



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

Business Paper

16 April 2013



OUR VISION, MISSION AND VALUES





AGENDA

COUNCIL MEETING

16 April 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").

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 N Pokoney
Cr P Templeton

2.2 Staff

General Manager – Ray Smith
Director Corporate Services – Elizabeth White
Director Community & Development Services – Adele Casey
Executive Assistant – Julie Sharpe

2.3 Apologies

Director Engineering Services – Will Marsh

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 19 March 2013

- **Corrections**
- **Confirmation**
That the minutes of the Ordinary Council meeting held on 19 March 2013 be confirmed as a correct record of proceedings.
- **Business Arising**

3.2 Economic Development Committee meeting held on 12 February 2013

- **Corrections**
- **Confirmation**
That the minutes of the Economic Development Committee meeting held on 12 February 2013 be confirmed as a correct record of proceedings.
- **Business Arising**

3.3 Economic Development Committee meeting held on 2 April 2013

- **Corrections**
- **Confirmation**
That the minutes of the Economic Development Committee meeting held on 2 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 Scholarship Presentation – Ms Allie Reid

6.0 MAYORAL MINUTE

6.1 Recognition – Mr Ray Smith

I was contacted by Ms A Haskell CEO of the Local Government Managers Australia New South Wales on 2nd April informing me that our General Manager Mr Ray Smith had been awarded the status of “Fellow” by the Board.

Mr Smith - Ray commenced his Local Government career on the 6th January 1971 as a rates Clerk at Baulkham Hills Shire Council. He has, since this time, established an enviable record in Local Government. A record of service filled with achievement and leadership.

During his long career Ray has been the President of the Metropolitan and Northern Rivers Branches of the LGMA, Secretary of the Western Division Group of Councils, Secretary of the Country Mayor’s Association and executive Officer of the Clarence Regional Library.

During this time Ray has also been responsible for the augmentation of a number of major projects across a variety of locations. He was involved in the “Grafton – Living Landscapes” project, major residential developments in Cobar and managed the sale of the Aged Care facility in Bland to a specialist provider.

Ray has led multidisciplinary teams through challenging and demanding periods in Local Government. He is known for his skills in developing a culture of teamwork based on a philosophy of leading by example, being approachable and recognising initiative. As a result Ray has established an enviable professional record and reputation. He has an extensive professional network throughout the industry and commands the respect of his peers.

Local Government is Ray’s passion and making a positive difference has been his goal. He offers the Mayor and Councillors accountability, integrity, professionalism, and responsible governance.

It is because of the exemplary record Ray has established over the last thirty four years in Local Government that he has been successful in being awarded the “Fellow” status. Referees for Ray were Mr Kevin Humphries MP Member for Barwon, Mr Bill Dougherty OAM, Ms Shirley Adams OAM, Mr Graeme L Fleming PSM FLGMA (Life) and myself.

On behalf of my fellow Councillors, Council Staff and the broader community of Bland Shire I would like to congratulate our General Manager Mr Ray Smith on his appointment as a Fellow to the LGMA NSW.



Cr Neil Pokoney
Mayor

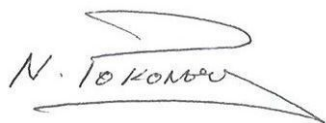
6.2 Local Government Amendment (Early Intervention) Bill

Following a number of representations from the Lord Mayor of Sydney, discussions with our General Manager and comments from Local Government NSW I resolved to write to the Premier of NSW regarding the "Early Intervention Bill" which is about to be presented to the NSW State Parliament.

In this letter (tabled) I expressed my concern that sufficient time for meaningful consultation with Local Government across NSW had not been made available before presenting the Bill to Parliament.

I expressed the view that the Early Intervention Bill places Councils across NSW in an untenable position where a vigorous representation on behalf of their Community could lead to grounds for that Council's dismissal by the Minister of the day.

I requested that the Bill be deferred to allow for further consultation with Local Government.



Cr N Pokoney
Mayor

7.0 NOTICES OF MOTION

8.0 DELEGATES & ADVISORY COMMITTEE REPORTS

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

8.1	Goldenfields Water County Council Board – 28th February 2013	2
	<i>(Cr Templeton)</i>	
8.2	Tourism Advisory Committee – 18th March & 9th May 2013	22
	<i>(Cr Lord, Cr Hampton)</i>	
8.3	Bland District Bushfire Management Committee – 27th March 2013	
	<i>(Cr Grellman, Cr Keatley - alternate)</i>	
8.4	Museums Advisory Committee – 28th March & 27th June 2013	
	<i>(Cr Lord, vacant)</i>	
8.5	Health & Wellbeing Advisory Committee – 8th April & 3rd June 2013	
	<i>(Cr Lord, Cr Monaghan, Cr Grellman, Cr McGlynn)</i>	
8.6	Indigenous Advisory Committee – 9th April & 5th June 2013	
	<i>(Cr McGlynn, vacant)</i>	
8.7	Heritage Advisory Committee – 10th April & 5th June 2013	
	<i>(Cr McGlynn, Cr Grellman, vacant)</i>	
8.8	Access Advisory Committee – 3rd May 2013	
	<i>(Cr Grellman)</i>	

- 8.9 NSW Association of Mining Related Councils – 9th & 10th May 2013**
(Cr McGlynn, Cr Hampton)
- 8.10 Local Traffic Advisory Committee - 7th May 2013**
(Mayor Pokoney, Cr Grellman - alternate)
- 8.11 Plant Committee – 14th May 2013**
(Cr Grellman, Cr Templeton, Cr Lord)
- 8.12 Cultural Advisory Committee – 27th May 2013**
(Cr McGlynn, Cr Keatley, vacant)
- 8.13 Public Libraries NSW – Country**
- 8.14 Riverina Regional Tourism**
(Cr Lord)
- 8.15 Lachlan Catchment Management Authority Local Government Coordinating Committee**
(Cr Hampton, vacant)
- 8.16 Bland Rural Fire District Zone Liaison Committee**
(Cr Grellman, Cr Keatley - alternate)
- 8.17 Riverina Eastern Regional Organisation of Councils (REROC)**
(Mayor Pokoney)
- 8.18 Newell Highway Taskforce**
(Cr Lord)
- 8.19 Bland Creek Catchment Management Committee**
(Cr Hampton, vacant)
- 8.20 Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC)**
(Mayor Pokoney, Cr McGlynn - alternate/observer, Cr Hampton - observer)
- 8.21 Murrumbidgee Medicare Local Board**
(Cr Monaghan)

9.0 STAFF REPORTS

That the Council receive the staff reports.

Section 2 – Office of the General Manager *(reports for decision)*

9.1	Monthly Status Report – April	28
9.2	Model Code Of Conduct 2013	37
9.3	Local Government Amendment (Early Intervention) Bill	63
9.4	Appointment Of Council Delegate To The Lachlan Valley Noxious Plants Advisory Committee	69
9.5	Progress Report On The Delivery Program 2012 – 2016	70
9.6	Multipurpose Cultural Precinct Including A Visitor Information Centre	124

Section 3 – Corporate Services <i>(reports for decision)</i>	
9.7	Financial Statements – March 2013 129
Section 4 – Community & Development Services <i>(reports for decision)</i>	
9.8	Changes To Swimming Pool Act 135
9.9	Joint Regional Planning Panel Alternate Representatives 137
9.10	Children Services Policy Adoption – Interactions With Children And Complaints Policies 139
Section 5 – Reports for Information	
9.11	Engineering Services Report 147
9.12	Development Statistics – March 2013 150
9.13	Ranger Activities 153
9.14	Community Services Report 155
9.15	Library & Children Services 157
9.16	Economic Development & Tourism Report – April 159
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	EXPRESSIONS OF INTEREST FOR THE ORGANISATION REVIEW
	<i>Local Government Act {Section 10A(2)(c)}</i>
	<i>The matters and information are information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business</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.

- Goldenfields Water County Council – 28th February 2013
- Tourism Advisory Committee – 18th March 2013

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

The meeting commenced at 12.40pm.

PRESENT

Cr P Speirs (Chair), Cr D McCann, Cr J McGregor, Cr K Morris, Cr D Palmer and Cr P Templeton.

ALSO IN ATTENDANCE

Mr T McClellan (Acting General Manager), Mr A Moston (Electrical Services Technical Support Officer), Mr P Goesch (Engineering Officer), Mr C Perry (Manager Distribution and Construction) and Mrs A Coleman (Executive Assistant).

1. APOLOGIES

Apologies for non-attendance were received from Cr A Clinton and Cr C Manchester.

13/001 RESOLVED on the motion of Crs McGregor and Palmer that a leave of absence be granted to Crs Clinton and Manchester.

2. DECLARATION OF PECUNIARY INTERESTS

No interests were declared at this time.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 21 DECEMBER 2012

13/002 RESOLVED on the motion of Crs McGregor and McCann that the minutes of the meeting held on 21 December 2012 having been circulated and read by members, be confirmed.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PUBLIC ACCESS

No requests for public access were received.

6. NOTICES OF MOTION / RESCISSION MOTION

No notices of motion or rescission motions were received.

7. ADMISSION OF LATE REPORTS

No late reports were received.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
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8. CHAIRPERSON'S MINUTE

The Chairperson did not submit a Chairperson's Minute to the meeting.

9.0 GENERAL MANAGER'S REPORTS

9.1 FINANCIAL REPORTS

9.1.1 COUNCIL INVESTMENTS (G35507005)

13/003 RESOLVED on the motion of Crs Templeton and McCann that the report detailing Council Investments as at 31 January 2013 be received and noted.

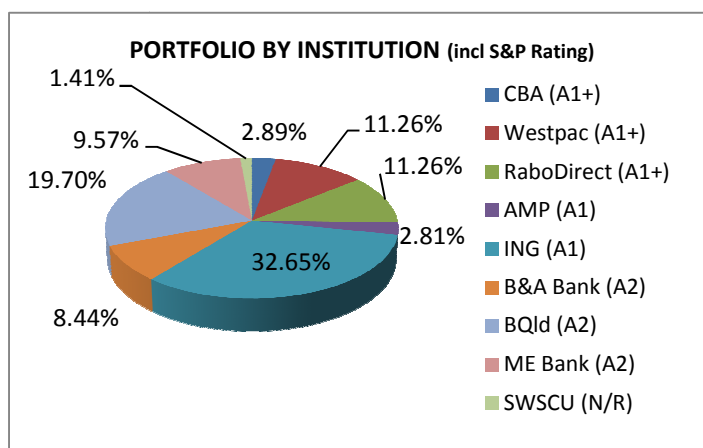
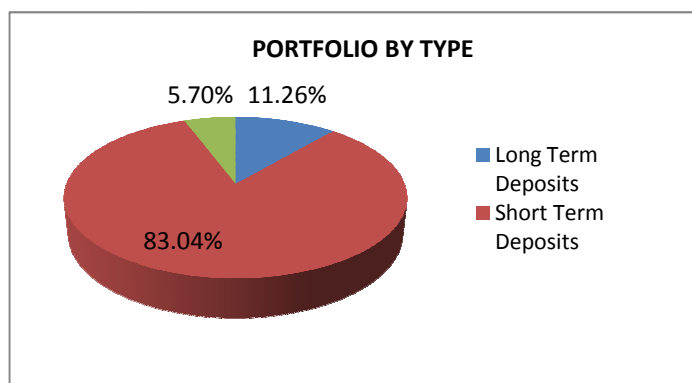
COUNCIL INVESTMENTS (G35507005)

Report prepared by Acting General Manager

This report is presented for information on Council Investments in accordance with clause 212 of the Local Government (General) Regulation 2005. The following details Council Investments as at 31 January 2013:

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Long Term Deposits	2,000,000.00				11.26%
Westpac Coupon Select Deposit (5yr)	2,000,000.00	3m BBSW+1.3%	4.29%	27/10/15	11.26%
Short Term Deposits (<1 yr)	14,750,000.00				83.04%
ING Bank (Australia) Limited	1,000,000.00	189	5.13%	4/02/13	5.63%
ING Bank (Australia) Limited	1,500,000.00	196	5.22%	20/02/13	8.44%
Members Equity Bank	1,200,000.00	140	4.81%	4/03/13	6.76%
Bank of Queensland	1,000,000.00	112	4.75%	18/03/13	5.63%
Bank of Queensland	1,000,000.00	141	4.65%	2/04/13	5.63%
RaboBank Australia	1,000,000.00	182	4.60%	15/04/13	5.63%
Members Equity Bank	500,000.00	126	4.66%	15/04/13	2.81%
South West Slopes CU	250,000.00	111	4.25%	29/04/13	1.41%
ING Bank (Australia) Limited	1,500,000.00	182	4.68%	29/04/13	8.44%
RaboBank Australia	1,000,000.00	365	5.80%	9/05/13	5.63%
Bank of Queensland	600,000.00	193	4.70%	13/05/13	3.38%
Bendigo & Adelaide Bank Ltd	1,500,000.00	125	4.30%	27/05/13	8.44%
Bank of Queensland	900,000.00	181	4.65%	8/07/13	5.07%
ING Bank (Australia) Limited	1,800,000.00	182	4.45%	22/07/13	10.13%
Cash Deposits	1,013,227.43				5.70%
Commonwealth Bank At Call A/c	250,000.00	At Call	2.95%	N/A	1.41%
AMP Bank At Call A/c	500,000.00	At Call	3.85%	N/A	2.81%
CBA Premium Business A/c	263,227.43	At Call	Various	N/A	1.48%
	17,763,227.43				100.00%

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**



Movements within Bank account for the reporting period (\$)

Cash Book balance as at 30 November 2012	114,284.03
Plus Deposits	
December	930,990.98
January	3,863,765.70
Less Payments	
December	952,719.79
January	3,739,631.03
 Cash Book balance as at 31 January 2013	 216,689.89
Less Outstanding Deposits	46,260.56
Plus Unpresented Cheques	92,798.10
 Bank balance as at 31 January 2013	 263,227.43

It is hereby certified that the above investments have been secured in accordance with:

- Local Government Act, 1993;
- Local Government (General) Regulation, 2005;
- Investment Order - dated 12 January 2011; and
- Council's Investment Policy (adopted 28/4/2011).

Recommendation

Recommendation made was adopted.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

9.1.2 OUTSTANDING WATER DEBTORS (G35307005)

13/004 RESOLVED on the motion of Crs Palmer and Morris that the report detailing Council's outstanding water debtors as at 31 January 2013 be received and noted.

Report prepared by Acting General Manager

This report is presented for information on Council's outstanding water debtors as at 31 January 2013:

\$'s	Arrears	Interest	Current	Total
Access Charges	60,654.64	9,379.03	518,455.61	588,489.28
Consumption Charges	99,064.42	23,805.39	1,229,536.79	1,352,406.60
Deferred Headworks	272,045.00	7.72	2,520.00	274,572.72
Sub-Totals	431,764.06	33,192.14	1,750,512.40	2,215,468.60
Less Overpayments Received				-123,853.82
Total Outstanding				2,091,614.78
Less Bulk Council Accounts Outstanding				-331,796.95
Less Headworks Accounts Outstanding				-274,572.72
Total Outstanding from Retail Customers				1,485,245.11

It should be noted that these figures include the latest retail accounts issued, with the payment due date being 6 February 2013.

Recommendation

Recommendation made was adopted.

9.1.3 QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2012 (G35201005)

13/005 RESOLVED on the motion of Crs Morris and Templeton that the Quarterly Budget Review Statement for the period ended 31 December 2012 be received and noted with the variations to income and expenditure adopted as the revised Budget estimates for the year ended 30 June 2013.

Report prepared by Acting General Manager

This report is presented to Council to revise estimates of income and expenditure in accordance with clause 203 of the Local Government (General) Regulation 2005. The review is for the quarter ending 31 December 2012 and is attached for Council's consideration.

The report is provided in the format prescribed by the Division of Local Government (DLG). A separate Investments Report has been maintained in its existing format to compliment the Cash and Investments Budget Review Statement contained in the QBRS suite of statements.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

The budget review statement is provided in two formats. The first being by type and reflective of how the end of year Income Statement is reported. The second being by activity as Special Schedule 3 is reported in the Financial Statements.

At the September Review, Council's budgeted Operating Result before Capital Items forecast a loss of \$22,000. The December QBR result, as presented, reflects an increase from that projected at September by \$49,000, resulting in a budgeted surplus result of \$27,000.

Please refer to the attached statements for the specific financial details.

Recommendation

Recommendation made was adopted.

9.1.4 WATER DEBTOR WRITE-OFFS (78157, 73261 & 80092)

13/006 RESOLVED on the motion of Crs Palmer and McGregor that Council:

1. Write off \$865.92 (451kl) from water account 78157, being half the difference between the unusually excessive bill and normal consumption, for lost water beyond the customer's reasonable control;
2. Write off interest of \$1,861.28 from water account 73261 on the undertaking the owner pays the remaining outstanding charges of \$1,682.56 before 30 June 2013. After this date, full developer infrastructure charges will be payable on any reconnection and interest will recommence on any remaining balance; and
3. Write off interest and charges totalling \$333.35 from water account 80092 due to it being uneconomical to recover.

Report prepared by Senior Revenue Officer

Account No.78157

A request has been received for account relief from an elderly residential customer following a water leak at her property. While the house service pipe was being replaced, it is claimed a resultant leak went undetected. It is suggested that the water loss was disappearing down a disused mine shaft.

Council has previously provided 50% relief in circumstances where flood waters washed away sections of a private pipeline, disguising a service break and subsequent water losses went undetected.

Account No.73261

The new owner of a permanently disconnected property has written to Council seeking a resolution of the charges he is now liable for. The account's outstanding charges total \$3,543.84 comprising:

Transferred from RWCC	\$775.08
Access Charges (to 27/03/2003)	802.43
Usage Charges	5.05

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

Disconnection Fee	100.00
Interest	1,861.28

When carried over from Riverina Water County Council (RWCC) in June 1999, the account held no property details and only provided partial ownership. A permanent disconnection of the water service for non payment occurred in February 2003.

This property and an adjoining property under the same partial ownership were included in the General Purpose Council's sale of land for overdue rates and charges in April 2006. The property relevant to this water account was subsequently withdrawn from the sale. Apparently the son of the surviving owner, while not liable for the charges, had entered into an arrangement to pay the outstanding rates and charges.

In 2009, GWCC attempted unsuccessfully to contact the surviving owner via the son's postal address. In June 2012 Council received a Notice of Sale (with a purchase price of \$1.00) transferring the property to the son. It is understood this concluded a lengthy legal process after the father's death. Council issued a reminder notice to the new owner in August 2012 when current discussions commenced.

Council has previously written-off outstanding charges on water accounts transferred from RWCC that were either lacking records or the water services should have been disconnected prior to 1999. Council can also waive interest if repayment arrangements are complied with.

The owner is seeking to have the interest written off and the water reconnected. He has been advised that the ten year rule since permanent disconnection is about to lapse. That is, if reconnection is sought after disconnection of greater than ten years, the applicant is up for headworks charges as well the normal reconnection charges.

Account No.80092

The owners of a property permanently disconnected in 2003, at their request, have re-emerged after receiving their latest reminder notice for amounts outstanding.

The amount outstanding totals \$333.35, of which \$146.17 is interest.

The elderly owners are requesting Council to write off the remaining charges.

Recommendation

Recommendation made was adopted.

9.2 WORKS REPORTS

9.2.1 DECEMBER 2012 / JANUARY 2013 (G95507005)

13/007 RESOLVED on the motion of Crs Morris and Templeton that the Works Report for December and January be received and noted.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

Report prepared by Manager Distribution & Construction

Water Losses & Mains Repairs

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
137.	2/12			Binya, Burley Griffin Way	100		4	Split Pipe
138.	3/12			Matong, Deepwater Road	100		20	Split Pipe
139.	3/12			June, Olympic Hwy	150		100	Split Pipe
140.	5/12	9.00	11.00	Barmedman, Queen Street	100	30	20	Other
141.	6/12	9.30	11.45	Temora, Warre Warral Lane	100	1	100	Split Pipe
142.	6/12	11.30	2.30	West Wyalong, Park Street	100		10	Other
143.	8/12			Matong, Matong Street	100		100	Split Pipe
144.	10/12	1.00	2.00	June, Church Street	100		5	Other
145.	10/12			Mirrool, Newell Hwy	100		200	Split Pipe
146.	11/12			Matong, Deepwater Road	100		20	Split Pipe
147.	12/12	2.00	3.30	Ardlethan, Bygoo Road	80		5	Split Pipe
148.	14/12			Weethalle, Kolkilbertoo Road	100		5	Hole In Pipe
149.	14/12			Binya, Euratha Road	100		10	Split Pipe
150.	14/12			Binya, Burley Griffin Way	100		5	Split Pipe
151.	15/12			Binya, Burley Griffin Way	100		1	Split Pipe
152.	17/12			Cootamundra, Blackgate Road	100		10	Split Pipe
153.	17/12			Cootamundra, Olympic Hwy	32		10	Joint Failure
154.	17/12			Naradhan, Main Street	150		50	Split Pipe
155.	17/12			Ungarie, Camp Street	100		50	Split Pipe
156.	17/12			Weethalle, Jansens Lane	80		3	Split Pipe
157.	17/12			Wyalong, Mallee Street	100		30	Split Pipe
158.	17/12			Matong, Delavan Street	100			Split Pipe
159.	19/12			Wyalong, Mallee Street	100		50	Split Pipe
160.	20/12			Marrar, Marrarvale Road	80		5	Split Pipe
161.	20/12			Naradhan, Monia Gap Road	80		5	Split Pipe
162.	22/12			Barmedman, Loftus Street	150		10	Split Pipe
163.	24/12			Cootamundra, Olympic Hwy	100		2	Hole In Pipe
164.	25/12			Barmedman, Mary Gilmore Way	150		100	Other

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NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
165.	27/12			Coolamon, Wallace Street	100		5	Split Pipe
166.	27/12			Matong, Deepwater Road	100		5	Split Pipe
167.	27/12			Ganmain, Showground Road	100		5	Split Pipe
168.	27/12	1.00	3.00	Barmedman, Robertson Street	100		5	Joint Failure
169.	28/12			Coolamon, Rannock Road	50		2	Split Pipe
170.	28/12			Binya, Burley Griffin Way	100		5	Split Pipe
171.	29/12			Weethalle, Talleeban Road	100		2	Hole In Pipe
172.	29/12	3.00	6.00	Junee, Wardle Street	100	30	20	Joint Failure
173.	30/12	9.00	11.00	Coolamon, Cowabbie Street	100	5	100	Split Pipe
174.	31/12			Binya, Burley Griffin Way	100		2	Split Pipe
175.	31/12			Matong, Matong Street				Other
176.	31/12	11.00	1.00	Marrar, Marrar Road	50	2	50	Split Pipe
177.	31/12			Junee, Olympic Hwy	80		10	Split Pipe
178.	2/1			Marrar, Marrarvale Road	100		1	Split Pipe
179.	2/1			Marrar, Marrarvale Road	100		1	Split Pipe
180.	3/1	6.00	9.00	Temora, Goldfields Way	100		100	Split Pipe
181.	3/1			Naradhan, Monia Gap Road	80		20	Split Pipe
182.	3/1			Binya, Euratha Road	100		1	Other
183.	5/1			Coolamon, East West 1 Road	100		50	Joint Failure
184.	7/1			Junee, Joffre Street	100		5	Split Pipe
185.	7/1	8.00	9.00	Old Junee, Goldfields Way	150	50	10	Split Pipe
186.	7/1			Weethalle, Youngs Lane	100		10	Split Pipe
187.	7/1	6.30	8.30	Coolamon, Stinson Street	100	4	999	Hole In Pipe
188.	8/1			Cootamundra, Suttons Lane	100		2	Split Pipe
189.	8/1			Cootamundra, Olympic Hwy	100		2	Split Pipe
190.	8/1	9.00	10.00	Illabo, Olympic Hwy	100		5	Other
191.	8/1			Grong Grong, Boree Street	80		100	Split Pipe
192.	9/1			Harden, Jugiong Road	375		200	Hole In Pipe
193.	9/1	1.00	2.00	Marrar, Bussenschutts Lane	50	5	5	Split Pipe
194.	9/1			Ariah Park, Rannock Road	80		5	Split Pipe

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NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
195.	11/1			Weethalle, Kolkilbertoo Road	100		10	Hole In Pipe
196.	11/1			Binya, Hillview Road	150		50	Joint Failure
197.	11/1			Marrar, Marrar Road	80		50	Split Pipe
198.	11/1	6.00	9.00	Coolamon, Wade Street	100		50	Split Pipe
199.	11/1			Coolamon, Boundary Road	80			Split Pipe
200.	14/1			Binya, Burley Griffin Way	100		2	Split Pipe
201.	14/1			Temora, Back Mimosa Road	50		5	Joint Failure
202.	14/1	10.00	3.30	Matong, Hamblins Lane	250			Split Pipe
203.	15/1			Naradhan, Monia Gap Road	80		10	Hole In Pipe
204.	15/1	9.00	12.00	Coolamon, Coolamon Ardlethan Road	150	9	999	Hole In Pipe
205.	15/1	9.00	12.00	Eurongilly, Kamerooka Lane	32		5	Split Pipe
206.	16/1			Harden, Jugiong Road	375		200	Hole In Pipe
207.	16/1	10.00	12.00	Matong, Hamblins Lane	250		999	Split Pipe
208.	17/1			Binya, Burley Griffin Way	100		2	Split Pipe
209.	17/1	10.00	2.30	Matong, Hamblins Lane	250		50	Hole In Pipe
210.	18/1	7.00	10.00	Junee, Broadway Street	100	10	500	Hole In Pipe
211.	19/1			Wallenbeen, Hoskins Street	100		2	Split Pipe
212.	21/1			Ungarie, Caroon Street	150		20	Split Pipe
213.	21/1			Temora, Goldfields Way	100		5	Split Pipe
214.	21/1			Temora, Goldfields Way	100		15	Split Pipe
215.	22/1	9.00	10.00	Ganmain, Spring Street	100	50	5	Joint Failure
216.	22/1			Barmedman, Star Lane	50		20	Split Pipe
217.	23/1			Weethalle, Kolkilbertoo Road	100		5	Split Pipe
218.	24/1			Cootamundra, Gundagai Road	50		20	Joint Failure
219.	24/1			Harden, Kingsvale Road	375		2	Joint Failure
220.	24/1			Cootamundra, Blackgate Road	100		2	Split Pipe
221.	29/1			Marrar, Marrarvale Road	80		5	Split Pipe
222.	29/1			Junee, Olympic Hwy	50			Split Pipe
223.	29/1			Cootamundra, Olympic Hwy	100		2	Hole In Pipe
224.	30/1			Temora, Mimosa Street	100		20	Split Pipe

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
225.	30/1			Temora, Camp Street	100		20	Joint Failure
226.	31/1	6.45	11.30	Ungarie, Ungarie Street	100		140	Split Pipe
227.	31/1			Binya, Burley Griffin Way	100		10	Split Pipe
228.	10/12			Cootamundra, Blackgate Road	100		5	Hole In Pipe
229.	17/12			Matong, Pine Street	100		50	Split Pipe

Complaints

Water Quality

Dirty Water

11/12/2012	7 Showground Road Ganmain
14/12/2012	8 King Street Temora
18/12/2012	2 DeSalis Drive Junee
17/1/2013	29 Hall Street Ganmain
18/1/2013	Lot 10 Garland Street Coolamon
30/1/2013	Lonsdale Lane Coolamon

Other Problems: Nil.

A total of 6 service difficulty and fault reports were received for December/January.

Construction and Major Maintenance

- Servicing of ACV & PRV and repairs within the scheme.
- Servicing of Pumps within the scheme.
- Jugiong Treatment Plant Maintenance
- Repairs to Daylight Chlorinator pipework (Fabricate and install new stainless steel pipework to replace PVC pipework)
- Vehicle and small plant inspections, Test and Tag.
- Wyalong Pump Station. Removed Pump Motor for 10 yearly service. Cleaned Top and Base
- Fabricated piperack for Temora Depot and erect.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

- General Maintenance Non Pot Scheme – Painting, Spraying, Brush Cutting, Stop Valve, Air Valve, Scour Cylinders.
- Flushed Trunk Main between Ardlethan and Barellan
- Flushed Trunk Main between Aria Park and Tara Pump Station
- Replaced 15m of 150mm ductile in Hoskins Street Temora (Roundabout)
- Paint cylinders Matong Bore Line
- Paint valve lids Junee town retic
- Put cylinders on Cootamundra No.1 offtake.
- Paint cylinders Methol line
- Paint cylinders new line Cowangs-Bauloora

Recommendation

Recommendation made was adopted.

9.2.2 CAPITAL WORKS PROGRESS REPORT (G35201005)

13/008 RESOLVED on the motion of Crs Templeton and Palmer that the report detailing the progress of Council's Capital Works Program as at 31 January 2013 be received and noted.

Report prepared by Acting General Manager

This report is presented for information on the progress of Council's Capital Works Program as at 31 January 2013:

Description	Location	Anticipated Start Date	Anticipated Completion Date	Program Estimate (\$)	Total Expend to Date (\$)	Comment
New System Infrastructure Assets						
Site Acquisition / Construct Radio Facilities	Rosemont Radio Site	1/7/2011	30/6/2012	10,000	0	Completed - awaiting invoice from NSWFB
Site / Easement Acquisition	\$20k opportunistic budget per year	1/7/2012	30/6/2016	20,000	0	On-going
Security Fence	Cowangs Reservoir	1/7/2012	30/6/2013	25,000	0	Quotes to be called
Mains Extension	Loftus St Temora	1/7/2011	30/11/2012	20,000	4,102	In progress
Mains Extension	Barrier St, West Wyalong	1/1/2013	31/3/2013	30,000	4,948	In progress
Additional Storage	Junee	1/7/2011	30/6/2013	3,500,000	97,196	Internal costs to prepare for interconnection. Tender currently being advertised

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

Description	Location	Anticipated Start Date	Anticipated Completion Date	Program Estimate (\$)	Total Expend to Date (\$)	Comment
New Inlet Arrangements	Mt Daylight	1/7/2011	30/6/2013	15,000	0	In progress - temp arrangement currently being trialled. To be finalised in the Autumn
Infrastructure Asset Renewals						
Bore Construction	Oura Bores	1/7/2010	30/6/2013	300,000	243	In progress
Depot Upgrade	Cootamundra Depot	1/7/2010	31/10/2012	272,311	276,718	Completed
Office	Temora Office Front Counter Alterations	1/9/2012	31/12/2012	20,000	19,349	Completed
Major Electrical Upgrade	Jugiong No.1 Pump Station	1/7/2009	30/6/2013	2,130,000	1,063,004	In progress. Expected to go online in April
Regrade & Seal Road	Jugiong Treatment Plant	1/7/2012	30/6/2013	42,000	0	Not yet commenced. To be done after Sheet Piling completed
Pump Access - Slab Support	Jugiong Treatment Plant	1/7/2012	30/6/2013	20,000	0	Not yet commenced
Pump Access - Sheet Piling	Jugiong Treatment Plant	1/7/2012	30/6/2013	60,000	8,306	In progress. Designs done
Replace Control System	Jugiong Filtration Plant	2/4/2010	30/6/2013	500,000	304,770	In progress. 90% completed
Mains Replacement	Weethalle towards Barellan	1/7/2012	30/6/2013	175,000	0	Not yet commenced
Mains Replacement	Harefield Rd Junee	1/6/2012	30/6/2013	45,000	14,878	In progress
Mains Replacement	Coursing Park	1/7/2012	30/6/2013	140,000	0	Not yet commenced
Mains Replacement	Junee Gaol	1/7/2012	30/6/2013	35,000	0	Not yet commenced
Mains Replacement	Strathmores to McKenzies Ln	1/7/2012	30/6/2013	50,000	0	Not yet commenced
Mains Replacement	Pattersons Ln	1/7/2012	30/6/2013	27,000	0	Not yet commenced
Mains Replacement	Oura Pump Stn	1/7/2011	31/8/2012	20,000	7,154	In progress
Mains Replacement	Demondrille PS Pipework	16/5/2011	31/8/2012	150,000	172,442	Completed
Mains Replacement	Cowangs to Bauloora	1/4/2010	30/9/2012	17,915,320	17,932,494	Completed - Some minor expenses still outstanding
Reservoirs Painting	Junee Reservoir	1/12/2011	30/6/2013	330,000	1,267	To be moved to 2013/14 after new reservoir completed

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

Description	Location	Anticipated Start Date	Anticipated Completion Date	Program Estimate (\$)	Total Expend to Date (\$)	Comment
Reservoir Rehabilitation	Barellan Reservoir	1/7/2012	30/6/2013	250,000	209,073	In progress

Recommendation

Recommendation made was adopted.

9.3.1 WATER PRODUCTION UPDATE (G95809505)

13/009 RESOLVED on the motion of Crs Palmer and McGregor that the report detailing Council's year to date water production status as at 31 January 2013 be received and noted.

Report prepared by Senior Revenue Officer

This report is presented for information on Council's year to date water production status as at 31 January 2013.

The table below provides a dashboard analysis of water production to date, measured against the estimated production figures used to estimate water sales for the year.

The dashboard provides a visual indicator to instantly gauge year to date production against the performance criteria defined in the *Indicator Legend*.

The monitoring of these production figures provide an early indication as to how Council's sales are potentially tracking for the year, given that the bulk of actual sales figures are only available after quarterly meter reads.

Source	Max Extraction	Production Figures through January				
	(Ml)	Prod'n LTD Ave	Est Prod'n	Prod'n YTD	Variance	Indicator
Jugiong	5,590	2,361	2,357	2,262	-95	
Oura	6,000	2,368	2,178	2,411	233	
Mt Arthur	762	307	301	333	33	
Mt Daylight	295	134	120	143	23	
Hylands Bridge	165	91	67	76	9	

Indicator Legend

- Green** Variance is equal to or greater than production estimate
- Amber** Variance is less than 10% below production estimate
- Red** Variance is greater than 10% below production estimate

Oura and the minor sources have seen increases in demand since early December, while Jugiong and Mt Arthur have experienced increases from early January. These demands have continued into the first two weeks of February.

Retail sales for the second quarter were up 7% compared to 2011/12, while bulk sales to the end of January match their 2011/12 YTD volumes.

In providing a forecast, Jugiong may not reach its yearly sales forecast, however this is balanced by stronger demand in Oura and Mt Arthur indicating that the overall 2012/13 water sales estimates are on target.

Recommendation

Recommendation made was adopted.

9.3.2 CODE OF CONDUCT (G40350505)

13/010 RESOLVED on the motion of Crs McGregor and McCann that Council:

1. Adopt a new Code of Conduct and Procedures as per the model supplied by the Division of Local Government;
2. Appoint the Manager Administration to the position of Complaints Coordinator under the new framework and procedures; and
3. Enter into an arrangement with REROC member councils to share a panel of conduct reviewers.

Report prepared by Acting General Manager

A new Model Code of Conduct framework has been issued by the Division of Local Government (DLG), commencing 1 March 2013.

Attached to this report is a copy of the Circular from the DLG and a copy of the summary of keys changes to the Code, as supplied by the DLG.

Previously Council has adopted the model Code as its own Code of Conduct.

Copies of the New Code itself together with administrative procedures are included in the mail out to Councillors as separate attachments to the business paper. Council's customers and members of the public can download these documents directly from DLG's website at www.dlg.nsw.gov.au.

REROC are currently advertising for a regional Code of Conduct Reviewers' Panel that, when established, can be called upon by member councils to inquire into alleged breaches of the Code by the Chairman, Councillors or the General Manager.

Recommendation

Recommendation made was adopted.

9.3.3 PRIVACY MANAGEMENT PLAN (G40350505)

13/011 RESOLVED on the motion of Crs Palmer and McGregor that Council review its current Privacy Management Plan and consider an amended version at its next meeting (2 May 2013).

Report prepared by Acting General Manager

A revised Model Privacy Management Plan has been issued by the Division of Local Government (DLG). Attached is a copy of the Circular from the DLG.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

Council adopted its own Privacy Management Plan in December 2009 to comply with legislative requirements at that time. The revised model plan released by the DLG refers to the treatment of a number of different categories of information that can be commonly held by general purpose councils but is generally not held by Goldenfields Water.

Council's current Plan will be reviewed against the DLG's model plan and presented to Council at their next meeting for consideration and adoption.

A copy of the DLG's Model Privacy Management Plan is included in the mail out to Councillors as a separate attachment to the business paper. Council's customers and members of the public can download this document directly from DLG's website at www.dlg.nsw.gov.au.

Council's current Plan is available on Council's website www.gwcc.nsw.gov.au.

Recommendation

Recommendation made was adopted.

**9.3.4 DELEGATIONS UNDER THE PLUMBING AND DRAINAGE ACT 2011
(G45055005)**

13/012 RESOLVED on the motion of Crs McCann and Templeton

1. That Council acknowledges the delegated responsibilities provided in the "Instrument of Delegation" under section 21 of the *Plumbing and Drainage Act 2011* and agrees to act in accordance with the delegation;
2. That Council further acknowledges that this responsibility will automatically be delegated to the General Manager as it is not limited by the general provisions of section 377 of the Local Government Act 1993; and
3. That the Chairman and General Manager be authorised to sign the formal "Acknowledgement of Delegation" under the Common Seal of Council.

Report prepared by Acting General Manager

The Department of Fair Trading has written Council regarding delegations under the new *Plumbing and Drainage Act 2011*; requesting that Council formally accept back responsibilities that were previously functions of councils prior to the commencement of the Act.

Copies of the letter and instrument are attached.

Recommendation

Recommendation made was adopted.

9.3.5 BUSINESS ACTIVITY STRATEGIC PLAN (G05601005)

13/013 RESOLVED on the motion of Crs Palmer and McGregor that

1. the current Business Activity Strategic Plan be endorsed;
2. the following timetable be adopted in order for Council to meet its statutory requirements in preparing and adopting its Delivery Program (2013/17), incorporating its annual Operational Plan and Budget:

Thursday 2 May 2013. Adopt a draft Delivery Program for public display at Council's ordinary meeting.

The draft Delivery Program is placed on public display seeking submissions & comments.

Thursday 27 June 2013. Consideration of submissions and adoption of the Delivery Program (incl Operational Plan) at Council's ordinary meeting.

Report prepared by Acting General Manager

Business Activity Strategic Plan (BASP) Endorsement

In accordance with the Local Government Regulations, a county council is required to review its current Business Activity Strategic Plan before 30 June following a general local government election.

The following is an extract from the Local Government (General) Regulation 2005 that specifically details this requirement:

219 Business activity strategic plan of county council

- (1) A business activity strategic plan is a plan developed and endorsed by a county council that:
 - (a) identifies the main business activity priorities of the council covering a period of at least 10 years from when the plan is endorsed, and
 - (b) establishes strategic objectives together with strategies for achieving those objectives, and
 - (c) has been developed having due regard to the community strategic plans of the county council's constituent councils and in consultation with those councils.
- (2) Following an ordinary election of councillors for the constituent councils of a county council, the county council must review the business activity strategic plan before 30 June following the election. The council may endorse the existing plan, endorse amendments to the existing plan or develop and endorse a new business activity strategic plan, as appropriate to ensure that the council has a business activity strategic plan covering at least the next 10 years.
- (3) Within 28 days after a business activity strategic plan is endorsed, the council must post a copy of the plan on the council's website and provide a copy to the Director-General. A copy of a business activity strategic plan may be provided to the Director-

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

General by notifying the Minister of the appropriate URL link to access the plan on the council's website.

It is suggested that the current BASP be endorsed with the plan to be reviewed in conjunction with the development of the 2013/17 Delivery Program, 2013/14 Operational Plan and budget.

Planning Timetable

Last year Council re-engineered its BASP to meet the requirements under the new Integrated Planning and Reporting regime. This document also incorporated the 2012/16 Delivery Program and 2012/13 Operational Plan.

As suggested earlier, a review of the BASP could be incorporated into the upcoming planning season.

Council must prepare a new 4 year Delivery Program after each ordinary election detailing the principal activities to be undertaken in implementing the strategies established by its BASP. The new period commences on 1 July following an election.

The Delivery Program is supported by an annual Operational Plan detailing the activities to be engaged in by Council as part of its Delivery Program covering that year and providing a statement of Council's revenue policy for that year.

The draft Delivery Program / Operational Plan must be publicly exhibited for not less than twenty-eight (28) days.

The following timetable is suggested for consideration:

Thursday 2 May 2013. Adopt a draft Delivery Program for public display at Council's ordinary meeting.

The draft Delivery Program is placed on public display seeking submissions & comments.

Thursday 27 June 2013. Consideration of submissions and adoption of the Delivery Program (incl Operational Plan) at Council's ordinary meeting.

In each of the last two years a workshop has been incorporated into the timetable to allow Councillors and Senior Staff to contribute to the plan prior to any formal decisions being made. The aim was to gain a consensus on the financial parameters to be used in the development of financial estimates for inclusion in the draft Operational Plan. No such workshop is considered necessary this year as Council has already resolved its water charges for each of the next three years (Minute No. 12/062). This decision was deemed necessary to provide some direction and stability for customers.

Recommendation

Recommendation made was adopted.

9.3.6 JUNEE RESERVOIR CONSTRUCTION PROJECT (G10057004)

13/014 RESOLVED on the motion of Crs McGregor and Templeton that an extraordinary meeting be held on Thursday 4 April 2013 to consider the tenders for the Junee Reservoir Construction.

Councillors may also have an opportunity to workshop the draft Strategic Plans after the extraordinary meeting.

Report prepared by Engineering Officer

Tenders closing 12 March 2013 have been called for the design and construction of a 30m diameter, 12m high concrete potable water storage reservoir to be constructed on Council's existing reservoir site in Albert Street Junee.

A mandatory pre-tender site meeting was held on 21 February to ensure all perspective tenderers were aware of the tender requirements and to clarify issues. All present were forwarded a copy of the minutes.

Under the Local Government Act 1993, acceptance of tenders cannot be delegated to the General Manager or any other person or body. Council's next meeting is scheduled for 2 May, which will significantly delay the awarding of the contract.

The recommendation proposes to avoid this delay by offering a solution that overcomes this situation. A report and staff recommendation on the tender evaluation will be emailed to all Councillors when finalised, allowing each member the opportunity to advise the Chairman of their concurrence with the recommendation, or otherwise.

Recommendation

Subject to a satisfactory tender evaluation, the Chairman and Deputy Chairman, in consultation with the remainder of Council, be authorised to accept the tender which offers the best value to Council.

The Acting General Manager amended his recommendation for the tenders to be considered at an extraordinary meeting.

9.3.7 ACQUISITION OF BROBENAH RESERVOIR SITE AND ASSOCIATED PIPELINE EASEMENT (G10057015)

13/015 RESOLVED on the motion of Crs Morris and McCann that:

- a. Council proceed with the acquisition of land described as Lot 3 in Deposited Plan 1176726, easement for water supply 6 wide in Deposited Plan 1176726 affecting Lot 2 in DP 562970 (now Lot 4 in DP 1176726) and right of access 10 wide in Deposited Plan 1176726 affecting Lot 2 in DP 562970 for water supply purposes in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
- b. Council make an application to the Minister and the Governor for approval to acquire by agreement land described as Lot 3 in Deposited Plan 1176726, easement for water supply 6 wide in Deposited Plan 1176726 affecting Lot 2 in DP 562970, and right of access 10 wide in Deposited Plan 1176726 affecting Lot 2 in DP 562970 for water supply purposes under section 186(1) of the *Local Government 1993*.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

- c. That compensation be paid in accordance with the agreement with the owner of \$3,500 plus GST if applicable.
- d. That all minerals be excepted from the acquisition.
- e. Council authorise the execution of all necessary documentation by the Chairman and General Manager.
- f. After acquisition the land be classified as operational in accordance with s31(2) of the Local Government Act 1993.

Report prepared by Engineering Officer

Council constructed the Brobenah Reservoirs and supply pipeline in the mid 1970's, however the acquisition of easements and the land for the reservoir site was not finalised.

Council's property consultants are now finalising the matter and require a current resolution to enable the finalisation of the acquisition of the easements, right of access and site as noted in the resolution.

A section 30 (Just Terms Act) acquisition agreement has been executed by the owner and by Council. The agreed compensation of \$3,500 plus GST is based on the consultant's calculations and Council's standard rate per kilometre.

Recommendation

Recommendation made was adopted.

9.3.8 NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on Thursday 2 May 2013 at Council's Temora office commencing at 1.00pm

10. QUESTIONS AND STATEMENTS

In accordance with Section 3.15 of Council's Code of Meeting Practice:

- 1. A Councillor:
 - a) may, through the Chairperson, put a question to another Councillor, and
 - b) may, through the General Manager, put a question to a Council employee.
- 2. However, a Councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
- 3. The Councillor must put every such question directly, succinctly and without argument.
- 4. The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or council employee under this clause.

Cr McGregor raised his concern over the possibilities of amalgamation, suggesting GWCC send delegates to discuss this with Ministers Page and Hodgkinson.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at the
JUGIONG WTP on 28 FEBRUARY 2013**

13/016 RESOLVED on the motion of Crs McGregor and Palmer that Council authorise delegates to meet with Ministers Page and Hodgkinson in relation to the Local Government Review and in particular the potential effects on Water Management.

There being no further business requiring the attention of the Council, the meeting closed at 1.45pm

UNCONFIRMED

MINUTES OF THE BLAND SHIRE TOURISM ADVISORY COMMITTEE HELD IN THE GREEN ROOM ON MONDAY 18 MARCH 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, Martin Lane, Des Delaney, Mal Carnegie, Peg Mrowka, Bernie Couzens, Jeff Stien (Senior Economic Development & Tourism Advisor).

Apologies: Amanda Stitt, Cr. Leeanne Hampton

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: M Carnegie Seconded: D Delaney

CARRIED

ITEM 2 CORRESPONDENCE

Correspondence In:

- Riverina Regional Tourism

Correspondence Out:

Nil

ITEM 3 Geocaching Presentation and discussion Jamie Redman

Geocaching is a free real-world modern day outdoor treasure hunt that not only allows you to explore your local area but places all around the world. Players try to locate hidden containers, called geocaches, using a smartphone or GPS and can then share their experiences online.

Whether it is at home, in your local area or in locations around the world, you will find Geocaches in all locations. There are 2 million caches worldwide and 5 million people involved in geocaching.

A cache is normally a container with a log book and or geo coins or other items. Other caches include multi caches, puzzle and mystery caches, and travel bugs.

Caches near West Wyalong

Name	Location
Lots of Parks #1	West Wyalong
barnado park	West Wyalong
Mc cann park	West Wyalong
ORB on Newell	West Wyalong
West Wyalong TB Airport	West Wyalong
Rotary Park	Wyalong
cooinda park	Wyalong
Lots of Parks #2	Wyalong
Hill Brow Homestead Area	Wyalong
Glendee Homestead Area	West Wyalong
First Hill	Back Creek
Eurowie Homestead Area	Back Creek
Calleen Area	West Wyalong
Oakleigh Homestead Area	Barmedman
Billys Lookout	Lake Cowal
Girral Area	Girral
Nyrang Homestead Area	North Yalgogrin
Nyrang Homestead Area	North Yalgogrin
Tallimba Area	Tallimba
hard core farmer	Barmedman
Gas on Newell	Back Creek
Girral Area	Ungarie
Wilga Park Homestead Area	Ungarie
Oakland Homestead Area	Bland
Lake-view (sometimes)	Lake Cowal
Wattle Forest Homestead Area	Ungarie
Narriah Mountain	Weethalle
S . 19144	Ariah Park
Bygoo Hills Area	Ardlethan

Thulloo Area	Kikoira
Weja Area	Ungarie
Boginderra Hills Area	Narraburra
Mary MacKillop - Ardlethan	Ardlethan
Home of the Kelpie	Ardlethan
Manna Mountain	Fairholme
Euratha Area	Weethalle
Kikoira Area	Kikoira
Cara What?	Bundaburrah
John Deere Santa	Weelong
Mount Bygalore	Ungarie
100 lakes	Temora
Milne Scraper Station Area	Condobolin
Temora Aviation Museum	Temora
TAM	Temora
Drive By XII	Temora
Spitfire	Temora
YesAnotherRestStop	Moombooldool
Paleface	Temora
Mary MacKillop - Temora	Temora
Temora Reservoir	Temora

The committee thanked Jamie Redmond for giving a great overview of Geocaching and the committee agreed that this will be a great project to develop for Geocachers to spend additional time in the Bland Shire.

ITEM 4 MATTERS ARISING FROM MINUTES

- The Senior Economic Development & Tourism Advisor attended the Gold Trails meeting in Grenfell on Thursday 7 March. The Senior Economic Development & Tourism Advisor undertook a site visit with RMS representatives on Tuesday 5 February to look at possible options for the Gold Trails Billboard on the Newell Highway between Wyalong and Marsden. One issue with the roads in the Bland Shire is that they have large road reserves which make finding a suitable site for a billboard extremely difficult. The Gold Trails Committee will discuss this further with the RMS. Discussions have commenced in placing a billboard on the Goldfields way at Gidginbung.
- The NSW Modern Mining Trail committee has finalised the design and artwork for the signs and brochures with a large billboard to be installed at Tomingley. Bland Shire Council will receive two smaller signs. The launch of the NSW Modern Mining Trails is planned at Northparkes Mines on 3 April.
- The Senior Economic Development & Tourism Advisor attended the Riverina Regional Tourism (RRT) meeting in Coolamon on Friday 1 February. RRT have engaged Urban Enterprise to undertake a destination management plan for the Riverina. Destination Management consultation workshops have been planned for:

- Wagga Wagga on Monday 18 March;
- Temora on Tuesday 19 March;
- Griffith on Wednesday 20 March;
- Hay on Wednesday 20 March; and
- Deniliquin on Thursday 21 March.

The General Manager and the Senior Economic Development & Tourism Advisor are planning to attend the workshop in Temora.

- The first three Tourist Information Shelters are progressing and Martin Lane is working on the information panels. Chris Bischoff has completed manufacturing the structures and has had discussions with the supplier of the solar lights for the shelters. The shelters will be installed by the end of March.
- Following on from the previous Tourism Advisory Committee meeting the Senior Economic and Tourism Advisor received information from Web123 relating a new Bland Shire Council Tourism website. The website will incorporate a shopping cart and be capable of accepting bookings for the Bland Shire Heritage and Gold Tours as well as incorporating the latest social media and mobile platforms. The site will host information accessed from Quick Response Codes on the new interpretive signs that will be installed. Martin Lane mentioned that the current Bland Shire website is mobile friendly.
- Bland Shire Council will not be participating for the next twelve months
- Cr Lord and the Senior Economic Development & Tourism Advisor attended the 2013 Local Government Tourism Conference on the 11-13 March. The Senior Economic Development & Tourism Advisor distributed copies of the Visitor Information Centres presentations from the conference. Research shows that Visitor Information Centres have a major influence on decision making in destination:
 - 22% of visitors stayed an extra night spending an additional \$123 per night;
 - 21% took an additional tour;
 - 59% visited additional attractions; and
 - 22% spent more than budgeted.

Clarence Valley research figures indicated the following:

- 153,000 visitors spent an extra night x \$123 avg = \$18.8 million
- 146,000 spent an additional activities x \$40 avg = \$5.8 million
- 411,000 visited additional attractions x \$25 avg = \$10.2 million
- Total extra visitor spending was more than \$34.8 million
- Discussions are continuing regarding the NSW Cobra Car Club for a visit to West Wyalong on the June long weekend.
- The MIA (Griffith, Leeton and Narrandera) Ulysses Club had a very enjoyable visit to the Bland Shire on Sunday 24 February.
- A TASTE Riverina meeting is scheduled on 28 March 2013 in Narrandera

- VIVID Bland Shire is a long term project
- 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.
- Discussions are continuing with The Bathurst Soaring Club regarding a speed week in November. Some improvements required include modifications to the airport lounge to increase the size of the booking area for the briefings and administration. Other improvements required include a white board, interactive monitor, wall map, extra water outlets for adding ballast to the gliders, air conditioning and rolling of the grassed areas.

ITEM 5 GENERAL BUSINESS

- 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.
- 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.

The committee recommended that a Multipurpose Cultural Precinct including a Visitor Information Centre be included in Bland Shire Councils Community Strategic Plan and budget.

Moved: B. Cousins

Seconded: M. Lane

CARRIED

- Discussions on finalising current and future tourism projects included the following and these will be continued at the next 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
- **Tourism Industry Regional Development Fund (TIRF) Grants Program Application**

Bland Shire Councils Tourism Industry Regional Development Fund (TIRF) Grants Program Application for the Heritage, Gold Trails and Tours under Round One of the TIRF Grants Program was unsuccessful. TIRF Round One received 760 applications and less than 10 per cent of applicants were offered a grant, as the cut off from the assessment process was very high.

ITEM 6 DATE OF NEXT MEETING

The date for the next meeting is Monday 8 April 2013 at 5.30pm.

ITEM 7 CLOSE

Meeting closed at 7:10 pm.

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 MONTHLY STATUS REPORT – APRIL

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 April 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.

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

MONTHLY STATUS REPORT - COUNCIL MEETING RESOLUTIONS FOR ACTION

Blue shading indicates action completed

COUNCIL RESOLUTIONS 20 NOVEMBER 2012

Item Number	Action By	Council Resolution/Action Required	Outcome
REMOVAL OF UNDERGROUND FUEL TANKS - 61 NEELD ST, WYALONG - 18112012	GM	1. That Council accepts responsibility for the removal or decommissioning of the underground petroleum storage site (UPSS) adjacent to 61 Neeld Street, Wyalong; 2. That Council obtains quotations for the removal or decommissioning of the UPSS; 3. That funds for this purpose be allocated in the 2013 / 2014 budget; 4. That Council approaches the EPA to seek any financial assistance that may be available for this purpose; 5. That Council approaches the RMS to share these costs with Council.	Property owner and solicitors advised. Quotations for work to be sourced in early 2013. A further report will be submitted to council in March 2013. 29/1: B&B have inspected site, awaiting quote. 24/2: Quotation received and report to March Council
MATCHING FUNDS FOR THE BLAND SHIRE HERITAGE, GOLD TRAILS AND TOURS - RUSSELL DRYSDALE MONUMENT - 24112012	GM	That Bland Shire Council endorses the Russell Drysdale Bronze monument and interpretive sign to be installed on the Tattersall's Hotel corner.	SEDATO to follow up next stage of this project. 13/12: stool to be removed from design, DES to source template to determine most suitable location 29/1: template available, onsite meeting to be scheduled

COUNCIL RESOLUTIONS 11 DECEMBER 2012

Item Number	Action By	Council Resolution/Action Required	Outcome
DRAFT BLAND DEVELOPMENT CONTROL PLAN 2012 - 13122012	DCDS	That Council place the Draft Bland Development Control Plan 2012 on public exhibition for the period commencing the 14 January 2013 to 18 February 2013 for public comment.	To be placed on exhibition on 14 Jan 29/1: on exhibition, to be presented to March Council meeting. Adopted March Meeting 2013. Complete
PERSEVERANCE PRECINCT STAGE 2 - 18122012	DES	1. That tenders be called for the provision of lights at the western (Ron Crowe oval) and eastern ovals in line with the recommendation from the Perseverance Street Ovals Precinct Users Group 2. That further works be costed after the acceptance of the lighting tender and presented to council for priority and funding options.	29/1: tenders being called

COUNCIL RESOLUTIONS 19 FEBRUARY 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
INTRODUCTION OF ALCOHOL & OTHER DRUGS POLICY - 09022013	GM	That Council endorses the adoption of the Alcohol & Other Drugs Policy, as detailed in this report, noting that the Policy will apply to all council staff, volunteers, work experience students, contractors / sub contractors working for and on Council projects and Council's Agents and consultants or their employees whilst working on Council projects; 2. That an allocation of \$10,000.00 be made in the 2013 – 2014 budget to cover the cost of administering this policy; 3. That the General Manager report to Council on a quarterly basis on any breaches of this policy.	24/2: new policy to take effect from 1 July 2013

UPDATE ON CONSTITUTIONAL RECOGNITION - 13022013	GM	1. That the advice received from the Australian Local Government Association (ALGA) and the NSW Local Government and Shires Association (LGSA) regarding the progress with the 'Constitutional Recognition of Local Government' campaign be received and noted; 2. That the payment of the invoice in the amount of \$3797.22 plus GST be endorsed; 3. That the General Manager prepares a submission on this issue to the Joint Select Committee.	24/2: GM to prepare a submission 19/3: initial submission sent, no further submissions being accepted. NFAR
PUBLIC ADDRESS SYSTEM IN THE MAIN STREET - 16022013	SEDTA	That before Bland Shire Council considers the purchase and installation of a permanent public address system for the main street for future events and activities a further report be submitted detailing actual capital and ongoing costs.	5/3: quotes being obtained
GUN CLUB ROAD - 26022013	DES	1. That the Gun Club Road be reshaped with the Kirpy and the causeways sealed for an estimated cost of \$32,000 2. That the works be included in the Council's 2013-2014 road construction/maintenance program for Councils consideration.	5/3: to be considered during budget deliberations
PARKING ON THE EASTERN SIDE OF CHURCH STREET BETWEEN GLADSTONE LANE AND THE EXTENSION OF WHITE TANK LANE - 28022013	DES	1. That two hour parking from 9 am to 5 pm between White Tank Lane and Barnado Street/Gladstone Lane on both sides be approved. 2. That no stopping be placed between White Tank Lane and the first driveway to IGA supermarket on Church Street.	5/3: approved, part of Main Street plan
PARKING ON THE SCHOOL SIDE OF DUMARESQ STREET - 29022013	DES	1. A pick up/drop off zone (No Parking) be created north of the existing bus zone up to Wootten Street during school hours (8am - 9.30am and 2.30pm-4pm 2. The extension of the bus zone to the southern side of the existing car park entrance.	5/3: In hand

REQUEST TO WAIVE INTEREST ON ACCRUED OVERDUE RATES - 34022013	DCORP	That Council does not accede to the request to waive the outstanding interest on the Rates debt for the property identified as Assessment Number 2858-2.	5/3: letter sent
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COUNCIL RESOLUTIONS 19 MARCH 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
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CASUAL VACANCY - COUNCIL BY-ELECTION - 04032013	GM	<p>1. That the information regarding the legislative requirements arising from the passing of Councillor Bland be received and noted; 2. That provision is made in the current budget to meet the cost of the By-Election as per the estimate from the NSW Electoral Commission; 3. That pursuant to s.296(2) of the Local Government Act 1993 that the council is to enter into a contract or make arrangement with the Electoral Commissioner for the Electoral Commissioner to administer all elections for the council for the purposes of Chapter 10 of that Act; 4. That pursuant to s.296(2) of the Local Government Act 1993, as applied and modified by s.18 of that Act, that the council is to enter into a contract or make arrangement with the Electoral Commissioner for the Electoral Commissioner to administer all council polls and constitutional referendums for the council for the purposes of Chapter 4 of that Act; 5. That council assign and fix the council seal to the contract with the Electoral Commissioner for the Electoral Commissioner to administer all elections, council polls and constitutional referendums for the council.</p>	8/4: By-election arrangements in hand
CASUAL VACANCY - COUNCIL BY-ELECTION - 05032013	GM	That Council accept the quotation of \$38,024.80 for the conduct of the council by-election on 11 May 2013.	8/4: By-election arrangements in hand
LOCAL GOVERNMENT NSW - ANNUAL CONFERENCE - 06032013	GM	That Council confirms the attendance of the Mayor of the day and also determines the number of 3 observers to attend the Local Government NSW Annual Conference being held in Sydney from 1-3 October 2013.	8/4: noted

WEST WYALONG SHOW DAY 2013 - 07032013	GM	That the Council receive and note the report and approval for a local half day public holiday for the purpose of the West Wyalong Show from midday on Wednesday 4th September 2013 covering the West Wyalong/Wyalong and Tallimba Town Improvement Districts within the Bland Shire area.	NFAR
REMOVAL OF UNDERGROUND FUEL TANKS - 61 NEELD ST, WYALONG - 08032013	GM	1. That Council confirms responsibility for the removal and decommissioning of the underground petroleum storage site (UPSS) adjacent to 61 Neeld Street, Wyalong; 2. That funds, in the amount of \$22,000.00, for this purpose be allocated in the 2013 / 2014 budget; 3. That Council approaches the EPA to seek any financial assistance that may be available for this purpose; 4. That Council approaches the RMS to share these costs with Council.	8/4: Letter sent, works to be scheduled in late June
2013 SCHOLARSHIPS - 11032013	DCDS	That the 2013 Bland Shire Council Community Scholarship valued at \$1500 be awarded to Allie Reid and that the recipient be invited to attend the April Council Meeting for a presentation.	25/03/2013 Recommendation adopted at March Meeting. All applicants advised of outcome. Successful applicant invited to April Meeting. Complete
ABORIGINAL FLAG FLYING PROCEDURES - 12032013	DCDS	That Council implement Aboriginal flag flying procedures in accordance with Division of Local Government guidelines to fly the Aboriginal flag at Council during National Reconciliation Week, NAIDOC Week and other special occasions and events where it is deemed appropriate in consultation with the General Manager and Local Aboriginal Lands Council including the anniversary of The Apology.	Recommendation adopted. Customer Service advised of relevant dates. Complete

ADOPTION BLAND DEVELOPMENT CONTROL PLAN 2012 - 13032013	DCDS	That Council adopts the Bland Development Control Plan 2012, including the minor changes set out in the report plus an amendment in section PSLL5 on page 28 to "a minimum of 45,000 litre".	25/3 Staff advised of change. Complete
HERITAGE ASSISTANCE GRANT - 175 MAIN STREET - 14032013	DCDS	That Council approves the Heritage Assistance Funding application for the property located at 175 Main Street, West Wyalong to the value of \$14,000.	25/3 Staff advised and liaising with applicant. Complete
UNGARIE CWA - WAIVER OF CHARGES - 15032013	DCDS	That Council donate sewerage and trade waste charges of \$888 for the Ungarie CWA and the funds be drawn from Council's Strengthening Communities donations budget.	25/3 Ungarie CWA advised. Internal charge. Complete
CULTURAL DEVELOPMENT GRANT - WEST WYALONG COUNTRY EDUCATION FUND - 16032013	DCDS	That Council supports the Cultural Development Grant application from the West Wyalong Country Education Fund for \$1000 towards hosting Opera in the Park.	25/3 CEF advised. Complete
STRENGTHENING COMMUNITIES - WEST WYALONG TOWN BAND - 17032013	DCDS	That Council approves a \$2000 Strengthening Communities donation to the West Wyalong Town Band.	25/3 Town Band advised. Complete
HIGHER MASS LIMITS FOR SEMI TRAILERS AND B-DOUBLES ON APPROVED ROAD TRAIN ROUTES - 18032013	DES	That Council delegate authority to the Director Engineering Services to approve higher mass limits for semi trailers and B-doubles on already approved road train routes if the Director Engineering Services believes that they will do no more damage to the road than the road trains.	Completed

ENGAGING ADOLESCENTS PARENT COURSE - 20032013	DCDS	That a letter be sent to the organisers of the Engaging Adolescents Parent Course expressing Council's displeasure at the cancellation of the Workshops proposed for 20th and 27th March 2013 in West Wyalong.	Letter sent 28/03/2013
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9.2 MODEL CODE OF CONDUCT 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: General Manager

Officer’s Recommendation:

- 1. That the information concerning the implementation of the new Model of Conduct, effective from 1 March 2013, be received and noted;**
- 2. That Council formally adopts the Model Code of Conduct;**
- 3. That a further report be submitted to Council by the General Manager, if considered necessary, after his attendance at the DLG Workshop on 9 May 2013.**

Introduction

The new Model Code of Conduct for NSW Councils came into effect from 1 March 2013 and the NSW DLG has provided a summary as a simple guide to the standards of behaviour required by council officials. A copy of this summary is included as an attachment to this report as well as a full copy of the new Code.

The DLG has also developed a series of resources that are available on the Division’s website at www.dlg.nsw.gov.au.

One new aspect of the revised Code is the establishment of a ‘complaints coordinator’ whose role will be to:

- Coordinate the management of complaints made under the council’s code of conduct;
- Liaise with and provide administrative support to a conduct review committee;
- Liaise with the Division of Local Government; and
- Arrange the annual reporting of code of conduct complaints statistics.

Council staff member Mrs. Raewyn Galton has been appointed to this position.

A conduct review panel has also been established through REROC and after receiving 19 EOI’s the Executive have selected the following people:

Allan Bradbury	Kath Roach
Peter Brown	Tim Rogers
Timothy Bye	Kathy Thane
Maurice Daly	Greg Wright
Gerry Holmes	

Conclusion

The DLG are conducting a series of regional workshops for general managers in relation to the new Code and I will be attending the workshop in Wagga on 9 May 2013. If there is anything further requiring Council's attention or direction I will report to the May Council meeting.

Financial Implications

Nil to this report.

THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW – MARCH 2013

Standards of conduct for council officials - Summary

Council officials* play a vital role in serving local communities.

To do this effectively you will want to uphold the highest standards of behaviour to ensure the public has trust and confidence in local government.

What are the expected standards of behaviour?

The following standards of behaviour are expected of council officials. You must:

- not conduct yourself in a manner that is likely to bring the council into disrepute
- act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions
- treat others with respect at all times
- consider issues consistently, promptly and fairly
- not harass, discriminate against, or support others who do so
- ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly
- not participate in *binding* caucus votes except for nominations
- disclose and appropriately manage any conflict of interests, including from reportable political donations
- not accept money or gifts of value and avoid situations that give rise to the appearance of securing favourable treatment
- in the case of councillors, not direct council staff or influence staff in the exercise of their role
- in the case of staff, ensure efficient and effective operation of the council's organisation and implementation of the decisions of the council without delay
- use and secure information appropriately and do not disclose confidential information
- use council resources ethically, effectively, efficiently and carefully in the course of official duties
- not make complaints improperly, take detrimental action in response to complaints about standards of behaviour or disclose information about code of conduct matters.

These standards are described in detail in the Model Code of Conduct for Local Councils in NSW. The Code is a legal document that all officials are obliged to understand and follow. The Model Code forms the basis of each council's own code of conduct.

What happens if the standards are not met?

In the very small number of cases where council officials fail to follow this Code, this will be dealt with in accordance with the procedure for administration of the Model Code.

Complaints about a breach of these standards by anyone other than the general manager are to be made at first instance to the general manager. Complaints about the general manager are to be made to the Mayor. Where the complaint is serious and cannot be resolved informally, a complaint may be formally investigated by an independent conduct reviewer.

Breaches of these standards by delegates or council committee members may result in the following action:

- censure
- requirement of apology
- prosecution
- removal or restriction of delegation.

Breaches by council staff may result in disciplinary action, termination or, in the case of non-senior staff, such other penalty permitted under the relevant industrial award.

Breaches by the general manager may result in the following action:

- requirement for training
- counselling
- requirement for apology
- findings of inappropriate conduct made public
- action under the general manager's contract.

Breaches by councillors may result in the following action:

- requirement for training
- counselling
- requirement for apology
- findings of inappropriate conduct made public
- censure
- referral to the Division of Local Government for disciplinary action including but not limited to suspension for up to 3 months
- referral by the Division to the Pecuniary Interest and Disciplinary Tribunal for suspension of up to 6 months or disqualification from holding civic office.

* Council officials include councillors, members of staff of council, administrators, members of council committees, conduct reviewers and delegates of council.



Premier & Cabinet
Division of Local Government

The Model Code of Conduct for Local Councils in NSW



March 2013

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TABLE OF CONTENTS

PART 1	INTRODUCTION.....	4
PART 2	PURPOSE OF THE CODE OF CONDUCT.....	4
PART 3	GENERAL CONDUCT OBLIGATIONS.....	5
PART 4	CONFLICT OF INTERESTS.....	7
PART 5	PERSONAL BENEFIT.....	12
PART 6	RELATIONSHIP BETWEEN COUNCIL OFFICIALS.....	14
PART 7	ACCESS TO INFORMATION AND COUNCIL RESOURCES.....	16
PART 8	MAINTAINING THE INTEGRITY OF THIS CODE.....	19
PART 9	DEFINITIONS.....	21

PART 1 INTRODUCTION

This Model Code of Conduct for Local Councils in NSW (“the Model Code of Conduct”) is made for the purposes of section 440 of the *Local Government Act 1993* (“the Act”). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code. For the purposes of section 440 of the Act, the Model Code of Conduct comprises all parts of this document.

Councillors, administrators, members of staff of council, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council must comply with the applicable provisions of council’s code of conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code and regularly review their personal circumstances with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office.

Failure by a member of staff to comply with council’s code of conduct may give rise to disciplinary action.

A better conduct guide has also been developed to assist councils to review and enhance their codes of conduct. This guide supports this code and provides further information on the provisions in this code.

PART 2 PURPOSE OF THE CODE OF CONDUCT

The Model Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation.

The Model Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:
- a) contravenes the Act, associated regulations, council's relevant administrative requirements and policies
 - b) is detrimental to the pursuit of the charter of a council
 - c) is improper or unethical
 - d) is an abuse of power or otherwise amounts to misconduct
 - e) causes, comprises or involves intimidation, harassment or verbal abuse
 - f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
 - g) causes, comprises or involves prejudice in the provision of a service to the community. (*Schedule 6A*)
- 3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (*section 439*)
- 3.3 You must treat others with respect at all times.

Fairness and equity

- 3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and discrimination

- 3.6 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Development decisions

- 3.7 You must ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the development assessment process.
- 3.8 In determining development applications, you must ensure that no action, statement or communication between yourself and applicants or objectors

conveys any suggestion of willingness to provide improper concessions or preferential treatment.

Binding caucus votes

- 3.9 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.10 For the purposes of clause 3.9, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.11 Clause 3.9 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.12 Clause 3.9 does not apply to a decision to elect the Mayor or Deputy Mayor or to nominate a person to be a member of a council committee.

PART 4 CONFLICT OF INTERESTS

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary.

What is a pecuniary interest?

- 4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (*section 442*)
- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (*section 443*)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
 - a) councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (*section 449*)
 - b) councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (*section 451*)
 - c) designated persons immediately declare, in writing, any pecuniary interest. (*section 459*)
- 4.8 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the general manager and other senior staff of the council.
- 4.9 Where you are a member of staff of council, other than a designated person (as defined by section 441), you must disclose in writing to your supervisor or the general manager, the nature of any pecuniary interest you have in a matter you are dealing with as soon as practicable.

What are non-pecuniary interests?

- 4.10 Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.
- 4.11 The political views of a councillor do not constitute a private interest.

Managing non-pecuniary conflict of interests

- 4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.
- 4.13 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.
- 4.14 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.
- 4.15 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:
- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
 - b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
 - c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.
- 4.16 If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:
- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
 - b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply
- 4.17 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

- 4.18 If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.
- 4.19 Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff through the general manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

Reportable political donations

- 4.20 Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21 Where a councillor has received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) where the major political donor has a matter before council,
- then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).
- 4.22 For the purposes of this Part:
- a) a "reportable political donation" is a "reportable political donation" for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
 - b) a "major political donor" is a "major political donor" for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.
- 4.23 Councillors should note that political donations below \$1,000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.
- 4.24 If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented from participating in a decision to delegate council's decision-making role to council staff through the general manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

Loss of quorum as a result of compliance with this Part

- 4.25 Where a majority of councillors are precluded under this Part from consideration of a matter the council or committee must resolve to delegate consideration of the matter in question to another person.

- 4.26 Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.
- 4.27 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:
- a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
 - b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
- 4.28 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.
- 4.29 A councillor, who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:
- a) the matter is a proposal relating to
 - i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and
 - b) the councillor declares any interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.

Other business or employment

- 4.30 If you are a member of staff of council considering outside employment or contract work that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the general manager in writing. (*section 353*)
- 4.31 As a member of staff, you must ensure that any outside employment or business you engage in will not:
- a) conflict with your official duties
 - b) involve using confidential information or council resources obtained through your work with the council
 - c) require you to work while on council duty
 - d) discredit or disadvantage the council.

Personal dealings with council

4.32 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

PART 5 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and benefits

- 5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.
- 5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

- 5.3 Generally speaking, token gifts and benefits include:
- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
 - e) prizes of token value.

Gifts and benefits of value

- 5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

- 5.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty

- d) accept any gift or benefit of more than token value
 - e) accept an offer of cash or a cash-like gift, regardless of the amount.
- 5.6 For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- 5.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

Improper and undue influence

- 5.8 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.
- 5.9 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

PART 6 RELATIONSHIP BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.
- 6.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (*section 352*)
 - b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (*Schedule 6A of the Act*)
 - c) contact a member of the staff of the council on council related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
 - d) contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Obligations of staff

- 6.3 The general manager is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay.
- 6.4 Members of staff of council must:
- a) give their attention to the business of council while on duty
 - b) ensure that their work is carried out efficiently, economically and effectively
 - c) carry out lawful directions given by any person having authority to give such directions
 - d) give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them
 - e) ensure that any participation in political activities outside the service of the council does not conflict with the performance of their official duties.

Obligations during meetings

- 6.5 You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the *Local Government (General) Regulation 2005* during council and committee meetings.
- 6.6 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

Inappropriate interactions

- 6.7 You must not engage in any of the following inappropriate interactions:
- a) Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
 - b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
 - c) Council staff refusing to give information that is available to other councillors to a particular councillor.
 - d) Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council.
 - e) Councillors and administrators being overbearing or threatening to council staff.
 - f) Councillors and administrators making personal attacks on council staff in a public forum.
 - g) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
 - h) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
 - i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.
 - j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's general manager or, in the case of the Mayor or administrator, exercising their power under section 226 of the Act.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 7.1 The general manager and public officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The general manager must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.
- 7.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures.
- 7.4 Members of staff of council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.
- 7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

Councillors and administrators to properly examine and consider information

- 7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

Refusal of access to documents

- 7.7 Where the general manager and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 7.8 In regard to information obtained in your capacity as a council official, you must:
- a) only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.

7.10 In addition to your general obligations relating to the use of council information, you must:

- a) protect confidential information
- b) only release confidential information if you have authority to do so
- c) only use confidential information for the purpose it is intended to be used
- d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
- f) not disclose any information discussed during a confidential session of a council meeting.

Personal information

7.11 When dealing with personal information you must comply with:

- a) *the Privacy and Personal Information Protection Act 1998*
- b) *the Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.

7.13 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.

7.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

- 7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.18 You must not convert any property of the council to your own use unless properly authorised.
- 7.19 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Councillor access to council buildings

- 7.20 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.
- 7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.

8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

- a) to intimidate or harass another council official
- b) to damage another council official's reputation
- c) to obtain a political advantage
- d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
- e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
- f) to avoid disciplinary action under this code
- g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
- h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
- i) to prevent or disrupt the effective administration of this code.

Detrimental action

8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.

8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.

8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:

- a) injury, damage or loss
- b) intimidation or harassment
- c) discrimination, disadvantage or adverse treatment in relation to employment
- d) dismissal from, or prejudice in, employment
- e) disciplinary proceedings.

Compliance with requirements under this code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.
- 8.9 You must comply with a practice ruling made by the Division of Local Government.
- 8.10 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

- 8.11 You must report breaches of this code in accordance with the reporting requirements under this code.
- 8.12 You must not make allegations of suspected breaches of this code at council meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

- 8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the general manager or an administrator are to be made to the Division of Local Government.
- 8.15 Complaints alleging a breach of this Part by other council officials are to be made to the general manager.

PART 9 DEFINITIONS

In the Model Code of Conduct the following definitions apply:

the Act	the <i>Local Government Act 1993</i>
act of disorder	see the definition in clause 256 of the Local Government (General) Regulation 2005
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Division of Local Government, Department of Premier and Cabinet
committee	a council committee
conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
council committee	a committee established by resolution of council
“council committee member”	a person other than a councillor or member of staff of a council who is a member of a council committee
council official	includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council
councillor	a person elected or appointed to civic office and includes a Mayor
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	see the definition in section 441 of the Act
election campaign	includes council, State and Federal election campaigns
personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion

the Regulation the Local Government (General) Regulation 2005

The term “you” used in the Model Code of Conduct refers to council officials.

The phrase “this code” used in the Model Code of Conduct refers also to the procedures for the administration of the Model Code of Conduct prescribed under the Local Government (General) Regulation 2005.

9.3 LOCAL GOVERNMENT AMENDMENT (EARLY INTERVENTION) BILL

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: General Manager

Officer’s Recommendation:

That the information regarding the introduction of the Local Government Amendment (Early Intervention) Bill be received and noted and that the General Manager monitor the progress of this proposed legislation and report back to Council at the appropriate time.

Introduction

The NSW Minister for Local Government, the Hon. Don Page MP, is proposing to introduce legislation that will give him power to suspend a council where that council is not complying with its legislative responsibilities; there are significant risks facing the council that are not being addressed; and where previous intervention attempts have failed.

A copy of the Minister’s letter addressed to the mayors of all NSW Councils is included as an attachment to this report.

Local Government NSW (the previous Local Government Association of NSW) has expressed concerns, on behalf of a number of their member councils, at the process and the content of the proposed legislation. A copy of the LGNSW correspondence is also included as an attachment to this report.

Conclusion

There certainly has been no consultation between the Minister and individual councils on this particular matter and once again, the proposed legislation appears to be aimed at the more ‘political’ councils, but with all NSW councils being required to comply.

I believe that Bland Shire Council should support the efforts of the LGNSW in lobbying on behalf of its member councils on this issue.

Financial Implications

Nil to this report.



The Hon Don Page MP
Minister for Local Government
Minister for the North Coast

Ref:
MIN:
Doc ID: A318671



Clr Neil Pokoney
Mayor
Bland Shire Council
Email: council@blandshire.nsw.gov.au

19 March 2013

Dear Mayor

I am proud of the fact that for the first time in 17 years, not a single council in NSW is under administration. The proposed new early intervention laws currently before Parliament will help keep it that way.

We are all too aware of the high-profile dysfunction in a number of councils in recent times. I frequently receive calls from members of the public, and indeed the sector itself, to act in these circumstances. The options available to tackle these issues are blunt and limited. They range from writing a letter and investigations, to a public inquiry. While a public inquiry is an important and necessary process when facing the serious prospect of dismissing a council, it usually follows years of dysfunction which could have been avoided, costs over \$200,000, and has tended to result in the public being deprived of democratic representation at this vital level of government.

The laws we currently have in place for dealing with dysfunctional councils are inadequate. The NSW Auditor-General reinforced this fact in recommending the need for Government to play a stronger role in tackling poor performance of councils, in a recent review titled 'Monitoring Local Government'.

In November last year, I announced proposals to tackle dysfunction through early intervention in the small number of underperforming councils that damage the reputation of local government and the community.

I believe that the proposals contained in the Local Government Amendment (Early Intervention) Bill 2013 will provide an important set of tools to ensure that underperformance is dealt with early and that the democratic leadership of communities is retained.

The proposals in the Bill are explicitly designed to improve the performance of councils in NSW by balancing measures to encourage councils to drive their own improvement with sanctions for failing to take action.

The new powers will be used where:

- a council is not complying with its legislative responsibilities,
- there are significant risks facing the council that are not being addressed,
- previous intervention attempts have failed.

For example, where a council has consistently failed to implement the Integrated Planning and Reporting framework, has ignored letters from the Division of Local Government and refused offers of help, then a performance improvement order may be an appropriate next step. Another example where an order or suspension may be an appropriate tool is where a council is continually unable to function because of inability to maintain a quorum, resulting in delays to important decisions, such as development applications.

I recognise that transparency and fairness will be vital in ensuring credible use of these powers. That is why the draft legislation includes requirements for notice and publication of evidence and reasons for the decision to act. I understand that the option of waiving the notice period has caused some concern. I am therefore discussing this issue further with Local Government NSW.

The Division of Local Government is also working with Local Government NSW on the procedures to support the proposed new legislation, which will outline in more detail the criteria and process by which early intervention will work.

These proposals in no way change the view that councils are responsible for driving their own improvement and that they are best placed to address issues about their performance. What they do is provide a broader range of tools so that where the informal, voluntary approaches fail, we can intervene early to reduce the risk of the council being dismissed.

The public expects councils to perform and Government to act when they do not. I strongly believe that these proposals will go a long way to ensuring councils meet the expectations of the community and that we continue to have no councils being dismissed and under administration in NSW. I encourage you to support these proposals.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Don Page', written in a cursive style.

Don Page MP
Minister

Our ref: R90/1262 Out 21537
26 March 2013

Cr Neil Pokoney
Mayor
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671

File: CR-SL-DLG
Action Officer: GM
REC'D 3 - APR 2013
ASS: 384068, OLIG: mayor
Bland Shire Council

Dear Cr Pokoney,

Local Government Amendment (Early Intervention) Bill

We thought it useful to update you on our negotiations with the Minister for Local Government, the Hon Don Page on the Local Government Amendment (Early Intervention) Bill, given the Minister wrote to all Mayors last week.

We are well aware that deep concern exists amongst our members about this Bill.

The Board was very concerned that the Early Intervention Bill had been introduced into the NSW Parliament without considerable detail and supporting guidelines being shared with us in advance.

As a result the Board resolved as follows:

- That the Presidents seek a further urgent meeting with the Minister to discuss the Bill;
- That a press release be issued calling for an immediate deferral of this Bill until all details are released;
- That LGNSW brief members on our concerns and request member councils to contact their local members calling for an immediate deferral of this Bill; and
- That LGNSW concerns be conveyed to all government and opposition members.

In the past two weeks we have met three times with the Minister for Local Government or his senior advisers to explore LGNSW and our member councils' issues with the Early Intervention Bill.

Firstly, we successfully sought an urgent meeting with the Minister for Local Government on the day of the board meeting (14 March 2013). The following day staff from his office and the Division of Local Government had discussions with senior Association staff on the draft guidelines, flow chart, and details of what comprises a Performance Improvement Order. There was further meeting with the Minister on 20 March 2013.

We have pressed for answers to the following questions:

1. Is the Minister prepared to defer the Bill for a round of detailed consultations with councils and LGNSW?
2. Is the Minister prepared to amend any parts of the Bill to address the concerns we have raised?

3. Is the Minister prepared to release the mooted guidelines to try to reassure councils the Performance Improvement Orders and Suspensions powers will not be able to be abused

We have been able to explain Local Government concerns at length to the Minister, in a very frank way. In turn we have been able to gain a good understanding of the thinking behind the detail of the Bill.

To date the Minister has not been prepared to defer the Bill for a round of detailed consultations.

However, while the negotiations have a way to go, the Minister has indicated his preparedness to alter some key points in the Bill in response to our concerns. It appears he is prepared to alter the Chapter 13 Introduction which is fuelling concerns about fundamental shifts in accountability, and to alter Sections 438I (6) & 438M (5) of the Bill to address concerns about lack of notice. We will announce any detail as soon as it is possible.

The Minister has indicated he is prepared to release the mooted guidelines for discussion with LGNSW prior to their adoption.

We will continue to press for a deferral and encourage councils to continue to support us in this demand. Nonetheless, given the prospect of a deferral seems unlikely we will also continue to press strongly for appropriate amendments to the Bill to address the widespread concerns about the Bill and appropriate safeguards being built into the guidelines. We will continue to carry this debate to the Minister vigorously.

If you would like further information please do not hesitate to contact either of us or our Director – Policy Noel Baum on 9242 4014 or noel.baum@lgnsw.org.au.

Yours sincerely



Cr Keith Rhoades, AFSM
Joint President



Cr Ray Donald
Joint President

Dear Councillor

Please find an urgent communiqué from Local Government NSW in relation to the State Government's proposed early intervention legislation.

Communiqué on Early Intervention Bill

Local Government NSW (LGNSW) has responded to the concerns of member councils about the Local Government Amendment (Early Intervention) Bill 2013. Until recently, LGNSW was only aware of the broader details of the proposed legislation and was not privy to the details, which can be interpreted to signify a fundamental shift in power.

Earlier today the Joint Presidents of LGNSW Cr Keith Rhoades AFSM and Cr Ray Donald held an urgent meeting with the Minister of Local Government, Hon Don Page seeking the deferral of the NSW Government's Early Intervention Bill until greater detail on the proposed legislation is released and explained.

The LGNSW Joint Presidents questioned the Minister for Local Government as to why LGNSW and the 152 councils impacted by this proposed legislation were not briefed on and consulted on the detail of the Bill. The Joint Presidents strongly urged him to do so before putting it back before Parliament.

The Joint Presidents stressed that NSW councils are entitled to be consulted on major issues impacting the Local Government sector in NSW, as outlined in the proposed Intergovernmental Agreement with the NSW Government.

The Joint Presidents have supplied the Minister with the issues that are of concern.

If passed, this legislation will undermine the democratic responsibilities of Mayors and councils elected by residents by making councils responsible to the Minister.

The lack of detail on and potential broad scope for the Performance Improvement Order criteria is extremely worrying. The NSW Government needs to give a clearer definition of what constitutes a 'non-functioning' and 'non-effective' council.

While the Bill provides for councils to respond to an intention of suspension notice, there is no explanation given on the situations that would qualify for a council's suspension. This leads to questions as to how can councils rebut or defend their effectiveness or position to the Minister when there are no clear parameters for suspension defined in the proposed legislation.

Compounding our concerns is the provision for the Minister for Local Government to completely bypass the 'notice of intention' requirement and immediately suspend a council if it is a matter of urgency. Councils have the right to know what constitutes an emergency and how they can access a fair and transparent review process.

LGNSW has contacted the Shadow Minister for Local Government, the Hon. Sophie Cotsis MLC, asking for her support on this issue to help ensure the NSW Government implements transparent and just processes to manage council performance.

We request your council to contact your local member also calling for an immediate deferral of this Bill until such time as proper consultation with LGNSW on the issue has taken place.

For more information contact Noel Baum, LGNSW Director – Policy on 9242 4014 or email noel.baum@lgnsw.org.au

Note: Cr Keith Rhoades AFSM and Cr Ray Donald will both carry out the duties of Joint President of the LGNSW Interim Board until the election of the first LGNSW President and Board in October 2013.

9.4 APPOINTMENT OF COUNCIL DELEGATE TO THE LACHLAN VALLEY NOXIOUS PLANTS ADVISORY COMMITTEE

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 Council make the appointment of a representative plus an alternate to the Lachlan Valley Noxious Plants Advisory Committee for the ensuing Council term.

Introduction

Council is in receipt of a letter requesting the appointment of a representative plus an alternate to the Lachlan Valley Noxious Plants Advisory Committee (LVNPAC).

In September 2012 Council appointed its delegates and representatives to its Advisory Committees and external organisations. It was noted at this time that the Councillor representatives had not been advised of, and therefore not attended, any meetings of the LVNPAC.

Conclusion

Council is currently represented on the Lachlan Valley Noxious Plants Advisory Committee by the Environmental Officer. As requested by the organisation a Councillor representative plus an alternate is to be determined.

9.5 PROGRESS REPORT ON THE DELIVERY PROGRAM 2012 – 2016

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 Council receive and note the report on progress for implementation up to 31st December 2012 of the Delivery Program 2012 – 2016.

Introduction

The attached schedule is the first progress report for implementation of the Delivery Program 2012 – 2016. It covers the period commencing 1st July 2012 and ending 31st December 2012.

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 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.

The Delivery Program and Operational Plan 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.

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.

Conclusion

The Delivery Program 2012 – 2016 came into effect from 1st July 2012 and the attached report details the actions, projects, improvements and initiatives that have been undertaken for the six month period to 31st December 2012.

Overall it has been a most successful period but there are still many challenges facing council in its endeavours to provide adequate and cost effective services and facilities.

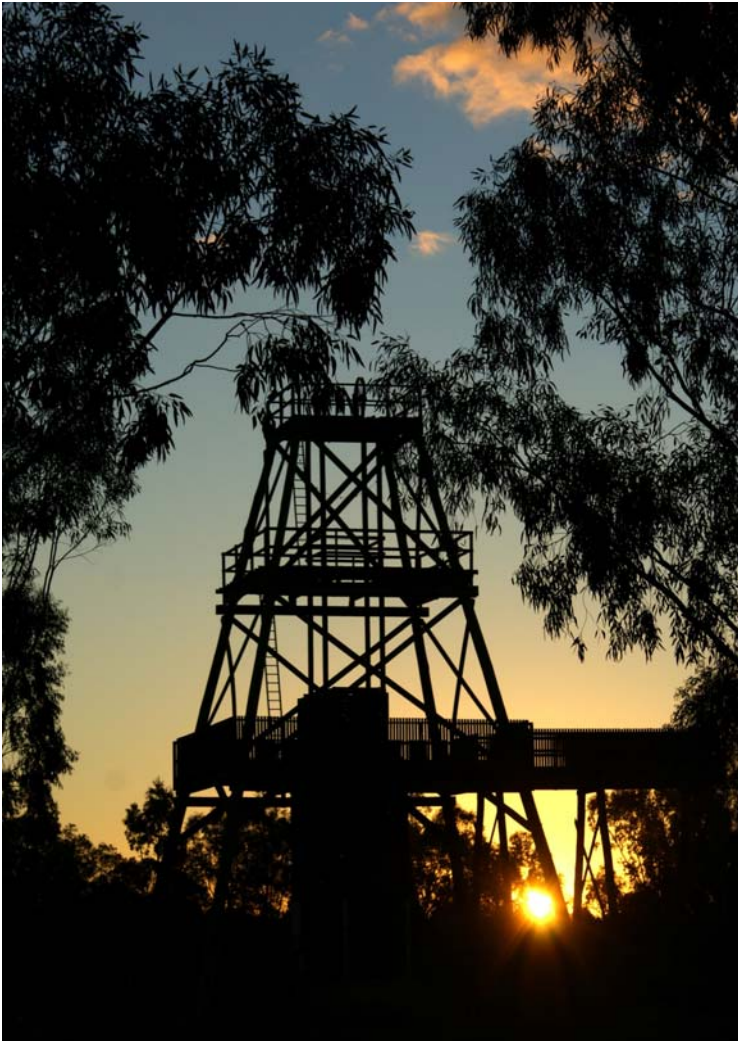
These achievements reflect a strong teamwork approach, between the elected representatives, council staff and the community.



Delivery Program 2012~2016



Progress Report to 31 December 2012



Responsible Officer Key

Title	Abbreviation
Councillors	CLRS
General Manager	GM
Director of Community & Development Services	DCDS
Director of Corporate Services	DCS
Director of Engineering Services	DES

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	1. Ensure health and support services and facilities address the physical, mental and general health needs of the community		
<p>1.1 Lobby to preserve and expand health, medical and hospital services</p> <p>1.2 Liaise with area health services and relevant health and allied health providers on behalf of the community</p> <p>1.3 Communicate with health providers both locally and regionally</p> <p>1.4 Liaise with aged care providers on behalf of the frail, aged, disabled and their carers</p> <p>1.5 Support relevant advisory committees</p> <p>1.6 Educate residents as to the services available to the community</p>	<p>Retention and improvement of health and support services</p> <p>Increased awareness of services within the community</p> <p>Increase services for people living with dementia and their carers</p> <p>Increased awareness of services available to the frail aged, disabled and their carers</p> <p>Promote Bland Shire to the Local Health Network</p> <p>Promote Bland Shire to Medicare Local</p>	<ul style="list-style-type: none"> ✓ Responded to 2 requests for information from health ✓ Active membership and nominated representative on the Murrumbidgee Medicare Local board ✓ Health & Wellbeing Committee act as conduit ✓ Regular contact with Chair of Health & Wellbeing Committee ✓ Advisory Committees and Interagency meetings held on time as per meeting schedule ✓ Business Paper reports written for all committee recommendations ✓ Health network ✓ Regular discharge meetings ✓ Invitation extended to the manager of West Wyalong Health Service and Murrumbidgee Medicare Local for February 2013 Health and Wellbeing Committee meeting ✓ Information disseminated through business papers, media releases, contact with relevant organisations/communities ✓ Supported mental health programs eg Dramatic Minds, Youth Mental Health Forum with high school students ✓ New aged care services introduced ✓ Developed strong working relationship with RFBI and Waratah Village ✓ Strong relationship with Hospital and Community Health ✓ Aged Care Expo 	<p>GM DCDS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Information sessions for aged clients ✓ Weekly discharge meetings with relevant bodies ✓ Most providers are in the same building therefore the close proximity has developed a strong relationship between local aged care providers ✓ All HACC providers within Bland Shire meet on a monthly basis ✓ HACC services review ongoing, new services developed, funding and program reviewed by Department ✓ Increase in dementia sessions and support ✓ Staff provide administration support to all Advisory Committees ✓ Advisory Committees advertising provided by Council ✓ Advisory Committees grant process internally administered ✓ Advisory Committees agendas and minutes sent out timely, minutes presented to Council and support material available on website as relevant, eg grant documents ✓ Expressions of interest from community members invited in August/September 2012 for representatives on all Council's advisory committees ✓ Committee structures and representation considered at the September 2012 Council meeting ✓ Additional community representatives appointed to Council advisory committees at the October 2012 Council meeting ✓ Review undertaken and a report was presented to Council's October 2012 meeting and the Community Services Advisory Committee was removed from the structure. ✓ Notice of motion for the review of meeting commencement times 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>submitted at the December 2012 Council meeting for consideration at the February 2013 meeting</p> <ul style="list-style-type: none"> ✓ Initial schedule finalised and distributed to staff and councillors in December 2012 ✓ Community Services Directory update currently underway ✓ Health & Allied Health Services list available on Council's website and updated July 2012 ✓ Conducted Workshops through local schools eg body image, cyber bullying, facilitate NRMA driving school ✓ Youth health and safety services information contained on website as relevant ✓ Successful Dramatic Minds held on November 9 2012, YDCO provided assistance in planning and implementation ✓ Seniors Week luncheon and film festival ✓ Regular visits to Community Care ✓ Bland Blokes regular visits to myriad of activities and like minded groups ✓ Establishment of Mens Shed ✓ New website launched September 2012 at West Wyalong Show, reviewed and updated regularly 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	2. Partner with relevant bodies to strengthen community safety in the Bland Shire		
<p>2.1 Foster partnerships with relevant community groups and Government agencies to promote safety in the community</p> <p>2.2 Provide easy access to relevant community safety information to increase community awareness of personal and property security</p> <p>2.3 Manage Council facilities to meet safety expectations</p>	<p>Reduce injuries and accidents within the shire</p> <p>Decreased road death toll and accidents</p> <p>Increased community safety awareness</p> <p>Increased awareness of OH&S and risk management</p> <p>Promote and manage road safety workshops in the Shire</p> <p>Review Council's OH&S policy</p> <p>Review Council's Risk Management and OH&S Policies</p>	<ul style="list-style-type: none"> ✓ Education programs on road safety on target ✓ Involvement continuing with the Liquor Accord, RSO and DCDS members of committee, meeting attended 11 February 2013 ✓ Scheduled reminders of Certificate of Currency regarding Public Liability and WorkCover insurances sent to Contractors ✓ New contractors forwarded BSC Induction package and requested to acknowledge reading of package ✓ New Volunteers inducted and added to Volunteer database ✓ Learner Driver workshop provided ✓ Partnered with Rotary and Parkes Schools to provide opportunity for West Wyalong students to participate in RYDA program ✓ NRMA Safety Driving program conducted during school holidays and fully booked. January 2013 session cancelled due to lack of numbers. Strong bookings for April 2013 holidays ✓ Relevant health information incorporated into Unplugged publication ✓ Continued partnership with NSW Food Authority ✓ Community Safety Education program completed ✓ Pedestrian Access Management Plan (PAMP) being developed ✓ Used Facebook to promote workshops, safety initiatives and key messages, page closed November 2012 ✓ YCDO resigned in November 2012, investigation into developing 	DCDS DES

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>Responsible Service of Alcohol training postponed to 2013</p> <ul style="list-style-type: none"> ✓ Safety information regularly updated eg Asbestos Safety Awareness Week November 2012 ✓ Link was developed on the new BSC website for the online interactive food safety program ✓ Link was established on the new BSC website for Responsible Pet Ownership Training ✓ All BSC sites have undergone bi-annual Hazard Inspections with Rectification Action Plans (RAP) developed ✓ All actions from previous RAPs reviewed to ensure ongoing improvement and minimising gaps in hazards and risks ✓ OHS audit per directorate scheduled for May 2013 ✓ Property building maintenance program developed and implemented as part of Asset Management Plan 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	3. Nurture a strong sense of community and enrich the cultural life for the residents of the Bland Shire		
<p>3.1 Encourage and foster a strong spirit of volunteering and community pride</p> <p>3.2 Promote, facilitate and support a thriving cultural/regional arts community</p> <p>3.3 Support programs that celebrate and strengthen our indigenous culture</p> <p>3.4 Continue to provide up to date and relevant resources and programs within the library</p> <p>3.5 Implement and review recommendations contained in the Community Plan</p>	<p>Increased participation by the indigenous community.</p> <p>Increase in attendance and participation at Youth Week events and/or an annual youth festival</p> <p>Continue with the current membership with Eastern Riverina Arts inc</p> <p>Increase in volunteers and establish a volunteer register</p> <p>Number and diversity of cultural events which engaged the community and attracted new tourism including an annual event/festival/celebration</p> <p>Library material is up to date, programs implemented and relevant resources are purchased</p>	<ul style="list-style-type: none"> ✓ Informed volunteers at Mayor Forum to register on the volunteering website ✓ Regional Volunteer Register to be created in 2013 with REROC ✓ CDO attended Volunteer Management training course to deliver workshops in 2013 ✓ YOBS meetings held periodically to discuss, arrange and coordinate youth focussed activities ✓ Formation of new YOBS group to be investigated, first quarter 2013 ✓ Standard volunteer manual and procedures developed in consultation with OHS/Risk Management Officer ✓ New YOBS inducted as Volunteers and added to Volunteer database ✓ Membership continued Eastern Riverina Arts (ERA) and support received ✓ Funding secured for youth week event April 2013. Festival postponed until October 2013 ✓ Various youth week activities planned including Fanny Lumsden and the Thrillseekers ✓ Council grants policy and guidelines reviewed, updated and adopted by Council ✓ Online forms introduced through updated website and promoted in community newsletters and general correspondence where appropriate ✓ Grant recipients and programs are promoted in media and Council 	DCDS DCS

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>publications</p> <ul style="list-style-type: none"> ✓ Grant opportunities monitored weekly and appropriate opportunities identified ✓ Secretarial support for August and November 2012 Access and Cultural Advisory Committee meetings and November Interagency meeting ✓ Bald Archy 2012 Exhibition ✓ Council budget allocation of \$100,000 for planning and exhibition space ✓ Grant application pending for "Empty Spaces" youth program ✓ School holiday programs implemented in July and September/October 2012 ✓ New program for combined Council services produced in conjunction with Library and CSU ✓ Regular correspondence with ERA and regional opportunities shared with local youth ✓ Potential opportunities for art workshops identified for 2013 ✓ Blue Light Disco held in September 2012 by visiting group, promotional and organisational support provided by BSC ✓ Indigenous Advisory Committee met November 2012 with a number of new initiatives put forward including participation in "Close the Gap" day and "Harmony Day" March 2013 ✓ Indigenous Advisory Committee meeting held February 2013. Ongoing administrative support provided by Council ✓ New cultural protocols being developed through Indigenous Advisory Committee ✓ Opening introduction into Council meetings reviewed and new 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>introduction acknowledging traditional owners of the land adopted at November 2012 Council meeting</p> <ul style="list-style-type: none"> ✓ Indigenous Advisory Committee established ✓ Working successfully with Local Aboriginal Lands Council, confirmed LALC involvement in Australia Day 2013 and other Council activities ✓ Library membership drive in September 2012 - National Year of Reading ✓ Periodical titles reviewed in Library ✓ Library has standing orders for Adult Non & Fiction, Children Non Fiction and Fiction ✓ Baby Bounce structure and introduced Book at Bedtime in Library ✓ Cost effective AV purchasing for Library ✓ Family Day Care monthly storytime at Library ✓ Library hosting HSC Collection – Lock In ✓ Digitise Genealogy Collection in hand for Library ✓ Michael Pryor visited Library during the last week of October 2012 which was very successful throughout the Shires schools. Total of 545 children were visited across 17 sessions at 11 schools ✓ Library received successful funding to provide History Week talk ✓ Constantly aware and looking for opportunities for grant funding of library services ✓ Library received \$16,000 – revisiting Regional Libraries Grant from State Library. ✓ Mary Moody visit to Library ✓ South West Zone grant application to increase electronic formats 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>available – library development grant</p> <ul style="list-style-type: none"> ✓ New technology and resources for Library include Facebook, RFID, Bolinda audio - constantly reviewing and adapting ✓ Investigated Ancestry subscription for Library ✓ Ebooks available from Library in December 2012 ✓ Emerging trends in information delivery for Library by professional reading and networking opportunities ✓ Cultural timeline created for monitoring implementation of Community Plan ✓ 2013 Access priorities discussed, created for monitoring implementation of Community Plan ✓ Fun Run – partnered with Country Hope, Barrick, Bernardis IGA ✓ Grant Writing Workshops – partnered with Riverina RDA ✓ Interagency working party established to commence February 2013 ✓ Partnership projects ✓ Low Cost / No Cost marketing – partnered with ERA ✓ Blue Light Disco – partnered with PCYC NSW ✓ Events and/or cultural activities include: Community Fun Run, Bald Archys, Healthy Eating, 10thousand Girl, Low Cost Marketing, Grant Writing Workshops, Dubbo Zoo, Movie, Botanical Gardens, Tweens Excursions ✓ New community grants and donations policy adopted ✓ Celebrated International Day of People with a Disability ✓ Community Fun Run and Health Lifestyle workshop held in October 2012 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Opportunities provided for social interaction and relationship building include: New residents meet and greet, school holiday excursions, fun run, assistance with Tallimba Tongue Waggers, movie night in Ungarie and West Wyalong, Christmas movie night December 15 2012 ✓ Received \$3,000 funding for InRhythmn Drumming Facilitator Workshops which included CDOs from West Wyalong, Wagga, Orange, Leeton and Albury ✓ Provided support to several organisations and assisted with grant applications: St Mary's P&F, Murrumbidgee Medicare Local funding application support, Tallimba Tongue Waggers, Country Hope, New Residents, West Wyalong Basketball Assoc ✓ Electronic Community Newsletter sent out via email to community groups with funding and grant opportunities sent via email ✓ Christmas event for villages ✓ Events Calendar included in website upgrade ✓ Bland Shire events are promoted through the Riverina Regional Tourism Network's website, in the Wagga Wagga Daily Advertiser, Griffith Area News newspaper and on ABC Radio and Bland Shire Councils website. ✓ Compilation underway for a comprehensive events list for the Bland Shire to include social, cultural, sporting and one off events. ✓ Events are also included in the Bland Shire Council's current website and will be included in the proposed Bland Shire Councils Tourism Website. ✓ 10 thousand girl Workshops in West Wyalong and Ungarie ✓ Low Cost / No Cost Marketing Workshop ✓ Healthy Eating Workshop ✓ Grant Writing Workshop 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Funding secured for youth week event in April 2013. West Fest postponed until September - October 2013 holidays ✓ Assistance to Tallimba Tongue Waggers for sustainability ad attracting members and funding ✓ Grant application pending for "Empty Spaces" youth program - unsuccessful ✓ Regular meeting and consultations held with schools and education training providers including West Wyalong TAFE ✓ Participation in Tree Planting Day and sustainable messages in Unplugged magazine ✓ Youth photography program held in July 2012 holidays ✓ Informal training through the YOBS committee in volunteering, event management and OH&S ✓ WHS requirements outlined in document, developed in consultation with OHS & Risk Management Officer ✓ Budget allocation of \$30,000 for fitness equipment for adults 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	4. Ensure services are accessible for all residents including the aged, people with a disability, young people and families		
4.1 Provide support to community organisations for service delivery in the community	Satisfaction results from annual service surveys are high	<ul style="list-style-type: none"> ✓ Access Incentive Scheme application forms on website ✓ Liaised with businesses regarding applying for a grant and received several applications ✓ International Day of People with a DisAbility and Access Awards held December 7 2012 ✓ Access Advisory Committee meetings held in August and November with an additional planning meeting in November for December 3 2012 celebrations ✓ New PA system purchased for improved communication ✓ Committee reviewed access components/priorities of the Community Plan at each meeting ✓ Used Facebook to promote workshop safety initiatives and key messages - page closed November 2012 ✓ Community Facebook page has 875 friends, events and information provided to community on ongoing basis ✓ Childrens Service surveys constantly being sent out via email and hard copy to stakeholders ✓ Community Care Survey will be undertaken again in late 2013 ✓ Continuously evaluating services as per feedback from Community Care clients ✓ Online and hard copy surveys regarding Show Day holiday with over 60 	GM DCDS
4.2 Work with the community to determine future needs and network with relevant Government Departments and Non-Government Organisations	Promote and fund Access Incentive Scheme		
4.3 Promote the diverse range of services to the community within the Bland Shire	DisAbility celebrations successfully held		
4.4 Offer youth services and events to all towns and villages in the shire.	Improved partnerships in community		
4.5 Utilise social media to communicate with community	Ensure community feels part of decision making process		
4.6 Provide quality Toy Library facilities and promote to residents	Increase in 'friends' on Council's facebook pages		
4.7 Provide quality library services to the community	Number of community organisations assisted		
4.8 Provide quality and affordable Family Day Care, Mobile Resource Unit, Vacation Care and Preschool services	Outcomes of community consultation achieved		
4.9 Provide quality HACC services and promote healthy aging to the residents of the community	Number of community newsletters produced		
	Increased Library housebound usage		

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
	Provide opportunities within the library for young people and their families Coordinate preschool services Coordinate Mobile Resource Unit Services Coordinate Family Daycare services Coordinate Vacation care services Coordinate Toy Library services Coordinate HACC services Coordinate Aged Care Expo Supported Seniors Week activities	responses <ul style="list-style-type: none"> ✓ Surveys were distributed after West Fest with results collated and analysed to improve event in 2013 ✓ Council display in Industrial Hall at West Wyalong Show 2012 ✓ Advertising and promotion conducted for Local Government Week highlighting Council's role in the community ✓ Weeds display at all shows within Shire ✓ Bland Bulletin produced in October, will continue to produce quarterly ✓ Monthly newsletter after Council meeting distributed to the villages ✓ No community radio sessions – training required to enable use of new radio system. To be back on air in February 2013 ✓ Bland Shire events are promoted through the Riverina Regional Tourism Network's website, in the Wagga Wagga Daily Advertiser, Griffith Area News newspaper and on ABC Radio and Bland Shire Councils website. ✓ Compilation underway for a comprehensive events list for the Bland Shire to include social, cultural, sporting and one off events. ✓ Events are also included in the Bland Shire Council's current website and will be included in the proposed Bland Shire Council's Tourism website ✓ All projects and events continue to be promoted through these mediums successfully ✓ Movie night in Ungarie December 14 2012 ✓ Bland Battle Cook Off organised but cancelled due to lack of numbers ✓ Christmas Lights Competition 2012 ✓ Regular attendance at local and regional youth forums 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Social media policy adopted November 2012 ✓ Website review complete - new provider engaged and requirements built into new site ✓ Mayor and Childrens Services Facebook profiles converted to a page, review underway of all accounts ✓ Facebook utilised to promote youth focused events and programs ✓ Youth Facebook page closed following the resignation of the Youth Officer in November 2012 ✓ CDO Facebook account converted to a page ✓ Toy Library Stocktake to be completed January 2013, done annually during quiet holiday period ✓ Toy Library collection content reviewed during October 2012 holiday and regular reviews undertaken ✓ Continuing, changeover occurs each term for sample toys at Bland Shire Library. Increased membership and awareness to the community ✓ Wobbly Wheels Toy Library visits continuing and occurring fortnightly, introduced to FDC educators, been well received with increased usage ✓ Housebound service has continued every second Wednesday. Constant promoting through website and digital signage ✓ Storytime continues to run successfully every Thursday, numbers up to 40 per week ✓ Introduced Book at Bedtime so working parents can bring their children to Storytime which coincided with 2012 Book Week ✓ Christmas Storytime was successful with large numbers ✓ Baby Bounce sessions continue to run successfully every Friday. Program 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>to be reviewed for 2013</p> <ul style="list-style-type: none"> ✓ School holiday programs continue to run successfully twice a week during the holidays ✓ Library Book Deposit Station introduced in Ungarie during July 2012 ✓ Weethalle and Barmedman Book Deposit Stations are still running successfully ✓ Library activities including computer classes, Day book club, Knit and Knatter, Family History Workshop continued successfully. ✓ Mary Moody and Michael Pryor author visits ✓ Established and provide reading materials for 4 independent book clubs ✓ 1 monthly day book club facilitated by Council ✓ Bickies and Books monthly book club, regular school visits ✓ Summer reading club, book week – focus on Australian Childrens literature, HSC Lock In, October school holiday program, provide opportunities to use online and book resources available in the library ✓ A quality preschool service is provided for the children ✓ National Quality Framework has been implemented at Preschool ✓ Accreditation and licencing requirements are being met at Preschool ✓ Playgroup service is running at 7 venues throughout the Shire ✓ It Takes a Village (ITAV) funded by Family & Community Services is running at Tallimba and Kikoira ✓ ITAV is being reviewed and investigating establishing at Naradhan and Corinella ✓ Continuing Vacation Care with strong numbers 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Fire drills completed quarterly for vacation care ✓ Accreditation and licencing requirements are being met for Family Day Care ✓ Increase in need for FDC at Temora ✓ Educator training has been completed in National Quality Framework and accreditation process ✓ Fire drills completed quarterly for FDC ✓ Preschool parent participation is encouraged, active parent committee, fruit duty, family fun nights, Art show, feedback on all policies sought, developed Facebook page, open door policy for Childrens Services ✓ FDC Monthly visits are conducted, supported personally and over the phone, regular monthly newsletters are being maintained and issued to families ✓ Childrens services regulatory requirements and EYLF being implemented, requirements being met, staff are receiving regular training to ensure a good working knowledge ✓ Childrens expo planned for October 2013 ✓ Aged care expo due in October 2013 ✓ Seniors week activities, film festival, luncheon ✓ Extended HACC Day Care services ✓ Purchase of a bus to assist with transport for HACC ✓ Bland Blokes continue to meet weekly and have regular outings ✓ Extended Community Options for HACC 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	5. Promote and facilitate a diverse range of retail and business in the community		
<p>5.1 Increased range of retail business</p> <p>5.2 Attract a range of industry</p> <p>5.3 Promoting Business Development Assistance to new business</p> <p>5.4 Increase employment opportunities</p> <p>5.5 Provide guidance on business systems and strategies to local business</p> <p>5.6 Invest in industrial land</p>	<p>Number of retail businesses establishing and or expanding</p> <p>Number of industries establishing and or expanding</p> <p>Number of Business Development Fund applications distributed</p> <p>The unemployment rate to remain stable and or decrease</p> <p>Identification of the educational activities that are required for the local businesses</p> <p>Purchase the industrial land for development</p>	<ul style="list-style-type: none"> ✓ Working with a number of retail businesses with regards to establishing a presence in the Bland Shire ✓ Also working with existing retailers and businesses in the Bland Shire. ✓ Regularly meets with Regional Development Australia, Country Change, Riverina Regional Tourism, Trade & Investment, Enterprise Connect and AusIndustry and is also on their email distribution lists. ✓ Draft Concept Plan for the West Wyalong Airport adopted, will be used as “master plan” in consideration of proposals. No further proposals. ✓ Bathurst Soaring Club to hold a gliding camp at the Airport in February 2013 ✓ Discussions with the Bathurst Gliding Club to hold another gliding event in November 2013 ✓ Actively promotes the Business Development fund to local and external retail and industries looking at establishing and / or expanding in the Bland Shire. ✓ Liaises with retail and industry on a regular basis to assist in and creating employment opportunities in the Bland Shire. ✓ Works with businesses to be aware of and to adopt new technologies and communicates with businesses by email on regular basis on new technologies and business events. ✓ Organised the innovative energy tree cropping workshop and technology workshops. ✓ Bland Shire Council will not be involved in Country Change for the next twelve months. 	DCS

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Bland Shire Council is an active member of REROC's Economic Development Committee. ✓ Attends Business West Wyalong meetings on a regular basis. ✓ Provides guidance on business systems and strategies to local businesses and has worked closely with the Central West Business Enterprise Centre to host business workshops. ✓ Has identified a parcel of industrial land and is working through the native title claim issues with the Natural Resources & Property Services NSW Department Primary Industries Catchments & Lands Office. 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	6. Provide equal access to Council's services and facilities for residents and visitors to the Shire		
6.1 Connect with the community utilising forums, committees and elected members	Increased attendance at Community Forums	<ul style="list-style-type: none"> ✓ Community Forums planned for October 2012. Held in Barmedman, Mirrool, Weethalle and Ungarie on 30 October 	CLRS GM DCDS DCS
6.2 Access external grant and funding opportunities to improve community facilities	Increased numbers using Council Facebook	<ul style="list-style-type: none"> ✓ Social media link incorporated into new website 	
6.3 Provide a range of Council sponsored grant/sponsorship opportunities to the community	Community groups successful in Council grants	<ul style="list-style-type: none"> ✓ New opportunities being investigated in accordance with social media policy 	
6.4 Responsibly manage asset renewal and maintenance	Increase in event attendance	<ul style="list-style-type: none"> ✓ All standard funding for Engineering Services satisfactory, no new funding. 	
6.5 Utilise social media to connect with and inform residents, retailers, business, industry and visitors	Increase in social media interaction and followers on various social media mediums	<ul style="list-style-type: none"> ✓ Actively applied for external grant funding including the Community Building Partnership Program, Regional Development Australia Fund rounds two and three, the Clean Energy Future Biodiversity Fund, the Regional Arts Fund and the Tourism Industry Regional Development Fund. 	
6.6 Provide an informative and accessible user friendly Council website	A strong Council presence on social media	<ul style="list-style-type: none"> ✓ Update and maintain Historic photos of Councillors in foyer of Council chambers 	
	Number of grants sourced	<ul style="list-style-type: none"> ✓ Works at the depot including; Demolition and removal of old emoleum storage site, construction of call out shed with painters shed, colour bond fence around depot, storage bins and clean up, pallet racking and upgrade shelving. 	
	Improved capability of website	<ul style="list-style-type: none"> ✓ Cemetery extension including landscaping, bays for soil, larger storage shed 	
	Increased accessibility to Council buildings and facilities	<ul style="list-style-type: none"> ✓ Work and maintenance at McCann Park including tree guards and improving the garden edge 	
		<ul style="list-style-type: none"> ✓ Work and maintenance at Barnado Park including garden edges and 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> solar lights ✓ Asphalt the Ungarie netball court ✓ New lighting at Holland Park ✓ Northcott Park Bin enclosures ✓ New carpenters workshop at Depot ✓ New lighting and works at Perseverance Street Rec Ground ✓ Funding applied for and secured for various projects and programs in Community and Development Services. ✓ Online Council Grant application forms introduced through updated website and promoted in community newsletters and general correspondence when appropriate ✓ Progressing with Parks and Aerodrome Asset Management and Renewal Plans. Aerodrome 80% complete, Parks 50% complete, Buildings 40% complete ✓ Attended online engagement conference in November 2012 ✓ Use of social media under review following adoption of social media policy ✓ Now have combined Childrens Services Facebook page in November 2012 and is being updated regularly as per social media policy. MRU facebook no longer exists ✓ Facebook page continues to be updated regularly and members growing ✓ Used facebook to promote workshops, safety initiatives and key messages. Page closed November 2012 ✓ New technologies such as online forms, excursion permission notes, 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>enrolment forms, video and audio content, RSS feeds, investigated and introduced on new website</p> <ul style="list-style-type: none"> ✓ Online forms introduced September 2012 ✓ Web Content Accessibility Guidelines (WCAG) requirements are met on new site 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	7. Facilitate equal access for residents to community and government services		
7.1 Services and programs are relevant and responsive to community needs	Improved level of service to Village communities	<ul style="list-style-type: none"> ✓ Actively recruiting for new FDC educators, needs being met 	DCDS DCS
7.2 Opportunities to connect are made available	Increased knowledge of available services within towns and villages	<ul style="list-style-type: none"> ✓ Investigating Corinella and Naradhan's need for a playgroup. Reviewing the Tallimba group and services being provided at Barmedman for play group 	
7.3 Assist with innovative service provision to isolated residents	Vibrant and informative Council website	<ul style="list-style-type: none"> ✓ Constantly investigating opportunities for Family and Community funding 	
7.4 Assist with access to visiting services information	Improved information communications and technology across all areas of council	<ul style="list-style-type: none"> ✓ Secretarial support for August and November 2012 Access and Cultural Advisory meetings held, November Interagency 	
7.5 Utilise the website to promote community services and events and keep exploring new communication methods	Monitor and investigate new communication techniques	<ul style="list-style-type: none"> ✓ Various community grants offered and promoted throughout the community ✓ Surveys were distributed after West Fest with results collated and analysed to improve event in 2013 ✓ Visiting services information included on Council website and other promotional mediums where appropriate eg Centrelink Ungarie floods ✓ 10thousand girl workshop in Ungarie, drumming workshop held in Tallimba in partnership with WWHS, movie night in Ungarie ✓ 7 venues are visited weekly and fortnightly by the MRU, being reviewed on a needs basis ✓ Range of programs and events continued targeting youth across the Shire ✓ Monthly Daycare services to Ungarie ✓ Constant liaising with schools – author visit, summer reading club, 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>fortnightly toppy school visits, promotion in school newsletters, working relationship with school librarians (term meetings, better coordinating)</p> <ul style="list-style-type: none"> ✓ Social media used for events and information sharing - Facebook – reviewing, Library twitter account, Pinterest at CSU ✓ Bland Shire events are promoted through the Riverina Regional Tourism Network’s website, in the Wagga Wagga Daily Advertiser, Griffith Area News newspaper and on ABC Radio and Bland Shire Councils website. ✓ Compilation underway of a comprehensive events list for the Bland Shire to include social, cultural, sporting and one off events. ✓ Unplugged developed and distributed in August 2012. Currently under review ✓ Social media campaign to attract isolated residents and new e-newsletter developed specifically for village communities ✓ Improved services to isolated residents - Library funding, Childrens Services – pilot program currently participating ITAV, Book deposit stations in Barmedman, Weethalle and now Ungarie, Fortnightly housebounds, Book deposit station stock changed every 2 months, Monthly selection to Ungarie Day Care residents, Reviewing Wobbly Wheels, Naradhan, Corinella, Tallimba, etc. Programs updated regularly and based on community needs ✓ 10thousand girl Workshop in Ungarie, Drumming Workshop held in Tallimba in partnership with WWHS, movie night in Ungarie ✓ Website links included on Events calendar or relevant page. Visiting services encouraged to use Council site. ✓ Community information is sent to deposit stations ✓ Computer bookmarking is being reviewed for 2013 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Noticeboard constantly updated, newsletters are emailed and hard copies distributed, Facebook, reviewing group texts ✓ Interagency meeting held in November 2012 ✓ Fun Run – partnered with Country Hope, Barrick, Bernardis IGA ✓ Grant Writing workshops ✓ Dubbo Zoo, Movie, Botanical Gardens tweens excursions ✓ New online interactive community calendar introduced on website ✓ Community encouraged to add community events on to website and the traffic volumes to the calendar are high. 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	8. Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors		
<p>8.1 Relevant Advisory Committees to support Council to meet objectives within the Community Plan</p> <p>8.2 Provide a range of Council sponsored grant/sponsorship opportunities to the community</p> <p>8.3 Assist community groups to access external funding opportunities</p> <p>8.4 Advocate relevant Government bodies and Non Government Organisations (NGOs) for services and facilities</p> <p>8.5 Assist community groups to provide activities to the wider community</p>	<p>Review and update Community Plan</p> <p>Take up of Council grants and support programs</p> <p>Socially connected community</p> <p>Improved level of service to community</p> <p>Improved participation rate by residents</p> <p>Take advantage of one or more regional offered programs for youth</p> <p>Communication with Government bodies</p>	<ul style="list-style-type: none"> ✓ Community Plan reviewed at Cultural Advisory Committee meeting ✓ Secretarial support for August and November 2012 Access and Cultural Advisory meetings held, November Interagency ✓ Funding round August and November 2012 promoted on website and sent to organisations for application ✓ Online grant applications are now available ensuring ease of administering and access to grant information ✓ In kind support facilitated through YOBs meetings, events and initiatives supported through youth services budget ✓ Grant opportunities are monitored and appropriate community groups are contacted and information is dispersed ✓ Grant writing workshop held for advice on applying for a grant and funding opportunities available. Men's Shed assisted with successful Riverina First grant. ✓ Electronic Grants Newsletter provided in August and November 2012 ✓ Funding has been sourced for youth week and pending for other initiatives ✓ All reporting completed as required for funding bodies ✓ Successful funding in partnership with Barrick for Mens Shed ✓ Human Services, Community Services – ITAV program 	<p>CLRS GM DCDS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Centrelink visit to Ungarie and Barmedman ✓ Australian Government Business visit to West Wyalong, Ungarie and Barmedman ✓ Currently negotiating with Early Childhood Australia regarding a village program ✓ Bald Archy Program ✓ Low Cost, No Cost Workshop ✓ Grants Workshop ✓ Assistance with grant application forms and information ✓ Council grant program open to community groups for cultural projects, access projects, community groups assistance 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	9. Endeavour to improve road infrastructure especially in relation to heavy mass vehicles		
<p>9.1 Lobby Government for additional funding to ensure roads are maintained at an acceptable standard throughout the Shire</p> <p>9.2 Continued membership of Newell Highway Task Force</p>	<p>Road and Transport Infrastructure Strategy adopted by Council</p> <p>Provide relevant information to Council to enable them to lobby Government</p> <p>Maintain active representation on the Newell Highway Taskforce</p>	<ul style="list-style-type: none"> ✓ A strategy has been completed and a review is currently being undertaken. ✓ Finalised the “road hierarchy” but adjustments may be made ✓ Provided information to REROC Taskforce. ✓ Cr Lord was appointed to the Newell Highway Task Force as a representative ✓ Council hosted a meeting of the Newell Highway Taskforce on February 12, 2013 	DES

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	10. Work in partnership with key stakeholders to improve road infrastructure for vehicle and pedestrian access			
<p>10.1 Lobby Government to resolve the By Pass issue</p> <p>10.2 Finalise and implement West Wyalong's Main Street upgrade</p> <p>10.3 Maintain and improve general vehicle and pedestrian access within the shire</p>	<p>Memorandum of Understanding (MOU) executed with Roads and Maritime Services (RMS)</p> <p>Project implemented within time frame</p> <p>Stage one works including Nibs implemented within approved budget and timeframe</p> <p>Stage two works identified and costed</p> <p>Pedestrian Access Management Plan (PAMP) finalised and adopted by Council</p>	<ul style="list-style-type: none"> ✓ Liaison is continuing, funding was available 2013/2014 however may now be put back to 2014/2015 ✓ Completed drawings for Council were prepared ✓ Stage one works have been completed, including Nibs ✓ Stage two works have commenced and will be for consideration in the 2013/2014 budget ✓ Work on the Pedestrian Access Management Plan has commenced and is progressing ✓ Improving walkways around White Tank Lane and Waters Lane ✓ Sealing the roads around the cemetery 	DES	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategy:	11. Explore new technologies in waste management and recycling to improve the utilisation of existing resources		
<p>11.1 Explore viable recycling options</p> <p>11.2 Consult with the community and relevant stakeholders regarding waste management options</p> <p>11.3 Research alternate technologies relating to waste management</p> <p>11.4 In consultation with relevant communities, implement Council’s waste management strategy to increase the life of existing resources</p>	<p>Investigate and review recycling options</p> <p>Report considered by Council on Recycling options and costs</p> <p>REROc recommendations reported to Council</p> <p>Report considered by Director of Engineering Services & Council</p>	<ul style="list-style-type: none"> ✓ Council is currently taking recycling from West Wyalong to Orange at a cost, “Cash for Cans” has been supported, these programs are constantly being monitored for viability. ✓ LGSA report on container deposits is being considered – further investigation needs to be undertaken. ✓ Continually monitoring and researching viable waste management alternatives ✓ Council’s Waste Strategy is gradually being implemented. ✓ Mirrool Landfill is only open Saturday mornings, restricted opening days to be implemented at Tallimba and fencing of landfills at West Wyalong, Barmedman, Ungarie, Mirrool and Tallimba currently being completed. 	DES DCDS

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies:	12. Manage stormwater and sewerage resources		
12.1 Investigate and manage local flooding issues	Prepare a Report to Council for consideration on options and costs	<ul style="list-style-type: none"> ✓ Preliminary investigations completed, main problems identified locally are: 	DES
12.2 Provide water storage and management for future use within Council's community facilities	Stormwater Recycling Plan prepared	<ul style="list-style-type: none"> ✓ Water not draining away 	
12.3 Identify funding opportunities to maximise future water storage options	Stormwater recycling plan adopted by Council	<ul style="list-style-type: none"> ✓ All water arriving in towns at the same time 	
12.4 Maintain existing stormwater infrastructure	Report considered by Director	<ul style="list-style-type: none"> ✓ Flows could be streamlined 	
12.5 Maintain existing sewerage infrastructure	Stormwater asset Plan considered by Council	<ul style="list-style-type: none"> ✓ The SES are currently investigating Ungarie and the drains out of West Wyalong/Wyalong cleaned 	
	Sewerage asset Plan considered by Council	<ul style="list-style-type: none"> ✓ Proposed dam extension to increase the capacity of Saleyards dam West Wyalong in 2013/2014. ✓ Integrated Water Cycle Management Plan (IWCMP) has been drafted and is in the process of being reviewed and the Draft ✓ Sewer/Reticulation agreement is being prepared. ✓ Money in budget for improving sewer infrastructure in Ungarie and Barmedman including telemetry at the Ungarie Treatment works and a wall between the settling ponds ✓ Other storm water storage facilities are being identified ✓ Perseverance Street dam is completed and turf progressing ✓ Reticulation - double capacity of Boundary Street dam in hand ✓ Wetlands project progressing ✓ Improve irrigation at Herridge Park 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Continual and ongoing investigations to maximise water storage options. ✓ Stormwater Asset Plan has been developed with a few adjustments to be made. 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies:	13. Ensure that public places and facilities are well maintained and easily accessible		
<p>13.1 Ensure users of Council's facilities enter into occupancy agreements</p> <p>13.2 In collaboration with users and budgetary constraints provide facilities that are maintained in a safe state</p> <p>13.3 Lead the community to foster pride in their infrastructure</p> <p>13.4 Facilitate access for the community and visitors to all public places and facilities</p>	<p>User groups entered into Occupancy agreements</p> <p>Open Space asset Plan considered by Council</p> <p>Number of user group meetings</p> <p>Improved accessibility within the community</p> <p>Businesses actively involved in updating access to their buildings</p>	<ul style="list-style-type: none"> ✓ Casual Memorandum of Understanding (MOU) for sporting fields adopted and implemented ✓ Investigating MOUs for custodial users, discussions are continuing. ✓ Draft Open Space Asset Management Plan is almost finished ✓ Developing and fostering current and existing relationships with user groups ✓ Online grant applications are now available ensuring ease of administering and access to heritage grant and funding information ✓ Constantly reviewing safe and public access throughout the community. ✓ Concrete paths to toilets in Barmedman complete ✓ Disabled access path to Barnado Park toilets complete ✓ Staff representation considered and reviewed in August/September 2012 for all internal and external committees ✓ Ongoing provision of staff time and resources provided for advisory committees ✓ The Parks and Sporting Facilities bookings process has been rationalised ✓ Access Incentive Scheme application forms are on the website, liaised with businesses regarding applying for a grant, received several applications ✓ Reviewing compliance with requests if and when any proposed works are being undertaken 	<p>DES DCDS DCS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies:	14. Review Council's building assets to meet the needs of the community			
<p>14.1 Complete a building review to determine if community needs are being met</p> <p>14.2 Develop a maintenance program to ensure the integrity of Council's buildings</p> <p>14.3 Use planning and heritage policies and controls to protect and improve the unique built environment</p>	<p>Council Buildings maintained</p> <p>Relevant and effective policies</p> <p>Funding guidelines reviewed and implemented</p> <p>Development Control Plan (DCP) Adopted</p>	<ul style="list-style-type: none"> ✓ The building review is currently being completed and is approximately 75% complete ✓ Ongoing general maintenance work is being undertaken on needs basis within budget allocations ✓ Reclad main airport building complete ✓ Power Board safety switches – RCD's ongoing ✓ Roof repairs at HR to be commenced ✓ Door replacement at HR to be commenced ✓ Upgrade of public toilets near Aberlines in hand ✓ Heritage Policy review will be completed by March 2013 ✓ Preliminary review of the Heritage Assistance funding guidelines has commenced with a particular emphasis on funding for verandah projects. ✓ Development Control Plan to be placed on public exhibition from January to February 2013 with the possible adoption of new DCP in March 2013. ✓ Controls within the LEP are being enforced in particular clause 4.2A(4) 	DES DCDS	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	15. To provide quality leadership, governance and management		
<p>15.1 Ensure councillors are provided with appropriate support and resources to carry out their civic duty</p> <p>15.2 Ensure Councillors take ownership and a strong leadership role in implementing the Community Strategic Plan</p> <p>15.3 Ensure the General Manager takes on a high level role in implementing the Community Strategic Plan and associated documents</p> <p>15.4 Ensure the long term financial sustainability of Council through effective and prudent financial management</p> <p>15.5 Take advantage of new and emerging technology to improve services</p>	<p>Meet identified training needs of Councillors</p> <p>Councillor Expenses and Facilities policy</p> <p>Report on progress to Councillors for review</p> <p>Review document within required timeframe and report to Council</p> <p>Meet Division of Local Government requirements</p> <p>Asset Management Plans completed and reviewed</p> <p>Meet all legislative requirements</p> <p>Achieve a balanced budget</p> <p>Identify improvements</p> <p>Council has adequate IT capabilities to meet current and future demands</p>	<ul style="list-style-type: none"> ✓ DCORP reviewed existing Provision of Facilities and Expenses for Councillors Policy which was adopted 20 November 2012 ✓ GM hosted a forum for prospective Council Election candidates on 24 July 2012 ✓ Councillor Induction Handbook developed ✓ Induction session 1 focusing in iPad and Council meeting procedures for new Councillors held on 18 September 2012 ✓ Induction session 2 focusing on the Handbook was held on 19 September 2012 for new Councillors ✓ Ongoing support provided by General Manager and Executive Assistant ✓ Relevant resource information provided to Councillors ✓ Information on relevant learning and development opportunities provided to Councillors ✓ Business paper reporting linked to relevant Community Strategic Plan items ✓ IPR document review planned for early 2013 ✓ IPR staff information sessions held on July 25 2012 ✓ Ipads provided to all Councillors and Directors ✓ Manex agreed to monitor Operational Plan progress quarterly ✓ Any identified skills gaps will be considered in the 2013/14 Learning and Development Plan ✓ Budget Review Statements were completed and sent to Directors for 	<p>CLRS GM DCS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>commentary and adjustments</p> <ul style="list-style-type: none"> ✓ Overdue debtor accounts and rate assessments have been sent for debt collection with Council's contracted collection agency. ✓ Financial statements have been completed and lodged in accordance with statutory requirements with the DLG ✓ Investments have been managed effectively; investing in secure term deposits, the term of the deposit has been selected based on future cash requirements and best rate of interest at that time. ✓ The Long Term Financial Plan is currently under review and will be used in conjunction with preparation of the 2013-14 budget. ✓ New Fleet Management software package is in abeyance until new corporate system in place and pending suitability of Tech One System ✓ After workshops held with staff the preferred supplier was Tech One ✓ New servers implemented which includes disaster recovery offsite ✓ IT disaster recovery plan being reviewed ✓ New photocopier purchased for Engineering 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies:	16. Develop strong community partnerships			
16.1 Regular consultation with key industry, business and stakeholders	Attend relevant meetings		✓ GM and/or representative has strong communication and presence within the community by attendance at meetings/events	CLRS GM DCDS DCS
16.2 Working in partnership with community groups, advisory committees and Council staff	Attend regional meetings		✓ Community Forums completed for 2012/13 financial year	
16.3 Assist and/or foster community events and initiatives through Council sponsored grants/sponsorship opportunities	Increase in number of events provided to the community		✓ Barrick representatives addressed new Council in late 2012	
16.4 Establish partnerships with community groups, government departments, businesses etc	Regular communication channels established between Council and business/industry		✓ Barrick representatives meet with Council regularly	
	Attendance at Business West Wyalong annual meeting		✓ Councillor representatives and delegates appointed to internal and external committees in September 2012 for ensuing Council term	
	Attendance at Community and Advancement Group meetings		✓ Review of S355 committees to be undertaken in early 2013	
	Regular communication channels established between State and Federal Government Departments		✓ Grant opportunities monitored weekly and appropriate opportunities identified	
			✓ Reports presented by staff and considered by Council as applications for grants and sponsorships are received	
			✓ Council meeting practices reviewed to include monthly Delegates and Advisory Committee reports and minutes at each ordinary Council meeting	
			✓ Support advice regularly provided connecting groups to relevant services and organisations. In kind support provided through ongoing discussions, assistance with promotional material etc.	
			✓ Staff from across the organisation have participated in and attended a range of relevant meetings/forums	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	17. Provide opportunities in a variety of forums for all stakeholders to contribute to Council's decision making		
<p>17.1 Encourage village residents to participate in community forums</p> <p>17.2 Provide innovative and accessible communication channels to all Shire residents</p> <p>17.3 Ensure all Council communications are targeted and clearly branded</p> <p>17.4 Develop Council's communication strategies to encourage active participation</p>	<p>Community feel more involved in decision making</p> <p>Council more accessible and connected to community</p> <p>Informed community</p> <p>Feedback received from community</p> <p>New communication and web technology explored and costed</p>	<ul style="list-style-type: none"> ✓ Community forums have been completed for the 2012/2013 financial year ✓ New website was launched late 2012 incorporating new interactive technologies including online forms ✓ Monthly Council meeting notices are published in West Wyalong Advocate and Council website. Posted to village community contacts and regional media ✓ Local Government Election advertising in the West Wyalong Advocate, Council website, school newsletters, village community contacts and community noticeboard during the period July to September 2012 ✓ Advertisements seeking expressions of interest for community representatives on Council's advisory committees appeared in the West Wyalong Advocate, Council website, community noticeboard and by written invitation to present members during August, September and October 2012 ✓ Advertisements 'claiming the date' for councillor induction and meeting commitments during September 2012 appeared during August and September in the West Wyalong Advocate, Council website, school newsletters, village community contacts and community noticeboard ✓ Charles Sturt Uni Public Lecture Series hosted by Council on 25 October 2012 was advertised during September and October in the West Wyalong Advocate, Council website, school newsletters and community noticeboard 	<p>CLRS GM DCDS DCS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Community consultation during October 2012 for the 2013 West Wyalong Show application for local public holiday were advertised through the Advocate, Council website and Facebook ✓ Advertisements appeared in the West Wyalong Advocate, community noticeboard and Council's website during December and January detailing the hours of operation and services during the Christmas/New Year period ✓ Bland Bulletin produced quarterly in October 2012 and January 2013 ✓ Community email list continues to receive media releases and important updates, social media also used to spread key messages and promote events ✓ New tear drop banners purchased and displayed at events ✓ Council banner for Main Street purchased with clear window for targeted messages ✓ Logo incorporated on all advertising in accordance with Corporate Style Guide ✓ A review of Council's Corporate Style Guide is continuing ✓ Social Media Policy was adopted in November 2012 ✓ Advertising in a broad medium for example – online, school and community newsletters, print etc ✓ Review of Council's Communication Plan is underway 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	18. Lead the community by example with sustainable, effective, efficient and customer focused practices			
<p>18.1 Develop Council's customer service charter as a benchmark for the community and regularly review Council services to ensure they are responsive to community need Provide sustainable workforce which supports current and future service delivery needs</p> <p>18.2 Solidify Council's reputation as an employer of choice</p> <p>18.3 Services are provided in a professional, timely and friendly manner</p> <p>18.4 Review and implement Council policies and comply with OH&S and Risk Management requirements</p>	<p>Council seen as providing improved level of service as expected by community</p> <p>High results from satisfaction survey</p> <p>Offer sustainable and environmentally friendly practices at events</p> <p>Implement customer service charter</p> <p>Conduct employee Satisfaction survey</p> <p>Increase in the number of staff trained</p> <p>Policies to reflect OHS requirements for Volunteers and Community</p> <p>Risk Assessment to be conducted for all events</p>	<ul style="list-style-type: none"> ✓ Customer Service Charter to be reviewed by Manex in relation to service levels and response times and distributed to staff ✓ Customer requests/complaints procedure to be reviewed ✓ Funding for Community Survey to be considered in the 2012/13 budget ✓ Continue to build relationship with staff through provision of professional advice, with referral to the Local Government Shires Association Industrial Unit for expert advice when required ✓ Commencement of new Senior Human Resources Advisor with strong background in industrial relations ✓ Annual 'Bland but not Boring' staff awards and appreciation breakfast held on 21st December 2012 ✓ Still sorting out outcomes from the recent Engineering Services restructure ✓ Online training offered to staff in the areas of time management, performance management and social media ✓ Ongoing review of training and development opportunities offered to staff to improve skill levels and meet Council's needs ✓ Review allocation of staff training budget in hand ✓ Review of staff training policy underway ✓ Focus on web-based advertising, reducing costs and more specifically targeting potential applicants 	<p>CLRS GM DCDS DCS DES</p>	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Improvement of Career's section of Council's website to allow for Apply Online feature, reducing recruitment administration time ✓ Workforce Action Plan 2012/2013 – 2015/2016 reviewed with planning commenced for implementation ✓ Recruitment of 6 traineeships and cadetships for 2013 undertaken with a new cadetship Building and Health Surveying and new traineeship in Weeds offered. Extension of one existing traineeship for a further 12 months ✓ Succession Plan drafted ✓ Workforce survey has not commenced ✓ 2012 Local Government Week session was cancelled due to the unavailability of students ✓ Council information sessions were held at West Wyalong High School in November 2012 ✓ Benchmark customer service practices against Customer Service Charter ✓ Customer Requests/Complaints Procedure and outstanding actions report generated from InfoXpert weekly and results reviewed ✓ Identify customer service functions across Council's operations ✓ Identify gaps in customer service provision ✓ Formulate Customer Service Improvement Action Plan ✓ Incoming correspondence is processed and allocated on the day of receipt to designated action officers with response times assigned in accordance with Council's Customer Service Charter or statutory requirements ✓ Have begun cleaning store, sorting stock levels and getting an idea of 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>what Council would like to have kept in the store</p> <ul style="list-style-type: none"> ✓ Depot Shelving (Store) complete ✓ Individual locations for stock items now in place at store. Now having an easier time of keeping stock levels maintained. Have been utilising storeroom space to its maximum ✓ Starting to get a feel of local suppliers. Have been judging suppliers based on their price and delivery times. Have also become used to the procedure in which invoices are processed ✓ Constantly updating the way in which paper based records are kept in the office. Continually monitoring supplier performance and checking if 'local government procurement' suppliers are viable ✓ Development Applications are consistently being monitored to achieve compliance ✓ OHS Committee met on November 13 2012 and next meeting scheduled for February 2013 ✓ New members have nominated and added to the OHS committee ✓ Risk Management Action Plan developed and first quarter reviewed for compliance on agreed steps of actions per Directorate ✓ GM has completed all actions from RMAP under his control ✓ All BSC sites have undergone bi-annual Hazard Inspections with Rectification Action Plans (RAP) developed to ensure ongoing improvements per site ✓ External OHS audit completed by StateCover and verified: Council Average = 73.40%, StateCover Average = 66.80%, Region Average = 64.30%, DLG Average = 67.80% ✓ Internal OHS audit due in May 2013 under AS/NZ 4801:2001 guidelines 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Policies and procedures location in EDRMS reviewed and changed ✓ New Procedures approved by Manex replaced superseded procedures with expiry dates added to improve gaps in expired procedures ✓ Standard Operating Procedures and Plant Induction Checklists developed for all mobile plant/equipment. Index developed and will be hyperlinked to the procedures ✓ NFS conducted fire (extinguisher) checks in September 2012 at all sites ✓ BSC admin building and chambers reviewed for emergency lighting compliance and upgraded after gap analysis revealed non-compliance with building code ✓ Testing/Tagging undertaken at Holland Park Pool. Test/Tag machine sent for annual calibration and downloading of information. Electrical register updated with hostile and non-hostile data 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	19. Develop and maintain a framework of plans and policies that ensures open and transparent Council communication		
<p>19.1 Implement and promote best practice governance policies and procedures</p> <p>19.2 Plans continue to be put on public display for comment and feedback from the community</p>	<p>Provide a long term focus for community</p> <p>Informed community</p> <p>Current policies to reflect accountable and transparent Council</p> <p>Updated plans and policies adopted</p> <p>Feedback from the community</p>	<ul style="list-style-type: none"> ✓ GIPA Annual Report 2011/12 submitted to the Information and Privacy Commission ✓ GIPA Annual statistics included in Council's Annual Report ✓ Formal and informal requests completed within designated timeframes ✓ Publication Guide reviewed annually ✓ A review of Council's open access information to be undertaken and further information to be placed progressively on Council's website ✓ Regular in-house record keeping training provided to staff by Senior Records Officer ✓ Records induction training delivered to all new staff ✓ Procedures regularly reviewed and updated ✓ Job specific training delivered to staff as required ✓ All insurance renewals updated and reviewed annually in June ✓ A range of advertising mediums including the West Wyalong Advocate, Council website, school newsletters, village community contacts, Facebook and community noticeboard are used to seek feedback from our community on Council's plans and policies ✓ Ongoing review of Council's Policy Register underway 	<p>CLRS GM DCDS DCS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	20. Visitors and tourists are welcomed and make a positive contribution to the community and economy		
<p>20.1 Work with business and property owners to rejuvenate their businesses and shop fronts and encourage the maintenance of buildings with character</p> <p>20.2 Work with the tourism industry to identify and develop products and services that appeal to visitors of the Shire</p> <p>20.3 Visitor Information Centre information is kept relevant and up to date</p>	<p>Utilisation of Council's Heritage Assistance program and improvement of business and shop front facades</p> <p>A number of tourism products and services facilitated</p> <p>Regularly updated information in the Visitor Information Centre and positive feedback from visitors and tourists</p>	<ul style="list-style-type: none"> ✓ A special page and link on the new website is dedicated to heritage funding ✓ Ongoing verandah/facade restoration program ✓ Council budget allocation of \$100,000 for planning exhibition space ✓ Tourism Advisory Committee is facilitated and regular meetings are held on time as scheduled or rescheduled ✓ Meeting minutes and Business paper reports written for all committee recommendations ✓ Actively promoting the Business Development Assistance program to local and external retail and industries looking at establishing and/or expanding in the Bland Shire on an ongoing basis ✓ Attendance at Business West Wyalong and Events West Wyalong meetings on a regular basis ✓ Meets with Regional Development Australia, Trade and Investment, Enterprise Connect, Riverina Regional Tourism and AusIndustry on a regular basis and is also on their email distribution lists. ✓ Bland Shire Council will not be involved in Country Change for the next twelve months. ✓ Bland Shire Council is an active member of REROC's Economic Development Committee ✓ A new Newell Highway brochure has been produced and distributed with the Bland Shire Council number of pages increased from two to four pages ✓ Gold Trails website has scheduled a soft launch in March 2013 with a 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<p>Gold Trails billboard being installed on the Goldfields Way at Gidginbung</p> <ul style="list-style-type: none"> ✓ The Modern Mining Trail will be launched in April 2013 ✓ The Bird Trails and Bland Shire's Heritage Gold, Trails and Tours are a work in progress ✓ The Visitor Information Centre information is replaced and updated on a regular and ongoing basis ✓ Regularly reviewing and updating Council's website content ✓ Working with a number of businesses with regards to establishing a presence in the Bland Shire ✓ Also working with existing businesses in the Bland Shire with the Small Business Bus visiting West Wyalong on Tuesday July 30 2013 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	21. Plan for a range of industries that build on the strengths of the Bland Shire to stimulate investment and employment		
21.1 Encourage and actively seek out business and industry to relocate within the shire	Increased number of industry and retail businesses establishing and or expanding in the Shire	<ul style="list-style-type: none"> ✓ Working with a number of businesses with regards to establishing a presence in the Bland Shire 	GM DCS
21.2 Have ongoing engagement and communication with the shire's existing and prospective industry and business	Number of educational activities / programs facilitated	<ul style="list-style-type: none"> ✓ Also working with existing businesses in the Bland Shire with the Small Business Bus visiting West Wyalong on Tuesday July 30 2013 	
21.3 Work with industry and education providers to increase employment opportunities within the shire	Attend relevant meetings to benefit the community and development	<ul style="list-style-type: none"> ✓ Actively promotes the Business Development Assistance program to local and external retail and industries looking at establishing and/or expanding in the Bland Shire on an ongoing basis 	
21.4 Plan so the Shire has appropriate land available for business	Identification of educational activities that are required for the local businesses Purchase industrial land for development	<ul style="list-style-type: none"> ✓ Discussions have commenced with regards to the monthly Mayoral Business Breakfast ✓ Working closely with the Central West Business Enterprise Centre to host business workshops and training ✓ Anticipated adoption of new DCP by early 2013 	

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	22. Promote leading edge communication technology to link everyone within and outside Bland Shire		
<p>22.1 Lobby for and work with providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services</p> <p>22.2 Analyse and interpret emerging social trends and Government initiatives to benefit the community</p> <p>22.3 Work with industry, Government and education providers to promote communication technology practices</p>	<p>Community participation in social media</p> <p>Telecommunication technology available</p> <p>Installation of the new NBN Fixed Wireless towers and equipment in the Bland Shire</p> <p>Effective and relevant social media presence</p> <p>Increase submissions sent to Government and providers regarding introduction of new telecommunications technology</p>	<ul style="list-style-type: none"> ✓ CRO attended an online engagement conference in November 2012 ✓ Examining new technologies for improved interaction between Council and the community ✓ New government programs and initiatives monitored regularly with relevant information applied or referred to relevant community organisations ✓ Opportunities measured against objectives outlined in Community Strategic Plan ✓ New telecommunication and technology trends are monitored and reviewed on an ongoing basis ✓ NBN has lodged one development application for a 50 metre tower on Tallimbalong ✓ Organised technology workshops ✓ Meet with Government organisations to explore new technologies 	<p>GM DCDS DCS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	

Strategies	23. Work with our communities and businesses to use our resources in a sustainable way for the future of the Bland Shire		
<p>23.1 Through partnership with stakeholders foster our education, learning and training industry</p> <p>23.2 Ensure a sustainable environment for current and future generations through effective land use management and planning</p> <p>23.3 Promote agricultural practices which are leading edge and efficient</p> <p>23.4 Partner with relevant bodies to investigate a diversification into alternative industries/businesses and land use</p> <p>23.5 Liaise with utility providers to ensure a quality sustainable service to the community</p>	<p>Maintain Council’s traineeship program</p> <p>Number of industry and retail businesses establishing and or expanding in the Shire</p> <p>Experienced and well trained staff</p> <p>Issuing of valid consents within the requirements of the Local Environment Plan (LEP) and Development Control Plan (DCP)</p> <p>Number of industry and retail businesses establishing and or expanding in the Shire</p>	<p>✓ Council are offering the following traineeships and apprenticeships</p> <ul style="list-style-type: none"> - Cert 111 Children’s Services - Cert 111 Water Operations - Cert 1V Accounting - Cert 111 Conservation and Land Management - Cert 111 Civil Construction – Plant Operations - Cert 111 Horticulture - Cadet – Bachelor of Teaching (0-5 years) - Cadet – Diploma Civil Construction Design <p>✓ Bland Shire Council foster strong partnerships with various education and training providers including</p> <ul style="list-style-type: none"> - TAFE West Wyalong - TAFE Wagga Wagga - TAFE Bathurst - TOCAL College - Charles Sturt University - University of New England - Aust Apprenticeships – VERTO - Office of Education State Training Services 	<p>GM DCDS DCS</p>

Delivery Program Actions	Performance Measures	2012/13 Target Year	Responsible Officer
		Progress to 31 st December 2012	
		<ul style="list-style-type: none"> ✓ Bachelor of Teaching (Early Childhood Education) ✓ Tree planting day and green message in Unplugged ✓ Youth life skills have been postponed following the resignation of YCDO ✓ All Shire Show days were targeted to promote leading edge agricultural practices ✓ Preparing a meeting regarding on farm removal of noxious weeds ✓ Cr Templeton was appointed at September 2012 Council meeting as the representative on Goldenfields Water County Council ✓ Representation on Goldenfields Water County Council is ongoing and the minutes of each GWCC meeting re provided to Council for information ✓ No local issues to report to utility providers during this period ✓ Working with a number of businesses with regards to establishing a presence in the Bland Shire ✓ Actively promote the Business Development Assistance program to local and external retail and industries looking at establishing and/or expanding in the Bland Shire on an ongoing basis 	



9.6 MULTIPURPOSE CULTURAL PRECINT INCLUDING A VISITOR INFORMATION CENTRE

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 the Council confirms the inclusion of 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.

Introduction

Following previous discussions regarding a Multipurpose Cultural Precinct including a Visitor Information Centre 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.

Visitor expenditure in regional NSW was worth more than \$12.8 billion in 2012, an increase of more than three per cent compared to the previous year. Overnight visitation to regional NSW also increased to more than 72.8 million visitor nights in 2012, an increase of more than two per cent compared to the previous year.

Research shows that Visitor Information Centres have a major influence on decision making in destination:

- 22% of visitors stayed an extra night spending an additional \$123 per night;
- 21% took an additional tour;
- 59% visited additional attractions; and
- 22% spent more than budgeted.

A review and discussions with other Local Government Areas will be undertaken including but not limited to Weddin, Young, Winton, Cootamundra, Temora etc

Investigation of any State and Federal Government grants that may be available.

The following photographs were taken of Cootamundra's Creative Arts & Cultural Centre (CCACC). The CCACC aims to be an arts hub and offers courses, workshops, performances, seminars and activities across many forms of the arts, such as music, theatre, sculpture, painting, pottery and stained glass.





MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE
COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 APRIL 2013

.....
MAYOR

Northparkes Mine mining display with static displays and interactive audio visual unit with Mal Carnegie and Councillor McGlynn at the launch of the NSW Modern Mining Trail.



During late 2011 Council undertook a range of community engagement activities and community consultation sessions in the development of its Community Strategic Plan – Your Vision, Our Future 2012-2022.

The summation of key issues document states ... “Visitors Information Centre: Whilst this did not feature highly in the written or on-line surveys there was a common and frequent reference to this facility in the face-to-face sessions. There was a belief that it was not in a prominent location and there was potential to find some other service which could co-exist with a visitor’s centre that could benefit both and reduce ongoing costs.”

A community survey was also undertaken and the responses for the “Establishing Priorities” section are outlined in the table below:

Q15. ESTABLISHING PRIORITIES								
	Not Important 1	2	Neutral 3	4	Important 5	Rating Av	Rank	Responses
Upgrade Main Street	22.4%(56)	6% (15)	22.4%(56)	18.4%(46)	30.8%(77)	3.29	2	250
Stand alone VIC	24.1%(61)	8.3%(21)	23.7%(60)	18.2%(46)	25.7%(65)	3.13	3	253
Designated cultural-gallery space	27.3%(69)	14.6%(37)	27.3%(69)	17.8%(45)	13%(33)	2.75	6	253
Wetland development	25.3%(65)	13.2%(34)	32.3%(83)	17.1%(44)	12%(31)	2.77	5	257
Establish an annual festival	11.1%(28)	9.1%(23)	23.3%(59)	28.9%(73)	27.6%(70)	3.53	1	253
Develop Cooina Park precinct	21.3%(53)	12.9%(32)	32.9%(82)	17.3%(43)	15.7%(39)	2.93	4	249

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 APRIL 2013

.....
MAYOR

Conclusion

Based on current State and Federal Government grant schemes, should Bland Shire Council wish to proceed with the development of a Multipurpose Cultural Precinct including a Visitor Information Centre then the concept and project must be included in Bland Shires Council Community Strategic Plan and Budget.

Financial Implications

Unknown at this stage as it will depend on what location, Greenfield or Brownfield or a combination of both and the model selected, what external funds are sourced and what is included in the budget.

SECTION 3 - CORPORATE SERVICES

9.7 FINANCIAL STATEMENTS – 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 Corporate Services

Officer’s Recommendation:

1. That Council receive and note the statement of Bank Balances, Rates Collections and Investments for the month of March, 2013.
2. That Council confirms the payment of accounts, for the period 1 March 2013 to 31 March 2013, summarised in the accounts summary totalling \$3,451,654.41

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

BANK BALANCES AS AT 31 MARCH, 2013

<u>ACCOUNT</u>	<u>BALANCE</u>
General Fund	\$ 1,004,159.82
Invested Funds	
Fixed Deposits	\$ 7,000,000.00
Deposits at Call	\$ 2,555,949.61
	\$10,560,109.43
Percentage of investment to Net Balance	90.49%

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

Balance as at 1.3.2013 \$ 1,060,775.21

Add Receipts

For month of March 2013 \$ 3,395,039.02

Includes

Receipt Date.	Receipt No.	Receipt Name	Received Total
6/03/2013	5300	Department of Infrastructure	1,091,313.00
8/03/2013	5307	RMS Flood Damage Grant 12/13	315,700.00
15/03/2013	5312	RMS Flood Damage Grant 12/13	1,067,000.00
22/03/2013	5325	RMS Flood Damage Grant 12/13	293,700.00

Less Payments

For month of March 2013 \$ 3,451,654.41

Includes

11/03/2013–Transfer to cash at call \$1,000,000.00

Cash Balance \$ 1,004,159.82

Limit of Overdraft Arranged with Bank \$350,000.00

ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period March 1, 2013 to March 31, 2013.

I CERTIFY,

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

Fund	Voucher No.s	Total
General	22847 - 22919	\$ 140,252.37
Auto-pay Creditors	E33230 - E33516	\$1,766,431.20
Auto-pay Payroll	36/13 – 39/13	\$ 543,277.28
Transfers within bank & Investment Accounts		\$ 1,000,000.00
March Bank Charges & Commission		\$ 1,693.56
		<hr/>
		\$ 3,451,654.41
		<hr/>

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 APRIL 2013

.....
MAYOR

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 16 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 \$3,451,654.41 was submitted to the Ordinary Meeting on the 16 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 31st March 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-October-2012	NAB (Term Deposit)	1,000,000.00	182 Days	4.83%	02-April-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	2,505,351.75	Cash at Call		
	TOTAL:	9,555,949.61			

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

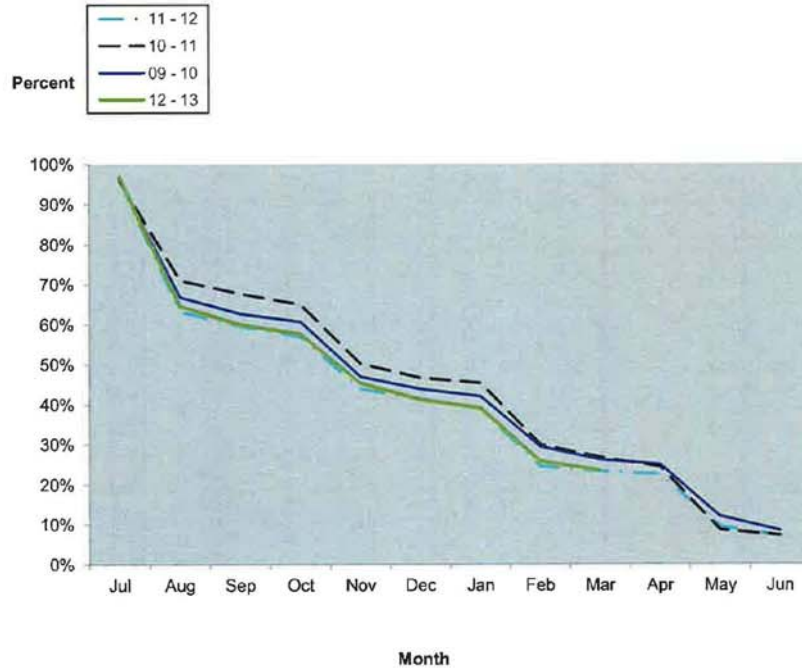
I certify that the above investment has been reconciled with Council's General Ledger Accounts.

Director Corporate Services

STATEMENT OF RATES AS AT 31 March 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	\$20,957.44	\$6,008,998.69	-\$78,680.50	-\$4,621,442.98	\$1,308,875.21	22.07%	21.70%
Sewerage	\$1,112,760.00	\$130,064.20	-\$2,430.74	\$8,038.04	\$1,248,431.50	-\$37,571.38	-\$866,072.77	\$344,787.35	28.47%	27.76%
Garbage/Services/Legal	\$767,034.00	\$149,359.94	\$38,022.32	\$9,764.20	\$964,180.46	-\$44,352.96	-\$634,943.94	\$284,883.56	30.97%	31.31%
Overpayments	\$0.00	\$0.00					-\$39,557.71	-\$39,557.71		
TOTALS:	\$7,556,527.48	\$603,231.13	\$23,092.36	\$38,759.68	\$8,221,610.65	-\$160,604.84	-\$6,162,017.40	\$1,898,988.41	23.56%	23.32%

% of Rates



Debt Analysis	Properties	Balance
Sale of Land	0	\$0.00
Future Sale of Land	37	\$41,756.30
Arrangements	93	\$124,708.38
Debt Collection	163	\$362,734.52
Centrepay	51	\$38,412.83
Total	344	\$567,612.03

SECTION 4 – COMMUNITY & DEVELOPMENT SERVICES

9.8 CHANGES TO SWIMMING POOL ACT

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

Officer’s Recommendation:

That the information regarding the introduction of the Swimming Pool Amendment Act 2012 be received and noted for Council’s information.

Background

On 29 October 2012, amendments under the Swimming Pools Amendment Act 2012 came into effect. These changes provide an increased role for Council in ensuring compliance with the legislation through an inspection program as well as increasing the safety of the young children by ensuring a greater degree of compliance with child resistant barriers.

Council will write to existing pool owners in addition to placing advertisements within local media and Council’s website notifying pool owners of the new requirements and calling for community consultation regarding the implementation of a swimming pool barrier inspection program.

The amendments are to be implemented in a staged process as outlined below:

1. A state wide online Swimming Pools Register must be developed and implemented by no later than 29 April 2013.
2. Registration on this register must be carried out by swimming pool owners by no later than 29 October 2013.
3. Council must develop and implement, in consultation with the community, a swimming pool inspection program by no later than 29 October 2013.
4. Mandatory inspections by Councils of tourist, visitor and multi-occupancy developments and pools associated with property sales and leases are to have commenced by no later than 29 April 2014.

In summary the amendments require:

Councils:

1. Councils are required to:
 - I. Develop and implement a swimming pool barrier inspection program in consultation with their communities.
 - II. Report annually on the number of pool inspections undertaken and the level of compliance achieved.

- III. Inspect pools associated with tourist and visitor accommodation and multi-occupancy developments at three year intervals.
 - IV. At the request of a pool owner, inspect pools prior to sale or lease.
 - V. Issue compliance certificates after an inspection which finds a pool barrier compliant with the requirements of the legislation. Compliance certificates are valid for three years.
2. A swimming pool with an occupation certificate or swimming pool compliance certificate is exempt from an inspection program for three years from the date of issue of the certificate.
 3. Councils may inspect any swimming pool that is subject of a complaint to the Council.
 4. Council powers of entry will be consistent with the Local Government Act 1993.
 5. Councils may charge a fee for each inspection undertaken (up to a maximum of \$150 for the first inspection and \$100 for one reinspection resulting from the first inspection).

Pool Owners:

1. Swimming pool owners are required to register their swimming pools on an online register to be provided by the NSW State Government.
2. Swimming Pool owners will be required to self-assess, and state in the register that, to the best of their knowledge, their swimming pool complies with the applicable standard when registering their pool.
3. There is a penalty for owners who fail to register a swimming pool (penalty notice amount of \$220).
4. Swimming pool owners will be required to provide a valid swimming pool compliance certificate before being able to sell or lease a property with a pool.
5. Accredited certifiers under the Building Professional Act 2005 may conduct swimming pool inspections initiated by the pool owner.

Council maintains an existing swimming pools register where a total of approximately 120 pools are registered, however it is likely that this number will increase due to the new requirements. Whilst Council has voluntarily been undertaking an inspection program (free of charge) over the past five years the amendments now make it compulsory for Council staff to undertake inspections of all swimming pools in the Bland Shire, issue Compliance Certificates and issue Notices where the pools are non-compliant.

Further to the above Council will now be required to inspect swimming pools and issue compliance certificates, where requested, prior to the sale or lease of premises containing a swimming pool.

Council's Fees & Charges currently have provision to charge a fee of \$60.00 for Compliance Certificate and \$92.50 of Swimming Pool Compliance inspections for private swimming pools. Separate charge is applicable for public swimming pools.

Financial Implications

There are no financial implications this financial year, however the changes will be reflected in the 2013/14 Fees and Charges Schedule.

9.9 JOINT REGIONAL PLANNING PANEL ALTERNATE REPRESENTATIVES

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 Community and Development Services

Officer’s Recommendation:

That Council resolves to give delegated authority to the General Manger to appoint an alternate to the Joint Regional Planning Panel if an alternate representative is required.

Introduction

At the meeting held on 20th November 2012, Council resolved to endorse Garry Pearson and Lindsay Moore as the Bland Shire Council representatives on the Joint Regional Planning Panel (JRPP).

Since that motion was resolved, staff have attended an information session with the Joint Regional Planning Panels Office where it was recommended Councils have the ability to appoint an alternative at short notice if required.

This situation is unlikely to occur, however to prevent determination delays due to Council Meeting dates, the practice is recommended. The JRPP have guidelines on suitable appointees and these guidelines would be required to be followed.

Development Applications are referred to the Joint Regional Planning Panel in the following circumstances:

- Development with a capital investment value (CIV) over \$20 million
- Development with a CIV over \$5 million which is:
 - Council related
 - Lodged by or on behalf of the Crown (State of NSW)
 - Private infrastructure and community facilities or eco-tourist facilities
- Extractive industries, waste facilities and marinas that are designated development
- Certain coastal subdivisions
- Development with a CIV between \$10 million and \$20 million which are referred to the regional panel by the applicant after 120 days.
- Crown development applications (with a CIV under \$5 million) referred to the regional panel by the applicant or local council after 70 days from lodgement as undetermined, including where recommended conditions are in dispute.

To date, Bland Shire Council has not referred an application to the JRPP.

Conclusion

For Council to follow suggested best practice and prevent an unnecessary delay in a determination, it is recommended that the General Manager be given delegated authority to appoint an alternative to the JRPP if the situation arises.

Financial Implications

Nil to this report.

9.10 CHILDREN SERVICES POLICY ADOPTION – INTERACTIONS WITH CHILDREN AND COMPLAINTS POLICIES

OUR PEOPLE – our greatest and most important asset “a strong, healthy, connected and cohesive community”

4. 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 the Council adopts the Interactions with Children and Complaints Policies for the children services unit.

Introduction

As required by the NSW Department of Education and Communities and the Accreditation board, children services policies are required to be regularly updated. For this process to be completed, Council is required to adopt the policies.

As part of the process, Children Services staff are amalgamating the policies from each service so there is one policy for all the services. This initiative has been highly regarded by the Department and recommended to other providers with more than one service.

Due to the change in regulation to the Education and Care Services National Regulations 2011: 160, this policy has been significantly changed and is therefore the equivalent of a new policy.

Conclusion

By keeping policies up to date and reflecting the requirements within the Education and Care Services National Regulations 2011: 160 ensures Council services remain licensed and accredited.

Financial Implications

Nil



BLAND SHIRE COUNCIL CHILDREN'S SERVICES UNIT POLICY STATEMENT

CORPORATE VALUES

Put the community first • Work together as a committed team • Respect and value each other • Have open & honest two-way communication • Act with integrity and honesty • Continuously improve our services • Keep ourselves and others safe

INTERACTIONS WITH CHILDREN

ORIGINAL ADOPTION DATE:

Policy Objective:

Interactions with children will:

- promote a safe, secure and nurturing environment;
- be authentic and responsive;
- be based in fairness, acceptance and empathy with respect for culture, rights, community and the individual.

Policy Statement:

A positive atmosphere and the wellbeing of children within Bland Shire Council (BSC) Children's Services are promoted through attentive care and quality interactions with children. Emotional development and social relationships are enhanced through thoughtful and sophisticated approaches to conversation, discussion and promotion of children's language and communication.

Children who experience relationships that are built on respect, fairness, cooperation and empathy are given the opportunity to develop these qualities themselves. When children have positive experiences of interactions they develop an understanding of themselves as significant and respected, and feel a sense of belonging.

Definitions:

In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Care Scheme.

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

Recommended Practices:

The Nominated Supervisor and Educational Leader shall:

1. Guide professional development and practice to promote interactions with children that are positive and respectful.
2. Establish practice guidelines that ensure interactions with children are given priority and those interactions are authentic, just and respect difference.

Educators and staff will:

1. Respond to children's communication in a just and consistent manner.
2. Respond sensitively to children's attempts to initiate interactions and conversations.
3. Initiate one to one interactions with children, particularly babies and toddlers during daily routines and conversation with each child.
4. Support children's efforts, assisting and encouraging as appropriate.
5. Support children's secure attachment through consistent and warm nurturing relationships.
6. Support children's expression of their thoughts and feelings.
7. Encourage children to express themselves and show an interest and participate in what the child is doing.
8. Encourage children to make choices and decisions.

9. Acknowledge children's complex relationships and sensitively intervene in ways that promote consideration and alternative perspectives and social inclusion. Guidance strategies should be reflective of this approach.
10. Acknowledge each child's uniqueness in positive ways.
11. Respect cultural differences in communication and consider alternative approaches to own.

Children's Rights, Family and Cultural Values

Interactions within the setting are greatly enhanced when children's rights and family and cultural values are given due consideration and respect. Administrative procedures, initial conversations, documentation and ongoing communication with children and families are a reference point for interactions and a foundation for authentic and respectful communication.

Listening

Educators and staff must use listening as a foundation for interactions. Listening is based on observation and in leaving spaces in conversations and communication, suspending judgement and in giving full attention to children as they communicate. Truly attending to children's communication promotes a strong culture of listening.

Children and Families

A culture of respectful interaction is promoted when children's attempts to communicate are valued. Turn taking and regulating children's conversations promotes active engagement. Respectful communication with families generates greater confidence in interacting.

Reflection and Consideration

Time is dedicated to reflecting upon interactions within children. Reflections should consider how to spend extended periods engaged in interactions with children that comprise communication and listening.

Role Modelling

Educators model positive interactions when they:

- Show care, empathy and respect for children, educators and staff and families.
- Learn and use effective communication strategies.

Remember - quality interactions increase children's knowledge and understanding of themselves, each other as unique individuals and develop the skills and understandings they need to interact positively with others.

Evaluation

Interactions between educators and children are genuine, positive and responsive and based on respect, fairness, acceptance, co-operation and empathy. This is evident in conversations, communication, pedagogy, and planning for children and families.

References:

DEEWR (2009). *Belonging Being and Becoming: The Early Years Learning Framework for Australia*. www.deewr.gov.au

Appendices:

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Community and Development Services		
EDRMS Doc. ID			
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number

Related Council Policy/Procedure



BLAND SHIRE COUNCIL CHILDREN'S SERVICES UNIT POLICY STATEMENT

CORPORATE VALUES

Put the community first • Work together as a committed team • Respect and value each other • Have open & honest two-way communication • Act with integrity and honesty • Continuously improve our services • Keep ourselves and others safe

DRAFT COMPLAINTS POLICY

ORIGINAL ADOPTION DATE:

Policy Objective:

We will:

- Provide opportunities for consultation, evaluation and review of the service operation and delivery of the education and care program;
- Develop a process for making and managing complaints;
- Communicate the option and process of making a complaint;
- Handle complaints diligently and confidentially.

Policy Statement:

Our service values the **feedback** of educators, staff, families and the wider community in helping to create a service that meets regulation and the needs of enrolled children and their families. We encourage open communication through opportunities to respond and feedback on the program. A component of this feedback is the ability to put forward a **complaint** and have this managed appropriately with due consideration for accountability and quality improvement.

Relevant Legislation:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168, 173, 176
- National Quality Standard: 7.3

Definitions:

In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Scheme.

Recommended Practices:

Communications will aim at all times to be open, honest and confidential.

Our service will offer a variety of ways to communicate and provide feedback including:

- Day books
- Daily program - will have a section dedicated to comments or feedback on the program and activities
- Interactions
- Formal feedback and comments
- Surveys
- Family meetings
- Newsletters
- Councils website

With permission, educators may write comments on behalf of families to help with evaluations of the program and encourage further family input.

Families are provided the service's email address and phone details at orientation. Families will be encouraged to converse with educators at pick up and drop off times, and may email or call throughout the day.

Feedback from families is encouraged and educators and staff will take this feedback into account in ongoing planning and quality improvement.

Families will be informed as to how their feedback has contributed to improvements in the service through information noticeboard displays, emails, and/or newsletters.

Complaints

The nominated Supervisor will:

1. Develop a process for managing complaints. This process includes:
 - a. Receiving complaints;
 - b. Addressing and investigating complaints;
 - c. Documenting complaints.
2. Communicate information on the process to families through enrolment and orientation processes and information.
3. Provide contact details for putting forward a complaint.
4. Ensure every complaint is managed and is an opportunity for quality improvement.
5. Discuss the process for managing complaints with the educator and staff team.
6. Provide or arrange training on complaints management.

Sample Process (Information for Families)

1. Families make a formal complaint about aspects of our service and no person will be disadvantaged in any way as a result of that complaint.
2. Complaints should be forwarded to:
 - Name of Service
 - Name of Approved Provider
 - Name of Nominated Supervisor
 - Address and Phone
3. Your complaint will be dealt with in the strictest confidentiality. Any educator or staff member involved in handling complaints will ensure that information is restricted only to those who genuinely need to be notified in order to deal with the complaint. If information specific to the complaint needs to be disclosed to others during its resolution, the complainant will be informed.
4. Your complaint will be documented by an educator or staff member, and placed on the relevant complaints register. The complaint will then be forwarded on to the most appropriate person to investigate the complaint. This will include the Nominated Supervisor and the approved provider.
5. Actions to address the complaint will be determined. Once the outcomes or resolutions are agreed on, all persons involved in the original complaint will be notified and informed of any actions for improvement that will take place as a result of the complaint.
6. The Department of Education and Communities will be notified of any complaint made to the service alleging a breach of regulation within 24 hours of the complaint being made.

Sample Process (Information for Educators and Staff)

Please note - this is not a grievance procedure. Matters of staff grievance should be dealt with under a grievance policy relating to staff.

1. Clients, educators and staff may make a formal complaint about aspects of our service and no person will be disadvantaged in any way as a result of that complaint.
2. Complaints should be forwarded to:
 - Name of Service
 - Name of Approved Provider
 - Name of Nominated Supervisor
 - Address and Phone
3. Your complaint will be dealt with in the strictest confidentiality. Any educator or staff member involved in handling complaints will ensure that information is restricted only to those who

- genuinely need to be notified in order to deal with the complaint. If information specific to the complaint needs to be disclosed to others during its resolution, the complainant will be informed.
4. Your complaint will be documented, and placed on the complaints register. The complaint will then be forwarded on to the most appropriate person to investigate the complaint. This will include the Nominated Supervisor and the approved provider.
 5. Actions to address the complaint will be determined. Once the outcomes or resolutions are agreed on, all persons involved in the original complaint will be notified and informed of any actions for improvement that will take place as a result of the complaint.
 6. The Department of Education and Communities will be notified of any complaint made to the service alleging a breach of regulation which alleges that the safety health or wellbeing of a child was or is affected, or that the service has broken the Education and Care Services National Law within 24 hours of the complaint being made.

Evaluation

Continuous improvement of our service occurs where there is reflection and constructive feedback given from the service community which results in positive change and improvement.

Complaints are managed well, lead to quality improvement and are conducted in a safe manner in a secure environment.

References:

- NSW Ombudsman (2009) "Complaint Handling Kit". NSW Ombudsman
- Community Child Care Cooperative – sample policy (Complaint and Feedback) - www.cccc.org.au accessed 4.6.2012

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID				
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	

Related Council Policy/Procedure
BSC Procedure: Customer Requests/Complaints

SECTION 5 – REPORTS FOR INFORMATION

Officer's Recommendation:

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

- **9.11 – Engineering Services Report**
- **9.12 – Development Statistics – March 2013**
- **9.13 – Ranger Activities**
- **9.14 – Community Services Report**
- **9.15 – Library & Children Services**
- **9.16 – Economic Development & Tourism Report – April**

9.11 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 MR371, MR231 and MR398.

3. REGIONAL ROAD REPAIR PROGRAMME

The second section of 5.2 km of shoulder widening of MR398 west has been completed.

4. LOCAL ROADS CONSTRUCTION

Second run of gravel is in the process of being placed on 5.2 km of Kolkilbertoo Road through the R2R programme, all drainage structures have been put in place.

5. SHIRE ROADS MAINTENANCE

Bitumen Patching carried out on the following;

- Crown Camp Road
- Tallimba Road
- Quandialla Road
- Dundas Road
- Burcher Road
- Kolkilbertoo Road

Gravel Patching carried out on the following;

- Judds Lane
- Kneales Lane
- Chanters Lane
- Monia Gap Road
- Waarbilla Road

Flood Damage work carried out on:-

- Bodels Lane 1.71 km
- Youngs Lane 1 km
- Waarbilla Road 5.1 km
- Langes Lane 2.5 km
- Spackmans Lane 2.79 km
- Worners Lane 1.2 km
- Clear Ridge Road 2 km
- Lees Lane 1.7 km
- Paynes Road 8.57 km
- Braces Lane 1.2 km

- Clements Lane 5.25 km
- Polycom Programme
- Hollands Lane 2.5 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.

6. TOWN AND VILLAGE MAINTENANCE

Parks & Gardens – March 2013

- Wetlands submerged objects placed for fish habitat
- Barnado park preparation for opera in the park
- Parks sprayed for broad leaf weeds
- Irrigation checks carried out in small parks
- Repairs carried out on by pass tree line water system
- Ungarie recreation ground pump cleaned and maintained
- Ungarie preschool irrigation repair
- Barmedman park irrigation check and repair

Ovals - March 2013

- Maintenance to all ovals and surrounds, lawn and monument cemetery
- Over sewing of Perseverance and McAlister ovals
- Fertilising of ovals
- Ungarie sports ground sprayed for broadleaf weeds
- Line marking for rules and league
- Maintenance to Herridge, Rotary, Cooina parks and Wyalong court house
- New turf laid at McAlister oval
- Irrigation checks carried out on all ovals and pump sheds
- Maintenance to skate park

Town maintenance – March 2013

- Ungarie main street trees and gardens watered
- Main street mown, trimmed and sprayed
- Town trees trimmed and watered when necessary
- Main street gardens watering and weeding carried out

Village maintenance – March 2013

- Villages mown, trimmed and sprayed
- Toilets cleaned
- Parks and reserves mown
- Trees maintained

7. NOXIOUS WEEDS/ENVIRONMENTAL

- West Wyalong will host the Sustainable Lifestyle Expo again this year in October.
- Golden Perch fingerlings were released at the Wetlands under a Recreational Fishing grant scheme, where fishing will be available to the local community. Releases will also be undertaken at the Ungarie Navi dam and Weethalle town reservoir dam.
- Hazard reduction and overhanging limb removal work was carried out on West Wyalong – Condobolin Road and Lake Road.
- Noxious Weed and Environmental staff attended Traffic Control training.
- Noxious Weeds staff attended the Western Riverina and Lachlan Valley Noxious Weed Advisory Group meetings.

- The following noxious weeds and other controls were undertaken:
 - **Spiny Burr Grass** – Quandialla Road, Wamboyne Road, Wilsons Lane, Bypass Road, Lone Pine Speedway, Cottingleys Lane, Yiddah Silos, Wargin Road, Ungarie, Newell highway, Morangorell Road, Wilsons Lane, Hatelys Lane, Koops Lane, Bena Road, West Wyalong – Condobolin Road, Mid-Western Highway, Rankins Springs Road.
 - **Coolatai Grass** – Newell Highway at Mirrool,
 - **Bathurst Burr** – Morangorell Road, Rankins Springs Road.
 - **Noogoora Burr and Devils Claw** – Rankins Springs Road.
 - **General Weed control** – West Wyalong town drains and streets, Barmedman, Ungarie.

8. SEWER CHOKES 1 MARCH – 31 MARCH 2013

Brown Street x 2, Ungarie Street, Woodland Street, Linda Streets Ungarie, Ungarie Retirement Village, Emu Street, Neeld Street x 4, Deboos Street, Hope Street Barmedman.

Public toilet blocks: Herridge Park, McCann Park x 2, Coinda Park, Ungarie, Tallimba, Barnado Park, Lions Park, Aberlines

9.12 DEVELOPMENT STATISTICS – 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: Development Services Officer

Development Applications

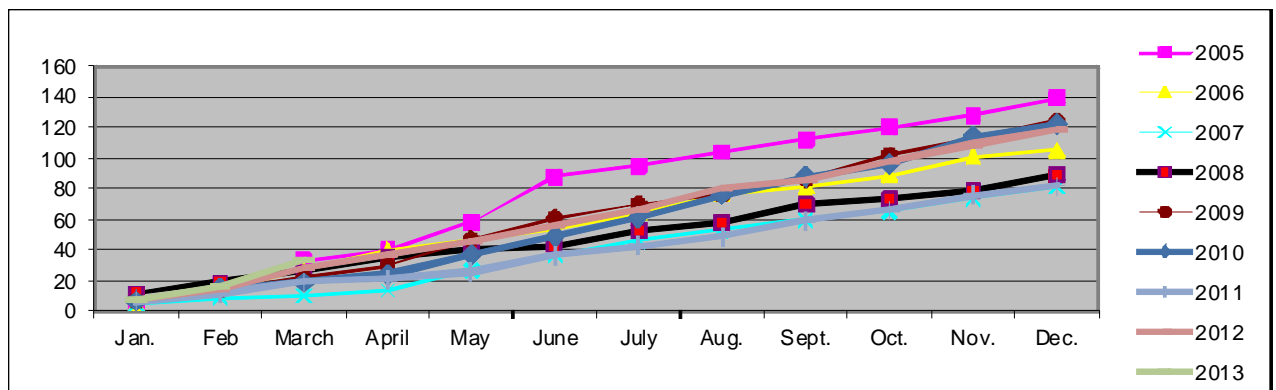
The following table details the number and value of development applications received by Council, during March 2013.

Development Type	Current Year			
	March 2013		Year to Date 1.01.13 – 31.03.13	
	Number	Value \$	Number	Value \$
Residential	8	361,146	11	949,146
Industrial	0	Nil	0	Nil
Commercial	2	25,000	7	985,000
Rural Residential	0	Nil	2	105,760
Subdivisions	0	Nil	0	Nil
Other	6	Nil	13	724,550
TOTAL	16	386,146	33	2,764,456

There were six ‘Other’ applications which were for tree removals. These applications do not add any value.

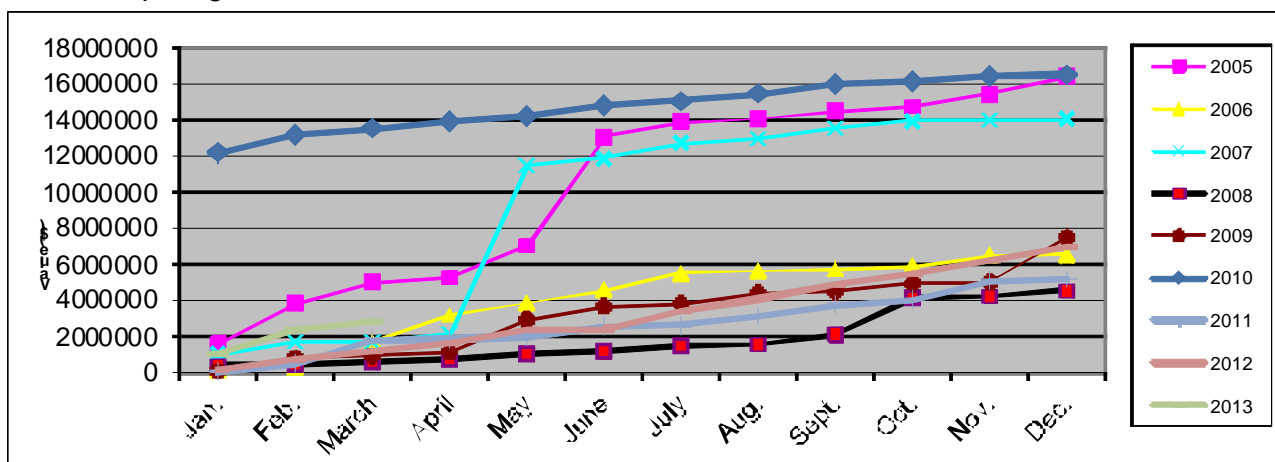
Number of Development Applications

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 – March 2013

The following Development Applications were determined all by approval during March:

App No.	Property	Development
DA/2013/058	305 Neeld Street, West Wyalong	New Commercial Premises
DA/2013/068	44 Grenfell Street, West Wyalong	New Dwellings (Two Units) – Dual Occupancy
DA/2013/069	7 Church Street, West Wyalong	Removal of four (4) Trees
DA/2013/070	788 Alleena Road, Alleena	Farm Forestry
DA/2013/071	Wamboyne Street, Girral	Construction of a Toilet Facility for the RFS Shed
DA/2013/072	10 Golden Street, West Wyalong	Carport
DA/2013/073	Footpath adjacent to the West Wyalong Veterinary Clinic	Use of Footpath – “A” framed Advertising Sign
DA/2013/074	24-28 Renwick Street, Barmedman	New Garage/Storage Shed
DA/2013/075	3 Fisher Crescent, West Wyalong	Removal of two (2) Trees
DA/2013/076	1 Robert Street, Ungarie	Removal of ten (10) and the Lopping of one (1) Tree
DA/2013/077	1 School Street, West Wyalong	Front Boundary Fence
DA/2013/078	23 Court Street, West Wyalong	Removal of one (1) Tree
DA/2013/079	49 Neeld Street, Wyalong	Removal of three (3) Trees

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 APRIL 2013

.....
MAYOR

- Construction Certificates issued - Six (6)
- Complying Development Certificates issued- Nil (0)
- Activity Applications issued - One (1)
- Building Certificates issued - Nil (0)
- Subdivision Certificates issued - One (1)
- Occupation Certificates issued - One (1)
- Completion Certificates issued- One (1)
- Section 149 Certificates issued - Twenty (20)

9.13 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.

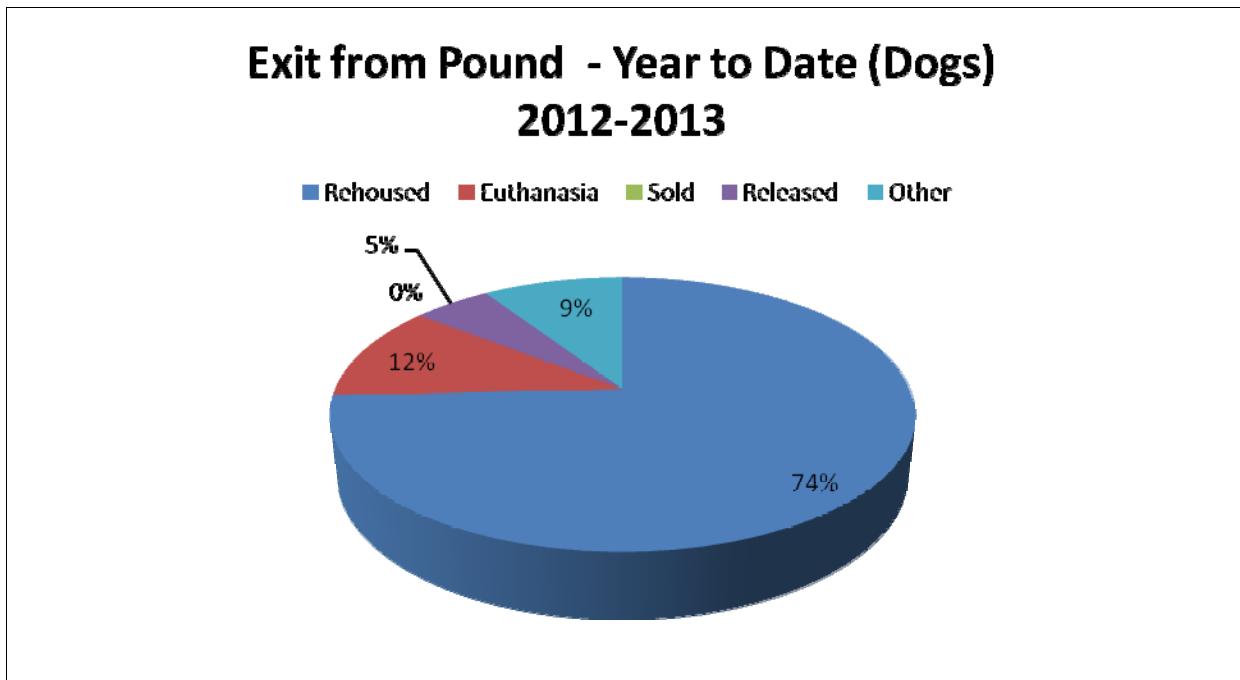
Author: Development Services Officer

COMPANION ANIMAL ACTIVITIES

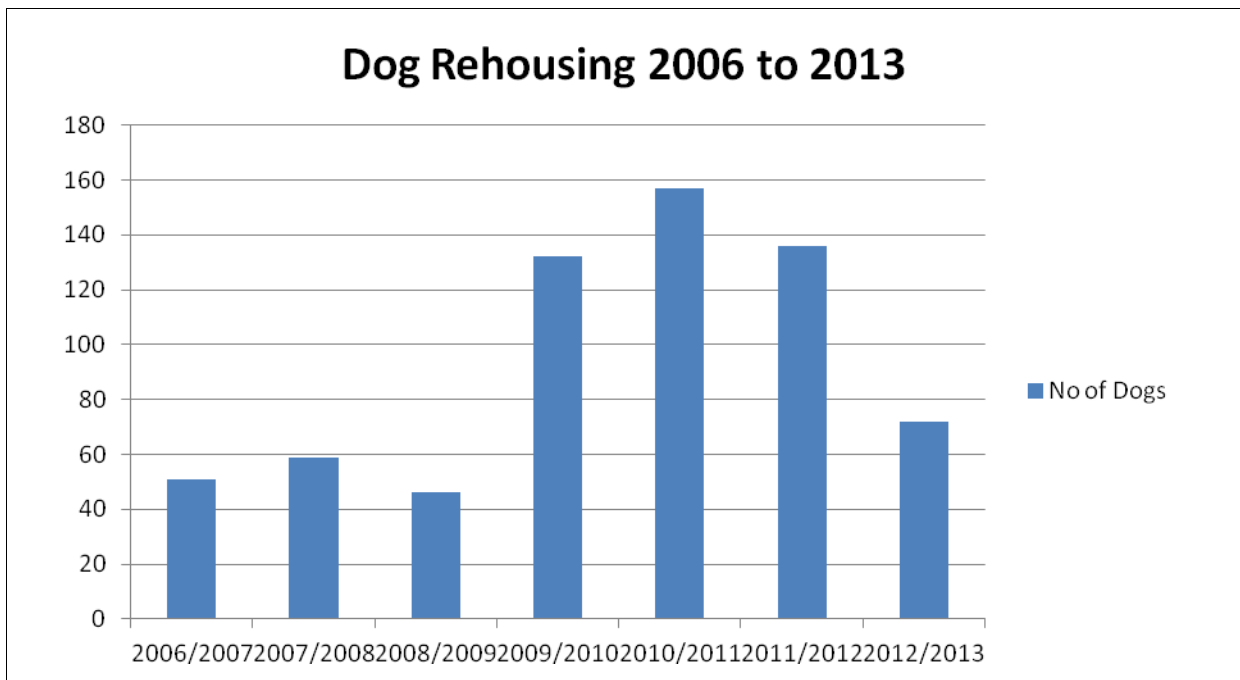
The following table summarises the management of companion animals during the month of March 2013:

	Dogs	Cats
Seizure Activities:		
Seized	1	1
Returned to Owner	0	0
Transferred to Pound from Seizure Activities	1	1
Animals in Pound at start of month	4	1
Dumped	10	6
Surrendered	2	0
Total Animals in Pound	17	8
Released to Owner	0	0
Euthanased	0	4
Sold	0	0
Stolen from Pound	0	0
Escaped	0	0
Died at Pound	0	0
Rehoused	11	0
Total Animals Leaving Pound	11	4
Animals in Pound at end of month	6	4

The following chart summarises the methods in which companion animals (dogs) exit the pound:



The following chart summarises the rehousing statistics from 2006 to 31 March 2013:



9.14 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

Mr Soccer

Developed as a result of a youth survey conducted in late 2011, Council is running two soccer workshops at Ron Crowe Oval on April 23-24. The first session targeting younger children was booked out almost three weeks in advance. The second session on April 24 targets teenagers. The workshop is being conducted by Sydney company Mr Soccer, which is owned by former Socceroo Mark Robertson and has current Australia captain Lucas Neill as its Ambassador. The clinics will be led by a professional coach.

NRMA Safer Driving School

The NRMA Safer Driving School will visit West Wyalong on April 23 with two vehicles conducting lessons in automatic and manual vehicles. Learner drivers have embraced the program with all positions fully booked.

School holiday excursion

Council is facilitating an excursion to Wagga Wagga on Wednesday, April 17 for ten pin bowling and the movies. The excursion is aimed at “Tweens” aged between 8-12 years.

Hip Hop Workshop

Council, in partnership with Eastern Riverina Arts, will hold a two day Hip Hop dance workshop for youth aged 13-18 years at the West Wyalong Services and Citizens Club on April 26-27. Registration is free. The workshop will be conducted by Centennial Tuvale from Stricklii Fresh.

Bland Bulletin

The April edition of the Bland Bulletin is being distributed to homes throughout the Bland Shire in mid-April. The four page bulletin contains news about new Council initiatives and community programs. In accordance with Council’s Community Strategic Plan and Operational Plan, the Bulletin is produced quarterly.

Grant Writing workshop

Regional Development Australia Riverina and Bland Shire Council are conducting a free grant writing workshop in West Wyalong on May 9. This workshop is aimed at providing core skills in successful grant writing, the process of developing a strong proposal and liaising with fund holders. It is ideal for members of not- for-profit groups or organisations seeking extra funding to run the programs and projects that aim to make a difference in our community.

Fanny Lumsden and the Thrillseekers

Utilising funding from Youth Week, Council supported a workshop and concert conducted by Fanny Lumsden and the Thrillseekers on Friday night, April 12. A band and song writing workshop was held at West Wyalong High School during the afternoon before the band performed at Yalgogrin Hall during the evening. Council sponsored a bus to and from the concert for interested members of the community.

9.15 LIBRARY & 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 & Children Services

Preschool

The last day of Term 1 is Friday 12th April and children will return on Tuesday 30th April to begin Term 2.

The children have been extremely busy engaging in lots of sensory and scientific learning experiences this term. In April, the show, “An Owl’s Tale” will be visiting the centre. A range of shows and excursions have been planned for term 3.

Staff training

A large focus for preschool staff this year will be in training in the National Quality Framework, in particular the National Quality Standards (NQS). Educators will be participating in a webinar on NQS 3 - *Physical Environments* on Thursday 4th April.

Families

The Preschool Family Fun Day was held on Saturday 16th March from 12-2pm. It was a great opportunity for the families, children and educators to mix and get to know each other. The event was well attended and the weather was beautiful. The success of the day was due to the participation of the families, community clubs and educators. The next parent meeting will be held on Tuesday 7th May at 7pm at the Children Services Unit.

Family Day Care

Two new educators have commenced care as of April 2013. They are currently on a three month probation and completing their induction packages. One educator will be working in Temora and one in West Wyalong. Staff have been busy conducting safety assessments and induction training with both of these new educators.

We are currently trialling a new waiting list contact method which involves texting or emailing the families on our list to ensure that they still require care. This method is so far proving successful and we are getting good responses from families.

Our educator and children in care statistics are as follows:

Temora educators:	10
Ariah Park:	1
West Wyalong:	8
Children in care:	196
Families utilising care:	137
EFT (Equivalent full time places):	42

Mobile Resource Unit

We are currently submitting information to support our application for Vacation Care services to be conducted at Ungarie. Our service was required to submit an application last year and we have received feedback regarding our submission this week. We are able to conduct sessions at Ungarie throughout this application process.

The Budget based funding service progress report for the Mobile Resource Unit has been submitted.

All venues are currently well attended with new families attending.

The April Vacation Care school holiday program has been advertised and promotional material distributed through the schools. Bookings are being taken up until Thursday April 11.

Library Report

Author in residence

Bland Shire Library will once again be hosting the author in residence program. The successful author in residence program has been running for many years and allows both primary and high school aged children to engage with a well know and successful author. This year's author is Glenda Millard who will be visiting the Bland Shire library from Monday 28th of October until Friday 1st of November.

School holiday program

The library will be running three school holiday programs during the April School holidays. This school holiday program will have a range of different workshops including a sewing workshop, open cupboard craft and a cooking workshop. The school holiday program is for school aged children.

Law Week

Bland Shire Library was the successful recipient of a 2013 law week grant. The library will be using the grant money to host a morning workshop focussing on consumer rights for seniors. The talk will take place on Tuesday 14th of May at the Bland Shire Council Chambers.

9.16 ECONOMIC DEVELOPMENT & TOURISM REPORT - APRIL

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 will be meeting the Executive Officer from Regional Development Australia Riverina in West Wyalong on Wednesday 24 April to discuss Bland Shire Council’s Regional Development Australia Fund Round Three application.

Regional Development Australia Riverina Committee Meeting

The Regional Development Australia Riverina Committee meeting will be held in West Wyalong at the Council Chambers on Wednesday 22nd May 2013.

Current committee members include:

- Tom Watson – Chair - Economics Advisor
- Joe Burns - Deputy Chair - Murrumbidgee Management Catchment Authority/Accountant
- Robert Tuck – Member - Business Management/ International Consulting , MBA & DBA Business Management, Director KunWa Consulting
- Mick Rutledge - Member - Deputy Mayor, Hay Shire Council
- Phil Pinyon - Member - General Manager, Wagga Wagga City Council
- Brett Stonestreet – Member - General Manager, Griffith City Council
- Diana Gibbs - Member - Diana Gibbs, Director
- Margaret Andrezza - Member - Griffith Connections, Family Support Officer
- William (Bill) Thompson - Member - Solicitor/Partner Comminshendrik, Coolamon NSW
- Gary Lavelle - Member - General Manager, Temora Shire Council
- Kerry Penton - Member - Riverina Institute of TAFE NSW, Director
- Tracey Valenzisi - Member - Inspired Results, Director

Other attendees for the meeting may include representatives from Trade & Investment and Regional Development Australia.

Gold Trails

The Senior Economic Development & Tourism Advisor attended the Gold Trails meeting in Young on Thursday 4 April. The roll out of the Gold Trails iPad kiosks is progressing. Temora Shire Council has approved the Development Application for the installation of a Gold Trails roadside billboard to be installed on the Goldfields Way at Gidginbung.

The NSW Modern Mining Trail

Councillor McGlynn and the Senior Economic Development & Tourism Advisor attended the launch of the NSW Modern Mining Trail at Northparkes Mines on Wednesday 3 April. The launch was also attended by Alan Fearon Barrick Cowal Gold and Mal Carnegie Lake Cowal Foundation.

Tourist Information Shelters

The first three Tourist Information Shelter frames have been installed and the interpretive signs are being manufactured.

Bathurst Soaring Club

Discussions are continuing with The Bathurst Soaring Club regarding a speed week in November. Some improvements required include modifications to the airport lounge to increase the size of the booking area for the briefings and administration. Other improvements required include a white board, interactive monitor, wall map, extra water outlets for adding ballast to the gliders, air conditioning and rolling of the grassed areas.

Destination NSW and the Regional Visitor Economy Fund (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.

To ensure everyone understands the new system, Destination NSW will be conducting thirteen Destination Management and Regional Funding Program information workshops at the following locations:

Date	Location	Areas Served
Monday 8 April	Ballina / Byron	Tweed Heads, Ballina, Byron, Lismore
Tuesday 9 April	Coffs Harbour	Port Macquarie, Bellingen, Grafton
Wednesday 10 April	Newcastle	Hunter Valley, Port Stephens, Lake Macquarie, Upper Hunter, Central Coast
Monday 15 April	Albury	Deniliquin, Corowa
Tuesday 16 April	Blue Mountains	Mudgee, Lithgow, Oberon, Hawkesbury
Wednesday 17 April	Orange	Cowra, Mudgee, Bathurst, Dubbo
Wednesday 24 April	Tamworth	Armidale, Glenn Innes, Tenterfield, Inverell, Moree
Thursday 2 May	Wagga Wagga	Tumut, Gundagai, Junee
Friday 3 May	Dubbo	Wellington, Parkes, Gilgandra, Coonabarabran, Orange, Bathurst
Monday 6 May	Wollongong	Kiama, Shellharbour, Southern Highlands
Tuesday 7 May	Batemans Bay	Nowra, Narooma, Bermagui, Merimbula
Wednesday 8 May	Canberra	South Coast, Snowy, Capital Country
Friday 10 May	Sydney	Blue Mountains, Central Coast, Hunter, Wollongong, Newcastle, Southern Highlands

Topics will include Destination NSW's perspective and requirements on Destination Management Planning as well as an outline of the new regional funding program commencing on 1 July 2013. The sessions will include time for Q&A and discussion around how these relate to your particular destination and circumstances.

In addition, Mr Bill Baker from Total Destination Marketing and author of the book – Destination Branding for Small Cities – will be conducting a presentation on destination branding. The presentation will demonstrate how cities and regions in NSW can be differentiated, enhance their marketing performance and contribute towards NSW's tourism competitiveness.

Riverina Regional Tourism

The General Manager and the Senior Economic Development & Tourism Advisor received the following Destination Management Presentation in Temora:

RIVERINA DESTINATION MANAGEMENT PLAN

INDUSTRY AND LOCAL GOVERNMENT CONSULTATION
MARCH 18-21

Mike Ruzzene | Director

Todd Denham | Senior Strategic Planner



PROJECT COMPONENTS & OUTCOMES

RIVERINA PRODUCT & EXPERIENCE AUDIT AND GAPS ANALYSIS

- A comprehensive audit of all Riverina products and experiences, broken into relevant themes and categories
- An analysis of the product gaps and potential development opportunities throughout the region

DESTINATION MANAGEMENT PLAN

- SWOT Analysis
- Vision
- Mission
- Goals & Objectives
- Product & Experience Development Plan
- Destination Marketing & Communications Plan



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL
CHAMBERS WEST WYALONG ON TUESDAY 16 APRIL 2013

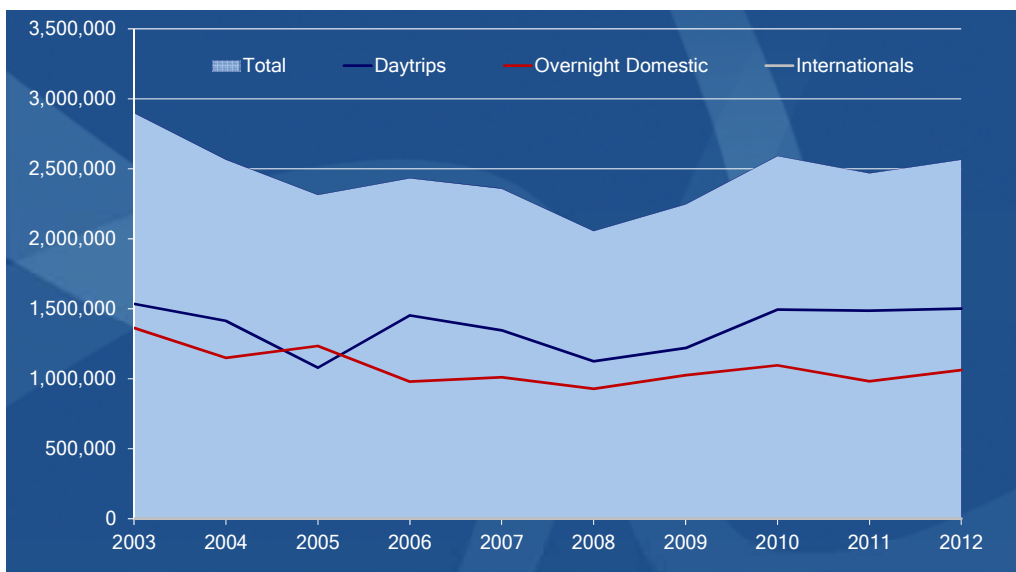
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MAYOR

COUNCIL, BUSINESS AND VIC SURVEYS

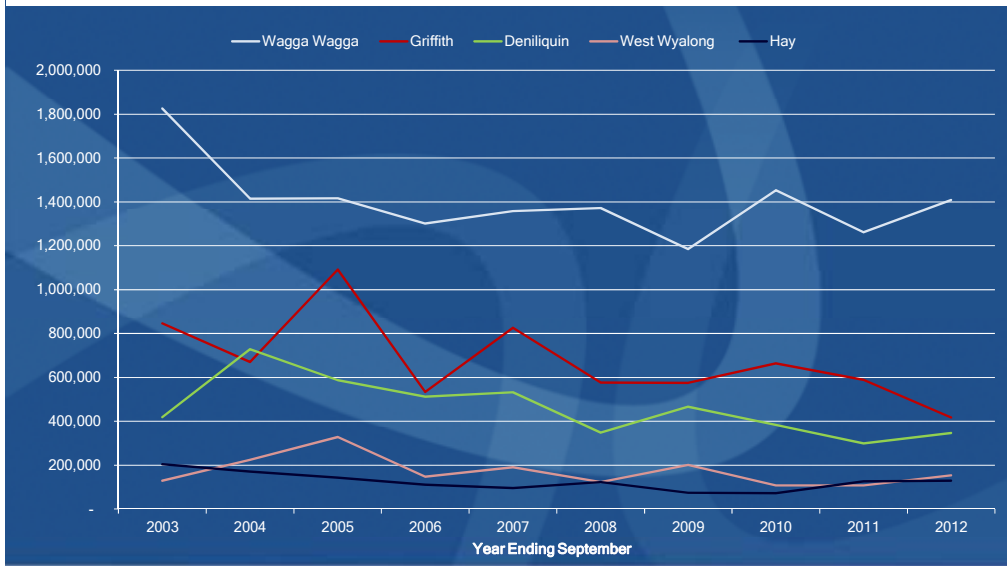
- Surveys will be distributed via email in late March;
- They collect important information for the project, including:
 - Visitor Markets
 - Effective marketing
 - Potential for tourism growth
 - Governance and industry organisations
 - Regional alignments
- Encourage everyone to complete the survey, the more responses we receive, the better outcomes for the project.



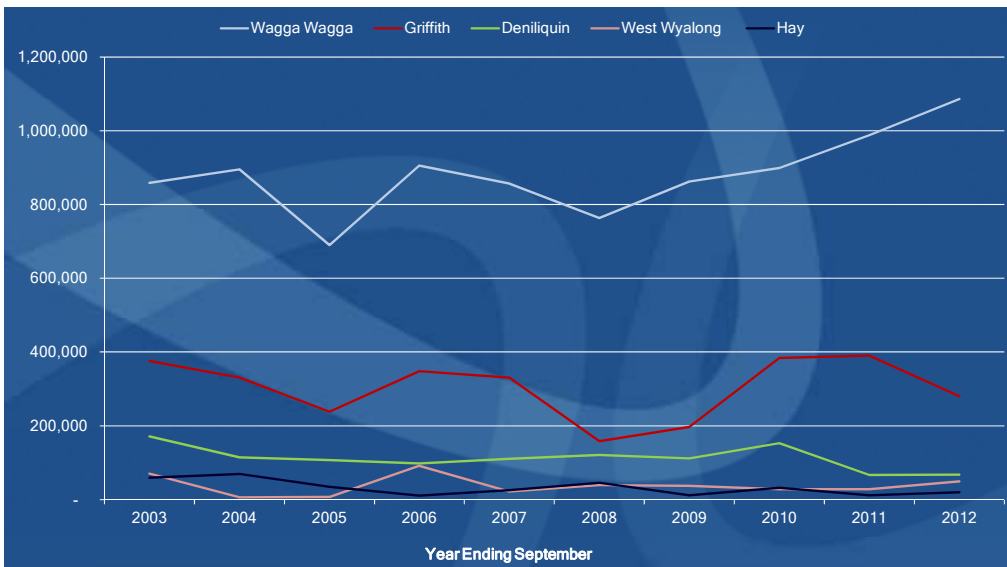
VISITATION



CLUSTERS – OVERNIGHT TRIPS



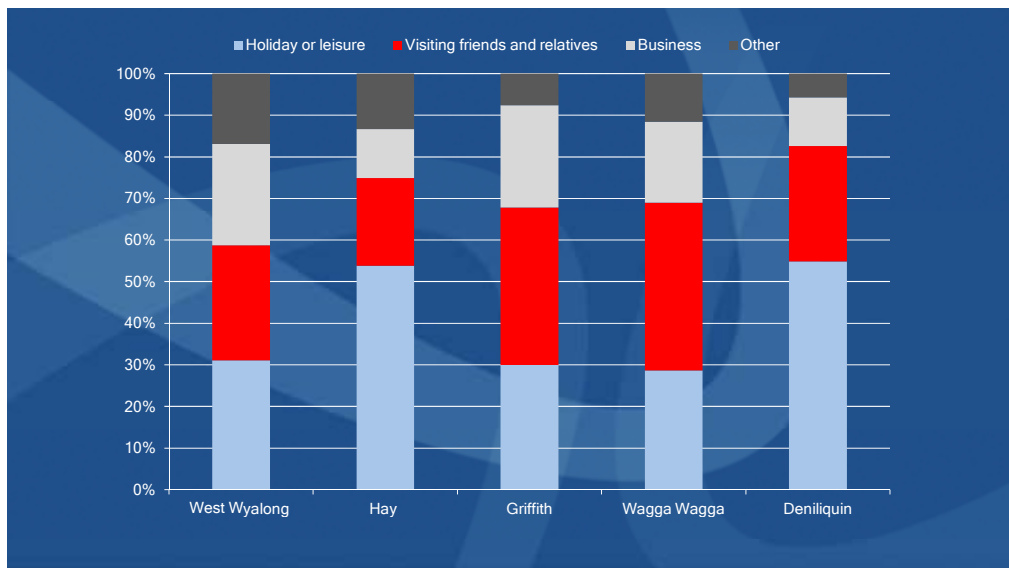
CLUSTERS – DAY TRIPS



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 APRIL 2013

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MAYOR

CLUSTERS – PURPOSE OF VISIT



PRODUCT AUDIT -ATTRACTIONS

Council	Activities	Arts and Culture	History and Heritage	Local Produce	Nature Based	Touring Route	Zoos and Aquariums	Winery: Cellar Door	Winery	Total
Bland	1	1	5		3					10
Carathool			3						1	4
Conargo		1				1				2
Coolamon			4		2					7
Cootamundra		1	4							5
Deniliquin			1							1
Griffith		3	4	1	2			9	1	20
Gundagai		1	6					1		8
Hay			6		3					9
Junee			6	2				1		9
Leeton	1		6		3			2		12
Lockhart		1	5		4			1		11
Murrumbidgee							1			1
Narrandera	2	3	12		9		1			27
Temora			3							3
Wagga Wagga	8	3	5	4	4			4	1	29
Total	12	14	70	7	30	1	2	18	3	158



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 APRIL 2013

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MAYOR

NEXT STEPS

- Distribute the surveys: Councils, businesses and VICs
- Further Analysis of background data and documents following consultation outcomes
- Analysis of the product audit data
- Experience audit
- Presentation of the outcomes of the research, background analysis, consultation and surveys to Councils in May.



NSW Cobra Car Club

Discussions are continuing regarding the NSW Cobra Car Club for a visit to West Wyalong on the June long weekend.

Tourism Industry Regional Development Fund (TIRF) Grants Program Application

Bland Shire Councils Tourism Industry Regional Development Fund (TIRF) Grants Program Application for the Heritage, Gold Trails and Tours under Round One of the TIRF Grants Program was unsuccessful. TIRF Round One received 760 applications and less than 10 per cent of applicants were offered a grant, as the cut off from the assessment process was very high.