide advice to Library Council on an annual basis concerning the development of guidelines for Library Development Grants. The Committee does not evaluate grant applications nor allocate Library Development Grants

Members are responsible for providing views to the Committee to assist it to carry out the functions as set out above.

Membership

The members of the Committee are:

- 3 members of Library Council
- 3 Representatives of Country Public Libraries Association
- 3 Representatives of Metropolitan Public Libraries Association
- 2 representatives of NSW LGSA
- 3 representatives of State Library of New South Wales
- 1 representative of Local Government Managers Australia, NSW Division

Current Issues

The most recent meeting of the PLCC, held on Monday 18 March 2013, considered the following matters:

- Progress of the 2012/13 Public Library Funding Strategy, including the Library Development Grants and Country Libraries Fund Grants assessment.
- A summary of supplementary information provided in support of the Reforming Public Library Funding submission.
- Findings of the Deloitte Access Economics value of the State Library and NSW public library network studies.
- The NSW.net Service Delivery Strategy 2013-2016, and the eLending kit training program.
- The extension of the LIAC / Courts pilot program, and reports on the Tech Savvy Seniors and Taking the Lead programs.
- The final draft of the Business Case approach to RFID implementation report, auspiced by the Public Library Network Research Committee.

It was also agreed to take two meetings off site to public libraries in 2013, with a Sydney metropolitan and country library location to be confirmed.

The meeting minutes will be available on the State Library website following their adoption.

Previous minutes are available here:

http://www.sl.nsw.gov.au/services/public_libraries/committees/plcc/minutes.html

NSW LIBRARY FUNDING – FACTS & FIGURES

- NSW receives the lowest per-capita funding of all states in Australia.

State/Territory Funding as a Percentage of Public Library Expenditure

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
100%	8%	46%	12%	22%	100%	17%	15%

Source: Australian Public Library Statistical Report 2010-11; National & State Libraries Australasia (NSLA)

- State Government expenditure on public libraries has decreased as a proportion of total public library expenditure from 23.6% in 1980 to 8% in 2010-11.
- State Government expenditure has increased threefold since 1980; Local Government expenditure has increased over 11 times since 1980.
- If state contributions had increased at the same rate as local government contributions, the state government would have provided recurrent funding of \$96.6m in 2010/11 instead of \$24.5m.
- The State Government also provides project funding to the State Library of NSW for projects such as digitisation, building works, and cataloguing records. **This allocation is not related to State Government funding for public libraries.**
- 46% of the NSW population held a library card during 2010-11.
- The current NSW Public Library Funding Strategy includes three components:
 - Per capita subsidy (legislated at \$1.85 per NSW resident) - \$13,503,243 in 2012-13
 - Disability & Geographic Adjustment (DGA) - includes a component of population-based payments and a proportion of payments based on five disability factors developed by the NSW Local Government Grants Commission (pre-school children; people over 65; people from a NESB; population distribution; isolation) - \$6,551,966
 - Library Development Grants - \$549,996 (this amount has reduced from approx \$3.3m in 2005-06).
- The NSW Public Library Funding Strategy is not indexed to population growth or CPI. This means that:
 - Funds have been taken from the Library Development Grant pool over a number of years to meet the increased per capita subsidy costs (and the per-capita component of the Disability & Geographic Adjustment fund) as the NSW population increases each year. **There will be no funding left for Library Development Grants in 2013-14 under the current funding strategy.**
 - **For the first time, NSW councils will suffer a reduction in their Disability & Geographic Adjustment payments in 2013-14** to meet the increase in legislated per-capita subsidy costs for additional NSW population.
 - NSW Local Government councils, which are already paying 92% of the costs to operate public libraries in NSW (which are governed by state legislation), will have to pay more if they wish to maintain current services.
- The Library Council of NSW provided a confidential submission to the State Government called *Reforming Public Library Funding* in October 2012. The submission, developed in consultation with representatives from the Public Libraries NSW association (representing regional and rural councils and libraries), the NSW Metropolitan Public Libraries Association (representing metropolitan councils and libraries). It is a modest proposal which recommends a fairer, simplified and more transparent method for the distribution of funds.
- Many NSW councils have written to Hon. George Souris, Minister for the Arts, urging the State Government to adopt the Reforming Public Library Funding strategy. There is a high level of expectation that the State Government will fulfil its pre-election undertaking to review and increase its funding allocation to NSW public libraries.
- The NSW public library funding situation is clearly an historic issue that has been irresponsibly ignored by successive NSW governments. The funding demise has now reached a crisis point and the O'Farrell Government has the opportunity of being recognised as “the government that restored the NSW public library network”.

MINUTES OF THE BLAND SHIRE TOURISM ADVISORY COMMITTEE HELD IN THE GREEN ROOM ON MONDAY 8 APRIL 2013 COMMENCING AT 5:35 PM

- *OUR PLACES – where our sense of community shines “providing great community facilities for everyone to enjoy”*
 5. *Promote and facilitate a diverse range of retail and business in the community.*
 8. *Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors.*

- *OUR PROSPERITY – ensuring a vibrant and sustainable future “growing our population and jobs”*
 20. *Visitors and tourists are welcomed and make a positive contribution to the community and economy.*
 21. *Plan for a range of industries that build on the strengths of the Bland Shire to stimulate investment and employment*
 23. *Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire.*

Author: Jeff Stien Senior Economic Development & Tourism Advisor

Officer’s Recommendation:

That the minutes of the 18 March 2013 Tourism Advisory Committee be confirmed.

Present: Cr. Tony Lord, Cr. Leeanne Hampton, Amanda Stitt, Des Delaney, Mal Carnegie, Bernie Couzens, Jeff Stien (Senior Economic Development & Tourism Advisor).

Apologies: Martin Lane, Peg Mrowka,

ITEM 1 CONFIRMATION OF MINUTES

That the minutes of the Bland Shire Council Tourism Advisory committee meeting held on 18 March 2013 be endorsed.

Moved: T Lord

Seconded: D Delaney

CARRIED

ITEM 2 CORRESPONDENCE

Correspondence In:

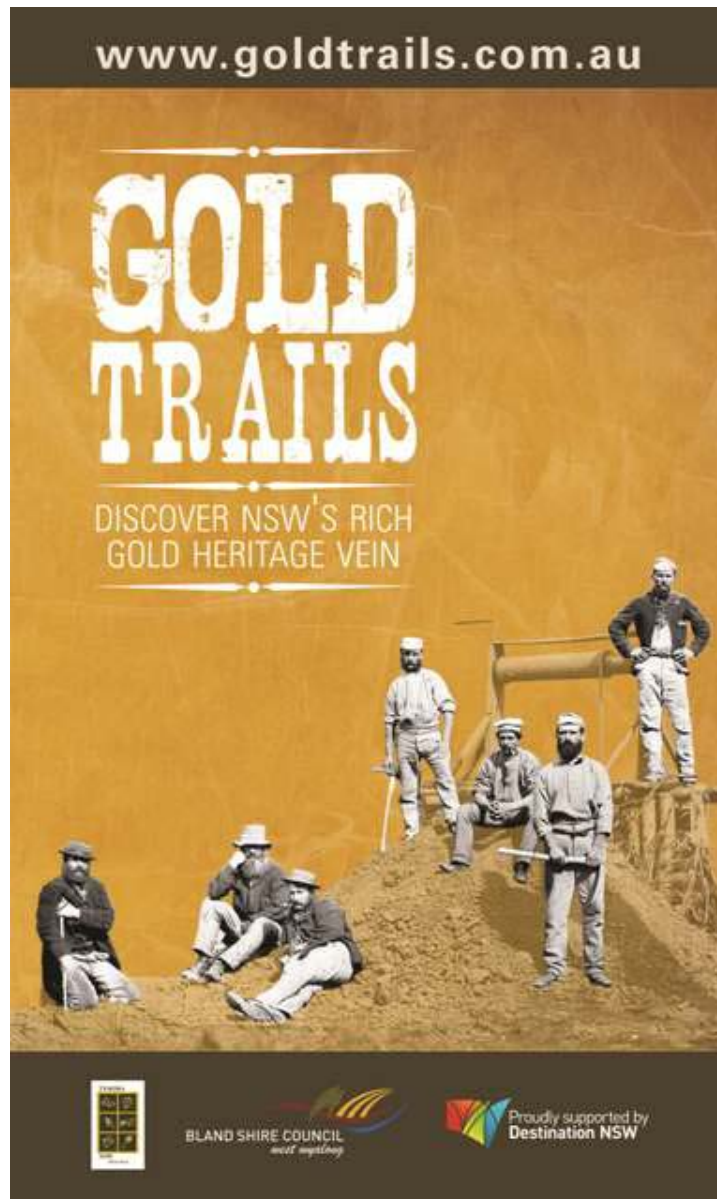
- Riverina Regional Tourism
- The NSW Modern Mining Trail
- Gold Trails
- Destination NSW Regional Visitor Economy Fund

Correspondence Out:

Nil

ITEM 3 MATTERS ARISING FROM MINUTES

- The Senior Economic Development & Tourism Advisor will resend the Introduction to Geocaching to the Tourism Advisory Committee members that were sent in January. Websites for Geocaching are: Australia: <http://geocaching.com.au/> and International: <http://www.geocaching.com/>
- The Senior Economic Development & Tourism Advisor attended the Gold Trails meeting in Young on Thursday 4 April. Temora Shire Council have approved the Development Application for the following Gold Trails billboard to be erected on the Goldfields way at Gidginbung:



Bland Shire Council will receive three Gold Trails iPad Kiosks to promote the Gold Trails.

- Cr. McGlynn, Alan Fearon, Mal Carnegie and The Senior Economic Development & Tourism Advisor attended the launch of The NSW Modern Mining Trail at North Parkes Mines on 3 April. The following photograph is taken of Mal Carnegie on the left and Cr. McGlynn on the right in the North Parkes mines display area:



The following photograph from left to right: Paula Dell-McCumstie - Community Relations Officer Newcrest Mining Cadia Valley Operations, Brad Welsh – Manager Community and External Affairs Northparkes Mines, Alan Fearon – General Manager Barrick Cowal Gold Mine, Stefanie Loader – Managing Director Northparkes Mines and Mal Carnegie – Projects Manager Lake Cowal Foundation at the launch of The NSW Modern Mining Trail.



The following photograph is taken of The NSW Modern Mining Trail roadside billboard at Tomingley on the Newell Highway:



- The Senior Economic Development & Tourism Advisor and General Manager attended the Riverina Regional Tourism (RRT) / Urban Enterprise meeting in Temora on Tuesday 19 March regarding RRT's Destination Management Plan. RRT and Urban Enterprise will be visiting West Wyalong for further discussions on Thursday 23 May.
- Bland Shire Council has been granted an extension until 30 April to install the Visitor Information Shelters. As approved by Bland Shire Council, the panels will be a similar make up as to the example in Junee.
- Discussions are continuing with the Cobra Car Club in relation to their visit on the June long weekend.
- The Senior Economic Development & Tourism Advisor did not attend the TASTE Riverina meeting in Narrandera due to a clash with other commitments.
- VIVID Bland Shire will be an ongoing project and will depend on what funds can be sourced.
- The Tourism Advisory Committee agreed that we need to develop a great sticker for the Bland Shire / West Wyalong or a number of different stickers with another suggestion, 'West Wyalong Going Places'.
- Discussions are continuing with The Bathurst Soaring Club regarding a speed week in November.

- The Western Districts Ladies Golf Championship will be staged in West Wyalong on the 21 – 23 May.
- Discussions commenced to modernise the name of the Tourism Advisory Committee i.e. Visitor & Tourism Advisory Committee and discussions will continue at the next Tourism Advisory Committee Meeting.
- Following previous discussions regarding a Multipurpose Cultural Precinct in 2011 and 2012, the Multipurpose Cultural Precinct may include a mining museum, eucalyptus museum, accredited licensed visitor information centre, theatre, coffee shop, art gallery, convention centre, breakout rooms, regional produce displays, aboriginal displays, pottery, jail cells, photography and glass displays, dump point, caravan parking etc. A business paper will be presented at the 16 April Bland Shire Council meeting.
- Discussions on current and future tourism projects included the following and these discussions will be continued at the next Tourism Advisory Committee meeting:
 - Cultural Centre including a Visitor Information Centre
 - Cooinda Reserve Precinct including the Wetlands, Poppet Head and Rotary Park
 - Airport, gliding and car clubs
 - Augmented reality and Apps
 - Bird Trails
 - Bland Shire Heritage, Gold Trails and Tours
 - Interpretive signs gold, tin, flowers, birds, eucalyptus, indigenous
 - Three more visitor information shelters for Weethalle, Barmedman and Ungarie
 - Website and social media including smartphone, tablet, photo library and promotional videos
 - Events and prospectus
 - Destination Management plan
 - Newell Highway brochure
 - West Wyalong brochure
 - Hotels & Clubs of the Bland Shire & Surrounding areas
 - Russell Drysdale monument and interpretive sign
 - Notable people sculptures
 - Taleeban
 - Vivid Bland Shire
 - Bike Trails
 - Forests, National Park and Reserves
 - Farm stays
 - Bland Shire's murals need to be assessed and repainted if necessary and other opportunities need to be identified
 - Geocaching
 - WiFi access in the main street
- Another T-QUAL Grants round has been announced. T-QUAL Grants is a competitive merit-based grants program aimed at stimulating sustainable economic growth in the Australian tourism industry.

By providing matched funding to large and small-scale tourism projects, the program aims to increase Australia's supply of quality tourism products and experiences.

T-QUAL is underpinned by the National Long-Term Tourism Strategy and Tourism 2020. All projects funded under the program must align with Tourism 2020 priorities.

ITEM 4 GENERAL BUSINESS

- Top five current and future destinations / activities / attractions in the Bland Shire will be discussed at the next meeting along with the future projects.
- The Destination NSW Regional Visitor Economy Fund (RVEF) has been announced as a result of the Visitor Economy Taskforce. Destination NSW will be holding a workshop in Wagga Wagga on Tuesday 30 April to discuss the RVEF.

ITEM 5 DATE OF NEXT MEETING

The date for the next meeting is Thursday 9 May 2013 at 5.30pm.

ITEM 6 CLOSE

Meeting closed at 6:30 pm.

MINUTES OF THE BLAND SHIRE TOURISM ADVISORY COMMITTEE HELD IN THE FOYER ROOM ON THURSDAY 9 MAY 2013 COMMENCING AT 5:35 PM

- *OUR PLACES – where our sense of community shines “providing great community facilities for everyone to enjoy”*
 5. *Promote and facilitate a diverse range of retail and business in the community.*
 8. *Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors.*

- *OUR PROSPERITY – ensuring a vibrant and sustainable future “growing our population and jobs”*
 20. *Visitors and tourists are welcomed and make a positive contribution to the community and economy.*
 21. *Plan for a range of industries that build on the strengths of the Bland Shire to stimulate investment and employment*
 23. *Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire.*

Author: Jeff Stien Senior Economic Development & Tourism Advisor

Officer’s Recommendation:

That the minutes of the 8 April 2013 Tourism Advisory Committee be confirmed.

Present: Cr. Tony Lord, Amanda Stitt, Mal Carnegie, Bernie Couzens, Martin Lane, Jeff Stien (Senior Economic Development & Tourism Advisor).

Apologies: Des Delaney, Cr. Leeanne Hampton, Peg Mrowka,

ITEM 1 CONFIRMATION OF MINUTES

That the minutes of the Bland Shire Council Tourism Advisory committee meeting held on 8 April 2013 be endorsed.

Moved: T Lord

Seconded: A Stitt

CARRIED

ITEM 2 CORRESPONDENCE

Correspondence In:

- Riverina Regional Tourism
- The NSW Modern Mining Trail
- Gold Trails

Correspondence Out:

Nil

ITEM 3 MATTERS ARISING FROM MINUTES

- The development of the Gold Trails Project is continuing, with the following Gold Trails roadside billboard being installed at Gidginbung:



Bland Shire Council has received three Gold Trails iPad Kiosks and boxes of Gold Trails Brochures.

Blue Clay Productions visited the Bland Shire on Tuesday 7 and Wednesday 8 May to shoot promotional DVD footage for the Gold Trails. Due to wet weather on Wednesday 8 May Blue Clay Productions will need to return to complete the process.

Andrew Buttenshaw, Cate Café and Mal Carnegie assisted in the shooting of the promotional DVD footage and the Gold Trails Committee and Blue Clay Productions thanked them for the tremendous effort, patience and the time that they allocated for the shooting of the DVD. Glenn Lindsell was also thanked for providing the caravan for the DVD.

- Riverina Regional Tourism (RRT) and Urban Enterprise will be visiting West Wyalong for Destination Management Planning meetings on Thursday 23 May. The following information from Destination NSW on Destination Management Planning was discussed in relation to the RRT and Urban Enterprise visit:

Destination Management Planning

What is a Destination Management Plan?

A Destination Management Plan (DMP) is a business plan for building and managing the visitor economy for your destination.

This document captures and presents the information, learnings and actions identified through your Destination Management processes. It allows you to share this information with your stakeholders so that they can use it as a guide to manage and invest in the Destination.

What is the NSW Government looking for?

Information:

- Comprehensive identification of and evaluation of the destination's assets
- Clarity about your destination's visitor economy business
- Hard evidence to support any recommended strategies, priorities and activities
- A realistic appreciation of your resources, both physical and financial, and their capacity to deliver the objectives/tasks you have prioritised.

Collaboration:

- Evidence of widespread consultation and demonstration of how the Destination Management Plan fits within and works toward your identified goals and those of the NSW Government. This means showing measurable results that contribute to the 2020 objectives of doubling overnight visitor expenditure in NSW.

Results:

- The NSW Government is interested in the most compelling business case(s) that are going to deliver on the NSW Government's 2020 goal of doubling overnight visitor expenditure.

To assist, Destination NSW has developed a basic framework that outlines the minimum elements to be in your plan. If you already have a DMP, please review it to ensure each of these elements is included. You may wish to add appendices to your existing plan to provide any additional information.

Why develop a Destination Management Plan?

Both the State and Federal Governments have identified a well-developed DMP as a key requirement for accessing future investment. The plan should support the work being proposed. This assures the government know that their investment is being used appropriately on projects that are well researched and for which there is an agreed need.

From your perspective, the DMP will help you to identify areas where greater collaboration is required in your destination. For example:

- There are communities where the local tourism industry has identified that the caravan and camping market and/or coach tours are key target markets. Yet, the destination's local Traffic Management Plan does not include parking for caravans or coaches.

- The destination may be on a touring route but is missing out on overnight stays because there is no caravan park and council planning rules or land use rules do not allow one to be developed.

What is the best way to develop a Destination Management Plan?

Destination Management Planning is an on-going process that involves four overlapping areas:

- Inform:** Gather and analyse information by reviewing and evaluating existing strategies, plans, research and commissioning new research as required
- Plan:** Using this information and analysis, engage with key stakeholders (tourism and non-tourism) to identify issues, opportunities, priorities and actions for the destination to continue to meet resident and visitor needs and expectations
- Develop:** Create, manage and improve visitor experiences and products and services
- Communicate:** Grow visitor awareness and demand for the destination and its products and services through internal and external channels.

How do I start a DMP?

Following is an outline of the key elements that should be included in your initial DMP.

What is a destination?

It is unlikely that your visitors see the 'destination' as being defined by the administrative boundaries of your town, RTO or council area. When you are defining your destination, you need to consider how visitors find out about your destination or what they call your destination. It may be a cluster of council areas or defined by a geographic attribute such as the Snowy Mountains or Murray River. It may be a wine region or a recognised geographic area such as the Outback. It may be a touring route or a section of a touring route or it may cross RTO boundaries. Your destination should reflect consumer perspective.

What information sources already exist?

Much of the information needed for a DMP may already exist. Part of the research process is sourcing and collating this information, distilling key data and insights, and sharing results with stakeholders to inform their future planning.

The Department of Resources, Energy and Tourism has published '*The guide to best practice Destination Management*' which is available at: www.regionaltourism.com.au/Destination-Management. Everyone involved in Destination Management Planning should read this guide before they commence planning.

How should stakeholder engagement and re-engagement be managed:

It is critical that your process engages ALL stakeholders. Destination Management is an on-going process in which the tourism industry, government and community work together in a strong collaborative way to plan for the future as well as to manage the present. Both residents and visitors use local infrastructure and services so their input is valuable in developing a strong and sustainable destination.

You may wish to undertake this planning yourself or, alternatively, engage a consultant or facilitator. The benefit of a third party is a fresh set of eyes and skills to assist in evaluating your destination and asking the difficult questions.



- The Solar Lit Visitor Information Shelters have been installed at Herridge and McCann Parks and at Mirrool. The following photo is of the Solar Lit Visitor Information Shelter installed at Herridge Park. The length of time that the solar lights stay on is being investigated.



- Discussions commenced to modernise the name of the Tourism Advisory Committee i.e. Visitor & Tourism Advisory Committee and discussions will continue at the next Tourism Advisory Committee Meeting.
- At the April Bland Shire Council meeting, Council resolved to include a Visitor Information Centre in the current investigations and scope for a multipurpose cultural/exhibition space and that the findings of the investigations be presented to Council for further consideration and consultation.
- Discussions on the following current and future tourism projects continued. The Committee will rank the projects and include any other projects to be discussed at the next Tourism Advisory Committee meeting:
 - Cultural Centre including a Visitor Information Centre
 - Cooinda Reserve Precinct including the Wetlands, Poppet Head and Rotary Park
 - Airport, gliding and car clubs
 - Augmented reality and Apps
 - Bird Trails
 - Bland Shire Heritage, Gold Trails and Tours
 - Interpretive signs gold, tin, flowers, birds, eucalyptus, indigenous

- Three more visitor information shelters for Weethalle, Barmedman and Ungarie
 - Website and social media including smartphone, tablet, photo library and promotional videos
 - Events and prospectus
 - Destination Management plan
 - Newell Highway brochure
 - West Wyalong brochure
 - Hotels & Clubs of the Bland Shire & Surrounding areas
 - Russell Drysdale monument and interpretive sign
 - Notable people sculptures
 - Taleeban
 - Vivid Bland Shire
 - Bike Trails
 - Forests, National Park and Reserves
 - Farm stays
 - Bland Shire's murals need to be assessed and repainted if necessary and other opportunities need to be identified
 - Geocaching
 - WiFi access in the main street
- Destination NSW Regional Visitor Economy Fund (RVEF) provides investment into the regional visitor economy on a matched dollar-for dollar basis, to deliver projects that work toward achieving the strategic imperatives identified in the Visitor Economy Industry Action Plan. In particular, to support projects that contribute to achieving the 2020 objective of doubling overnight visitor expenditure for NSW. To access the RVEF, the applicant and projects must be mentioned in a destination management plan. The minimum of matching funds that you can apply for is \$50,000. Round One containing \$2 million dollars commenced 1 May and Round Two containing \$1.5 million opens 2 December.

The key areas of assessment are:

- Ability to contribute to doubling NSW overnight visitor expenditure by 2020.
- Alignment with strategic imperatives identified in the Visitor Economy Industry Action Plan.
- Capacity to deliver the project, monitor, measure and report on performance outcomes.
- Strategic and collaborative value for the destination and/or region. This will be determined by the findings of the Destination Management process and clearly defined in the Destination Management Plan.
- Applications must have clear strategic KPI's, targets and associated performance measures, which can directly link activity with a clearly articulated return on investment.

The evidence supplied to support the proposal's alignment with these criteria will be evaluated, including if the proposal is supported by a Destination Management Plan, and then scored.

ITEM 4 GENERAL BUSINESS

- The Senior Economic & Tourism Advisor will be attending the Newell Highway Promotions Committee meeting in Narromine on Thursday 16 May. All the positions on the committee will be declared vacant and if the positions are not filled then the committee may be forced to fold. A copy of the following Newell Highway Chairpersons Report was discussed:



NEWELL HIGHWAY PROMOTIONS COMMITTEE

Chairs Report – 2011

2011, has been another productive year for the Newell Highway group, I would like to thank all the members and partners involved.

In the past year we have faced many challenges from floods, draughts, rest areas, overtaking lanes to the change in the speed limit from 100 km to 110km's per hour.

Newell Highway Task force

The Newell Highway Taskforce was established in 2009. This Taskforce consists of representatives of local government areas, through which the Newell Highway passes, the NRMA, members of Parliament, truck operators and transport groups. The Taskforce meets three to four times per year. Roads and Maritime Services (replacing Roads and Traffic Authority) is invited to attend the meetings, as a guest, to report on works being carried out on the Newell Highway. During my time as chair I have been unable to attend these meeting but we have had representation thanks to the staff at the Parkes and Dubbo VIC. The Newell Highway task force group continue to lobby and campaign in relation to the following items:-

- Centre line trials.
- The overtaking lanes strategy for the Newell Highway.
- Signs at rest areas and advance notice of rest areas.
- Cleanliness of toilets at rest areas.
- New rest areas being completed and upgrades of existing facilities

The taskforce successfully campaigned to return the speed limit from 100km (Dec 2009) back to 110km's (July 2011).

The Newell Highway Promotions Committee continues to attend and support the Task Force group.

Consumer Shows

A huge Thank you to Les and Yvonne Moulds for continuing to coordinate the following consumer shows on the Highway's behalf: Sydney, Melbourne, Brisbane and Adelaide.

These consumer shows give us terrific exposure to our drive market and allow us to distribute our brochures to our target audience.

Thank you to the Council's and Tourism Association representatives who continue to assist at these shows.

Website

The Newell highway website has recently been upgraded and the Newell Highway e-book uploaded.

Distribution

The Newell Highway brochure continues to be distributed through the following outlets:

- Templar marketing – Brisbane & Adelaide
- Murray Media
- Parkes Shire Council
- Narrabri Shire Council
- Dubbo City Council

Newell Highway brochures are also distributed through RAA, RACV and RACQ.

Social and Digital media

The rapid uptake of digital technologies is now impacting how we now market our tourism product within Australia and to the world. In the past twelve months we have seen many changes of how tourism is communicating through social and digital media such as Facebook, Twitter, ipads, iphones, U-Tube just to name a few.

The Newell Highway Promotions group is currently investigating applications that could be implemented for the entire group over the next twelve months.

Thank you

I would like to congratulate Kelly & Dane Hendry on the safe arrival of Oscar and thank her for her hard work as the previous Chair of the Newell Highway. To the Newell Highway executive committee Sally Bouchier, Les Moulds & Amy Strudwick, thank you very much for all your guidance and support and I look forward to a productive 2012.

I would also like to thank Narrabri Shire Council in allowing me to undertake the role of chair.

Penny Jobling

Chair- Newell Highway Promotions Committee

- West Wyalong has a not so active Sister City relationship with Whitby UK, <http://en.wikipedia.org/wiki/Whitby>, <http://www.whitby-uk.com/> and the Tourism Advisory Committee thought that it may be a good idea to investigate a Sister City relationship with a Chinese City, Town or Village or other locations such as the Boring Oregon and or Dull Scotland:



Dull Facts

- Dull is a village located in the county of Perth & Kinross in Scotland
- Population: Under 150
- Name may mean 'meadow' in Gaelic or from the Gaelic word 'dul' - a snare or harness
- Dull consists of a single street of houses on the north side of the River Tay valley
- Dull Church had a large collection of Communion tokens. Some feature parish minister initials

Boring Facts

- Boring is located in Clackamas County, Oregon, United States
 - Population circa 13,000
 - Named after William H. Boring, a Union veteran and an early resident of the area
 - The area was once the strawberry capital of the west and timber was the main industry
 - For almost 100 years, there has been a lumber mill in the downtown area of the town of Boring
-
- Peter Hale from Visitbyroad.com.au would like to address the June Tourism Advisory Committee. Visitbyroad claims to be the most comprehensive trip planner website for drivers visiting destinations by road. Established in July 2012 their goal, through a network of travellers and local people passionate about their area, is to become the website of choice for those that want to make every journey a memorable experience. To achieve this they claim to have built a dynamic, interactive website that will undergo continuous enhancements, to gather maximum information of anything of possible interest to visitors.
 - The Bland Shire Council has been successful in obtaining a second Community Building Partnerships Program Grant for three more Solar Lit Visitor Information Shelters. As endorsed at the August 2012 Council meeting the shelters will be installed at Weethalle, Ungarie and Barmedman. To be consistent, the three new Solar Lit Visitor Information shelters will be similar to the recently installed Solar Lit Visitor Information shelters at Herridge and McCann Parks and Mirrool.
 - The sculptors Gillie & Marc have commenced preparing the mould for the Russell Drysdale monument. The mould will take around two months to prepare and Bland Shire Council will receive photographs of the mould from all angles before casting. The Casting will take another 5- 6 months, then delivery time once completed will take 4-6 weeks.
 - The Mirrool Silo Kick will be holding their 21st Anniversary this year.
 - Central West Mine and Extractive Environment Team Workshop 6 - 7 June
 - Western Environmental Education Centres Workshop 17 – 19 July

ITEM 5 DATE OF NEXT MEETING

The date for the next meeting is to be confirmed for Thursday 30 May 2013 at 5.30pm.

ITEM 6 CLOSE

Meeting closed at 6:45 pm.

MINUTES OF THE BLAND SHIRE COUNCIL INDIGENOUS ADVISORY COMMITTEE MEETING HELD AT BLAND SHIRE COUNCIL, ON MONDAY, FEBRUARY 18, 2013 COMMENCING AT 4.30PM

Present:

Leeanne Hampton, Taylor Hampton, Aimee Davis, Adele Casey (Director of Community and Development Services), Craig Sutton (Community Relations Officer).

Apologies:

Carolyn Lawson, Councillor Liz McGlynn.

ITEM 1 WELCOME

Chief Executive Officer of the West Wyalong Local Aboriginal Land Council, Leanne Hampton welcomed everyone and opened the meeting at 4.40pm.

ITEM 2 MATTERS ARISING FROM PREVIOUS MEETING

2.1 Cultural protocols: Adele Casey advised that available dates in April clashed with pre-arranged training and programs involving key staff. Available dates are to be identified in May with the Land Council to liaise directly with Council's Human Resources department to finalise a date.

2.2 Flag at Bland Shire Council Chambers: Adele Casey advised that Council's March meeting formally adopted a procedure for flying the Aboriginal flag. She advised the recommendation put forward by the committee was passed with a small amendment, put forward by Councillor Hampton, which will allow the flag to be flown on special occasions as a mark of respect in consultation between the Land Council and Council's General Manager.

2.3 Harmony Day: Despite horrible weather, Leanne Hampton advised that the Land Council held a successful harmony Day event at the Wetlands on March 21. Adele Casey also reported that the Family Day Care Harmony Day celebrations held at Herridge Park was well attended.

ITEM 3 CORRESPONDENCE

3.1. Documentation relating to an available grant for NAIDOC Week was tabled.

ITEM 4 GENERAL BUSINESS

4.1 Greening Australia Grant: Leanne Hampton advised that the Land Council has applied for approximately \$2 million in funding over four years from the Federal Government's Biodiversity Fund. The application has the support of Bland Shire Council and Barrick Cowal.

4.2 NAIDOC Week/NAIDOC Grant: Leanne Hampton advised that the Land Council had applied for funding of \$3500 towards community celebrations for NAIDOC Week later in the year. She also invited Council to submit an application for further funding.

4.3 Update on CAVEAT and SAFARI projects: Land Council representatives will provide an update on these projects at the next meeting.

4.4 Tourist shelters: Leeanne Hampton expressed her disappointment regarding the new tourist shelters. Ms Hampton said she rushed to provide information for inclusion on the panels and disappointed to discover that the information had not been included. She was critical about the lack of communication from Council, including the provision of a reasonable time frame to gather the information and the lack of explanation as to why the panel was not included.

4.5 Mining Trails: Leeanne Hampton expressed her disappointment at the general lack of communication regarding the Mining Trail Tours. She said the Land Council was not acknowledged or invited to the official opening despite the key role they have been asked to play in the provision of future local tours.

4.6 Website: Adele Casey offered to establish an Indigenous page on Council's website incorporating the information supplied for inclusion on the tourist shelters. The committee unanimously endorsed the concept.

ITEM 5 NEXT MEETING

Due to a clash of dates with Council's Heritage Committee meeting it was agreed to move the date of the next Indigenous Advisory Committee meeting from Wednesday, June 5 until Tuesday, June 11 at 4.30pm at Bland Shire Council.

ITEM 6 CLOSE

Leeanne Hampton closed the meeting at 5.12pm.

ACTION LIST

Action	Responsibility	Due Date	Status
Liase with Council's Human Resources Department regarding cultural protocol education sessions for key staff during May.	West Wyalong Local Aboriginal Land Council (WWLALC) CEO	26 April, 2013	
Prepare and submit NAIDOC Week grant submission to complement Land Council application	Community Relations Officer	12 April, 2013	Completed
Establish Indigenous page on Council's website	Community Relations Officer	3 May, 2013	

MINUTES OF THE ACCESS ADVISORY COMMITTEE MEETING HELD AT COMMUNITY HEALTH CENTRE FRIDAY 3 MAY 2013 - COMMENCING AT 10.15 AM.

Present: Cr P Grellman, A Casey – Director Community and Development Services, A Templeman, W Bowles, R Black, G Platz, S Smith

Apologies: Nil

ITEM 1 WELCOME

W Bowles welcomed all to the meeting

ITEM 2 APOLOGIES

Nil Apologies received

ITEM 3 ACCEPTANCE OF PREVIOUS MINUTES

The minutes of the meeting held on Friday 2 November 2012, be accepted with the following changes:

- *Attendance to include W Hutcheon*
- *4.2 – Correct spelling of W Bowles*

Moved: Cr P Grellman

Seconded: A Templeman

Carried

ITEM 4 MATTERS ARISING

4.1 Action List

- **Eric Douglas** – Matter completed another very successful International Day for People with a DisAbility held.
- **Meeting arranged for 16th November** – Meeting held to plan IDPWD
- **Feedback to M Thompson regarding Access Issues** – A Casey provided some feedback to M Thompson
- **Access Timeline** – To be discussed.

4.2 Meeting Dates

Meeting dates for the balance of 2013 are:

- 2 August (to be changed to 6th September to commence at 10.30am)
- 1 November (to commence at 10.30am)

Executive Assistant to be advised for Council records

4.3 Letter recommendation re signage for Accessible amenities

A letter has been provided to Development Services

4.4 Community Access Policy and Plan Review

Committee went through the current Community Plan and the actions within. Changes as discussed will be made to the document and new copies will be distributed to the committee.

Both the current policy and draft review were distributed to the committee. Electronic copies to be distributed to W Bowles and a draft new policy to be presented to the September meeting.

ITEM 5 CORRESPONDENCE

5.1 Disability Advocacy Network Information

Copies distributed to Committee for information

ITEM 6 GENERAL BUSINESS

6.1 Access Incentive Grants

6.1.1 Metropolitan Hotel

The application made by the Metropolitan Hotel was reviewed and considered. The Committee was advised the Development Application has been approved.

RECOMMENDATION

That Council approves the Access Incentive Grant application from the Metropolitan Hotel for the amount of \$5000 inclusive of GST.

Moved S Smith

Seconded G Platz

Carried

6.1.2 Anthoness and Associates

The application made by Anthoness and Associates was reviewed and considered. The Committee was advised that no Development Application was required due to the nature of the works.

RECOMMENDATION

That Council approves the Access Incentive Grant from Anthoness and Associates for the amount of \$3000 inclusive of GST.

Moved R Black

Seconded A Templeman

Carried

6.3 Access Timeline

A brief discussion was held with further input at next meeting.

ITEM 7 NEXT MEETING

The next Access Advisory Sub Committee meeting for 2013, will be held on **6th September 2013** at the West Wyalong Community Health Centre at **10.30am**.

ITEM 8 MEETING CLOSED

The meeting closed at 11.18am

**MINUTES OF THE BLAND SHIRE COUNCIL HEALTH AND WELLBEING
ADVISORY COMMITTEE MEETING HELD AT BLAND SHIRE COUNCIL ON
MONDAY 6th MAY 2013 AT 6.00PM**

Present: Cr L McGlynn, Mayor N Pokoney, Mrs D Smith, Cr P Grellman, Ms C Mead, A Casey – Director Community and Development Services, Mrs J Funnell, Cr T Lord (Entered meeting at 6.04pm), Cr B Monaghan (Entered the meeting at 6.08pm)

Apologies: Nil

ITEM 1 WELCOME AND APOLOGIES

Mrs D Smith welcomed all to the meeting

ITEM 2 ADOPTION OF PREVIOUS MINUTES

The minutes of the meeting held on 4th February 2013, be accepted.

Moved: Cr P Grellman

Seconded: Cr L McGlynn

Carried

ITEM 3 MATTERS ARISING FROM THE MINUTES

3.1 Local Service Gaps

Discussion was held regarding the services available with particular reference to the document "Community Services Available within the Bland Shire" provided by P Bates, Community Health and the list available on Council's website. On consideration of the documents and after discussion with community members, the biggest gap continues to be with Physiotherapy services. The current service is in high demand with long waiting period to access an appointment.

T Lord and B Monaghan entered the meeting during this discussion

With regard to the document provided by Community Health, A Casey will approach P Bated for permission to publish on Council's Website.

ITEM 4 CORRESPONDENCE

4.1 Media Release – Adrian Piccoli

4.2 Media Release - Murrumbidgee Local Health District

ITEM 5 GENERAL BUSINESS

5.1 Cancer Council

The Cancer Council wrote to Council due to a change in staff and to establish a contact within the community. A Casey spoke to contact and offered to assist where possible when relevant courses, information or workshops are held in the Shire.

5.2 Notes from P Bates, Health Service Manager and J Dean, Mental Health and drug and alcohol team leader

The notes provided by both P Bates and J Dean were distributed to the committee. J Dean's at the meeting and P Bates with the agenda.

5.3 Council Holiday Activities

The committee discussed the holiday activities provided by Council and the disappointment at having to cancel activities due to poor response from the community.

RECOMMENDATION

That Council produces media in relation to the activities provided during the school holiday period.

Moved J Funnell Seconded Cr L McGlynn Carried

5.3 Tobacco Policy

Discussion was held regarding the advertising of Tobacco products within Councils sporting facilities. The committee requested Council assess current policies relating to this area.

RECOMMENDATION

That Council review relevant policy relating to Tobacco advertising within Council facilities.

Moved Cr T Lord Seconded Cr L McGlynn Carried

ITEM 6 NEXT MEETING

The next Health and Wellbeing Advisory Committee Meeting will be held on Monday 3rd June commencing at 6.00pm in the Bland Shire Council meeting room if required.

ITEM 7 CLOSE OF MEETING

There being no further business the meeting closed at 6.47pm.

MINUTES OF THE BLAND SHIRE HERITAGE ADVISORY COMMITTEE HELD IN THE COMMITTEE ROOM ON WEDNESDAY 8 MAY 2013 COMMENCING AT 5.00PM

Present: Pam Butcher (Chair), Cr Peter Grellman, Martin Lane, David Scobie (Heritage Adviser), Lesley Duncan (Town Planner), Guy Marchant (Manager Development Services).

Apologies: Cr Liz McGlynn

CONFIRMATION OF MINUTES

Moved by Cr Peter Grellman and seconded David Scobie by that the minutes of the meeting held on 6 March 2013 be taken as read and confirmed.

CARRIED

ITEM 1 MATTERS ARISING FROM MINUTES

- Nil

ITEM 2 CORRESPONDENCE

Correspondence In

Nil

Correspondence Out

- Letter to John Pellow in regard to construction advice relating to proposed verandah at 175 Main St, West Wyalong
- Letter to owner of CML building in regard to restoration and replacement of damaged tiles.
- Letter to Anglican Church of West Wyalong, advising them to utilise Council Heritage Publication Loan program for the proposed book instead of the Heritage Assistance Grant program.

ITEM 3 HERITAGE ADVISORY REPORTS

David provided the committee with a verbal update on his activities during his visits in March and April.

ITEM 4 HERITAGE ASSISTANCE FUND

Nil

ITEM 5 PROJECTS

- **Heritage Festival** – Lesley advised the Committee that overall the event was successful.

- **Main St Above Awning Painting** – Guy indicated to the Committee that some interest has been expressed however Council is yet to receive an application.

ITEM 6 GENERAL BUSINESS

- General discussion was had in regard to the Anglican Church of West Wyalong proposed funding assistance for the book. As a result of the discussion the following motion was put to the committee.

Motion

That the Heritage Advisory Committee provides in principle support to the approval for a loan to the Anglican Church of West Wyalong under Council's Heritage Publication Loan program subject to the submission of a valid application form.

Moved by Cr Peter Grellam **Seconded by** David Scobie
Motion was **carried**.

- David advised the committee that the 2013 Grants offer has been sent out by the Heritage Office. It appears that the majority of the grants available relate to State items however funding for advisor services is still available.
- David spoke about the option of the Committee developing a brochure for the cemeteries within the Bland Shire. David showed a draft copy of a brochure currently being developed by the heritage committee at another Council.

General discussion was had about the idea, with each of the Committee members asked to consider what they would like to see in the brochure as well as to provide information for the brochure. Information to be provided at next meeting.

- Martin raised the condition of the 1950 street map sign located in the Main street and the possibility of Council protecting the structure and signage due to its historical value. General discussion was had in regard to the options available, with the final outcome being that further options be investigated in consultation with relevant Council staff and that further advice be provided to next meeting.

ITEM 7 DATE OF NEXT MEETING

The next meeting of the Heritage Advisory Committee is 12 June 2013 commencing at 5.00pm in the Council Committee Room.

ITEM 9 CLOSE

There being no further business the meeting closed at 5.40 pm.

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 MONTHLY STATUS REPORT – MAY

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management.

Author: Executive Assistant

Officer’s Recommendation:

That the information contained in the May 2013 monthly status report be received and noted.

Introduction

At its June 2011 meeting Council approved for the submission of a “Monthly Status Report” to each ordinary Council meeting for effective monitoring and recording of Council’s decisions and action taken.

This course of action creates greater transparency for staff responsible for implementing Council decisions and provides Councillors with a more accurate outcome of their decision making process.

When the action required from each decision is completed the item will be deleted from the report.

Due to an IT issue the report was unable to be completed in time to include in the business paper and will be provided under separate cover.

Conclusion

The actions taken by staff in implementing Council decisions and detailed in the Monthly Status Report be received and noted.

Financial Implications

Nil to this report

9.2 GUIDELINES ON THE CLOSURE OF COUNCIL AND COMMITTEE MEETINGS

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

That the advice from the NSW Division of Local Government in respect to guidelines for the closure of council and committee meetings is received and noted and that Council’s current Meeting Practice Guidelines is updated to incorporate such new guidelines.

Introduction

Council is in receipt of a circular from the NSW Division of Local Government providing guidelines on the closure of council and committee meetings to the public. A copy of the circular is included as an attachment to this report.

Bland Shire Council already complies with Sections 10A and 10B (5) of the Local Government Act when it comes to identifying reasons for closing meetings to the public. This procedure is part of Council’s Meeting Practice Guidelines.

These additional guidelines now being suggested by the DLG are more for the attention of councillors when trying to determine if a matter before council is one that, if made public, would not be in the best interest of either the council or the third party.

Some of the additional reasons for closing meetings include:

- Matters affecting the security of council, councillors, council staff or council property
- Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- Information concerning the nature and location of a place or an item of Aboriginal significance on community land
- alleged contraventions of any code of conduct requirements applicable under section 440

It would be beneficial if these new guidelines were also incorporated into council’s existing Meeting Practice Guidelines.

Conclusion

A full copy of the new guidelines is available to any interested councillor by request to the General Manager. It is worth noting that a council official (councillor or staff) may face prosecution under Section 664 of the Act if they disclose information about a matter that was considered in a meeting that was closed to the public under Section 10A of the Act.

Financial Implications

Nil to this report.



Circular No. 13-19
Date 19 April 2013
Doc ID. A296888

Contact Council Governance Team
(02) 4428 4100

GUIDELINES ON THE CLOSURE OF COUNCIL AND COMMITTEE MEETINGS

Purpose

To inform councils of guidelines on the closure of council and committee meetings.

Issue

- Meetings are the key forum in which councils make strategic and policy decisions on behalf of their communities. As elected institutions, councils are ultimately accountable to their communities for their decisions. It is therefore important that council meetings are open and can be attended by members of the community.
- There will, however, be occasions where councils are required to consider information which by its nature is confidential and ought not to be publicly disclosed. The Act recognises that on such occasions, the public interest in protecting confidential information will outweigh the public interest in ensuring accountability through open meetings.
- The Division of Local Government has developed guidelines, including common questions and best practice examples, on how councils can appropriately weigh these competing public interests and ensure that they comply with their obligations under the Act when closing meetings to the public.
- The Division has prepared these guidelines under Section 10B(5) of the *Local Government Act 1993* (the Act) to assist councils and the public in understanding the processes involved in closing meetings.

Action

Councils should consider these guidelines, which have been prepared in accordance with section 10B(5) of the *Local Government Act 1993*, when closing meetings to the public.

Steve Orr
Acting Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

9.3 INTEGRATED PLANNING AND REPORTING FRAMEWORK: YOUR VISION – OUR FUTURE, BLAND SHIRE 2023

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

- 1. That the Council endorse the Your Vision, Our Future Bland Shire Community Strategic Plan 2012 – 2023**
- 2. That the following DRAFT documentation be placed on public exhibition for a period of 28 days, commencing 22 May 2013, in accordance with the legislative requirements of the Local Government Act 1993:**
 - **Delivery Program 2013-2016**
 - **Operational Plan 2013/14**
 - **Asset Management Plan 2013**
 - **Long Term Financial Plan 2013**
 - **Workforce Management Plan 2013-2017**
- 3. That all public comments, submissions and input from staff and councillors be submitted to the Extraordinary Council meeting scheduled for 25 June 2013**
- 4. That all staff involved in the preparation of these documents be congratulated for a job ‘well done’**

The Integrated Planning and Reporting framework for NSW local government was implemented at Bland Shire Council from 1st July 2012. These reforms replaced the former Management Plan and Social Plan with an integrated framework. It also included a new requirement to prepare a long-term Community Strategic Plan and Resourcing Strategy.

The 2012 documents were reviewed by the Division of Local Government and their feedback was considered and addressed during the development of the current suite of documents as presented.

The new framework recognises that communities do not exist in isolation – they are part of a larger natural, social, economic and political environment that influences and, to a large extent, shapes their future direction.

Neither do council plans exist in isolation – land use and infrastructure planning produces social, environmental and economic outcomes, and vice-versa – they are connected.

This framework encourages councils to draw their various plans together, to understand how they interact and to get the maximum leverage from their efforts by planning holistically for the future.

It recognises that most communities share similar aspirations: A safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for employment, reliable infrastructure, etc. The difference lies in how each community responds to these needs. That is what shapes the character of individual towns and cities.

The new framework opens the way for councils and their communities to have important discussions about funding priorities, service levels and preserving local identity and to plan in partnership for a more sustainable future.

Your Vision, Our Future – Bland Shire Community Strategic Plan 2012 - 2023

The Community Strategic Plan is the highest level plan that a council will prepare. The purpose of the plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. In doing this, the planning process will consider the issues and pressures that may affect the community and the level of resources that will realistically be available to achieve its aims and aspirations. While a council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the local government area, it is not wholly responsible for its implementation. Other partners, such as State agencies and community groups may also be engaged in delivering the long-term objectives of the plan.

The Community Strategic Plan must include a community vision statement, strategic objectives for the community that address social, environmental, economic and civic leadership issues identified by the community and strategies for achieving each objective.

I am confident that Bland Shire Council's Community Strategic Plan meets all of the essential elements required under the Local Government Act.

The Resourcing Strategy

The Community Strategic Plan provides a vehicle for expressing long-term community aspirations. However, these will not be achieved without sufficient resources – time, money, assets and people – to actually carry them out.

The Resourcing Strategy consists of three components:

- Long Term Financial Planning
- Workforce Management Planning
- Asset Management Planning.

The Resourcing Strategy is the point where Council assists the community by sorting out who is responsible for what, in terms of the issues identified in the Community Strategic Plan. Some issues will clearly be the responsibility of Council, some will be the responsibility of other levels of government and some will rely on input from community groups or individuals. The Resourcing Strategy focuses in detail on matters that are the responsibility of the council and looks generally at matters that are the responsibility of others.

The Long Term Financial Plan must be for a minimum of 10 years, it must be updated at least annually as part of the development of the Operational Plan and it must be reviewed in detail as part of the four yearly review of the Community Strategic Plan.

This plan was not finalised in time to provide with the business paper and will be provided at the meeting.

A Workforce Management Strategy must be developed to address the human resourcing requirements of a council's Delivery Program and it must be for a minimum timeframe of 4 years.

The Asset Management Strategy and Asset Management Plan must be developed to support the Community Strategic Plan and Delivery Program. Each council must account for and plan for all of the existing assets under its ownership, and any new asset solutions proposed in its Community Strategic Plan and Delivery Program. The Asset Management Plan must encompass all the assets under a council's control, must identify asset service standards and must contain long term projections of asset maintenance, rehabilitation and replacement costs.

Councils must report on the condition of their assets in their annual financial statements in line with the Local Government Code of Accounting Practice and Financial Reporting.

The Delivery Program & Operational Plan

This is the point where the community's strategic goals are systematically translated into actions. These are the principal activities to be undertaken by the Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected council. In preparing the program, Council is accounting for its stewardship of the community's long-term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be.

The Delivery Program replaces the former Management Plan requirements. It is designed as the single point of reference for all principal activities undertaken by Council during its term of office. All plans, projects, activities and funding allocations must be directly linked to this Program.

Supporting the Delivery Program is an annual Operational Plan. It spells out the details of the Program – the individual projects and activities that will be undertaken each year to achieve the commitments made in the Delivery Program.

Council must have a Delivery Program, detailing the principal activities it will undertake to achieve the objectives established in the Community Strategic Plan, within the resources available under the Resourcing Strategy.

The Delivery Program must include a method of assessment to determine the effectiveness of each principal activity detailed in the Delivery Program in achieving the objectives at which the activity is directed.

A council must prepare a new Delivery Program after each ordinary election of councillors to cover the principal activities of the council for the 4 year period commencing on 1 July following the election.

The General Manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.

Council must have an annual Operational Plan, adopted before the beginning of each financial year, outlining the activities to be undertaken that year, as part of the Delivery Program. The Operational Plan will include the Statement of Revenue Policy. The draft Operational Plan must be publicly exhibited for at least 28 days and public submissions can be made to Council during that period.

The exhibition must be accompanied by a map showing where the various rates will apply within the local government area.

Council must accept and consider any submissions made on the draft Operational Plan before adopting the Operational Plan.

The council must post a copy of its Operational Plan on the council's website within 28 days after the plan is adopted.

The Operational Plan must be prepared as a sub-plan of the Delivery Program. It must directly address the actions outlined in the Delivery Program and identify projects, programs or activities that Council will undertake within the financial year towards addressing these actions. The Operational Plan must allocate responsibilities for each project, program or activity and must identify suitable measures to determine the effectiveness of the projects, programs and activities undertaken.

The Operational Plan must include a detailed budget for the activities to be undertaken in that year.

Conclusion

The review and preparation of the Community Strategic Plan, along with all of the supporting documentation, has been a real 'team effort' over an extended period of time and while there was additional financial resources available there was no additional human resources meaning that all of this work has been completed 'in – house' and in addition to normal workloads.

Councillors will have further opportunity of commenting on the draft documents during the public exhibition period up until 18 June, although, councillors are encouraged to put forward their comments well prior to this deadline.

The focus of councillors should be on the content of the Delivery Program 2013-2016.

A copy of each of the documents is provided under separate cover.

9.4 FUTURE DIRECTIONS FOR NSW LOCAL GOVERNMENT

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

- 1. That a community forum be scheduled for Tuesday 11 June 2013, commencing at 6.00pm in the Council Chambers, to provide the community with an opportunity for input into the future of Bland Shire Council.**
- 2. That the Mayor, General Manager and any other interested councillors attend the scheduled consultation forums in both Junee on 29 May 2013 and Parkes on 4 June 2013.**
- 3. That a formal submission be made to the Independent Local Government Review Panel, by the closing date of 28 June 2013 based on the outcomes of the special workshop for councillors and senior staff held on 14 May 2013, the consultation forums in Junee and Parkes and the community forum scheduled for 11 June 2013.**

Introduction

Council will be well aware of the release of the Final Report of the Independent Local Government Review Panel, titled, Future Directions for NSW Local Government – twenty Essential Steps, which was the basis of a special workshop on 14 May 2013.

There will be a series of consultation forums over the next two months with two of those forums being of particular interest to Bland Shire Council.

- 29 May in Junee – Riverina Councils (Lockhart, Coolamon, Temora, Junee, Wagga, Gundagai, Tumut, Cootamundra, Tumbarumba)
- 4 June in Parkes – Central West Councils (Cabonne, Orange, Cowra, Blayney, Young, Boorowa, Harden, Parkes, Forbes, Lachlan, Bland, Weddin)

These forums are being divided into council and community participants and I believe that it is essential that Bland Shire Council is represented at both of the above forums, particularly given our extensive ‘communities of interest’ with the Riverina.

There is also a planned meeting of REROC Councils on 28 May to also discuss the possible implications of the Future Directions Report for the member councils.

Conclusion

The workshop held on 14 May 2013 has identified the following key actions:

- Bland Shire Council acknowledges that 'change is inevitable'
- Council's approach to any proposed merger / amalgamation of councils is to ensure that the benefits to the Bland Shire Council are clearly identifiable and tangible
- The future 'model' of local government in the Bland Shire and surrounding regions is yet to be identified
- Communities of interest must play a major part in determining any new local government boundaries
- The Bland Shire community must be involved in developing the future direction and structure of their local government area

In respect to this last point it is recommended that a community forum be convened for Tuesday 11 June, commencing at 6.00pm, in the Council Chambers.

Financial Implications

Nil to this report.

9.5 INTERGOVERNMENTAL AGREEMENT

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

That the information from the NSW Division of Local Government advising of the signing of the Intergovernmental Agreement to Guide NSW State – Local Government Relations on Strategic Partnerships be received and noted.

Introduction

Council is in receipt of a circular from the NSW Division of Local Government advising of the signing of the Intergovernmental Agreement to Guide NSW State – Local Government Relations on Strategic Partnerships. A copy of the circular is included as an attachment to this report.

Councils are being encouraged to read the Agreement which is available on the Division’s website at www.dlg.nsw.gov.au.

Conclusion

It is interesting to note that the Agreement reflects a commitment by the two spheres of government to achieve strong communities through ‘partnerships’. We will wait and see how strong this ‘partnership’ is when dealing with the recommendations from the Independent Review Panel in respect to council mergers!

Financial Implications

Nil to this report.



Circular No. 13-14
Date 8 April 2013
Doc ID. A320832

Contact Executive Support Group
(02) 4428 4100

INTERGOVERNMENTAL AGREEMENT TO GUIDE NSW STATE-LOCAL GOVERNMENT RELATIONS ON STRATEGIC PARTNERSHIPS

Purpose

To inform councils that the Intergovernmental Agreement to Guide NSW State-Local Government Relations on Strategic Partnerships has been signed.

Issue

- The Premier, the Hon Barry O'Farrell MP; the Minister for Local Government, the Hon Don Page MP, and Presidents of Local Government NSW, today signed the Intergovernmental Agreement to Guide NSW State-Local Government Relations on Strategic Partnerships.
- The Agreement reflects a commitment by the two spheres of government to achieve strong communities through partnerships. The Agreement reflects a desire by both parties to work together in an open, collaborative and respectful manner.
- The 'Strategic Partnerships' underpinning the Agreement are the NSW State Plan *NSW 2021*, the Destination 2036 initiative, and Community Strategic Plans.
- The Agreement provides for:
 - Agreed principles that will guide State-Local Government relations, and an articulation of roles and responsibilities;
 - A biannual meeting with the Premier, the Minister for Local Government and Local Government NSW, to discuss strategic initiatives that impact on both parties; and a biannual meeting with the Minister for Local Government and Local Government NSW will be held, to discuss the strategic issues facing local government;
 - Provision for a biannual dialogue hosted by the Chief Executive of the Division of Local Government, to be held between Local Government NSW, the Local Government Managers Australia (NSW), and Agency Heads of key NSW State agencies with a strong and direct relationship with NSW councils, to discuss the management of emerging issues;
 - Provision for more specific areas of cooperation and further mechanisms for cooperation as required, to be agreed between Local Government NSW and the Agency Heads, such as through a Memorandum of Understanding;
 - A provision addressing cost-shifting.

Action

Councils are encouraged to read the Intergovernmental Agreement, available on the Division of Local Government's website at www.dlg.nsw.gov.au.

Steve Orr
Acting Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

9.6 ADDRESSING THE NATIONAL SKILLS SHORTAGE IN LOCAL GOVERNMENT

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

That Council agrees to support the campaign by the United Services Union (USU) to address the national skills shortage in local government and the ageing workforce in local councils.

Introduction

Council is in receipt of correspondence from the United Services Union (USU) seeking support for their campaign in addressing the National Skills Shortage in Local Government.

The campaign is also aimed at the ‘ageing’ workforce within this industry and the USU has launched a report (NSW Local Government Next Generation of Employees Report 2012) which can be found on the following website: <http://www.usu.org.au/news/local-government/382-usu-nsw-councils-need-more-apprentices>.

Conclusion

The skills shortage in local government has been an on-going concern for some years now and any campaign to address this issue is worthy of support.

Rural and remote councils suffer significantly from this shortage and councils such as Bland Shire are constantly reviewing staff recruitment and retention policies and incentives with the objective of attracting suitably qualified staff to fill key positions within the organisation.

Financial Implications

Nil to this report however, there is a financial burden placed on council when competing in the market place for qualified staff.

9.7 2012 COMMUNITY BUILDING PARTNERSHIP PROGRAM FOR THREE NEW SOLAR LIT VISITOR INFORMATION SHELTERS

OUR PLACES – where our sense of community shines “providing great community facilities for everyone to enjoy”

5. *Promote and facilitate a diverse range of retail and business in the community.*
8. *Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors.*

OUR PROSPERITY – ensuring a vibrant and sustainable future “growing our population and jobs”

20. *Visitors and tourists are welcomed and make a positive contribution to the community and economy.*
21. *Plan for a range of industries that build on the strengths of the Bland Shire to stimulate investment and employment*
23. *Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire.*

Author: Senior Economic Development & Tourism Advisor

Officer’s Recommendation:

That Council endorse \$16,296 from matching funds for three new Visitor Information Shelters to be installed at:

- **Ungarie**
- **Weethalle**
- **Barmedman**

Introduction

On Tuesday 21 August 2012, item 10.15, Bland Shire Tourist Information Shelters, Bland Shire Council resolved:

10.15 BLAND SHIRE TOURIST INFORMATION SHELTERS

Council Recommendation:

19082012 **RESOLVED** on the motion of Cr Buttenshaw seconded Cr Lord:

1. That Council endorse the recommendation of the Tourism Advisory Committee for Council to obtain information and costs to erect Tourist Information Shelters, similar to the one at Junee, at the following locations:
 - West Wyalong x 3
 - Wyalong x 1
 - Ungarie x 1
 - Barmedman x 1
 - Weethalle x 1
 - Tallimba x 1
 - Mirrool x 1
2. That the first three (3) shelters be constructed at the following locations:
 - McCann Park
 - Herridge Park
 - Mirrool. **CARRIED**

Bland Shire Council applied for and was successful in obtaining a second Community Building Partnership Program (CBP) grant for matching funds of \$16,296 for three more Solar Lit Visitor Information Shelters (SLVIS). The three new SLVIS’s will be similar to the recently installed SLVIS’s at Herridge and McCann Parks and at Mirrool as per the following photo taken of the Mirrool SLVIS:



The \$16,296 matched funds does not allow for any landscaping, fencing, paving or concreting around the SLVIS's or a large illuminated information sign.

Conclusion

That Council endorse \$16,296 from matching funds for three new Visitor Information Shelters to be manufactured and installed at:

- o Ungarie
- o Weethalle
- o Barmedman

Each village will have two interpretive panels in the SLVIS's containing information specific to the location.

Financial Implications

\$16,296 needs to be allocated from the budgeted \$200,000 matched funds account for the three new Solar Lit Visitor Information Shelters.

SECTION 3 - CORPORATE SERVICES

9.8 FINANCIAL STATEMENTS – APRIL 2013

OUR LEADERSHIP – Setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15 – To provide quality leadership, governance and management.

Author: Director Corporate Services

Officer’s Recommendation:

- 1. That Council receive and note the statement of Bank Balances, Rates Collections and Investments for the month of April, 2013.**
- 2. That Council confirms the payment of accounts, for the period 1 April 2013 to 30 April 2013, summarised in the accounts summary totalling \$2,456,820.51**

STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF APRIL, 2013.

BANK BALANCES AS AT 30 APRIL, 2013

ACCOUNT	BALANCE
General Fund	\$ 436,374.72
Invested Funds	
Fixed Deposits	\$ 7,000,000.00
Deposits at Call	\$ 2,080,033.45
	\$9,516,408.17
Percentage of investment to Net Balance	95.41%

STATEMENT OF BANK BALANCES AS AT 31.03.2013
SUBMITTED TO THE ORDINARY MEETING APRIL, 2013

Balance as at 1.4.2013 \$ 1,004,159.82

Add Receipts

For month of April 2013 \$ 1,889,035.41

Includes

Receipt Date.	Receipt No.	Receipt Name	Received Total
12/04/2013	5358	RMS Flood Damage Grant 11/12	685,300.00
18/04/2013	5364	TRF From Cash at Call	500,000.00

Less Payments

For month of April 2013 \$ 2,456,820.51

Includes

Date.	Cheque No.	Payee	Amount
11/04/2013	E33644	Millers Metals	336,132.50
17/04/2013	E33686	Downer EDI Works Pty Ltd	202,100.04

Cash Balance \$ 436,374.72

Limit of Overdraft Arranged with Bank \$350,000.00

ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period April 1, 2013 to April 30, 2013.

I CERTIFY,

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

Fund	Voucher No.s	Total
General	22920 – 22999	\$ 145,353.41
Auto-pay Creditors	E33517 - E33808	\$1,775,759.17
Auto-pay Payroll	40/13 – 43/13	\$ 534,565.53
April Bank Charges & Commission		\$ 1,142.40
		<u>\$ 2,456,820.51</u>

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

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

.....
Director of Corporate Services

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 21 April 2013, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

.....
General Manager

CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING

I certify that this accounts summary, covering amounts totalling \$2,456,820.51 was submitted to the Ordinary Meeting on the 21 April 2013 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

INVESTMENTS

The following table gives details of Council's Funds invested at 30th April 2013. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

DATE	INVESTED WITH WHOM	INVESTED AMOUNT	TERM	YIELD	DATE DUE
28-March-2013	NAB (Term Deposit)	1,000,000.00	180 days	4.44%	24-September-2013
06-March-2013	NAB (Term Deposit)	500,000.00	90 Days	4.23%	04-June-2013
22-November-2012	NAB (Term Deposit)	1,000,000.00	180 Days	4.72%	22-May-2013
03-January-2013	ING Bank	2,000,000.00	181 days	4.48%	03-July-2013
02-April-2013	NAB (Term Deposit)	1,024,083.84	153 Days	4.40%	02-September-2013
18-February-2013	IMB (Term Deposit)	500,000.00	91 Days	4.15%	20-May-2013
04-February-2013	ING Bank	1,000,000.00	183 Days	4.48%	06-August-2013
	ANZ Deposit at Call	50,597.86	Cash at Call		
	CBA Deposit at Call	2,005,351.75	Cash at Call		
	TOTAL:	9,080,033.45			

I certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, the Regulation and Council's Investment Policies.

Lehman Brothers Managed Funds 22,962.87 Managed Funds

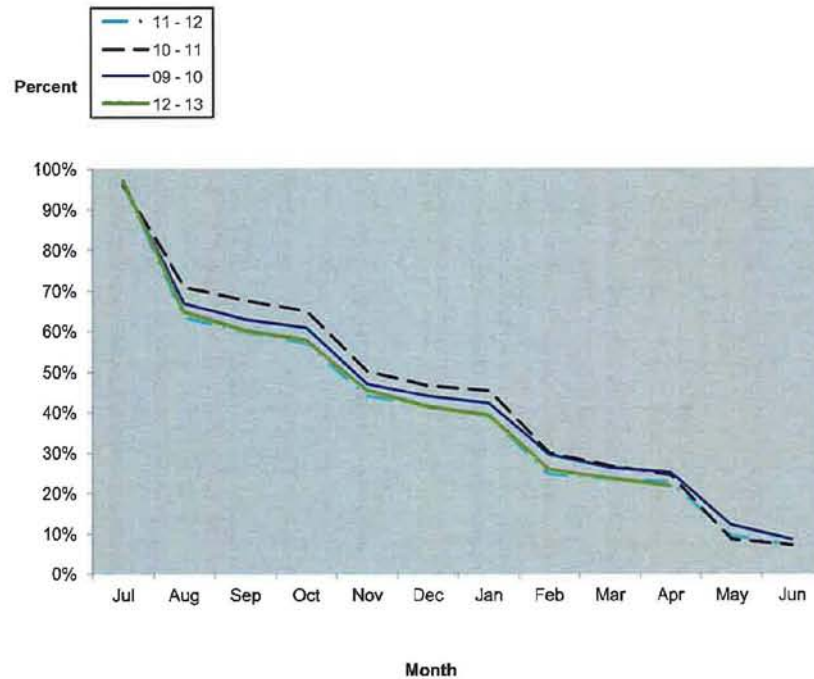
I certify that the above investment has been reconciled with Council's General Ledger Accounts.

Director Corporate Services

STATEMENT OF RATES AS AT 30 April 2013

RATE	Levy	Arrears	Adjustments	Interest	Total	Pension Rebate	Collections	Balance	2012-13	2011-12
General	\$5,676,733.48	\$323,806.99	-\$12,499.22	\$23,345.18	\$6,011,386.43	-\$78,906.90	-\$4,718,437.12	\$1,214,042.41	20.46%	21.24%
Sewerage	\$1,112,760.00	\$130,064.20	-\$2,430.74	\$9,038.38	\$1,249,431.84	-\$37,658.88	-\$897,707.58	\$314,065.38	25.92%	26.65%
Garbage/Services/Legal	\$767,034.00	\$149,359.94	\$39,783.48	\$10,923.15	\$967,100.57	-\$44,497.24	-\$658,847.55	\$263,755.78	28.59%	30.36%
Overpayments	\$0.00	\$0.00					-\$47,678.52	-\$47,678.52		
TOTALS:	\$7,556,527.48	\$603,231.13	\$24,853.52	\$43,306.71	\$8,227,918.84	-\$161,063.02	-\$6,322,670.77	\$1,744,185.05	21.62%	22.64%

% of Rates



Debt Analysis	Properties	Balance
Sale of Land	0	\$0.00
Future Sale of Land	37	\$42,034.05
Arrangements	93	\$120,772.57
Debt Collection	149	\$324,982.30
Centrepay	50	\$34,537.35
Total	329	\$522,326.27

9.9 PRIVACY MANAGEMENT PLAN

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

1. *Lead the community by example with sustainable, effective, efficient and customer focused practices*

Author: Corporate Services Coordinator

Officer’s Recommendation:

1. **That Council adopt the draft Bland Shire Council Privacy Management Plan.**
2. **That Council provide a copy of the updated plan to the Privacy Commissioner.**

Introduction

The Privacy and Personal Information Protection Act 1998 (“PPIPA”) provides for the protection of personal information and for the protection of the privacy of individuals.

Section 33 of the PPIPA requires all councils to prepare a Privacy Management Plan (the “Plan”) to deal with:

- ◆ the devising of policies and practices to ensure compliance by the Council with the requirements of the PPIPA,
- ◆ the dissemination of those policies and practices to persons within the Council,
- ◆ the procedures that the Council proposes for Internal review of privacy complaints;
- ◆ such other matters as are considered relevant by the Council in relation to privacy and the protection of personal information held by it.

Council adopted a Privacy Management Plan in 2000. The revised draft plan (Appendix 1) is based on the Model Plan prepared for councils by the Division of Local Government – Department of Premier and Cabinet in consultation with the Office of the Privacy Commissioner and the Local Government & Shires Associations of NSW and has been updated to:

- incorporate the requirements of the Health Records and Information Privacy Act 2002 (the HRIP Act), which commenced on 1 September 2004.
- Include references to the Government Information (Public Access) Act 2009 (GIPA Act), which commenced on 1 July 2010.

The Act provides for the protection of personal information by means of 12 Information Protection Principles. Those principles are *modified* by the Privacy Code of Practice for Local Government (“the Code”) made by the Attorney General. The Code has been developed to enable Local Government to fulfil its statutory duties and functions under the Local Government Act 1993 (the “LGA”) in a manner that seeks to comply with the PPIPA.

Conclusion

The Privacy Management Plan outlines how the Council will incorporate the 12 Information Protection Principles and the 15 Health Protection Principles into its everyday functions.

The Plan should be read in conjunction with the Code of Practice for Local Government (Appendix 2)

Financial Implications

Nil

PRIVACY CODE OF PRACTICE FOR LOCAL GOVERNMENT

Under the Privacy and Personal Information
Protection Act 1998 (NSW)

June 2000

PRIVACY CODE OF PRACTICE

- A. The Privacy and Personal Information Protection Act 1998 (the “PPIPA”) provides for the protection of personal information, and for the protection of privacy of individuals generally.
- B. This Privacy Code of Practice (the “Code”) is made under Part 3 Division 1 of the PPIPA.
- C. The effect of this Code is to modify :
- ◆ the Information Protection Principles contained in Part 2, Division 1 of the PPIPA; and
 - ◆ the provisions of Part 6 of the PPIPA,
- as they relate to Local Government.
- D. Each council must have a Privacy Management Plan (the “Plan”). The Plan will outline processes to complement this Code.
- E. Questions of interpretation and application in particular circumstances may require legal advice and such advice should be obtained where it appears appropriate.
- F. The operative elements of this Code so far as the Information Protection Principles and Part 6 of the PPIPA are modified, are shown in Part 3 with respect to public registers and in Part 4 after the relevant Information Protection Principle and marked “Modification”.
- G. Explanatory notes contained in this guide serve no legal purpose of interpretation and are intended only for the purpose of clarification, or expansion.
- H. This Code applies to councillors, employees and customers of Council.
- I. This Code applies to that part of the information collected or held by Council that is personal information.
- J. Questions or written communications concerning the application of this Code or Council’s Privacy Management Plan should be addressed to the Council’s Privacy Contact Officer.
- K. This Code was gazetted on _____ 2000.

1 Interpretation

Code means this Code of Practice;

Council refers to both “councils” and “county councils” under the Local Government Act 1993;

Information Protection Principles (“IPPs”) means those principles contained in Part 2 Division 1 of the PPIPA;

Other Privacy Codes of Practice refers to all Codes of Practice which apply to Council from time to time, and includes the Investigations Code of Practice and any Research Code of Practice developed by Privacy New South Wales and made by the Attorney General;

Personal Information has the same meaning as in PPIPA;

PPIPA means the Privacy and Personal Information Protection Act 1998 (NSW);

Privacy Management Plan means the Council’s Privacy Management Plan;

Public Sector Agency has the same meaning as in PPIPA;

Public Sector Official has the same meaning as in PPIPA and includes an officer of Council;

Section refers to a section of the PPIPA unless otherwise indicated.

2 Modifications to Public Registers

A council may allow any person to:

- i. inspect a publicly available copy of a public register in council premises, and
- ii. copy a single entry or a page of the register

without requiring the person to provide a reason for accessing the register and without determining that the proposed use of the register is consistent with the purpose of the register or the Act under which the register is kept.

In particular a council should not require any person to provide a reason for inspecting the council's pecuniary interest register or any register on which the council records declarations made by councillors or designated officers under Chapter 14 Part 2 Divisions 3 or 4 of the Local Government Act.

Requests for access, copying or sale of the whole or a substantial part of a Public Register held by Council may not necessarily fit within the purpose for which a Public Register was created. Council may therefore:

- (i) disclose by way of providing access, copy or sale of the whole or a substantial part of a Public Register, provided that the names and addresses of all current and previous property owners and the names and addresses of all current and previous applicants are not disclosed; or
- (ii) disclose by way of providing access, copy or sale of the whole or a substantial part of a Public Register where Council has satisfied itself by way of statutory declaration by the person requesting the information that the information is to be used for a purpose of the Register or the Act under which the Register is kept. (In this respect, Council must first determine for itself the "purpose of the Register or the Act under which the Register is kept", but may be guided by the provisions of the model Privacy Management Plan for Local Government.)

With respect to both (i) or (ii) above, Council must also ensure that the provisions of section 12(1A) Local Government Act 1993 and section 149G of the Environmental Planning and Assessment Act 1979 are complied with, where applicable.

3 The Information Protection Principles

The Council will apply the information protection principles as follows:

Information protection principle 1 – section 8 of the PPIPA

8 Collection of personal information for lawful purposes

- (1) A public sector agency must not collect personal information unless:
 - (a) the information is collected for a lawful purpose that is directly related to a function or activity of the agency, and
 - (b) the collection of the information is reasonably necessary for that purpose.
- (2) A public sector agency must not collect personal information by any unlawful means.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time.

Information protection principle 2 – section 9 of PPIPA

9 Collection of personal information directly from individual

A public sector agency must, in collecting personal information, collect the information directly from the individual to whom the information relates unless:

- (a) the individual has authorised collection of the information from someone else, or
- (b) in the case of information relating to a person who is under the age of 16 years - the information has been provided by a parent or guardian of the person.

Modification

Council may depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

Explanatory Note

Council may wish to confer a special award, prize, benefit or similar form of personal recognition to an individual. This may take the form of a citizen of the year award, the naming of a park after that individual, or other similar form of public recognition.

Information protection principle 3 – section 10 of the PPIPA

10 Requirements when collecting personal information

If a public sector agency collects personal information from an individual, the agency must take such steps as are reasonable in the circumstances to ensure that, before the information is collected or as soon as practicable after collection, the individual to whom the information relates is made aware of the following:

- (a) the fact that the information is being collected,
- (b) the purposes for which the information is being collected,
- (c) the intended recipients of the information,
- (d) whether the supply of the information by the individual is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided,
- (e) the existence of any right of access to, and correction of, the information,
- (f) the name and address of the agency that is collecting the information and the agency that is to hold the information.

Modification

Council may depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

Information protection principle 4 – section 11 of the PPIPA

11 Other requirements relating to collection of personal information

If a public sector agency collects personal information from an individual, the agency must take such steps as are reasonable in the circumstances (having regard to the purposes for which the information is collected) to ensure that:

- (a) the information collected is relevant to that purpose, is not excessive, and is accurate, up to date and complete, and
- (b) the collection of the information does not intrude to an unreasonable extent on the personal affairs of the individual to whom the information relates.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time.

Information protection principle 5 – section 12 of the PPIPA

12 Retention and security of personal information

A public sector agency that holds personal information must ensure:

- (a) that the information is kept for no longer than is necessary for the purposes for which the information may lawfully be used, and
- (b) that the information is disposed of securely and in accordance with any requirements for the retention and disposal of personal information, and
- (c) that the information is protected, by taking such security safeguards as are reasonable in the circumstances, against loss, unauthorised access, use, modification or disclosure, and against all other misuse, and
- (d) that, if it is necessary for the information to be given to a person in connection with the provision of a service to the agency, everything reasonably within the power of the agency is done to prevent unauthorised use or disclosure of the information.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time.

Information protection principle 6 – section 13 of the PPIPA

13 Information about personal information held by agencies

A public sector agency that holds personal information must take such steps as are, in the circumstances, reasonable to enable any person to ascertain:

- (a) whether the agency holds personal information, and
- (b) whether the agency holds personal information relating to that person, and
- (c) if the agency holds personal information relating to that person:
 - (i) the nature of that information, and
 - (ii) the main purposes for which the information is used, and
 - (iii) that person's entitlement to gain access to the information.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time.

Information protection principle 7 – section 14 of the PPIPA

14 Access to personal information held by agencies

A public sector agency that holds personal information must, at the request of the individual to whom the information relates and without excessive delay or expense, provide the individual with access to the information.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time.

Information protection principle 8 – section 15 of the PPIPA

15 Alteration of personal information

(1) A public sector agency that holds personal information must, at the request of the individual to whom the information relates, make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

(a) is accurate, and

(b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

(2) If a public sector agency is not prepared to amend personal information in accordance with a request by the individual to whom the information relates, the agency must, if so requested by the individual concerned, take such steps as are reasonable to attach to the information, in such a manner as is capable of being read with the information, any statement provided by that individual of the amendment sought.

(3) If personal information is amended in accordance with this section, the individual to whom the information relates is entitled, if it is reasonably practicable, to have recipients of that information notified of the amendments made by the public sector agency.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time.

Information protection principle 9 – section 16 of the PPIPA

16 Agency must check accuracy of personal information before use

A public sector agency that holds personal information must not use the information without taking such steps as are reasonable in the circumstances to ensure that, having regard to the purpose for which the information is proposed to be used, the information is relevant, accurate, up to date, complete and not misleading.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time.

Information protection principle 10 – section 17 of the PPIPA

17 Limits on use of personal information

A public sector agency that holds personal information must not use the information for a purpose other than that for which it was collected unless:

- (a) the individual to whom the information relates has consented to the use of the information for that other purpose, or
- (b) the other purpose for which the information is used is directly related to the purpose for which the information was collected, or
- (c) the use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom the information relates or of another person.

Modification

Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- (i) where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s; or
- (ii) where personal information is to be used for the purpose of conferring upon a particular person, an award, prize, benefit or similar form of personal recognition.

Explanatory Note

For example with respect to exemption (i) above, the Rates Record that Council holds under section 602 of the Local Government Act may also be used to:

- notify neighbours of a proposed development;
- evaluate a road opening; or
- evaluate a tree preservation order.

Information protection principle 11 – section 18 of the PPIPA

18 Limits on disclosure of personal information

- (1) A public sector agency that holds personal information must not disclose the information to a person (other than the individual to whom the information relates) or other body, whether or not such other person or body is a public sector agency, unless:
- (a) the disclosure is directly related to the purpose for which the information was collected, and the agency disclosing the information has no reason to believe that the individual concerned would object to the disclosure, or
 - (b) the individual concerned is reasonably likely to have been aware, or has been made aware in accordance with section 10, that information of that kind is usually disclosed to that other person or body, or
 - (c) the agency believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.
- (2) If personal information is disclosed in accordance with subsection (1) to a person or body that is a public sector agency, that agency must not use or disclose the information for a purpose other than the purpose for which the information was given to it.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time, and in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:
 - (i) the agency has approached Council in writing;
 - (ii) Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
 - (iii) Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.
2. Where personal information which has been collected about an individual is to be disclosed for the purpose of conferring upon that person, an award, prize, benefit or similar form of personal recognition.
3. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.
4. A disclosure of personal information for research purposes will be allowed under a section 41 Direction made by the Privacy Commissioner (if such a direction exists) until such time as a Research Code of Practice is made by the Attorney General.

Information protection principle 12 – section 19 of the PPIPA

19 Special restrictions on disclosure of personal information

- (1) A public sector agency must not disclose personal information relating to an individual's ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.
- (2) A public sector agency that holds personal information must not disclose the information to any person or body who is in a jurisdiction outside New South Wales unless:
 - (a) a relevant privacy law that applies to the personal information concerned is in force in that jurisdiction, or
 - (b) the disclosure is permitted under a privacy code of practice.
- (3) For the purposes of subsection (2), a *relevant privacy law* means a law that is determined by the Privacy Commissioner, by notice published in the Gazette, to be a privacy law for the jurisdiction concerned.
- (4) The Privacy Commissioner is, within the year following the commencement of this section, to prepare a code relating to the disclosure of personal information by public sector agencies to persons or bodies outside New South Wales.
- (5) Subsection (2) does not apply:
 - (a) until after the first anniversary of the commencement of this section, or
 - (b) until a code referred to in subsection (4) is made, whichever is the later.

Modification

There is no intention to depart from this principle otherwise than is permitted by the PPIPA, or any other Privacy Code of Practice which may apply to Council from time to time except in the circumstances described below:

1. For the purposes of s.19(2) only, where Council is requested by a potential employer outside New South Wales, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.
2. A disclosure of personal information for research purposes will be allowed under a section 41 Direction made by the Privacy Commissioner (if such a direction exists) until such time as a Research Code of Practice is made by the Attorney General.

4 Implementation of this Code of Practice

The General Manager of Council is responsible for the implementation of this Code of Practice.

Compliance

This Code will be made by an order published in the Government Gazette. This Code takes effect once the order making this Code is published (or such later date as may be specified in the order) and the Council to whom this Code applies must comply with its provisions.

The Council's Privacy Management Plan includes provisions to comply with the obligations imposed by the PPIPA having regard to this Code.

Complaints

Complaints in respect of the protection and obligations arising under PPIPA and this Code should be addressed to the General Manager of the Council. All complaints will then be forwarded to the Privacy Contact Officer for review.

Complaints may alternatively be directed to the Privacy Commissioner.

Review of Code

The Council will review this Code at regular intervals of not more than three years to ensure that it is optimising its compliance measures whereby personal information is collected, stored, used and disseminated.

BLAND SHIRE COUNCIL

PRIVACY MANAGEMENT PLAN



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PREFACE

The *Privacy and Personal Information Protection Act 1998* (the “PIIPA”) requires all councils to prepare a Privacy Management Plan outlining their policies and practices to ensure compliance with the requirements of that Act and the *Health Records and Information Privacy Act 2002* (the HRIPA).

In particular, the object of this plan is to inform:

- The community about how their personal information will be used, stored and accessed after it is collected by the Council; and
- Council staff of their obligations in relation to handling personal information and when they can and cannot disclose, use or collect it.

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PART 1 – INTRODUCTION

The Privacy and Personal Information Protection Act 1998 (“PPIPA”) provides for the protection of personal information and for the protection of the privacy of individuals.

Section 33 of the PPIPA requires all councils to prepare a Privacy Management Plan (the “Plan”) to deal with:

- the devising of policies and practices to ensure compliance by the Council with the requirements of the PPIPA and the Health Records and Information Privacy Act 2002 (“HRIPA”);
- the dissemination of those policies and practices to persons within the Council;
- the procedures that the Council proposes for internal review of privacy complaints;
- such other matters as are considered relevant by the Council in relation to privacy and the protection of personal information held by it.

This Plan has been prepared for the purpose of section 33 of the PPIPA.

PPIPA provides for the protection of personal information by means of 12 Information Protection Principles. Those principles are listed below:

- Principle 1 - Collection of personal information for lawful purposes
- Principle 2 - Collection of personal information directly from individual
- Principle 3 - Requirements when collecting personal information
- Principle 4 - Other requirements relating to collection of personal information
- Principle 5 - Retention and security of personal information
- Principle 6 - Information about personal information held by agencies
- Principle 7 - Access to personal information held by agencies
- Principle 8 - Alteration of personal information
- Principle 9 - Agency must check accuracy of personal information before use
- Principle 10 - Limits on use of personal information
- Principle 11 - Limits on disclosure of personal information
- Principle 12 - Special restrictions on disclosure of personal information

Those principles are *modified* by the Privacy Code of Practice for Local Government (“the Code”) made by the Attorney General. To date there has been no Health Records and Information Privacy Code of Practice made for Local Government.

The Privacy Code has been developed to enable Local Government to fulfil its statutory duties and functions under the *Local Government Act 1993* (the “LGA”) in a manner that seeks to comply with the PPIPA.

This Plan outlines how the Council will incorporate the 12 Information Protection Principles into its everyday functions.

This Plan should be read in conjunction with the Code of Practice for Local Government.

Nothing in this Plan is to:

- affect any matter of interpretation of the Codes or the Information Protection Principles and the Health Privacy Principles as they apply to the Council;

- affect any obligation at law cast upon the Council by way of representation or holding out in any manner whatsoever;
- create, extend or lessen any obligation at law which the Council may have.

This Plan is designed to introduce policies and procedures to maximise compliance with the PPIPA and the HRIPA.

Where the Council has the benefit of an exemption, it will nevertheless describe procedures for compliance in this Plan. By doing so, it is not to be bound in a manner other than that prescribed by the Codes.

Council collects, stores and uses a broad range of information. A significant part of that information is personal information. This Plan applies to that part of the Council's information that is personal information.

It may mean in practice that any information that is not personal information will receive treatment of a higher standard; namely treatment accorded to personal information where the information cannot be meaningfully or practicably separated.

1.1 What is “personal information”

“Personal information” is defined in section 4 of the PPIPA as follows:

Personal information is defined to mean information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form.

1.2 What is not “personal information”

“Personal information” does not include “information about an individual that is contained in a publicly available publication”. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIPA.

Section 4A of the PPIPA also specifically excludes “health information”, as defined by section 6 of the HRIPA, from the definition of “personal information”, but includes “health information” in the PPIPA’s consideration of public registers (discussed below). “Health information” is considered in Part 4 of this Plan.

Where the Council is requested to provide access or make a disclosure and that information has already been published, then the Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIPA (for example, section 8 of the Government Information (Public Access) Act 2009 (GIPA Act)).

Council considers the following to be publicly available publications:

- An advertisement containing personal information in a local, city or national newspaper;
- Personal information on the Internet;
- Books or magazines that are printed and distributed broadly to the general public;

- Council Business papers or that part that is available to the general public;
- Personal information that may be a part of a public display on view to the general public.

Information published in this way ceases to be covered by the PPIPA.

Council's decision to publish in this way must be in accordance with PPIPA.

1.3 Policy on Electoral Rolls

The Electoral Roll is a publicly available application. Council will provide open access to the Electoral Roll in Council's Library. Council will refer any requests for copies of the Electoral Roll to the State Electoral Commissioner.

1.4 Application of this Plan

The PPIPA, the HRIPA and this Plan apply, wherever practicable, to:

- Councillors;
- Council employees;
- Consultants and contractors of the Council;
- Council owned businesses; and
- Council committees (including community members of those committees which may be established under section 355 of the LGA).

Council will ensure that all such parties are made aware that they must comply with the PPIPA, the HRIPA, any other applicable Privacy Code of Practice and this Plan.

1.5 Personal Information held by Council

The Council holds personal information concerning Councillors, such as:

- personal contact information;
- complaints and disciplinary matters;
- pecuniary interest returns; and
- entitlements to fees, expenses and facilities.

The Council holds personal information concerning its customers, ratepayers and residents, such as:

- rates records; and
- DA applications and objections; and
- various types of health information (see page 38 for detailed examples).

The Council holds personal information concerning its employees, such as:

- recruitment material;
- leave and payroll data;
- personal contact information;
- performance management plans;

- disciplinary matters;
- pecuniary interest returns;
- wage and salary entitlements; and
- health information (such medical certificates and workers compensation claims).

1.6 Applications for suppression in relation to general information (not public registers).

Under section 739 of the Local Government Act 1993 (“LGA”) a person can make an application to suppress certain material that is available for public inspection in circumstances where the material discloses or would disclose the person’s place of living if the person considers that the disclosure would place the personal safety of the person or their family at risk.

Section 739 of the LGA relates to publicly available material other than public registers. As such, it limits disclosure in those circumstances where an application for suppression is successful. An application for suppression must be verified by statutory declaration and otherwise meet the requirements of section 739. When in doubt, Council will err in favour of suppression.

For more information regarding disclosure of information (other than public registers) see the discussion of IPPs 11 and 12 in Part 3 of this Plan. For information regarding suppression of information on *public registers*, see Part 2 of this Plan.

1.6 Caution as to unsolicited information

Where an individual, a group or committee, not established by Council, gives Council unsolicited personal or health information, then that information should be still treated in accordance with this Plan, the Codes, the HRIPA and the PPIPA for the purposes of IPPs 5-12 and HPPs 5-15 which relate to storage, access, use and disclosure of information.

Note that for the purposes of section 10 of the HRIPA, the Council is not considered to have “collected” health information if the receipt of the information by the Council is unsolicited.

Section 4(5) of the PPIPA also provides that personal information is not “collected” by Council if it is unsolicited.

PART 2 – PUBLIC REGISTERS

A public register is defined in section 3 of the PPIPA:

“...public register means a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee).”

A distinction needs to be drawn between “public registers” within the meaning of Part 6 of the PPIPA and “non public registers”. A “non public register” is a register but it is not a “public register” for the purposes of the PPIPA. For example, the register might not be publicly available or it may not contain personal information.

Disclosure in relation to public registers must comply with Part 6 of the PPIPA and the Privacy Code. Personal information cannot be accessed by a person about another person unless the personal information is contained in a public register. Where personal information is contained in a public register, then Part 6 of the PPIPA applies to determine whether access to that information will be given to another person.

Disclosure in relation to all other personal information must comply with the Information Protection Principles as outlined in Part 2 of this Plan and the Privacy Code where it includes personal information that is not published.

The Council holds the following public registers under the LGA: ***

- Section 53 -Land Register
- Section 113 -Records of Approvals;
- Section 449 -450A -Register of Pecuniary Interests;
- Section 602 -Rates Record.

***Note – this is purely indicative. Council may, by virtue of its own practice, hold other Public Registers, to which the PPIPA applies.

Council holds the following public registers under the Environmental Planning and Assessment Act:

- Section 100 – Register of consents and approvals
- Section 149G – Record of building certificates

Council holds the following public register under the Protection of the Environment (Operations) Act:

- Section 308 – Public register of licences held

Council holds the following public register under the Impounding Act 1993:

- Section 30 & 31 – Record of impounding

Members of the public may enquire only in accordance with the primary purpose of any of these registers. The primary purpose for each of these public registers is set out in the sections that follow.

2.1 Public registers, the PPIPA and the HRIPA

A public register generally confers specific rights or privileges, a benefit, or status, which would not otherwise exist. It may be required by law to be made publicly available or open to public inspection, or it is simply made publicly available or open to public inspection (whether or not payment is required).

Despite the exclusion of “health information” from the definition of “personal information” under section 4A of the PPIPA, section 56A of the PPIPA *includes* as “personal information”, “health information” on public registers.

Section 57 of the PPIPA requires very stringent controls over the disclosure of personal information contained in a public register. It provides broadly that where Council is responsible for keeping a public register, it will not disclose any personal information kept in that register unless it is satisfied that the information is to be used for a purpose relating to the purpose of the register or the Act under which the register is kept.

Section 57 (2) provides that in order to ensure compliance with section 57(1), a Council may require any person who applies to inspect personal information contained in the public register to give particulars in the form of a statutory declaration as to the proposed use of that information. (Form at Appendix 1 may be used a guide)

Councils also need to consider the Privacy Code of Practice for Local Government which has the effect of modifying the application of Part 6 of the PPIPA (the “public register” provisions).

If the stated purpose of the applicant does not conform with the purpose for which the public register is kept, access to the information sought will not be given.

Where personal information is contained in a publicly available publication, that information will not be regarded as personal information covered by the PPIPA or as health information for the purposes of part 6 of the PPIPA.

2.2 Effect on section 6 of the GIPA Act

Section 57 of the PPIPA prevails over clause 1(3) of Schedule 1 of the Government Information (Public Access) Regulation 2009 (GIPA Regulation) to the extent of any inconsistency. Therefore:

1. If a register is listed in Schedule 1 of the GIPA Regulation, access must not be given except in accordance with section 57(1) of the PPIPA.
2. If a register is not listed in Schedule 1 of the GIPA Regulation, access must not be given except:
 - (i) if it is allowed under section 57(1) of the PPIPA; **and**
 - (ii) there is no overriding public interest against disclosure of the information under section 6 of the GIPA Act.

Note: Both 1 and 2 are amended with regard to specific public registers in the Privacy Code of Practice for Local Government.

2.3 Where some information in the public register has been published

That part of a public register that is not published in a publicly available publication will be treated as a “public register” and the following procedure for disclosure will apply.

For example, the Register of Consents and Approvals held by Council under section 100 of the Environmental Planning and Assessment Act requires Council to advertise or publish applications for development consent.

When Council publishes the address of the property, it may identify the owner. The personal information that has not been published and any applications not advertised or that have been rejected or withdrawn (and hence also not published) will be treated as a public register under PPIPA.

Council may hold a register under the Contaminated Land Management Act on behalf of the Environment Protection Authority. This is not to be considered a public register of the Council as the statute does not place any obligations on the Council to make this register publicly available as a register of contaminated land. Furthermore, the legislation foreshadows that the Environment Protection Authority may indeed post this list or register on the internet. This may constitute a publication of the information and therefore the PPIPA will not apply.

Registers should not be published on the internet.

2.4 Disclosure of personal information contained in the public registers

A person seeking a disclosure concerning someone else’s personal information from a public register must satisfy Council that the intended use of the information is for a purpose relating to the purpose of the register or the Act under which the register is kept.

In the following section, by way of guidance only, what might be called the “primary” purpose (or “the purpose of the register”) has been specified for each identified register. In some cases a “secondary purpose” has also been specified, by way of guidance as to what might constitute “a purpose *relating to* the purpose of the register”.

2.5 Purposes of public registers

Purposes of public registers under the Local Government Act

Section 53 -Land Register – The primary purpose is to identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.

Section 113 -Records of Approvals – The primary purpose is to identify all approvals granted under the LGA.

Section 450A -Register of Pecuniary Interests – The primary purpose of this register is to determine whether or not a Councillor or a member of a council committee has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.

Section 602 -Rates Record -The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. For example, that a disclosure on a section 603 (of the LGA) rating certificate that a previous owner was a pensioner is considered to be allowed, because the secondary purpose is “a purpose relating to the purpose of the register”.

Purposes of public registers under the Environmental Planning and Assessment Act

Section 100 – Register of consents and approvals – The primary purpose is to identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

Section 149G – Record of building certificates – The primary purpose is to identify all building certificates.

Purposes of public registers under the Protection of the Environment (Operations) Act

Section 308 – Public register of licences held – The primary purpose is to identify all licences granted under the Act.

Purposes of the public register under the Impounding Act

Section 30 & 31 – Record of impounding – The primary purpose is to identify any impounding action by Council.

Secondary purpose of all Public Registers

Due to the general emphasis (to be found in the LGA and elsewhere) on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore disclosure of specific records from public registers would normally be considered to be allowable under section 57 of the PPIPA.

However, requests for access, copying or the sale of the whole or a substantial part of a Public Register held by Council will not necessarily fit within this purpose. Council should be guided by the Privacy Code of Practice for Local Government in this respect. Where Council officers have doubt as to the intended use of the information, an applicant may be requested to provide a statutory declaration so that Council may satisfy itself as to the intended use of the information.

Council will make its assessment as to the **minimum** amount of personal information that is required to be disclosed with regard to any request.

Other Purposes

Persons or organisations who apply to Council to have access to the information contained in any public register for a purpose not related to the purpose of the register, may be given access at the discretion of Council but only in accordance with the Privacy Code of Practice for Local Government concerning Public Registers.

2.6 Applications for access to own records on a public register

A person wishing to have access to a public register to confirm their own details needs only to prove their identity to Council before having access to their own personal information.

2.7 Applications for suppression in relation to a public register

An application for suppression in relation to a public register will be dealt with under PPIPA, rather than section 739 of the LGA.

A person about whom personal information is contained (or proposed to be contained) in a public register, may request Council under section 58 of the PPIPA to have the information removed from, or not placed on the register.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the personal information as requested, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information, in accordance with section 58(2) of the PPIPA. ("Well-being" is defined in the Macquarie Dictionary as "the good or satisfactory condition of existence; welfare".)

When in doubt, Council will err in favour of suppression.

Any information that is removed from, or not placed on, that aspect of a public register to be made public may be kept on the register for other purposes. That is, the information may still be used for council functions, but it cannot be disclosed to other parties.

An application for suppression should be made in writing addressed to the General Manager and must outline the reasons for the request. The Council may require supporting documentation where appropriate.

2.8 Other registers

Council may have other registers that are not public registers. The Information Protection Principles, this Plan, any applicable Codes and the PPIPA apply to those registers or databases.

PART 3 – THE INFORMATION PROTECTION PRINCIPLES

3.1 Information Protection Principle 1 – Section 8

Section 8 Collection of personal information for lawful purposes

- (1) *A public sector agency must not collect personal information unless:*
- (a) *the information is collected for a lawful purpose that is directly related to a function or activity of the agency, and*
 - (b) *the collection of the information is reasonably necessary for that purpose.*
- (2) *A public sector agency must not collect personal information by any unlawful means.*

The Privacy Code of Practice for Local Government

The Code makes no provision to depart from the requirements of this principle.

Council Policy

Council will only collect personal information for a lawful purpose as part of its proper functions. The LGA governs Council's major obligations and functions.

Section 22 of the LGA provides other functions under other Acts. Some of those Acts are as follows:

- Community Land Development Act 1989
- Companion Animals Act 1998**
- Conveyancing Act 1919
- Environmental Planning and Assessment Act 1979
- Fire Brigades Act 1989
- Fluoridation of Public Water Supplies Act 1957
- Food Act 1989
- Impounding Act 1993
- Library Act 1939
- Protection of the Environment Operations Act 1997
- Public Health Act 1991
- Recreation Vehicles Act 1983
- Roads Act 1993
- Rural Fires Act 1997
- State Emergency Service Act 1989
- Strata Schemes (Freehold Development) Act 1973
- Strata Schemes (Leasehold Development) Act 1986;
- Swimming Pools Act 1992
- Public Health Act 1991

This list is not exhaustive.

Additionally, the exercise by Council of its functions under the LGA may also be modified by the provisions of other Acts. Some of those Acts follow:

- Coastal Protection Act 1979;
- Environmental Offences and Penalties Act 1989;
- Government Information (Public Access) Act 2009;
- Heritage Act 1977;
- State Emergency and Rescue Management Act 1989;
- Unclaimed Money Act 1995;
- Unhealthy Building Land Act 1990.

The circumstances under which Council may collect information, including personal information, are varied and numerous.

Council will not collect any more personal information than is reasonably necessary for it to fulfil its proper functions.

Anyone engaged by Council as a private contractor or consultant that involves the collection of personal information must agree to be bound not to collect personal information by any unlawful means. This will include debt recovery actions by or undertaken on behalf of Council by commercial agents.

**Companion Animals Act

Collection of information under the Companion Animals Act and Council's use of the Companion Animals Register should be guided by the Director General's guidelines, which have been developed with the PPIPA in mind.

Role of the Privacy Contact Officer

In order to ensure compliance with Information Protection Principle 1, internet contact forms, rates notices, application forms of whatsoever nature, or written requests by which personal information is collected by Council; will be referred to the Privacy Contact Officer prior to adoption or use.

The Privacy Contact Officer will also provide advice as to:

1. Whether the personal information is collected for a lawful purpose;
2. If that lawful purpose is directly related to a function of Council; and
3. Whether or not the collection of that personal information is reasonably necessary for the specified purpose.

Any further concerns of a legal nature will be referred to Council's solicitor.

3.2 Information Protection Principle 2 – Direct Collection

Section 9 Collection of personal information directly from individual

A public sector agency must, in collecting personal information, collect the information directly from the individual to whom the information relates unless:

- (a) the individual has authorised collection of the information from someone else, or*
- (b) in the case of information relating to a person who is under the age of 16 years—the information has been provided by a parent or guardian of the person.*

The Privacy Code of Practice for Local Government

The Code makes provision for Council to depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

Council Policy

The compilation or referral of registers and rolls are the major means by which the Council collects personal information. For example, the information the Council receives from the Land Titles Office would fit within section 9(a) above.

Other means include forms that customers may complete and lodge with Council for development consent, companion animal registration, applications for specific inspections or certifications or applications in respect of tree preservation orders.

In relation to petitions, the Council will treat the personal information contained in petitions in accordance with PPIPA.

Where Council or a Councillor requests or requires information from individuals or groups, that information will be treated in accordance with PPIPA.

Council regards all information concerning its customers as information protected by PPIPA. Council will therefore collect all personal information directly from its customers except as provided in section 9 or under other statutory exemptions or Codes of Practice. Council may collect personal information from other public sector agencies in respect of specific statutory obligations where it is authorised by law to do so.

Where Council anticipates that it may otherwise need to collect personal information indirectly it will first obtain the authorisation of each individual under section 9 (a) of the PPIPA.

External and related bodies

Each of the following will be required to comply with this Plan, any applicable Privacy Code of Practice, and the PPIPA:

- Council owned businesses
- Council consultants
- Private contractors

- Council committees

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Council will seek to contractually bind each of these bodies or persons to comply with the PPIPA.

Where any of the above collect personal information on behalf of Council or in relation to the performance of their activities, that body or person will be required to:

- obtain a written authorisation and consent to that collection; and
- notify those persons in accordance with Information Protection Principle 3 as to the intended recipients and other matters required by that principle.

Council owned businesses, committees and private contractors or consultants must abide by this Plan, the Code and the PPIPA under the terms of their incorporation by Council or by contract.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 2.

Existing statutory exemptions under the Act

Compliance with Information Protection Principle 2 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in very obvious and limited circumstances and legal advice should normally be obtained.

The relevant statutory exemptions follow:

Section 23(2) of the PPIPA permits non-compliance with Information Protection Principle 2 if the information concerned is collected in connection with proceedings (whether or not actually commenced) before any court or tribunal.

Section 24(4) of the PPIPA extends the operation of section 24(1) to councils and permits non-compliance with Information Protection Principle 2 if a council is:

- (i) investigating or otherwise handling a complaint or other matter that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) if compliance might detrimentally affect (or prevent the exercise of) the Council's complaint handling or investigative functions.

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 2 where the agency is lawfully authorised or required not to comply with the principle.

- (iii) Section 25(b) of the PPIPA permits non-compliance with Information Protection Principle 2 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(1) of the PPIPA permits non-compliance with Information Protection Principle 2 if compliance would prejudice the interests of the individual concerned.

Further Explanation regarding IPP 2

Where Council cannot collect personal information directly from the person, it will ensure one of the following:

- 1 Council has obtained authority from the person under section 9(a) of the PPIPA.
- 2 The collection of personal information from a third party is permitted under an Act or law. (For example, the indirect collection from the Land Titles Office.)
- 3 The collection of personal information from a parent or guardian is permitted provided the person is less than 16 years of age.
- 4 The collection of personal information indirectly where one of the above exemptions applies.
- 5 The collection of personal information indirectly is permitted under the Privacy Code of Practice for Local Government or the Investigative Code of Practice.

The only other exception to the above is in the case where Council is given unsolicited information.

3.3 Information Protection Principle 3 - Requirements when collecting personal information

Section 10 Requirements when collecting personal information

If a public sector agency collects personal information from an individual, the agency must take such steps as are reasonable in the circumstances to ensure that, before the information is collected or as soon as practicable after collection, the individual to whom the information relates is made aware of the following:

- (a) the fact that the information is being collected,*
- (b) the purposes for which the information is being collected,*
- (c) the intended recipients of the information,*
- (d) whether the supply of the information by the individual is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided,*
- (e) the existence of any right of access to, and correction of, the information,*
- (f) the name and address of the agency that is collecting the information and the agency that is to hold the information.*

The Privacy Code of Practice for Local Government

The Code makes provision for Council to depart from this principle where personal information is collected about an individual for the purpose of conferring upon that person, an award, prize, benefit or similar form of personal recognition without prior or subsequent notification.

Council Policy

Where Council proposes to collect personal information directly from the person, it will inform that person that the personal information is being collected, what is done with that information and who the intended recipients will be.

Council will inform persons if the information is required by law or voluntarily given. Council will also inform individuals which department or section within Council holds their personal information, and of the right to access and correct that information. Council will adapt the general section 10 pre-collection Privacy Notification form as appropriate (See Appendix 2).

The following are examples of application procedures that will require a Privacy Notification Form in accordance with section 10:

- Lodging Development Applications;
- Lodging objections to Development Applications;
- Lodging applications for approval under the LGA;
- Any stamps or printed slips that contain the appropriate wording for notification under section 10 (see Appendix 2); and
- When collecting an impounded item.

In relation to the Privacy Notification Form that may be attached to a Development Application provided to objectors, it could be stated that objectors have a right to remain anonymous if they so choose. However, should they need to substantiate their objections, anonymous objections may be given less weight (or no weight) in the overall consideration of the Application.

Post -Collection

Where Council collects personal information indirectly from another public sector agency in respect of any one of its statutory functions, it will advise those individuals that it has collected their personal information by including a privacy notification form in the next issue of their rates notice, or otherwise by letter. A common example of the collection of information from another public sector agency is the Land Titles Office. Council receives information as to new ownership changes when property is transferred from one owner to the next. Appendix 3 contains a sample Privacy Notification Form that could be used for post-collection.

External and related bodies

Each of the following will be required to comply with Information Protection Principle 3:

- Council owned businesses
- Council consultants
- Private contractors
- Council committees

Council will seek to contractually bind each of these bodies or persons to comply with the Information Protection Principle 3.

Where any of the above collect personal information on behalf of Council or in relation to the performance of their activities, that body or person will be required to notify those persons in accordance with Information Protection Principle 3 as to the intended recipients and other matters required by that principle.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 3.

Existing statutory exemptions under the Act

Compliance with Information Protection Principle 3 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

The relevant statutory exemptions follow:

Section 23(3) permits non-compliance with Information Protection Principle 3 where information is collected for law enforcement purposes. Law enforcement means a breach of the criminal law and criminal law enforcement. This section does not remove the rights of an accused person.

Section 24(4) of the PPIPA extends the operation of section 24(1) to councils and permits non-compliance with Information Protection Principle 3 if a council is:

- (i) investigating or otherwise handling a complaint or other matter that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) if compliance might detrimentally affect (or prevent the exercise of) the Council's complaint handling or investigative functions.

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 3 where the agency is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIPA permits non-compliance with Information Protection Principle 3 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(1) of the PPIPA permits non-compliance with Information Protection Principle 3 if compliance would prejudice the interests of the individual concerned.

Section 26(2) of the PPIPA permits non-compliance where the person expressly consents to such non-compliance.

Disclosure of information of research purposes

The disclosure of personal information for research purposes will be allowed only in accordance with any applicable Direction made by the Privacy Commissioner under section 41 of PPIPA or any Research Code of Practice made by the Attorney General as may be in force for the time being.

3.4 Information Protection Principle 4 - Other requirements relating to collection of personal information

Section 11 Other requirements relating to collection of personal information

If a public sector agency collects personal information from an individual, the agency must take such steps as are reasonable in the circumstances (having regard to the purposes for which the information is collected) to ensure that:

- (a) the information collected is relevant to that purpose, is not excessive, and is accurate, up to date and complete, and*
- (b) the collection of the information does not intrude to an unreasonable extent on the personal affairs of the individual to whom the information relates.*

The Privacy Code of Practice for Local Government

The Code makes no provision to depart from this principle.

Council Policy

Council will seek to ensure that no personal information is collected which is not directly relevant to its proper functions.

Council collects personal information through the various forms that customers may complete and lodge with Council. Before adoption of a new form, a draft form will be reviewed for compliance with Information Protection Principle 4 by the EEO Officer, Council's solicitor, Public Officer or other suitable person. Should Council have any residual doubts, the opinion of the Office of the Privacy Commissioner NSW will be sought.

3.5 Information Protection Principle 5 - Retention and security of personal information

Section 12 Retention and security of personal information

A public sector agency that holds personal information must ensure:

- (a) that the information is kept for no longer than is necessary for the purposes for which the information may lawfully be used, and*
- (b) that the information is disposed of securely and in accordance with any requirements for the retention and disposal of personal information, and*
- (c) that the information is protected, by taking such security safeguards as are reasonable in the circumstances, against loss, unauthorised access, use, modification or disclosure, and against all other misuse, and*

- (d) *that, if it is necessary for the information to be given to a person in connection with the provision of a service to the agency, everything reasonably within the power of the agency is done to prevent unauthorised use or disclosure of the information.*

The Privacy Code of Practice for Local Government

The Code makes no provision to depart from this principle.

Council Policy

Council may comply with this principle by using any or all of the following or similar documents:

- Records and Archives Services Manual;
- The Council's Policy on Security of and Access to Misconduct Files;
- Council's Internet Security Policy;
- Information Technology Security Policy; and
- General Records Disposal Schedule for Local Government.

Disclosure of information for research purposes

The disclosure of personal information for research purposes will be allowed only in accordance with any applicable Direction made by the Privacy Commissioner under section 41 of PPIPA or any Research Code of Practice made by the Attorney General as may be in force for the time being.

3.6 Information Protection Principle 6 - Information held by agencies

Section 13 Information about personal information held by agencies

A public sector agency that holds personal information must take such steps as are, in the circumstances, reasonable to enable any person to ascertain:

- (a) whether the agency holds personal information, and*
- (b) whether the agency holds personal information relating to that person, and*
- (c) if the agency holds personal information relating to that person:*
 - (i) the nature of that information, and*
 - (ii) the main purposes for which the information is used, and*
 - (iii) that person's entitlement to gain access to the information.*

The Privacy Code of Practice for Local Government

The Code makes no provision to depart from this principle.

Council Policy

Section 13 of the PPIPA requires a council to take reasonable steps to enable a person to determine whether the council holds personal information about them. If Council holds any information about a person, upon request it will advise them the nature of that information, the main purposes for which it is held, and that person's entitlement to access. As a matter of practicality, not every item of personal information, however insignificant, will be capable of ascertainment.

Under section 20(5) of the PPIPA, Information Protection Principle 6 is subject to any applicable conditions or limitations contained in the *Government Information (Public Access) Act 2009* ("GIPA Act"). Council must consider the relevant provisions of the GIPA Act.

Any person can make application to Council by completing the appropriate form and submitting it to Council. An example is at Appendix 4.

Where council receives an application or request by a person as to whether council holds information about them, council will undertake a search of its records to answer the enquiry. Council may ask the applicant to describe what dealings the applicant has had with council in order to assist council to conduct the search.

Council will ordinarily provide a response to applications of this kind within 28 days of the application being made. The fee structure is commensurate to that of the Council's GIPA Act rates structure.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 6.

Existing exemptions under the Act

Compliance with Information Protection Principle 6 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 6 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIPA permits non-compliance with Information Protection Principle 6 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Reporting matters

The Council will issue a statement to be included on its Web page (if it has one) and in its Annual Report concerning the nature of personal information it regularly collects, the

purpose for which the personal information is used and an individual's right to access their own personal information.

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3.7 Information Protection Principle 7 - Access to personal information held by agencies

Section 14 Access to personal information held by agencies

A public sector agency that holds personal information must, at the request of the individual to whom the information relates and without excessive delay or expense, provide the individual with access to the information.

The Privacy Code of Practice for Local Government

The Code makes no provision to depart from this principle.

Council Policy

Section 14 of the PPIPA requires a council, at the request of any person, to give access to that person to personal information held about them.

Compliance with Information Protection Principle 7 does not allow disclosure of information about other people. If access to information that relates to someone else is sought, the application must be made under the GIPA Act, unless Information Protection Principles 11 and 12 or the Public Register provisions apply.

Where a person makes an application for access under the PPIPA and it is involved or complex, it may be referred, with the written consent of the applicant, as an application under the GIPA Act. However use of the GIPA Act is to be a last resort. The applicant has the right to insist on being dealt with under PPIPA.

Under section 20(5) of the PPIPA, Information Protection Principle 7 is subject to any applicable conditions or limitations contained in the *Government Information (Public Access) Act 2009* ("GIPA Act"). Council must consider the relevant provisions of the GIPA Act.

Customers wishing to exercise their right of access to their own personal information should apply in writing or direct their inquiries to the General Manager, who will make a determination. A sample form is provided at Appendix 5.

Members of staff wishing to exercise their right of access to their personal information should apply in writing on the attached form or direct their inquiries to the Human Resources Officer, who will deal with the application.

In order to comply with the requirement to provide the requested information "without excessive delay or expense", Council will ordinarily provide a response to applications of this kind within 28 days of the application being made.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 7.

Existing exemptions under the Act

Compliance with Information Protection Principle 7 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 7 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIPA non-compliance with Information Protection Principle 7 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

3.8 Information Protection Principle 8 - Alteration of personal information

Section 15 Alteration of personal information

- (1) *A public sector agency that holds personal information must, at the request of the individual to whom the information relates, make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:
 - (a) is accurate, and
 - (b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.*
- (2) *If a public sector agency is not prepared to amend personal information in accordance with a request by the individual to whom the information relates, the agency must, if so requested by the individual concerned, take such steps as are reasonable to attach to the information, in such a manner as is capable of being read with the information, any statement provided by that individual of the amendment sought.*
- (3) *If personal information is amended in accordance with this section, the individual to whom the information relates is entitled, if it is reasonably practicable, to have recipients of that information notified of the amendments made by the public sector agency.*
- (4) *This section, and any provision of privacy code of practice that relates to the requirements set out in this section, apply to public sector agencies despite section 25 of this Act and section 21 of the State Records Act 1998.*
- (5) *The Privacy Commissioner’s guidelines under section 36 may make provision for or with respect to requests under this section, including the way in which such a request should be made and the time within which such a request should be dealt with.*
- (6) *In this section (and in any other provision of this Act in connection with the operation of this section), **public sector agency** includes a Minister and a Minister’s personal staff.*

The Privacy Code of Practice for Local Government

The Code makes no provision to depart from this principle.

Council Policy

Section 15 of the PPIPA allows a person to make an application to council to amend (*this includes by way of corrections, deletions or additions*) personal information held about them so as to ensure the information is accurate, and, having regard to the purpose for which the information is collected, relevant to that purpose, up to date and not misleading.

Council wishes to have its information current, accurate and complete. Proposed amendments or changes to the personal information held by the Council are welcomed.

If Council declines to amend personal information as requested, it will on request of the individual concerned, place an addendum on the information in accordance with section 15(2) of the PPIPA.

Where there are complaints that are or could be the subject of a staff complaint or grievance, they will be referred to the Human Resource Officer in the first instance and treated in accordance with the "Grievance and Complaint Handling Procedures".

Any alterations that are or could be the subject of a customer complaint or grievance will be referred to the General Manager, who will make a determination in relation to the matter.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 8.

Existing exemptions under the Act

Compliance with Information Protection Principle 8 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 8 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIPA permits non-compliance with section Information Protection Principle 8 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Procedure

Where information is requested to be amended (either by way of correction, deletion or addition), the individual to whom the information relates, must make a request. That

request should be accompanied by appropriate evidence as to the cogency of the making of the amendment, sufficient to satisfy the Council that the proposed amendment is factually correct and appropriate. The Council may require further documentary evidence to support certain amendments. Council will not charge to process an application to amend a record under s.15.

The Council's application form for alteration under IPP 8 is at Appendix 6 at the end of this Plan.

Where Council is not prepared to amend

If the Council is not prepared to amend the personal information in accordance with a request by the individual the Council may attach to the information in such a manner as is capable of being read with the information, any statement provided by that individual.

Where an amendment is made

If personal information is amended in accordance with this section, the individual to whom the information relates is entitled, if it is reasonably practicable, to have the recipients of that information notified of the amendments made by the Council. The Council will seek to notify recipients of information as soon as possible, of the making of any amendment, where it is reasonably practicable.

State Records Act

The State Records Act does not allow for the deletion of records. However, as a result of section 20(4) of the PPIPA, some deletions may be allowed in accordance with Information Protection Principle 8.

3.9 Information Protection Principle 9 - Agency must check accuracy of personal information before use

Section 16 Agency must check accuracy of personal information before use

A public sector agency that holds personal information must not use the information without taking such steps as are reasonable in the circumstances to ensure that, having regard to the purpose for which the information is proposed to be used, the information is relevant, accurate, up to date, complete and not misleading.

The Privacy Code of Practice for Local Government

The Code makes no provision to depart from this principle.

Council Policy

The steps taken to comply with section 16 will depend on the age of the information, its likelihood of change and the particular function for which the information was collected.

The more significant the information, the greater the necessity that checks to ensure its accuracy and currency be undertaken prior to its use.

For example, each employee's record should be updated when there is any change of circumstances or when the employee's contact details change.

3.10 Information Protection Principle 10 - Limits on use of personal information

Section 17 Limits on use of personal information

A public sector agency that holds personal information must not use the information for a purpose other than that for which it was collected unless:

- (a) the individual to whom the information relates has consented to the use of the information for that other purpose, or*
- (b) the other purpose for which the information is used is directly related to the purpose for which the information was collected, or*
- (c) the use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom the information relates or of another person.*

The Privacy Code of Practice for Local Government

The Code makes provision that Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- (i) where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s; or
- (ii) where personal information is to be used for the purpose of conferring upon a particular person, an award, prize, benefit or similar form of personal recognition.

Explanatory Note

Council may use personal information obtained for one purpose for another purpose in pursuance of its lawful and proper functions. For example, the Rates Record that Council holds under section 602 of the LGA may also be used to:

- notify neighbours of a proposed development;
- evaluate a road opening; or
- evaluate a tree preservation order.

Council Policy

Council will seek to ensure that information collected for one purpose will be used for that same purpose. Where Council may need to use personal information collected for one purpose for another purpose, it will first gain the consent of the individual concerned, unless an exemption applies.

External and related bodies

Each of the following will be required to comply with the Information Protection Principle 10:

- Council owned businesses
- Council consultants;
- Private contractors; and
- Council committees.

Council will seek to contractually bind each of these bodies or persons to comply.

Where any of the above seek to use personal information collected for one purpose, that body or person will be required to obtain the written consent of those persons in accordance with section 17(a) to the use of the information for another purpose.

The form of consent should include the following elements:

I, ⁽¹⁾	⁽¹⁾ Insert full name
of ⁽²⁾	⁽²⁾ Insert address
.....	
Hereby consent under section 17(a) of the Privacy and Personal Information Protection Act 1998 to ⁽³⁾	⁽³⁾ Insert Council name
.....	
.....	
Using the information collected from me by ⁽⁴⁾	⁽⁴⁾ Insert name of collecting body/person
.....	
For the purpose of ⁽⁵⁾	⁽⁵⁾ Insert purpose/s info was collected for
.....	
.....	
Signature:	
Name to be printed	
Date signed / /	

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 10.

Existing exemptions under the Act

Compliance with Information Protection Principle 10 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 23(4) of the PPIPA permits Council not to comply with Information Protection Principle 10 where the use of the information for another purpose is reasonably necessary for law enforcement purposes or for the protection of the public revenue. *Law enforcement purposes* means a breach of the criminal law and criminal law enforcement. This section does not remove the rights of an accused person. *Protection of the public revenue* means a fraud with respect to taxes or other revenue earning processes such as avoidance of stamp duty.

Section 24(4) of the PPIPA extends the operation of section 24(2) to councils and permits non-compliance with Information Protection Principle 10 if a council is:

- (i) investigating or otherwise handling a complaint or other matter that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) the use of the information concerned for a purpose other than the purpose for which it was collected is reasonably necessary in order to enable the council to exercise its complaint handling functions or any of its investigative functions.

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 10 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIPA permits non-compliance with Information Protection Principle 10 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

Section 28(3) of the PPIPA permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g., the Division of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister’s (or Premier’s) administration.

3.11 Information Protection Principle 11 - Limits on disclosure of personal information

Section 18 Limits on disclosure of personal information

- (1) *A public sector agency that holds personal information must not disclose the information to a person (other than the individual to whom the information relates) or other body, whether or not such other person or body is a public sector agency, unless:*
 - (a) *the disclosure is directly related to the purpose for which the information was collected, and the agency disclosing the information has no reason to believe that the individual concerned would object to the disclosure, or*
 - (b) *the individual concerned is reasonably likely to have been aware, or has been made aware in accordance with section 10, that information of that kind is usually disclosed to that other person or body, or*
 - (c) *the agency believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.*
- (2) *If personal information is disclosed in accordance with subsection (1) to a person or body that is a public sector agency, that agency must not use or disclose the information for a purpose other than the purpose for which the information was given to it.*

The Privacy Code of Practice for Local Government

The Code makes provision for council to depart from this principle in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:
 - (i) the agency has approached Council in writing;
 - (ii) Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
 - (iii) Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.
2. Where personal information which has been collected about an individual is to be disclosed for the purpose of conferring upon that person, an award, prize, benefit or similar form of personal recognition.
3. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Council Policy

Council will not disclose the information to another person or other body, unless the disclosure is directly related to the purpose for which the information was collected or where the Council has no reason to believe that the individual concerned would object to the disclosure.

Council may disclose personal information to another person or other body where this disclosure is directly related to the purpose for which the personal information was collected and the individual concerned is reasonably likely to have been aware, (or has been made aware in accordance with section 10), of the intended recipients of that information. "Directly related" can mean the disclosure to another person or agency to deliver a service which supplements that of Council or disclosure to a consultant for the purpose of assessing or reviewing the delivery of a program to which the original collection relates.

The council may disclose personal information to another person or other body where this disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.

Public Registers

Sections 18 and 57 of the PPIPA should be read in conjunction in regard to Public Registers. Public Registers are discussed further in Part 2 of this Plan.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 11.

Existing exemptions under the Act

Compliance with Information Protection Principle 11 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 23(5)(a) of the PPIPA permits non-compliance with Information Protection Principle 11 where disclosure is made to a law enforcement agency in connection with proceedings for an offence or for law enforcement purposes. *Law enforcement purposes* means a breach of the criminal law and criminal law enforcement. However Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(b) of the PPIPA permits non-compliance with Information Protection Principle 11 where the disclosure is made to a law enforcement agency for the purpose of ascertaining the whereabouts of a person reported to be missing. However Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(c) of the PPIPA permits non-compliance with Information Protection Principle 11 where disclosure is authorised by subpoena, search warrant or other statutory instrument. However Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(d)(i) of the PPIPA permits non-compliance with Information Protection Principle 11 where disclosure is reasonably necessary for the protection of the public revenue. *Protection of the public revenue* could mean a fraud with respect to taxes or other revenue earning processes such as avoidance of stamp duty. However Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(d)(ii) of the PPIPA permits non-compliance with Information Protection Principle 11 where disclosure is reasonably necessary to investigate an offence where there are reasonable grounds to believe an offence has been committed.

Section 24(4) of the PPIPA permits non-compliance with Information Protection Principle 11 if:

- (i) investigating a complaint that could be referred or made to, or has been referred from or made by, an investigative agency, and
- (ii) if the disclosure is to an investigative agency.

(Note: “investigative agency” is defined at s.3 of PPIPA.)

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 11 where Council is lawfully authorised or required not to comply with the principle. Section 25(b) of the PPIPA permits non-compliance with Information Protection Principle 11 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

Section 26(2) of the PPIPA permits non-compliance where the person expressly consents to such non-compliance.

Section 28(3) of the PPIPA permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Division of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister’s (or Premier’s) administration.

It is anticipated that a disclosure of personal information for research purposes will be allowed under a s.41 Direction made by the Privacy Commissioner until such time as a Research Code of Practice is made by the Attorney General.

Suppression

Information held by Council may be suppressed such as to disallow disclosure that would otherwise be allowed in the circumstances outlined above. See Part 1 of this Plan for more details about suppression of personal information.

3.12 Information Protection Principle 12 - Special restrictions on disclosure of personal information

Section 19 Special restrictions on disclosure of personal information

- (1) *A public sector agency must not disclose personal information relating to an individual's ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.*
- (2) *A public sector agency that holds personal information must not disclose the information to any person or body who is in a jurisdiction outside New South Wales or to a Commonwealth agency unless:*
 - (a) *a relevant privacy law that applies to the personal information concerned is in force in the that jurisdiction or applies to that Commonwealth agency, or*
 - (b) *the disclosure is permitted under a privacy code of practice.*
- (3) *For the purposes of subsection (2), a relevant privacy law means a law that is determined by the Privacy Commissioner, by notice published in the Gazette, to be a privacy law for the jurisdiction concerned.*
- (4) *The Privacy Commissioner is to prepare a code relating to the disclosure of personal information by public sector agencies to persons or bodies outside New South Wales and to Commonwealth agencies.*
- (5) *Subsection (2) does not apply:*
 - (a) *until after the first anniversary of the commencement of this section, or*
 - (b) *until a code referred to in subsection (4) is made,*

whichever is the later.

The Privacy Code of Practice for Local Government

The Code makes provision for Council to depart from this principle in the circumstances described below:

1. For the purposes of s.19(2) only, where Council is requested by a potential employer outside New South Wales, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Council Policy

Council will not disclose personal information relating to an individual's ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual activities unless the disclosure is necessary to prevent a serious or imminent

threat to the life or health of the individual concerned or another person.

Public Registers

Sections 19 and 57 of the PPIPA should be read in conjunction in regard to Public Registers. Public Registers are discussed further in Part 2 of this Plan.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIPA that may affect the application of Information Protection Principle 12.

Existing exemptions under the Act

Compliance with Information Protection Principle 12 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 23(7) of the PPIPA permits non-compliance with Information Protection Principle 12 where the disclosure is necessary to investigate an offence or where there are reasonable grounds to believe an offence has been or may be committed.

Section 25(a) of the PPIPA permits non-compliance with Information Protection Principle 12 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIPA permits non-compliance with Information Protection Principle 12 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

Section 26(2) of the PPIPA permits non-compliance where the person expressly consents to such non-compliance.

Section 28(2) permits non-compliance with Information Protection Principle 12 where, in the case of health information, the consent of the person cannot reasonably be obtained and the disclosure is made by an authorised person to another authorised person. “Authorised person” means a medical practitioner, health worker, or other official or employee providing health or community services who is employed or engaged by a public sector agency.

Section 28(3) of the PPIPA permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Division of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister’s (or Premier’s) administration.

It is anticipated that a disclosure of personal information for research purposes will be allowed under a s.41 Direction made by the Privacy Commissioner until such time as a Research Code of Practice is made by the Attorney General.

Suppression

Information held by Council may be suppressed such as to disallow disclosure that would otherwise be allowed in the circumstances outlined above. See Part 1 of this Plan for more details about suppression of personal information.

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PART 4 – HEALTH PRIVACY PRINCIPLES

In 2002, most references to 'health information' were taken out of the PPIPA and separate legislation was enacted. The HRIPA was enacted to deal with this specific type of personal information. On and from September 2004, various agencies and organisations, including local councils were expected to comply with the HRIPA in their collection and management of health information.

Health information includes personal information that is information or an opinion about the physical or mental health or a disability of an individual. Health information *also* includes personal information that is information or an opinion about:

- a health service provided, or to be provided, to an individual;
- an individual's express wishes about the future provision of health services to him or her;
- other personal information collected in connection with the donation of human tissue; or
- genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

Health information is defined in section 6 of the HRIPA. Local councils will often hold health information by reason of their role in elder care, child care and various types of community health support services. It is therefore very important for councils to be familiar with the 15 Health Protection Principles ("HPP") set down in Schedule 1 to the HRIPA. Each of these HPPs are considered below.

The following is a non-exhaustive list of examples of the types of health information and circumstances in which councils may collect health information in exercising their functions:

- Tree pruning/removal application where residents approach council for a reconsideration or reassessment of a tree pruning/removal application on medical grounds;
- Issuing of clean up orders which may include recording information about a residents health, GP professional contact details or involvement with mental health services;
- Volunteer programs where volunteers are asked to disclose health conditions which may preclude them from some types of volunteer work;
- Meals on wheels programs where residents may be asked for medical or dietary requirements, e.g. allergies for catering purposes;
- Seniors bus outings where information may be collected on special medical needs;
- Councils may provide respite and social support services collecting information that is consistent with the client intake and referral record system;
- Information on families for the purposes of children's services. e.g. history of illness, allergies, asthma, diabetes, epilepsy etc;
 - Physical exercise classes;
 - Some councils run Podiatry services;
 - Information may be collected through a healthy community program;

- Children's immunization records; and
- Family counsellor/youth support workers records.

HPPs 1-4 concern the collection of health information, HPP 5 concerns the storage of health information, HPPs 6-9 concern the access and accuracy of health information, HPP 10 concerns the use of health information, HPP 11 concerns the disclosure of health information, HPPs 12-13 concern the identifiers and anonymity of the persons to which health information relate, HPPs 14-15 concern the transferral of health information and the linkage to health records across more than one organisation.

Health Privacy Principle 1

Purposes of collection of health information

- (1) *An organisation must not collect health information unless:*
 - (a) *the information is collected for a lawful purpose that is directly related to a function or activity of the organisation, and*
 - (b) *the collection of the information is reasonably necessary for that purpose.*
- (2) *An organisation must not collect health information by any unlawful means.*

Health Privacy Principle 2

Information must be relevant, not excessive, accurate and not intrusive

An organisation that collects health information from an individual must take such steps as are reasonable in the circumstances (having regard to the purposes for which the information is collected) to ensure that:

- (a) *the information is collected is relevant to that purpose, is not excessive and is accurate, up to date and complete, and*
- (b) *the collection of the information does not intrude to an unreasonable extent on the personal affairs of the individual to whom the information relates.*

Health Privacy Principle 3

Collection to be from the individual concerned

- (1) *An organisation must collect health information about an individual only from that individual, unless it is unreasonable or impracticable to do so.*
- (2) *Health information is to be collected in accordance with any guidelines issued by the Privacy Commissioner for the purposes of this clause.*

Health Privacy Principle 4

Individual to be made aware of certain matters

- (1) *An organisation that collects health information about an individual from the individual must, at or before the time it collects the information (or if that is not practicable, as soon as practicable after that time), take steps that are reasonable in the circumstances to ensure that the individual is aware of the following:*

- (a) *the identity of the organisation and how to contact it,*
 - (b) *the fact that the individual is able to request access to the information,*
 - (c) *the purposes for which the information is collected,*
 - (d) *the persons to whom (or the type of persons to whom) the organisation usually discloses information of that kind,*
 - (e) *any law that requires the particular information to be collected,*
 - (f) *the main consequences (if any) for the individual if all or part of the information is not provided.*
- (2) *If the organisation collects health information about an individual from someone else, it must take any steps that are reasonable in the circumstances to ensure that the individual is generally aware of the matters listed in subclause (1) except to the extent that:*
- (a) *making the individual aware of the matters would impose a serious threat to the life or health of any individual, or*
 - (b) *the collection is made in accordance with guidelines issued under subclause (3).*
- (3) *The Privacy Commissioner may issue guidelines setting out circumstances in which an organisation is not required to comply with subclause (2).*
- (4) *An organisation is not required to comply with a requirement of this clause if:*
- (a) *the individual to whom the information relates has expressly consented to the organisation not complying with it or,*
 - (b) *the organisation is lawfully authorised or required not to comply with it, or*
 - (c) *non-compliance is otherwise permitted (or necessarily implied or reasonably contemplated) under any Act or any other law including the State Records Act 1998, or*
 - (d) *compliance by the organisation would, in the circumstances, prejudice the interests of the individual to whom the information relates, or*
 - (e) *the information concerned is collected for law enforcement purposes or,*
 - (f) *the organisation is an investigative agency and compliance might detrimentally affect (or prevent the proper exercise of) its complaint handling functions or any of its investigative functions.*
- (5) *If the organisation reasonably believes that the individual is incapable of understanding the general nature of the matters listed in subclause (1), the organisation must take steps that are reasonable in the circumstances, to ensure that any authorised representative of the individual is aware of those matters.*
- (6) *Subclause (4) (e) does not remove any protection provided by any other law in relation to the rights of accused persons or persons suspected of having committed an offence.*
- (7) *The exemption provided by subclause (4) (f) extends to any public sector agency, or public sector official, who is investigating or otherwise handling a compliant or other matter that could be referred or made to an investigative agency, or that has been referred from or made by an investigative agency.*

Council Policy

Council will only collect health information for a lawful purpose that is directly related to Council's activities and is necessary for that purpose (HPP 1)

Council will ensure that the health information is relevant, accurate, up to date and not excessive and that the collection is not unnecessarily intrusive into the personal affairs of the individual (HPP 2).

Council will only collect health information directly from the individual that the information concerns, unless it is unreasonable or impractical for Council to do so. (HPP 3).

Council will tell the person why the health information is being collected, what will be done with it, who else might see it and what the consequences are if the person decides not to provide it. Council will also tell the person how he or she can see and correct the health information.

If Council collects health information about a person from someone else, Council will take reasonable steps to ensure that the subject of the information is aware of the above points (HPP 5).

Health Privacy Principle 5

Retention and Security

(1) *An organisation that holds health information must ensure that:*

- (a) *the information is kept for no longer than is necessary for the purposes for which the information may lawfully be used, and*
- (b) *the information is disposed of securely and in accordance with any requirements for the retention and disposal of health information, and*
- (c) *the information is protected, by taking such security safeguards as are reasonable in the circumstances against loss, unauthorised access, use, modification or disclosure, and against all other misuse, and*
- (d) *if it is necessary for the information to be given to a person in connection with the provision of a service to the organisation, everything reasonably within the power of an organisation is done to prevent the unauthorised use or disclosure of the information.*

Note. Division 2 (Retention of health information) of Part 4 contains provisions applicable to private sector persons in connection with the matters dealt with in this clause.

(2) *An organisation is not required to comply with a requirement of this clause if:*

- (a) *the organisation is lawfully authorised or required not to comply with it, or*
- (b) *non-compliance is otherwise permitted (or is necessarily implied or reasonably contemplated) under an Act or any other law (including the State Records Act 1998).*

(3) *An investigative agency is not required to comply with subclause (1)(a).*

Council Policy

Council will store health information securely and protect health information from unauthorised access, use or disclosure. Health information will not be kept for any longer than is necessary and will be disposed of appropriately (HPP 5).

Health Privacy Principle 6

Information about health information held by organisations

- (1) *An organisation that holds health information must take such steps as are, in the circumstances, reasonable, to enable any individual to ascertain:*
 - (a) *whether the organisation holds health information, and*
 - (b) *whether the organisation holds health information relating to that individual, and*
 - (c) *if the organisation holds health information relating to that individual:*
 - (i) *the nature of that information*
 - (ii) *the main purposes for which the information is used, and*
 - (iii) *that person's entitlement to request access to the information.*
- (2) *An organisation is not required to comply with a provision of this clause if:*
 - (a) *the organisation is lawfully authorised or required not to comply with the provision concerned, or*
 - (b) *non-compliance is otherwise permitted (or is necessarily implied or reasonably contemplated) under any Act or any other law (including the State Records Act 1998).*

Health Privacy Principle 7

Access to health information

- (1) *An organisation that holds health information must, at the request of the individual to whom the information relates and without excessive delay or expense, provide the individual with access to the information.*

Note. Division 3 (Access to health information) of Part 4 contains provisions applicable to private sector persons in connection with the matters dealt with in this clause. Access to health information held by public sector agencies may also be available under the Government Information (Public Access) Act 2009 or the State Records Act 1998.

- (2) *An organisation is not required to comply with a provision of this clause if:*
 - (a) *the organisation is lawfully authorised or required not to comply with the provision concerned, or*
 - (b) *non-compliance is otherwise permitted (or is necessarily implied or reasonably contemplated) under an Act or any other law (including the State Records Act 1998).*

Health Privacy Principle 8

Amendment of health information

- (1) *An organisation that holds health information must, at the request of the individual to whom the information relates, make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the health information:*
 - (a) *is accurate, and*
 - (b) *having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to day, complete and not misleading.*
- (2) *If an organisation is not prepared to amend health information under subclause (1) in accordance with a request by the information to whom the information relates, the*

organisation must, if so requested by the individual concerned, take such steps as are reasonable to attach to the information, in such a manner as is capable of being read with the information, any statement provided by that individual of the amendment sought.

- (3) *If health information is amended in accordance with this clause, the individual to whom the information relates is entitled, if it is reasonably practicable, to have recipients of that information notified of the amendments made by the organisation.*

Note. Division 4 (Amendment of health information) of Part 4 contains provisions applicable to private sector persons in connection with the matters dealt with in this clause. Amendment of health information held by public sector agencies may also be able to be sought under the Privacy and Personal Information Protection Act 1998.

- (4) *An organisation is not required to comply with a provision of this clause if:*
- (a) *the organisation is lawfully authorised or required not to comply with the provision concerned, or*
 - (b) *non-compliance is otherwise permitted (or is necessarily implied or reasonably contemplated) under an Act or any other law (including the State Records Act 1998).*

Health Privacy Principle 9

Accuracy

An organisation that holds health information must not use the information without taking such steps as are reasonable in the circumstances to ensure that, having regard to the purpose for which the information is proposed to be used, the information is relevant, accurate and up to date, complete and not misleading.

Council Policy

Council will provide details about what health information Council is holding about an individual and with information about why Council is storing that information and what rights of access the individual has (HPP 6).

Council will allow the individual to access his or her health information without reasonable delay or expense (HPP 7).

Council will allow the individual to update, correct or amend his or her health information where necessary (HPP 8).

Council will make sure that the health information is relevant and accurate before using it (HPP 9).

Health Privacy Principle 10

- (1) *An organisation that holds health information must not use the information for a purpose (a **secondary purpose**) other than the purpose (the **primary purpose**) for which it was collected unless:*

(a) **Consent**

the individual to whom the information relates has consented to the use of the information for that secondary purpose, or

(b) **Direct relation**

the secondary purpose is directly related to the primary purpose and the individual would reasonably expect the organisation to use the information for the secondary purpose or,

Note: For example, if information is collected in order to provide a health service to the individual, the use of the information to provide a further health service to the individual is a secondary purpose directly related to the primary purpose.

(c) **Serious threat to health or welfare**

the use of the information for the secondary purpose is reasonably believed by the organisation to be necessary to lessen or prevent:

- (i) *a serious and imminent threat to the life, health or safety of the individual or another person, or*
- (ii) *a serious threat to public health and safety, or*

(d) **Management of health services**

the use of the information for the secondary purpose is reasonably necessary for the funding, management, planning or evaluation of health services and:

- (i) *either:*
 - (A) *that purpose cannot be served by the use of information that does not identify the individual or from which the individual or from which the individual's identity cannot reasonably be ascertained and it is impracticable for the organisation to seek the consent of the individual for the use, or*
 - (B) *reasonable steps are taken to de-identify the information, and*
- (ii) *if the information is in a form that could reasonably be expected to identify individuals, the information is not published in a generally available publication, and*
- (iii) *the use of the information is in accordance with guidelines, if any, issued by the Privacy Commissioner for the purposes of this paragraph, or*

(e) **Training**

the use of the information for the secondary purpose is reasonably necessary for the training of employees of the organisation or persons working with the organisation and:

- (i) *either:*
 - (A) *that purpose cannot be served by the use of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained and it is impracticable for the organisation to seek the consent of the individual for the use, or*
 - (B) *reasonable steps are taken to de-identify the information, and*
- (ii) *if the information could reasonably be expected to identify individuals, the information is not published in a generally available publication, and*
- (iii) *the use of the information is in accordance with guidelines, if any, issued by the Privacy Commissioner for the purposes of this paragraph, or*

(f) **Research**

the use of the information for the secondary purpose is reasonably necessary for

research, or the compilation or analysis of statistics, in the public interest and:

- (i) either:
 - (A) that purpose cannot be served by the use of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained and it is impracticable for the organisation to seek the consent of the individual for the use, or
 - (B) reasonable steps are taken to de-identify the information, and
 - (ii) if the information could reasonably be expected to identify individuals, the information is not published in a generally available publication, and
 - (iii) the use of the information is in accordance with guidelines, if any, issued by the Privacy Commissioner for the purpose of this paragraph, or
- (g) **Find missing person**
the use of the information for the secondary purpose is by a law enforcement agency (or such other person or organisation as may be prescribed by the regulations) for the purposes of ascertaining the whereabouts of an individual who has been reported to a police officer as a missing person, or
- (h) **Suspected unlawful activity, unsatisfactory professional conduct or breach of discipline**
the organisation:
 - (i) has reasonable grounds to suspect that:
 - (A) unlawful activity has been or may be engaged in, or
 - (B) a person has or may have engaged in conduct that may be unsatisfactory professional conduct or professional misconduct under a the Health Practitioner Regulation National Law (NSW), or
 - (C) an employee of the organisation has or may have engaged in conduct that may be grounds for disciplinary action, and
 - (ii) uses the health information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities, or
- (i) **Law enforcement** the use of the information for the secondary purpose is reasonably necessary for the exercise of law enforcement functions by law enforcement agencies in circumstances where there are reasonable grounds to believe that an offence may have been, or may be, committed, or
- (j) **Investigative agencies** the use of the information for the secondary purpose is reasonably necessary for the exercise of complaint handling functions or investigative functions by investigative agencies, or
- (k) **Prescribed circumstances** the use of the information for the secondary purpose is in the circumstances prescribed by the regulations for the purposes of this paragraph.
- (2) An organisation is not required to comply with a provision of this clause if:
- (a) the organisation is lawfully authorised or required not to comply with the provision concerned, or
 - (b) non-compliance is otherwise permitted (or is necessarily implied or reasonably contemplated) under an Act or any other law (including the State Records Act 1998).

- (3) The Ombudsman's Office, Health Care Complaints Commission, Anti-Discrimination Board and Community Services Commission are not required to comply with a provision

of this clause in relation to their complaint handling functions and their investigative, review and reporting functions.

- (4) Nothing in this clause prevents or restricts the disclosure of health information by a public sector agency:
- (a) to another public sector agency under the administration of the same Minister if the disclosure is for the purposes of informing that Minister about any matter within that administration, or
 - (b) to any public sector agency under the administration of the Premier, if the disclosure is for the purposes of informing the Premier about any matter.
- (5) The exemption provided by subclause (1) (j) extends to any public sector agency, or public sector official, who is investigating or otherwise handling a complaint or other matter that could be referred or made to an investigative agency, or that has been referred from or made by an investigative agency.

Council policy

Council will only use the health information for the purpose for which it was collected or for a directly related purpose that the individual to whom the information relates would expect. Otherwise, Council will obtain the individual's consent (HPP 10).

Health Privacy Principle 11

- (1) An organisation that holds health information must not disclose the information for a purpose (a **secondary purpose**) other than the purpose (the **primary purpose**) for which it was collected unless:
- (a) **Consent**
the individual to whom the information relates has consented to the disclosure of the information for that secondary purpose, or
 - (b) **Direct relation**
the secondary purpose is directly related to the primary purpose and the individual would reasonably expect the organisation to disclose the information for the secondary purpose, or
- Note: For example, if information is collected in order to provide a health service to the individual, the disclosure of the information to provide a further health service to the individual is a secondary purpose directly related to the primary purpose.
- (c) **Serious threat to health or welfare**
the disclosure of the information for the secondary purpose is reasonably believed by the organisation to be necessary to lessen or prevent:
 - (i) a serious and imminent threat to the life, health or safety of the individual or another person, or
 - (ii) a serious threat to public health or public safety, or
 - (d) **Management of health services**
the disclosure of the information for the secondary purpose is reasonably necessary for the funding, management, planning or evaluation of health services and:
 - (i) either:
 - (A) that purpose cannot be served by the disclosure of information that

- does not identify the individual or from which the individual's identity cannot reasonably be ascertained and it is impracticable for the organisation to seek the consent of the individual for the disclosure, or
- (B) reasonable steps are taken to de-identify the information, and
- (ii) if the information could reasonably be expected to identify individuals, the information is not published in a generally available publication, and
 - (iii) the disclosure of the information is in accordance with guidelines, if any, issued by the Privacy Commissioner for the purposes of this paragraph, or

(e) **Training**

the disclosure of the information for the secondary purpose is reasonably necessary for the training of employees of the organisation or persons working with the organisation and:

- (i) either:
 - (A) that purpose cannot be served by the disclosure of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained and it is impracticable for the organisation to seek the consent of the individual for the disclosure, or
 - (B) reasonable steps are taken to de-identify the information, and
- (ii) if the information could reasonably be expected to identify the individual, the information is not made publicly available, and
- (iii) the disclosure of the information is in accordance with guidelines, if any, issued by the Privacy Commissioner for the purposes of this paragraph, or

(f) **Research**

the disclosure of the information for the secondary purpose is reasonably necessary for research, or the compilation or analysis of statistics, in the public interest and:

- (i) either:
 - (A) that purpose cannot be served by the disclosure of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained and it is impracticable for the organisation to seek the consent of the individual for the disclosure, or
 - (B) reasonable steps are taken to de-identify the information, and
- (ii) the disclosure will not be published in a form that identifies particular individuals or from which an individual's identity can reasonably be ascertained, and
- (iii) the disclosure of the information is in accordance with guidelines, if any, issued by the Privacy Commissioner for the purposes of this paragraph, or

(g) **Compassionate reasons**

the disclosure of the information for the secondary purpose is to provide the information to an immediate family member of the individual for compassionate reasons and:

- (i) the disclosure is limited to the extent reasonable for those compassionate reasons, and
- (ii) the individual is incapable of giving consent to the disclosure of the information, and
- (iii) the disclosure is not contrary to any wish expressed by the individual (and not withdrawn) of which the organisation was aware or could make itself aware by taking reasonable steps, and
- (iv) if the immediate family member is under the age of 18 years, the organisation reasonably believes that the family member has sufficient maturity in the circumstances to receive the information, or

- (h) **Finding missing person**
the disclosure of the information for the secondary purpose is to a law enforcement agency (or such other person or organisation as may be prescribed by the regulations) for the purposes of ascertaining the whereabouts of an individual who has been reported to a police officer as a missing person, or
- (i) **Suspected unlawful activity, unsatisfactory professional conduct or breach of discipline**
the organisation:
- (i) has reasonable grounds to suspect that:
- (A) unlawful activity has been or may be engaged in, or
 - (B) a person has or may have engaged in conduct that may be unsatisfactory professional conduct or professional misconduct under a the Health Practitioner Regulation National Law (NSW), or
 - (C) an employee of the organisation has or may have engaged in conduct that may be grounds for disciplinary action, and
- (ii) discloses the health information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities, or
- (j) **Law enforcement**
the disclosure of the information for the secondary purpose is reasonably necessary for the exercise of law enforcement functions by law enforcement agencies in circumstances where there are reasonable grounds to believe that an offence may have been, or may be, committed, or
- (k) **Investigative agencies**
the disclosure of the information for the secondary purpose is reasonably necessary for the exercise of complaint handling functions or investigative functions by investigative agencies, or
- (l) **Prescribed circumstances**
the disclosure of the information for the secondary purpose is in the circumstances prescribed by the regulations for the purposes of this paragraph.
- (2) An organisation is not required to comply with a provision of this clause if:
- (a) the organisation is lawfully authorised or required not to comply with the provision concerned, or
 - (b) non-compliance is otherwise permitted (or is necessarily implied or reasonably contemplated) under an Act or any other law (including the State Records Act 1998), or
 - (c) the organisation is an investigative agency disclosing information to another investigative agency.
- (3) The Ombudsman's Office, Health Care Complaints Commission, Anti-Discrimination Board and Community Services Commission are not required to comply with a provision of this clause in relation to their complaint handling functions and their investigative, review and reporting functions.
- (4) Nothing in this clause prevents or restricts the disclosure of health information by a public sector agency:
- (a) to another public sector agency under the administration of the same Minister if the disclosure is for the purposes of informing that Minister about any matter within

that administration, or
(b) *to any public sector agency under the administration of the Premier, if the disclosure is for the purposes of informing the Premier about any matter.*

(5) *If health information is disclosed in accordance with subclause (1), the person, body or organisation to whom it was disclosed must not use or disclose the information for a purpose other than the purpose for which the information was given to it.*

(6) *The exemptions provided by subclauses (1) (k) and (2) extend to any public sector agency, or public sector official, who is investigating or otherwise handling a complaint or other matter that could be referred or made to an investigative agency, or that has been referred from or made by an investigative agency.*

Council Policy

Council will only disclose health information under the following circumstances:

- With the consent of the individual to whom the information relates; or
- For the purpose for which the health information was collected or a directly related purpose that the individual to whom it relates would expect; or
- If an exemption applies (HPP 11).

Health Privacy Principle 12

Identifiers

(1) *An organisation may only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the organisation to carry out any of its functions efficiently.*

(2) *Subject to subclause (4), a private sector person may only adopt as its own identifier of an individual an identifier of an individual that has been assigned by a public sector agency (or by an agent of, or contractor to, a public sector agency acting in its capacity as agent or contractor) if:*

- (a) *the individual has consented to the adoption of the same identifier, or*
- (b) *the use or disclosure of the identifier is required or authorised by or under law.*

(3) *Subject to subclause (4), a private sector person may only use or disclose an identifier assigned to an individual by a public sector agency (or by an agent of, or contractor to, a public sector agency acting in its capacity as agent or contractor) if:*

- (a) *the use or disclosure is required for the purpose for which it was assigned or for a secondary purpose referred to in one or more paragraphs of HPP 10 (1) (c)-(k) or 11 (1) (c)-(l), or*
- (b) *the individual has consented to the use or disclosure, or*
- (c) *the disclosure is to the public sector agency that assigned the identifier to enable the public sector agency to identify the individual for its own purposes.*

(4) *If the use or disclosure of an identifier assigned to an individual by a public sector agency is necessary for a private sector person to fulfil its obligations to, or the requirements of, the public sector agency, a private sector person may either:*

- (a) *adopt as its own identifier of an individual an identifier of the individual that has been assigned by the public sector agency, or*
- (b) *use or disclose an identifier of the individual that has been assigned by the public sector agency.*

Council Policy

Council will only give an identification number to health information if it is reasonably necessary for Council to carry out its functions effectively (HPP 12).

Health Privacy Principle 13

Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving health services from an organisation.

Council Policy

Council will provide health services anonymously where it is lawful and practical (HPP 13).

Health Privacy Principle 14

Transborder data flows and data flow to Commonwealth agencies.

An organisation must not transfer health information about an individual to any person or body who is in a jurisdiction outside New South Wales or to a Commonwealth agency unless:

- (a) *the organisation reasonably believes that the recipient of the information is subject to a law, binding scheme or contract that effectively upholds principles for fair handling of the information that are substantially similar to the Health Privacy Principles, or*
- (b) *the individual consents to the transfer, or*
- (c) *the transfer is necessary for the performance of a contract between the individual and the organisation, or for the implementation of pre-contractual measures taken in response to the individual's request, or*
- (d) *the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the organisation and a third party, or*
- (e) *all of the following apply:*
 - (i) *the transfer is for the benefit of the individual,*
 - (ii) *it is impracticable to obtain the consent of the individual to that transfer,*
 - (iii) *if it were practicable to obtain such consent, the individual would be likely to give it, or*
- (f) *the transfer is reasonably believed by the organisation to be necessary to lessen or prevent:*
 - (i) *a serious and imminent threat to the life, health or safety of the individual or another person, or*
 - (ii) *a serious threat to public health or public safety, or*
- (g) *the organisation has taken reasonable steps to ensure that the information that it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the Health Privacy Principles, or*
- (h) *the transfer is permitted or required by an Act (including an Act of the Commonwealth) or any other law.*

Council Policy

Council will only transfer personal information out of New South Wales if the requirements of Health Privacy Principle 14 are met.

Health Privacy Principle 15

Linkage of health records

- (1) *An organisation must not:*
 - (a) *include health information about an individual in a health records linkage system unless the individual has expressly consented to the information being so included, or*
 - (b) *disclose an identifier of an individual to any person if the purpose of the disclosure is to include health information about the individual in a health records linkage system, unless the individual has expressly consented to the identifier being disclosed for that purpose.*

- (2) *An organisation is not required to comply with a provision of this clause if:*
 - (a) *the organisation is lawfully authorised or required not to comply with the provision concerned, or*
 - (b) *non-compliance is otherwise permitted (or is necessarily implied or reasonably contemplated) under an Act or any other law (including the State Records Act 1998), or*
 - (c) *the inclusion of the health information about the individual in the health records information system (including an inclusion for which an identifier of the individual is to be disclosed) is a use of the information that complies with HPP 10 (1) (f) or a disclosure of the information that complies with HPP 11 (1) (f).*

- (3) *In this clause:*

health record means an ongoing record of health care for an individual. **health records linkage system** means a computerised system that is designed to link health records for an individual held by different organisations for the purpose of facilitating access to health records, and includes a system or class of systems prescribed by the regulations as being a health records linkage system, but does not include a system or class of systems prescribed by the regulations as not being a health records linkage system.

Council Policy

Council will only include health information in a system to link health records across more than one organisation if the individual to whom the health information relates expressly consents to the link (HPP 15).

PART 5 – IMPLEMENTATION OF THE PRIVACY MANAGEMENT PLAN

5.1 Training Seminars/Induction

During induction, all employees should be made aware that the performance management system has the potential to include personal information on their individual work performance or competency.

Councillors, all staff of the Council including staff of council businesses, and members of council committees should be acquainted with the general provisions of the PPIPA, the HRIPA and in particular, the 12 Information Protection Principles (IPPs), the 15 Health Privacy Principles (HPPs), the Public Register provisions, the Privacy Code of Practice for Local Government, this Plan and any other applicable Code of Practice.

5.2 Responsibilities of the Privacy Contact Officer

It is assumed that the Public Officer within Council will be assigned the role of the Privacy Contact Officer unless the General Manager has directed otherwise.

In order to ensure compliance with PPIPA and the HRIPA, the Privacy Contact Officer will review all contracts and agreements with consultants and other contractors, rates notices, application forms of whatsoever nature, and other written requests by which personal information is collected by Council, to ensure that Council is in compliance with the PPIPA.

Interim measures to ensure compliance with IPP 3 in particular may include the creation of stamps or printed slips that contain the appropriate wording (see Appendices 2 and 3).

The Privacy Contact Officer will ensure Council in its public areas has special provisions for working with computer screens. Computer screens may require:

- fast screen savers;
- face the computers away from the public; or
- only allow the record system to show one record at a time.

Council's electronic databases should also be reviewed to ensure that they contain procedures and protocols to check the accuracy and currency of personal and health information.

The Privacy Contact Officer will also provide opinions within Council as to:

- (i) Whether the personal or health information is collected for a lawful purpose;
- (ii) If that lawful purpose is directly related to a function of Council; and
- (iii) Whether or not the collection of that personal or health information is reasonably necessary for the specified purpose.

Any further concerns of a legal nature will be referred to Council's solicitor.

Should the Council require, the Privacy Contact Officer may assign designated officers as "Privacy Resource Officers", within the larger departments of Council. In this manner the Council may ensure that the information protection principles are more broadly understood and that individual departments have a greater focus on the information protection principles and are directly applied to Council's day to day functions.

5.3 Distribution of information to the public

Council may prepare its own literature such as pamphlets on the PPIPA, HRIPA or it may obtain and distribute copies of literature available from the Office of the Privacy Commissioner NSW.

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PART 6 – INTERNAL REVIEW

6.1 How does the process of Internal Review operate?

Under section 53 of the PPIPA a person (the applicant) who is aggrieved by the conduct of a council is entitled to a review of that conduct. An application for internal review is to be made within **6 months** of when the person first became aware of the conduct.

The application is to be in writing and addressed to Council's Privacy Contact Officer. The Privacy Contact Officer will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer must not be substantially involved in any matter relating to the application. The Reviewing Officer must be an employee and suitability qualified.

The review must be completed as soon as is reasonably practicable in the circumstances. If the review is not completed within **60 days** of the lodgement, the applicant is entitled to seek external review.

The Council must notify the Privacy Commissioner of an application as soon as practicable after its receipt, keep the Commissioner informed of the progress of the application and inform the Commissioner of the findings of the review and of the action it proposes to take in relation to the application.

The Privacy Commissioner is entitled to make submissions in relation to internal reviews and the council is required to consider any relevant material submitted by the Privacy Commissioner. The Council must provide the Privacy Commissioner with a draft of the council's internal review report to enable the Privacy Commissioner to make a submission.

Council may provide a copy of any submission by Privacy Commissioner's to the applicant.

The Council must notify the applicant of the outcome of the review within **14 days** of its determination. A copy of the final review should also be provided to the Privacy Commissioner where it departs from the draft review.

An internal review checklist has been prepared by the Office of the Privacy Commissioner NSW and can be accessed from its website <http://www.ipc.nsw.gov.au>.

The Privacy Commissioner must be notified of a complaint, briefed on progress and notified of the outcome of an internal review under the PPIPA or HRIPA.

6.2 What happens after an Internal Review?

If the complainant remains unsatisfied, he/she may appeal to the Administrative Decisions Tribunal which hears the matter afresh and may impose its own decision and can make a range of orders including an award of damages for a breach of an information protection principle or a health privacy principle.

PART 7 – OTHER RELEVANT MATTERS

7.1 Contracts with consultants and other private contractors

It is necessary to have specific provisions to protect the Council in any dealings with private contractors.

7.2 Confidentiality

The obligation of confidentiality is additional to and separate from that of privacy. Nevertheless, a duty to withhold information lies at the heart of both concepts. Confidentiality attaches to information per se, personal or health information to the person to whom that information relates.

An obligation of confidentiality exists for all employees whether express or implied as a matter of law.

Information which may be confidential is also likely to have a separate and independent obligation attaching to it in the form of privacy and in that regard, a release for the purposes of confidentiality will not suffice for privacy purposes. Two separate releases will be required and, in the case of privacy, the person to whom the information relates will be required to provide the release.

7.3 Misuse of personal or health information

Section 664 of the LGA makes it an offence for anyone to disclose information except in accordance with that section. Whether or not a particular disclosure is made with lawful excuse is a matter that requires legal opinion from case to case.

7.4 Regular review of the collection, storage and use of personal or health information

The information practices relating to the collection, storage and use of personal or health information will be reviewed by the Council every three (3) years. Any new program initiatives will be incorporated into the review process with a view to ascertaining whether or not those programs comply with the PPIPA.

7.5 Regular review of Privacy Management Plan

When information practices are reviewed from time to time, the Privacy Management Plan will also be reviewed to ensure that the Plan is up to date.

7.6 Further information

For assistance in understanding the processes under the PPIPA and HRIPA, please contact the Council or the Office of the Privacy Commissioner NSW.

PART 8 – APPENDICES

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Appendix 1: Statutory Declaration for access under Section 57 of the Privacy and Personal Information Protection Act 1998 to a Public Register held by Council

**Statutory Declaration
Oaths Act, 1900, Ninth Schedule**

I, the undersigned ⁽¹⁾

⁽¹⁾ Insert full name

.....

Of ⁽²⁾

⁽²⁾ insert address

.....

in the State of NSW, do solemnly and sincerely declare that:

I am ⁽³⁾

⁽³⁾ insert relationship, if any, to the person inquired about

.....

I seek to know whether ⁽⁴⁾

⁽⁴⁾ insert name

.....

Is on the public register of ⁽⁵⁾

⁽⁵⁾ Applicant to describe the relevant public register

.....

The purpose I seek this information is ⁽⁶⁾

⁽⁶⁾ insert purpose for seeking information

.....

The purpose for which the information is required is to ⁽⁷⁾

⁽⁷⁾ insert purpose

.....

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths Act 1994.

.....
Signature of Applicant

Declared at:

In the said State thisday of 20

Before me.

Signature of Justice of the Peace/Solicitor

.....
Name of Justice of the Peace/Solicitor to be printed

Appendix 3: Privacy Notification Form - Section 10 (Post – Collection)

(Addressed to the person from whom information has been collected.)

The personal information that Council has collected from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA).

The intended recipients of the personal information are:

- officers within the Council;
- data service providers engaged by the Council from time to time;
- any other agent of the Council; and

(INSERT NAME OF OTHER INTENDED RECIPIENTS)

.....

The supply of information by you is: Voluntary Not voluntary

If you cannot provide, or do not wish to provide, the information sought, the Council may:

.....

Council has collected this personal information from you in order to:

.....

You may make application for access or amendment to information held by Council.

You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information. However, if it **is not** Council who holds or controls the information, please state below who does:

.....
(INSERT NAME OF AGENCY WHO HOLDS OR CONTROLS THE INFORMATION)

Enquiries concerning this matter can be addressed to:

.....

Signature

Name to be printed

Date signed / /

Appendix 4: Application under Section 13 of the Privacy and Personal Information Protection Act 1998: To determine whether Council holds personal information about a person.

Personal information held by the Council

I, ⁽¹⁾ ⁽¹⁾ Insert full name
 Of ⁽²⁾ ⁽²⁾ insert address
 Hereby request the General Manager of ⁽³⁾ ⁽³⁾ insert name of Council

Provide the following:

- Does the Council hold personal information about me? Yes No
- If so, what is the nature of that information?

.....

- What is the main purpose for holding the information?

.....

- Am I entitled to the information? Yes No

My address for response to this application is:

.....

 State Postcode

Note to applicants

Council **will not** record your address or any other contact details that you provide for any other purpose other than to respond to your application.

As an applicant, you have a right to the personal information concerning yourself that is held by the Council under section 14 of the Privacy and Personal Information Protection Act 1998 (PPIPA). There is a separate application form to gain access.

The Council may refuse to process this application in part or in whole if:

- There is an exemption to section 13 of PPIPA Act; or
- A Code of Practice may restrict the operation of section 14.

Enquiries concerning this matter can be addressed to:

.....

Appendix 5: Application under section 14 of the Privacy And Personal Information Protection Act 1998: For access to Applicant's Personal Information

Personal information held by the Council

I, ⁽¹⁾

⁽¹⁾ Insert full name

Of ⁽²⁾

⁽²⁾ insert address

Hereby request that the ⁽³⁾

⁽³⁾ insert name of Council

Provide me with:

(a) access to all personal information held concerning myself; or

(b) access to the following personal information only (**LIST INFORMATION REQUIRED BELOW**):

.....
.....

My address for response to this application is:

.....
..... State: Postcode:

Note to applicants:

As an applicant, you have a right to access personal information concerning yourself that is held by the Council under Section 14 of the Privacy and Personal Information Protection Act 1998 (PPIPA).

You are entitled to have access without excessive delay or cost.

Council may refuse to process your application in part, or in whole, if:

- The correct amount of fees has not been paid;
- There is an exemption to section 14 of the PPIPA; or
- A Code of Practice may restrict disclosure.

Enquiries concerning this matter can be addressed to:

.....
.....

Appendix 6: Application under section 15 of the Privacy and Personal Information Protection Act 1998: For alteration of Applicant's Personal Information

Personal information held by the Council

I, ⁽¹⁾

⁽¹⁾ Insert full name

Of ⁽²⁾

⁽²⁾ insert address

Hereby request that the ⁽³⁾

⁽³⁾ insert name of Council

Alter personal information regarding myself in the following manner:

- I propose the following changes:

- The reasons for the changes are as follows:

- The documentary basis for those changes is as shown on the attached documents

Note to applicants:

You have a right to request appropriate amendments are made (whether by way of corrections, deletions or additions) to ensure that the personal information held by the Council:

- (a) is accurate, and
- (b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up-to-date, complete and not misleading.

If Council is not prepared to amend the personal information in accordance with a request by you, Council must take such steps as are reasonable to attach to the information in such a manner as is capable of being read with the information, any statement provided by you.

If your personal information is amended, you are entitled under the Privacy and Personal Information Protection Act 1998 (PPIPA), if it is reasonably practicable, to have the recipients of that information notified of the amendments made by Council.

Council may refuse to process your application in part, or in whole, if:

- There is an exemption to section 15 of PPIPA; or
- A Code of Practice may restrict alteration.

Enquiries concerning this matter can be addressed to.....

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9.10 BUDGET REVIEW – MARCH 2013

OUR LEADERSHIP – Setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15 – To provide quality leadership, governance and management.

Author: Director of Corporate Services

Officer’s Recommendation:

- 1. That the Officers Report be received and noted.**
- 2 That the Council endorses the Statement acknowledging the satisfactory financial position.**

Preamble

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

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

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

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

The Management Plan and Budget Review Statement have been prepared on an accrual basis as required.

The Statement includes:

- Budget Review Summary including actuals to date, original budget and revised estimates if applicable and remaining balance.
- Summary of significant variations and budget adjustments.
- Operational Budget comparisons for each Department and Cost Centre.
- Capital Budget including actuals to date and revised estimates. Projects carried forward from last year have been added to the Capital Works Budget.
- Reserves Position
- Key Performance Indicators
- Contracts & Other Expenses

Overall Position

In general terms, the Council has achieved 85% of projected revenue (calculated on an accrual basis) to adjusted budget and 61% of projected expenditure to adjusted budget by the end of March 2013.

Capital Expenditure at the end of March is currently at \$5,126,310 representing 76% of the revised budget.

Budget Result (excluding depreciation of \$4.431M) leaves a remaining balance of \$2.833M

The balance of Councils cash and investments held is around \$10.56M.

Operational Budget and Variations

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

EXECUTIVE

The Revision of Executive Services now includes the departments of Economic Development and Tourism whilst relinquishing OH&S to Corporate Services Directorate. The revised Executive Services has a deficit budget of \$1.74M. To date the deficit result is \$481k, leaving a remaining balance of \$1.26M. Of this balance, Land Development costs have a budget of \$709k with no development expenditure to date. All other areas appear to meet budget expectations.

Apart from Land Development there are no major variations to report at this stage.

CORPORATE SERVICES

Corporate Services has an adjusted surplus budget of \$6.976M which includes rates. To date, the surplus is \$7.192M, with all areas appearing to meet budget expectations.

There are no major variations to report at this stage.

COMMUNITY & AGED CARE

Other Aged Care Services

As previously reported, there is an expense of \$11k debited against Waratah Village, which is for rates. The land on which Waratah Village is located has the West Wyalong Community Centre on the site. The land is in the process of subdivision and rates for the Waratah component are to be calculated and billed to RFBI.

There is also an unbudgeted amount of 18,062 for legal fees connected with the sale of Waratah Village.

Other Aged Care Services has a balanced budget. To date there is a surplus of \$95,402. The resulting surplus is due to operational grants yet to be expended received for various aged care services.

There are no major variations to report at this stage.

Library & Children's Services

Library & Children's Services has a deficit budget of \$316k. To date expenditure is \$200K. With a balance remaining of \$115K

There are no major variations to report at this stage.

Other Community Services

Other Community Services has an adjusted deficit budget of \$793k. To date the deficit is \$479k, leaving a remaining balance of \$315k.

All areas appear to meet budget expectations, with no significant variations.

DEVELOPMENT SERVICES

Development Services has an adjusted deficit budget of \$1.095M. To date the deficit is \$705k, leaving a remaining balance of \$390k.

All areas within Development Services appear to meet budget expectations, with no significant variations.

WORKS & SERVICES

Works & Services has an adjusted deficit budget of \$9 M. To date the deficit is \$6.99M, leaving a remaining balance of \$2.04M.

Points to Note:

- Private works income shows a reversal of accrued income to 2011-12 of \$327,163, which is why income is in debit. This is for work carried out for Department of Commerce and Roads and Maritime Services which was costed in 2011-12. I previously reported that the matter was referred to the Director of Engineering Services, and was advised, he was waiting on information from Department of Commerce to be able to seek reimbursement for these costs. To date the matter still has not been settled.
- Flood Damage works is a fully funded project and currently has a deficit result of \$534K, with claims yet to be reimbursed from Roads and Maritime Services.
- Main Street beautification council project appears to be overspent by \$107K, however current allocations are being investigated to ascertain if the R2R portion of these funds has been allocated correctly.
- There appears to be items of unbudgeted Capital expenditure in Engineering Services and Depot Management which have not yet been investigated.

All other areas within Works and Services appear to meet budget expectations, with no other significant variations.

Summary

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

As Council's Responsible Accounting officer, it is my opinion that the Quarterly Budget Review Statement for Bland Shire Council for the quarter ended 31/03/2013 indicates that Council's projected financial position at 30 June 2013 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed _____ Date ____/____/____

Responsible Accounting Officer, Bland Shire Council

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
EXECUTIVE								
Governance	411,106	0	0	411,106	0	411,106	301,539	109,567
Democracy	199,170	0	0	199,170	0	199,170	93,806	105,364
Land Development	709,000	0	0	709,000	0	709,000	1,138	707,862
OH&S	1,168	0	0	1,168	0	1,168	9,352	-8,184
Human Resources	32,446	0	0	32,446	0	32,446	-57,392	89,838
Executive Total Outcome	1,352,890	0	0	1,352,890	0	1,352,890	348,443	1,004,447
CORPORATE DEVELOPMENT								
General Revenue	-4,799,193	0	0	-4,799,193	0	-4,799,193	-4,799,171	-22
Financial Assistance & investments	-3,739,815	0	0	-3,739,815	0	-3,739,815	-3,584,958	-154,857
Corporate Support	1,138,547	0	5,000	1,143,547	0	1,143,547	982,756	160,791
Insurances	307,000	0	0	307,000	0	307,000	195,640	111,360
Economic Development	243,045	0	0	243,045	0	243,045	71,175	171,870
Risk Management System	111,036	0	0	111,036	0	111,036	4,503	106,533
Tourism	154,600	5,000	-10,000	149,600	0	149,600	70,897	78,703
Corporate Development Total	-6,584,780	5,000	-5,000	-6,584,780	0	-6,584,780	-7,059,157	474,378
COMMUNITY & AGED CARE								
Waratah Village	0	0	0	0	0	0	29,165	-29,165
Aged Care	15	0	0	15	0	15	-95,402	95,417
Library & Children's Services	316,039	0	0	316,039	0	316,039	200,416	115,623
Community Services Management	254,453	0	0	254,453	0	254,453	191,878	62,575
Community Services	226,215	9,375	0	235,590	0	235,590	104,422	131,168
Regulatory Services	83,958	0	-4,500	79,458	0	79,458	68,421	11,037
Community Relations	204,000	9,868	10,000	223,868	0	223,868	114,067	109,801
Community & Aged Care Total	1,084,680	19,242	5,500	1,109,422	0	1,109,422	612,967	496,456
DEVELOPMENT SERVICES								
Support	516,478	26,835	-300	543,013	0	543,013	418,301	124,711
Development Control	-67,290	76,736	0	9,446	-15,000	-5,554	-91,738	86,184
Environmental Planning	102,900	0	0	102,900	0	102,900	26,500	76,287
Health & Environment	-2,300	0	-3,200	-5,500	0	-5,500	-3,286	-2,214
Council Property Maintenance	449,577	0	-4,000	445,577	15,000	460,577	355,174	105,513
Development Services Total	999,364	103,571	-7,500	1,095,435	0	1,095,435	704,951	390,481
WORKS & SERVICES								
Works Administration	498,620	25,000	-5,000	518,620	0	518,620	404,754	113,866
Plant Running	901,415	20,000	12,000	933,415	0	933,415	844,266	89,149
Roads, Works & Transport	4,577,358	59,137	-60,624	4,575,871	0	4,575,871	3,491,133	1,084,738
Public Services	2,582,446	34,181	0	2,616,627	0	2,616,627	1,988,010	628,617
Pools	358,534	0	0	358,534	0	358,534	262,143	96,391
Waste management	0	0	0	0	0	0	-0	1
Sewerage Disposal Services	-0	0	0	-0	0	-0	0	-0
Works & Services Total	8,918,374	138,318	-53,624	9,003,068	0	9,003,068	6,990,306	2,012,762
GENERAL FUND TOTAL	5,770,529	266,131	-60,624	5,976,037	0	5,976,037	1,597,510	4,378,524
Less Depreciation Charged	5,908,246			5,908,246		5,908,246	4,431,055	1,477,191
RESULT/Surplus(-) Deficit (+)	-137,717	266,131	-60,624	67,791	0	67,791	-2,833,545	2,901,333
EXECUTIVE GOVERNANCE								
OPERATIONAL INCOME								
Governance	-2,530	-200,000	0	-202,530	0	-202,530	-1,898	-200,633
Governance - Charges Recovery	-2,530			-2,530		-2,530	-1,898	-633
Transfer from ELE Reserve			0	0	0	0	0	0
Transfer fr Community Facilities Reserve	0	-200,000		-200,000		-200,000	0	-200,000
Total Operating Income	-2,530	-200,000	0	-202,530	0	-202,530	-1,898	-200,633
Total Income	-2,530	-200,000	0	-202,530	0	-202,530	-1,898	-200,633
OPERATING EXPENDITURE								
Governance	399,636	200,000	0	599,636	0	599,636	303,436	296,199
Employee Costs	278,686			278,686		278,686	197,770	80,916
Staff Service/Achievement Awards	4,000			4,000		4,000	1,878	2,122
Council Xmas Function	2,000			2,000		2,000	742	1,258
Subscriptions & Publications	10,000			10,000	-10,000	0	0	0
Administration Expenses - Other	1,000			1,000		1,000	1,742	-742
Telephone	3,000			3,000		3,000	2,636	364
Memberships & Subscriptions REROC Shires Assoc etc	35,000			35,000	10,000	45,000	52,008	-7,008
Match Grant Funding	0	200,000		200,000		200,000	0	200,000
Bland Crk Catchment Committee (GM)	5,000			5,000		5,000	0	5,000
Constitutional Recognition (GM)	3,800			3,800		3,800	3,797	3
Governance - Overheads	45,150			45,150		45,150	33,863	11,288
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Total Operating Expenditure	399,636	200,000	0	599,636	0	599,636	303,436	296,199
CAPITAL EXPENDITURE								

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Governance	14,000	0	0	14,000	0	14,000	0	14,000
Binding of Council Minutes	4,000			4,000		4,000	0	4,000
Historic Photos of Councillors (GM)	5,000			5,000		5,000	0	5,000
Council Banner for Main St (GM)	5,000			5,000		5,000	0	5,000
Total Capital Expenditure	14,000	0	0	14,000	0	14,000	0	14,000
Total Expenditure	413,636	200,000	0	613,636	0	613,636	303,436	310,199
NET OVERALL RESULT	411,106	0	0	411,106	0	411,106	301,539	109,567
DEMOCRACY								
OPERATIONAL INCOME								
Public Relations	-2,000	0	0	-2,000	0	-2,000	-2,210	210
Internal Charges	-2,000			-2,000		-2,000	-1,500	-500
Sundry Income				0		0	-710	710
Total Operating Income	-2,000	0	0	-2,000	0	-2,000	-2,210	210
OPERATING EXPENDITURE								
Management & Leadership	201,170	0	0	201,170	0	201,170	96,017	105,153
Mayoral Allowance	21,400			21,400		21,400	13,926	7,474
Members Fees	87,970			87,970		87,970	57,794	30,176
Members Expenses	10,000			10,000		10,000	5,879	4,121
Councillor Development	12,000			12,000		12,000	3,445	8,555
Telephone - Mayor	800			800		800	254	546
Election Expense	50,000			50,000		50,000	39,718	10,282
Transfer fr Election Reserve	-50,000			-50,000		-50,000	-39,718	-10,282
Democracy - Overheads	9,000			9,000		9,000	6,750	2,250
Professional Incentives	50,000			50,000		50,000	1,324	48,676
Council Meetings (Refreshments etc)	10,000			10,000		10,000	6,646	3,354
Total Operating Expenditure	201,170	0	0	201,170	0	201,170	96,017	105,153
CAPITAL EXPENDITURE								
Management & Leadership	0	0	0	0	0	0	0	0
Other								
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	201,170	0	0	201,170	0	201,170	96,017	105,153
NETT OVERALL RESULT	199,170	0	0	199,170	0	199,170	93,806	105,364
LAND DEVELOPMENT								
OPERATING INCOME								
Land Sales	-85,000	0	0	-85,000	0	-85,000	-3,636	-81,364
Residential Land Sales	-50,000			-50,000		-50,000	0	-50,000
Industrial Land Sales	-35,000			-35,000		-35,000	-3,636	-31,364
Total Operating Income	-85,000	0	0	-85,000	0	-85,000	-3,636	-81,364
CAPITAL INCOME								
Land Development	0	0	0	0	0	0	0	0
Other								
Total Capital Income	0	0	0	0	0	0	0	0
Total Income	-85,000	0	0	-85,000	0	-85,000	-3,636	-81,364
OPERATING EXPENDITURE								
Land Development	485,000	0	0	485,000	0	485,000	4,775	480,225
Land Development Costs	405,000			405,000		405,000	1,138	403,862
Transfer to Future Land Purchases Reserve	0			0		0	3,636	-3,636
Transfer toCommunity Facilities Reserve	80,000			80,000		80,000	0	80,000
Total Operating Expenditure	485,000	0	0	485,000	0	485,000	4,775	480,225
CAPITAL EXPENDITURE								
Land Development	309,000	0	0	309,000	0	309,000	0	309,000
Other	309,000			309,000		309,000	0	309,000
Total Capital Expenditure	309,000	0	0	309,000	0	309,000	0	309,000
Total Expenditure	794,000	0	0	794,000	0	794,000	4,775	789,225
NETT OVERALL RESULT	709,000	0	0	709,000	0	709,000	1,138	707,862
OH&S								
OPERATING INCOME								
OH&S Program	-142,890	0	0	-142,890	0	-142,890	-92,808	-50,083
Contribution OH&S Equipment Purchase	0			0		0	0	0
Membership Recovery				0		0	-640	640
Oncost Recovery - OH&S	-122,890			-122,890		-122,890	-92,168	-30,723
OH&S Incentive Bonus	-20,000			-20,000		-20,000	0	-20,000
Total Operating Income	-142,890	0	0	-142,890	0	-142,890	-92,808	-50,083
OPERATING EXPENDITURE								
OH&S Program	144,058	0	0	144,058	0	144,058	102,159	41,899
Employee Costs	103,076			103,076		103,076	79,543	23,534
Subscriptions	2,000			2,000		2,000	1,490	510
Gym Membership Costs				0		0	640	-640
OHS - Overheads	7,600			7,600		7,600	5,700	1,900
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
OHS - Depreciation	1,882			1,882		1,882	1,412	470
OH&S Program (PPE)	1,500			1,500		1,500	0	1,500
OH&S Program Maintenance	3,000			3,000		3,000	0	3,000
First Aid Equipment	1,000			1,000		1,000	629	371
Staff Immunisations	2,500			2,500		2,500	97	2,403
Other OHS Equipment	2,000			2,000		2,000	187	1,813
Health Checks Functional Assessments	2,000			2,000		2,000	1,164	836
Fire Extinguisher Program				0		0	535	-535
Physical OHS Works eg Test & Tag (GM Req)	5,000			5,000		5,000	1,401	3,599
Minor Capital	500			500		500	362	138
Total Operating Expenditure	144,058	0	0	144,058	0	144,058	102,159	41,899
Total Expenditure	144,058	0	0	144,058	0	144,058	102,159	41,899

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
NETT OVERALL RESULT	1,168	0	0	1,168	0	1,168	9,352	-8,184
Human Resources						0		
OPERATING INCOME						0		
Human Resources	-476,750	0	0	-476,750	0	-476,750	-393,339	-83,411
DETAC Funding Exist Wkr Training	-25,000			-25,000		-25,000	-39,000	14,000
Sundry Training Income	-2,000			-2,000		-2,000	-2,346	346
Staff Contribution - Uniform Cost	-8,000			-8,000		-8,000	-1,288	-6,712
Contribution - Removal Expenses	-3,000			-3,000		-3,000	0	-3,000
Transfer from Recruitment & Selection Reserve				0	0	0	-16,220	16,220
Transfer from Assistance & Attraction Reserve				0	0	0	-5,422	5,422
Oncost Recovery	-438,750			-438,750		-438,750	-329,063	-109,688
Total Operating Income	-476,750	0	0	-476,750	0	-476,750	-393,339	-83,411
Total Income	-476,750	0	0	-476,750	0	-476,750	-393,339	-83,411
OPERATING EXPENDITURE								
Human Resources	392,532	0	0	392,532	0	392,532	244,797	147,735
Employee Costs HR	254,032			254,032		254,032	174,900	79,132
Equipment Maintenance & Repair	500			500		500	703	-203
HRMS Annual Costs	8,000			8,000		8,000	7,567	433
Training & Development	130,000			130,000		130,000	61,627	68,373
Education Costs	55,500	0	0	55,500	0	55,500	22,508	32,992
Education Costs - COM	7,500			7,500		7,500	1,743	5,757
Education Costs - COR	7,500			7,500		7,500	926	6,574
Education Costs - ENG	12,500			12,500		12,500	9,450	3,050
Education Costs - OGM	7,500			7,500		7,500	1,802	5,698
Travel & Accommodation	20,500			20,500		20,500	8,587	11,913
Employee Assistance & Attraction	17,000	0	0	17,000	0	17,000	15,731	1,269
Relocation Assistance - COM	0			0		0	0	0
Relocation Assistance - COR	0			0		0	0	0
Relocation Assistance - ENG	0			0		0	0	0
Relocation Assistance - OGM	0			0		0	5,235	-5,235
Rental Assistance - COM	0			0		0	0	0
Rental Assistance - COR	0			0		0	0	0
Rental Assistance - ENG	0			0		0	0	0
Rental Assistance - OGM	0			0		0	187	-187
Transfer to Employee Assist & Attraction Reserve	0			0		0	0	0
Uniforms - COM	5,000			5,000		5,000	1,213	3,787
Uniforms - COR	4,000			4,000		4,000	1,819	2,181
Uniforms - ENG	4,000			4,000		4,000	1,289	2,711
Uniforms - OGM	4,000			4,000		4,000	1,613	2,387
Counselling	0			0		0	4,375	-4,375
Recruitment & Selection Expenses	0	0	0	0	0	0	16,220	-16,220
Interview Expenses	0			0		0	732	-732
Appointment Costs	0			0		0	194	-194
Advertising - COM	0			0		0	1,972	-1,972
Advertising - COR	0			0		0	4,520	-4,520
Advertising - ENG	0			0		0	1,003	-1,003
Advertising - OGM	0			0		0	6,249	-6,249
Transfer to Recruitment & Selection Reserve	0			0		0	0	0
Pre & Post Employment Medicals	0			0		0	1,551	-1,551
Other Expenses	44,164	0	0	44,164	0	44,164	36,691	7,473
Subscriptions	2,500			2,500		2,500	3,567	-1,067
Legal Expenses	0			0		0	0	0
Sundry Expenses	1,000			1,000		1,000	357	643
Employee Wellbeing Program	2,000			2,000		2,000	0	2,000
Stationery	2,000			2,000		2,000	4,717	-2,717
Minor Capital (Less than \$1000)	500			500		500	152	348
Consultants Fees	0			0		0	618	-618
Satellite Messenger Service	100			100		100	232	-132
Human Resources - Overheads	22,800			22,800		22,800	17,100	5,700
Depreciation	1,264			1,264		1,264	948	316
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Total Operating Expenditure	509,196	0	0	509,196	0	509,196	335,947	173,250
Total Expenditure	509,196	0	0	509,196	0	509,196	335,947	173,250
NETT OVERALL RESULT	32,446	0	0	32,446	0	32,446	-57,392	89,838
EXECUTIVE SERVICES TOTAL	1,352,890	0	0	1,352,890	0	1,352,890	348,443	1,004,447
CORPORATE DEVELOPMENT								
GENERAL REVENUE								
OPERATING INCOME								
Rates & Extra Charges	-5,609,500	0	0	-5,609,500	0	-5,609,500	-5,609,456	-44
Residential - General (Villages)	-97,569			-97,569		-97,569	-95,084	-2,485
Residential - West Wyalong	-843,140			-843,140		-843,140	-839,869	-3,271
Rates & Charges - Ungarie	-41,561			-41,561		-41,561	-41,029	-532
Rates & Charges - Barmedman	-30,752			-30,752		-30,752	-30,430	-322
Farmland	-3,425,902			-3,425,902		-3,425,902	-3,426,085	183
Business - General	-49,693			-49,693		-49,693	-53,734	4,041
Business - West Wyalong	-347,547			-347,547		-347,547	-345,904	-1,643
Business - Ungarie	-9,611			-9,611		-9,611	-10,610	999
Business - Barmedman	-6,283			-6,283		-6,283	-6,282	-1
Mining	-815,451			-815,451		-815,451	-815,450	-1
Residential - General :Pension Rebates	5,898			5,898		5,898	11,304	-5,406
Residential - West Wyalong :Pension Rebates	66,303			66,303		66,303	57,131	9,172
Ungarie: Pension Rebates	6,000			6,000		6,000	5,735	265

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Barmedman: Pension Rebates	4,429			4,429		4,429	4,509	-80
Farmland: Pension Rebates	5,452			5,452		5,452	61	5,391
Writeoffs Villages	109			109		109	0	109
Writeoffs West Wyalong	109			109		109	122	-13
Writeoffs Ungarie	0			0		0	1	-1
Writeoffs Barmedman	0			0		0	1	-1
Writeoffs Farmland	109			109		109	120	-11
Writeoffs Extra Charges	0			0		0	1,199	-1,199
Interest Villages	-2,500			-2,500		-2,500	-1,325	-1,175
Interest West Wyalong	-10,600			-10,600		-10,600	-6,881	-3,719
Interest Ungarie	-1,200			-1,200		-1,200	-676	-524
Interest Barmedman	-600			-600		-600	-693	93
Interest Farmland	-12,500			-12,500		-12,500	-11,383	-1,117
Interest Charges on Land	-3,000			-3,000		-3,000	-4,202	1,202
Total Operating Income	-5,609,500	0	0	-5,609,500	0	-5,609,500	-5,609,456	-44
OPERATING EXPENDITURE								
Rates & Extra Charges	810,307	0	0	810,307	0	810,307	810,284	23
Doubtful Rates Expense	0			0		0	0	0
Rating Expenses				0		0	2	-2
Rates Refund				0		0	-25	25
Transfer to Loan Replacement Reserve	245,164			245,164		245,164	245,164	0
Transfer to Community Facilities Reserve	565,143			565,143		565,143	565,143	0
Total Operating Expenditure	810,307	0	0	810,307	0	810,307	810,284	23
NETT OVERALL RESULT	-4,799,193	0	0	-4,799,193	0	-4,799,193	-4,799,171	-22
FINANCIAL ASSISTANCE GRANTS & INVESTMENTS								
OPERATING INCOME								
Financial Assistance & Investments	-3,984,979	0	0	-3,984,979	0	-3,984,979	-3,738,382	-246,597
Interest - Investments (Cash)	-550,000			-550,000		-550,000	-291,701	-258,299
Abnormal Investment Adjustment				0		0	-460,161	460,161
FAG Grant - Equalisation Component	-3,144,815			-3,144,815		-3,144,815	-1,078,445	-2,066,370
Transfer fr FAG General Reserve	0			0		0	-1,710,686	1,710,686
Transfer fr Community Facilities Reserve	0			0		0	0	0
Transfer fr Loan Repayment Reserve	-245,164			-245,164		-245,164	-153,425	-91,739
Pensioner Rebate Subsidy GPR				0		0	158	-158
Pensioner Rebate Subsidy GPR	-45,000			-45,000		-45,000	-44,123	-877
Total Operating Income	-3,984,979	0	0	-3,984,979	0	-3,984,979	-3,738,382	-246,597
OPERATING EXPENDITURE								
Financial Assistance & Investments	245,164	0	0	245,164	0	245,164	153,425	91,739
Loan - Principal Community Infrastructure Development	100,000			100,000		100,000	75,000	25,000
Loan - Interest Community Infrastructure Development	145,164			145,164		145,164	78,425	66,739
Transfer to Community Facilities Reserve				0		0	0	0
Transfer to FAG General Reserve				0		0	0	0
Transfer overpaid FAG General Ro reserve				0		0	0	0
Loan - Principal Perseverance St Development	0			0		0	0	0
Loan - Interest Perseverance St Development	0			0		0	0	0
Total Operating Expenditure	245,164	0	0	245,164	0	245,164	153,425	91,739
NETT OVERALL RESULT	-3,739,815	0	0	-3,739,815	0	-3,739,815	-3,584,958	-154,857
FINANCE & ADMINISTRATION								
OPERATING INCOME								
Corporate Support	-661,610	-82,039	0	-743,649	0	-743,649	-498,311	-245,338
Charges & Fees - s 603 & s 608	-10,000			-10,000		-10,000	-9,440	-560
On Cost Recovery - Payroll	-48,300			-48,300		-48,300	-36,225	-12,075
Corporate Overheads	-584,810			-584,810		-584,810	-438,608	-146,203
Cleaners Oncost Recoveries	-18,000			-18,000		-18,000	-13,417	-4,583
Grant - Integrated Planning & Report				0		0	0	0
FBT Refund				0		0	0	0
LSL Contribution - Transfer Employees	0			0	0	0	-981	981
Profit/Loss on sale of Assets				0		0	2,498	-2,498
Sundry	-500			-500		-500	-2,139	1,639
Transfer fr Corporate Legal Expenses Reserve	0	-62,039		-62,039		-62,039	0	-62,039
Transfer fr Internal Audit Committee Reserve	0	-20,000		-20,000		-20,000	0	-20,000
Transfer fr Strategic Planning Reserve	0			0		0	0	0
Total Operating Income	-661,610	-82,039	0	-743,649	0	-743,649	-498,311	-245,338
CAPITAL INCOME								
Corporate Support	-42,000	-450,000	0	-492,000	-8,491	-500,491	-42,000	-458,491
Transfer fr Office Equipment Reserve	-42,000	-450,000		-492,000	-8,491	-500,491	-42,000	-458,491
Total Capital Income	-42,000	-450,000	0	-492,000	-8,491	-500,491	-42,000	-458,491
Total Income	-703,610	-532,039	0	-1,235,649	-8,491	-1,244,140	-540,311	-703,829
OPERATING EXPENDITURE								
Corporate Support	1,773,657	82,039	0	1,855,696	0	1,855,696	1,245,651	610,045
Salaries & Costs	990,485			990,485		990,485	718,096	272,389
Travel	500			500		500	0	500
Fringe Benefits Tax	65,000			65,000		65,000	35,645	29,355
Integrated Planning & Reporting	10,000			10,000		10,000	0	10,000
Bank & Govt Charges	25,000			25,000		25,000	7,993	17,007
Audit Fees	33,600			33,600		33,600	20,420	13,180
Advertising	8,000			8,000		8,000	2,692	5,308
Legal	8,000	62,039		70,039		70,039	885	69,154
Valuation Fees	33,300			33,300		33,300	33,698	-398
Debtor Write Off	15,000			15,000		15,000	5,971	9,029
Sundry	10,000			10,000		10,000	4,847	5,153
Transfer to Office Equipment Reserve				0		0	0	0
Internal Audit Committee	8,000	20,000		28,000		28,000	0	28,000

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PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Internal Audit	30,000			30,000		30,000	-13,984	43,984
Telephones	25,000			25,000		25,000	16,544	8,456
Data Processing/IT	124,200			124,200		124,200	94,975	29,225
Computer Upgrades - Leasing Costs	118,500			118,500		118,500	137,792	-19,292
Printing & Stationery	32,000			32,000		32,000	15,319	16,681
Postage	24,000			24,000		24,000	16,591	7,409
Records Expenses	4,000			4,000		4,000	223	3,777
Consultants Fees	5,000			5,000		5,000	2,500	2,500
Maintenance Furniture & Fittings	1,500			1,500		1,500	13	1,487
Equipment Repairs	2,000			2,000		2,000	0	2,000
Minor Capital	5,000			5,000		5,000	0	5,000
Minor Capital - Cleaning Equipment	6,000			6,000		6,000	3,252	2,748
Depreciation	82,072			82,072		82,072	61,554	20,518
Corporate Support - Overheads	83,500			83,500		83,500	62,625	20,875
Contribution to Plant	24,000			24,000		24,000	18,000	6,000
Total Operating Expenditure	1,773,657	82,039	0	1,855,696	0	1,855,696	1,245,651	610,045
CAPITAL EXPENDITURE								
Corporate Support	68,500	450,000	5,000	523,500	8,491	531,991	277,416	254,575
Financial Modelling Software	0			0		0	0	0
Electronic Document Management	0			0		0	5,755	-5,755
Depot Shelving			5,000	5,000		5,000	6,945	-1,945
Server Replacements	57,000			57,000		57,000	90,632	-33,632
Shelving - Confidential Room	5,000			5,000		5,000	0	5,000
Shredder Replacement				0		0	0	0
IPADS for staff/councillors 13x 500	6,500			6,500		6,500	5,327	1,173
Desktop Projector				0	3,891	3,891	3,891	0
UPS Replacement				0	4,600	4,600	0	4,600
Council Software Package	0	450,000		450,000		450,000	164,867	285,133
Total Capital Expenditure	68,500	450,000	5,000	523,500	8,491	531,991	277,416	254,575
Total Expenditure	1,842,157	532,039	5,000	2,379,196	8,491	2,387,687	1,523,067	864,620
NETT OVERALL RESULT	1,138,547	0	5,000	1,143,547	0	1,143,547	982,756	160,791
INSURANCES								
OPERATING INCOME								
Insurances	-23,000	0	0	-23,000	0	-23,000	-46,375	23,375
Internal Recovery	-23,000			-23,000		-23,000	-17,250	-5,750
External Recovery	0			0		0	-636	636
Insurance Refund	0			0		0	-28,488	28,488
Total Operating Income	-23,000	0	0	-23,000	0	-23,000	-46,375	23,375
OPERATING EXPENDITURE								
Insurances	330,000	0	0	330,000	0	330,000	242,015	87,985
Other Insurances	310,000			310,000		310,000	306,487	3,513
Workers Compensation	270,000			270,000		270,000	110,992	159,008
Workers Compensation Contra	-270,000			-270,000		-270,000	-202,500	-67,500
Minor Workcover exp paid by Council	10,000			10,000		10,000	2,595	7,405
Minor Insurance Claims	10,000			10,000		10,000	4,010	5,990
Transfer to Insurance Provision				0		0	20,431	-20,431
Total Operating Expenditure	330,000	0	0	330,000	0	330,000	242,015	87,985
NETT OVERALL RESULT	307,000	0	0	307,000	0	307,000	195,640	111,360
ECONOMIC DEVELOPMENT								
OPERATING EXPENDITURE								
Economic Development	243,045	0	0	243,045	0	243,045	71,175	171,870
Salaries & Costs	140,781			140,781		140,781	49,592	91,189
Souvenir Purchases	3,000			3,000		3,000	782	2,218
Projects - Business Dev Assistance	30,000			30,000		30,000	7,854	22,146
Projects - Skill Development Local Business	5,000			5,000		5,000	0	5,000
Projects - Promotional Materials	25,000			25,000		25,000	0	25,000
Projects - Promotional Activities	10,000			10,000		10,000	0	10,000
Projects - C Change	5,000			5,000		5,000	0	5,000
Memberships	2,000			2,000		2,000	0	2,000
Sponsorships	5,000			5,000		5,000	0	5,000
Contribution to Plant	7,200			7,200		7,200	5,400	1,800
Economic Development - Overheads	8,370			8,370		8,370	6,278	2,093
Depreciation	1,694			1,694		1,694	1,271	424
Total Operating Expenditure	243,045	0	0	243,045	0	243,045	71,175	171,870
Total Expenditure	243,045	0	0	243,045	0	243,045	71,175	171,870
NETT OVERALL RESULT	243,045	0	0	243,045	0	243,045	71,175	171,870
Risk Management								
OPERATING INCOME								
Risk Management System	0	0	0	0	0	0	0	0
Oncost Recovery - Risk Management	0			0		0	0	0
Transfer fr ELE Reserve				0		0	0	0
Total Operating Income	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0
OPERATING EXPENDITURE								
Risk Management System	111,036	0	0	111,036	0	111,036	4,503	106,533
Employee Costs	91,382			91,382		91,382	9	91,373
Risk Management Expenses	8,000			8,000		8,000	854	7,146
Minor Capital Items	500			500		500	0	500
Subscriptions	4,000			4,000		4,000	0	4,000
Community Awareness Project	2,300			2,300		2,300	0	2,300
Risk Management - Depreciation	24			24		24	18	6
Risk Management - Overheads	4,830			4,830		4,830	3,623	1,208
Total Operating Expenditure	111,036	0	0	111,036	0	111,036	4,503	106,533

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
CAPITAL EXPENDITURE								
Risk Management System	0	0	0	0	0	0	0	0
Signage Project	0			0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	111,036	0	0	111,036	0	111,036	4,503	106,533
NETT OVERALL RESULT	111,036	0	0	111,036	0	111,036	4,503	106,533
TOURISM								
OPERATING INCOME								
Tourism	0	0	0	0	0	0	-21,182	21,182
Brochure Income	0			0		0	-6,182	6,182
Souvenir Income							0	0
Tourism - Project Income							-15,000	15,000
Total Operating Income	0	0	0	0	0	0	-21,182	21,182
Total Income	0	0	0	0	0	0	-21,182	21,182
OPERATING EXPENDITURE								
Tourism	154,600	5,000	-10,000	149,600	0	149,600	92,079	57,521
Employee Costs	40,520			40,520		40,520	31,921	8,599
Tourism Management	2,000			2,000		2,000	0	2,000
Projects	36,000			36,000		36,000	16,866	19,134
Promote Tourism	35,000			35,000		35,000	15,993	19,007
Tourism Membership	6,000			6,000		6,000	3,489	2,511
Contribution to Plant	4,800			4,800		4,800	3,600	1,200
Tourism - Overheads	20,280			20,280		20,280	15,210	5,070
Event Sponsorship	10,000	5,000	-10,000	5,000		5,000	5,000	0
Total Operating Expenditure	154,600	5,000	-10,000	149,600	0	149,600	92,079	57,521
CAPITAL EXPENDITURE								
Tourism	0	0	0	0	0	0	0	0
New Signage (entering shire)	0			0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	154,600	5,000	-10,000	149,600	0	149,600	92,079	57,521
NETT OVERALL RESULT	154,600	5,000	-10,000	149,600	0	149,600	70,897	78,703
CORPORATE SERVICES TOTAL	-6,584,780	5,000	-5,000	-6,584,780	0	-6,584,780	-7,059,157	474,378
COMMUNITY & AGED CARE								
Waratah Village								
OPERATING INCOME								
Waratah Village	0	0	0	0	0	0	0	0
Residential Care Subsidy	0			0		0	0	0
Interest	0			0		0	0	0
WRV Association Interest	0			0		0	0	0
Accommodation Charges	0			0		0	0	0
Residents Fees	0			0		0	0	0
Retentions	0			0		0	0	0
Meals	0			0		0	0	0
WRV Clothing Labels Income	0			0		0	0	0
Donations	0			0		0	0	0
Sundry	0			0		0	0	0
Wheelchair Fees	0			0		0	0	0
Bus Income	0			0		0	0	0
Internal Charges	0			0		0	0	0
Transfer fr Waratah ELE Reserve	0			0	0	0	0	0
Transfer from Accommodation bond reserve	0			0		0	0	0
Transfer fr WRV Reserve	0			0		0	0	0
Total Operating Income	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0
OPERATING EXPENDITURE								
Waratah Village	0	0	0	0	0	0	29,165	-29,165
Wages & Associated Costs	0			0		0	0	0
General Fund Contribution	0			0		0	0	0
Travel & Accommodation	0			0		0	0	0
Accommodation Bond Repayments	0			0		0	0	0
Transfer Interest to WRV Association Reserve	0			0		0	0	0
Conferences	0			0		0	0	0
WRV Interest Paid on Bond Refunds	0			0		0	0	0
Provision for Food	0			0		0	0	0
Provision for Food GST Exempt	0			0		0	0	0
Supplies	0			0		0	0	0
Utility Costs	0			0		0	0	0
Minor Equipment	0			0		0	0	0
WRV Podiatry	0			0		0	0	0
Contract Services	0			0		0	0	0
Quality Assurance	0			0		0	0	0
WRV - Fire Monitoring	0			0		0	0	0
Maintenance	0			0		0	0	0
Contribution to Plant	0			0		0	0	0
Depreciation	0			0		0	0	0
Advertising	0			0		0	0	0
Telephone Expenses	0			0		0	0	0
IT Related Costs	0			0		0	0	0
Printing & Stationery	0			0		0	0	0
HACC Co Location Expenditure	0			0		0	0	0
Rates & Charges	0			0		0	11,103	-11,103
Water Charges	0			0		0	0	0

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Subscriptions (includes Aged Care Channel)	0			0		0	0	0
Resident Activities	0			0		0	0	0
Audit Fee	0			0		0	0	0
Sundries	0			0		0	0	0
WRV Clothing Labels Expenses	0			0		0	0	0
Accreditation Costs	0			0		0	0	0
Overheads	0			0		0	0	0
Consultancy Fees	0			0		0	18,062	-18,062
Total Operating Expenditure	0	0	0	0	0	0	29,165	-29,165
CAPITAL EXPENDITURE								
Waratah Village	0	0	0	0	0	0	0	0
Air - Conditioning Units (\$10,000)	0			0		0	0	0
Signs & Bases	0			0		0	0	0
Office Equipment	0			0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	0	0	0	0	0	0	29,165	-29,165
NETT OVERALL RESULT	0	0	0	0	0	0	29,165	-29,165
AGED CARE								
OPERATING EXPENDITURE						0		
Senior Citizens Week	6,000	0	0	6,000	0	6,000	23	5,977
Senior Citizens Week	6,000			6,000		6,000	23	5,977
Total Operating Expenditure	6,000	0	0	6,000	0	6,000	23	5,977
RESULT	6,000	0	0	6,000	0	6,000	23	5,977
OPERATING INCOME								
Bland Community Care (Commwth Funded)	-97,000	0	0	-97,000	0	-97,000	-66,203	-30,797
Grant Community Care	-85,000			-85,000		-85,000	-62,849	-22,151
User Charges	-12,000			-12,000		-12,000	-3,354	-8,646
Total Operating Income	-97,000	0	0	-97,000	0	-97,000	-66,203	-30,797
CAPITAL INCOME								
Bland Community Care (Commwth Funded)	0	0	0	0	0	0	0	0
Transfer fr Community Care Reserve	0			0		0	0	0
Transfer fr Community Infrastructure Reserve	0			0		0	0	0
Total Capital Income	0	0	0	0	0	0	0	0
Total Income	-97,000	0	0	-97,000	0	-97,000	-66,203	-30,797
OPERATING EXPENDITURE								
Bland Community Care	93,037	0	0	93,037	0	93,037	34,417	58,620
Employee Costs	19,787			19,787		19,787	11,658	8,129
Program Costs	65,000			65,000		65,000	17,215	47,785
Building Costs	5,000			5,000		5,000	3,105	1,895
Overheads	3,250			3,250		3,250	2,438	813
Total Operating Expenditure	93,037	0	0	93,037	0	93,037	34,417	58,620
CAPITAL EXPENDITURE								
Bland Community Care	0	0	0	0	0	0	-0	0
Community Care Relocation Program	0			0		0	-0	0
Total Capital Expenditure	0	0	0	0	0	0	-0	0
Total Expenditure	93,037	0	0	93,037	0	93,037	34,417	58,620
RESULT	-3,963	0	0	-3,963	0	-3,963	-31,786	27,823
OPERATING INCOME								
Bland Shire Day Care (HACC Funded)	-91,492	0	0	-91,492	0	-91,492	-88,545	-2,947
Grant - DADHC	-89,492			-89,492		-89,492	-85,556	-3,936
Fees	-2,000			-2,000		-2,000	-2,989	989
Total Operating Income	-91,492	0	0	-91,492	0	-91,492	-88,545	-2,947
OPERATING EXPENDITURE								
Bland Shire Day Care (HACC Funded)	81,485	0	0	81,485	0	81,485	42,448	39,037
Employee Costs	33,235		12,000	45,235		45,235	29,180	16,055
Program Costs	13,000		-6,000	7,000		7,000	342	6,658
Day Care - Meals	5,000			5,000		5,000	2,302	2,698
Activity Expenses	12,000		-6,000	6,000		6,000	3,186	2,814
Rent to WWCCC	10,000			10,000		10,000	5,000	5,000
Transfer to Bland Shire Day Care reserve						0	0	0
Bus Costs	5,000			5,000		5,000	0	5,000
Overheads	3,250			3,250		3,250	2,438	813
Total Operating Expenditure	81,485	0	0	81,485	0	81,485	42,448	39,037
RESULT	-10,007	0	0	-10,007	0	-10,007	-46,097	36,090
OPERATING INCOME								
Bland Shire Multi Service Outlet	-200,118	0	0	-200,118	0	-200,118	-140,522	-59,596
Grant - Operational	-196,118			-196,118		-196,118	-135,169	-60,949
Donations	-1,000			-1,000		-1,000	-932	-68
COP Contribution	-1,000			-1,000		-1,000	-1,956	956
Contribution - Respite Care	-1,000			-1,000		-1,000	-115	-885
Contribution - Home Maintenance	-1,000			-1,000		-1,000	-2,351	1,351
Total Operating Income	-200,118	0	0	-200,118	0	-200,118	-140,522	-59,596
OPERATING EXPENDITURE								
Bland Shire Multi Service Outlet	216,730	0	4,000	220,730	0	220,730	101,340	119,390
Employee Costs	29,575		4,000	33,575		33,575	31,834	1,741
Travel & Accommodation				0		0	1,060	-1,060
Telephone Costs				0		0	0	0
Building Costs/Change to Rent	14,300			14,300		14,300	8,334	5,966
MSO Home Modification & Maintenance	12,241			12,241		12,241	2,810	9,431
Program & Volunteer Expenses				0		0	3,365	-3,365
Contrib Community Information				0		0	0	0
Home Maintenance Program				0		0	9,159	-9,159

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Social Support	13,348			13,348		13,348	4,029	9,319
In Home Respite Care				0		0	1,176	-1,176
Domestic Assistance	2,191			2,191		2,191	269	1,922
Personal care	3,506			3,506		3,506	0	3,506
Transport (trips)	1,424			1,424		1,424	0	1,424
Meals	548			548		548	37	511
General Expenses - Respite Care	18,628			18,628		18,628	935	17,693
Program Costs - Home Maintenance	22,000			22,000		22,000	2,173	19,827
COP Wages	20,000			20,000		20,000	12,393	7,607
COP - Program Costs	59,669			59,669		59,669	9,292	50,377
Transfer to Multi Service Outlet Reserve				0		0	0	0
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Overheads	7,300			7,300		7,300	5,475	1,825
Total Operating Expenditure	216,730	0	4,000	220,730	0	220,730	101,340	119,390
RESULT	16,612	0	4,000	20,612	0	20,612	-39,182	59,794
OPERATING INCOME								
Bland Shire Older Men's Group (HACC Funded)	-22,974	0	0	-22,974	0	-22,974	-15,386	-7,588
Grant - Operational	-22,974			-22,974		-22,974	-15,386	-7,588
Total Operating Income	-22,974	0	0	-22,974	0	-22,974	-15,386	-7,588
OPERATING EXPENDITURE								
Bland Shire Older Men's Group (HACC Funded)	17,974	0	-4,000	13,974	0	13,974	7,885	6,089
Employee Costs	5,915		-4,000	1,915		1,915	1,599	316
Program Costs	11,399			11,399		11,399	5,791	5,608
Transfer to Older Mens Group Reserve				0		0	0	0
Overheads	660			660		660	495	165
Total Operating Expenditure	17,974	0	-4,000	13,974	0	13,974	7,885	6,089
RESULT	-5,000	0	-4,000	-9,000	0	-9,000	-7,500	-1,500
OPERATING INCOME								
Dementia Daycare Project (HACC Funded)	-350	0	0	-350	0	-350	-576	226
Day Care Monitoring Contribution	-350			-350		-350	-576	226
Total Operating Income	-350	0	0	-350	0	-350	-576	226
OPERATING EXPENDITURE								
Dementia Daycare Project (HACC Funded)	7,901	0	0	7,901	0	7,901	11,644	-3,743
Employee Costs	7,401		-1,000	6,401		6,401	11,386	-4,985
Program Costs	500		1,000	1,500		1,500	258	1,242
Total Operating Expenditure	7,901	0	0	7,901	0	7,901	11,644	-3,743
RESULT	7,551	0	0	7,551	0	7,551	11,068	-3,517
OPERATING INCOME								
West Wyalong Community Care Centre	-56,500	0	0	-56,500	0	-56,500	-27,875	-28,625
Rental Income	-56,500			-56,500		-56,500	-27,875	-28,625
Total Operating Income	-56,500	0	0	-56,500	0	-56,500	-27,875	-28,625
OPERATING EXPENDITURE								
West Wyalong Community Care Centre	45,322	0	0	45,322	0	45,322	45,946	-624
Telephone	1,500			1,500		1,500	3,778	-2,278
Electricity	6,000			6,000		6,000	13,073	-7,073
Rates	5,400			5,400		5,400	1,217	4,183
Water	2,500			2,500		2,500	424	2,076
Sanitary Maintenance	200			200		200	0	200
Maintenance & Repairs	2,000			2,000		2,000	7,048	-5,048
Office Equipment - M&R	200			200		200	253	-53
Cleaning	5,300			5,300		5,300	3,487	1,813
Transfer to WWCC Reserve				0		0	0	0
Depreciation	22,222			22,222		22,222	16,667	5,556
Total Operating Expenditure	45,322	0	0	45,322	0	45,322	45,946	-624
RESULT	-11,178	0	0	-11,178	0	-11,178	18,072	-29,250
NETT OVERALL RESULT	15	0	0	15	0	15	-95,402	95,417
LIBRARY & CHILDRENS SERVICES								
OPERATING INCOME								
Family Day Care	-421,000	0	0	-421,000	0	-421,000	-362,966	-58,034
Grants	-350,000			-350,000		-350,000	-313,835	-36,165
Contributions				0		0	-891	891
Fees & Levies	-71,000			-71,000		-71,000	-48,240	-22,760
Transfer fr Family Day Care Reserve				0		0	0	0
Sundry	0			0		0	0	0
Total Operating Income	-421,000	0	0	-421,000	0	-421,000	-362,966	-58,034
OPERATING EXPENDITURE								
Family Day Care	420,619	0	0	420,619	0	420,619	318,825	101,794
Employee Costs	95,000			95,000		95,000	65,683	29,317
Carer Training	1,500		-37	1,463		1,463	1,025	438
Meeting Costs	100			100		100	290	-190
Insurance	500		19	519		519	19	500
Advertising	1,500			1,500		1,500	934	566
Expenses - Other	5,400			5,400		5,400	3,988	1,412
Mobile Phone Expenses	300			300		300	351	-51
Computer Support	750		18	768		768	0	768
Equipment	2,500		-27	2,473		2,473	1,003	1,470
Family First Costs	0		77	77		77	103	-26
Licence Fee	1,200		-50	1,150		1,150	275	875
Child Care Benefit (Cost Neutral)	260,000			260,000		260,000	206,627	53,373
In Home Care	500			500		500	0	500
Depreciation	64			64		64	48	16
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Overheads Income offset to Childrens Servcs	39,305			39,305		39,305	29,479	9,826

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Total Operating Expenditure	420,619	0	0	420,619	0	420,619	318,825	101,794
RESULT	-381	0	0	-381	0	-381	-44,141	43,760
OPERATING INCOME								
Mobile Resource Unit	-247,794	0	0	-247,794	0	-247,794	-183,794	-64,000
Grants	-222,294			-222,294		-222,294	-153,446	-68,848
PPL Income - T Haines (Turner)				0		0	-10,917	10,917
Toy Library Contributions	-500			-500		-500	-127	-373
Sundries				0		0	-23	23
Fees & Levies	-25,000			-25,000		-25,000	-19,280	-5,720
Total Operating Income	-247,794	0	0	-247,794	0	-247,794	-183,794	-64,000
OPERATING EXPENDITURE								
Mobile Resource Unit	247,822	0	0	247,822	0	247,822	189,094	58,729
Employee Costs	180,000			180,000		180,000	146,331	33,669
Advertising	2,000		500	2,500		2,500	104	2,396
Telephone	300			300		300	231	69
Equipment Repairs	1,000		-3,100	-2,100	6,000	3,900	1,430	2,470
Toy Library	7,000			7,000	-6,000	1,000	265	735
Supplies	13,000			13,000		13,000	9,429	3,571
Licence Fee	1,200			1,200		1,200	30	1,170
Children's Expo	0		2,600	2,600		2,600	621	1,979
Electricity - Ungarie	1,000			1,000		1,000	784	216
Playgroup Rental	3,000			3,000		3,000	382	2,618
Water - Ungarie	1,000			1,000		1,000	805	195
Sundry	500			500		500	316	184
Depreciation	412			412		412	309	103
Contribution to Plant - MRU Vehicle Operating	12,000			12,000		12,000	9,000	3,000
Overheads	25,410			25,410		25,410	19,058	6,353
Transfer to Internal Reserves	0			0		0	0	0
Total Operating Expenditure	247,822	0	0	247,822	0	247,822	189,094	58,729
CAPITAL EXPENDITURE								
Mobile Resource Unit	0	0	0	0	0	0	1,235	-1,235
Other							1,235	-1,235
Total Capital Expenditure	0	0	0	0	0	0	1,235	-1,235
Total Expenditure	247,822	0	0	247,822	0	247,822	190,328	57,494
RESULT	28	0	0	28	0	28	6,535	-6,506
OPERATING INCOME								
Pre School	-552,193	0	0	-552,193	-8,000	-560,193	-450,444	-109,749
Grants	-437,153			-437,153		-437,153	-357,094	-80,059
Preschool Contributions				0		0	-1,444	1,444
Fees	-115,040			-115,040		-115,040	-91,706	-23,334
Donations				0		0	-200	200
Transfer fr Preschool Reserve	0			0	-8,000	-8,000	0	-8,000
Total Operating Income	-552,193	0	0	-552,193	-8,000	-560,193	-450,444	-109,749
OPERATING EXPENDITURE								
Pre School	552,193	0	0	552,193	0	552,193	418,665	133,528
Employee Costs	340,333			340,333		340,333	291,021	49,312
Advertising	800		1,000	1,800		1,800	1,253	547
Other Operating Expenditure	13,089		-1,000	12,089		12,089	7,502	4,587
Licence Fee	1,200			1,200		1,200	366	834
Preschool Resources	20,000		-2,000	18,000		18,000	14,076	3,924
Rates	4,000			4,000		4,000	3,807	193
Maintenance	20,000			20,000		20,000	16,827	3,173
Activities			2,000	2,000		2,000	1,568	432
Transfer to Preschool Reserves	43,110			43,110		43,110	0	43,110
Depreciation	26,086			26,086		26,086	19,565	6,522
Overheads	83,575			83,575		83,575	62,681	20,894
Total Operating Expenditure	552,193	0	0	552,193	0	552,193	418,665	133,528
RESULT	0	0	0	0	-8,000	-8,000	-31,779	23,779
OPERATING INCOME								
Library	-57,172	0	0	-57,172	0	-57,172	-66,450	9,278
Grants	-33,612			-33,612		-33,612	-49,727	16,115
NEC Rebate	-360			-360		-360	-270	-90
Sundry Income	-7,000			-7,000		-7,000	-4,162	-2,838
Fines	-200			-200		-200	-291	91
Overheads	-16,000			-16,000		-16,000	-12,000	-4,000
Total Operating Income	-57,172	0	0	-57,172	0	-57,172	-66,450	9,278
OPERATING EXPENDITURE								
Library	339,784	0	0	339,784	0	339,784	277,920	61,864
Employee Costs	200,132			200,132		200,132	182,922	17,210
Administration	5,500			5,500		5,500	3,418	2,082
Printing & Stationery	4,500			4,500		4,500	3,161	1,339
Mobile Phone Expenses	1,000			1,000	1,000	2,000	1,526	474
Advertising	2,000			2,000		2,000	1,520	480
Collection Costs	10,000			10,000	4,000	14,000	8,896	5,104
Insight Support/Subscription	14,200			14,200		14,200	7,830	6,370
Client Books & Periodicals	100			100		100	12	88
Library Consumables	400			400		400	0	400
Freight	350			350		350	52	298
Library Maintenance	25,000			25,000	-5,000	20,000	11,211	8,789
Library Activities	10,000			10,000		10,000	8,023	1,977
Cleaning	18,000			18,000		18,000	12,898	5,102
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Depreciation	18,302			18,302		18,302	13,727	4,575

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Corporate Support Overhead	18,300			18,300		18,300	13,725	4,575
				0		0		0
Total Operating Expenditure	339,784	0	0	339,784	0	339,784	277,920	61,864
CAPITAL EXPENDITURE								
Library	40,000	0	0	40,000	0	40,000	32,988	7,012
Library Books	40,000		-4,000	36,000		36,000	29,638	6,362
Digitise Genealogy Collection				0		0	0	0
Computers				0		0	0	0
AV Materials			4,000	4,000		4,000	3,350	650
Total Capital Expenditure	40,000	0	0	40,000	0	40,000	32,988	7,012
Total Expenditure	379,784	0	0	379,784	0	379,784	310,907	68,876
RESULT	322,612	0	0	322,612	0	322,612	244,457	78,154
OPERATING INCOME								
Childrens Services unit	-97,600	0	0	-97,600	0	-97,600	-73,200	-24,400
Employee Costs	-54,600			-54,600		-54,600	-36,075	-18,525
Operating Costs	-43,000			-43,000		-43,000	-37,125	-5,875
Total Operating Income	-97,600	0	0	-97,600	0	-97,600	-73,200	-24,400
CAPITAL INCOME								
Children Services Unit	0	0	0	0	-8,000	-8,000	0	-8,000
Transfer fr Preschool Reserve				0	-8,000	-8,000	0	-8,000
Total Capital Income	0	0	0	0	-8,000	-8,000	0	-8,000
Total Income	-97,600	0	0	-97,600	-8,000	-105,600	-73,200	-32,400
OPERATING EXPENDITURE								
Childrens Services unit	91,380	0	0	91,380	8,000	99,380	75,590	23,790
Employee Costs	48,200			48,200		48,200	35,506	12,694
Telephone	3,500			3,500		3,500	2,937	563
Electricity	7,000			7,000		7,000	6,078	922
Water - Golden Field	500			500		500	0	500
Security	300			300		300	0	300
Gas	1,000			1,000		1,000	949	51
Sanitary Maintenance	200			200		200	145	55
Childrens Services Unit - Rates	900			900		900	0	900
Maintenance & Repairs	3,000			3,000	8,000	11,000	9,110	1,890
Cleaning	12,000			12,000		12,000	9,631	2,369
Groceries	1,300			1,300		1,300	564	736
Craft	1,500			1,500		1,500	1,925	-425
Stationery	1,500			1,500		1,500	423	1,077
Photocopier Lease Charges	2,700			2,700		2,700	1,601	1,099
Cleaning Supplies	2,000			2,000		2,000	2,287	-287
Water	300			300		300	323	-23
Overheads	5,480			5,480		5,480	4,110	1,370
Total Operating Expenditure	91,380	0	0	91,380	8,000	99,380	75,590	23,790
CAPITAL EXPENDITURE								
Childrens Services	0	0	0	0	8,000	8,000	22,954	-14,954
CSU Landscaping				0		0	22,954	-22,954
Preschool White Board				0	8,000	8,000	0	8,000
Total Capital Expenditure	0	0	0	0	8,000	8,000	22,954	-14,954
Total Expenditure	91,380	0	0	91,380	16,000	107,380	98,544	8,836
RESULT	-6,220	0	0	-6,220	8,000	1,780	25,344	-23,564
NETT OVERALL RESULT	316,039	0	0	316,039	0	316,039	200,416	115,623
COMMUNITY SERVICES MANAGEMENT								
OPERATING EXPENDITURE								
Community Services Management	254,453	0	0	254,453	0	254,453	191,878	62,575
Employee Costs	156,073			156,073		156,073	118,093	37,980
Phone Expenses	0			0		0	0	0
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Community Services Management - Overheads	86,380			86,380		86,380	64,785	21,595
Total Operating Expenditure	254,453	0	0	254,453	0	254,453	191,878	62,575
NET OVERALL RESULT	254,453	0	0	254,453	0	254,453	191,878	62,575
COMMUNITY SERVICES								
OPERATING INCOME								
Community Development	-59,049	-2,598	0	-61,647	0	-61,647	-52,004	-9,644
Grant Income	-49,819	-1,773		-51,592		-51,592	-39,611	-11,982
Other Revenue	-2,500			-2,500		-2,500	-4,618	2,118
Youth Services Project income	-4,500	-825		-5,325		-5,325	-2,445	-2,880
Youth Week Income	-1,230			-1,230		-1,230	-1,230	0
YouthGroup Project Income	-1,000			-1,000		-1,000	-4,100	3,100
Total Operating Income	-59,049	-2,598	0	-61,647	0	-61,647	-52,004	-9,644
Total Income	-59,049	-2,598	0	-61,647	0	-61,647	-52,004	-9,644
OPERATING EXPENDITURE								
Community Development	233,264	11,973	0	245,237	0	245,237	154,654	90,583
Salaries & Costs	137,450			137,450		137,450	89,118	48,332
Subscriptions, Memberships & Publications	1,000			1,000		1,000	364	636
Telephone Costs	1,500			1,500		1,500	830	670
Access Plan Implementation	10,000	7,130		17,130		17,130	6,396	10,734
Social Plan Implementation	12,500	1,773		14,273		14,273	7,519	6,754
Cultural Plan Implementation	15,000			15,000		15,000	12,134	2,866
Printing & Stationery	1,000			1,000		1,000	85	915
Christmas Event	0			0		0	784	-784
Youth Services	21,000	2,245		23,245		23,245	12,064	11,181
Youth Week	0	825		825		825	0	825
Transfer to Planning Exhibition Space Reserve				0		0	0	0
Overheads	21,000			21,000		21,000	15,750	5,250

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Depreciation- Other	814			814		814	611	204
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Total Operating Expenditure	233,264	11,973	0	245,237	0	245,237	154,654	90,583
CAPITAL EXPENDITURE								
Community Development	52,000	0	0	52,000	0	52,000	1,771	50,229
Planning Exhibition Space	50,000			50,000		50,000	0	50,000
PA System (AC)	2,000			2,000		2,000	1,771	229
Total Capital Expenditure	52,000	0	0	52,000	0	52,000	1,771	50,229
Total Expenditure	285,264	11,973	0	297,237	0	297,237	156,426	140,811
NETT OVERALL RESULT	226,215	9,375	0	235,590	0	235,590	104,422	131,168
REGULATORY ACTIVITIES								
OPERATING INCOME								
Regulatory Activities	-12,750	0	0	-12,750	0	-12,750	-12,203	-547
Commission - Registration Fees	-8,000			-8,000		-8,000	-8,780	780
Sales	-1,000			-1,000		-1,000	0	-1,000
Penalty Infringement Notices	-1,000			-1,000		-1,000	-1,859	859
Impounding Fees - Companion Animals	-500			-500		-500	-975	475
Impounding Fees - General	-500			-500		-500	0	-500
Sustenance Charges Companion Animals	-500			-500		-500	-284	-216
Sustenance Charges - Stock	-250			-250		-250	0	-250
Microchipping	-500			-500		-500	-260	-240
Euthanasia Recovery				0		0	-45	45
Environmental Enforcement	-500			-500		-500	0	-500
Total Operating Income	-12,750	0	0	-12,750	0	-12,750	-12,203	-547
Total Income	-12,750	0	0	-12,750	0	-12,750	-12,203	-547
OPERATING EXPENDITURE								
Regulatory Activities	96,708	0	-4,500	92,208	0	92,208	80,624	11,584
Employee Costs	5,988			5,988		5,988	10,065	-4,077
Veterinary Support	2,000			2,000		2,000	1,323	677
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Telephone Costs	500			500		500	323	177
Impounding Expenses	44,616		-4,000	40,616		40,616	32,921	7,695
Payable - Dog Registrations	5,000			5,000		5,000	2,370	2,630
Education Programs	500		-500	0		0	0	0
Impounding Facilities M&R	15,000			15,000		15,000	12,840	2,160
Parking Compliance	1,018		-1,018	0		0	667	-667
Environmental Enforcement	1,018		1,018	2,036		2,036	4,314	-2,278
Depreciation- Dog Control	1,168			1,168		1,168	876	292
Overheads	7,900			7,900		7,900	5,925	1,975
Total Operating Expenditure	96,708	0	-4,500	92,208	0	92,208	80,624	11,584
Total Expenditure	96,708	0	-4,500	92,208	0	92,208	80,624	11,584
NETT OVERALL RESULT	83,958	0	-4,500	79,458	0	79,458	68,421	11,037
COMMUNITY RELATIONS								
OPERATING INCOME								
Community Relations	0	0	-87,176	-87,176	0	-87,176	-87,176	-0
Transfer fr S355 Committee Reserve	0			0		0	0	0
Transfer from WRV Association Investment reserve			-87,176	-87,176		-87,176	-87,176	-0
Contributions	0			0		0	0	0
Total Operating Income	0	0	-87,176	-87,176	0	-87,176	-87,176	-0
Total Income	0	0	-87,176	-87,176	0	-87,176	-87,176	-0
OPERATING EXPENDITURE								
Community Relations	204,000	9,868	97,176	311,044	0	311,044	201,243	109,801
Community Meetings & Functions incl forums, Aust Day	15,000			15,000		15,000	10,685	4,315
Salaries & Costs	68,500			68,500		68,500	44,911	23,589
Rate Donations	9,000			9,000		9,000	5,744	3,256
Country Education Support	0			0		0	0	0
Strengthening Communities (Comm Donations)	30,000	9,868	10,000	49,868		49,868	16,479	33,389
Funeral Traffic Management	5,000			5,000		5,000	252	4,748
Traffic Management Event	5,000			5,000		5,000	369	4,631
Sec 355 Committees	10,000		87,176	97,176		97,176	87,674	9,502
Scholarships	6,000			6,000		6,000	3,000	3,000
Transfer to Sec 355 Reserve	5,000			5,000		5,000	0	5,000
Community Relations - Overheads	10,500			10,500		10,500	7,875	2,625
Public Relations	40,000			40,000		40,000	24,255	15,745
Total Operating Expenditure	204,000	9,868	97,176	311,044	0	311,044	201,243	109,801
CAPITAL EXPENDITURE								
Community Relations	0	0	0	0	0	0	0	0
Comm Relations Strategic Planning	0			0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	204,000	9,868	97,176	311,044	0	311,044	201,243	109,801
NETT OVERALL RESULT	204,000	9,868	10,000	223,868	0	223,868	114,067	109,801
COMMUNITY & AGED CARE	1,084,680	19,242	5,500	1,109,422	0	1,109,422	612,967	496,456
DEVELOPMENT SERVICES								
SUPPORT								
OPERATING INCOME								
Support	0	0	0	0	0	0	0	0
Searches	0			0		0	0	0
Total Operating Income	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0
OPERATING EXPENDITURE								
Support	506,478	0	-300	506,178	0	506,178	405,916	100,262

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Employee Costs	394,624		12,200	406,824		406,824	328,066	78,758
Consultancy Fees	0			0		0	0	0
Advertising	2,000			2,000		2,000	805	1,195
Subscriptions	3,000			3,000		3,000	3,343	-343
Office Equipment - minor capital	500		420	920		920	920	0
Legal Costs	5,500		-920	4,580		4,580	2,555	2,025
Printing and Stationary	1,000			1,000		1,000	1,186	-186
LPI Title Searches	100			100		100	0	100
Sundry	1,500			1,500		1,500	1,351	149
Contribution to Plant	36,000		-12,000	24,000		24,000	21,000	3,000
Development Services - Overheads	60,850			60,850		60,850	45,638	15,213
Depreciation	1,404			1,404		1,404	1,053	351
Total Operating Expenditure	506,478	0	-300	506,178	0	506,178	405,916	100,262
CAPITAL EXPENDITURE								
Support	10,000	26,835	0	36,835	0	36,835	12,386	24,449
Council Buildings Project	0	26,835		26,835		26,835	6,766	20,069
RCD Compliance Capital	10,000			10,000		10,000	5,620	4,380
Replacement of Store & Office at Depot	0			0		0	0	0
Upgrade Depot Power	0			0		0	0	0
Total Capital Expenditure	10,000	26,835	0	36,835	0	36,835	12,386	24,449
Total Expenditure	516,478	26,835	-300	543,013	0	543,013	418,301	124,711
NETT OVERALL RESULT	516,478	26,835	-300	543,013	0	543,013	418,301	124,711
DEVELOPMENTAL CONTROL								
OPERATING INCOME								
Developmental Control	-71,300	0	0	-71,300	0	-71,300	-107,657	36,357
Activity Applications	-1,000			-1,000		-1,000	-1,085	85
Development Applications	-27,500			-27,500		-27,500	-36,589	9,089
Complying Development Certificate	-3,000			-3,000		-3,000	-2,164	-836
Integrated Development Fees				0		0	-140	140
Advertised Dev Fees	-100			-100		-100	0	-100
Swimming Pool Inspections	-100			-100		-100	0	-100
Construction Certificates	-1,000			-1,000		-1,000	-14,685	13,685
Outstanding Orders/Notices Sec 608	-500			-500		-500	0	-500
Inspections	-10,000			-10,000		-10,000	0	-10,000
Penalty Infringement - EP Act	-500			-500		-500	0	-500
Subdivision Certificates	-500			-500		-500	-590	90
Compliance Inspections				0		0	-18,723	18,723
Building Certificates	-500			-500		-500	-500	0
Drainage Diagrams	-1,500			-1,500		-1,500	-1,523	23
Planning Certificates (Section 149/2 and 5)	-12,500			-12,500		-12,500	-11,132	-1,368
Dwelling Entitlement	-500			-500		-500	0	-500
Commissions	0			0		0	0	0
Long Service Levy	-500			-500		-500	-594	94
Section 68 - Part A	-500			-500		-500	-200	-300
Section 68 - Part B	-500			-500		-500	-4,250	3,750
Section 68 - Part C General	-250			-250		-250	0	-250
Section 68 - Part C Install OSSM	-500			-500		-500	-450	-50
Section 68 - Part C Operate OSSM	-5,000			-5,000		-5,000	-1,475	-3,525
Section 68 - Part C Inspec of OSSM	-2,500			-2,500		-2,500	0	-2,500
Section 68 - Part D	-100			-100		-100	0	-100
Section 68 - Part E	-250			-250		-250	0	-250
Section 68 - Part F	-2,000			-2,000		-2,000	-1,460	-540
Sundry Town Planning Income	0			0		0	-12,097	12,097
Total Operating Income	-71,300	0	0	-71,300	0	-71,300	-107,657	36,357
Total Income	-71,300	0	0	-71,300	0	-71,300	-107,657	36,357
OPERATING EXPENDITURE								
Developmental Control	4,010	76,736	0	80,746	-15,000	65,746	15,919	49,827
Advertising	1,000			1,000		1,000	372	628
Council Buildings Maintenance Project	0	76,736		76,736	-15,000	61,736	13,477	48,259
Development Control - Overheads	2,760			2,760		2,760	2,070	690
Education Program	250			250		250	0	250
Total Operating Expenditure	4,010	76,736	0	80,746	-15,000	65,746	15,919	49,827
CAPITAL EXPENDITURE								
Developmental Control	0	0	0	0	0	0	0	0
Other				0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	4,010	76,736	0	80,746	-15,000	65,746	15,919	49,827
NETT OVERALL RESULT	-67,290	76,736	0	9,446	-15,000	-5,554	-91,738	86,184
ENVIRONMENTAL PLANNING								
OPERATING INCOME								
Environmental Planning	-19,250	0	0	-19,250	0	-19,250	-8,807	-10,556
Grant - Heritage Advisor	-7,500			-7,500		-7,500	0	-7,500
Grant - Heritage Program	-8,500			-8,500		-8,500	0	-8,500
Grant - Strategic Planning/LEP				0		0	0	0
Map Sales	-250			-250		-250	0	-250
GIS Project Income							-113	113
Contributions - Sec. 94	-2,500			-2,500		-2,500	-6,194	3,694
Heritage Publication Loan Repayment	0			0		0	-2,500	2,500
Heritage Plaques Contributions	-500			-500		-500	0	-500
Total Operating Income	-19,250	0	0	-19,250	0	-19,250	-8,807	-10,556
Total Income	-19,250	0	0	-19,250	0	-19,250	-8,807	-10,556
OPERATING EXPENDITURE								
Environmental Planning	122,150	0	0	122,150	0	122,150	35,307	86,843

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Heritage (Heritage Adviser)	15,000			15,000		15,000	8,340	6,660
Interpretative Panels Project	0			0		0	0	0
Heritage - Local Heritage Fund	30,000			30,000		30,000	0	30,000
Heritage Promotion Week	3,000			3,000		3,000	0	3,000
Strategic Planning Project	250			250		250	0	250
Heritage Loan Fund (Publications)	0			0		0	0	0
GIS Project GAP	0			0		0	0	0
GIS Project (Software, licence fees, training, survey project)	55,000			55,000		55,000	18,417	36,583
LEP Review	0			0		0	0	0
Environmental Planning - Overheads	11,400			11,400		11,400	8,550	2,850
Transfer to Sec 94 Contributions Reserve	2,500			2,500		2,500	0	2,500
Heritage Plaques	5,000			5,000		5,000	0	5,000
Total Operating Expenditure	122,150	0	0	122,150	0	122,150	35,307	86,843
Total Expenditure	122,150	0	0	122,150	0	122,150	35,307	86,843
NETT OVERALL RESULT	102,900	0	0	102,900	0	102,900	26,500	76,287
PUBLIC HEALTH & ENVIRONMENT								
OPERATING INCOME								
Public Health & Environment	-7,500	0	0	-7,500	0	-7,500	-4,173	-3,327
Inspection Fees	-6,500			-6,500		-6,500	-4,173	-2,327
Swimming Pool Compliance				0		0	0	0
Enforcement Activities	-250			-250		-250	0	-250
Penalty Infringement - Food Act/POEO	-500			-500		-500	0	-500
Applications	-250			-250		-250	0	-250
Total Operating Income	-7,500	0	0	-7,500	0	-7,500	-4,173	-3,327
Total Income	-7,500	0	0	-7,500	0	-7,500	-4,173	-3,327
OPERATING EXPENDITURE								
Public Health & Environment	5,200	0	-3,200	2,000	0	2,000	887	1,113
Environmental Projects	0			0		0	0	0
Consultancy Fees	0			0		0	0	0
Education Programs	1,500		-1,200	300		300	300	0
Enforcement Costs	3,000		-2,000	1,000		1,000	437	563
Inspections	500			500		500	0	500
Health & Environment - Overheads	200			200		200	150	50
Total Operating Expenditure	5,200	0	-3,200	2,000	0	2,000	887	1,113
Total Expenditure	5,200	0	-3,200	2,000	0	2,000	887	1,113
NETT OVERALL RESULT	-2,300	0	-3,200	-5,500	0	-5,500	-3,286	-2,214
COUNCIL PROPERTY MAINTENANCE								
OPERATING EXPENDITURE								
Council Chambers	246,273	0	-4,000	242,273	12,500	254,773	191,525	63,248
Cleaning	59,966			59,966		59,966	26,457	33,508
Waste Disposal	1,000			1,000		1,000	160	840
Electricity	40,000			40,000		40,000	41,551	-1,551
Security	0			0		0	0	0
Maintenance & Repairs	34,500		-4,000	30,500	12,500	43,000	37,665	5,335
Water Charges	2,500			2,500		2,500	2,449	51
Rates	8,156			8,156		8,156	8,130	26
Depreciation	100,151			100,151		100,151	75,113	25,038
Total Operating Expenditure	246,273	0	-4,000	242,273	12,500	254,773	191,525	63,248
CAPITAL EXPENDITURE								
Council Chambers	0	0	0	0	0	0	7	-7
Xmas Lights	0			0		0	0	0
Cleaning Equipment	0			0		0	7	-7
Garden Edging & Planting	0			0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	7	-7
Total Expenditure	246,273	0	-4,000	242,273	12,500	254,773	191,532	63,241
RESULT	246,273	0	-4,000	242,273	12,500	254,773	191,532	63,241
OPERATING EXPENDITURE								
10 Shire St	21,355	0	0	21,355	2,500	23,855	16,733	7,123
Water Charges	250			250		250	144	106
Cleaning	11,337			11,337		11,337	7,321	4,016
Maintenance & Repairs	2,500			2,500	2,500	5,000	3,817	1,183
Depreciation	7,268			7,268		7,268	5,451	1,817
Total Operating Expenditure	21,355	0	0	21,355	2,500	23,855	16,733	7,123
CAPITAL EXPENDITURE								
10 Shire St	22,500	0	0	22,500	0	22,500	2,898	19,602
Roof Repairs (AC)	20,000			20,000		20,000	2,898	17,102
Door Replacement (AC)	2,500			2,500		2,500	0	2,500
Total Capital Expenditure	22,500	0	0	22,500	0	22,500	2,898	19,602
Total Expenditure	43,855	0	0	43,855	2,500	46,355	19,631	26,725
RESULT	43,855	0	0	43,855	2,500	46,355	19,631	26,725
OPERATING INCOME								
Public Halls & Museums	-12,500	0	0	-12,500	0	-12,500	-8,480	-4,020
Museum Advisor Contribution	-12,400			-12,400		-12,400	-9,000	-3,400
Sundry Income	-100			-100		-100	520	-620
Total Operating Income	-12,500	0	0	-12,500	0	-12,500	-8,480	-4,020
OPERATING EXPENDITURE								
Public Halls & Museums	91,889	0	0	91,889	0	91,889	71,988	19,902
Museum Advisor Expense	2,000			2,000		2,000	5,250	-3,250
Museum Advisor Travelling	16,400			16,400		16,400	1,279	15,121
Maintenance & Repairs	10,000			10,000		10,000	14,617	-4,617
Water Charges	2,000			2,000		2,000	1,881	119
Rates	11,340			11,340		11,340	11,349	-9
Depreciation	50,149			50,149		50,149	37,612	12,538

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Total Operating Expenditure	91,889	0	0	91,889	0	91,889	71,988	19,902
CAPITAL EXPENDITURE								
Public Halls & Museums	0	0	0	0	0	0	0	0
Museum Courthouse works	0	0	0	0	0	0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	91,889	0	0	91,889	0	91,889	71,988	19,902
RESULT	79,389	0	0	79,389	0	79,389	63,508	15,882
OPERATING INCOME								
Caravan Park	-19,000	0	0	-19,000	0	-19,000	8,636	-27,636
Caravan Park Lease	-19,000	0	0	-19,000	0	-19,000	8,636	-27,636
Total Operating Income	-19,000	0	0	-19,000	0	-19,000	8,636	-27,636
OPERATING EXPENDITURE								
Caravan Park	44,287	0	0	44,287	0	44,287	31,821	12,466
Repairs & Maintenance	2,500	0	0	2,500	0	2,500	480	2,020
Depreciation	41,787	0	0	41,787	0	41,787	31,340	10,447
Total Operating Expenditure	44,287	0	0	44,287	0	44,287	31,821	12,466
Total Expenditure	44,287	0	0	44,287	0	44,287	31,821	12,466
RESULT	25,287	0	0	25,287	0	25,287	40,457	-15,170
OPERATING INCOME								
Residences	-69,042	0	0	-69,042	0	-69,042	-61,882	-7,160
Calleen St Rental	-1,842	0	0	-1,842	0	-1,842	-1,854	12
Rental - Residences	-67,200	0	0	-67,200	0	-67,200	-60,028	-7,172
Total Operating Income	-69,042	0	0	-69,042	0	-69,042	-61,882	-7,160
OPERATING EXPENDITURE								
Residences	95,727	0	0	95,727	0	95,727	82,688	13,040
Maintenance & Operating Costs	75,000	0	0	75,000	0	75,000	66,435	8,565
Rates - Council Properties	2,831	0	0	2,831	0	2,831	2,830	0
Depreciation	17,897	0	0	17,897	0	17,897	13,423	4,474
Total Operating Expenditure	95,727	0	0	95,727	0	95,727	82,688	13,040
CAPITAL EXPENDITURE								
Residences	0	0	0	0	0	0	110	0
Managers House - Pool	0	0	0	0	0	0	110	0
Total Capital Expenditure	0	0	0	0	0	0	110	0
Total Expenditure	95,727	0	0	95,727	0	95,727	82,798	13,040
RESULT	26,685	0	0	26,685	0	26,685	20,916	5,879
OPERATING INCOME								
Literary Institute	-16,800	0	0	-16,800	0	-16,800	-12,600	-4,200
Rental	-16,800	0	0	-16,800	0	-16,800	-12,600	-4,200
Total Operating Income	-16,800	0	0	-16,800	0	-16,800	-12,600	-4,200
OPERATING EXPENDITURE								
Literary Institute	31,887	0	0	31,887	0	31,887	23,560	8,327
Maintenance & Repair	1,000	0	0	1,000	0	1,000	395	605
Depreciation	30,887	0	0	30,887	0	30,887	23,165	7,722
Total Operating Expenditure	31,887	0	0	31,887	0	31,887	23,560	8,327
Total Expenditure	31,887	0	0	31,887	0	31,887	23,560	8,327
RESULT	15,087	0	0	15,087	0	15,087	10,960	4,127
OPERATING INCOME								
123 Railway Rd, WW (Mens Shed)	-52	0	0	-52	0	-52	-47	-5
Rental	-52	0	0	-52	0	-52	-47	-5
Total Operating Income	-52	0	0	-52	0	-52	-47	-5
OPERATING EXPENDITURE								
123 Railway Rd, WW	2,129	0	0	2,129	0	2,129	0	2,129
Maintenance & Repair	2,129	0	0	2,129	0	2,129	0	2,129
Depreciation	0	0	0	0	0	0	0	0
Total Operating Expenditure	2,129	0	0	2,129	0	2,129	0	2,129
Total Expenditure	2,129	0	0	2,129	0	2,129	0	2,129
RESULT	2,077	0	0	2,077	0	2,077	-47	2,124
OPERATING INCOME								
Ungarie Retirement Village	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total Operating Income	0	0	0	0	0	0	0	0
OPERATING EXPENDITURE								
Ungarie Retirement Village	12,988	0	0	12,988	0	12,988	10,087	2,902
Maintenance & Repair	1,000	0	0	1,000	0	1,000	1,096	-96
Depreciation	11,988	0	0	11,988	0	11,988	8,991	2,997
Total Operating Expenditure	12,988	0	0	12,988	0	12,988	10,087	2,902
RESULT	12,988	0	0	12,988	0	12,988	10,087	2,902
OPERATING INCOME								
Caltex Truck Stop	-13,000	0	0	-13,000	0	-13,000	-11,102	-1,898
Rental	-13,000	0	0	-13,000	0	-13,000	-11,102	-1,898
Total Operating Income	-13,000	0	0	-13,000	0	-13,000	-11,102	-1,898
OPERATING EXPENDITURE								
Caltex Truck Stop	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	0	0	0	0
Total Operating Expenditure	0	0	0	0	0	0	0	0
RESULT	-13,000	0	0	-13,000	0	-13,000	-11,102	-1,898
OPERATING INCOME								
West Wyalong Ambulance Station	-110	0	0	-110	0	-110	-100	-10
Rental	-110	0	0	-110	0	-110	-100	-10
Total Operating Income	-110	0	0	-110	0	-110	-100	-10
OPERATING EXPENDITURE								
West Wyalong Ambulance Station	6,858	0	0	6,858	0	6,858	5,144	1,714
Maintenance & Repair	0	0	0	0	0	0	0	0
Depreciation	6,858	0	0	6,858	0	6,858	5,144	1,714

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Total Operating Expenditure	6,858	0	0	6,858	0	6,858	5,144	1,714
RESULT	6,748	0	0	6,748	0	6,748	5,044	1,704
OPERATING EXPENDITURE								
Surplus Land/Operational Land	4,187	0	0	4,187	0	4,187	4,189	-2
Water Charges	0			0		0	0	0
Rates	4,187			4,187		4,187	4,189	-2
Total Operating Expenditure	4,187	0	0	4,187	0	4,187	4,189	-2
RESULT	4,187	0	0	4,187	0	4,187	4,189	-2
NETT OVERALL RESULT	449,577	0	-4,000	445,577	15,000	460,577	355,174	105,513
TOTAL DEVELOPMENT SERVICES	999,364	103,571	-7,500	1,095,435	0	1,095,435	704,951	390,481
WORKS & SERVICES								
WORKS ADMINISTRATION								
OPERATING INCOME								
Engineering Services	-171,525	0	0	-171,525	0	-171,525	-124,986	-46,539
On-Road Diesel Fuel Rebate	-63,860			-63,860		-63,860	-46,495	-17,365
Contribution - Rural Addressing	0			0		0	0	0
Contributions - Phones	-5,150			-5,150		-5,150	-1,801	-3,349
Charges- Plans etc	-515			-515		-515	-191	-324
Internal Charges	-102,000			-102,000		-102,000	-76,500	-25,500
Engineering Employment Overheads	-1,575,746	0	0	-1,575,746	0	-1,575,746	-1,180,521	-395,225
Oncost Recoveries - Noxious Weeds	-64,478			-64,478		-64,478	-38,294	-26,184
Oncost Recoveries - Plant Mtce	-143,685			-143,685		-143,685	-72,408	-71,277
Oncost Recoveries - Private works	-20,600			-20,600		-20,600	-307,064	286,464
Oncost Recoveries - Internal Works	-1,346,983			-1,346,983		-1,346,983	-762,754	-584,229
Depot Management	0	0	0	0	0	0	-489	489
Other				0		0	-489	489
Plant Management/Workshop	0	0	0	0	0	0	0	0
Other				0		0	0	0
Gravel Activity	-1,651,998	0	0	-1,651,998	0	-1,651,998	-1,656,322	4,324
Gravel Revenue	0			0		0	0	0
Gravel Revenue Contra	-1,651,998			-1,651,998		-1,651,998	-1,656,322	4,324
Private Works	-165,830	0	0	-165,830	0	-165,830	294,089	-459,919
Private Works	-165,830			-165,830		-165,830	294,089	-459,919
Total Operating Income	-3,565,099	0	0	-3,565,099	0	-3,565,099	-2,668,229	-896,870
Total Income	-3,565,099	0	0	-3,565,099	0	-3,565,099	-2,668,229	-896,870
OPERATING EXPENDITURE								
Engineering Services	1,959,335	0	0	1,959,335	-6,300	1,953,035	1,479,533	473,502
Employee Costs	881,886			881,886		881,886	700,993	180,893
Office Expenses	21,021			21,021	-6,300	14,721	1,403	13,318
Rural Addressing	150			150		150	0	150
Advertising	2,060			2,060		2,060	1,747	313
Stationery	10,300			10,300		10,300	1,473	8,827
Mobile Telephone Expenses	5,665			5,665		5,665	5,899	-234
Consultancies	20,000			20,000		20,000	12,646	7,354
Photocopy Costs	10,000			10,000		10,000	8,633	1,368
Minor Capital Purchases (< \$1000)	1,000			1,000		1,000	0	1,000
Contribution to Plant	60,000			60,000		60,000	45,000	15,000
Asset Expenses	19,600			19,600		19,600	3,820	15,781
GAP Program	0			0		0	2,180	-2,180
Works & Services - Overheads	925,250			925,250		925,250	693,938	231,313
Depreciation	2,403			2,403		2,403	1,802	601
Engineering Employment Overheads	1,140,625	0	0	1,140,625	0	1,140,625	712,159	428,466
Annual Leave	210,841			210,841		210,841	197,468	13,373
Sick Leave	158,108			158,108		158,108	51,084	107,024
Long Service Leave	178,396			178,396		178,396	31,248	147,148
Public Holidays	146,466			146,466		146,466	90,088	56,378
Superannuation	257,088			257,088		257,088	218,274	38,814
Backpays (Assessments)	5,356			5,356		5,356	2,087	3,269
Idle Time - Inclement Weather	106,090			106,090		106,090	70,617	35,473
Training Wages (Outdoor)	78,280			78,280		78,280	51,292	26,988
Depot Management	113,551	0	0	113,551	0	113,551	58,370	55,182
Operating Expenses	36,500			36,500		36,500	-6,284	42,784
Employee Costs	0			0		0	-9,870	9,870
Depot - Travelling Expenses	0			0		0	158	-158
Cleaning	7,862			7,862		7,862	4,087	3,775
Electricity	16,500			16,500		16,500	10,096	6,404
PPE & Outdoor Clothing	15,000			15,000		15,000	18,580	-3,580
Council Freight	5,000			5,000		5,000	11,955	-6,955
Telephone	11,000			11,000		11,000	9,135	1,865
Security	0			0		0	1,218	-1,218
Water Charges	553			553		553	756	-203
Rates	10,320			10,320		10,320	10,428	-108
Depreciation	10,816			10,816		10,816	8,112	2,704
Gravel Activity	628,312	0	0	628,312	0	628,312	597,734	30,577
Gravel Production Costs	530,000			530,000		530,000	524,717	5,283
Gravel Pit Restoration Costs	0			0		0	599	-599
Gravel Pit Management	1,755			1,755		1,755	0	1,755
Depreciation	96,557			96,557		96,557	72,418	24,139
Road Safety Officer	13,596	0	0	13,596	0	13,596	70	13,526
Costs Road Safety Officer	13,596			13,596		13,596	70	13,526
Private Works	113,300	0	0	113,300	0	113,300	128,732	-15,432
Private Works Expenditure	113,300			113,300		113,300	128,732	-15,432
Total Operating Expenditure	3,968,719	0	0	3,968,719	-6,300	3,962,419	2,976,599	985,821

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
CAPITAL EXPENDITURE								
Depot Management	70,000	25,000	-5,000	90,000	0	90,000	69,062	20,938
New Bitumen, Emulsion Tank, Fencing, Bunding & Power	0			0		0	12	-12
Surveillance & Alarm				0		0	9,650	-9,650
Demolition and removal of old emoleum storage site	5,000			5,000		5,000	5,967	-967
Construct call out shed in conjunction with painter's shed	35,000			35,000		35,000	42,874	-7,874
Colourbond fence around depot	15,000			15,000		15,000	10,559	4,441
Fix up storage bins and clean up	10,000			10,000		10,000	0	10,000
Pallet racking and upgrade shelving	5,000		-5,000	0		0	0	0
New Carpenters Workshop	0	25,000		25,000		25,000	0	25,000
Plant Workshop	25,000	0	0	25,000	6,300	31,300	27,323	3,977
New Software	0			0		0	1,625	-1,625
Purchase office equipment				0		0	9,708	-9,708
Additional Computers in Engineering				0	6,300	6,300	0	6,300
New Plan Printer	25,000			25,000		25,000	15,989	9,011
Total Capital Expenditure	95,000	25,000	-5,000	115,000	6,300	121,300	96,385	24,915
Total Expenditure	4,063,719	25,000	-5,000	4,083,719	0	4,083,719	3,072,983	1,010,736
NETT OVERALL RESULT	498,620	25,000	-5,000	518,620	0	518,620	404,754	113,866
PLANT RUNNING								
OPERATING INCOME								
Plant Management/Workshop	-2,995,543	0	12,000	-2,983,543	0	-2,983,543	-2,135,460	-848,083
Vehicle Lease Fees	-48,513			-48,513		-48,513	-32,609	-15,904
Contribution to Plant	-336,000		12,000	-324,000		-324,000	-246,000	-78,000
Plant Hire Income	-2,611,030			-2,611,030		-2,611,030	-1,856,851	-754,179
Total Operating Income	-2,995,543	0	12,000	-2,983,543	0	-2,983,543	-2,135,460	-848,083
CAPITAL INCOME								
Plant Management/Workshop	-203,840	0	0	-203,840	0	-203,840	-406,815	202,975
Plant & Equipment	-203,840			-203,840		-203,840	-406,815	202,975
Total Capital Income	-203,840	0	0	-203,840	0	-203,840	-406,815	202,975
Total Income	-3,199,383	0	12,000	-3,187,383	0	-3,187,383	-2,542,275	-645,108
OPERATING EXPENDITURE								
Plant Management/Workshop	2,863,017	0	0	2,863,017	0	2,863,017	2,165,802	697,215
Employee Costs	74,366			74,366		74,366	60,810	13,556
Workshop - Travelling Expenses	0			0		0	0	0
Workshop Expenses	52,633			52,633		52,633	39,730	12,903
Plant Running Expenses	1,695,463			1,695,463		1,695,463	1,284,846	410,617
Depreciation	992,555			992,555		992,555	744,416	248,139
Contribution to Plant	48,000			48,000		48,000	36,000	12,000
Total Operating Expenditure	2,863,017	0	0	2,863,017	0	2,863,017	2,165,802	697,215
CAPITAL EXPENDITURE								
Plant Management/Workshop	1,237,781	20,000	0	1,257,781	0	1,257,781	1,220,739	37,042
Plant & Equipment Purchases - Cap	1,204,781			1,204,781		1,204,781	1,186,186	18,595
Plant Minor - Cap	33,000			33,000		33,000	34,553	-1,553
Fleet Management Program	0	20,000		20,000		20,000	0	20,000
Total Capital Expenditure	1,237,781	20,000	0	1,257,781	0	1,257,781	1,220,739	37,042
Total Expenditure	4,100,798	20,000	0	4,120,798	0	4,120,798	3,386,542	734,257
NETT OVERALL RESULT	901,415	20,000	12,000	933,415	0	933,415	844,266	89,149
ROADS WORKS & TRANSPORT								
OPERATING INCOME								
State & National Roads	-169,075	0	0	-169,075	0	-169,075	-224,481	55,406
Charges - Newell Hwy	-13,267			-13,267		-13,267	-2,218	-11,049
Charges - MR57	-113,887			-113,887		-113,887	-80,012	-33,875
Ordered Works	-41,921			-41,921		-41,921	0	-41,921
Ordered Works State Rd 57 Goldenfields Way				0		0	-142,251	142,251
Transfer from State Roads Reserve				0		0	0	0
Total Operating Income	-169,075	0	0	-169,075	0	-169,075	-224,481	55,406
OPERATING EXPENDITURE								
State & National Roads	169,075	0	0	169,075	0	169,075	358,438	-189,363
Newell Hwy SH 17	13,287			13,287		13,287	9,232	4,055
State Roads MR57	113,887			113,887		113,887	58,740	55,147
Ordered Works - SIMC	41,901			41,901		41,901	290,466	-248,565
Total Operating Expenditure	169,075	0	0	169,075	0	169,075	358,438	-189,363
RESULT	0	0	0	0	0	0	133,957	-133,957
OPERATING INCOME								
Regional Roads	-1,150,000	0	0	-1,150,000	0	-1,150,000	-676,500	-473,500
Regional Roads Block Grant - Road (Part Cap Income)	-952,000			-952,000		-952,000	-487,940	-464,060
Regional Roads Repair 2003/07	-198,000			-198,000		-198,000	-188,560	-9,440
Total Operating Income	-1,150,000	0	0	-1,150,000	0	-1,150,000	-676,500	-473,500
OPERATING EXPENDITURE								
Regional Roads	962,972	0	0	962,972	0	962,972	526,892	436,080
Regional Roads (Sealed) Maintenance Works	376,000			376,000		376,000	280,851	95,149
Regional Roads Reseals	374,000			374,000		374,000	0	374,000
Transfer to Regional Roads Reserve				0		0	0	0
Regional Roads (Unsealed) Maintenance Works	0			0		0	0	0
Regional Roads Signs				0		0	41,325	-41,325
Regional Roads - Traffic Control				0		0	45,122	-45,122
Depreciation (Regional Roads)	212,972			212,972		212,972	159,594	53,378
Total Operating Expenditure	962,972	0	0	962,972	0	962,972	526,892	436,080
CAPITAL EXPENDITURE								
Regional Roads Works	400,000	0	0	400,000	0	400,000	471,545	-71,545
MR398 West Widening	400,000			400,000		400,000	471,545	-71,545
Total Capital Expenditure	400,000	0	0	400,000	0	400,000	471,545	-71,545
Total Expenditure	1,362,972	0	0	1,362,972	0	1,362,972	998,437	364,535

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PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
RESULT	212,972	0	0	212,972	0	212,972	321,937	-108,965
OPERATING INCOME								
Road to Recovery	-1,261,665	0	-1,038,335	-2,300,000	0	-2,300,000	-2,286,197	-13,803
Road to Recovery Grant	-1,261,665		-1,038,335	-2,300,000		-2,300,000	-2,286,197	-13,803
Transfer from Roads to Recovery Reserve				0		0	0	0
Total Operating Income	-1,261,665	0	-1,038,335	-2,300,000	0	-2,300,000	-2,286,197	-13,803
OPERATING EXPENDITURE								
Road to Recovery	0	0	0	0	0	0	0	0
Resheeting								
Total Operating Expenditure	0	0	0	0	0	0	0	0
CAPITAL EXPENDITURE								
Roads to Recovery	1,111,665	0	1,038,335	2,150,000	0	2,150,000	1,929,591	220,409
Kolkibertoo Rd				0		0	803,889	-803,889
Kikoira Road				0		0	21	-21
R2R GraveL Resheet 2012-13	675,000		1,038,335	1,713,335		1,713,335	601,633	1,111,702
R2R 2012-13 Rural Widen & Reseal	436,665			436,665		436,665	515,801	-79,136
Gravel Resheeting				0		0	8,247	-8,247
Town Streets R2R	150,000	0	0	150,000	0	150,000	231,371	-81,371
Ungarie Main St				0		0	11,149	-11,149
Barmedman Streets Shoulders/Table Drains & R2R Bland Lane				0		0	0	0
R2R CBD Street Lighting	150,000			150,000		150,000	209,412	-59,412
Town Streets				0		0	0	0
Lane east of Queen St Dish Drains and Seal				0		0	106	-106
Total Capital Expenditure	1,261,665	0	1,038,335	2,300,000	0	2,300,000	2,160,962	139,038
Total Expenditure	1,261,665	0	1,038,335	2,300,000	0	2,300,000	2,160,962	139,038
RESULT	0	0	0	0	0	0	-125,235	125,235
OPERATING INCOME								
Flood Damage Works Income	0	0	0	0	0	0	-3,200,877	3,200,877
Transfer from Flood Damage Reserve				0		0	0	0
Flood Damage Grant				0		0	-3,200,877	3,200,877
Total Operating Income	0	0	0	0	0	0	-3,200,877	3,200,877
OPERATING EXPENDITURE								
Flood Damage Works Expenditure	0	0	0	0	0	0	3,734,486	-3,734,486
Flood Damage Grant Regional Roads				0		0	0	0
Rural Sealed Rds - Flood Damage				0		0	0	0
Rural Unsealed Rds - Flood Damage				0		0	3,734,486	-3,734,486
Total Operating Expenditure	0	0	0	0	0	0	3,734,486	-3,734,486
Total Expenditure	0	0	0	0	0	0	3,734,486	-3,734,486
RESULT	0	0	0	0	0	0	533,609	-533,609
OPERATING INCOME								
Revenue Sharing	-2,680,764	0	-14,200	-2,694,964	0	-2,694,964	-2,475,537	-219,427
FAGS Grant - Roads Component	-2,680,764			-2,680,764		-2,680,764	-918,675	-1,762,089
Income RTA High Pedestrian 40kph Zone	0			0		0	-51,222	51,222
RMS Operational Works Orders				0		0	0	0
Transfer overpaid FAGS Road to Reserve				0		0	0	0
From Redman Oval Reserve (added to Street cleaning)			-14,200	-14,200		-14,200	-14,200	0
Transfer to FAG Roads Reserve				0		0	0	0
Transfer fr FAG Roads Reserve	0			0		0	-1,491,441	1,491,441
Total Operating Income	-2,680,764	0	-14,200	-2,694,964	0	-2,694,964	-2,475,537	-219,427
RESULT	-2,680,764	0	-14,200	-2,694,964	0	-2,694,964	-2,475,537	-219,427
OPERATING EXPENDITURE								
Urban Roadside Maintenance	598,768	0	0	598,768	0	598,768	441,031	157,736
Bus Shelters	1,000			1,000		1,000	1,765	-765
Banners & Road Signs	1,030			1,030		1,030	4,504	-3,474
Road & Street Signs	8,000			8,000		8,000	2,587	5,413
Footpath M&R	66,981			66,981		66,981	25,309	41,672
Maintenance (Cycle & Walking Paths)	3,502			3,502		3,502	1,122	2,380
Kerb & Gutter M&R	15,000			15,000		15,000	18,827	-3,827
Urban Drainage	16,646			16,646		16,646	21,961	-5,315
Depreciation (Urban Roadside)	3,769			3,769		3,769	2,827	942
Depreciation (Cycle & Walking Paths)	120,168			120,168		120,168	90,126	30,042
Depreciation (K&G)	96,359			96,359		96,359	72,269	24,090
Depreciation (Stormwater)	266,313			266,313		266,313	199,735	66,578
Total Operating Expenditure	598,768	0	0	598,768	0	598,768	441,031	157,736
RESULT	598,768	0	0	598,768	0	598,768	441,031	157,736
OPERATING EXPENDITURE								
Urban Sealed Roads	371,149	0	0	371,149	0	371,149	188,663	182,485
West Wyalong/Wyalong	108,253			108,253		108,253	58,031	50,222
West Wyalong Bypass	0			0		0	0	0
Other Towns	40,273			40,273		40,273	7,880	32,393
Urban Reseals	115,360			115,360		115,360	42,305	73,055
Depreciation	107,263			107,263		107,263	80,447	26,815
Total Operating Expenditure	371,149	0	0	371,149	0	371,149	188,663	182,485
RESULT	371,149	0	0	371,149	0	371,149	188,663	182,485
OPERATING EXPENDITURE								
Urban Unsealed Roads	68,870	0	0	68,870	0	68,870	53,685	15,186
West Wyalong/Wyalong	32,754			32,754		32,754	27,625	5,129
Other Towns	10,300			10,300		10,300	6,698	3,602
Depreciation	25,816			25,816		25,816	19,362	6,454
Total Operating Expenditure	68,870	0	0	68,870	0	68,870	53,685	15,186
RESULT	68,870	0	0	68,870	0	68,870	53,685	15,186
OPERATING EXPENDITURE								
Rural Sealed Roads	1,392,517	0	0	1,392,517	0	1,392,517	906,279	486,238

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PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Rural Sealed Rds	318,270			318,270		318,270	218,697	99,573
Reseals - Rural Roads	509,232			509,232		509,232	263,821	245,411
Depreciation	565,015			565,015		565,015	423,761	141,254
Total Operating Expenditure	1,392,517	0	0	1,392,517	0	1,392,517	906,279	486,238
RESULT	1,392,517	0	0	1,392,517	0	1,392,517	906,279	486,238
OPERATING EXPENDITURE								
Rural Unsealed Roads	4,304,814	0	0	4,304,814	0	4,304,814	3,198,817	1,105,998
Maintenance Grading	780,000			780,000		780,000	652,937	127,063
Rural - Gravel Patching	315,458			315,458		315,458	127,795	187,663
General Maintenance	264,710			264,710		264,710	153,329	111,381
Gravel Resheeting	875,500			875,500		875,500	712,896	162,604
Depreciation	2,069,146			2,069,146		2,069,146	1,551,860	517,287
Total Operating Expenditure	4,304,814	0	0	4,304,814	0	4,304,814	3,198,817	1,105,998
RESULT	4,304,814	0	0	4,304,814	0	4,304,814	3,198,817	1,105,998
OPERATING EXPENDITURE								
Street Cleaning	77,250	0	14,200	91,450	0	91,450	60,599	30,851
Street Cleaning	77,250		14,200	91,450		91,450	60,599	30,851
Total Operating Expenditure	77,250	0	14,200	91,450	0	91,450	60,599	30,851
RESULT	77,250	0	14,200	91,450	0	91,450	60,599	30,851
OPERATING EXPENDITURE								
Bridges	67,783	0	0	67,783	0	67,783	47,087	20,695
Bridges Maintenance	5,000			5,000		5,000	0	5,000
Depreciation - Bridges	62,783			62,783		62,783	47,087	15,695
Total Operating Expenditure	67,783	0	0	67,783	0	67,783	47,087	20,695
RESULT	67,783	0	0	67,783	0	67,783	47,087	20,695
OPERATING INCOME								
Council Projects	0	0	0	0	0	0	0	0
other								
Total Operating Income	0	0	0	0	0	0	0	0
OPERATING EXPENDITURE								
Council Projects	0	0	0	0	0	0	0	0
Bus Bay Manglesdorf Lane								
Total Operating Expenditure	0	0	0	0	0	0	0	0
CAPITAL EXPENDITURE								
Council Projects	164,000	59,137	-60,624	162,513	0	162,513	206,242	-43,729
Main St Beautification	100,000	59,137	-60,624	98,513		98,513	190,528	-92,015
Blackspot - Upgrade Ped SH17				0		0	12,174	-12,174
High Ped Zone 40				0		0	3,539	-3,539
Waters Land	12,000			12,000		12,000	0	12,000
White Tank Lane	12,000			12,000		12,000	0	12,000
Verandah/facade Restoration Program	40,000			40,000		40,000	0	40,000
Kurrajong St - RTR- Urban Rd Co				0		0	0	0
Footpath Construct Program	0			0		0	0	0
Total Capital Expenditure	164,000	59,137	-60,624	162,513	0	162,513	206,242	-43,729
RESULT	164,000	59,137	-60,624	162,513	0	162,513	206,242	-43,729
NETT OVERALL RESULT	4,577,358	59,137	-60,624	4,575,871	0	4,575,871	3,491,133	1,084,738
PUBLIC SERVICES								
OPERATING INCOME								
Aerodrome	-2,500	0	0	-2,500	0	-2,500	-861	-1,639
Rental	-2,500			-2,500		-2,500	-91	-2,409
Aerodrome Sundry Income				0		0	-770	770
Total Operating Income	-2,500	0	0	-2,500	0	-2,500	-861	-1,639
OPERATING EXPENDITURE								
Aerodrome	86,669	0	0	86,669	0	86,669	79,329	7,340
Utilities/Cleaning	2,200			2,200		2,200	1,970	230
Cleaning	1,841			1,841		1,841	1,293	548
CASA Regulations Compliance				0		0	0	0
M&R Including Ground Maintenance	40,000			40,000		40,000	42,931	-2,931
Water	1,000			1,000		1,000	360	640
Rates	4,808			4,808		4,808	5,161	-353
Depreciation	36,820			36,820		36,820	27,615	9,205
Total Operating Expenditure	86,669	0	0	86,669	0	86,669	79,329	7,340
CAPITAL EXPENDITURE								
Aerodrome	40,000	0	0	40,000	0	40,000	19,091	20,909
Reclad main Airport Building	40,000			40,000		40,000	19,091	20,909
Total Capital Expenditure	40,000	0	0	40,000	0	40,000	19,091	20,909
Total Expenditure	126,669	0	0	126,669	0	126,669	98,420	28,249
RESULT	124,169	0	0	124,169	0	124,169	97,559	26,610
OPERATING INCOME								
Saleyards	-30,488	0	0	-30,488	0	-30,488	-30,412	-76
Truckwash Charges	-13,905			-13,905		-13,905	-13,947	42
Saleyards Fees	-13,390			-13,390		-13,390	-14,062	672
Agents Permit Fees	-3,193			-3,193		-3,193	-2,344	-849
Sundry				0		0	-60	60
Total Operating Income	-30,488	0	0	-30,488	0	-30,488	-30,412	-76
OPERATING EXPENDITURE								
Saleyards	160,861	0	0	160,861	0	160,861	127,452	33,409
Working Expenses	2,000			2,000		2,000	5,572	-3,572
Electricity	4,200			4,200		4,200	3,281	919
Water Charges	4,000			4,000		4,000	3,242	759
Repairs & Maintenance	20,732			20,732		20,732	17,912	2,820
Depreciation	129,929			129,929		129,929	97,447	32,482
Total Operating Expenditure	160,861	0	0	160,861	0	160,861	127,452	33,409

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CAPITAL EXPENDITURE								
Saleyards	0	0	0	0	0	0	0	0
Recycle water from Holding dam to Truck Wash	0			0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	160,861	0	0	160,861	0	160,861	127,452	33,409
RESULT	130,373	0	0	130,373	0	130,373	97,040	33,333
OPERATING EXPENDITURE								
Public Conveniences	115,211	0	0	115,211	0	115,211	82,523	32,688
Maintenance & Repair	30,000			30,000		30,000	21,650	8,350
Cleaning	68,450			68,450		68,450	48,302	20,148
Depreciation	16,761			16,761		16,761	12,571	4,190
Total Operating Expenditure	115,211	0	0	115,211	0	115,211	82,523	32,688
CAPITAL EXPENDITURE								
Public Conveniences	20,000	0	0	20,000	0	20,000	7,081	12,919
Weethalle Park Toilets				0		0	660	-660
Herridge Pk Toilet				0		0	27	-27
Barmedman Toilet block				0		0	133	-133
Toilets - Aberlines Toilets	20,000			20,000		20,000	0	20,000
Barnardo Pk Toilet				0		0	9	-9
Ungarie Pk Toilet				0		0	111	-111
McCann Pk Toilet				0		0	6,141	-6,141
Total Capital Expenditure	20,000	0	0	20,000	0	20,000	7,081	12,919
Total Expenditure	135,211	0	0	135,211	0	135,211	89,604	45,607
RESULT	135,211	0	0	135,211	0	135,211	89,604	45,607
OPERATING INCOME								
Cemeteries	-88,735	0	0	-88,735	0	-88,735	-63,694	-25,041
Lawn Cemetery Fees	-64,581			-64,581		-64,581	-52,694	-11,887
Memorial Cemetery Fees	-23,793			-23,793		-23,793	-10,818	-12,975
Grazing Lease Income	-361			-361		-361	-182	-179
Total Operating Income	-88,735	0	0	-88,735	0	-88,735	-63,694	-25,041
OPERATING EXPENDITURE								
Cemeteries	155,328	0	0	155,328	0	155,328	83,335	71,993
Memorial Cemeteries M&R	53,500			53,500		53,500	25,195	28,305
Lawn Cemeteries M&R / Water	74,838			74,838		74,838	41,739	33,099
Lawn Plaques	17,510			17,510		17,510	8,116	9,394
Transfer to Cemetery Reserve	4,700			4,700		4,700	4,700	0
Depreciation	4,780			4,780		4,780	3,585	1,195
Total Operating Expenditure	155,328	0	0	155,328	0	155,328	83,335	71,993
CAPITAL EXPENDITURE								
Cemeteries	104,000	0	0	104,000	0	104,000	28,594	75,406
Cemetery Beams	0			0		0	0	0
Fencing Lawn Cemetery	0			0		0	0	0
Roadworks Extension	0			0		0	0	0
Cemetery extension, landscaping	50,000			50,000		50,000	12,605	37,395
Larger storage shed	12,000			12,000		12,000	4,620	7,380
Lawn Cemetery Extension K&G	0			0		0	0	0
Seal Road	30,000			30,000		30,000	6,934	23,066
Bays for soil	12,000			12,000		12,000	4,435	7,565
Total Capital Expenditure	104,000	0	0	104,000	0	104,000	28,594	75,406
Total Expenditure	259,328	0	0	259,328	0	259,328	111,929	147,399
RESULT	170,593	0	0	170,593	0	170,593	48,234	122,359
CAPITAL INCOME								
Parks & Gardens	0	0	0	0	0	0	-350	350
Transfer fr DECC Project Reserve	0			0		0	0	0
Transfer fr RLCIP Community Rose Garden	0			0		0	0	0
Income Parks & Gardens	0			0		0	-350	350
Urban sustainability Wetlands Grant	0			0		0	0	0
Total Capital Income	0	0	0	0	0	0	-350	350
Total Income	0	0	0	0	0	0	-350	350
OPERATING EXPENDITURE								
Parks & Gardens	600,815	0	0	600,815	0	600,815	471,764	129,051
Parks Maintenance	496,508			496,508		496,508	381,728	114,780
Subscriptions & Publications				0		0	1,205	-1,205
Water Charges	515			515		515	916	-401
Rates	26,403			26,403		26,403	28,605	-2,202
Wetlands Maintenance	15,000			15,000		15,000	12,517	2,483
Depreciation	62,389			62,389		62,389	46,792	15,597
Total Operating Expenditure	600,815	0	0	600,815	0	600,815	471,764	129,051
CAPITAL EXPENDITURE								
Parks & Gardens	177,090	28,968	0	206,058	0	206,058	64,867	141,191
Laptop Purchase P&G	0			0		0	0	0
Wetlands Capital(200,000 over 4 years)	50,000	18,498		68,498		68,498	23,441	45,057
Barmedman - Concrete Paths to Toilets	12,000			12,000		12,000	3,446	8,554
McCann Pk Front garden edge	11,500			11,500		11,500	2,175	9,325
McCann Pk Trees tree gaurd front of park	9,500			9,500		9,500	5,131	4,369
Fitness Equipment for Adults	30,090			30,090		30,090	0	30,090
Herridge Pk. Irrigation & Lawn to Roadside	4,500			4,500		4,500	0	4,500
Barnardo Pk New solar light to illuminate playground	8,000			8,000		8,000	0	8,000
Barnardo Pk Church Street garden edge	24,000			24,000		24,000	20,600	3,400
Barnardo Pk Block edge causeway garden	4,000			4,000		4,000	6,767	-2,767
Disable Access Path Barnardo Pk To Toilet	12,000			12,000		12,000	3,306	8,694
Holland Park New Lighting	10,000			10,000		10,000	0	10,000
Northcott Park Bin Enclosure	1,500			1,500		1,500	0	1,500
Telemetry for Watering		2,300		2,300		2,300	0	2,300

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Mccann Park Softfall		8,170		8,170		8,170	0	8,170
DEEC Project	0			0		0	0	0
Total Capital Expenditure	177,090	28,968	0	206,058	0	206,058	64,867	141,191
Total Expenditure	777,905	28,968	0	806,873	0	806,873	536,631	270,242
RESULT	777,905	28,968	0	806,873	0	806,873	536,281	270,592
OPERATING INCOME								
Bush Fire Services	-103,000	0	0	-103,000	0	-103,000	-178,535	75,535
Contribution	-103,000			-103,000		-103,000	-138,444	35,444
Sale of Obsolete Equipment						0	-10,091	10,091
RFS Funding for fire breaks				0		0	-30,000	30,000
Total Operating Income	-103,000	0	0	-103,000	0	-103,000	-178,535	75,535
OPERATING EXPENDITURE								
Bush Fire Services	454,032	0	0	454,032	0	454,032	248,618	205,415
Bush Fire Services Admin Costs				0		0	0	0
RFS Fire Breaks Expenditure	2,197			2,197		2,197	0	2,197
NSW Fire Fund	19,235			19,235		19,235	18,961	274
Contribution to RFS	390,000			390,000		390,000	153,254	236,746
Rates - Rural Fire Service	4,300			4,300		4,300	4,252	48
Hazard Reduction	0			0		0	45,248	-45,248
Non Claimable Expenses	2,911			2,911		2,911	361	2,550
Depreciation	35,389			35,389		35,389	26,542	8,848
Total Operating Expenditure	454,032	0	0	454,032	0	454,032	248,618	205,415
CAPITAL EXPENDITURE								
Bush Fire Services	0	0	0	0	0	0	0	0
Co-Location Building	0			0		0	0	0
RFS Building Component	0			0		0	0	0
SES Building Component	0			0		0	0	0
Council Specific Component	0			0		0	0	0
Total Capital Expenditure	0	0	0	0	0	0	0	0
Total Expenditure	454,032	0	0	454,032	0	454,032	248,618	205,415
RESULT	351,032	0	0	351,032	0	351,032	70,083	280,950
OPERATING INCOME								
State Emergency Service	0	0	0	0	0	0	1,866	-1,866
Contribution SES Expenses							1,866	-1,866
Total Operating Income	0	0	0	0	0	0	1,866	-1,866
OPERATING EXPENDITURE								
State Emergency Services	54,249	0	0	54,249	0	54,249	36,517	17,732
Maintenance	3,090			3,090		3,090	1,395	1,695
Contribution to SES	39,335			39,335		39,335	26,254	13,081
Depreciation	11,824			11,824		11,824	8,868	2,956
Total Operating Expenditure	54,249	0	0	54,249	0	54,249	36,517	17,732
Total Expenditure	54,249	0	0	54,249	0	54,249	36,517	17,732
RESULT	54,249	0	0	54,249	0	54,249	38,382	15,866
OPERATING INCOME								
Street Lighting	-12,000	0	0	-12,000	0	-12,000	-13,000	1,000
Grant - Street Lighting	-12,000			-12,000		-12,000	-13,000	1,000
Total Operating Income	-12,000	0	0	-12,000	0	-12,000	-13,000	1,000
OPERATING EXPENDITURE								
Street Lighting	109,626	0	0	109,626	0	109,626	72,576	37,050
Electricity	106,090			106,090		106,090	72,576	33,514
Maintenance	3,536			3,536		3,536	0	3,536
Total Operating Expenditure	109,626	0	0	109,626	0	109,626	72,576	37,050
RESULT	97,626	0	0	97,626	0	97,626	59,576	38,050
OPERATING INCOME								
Noxious Plants & Pest Control	-54,384	-14,025	0	-68,409	0	-68,409	-53,682	-14,727
Government Grants								
- Grant - Inspect	-51,500			-51,500		-51,500	0	-51,500
- Grant - Crown	-1,030			-1,030		-1,030	0	-1,030
- Grant - Operational	-1,854			-1,854		-1,854	-53,682	51,828
Lachlan CMA Grant	0	-14,025		-14,025		-14,025	0	-14,025
Total Operating Income	-54,384	-14,025	0	-68,409	0	-68,409	-53,682	-14,727
OPERATING EXPENDITURE								
Noxious Plants & Pest Control	176,601	14,025	0	190,626	0	190,626	167,753	22,872
Employee Costs	99,516			99,516		99,516	76,106	23,410
Destruction of Weeds	53,240			53,240		53,240	63,194	-9,954
Pest Control	5,665			5,665		5,665	1,959	3,706
Enviro Assessment Council Land		14,025		14,025		14,025	11,536	2,489
Advertising	2,575			2,575		2,575	3,524	-949
Software Maintenance	1,030			1,030		1,030	0	1,030
Sundry	2,575			2,575		2,575	2,435	140
Transfer to Lachlan CMA Grant Reserve				0		0	0	0
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Total Operating Expenditure	176,601	14,025	0	190,626	0	190,626	167,753	22,872
RESULT	122,217	0	0	122,217	0	122,217	114,072	8,145
OPERATING EXPENDITURE								
Parking Areas	15,455	0	0	15,455	0	15,455	18,887	-3,432
Maintenance	5,197			5,197		5,197	8,340	-3,143
Rates	10,258			10,258		10,258	10,547	-289
Total Operating Expenditure	15,455	0	0	15,455	0	15,455	18,887	-3,432
RESULT	15,455	0	0	15,455	0	15,455	18,887	-3,432
OPERATING INCOME								
Sporting Ovals	0	-800,935	0	-800,935	0	-800,935	-6,839	-794,096
Sporting Oval Fees				0		0	0	0
Sports Ground General Income				0		0	-6,839	6,839

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Transfer from RLCIP Perseverance St Rec ground reserve		-800,935		-800,935		-800,935	0	-800,935
Transfer from RLCIP Tennis Court resurfce reserve				0		0	0	0
Transfer from RLCIP Ungarie Rec ground reserve				0		0	0	0
Total Operating Income	0	-800,935	0	-800,935	0	-800,935	-6,839	-794,096
CAPITAL INCOME								
Sporting Ovals	0	0	0	0	0	0	0	0
Perseverance St Rec Ground Development				0		0	0	0
Transfer from Community Facilites Reserve				0		0	0	0
Total Capital Income	0	0	0	0	0	0	0	0
Total Income	0	-800,935	0	-800,935	0	-800,935	-6,839	-794,096
OPERATING EXPENDITURE								
Sporting Ovals	488,857	0	0	488,857	0	488,857	379,242	109,615
Community Projects	10,300			10,300		10,300	6,701	3,599
Maintenance Sporting Ovals	337,250			337,250		337,250	267,166	70,084
Contrib to Sporting Bodies				0		0	0	0
Water Charges	2,060			2,060		2,060	940	1,120
Depreciation	139,247			139,247		139,247	104,435	34,812
Total Operating Expenditure	488,857	0	0	488,857	0	488,857	379,242	109,615
CAPITAL EXPENDITURE								
Sporting Ovals	41,000	806,148	0	847,148	0	847,148	381,801	465,347
Park St Recreation Ground Lighting Upgrade	0			0		0	0	0
Perseverance St Car Park Seal	0			0		0	0	0
Perseverance St Rec No.2 Ground Sprinkler Upgade	0			0		0	0	0
Perseverance St Rec Cricket Ground Synthetic Pitch	0			0		0	0	0
Perseverance St Rec Ground Development		800,935		800,935		800,935	339,120	461,815
Ron Crowe Oval Improvements		5,213		5,213		5,213	2,281	2,932
Park St Tennis Courts in lieu of skate park				0		0	0	0
Perseverance St Dam Finalisation & Turf	21,000			21,000		21,000	13,939	7,061
Ungarie Asphalt Basketball Court	20,000			20,000		20,000	26,462	-6,462
Telemetry for Watering				0		0	0	0
Total Capital Expenditure	41,000	806,148	0	847,148	0	847,148	381,801	465,347
Total Expenditure	529,857	806,148	0	1,336,005	0	1,336,005	761,044	574,961
RESULT	529,857	5,213	0	535,070	0	535,070	754,205	-219,135
OPERATING EXPENDITURE								
Ancillary Street Maintenance	67,710	0	0	67,710	0	67,710	60,210	7,500
Tree Planting	21,842			21,842		21,842	5,791	16,051
Projects				0		0	113	-113
Maintenance	45,868			45,868		45,868	54,307	-8,439
Total Operating Expenditure	67,710	0	0	67,710	0	67,710	60,210	7,500
RESULT	67,710	0	0	67,710	0	67,710	60,210	7,500
OPERATING EXPENDITURE								
Communications	6,049	0	0	6,049	0	6,049	3,878	2,172
Mt Wargin Translateo Maintenance	879			879		879	0	879
Depreciation	5,170			5,170		5,170	3,878	1,293
Total Operating Expenditure	6,049	0	0	6,049	0	6,049	3,878	2,172
RESULT	6,049	0	0	6,049	0	6,049	3,878	2,172
NETT OVERALL RESULT	2,582,446	34,181	0	2,616,627	0	2,616,627	1,988,010	628,617
POOLS								
OPERATING INCOME								
Holland Park Pool	0	0	0	0	0	0	0	0
Pool Income				0		0	0	0
Kiosk Sales				0		0	0	0
Total Operating Income	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0
OPERATING EXPENDITURE								
Holland Park Pool	295,040	0	0	295,040	0	295,040	218,348	76,692
Salaries & Costs				0		0	150	-150
Pool Contract	132,000			132,000		132,000	105,000	27,000
Kiosk Purchases				0		0	0	0
Chemicals	12,000			12,000		12,000	9,216	2,784
Electricity	30,000			30,000		30,000	31,074	-1,074
Advertising	1,000			1,000		1,000	0	1,000
Telephone Charges	500			500		500	436	64
Maintenance & Repairs	40,000			40,000		40,000	25,078	14,922
Water Charges	5,000			5,000		5,000	3,633	1,367
Rates	7,360			7,360		7,360	7,653	-293
Gas - Holland Park Pool				0		0	546	-546
Sundry Expenses	5,000			5,000		5,000	175	4,825
Swimming Pool Reserve	15,000			15,000		15,000	0	15,000
Depreciation	47,180			47,180		47,180	35,385	11,795
Contribution to Plant	0			0		0	0	0
Total Operating Expenditure	295,040	0	0	295,040	0	295,040	218,348	76,692
Total Expenditure	295,040	0	0	295,040	0	295,040	218,348	76,692
RESULT	295,040	0	0	295,040	0	295,040	218,348	76,692
OPERATING INCOME								
Ungarie Pool	0	0	0	0	0	0	0	0
Admission & Booking Fees				0		0	0	0
Total Operating Income	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0
OPERATING EXPENDITURE								
Ungarie Pool	63,494	0	0	63,494	0	63,494	43,795	19,699
Salaries & Costs				0		0	0	0
Advertising				0		0	0	0

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Kiosk Purchases				0		0	0	0
Chemicals	3,427			3,427		3,427	2,676	751
Electricity	12,000			12,000		12,000	10,762	1,238
Telephone Charges	550			550		550	300	250
Water Charges	4,211			4,211		4,211	1,238	2,973
Maintenance & Repairs	15,000			15,000		15,000	15,839	-839
Sundry Expenses				0		0	0	0
Swimming Pool Reserve	11,000			11,000		11,000	0	11,000
Depreciation	17,306			17,306		17,306	12,980	4,327
Total Operating Expenditure	63,494	0	0	63,494	0	63,494	43,795	19,699
Total Expenditure	63,494	0	0	63,494	0	63,494	43,795	19,699
RESULT	63,494	0	0	63,494	0	63,494	43,795	19,699
NETT OVERALL RESULT	358,534	0	0	358,534	0	358,534	262,143	96,391
WASTE MANAGEMENT								
OPERATING INCOME								
Domestic & Trade Waste Management	-760,301	0	0	-760,301	0	-760,301	-758,613	-1,688
DWMS Charges	-561,747			-561,747		-561,747	-567,199	5,452
less: Pensions	43,466			43,466		43,466	44,223	-757
Pension Rebate Subsidy DWMS	-23,996			-23,996		-23,996	-24,820	824
Interest - Domestic Waste	-4,532			-4,532		-4,532	-3,983	-549
Interest Trade Waste	-1,339			-1,339		-1,339	-1,578	239
Write Offs Domestic Waste	103			103		103	116	-13
Write Offs Trade Waste	50			50		50	5	45
Plant Income				0		0	0	0
Sundry	-515			-515		-515	-264	-251
RMCC	-14,000			-14,000		-14,000	0	-14,000
Trade Waste Charges	-197,791			-197,791		-197,791	-205,114	7,323
Waste Management	-110,931	0	0	-110,931	0	-110,931	-118,240	7,309
Waste Fees and Charges	-77,250			-77,250		-77,250	-109,841	32,591
Transfer from Waste Restricted Assets				0		0	0	0
Materials Recycling	-33,681			-33,681		-33,681	-8,399	-25,282
Total Operating Income	-871,232	0	0	-871,232	0	-871,232	-876,853	5,621
Total Income	-871,232	0	0	-871,232	0	-871,232	-876,853	5,621
OPERATING EXPENDITURE								
Domestic & Trade Waste Management	425,823	0	0	425,823	0	425,823	323,744	102,079
Operation Costs - DWM	103,000			103,000		103,000	70,782	32,218
Education Program	2,163			2,163		2,163	0	2,163
Environmental Protection Licence Fee	6,077			6,077		6,077	0	6,077
DWM Plant Running Costs				0		0	0	0
Domestic Waste Tipping Costs	220,000			220,000		220,000	165,000	55,000
Transfer to Plant Replacement Reserve	84,000			84,000		84,000	84,000	0
Transfer to Waste management reserve	5,300			5,300		5,300	0	5,300
Depreciation	5,283			5,283		5,283	3,962	1,321
Waste Management	370,409	0	0	370,409	0	370,409	537,930	-167,521
Salaries 3 Employees				0		0	2,499	-2,499
WW Tip Annual Leave				0		0	142	-142
LSL WW TIP				0		0	1,721	-1,721
Sick Leave WW Tip				0		0	344	-344
Other Operating Costs WW Landfill	315,408			315,408		315,408	236,383	79,025
West Wyalong Tip Contractors				0		0	7,419	-7,419
Operations - Ungarie	35,000			35,000		35,000	30,487	4,513
Operations - Barmedman	35,000			35,000		35,000	21,630	13,370
Operations - Weethalle	13,400			13,400		13,400	2,157	11,243
Operations - Tallimba	13,400			13,400		13,400	4,748	8,652
Operations - Mirrool	13,400			13,400		13,400	9,023	4,377
Operations - Naradhan	7,000			7,000		7,000	3,692	3,308
Operations - Kikoria	6,400			6,400		6,400	6,332	68
Tier of Op Costs to DWM (Tipping)	-220,000			-220,000		-220,000	-165,000	-55,000
Tip Restoration	5,150			5,150		5,150	0	5,150
Rates	3,446			3,446		3,446	4,395	-949
Transfer to Waste Reserve	21,790			21,790		21,790	281,067	-259,277
Depreciation	11,825			11,825		11,825	8,869	2,957
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Engineering Overhead Allocation	97,190			97,190		97,190	73,022	24,168
Total Operating Expenditure	796,232	0	0	796,232	0	796,232	861,674	-65,442
CAPITAL EXPENDITURE								
Waste Management	75,000	0	0	75,000	0	75,000	15,179	59,821
Internal Roads (Waste Management)	0			0		0	0	0
West Wyalong landfill - fence	20,000			20,000		20,000	2,113	17,887
Barmedman landfill - fence	20,000			20,000		20,000	6,500	13,500
Ungarie landfill - fence	20,000			20,000		20,000	6,350	13,650
Mirrool landfill - fence	10,000			10,000		10,000	0	10,000
Tallimba landfill - fence	5,000			5,000		5,000	132	4,868
Ungarie Site Container				0		0	84	-84
Sulo Bin Purchases				0		0	0	0
Total Capital Expenditure	75,000	0	0	75,000	0	75,000	15,179	59,821
Total Expenditure	871,232	0	0	871,232	0	871,232	876,853	-5,621
NETT OVERALL RESULT	0	0	0	0	0	0	-0	1
SEWERAGE SERVICES								
OPERATING INCOME								
Sewer	-1,135,877	-92,517	0	-1,228,394	0	-1,228,394	-1,110,743	-117,651
Rates	-1,084,889			-1,084,889		-1,084,889	-1,111,091	26,202
less: Pension Rebates	41,509			41,509		41,509	37,484	4,025

BLAND SHIRE COUNCIL MARCH 2013 BUDGET REVIEW

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Write Offs Sewer				0		0	163	-163
Pensioner Rebate Subsidy - Sewer	-22,763			-22,763		-22,763	-20,991	-1,772
Interest Sewer Rates & Charges	-10,609			-10,609		-10,609	-8,038	-2,571
Application Fees	-1,030			-1,030		-1,030	-59	-971
Fees - Liquid Waste Disposal	-30,900			-30,900		-30,900	-7,636	-23,264
Sewer Headworks Contrib (Sec 64)	-2,060			-2,060		-2,060	-575	-1,485
Interest on Investment				0		0	0	0
Transfer From Restricted Assets	-25,135	-92,517		-117,652		-117,652	0	-117,652
Total Operation Income	-1,135,877	-92,517	0	-1,228,394	0	-1,228,394	-1,110,743	-117,651
Total Income	-1,135,877	-92,517	0	-1,228,394	0	-1,228,394	-1,110,743	-117,651
OPERATING EXPENDITURE								
Administration	437,869	0	0	437,869	0	437,869	609,234	-171,365
Water Directorate Membership Fees	1,030			1,030		1,030	0	1,030
Implementation Best Practice Pricing	10,300			10,300		10,300	0	10,300
Telephone	1,133			1,133		1,133	953	180
Consultancy - Sewer	1,000			1,000		1,000	0	1,000
Transfer to Sewer Reserve				0		0	289,976	-289,976
Overheads	96,390			96,390		96,390	72,293	24,098
Depreciation	328,016			328,016		328,016	246,012	82,004
Treatment Works	357,230	0	0	357,230	-17,188	340,042	276,591	63,451
Energy Costs	63,654			63,654		63,654	52,231	11,423
Load Based Licensing - Fees	0			0		0	0	0
Transfer to Reticulation	14,000			14,000		14,000	0	14,000
Reticulation Expenditure from Reserves	10,000			10,000		10,000	0	10,000
Operating Costs	253,895			253,895	-17,188	236,707	212,992	23,715
Treatment Works - Cleaning	3,681			3,681		3,681	2,369	1,312
Contribution to Plant	12,000			12,000		12,000	9,000	3,000
Pumping Station	95,778	0	0	95,778	0	95,778	64,539	31,239
Operating Expenditure	85,000			85,000		85,000	43,558	41,442
Energy Costs	4,841			4,841		4,841	9,007	-4,166
Water	3,090			3,090		3,090	9,092	-6,002
Rates	2,847			2,847		2,847	2,882	-35
Sewer Mains	90,000	0	0	90,000	0	90,000	51,090	38,910
Maintenance	90,000			90,000		90,000	51,090	38,910
Total Operating Expenditure	980,877	0	0	980,877	-17,188	963,689	1,001,454	-37,765
CAPITAL EXPENDITURE								
Sewer	155,000	92,517	0	247,517	17,188	264,705	109,289	155,416
Pump Station & Chlorination Plant				0		0	0	0
Treatment Works Automated Gate				0	17,188	17,188	0	17,188
Ungarie - Infrastructure	10,000			10,000		10,000	0	10,000
Barmedman - Infrastructure	50,000			50,000		50,000	49,983	17
Computers connected to server and internal/external phones		5,000		5,000		5,000	0	5,000
Pump Station Screening Equipment		2,600		2,600		2,600	0	2,600
Walls between Settling Ponds		63,261		63,261		63,261	57,476	5,785
Telemetry for Ungarie Works		21,656		21,656		21,656	0	21,656
West Wyalong - aeration	10,000			10,000		10,000	0	10,000
Reticulation - Double capacity boundary street dam	85,000			85,000		85,000	1,800	83,200
Barmedman Replace Rising Main				0		0	30	-30
Total Capital Expenditure	155,000	92,517	0	247,517	17,188	264,705	109,289	155,416
Total Expenditure	1,135,877	92,517	0	1,228,394	0	1,228,394	1,110,743	117,651
NETT OVERALL RESULT	-0	0	0	-0	0	-0	0	-0
TOTAL WORKS & SERVICES	8,918,374	138,318	-53,624	9,003,068	0	9,003,068	6,990,306	2,012,762

Adjustment Summary - March 2013 Budget Review

Gl Account Number	Description	Requested Adjustments	Comment
<u>Governance</u>			
	Subscriptions & Publications	(10,000)	<i>All Subscriptions for 2012-13 put to Membership & Subscriptions. Request to transfer to cover expenses in Memberships ledger</i>
	Memberships & Subscriptions REROC Shires Assoc etc	10,000	
NET RESULT		0	
Corporate Services			
<u>Finance & Administration</u>			
	Desktop Projector	3,891	<i>The projector in the Council chambers was replaced as the old one was unable to be repaired. Cost of replacement is to come out of office equipment reserve.</i>
	Office Equipment Reserve	(3,891)	
	UPS Replacement	4,600	
	Transfer from Office Equipment Reserve	(4,600)	
NET RESULT		0	
Community & Aged Care			
<u>Mobile Resource Unit</u>			
	Equipment Repairs	6,000	<i>Request by Director Community Services to transfer \$6,000 from Toy Library to Equipment Repairs. It is within the same budget area, so there is no effect on the budget result.</i>
	Toy Library	(6,000)	
<u>Preschool</u>			
	Transfer from Preschool Reserves	(8,000)	<i>Request by Director Community Services to transfer \$8,000 from Preschool reserves to Childrens services unit Maintenance & Repairs</i>
	Preschool Whiteboard	8,000	
	Transfer from Preschool Reserves	(8,000)	
<u>Library</u>			
	Library maintenance	(5,000)	<i>Request by Director Community Services to transfer \$5,000 from Library Maintenance and put \$1,000 to Mobile phone costs and \$4,000 to collection costs. It is within the same budget area, so there is no effect on the budget result.</i>
	Mobile Phone	1,000	
	Collection costs	4,000	
<u>Childrens Services Unit</u>			
	Maintenance & Repairs	8,000	<i>Request by Director Community Services to transfer \$8,000 from Preschool reserves to Childrens services unit Maintenance & Repairs</i>
NET RESULT		0	

Adjustment Summary - March 2013 Budget Review

Development Services		
<u>Development Control</u>		
	(12,500)	
Council Buildings Maintenance Project	12,500	<i>Request by Director Community Services to transfer \$12,500 from Council Buildings maintenance project to cover over budget expense in Council Chambers Maintenance & Repair</i>
Council Chambers Maintenance & Repairs	(2,500)	
Council Buildings Maintenance Project	2,500	<i>Request by Director Community Services to transfer \$2,500 from Council Buildings maintenance project to cover over budget expense in 10 Shire St Maintenance & Repair</i>
10 Shire St Maintenance & Repairs		
NET RESULT		0
Work & Services		
<u>Engineering Services</u>		
Office Expenses	(6,300)	<i>Additional Computers required due to restructure of Engineering Services</i>
Additional Computers in Engineering Office	6,300	
<u>Sewer Services</u>		
Treatment Works Automated Gate	17,188	<i>Installation of Automated Gate at Treatment Works for security reasons</i>
Treatment Works Operating costs	(17,188)	
NET RESULT		0
Total June Budget Adjustments		0

**2012-13 March Qtr Reserve Movements
Reserves Transfers**

Description	Opening	Transfers to	Transfers From	Closing
Summary - Internally Restricted Reserve	8,631,737	1,273,961	(3,630,108)	6,275,591
Summary - Externally Restricted Reserve	993,912	289,976	0	1,283,888
Summary - Total Restrictions	9,625,650	1,563,937	(3,630,108)	7,559,480
<u>GENERAL FUND - INTERNAL RESTRICTIONS</u>				
Employees Leave Entitlements	891,558.61			891,558.61
Plant Purchases	168,000.00	84,000.00		252,000.00
Cemetery Reserve	49,153.00	4,700.00		53,853.00
Business Development Assistance	10,780.00			10,780.00
Tourism	24,335.00			24,335.00
FAG Grant - General	1,710,686.00		(1,710,686.00)	0.00
FAG Grant - Road Component	1,491,441.00		(1,491,441.00)	0.00
Office Equipment Reserve	690,230.00		(42,000.00)	648,230.00
Insurance Provision	0.00	20,431.06		20,431.06
Future Land Purchases		3,636.36		3,636.36
Internal Audit Committee Reserve	12,000.00			12,000.00
S355 Committee Reserve	0.00			0.00
Waste Depot Reserve	0.00	281,067.00		281,067.00
Bland Community Child Care	4,975.00			4,975.00
Gravel Pit Restoration	322,792.44			322,792.44
Community Facilities	2,408,973.83	565,143.00		2,974,116.83
Loan Repayment Reserve	335,344.00	245,164.00	(153,425.00)	427,083.00
Council Works	2,978.00			2,978.00
Planning Exhibition Space	50,000.00			50,000.00
Ungarie Showground Works	12,642.00		(12,642.00)	0.00
Redman Oval Tanks & Grandstand	70,000.00		(70,000.00)	0.00
Ungarie Showground Power Board	1,378.00		(1,378.00)	0.00
Election Reserve	0.00	69,820.00	(39,718.00)	30,102.00
Public Conveniences	95,049.00			95,049.00
SES Building Component	0.00			0.00
Corporate Legal Expenses	62,039.82			62,039.82
Strategic Planning	0.00			0.00
Library Reserve	15,000.00			15,000.00
West Wyalong Community Care Centre	32,956.00			32,956.00
Employee Assist & Attraction Reserve	22,419.00		(5,422.00)	16,997.00
Recruitment & Selection Reserve	37,271.00		(16,220.00)	21,051.00
Holland Park Pool				0.00
Ungarie Pool				0.00
<u>Aged Care - Internal Restrictions</u>				
Ungarie Health Service	22,559.98			22,559.98
Waratah Village - Association Investment	87,175.79		(87,175.79)	0.00
Waratah Village - Infra Structure	0.00			0.00
Waratah Village - Other	0.00			0.00
Waratah Village - Interest Free Loans	0.00			0.00
Waratah Village Bonds & Loans	0.00			0.00
Waratah Village ELE Reserve	0.00			0.00
<u>Sewer Fund</u>				
Treatment Works Restoration	0.00			0.00

**2012-13 March Qtr Reserve Movements
Reserves Transfers**

<u>GENERAL FUND - EXTERNAL RESTRICTIONS</u>					
Multi Service Outlet	112,406.00				112,406.00
Community Care - Capital Grant	0.00				0.00
Bland Shire Day Care	42,796.00				42,796.00
HACC Dementia Day Care	47,029.00				47,029.00
Healthy Grants Program	10,868.00				10,868.00
MRU Additional Operating Grant	54,149.62				54,149.62
Family Day Care	2,786.00				2,786.00
Preschool Reserve	159,920.00				159,920.00
CSU Reserve	22,330.00				22,330.00
Older Men's Group	12,012.81				12,012.81
Community Heritage Grant	3,675.00				3,675.00
Community Bus Grant	7,000.00				7,000.00
Roads to Recovery Grant	0.00				0.00
Flood Damage Grant	0.00				0.00
Regional Rds Reserve	93,445.00				93,445.00
State & National Roads Reserve	95,460.00				95,460.00
RFID Funding	0.00				0.00
RLCIP Perserverance St Rec Ground	0.00				0.00
RLCIP Funding Community Rose Garden	3,364.00				3,364.00
RLCIP Ungarie Rec Ground Irrigation	0.00				0.00
RLCIP West Wyalong Tennis Court Resurface	8,545.00				8,545.00
DECC Funding	16,150.00				16,150.00
Trust Deposits	11,413.00				11,413.00
Lachlan Catchment Management Reserve	32,042.50				32,042.50
Sec 94 Contributions - Open Space	994.50				994.50
Sec 94 Contributions - General Development	125,215.50				125,215.50
Sec 94 Contributions - Stormwater	636.02				636.02
Sec 94 Contributions - Bushfire	802.30				802.30
Sec 94 Contributions - Car Parking	6,720.00				6,720.00
Sec 94 Contributions - Studies	755.29				755.29
Sec 94 Contributions - Roads	2,816.92				2,816.92
Sec 64 Contributions (Sewer)	19,670.00				19,670.00
<u>Aged Care - External Restrictions</u>					
Waratah Village - Fire Service Grant	0.00				0.00
<u>Sewer Fund</u>					
Sewer Fund - Externally Restricted Reserve	100,910.00	289,976.00			390,886.00
	0.00	9,625,649.93	1,563,937.42	(3,630,107.79)	7,559,479.56

Bland Shire Council
March 2013 Budget Review
Income Expense Statement

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec 2012	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
INCOME								
EXECUTIVE								
Governance	-2,530	0	0	-2,530	0	-2,530	-1,898	-633
Democracy	-2,000	0	0	-2,000	0	-2,000	-2,210	210
Land Development	-85,000	0	0	-85,000	0	-85,000	-3,636	-81,364
OH&S	-142,890	0	0	-142,890	0	-142,890	-92,808	-50,083
Human Resources	-476,750	0	0	-476,750	0	-476,750	-371,697	-99,631
Executive Total Income	-709,170	0	0	-709,170	0	-709,170	-472,248	-231,500
CORPORATE DEVELOPMENT								
General Revenue	-5,609,500	0	0	-5,609,500	0	-5,609,500	-5,609,456	-44
Financial Assistance & investments	-3,739,815	0	0	-3,739,815	0	-3,739,815	-1,874,271	-1,865,544
Corporate Support	-661,610	0	0	-661,610	0	-661,610	-498,311	-163,299
Insurances	-23,000	0	0	-23,000	0	-23,000	-46,375	23,375
Economic Development	0	0	0	0	0	0	0	0
Risk Management System	0	0	0	0	0	0	0	0
Tourism	0	0	0	0	0	0	-21,182	21,182
Corporate Development Total Income	-10,033,925	0	0	-10,033,925	0	-10,033,925	-8,049,594	-1,984,331
COMMUNITY & AGED CARE								
Waratah Village	0	0	0	0	0	0	0	0
Aged Care	-468,434	0	0	-468,434	0	-468,434	-339,106	-129,328
Library & Children's Services	-1,359,759	0	0	-1,359,759	-8,000	-1,367,759	-1,124,854	-242,905
Community Services Management	0	0	0	0	0	0	0	0
Community Services	-59,049	-2,598	0	-61,647	0	-61,647	-52,004	-9,644
Regulatory Services	-12,750	0	0	-12,750	0	-12,750	-12,203	-547
Community Relations	0	0	-87,176	-87,176	0	-87,176	0	0
Community & Aged Care Total Income	-1,899,992	-2,598	-87,176	-1,989,766	-8,000	-1,997,766	-1,528,167	-382,424
DEVELOPMENT SERVICES								
Support	0	0	0	0	0	0	0	0
Development Control	-71,300	0	0	-71,300	0	-71,300	-107,657	36,357
Environmental Planning	-19,250	0	0	-19,250	0	-19,250	-8,807	-10,556
Health & Environment	-7,500	0	0	-7,500	0	-7,500	-4,173	-3,327
Council Property Maintenance	-130,452	0	0	-130,452	0	-130,452	-85,574	-44,925
Development Services Total Income	-228,502	0	0	-228,502	0	-228,502	-206,211	-22,451
WORKS & SERVICES								
Works Administration	-3,565,099	0	0	-3,565,099	0	-3,565,099	-2,668,229	-896,870
Plant Running	-3,199,383	0	12,000	-3,187,383	0	-3,187,383	-2,135,460	-645,108
Roads, Works & Transport	-3,770,063	-1,491,441	-1,052,535	-6,314,039	0	-6,314,039	-7,372,152	1,058,113
Public Services	-291,107	-814,960	0	-1,106,067	0	-1,106,067	-345,508	-760,558
Pools	0	0	0	0	0	0	0	0
Waste management	-871,232	0	0	-871,232	0	-871,232	-876,853	5,621
Sewerage Disposal Services	-1,110,742	0	0	-1,110,742	0	-1,110,742	-1,110,743	1
Works & Services Total Income	-12,807,626	-2,306,401	-1,040,535	-16,154,562	0	-16,154,562	-14,508,945	-1,238,801
Total Income	-25,679,215	-2,308,999	-1,127,711	-29,115,925	-8,000	-29,123,925	-24,765,166	-3,859,506

Bland Shire Council
March 2013 Budget Review
Income Expense Statement

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec 2012	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
EXPENSES								
EXECUTIVE								
Governance	399,636	200,000	0	599,636	0	599,636	303,436	296,199
Democracy	201,170	0	0	201,170	0	201,170	96,017	105,153
Land Development	485,000	0	0	485,000	0	485,000	4,775	480,225
OH&S	144,058	0	0	144,058	0	144,058	102,159	41,899
Human Resources	509,196	0	0	509,196	0	509,196	335,947	173,250
Executive Total Income	1,739,060	200,000	0	1,939,060	0	1,939,060	842,334	1,096,726
CORPORATE DEVELOPMENT								
General Revenue	810,307	0	0	810,307	0	810,307	-23	23
Financial Assistance & investments	245,164	0	0	245,164	0	245,164	153,425	91,739
Corporate Support	1,773,657	82,039	0	1,855,696	0	1,855,696	1,245,651	610,045
Insurances	330,000	0	0	330,000	0	330,000	242,015	87,985
Economic Development	243,045	0	0	243,045	0	243,045	71,175	171,870
Risk Management System	111,036	0	0	111,036	0	111,036	4,503	106,533
Tourism	154,600	5,000	-10,000	149,600	0	149,600	92,079	57,521
Corporate Development Total Income	3,667,810	87,039	-10,000	3,744,849	0	3,744,849	1,808,825	1,125,717
COMMUNITY & AGED CARE								
Waratah Village	0	0	0	0	0	0	29,165	-29,165
Aged Care	468,449	0	0	468,449	0	468,449	243,704	224,745
Library & Children's Services	1,651,798	0	0	1,651,798	8,000	1,659,798	1,280,094	379,704
Community Services Management	254,453	0	0	254,453	0	254,453	191,878	62,575
Community Services	233,264	11,973	0	245,237	0	245,237	154,654	90,583
Regulatory Services	96,708	0	-4,500	92,208	0	92,208	80,624	11,584
Community Relations	204,000	9,868	97,176	311,044	0	311,044	201,243	109,801
Community & Aged Care Total Income	2,908,672	21,841	92,676	3,023,189	8,000	3,031,189	2,181,361	849,827
DEVELOPMENT SERVICES								
Support	506,478	0	-300	506,178	0	506,178	405,916	100,262
Development Control	4,010	76,736	0	80,746	-15,000	65,746	15,919	49,827
Environmental Planning	122,150	0	0	122,150	0	122,150	35,307	86,843
Health & Environment	5,200	0	-3,200	2,000	0	2,000	887	1,113
Council Property Maintenance	555,452	0	-4,000	551,452	15,000	566,452	437,733	128,719
Development Services Total Income	1,193,289	76,736	-7,500	1,262,525	0	1,262,525	895,761	366,764
WORKS & SERVICES								
Works Administration	3,968,719	0	0	3,968,719	-6,300	3,962,419	2,976,599	985,821
Plant Running	2,863,017	0	0	2,863,017	0	2,863,017	2,165,802	697,215
Roads, Works & Transport	8,013,197	0	14,200	8,027,397	0	8,027,397	9,515,978	-1,488,580
Public Services	2,491,463	14,025	0	2,505,488	0	2,505,488	1,832,084	673,403
Pools	358,534	0	0	358,534	0	358,534	262,143	96,391
Waste management	706,932	0	0	706,932	0	706,932	777,674	-70,742
Sewerage Disposal Services	980,877	0	0	980,877	-17,188	963,689	711,478	252,211
Works & Services Total Income	19,382,740	14,025	14,200	19,410,965	-23,488	19,387,477	18,241,758	1,145,719
Total Expenses	28,891,571	399,640	89,376	29,380,587	-15,488	29,365,099	23,970,039	4,584,753
Net Result	3,212,356	-1,909,359	-1,038,335	264,663	-23,488	241,175	-795,126	725,247

Bland Shire Council
March 2013 Budget Review
Capital Budget

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec 2012	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals
Capital Funding							
EXECUTIVE							
Governance	-14,000	0	0	-14,000	0	-14,000	0
Rates & Other Untied Funding	-14,000			-14,000		-14,000	0
Land Development	-309,000	0	0	-309,000	0	-309,000	0
Rates & Other Untied Funding	-309,000			-309,000		-309,000	0
Executive Total Capital Funding	-323,000	0	0	-323,000	0	-323,000	0
CORPORATE DEVELOPMENT							
Corporate Support	-497,000	-34,977	0	-531,977	-50,491	-582,468	-277,416
Internal Restrictions	-42,000	-34,977		-76,977	-50,491	-127,468	-50,491
Rates & Other Untied Funding	-455,000			-455,000		-455,000	-226,925
Corporate Support Total Capital Funding	-497,000	-34,977	0	-531,977	-50,491	-582,468	-277,416
COMMUNITY & AGED CARE							
Waratah Village	0	0	0	0	0	0	0
Rates & Other Untied Funding	0			0		0	0
Aged Care	0	0	0	0	0	0	0
External Restrictions	0	0		0		0	0
Rates & Other Untied Funding	0	0		0		0	0
Library & Children's Services	-40,000	0	0	-40,000	0	-40,000	-40,000
Capital Grants & Contributions	0			0		0	0
Internal Restrictions							
Rates & Other Untied Funding	-40,000			-40,000		-40,000	-40,000
Community Services	-52,000	0	0	-52,000	0	-52,000	-1,771
Rates & Other Untied Funding	-52,000			-52,000		-52,000	-1,771
Community Relations	0	0	0	0	0	0	0
Rates & Other Untied Funding	0	0		0		0	0
Community & Aged Care Total Capital Funding	-92,000	0	0	-92,000	0	-92,000	-41,771
DEVELOPMENT SERVICES							
Support	-32,500	-26,835	0	-59,335	0	-59,335	-15,284
Rates & Other Untied Funding	-32,500	-26,835		-59,335		-59,335	-15,284
Development Services Total Capital Funding	-32,500	-26,835	0	-59,335	0	-59,335	-15,284
WORKS & SERVICES							
Works Administration	-95,000	0	5,000	-90,000	0	-90,000	-90,000
Rates & Other Untied Funding	-95,000		5,000	-90,000		-90,000	-90,000
Plant Running	-1,237,781	0	0	-1,237,781	0	-1,237,781	-1,220,739
Income from Sale of Assets	-203,840			-203,840		-203,840	-406,815
Rates & Other Untied Funding	-1,033,941	0		-1,033,941		-1,033,941	-813,924
Roads, Works & Transport	-1,825,665	-59,137	-977,711	-2,862,513	0	-2,862,513	-2,723,475
Capital Grants & Contributions	-1,661,665		-1,038,335	-2,700,000	-1,661,665	-2,700,000	-2,560,962
Rates & Other Untied Funding	-164,000	-59,137	60,624	-162,513		-162,513	-162,513
Public Services	-382,090	-835,116	0	-1,217,206	0	-1,217,206	-494,353
Rates & Other Untied Funding	-382,090	-34,181		-416,271		-416,271	-155,233
Capital Grants & Contributions	0	0		0		0	0
Other Capital Funding Sources (RFS)	0	0		0		0	0
Other Capital Funding Sources (Loan)	0	-800,935		-800,935		-800,935	-339,120
Waste management	-75,000	0	0	-75,000	0	-75,000	-15,179
Rates & Other Untied Funding	-75,000	0		-75,000		-75,000	-15,179
Sewerage Disposal Services	-155,000	0	0	-155,000	0	-155,000	-109,259
Rates & Other Untied Funding	-155,000	0		-155,000		-155,000	-109,259
Works & Services Total Capital Funding	-3,770,536	-894,253	-972,711	-5,637,500	0	-5,637,500	-4,653,005
Total Capital Funding	-4,715,036	-956,065	-972,711	-6,643,812	-50,491	-6,694,303	-4,987,476

Bland Shire Council
March 2013 Budget Review
Capital Budget

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec 2012	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals
Capital Expenditure							
EXECUTIVE							
Governance	14,000	0	0	14,000	0	14,000	0
Binding of Council Minutes	14,000	0	0	14,000	0	14,000	0
Land Development	309,000	0	0	309,000	0	309,000	0
Land Development Costs	309,000	0	0	309,000	0	309,000	0
Executive Total Capital Expenditure	323,000	0	0	323,000	0	323,000	0
CORPORATE DEVELOPMENT							
Corporate Support	68,500	450,000	5,000	523,500	3,891	527,391	277,416
Shelving - Confidential Room	5,000	0	0	5,000	0	5,000	0
Electronic Document Management	0	0	0	0	0	0	5,755
Depot Shelving	0	0	5,000	5,000	0	5,000	6,945
Server Replacement	57,000	0	0	57,000	0	57,000	90,632
IPADS for staff/councillors 13x 500	6,500	0	0	6,500	0	6,500	5,327
Desktop Projector	0	0	0	0	3,891	3,891	3,891
Council Software Package	0	450,000	0	450,000	0	450,000	164,867
Risk Management System	0	0	0	0	0	0	0
Signage Project	0	0	0	0	0	0	0
Tourism	0	0	0	0	0	0	0
New Signage (entering shire)	0	0	0	0	0	0	0
Corporate Development Total Capital Expenditure	68,500	450,000	5,000	523,500	3,891	527,391	277,416
COMMUNITY & AGED CARE							
Aged Care	0	0	0	0	0	0	-0
Community Care Relocation Program	0	0	0	0	0	0	-0
Library & Children's Services	40,000	0	0	40,000	0	40,000	34,222
Mobile Resource unit							
Other	0	0	0	0	0	0	1,235
Library Books	40,000	0	-4,000	36,000	0	36,000	29,638
AV Materials	0	0	4,000	4,000	0	4,000	3,350
Computers	0	0	0	0	0	0	0
Childrens Services	0	0	0	0	0	0	22,954
CSU Landscaping	0	0	0	0	0	0	22,954
Community Services	52,000	0	0	52,000	0	52,000	1,771
Planning Exhibition Space	50,000	0	0	50,000	0	50,000	0
PA System	2,000	0	0	2,000	0	2,000	1,771
Community & Aged Care Total Capital Expenditure	92,000	0	0	92,000	0	92,000	58,947
DEVELOPMENT SERVICES							
Support	10,000	26,835	0	36,835	0	36,835	12,386
Council Buildings Project	0	26,835	0	26,835	0	26,835	6,766
RCD Compliance Capital	10,000	0	0	10,000	0	10,000	5,620
10 Shire St	22,500	0	0	22,500	0	22,500	2,898
Roof Repairs	20,000	0	0	20,000	0	20,000	2,898
Door Replacement	2,500	0	0	2,500	0	2,500	0
Garden Edging & Planting	0	0	0	0	0	0	0
Public Halls & Museums	0	0	0	0	0	0	0
Museum Courthouse works	0	0	0	0	0	0	0
Development Services Total Capital Expenditure	32,500	26,835	0	59,335	0	59,335	15,284
WORKS & SERVICES							
Works Administration	90,000	0	0	90,000	0	90,000	96,385
New Bitumen, Emulsion Tank, Fencing, Bunding & Power	0	0	0	0	0	0	12
Surveillance & Alarm	0	0	0	0	0	0	9,650
Demolition and removal of old emoleum storage site	5,000	0	0	5,000	0	5,000	5,967
Construct call out shed in conjunction with painter's shed	35,000	0	0	35,000	0	35,000	42,874
Colourbond fence around depot	15,000	0	0	15,000	0	15,000	10,559
Fix up storage bins and clean up	10,000	0	0	10,000	0	10,000	0
New Software	0	0	0	0	0	0	1,625
Purchase Office Equipment	0	0	0	0	0	0	9,708
Photocopier	25,000	0	0	25,000	0	25,000	15,989
Plant Running	1,237,781	20,000	0	1,257,781	0	1,257,781	1,220,739
Plant & Equipment Purchases - Cap	1,204,781	0	0	1,204,781	0	1,204,781	1,186,186
Plant Minor - Cap	33,000	0	0	33,000	0	33,000	34,553
Fleet Management Program	0	20,000	0	20,000	0	20,000	0
Roads, Works & Transport	1,661,665	0	1,038,335	2,700,000	0	2,700,000	2,632,507
MR398 West Widening	400,000	0	0	400,000	0	400,000	471,545
Quandialla Rd	0	0	0	0	0	0	0
Kolkibertoo Rd	0	0	0	0	0	0	803,889
Kikoira Road	0	0	0	0	0	0	21
R2R GraveL Resheet 2012-13	675,000	0	1,038,335	1,713,335	0	1,713,335	601,633
R2R 2012-13 Rural Widen & Reseal	436,665	0	0	436,665	0	436,665	515,801
Gravel Resheeting	0	0	0	0	0	0	8,247
Ungarie Main St	0	0	0	0	0	0	11,149
R2R Bland Lane	0	0	0	0	0	0	10,704
R2R CBD Street Lighting	150,000	0	0	150,000	0	150,000	209,412
Lane east of Queen St Dish Drains and Seal	0	0	0	0	0	0	106
Public Services	546,090	894,253	-60,624	1,379,719	0	1,379,719	700,594
Council Projects							
Main St Beautification	100,000	59,137	-60,624	98,513	0	98,513	190,528
Blackspot - Upgrade Ped SH17	0	0	0	0	0	0	12,174
High Ped Zone 40	0	0	0	0	0	0	3,539
Waters Land	12,000	0	0	12,000	0	12,000	0
White Tank Lane	12,000	0	0	12,000	0	12,000	0
Verandah/facade Restoration Program	40,000	0	0	40,000	0	40,000	0

**Bland Shire Council
March 2013 Budget Review
Capital Budget**

PRINCIPAL ACTIVITY	BUDGET 2012/13	C/FWD PROJECTS 2011/12	Approved Adjustments Dec 2012	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals
Reclad main Airport Building	40,000	0	0	40,000	0	40,000	19,091
Toilets - Aberlines Toilets	20,000	0	0	20,000	0	20,000	0
Cemetery extension, landscaping	50,000	0	0	50,000	0	50,000	12,605
Larger storage shed	12,000	0	0	12,000	0	12,000	4,620
Seal Road	30,000	0	0	30,000	0	30,000	6,934
Bays for soil	12,000	0	0	12,000	0	12,000	4,435
Wetlands Capital(200,000 over 4 years)	50,000	18,498	0	68,498	0	68,498	23,441
Barmedman - Concrete Paths to Toilets	12,000	0	0	12,000	0	12,000	3,446
McCann Pk Front garden edge	11,500	0	0	11,500	0	11,500	2,175
McCann Pk Trees tree gaurd front of park	9,500	0	0	9,500	0	9,500	5,131
Fitness Equipment for Adults	30,090	0	0	30,090	0	30,090	0
Herridge Pk. Irrigation & Lawn to Roadside	4,500	0	0	4,500	0	4,500	0
Barnardo Pk New solar light to illuminate playground	8,000	0	0	8,000	0	8,000	0
Barnardo Pk Church Street garden edge	24,000	0	0	24,000	0	24,000	20,600
Barnardo Pk Block edge causeway garden	4,000	0	0	4,000	0	4,000	6,767
Disable Access Path Barnardo Pk To Toilet	12,000	0	0	12,000	0	12,000	3,306
Holland Park New Lighting	10,000	0	0	10,000	0	10,000	0
Northcott Park Bin Enclosure	1,500	0	0	1,500	0	1,500	0
Telemetry for Watering	0	2,300	0	2,300	0	2,300	0
Mccann Park Softfall	0	8,170	0	8,170	0	8,170	0
Perseverance St Rec Ground Development	0	800,935	0	800,935	0	800,935	339,120
Ron Crowe Oval Improvements	0	5,213	0	5,213	0	5,213	2,281
Perserverace St Dam Finalisation & Turf	21,000	0	0	21,000	0	21,000	13,939
Ungarie Ashpalt Basketball Court	20,000	0	0	20,000	0	20,000	26,462
Waste management	75,000	0	0	75,000	0	75,000	15,179
West Wyalong landfill - fence	20,000	0	0	20,000	0	20,000	2,113
Barmedman landfill - fence	20,000	0	0	20,000	0	20,000	6,500
Ungarie landfill - fence	20,000	0	0	20,000	0	20,000	6,350
Mirool landfill - fence	10,000	0	0	10,000	0	10,000	0
Tallimba landfill - fence	5,000	0	0	5,000	0	5,000	132
Ungarie Site Container	0	0	0	0	0	0	84
Sewerage Disposal Services	155,000	92,517	0	247,517	0	247,517	109,259
Ungarie - Infrastructure	10,000	0	0	10,000	0	10,000	0
Barmedman - Infrastructure	50,000	0	0	50,000	0	50,000	49,983
Computers connected to server and internal/external phones	0	5,000	0	5,000	0	5,000	0
Pump Station Screening Equipment	0	2,600	0	2,600	0	2,600	0
Walls between Settling Ponds	0	63,261	0	63,261	0	63,261	57,476
Telemetry for Ungarie Works	0	21,656	0	21,656	0	21,656	0
West Wyalong - aeration	10,000	0	0	10,000	0	10,000	0
Reticulation - Double capacity boundary street dam	85,000	0	0	85,000	0	85,000	1,800
Works & Services Total Capital Expenditure	3,765,536	1,006,770	977,711	5,750,017	0	5,750,017	4,774,662
Total Capital Expenditure	4,281,536	1,483,605	982,711	6,747,852	3,891	6,751,743	5,126,310

**Bland Shire Council
March 2013 Budget Review
Capital Budget**

Balance Remaining
-14,000
-14,000
-309,000
-309,000
-323,000
-254,561
-26,486
-228,075
-254,561
0
0
0
0
0
0
0
0
-50,229
-50,229
0
0
-50,229
-44,051
-44,051
-44,051
0
0
-17,042
202,975
-220,017
-139,038
-139,038
0
-722,853
-261,038
0
0
-461,815
-59,821
-59,821
-45,741
-45,741
-984,495
-1,656,336

**Bland Shire Council
March 2013 Budget Review
Capital Budget**

Balance Remaining
14,000
14,000
309,000
309,000
323,000
249,975
5,000
-5,755
-1,945
-33,632
1,173
0
285,133
0
0
0
0
249,975
0
0
5,778
-1,235
6,362
650
0
-22,954
-22,954
50,229
50,000
229
56,006
24,449
20,069
4,380
19,602
17,102
2,500
0
0
0
44,051
-6,385
-12
-9,650
-967
-7,874
4,441
10,000
-1,625
-9,708
9,011
37,042
18,595
-1,553
20,000
67,493
-71,545
0
-803,889
-21
1,111,702
-79,136
-8,247
-11,149
-10,704
-59,412
-106
679,125
-92,015
-12,174
-3,539
12,000
12,000
40,000

Bland Shire Council
March 2013 Budget Review
Capital Budget

Balance Remaining
20,909
20,000
37,395
7,380
23,066
7,565
45,057
8,554
9,325
4,369
30,090
4,500
8,000
3,400
-2,767
8,694
10,000
1,500
2,300
8,170
461,815
2,932
7,061
-6,462
59,821
17,887
13,500
13,650
10,000
4,868
-84
138,258
10,000
17
5,000
2,600
5,785
21,656
10,000
83,200
975,355
1,648,386

**Bland Shire Council
March 2013 Budget Review
Cash Investment Statement**

	BUDGET 2012/13	Approved Adjustments	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals
Unrestricted			0		0	
Externally Restricted						
Multi Service Outlet	112,406		112,406		112,406	112,406
Bland Shire Day Care	42,796		42,796		42,796	42,796
HACC Dementia Day Care	47,029		47,029		47,029	47,029
Healthy Grants Program	10,868		10,868		10,868	10,868
MRU Additional Operating Grant	54,150		54,150		54,150	54,150
Family Day Care	2,786		2,786		2,786	2,786
Preschool Reserve	159,920		159,920		159,920	159,920
CSU Reserve	22,330		22,330		22,330	22,330
Older Men's Group	12,013		12,013		12,013	12,013
Community Heritage Grant	3,675		3,675		3,675	3,675
Community Bus Grant	7,000		7,000		7,000	7,000
Regional Rds Reserve	93,445		93,445		93,445	93,445
State & National Roads Reserve	95,460		95,460		95,460	95,460
RLCIP Funding Community Rose Garden	3,364		3,364		3,364	3,364
RLCIP West Wyalong Tennis Court Resurface	8,545		8,545		8,545	8,545
DECC Funding	16,150		16,150		16,150	16,150
Trust Deposits	11,413		11,413		11,413	11,413
Lachlan Catchment Management Reserve	32,043		32,043		32,043	32,043
Sec 94 Contributions - Open Space	995		995		995	995
Sec 94 Contributions - General Development	125,216		125,216		125,216	125,216
Sec 94 Contributions - Stormwater	636		636		636	636
Sec 94 Contributions - Bushfire	802		802		802	802
Sec 94 Contributions - Car Parking	6,720		6,720		6,720	6,720
Sec 94 Contributions - Studies	755		755		755	755
Sec 94 Contributions - Roads	2,817		2,817		2,817	2,817
Sec 64 Contributions (Sewer)	19,670		19,670		19,670	19,670
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
Sewer Fund - Externally Restricted Reserve	100,910	289,976	390,886		390,886	390,886
Total Externally Restricted	993,912	289,976	1,283,888	0	1,283,888	1,283,888

Bland Shire Council
March 2013 Budget Review
Cash Investment Statement

	BUDGET 2012/13	Approved Adjustments	ADJUSTED BUDGET 2012/13	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals
<u>Internally Restricted</u>						
Employees Leave Entitlements	891,559		891,559		891,559	891,559
Plant Purchases	168,000	84,000	252,000		252,000	252,000
Cemetery Reserve	49,153	4,700	53,853		53,853	53,853
Business Development Assistance	10,780		10,780		10,780	10,780
Tourism	24,335		24,335		24,335	24,335
FAG Grant - General	1,710,686	-1,710,686	0		0	0
FAG Grant - Road Component	1,491,441	-1,491,441	0		0	0
Office Equipment Reserve	690,230	-42,000	648,230		648,230	648,230
Insurance Provision	0	20,431	20,431		20,431	20,431
Future Land Purchases	0	3,636	3,636		3,636	3,636
Internal Audit Committee Reserve	12,000		12,000		12,000	12,000
Waste Depot Reserve	0	281,067	281,067		281,067	281,067
Bland Community Child Care	4,975		4,975		4,975	4,975
Gravel Pit Restoration	322,792		322,792		322,792	322,792
Community Facilities	2,408,974	565,143	2,974,117		2,974,117	2,974,117
Loan Repayment Reserve	335,344	91,739	427,083		427,083	427,083
Council Works	2,978		2,978		2,978	2,978
Planning Exhibition Space	50,000		50,000		50,000	50,000
Ungarie Showground Works	12,642	-12,642	0		0	0
Redman Oval Tanks & Grandstand	70,000	-70,000	0		0	0
Ungarie Showground Power Board	1,378	-1,378	0		0	0
Election Reserve	0	30,102	30,102		30,102	30,102
Public Conveniences	95,049		95,049		95,049	95,049
Corporate Legal Expenses	62,040		62,040		62,040	62,040
Library Reserve	15,000		15,000		15,000	15,000
West Wyalong Community Care Centre	32,956		32,956		32,956	32,956
Employee Assist & Attraction Reserve	22,419	-5,422	16,997		16,997	16,997
Recruitment & Selection Reserve	37,271	-16,220	21,051		21,051	21,051
Ungarie Health Service	22,560		22,560		22,560	22,560
Waratah Village - Association Investment	87,176	-87,176	0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
Total Internally Restricted	8,631,737	-2,356,146	6,275,591	0	6,275,591	6,275,591
Total Restricted	9,625,650	-2,066,170	7,559,480	0	7,559,480	7,559,480
Total Cash & Investments	10,911,000					10,560,109
Available Cash	1,285,350	0	0	0	0	3,000,630

Contracts

Contractor	Contract Detail & Purpose	Contract Value	Commencement Date	Duration of Contract	Budgeted (Y/N)
Nil in March 2013 Quarter					

Consultancy & Legal Expenses @ 31 Mar 2013

Expenses	Expenditure YTD	Budgeted (Y/N)
Consultancies		
Human Resources	618	N
Corporate Support	2,500	Y
Waratah Village	18,062	N
Engineering Services	12,646	Y
Legal Fees		
Corporate Support	885	Y
Development Support	2555	Y

Key Performance Indicators
31 March 2013

Rates & Annual Charges Coverage Ratio

	Rates	Waste	Sewer	Total	Ratio
Rates & Annual Charges	- 5,609,456	- 876,853	- 1,110,743	- 7,597,052	24.87%
Revenue from Continuing Operations				- 30,549,951	
% Revenue achieved					
Actual Revenue Achieved				- 23,106,644	75.64%
Budget Revenue from Continuing Operations				- 30,549,951	
% Actual Expenditure					
Actual Expense YTD				22,339,246	67.24%
Budget Expenditure from Continuing Operations				33,223,811	

SECTION 4 – COMMUNITY & DEVELOPMENT SERVICES

9.11 ACCESS INCENTIVE SCHEME GRANT – METROPOLITAN HOTEL

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

Ensure services are accessible for all residents including the aged, people with a disability, young people and families

Author: Director Community and Development Services on behalf of the Access Advisory Committee

Access Advisory Committee Recommendation:

That Council approves the Access Incentive Grant application from the Metropolitan Hotel for the amount of \$5000 inclusive of GST.

Introduction

The Metropolitan Hotel has applied for funds to assist with disabled access to the premises as there is currently no access available fronting the premises. Development Approval has been granted and the works meet the required standards.

The total cost for the project is \$14,625, with the request representing approximately a third of the total cost.

The application states that the Metropolitan Hotel is a social meeting place for community members, including sporting and community groups. The facility also provides accommodation and dining facilities. Not only will the improvements assist those with mobility issues, but families with prams.

Conclusion

The aim of the Access Incentive Scheme is to:

- Provide financial assistance to improve access to and within buildings
- Encourage the development of partnerships between local business, community organisations/ services, local government and the general public
- To encourage a greater awareness of access issues in the community

This application meets all requirements within the Access Incentive Grant Policy aim, objectives and guidelines.

Financial Implications

There is currently \$10,734 remaining within the access plan implementation budget.

9.12 ACCESS INCENTIVE SCHEME GRANT – ANTHONESS AND ASSOCIATES

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

Ensure services are accessible for all residents including the aged, people with a disability, young people and families

Author: Director Community and Development Services on behalf of the Access Advisory Committee

Access Advisory Committee Recommendation:

That Council approves the Access Incentive Grant application from Anthoness and Associates for the amount of \$3000 inclusive of GST.

Introduction

Anthoness and Associates (Lord and Wells Optometrists) has applied for funds to assist with access to the premises. The proposal is to install automatic doors to provide unhindered access. No Development Approval is required for the project.

The total cost for the project is \$6260, with the request representing approximately half of the total cost.

The application shows that the project will allow access to the premises for those with a disability, walking aid, gopher in addition to families with prams without having to negotiate a heavy door.

Conclusion

The aim of the Access Incentive Scheme is to:

- Provide financial assistance to improve access to and within buildings
- Encourage the development of partnerships between local business, community organisations/ services, local government and the general public
- To encourage a greater awareness of access issues in the community

This application meets all requirements within the Access Incentive Grant Policy aim, objectives and guidelines.

Financial Implications

There is currently \$10,734 remaining within the access plan implementation budget.

9.13 STRENGTHENING COMMUNITIES - WESTERN REGION ACADEMY OF SPORT

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

16.3 Assist and/or foster community events and initiatives through Council sponsored grants/sponsorship opportunities

Author: Community Relations Officer

Officer’s Recommendation:

That Council provide a financial contribution of \$320 to support the Western Region Academy of Sport with its operations in 2013-2014

Introduction

The Western Region Academy of Sport has written to Bland Shire Council seeking a contribution to its 2013-2014 operations. Similar to previous years, the Academy is requesting a contribution of \$320 from Council.

The Academy supports five athletes from the Bland Shire – Will Bartlett, Mitchell Daly, Bailey Lloyd, Rhys Lloyd and Kimberley Opdam – while local residents Scott Grintell, Karen Hood and Paul Turner are involved with the Academy as coaches. Meanwhile, 15 athletes from the Bland Shire attended Academy rookie camps for basketball, lawn bowls and netball. Seven Western Region Academy satellite training sessions were also held in the Bland Shire during the year.

The Academy also conducted the Sportsplay – Just Do It Right! Program for 120 students at West Wyalong Public School in June of last year educating primary school aged children about the correct techniques for a variety of sport skills.

Lectures on Why Recovery is Important, Monitoring Stress and Fatigue, Nutrition, Hydration, Stretching and Massage were delivered to students, staff, parents and interested community members at West Wyalong High School.

Conclusion

The Academy delivers benefits to a large number of young people within the Bland Shire.

Financial Implications

Council has funds available in its Strengthening Communities budget to support the request.

9.14 STRENGTHENING COMMUNITIES – WEST WYALONG ROTARY CLUB

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

16. Develop strong community partnerships

Author: Community Relations Officer

Officer’s Recommendation:

That Council approves a Strengthening Communities grant of up to \$1827 to the West Wyalong Rotary Club for the purchase of a projector and laptop.

Introduction

The West Wyalong Rotary Club has applied for funding from Council under its Strengthening Communities program for the purchase of a laptop and projector.

The club requires the use of the equipment for club and community presentations, special events and to support guest speakers. The club has the need for a projector several times per year and is currently charged a \$50 hire fee for each use.

The club advises that savings achieved by owning its own projector would be redirected into community projects. The club is also open to lending the projector for the use of other service clubs in the Bland Shire.

Conclusion

Council has established a strong partnership with Rotary over the last few years. Rotary has lent use of its movie trailer and considerable manpower to various Council events, including movie nights throughout the Shire, at no charge and has not applied for funding from Council since 2007-2008 when the club hosted a drought relief concert for the community. The request for funding meets all Council guidelines.

Financial Implications

Rotary has received best available quotes of \$1150 for the projector and \$677 for a laptop, which can also be used to assist the club with administration duties, for a total cost of \$1827. Due to the rapidly changing nature of technology, the final cost or brand information may alter slightly. Council has funds available in its Strengthening Communities budget to meet the request.

9.15 COMMUNITY STRENGTHENING GRANT – SWEDEN IN THE WEST

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

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

OUR PLACES – where our sense of community shines “providing great community facilities for everyone to enjoy”

Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors

Author: Director Community and Development Services

Officer’s Recommendation:

That the Community Strengthening Grant application received from Events West Wyalong for sponsorship of the Sweden in the West festival be determined by Council.

Introduction

Events West Wyalong has approached Council for sponsorship to assist with bringing the 2013 “In the West” festival, **Sweden in the West** to the Bland Shire in October 2013 (see attached).

Events West Wyalong is a committee of local volunteers working together to provide successful social and recreational events for the Bland Shire Community. The vision of Events West Wyalong is to:

- Involve all Community members in a united purpose to and help increase community spirit
- Bring “new” entertainment and cultural experiences to town
- Create and maintain longevity in event organisation in West Wyalong
- Assist in providing increased custom and financial sustainability/gain for community businesses
- Increase publicity for the town, put West Wyalong “on the map” and bring more visitors (and money) to town, and
- Celebrate and educate the community on the cultural diversity of Australia

The committee has requested Council donate \$15,000 to the Sweden in the West festival.

This investment will give logo representation and acknowledgment at events and within promotional materials including advertising, media, print material, social media and merchandise.

A number of representatives (8) will be provided tickets to the opening night smorgasbord and music/entertainment show on the Saturday night. Other benefits would include opportunities for photographs with celebrities and judging festival competitions.

Conclusion

The 2012 *Paris in the West* festival was hugely successful. Council contributed \$5000 cash and approximately \$5000 in kind to assist the committee.

If Council supports this request, the committee will again provide a cultural experience to the community that assists in meeting the needs of the Community and fits with Council's Strategic Plan outcomes.

Financial Implications

The Community Donations Fund has a balance of \$6560.27 for the 2012/13 financial year, therefore the officer requests that the funds be taken from the 2013/14 budget with any unexpended money within the 2012/13 Community Donations budget carried forward into the 2013/14 year.



File:	FM-SPON-ES	Action
Action Officer:	CRO	W
REC'D	3 - APR 2013	
Copy to:	Bland Shire Council	

SWEDEN IN THE WEST

Dear Potential Sponsor

The Events West Wyalong "In The West" Festival originated in 2011 in response to the recognised need for new, affordable social and recreational experiences in our rural town of West Wyalong and the surrounding region. Following the success of the 2012 Paris In The West Festival, Events West Wyalong is proud to announce the 2013 Sweden In The West Festival.

The Events West Wyalong is a committee comprised of 15 passionate local community volunteers, who work together to provide successful social and recreational events for the local community. Our vision is to ultimately:

- Involve *all* Community members in a united purpose and help increase community spirit
- Bring "new" entertainment and cultural experiences to the town
- Create and maintain longevity in event organisation in West Wyalong
- Assist in providing increased custom and financial stability/gain for Community businesses
- Increase publicity for the town, put West Wyalong "on the map" and bring more visitors (and money) to town,
- Celebrate and educate the community on the cultural diversity of Australia.

Liaising with community groups is inherent in our event practices and supporting local community groups underlies the overall purpose of all events run by our committee. To assist in promoting and increasing the many community organisations and clubs custom and financial stability, Events West Wyalong has established a practice of beneficiary support, whereby local businesses, organisations and clubs assist in the planning and running of our Festival events (including facilities, venue hire, produce and volunteer staff), and for their in-kind support they receive a percentage of the festival event takings.

Utilising valuable feedback from festival participants, local businesses and community members, we have restructured the planning and organisation of the "In The West" Festivals, and have developed a ten year plan to fulfil the above aims, based on the concept of holding an annual Festival, with a different cultural theme each year. The festival activities and events will not only cater to our immediate community population (including individuals, community organisations and sporting organisations) but also reach out to the nearby town/regional population and draw interstate visitors to the west.

Furthermore, to achieve our desired outcomes and reach our wide target audience of all ages, our committee is now divided into eight key event category sub-committees for the "In the West" Festivals, to showcase and celebrate the resourcefulness of our community within a wide range of areas, including: Art/Culture, Science, Literacy, Sport, Food, Floral/Garden, Retail and Music/Entertainment. Each sub-committee aims to address the recognised community need to provide affordable, fun family entertainment along with social, educational and recreational experiences not usually accessible to the region's population of *all* ages. It is hoped that by demonstrating the benefits of quality, fun social and recreational experiences within the region, we will also achieve our desired outcomes in assisting the local businesses financial stability by increasing their custom and ultimately increasing community well-being.

Sweden In The West
Events West Wyalong
PO BOX 12, WEST WYALONG NSW 2671
website: www.eventsww.com email: gail@cameoinn.com.au
ph: 02 6972 2255



This year, the Events West Wyalong Committee would like to extend the invitation to the Bland Shire council to become a major sponsor of our festival. The enclosed Sponsorship Package outlines the potential benefits the Council can obtain from a relationship with the Events West Wyalong "In The West" Festivals.

The "In the West" Festival brings greater cultural understanding and acceptance to our community and provides an outlet for the diverse range of talent within our region. This is your opportunity to help the community and showcase your partnership to Australia, ensuring the sustainability of our festival and the dedication of the Bland Shire to its rural community members, over an exciting weekend of entertainment.

The best allocation of the sponsorship funds provided for the festival with this package, are open to negotiation. It is suggested one possible avenue for the sponsorship money to be allocated is to partially fund and fulfil the community need for unique and fun entertainment and sporting/recreational opportunities for local families, children and youth. Specifically, it is suggested the sponsorship could assist in the hire of an ice skating rink, including skating instruction classes, professional skating shows, discos, 'social' skating events and family and age-group specific skating sessions.

The ice rink would be a major draw card for local community members and out of town visitors, providing a unique opportunity to enjoy social family sporting and recreational activities whilst promoting the Swedish theme of the festival. The ice rink also provides great potential for local organisations to gain financial benefit, through food and drink sales and on site photography, whilst the Events West Wyalong committee could potentially gain some return on the large expenses of the festival through admission sales. However, as stated above, the package offered is for major sponsorship, and therefore the Committee is open to negotiate with the Bland Shire to find an agreed upon avenue for the sponsorship to be allocated within the festival.

We appreciate you taking the time to consider our request and would be grateful if you could reply to our letter by completing and returning the Commitment Form attached before the 29th April 2013, to ensure publicity and planning is generated in a timely manner.

Sincerely
Events West Wyalong

Sweden In The West
Events West Wyalong
PO BOX 12, WEST WYALONG NSW 2671
website: www.eventsww.com email: gail@cameoinn.com.au
ph: 02 6972 2255



SPONSORSHIP PACKAGE

Supreme Exposure in the Festival

Your Sponsorship Package will include:

Logo Representation, Acknowledgement and Advertising

- Verbal and written acknowledgement of Sponsorship,
- Sponsor-provided signage at negotiated festival venues
- Company name/logo placement in official festival program and festival marketing print material, including TV, Radio and Newspaper advertising, and other promotional material
- Sponsor logo and link on official festival website and social media pages
- Sponsor name featured on festival media releases
- Opportunity for sponsor name/logo placement on official festival merchandise by negotiation
- Opportunity for logo placement/product display at Festival advertising stall at market day and float in street parade (Saturday 19th October 2013)
- Opportunity to supply sponsor-branded merchandise or product samples for distribution at festival by negotiation

Hospitality and Ticketing

- 8 representatives are invited to the following Premier Events
 - Opening night Smorgasbord dinner
 - Music/Entertainment Show on Saturday night

Other Benefits

- Photographic opportunities with visiting celebrities/artists
- Opportunity to sit on the judging panel for festival competitions

*It is suggested it is also worthwhile utilising the festival to host a team building weekend/staff reward initiative through festival events such as the smorgasboard, show and sporting games.

Your Investment: \$15 000

Sweden In The West
Events West Wyalong
PO BOX 12, WEST WYALONG NSW 2671
website: www.eventswv.com email: gail@cameoinn.com.au
ph: 02 6972 2255



2013 SWEDEN IN THE WEST SPONSORSHIP COMMITMENT FORM

Business

Name

Position

Postal Address

Email

Phone Fax

I am pleased to pledge support to the following Sponsorship Package: (please tick appropriate box)

- Ultimate Sponsor with Naming Rights to the Festival
- Sponsorship Package – Supreme Exposure in the Festival

PAYMENT TERMS - A tax invoice receipt will be forwarded by return.

By Cheque Please cross all cheques non negotiable and address to:

Events West Wyalong
PO BOX 12
West Wyalong NSW 2671

By EFT

Bank: South West Slopes Credit Union
Account Name: Events West Wyalong
BSB: 802367
Account Number: 60846

Sweden In The West
Events West Wyalong
PO BOX 12, WEST WYALONG NSW 2671
website: www.eventsww.com email: gail@cameoinn.com.au
ph: 02 6972 2255

9.16 2013-14 EARLY CHILDHOOD EDUCATION AND CARE GRANTS PROGRAM FUNDING AGREEMENT

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

Ensure services are accessible for all residents including the aged, people with a disability, young people and families

Author: Director Community and Development Services

Officer’s Recommendation:

That Council sign and affix the seal to the Service Agreement between NSW Government Department of Education and Communities, Office of Education and Bland Shire Council for the provision of education and care services through the Bland Preschool and the Bland Shire Council Vacation Care program.

Introduction

NSW Government Department of Education and Communities, Office of Education contributes to the operational funding of the Bland Preschool and the Bland Shire Council Vacation Care program. For the 2013-14 financial year, the amount advised by the department Council will receive is \$424,007 for the Preschool and \$10,517 for Vacation Care

Conclusion

For the total funding of \$434,524 from the Department of Education and Communities, Office of Education to be received, Council must sign and affix the seal to the agreement.

Financial Implications

Sealing and signing the agreement will ensure the services receive the budgeted funds and operate in accordance with the funding guidelines and Council’s policies and procedures.

9.17 RELOCATION OF FITNESS EQUIPMENT

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

Ensure health and support services and facilities to address the physical, mental and general health needs of the community

OUR INFRASTRUCTURE – Reviewing, renewing and improving our core community assets

Ensure public places and facilities are well maintained and easily accessible.

Author: Director Community and Development Services

Officer’s Recommendation:

That Council reallocates \$4000 from the capital projects “Fitness Equipment for Adults” to the relocation of existing equipment to the Golf Club walking track.

Introduction

In the 2012/13 budget, Council requested an amount be allocated for new adult fitness equipment. As a result \$30,090 has been allocated.

Staff have investigated the purchase of new equipment and found that maintenance costs associated with new moveable equipment is very high and usage rates are not as other Councils had expected.

As a result, staff have been monitoring the existing equipment and found that it is not used as often as it potentially could be and recommend the equipment be relocated along the Golf Club walking track to enhance that walkway.

Estimate costs for the relocation including concrete, labour, relocation and allocation for replacement poles that may be damaged during the process is estimated to be \$4000.

Conclusion

Staff believe that if the equipment is relocated it will be better utilised along the walking path than the existing locations. It will group the equipment together at intervals along the path enhancing the walkway and provide greater exercise opportunity for our community.

Financial Implications

Council has committed \$30,090 for exercise material. By relocating the existing equipment council will make a saving of \$26,090.

SECTION 5 – ENGINEERING SERVICES

9.18 WASTE MANAGEMENT PROGRAM 2013/14

*OUR INFRASTRUCTURE – reviewing, renewing and improving our core community assets
“maintaining and improving the Shire’s assets and infrastructure in a changing climate”*

11. Explore new technologies in waste management and recycling to improve the utilization of existing resources.

Author: Senior Asset Management Officer

Officer’s Recommendation:

That the proposed capital works for Waste Infrastructure as outlined in this report be approved and included in Council’s 2013/14 Operational Plan and budget.

Introduction

Council adopted The Bland Waste Management Strategy in March 2009, together with a ten (10) year budget program to effectively manage our six (6) waste management facilities. The allocated budget is estimated from the projected revenue figures for the financial year.

The below table shows the proposed works and estimates for the 2013/14 financial year.

Facility	Capital Works	Purpose
Barmedman	\$30,000	Excavation of pits and construction of internal roads.
Ungarie	\$30,000	Excavation of pits and construction of internal roads
Tallimba	\$10,000	Excavation of pits and construction of internal roads
Kikiora	\$10,000	Excavation of pits and construction of internal roads
West Wyalong	\$30,000	Excavate new pits, relocation of site office to recycle shed. Seal internal roads

Conclusion

The Waste Management Strategy is due to be revised in the 2013/14 financial year. Legislative changes and license requirements affect the short term viability of the smaller village waste facilities. Community consultation on service levels and costs analysis will be considered as part of the revised strategy.

Financial Implications

The ongoing costs of operation of the facilities is offset by the fees and charges collected. Currently Waste Management Facilities operate on a balanced budget. Income derived from fees and charges invested back into infrastructure, operating or waste management improve practices or education programs.

SECTION 6 – REPORTS FOR INFORMATION

Officer's Recommendation:

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

- **9.19 - Engineering Services Report**
- **9.20 - Community Services Report**
- **9.21 - Library and Children Services**
- **9.22 - Status of Commercial Development Applications Under Consideration - May 2013**
- **9.23 - Development Statistics – April 2013**
- **9.24 - Ranger Activities**
- **9.25 - Economic Development & Tourism Report - May**

9.19 ENGINEERING SERVICES REPORT

*OUR INFRASTRUCTURE – reviewing, renewing and improving our core community assets
“maintaining and improving the Shire’s assets and infrastructure in a changing climate”*

13. *Ensure that public places and facilities are well maintained and easily accessible.*

Author: Director – Engineering Services

The following work was carried out:-

1. NATIONAL AND STATE ROAD MAINTENANCE

Routine maintenance as per single invitation contract carried out on MR57 South & SH17.

2. REGIONAL ROADS MAINTENANCE

Bitumen patching and guide posting carried out on MR398 West.

3. LOCAL ROADS CONSTRUCTION

Second run of gravel has been completed and is due for bitumen sealing on the 20th and 21st May 2013 for 5.2 km of Kolkilbertoo Road through the R2R programme.

4. SHIRE ROADS MAINTENANCE

• Bitumen Patching carried out on the following;

- Wamboyne Road
- Tallimba Road
- Quandialla Road
- Clear Ridge Road
- Burcher Road

• Gravel Patching carried out on the following;

- Kneales Lane
- Waarbilla Road

• Flood Damage

- Chanters Lane 4.63 km
- Youngs Lane 1 km
- Staniforths Lane 1.2 km
- Worners Lane 1.2 km
- McCaskies Lane 1.36 km
- Bimbeen Road 0.52 km
- Bairds Lane 2 km
- Wilsons Lane 0.4 km
- Cattles Lane 3.89 km
- Braces Lane 1.2 km
- Narriah Road 2 km
- Charcoal Tank Road 3 km
- Lonergans Lane 1.2 km

• Polycom Programme

- Hollands Lane 2.5 km
- Clear Ridge Road 4 km
- Lewes Road 2.08 km
- Ungarie-Condobolin Road 5 km

- Guide posting has been done on a number of rural sealed roads, minor gravel patching has been done on a number of unsealed roads within the Shire, drainage pipes have been placed on Bodels and Loitertons Lanes.

5. SEWERAGE TREATMENT WORKS – APRIL/MAY 2013

No:	Date	Time		Address	Reason
		Start	Finish		
1	20-04-2013	10.00 am	12.00 pm	2 Condamine St Ungarie	Sewer choke from boundary to main
2	22-04-2013	12.00 pm	2.00 pm	68 Queen St Barmedman	Sewer choke from boundary to main
3	22-04-2013	3.00 pm	4.00 pm	9 Hospital Rd West Wyalong	Sewer choke in main
4	26-04-2013	12.00 pm	1.00 pm	1 Robert St Ungarie	Sewer choke in main
5	26-04-2013	2.30 pm	3.30 pm	22 Cassin St Wyalong	Sewer choke in main
6	2-05-2013	11.30 am	2.30 pm	2 Condamine St Ungarie	Sewer choke in Main

6. TOWN AND VILLAGE MAINTENANCE

- Parks & Gardens – reports ending 12/5/2013
 - All parks, preschool and council chambers mown and maintained
 - Barnado park gardens trimmed and fertilised
 - Barnado park and McCann park gardens prepared for the planting of winter annuals
 - Small parks play grounds sprayed with Round up for weed control
 - McCann park pump and filters disassembled and cleaned out due to poor performance
 - Irrigation checks carried out in small parks
- Ovals – reports ending 12/5/2013
 - Maintenance to all ovals and surrounds, cemetery, skate park, museum, Herridge, Rotary and Cooinda parks
 - Ron Crowe oval line marked, water leak repaired and bollards installed to limit vehicles to pathways
 - McAlister oval line marked, water leak repaired and surrounds sprayed
 - Ungarie show ground oval line marked for Australian rules foot ball
 - Rugby union ground line marked
 - Pump shed operations checked
- Town maintenance –reports ending 12/5/2013
 - Ungarie main street trees and gardens watered
 - Main street and town streets mown, trimmed and sprayed
 - Town trees trimmed and watered when necessary
 - Main street gardens watering and weeding carried out
- Village maintenance –reports ending 12/5/2013
 - Villages mown, trimmed and sprayed
 - Toilets cleaned
 - Parks and reserves mown
 - Trees maintained
 - Barmedman memorial park plants replaced and park cleaned up for ANZAC day

- Ungarie memorial park cleaned up for ANZAC day

7. NOXIOUS WEEDS/ENVIRONMENTAL

- The Sustainable Lifestyle Expo is set to be held in conjunction with the Sweden in the West festival on the 19th October.
- The Environmental Officer attended the BCCC and Events West Wyalong meetings.
- Hazard reduction and overhanging limb removal work was carried out on Tallimba Road.
- Hazard control burning off was incorporated with Spiny Burr Grass control at Ungarie.
- Mowing of Council land was carried out at Ungarie.
- The following noxious weeds and other controls were undertaken:
 - Spiny Burr Grass – Clear Ridge Road.
 - Coolatai Grass – Mid-Western Highway.
 - Bathurst Burr – Quandialla Road, Euroka Road, Fullers Lane, Yiddah Road, Waarbilla Road, Back Creek Road, Cottingleys Lane.
 - Noogoora Burr – Ungarie.
 - General Weed control – Catheads and Khaki weed – West Wyalong, Barmedman, Ungarie, Weethalle, West Wyalong Memorial Cemetery, Barmedman Cemetery, Saleyards, Ungarie Showground.
 - Khaki Weed – Euroka Road, Dundas Road.
 - Rabbit control – Barmedman Cemetery.
 - Shoulder vegetation control (mowing) - carried out on Goldfields Way.

9.20 COMMUNITY SERVICES REPORT

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

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

Author: Director Community and Development Services

School holidays programs

Bland Shire Council conducted a number of programs for young people during the April school holidays. A soccer workshop was held at Ron Crowe Oval on April 23-24. Both days were fully booked with about 90 young people participating. The workshops were facilitated by Sydney company Mr Soccer with support and assistance from Council staff. Both days had a terrific vibe with both participants and parents enthused about the opportunity provided by Council to participate in a new activity. The Mr Soccer inflatable field was particularly popular. The majority of participants in the program were aged between five and 12 years.

The expansion of the Mr Soccer program to West Wyalong even drew the attention of Soccerroos captain Lucas Neill. Council also organised a Tweens excursion to Wagga Wagga for the movies and ten pin bowling during the first week of the holidays. The excursion was specifically for children aged 8-12 years and attracted 10 participants. The library and vacation care also provided a range of diverse holiday activities. The NRMA Safer Driving School was booked out with a waiting list of young drivers keen to take advantage of the program. Unfortunately, Council had to postpone a free two day Hip Hop dance workshop set down for April 26-27 after only two bookings were received. The workshop with Centennial Tuvale was fully funded with the support of Eastern Riverina Arts and was targeted specifically at 13-18 years-olds. Eastern Riverina Arts have agreed to offer the program once again in the June-July school holidays in the hope of attracting more interest. In the meantime, Council representatives have organised to meet with young leaders in the community to discuss their vision for youth services and activities in the community.

Grant Writing workshop

Bland Shire Council partnered with Regional Development Australia Riverina to conduct a Grant Writing Workshop for local community groups at the West Wyalong S&C Club on Wednesday, May 8. Details about the workshop were mailed out to community groups and advertised in print media and for the first time social media. The workshop attracted 15 participants including volunteers from the Barmedman, Ungarie and Kikiora communities as well as West Wyalong. Feedback from participants following the workshop was extremely positive.

Volunteer workshops

A forum hosted by the Mayor in late 2011 identified a number of concerns facing local community groups. The biggest concerns raised involved aging volunteers and the decline in volunteer numbers and confusion and fears surrounding Workplace Health and Safety for community groups. Council has engaged the Volunteer Resource Bureau to conduct two workshops for local community groups in West Wyalong on Monday, June 3. A fully funded facilitator will conduct a workshop centred on Workplace Health and Safety for volunteers from 1pm until 3pm.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 21 MAY 2013

.....
MAYOR

An evening workshop that will guide community group representatives through the Way2Go program which addresses the recruitment and retention of volunteers. Each community group in attendance will receive a Toolkit for Volunteer Management which contains easy to follow guides, generic information for the development of policy and processes that are compliant with National Standards and more than 40 templates which can be easily adapted and customised to suit each individual organisation. The evening workshop will commence at 5.30pm with places strictly limited.

Cooking classes

Council is partnering with West Wyalong High School to offer a series of lifestyle courses to the community. The first course on offer is a cooking class with a theme of "The Spices of Sri Lanka". The course will run for three hours each Wednesday night for six weeks, commencing on May 22. It is envisaged that further lifestyle courses, such as woodwork or metal work etc, will be made available later in the year.

Bald Archy exhibition

The Bland Shire Cultural Committee will once again host the Bald Archy exhibition from June 14 to July 5. Community groups have snapped up the opportunity to fundraise by manning the door at the exhibition with every slot booked and a growing waiting list.

Concert Pianist Roman Rudnytsky

Concert pianist Roman Rudnytsky will perform at the West Wyalong Services and Citizens Club on the evening of Wednesday, April 5. The West Wyalong performance will be the third leg of a 43 concert tour across Australia. Further information, including details about tickets, are available on Council's website.

9.21 LIBRARY AND CHILDREN SERVICES

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

Ensure services are accessible for all residents including the aged, people with a disability, young people and families

Author: Manager Library & Childrens Services

Preschool

Bland Preschool has begun the Assessment and Rating Process as part of the National Quality Framework. Our Quality Improvement Plan was submitted on Friday 3rd May and we are awaiting the date of the assessment visit.

Children

The children returned on Tuesday 30th April. The preschool children from Little Wattle Childcare Centre came to visit on Thursday 2nd May for a picnic morning tea, outside play and a story. The Police made a visit to the Bilby children on Tuesday 30th and Friday 3rd to discuss keeping safe. School Photos will be conducted during the week of 13th May. The children will participate in the National Simultaneous Storytime on Wednesday 22nd May at 11am.

Educators

Educators returned Monday 29th April for a Staff Development Day which involved training in Infxpert, Cultural Competencies, Child Protection and discussions regarding the National Quality Standards. Educators have participated in webinars on NQS 4 (Staffing arrangements) and 5 (Interactions with children).

Families

Our next parent meeting will be held on Tuesday 23rd July at 7pm at the preschool. Families are invited to attend and participate in the National Simultaneous Storytime that we are combining with The Biggest Morning Tea on Wednesday 22nd May at 11am.

Mobile Resource Unit and Family Day Care

Family Day Care:

The service now has a total of 20 registered educators within the West Wyalong, Aria Park and Temora areas. There is a small waiting list in Temora and vacancies are currently available in the West Wyalong and Aria Park areas. Our current EFT (Equivalent full time places) for April is 53.

Child Protection training (refreshers) have been scheduled for all FDC educators and staff for early May.

Family Day Care Playgroup sessions are held fortnightly for the educators and children in care in West Wyalong and Temora. These sessions are a great opportunity for social development and role-modelling opportunities for the staff. The Family Day Care children have enjoyed creating Mother's Day craft, treasure and pirates, music, dancing with scarves and playing instruments

It takes a village (ITAV):

Kikiora sessions are well attended with Nel Fealy holding pottery classes for children and adults.

Corinella families were also able to attend a pottery session, this time with Liz Ridley an art teacher from Corinella school.

The April Naradhan session celebrated Easter by creating Easter bonnets. They were invited to and enjoyed participating in the schools Easter hat parade. They finished the session with a sausage sizzle.

The last Tallimba session was held in the park. This allowed attending families to adapt into the routine of play sessions and enabled the children to feel more comfortable in groups.

Mobile Resource Unit:

Ungarie Preschool

The Preschool is running successfully with 19 children, aged between 3-5 years, currently attending. Easter craft and activities included joining the Ungarie Central School for an Easter Hat Parade. With the two week break during April, second term is now in full swing with Mother’s Day craft and activities being very popular.

Vacation Care:

The April program was well attended with an average of 12 children attending daily. A variety of experiences were offered including Footy Day, World Heritage Day, Camping out, and a science day. The highlight of the holidays was the excursion to participate in the “Mr Soccer” day.

Library Report

Library and Information Week

Library and Information Week this year is from the 20th to the 26th of May. The library will be running a range of programs focusing on this year’s theme of “Share your story”. On Tuesday 25th of May, the library will be hosting a “living libraries” session. Guest speakers Jesse Puntton and Elsa Sheridan have been invited to share their life story. There will also be opportunity for other community members to share their story with the audience. If successful the library plans to run this as a regular library and information week feature.

During the week library also has planned an ancestry training session, a biggest morning tea, a range of competitions and a week long book sale.

Simultaneous Story time

This year the library will be again participating in simultaneous story time on Wednesday 22nd of May at 11am. This year’s book is, “the wrong book” by Nick Bland. The library has invited the community to participate in this event as well as the children from Little Wattle long day care and family day care children. The preschool and the Mobile Resource unit play group will also be participating in this event.

E-books

The library is now able to offer its library member’s free access to E-books through the Bolinda digital platform. This can be accessed by visiting the Bland Shire website and then selecting library services. It provides access to a wide range of best sellers and popular titles for adults, children and teenagers. The files will work on any mp3 compatible device, computer, tablet or smart phone.

9.22 STATUS OF COMMERCIAL DEVELOPMENT APPLICATIONS UNDER CONSIDERATION - MAY 2013

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management

Author: Manager Development Services

The following report has been prepared to provide Council with an update of the status of commercial development applications currently being assessed by Council staff.

DA2013/058 – Commercial Premise (Elders) 305 Neeld St, West Wyalong

Description Commercial Premise

Value \$750,000.00

Received 2 January 2013

Application was determined by way of approval on 25 March 2013

DA2013/063 – Use of Hotel, 173 main St, West Wyalong

Description Use of Hotel

Value \$150,000.00

Received 21 January 2013

Application was determined by way of approval on 26 February 2013

DA2013/099 – Part Demolition and alterations and additions to Residential Aged Care Facility

Description Part Demolition and alterations and additions to Residential Aged Care Facility

Value \$5.5 million

Received 8 May 2013

Status Application is in the initial stage of assessment.

9.23 DEVELOPMENT STATISTICS – APRIL 2013

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management

Author: Development Services Officer

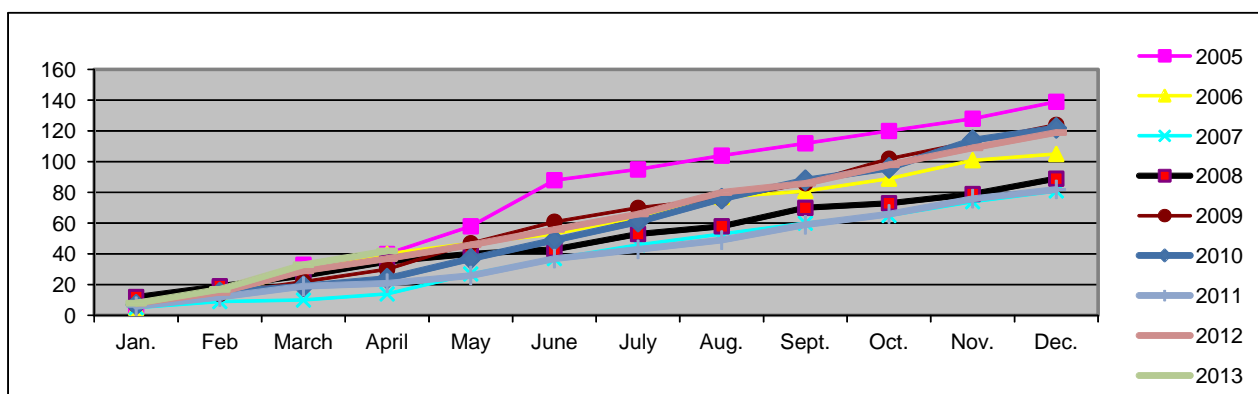
Development Applications

The following table details the number and value of development applications received by Council, during April 2013.

Development Type	Current Year			
	April 2013		Year to Date 1.01.13 – 30.04.13	
	Number	Value \$	Number	Value \$
Residential	5	545,500	16	1,494,646
Industrial	0	Nil	0	Nil
Commercial	3	237,647	10	1,222,647
Rural Residential	0	Nil	2	105,760
Subdivisions	1	Nil	1	Nil
Other	0	Nil	13	724,550
TOTAL	9	783,147	42	3,547,603

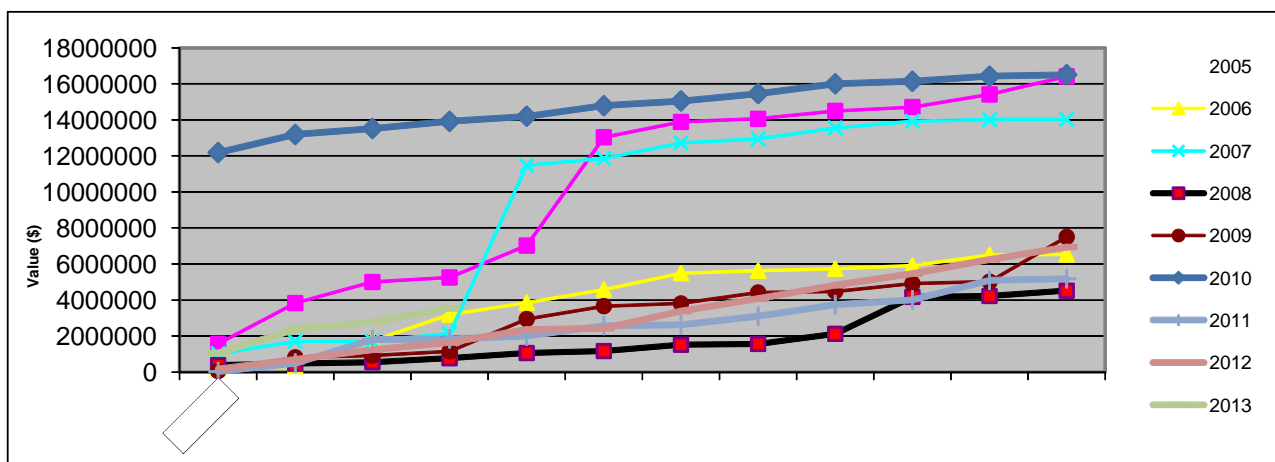
Number of Development Applications

The following graph details the cumulative total number of development applications received by month comparing 2005 to 2013.



Value of Development Applications

The following graph details the cumulative value of development applications received by month comparing 2005 to 2013.



Note: Seniors Living Development on Ungarie Road, contributed to the spike in value of development applications with a value of over \$8 million during the year 2007. The values as shown for 2010 are attributed to this development also.

Summary – April 2013

The following Development Applications were determined all by approval during April:

App No.	Property	Development
DA/2013/080	29 Mallee Street, Wyalong	Removal of one (1) tree
DA/2013/081	75 Boltes Road, West Wyalong	Garage
DA/2013/083	28 Ungarie Street, Ungarie	Removal of one (1) tree
DA/2013/084	1 Robert Street, Ungarie	Storage Shed
DA/2013/086	117 Cassin Street, Wyalong	Land use (New Manufactured Dwelling)
DA/2013/087	28-30 Gilbert Street, Wyalong	New Carport
DA/2013/088	516 Newell Highway, Wyalong	Replacement of existing Sign
DA/2013/089	23 Condamine Street, Ungarie	Demolition of existing Shed and construction of a new Double Garage
DA/2013/091	28 Operator Street, West Wyalong	Alterations and Additions to a Dwelling
DA/2013/095	93 Church Street, West Wyalong	Replace existing Carport with a larger Double Carport

- Construction Certificates issued - Seven (7)
- Complying Development Certificates issued- Nil (0)
- Activity Applications issued - Three (3)
- Building Certificates issued - Nil (0)
- Subdivision Certificates issued - Nil (0)
- Occupation Certificates issued - Nil (0)
- Completion Certificates issued- One (1)
- Section 149 Certificates issued - Seventeen (17)

9.24 RANGER ACTIVITIES

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management.

18. Lead the community by example with sustainable, effective and customer focused practices.

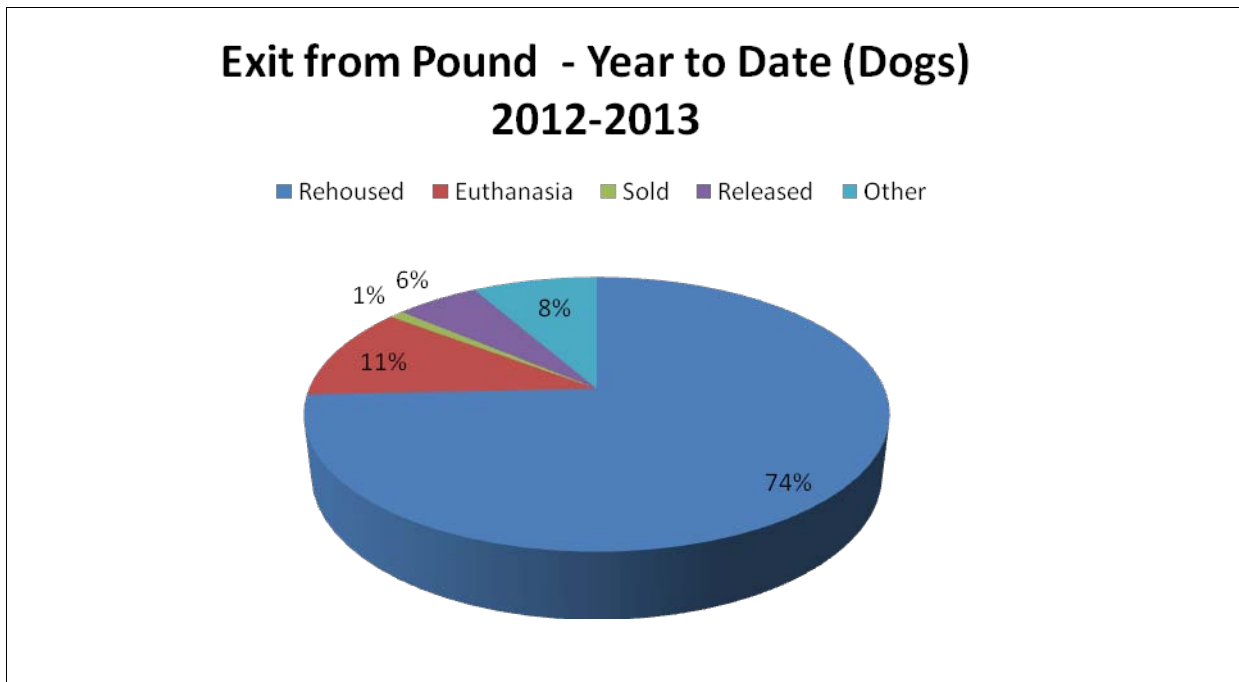
Author: Development Services Officer

COMPANION ANIMAL ACTIVITIES

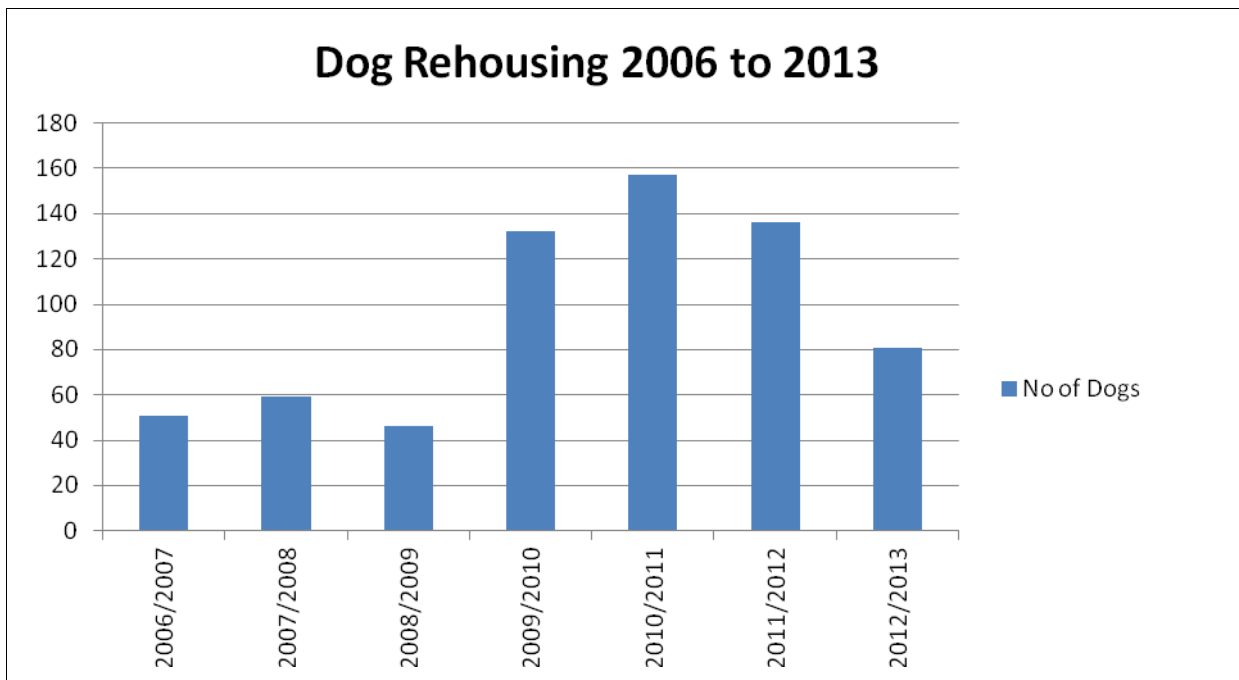
The following table summarises the management of companion animals during the month of April 2013:

	Dogs	Cats
Seizure Activities:		
Seized	0	4
Returned to Owner	0	0
Transferred to Pound from Seizure Activities		
Animals in Pound at start of month	6	4
Dumped	7	13
Surrendered	2	0
Total Animals in Pound	15	21
Released to Owner		
Released to Owner	1	0
Euthanased	1	15
Sold	1	0
Stolen from Pound	0	0
Escaped	0	0
Died at Pound	0	0
Rehoused	9	0
Total Animals Leaving Pound	12	15
Animals in Pound at end of month		
Animals in Pound at end of month	3	6

The following chart summarises the methods in which companion animals (dogs) exit the pound:



The following chart summarises the rehousing statistics from 2006 to 30 April 2013:



9.25 ECONOMIC DEVELOPMENT & TOURISM REPORT - MAY

OUR PLACES – where our sense of community shines “providing great community facilities for everyone to enjoy”

5. *Promote and facilitate a diverse range of retail and business in the community.*
8. *Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors.*

OUR PROSPERITY – ensuring a vibrant and sustainable future “growing our population and jobs”
20. *Visitors and tourists are welcomed and make a positive contribution to the community and economy.*

21. *Plan for a range of industries that build on the strengths of the Bland Shire to stimulate investment and employment*
23. *Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire.*

Author: Senior Economic Development & Tourism Advisor

Regional Development Australia Riverina

The General Manager and Senior Economic Development & Tourism Advisor met with the Executive Officer from Regional Development Australia Riverina in West Wyalong on Wednesday 24 April. The visit included the following:

- The Coinda Reserve Precinct including the Wetlands and Poppet Head;
- Wyalong Museum;
- Residential Subdivision;
- Industrial Estate and proposed industrial lands;
- Current and future sporting projects;
- Main Street Upgrade;
- Marketplace development.

Gold Trails

The Senior Economic Development & Tourism Advisor attended the Gold Trails meeting in Parkes on Tuesday 8 May. The Gold Trails Roadside Billboard has been installed on the Goldfields Way at Gidginbung.

Bland Shire Council has received three Gold Trails iPad Kiosks and boxes of Gold Trails Brochures.

Blue Clay Productions visited the Bland Shire and Tuesday 7 and Wednesday 8 May to shoot promotional DVD footage for the Gold Trails. Due to wet weather on Wednesday 8 May Blue Clay Productions will need to return to complete the process. Andrew Buttenshaw, Cate Café and Mal Carnegie assisted in the shooting of the promotional DVD footage and the Gold Trails Committee and Blue Clay Productions thanked them for the tremendous effort, patience and the time that they allocated for the shooting of the DVD. Glenn Lindsell was also thanked for providing the caravan for the DVD.

Tourist Information Shelters

The first three Tourist Information Shelter frames have been installed at Herridge and McCann Parks and at Mirrool. The length of time that the solar lights stay on for is being investigated.

2012 Community Building Partnership Program

The Bland Shire Council has been successful in obtaining a second matching Community Building Partnerships Program Grant of \$16,296 for three more Solar Lit Visitor Information Shelters. As endorsed at the August 2012 Council meeting the shelters will be installed at Weethalle, Ungarie and Barmedman. To be consistent, the three new Solar Lit Visitor Information shelters will be similar to the recently installed Solar Lit Visitor Information Shelters at Herridge and McCann Parks and Mirrool. The following photograph is the Solar Lit Visitor Information Shelter at Mirrool and the three new Solar Lit Visitor Information Shelters will be similar but customised to the village:



Destination NSW and the Regional Visitor Economy Fund (RVEF)

The Senior Economic & Tourism Advisor attended the Destination NSW meeting in Wagga Wagga on 30 April to find out the finer details of RVEF.

The NSW Government developed the NSW 2021: A PLAN TO MAKE NSW NUMBER ONE. The plan has a key focus on rebuilding the NSW economy, improving infrastructure and making NSW a world-class destination for inward investment. Growth in the visitor economy has been identified by the NSW Government as a vital component necessary to achieve the goals outlined in *NSW 2021*.

The Government also has a clear target of doubling overnight visitor expenditure in NSW by 2020. To achieve that target, the Visitor Economy Taskforce was established to address the following:

- Determine why NSW was losing market share and how to address this issue.
- Examine the role of Government and how best to use Government funding and resources.
- Consult with Industry to ensure key issues and impediments to reaching the 2020 goal were captured.
- What changes or innovations could be introduced?
- Create a Plan to Achieve the 2020 Goals.

The key findings of the Taskforce research for Regional NSW included:

- A contracting Domestic Tourism Market.
- Low Awareness of regional experiences and destinations.
- Low Destination Appeal.
- Ineffective Marketing.
- RTO funding system was not working as efficiently as possible.

The actions recommended by the Taskforce were reviewed by the NSW Government who issued their response via the Visitor Economy Industry Action Plan to guide DNSW to address the issues by implementing the following:

- Assisting regions to focus on their strengths and unique selling points.
- Match product and experiences with the right customer.
- Develop a Destination Management Plan (DMP) incorporating:
 - A Strengths, Weaknesses, Opportunities, Threats (SWOT).
 - Product/Attractions/Capacity Audit.
 - Visitor Analysis – current and potential.
 - Assess potential channels to market (not just print advertising).
 - Target, measure, record and benchmark results.

On April 3rd NSW Minister for Tourism and Major Events, George Souris announced the launch of the new Regional Visitor Economy Funding program.

The Regional Visitor Economy Funding (RVEF) program has been developed to address the issues outlined above. The budget allocated by the NSW Government for this program has increased by \$2 million, providing a total budget allocation of \$7.2 million.

The program provides investment into the regional visitor economy on a matched dollar-for-dollar basis, to deliver projects that work toward achieving the strategic imperatives identified in the Visitor Economy Industry Action Plan. In particular, to support projects that contribute to achieving the 2020 objective of doubling overnight visitor expenditure for NSW.

The program will commence on 1 July, 2013. No funds are available prior to this date.

- Total funds available in 2013-2014 financial year are \$7.2M.
- Two funding streams – RTO “Quarantined” Funds and a Contestable Pool of Funds.

Project Eligibility

- Must be located in regional NSW.
- Funding is available for Product Development and/or Marketing projects only.
- Funding is available only on a matched dollar-for-dollar basis.
- The project must be supported by a completed Destination Management Plan.

Destination Management Plan

To gain access to funding through the RVEF all applications must be supported by a relevant Destination Management Plan. The plan will need to meet the information requirements as outlined in the Destination NSW template. Note: Having a Destination Management Plan provides no guarantee of funding.

Applicant Eligibility

To be eligible the applicant must be registered for GST and be one of the following:

- A corporation registered under the Corporations Act 2001 (Cth) or the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth), including a trustee corporation registered under either Act; or

- An incorporated association registered under a State or Territory Act; or
- A local government body corporate or body politic; or
- A consortium led by a corporation registered under the Corporations Act 2001 (Cth) or the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth); or
- A Government Business Enterprise.

Measurement

- In each case any proposal must be able to measure how the proposed activity will directly contribute to the 2020 objective of doubling overnight visitor expenditure.
- Destination NSW is looking to invest in projects aiming to deliver a minimum of 7% growth.

Funding Guidelines

Applications can be made for funding amounts between \$50,000 and \$500,000. Please note marketing projects targeting capital cities as a geographic source of business will require a minimum industry investment of \$50,000. This would mean a campaign total of \$100,000 per capital city.

The key areas of assessment are:

- Ability to contribute to doubling NSW overnight visitor expenditure by 2020.
- Alignment with strategic imperatives identified in the Visitor Economy Industry Action Plan.
- Capacity to deliver the project, monitor, measure and report on performance outcomes.
- Strategic and collaborative value for the destination and/or region. This will be determined by the findings of the Destination Management process and clearly defined in the Destination Management Plan.
- Applications must have clear strategic KPI's, targets and associated performance measures, which can directly link activity with a clearly articulated return on investment.

The evidence supplied to support the proposal's alignment with these criteria will be evaluated, including if the proposal is supported by a Destination Management Plan, and then scored.

Russell Drysdale Monument

The sculptors Gillie & Marc have commenced preparing the mould for the Russell Drysdale monument. The mould will take around two months to prepare and Bland Shire Council will receive photographs of the mould from all angles before casting. Casting stage which will take another 5- 6 months and delivery time once completed, will take 4-6 weeks.

Mirrool Silo Kick

The Mirrool Silo Kick will be celebrating their 21st Anniversary this year.

Central West Mine and Extractive Environment Team Workshop 6 - 7 June

30 – 40 delegates are expected

Western Environmental Education Centres Workshop 17 – 19 July

30 – 40 delegates are expected

Building Regional Australia 2013

The General Manager and the Senior Economic Development & Tourism Advisor attended the Building Regional Australia Summit. The objectives of the summit were to:

- Focus on policy agenda for regional Australia
- Provide federal, state and local politicians with valuable insight into where they can be driving new initiatives
- Motivate regional leaders (ensuring local politicians are aware of pertinent issues for regional Australia)
- Showcase best-practice examples that can be adapted by other regional communities
- Highlight methods for communities to develop infrastructure partnerships
- Showcase communities demonstrating leadership in terms of industry and mining (providing jobs and services to the regions they service)
- Provide networking opportunities

Speakers at the summit included:

- The Hon. Andrew Stoner MP, *Deputy Premier New South Wales, Minister for Trade and Investment, Minister for Regional Infrastructure and Services, Member for Oxley*
- The Hon. David Crisafulli MP *Minister for Local Government, Community Recovery and Resilience Queensland Government*
- Ms Su McCluskey *CEO Regional Australia Institute*
- Mr Tony Windsor MP *Member for New England*
- Mr Stephen Galilee *Chief Executive Officer New South Wales Minerals Council Ltd*
- Mr Tony Rasmussen *Manager, Regional Local Radio ABC*
- The Hon. Warren Truss MP *Leader of the Nationals, Shadow Minister for Infrastructure and Transport, Member for Wide Bay*
- Professor Jim Barber *Vice-Chancellor University of New England*
- Cr Paul Pisasale *Mayor City of Ipswich*
- Ms Lailani Burra *id Australia*
- Professor Peter McKeown *Head of School, School of Rural Medicine University of New England*
- Mr Dave Croston *Director The Media Essentials*
- Mr Peter Bailey *CEO Foundation for Regional Development Limited*
- Mr Barry Harley *General Manager Rural Press Events*
- Lani Houston *Chief Executive Officer Regional Development Australia (RDA)-Riverina*
- Ms Amanda Camm *Deputy CEO - External Relations Mackay Whitsunday Regional Economic Development Corporation*
- Cr Stuart Freudenstein *Mayor Young Shire Council*
- Mr Wayne Lowe *Business Development Manager Nambucca Shire Council*
- Ms Leonie Burrows *Chair Lower Murray Urban and Rural Water Corporation*
- Cr Ken Keith *Mayor Parkes Shire Council*

Outtakes:

- ✓ Great Cities Create Opportunities
- ✓ Some people see things as they are and say why, I dream of things that never were and ask why not!!
- ✓ If you build it they will come - If you build it they will stay!

Newell Highway Promotions Committee

The Senior Economic & Tourism Advisor will be attending the Newell Highway Promotions Committee meeting in Narromine on Thursday 16 May. All the positions on the committee will be declared vacant and if the positions are not filled then the committee may be forced to fold. 2011 Newell Highway Chairpersons report:



NEWELL HIGHWAY PROMOTIONS COMMITTEE

Chairs Report – 2011

2011, has been another productive year for the Newell Highway group, I would like to thank all the members and partners involved.

In the past year we have faced many challenges from floods, draughts, rest areas, overtaking lanes to the change in the speed limit from 100 km to 110km's per hour.

Newell Highway Task force

The Newell Highway Taskforce was established in 2009. This Taskforce consists of representatives of local government areas, through which the Newell Highway passes, the NRMA, members of Parliament, truck operators and transport groups. The Taskforce meets three to four times per year. Roads and Maritime Services (replacing Roads and Traffic Authority) is invited to attend the meetings, as a guest, to report on works being carried out on the Newell Highway. During my time as chair I have been unable to attend these meeting but we have had representation thanks to the staff at the Parkes and Dubbo VIC. The Newell Highway task force group continue to lobby and campaign in relation to the following items:-

- Centre line trials.
- The overtaking lanes strategy for the Newell Highway.
- Signs at rest areas and advance notice of rest areas.
- Cleanliness of toilets at rest areas.
- New rest areas being completed and upgrades of existing facilities

The taskforce successfully campaigned to return the speed limit from 100km (Dec 2009) back to 110km's (July 2011).

The Newell Highway Promotions Committee continues to attend and support the Task Force group.

Consumer Shows

A huge Thank you to Les and Yvonne Moulds for continuing to coordinate the following consumer shows on the Highway's behalf: Sydney, Melbourne, Brisbane and Adelaide.

These consumer shows give us terrific exposure to our drive market and allow us to distribute our brochures to our target audience.

Thank you to the Council's and Tourism Association representatives who continue to assist at these shows.

Website

The Newell highway website has recently been upgraded and the Newell Highway e-book uploaded.

Distribution

The Newell Highway brochure continues to be distributed through the following outlets:

- Templar marketing – Brisbane & Adelaide
- Murray Media
- Parkes Shire Council
- Narrabri Shire Council
- Dubbo City Council

Newell Highway brochures are also distributed through RAA, RACV and RACQ.

Social and Digital media

The rapid uptake of digital technologies is now impacting how we now market our tourism product within Australia and to the world. In the past twelve months we have seen many changes of how tourism is communicating through social and digital media such as Facebook, Twitter, ipads, iphones, U-Tube just to name a few.

The Newell Highway Promotions group is currently investigating applications that could be implemented for the entire group over the next twelve months.

Thank you

I would like to congratulate Kelly & Dane Hendry on the safe arrival of Oscar and thank her for her hard work as the previous Chair of the Newell Highway. To the Newell Highway executive committee Sally Bouchier, Les Moulds & Amy Strudwick, thank you very much for all your guidance and support and I look forward to a productive 2012.

I would also like to thank Narrabri Shire Council in allowing me to undertake the role of chair.

Penny Jobling

Chair- Newell Highway Promotions Committee