



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

Business Paper

18 June 2013



OUR VISION, MISSION AND VALUES





AGENDA

COUNCIL MEETING

18 JUNE 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 L Pike
Cr N Pokoney
Cr P Templeton

2.2 Staff

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

2.3 Apologies

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 21 May 2013

- **Corrections**
- **Confirmation**
That the minutes of the Ordinary Council meeting held on 21 May 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

6.0 MAYORAL MINUTE

6.1 West Wyalong Lions Club Recognition

On behalf of Bland Shire Council and our community may I convey our deepest appreciation for the efforts of our local Lions, both past and present, as they celebrate 50 years of community service.

This long term commitment to our community is a true reflection of their dedication over a prolonged period of time.

Once again our deepest gratitude to Lions for their efforts. Few will truly understand the workload and responsibility taken, on behalf of our community. Please accept my personal thanks, the thanks of our Councillors and the thanks of the broader community.

6.2 Annual Performance Review Of The General Manager

Recommendation:

1. That the General Manager, Mr. Ray Smith is congratulated on his successful and positive annual performance review and that a 2.5% increase in his Total Remuneration Package is approved, effective from the 17 May 2013, being the anniversary of his commencement date with Council.
2. That in accordance with Clause 5 (Renewal of Appointment) of the Contract of Employment between Council and Mr. Smith, the contract be renewed, under the same terms and conditions that currently apply with the Standard Contract of Employment for General Managers of Local Councils in NSW as prepared by the NSW Division of Local Government and that it be for a period of five (5) years commencing from 1 July 2013.

The annual performance review of the General Manager, Mr. Ray Smith, was undertaken on 28 May 2013, in accordance with Section 7 of his employment contract, and was conducted by members of the Review Committee being, the Mayor and Councillors Grellman, Lord and Monaghan.

The review is based on assessment of three sections as detailed below with a four point rating scale of A – Exceeds Expectations, B – Meets Expectations, C – Further Development Required, D – Unsatisfactory.

PART 1 – MANAGERIAL OBJECTIVES

This part deals with the day to day management responsibilities.

PART 2 – SPECIFIC PROJECTS

This part deals with the progress / completion of specific projects that were previously identified by the Performance Review Committee (PRC).

PART 3 – PERSONAL LEADERSHIP BEHAVIOURS

This part deals with the General Manager's personal conduct and behaviour in the position of General Manager.

I am very pleased to report that Mr. Smith again received a very high and satisfactory rating, scoring A's and B's across all areas. There was however, one area identified by the Review Committee requiring further development, performance management of senior staff. Mr. Smith has also undertaken to review the significance of some of the performance criteria as well as develop a Performance Agreement in accordance with Section 2 of the review process.

In accordance with Clause 8.3 of Mr. Smith's employment contract and the determination by the Public Sector Remuneration Tribunal, an increase of 2.5% of his Total Remuneration Package is recommended to Council.

Contract Renewal

Mr. Smith has submitted the attached letter requesting Council's consideration to renewing his contract for a further 5 years commencing from 1 July 2013.

Mr. Smith raised this matter during his performance review and he received the support of the Review Committee. The matter is now submitted to the full council for a determination.



5th June 2013

Councillor Neil Pokoney
Mayor
Bland Shire Council

Dear Neil

I am seeking Council's consideration to renewing my contract of employment with Council for a further period of five (5) years commencing from 1 July 2013.

In accordance with Clause 5 (Renewal of Appointment) of the Contract of Employment Council is entitled to consider and if deemed appropriate, to agree to such a request.

The renewal would be under the same terms and conditions that currently apply with the Standard Contract of Employment for General Managers of Local Councils in NSW as prepared by the NSW Division of Local Government.

There would be no increase in the Total Remuneration Package as a result of any renewal. I have also chosen the commencement date of 1 July to coincide with the financial year arrangements.

There are some challenging times ahead for local government in NSW and I would like to be leading the staff of Bland Shire Council through this period of uncertainty and change.

I believe that I have now earned the respect of the majority of staff as well as the majority of the community which places me in an ideal situation to provide stability and consistency for the council over the next five years.

Yours sincerely

Ray Smith
General Manager

7.0 NOTICES OF MOTION

7.1 Cr McGlynn - Wyalong Tennis Courts

Recommendation:

That funds be set aside in this budget 13/14 for the upgrade of the Wyalong Tennis Courts.

Comment from the General Manager

The matter of funding the upgrade of this facility has been before council in the past. While it was recognised that the tennis courts are open to the public and provide both a social and healthy pastime the facility is located on Department of Education land. I met with the Principal of the Wyalong PS quite some time ago and we explored a number of options, including a Sport & Recreation Grant and a grant from the Department of Education, both of which were unsuccessful. There is nothing preventing Council from providing funds for this purpose other than a possible community perception as to why ratepayers funds would be used to improve a State Government facility, despite the obvious need for this type of facility in our community.

7.2 Cr McGlynn – Annual Donation to Royal Far West

Recommendation:

That approx \$4,000.00 be donated annually to the Royal Far West. Each year many children from this area access health care – FREE – from dedicated specialists – this grant should be on a par with academic scholarships.

Comment from the General Manager

I have no issue with supporting the Royal Far West however, Council has recently agreed (during this year's budget process) that any organisation receiving funding from Council should be making an annual application and the Royal Far West have successfully requested donation from Council in the past.

7.3 Cr McGlynn – Apprentice Scholarships

Recommendation:

That \$10,000.00 is allocated yearly for three or four apprentice scholarships in areas of community need. This area of need will change on an annual basis depending on skills shortage. The money will help applicants with their out of town expenses.

Comment from the General Manager

Council has an allocation of \$9,000 in the draft 2013/14 Budget to fund the existing scholarship component of the Community Grant and Donation Policy.

The existing components of the scholarship are:

Scholarship Program

The scholarship program has two streams:

1. Bland Shire Council Scholarship
Provides access to scholarship funding to assist residents of the Bland Shire to further their studies within the identified skills shortage areas.
2. Charles Sturt University
In partnership, scholarship(s) are provided to Bland Shire students studying at Charles Sturt University.

Additionally, Council also supports the Country Education Foundation and has provided \$25,000 to the group since October 2009.

7.4 Cr Pokoney - Appointment Of Bland Shire Council Ambassador

Recommendation:

That in accordance with the Bland Shire Council Ambassador Guidelines that Mrs. Gail Platz be appointed as an Ambassador of our Shire for a period of three years and that an appropriate date and time be determined for the induction ceremony.

Introduction

Council will be aware of the recent appointment of Garry and Irene Pearson as Bland Shire Council Ambassadors based on guidelines developed by Council's Australia Day Committee, a copy of which is attached to this Notice.

I would now like to submit that Mrs. Gail Platz also be recognised as a Bland Shire Council Ambassador based on her willingness and enthusiasm to always promote West Wyalong and the Bland Shire in a very positive way. Mrs. Platz's promotion of our Shire certainly meets the criteria as determined by Council and I believe that Gail would be an excellent Ambassador on our behalf.



Bland Shire Council Ambassador Guidelines

Purpose

The appointment of an Ambassador should be reserved for individuals who have an exemplary community record. An Ambassador should be positioned to promote the Shire on a *local*, national or international basis.

An Ambassador would

- : reflect the highest levels of conduct in their personal, professional or sporting life.
- : promote the Bland Shire in positive ways.
- : be an effective communicator.
- : be willing to accept and take pride in their Ambassador role on behalf of the Bland Shire Community.

What does it mean to be a Bland Shire Ambassador

While there are no formal requirements for an honorary Ambassador, an Ambassador serves as a representative of the Bland Shire community highlighting in as many ways as possible, the positive attributes of the Shire and the community. This may be achieved through activities associated with their daily life, their professional careers or recreational pursuits.

Ambassadors are encouraged to talk about their home town and/or Shire during media interviews. Ambassadors may also promote the Shire to visitors and new residents. Council may use the person's image and title as Ambassador when promoting the Shire. A photograph of the Ambassador may be displayed in the Council Chamber's foyer and on Council's website.

How is an Ambassador chosen?

The appointment of a Bland Shire Community Ambassador is determined by the Australia Day Award Committee and/or the full Council. To maximise exposure, Ambassador induction ceremonies should take place on Australia Day where possible or other significant community events at the discretion of Council. The induction of an Ambassador should be performed by the Mayor (or delegate) of the Bland Shire. The appointment would normally be for a period of three years however Council does reserve the right to discontinue the appointment anytime, at its' own discretion.

What does and Ambassador receive?

Honorary Bland Shire Ambassadors shall be presented with a framed certificate and selected clothing apparel displaying Council's logo. The words "Bland Shire Community Ambassador" may also be embroidered underneath Council's logo. The role is an honorary one and does not carry any financial incentives.

Note : Individuals who continue to make an outstanding contribution to the local community will continue to be recognised and honoured through Council's Australia Day awards, including Citizen of the Year, and **NOT** the Ambassador Program.

For further information please contact Council's Community Relations Officer on 6972 2266.

8.0 DELEGATES & ADVISORY COMMITTEE REPORTS

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

9.0 STAFF REPORTS

That the Council receive the staff reports.

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9.28	Economic Development & Tourism Report – June	155

10.0 URGENT BUSINESS WITHOUT NOTICE

11.0 QUESTIONS AND STATEMENTS

- 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 Gravel Re-Sheeting Tender 3/13

Local Government Act {Section10A(2)(d)(i)}

The matters and information are commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

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.

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

Committee	Date/s	Minutes attached
Access Advisory Committee <i>(Cr Grellman)</i>	6 th September 2013	
Bland Creek Catchment Management Committee <i>(Cr Hampton, vacant)</i>		
Bland Rural Fire District Zone Liaison Committee <i>(Cr Grellman, Cr Keatley - alternate)</i>		
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Grellman, Cr Keatley - alternate)</i>	27 th March 2013	✓
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Pokoney, Cr McGlynn - alternate/observer, Cr Hampton - observer)</i>	5 th June 2013	
Cultural Advisory Committee <i>(Cr McGlynn, Cr Keatley, vacant)</i>	27 th May 2013 26 th August 2013	✓
Goldenfields Water County Council Board <i>(Cr Templeton)</i>	1 st May 2013 27 th June 2013	✓
Health & Wellbeing Advisory Committee <i>(Cr Lord, Cr Monaghan, Cr Grellman, Cr McGlynn)</i>	5 th August 2013	
Heritage Advisory Committee <i>(Cr McGlynn, Cr Grellman, vacant)</i>	5 th June 2013	
Indigenous Advisory Committee <i>(Cr McGlynn, vacant)</i>	11 th June 2013 4 th September 2013	
Lachlan Catchment Management Authority Local Government Coordinating Committee <i>(Cr Hampton, vacant)</i>		

Local Traffic Advisory Committee <i>(Mayor Pokoney, Cr Grellman - alternate)</i>	6 th August 2013	
Murrumbidgee Medicare Local Board <i>(Cr Monaghan)</i>		
Museums Advisory Committee <i>(Cr Lord, vacant)</i>	27 th June 2013 26 th September 2013	
Newell Highway Taskforce <i>(Cr Lord)</i>	28 th May 2013	
NSW Association of Mining Related Councils <i>(Cr McGlynn, Cr Hampton)</i>	9 th & 10 th May 2013	
Plant Committee <i>(Cr Grellman, Cr Templeton, Cr Lord)</i>	2 nd July 2013 3 rd September 2013	
Public Libraries NSW South-West Zone		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Pokoney)</i>		
Riverina Regional Tourism <i>(Cr Lord)</i>		
Tourism Advisory Committee <i>(Cr Lord, Cr Hampton)</i>	5 th June 2013 11 th July 2013	✓

NSW Rural Fire Service Bland – Temora Zone Bush Fire Management Committee



MEETING DATE	Wednesday 27 th March 2013	LOCATION	Temora FCC
START	10:20	FINISH	12:00
CHAIRPERSON	Dave Denyer	MINUTES	Steve Holden

COMMITTEE MEMBERS	DEPARTMENT	ATTENDANCE	APOLOGY
Paul Smith	Region West Manager		✓
Steve Holden	RFS Bland Temora Zone - Manager	✓	
Mark Cooper	Community Safety Officer	✓	
Cheryl Noble	Zone Administration Officer		✓
Simon Curry	Regional Community Safety Officer	✓	
Christen Henriksen	John Holland Rail	✓	
Colin Honeyman	RTA		✓
Craig Ridley	Lachlan LHPA		✓
David Denyer	Bland Temora Group Captain 3	✓	
Gary Lavelle	Temora Shire Council General Manager		✓
Peter Grellman	Bland Shire Council - Councillor	✓	
Steve Firth	Temora Shire Council	✓	
Terry Pellow	Essential Energy	✓	
David Nalder	NPWS – Griffith	✓	
Thomas Freedom	F&RNSW	✓	

MC

File: ES-MEET-BDB Action

Action Officer: Gm

REC'D 27 MAY 2013

Copy to: DES, EPO, EA (W)

Bland Shire Council

Welcome

Steve welcomed all the committee members to today's Bush Fire Management meeting.

Agenda

1.	<p>Apologies</p> <p>Steve called forward any apologies for today's BFMC meeting. These were accepted and noted on the attendance sheet.</p> <p>Steve Holden called forward for a Chairperson to conduct the BFMC.</p> <p>Motion: Dave Denyer chair today's meeting.</p> <p>Moved by Steve Firth and seconded by Peter Grellman – CARRIED</p> <p>All present signed the BFMC attendance spreadsheet and updated their contact details.</p> <p>Steve passed around page 14 of the BFMC Handbook Who is on a BFMC? For their information as we need to ensure the committee is structured in accordance with the Bush Fire Management Committee Handbook unless the Committee determines otherwise.</p> <p>For the committees consideration Steve will prepare a list of who should be a member and who should be an observer of the Committee for the next BFMC meeting to endorse.</p>
2.	<p>Business arising from previous minutes</p> <p>Dave Nadler NPWS & Christen Henriksen John Holland Rail did not receive minutes of the last meeting.</p> <p>Heavy Plant Register</p> <p>Steve discussed the issue they are having with a lack of contractors registering on the Heavy Plant register.</p> <p>Neighbourhood safe places</p> <p>Mark discussed the new locations and funds that have been made available for ember protection through the Customer Service Centre for Springdale and Naradhan Halls.</p> <p>Future Meeting dates</p> <p>Discussion where held on future meeting dates and ALL present agreed to bring future meetings forward so they don't coincide with other BFMC meetings. The next Bland Temora Zone BFMC meeting will be held on Wednesday 11th September 2013.</p> <p>Motion: That the Minutes from meeting be passed as a true and accurate record of the meeting.</p> <p>Moved by Steve Firth and seconded by Christen Henriksen - CARRIED.</p>

3	<p>Monkey Top S44</p> <p>Steve informed the Committee of the Monkey Top S44 Fire that was in the Bland Shire early January 2013 Steve also discussed the requirement for Volunteers and the Bush Fire Management Committee to debrief S44 fires.</p> <p>Steve passed around the Volunteers after action review (AAR) and discussed the outcomes of those AAR held.</p> <p>Peter Grellman asked about the catering and why wasn't the Bland Fire Control Centre (FCC) opened at the time of the Monkey Top Fire. Steve explained we had a train start several fires on the Cootamundra Temora line on the Saturday and therefore the Temora FCC was opened and set up which worked out well as we had multiple lightning strikes across the Zone that evening.</p> <p>With limited staff and volunteers to assist in operating a FCC it is not practical to operate two FCC or open one and then relocate. We are working on engaging West Wyalong Lions and West Wyalong men's shed to assist with opening parts of the Bland FCC to assist with the dissemination of information and recourses.</p> <p>In regards to catering we encourage all Brigades to be self sufficient for the first 12 hours as it is difficult with limited resources to get food supplies to the fire ground especially when we have several fires going at the same time.</p> <p>Once we established ways to provide supplies to crews across the Zone I believe it worked well.</p> <p>In the early stages of the Monkey Top Fire Kerry Johnstone from Naradhan coordinate food supplies with the majority of those supplies coming from Lake Cargelligo.</p>
4.	<p>Agency ICON reporting</p> <p>Steve informed the Committee on the benefits of having ICON access and asked who was using ICON.</p> <p>Unfortunately only NPWS indicated they used ICON. Simon advised Councils could gain access to ICON. Steve will look into gaining access for Councils and establish who else can have access.</p> <p>Terry asked was accessing ICON a licensing issue, Simon Curry thought it was.</p> <p>Steve said the information on ICON is reliable and timely information which supports Iphone APP's like Fires Near Me.</p> <p>Thomas said it would be good for some in house ICON training and recommended we do so at the next BFMC meeting.</p>
5.	<p>End of the Fire Season</p> <p>Steve informed the Committee that we had a Group Captains conference call on the 25th March to discuss permit conditions and the end of the fire season. All the Group Captains agreed to end the fire season on the 31st March 2013.</p> <p>Steve asked the Committee if they had any issues with the Fire Season ending on the 31st March 2013.</p> <p>All present agreed with ending the Fire Season on the 31st March 2013.</p>
6.	<p>State Mitigation Crews</p> <p>Steve informed the committee what State Mitigation Service (SMS) and their crews do across the State Mark explained what they have done in the Bland & Temora Zone. Steve also informed the committee the State Mitigation Service is currently advertising for four SMS crews' positions to be based out of West Wyalong.</p> <p>These crews will be employed for 10 months and coordinated out of Dubbo the continuation</p>

	of their employment will depend on how successful the 10 month trial program is.
7.	<p>Bland Temora Zone Bushfire Risk Management Plan As per the September recommendations the Bland Temora Bush Fire Risk Management Plan was put on Public Display for 42 Days.</p> <p>The Plan went on display on the 11th February and closed on the 25th March 2013.</p> <p>As we received no comments from the public the plan will now be forwarded to the Bush Fire Coordinating Committee (BFCC) for final endorsement.</p> <p>Once the plan is endorsed by the BFCC it will have a shelf life of five years.</p>
8.	<p>2013/2014 Agency's Proposed Hazard reduction Agency's that could not attend today's meeting have submitted their HR proposals to Mark.</p> <p>Those agencies that did attend today's meeting will further discuss their individual proposals with Mark.</p>
9.	<p>2013/2014 Proposed Hazard Reduction funding Mark Cooper will follow up all agencies for their funding request by the 1st May 2013 to ensure we meet the dead line of the 31st May 2013.</p>
10.	<p>Agency Reports Mark Cooper RFS: Works completed, Works proposed, State Mitigation crews works completed, update on Neighbourhood safe places, Aider works completed across the Zone.</p> <p>Christ Heriksen: Advised John Holland are slashing and then spraying what they slashed</p> <p>Terry Pellow: Advised Essential Energy has completed their Aerial Patrol works and have their own funding for veg control.</p> <p>David Nalder: Advised NPWS fire trail works have been completed within the Zone and that their Fire Trail maintenance program is working in conjunction with their mitigation crews.</p>

Next Meeting

Next Meeting: Wednesday 11th September 2013

Location: Bland FCC

Time: 10am

8. Who is on a BFMC?

Membership of a BFMC is set by clause 15 of the Reg which specifies that, unless the BFCC determines otherwise, the following are to be invited to become members of a BFMC:

- (a) a person nominated by each local authority whose area comprises land in the BFMC's area, being (in the case of a local authority that is a council) the Mayor or a councillor of the council,
- (b) a person nominated by each of the following organisations as being in charge of its affairs in the BFMC's area:
 - (i) the Roads and Traffic Authority,
 - (ii) the Department of Land and Water Conservation,
 - (iii) the New South Wales Fire Brigades,
 - (iv) NSW Police,
 - (v) each distribution network service provider listed in Schedule 3 to the Electricity Supply Act 1995 having a distribution district comprising land in the BFMC's area,
 - (vi) each rural lands protection board established for any rural lands protection district comprising land in the BFMC's area,
 - (vii) the State Rail Authority,
 - (viii) Rail Access Corporation,
- (c) a person or persons nominated by the National Parks and Wildlife Service as being in charge of its affairs in the BFMC's area,
- (d) a person or persons nominated by the Forestry Commission of New South Wales as being in charge of its affairs in the BFMC's area,
- (e) a person nominated by each local authority for the BFMC's area as having responsibilities for the performance of the local authority's functions respecting the environment,
- (f) a person nominated by the Nature Conservation Council of New South Wales,
- (g) not more than 2 persons chosen by rural fire brigades operating in the area,
- (h) a rural land holder nominated by the NSW Farmers Association or, if the Association does not nominate a rural land holder, by the local authority for the area,
- (i) a person nominated by each Local Aboriginal Land Council for any Local Aboriginal Land Council area comprising land located in the BFMC's area,
- (j) any other person or persons approved by the BFCC.

Note: since the commencement of the Act, there have been several changes to the names, composition and responsibilities of several government departments:

- The Dept of Lands nominates the person for the Department of Land and Water Conservation

Who is on a BFMC?

- The Rail Corporation New South Wales (RailCorp) nominates the person for the State Rail Authority
- The Australian Rail Track Corporation Ltd (ARTC) nominates the person for the Rail Access Corporation
- The Dept of Environment & Conservation (DEC) nominates the person from the NPWS
- The Forestry Commission is commonly referred to as Forests NSW or State Forests

Where any of the listed organisations/agencies exist within the BFMC's area they must be invited to provide a member of the BFMC, unless the BFCC determines otherwise in a particular circumstance. If the BFCC makes any variation, the BFMCs concerned will be advised in writing.

Invitations to eligible organisations and agencies are issued by the BFMC on behalf of the BFCC. Unless otherwise advised by the BFCC, every effort should be made to contact the organisations/agencies listed.

There is no obligation for any person or organisation/agency invited to be a member of a BFMC to accept that invitation, although full participation is strongly encouraged by the BFCC.

Organisations and agencies can choose who they will provide as a member of a BFMC, within the scope provided by the legislation. Their decision as to whether they want to provide a member or not must be recorded in the minutes of the BFMC meeting following the issue of the invitation.

8.1. Other organisations/agencies

Clause 15 provides for members drawn from other organisations and agencies which exist in a BFMC's area, subject to the approval of the BFCC.

The types of organisations/agencies which are to be considered under this provision are those with a significant land management or fire fighting responsibility within the BFMC's area of responsibility (eg *the Australian Defence Force*).

The additional member provisions of clause 15 were not intended to provide for the inclusion of the supporting emergency services and functional areas such as the State Emergency Service, Ambulance Service, Dept of Agriculture, and the like. Input and advice from these agencies, if required, should be accessed via the Local Emergency Management Committee (LEMC). There are normally BFMC members who also sit on the LEMC (often RFS, NSWFB, Police) who can facilitate the informal exchange of information between the two committees. For formal interactions, the BFMC should seek the views of the LEMC, preferably in writing.

8.2. How do you decide who should represent you?

In choosing BFMC members, organisations and agencies need to ensure that the person satisfies the eligibility requirement of the Reg. They should also give consideration to which officer most clearly has the experience and knowledge to contribute to discussion. NB: the most appropriate person's job or position title may not necessarily include the word "fire".

Who is on a BFMC?

BLAND AAR.

MONKEY TOP FIRE.

WHAT DID WE SET OUT TO DO?

Contain the first fire with heavy plant and aircraft and tankers.

By 1000 the Monkey Top fire was into the hill. Heavy plant was walked from quarry which took too long.

Biggest issue was trying to get machinery into the hill.

2nd night was spent trying to strengthen containment lines because of bad weather forecast for the next day.

Extra containment lines went in around Naradhan and further out during the night.

The next day, Tuesday 7th, the fire was contained behind containment lines.

WHAT WENT WELL.

The Group Captains and crews on the ground did a great job containing the fire in extreme weather.

Machinery operators worked very hard during Monday night and Tuesday and did a great job.

Weather forecasts were spot on for fireground. BOM Spot Weather reports.

Aircraft played a great part in controlling this fire especially with Air Attack Supervisor calling in accurate tactics.

Resources in the FCC were great by the help received by volunteers who came in to help in the IMT.

Rob Mutton was thanked for managing the heavy plant.

Local knowledge was great between fire ground management and the local land holders.

The ladies did a great job feeding the crews over the whole fire.

Communications were good when the bus and the repeater were set up.

Radio procedure has been a lot better this year.

Shires were really helpful the whole time.

Quality of the volunteers has really improved over the last few years.

Equipment has improved over the last few years.

WHAT COULD WE DO BETTER?

Communications were not good to start with. Need to fix the “Black Spots” early.

More training on changing channels on PMR.

Make sure that heavy plant are tasked when they are requested.

Need to have resources to go with heavy plant if they are sent to the fire ground.

Push / pull of information from Firecom / Fire Ground so the community can receive timely information.

Need more aviation trained personnel.

To flank to another unit on PMR, please contact Firecom to make sure the channel is clear.

TARMORE FIRE

WHAT DID WE SET OUT TO DO?

The fire was checked in the morning and no activity was detected.

Later in the afternoon, the fire had started again. Crews initially started protecting the house and then set up strategies to combat the fire.

The intent was to contain the fire West of the North Yalgogrin road.

Back burning and heavy plant played a big part in containing this fire.

Graders put in multiple containment lines around the fire.

WHAT WENT WELL.

The number of resources was good.

Tired crews were stood down as soon as it was identified.

All crews worked well together.

Weethalle did the catering well.

Help from J. McKenzie was appreciated.

WHAT COULD WE DO BETTER.

Provide a scribe to go with a Divcom.

Heavy plant would have been advantageous earlier.

Push / Pull off information from the fire ground / firecom.

~~Stuarts UHF isn't working and FCC will attempt to do it better.~~

MINUTES OF THE BLAND SHIRE COUNCIL CULTURAL ADVISORY COMMITTEE MEETING HELD AT BLAND SHIRE COUNCIL, ON MONDAY, MAY 27TH 2013 COMMENCING AT 5.02PM

Present:

Rita Gelling, Jan Wyse, Stuart Hood (entered meeting at 5.05pm), Scott Howie (Eastern Riverina Arts), Councillor Liz McGlynn (entered meeting at 5.04pm), Councillor Kerry Keatley, Councillor Neil Pokoney, Adele Casey (Director of Community and Development Services), Craig Sutton (Community Relations Officer).

Apologies:

Kerrie Johnston, Barry Cooper.

ITEM 1 WELCOME

Rita Gelling opened the meeting at 5.02pm.

ITEM 2 CONFIRMATION OF PREVIOUS MINUTES

The minutes from the February meeting were tabled and confirmed.

Moved: Jan Wyse

Seconded: Kerry Keatley

ITEM 3 MATTERS ARISING FROM PREVIOUS MEETING

3.1.1 Report updating committee on investigations into a Cultural Space: The committee agreed to hold over discussion until later in the meeting.

Councillor Liz McGlynn entered the meeting at 5.04pm

Stuart Hood entered the meeting at 5.05pm

3.1.2 Liase with Box Hill Community Arts Centre re Art Without Borders: Craig Sutton advised that the Cultural Committee had secured the rights to host the Art Without Borders exhibition in the Bland Shire library from July 22 until August 3. The committee requested that a small function be held to open the exhibition. Cr McGlynn asked that Council promote the exhibition heavily to ensure the maximum number of people are aware of and have access to it. Mayor Pokoney flagged the possibility of inviting refugees to the opening to share their life experiences.

Art Without Borders is a textile exhibition created by migrant women from the City of Whitehorse in Victoria to express their personal journey from their country of birth to their new home in Australia. There are nine artworks in total which measure one metre by one metre and are accompanied by panels telling the personal story of each artist. The Box Hill Community Arts Centre, which owns the artwork, is not charging a fee to host the exhibition. The only cost to Council is the cost of freight to and from the Bland Shire.

3.1.3 Concert pianist Roman Rudnystsky:

Adele Casey asked for assistance from the committee to man the door at the Roman Rudnystsky concert on Wednesday, June 5. Councillor Keatley and Councillor McGlynn both volunteered their time to assist.

Council was asked to approach the Services and Citizens Club about selling tickets to the concert prior to the night. It was also noted that the concert will be held on the same night as the State of Origin rugby league match.

3.1.4 Bald Archy arrangements:

The committee was briefed on the progress of arrangements to host the Bald Archy exhibition from June 14-July 5. Craig Sutton advised that community groups had filled every available slot to man the door of the exhibition with a growing waiting list. The committee had also received a warm response to its request for sponsorship of paintings. Mayor Pokoney was to approach senior music students at West Wyalong High School about the possibility of providing light entertainment at the opening. The meeting was advised that Wagga Wagga Community Transport and Wyalong Activity Daycare had already accepted invitations from Council to bring groups to attend the exhibition. The Mayor suggested invitations be extended to other groups, including Men's Sheds in the area.

Mayor Pokoney temporarily left the meeting at 5.20pm

3.1.5 Liase with St Mary's School re Bald Archy dates:

Adele Casey reported that arrangements to hold the exhibition at St Mary's Hall had been finalised.

3.1.6 Country Education Foundation Business paper report:

Adele Casey advised that Council had approved a recommendation from the committee to provide a Cultural Development Grant to the West Wyalong Country Education Fund for Opera in the Park. A copy of the Council resolution was provided with the agenda.

3.1.7 Include allowance within 2013-2014 budget preparation for sculpture:

Adele Casey advised that funding for the sculpture competition had been included in Council's draft budget.

Mayor Pokoney rejoined the meeting at 5.29pm.

ITEM 4 GENERAL BUSINESS

4.1 Eastern Riverina Arts Report:

Scott Howie provided a comprehensive report regarding Eastern Riverina Arts' activities in and around the Bland Shire. He confirmed that The Sousaphonics had been booked to perform in West Wyalong on Saturday, September 7 with a venue to be confirmed. He said Eastern Riverina Arts had received funding for a series of workshops through Fresh | Dance | Film which represents a two year commitment to youth in the region. As part of the program, Eastern Riverina Arts will team with Council to provide a free Hip Hop workshop in the July school holidays. He also spoke about Short and Sweet, a short play festival to be based at the Cootamundra Arts Centre for the next three years which will be promoted throughout the Bland Shire to potential participants. He reported on an exhibition which had recently opened at the regional art gallery showcasing works which were produced in collaboration between artists with and without a disability. Mr Howie told the meeting that Eastern Riverina Arts had received funding to run a small program for Local Government representatives involved with running screen

programs. Bland Shire will be invited to become involved. Mr Howie also ran through some of Eastern Riverina Arts' achievements in 2012, including a number of activities in the Bland Shire such as support for the Fanny Lumsden and the Thrillseekers Country Halls Tour. The Eastern Riverina Arts annual report will be tabled at the August meeting. Mr Howie said a number of new grant opportunities will become available in the near future and encouraged applications from Bland Shire.

4.2 Cultural Groups report:

Cr McGlynn updated the committee on the progress of the Sweden in the West festival in October. The meeting was informed that the Swedish Ambassador had accepted an invitation from Council's Mayor and General Manager to attend and open the festival.

Craig Sutton presented a verbal report from Kerrie Johnston from West Wyalong Regional Music. Mrs Johnston advised that West Wyalong Regional Music had applied for FRRR funding to run a Winter Strings School program during the July school holidays and if successful would also apply for funding from Bland Shire Council. It was explained that any request for funding would need to be considered at Council's June meeting. The committee unanimously agreed to give its in principle support to any forthcoming funding application to Council for the Winter Strings School.

Motion:

That the committee provide in principle support for any forthcoming funding application from West Wyalong Regional Music for the Winter Strings School.

Moved: L McGlynn Seconded: J Wyse

4.3 Artist register:

Some discussion was held about updating the artist register. Adele Casey tabled copies of the existing artist register and Rita Gelling asked around the table for changes, additions and comments. She suggested the name be changed to the "Artist and Practitioner register" to include a wider scope of people. Council staff will study similar initiatives undertaken by Eastern Riverina Arts before relaunching the register under the new name.

4.4 Bald Archy exhibition opening:

Jan Wyse agreed to open the Bald Archy exhibition on June 14 on behalf of the Cultural Committee and chairperson Rita Gelling.

3.1.1 Report updating committee on investigations into a Cultural Space:

At the completion of general business, Rita Gelling referred back to agenda item 3.1.1 and invited Adele Casey to provide a progress report. Draft preliminary plans were tabled for the three buildings identified by the committee for the purpose of a Cultural space. It was agreed that the cultural space should also incorporate a Visitor Information Centre. Adele Casey reported that she had met with Arts New South Wales to discuss the merits of each location and a clear preference had been identified. Committee members were each given a copy of the feedback supplied by Arts New South Wales. Detailed discussion followed assessing the merits and drawbacks of each location. Stuart Hood suggested creating a thoroughfare

linking one of the alternative locations to the Main Street while Mayor Pokoney put forward a fourth potential site for consideration. Scott Howie spoke about the model adopted at the Cootamundra Arts Centre and the way in which the project was developed in stages. Adele Casey reported that further investigations will continue over the coming months.

ITEM 5 CLOSE

Rita Gelling closed the meeting at 6.26pm. The next meeting of the Cultural Advisory Committee will be held on Monday, August 26 at 5pm

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA SHIRE COUNCIL on 1 MAY 2013**

The meeting commenced at 1.06pm

PRESENT

Cr C Manchester (Chair), Cr A Clinton, Cr J McGregor, Cr D Palmer and Cr P Templeton.

ALSO IN ATTENDANCE

Mr A Grant (General Manager), Mr T McClellan (Manager Finance and Administration), 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 D McCann, Cr P Speirs and Cr K Morris.

13/024 RESOLVED on the motion of Crs Clinton and McGregor that leave of absence be granted to Cr D McCann, Cr P Speirs and Cr K Morris.

2. DECLARATION OF PECUNIARY INTERESTS

No interests were declared at this time.

3. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 28 FEBRUARY 2013 AND 4 APRIL 2013.

13/025 RESOLVED on the motion of Crs Palmer and Clinton that the minutes of the meetings held on 28 February 2013 and 4 April 2013 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 MOTIONS

No notices of motion or rescission motions were received.

7. ADMISSION OF LATE REPORTS

36/026 RESOLVED on the motion of Crs McGregor and Clinton that Council consider the late report of Potential Cootamundra Depot Sale and Rearrangements.

8. CHAIRPERSON'S MINUTE

Cr Manchester took the opportunity to comment on the *Future Directions for NSW Local Government* paper from the Independent Local Government Review Panel. He believes the proposed changes for Goldenfields Water would be detrimental and sought support from Councillors to unify and lobby against the changes.

13/027 RESOLVED on the motion of Crs Clinton and McGregor that Council:

1. Oppose the proposed changes for Goldenfields Water and prepare a submission to the relevant committees stating our case.
2. Encourage constituent Councils to make individual submissions on our behalf and support our submission.
3. Send a letter to all politicians outlining the positive position of Goldenfields Water and our opposition to the proposed changes.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA SHIRE COUNCIL on 1 MAY 2013**

9.0 GENERAL MANAGER'S REPORTS

9.1 FINANCIAL REPORTS

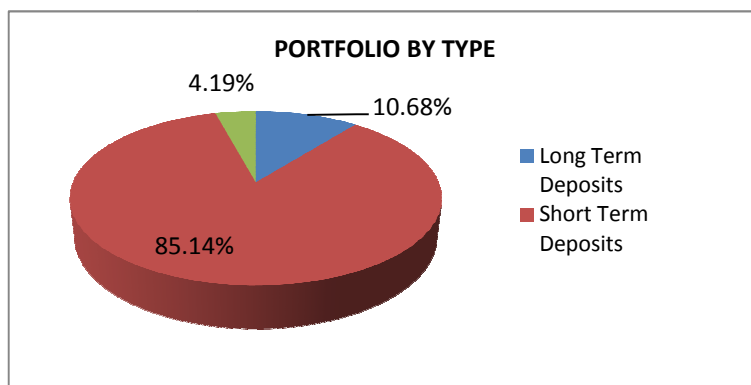
9.1.1 COUNCIL INVESTMENTS (G35507005)

13/028 RESOLVED on the motion of Crs Clinton and Templeton that the report detailing Council Investments as at 31 March 2013 be received and noted.

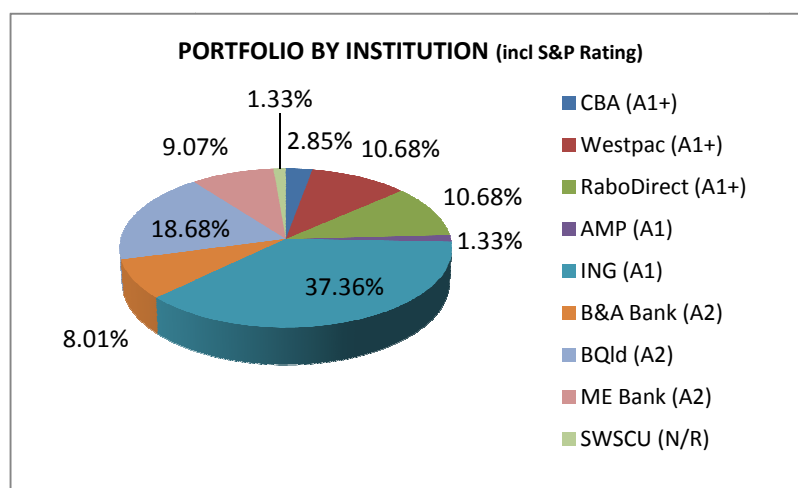
Report prepared by Manager Finance & Administration

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 March 2013:

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Long Term Deposits	2,000,000.00				10.68%
Westpac Coupon Select Deposit (5yr)	2,000,000.00	3m BBSW+1.3%	4.29%	27/10/15	10.68%
Short Term Deposits (<1 yr)	15,950,000.00				85.14%
Bank of Queensland	1,000,000.00	141	4.65%	2/04/13	5.34%
RaboBank Australia	1,000,000.00	182	4.60%	15/04/13	5.34%
Members Equity Bank	500,000.00	126	4.66%	15/04/13	2.67%
South West Slopes CU	250,000.00	111	4.25%	29/04/13	1.33%
ING Bank (Australia) Limited	1,500,000.00	182	4.68%	29/04/13	8.01%
RaboBank Australia	1,000,000.00	365	5.80%	9/05/13	5.34%
Bank of Queensland	600,000.00	193	4.70%	13/05/13	3.20%
Bendigo & Adelaide Bank Ltd	1,500,000.00	125	4.30%	27/05/13	8.01%
ING Bank (Australia) Limited	1,000,000.00	120	4.29%	11/06/13	5.34%
Members Equity Bank	1,200,000.00	112	4.28%	24/06/13	6.41%
Bank of Queensland	900,000.00	181	4.65%	8/07/13	4.80%
ING Bank (Australia) Limited	1,800,000.00	182	4.45%	22/07/13	9.61%
ING Bank (Australia) Limited	1,200,000.00	183	4.48%	6/08/13	6.41%
ING Bank (Australia) Limited	1,500,000.00	180	4.31%	19/08/13	8.01%
Bank of Queensland	1,000,000.00	168	4.45%	2/09/13	5.34%
Cash Deposits	784,782.64				4.19%
Commonwealth Bank At Call A/c	100,000.00	At Call	2.95%	N/A	0.53%
AMP Bank At Call A/c	250,000.00	At Call	3.85%	N/A	1.33%
CBA Premium Business A/c	434,782.64	At Call	Various	N/A	2.32%
	18,734,782.64				100.00%



**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at
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Movements within Bank account for the reporting period (\$)

Cash Book balance as at 31 January 2013	216,689.89
Plus Deposits	
February	3,553,852.78
March	2,206,744.90
Less Payments	
February	3,742,965.86
March	1,854,611.52
 Cash Book balance as at 31 March 2013	 379,710.19
Less Outstanding Deposits	44,848.59
Plus Unpresented Cheques	99,921.04
 Bank balance as at 31 March 2013	 434,782.64

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
TEMORA SHIRE COUNCIL on 1 MAY 2013**

9.1.2 OUTSTANDING WATER DEBTORS (G35307005)

13/029 RESOLVED on the motion of Crs Palmer and Clinton that the report detailing Council's outstanding water debtors as at 31 March 2013 be received and noted.

Report prepared by Manager Finance & Administration

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

\$'s	Arrears	Interest	Current	Total
Access Charges	160,844.85	10,267.81	789,691.00	960,803.66
Consumption Charges	496,536.68	25,747.48	3,221,071.52	3,743,355.68
Deferred Headworks	271,907.00	0.00	2,520.00	274,427.00
Sub-Totals	929,288.53	36,015.29	4,013,282.52	4,978,586.34
Less Overpayments Received				-68,269.70
Total Outstanding				4,910,316.64
Less Bulk Council Accounts Outstanding				-684,024.05
Less Headworks Accounts Outstanding				-274,427.00
Total Outstanding from Retail Customers				3,951,865.59

It should be noted that these figures include the latest retail accounts issued, with the payment due date being 26 April 2013.

Recommendation

Recommendation made was adopted.

9.1.3 QUARTERLY BUDGET REVIEW STATEMENT – MARCH 2013 (G35201005)

13/030 RESOLVED on the motion of Crs Clinton and Templeton that:

1. The Quarterly Budget Review Statement for the period ended 31 March 2013 be received and noted with the variations to income and expenditure adopted as the revised Budget estimates for the year ended 30 June 2013.
2. On behalf of Council, staff be thanked for their role in contributing to the positive budget review and savings that have been achieved, and that this thankyou be delivered at a Council funded event by way of appreciation.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA SHIRE COUNCIL on 1 MAY 2013**

Report prepared by Manager Finance & Administration

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 March 2013 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.

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 December Review, Council's budgeted Operating Result before Capital Items forecast a profit of \$27,000. The March QBR result, as presented, reflects an increase from that projected at December by \$1,907,000, resulting in a budgeted surplus result of \$1,934,000.

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

Recommendation

That the Quarterly Budget Review Statement for the period ended 31 March 2013 be received and noted with the variations to income and expenditure adopted as the revised Budget estimates for the year ended 30 June 2013.

9.2 WORKS REPORTS

9.2.1 FEBRUARY/ MARCH 2013 (G95507005)

13/031 RESOLVED on the motion of Crs Palmer and Clinton that the Works Report for February and March be received and noted.

Report prepared by Manager Distribution & Construction

Water Losses & Mains Repairs

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
230.	6/2	10.00	12.00	Marrar, Marrarvale Road	50	1	5	Split Pipe
231.	6/2			Matong, Deepwater Road	100		5	Split Pipe
232.	6/2			Marrar, Marrar Road	80		100	Split Pipe
233.	7/2	7.30	10.00	Marrar, Crudens Lane	50	2	5	Split Pipe
234.	7/2			Binya, Burley Griffin Way	100		5	
235.	8/2			Kingsvale, Back Creek Road	50		5	Split Pipe

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at
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NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
236.	8/2	9.00	11.00	Temora, Ashelford Street	100		5	Other
237.	10/2			West Wyalong, Cassin Street	80			Other
238.	11/2	6.00	11.00	Ganmain, Delavan Street	100			Split Pipe
239.	11/2			Coolamon, Lonsdales Lane	200		50	Hole In Pipe
240.	11/2	5.30	10.00	Ganmain, Derricks Road	100	50	20	Split Pipe
241.	12/2	4.30	6.00	Matong, Junee Road	100			Split Pipe
242.	12/2	3.00	5.30	Matong, Deepwater Road	100	3	10	Joint Failure
243.	12/2			Cootamundra, Blackgate Road	100		1	Hole In Pipe
244.	14/2			Coolamon, Murphys Lane	100		100	Split Pipe
245.	14/2	9.00	3.00	Temora, Crowley Street	100		10	Split Pipe
246.	15/2			Weethalle, Young Road	80		30	Split Pipe
247.	15/2			Matong, Deepwater Road	100		5	Split Pipe
248.	15/2			Coolamon, Mirrool Street	100	15	1000	Split Pipe
249.	15/2			Coolamon, Wade Street	100	15	50	Split Pipe
250.	15/2			Coolamon, Mirrool Street	100	15	5	Split Pipe
251.	15/2			Coolamon, Booth Street	100	20	1000	Split Pipe
252.	16/2	6.30	10.30	Coolamon, Mirrool Street	100	20	200	Split Pipe
253.	18/2	11.00	12.00	Marrar, Marrarvale Road	80	12	1000	Split Pipe
254.	19/2			Binya, Burley Griffin Way	100		5	Hole In Pipe
255.	20/2			Wallenbeen, Bland Street	100		2	Split Pipe
256.	21/2			Weethalle, Young Road	80		15	Split Pipe
257.	21/2			Temora, Ariah Park Road	100		10	Split Pipe
258.	22/2			Binya, Irvines Lane	100		2	Hole In Pipe
259.	22/2			Binya, Irvines Lane	100		5	Hole In Pipe
260.	22/2			Binya, Irvines Lane	100		2	Hole In Pipe
261.	24/2			Temora, Polaris Street	150		50	Split Pipe
262.	24/2			Temora, Polaris Street	150		150	Split Pipe
263.	25/2			Matong, Hamblins Lane	250		5	Other
264.	25/2			Matong, Junee Road	100	12	5	Split Pipe
265.	25/2			Wallenbeen, Queen Street	100		2	Hole In Pipe

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NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
266.	25/2			Weethalle, Kolkilbertoo Road	100		20	Split Pipe
267.	25/2			Weethalle, Kolkilbertoo Road	100		10	Split Pipe
268.	26/2			Marrar, Marrarvale Road	50		5	Split Pipe
269.	26/2			Cootamundra, Old Cootamundra Road	100		2	Hole In Pipe
270.	28/2			Temora, Deutcher Street	100		5	Split Pipe
271.	28/2			Temora, Golf Club Road	100		10	Split Pipe
272.	1/3			Cootamundra, Suttons Lane	100		5	Split Pipe
273.	1/3			Stockinbingal, Burley Griffin Way	100		20	Split Pipe
274.	2/3			West Wyalong, Monash Street	100		5	Split Pipe
275.	4/3	1.00	2.00	Marrar, Boundary Road	80	10	20	Split Pipe
276.	5/3			Marrar, Marrarvale Road	50		10	Split Pipe
277.	5/3			Binya, Garoolgan Merribee Road	150		5	Split Pipe
278.	5/3			Binya, Garoolgan Merribee Road	150		5	Split Pipe
279.	5/3	3.00	4.30	Coolamon, Stinsons Lane	80	4	100	Other
280.	5/3			June, Wyoming Lane	150		250	Split Pipe
281.	6/3	2.30	3.30	Stockinbingal, Troy Street	100	2	50	Split Pipe
282.	6/3			June, Edgar Street	100		10	Split Pipe
283.	6/3			Marrar, Marrar Road	80		5	Split Pipe
284.	7/3			Cootamundra, Dirnaseer Road	100		5	Split Pipe
285.	7/3			June, Olympic Hwy	150		100	Split Pipe
286.	7/3			June, Edgar Street	100		5	Split Pipe
287.	8/3			Coolamon, Crick Street	100	15	10	Other
288.	11/3	9.00	11.00	Marrar, Strathmore Lane	80	10	50	Split Pipe
289.	11/3			Ungarie, Ungarie Condobolin Road	150		150	Split Pipe
290.	12/3			Naradhan, Bootoowa Road	80		10	Hole In Pipe
291.	12/3			Illabo, Old Sydney Road	150		100	Split Pipe
292.	13/3			Cootamundra, Dirnaseer Road	100	3	2	Split Pipe
293.	13/3			Temora, Coolamon Road	100	5	10	Split Pipe
294.	13/3	11.00	12.00	Coolamon, Booth Street	100	40	50	Joint Failure
295.	13/3			Temora, Warre Warral Lane	100		5	Split Pipe

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NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
296.	15/3			Junee, Yathella Road	100		50	Split Pipe
297.	15/3			Marrar, Marrarvale Road	50		5	Split Pipe
298.	18/3			Weethalle, Jansens Lane	80		50	Split Pipe
299.	18/3			Marrar, Strathmore Lane	80		150	Split Pipe
300.	19/3			Coolamon, Mary Gilmore Way	80		10	Split Pipe
301.	19/3			Marrar, Strathmore Lane	80		100	Split Pipe
302.	20/3			Junee, Wyoming Lane	150			Split Pipe
303.	20/3			Illabo, Gregorys Lane	150		100	Split Pipe
304.	20/3	8.30	3.30	Weethalle, Kolkilbertoo Road	100			Other
305.	22/3			Junee, Wyoming Lane	150		150	Split Pipe
306.	23/3			Ungarie, Ungarie Road	150		200	Split Pipe
307.	23/3			Temora, Thanowring Road	250		50	Hole In Pipe
308.	25/3			Cootamundra, Olympic Hwy	100		5	Split Pipe
309.	25/3	11.00	11.45	West Wyalong, Maitlands Lane	100		30	Split Pipe
310.	25/3			Marrar, Marrar Road	80		50	Split Pipe
311.	26/3			Marrar, Coursing Park Road	150		10	Split Pipe
312.	26/3			Marrar, Coursing Park Road	150		10	Split Pipe
313.	26/3			Marrar, Coursing Park Road	150		10	Split Pipe
314.	26/3			Junee, Wyoming Lane	150		20	Split Pipe
315.	26/3			Junee, Wyoming Lane	150		50	Split Pipe
316.	27/3	12.30	2.00	Cootamundra, Olympic Hwy	100		5	Other
317.	29/3			Junee, Wardle Street	100			Split Pipe
318.	29/3			Junee, Harold Street	100		100	Split Pipe

Complaints

Water Quality

Dirty Water

06/02/2013	Jugiong Rd Cootamundra
12/02/2013	167 Albert Street Junee
13/02/2013	17 French Street Junee
13/02/2013	31 Hill Street Coolamon

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18/02/2013	'Rosehill' between Cootamundra & Jugiong
05/03/2013	53 Belmore Street Junee
11/03/2013	22 Florence Street Junee
14/03/2013	West Wyalong side of Barmedman past Pump Station
20/03/2013	39 Stinson Street Coolamon

Other Problems: Nil.

A total of 41 service difficulty and fault reports were received for February/March 2013.

Construction and Major Maintenance

- Replaced 20m of 150mm AC main in Hoskins Street Temora (Temora Shire roundabout)
- Replaced stop valves and hydrants in Aurora and King Streets Temora
- Replaced 5km of 100mm CL16 MPVC along Kolkilbertoo Rd South Weethalle.
- 70m main extension in Loftus Street Temora.
- Cut in 5km at South Weethalle.
- Installed 7 new services in Cypress Street West Wyalong.
- Replaced air valves Coursing Park
- Replaced stop valve at Junee
- Removed old cylinders from Cowangs/Bauloora line.
- Stage one of the Harefield main upgrade 80% complete.
- Relocate 2 services on the Cowangs/Bauloora line.
- Replaced hydrant Wood Street Stockinbingal.

Recommendation

Recommendation made was adopted.

9.2.2 CAPITAL WORKS PROGRESS REPORT (G35201005)

13/032 RESOLVED on the motion of Crs Clinton and Palmer that the report detailing Council's Capital Works Program as at 31 March 2013 be received and noted.

Report prepared by Manager Finance & Administration

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

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA SHIRE COUNCIL on 1 MAY 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 called
Mains Extension	Loftus St Temora	1/7/2011	30/11/2012	20,000	7,056	In progress. Expected to be completed this financial year
Mains Extension	Barrier St, West Wyalong	1/1/2013	31/3/2013	30,000	4,948	In progress. Expected to be completed this financial year
Additional Storage	Junee	1/7/2011	30/6/2014	3,500,000	97,426	Tenders considered early April. Work expected to be completed in 2013/14.
New Inlet Arrangements	Mt Daylight	1/7/2011	30/6/2013	15,000	0	In progress - temp arrangement currently being trialled. To be finalised this financial year
Infrastructure Asset Renewals						
Bore Construction	Oura Bores	1/7/2010	30/6/2014	300,000	243	In progress. Work expected to be completed in 2013/14.
Depot Upgrade	Cootamundra Depot	1/7/2010	31/10/2012	277,311	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	1,176,454	In progress. Expected to go online in May.
Regrade & Seal Road	Jugiong Treatment Plant	1/7/2012	30/6/2013	75,000	0	Not yet commenced. To be done after Sheet Piling completed. Add \$33k req'd. Refer to separate report.
Relocate Existing Water Services re Road Works	Jugiong Treatment Plant	15/4/2013	30/6/2013	10,000	0	See separate report in business paper
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	120,000	8,306	In progress. Designs done. Add \$60k req'd. Refer to separate report.
Replace Control System	Jugiong Filtration Plant	2/4/2010	30/6/2013	500,000	306,604	In progress. 90% completed

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Description	Location	Anticipated Start Date	Anticipated Completion Date	Program Estimate (\$)	Total Expend to Date (\$)	Comment
Mains Replacement	Weethalle towards Barellan	1/7/2012	30/6/2013	80,000	79,709	Completed - Original budget est \$175k
Mains Replacement	Harefield Rd Junee	1/6/2012	30/6/2013	45,000	23,236	In progress. Expected to be completed this financial year
Mains Replacement	Coursing Park	1/7/2012	30/6/2013	140,000	0	In progress. Expected to be completed this financial year
Mains Replacement	Junee Gaol	1/7/2012	30/6/2013	35,000	1,325	In progress. Expected to be completed this financial year
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	Demondrille PS Pipework	16/5/2011	31/8/2012	172,000	172,442	Completed
Mains Replacement	Cowangs to Bauloora	1/4/2010	30/9/2012	18,115,320	18,102,130	Completed - Some minor expenses still outstanding
Oura Pump Stn	Mains Isolation Valve	1/7/2011	31/12/2013	20,000	7,154	In progress. Work expected to be completed in 2013/14.
Reservoirs Painting	Junee Reservoir	1/12/2011	30/6/2015	360,000	1,267	Moved to 2014/15 after new reservoir completed
Reservoir Rehabilitation	Barellan Reservoir	1/7/2012	30/6/2013	250,000	209,073	In progress. Expected to be completed this financial year

Recommendation

Recommendation made was adopted.

9.3 OTHER REPORTS

9.3.1 JUGIONG TREATMENT PLANT ROAD SEAL AND LOW LIFT WELL SHEET PILING (G95602010)

13/033 RESOLVED on the motion of Crs Palmer and McGregor that Council endorse the increased scope of the project and allocate an additional \$173,575.

Report Prepared by Engineering Officer

Council has budgeted for road works and sheet piling at the Jugiong treatment plant low lift well. These works were outlined onsite at the February Council meeting. The works are to stop the undermining beneath the low lift well access slab due to excess water runoff and recent flood events. Council has received a design and engaged Revegetation & Erosion Control Services of Young to undertake the works.

Initial estimates of \$42,000 for regrade and seal and \$60,000 for the sheet piling works failed to consider the specialised works, access difficulties, and the relocation of existing infrastructure due to lack of depth, consequently quotes received were over the budget. The

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held at
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design phase identified extra stabilisation required to the river bank directly south of the low lift well access slab.

The revised estimates are as follows:

• Road regrade, seal and drainage works	\$75,000
• Sheet Piling	\$61,450
• Bank Stabilisation	\$46,125
• Design	\$18,000
• GWCC works to relocate existing infrastructure	<u>\$10,000</u>
Expected Total Expenditure	\$210,575 (ex GST)

Due to unknown potential obstacles i.e. underlying rock it is suggested that \$65,000 is added bringing the total funding to \$275,575.

Recommendation

Recommendation made was adopted.

9.3.2 BORE 2 CONSTRUCTION OURA (G10057047)

13/034 RESOLVED on the motion of Crs McGregor and Templeton that:

1. Council retain \$50,000 in the current budget to finalise land matters and transfer the remaining \$250,000 into the 2013/14 budget.
2. Council allocate an additional \$885,000 to the project in the 2013/14 budget.

Report Prepared by Engineering Officer

This project has been ongoing for a number of years. With the pending finalisation of land matters construction estimates have been sought as the original project estimate has not been updated. The pipe work from the original bore has remained unused since it was decommissioned and will require replacement.

Original Estimate	\$300,000
Budget prices received:	
• Submersible Bore Pump	\$100,000
• Electrical Upgrade	\$130,000
• Yield testing, Bore and S/S Case	\$280,000
• Building and Fencing	\$100,000
• Pipe work Replacement	<u>\$525,000</u>
Total	\$1,135,000

Recommendation

Recommendation made was adopted.

9.3.3 JUNEE RESERVOIR PAINTING (G10057004)

13/035 RESOLVED on the motion of Crs Clinton and Palmer that Council reallocate the current funding for the internal coating of the Junee steel reservoir to the 2014/15 budget.

Report Prepared by Engineering Officer

Council has budgeted to recoat the internal surface of the Albert Street steel reservoir in June. This is required to eliminate corrosion. These works will commence on completion of the new reservoir eliminating disruption to supply. Council has recently engaged Hornick Constructions Pty Ltd to construct the new reservoir who have nominated a 40 week construction period giving an estimated completion date around February 2014.

Recommendation

Recommendation made was adopted.

9.3.4 ASSET MANAGEMENT POLICY CP036

- 13/036 RESOLVED** on the motion of Crs Clinton and Palmer that Council adopt the attached Asset Management Policy and approve for the asset management strategy to be included in the Business Activity and Strategic Plan.

Report prepared by General Manager

Planning and Reporting Guidelines in line with s.406 (5) of the Local Government Act 1993 (as amended) requires Council to meet planning and reporting requirements including provision of an Asset Management Plan supported by an asset management strategy and policy.

Recommendation

Recommendation made was adopted.

9.3.5 MEMBERSHIP OF savewater!® Alliance Australia (G30058005)

- 13/037 RESOLVED** on the motion of Crs Clinton and McGregor that the report on membership of savewater!® Alliance has been considered and noted.

Report prepared by General Manager

Education programs and efficiency measures form part of best practice such as Demand Management Plans. To assist in this it is proposed council consider membership of the savewater!® Alliance.

Background

Savewater!® Alliance provides water efficiency programs, products and services, targeted education schemes and resources; has over 8,500,000 customers Australia-wide and 63 councils in NSW including Tamworth, Narrabri, Moree Plains, Kyogle, Dubbo, Riverina Water, Central Tablelands Water, Mid-Coast Water, Rous Water and CENTROC.

Benefits include;

1. 900 page website and another 250 pages of interactive sites, schools programs, water products, research, three partner program Hydroscience, Water and Energy Auditors, Aqua Environmental service (water loss) and surveys etc.
2. Free use of display units for schools and council open days. (normally \$1,750/10 days)

3. Promotional bottle refill stations at \$2,500/unit, 50% below market price.
4. New empty BP3 free bottle vending machines promoting council water.
5. Access to the new 4 TV advertisements with negotiation of pricing on behalf of councils.
6. Income stream through products like 'Easy fill'. (Free product and installation)
7. Co-branding option for any savewater!® Alliance information on DVD's, videos.
8. Access to other R&D products exclusive to savewater!® Alliance.
9. Water efficient online product library of 303 products for members at economy of scale.
10. Survey results from around Australia to tailor message to residents and businesses.
11. Access to Australia-wide surveys and/or creating CD's, videos
12. 250 page section of the Alliance operations including research, IT, Innovations.
13. Access to International Water Awards network and the annual Awards.

Financial cost

Membership to savewater!® Alliance is \$2,287.50 / quarter payable in advance for a 2 year membership

Free products, stock discounts and promotional benefits potentially exceeds \$7,000 /annum.

Recommendation

Council consider membership of savewater!® Alliance for a 2 year period.

9.3.6 DEMAND AND DROUGHT MANAGEMENT PLAN (G95871005)

13/038 RESOLVED on the motion of Crs Templeton and McGregor that Council endorse the Demand and Drought Management Plan for submission.

Report prepared by General Manager

Demand and Drought Management Plans are required under best practice by NSW Office of Water. The water restriction levels have been revised to target particular consumption levels.

Issues relating to restricted rural supply need to be discussed by Council.

Recommendation

Recommendation made was adopted.

9.3.7 WATER CONNECTION INQUIRIES (G95151005, 73531/75216)

13/0/39 RESOLVED on the motion of Crs Palmer and McGregor that:

1. Consideration of this report be deferred to the June meeting.
2. Council reconsider its current *Connections to Small Diameter Mains* policy with a draft to be provided to the June meeting.

Report prepared by Senior Revenue Officer

This report is provided in response to two inquiries Cr McCann received from ratepayers of Coolamon Shire concerning water connection issues.

One had applied for a new rural connection, while the other was a request for a relocation of an existing connection. Both applications have previously been denied under Council's *Connections to Small Diameter Mains* policy.

Council resolution 11/113 from its October 2011 meeting allows for a review of Council's Infrastructure supply capacity on rural reticulation water mains to establish if additional capacity exists. A copy of that resolution is attached, as too is the current *Connections to Small Diameter Mains* policy.

The following are excerpts from Cr McCann's email of 27 February 2013 with references to the individuals excluded to allow the principles of the policy to be discussed and reviewed in open Council:

"Since the last meeting, I have been approached by a couple of rate payers in the Coolamon Shire concerning water issues. I will probably have to bring them forward for discussion at Council as I understand there maybe policy issues which may need addressing. I won't bring them to tomorrow's meeting, but would like to get them onto the agenda for the next meeting in April.

The issues as presented to me relate to a water connection on a rural property and quality of supply to a rural property.

Both requests sound reasonable to me but I also understand that there may have been extenuating reasons to refuse the requests previously. Notwithstanding, changing circumstances might now need Council to revisit applications such as these. I would appreciate it if you could give me any information on Council's position on these matters. As I say, there may be policies in place but I believe I need to bring these matters forward to the April meeting if necessary to argue on behalf of the applicants. Please don't chase this up for tomorrow, I am happy to wait until the April Meeting if necessary.

Regards

Dave McCann
Coolamon"

Cr McCann has since been provided the following information in regard to the two inquiries:

Inquiry 1 - New Rural Water Service Connection

Where possible, new (small diameter) rural connections have been offered with stringent conditions of supply, including an on-site storage requirement and restrictions to supply flows.

Following a review of this particular case, a letter of offer has been provided.

Inquiry 2 - Relocation of Existing Rural Water Service Connection

The landholder has an existing service connection on a 200mm trunk main. He requested relocation of his service to the end of a 5.5km, 80mm water main, citing pressure problems on his private pipeline within his property.

While the pressure analysis at the time did show the 80mm main had approximately 15m higher pressure, the request was denied. The relocation on exceptional circumstances was then requested. Council resolved to deny the relocation.

In reviewing this particular case, staff still recommend that the relocation be denied.

Recommendation

Recommendation made was adopted.

9.3.8 2013/14 GAROOLGAN PIPELINE REPLACEMENT

13/040 RESOLVED on the motion of Crs Palmer and McGregor that Council approve to bring the \$80,000 replacement forward into the 2012/13 financial budget.

Report Prepared by Manager Distribution & Construction

Two kilometres of 100mm PVC west of Garoolgan pump station has been identified in the 2013/14 proposed capital works budget for replacement at a cost of \$80,000.

The property owner has requested that due to cropping it would be beneficial that the proposed replacement be brought forward.

Recommendation

Recommendation made was adopted.

9.3.9 BUSINESS ACTIVITY AND STRATEGIC PLAN (G05601005)

13/041 RESOLVED on the motion of Crs McGregor and Palmer that Council endorse the Business Activity and Strategic Plan including the Operational Plan for 2013-14 and take public comment and changes by Council into consideration.

Report prepared by General Manager

The Business Activity and Strategic Plan incorporating Delivery Program and Operational Plan for 2013/14 have been updated to show the coming years targets and include an asset management strategy.

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This document is Council's contract with the community for deliverables for the upcoming year and remainder of Council's term. It is also The Board's indication to the General Manager and senior managers of Council priorities.

Recommendation

Recommendation made was adopted.

9.3.10 NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on Thursday 27 June 2013 at Council's Temora office commencing at 1.00pm

**9.3.11 POTENTIAL COOTAMUNDRA DEPOT SALE AND REARRANGEMENTS
(G10057025)**

13/042 RESOLVED on the motion of Crs McGregor and Templeton that Council authorise the General Manager, Chairman and Deputy Chairman to progress the sale of the Cootamundra depot and purchase of an alternate site; such that the transactions are cash positive to a minimum value of \$500K.

Report prepared by the General Manager

It has been indicated to the General Manager that there is interest in purchasing the Cootamundra depot for approximately \$1M and transfer to Council of half the purchasers existing depot land and buildings at no cost.

Considering the limitations due to zoning, this is a reasonable market price. There are potential alternate depots with rental income for approximately half the sale price of the current depot.

Recommendation

Recommendation made was adopted.

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.

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TEMORA SHIRE COUNCIL on 1 MAY 2013**

There being no further business requiring the attention of the Council, the Meeting closed at 3.23pm.

UNCONFIRMED

MINUTES OF THE BLAND SHIRE TOURISM ADVISORY COMMITTEE HELD IN THE FOYER ROOM ON WEDNESDAY 5 JUNE 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 9 May 2013 Tourism Advisory Committee be confirmed.

Present: Cr. Tony Lord, Bernie Couzens, Martin Lane, Des Delaney, Jeff Stien (Senior Economic Development & Tourism Advisor).

Apologies: Cr. Leeanne Hampton, Amanda Stitt, Mal Carnegie, Peg Mrowka,

ITEM 1 CONFIRMATION OF MINUTES

That the minutes of the Bland Shire Council Tourism Advisory committee meeting held on 9 May 2013 be endorsed.

Moved: B Couzens Seconded: M Lane

CARRIED

ITEM 2 CORRESPONDENCE

Correspondence In:

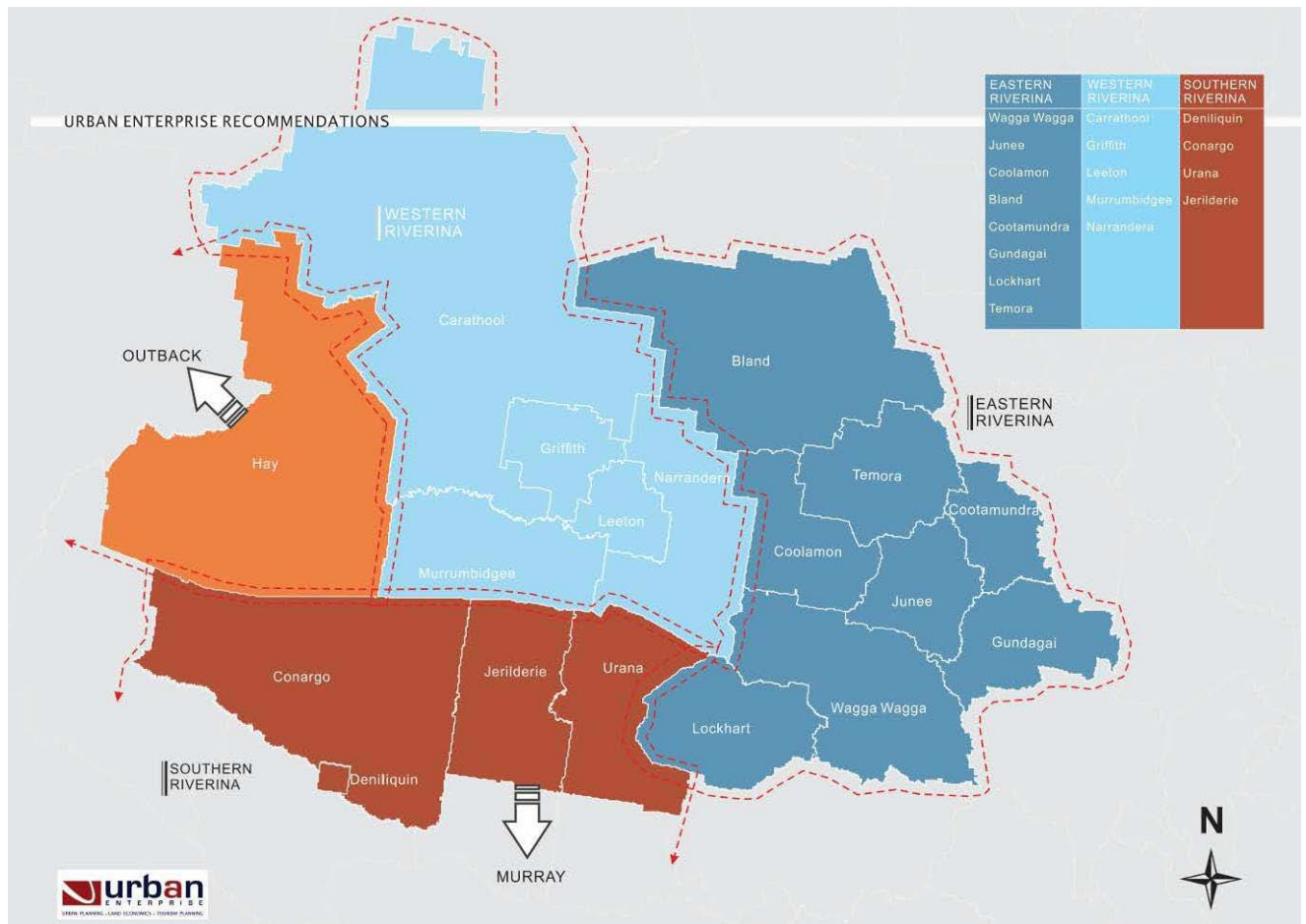
- Riverina Regional Tourism
- Newell Highway Promotions Committee

Correspondence Out:

- Boring Community Planning Organization

ITEM 3 MATTERS ARISING FROM MINUTES

- Blue Clay Productions finished shooting the promotional DVD footage for the Gold Trails. The official launch of the Gold Trails may take place in July and Bland Shire Council will aim to have the Gold Trails iPad Kiosks operational and the Bland Shire Heritage, Gold Trails and Tours information completed.
- Cr. Tony Lord, Martin Lane, Mal Carnegie, Bernie Couzens and the Senior Economic & Tourism Advisor attended the Riverina Regional Tourism and Urban Enterprise presentation and briefing in West Wyalong on Thursday 23 May.
- There will be a Special Riverina Regional Tourism (RRT) General Board Meeting in Griffith on Friday 14 June 2013 to discuss the following Destination Management Clusters, RRT Organisation Structure and RRT Projects.



- At the May Bland Shire Council Meeting, Council resolved the following with regards to second Community Building Partnerships Program for three new Solar Lit Visitor Information Shelters:

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

Council Recommendation:

09052013 RESOLVED on the motion of Cr Lord seconded Cr Monaghan that Council endorse \$16,296 from matching funds for three new Visitor Information Shelters to be installed at:

- Ungarie
- Weethalle
- Barmedman. **CARRIED**

- Discussions commenced to modernise the name of the Tourism Advisory Committee i.e. Visitor & Tourism Advisory Committee and discussions will continue at the next Tourism Advisory Committee Meeting.
- At the April Bland Shire Council meeting, Council resolved the following with regards with the Multipurpose Cultural Precinct to include a Visitor Information Centre:

9.6 MULTIPURPOSE CULTURAL PRECINCT INCLUDING A VISITOR INFORMATION CENTRE

Council Recommendation:

11042013 RESOLVED on the motion of Cr Lord seconded Cr McGlynn 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. **CARRIED**

- Discussions regarding the following current and future tourism projects will continue 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
- Bland Shire Council has written to the Boring Community Planning Organization to explore the options and opportunities in expanding the Paring Proclamation with Boring, Oregon and Dull, Scotland. The following Google link indicates that the media has picked up this story and has appeared in a number of countries around the world:

http://www.google.com.au/#output=search&client=psy-ab&q=Dull%2C+Boring+and+Bland&og=Dull%2C+Boring+and+Bland&gs_l=hp.3...2491.2491.0.3923.1.1.0.0.0.237.237.2-1.1.0...0.0...1c..16.psy-ab.fRMLBDDmioM&pbx=1&bav=on.2,or.r_qf.&bvm=bv.47534661,d.aGc&fp=9bef053a1acf9d6e&biw=1536&bih=698

It was recommended that if a proclamation should be made with Boring and Dull then a \$30,000 budget needs to be allocated to assist with signage, marketing and promotional collateral and events for visiting dignitaries.

Moved: B Couzens

Seconded: M Lane

CARRIED

- Peter Hale from Visitbyroad.com.au will be making a presentation to the July Tourism Advisory Committee meeting.
- The Mirrool Silo Kick will be holding their 21st Anniversary this year. Being the 21st Anniversary they will be inviting past participants and committee members to attend the celebrations. Initial plans may include a Presentation Dinner on the Friday night followed by the Silo Kick on Saturday 12. Lachlan Valley Rail will be running a train from Cowra to the event.
- The Senior Economic & Tourism Advisor attended the Newell Highway Promotions Committee meeting held in Narromine on Thursday 16 May. A copy of the following meeting minutes were discussed:



NEWELL HIGHWAY PROMOTIONS COMMITTEE

MINUTES NEWELL HIGHWAY PROMOTIONS COMMITTEE MEETING HELD 16 MAY 2013 NARROMINE

PRESENT: Penny Jobling (Narrabri), Sally Bouchier (Narromine), Les Moulds (Inverell), Jeff Stien (West Wyalong), Merryn Socha (Murray), Lana Willetts (Dubbo), Jacki Parish (Dubbo),

1. WELCOME

The Chair welcomed those present and declared the meeting open at 10.10 and called for apologies.

2. APOLOGIES

Tony Boland (Orange), Sharon D'Elboux (Cabonne), Sharyn Toynton (Wellington), Karen Weatherall (Coonabarabran), Tammy Elbourne (Moree), Belinda Hocking (Gunnedah), Sarah White (Forbes), Andrew Brown (Narranderra), Kelly Hendry (Parkes),

Via Teleconference

Cr Ruth McRae (Jerilderie), Katrina Dwyer (Parkes), Libby Kermond-Carr (Gilgandra)

RESOLVED that the apologies be accepted

3. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the previous meeting held on 14 February 2012 be accepted as a true and accurate record of the meeting

MOVED Penny Jobling SECONDED Sally Bouchier CARRIED

4. MATTERS ARISING

Nil

5. CORRESPONDENCE

- Nil

6. TREASURERS REPORT

RESOLVED that the Treasurers Report be accepted

MOVED Les Moulds SECONDED Penny Jobling CARRIED



NEWELL HIGHWAY PROMOTIONS COMMITTEE

7. FREE CUPPA CAMPAIGN

Penny gave an update on Free Cuppa Campaign. Looking at running next year, not a difficult campaign to run. Would be good at seeing the whole Newell involved. RMS showed interest at the last task force meeting. Penny to distribute information to all Newell members with minutes.

8. NEWELL HIGHWAY BROCHURE

Les is very pleased to report that all but one advertiser has paid. This debt will be written off. Les would like to thank everyone for paying accounts promptly. Didn't have buy in as we have had previously – lost approximately 8 pages. Distribution and pick up is still good.

Jacki - Moving forward we will need to align online benefits along with the brochure – not to separate the two. This will be a better selling proposition for the buyer.

Penny to send out email blast through VIC network regarding a new Brochure being available. New England North West will continue to distribute brochure from their stands at trade shows.

Jeff sent brochures direct to destination NSW head office and are displayed in their foyer. Merryn asked if they were displayed in Federation Square in Melbourne?? Merryn will see if this can happen. Les to send Jeff information on brochure distribution from Murray Media.

9. DESTINATION MARKETING

Penny explained the demand application. Unofficially informed that we have been successful for a \$50,000 marketing campaign. Traversing the Newell, getting characters involved, mostly about events and quirky people that live in the region. PR company to drive. Newell Highway Committee will be involved in concepts etc. Les – this has been 12 months in the making. Would only agree to this marketing campaign – was very difficult to get approval.

Once formal approval given – information will be sent out to ALL members – need everyone involved. Just to get people back on the website etc.

10. IPAD/IPHONE APPS

Michael Vink who produced the brochure has been contacted regarding his thoughts on the website – to align it to the brochure better. The e-book is on the website. Website needs some work – align with the same branding – website to be mobile site too. Michael to get info back on costing to update the website – approximately \$10,000.

A brief to be sent out, like the brochure to get a great price. Sally to send out email asking for comments from members. Some ideas discussed were - Live Webcam, Ipad and Iphone apps, Facebook – Merryn suggested this could be simply done by members sharing their destinations facebook updates with the Newell Highway site.



NEWELL HIGHWAY PROMOTIONS COMMITTEE

11. IMAGES

Les would like some new images for the consumer shows. Consistency – Penny to contact Michael Vink and ask for brochure photos. Sally to send out email to Committee to get any new images. Get professionally put together, so the display can be professional and consistent.

Jeff – can large Newell Highway maps be used in VIC's? Yes, it is possible. Sally to send out email to ask if anyone would like a Newell Highway map.

Revisit pad maps?? Possible cut costs through advertising. Visitor Centre contacts on the back. Really user friendly – public toilet locations etc

Jacki – it is worth going and getting some quotes on having some posters that are branded with Newell and images?? This will maybe save space at consumer shows? Possibility of putting a QR code on them. Sally to send out email regarding this.

12. GENERAL BUSINESS

Jeff – Destination Management Plans. Now that everyone is doing a destination management plan, please make sure to mention the Newell Highway. Does the Newell Highway Committee have to do a destination management plan? If the Newell Highway is mentioned it should be Ok not to do one, or as a start at least get it mentioned. Very costly and a lot of time and effort need to go into it. It has to be significantly mentioned if we are going to access funding.

Jacki – has anyone asked if we need one? Les – As members of Inland NSW Tourism the Newell Highway should be included in the Destination Management Plans currently being compiled.

Jeff to contact Graham Perry and Destination NSW regarding this.

Jacki – one of the messages from Destination NSW was that if areas collaborate beyond “usual” boundaries, it is looked upon favourably.

Jeff gave an update on a couple of new trails in the state – mining trails. The Gold Trails www.goldtrails.com.au/index.html is based on NSW's gold mining history and bushrangers, and The NSW Modern Mining Trail www.modernminingtrail.com.au/ is based on modern mines. Both cross regions. \$250,000 Destination NSW – gold trails. \$25,000 for the modern mining trails. Keeping visitors in the region.

Penny asked Les if he was happy to continue to represent the Newell Highway at the consumer shows – Brisbane, Melbourne and Adelaide. Penny indicated that without Les the Committee will not be able to do it. It would be nice to have people attend these shows as it is really important and that it is really good experience.



NEWELL HIGHWAY PROMOTIONS COMMITTEE

RESOLVED that Les Moulds continue to represent the Newell Highway Promotions Committee at the Brisbane, Melbourne and Adelaide.

MOVED Penny Jobling SECONDED Jeff Stien

Les – caravans are still being sold in record numbers.

Narrabri is hosting the CMCA National Rally – 1000 to 1500 motorhomes will be in Narrabri from October 21 to 27. Will do a blast to Newell members with information. Penny will help if anyone is interested in hosting one of these.

WEE WAA launching the Daft Punk album on Saturday night. Approximately 5000 people attending from outside the Shire.

Lana - How many people on the Newell Highway Committee?? People are finding it hard to take on tasks etc and suggested that maybe having an action plan for particular tasks, such as refreshing collateral, website development etc then people could nominate to be on particular sub-committee to drive these actions forward. Jeff to contact all the members in the book regarding this.

13. NEXT MEETING

Wednesday 28 August 2013, 10am

Meeting closed at 11.23am

ITEM 4 GENERAL BUSINESS

No General Business Items

ITEM 5 DATE OF NEXT MEETING

The date for the next is 11 July 2013 at 5.30pm.

ITEM 6 CLOSE

Meeting closed at 6:20 pm.

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 MONTHLY STATUS REPORT – JUNE

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 June 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 actions 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
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 7/5: GM to follow up with SEDTA

COUNCIL RESOLUTIONS 11 DECEMBER 2012

Item Number	Action By	Council Resolution/Action Required	Outcome
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 7/5: tenders issued on 7/5, timeline developed, to extraordinary Council meeting on 25th June

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 7/5: DCORP to check policy for self testing options
PUBLIC ADDRESS SYSTEM IN THE MAIN STREET - 16022013	GM	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

COUNCIL RESOLUTIONS 19 MARCH 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
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REMOVAL OF UNDERGROUND FUEL TANKS - 61 NEELD ST, WYALONG - 08032013	GM	<p>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.</p>	8/4: Letter sent, works to be scheduled in late June
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COUNCIL RESOLUTIONS 16 APRIL 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
MODEL CODE OF CONDUCT 2013 - 06042013	GM	<p>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.</p>	7/5: Code adopted, GM Workshop on 9/5 cancelled
MULTIPURPOSE CULTURAL PRECINCT INCLUDING A VISITOR INFORMATION CENTRE - 11042013	DCDS	<p>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.</p>	Investigations Underway and ongoing

COUNCIL RESOLUTIONS 21 MAY 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
GUIDELINES ON THE CLOSURE OF COUNCIL AND COMMITTEE MEETINGS - 04052013	GM	That the advice from the NSW Division of Local Government in respect to guidelines for the closure of council and committee meetings is received and noted and that Council's current Meeting Practice Guidelines is updated to incorporate such new guidelines.	Council's Meeting Practice Guidelines to be updated accordingly
INTEGRATED PLANNING AND REPORTING FRAMEWORK: YOUR VISION - OUR FUTURE, BLAND SHIRE 2023 - 05052013	GM	<p>1. That the Council endorse the Your Vision, Our Future Bland Shire Community Strategic Plan 2012 - 2023</p> <p>2. That the following DRAFT documentation be placed on public exhibition for a period of 28 days, commencing 22 May 2013, in accordance with the legislative requirements of the Local Government Act 1993:</p> <ul style="list-style-type: none"> • Delivery Program 2013-2016 • Operational Plan 2013/14 • Asset Management Plan 2013 • Long Term Financial Plan 2013 • Workforce Management Plan 2013-2017 <p>3. That all public comments, submissions and input from staff and councillors be submitted to the Extraordinary Council meeting scheduled for 25 June 2013</p> <p>4. That all staff involved in the preparation of these documents be congratulated for a job 'well done'.</p>	27/5: Public notice issued on 22/5/2013 to community noticeboard, facebook, school newsletters, Advocate, website (including online survey) and staff. Comments close at 3pm on Tuesday 18th June

FUTURE DIRECTIONS FOR NSW LOCAL GOVERNMENT - 06052013	GM	<p>1. That a community forum be scheduled for Tuesday 11 June 2013, commencing at 6.00pm in the Council Chambers, to provide the community with an opportunity for input into the future of Bland Shire Council.</p> <p>2. That the Mayor, General Manager and any other interested councillors attend the scheduled consultation forums in both Junee on 29 May 2013 and Parkes on 4 June 2013.</p> <p>3. That a formal submission be made to the Independent Local Government Review Panel, by the closing date of 28 June 2013 based on the outcomes of the special workshop for councillors and senior staff held on 14 May 2013, the consultation forums in Junee and Parkes and the community forum scheduled for 11 June 2013.</p>	Community Forum confirmed for 11 June 2013. Forum in Junee attended by Mayor, Deputy Mayor, Councillors Lord and Keatley, GM and SEDTA. GM is preparing a draft submission for consideration at the June Council Workshop
ADDRESSING THE NATIONAL SKILLS SHORTAGE IN LOCAL GOVERNMENT - 08052013	GM	That Council agrees to support the campaign by the United Services Union (USU) to address the national skills shortage in local government and the ageing workforce in local councils.	Letter has been forwarded to the USU in accordance with Council's resolution
2012 COMMUNITY BUILDING PARTNERSHIP PROGRAM FOR THREE NEW SOLAR LIT VISITOR INFORMATION SHELTERS - 09052013	GM	That Council endorse \$16,296 from matching funds for three new Visitor Information Shelters to be installed at: *Ungarie, *Barmedman, *Weethalle.	Grant acceptance now being completed and liaison to occur between staff, councillors and community on the location of the additional 3 structures at Ungarie, Weethalle and Barmedman
PRIVACY MANAGEMENT PLAN - 11052013	DCORP	1. That Council adopt the draft Bland Shire Council Privacy Management Plan. 2. That Council provide a copy of the updated plan to the Privacy Commissioner.	Policy Register updated & sent to Privacy Commissioner.
BUDGET REVIEW - MARCH 2013 - 12052013	DES	IN PART ... That the Engineering Services adjustments be held over and that Council be provided with a report in relation to the capital expenditure, Main Street beautification, Computers and Treatment Works Automated Gate.	Information prepared for June Council Workshop

ACCESS INCENTIVE SCHEME GRANT - METROPOLITAN HOTEL - 13052013	DCDS	That Council approves the Access Incentive Grant application from the Metropolitan Hotel for the amount of \$5000 inclusive of GST.	Metropolitan Hotels advised, internal processes underway - complete
ACCESS INCENTIVE SCHEME GRANT - ANTHONESS AND ASSOCIATES - 14052013	DCDS	That Council approves the Access Incentive Grant application from Anthoness and Associates for the amount of \$3000 inclusive of GST.	Anthoness and Associates advised, internal processes underway - complete
STRENGTHENING COMMUNITIES - WESTERN REGION ACADEMY OF SPORT - 15052013	DCDS	That Council provide a financial contribution of \$320 to support the Western Region Academy of Sport with its operations in 2013-2014.	WRAS advised, internal processes underway - complete
STRENGTHENING COMMUNITIES - WEST WYALONG ROTARY CLUB - 16052013	DCDS	That Council approves a Strengthening Communities grant of up to \$1827 to the West Wyalong Rotary Club for the purchase of a projector and laptop.	Rotary advised, internal processes underway - complete
COMMUNITY STRENGTHENING GRANT - SWEDEN IN THE WEST - 17052013	DCDS	That the Community Strengthening Grant application received from Events West Wyalong for sponsorship of the Sweden in the West festival be determined by Council.	Further report to the June Meeting - complete
COMMUNITY STRENGTHENING GRANT - SWEDEN IN THE WEST - 18052013	DCDS	That the matter be held over.	BP to June Meeting
2013-14 EARLY CHILDHOOD EDUCATION AND CARE GRANTS PROGRAM FUNDING AGREEMENT - 19052013	DCDS	That Council sign and affix the seal to the Service Agreement between NSW Government Department of Education and Communities, Office of Education and Bland Shire Council for the provision of education and care services through the Bland Preschool and the Bland Shire Council Vacation Care program.	Agreement signed and returned - completed
RELOCATION OF FITNESS EQUIPMENT - 20052013	DCDS	That the matter be held over for further investigation and a further report on alternative options.	Quotes being obtained for new equipment, will present to June Council meeting if received in time

WASTE MANAGEMENT PROGRAM 2013/14 - 21052013	DES	That the proposed capital works for Waste Infrastructure as outlined in this report be approved and included in Council's 2013/14 Operational Plan and budget.	complete
Drysdale Painting - "West Wyalong" - 23052013	DCDS	That investigations be made to determine if the Drysdale painting "West Wyalong" is included in the upcoming auction, and if so, a community fund be established to purchase the item.	Drysdale painting "West Wyalong" is not listed as for sale in coming auction - completed
Business Assistance Funding - Southwest Cruizers Ungarie - 25052013	GM	That Council approve \$3,000 Business Assistance Funding to David Murray owner of Southwest Cruizers for the establishment of a limousine hire car company based at 5-7 Mackrell Street Ungarie.	SEDTA to now finalise arrangements and paperwork as per Council resolution
Request To Waive Interest Accrued On Overdue Rates - 26052013	DCORP	That Council confirm its previous decision in this matter, not to waive the interest payments for the property identified as Assessment Number 2858-2.	Letter Sent

9.2 CONTRACTUAL ARRANGEMENTS OF SENIOR STAFF

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

15.1 To provide quality leadership, governance and management.

Author: General Manager

Officer’s Recommendation:

That the information provided to Council under S.339 of the Local Government Act in respect to the contractual arrangements of Senior Staff as at 30 June 2013 be received and noted.

Background

In accordance with S.339 of the Local Government Act the General Manager must report to council on an annual basis on the contractual arrangements of any senior staff. Bland Shire Council has resolved to designate the following positions as Senior Staff under the Local Government Act 1993:

- Director of Corporate Services
- Director of Community & Development Services
- Director of Engineering Services

There are currently two (2) positions under contract being that of the Director of Community and Development Services and Director of Engineering Services.

The remaining director’s position is under the Local Government Staff Award provisions.

The contract details for the positions of Director of Community & Development Services and Director of Engineering Services are as follows:

Director of Community & Development Services

- Contract Term – 5 years commencing on 14 February 2011
- Position holder – Mrs. Adele Casey

Director of Engineering Services

- Contract Term – 5 years commencing on 9 July 2012
- Position Holder – Mr. Will marsh

Financial Implications

The Total Remuneration Package (TRP) for each contract includes a cash component, housing allowance, council’s superannuation contribution and the value of a motor vehicle.

The salaries and other components of the contract packages are included in the annual budget.

9.3 REFERENDUM – CONSTITUTIONAL RECOGNITION OF LOCAL GOVERNMENT

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

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

That Council re-confirms its full support for the ‘yes’ case for Constitutional recognition of local government and that the mayor and General Manager actively promote the ‘Yes’ case within the Bland Shire community.

Introduction

Since the announcement, by the Prime Minister, that the Referendum will be held in conjunction with the Federal Election on 14 September 2013, the debate on this issue has increased significantly.

The following is the content of a media release from LGNSW urging Councils to actively support the Yes vote in the Referendum.

Vote 'Yes' in referendum to secure direct federal funding for communities

Councils across NSW are calling on their communities to vote 'Yes' in a referendum at the next federal election to ensure essential funding for communities can continue to be provided directly to councils by the Australian Government.

Joint President of Local Government NSW, Cr Keith Rhoades AFSM, said the referendum announced today by the Prime Minister gives the people of Australia an historic opportunity to enshrine within our nation's Constitution the Federal Government's ability to fund councils through programs such as Roads to Recovery.

"In the past year alone, NSW councils have received close to \$97 million from the Australian Government to upgrade roads in their local communities, and a total of \$484 million since 2009," said Cr Rhoades.

"In fact 20 NSW councils, including Blacktown, Penrith, Moree and Gosford, have each received more than \$1 million in Roads to Recovery funding in the last 12 months."

"The Australian Government's ability to provide this crucial funding directly to councils is currently under threat due to recent High Court cases, such as the challenge to the school chaplaincy scheme."

"A simple and minor change to the Constitution will solve this problem," said Cr Rhoades.

"I call on the people of New South Wales to stand up for their communities and vote 'Yes' in this referendum."

Joint President of Local Government NSW, Cr Ray Donald, said now that the Government has announced its support for a referendum on local government, we need a full commitment from the Federal Opposition, the Greens and Independents on this important issue.

"For more than ten years, both sides of politics have been directly funding councils through the Roads to Recovery program, the Regional and Local Community Infrastructure Program, the Regional Development Australia Fund and number of other grant initiatives."

"Billions of federal dollars have helped councils carry out tens of thousands of local community projects including roads, footpaths and bridges, community halls, ovals, childcare centres, swimming pools and more," said Cr Donald.

"This minor but important change to the Constitution will in no way impact the governance relationship between State and Local Governments."

"Under this proposed change to the Constitution, councils will continue to remain accountable to their communities and the responsibility of the state government; however uncertainty about councils' access to federal funding for vital local community infrastructure and roads will simply be removed."

"I urge the people of NSW to think about what their community will gain from maintaining Commonwealth funding to their council and vote 'Yes' in this referendum."

For more information go to: <http://www.lgnsw.org.au/key-initiatives/constitutional-recognition-local-government>

Conclusion

There has already been miss-information circulating within the media from individuals who do not understand the implications of this proposal.

In very simple terms if the Referendum is successful the Federal Government will be able to fund local government directly, thus eliminating state government bureaucracies and delays occasioned by the need for state governments to process federal government funds before they are distributed to local councils' It is simply *cutting out the middle man!*

Financial Implications

This matter has been reported to Council previously and it was resolved to commit funds in the amount of \$11,392.00 over a three (3) year period to the 'Yes' campaign. The first invoice in the amount of \$3797.22 has already been authorized by Council for payment.

9.4 REQUEST FOR LEGAL ASSISTANCE - LGNSW

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

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

That Council agrees to the request from LGNSW to a financial contribution of \$2,245.74 towards the legal costs of the Mid Western Regional Council in respect to their legal matter involving the categorization of mining land and that such funds be met from the Corporate Services Legal Fess budget allocation.

Introduction

Council is in receipt of a request from LGNSW (the former Local Government Association of NSW) for a financial contribution towards the legal costs being incurred by the Mid Western Regional Council in a matter involving the categorization of mining land.

A copy of the correspondence from LGNSW is included as an attachment to this report. LGNSW has a policy of seeking financial assistance from member councils towards the legal costs of another member council where the matter before the courts is one to be deemed as significant to all NSW Councils. The actual amount for each council is based on a pro-rata population formula.

Conclusion

The significance of this legal issue could well affect Bland Shire Council in the future if there is to be further mining activities within the Shire and this is a distinct possibility given the extent of drilling currently taking place within our boundaries.

Comment from the Manager of Development Services

Considering the potential impact that a favourable outcome would have in regard to Council’s ability to categorise land that is being utilised for mining purposes outside a mining lease and the subsequent ability to obtain a revenue that truly reflects the use of the land, it would be in Council’s advantage to support this request for financial assistance.

Financial Implications

The amount of \$2,245.74 can be sourced from the budget allocation for Corporate Services Legal Fees.

Our ref: R90/0377-03 - out 21405

18 April 2013

Mr Ray Smith
General Manager
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671

File: <u>AL-L+RL-LG-SA</u>	Action
Action Officer: <u>GM</u>	<input checked="" type="checkbox"/>
REC'D	22 APR 2013
Copy to:	<u>Bland Shire Council</u>

Dear Mr Smith

Approval of Legal Assistance Mid-Western Regional Council

At its meeting of 4 April 2013, the Board of Local Government New South Wales approved an application for legal assistance by Mid-Western Regional Council.

Mid-Western Regional Council currently have a matter before the Land and Environment Court challenging Council's categorisation of land for ratings purposes when Council have determined land which is used for mining purposes to be appropriately categorised, notwithstanding that the land is not located within the boundaries of a mining lease.

The relevant land is owned by a mining company and may be used for such purposes as a passive buffer for the attenuation of noise, for the disposal of excess mine water, for environmental offset and other purposes relating to the mining of coal.

Council argue that if they are able to defend their categorisation in Court that it will have major benefits for all councils.

Although the matter does not strictly fall within the Legal Assistance Policy and Guidelines, in that it is not a matter before the New South Wales Court of Appeal or the High Court of Australia, the Board concluded that the matter was of importance to all councils in that mining, including coal seam gas mining, was a major issue for local government and the application should therefore be supported.

A letter seeking your support by way of voluntary contribution will be forwarded to you in the near future.

Please do not hesitate to contact me on (02) 9242 4125 if you have any questions on this matter.

Yours sincerely



Frank Loveridge
Legal Officer

Our ref: R90/0240-02-out 21478

14 May 2013

Mr Ray Smith
General Manager
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671

Dear Mr Smith,

Advice re: Contribution to Legal Assistance

The Association recently wrote to your Council outlining the successful application for legal assistance by Mid-Western Regional Council.

As set out in that letter, Mid-Western Regional Council currently has a matter before the Land and Environment Court challenging Council's categorisation of land as mining for ratings purposes.

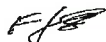
The Association's Board considered that this matter is of importance to all local government especially taking into consideration the recent Coal Seam Gas issues that have occurred throughout the State.

Your financial contribution is now sought in this matter. Please find attached an invoice with your contribution amount of \$2245.74.

You are reminded that there is no obligation for a council to provide assistance.

Please do not hesitate to contact me on (02) 9242 4125 if you have any questions on this matter.

Yours sincerely



Frank Loveridge
Legal Officer

File:	BR - LRL - LGSA	Action
Action Officer:	Gm	<input checked="" type="checkbox"/>
REC'D	27 MAY 2013	
ASS:	387862	
Copy to:	Bland Shire Council	

9.5 LOCAL GOVERNMENT ACTS TASKFORCE – DISCUSSION PAPER

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

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

That the information concerning the progress of the Local Government Acts Taskforce in reviewing the current Local Government Act of 1993 be received and noted and that individual councillors be encouraged to make a submission to the Taskforce on any matters of concern.

Introduction

The NSW minister for Local Government, the Hon Don Page MP has appointed a Taskforce to re-write the Local Government Act of 1993 and to review the City of Sydney Act of 1988. Councillors may be aware that Mr. Stephen Blackadder is the Chair of this Taskforce.

The Taskforce has released a Discussion Paper, which can be accessed from the DLG website at <http://www.dlg.nsw.gov.au> however, attached to this report is a copy of the contents page which gives an indication of the type of matters being considered by the Taskforce.

Conclusion

The closing date for written submissions is COB on Friday 28 June 2013.

Financial Implications

Nil to this report.



LOCAL GOVERNMENT ACTS TASKFORCE

A NEW LOCAL GOVERNMENT ACT FOR NSW

DISCUSSION PAPER



4 April 2013

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9.6 FUTURE DIRECTIONS FOR LOCAL GOVERNMENT

SUBMISSION TO 'FUTURE DIRECTIONS FOR NSW LOCAL GOVERNMENT'

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

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer's Recommendation:

1. That a formal submission be made to the Independent Local Government Review Panel, by the closing date of 28 June 2013 based on the outcomes of the special workshop for councillors and senior staff held on 14 May 2013, the consultation forums in Junee and Parkes and the community forum held on 11 June 2013;
2. That prior to finalizing the submission Council reach a decision on the matters listed for further debate in the body of this report;
3. That the General Manager be delegated authority to prepare the introduction to the submission based on Council's deliberations;
4. That individual councillors also be encouraged to make their own submission on any matters of concern within the Discussion paper.

Introduction

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

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

The Community Forum and Workshop held on 11 June 2013 identified those aspects of the Report that had Council's Strong Support / Support / Strong Opposition / Opposition and areas that had no comment, required more information or were Neutral.

Conclusion

A copy of the draft submission has been included as a separate attachment with this business paper and the items identified for further debate are as follows:

- Popular election of all mayors of councils with a population of 20,000 or more
- Minimum two-year terms for other mayors
- Continuation of Rate Pegging
- Support for rating based on the Improved Capital Value (ICV) as opposed to the current system based on the Unimproved Capital Value (UCV)
- Support for all rate concessions to be funded by the State Government
- Support for the introduction of rating of National Parks and State Forests
- Support for a sensible review of existing LGA boundaries

Financial Implications

Nil to this report.

9.7 LOCAL GOVERNMENT (EARLY INTERVENTION) BILL 2013

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

15.1 To provide quality leadership, governance and management

Author: General Manager

Officer’s Recommendation:

That Council support LGNSW in its endeavours to clarify certain aspects of the proposed Early Intervention Bill 2013 before the Bill is presented to Parliament.

Introduction

Council is in receipt of further correspondence from LGNSW regarding the proposed introduction of legislation that would provide the Minister for Local Government with powers to ‘suspend’ a council for three (3) months where the Minister believes that such action is necessary to improve or restore the ‘proper functioning of the council’.

LGNSW is of the view that without a clear definition of ‘proper functioning of a council’ such powers could be misused.

LGNSW also believes that there should be clear criteria in the legislation to limit the reasons the Minister can use to take action against a council to improve its performance.

A copy of the correspondence referred to is included as an attachment to this report.

Conclusion

This Council has already supported LGNSW in ensuring that this legislation is not ‘rushed’ through without due consideration. The matters now being raised by LGNSW are also worthy of Council’s support.

Financial Implications

Nil to this report.

30 May 2013

Dear Mayor and General Manager

Local Government (Early Intervention) Bill 2013 (the Bill)

On Tuesday 28 May 2013, at the request of Local Government NSW, the Government decided to defer debate on the Bill in the Legislative Council so that all councils will have the opportunity to further examine and comment on the Bill.

The aim of the Bill is to introduce a system whereby a council that is classified as dysfunctional by the Minister for Local Government may be issued with a Performance Improvement Order or a Suspension Order.

Local Government NSW was successful in having some amendments made to the Bill when it was debated in the Legislative Assembly. All the major political parties and independents approved the amendments at the committee stage.

Local Government NSW is now seeking further feedback from all councils on the provisions of the Bill so that a whole of local government submission may be made to the State Government setting out any issues arising from the Bill.

Matters that Local Government NSW would like you to consider include but are not limited to:

1. Performance Improvement Orders and Suspension Orders are not necessarily linked in the Bill in its current form.

The Association is of the view that a Suspension Order should not be issued unless a valid Performance Improvement Order has been issued and not been complied with by the council.

2. By way of the Bill the Minister will have total discretion to decide when action should be taken to improve the performance of the council.

The Association believes that there should be clear criteria in the legislation to limit the reasons the Minister can use to take action against a council to improve its performance.

3. As the Bill is currently drafted, the Minister would be able to initially suspend a council for three months and to appoint an interim administrator where the Minister believes that such action is necessary to improve or restore the "proper functioning of the council".

There is no definition of what constitutes the "proper functioning of the council" and the Association believes that if Performance Improvement Orders and Suspension Orders are not linked then such a definition is necessary in the legislation.

Your advice on whether you agree with the Association's position on the above three points is requested.

The Bill can be found on the Parliamentary website at
<http://www.parliament.nsw.gov.au/prod/parlament/nswbills.nsf/V3BillsListCurrent>

Any other comments addressing aspects of the Bill are greatly encouraged and should be forwarded to Local Government NSW no later than close of business on Wednesday 12 June. Unfortunately, as the Bill is likely to proceed in the Legislative Council on 18th or 19th June, the Association has limited time in which to prepare its response.

If you have any questions on this matter please contact Local Government NSW Legal Officer Mr Frank Loveridge on (02) 9242 4125 or frank.loveridge@lgnsw.org.au

Yours sincerely,



Cr Keith Rhoades AFSM
Joint President



Cr Ray Donald
Joint President

9.8 BLAND, DULL & BORING BUDGET

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

Tourism Advisory Committee Recommendation:

That should the Paring Proclamation with Boring, Oregon and Dull, Scotland be expanded, then a budget of \$30,000 be allocated to assist with signage, marketing and promotional collateral.

Introduction

Bland Shire Council has written to the Boring Community Planning Organization to explore the options and opportunities in expanding the Paring Proclamation with Boring, Oregon and Dull, Scotland.



Dull Facts

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

Boring Facts

- Boring is located in Clackamas County, Oregon, United States
- Population circa 13,000
- Named after William H. Boring, a Union veteran and an early resident of the area
- The area was once the strawberry capital of the west and timber was the main industry
- For almost 100 years, there has been a lumber mill in the downtown area of the town of Boring

This story has been picked up by Regional, National and International media and has appeared in a number of countries around the world increasing the awareness of the Bland Shire.

Conclusion

The Dull, Boring, Bland proclamation will enable community members to become directly involved in international relations in a unique and meaningful way, bringing long-term benefits to the local community and its partners abroad.

The relationship will allow the communities of Dull, Boring and Bland to exchange ideas, gain an international perspective and increase their understanding of global issues.

In addition to encouraging international peace and goodwill, the relationship with the communities of Dull, Boring and Bland, the relationships may lead to economic growth, increased tourism, and reliable business contacts.

The estimated budget of \$30,000 be allocated to assist with signage, marketing and promotional collateral.

Financial Implications

That a budget of \$30,000 be allocated should a Proclamation be made with Boring, Oregon and Dull Scotland.

SECTION 3 - CORPORATE SERVICES

9.9 FINANCIAL STATEMENTS – MAY 2013

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

15 – To provide quality leadership, governance and management.

Author: 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 May, 2013.
2. That Council confirms the payment of accounts, for the period 1 May 2013 to 31 May 2013, summarised in the accounts summary totalling \$2,677,843.49

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

BANK BALANCES AS AT 31 MAY, 2013

ACCOUNT	BALANCE
General Fund	\$ 1,106,531.20
Invested Funds	
Fixed Deposits	\$ 7,024,083.84
Deposits at Call	\$ 1,555,949.61
	\$9,686,564.54
Percentage of investment to Net Balance	88.58%

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 18 JUNE 2013

.....
MAYOR

STATEMENT OF BANK BALANCES AS AT 31.05.2013

SUBMITTED TO THE ORDINARY MEETING MAY, 2013

Balance as at 1.5.2013 \$ 436,374.72

Add Receipts

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

Includes

Receipt Date.	Receipt No.	Receipt Name	Received Total
1/05/2013	5378	RMS Regional Road Blocks Grant	\$ 266,750.00
9/05/2013	5395	Transfer from Cash at Call	\$ 500,000.00
15/05/2013	5407	Department of Infrastructure	\$ 466,942.00
16/05/2013	5397	Dept of Premier & Cabinet FAG 4 th Qtr	\$ 665,706.50

Less Payments

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

Includes

Date.	Cheque No.	Payee	Amount
15/05/2013	E33951	Millers Metals	\$250,705.95
29/05/2013	E34105	Downer EDI Works Pty Ltd	\$267,944.82

Cash Balance \$ 1,106,531.20

Limit of Overdraft Arranged with Bank \$350,000.00

ACCOUNTS SUMMARY

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

I CERTIFY,

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

Fund	Voucher No.s	Total
General	23000 - 23105	\$ 114,401.65
Auto-pay Creditors	E33809 – E34145	\$1,873,772.40
Auto-pay Payroll	44/13 – 48/13	\$ 679,389.30
May Bank Charges & Commission		\$ 10,280.14
		<u>\$ 2,677,843.49</u>

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

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

.....
Director of Corporate Services

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 18 June 2013, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

.....
General Manager

CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING

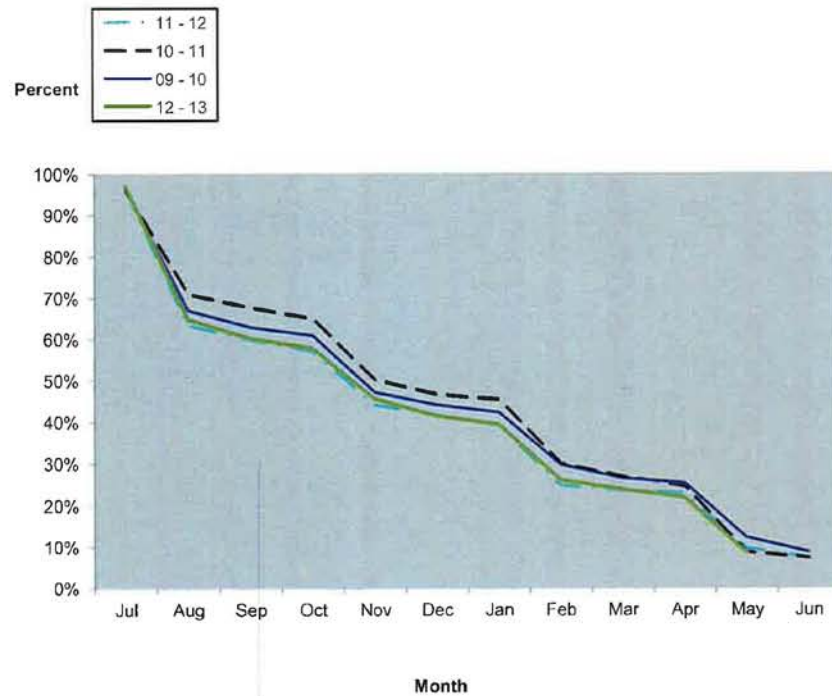
I certify that this accounts summary, covering amounts totalling \$ 2,677,843.49 was submitted to the Ordinary Meeting on the 18 June 2013 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

STATEMENT OF RATES AS AT 31 May 2013

RATE	Levy	Arrears	Adjustments	Interest	Total	Pension Rebate	Collections	Balance	2012-13	2011-12
General	\$5,676,733.48	\$323,806.99	-\$22,747.15	\$24,830.88	\$6,002,624.20	-\$78,948.51	-\$5,520,133.81	\$403,541.88	6.81%	7.75%
Sewerage	\$1,112,760.00	\$130,064.20	-\$2,455.13	\$9,748.35	\$1,250,117.42	-\$37,680.76	-\$1,051,175.47	\$161,261.19	13.30%	13.98%
Garbage/Services/Legal	\$767,034.00	\$149,359.94	\$57,774.88	\$11,879.37	\$986,048.19	-\$44,518.13	-\$765,212.16	\$176,317.90	18.73%	19.35%
Overpayments	\$0.00	\$0.00					-\$66,073.37	-\$66,073.37		
TOTALS:	\$7,556,527.48	\$603,231.13	\$32,572.60	\$46,458.60	\$8,238,789.81	-\$161,147.40	-\$7,402,594.81	\$675,047.60	8.36%	9.44%

% of Rates



Debt Analysis	Properties	Balance
Sale of Land	0	\$0.00
Future Sale of Land	37	\$41,542.25
Arrangements	93	\$112,434.79
Debt Collection	136	\$292,416.25
Centrepay	49	\$25,256.91
Total	315	\$471,650.20

9.10 ASSET CAPITALISATION POLICY

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

15 – To provide quality leadership, governance and management.

Author: Director of Corporate Services

Officer’s Recommendation:

That the Asset Capitalisation Policy be adopted.

Background

Accounting Standards (particularly AASB 116 – Property, Plant and Equipment) require a distinction to be made between expenditure that is consumed immediately in operations and expenditure on physical assets that will provide service over more than one financial year.

The recording of Capital Expenditure means that it is recorded in Councils Balance Sheet as an asset. This process is referred to as capitalisation.

Importantly, capital expenditure is divided between that which is renewing or replacing an existing asset and the creation of a new additional asset. This distinction provides information on whether Council is maintaining or running down its asset ‘stock’ and the extent to which services can be maintained over the long term.

This policy addresses the accounting treatment of non-current assets that provide future economic benefits to Bland Shire Council and the community.

Conclusion

An Asset Accounting Policy is necessary to assist in the process of capturing meaningful data for strategic planning purposes (i.e. Asset Management Plans & Long Term Financial Plans).

This policy is also required to assist non-accounting staff in the appropriate recognition of Assets, i.e. New Assets, Asset Renewal and Maintenance of existing Assets.

The separation of maintenance and operating expenses from Capital expenditure is necessary for the financial statements to accurately portray Council’s financial position.

Financial Implications

Nil to this report

Legal/Statutory Implications

To comply with Accounting Standards

AASB 116 Property, Plant & Equipment

AASB 1049 Whole of Government and General Government Sector Financial Reporting



ASSET CAPITALISATION POLICY

POLICY ADOPTED: JUNE 2013

1. Purpose and Scope of the Policy

This Policy satisfies Council's obligations regarding the recognition of non-current assets in accordance with Australian Accounting Standards and State Government requirements.

The Policy and associated Procedure provide consistent guidelines regarding which assets are to be capitalised (as opposed to expensed) in Council's corporate finance system, including:

- definition of Council's Asset hierarchy for accounting and reporting purposes;
- the principles for recognising assets for capitalisation in Council's Asset Register;
- the 'measurement after recognition' model Council applies to its assets.

The Policy and associated Procedure assist in achieving Council's commitment to sustainable financial planning by providing clear guidelines on the distinctions between maintenance and renewal, upgrade and new capital expenditure for accounting purposes.

This policy only applies to non-current physical assets.

2. Policy

Council will account for all non-current physical assets owned or managed by Council in accordance with relevant Australian Accounting Standards and State Government Guidelines.

Council will apply the principles detailed in its Asset Capitalisation Procedure for the recognition of non-current assets for capitalisation in Council's Asset Register and for the measurement of those assets at recognition.

3. Related Legislation/Policies/Guidelines

The Asset Capitalisation Procedure associated with this Policy fully complies with relevant State Government Legislation and Guidelines and with Australian Accounting Standards, including:

Local Government Act 1993, provides that Council must prepare Financial Statements in accordance with the Act

Australian Accounting Standards Board (AASB) Standards:

- AASB 116 Property, Plant and Equipment;
- AASB 1041 Revaluation of Non-Current Assets;
- AASB 136 Impairment of Assets;
- AASB 1051 Land Under Roads;
- AASB 138, Intangible Assets
- AASB 5, Non-current Assets Held for Sale and Discontinued Operations
- AASB 1049 Whole of Government and General Government Sector Financial Reporting.

4. Infrastructure Services

State Government Guidelines:

Department of Treasury - Financial Reporting Directions and Guidance Notes

- Accounting Policy: Financial Reporting Code for NSW General Government Sector Entities (TPP12-1 March 2012)
- Valuation of Physical Non-Current Assets at Fair Value (TPP07-1 April 2007)
- Accounting for Privately Financed Projects (TPP 06-8, June 2006)
- Guidelines for Capitalisation of Expenditure on Property, Plant and Equipment (TPP 06-6, June)

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1. INTRODUCTION

a. Definitions

Assets:- are resources controlled by the entity as a result of past events and from which future economic benefits or service potential are expected to flow to the entity. An essential characteristic of an asset is that the entity must have control over the future economic benefits or service such that it is able to enjoy those benefits or services and deny or regulate the access of others to the benefits.

Assets – Current: - Assets are classified as current when: It is expected to be consumed, realised, sold or otherwise disposed of within one financial year;

It is held primarily for the purpose of trading; or the asset is cash or a cash equivalent (as defined in AASB 107) which is not restricted from being exchanged or used to settle a liability within one financial year.

Assets - Non Current: - Any asset which is not expected to be fully consumed, realised, sold or otherwise disposed of within one financial year.

Assets – Intangible: - An intangible asset is an identifiable non-monetary asset without physical substance. An intangible asset will mainly comprise of computer software developed in-house.

Asset - Tangible:- Non-current assets are tangible resources, for example property, plant or equipment, controlled by the entity as a result of past events, that are held for use in the production or supply of goods or services or for administrative purposes and are expected to be used during more than one accounting period.

A non-current asset, therefore, has an economic life of greater than 12 months; any item which has a life of less than 12 months is expensed.

Asset Hierarchy: - the relationship between assets that helps to define how individual assets are organised in corporate systems and how they are managed (with respect to new construction, upgrade, renewal and/or maintenance). The asset hierarchy is divided into Asset Groups, Asset Categories and Asset Components.

Asset Group:- the top level Asset Hierarchy grouping of assets, used by the Council for the purposes of Asset Management and Accounting; for example Transport, Buildings and Structures, etc. Asset Groups are further subdivided into Asset Categories.

Note: Asset Management Plans are typically developed at the Asset Group level.

Asset Category:- the second level Asset Hierarchy grouping of assets, used by the Council for the purposes of Asset Management and Accounting; for example, the Transport Asset Group might be subdivided into sealed roads, unsealed roads, pathways, car parks etc. Asset Categories are a sub-division of the relevant Asset Group. Asset Categories are further subdivided into Asset Components.

Note: A lifecycle management plan is typically developed for each Asset Category, within the relevant Asset Management Plan. Assets will be recognised at the Asset Category level if there is no further Asset Component breakdown in the Asset Hierarchy.

Asset Component: the third level Asset Hierarchy grouping of assets, used by the Council for the purposes of Asset Management and Accounting; for example, the Sealed Roads Asset Category might be subdivided into earthworks & formation, pavement and surface. Asset Components are a subdivision of the relevant Asset Category.

Note: Renewal modelling will typically be considered at the Asset Component level. Assets will be recognised at the Asset Component level.

Asset Class: the material level at which Council will prepare the annual balance sheet for reporting in the Annual Report; for example, the Roads Asset Class might include Asset Categories such as sealed roads, unsealed roads, sealed car parks, aerodrome runways and traffic control.

Asset Register: The adopted corporate system for recording all assets, this system should be considered the 'single source of truth'. The Asset Register will typically record details such as a description of the asset, asset location, asset condition, asset performance information and works history. The Asset Register will also typically record financial valuation information such as useful lives, replacement costs, salvage values, depreciation method, accumulated depreciation, annual depreciation and fair value (i.e. written down value).

It is possible to have more than one corporate asset register to manage Council's asset portfolio; however, any individual Asset Group should not be split between corporate asset registers.

Capitalisation Threshold: The new, upgrade or renewal value of an asset, below which the project cost, is normally expensed and above which it is normally capitalised.

Capital Expenditure: Expenditure on a non-current asset which meets the adopted recognition criteria for the Asset Category or Asset Component. Capital expenditure includes expenditure on new assets as well as upgrade or renewal expenditure on existing assets.

Note: Where capital projects involve a combination of renewal, upgrade and/or new expenditures, the total capital project cost should be allocated accordingly.

(Capital) New Expenditure: - Expenditure which creates a new asset that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operating and maintenance expenditure because of the increase in the Council's asset base.

(Capital) Upgrade Expenditure: - Sometimes referred to as expansion expenditure. Expenditure enhances an existing asset to provide additional service capability or a higher level of service or which extends the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in the Council's asset base (e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility, building extension etc.).

(Capital) Renewal Expenditure: - Includes replacement expenditure. Expenditure on an existing asset, which restores the original service potential or which extends the life of the asset beyond that which it had originally

Renewal expenditure is periodically required and considered material in value compared with the value of the components of the asset being renewed. Renewal reinstates existing service potential and has no impact on revenue. Renewal expenditure may reduce future operating and maintenance expenditure if completed at the optimum time (e.g. resurfacing or re-sheeting part of a road network, replacing a section of a drainage network with pipes of the same capacity, resurfacing an oval, etc.).

Controlled Assets: - Control relates to the capacity of Council to benefit from the asset in the pursuit of the Council's objectives and to deny or regulate the access of others to that benefit. For example, where Council is the Committee of Management for a Crown reserve, assets located on the reserve are considered controlled assets and should be included in Council's corporate Asset Register.

Expensed: - Charged to an expense account and written off fully in the year of acquisition. This is appropriate for items with expected lives of less than one year or for capital items costing below a capital threshold value, as detailed in this policy.

Land Under Roads:- is land under roadways and road reserves as defined under the Road Management Act 2004, including the land under the road itself, footpaths, nature strips and median strips. It does not include land under unused roads which is declared under Section 400 of the Land Act 1958 as not required for public traffic or under 'paper roads' which do not meet the Common Law definition of a public highway.

Materiality: Information is material if its omission, misstatement or nondisclosure has the potential, individually or collectively, to:

Influence the economic decisions of users taken on the basis of the financial report; or affect the discharge of accountability by the management or governing body of Council.

Minor Assets: Minor assets are those items acquired for a cost less than the capital threshold value. The acquisition of minor assets is treated as an expense.

Network Assets: Expenditure on assets or parts of an asset that form part of a network (e.g. computer system, office furniture, street signs) may be aggregated together when applying the capitalisation threshold

For example, although each individual item making up a set of office furniture may not be material, the total quantity of assets in the network represents a material portion of the total asset base and may be capitalised.

Recognition: the decision to include an asset as capitalised expenditure. The cost of an item of property, plant or equipment shall be recognised as an asset if, and only if, it is probable that future benefits associated with the item will flow to Council; and the cost of the item can be measured reliably.

Recurrent Expenditure: Relatively small expenditure which has benefits expected to last less than 12 months, including all expenditure on current assets and expenditure on

non-current asset which does not meet the adopted recognition criteria for the Asset Category or Asset Component. Recurrent expenditure includes operating and maintenance expenditure.

Note: Where capital projects involve upgrade and/or new expenditures, commensurate changes to maintenance and operating expenditures should be allocated accordingly.

(Recurrent) Maintenance expenditure: is recurrent expenditure, which is periodically required to ensure that the asset achieves its useful life and provides the required level of service. It includes regular preventative maintenance as well as unscheduled emergency response for minor repairs. Maintenance expenditure is often referred to as routine maintenance.

(Recurrent) Operating Expenditure: is recurrent expenditure such as power, fuel, staff, materials, cleaning, minor equipment, on-costs, overheads, maintenance and depreciation. These costs are the day to day expenses associated with providing the service during a year of operations.

Useful Life:- the time period over which an asset is expected to be available for use by an entity.

b. Context of Capitalisation

Capitalisation rules relate to the treatment of asset values recognised in the current financial year, that is, whether they are capitalised or expensed. However, it should be noted that when the asset group is revalued, the net effect of (expensed) maintenance work will be reflected in the asset condition, and hence in the new value assigned to the asset.

c. Recognition

i. Measurement at Recognition

In accordance with AASB 116:

- a) An item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost.
- b) Notwithstanding this, where an asset is acquired at no cost, or for a nominal cost (as the case with developer and other contributed assets), the cost is its fair value as at the date of acquisition.

Existing assets identified as not being reported in the financial statements for the preceding financial reporting period (found assets), will be treated in accordance with b) above.

ii. Recognition Cost

AASB 116 defines the cost of an item of property, plant and equipment as comprising:

- a) Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- b) Any costs directly attributable to bring the assets to the location and condition necessary for it to be capable of operating in the manner intended by management;

c) The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurred either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

Examples of costs that are not costs of an item of property, plant and equipment are:

- a) Costs of opening a new facility;
- b) Costs of introducing a new product or service (including advertising);
- c) Costs of conducting business in a new location;
- d) Administration and other general overhead costs.
- e) Cost of training employees

Activities associated with acquisition/creation of new assets are detailed in the table below.

Table 1- Rules for Recognition of Project Cost Elements

Activity	Recurrent Expenditure	Capital Expenditure
All activities prior to decision made to proceed with investment including: <ul style="list-style-type: none"> • Strategic planning reports • Project scoping and investigation, valuation reports, planning approvals 	X	
All activities directly associated with investment including: <ul style="list-style-type: none"> • Survey and design* • Professional fees* • Site preparation • Construction • Contract payments • Council direct costs, wages, salaries, plant hire, materials, on-costs • Overheads • Supervision • Transport, installation, assembly and testing • Project Management • Future dismantling and removing item and site restoration (where applicable) 		X

d. Materiality

Information is material if its omission or misstatement could influence the decisions of users made on the basis of the financial statements.

In the context of materiality it is not necessary to recognize every non-current asset. For example, a calculator may have a useful life greater than 12 months but its value is small and does not warrant the cost of recording in the asset register, so it is more appropriate to expense it. Where a non-current asset is not material and as such is not capitalised, it is referred to as a minor asset.

Expenditure may still be capitalised on items that are individually immaterial, however are significant when considered as a group of assets, such as signs or reserve furniture.

The purpose of setting capital expenditure threshold levels is to provide the greatest balance between efficiency in administrative effort associated with maintaining records and the need to 'expense' items, through depreciation.

The general principal applied to the capitalisation thresholds within this policy, is that if the asset has been replaced in full, then it is generally treated as Capital expenditure. If only part of the asset has been replaced, then the decision to capitalise or expense the costs will be based in the first instance on any capitalisation rules defined in terms of physical work activities and subsequently in accordance with the capitalisation threshold, for the relevant Asset Category / Asset Component. To aid clarity, examples of physical work activities that are considered operating or maintenance expenditure have also been provided. Council's capitalisation thresholds for assets are contained in the following pages, to guide staff in applying consistent approaches for asset recognition.

e. Corporate Asset Register Rules for Full Renewals

The old Asset Component will be disposed, and remaining value will be written off. A new Asset Component will be created at cost. A new assessment of Condition and Useful Life is required.

f. Corporate Asset Register Rules for Partial Renewals

i. Rule 1: Segmentation (Typically for linear assets i.e. Roads, pipes, kerb etc)

Where partial renewal is considered capital renewal per Asset Category / Asset Component tables, the following applies:

1. The existing asset is re-segmented.
2. For the renewed portion of the old asset, the renewed percentage is retired from the corporate asset register and the renewal capital expenditure is settled to a new asset.
3. For the remaining portion of the old asset, the written down value will reflect the remaining value recorded in the corporate asset register. A new assessment of Condition and Useful Life is required.

ii. Rule 2: Reapportionment (Typically for non-linear assets i.e. part of a building component.)

Where partial renewal is considered capital renewal as per Asset Category / Asset Component tables, the following applies:

1. For the renewed portion of the asset, the percentage of the written down value of the renewed asset is retired from the corporate asset register.
2. The renewal capital expenditure is added to the written down value of the current asset.
3. A new assessment of Condition and Useful Life is required.

iii. Rule 3: Network

Where individual items of a network asset are renewed and or replaced, the average written down value of these items is subtracted from the written down value of the network asset and the cost of the renewal and or replacement is added.

g. Capital Projects with Multiple Asset Types

For capital projects which include multiple asset types (Asset Categories or Asset Components), the capital expense for each Asset Category or Asset Component needs to be separated out in order to apply the asset recognition rules within this Asset Capitalisation Policy. This process will be assisted via:

- The adoption of a robust Project Handover procedure, which details the minimum data required to be entered into the corporate Asset Register for each asset type.
- The analysis of post construction contract schedules detailing actual values of individual assets and an appropriate allocation of overheads.

h. Asset Hierarchy

The Asset Hierarchy presented in this policy forms the basis for the structure of Asset Registers, for Asset Management Plans and for Capital Budgeting. The structure has been developed in the light of both external linkages (for example, data interchange arrangements with developers) and on the range and number of assets in different classes owned by Council. The hierarchy comprises broad Asset Groups, which are subdivided into asset categories and asset components

The hierarchy componentisation is discussed in relation to the specific Asset Categories.

Appendix A provides a summary of the Asset Hierarchy for Council, including how assets are categorised into their respective Asset Group, Asset Category and Asset Components. Refer to Appendix A for further details.

i. Asset Groups

Asset Groups are the top level asset hierarchy grouping and are used by the Council for the purposes of Asset Management and Accounting. The following are the asset groups adopted by Bland Shire.

- Transport Infrastructure
- Storm Water Network
- Sewer
- Land
- Buildings and Structures
- Furniture and Fittings and office equipment
- Plant and Equipment
- Outdoor Structures (Town and Village Services)
- Library Books

2. TRANSPORT INFRASTRUCTURE

The Transportation Infrastructure Asset Group includes the following Asset Categories:

- Sealed Roads
- Unsealed Roads
- Bridge Assets
- Footpaths
- Cycle ways
- Street Lighting – Bland shire currently not own any except lights in main street
- Traffic Signs -Road Ancillary Assets
- Bus Shelters - Road Ancillary Assets
- Aerodrome Assets
- Kerb and gutter- This would be classified under storm water assets for financial classification

Sealed Roads

The Sealed Roads Asset Category includes the following Asset Components:

- Surface
- Pavement
- Shoulder
- Earthworks & Formation (covered under All Roads below – Classified under Stormwater Assets)

The Sealed Roads Asset Category includes on-road parking and sealed shoulders.

Surface (Seal) - Pavement

The surface of a sealed road is the top layer of the road. The surface of a sealed road will include either a spray seal or a thin asphalt overlay.

Surface (Seal) - Shoulder

The surface of a sealed road is the top layer of the road. The surface of a sealed shoulder will typically be a spray seal of lesser quality than the pavement surface.

Table 2 Recognition Rules for Sealed Roads – Surface –Pavement and Shoulder

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Road hazard/defect inspections • Condition inspections • Street sweeping • Grass mowing / slashing 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pothole repair, minor surface treatments, crack sealing, patching, etc. • Resurfacing of road (<500 m2) to the same standard • Pavement marking 	<ul style="list-style-type: none"> • Resurfacing of road (>500 m2) to the same standard • Pre resurfacing Preparation works. 	<ul style="list-style-type: none"> • Road widening • Spray seal upgrade (E.g. asphalt, geotextile) 	<ul style="list-style-type: none"> • Surface for newly Constructed road

Pavement and Shoulder- Structure

A sealed road pavement is the layers underneath the surface which make up the actual structure of the road. The pavement is typically made of compacted crushed rock.

Table 3 Recognition Rules for Sealed Roads – Pavement

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Road hazard/defect inspections • Condition inspections 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pothole repair • Routine Maintenance patching 	<ul style="list-style-type: none"> • Scheduled patching prior to resurfacing • Pavement replacement/ reconstruct main (entire) asset to the same standard 	<ul style="list-style-type: none"> Pavement widening • Pavement upgrade (e.g. improved design capacity) 	<ul style="list-style-type: none"> • New pavement

Shoulder

A shoulder is the portion of the roadway contiguous with the travelled way for accommodation of stopped vehicles for emergency use, and for lateral support of the base and surface courses. For narrow rural roads, the shoulder provides room for vehicles to pass. The shoulder is typically made of compacted crushed rock which is significantly less depth than the pavement.

Table 4 Recognition Rules for Sealed Roads - Shoulder

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Road hazard/defect inspections • Condition inspections 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pothole repair • Routine maintenance patching 	<ul style="list-style-type: none"> • Scheduled patching prior to resurfacing • Pavement replacement/ reconstruct main (entire) asset to the same standard 	<ul style="list-style-type: none"> • Shoulder widening 	<ul style="list-style-type: none"> • New shoulder

Unsealed Roads

The Unsealed Roads Asset Category includes the following Asset Components:

- Surface-Gravel or Natural
- Earthworks & Formation (covered under All Roads below)

Surface

The surface component of a gravel road is the top gravel layer of the road. Unsealed roads typically have no separate pavement component. The surface is a sacrificial structural element of the road.

Table 5 Recognition Rules for Unsealed Roads - Surface

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Road hazard/defect inspections • Condition inspections • Street sweeping • Pavement marking • Grass mowing / slashing 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pothole repair, grading, etc. • Re-sheeting of road (<500 m²) to the same standard 	<ul style="list-style-type: none"> • Re-sheeting of road (>500 m²) to the same standard 	<ul style="list-style-type: none"> • Road widening • Increase target depth) 	<ul style="list-style-type: none"> • Wearing course on a newly constructed road

Sealed Pathways

The Sealed Pathways Asset Category includes the following Asset Components:

- Sealed Pathways
- Miscellaneous Paved Areas

The recognition criteria are the same for both the Sealed Pathways and Miscellaneous Paved Area Asset Categories.

Sealed Pathways and Miscellaneous Paved Areas

Sealed Pathway assets consist of the surface, the bedding material and the formation. Miscellaneous paving areas include paved areas that are not directly associated with a sealed pathway asset, such as in fills in road medians, sealed round about aprons, etc. The surface of a sealed pathway or miscellaneous paving area will typically include concrete, asphalt, sprayed seal or pavers. The bedding material will typically consist of crushed rock.

Table 6 Recognition Rules for Sealed Pathways & Miscellaneous Paved Areas

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Road hazard/defect inspections • Condition inspections • Sweeping • Grass mowing / slashing • Weed Spraying 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pothole repair, patching, joint grinding, reconstruction or resurfacing (<30 m² continuous or 30m² in any 100m length of pathway), resetting pavers, etc. • Nature strip works • Pavement parking 	<ul style="list-style-type: none"> • Reconstruction or resurfacing of a pathway or paved area (>30 m² continuous or 30m² in any 100m length of pathway) to the same standard 	<ul style="list-style-type: none"> • Widening of the path • Extension of the paved area 	<ul style="list-style-type: none"> • New sealed path • New paved area

Qualifications

- Change of seal material (e.g. concrete to paving or asphalt to concrete) classifies as a renewal.
- Miscellaneous areas of sealed paving associated with a sealed path asset will not be considered a separate asset in the Corporate Asset Register. Rather, miscellaneous areas of sealed paving are considered part of a sealed pathway asset and will typically be recording via 'additional area'.

Unsealed Pathways

The Unsealed Pathways Asset Category is not broken down further into Asset Components.

Unsealed Pathways

Unsealed pathways consist of gravel surface.

Table 7 Recognition Rules for Unsealed Pathways

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none">• Road hazard/defect inspections• Condition inspections• Sweeping• Grass mowing / slashing• Weed Spraying	<ul style="list-style-type: none">• Maintenance (Reactive or Programmed) including pothole repair, grading, etc.• Re-sheeting of path (<100 m²) to the same standard• Nature strip works	<ul style="list-style-type: none">• Re-sheeting of path (>100 m²) to the same standard	<ul style="list-style-type: none">• Path widening• Upgrade to a Higher standard path e.g. from gravel to sealed	<ul style="list-style-type: none">• New unsealed path

Qualifications

- Miscellaneous areas of unsealed pathway associated with an unsealed path asset will not be considered a separate asset in the Corporate Asset Register. Rather, miscellaneous areas of unsealed pathway are considered part of the unsealed path asset and will typically be recording via 'additional area'.
- When upgrading from unsealed to sealed the unsealed asset is disposed, and a new sealed asset is created.

Aerodrome Runways & Taxiways (Sealed)

The Sealed Aerodrome Runways Asset Category includes the following Asset Components:

- Surface
- Pavement
- Earthworks & Formation

Aerodrome Runway assets are componentised the same as Sealed Road assets.

Surface

The surface of a runway is the top layer of the runway. The surface will typically include either a spray seal or a thin asphalt overlay.

Table 8 Recognition Rules for Sealed Aerodrome Runway - Surface

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning • Grass mowing / slashing 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pothole repair, minor surface treatments, crack sealing, patching, etc. • Resurfacing of runway (<500 m²) to the same standard • Pavement marking 	Resurfacing of runway (>500 m ²) to the same standard	<ul style="list-style-type: none"> • Runway widening • Spray seal upgrade (E.g. asphalt, geotextile) 	Surface on a new runway

Aerodrome Runways & Taxiways (Unsealed)

The Unsealed Aerodrome Runways Asset Category includes the following Asset Components:

- Surface
- Earthworks & Formation

Aerodrome Runway assets are componentised the same as Sealed Road assets.

Surface

The surface component of a gravel runway is the top layer of the runway. Unsealed runways typically have no separate pavement component. The surface is a sacrificial structural element of the runway.

Table 9 Recognition Rules for Unsealed Aerodrome Runway - Surface

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning • Grass mowing / slashing 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pothole repair, grading, etc. • Resheeting of runway (<500 m²) to the same standard • Pavement marking 	Resheeting of runway (>500 m ²) to the same standard	<ul style="list-style-type: none"> • Runway widening • Spray seal upgrade 	<ul style="list-style-type: none"> • Wearing course on a new runway

Qualifications

- This Asset Component includes taxiways and aprons. When upgrading from unsealed to sealed the unsealed asset is disposed, and a new sealed asset is created.

Pavement

Pavement is the layers underneath the surface which make up the actual structure of the runway. The pavement is typically made of compacted crushed rock.

Table 10 Recognition Rules for Aerodrome Runway – Pavement

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections 	<ul style="list-style-type: none"> • Maintenance (Reactive or programmed) including pothole repair • Partial rehabilitation / stabilisation (heavy patching) • Routine Maintenance patching 	<ul style="list-style-type: none"> • Scheduled patching prior to resurfacing • Pavement replacement/ renewal of main (entire) asset to the same standard 	<ul style="list-style-type: none"> • Pavement widening • Pavement upgrade (e.g. improved design capacity) 	<ul style="list-style-type: none"> • New pavement

Qualifications

- This Asset Component includes taxiways and aprons.

Traffic Signs

Roads & Reserves Signs

Roads and Reserves sign assets typically include statutory, advisory, tourism signs such as speed limit signs, advisory speed signs, parking signs, street name signs and other Council signs in road reserves and on Council managed reserves. Signs can be constructed from timber, aluminium, steel, or composites of these.

Table 11 Recognition Rules for Roads & reserves Signage

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) of signs including painting and general repairs 	<ul style="list-style-type: none"> • Replacement of existing signs 	Not Applicable	<ul style="list-style-type: none"> • Installation of new signs

Qualifications

- Bridge approach and departure rails are included under the Bridge Asset Category.

BRIDGES

The Bridges Asset Group includes the following Asset Categories:

- Bridges (including pedestrian bridges and boardwalks)
- Major Culverts

Bridges and Major Culverts

The Bridges Asset Category includes the following Asset Components:

- Deck,
- Sub-structure,
- Abutments and
- Foundations.

The recognition criteria are the same both the Bridges and Major Culverts Asset Categories. Bridges can be constructed from concrete, timber, steel or composites of these. Pedestrian bridges and boardwalks are included in this Asset Category. A Major Culvert is defined as structure that has a cross sectional waterway area of > 6m².

Table 12 Recognition Rules for Bridges & Major Culverts

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning deck, • Weed removal • Removal of debris adjacent to piers and/or abutments 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including painting and replacement of components (deck, beams, guard rails, etc) valued <\$5,000 for Road Bridges <\$5,000 for Board Walks and Foot Bridges • Cleaning joints, scuppers, etc 	<ul style="list-style-type: none"> • Entire bridge replacement to the same standard • bridge component replacement (deck, beams, piers, etc) valued >\$5,000 for Road Bridges >\$5,000 for Board Walks and Foot Bridges 	<ul style="list-style-type: none"> • Widening bridge • Strengthening the bridge e.g. a higher load limit. 	<ul style="list-style-type: none"> • New bridge

Qualifications

- Bridges are recognised at the Asset Category level, as opposed to the Asset Component level.

Bus Shelters

Bus Shelters include the structure, foundations, and seating. Bus Shelters are typically constructed from perspex, steel, concrete, colourbond or composites of these.

Table 13 Recognition Rules for Bus Shelters

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning • Grass mowing / slashing 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including the replacement of bus shelter components <p><\$1,000</p>	<ul style="list-style-type: none"> • Replacement of the entire bus shelter • Replacement of bus shelter components <p>>\$1,000</p>	<ul style="list-style-type: none"> • Upgrading the bus shelter to a higher standard 	<ul style="list-style-type: none"> • Construction of a new bus shelter

Car park

-Sealed car park

The recognition criteria will be same as sealed roads

-Unsealed car park

Currently there are no unseal car parks at Bland shire council

Earthworks & formation

Earthworks & formation is the initial formation of the land, including cut and fill, in preparation for the construction of the road pavement. Earthwork shared by storm water drainage. So This classified separately in Financial Presentation.

Table 14 Recognition Rules for All Roads - Earthworks & Formation

Recurrent Expenditure		Capital Expenditure		
Operations	Maintenance	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Clearing debris 	<ul style="list-style-type: none"> • Repairs to erosion or other damage to cut or fill surfaces 	<ul style="list-style-type: none"> • Fully replacing a part of road <p>>500m²</p>	<ul style="list-style-type: none"> • Road widening • Changes to vertical or Horizontal geometry • Cutting embankments to improve sight distance 	<ul style="list-style-type: none"> • New roads

Qualifications

- Earthworks & formation costs are recognised as a new asset and are not depreciated.
- Changes to vertical or horizontal alignment are recognised as a new asset with the old asset re-valued to recognise the change in fair value.

3. STORMWATER DRAINAGE

The Stormwater Drainage Asset Category includes the following Asset Components:

- Pipes
- Pits & End Walls
- Minor Culverts
- Surface Drainage
- Water Quality Devices (Same recognition criteria as equipments)
- Stormwater retention recycling ponds (Dams)

Pipes, Pits & End Walls and Minor Culverts

Underground Drainage assets are recognised as the stormwater drainage network consisting of underground pipes, pits, minor culverts and end walls structures.

The recognition criteria are the same for Pipes, Pits & End Walls and Minor Culverts.

Table 15 Recognition Rules for Pipes, Pits, End Walls & Minor Culverts

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including pipe repair, pit repair, pit lid replacement and pit component replacement • Cleaning 	<ul style="list-style-type: none"> • Replacement of pipe length to the same capacity • Replacement of complete pit to the same standard 	<ul style="list-style-type: none"> • Replacement of pipe length to a higher capacity • Replacement of complete pit to a higher standard 	<ul style="list-style-type: none"> • New assets. • Extension of existing network

Qualifications

- End walls for minor culverts are included as part of the culvert asset.

Surface Drainage

Surface Drainage assets include channels and open drains which are lined with geo-fabric, bituminous seal or concrete, typically aligned and connected to the drainage network. Only major open drains are recognised for Surface Drainage. Rural table drains are not capitalised.

Table 16 Recognition Rules for Surface Drainage Channels

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspection • Weed Spraying 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed), clearing blockages. • Partial replacement <\$1,000 • Cleaning 	<ul style="list-style-type: none"> • Replacement or rehabilitation • Partial replacement >\$1,000 	<ul style="list-style-type: none"> • Upgrading capacity of open drain. • Upgrading retaining walls 	<ul style="list-style-type: none"> • New assets

Qualifications

- Major open drains only will be recognised as an Asset on the Corporate Asset Register.
- Other open drains (e.g. table drains) are not recognised as an Asset on the Corporate Asset Register

Stormwater retention and Recycling Ponds

Storm water retention recycling ponds contains dams and equipments to aerate water. The equipments capitalised based on criteria for small equipments under plant and equipment.

Table 17 Recognition rules for Stormwater retention and Recycling Ponds

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect 	<ul style="list-style-type: none"> • Maintenance 	<ul style="list-style-type: none"> • De silting, 	<ul style="list-style-type: none"> • Upgrading 	<ul style="list-style-type: none"> • New assets

inspections • Condition inspection • Weed Spraying	(Reactive or Programmed), clearing blockages. • Partial replacement <\$2,000 • Cleaning	Rehabilitation or stabilisation >\$5,000	capacity of pond. • Upgrading pond walls	
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Water Quality Devices

Water Quality Device assets are typically associated with Water Sensitive Urban Design and are recognised as swale drains, wetlands, pollutant traps and rain gardens.

Table 18 Recognition rules for Water Quality Devices

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> Hazard/defect inspections Condition inspection Emptying of GPT Weed spraying 	<ul style="list-style-type: none"> Maintenance (Reactive or Programmed) including component replacement, structural repair Replanting vegetation Partial renewal / replacement <\$5,000 Cleaning of drains 	<ul style="list-style-type: none"> Partial replacement >\$2,000 Board walks and infrastructure 	<ul style="list-style-type: none"> Upgrade/expand asset Replace with higher standard 	<ul style="list-style-type: none"> New assets – Only infrastructure and equipments

4. SEWERAGE ASSETS

The Sewerage Asset Category includes the following Asset Components:

- Pipes
- Sewer mains
- Pump station
- Treatment works

The recognition criteria are the same for Pipes, Pits & End Walls and Minor Culverts.

Pipes and Mains,

Sewerage assets are recognised as the sewer network consisting of pipes and mains of pumps, pump wells treatment works.

Table 19 Recognition Rules for Pipes, Pits, and sewer mains

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> Hazard/defect inspections Condition inspections 	<ul style="list-style-type: none"> Maintenance (Reactive or Programmed) including pipe repair, pit repair, pit lid replacement and pit component replacement Cleaning 	<ul style="list-style-type: none"> Replacement of pipe length to the same capacity Replacement of complete pit to the same standard Reline existing pipes 	<ul style="list-style-type: none"> Replacement of pipe length to a higher capacity Replacement of complete pit to a higher standard 	<ul style="list-style-type: none"> New assets. Extension of existing network

Pump stations, Treatment works

Table 20 Recognition Rules for Pump stations and treatment works

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspection 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) <5,000 • Repairs to pumps and electrical • Replacement of components (Pumps, valves) <5,000 • Cleaning 	<ul style="list-style-type: none"> • Replacement of components >5,000 • Replacement of Pumps >5,000 	<ul style="list-style-type: none"> • Upgrade to higher capacity 	<ul style="list-style-type: none"> • New Assets

Qualifications

- Mechanical equipment associated with the sewerage system is recognised as per in Plant and Equipment.
- All plumbing from a building to sewerage system is included under Buildings – Building Services.

5. LAND

The Land Asset Group includes the following Asset Categories:

- Land
- Land Under Roads
- Easements
- Land Improvements

For annual balance sheet reporting, the Land Asset Group will be reported as a single Asset Class as follows:

- Land

Land

The Land Asset Category includes the following Asset Components:

- Land – Freehold
- Land – Controlled

Land – Freehold

Land – Freehold assets are owned by Council and are recognised as each parcel of land.

Table 21 Recognition Rules for Land - Freehold

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Rates • Mowing • Security • Land tax 	<ul style="list-style-type: none"> • Hazard reduction 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • New land acquisition

Qualifications

- All other assets on the land are recognised using criteria for other asset types (e.g. Building and Structures, land improvements, outdoor structures etc.)

Corporate Asset Register Rules

- Land costs are recognised as a new asset and are not depreciated.
- Land gifted is capitalised at its market value.

Land – Controlled

Council controlled land is land which Council formally manages under a lease or other legal agreement with the owner of the land (for example under the Crown Land (Reserves) Act 1978).

Table 22 Recognition Rules for Land - Controlled

		Work Activity		
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none">• Rates• Mowing• Security• Land tax	Hazard reduction	Not applicable	Not applicable	<ul style="list-style-type: none">• New land acquisition

Qualifications

- All other assets on the land are recognised using criteria for other asset types (e.g. Building and Structures, land improvements, outdoor structures etc.)

Corporate Asset Register Rules

- Land costs are recognised as a new asset and are not depreciated.

Land Under Roads

The Land Under Roads Asset Category includes the following Asset Components:

- Roads pre 1/7/2008
- Roads post 1/7/2008

Roads pre 1/7/2008

Council had elected not to recognise land under roads acquired prior to 1 July 2008, in accordance with the deferral arrangements available under AASB 1045.

Roads post 1/7/2008

For roads acquired after 30 June 2008, and in accordance with AASB 116, Council will recognise Land Under Roads if considered material.

Table 23 Recognition Rules for Land Under Roads

		Work Activity		
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
Not applicable	Not applicable	Not applicable	Not applicable	<ul style="list-style-type: none">• New land acquisition

Qualifications

- Value of Land Under Roads (post 1 July 2008) is impaired at a rate of 95% or as advised by the Auditor General.

- The value of Land Under Roads (post 1 July 2008) will be assessed annually. If the value of Land Under Roads (post 1 July 2008) is considered immaterial it will not be capitalised.

Corporate Asset Register Rules

- Land Under Roads costs are recognised as a new asset (if material) and are not depreciated.

Easements

The Easements Asset Category is not broken down further into Asset Components.

Easements

Easements are not recognised as an asset in the Corporate Asset Register.

Table 24 Recognition Rules for Land - Easements

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Rates • Mowing • Security • Land tax Not applicable 	Replacement of signage or hazard reduction	Not applicable	Not applicable	Not applicable

Qualifications

- All other Council assets within an easement are recognised using criteria for other asset types (e.g. Pits, Pipes and End walls, etc.)

Land improvements

Land improvements are works carried out to improve the land's utility, service potential, or make it ready for its identified use. E.g. earthworks in parks, irrigation systems, gardens, trees, pathways etc

The following components recognised under land improvements

- Landscaping
- Watering system – Separately installed in addition to the storm water network – These are not part of Storm water asset and there will not be any main buildings in the land. So these will be recognised under Land improvements. The watering system in a land with buildings will be included under Building services assets.

Landscaping

Landscaping assets includes garden beds, timber border edgings, grassed areas, median garden or other landscaped treatments, street trees, etc.

Table 25 Recognition Rules for Land improvements

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Mowing • Hazard/defect inspections • Labour costs • Utility Costs 	<ul style="list-style-type: none"> • Replacement of signage or hazard reduction • Maintenance (Reactive or Programmed) to landscaping assets including replanting garden beds, replacing edging, mulching • Replacement of landscaping <\$10,000 	<ul style="list-style-type: none"> • Significant changes to landscaping • Replacement of watering system • Replacement of borders and edging • Major redevelopments for public/ community land >\$10,000 	<ul style="list-style-type: none"> • extension to borders and edging >\$10,000 	<ul style="list-style-type: none"> • Initial landscaping costs and watering system installation • New borders and edging >\$10,000

Qualifications

- Grassed playing surface on sporting fields and courts are covered under the Sporting Fields and Courts Asset Category.
- Concrete kerb is covered under the Kerb & Channel Asset Category.
- Pathways are covered under the Pathways Asset Category.

6. BUILDINGS AND STRUCTURES

The Buildings and Structures Asset Group includes the following Asset Categories:

- Buildings
- For annual balance sheet reporting, the Buildings and Structures Asset Group will be reported as a single Asset Class as follows:
- Buildings

Buildings

The Buildings Asset Category includes the following Asset Components:

- Structure
- Roof
- Building Services
- Fit Out

Bland Shire council currently doesn't componentised buildings. It is expected to be componentised by 30/06/2013.

Also refer to below details for Ancillary Assets Associated with Buildings.

Structure

The structure component of a building includes the floor and substructure, internal and external walls and roof structure (trusses) of a building.

The structure component of a Short life building will typically have a Useful Life of less than 25 years. Some examples are: timber framed walls and floors, timber or metal cladding. An example would be a shed.

The structure component of a Long life building will typically have a Useful Life of more than 25 years. Some examples are buildings constructed of steel, concrete or masonry, such as a brick community centre.

Table 26 Recognition Rules for Buildings - Structure

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Service Delivery & Property Management • Safety inspections • Condition inspections • Facility management costs • Supervision • Cleaning & vandalism repairs • Security 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including repair to building structure assets such as structural repairs, repainting, pest control. • Partial replacement <\$1,000 	<ul style="list-style-type: none"> • Replacement of entire structure with same standard • Partial replacement >\$1,000 (e.g. part or all of floor, windows, walls, footings, etc) 	<ul style="list-style-type: none"> • structure extensions/enhancements (providing a higher level of service) 	<ul style="list-style-type: none"> • New building structure

Qualifications

- Typically, if the structure component of a building is replaced, the other components of the building will also be replaced due to the necessary construction sequence.
- Where the structures are not enclosed, it is classified under the outdoor structure. Examples are Pergolas and shade structures.

Roof

The roof component of a building is the cladding material of a building and includes tiles, channels, downpipes etc.

Table 27 Recognition Rules for Buildings - Roof

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Service Delivery & Property Management • Safety & Essential Services inspections • Condition inspections • Facility management costs • Supervision • Cleaning 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including repair to building roof assets such as patching and leak repairs, replacing sheets /tiles, channelling, downpipes, repainting, etc. • Partial replacement (e.g. any part of roof, channels, downpipes, etc) <\$1,000 	<ul style="list-style-type: none"> • Replacement of roof with same standard • Partial replacement (e.g. any part of roof, channels, downpipes, etc) >\$1,000 	<ul style="list-style-type: none"> • Roof extensions / Enhancements providing a higher level of service – e.g. cladding a roof with a higher quality/ longer life material than previously in place) 	<ul style="list-style-type: none"> • Roof as part of new Building

Building Services

Building services comprises the entire electrical system of a building and include switchboards, wiring, distribution systems, outlets, safety switches, surge arresters, etc. Building services also includes the entire plumbing system of a building such as pipe work, drains, taps, pipes connecting to waste treatment systems etc. Any other electrical or mechanical plant or other components of the building such as boilers, heating systems, air conditioning, solar panels, hot water services, security systems and fire protection services are also included.

Table 28 Recognition Rules for Buildings - Services

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Safety & Essential Services inspections • Condition inspections • Utility Costs 	<ul style="list-style-type: none"> • Maintenance (Reactive or programmed) repairs i.e. drain unblocking and repair, equipment servicing and testing, fuse/tap/cistern replacement, etc. • Sub-component replacement (surge arrestors, fuses, safety switches, wiring, taps, cisterns, pipe work, air conditioning, etc) <\$1,000 • Cleaning 	<ul style="list-style-type: none"> • Replacement of entire building services subcomponent to the same standard. (e.g. Rewire entire building,). • Sub-component replacement (surge arrestors, fuses, safety switches, wiring, taps, cisterns, pipe work, air conditioning, etc) >\$1,000 	<ul style="list-style-type: none"> • Building services extensions / enhancements (providing a higher level of service – (e.g. installing a ducted cooling system to replace individual air conditioning units, installing grid connected PV solar panels). 	<ul style="list-style-type: none"> • New building services installation, usually as part of a new building construction

Qualifications

- Small roof water collection tanks and associated plumbing and electric water pumps, are included with Building Services.

Fit Out

Fit Out assets are recognised as fixed items which include kitchens and cupboards, bathrooms, carpets, etc.

Table 29 Recognition Rules for Buildings - Fit Out

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New

<ul style="list-style-type: none"> • Safety inspections • Condition inspections • Cleaning 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) or repair to building fit out assets such as repainting, curtain or carpet repair, etc. • Sub-component replacement (lights, kitchens, laundry, bathroom, etc) <\$1,000 	<ul style="list-style-type: none"> • Replacement of entire building fit out asset with same standard • Complete replacement of a wet area • Complete replacement of kitchen • Total floor area resurfacing • Sub-component replacement (lights, kitchens, laundry, bathroom, etc) >\$1,000 	<ul style="list-style-type: none"> • Fit-out extensions / enhancements , providing a higher level of service (e.g. installing a kitchen, changing from floorboards to carpets, etc.) 	<ul style="list-style-type: none"> • New fit-out installation, usually as part of a new building construction
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Ancillary Assets Associated with Buildings

- The Buildings Asset Category does not include ancillary assets such as playgrounds, seats, rubbish bins, fencing, trees, water fountains, etc. which are covered under the Outdoor Structure Asset Group.
- Where Outdoor Structure assets are associated with Buildings, they shall be recorded as per recognition rules for the appropriate Asset Category or Asset Component, are addressed under the Outdoor Structure Asset Group.
- Access Paths – to be recorded as per recognition rules for the Pathway Asset Category.
- Shade Sails – to be recorded as per recognition rules for the Building – Structure Asset Component.
- Sprinkler Systems – to be recorded as per recognition rules for the land improvement

7. OUTDOOR STRUCTURE

The Outdoor Structure Asset Group includes the following Asset Categories:

- Sports Fields and Courts
- Play Space
- Open Space Amenities
- Public Lighting
- Fencing and Gates
- Saleyard Assets

For annual balance sheet reporting, the Outdoor Structure Asset Group will be reported as a single Asset Class as follows:

Sports Fields and Courts

The Sports Fields and Courts Asset Category includes the following Asset Components:

- Playing Surface (grassed)
- Playing Surface (synthetic)
- Playing Surface (sealed)

The recognition criteria are the same for all components within the Sports Fields and Courts Asset Category.

Playing Surface (grassed), Playing Surface (synthetic) and Playing Surface (sealed)

Sports Fields and Courts assets are recognised at the following level (each oval, court, practice nets etc).

Sports equipment is grouped together as a single asset for each sports field or court. For example, sports equipment such as tennis nets and umpire chairs are included as part of the tennis court asset.

Table 30 Recognition Rules for Sports Fields & Courts - Playing Surface

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Electrical cost for lighting, • Mowing • Line marking • Utility Costs 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including patching, crack filling of pitches, courts, topdressing, repainting, etc. • Partial replacement of assets <\$1,000 	<ul style="list-style-type: none"> • Replacement of entire field, court, etc assets to the same standard • Replacement of components >\$1,000 	<ul style="list-style-type: none"> • Replacement of entire field, court, etc assets to a higher standard 	<ul style="list-style-type: none"> • Creation of a new assets

Qualifications

• Sports fields and courts do not include ancillary assets, such as seats, rubbish bins, fencing, drinking fountains, etc. These ancillary assets are addressed elsewhere within the Outdoor structure Asset Group.

Play Space

The Play Space Asset Category includes the following Asset Components:

- Play Ground
- Skate Park
- BMX Track – Not maintained by Council

The recognition criteria are the same for all components within the Play Space Asset Category.

Play Ground, Skate Park and BMX Track

Play Space assets are recognised at the following level (each play ground, skate park, BMX tracks etc). Play ground equipment is grouped together as a single asset for each play ground. For example, play ground equipment such as swings, slides and combination units are included as part of the play ground asset

Table 31 Recognition Rules for Playground, Skate Park & BMX Track

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including repainting, ground cover • Replacing minor components • Replacement of equipment with like components <\$1,000 	<ul style="list-style-type: none"> • Replacement of equipment with like components >\$1,000 	<ul style="list-style-type: none"> • Replacing of entire play space to a higher level of service 	<ul style="list-style-type: none"> • Creation of a play space in a new location

Qualifications

• Playground equipment does not include Landscaping assets.
 • Playground equipment does not include ancillary assets, in the location of the playground asset, such as seats, rubbish bins, safety fencing, drinking fountains, etc. These ancillary assets are addressed elsewhere within the Outdoor Structure Asset Group.

Swimming Pools

Swimming Pool assets include the following Asset Components:

- Pool Shells
- Ancillary assets

Pool Shells

Pool Shells includes the excavation, retaining walls, concrete or fibreglass swimming pool shell, tiling, paintwork and any membranes or lining.

Table 32 Recognition Rules for Swimming Pool - Shell

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Service Delivery & Pool Management costs • Safety inspections • Condition inspections • Supervision • Cleaning 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) or repair to pool shell, surface tile repair, regrouting, re-painting, water quality etc. • leak repair including Membrane installation • crack sealing • Partial replacement: major retiling (<25% of tiled area), partial reconstruction <\$1,000 	<ul style="list-style-type: none"> • Replacement of entire pool shell asset with same standard • Partial replacement: major retiling (>25% of tiled area), partial reconstruction >\$1,000 	<ul style="list-style-type: none"> • Pool extensions/enhancements, providing a higher level of service (e.g. extending the size or depth of the pool shell) 	<ul style="list-style-type: none"> • New pool shell installation

Ancillary Assets Associated with Pools

- The Pools Asset Category does not include ancillary assets such as playgrounds, seats, rubbish bins, fencing, trees, water fountains, etc. which are covered under the Outdoor Structure Asset Group.
- Where Outdoor Structure assets are associated with Pools, they shall be recorded as per recognition rules for the appropriate Asset Category or Asset Component, are addressed under the Outdoor Structure Asset Group.
- Apron around Pool – to be recorded as per recognition rules for the Pathway Asset Category.
- Shade Sails – to be recorded as per recognition rules for the Building – Structure Asset Component.
- Sprinkler Systems – to be recorded as per recognition rules for the Water Supply – Pipelines & Irrigation Asset Component.
- Mechanical and Filtration Equipment – to be recorded as per recognition rules for minor Equipment.

Retaining Walls

Retaining Wall assets are defined as being at least 1.2m in height.

Table 33 Recognition Rules for Retaining Walls

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspection 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including repair of retaining walls, clearing blockages. • Partial replacement <\$5,000 	<ul style="list-style-type: none"> • Replacement of damaged retaining walls • Partial replacement >\$5,000 	<ul style="list-style-type: none"> • Upgrading retaining walls (e.g. increase height) 	<ul style="list-style-type: none"> • New assets

Qualifications

Open Space Amenities

The Open Space Amenities Asset Category includes the following Asset Components:

- Street & Reserves Signs
- Large Neighbourhood Signs
- Bins & Surrounds
- Outdoor Furniture
- Barbeques
- Sale yards- the assets capitalised in Buildings and in Outdoor structure based on the component.
- Public Toilets – Classified under Building and structures
- Public Lighting

Large Signs & Notice Boards

Large Signs assets typically include large township entry signs, but may also include large Notice Board and Tourism Information Signs or Industrial Estate Signs. Signs can be constructed from timber, aluminium, steel, or composites of these.

Table 34 Recognition Rules for Large Signs & Notice Boards

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) of signs including painting and general repairs 	<ul style="list-style-type: none"> • Replacement of Damaged sections of signs >\$5,000 • Partial replacement >\$5,000 	<ul style="list-style-type: none"> • Upgrading signs by >\$5000 (e.g. replacing timber segments with steel) 	<ul style="list-style-type: none"> • New assets >\$5000

Qualifications

- Neighbourhood entry signs, Notice Boards and Tourism Information signs with a unit value of less than \$5000 will be treated as Roads and Reserves sign assets and will be expensed.

Bins & Surrounds

Bin & Surrounds assets typically include rubbish bins in road reserves and Council managed reserves, and residential bins supplied to households. Bins can be constructed from timber, aluminium, steel, cast iron, plastic or composites of these.

Table 35 Recognition Rules for Bins & Surrounds

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect Inspections • Condition inspections • Emptying of bin contents • Cleaning 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including painting and general repairs 	<ul style="list-style-type: none"> • Replacement of existing bins 		<ul style="list-style-type: none"> • Installation of new bins

Outdoor Furniture

Outdoor Furniture assets typically include benches, seats, drinking fountains and tables in road reserves and Council managed reserves. Outdoor Furniture can be constructed from timber, aluminium, steel, cast iron, concrete or composites of these.

Table 36 Recognition Rules for Outdoor Furniture

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning • Grass mowing / slashing 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) of outdoor furniture including painting and general repairs 	<ul style="list-style-type: none"> • Replacement of existing outdoor furniture 		<ul style="list-style-type: none"> • Installation of new outdoor furniture

Qualifications

- All outdoor furniture is expensed as maintenance

Barbeques

Barbeque assets include the hotplates, burners, barbeque surrounds and coin operation equipment.

Barbeque assets do not include shelters or structures built over the barbeques or electrical transformers or switchboards, these are covered under buildings or land improvements. Only fixed barbecues over \$5000 will be capitalised.

Table 37 Recognition Rules for Barbecues

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning • Utility Costs 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including the replacement of barbeque components <\$1,000 	<ul style="list-style-type: none"> • Replacement of entire barbeque • Replacement of barbeque components >\$1,000 	<ul style="list-style-type: none"> • Upgrading barbeque to a higher standard by >\$1000 	<ul style="list-style-type: none"> • Construction of a new barbeque >\$1000

Qualifications

- Does not include shelters or structures built over the barbeques, these are covered under the Buildings or Land Improvements Asset Category.

Public Lighting

The Public Lighting Asset Category includes the following Asset Components:

- Non Standard Street Lighting
- Public Lighting

The recognition criteria are the same for all components within the Public Lighting Asset Category.

Non Standard Street Lighting and Public Lighting

The Public Lighting Asset Component includes all sports lighting, flood lighting, security lighting and lighting in Council managed parks and reserves. The lighting assets include footings, poles, towers, brackets and lanterns, with the exception of non-standard street lighting which does not include the lantern.

Table 38 Recognition Rules for Public Lighting

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Condition inspections • Cleaning • Utility Costs 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) including painting, globe replacement and replacement of lighting components valued at <\$1,000 	<ul style="list-style-type: none"> • Replacement of entire lighting asset or lighting components valued at >\$1,000 	<ul style="list-style-type: none"> • Upgrading lighting to a higher standard • Expansion of lighting structures. 	<ul style="list-style-type: none"> • Construction of new lighting >\$1,000

Qualifications

- Non standard street light assets do not include the lantern if this is maintained by the relevant electricity authority.
- Where the entire light is replaced, the old light asset is completely retired from the corporate asset register and a new asset recorded.

Fencing and Gates

The Fencing and Gates Asset Category is not broken down further into Asset Components.

Fencing and Gates

The Fencing and Gates Asset Category are not broken down further into Asset Components. Fencing and Gates Asset Category includes perimeter fencing, safety fencing, sports fields and courts fencing, play space fencing, bollards etc.

Table 39 Recognition Rules for Fencing & Gates

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Hazard/defect inspections • Cleaning 	<ul style="list-style-type: none"> • Installation of new fences and gates • Replacement of existing fences and gates • Maintenance (Reactive or Programmed) of fences and gates including painting and general repairs 	<ul style="list-style-type: none"> • Replacement of damaged sections of fencing >\$5,000 • Partial replacement >\$5,000 expenditure 	<ul style="list-style-type: none"> • Upgrading fencing (e.g. increasing the fence height) 	<ul style="list-style-type: none"> • New assets >\$1,000

Qualifications

- All standard timber, Colorbond or cyclone wire fencing < 2m height, all bollards and all post and rail fencing or post and wire rural fencing are expensed as maintenance.
- “Half cost fencing” (fencing on the boundary of Council and other owner’s property) is not capitalised.

Saleyard Assets

Saleyard assets consists of following assts. Those assets will be recognised under the general assets category it falls into.

- Buildings – categorised under Buildings and structures

- Land – Categorised under Operational Land
- Holding yards & Cattle Yards –The rules for classifying Fences will be applied to these
- Specialised Fences
- Truck wash pits

8. PLANT AND EQUIPMENT

The Plant and Equipment Asset Group includes the following Asset Categories:

- Plant and Equipment
- Furniture and Office Equipment

For annual balance sheet reporting, the Plant and Equipment Asset Group will be split into the following Asset Classes.

- Plant and Equipment
- Furniture and Office Equipment

Plant and Equipment

The Plant and Equipment Asset Category includes the following Asset Components:

- Plant
- Light Vehicles
- Other Equipment

The recognition criteria are the same for Plant and Light Vehicles.

Plant and Light Vehicles

Plant assets include trucks, loaders, graders, tractors, machinery, ride on mowers, trailers, forklifts, etc. Light Vehicle assets include all passenger vehicles, utilities and motor bikes (excluding trucks).

Table 40 Recognition Rules for Plant, Fleet & Light Vehicles

		Work Activity		
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Fuel, consumables and registration • Programmed servicing of plant 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) Replacement of major components (engine, transmission, etc) • Replacement of existing plant to the same standard <\$1,000 	<ul style="list-style-type: none"> • Replacement of existing plant to the same standard >\$1,000 	<ul style="list-style-type: none"> • Upgrade of existing plant to a higher standard by >\$1,000 • Replacement of existing plant to a higher standard by >\$1,000 	<ul style="list-style-type: none"> • New plant purchase >\$1,000

Qualifications

- Operating leased items are not included in the corporate Asset Register.
- Plant items with acquisition cost of less than \$1,000 are expensed on acquisition.

Other Equipment

Other Equipment assets include pumps, meters, minor plant (e.g. generators, chain saws, drills, etc.), pool mechanical and filtration equipment, pool use equipment, etc.

Table 41 Recognition Rules for Other Equipment

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Safety & Essential Services inspections • Condition inspections • Utility Costs • Fuel, consumables and registration • Programmed servicing of minor plant 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) • Partial replacement of any asset <\$2000 • Replacement of existing plant to the same standard <\$2,000 	<ul style="list-style-type: none"> • Replacement of existing equipment to the same standard >\$2,000 • Partial asset renewal / refurbishment >\$2,000 	<ul style="list-style-type: none"> • Upgrade of existing equipment to a higher standard >\$1,000 • Replacement of existing plant to a higher standard >\$1,000 	<ul style="list-style-type: none"> • New equipment assets purchased at >\$1,000

9. FURNITURE AND OFFICE EQUIPMENT

The Furniture and Office Equipment Asset Category includes the following Asset Components:

- Furniture
- Office Equipment
- Software (licensed)

The recognition criteria are the same for all components within the Furniture and Office Equipment Asset Category.

Furniture & Office Equipment and Software (licensed)

Furniture and Office Equipment includes desks, filing cabinets, partitions, microwaves, computers, printers, photocopies, servers, routers, electronic white boards etc. Software (licensed) includes purchased software.

Table 42 Recognition Rules for Furniture, Office Equipment & Licensed Software

Work Activity				
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
<ul style="list-style-type: none"> • Cleaning • Storage • Transport • Valuations 	<ul style="list-style-type: none"> • Maintenance (Reactive or Programmed) • Partial replacement of any asset <\$1,000 • Replacement of existing office equipment /Furniture /software to the same standard <\$1,000 	<ul style="list-style-type: none"> • Replacement of existing office equipment/Furniture /software to the same standard >\$1,000 • Partial asset renewal / refurbishment >\$1,000 	<ul style="list-style-type: none"> • Upgrade of existing equipment to a higher standard >\$1,000 • Replacement of existing office equipment /Furniture /software to a higher standard >\$1,000 	<ul style="list-style-type: none"> • New office equipment/Furniture /software assets purchased at >\$1,000

Qualifications

- Operating leased items are not included in the corporate Asset Register.
- In house developed software is an intangible asset and is not included under the Software (licensed)

10. LIBRARY BOOKS

Table 43 Library Books

		Work Activity		
Operating expenditure		Capital Expenditure		
Operations	Maintenance & repair	Renewal	Upgrade	New
				• Acquisition of additional books and AV material

11. AMMENDMENTS TO ASSET CATEGORY

Whenever council acquire assets not listed in the categories, adequacy of the asset categories to be reviewed and new categories can be added.

12. RESPONSIBILITIES

The General Manager and Directors have responsibility for ensuring that acquisition and capitalisation of all assets is in accordance with Legislation, Accounting Standards and Council Policies.

The Responsible **Accounting Officer** is responsible for implementing the Asset Capitalisation Policy and ensuring that asset acquisitions are conducted in accordance with the policy.

13. RELATED DOCUMENTS

This Asset Capitalisation Policy is to be used in conjunction with Council's:

- Policy 'Procurement of Goods & Services Policy'
- Procedure 'Disposal and Sale of Assets'
- Procedure 'Asset capitalisation'
- Policy 'Capital works'

14. PROCEDURE

Whilst capital budgets are reported and approved by Council at the beginning of each financial year there is discretion for the head of the department (Directors and General Manager) to spend funds up-to a maximum of \$ 10,000 on '**Capital Works**' without Council approval, provided funds are available for transfer within the allocated operating budget.

15. CONTACT OFFICER

Finance Manager; Senior Asset Management Officer Senior Accounting and Infrastructure Officer

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate Services		
EDRMS Doc. ID			
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
June 2013			

Asset Group	Asset Category	Asset Component	Asset Class (It is Financial Classification)
Infrastructure Transport	Sealed Roads	Surface	Road, Bridges and Foot Path
		Pavement	Road, Bridges and Foot Path
		Shoulder	Road, Bridges and Foot Path
		Earthwork & formation	Storm Water Drainage
	Unsealed Roads	Surface	Road, Bridges and Foot Path
		Earthwork & formation	Storm Water Drainage
	Sealed pathways	Sealed pathways	Road, Bridges and Foot Path
		Paved areas	Road, Bridges and Foot Path
	Unsealed pathways	Surface	Road, Bridges and Foot Path
	Aerodrome -Sealed	Surface	Road, Bridges and Foot Path
		Pavement	Road, Bridges and Foot Path
		Earthwork & formation	Storm Water Drainage
	Aerodrome - unsealed	Surface	Road, Bridges and Foot Path
		Earthwork & formation	Storm Water Drainage
	Traffic Signs	Traffic signs	Road, Bridges and Foot Path
	Bridge	Decks	Road, Bridges and Foot Path
		Sub structure	Road, Bridges and Foot Path
		Abutments	Road, Bridges and Foot Path
		Foundations	Road, Bridges and Foot Path
	Bus Shelters	Bus Shelters	Road, Bridges and Foot Path
Car Park- Sealed	Surface	Road, Bridges and Foot Path	
	Pavement	Road, Bridges and Foot Path	
Car Park- unsealed	Surface	Road, Bridges and Foot Path	
Ancillary Assets	Bus Shelters	Road, Bridges and Foot Path	
Street Lights	Street Lights	Road, Bridges and Foot Path	
Infra structure – Storm Water	Storm Water	Kerb & Gutter	Storm Water Drainage
		Earth Work	Bulk Earthworks
		Pipes and Pits	Storm Water Drainage
Infra Structure - Drainage	Sewer	Pipes and Pits	Sewerage Network
		Pump stations	Sewerage Network
		Treatment works	Sewerage Network
Land	Operational Land	Operational Land	Operational Land
	Community land	Community land	Community land
Buildings and Structures	Buildings	Structure	Buildings (Non Specialised)
		Roof	Buildings (Non Specialised)
		Building Services	Buildings (Non Specialised)
	Structures		Outdoor structures

	Swimming Pools		Outdoor structures
Furniture & Fittings and office equipments	Furniture & Fittings	Furniture	Furniture and Fittings
		Partitions	Furniture and Fittings
	Office Equipments	Computers	Office Equipments
	Softwares	Softwares	Office Equipments
Plant & Equipment	Heavy Vehicles		Plant and Equipment
	Light Vehicle		Plant and Equipment
	Small Plant		Plant and Equipment
(Outdoor) Town and Village Services (This includes Parks and Garden, Sporting complex, Waste Services, Cemeteries and saleyards)	Fences		Outdoor structure
	Retaining Wall		Outdoor structure
	Playground Equipment		Outdoor structure
	Outdoor structures		Outdoor structure
	Swimming Pool	Structure Shell	Outdoor structure
		Ancillary equipments	Outdoor structure
	Outdoor Furniture		Outdoor structure
	Landscaping	Landscaping	Land Improvements
Watering System		Land Improvements	
Library Books	Books	Books	Library Books
	AV Material	AV Material	Library Books

SECTION 4 – COMMUNITY & DEVELOPMENT SERVICES

9.11 BANNER POLICY

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*
19. *Develop and maintain a framework of plans and policies that ensures open and transparent Council communication*

Author: Director Community and Development Services

Officer’s Recommendation:

That Council resolves to adopt the Banner Policy as presented.

Introduction

For some time Council has had the ability to hang banners across the main street. At times there have been clashes with requests for display requiring Council staff to work with the applicants of the Section 68 Application in an attempt to meet all requests, however on occasion one or more parties have not had their request met.

To ensure all applications are considered in a consistent manner, the Banner Policy has been developed. Staff have internal procedures that outline the process internally to ensure banners are displayed at the correct time and only if a Section 68 Application has been approved and have requested the policy be developed to support the procedure.

Conclusion

This policy applies to both Council and approved organisations external to Council. The policy addresses full banners structures, inserts into Council’s Welcome banner and the multipoles.

Financial Implications

By ensuring the policy is followed and the Section 68 Application completed, Council will recoup some of the costs involved with erecting the banner.

POLICY STATEMENT

BANNER POLICY

POLICY ADOPTED:

POLICY REVISION DATE:

POLICY OWNER: Director of Community & Development Services

1.0 Purpose:

This policy sets out Council's requirements in relation to the use of the banner support structures in Main Street, West Wyalong for the purpose of displaying banners.

2.0 Scope

This policy applies to all usage of the of the Main Street banner structures by both Council and parties external to Council. The policy also applies to groups and organisations applying to display inserts on the Bland Shire Council Welcome banner.

3.0 Policy

3.1 Applications for the use of banner structures

3.1.1 All bookings for use of the Main Street banner structures must be made to Council's Engineering Services department at last eight (8) weeks prior to the proposed erection date. Pending the availability of the structures on the requested dates, the applicant is then required to lodge a Section 68 application to be assessed by Council's Development Services department. The application must include a colour scale drawing, electronic image or photograph of the proposed banner and exact wording. Competing banner applicants who wish to display banners for all or part of the same period of time will have their compliant applications given priority chronologically according to the recorded date the written application was received by Bland Shire Council.

3.2 Allowed users of the banner structures

3.2.1 Use of the banners will be restricted to Council, Federal and State Government Departments and recognised "not for profit" or community organisations who normally carry out activities in the Bland Shire Council area. Commercial promotions are not permitted. In relation to advertising of commercial sponsors on banners, such advertising can occupy a maximum 10 per cent of the total banner area if there is only one sponsor or a maximum of 20 per cent if there are two or more sponsors. The only exception to this is on government banners supporting community messages where there maybe more than two sponsors.

3.3 Construction and design of banners

3.3.1 Main Street banners shall measure exactly eight metres in width and no greater than one metre in height.

3.3.2 The banner is to have attachment tabs double sewn onto the banner for safe erection. These tabs are to be positioned on both the top and bottom of both ends of the banner. These tabs are to be a minimum of 30mm square. The hole in each tab for connection is to be 10mm in diameter with a stainless steel ring inserted in each hole. The steel ring is to be of 10cm in diameter. The steel rings may be sown into the corners of the banner providing that it is double stitched on both the top and bottom of both ends of the banner. The attaching straps are optional provided that the above mentioned steel ring has been sown into the banner. The length of the ends straps cannot be any longer than 50 centimetres in length. Queries regarding these requirements can be directed at Council's Development Services staff.

3.3.3 Banners or inserts should not detract from the visual attractiveness of the Main Street. They should include bold, colourful and high quality graphics and convey a clear message. Council reserves the right to remove or refuse banners which are tattered, dirty or worn

3.3.4 Banners should contain text or images on both sides. Inserts should only contain text or images on one side. Banner and insert text should be in a font and size which is legible from a reasonable distance.

3.4 Construction and design of Bland Shire banner inserts

3.4.1 Banner inserts are to be made of coreflute material and measure exactly 1800mm in width and 800mm in height. Complying applicants must supply two inserts to Bland Shire Council at least one week before the approved erection date.

3.5 Subject matter

3.5.1 In line with Council's commitment to EEO practices and principles, banners must not advertise political, sexual, racial or religious content in addition to promoting tobacco, smoking, gambling or illegal activities.

3.5.2 Banner material deemed to be inappropriate or potentially offensive to the community generally, or to any particular community group, will not be granted approval.

3.6 Reservation of banner structures for Council promotions

3.6.1 Use of the Main Street banner is reserved for the Council during the Easter and Christmas/New Year festive season each year. Usage by other parties during these periods is not permitted. The banner space may also be reserved for other Council promotional purposes at times determined by the General Manager.

3.7 Charges

3.7.1 Charges will be levied to cover the cost to Council of erecting and removing the Main Street banner in accordance with Council's Revenue Policy. Not for profit or community organisations may apply to Council for reimbursement of those fees in accordance with Council's Grants and Donations Policy.

3.8 Erection and removal of banners

3.8.1 Should any damage occur to a banner from circumstances such as extreme weather conditions, vandalism or any other circumstance which makes a banner unsafe or unsightly then Council will remove the banner at the earliest opportunity, store it at the Bland Shire Council depot and advise the owner as soon as reasonably practicable.

3.8.2 Council is not liable for any damage to, or loss of, any banners during the period that the banners are on display, or being erected or removed.

3.9 Multipole Banners

3.9.1 Multipole banners are reserved for use by Council.

Authorisation:

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

Related Council Policy / Procedure

9.12 COMMUNICATION POLICY

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

19. Develop and maintain a framework of plans and policies that ensures open and transparent Council communication

Author: Director Community and Development Services

Officer’s Recommendation:

- 1. That Council resolves to adopt the Communication Policy as presented.**
- 2. That the *Website Policy* adopted on the 16 September 2003 be rescinded.**

Introduction

Council’s current Communication Plan was adopted in May 2006. With the development of the Internet and electronic communication, Council’s communication methods have changed or been enhanced since that policy adoption and Council’s policies should reflect this and give guidance to Council employees, Councillors, Council committee members, delegates of Council and contractors working for Council.

Additionally, Council adopted a Website Policy in September 2003. This policy is outdated with current practices contained within the Communications Policy

As a significant portion of the existing plan has been rewritten or added to (greater than 50%), the attached policy has not been highlighted, and should be considered in its entirety.

Conclusion

The policy attempts to address all areas of Council’s communication pathways and dovetails with other Council policies, such as the Social Media policy and Integrated Planning and reporting documents, all of which have been considered in the development of the Communication Policy.

Financial Implications

Nil financial implications with regard to the adoption of the Communications Policy.



POLICY STATEMENT

Communication Policy

POLICY ADOPTED: < Date policy adopted by Council...>

Policy Objective:

The Bland Shire Council Communications Plan provides a framework for all communication between Council and its stakeholders and internally between staff and directorates. Council acknowledges that the effective dissemination of information and communication is a vital element in building a positive identity for Council through greater community awareness of its services, activities, achievements and resources.

The objectives of this policy are:

- Provide the community with information that is timely, clear, accurate and concise.
- Provide regular and consistent communication on Council's projects and activities
- Create a positive and professional image for Bland Shire Council through open communication.
- Increase Community awareness and understanding of Council's role and responsibilities in the community.
- Increase community interest and support in Council activities
- Foster a meaningful community consultation process.
- Respond to issues raised in the media in a timely and appropriate manner.
- Ensure staff are kept fully up to date and informed about Council matters.

Successful communication will be achieved through the widespread distribution of timely, regular, consistent and truthful information in partnership with productive community consultation on key issues. All directorates of Council must be committed to the plan.

It is crucial that Council sends a strong, accurate and consistent message to the community in all of its communications. This policy is designed to facilitate that process.

Policy Statement:

1. Council's Stakeholders

When developing communication strategies and key messages, it is imperative the communiqué is targeted to the correct stakeholders. The characteristics of each stakeholder must be considered including their needs, wants, attitudes and perceptions of Council in addition to how they receive their information

Bland Shire Council's communication stakeholders include:

- Ratepayers and residents
- Potential residents of Bland Shire
- Bland Shire Councillors
- Employees of Bland Shire
- Visitors to the Bland Shire
- Investors, developers and individuals with business interests within the Bland Shire
- Customers who seek products or services or information from Council

- Community and government organisations
- Local, regional and national media

2. Principles of Good Communications

This Communications Plan has been developed based upon the principles of good communication.

Visibility: To commence or maintain a strong two-way communication relationship with your stakeholders it is important that you are visible as much as possible. Visibility leads to recognition and acceptance plus it allows the community to see the breadth and value of your work.

Simplicity: The community is busy with many aspects of their lives whether at work or home. Communication must be simple and straight forward to ensure maximum readers.

Repetition: Wherever possible a repetitive schedule should be devised for message placement to ensure it receives community consideration. The more a message is repeated the wider its audience will become.

Value: Ensuring a message has a reasonable level of value for the recipient is paramount to gain their attention and interest. As simple rule of thumb here is that Council operating procedures hold little value to the community but how those procedures affect the community hold a high level of value. Therefore, messages should be structured with the community effect as their foundation.

Variety: To ensure a message is received by the community at large it needs to be placed in a number of different communication vehicles. The more vehicles (website, newspapers, media outlets, direct mail, social media, etc) it appears in the wider its likely coverage will be.

Listening: Good (and effective) communication requires two parties -the giver and the receiver. If you send a message you must also expect to receive some form of response at times. It is important that feedback on all issues is encouraged and processed. Nothing will dampen the community's interest quicker than the belief they are not being listened to.

Consistency: To build credibility and a positive reputation messages need to be consistent. If your messages are ALWAYS simple, hold value for the recipient, encourage feedback and are placed in a variety of different places they will generate interest and earn respect at an increasing level each time they are placed.

Evaluation: The only accurate way of knowing if your communication is effective is to evaluate it (and the best way to do that is to set a goal for each one and then evaluate if it has been achieved).

3. Benefits of Effective Communication

Effective communication creates a flow of information which leads to success for both the organisation and community. This success occurs as the effective communication:

- Builds trust
- Fosters a positive reputation
- Strengthens relationships with key stakeholders
- Assists Council to deal with negative press and a crisis from a position of strength
- Improves employee's morale and job satisfaction
- Helps attract and retain employees

4. Guidelines for Council staff and Councillors when dealing with the media

General matters

Comment on general Council matters is restricted to the Mayor, General Manager, relevant Director or Community Relations Officer. Permission may be given by the Mayor, General Manager or director for other staff or councillors to make comment.

Contentious issues of a sensitive or controversial nature -

Any formal comment on behalf of Council is restricted to the Mayor and General Manager. If a journalist phones another Councillor or member of staff they are asked to politely refer the matter to the General Manager.

Do not reply "no comment" or "I am not allowed to talk to the media" as this implies Council has something to hide. In accordance with the objectives of this policy, restricting comment to the Mayor and General Manager helps ensure Council sends a strong and consistent message to the community and presents a unified front.

Letters to the editor

Staff and Councillors, with the exception of the Mayor and General Manager, are prohibited from submitting Letters to the Editor regarding Council related business in their capacity as a staff member or Councillor without the written permission of the General Manager. Council staff and Councillors may write Letters to the Editor as private individuals on the conditions that they are not identified as Councillors or Council employees and their comments are not perceived as representing official Council position or policy.

Photographs/film footage

Council staff are encouraged to participate in any photographs or filming to promote Council in a positive light with permission from their director. Other requests for photographs and filming are to be directed to the Community Relations Officer.

Media Releases

To ensure a consistent approach, all media releases shall be issued through the Community Relations Officer.

Communication Strategies

5. Corporate Identity

The image that the Bland Shire Council presents is vital. Our corporate identity, projected through all of our visual and print communications, signage and web presence is an important part of this image. Whenever we produce advertising, publicity or promotional material it should be of the highest quality and conform to corporate style. A comprehensive Corporate Style Guide has been adopted by Council outlining how all forms of Council correspondence must appear including all media (print, audio, online, digital, video, etc) in both internal and external communication.

The Bland Shire Council logo translates our identity into a visual language. It represents who we are and what we stand for and is the public demonstration of our brand. The identity must be used on everything produced by the organisation, both internal and external.

All requirements regarding corporate identity and corporate style can be found in Council's Corporate Style Guide which applies to all organisational directorates and activities.

6. Community Consultation

Community consultation is seen as a vital part of operations as the community expects that Council will listen to its views, priorities, needs and expectations and be provided with opportunities to express them through community consultation.

Community consultation enables a better understanding of issues and gives a sense of ownership in a project. For the community to truly feel involved with Council, it must be regularly given the opportunity to input their ideas into Council's activities. Council is committed to this process.

Effective community consultation is achieved by Council in the following ways:

- Community surveys
- Council's website
- Your Vision Our Future - Community Strategic Plan
- Public invitation to make submissions regarding important documents such as the Operational Plan, Delivery Plan, Long Term Financial Plan and resourcing strategies
- Public forum at Council meetings
- Community forums held in the Shire villages
- One to one consultation with the Mayor, Councillors and management
- Community meetings hosted by Council
- Social media

In order for the community consultation process to be considered effective, the public must feel as though they have the opportunity to air an opinion or make a submission and must have the assurance that this will be properly considered.

7. Council Website

The Bland Shire Council website (www.blandshire.nsw.gov.au) is a key aspect of Council's community consultation and communication strategies.

The website provides information about Council, its services and the area it represents in addition to the ability for site visitors to interact with Council online via the provision of online forms, the Your Say section which invites users to comment on any issue and online surveys which allows Council to poll the community on any topic at any time.

Members of the community are also given the opportunity to promote upcoming community events and programs through the community calendar of the website. However, all submissions for inclusion in the calendar are moderated by a Council website administrator before being published. Council prohibits use of the community calendar or any part of the website for commercial advertising.

The website also serves as Council's primary point of communication with the community during an emergency and can be used to broadcast up to the minute emergency information and details about road closures etc.

In accordance with this policy, Council must ensure it provides accurate information at all times. Information must be consistent with Council's relevant policies and procedures as well as relevant legislation in relation to corporate and local government communication and correspondence.

The website is to be maintained and updated on a weekly basis as a minimum. Documents to be available for downloading from the website should be in an Adobe Portable Document File (pdf) format to protect the integrity of the document.

Detailed statistics on Council's website are available through Google Analytics and should be reported to Council on a regular basis. Detailed usage statistics include daily statistics, most popular pages, entry and exit pages, referrers, and searches made by users.

The website www.blandshire.nsw.gov.au is Council's primary portal of online communication. Council's logo is protected by copyright and no part of the logo may be reproduced, modified, adapted or published in any way on any other website, social media site or online space without the written permission of the General Manager in accordance with Council's Corporate Style Guide.

Any requests or enquiries regarding reproduction and copyright should be addressed in writing to:

The General Manager
Bland Shire Council
PO Box 21
West Wyalong NSW 2671

8. Media Relations

Council will endeavour to establish and maintain a good working relationship with local and regional media outlets. It is necessary for Council to provide accurate, timely and cost effective information to media outlets that portrays an accurate message.

Media activities carried out by Council will be predominately undertaken by the Community Relations Officer including the distribution of media releases, organisation of photo opportunities, contacting the media with the intent of gaining new publicity about, or originated by Council, development of media kits and responding to media requests for information.

All Council staff initiated contact with the media must come through the Community Relations Officer or General Manager. In the General Managers absence, the Director Community and Development Services.

Council aims to distribute at least one media release per week. Media releases must be authorised by either the General Manager or Director Community and Development Services prior to distribution.

All media releases will be presented on Council's standard media release template. A media contacts database is maintained by the Community Relations Officer and all media releases are posted on Council's website within the 'news' section. The use of photographs, images, graphs and maps is encouraged to strengthen messages. The supply of images to the media can assist in the explanation of a difficult situation and greatly increase the likelihood of the media using the story.

9. Crisis Management

Advance preparation is critical when dealing with potential emergencies or controversies. To prevent the likelihood of controversies, management in consultation with employees need to identify in advance issues that may impact significantly on the community.

Such issues may be identified internally or through the monitoring of traditional media, social media and correspondence. Council must be proactive in communicating to the community the key facts of the issue in an accurate manner, ensuring that the issue does not become a crisis.

Appropriate communication methods may be the distribution of a media release, an interview with the media, communication via social media (in accordance with the Social Media policy), posting on Council's website or communication directly with the effected parties - depending on the situation.

All media and correspondence must be monitored to gauge public feeling and highlight any further issues.

Occasionally an unforeseen crisis occurs and the following steps may help management to deal with it effectively –

- Establish an issues management team (General Manager, Mayor, Deputy Mayor, directors) and ensure they are well briefed on the issue. Appoint a media liaison person (Community Relations Officer).

- Seek legal advice if necessary
- Remind staff not to comment on the issue in accordance with section 4 of this policy *Guidelines for Council staff and Councillors when dealing with the media*
- Advise customer service to put all calls through to the Community Relations Officer.
- Establish the facts, obtain necessary background information, determine key messages and formulate a response.
- Appoint a single spokesperson (Mayor or General Manager, in accordance with section 4 of this policy *Guidelines for Council staff and Councillors when dealing with the media*
- Draft information for release to media.
- In the event the issue is of wide interest to state or national news outlets, arrange a press conference with the spokesperson.
- Ensure spokesperson is fully briefed on the issue.
- Communicate with staff
- Monitor media and social media coverage

In the event on an emergency, Council's website should be switched to emergency mode and used to update the community on breaking developments and emergency information. Content displayed on the website shall be facilitated through the Community Relations Officer or appointed media liaison person.

10. Customer Service

The way in which Council receives, answers and responds to phone calls, letters, faxes and emails combined with its face to face contact with customers, has the greatest impact on how Council is perceived in the community. It is vital that Council ensures that correct, effective, efficient and customer orientated responses are generated to develop and maintain a positive reputation for Council.

11. Staff communication (Internal)

Council's elected Councillors and employees are its most effective public relations ambassadors. It is vital that all employees and Councillors receive timely, relevant, consistent and user friendly information to ensure that they are adequately informed on Council's activities, minimising the likelihood of misinformation.

Effective internal communication is not a one-way process. It is a multi-way process that flows up, down and across the organisation, It also encourages a participatory approach to change management, increases employee morale and encourages more effective communication between employees across directorates and management levels.

Building and maintaining good relationships with staff is crucial to achieving effective communication.

Council utilises four main methods of communication with its staff: Face to face, Verbal, Electronic and Written. These are utilised in many ways, including but not limited to:

- New employee induction process ensuring a full understanding of the workings of Council
- Email distribution of the weekly *Facts Friday* newsletter
- Utilisation of all of staff e-mails to distribute key messages and keep staff informed. Staff and Councillors are issued with media releases at the same time as they are distributed to the media.
- Utilisation of all of staff intranet to distribute key messages and keep staff informed
- Staff memos and file notes
- Payslip messages
- Council staff meetings held every month on the morning following Council meetings.
- Regular directorate meetings
- Regular managers and supervisors meeting
- Staff achievement and long service awards

- Bland Shire Council Social Club

Additional forms of communication include:

Open Door Policy

An open door policy is encouraged throughout the organisation at all levels.

Increased Access and Visibility

In line with results obtained by staff surveys, there is a commitment to increased accessibility and visibility of the Senior Management Team

Noticeboards

Noticeboards provide fixed locations throughout the organisation where information can be posted. Posters etc are used to create further awareness and knowledge of issues or upcoming events

Internal Publications

Guiding Principles, Policies, Delegation Register, Leaflets, booklets and information packs are all used to support staff in their work and to keep them informed of organisational expectations.

Staff Presentations, Workshops and training days

These events are held to bring staff together from all directorates and areas to actively promote discussion and feedback on a specific topic.

Staff Surveys

Council is committed to surveying its staff every two years. Feedback from these surveys are provided to staff and actions are implemented into Council's planning and reported back to staff utilising internal communication methods.

12. Councillor and Staff communication

Part 6 of the *Model Code of Conduct 2013* (adopted 16th April 2013) clearly states the obligations of Councillors and staff in relation to communication. The following is an extract from the *Model Code of Conduct 2013* relating to inappropriate interactions.

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.

13. Publications

Annual Report

Councils Annual Report is produced each year and made available to the public as required by the Local Government Act (1993). The Annual Report Summary is distributed to all households within the shire and non resident ratepayers located outside of the shire and these documents are placed on Council's website and are available on request from Council.

Community Newsletters

A community newsletter is produced periodically to inform the community about Council initiatives, events and activities as well as not for profit community events. The newsletter provides the opportunity to recap and reinforce key messages that may or may not have already appeared in the media. The newsletter is designed and produced by the Community Relations Officer and approved by the General Manager prior to printing and distribution.

Council Advertisements and Notices

Council advertisements and notices are placed in the West Wyalong Advocate at a predetermined discount rate and other publications when appropriate. The Council notices are of a factual nature in order to meet legislative requirements for items such as up and coming events, positions vacant, approved development applications and community input sought on specific projects.

Other publications are developed by all directorates in Council to meet the specific needs of a target audience such as the West Wyalong Visitor Guide, Community and Business Guide and the Bland Shire New Residents Package. Future reproductions of such publications must reflect Council's corporate image and identity.

14. Social Media

Community usage of social media is ever increasing. Anyone using or intending to use social media in their capacity as a staff member or Councillor must refer to Council's Social Media Policy.

Definitions:

Committee – a committee of Council

Council Committee – A committee established by resolution of Council

Council Committee Member – A person other than a councillor or member of staff who is a member of a council committee

Councillor – a person elected or appointed to civic office and includes the Mayor.

Delegate of Council -A person (other than a councillor or member of staff) or body, and the individual members of that body, to whom a function of Council is delegated.

Responsibilities:

This policy applies to all Council employees, Councillors, Council committee members, delegates of Council and contractors working for Council.

References:

This Communications Policy has been developed taking the following relevant Council documents into consideration:

- Your Vision Our Future - Community Strategic Plan
- Your Vision Our Future - Delivery Plan
- Your Vision Our Future - Operational Plan
- Community Grants and Donations Policy
- Councils Code of Conduct
- Customer Service Charter
- Social Media Policy
- Records Management Policy

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	<...Title of Director responsible...>		
EDRMS Doc. ID	< .. Contact Records..>		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date

Related Council Policy / Procedure

9.13 STRENGTHENING COMMUNITIES – SOUTHERN SPORTS ACADEMY

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

16.3 Assist and/or foster community events and initiatives through Council sponsored grants/sponsorship opportunities.

Author: Community Relations Officer

Officer’s Recommendation:

That Council provides a financial contribution of \$200 to support the Southern Sports Academy with its operations in 2013-2014.

Introduction

The Southern Sports Academy has applied to Council for an annual contribution of \$200 to help support the Academy’s activities in 2013-2014.

The Academy provides elite young athletes from Southern New South Wales with cutting edge development programs designed to assist them in their pursuit of higher level sporting achievements.

The Bland Shire is represented in the Academy by four athletes – Tessa Croton, Wilhelm Morreau, Skye Redman and Angus Sutcliffe. All four athletes are members of the Academy volleyball program.

Conclusion

The Academy provides cutting edge development programs for some elite athletes within the Bland Shire Local Government Area. Council also supports the Western Region Academy of Sport.

Financial Implications

Council has funds available in its Strengthening Communities donations budget to support the request.

9.14 STRENGTHENING COMMUNITIES GRANT – SWEDEN IN THE WEST

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

Nurture a strong sense of community and enrich the cultural life of residents of the Bland Shire

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

Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors

Author: Community Relations Officer

Officer’s Recommendation:

- 1. That the Strengthening Communities grant application received from Events West Wyalong for sponsorship of the Sweden in the West Festival be determined by Council.**
- 2. That any cash contribution determined by Council be taken from the 2013-2014 budget with any unexpended funds within the 2012-2013 Community Donations budget carried forward into the 2013-2014 year.**

Introduction

Events West Wyalong has approached Council for sponsorship to assist with the cost of bringing Sweden in the West to the Bland Shire on October 18-20, 2013.

The committee has requested a sponsorship donation of \$15,000 which would include the representation of Council’s logo and acknowledgement at events and within promotional materials including advertising, media, print material, social media and merchandise.

Council would also be provided eight tickets to the opening night smorgasbord, at which Swedish Ambassador His Excellency Sven-Olof Petersson has accepted an invitation from General Manager, Ray Smith and Mayor, Neil Pokoney to attend and officially open the Festival.

Council considered the request at its May meeting and resolved to hold the matter over seeking more detailed information about the Festival’s projected budget, including where Council’s contribution may be directed, and an indication of expenditure from the inaugural Paris in the West Festival in 2012.

Excluding substantial in kind donations and contributions from members, service providers and the community, Events West Wyalong’s direct cash expenditure for Paris in the West totalled \$47,684.19. The group achieved a profit of \$7344, which was enhanced considerably when the winner of the major raffle opted not to claim their prize of airfares to Paris.

Additional expenditure and income was generated by various community groups during the Festival. Groups to benefit included the Garden and Floral Art Club, the West Wyalong Rotary Club (which donated all profits to the Men's Shed, the West Wyalong Rugby Club, West Wyalong Netball Association, West Wyalong Public School P&C, St Barnabas Church, West Wyalong Hospital Auxiliary, West Wyalong Can Assist. Events West Wyalong estimate that the festival generated more than \$20,000 in profits for local community groups as well as attracting numerous visitors and providing a significant boost to local business.

Events West Wyalong's projected expenditure for Sweden in the West is \$80,219. The increase is part of Events West Wyalong's 10 year plan which aims to generate long standing credibility for the Festival and ultimately make the festival self sustainable.

Events West Wyalong envisage that the initial outlay of money and "celebrity" involvement will in turn attract not only local, but also regional and interstate visitors and participants to the festival, and ultimately generate enough capital to withstand the "middle years" of less incoming sponsorship and assist to make the "In the West" Festivals become financially independent whilst maintaining a reputation as socially, economically and culturally valuable for the community.

In short, Events West Wyalong believe the strategy to outlay as much as possible in the early years is imperative to build credibility and promote the festival to attract large sponsors and build capacity, and hence its budgets over the next few years are almost double that of the first festival until reputation alone will bring in the people and dollars to town.

Events West Wyalong will also qualify for additional Government funding for the "In the West" Festivals after three years.

Some of the major proposed attractions for Sweden in the West, as requested by Council, include – Dr Karl Kruszelnicki, who as well as being a special guest speaker will also be involved in a science demonstration and competition for local youth tentatively dubbed the Wobel prize, a spectacular light show at the opening night dinner, and appearance costs and expenses for MC Susie Newman and the ABBA Tribute band. Negotiations to establish and ice skating rink in West Wyalong during the Festival have broken down.

Conclusion

Council contributed \$5000 cash and approximately \$5000 in-kind support to the hugely successful 2012 Paris in the West Festival. Expenditure in 2013 is projected to increase from \$47, 684.10 to \$80,219 (dependant on sponsorship). The logic behind the increase in expenditure is outlined above and in Events West Wyalong's 10 year plan.

When Council surveyed its community in 2011 as part of the Community Strategic Planning process, establishing an annual event or festival was identified by the community as a top priority (see below).

If Council supports this request, the Events West Wyalong committee will again provide a cultural experience to the community that assists in meeting the needs of the community and fits in with Council's Strategic Plan outcomes.

Q15. ESTABLISHING PRIORITIES

	Not Important 1		Neutral 3		Important 5		Rating		Responses
		2		4			Av	Rank	
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

Financial Implications

The Community Donations Fund has a balance of \$4503.27 for the 2012-2013 financial year, therefore the officer requests that the funds be taken from the 2013-2014 budget with any unexpended money within the 2012-2013 Community Donations budget carried forward into the 2013-2014 year.

9.15 COMMUNITY GROUPS ASSISTANCE GRANT – BARMEDMAN DEVELOPMENT ASSOCIATION

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

16.3 Assist and/or foster community events and initiatives through Council sponsored grants/sponsorship opportunities

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

Author: Community Relations Officer

Officer’s Recommendation:

That the Council approves a Community Groups Assistance Grant application received from the Barmedman Development Association to the value of \$3673.90 (Including GST).

Introduction

The Barmedman Development Association has applied to Council for a Community Groups Assistance Grant to help install a coffee shop in the current Barmedman Arts and Craft Centre.

The Development Association believe the coffee shop will entice more people to stop at Barmedman and visit attractions in the village, including the Barmedman Mineral Pool, engage unemployed youth and community members as volunteers and increase profits at the community run Arts and Craft Centre to enable the Development Association to further develop projects in the village.

In its application, the group says it has at least three current volunteers with experience in catering and serving the public while local handymen have volunteered their time to undertaken some of the minor upgrade work.

The Development Association believes that the request aligns closely with many of the objectives outlined in Council’s Community Strategic Plan by providing education and experience to unemployed youth, generating additional tourism and by self generating funds for village improvements.

The Development Association is requesting a Community Groups Assistance Grant of \$3673.90 out of a total project cost of \$12,673.90.

The Development Association has secured a Foundation for Rural and Regional Renewal (FRRR) Grant of \$7500 toward the project and outside of Council’s proposed contribution will provide additional funding and volunteer labour during the establishment and ongoing running of the community coffee shop.

Once funding has been secured, necessary alterations will be made to the shop premises, equipment ordered and volunteers trained. This process is estimated to take three months.

Conclusion

All profits raised through the coffee shop will be poured back into the community through the Barmedman Development Association.

The coffee shop also has the potential to generate tourism and provide local residents with volunteer work experience.

Council’s Community Groups Assistance Grant guidelines allow Council some discretion in determining the amount of a donation. The guidelines state “Generally the maximum level of funding per project will be limited to \$1000 subject to the availability of Council funds. Applicants will be required to provide matching funding for the project being submitted on a \$1:\$1 basis (this can include in kind volunteer contributions, cash, etc).

Financial Implications

Council currently has \$5000 available in its Community Groups Assistance Grant budget.

9.16 COMMUNITY GROUPS ASSISTANCE GRANT – WEST WYALONG SHOW SOCIETY

OUR PEOPLE – 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

Officer's Recommendation:

That the Council approves a Community Groups Assistance Grant application received from the West Wyalong Show Society for the value of \$850 (Including GST).

Introduction

The West Wyalong Show Society has applied to Council for a Community Groups Assistance Grant to assist with the delivery of the 2013 Show Girl Ball.

The West Wyalong Show Society and related Show Ball are steeped in history, and is a tradition within the Bland Shire and beyond. The event brings the community together and has the support of the community as evidenced when the half day public holiday was under threat.

The application is to assist with the costs associated in running the Showgirl Ball. The Ball is the last stage of the judging component to crowning Miss Showgirl. The successful Miss Showgirl then goes on to represent West Wyalong and the Bland Shire at a representative level.

In the application, the committee expresses that the Ball brings visitors from out of town, many of which support the motel and hospitality industry as well the local business houses with purchases. In addition to this, the business houses received free advertising from the show and are given opportunity to showcase their business on the Show Ball night.

The Show Society believes that the request aligns closely with many of the objectives outlined in Council's Community Strategic Plan in relation to partnering with bodies to strengthen community and nurture a strong sense of community and enrich the cultural life for the residents of the shire.

The West Wyalong Show Society is requesting a Community Groups Assistance Grant of \$850.00. This represents half of the Show Ball costs, however if couched in terms of the Show as a whole, it would be only a minor contribution.

Once funding has been secured, necessary alterations will be made to the shop premises, equipment ordered and volunteers trained. This process is estimated to take three months.

Conclusion

All profits raised through the Show Society are put back into the community.

The Show Ball and Show proper, also have the potential to generate tourism and attract visitors to our town.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 18 JUNE 2013

.....
MAYOR

Council's Community Groups Assistance Grant guidelines state "Generally the maximum level of funding per project will be limited to \$1000 subject to the availability of Council funds. Applicants will be required to provide matching funding for the project being submitted on a \$1:\$1 basis (this can include in kind volunteer contributions, cash, etc).

Financial Implications

Council currently has \$5000 available in its Community Groups Assistance Grant budget.

9.17 FITNESS EQUIPMENT - CAPITAL

OUR PEOPLE – a strong, healthy, connected and cohesive community.

Ensure the health and support services and facilities address the physical, mental and general health needs of the community

OUR INFRASTRUCTURE – Reviewing, renewing and improving our core community assets

Review Council's assets to meet the needs of the community

Author: Director Community and Development Services

Officer's Recommendation:

That the information relating to the purchase of fitness equipment be received and a decision be determined by Council.

Introduction

At the meeting held on May 21st, 2013, the Council agreed to hold the matter regarding the relocation of fitness equipment over for further investigation.

Staff determined the walking track to the Golf Club to be approximately 2.2km's. In consultation with a local fitness expert, it was decided to place equipment at 500m intervals along the track, meaning 5 stations would be required.

The equipment that is currently in Council's parks is manufactured by a registered company to specific standards and was supplied with installation instructions and interpretive panels to ensure equipment is utilised correctly. By using these readymade products, the liability and risk to Council is reduced significantly. If local manufacturers were to build the equipment they would require design work, engineer certification and signage to be designed and developed.

The fitness Australia website states, from a legal perspective, there are four causes of Injury, with one of them being Product Defects/Product Liability – the manufacturer of the product or equipment is at fault due to a defect in the product either in the design, manufacturing or potentially including an inadequate warning defect.

To purchase five stations, freight, clearing and installation the following has received:

Fitness Equipment and Freight	\$16,192
Clearing and Installation	<u>\$ 4,750</u>
Total	\$20,942 (GST Inc)

Conclusion

Council's Community Strategic Plan there is a strong emphasis on the health and wellbeing of our community, supported by Councils Health and Wellbeing Advisory Committee. If this project was to go ahead, it would assist Council in meeting those objectives.

Financial Implications

Council has committed \$30,090 for exercise equipment in the 2012/13 budget.

9.18 PROVISION OF CEILING FANS TO UNGARIE MUSEUM

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 Bland Shire.

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

6. Provide equal access to Council’s services and facilities for residents and visitors to the Shire

8. Plan, provide and support a range of community and cultural activities to meet the needs of residents and visitors.

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

16. Develop strong community partnerships

Author: Manager Development Services

Officer’s Recommendation:

That Council resolve to contribute \$1282.00 from Council’s Building Project allocation within the 2013/2014 budget towards the cost of installing three (3) ceiling fans at the Ungarie Museum.

Background

At Council’s Museum Advisory Committee meeting of 28 February 2013, representations were made by the members of the Ungarie Museum in regard to the possibility of Council providing ceiling fans.

A subsequent business case has been received from the Ungarie Museum Committee, providing reasons and justifications for the provision of three ceiling fans. (Refer attached). The business case also included a quotation being for the provision of three ceiling fans at a cost of \$1620.00 + GST.

As indicated in the business case, the Ungarie Museum is in a position to contribute towards a portion of the funds to the value of \$500. These funds are as a result of fundraising activities the members (4 in total) have undertaken to support the museum.

This would therefore make Council’s contribution only \$ 1282.00

It should be noted that this has been the only financial assistance that the Ungarie Museum committee has sort from Council over the past two years and when compared to the financial assistance recently been given to the Weethalle Museum, totalling \$5000, as well as the ongoing annual costs occurred by Council for the maintenance of the Wyalong Museum grounds, being approximately \$17,000, the funding assistance request is deemed to be acceptable particularly considering the committee is contributing its own funds towards the project.

The Museum is currently open every second Sunday of the month to coincide with the Ungarie Market day and the Committee are in the process of undertaking a further volunteers recruitment drive within Ungarie.

Financial Implications

Nil, funding will be allocated from Building Project funds within the 2013/2014 budget.

Ceiling Fans for Museum at Ungarie

Issue

The hall in which the Ungarie Museum is situated is at least 80 years old. In the past 6 years the Bland Shire Council has assisted the Ungarie Museum Committee with the repair of the ceiling in the kitchen area in the rear of the hall, the fence around the rear yard, several leaks and the replacement of the eastern internal wall.

At present there are no heating or cooling systems in the hall. At the recent reopening of the museum it was extremely hot in the hall. Even with the provision of the front and rear doors open there was no relief as it was a still day.

At present during the hotter months it is unpleasant for volunteers to work in the building due to heat and lack of air movement. It also would make it unpleasant for visitors to spend a good amount of time experiencing the museum displays.

Solution

The addition of 3 to 4 ceiling fans along the length of the hall would assist with the movement of air through the building.

Reverse Cycle air conditioning would be a cost to run that could not be supported by the current use of the hall.

In the future with the replacement of the roof we feel the installation of solar panels would also help with the offsetting of our utilities. At present the power from the museum building also services the Bing Walder Park lighting and power for Australia Day celebrations and other community events.

Recommendation

That Bland Shire Council could assist the Ungarie Museum with the assessment and purchase of ceiling fans.

We have obtained a quote which is attached.

The museum is in a position to assist with a portion of this quoted amount.

Nicole Lewis
President
Ungarie Historical Society

SECTION 5 – ENGINEERING SERVICES

9.19 FURTHER INFORMATION REQUESTED FOR MARCH 2013 BUDGET REVIEW

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 Engineering Services

Officer’s Recommendation:

- 1. That council determine the matter of purchasing automatic gates for the Sewerage Treatment Plant**
- 2. That the other matters be adjusted from operational expenditure and as outlined in this report.**

Background

Council at the meeting held 21 May, 2013, adopted, in part, when considering the item Budget Review – March 2013, “that the Engineering Services adjustments be held over and that Council be provided with a report in relation to the capital expenditure, Main Street beautification, Computers and Treatment Works Automated Gate.”

Treatment Works Automated Gate – The matter of safety due to access within the Treatment Works was raised by Council’s Risk and Work Health Safety Officer. On investigation, two options were indentified – 1. Keeping gates closed and locked at all times 2. Automatic gates that close automatically after each use. The Director of Engineering Services believed the best option to discharge Council’s obligations was option 2.

Additional computers in the Engineering Service’s Office – These computers are needed so the Engineering Services Department can continue to function at an appropriate standard.

Unbudgeted capital expenditure in Engineering Services Department - on investigation, this consisted of funded works which did not have the estimates shown, consumables accidentally charged to capital works, and minor capital works needed for the continuation of efficient running of matters related to operating expenses.

Main Street – On investigation, the additional monies within the operating job number belonged to works completed under other funding and incorrectly charged to that number.

Financial Implications

None. Matters can be covered within the existing operational budget

Legal/Statutory Implications

First item referred by Council’s risk and Work Health Officer.

Conclusion

That Council determines the matter of the automatic gates at the sewage treatment plant and that the rest be adjusted from the operating expenditure and as indicated in this report.

9.20 ROADS PROGRAM 2013 – 2014

Our Infrastructure – Reviewing, renewing and improving our core community assets

11. Ensure that public places and facilities are well maintained and easily accessible to foster community pride in their infrastructure

Author: Director Engineering Services

Officer's Recommendation:

That Council adopt the 2013 – 2014 roads program.

Background

Every year the Engineering Services Department, once it knows within reasonable certainty what the allocated road budget is for the next financial year, fine tunes its four year road construction program to fit the budget proposed for the next financial year to produce a Roads Program for the next financial year.

The construction program is based on asset data and the road program for the next financial year includes this data plus such factors such as consideration of Council's wishes, complaints, known problem areas, test results completed during the year, any change of use of roads during the year, and any roads instructed to be done by an outside funding body.

The proposed 2013 –2014 roads program has been separately distributed.

Financial Implications

None, Monies allowed for in draft budget

Conclusion

The Council staff recommends the 2013 – 2014 Roads Program be adopted.

9.21 UNGARIE POOL

Our Infrastructure – Reviewing, renewing and improving our core community assets

11. Ensure that public places and facilities are well maintained and easily accessible to foster community pride in their infrastructure

Author: Director Engineering Services

Officer's Recommendation:

That Council allow the L & R Group, under clause 5.1.5 of their contract with council, to operate Ungarie pool under license next season provided there is no reduction in the current level of service.

Background

Bland Shire Council has received a letter from the General Manager of the L & R Group which holds the current contract for the running of Councils pools in West Wyalong and Ungarie.

The letter states, in part:

"For the past two seasons, I have utilized employees to operate Ungarie Swim Centre. The direction I would like to take with my facility management business model is to have an operator under what will be known as a license agreement to operate the center.

Section 5.1.5 of the contract I have with council, states that I can sub-contract part of the services if I have approval from council. I wish to gain this approval to have the option to operate Ungarie pool this upcoming season under license agreement. ---"

Also attached to the letter was information on L & R Group License Agreements, were it shows what are the responsibilities of the L & R Group and what are the responsibilities of the licensee under this agreement and states, in part,

"Our license agreements provide the intimacy of an owner operated facility with the professionalism and over site by our corporate systems, processes and brands. – "

The L & R Group has operated the West Wyalong and Ungarie pools to a high standard in the past two seasons with a good working relationship being formed between council staff and the contractor, and many positive comments being received from the public. That Council staff has no objections with the L & R Group operating the Ungarie pool under license next season provided there is no drop in the current level of service to the community.

Conclusion

That Council staff has no objections to the L & R Group operating Ungarie pool under license next season provided there is no reduction in the current level of service.

SECTION 6 – REPORTS FOR INFORMATION

Officer's Recommendation:

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

- **9.22 - Engineering Services Report**
- **9.23 - Community Services Report**
- **9.24 - Library & Childrens Services**
- **9.25 - Status Of Commercial Development Applications Under Consideration - June 2013**
- **9.26 - Development Statistics – May 2013**
- **9.27 – Ranger Activities**
- **9.28 - Economic Development & Tourism Report - June**

9.22 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 MR57 north.

3. LOCAL ROADS CONSTRUCTION

Kolkilbertoo Road 5.2 km rehabilitation has been completed.

4. SHIRE ROADS MAINTENANCE

Bitumen Patching carried out on the following;

- Wamboyne Road
- Kikoira Road
- Dundas Road
- Clear Ridge Road
- Burcher Road

Gravel Patching carried out on the following;

- Rapes Lane
- Clear Ridge Road
- Back Creek Road
- Paynes Road

Gravel Resheeting

- Harts Lane 2.74 km

Flood Damage

- Blackers Lane 1.5 km
- Cattles Lane 3.89 km
- Burrangong Lane 0.8 km
- Charcoal Tank Road 0.2 km
- Sullivans Lane 1.5 km
- Morris Lane 1.48 km
- Corringale Lane 1.6 km
- Hollands Lane 2.5 km
- Paynes Road 8.57 km
- Timothys Lane 4.04 km

Polycom Programme

- Paynes Road 3.5 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.

5. SEWERAGE TREATMENT WORKS - MONTH MAY/JUNE, 2013

No:	Date	Time		Address	Reason
		Start	Finish		
1	7/05/2013	2.00pm	5.00pm	Woodland St Ungarie	Sewer choke in main
2	8/05/2013	9.30am	12.30pm	Queen St Barmedman	Sewer choke from boundary to main
3	11/05/2013	6.00pm	9.30pm	39 Quota Drive WW	Sewer choke in main
4	12/05/2013	1.30pm	3.00pm	10 Wootten St WW	Sewer choke from boundary to main
5	21/05/2013	3.30pm	5.30pm	Ungarie Retirement Village	Sewer choke from boundary to main
6	22/05/2013	8.30am	10.30am	Colonial Motel	Sewer choke in main
7	23/05/2013	9.30am	11.00am	93 Neeld St Wyalong	Sewer choke from boundary to main
8	24/05/2013	2.30pm	4.30pm	23 Welcome St WW	Sewer choke from boundary to main
9	27/05/2013	10.00am	10.00am	20 Muriel St Ungarie	Sewer choke in main
10	27/05/2013	12.30pm	4.00pm	184 Railway Rd WW	Sewer choke in main
11	28/05/2013	1.30pm	3.00pm	Perseverance St WW	Sewer choke in main

6. TOWN/VILLAGE MAINTENANCE, PARKS AND OVALS

Reports ending 2/6/2013

- Village maintenance
 - All parks mown and tidied
 - Village main streets swept and rubbish removed
 - Trees trimmed and fallen branches picked up
 - Village entrances and streets mown and trimmed
 - All village park play grounds inspected for safety
 - Barmedman 2 x dead trees removed

- Park maintenance
 - Annuals planted in McCann, Barnado park
 - Trees planted in front of McCann park
 - McCann park front garden block wall installed
 - All parks mown, trimmed and tidied
 - Skate park closure
 - Traffic control for road works Camp and Grenfell streets

- Ovals maintenance
 - Maintenance to sporting ovals and surrounds
 - Maintenance to lawn and monument cemetery
 - Maintenance to Herridge park, Coinda park, Rotary park and Wyalong court house
 - Rough grass areas sprayed with round up
 - Coinda park water leaks repaired
 - Irrigation checks carried out
 - Line marking carried out for rugby league, Australian rules
 - Line marking carried out for netball and junior union gala days
 - Skate park maintenance
 - Parks and gardens yard clean up

- Town maintenance
 - Main street gardens tidied
 - West Wyalong to Wyalong mown
 - Town trees trimmed
 - Ungarie main street planters watered and maintained
 - Traffic control supplied for funerals

7. NOXIOUS WEEDS/ENVIRONMENTAL

Mowing of Council land was carried out at Ungarie and West Wyalong.

The Environmental Officer attended the BCCC and Events West Wyalong meetings.

The following noxious weeds and other controls were undertaken:

- **Spiny Burr Grass** – Lake Road.
- **Silver Leaf Nightshade** – Williams Crossing Road.
- **Coolatai Grass** – Mid-Western Highway, Newell Highway
- **Bathurst Burr** – Gunns Road, Williams Crossing Road, Morangorell Road, Grahams Lane, Burragong Lane, East Bland Lane, Quambatook Lane, Troys lane, Kerrs Lane, Berrendebba Lane.
- **General Weed control –Catheads and Khaki weed** –.Ungarie, Tallimba, Weethalle, West Wyalong, Ungarie Treatment Works,
- **Shoulder vegetation control (mowing)** - carried out on Goldfields Way, West Wyalong- Condobolin Road, Lake Road, Kikoira Road, Dundas Road, Naradhan Road.
- **Roadside vegetation control (sucker spraying)** – Mary Gilmore Road, West Wyalong- Condobolin Road, Lake Road, Kikoira Road, Quandialla Road, Euroka Road, Mary Gilmore Way.

9.23 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 Community Relations Officer

Big Air School

One of Australia’s premier action sports companies, Big Air School, will deliver a spectacular all ages youth event at the West Wyalong skate park on Thursday, July 4.

The skate, scooter and BMX events will comprise a demonstration from professional riders, a coaching clinic and competitions. Top of the range helmets, scooters and BMX’s are made freely available to encourage everyone to get involved.

A professional DJ will provide music and atmosphere to the event while there will be plenty of prizes and giveaways.

Professional riders will also mingle with youth and spread a strong message about the impacts of graffiti and vandalism on skate parks and community facilities.

Manga Workshops

Sydney based artist Matthew Lin will conduct Manga drawing workshops in West Wyalong on Monday, July 1.

He will conduct a morning session teaching young people aged 8-12 how to create their own “Manga Dudes” such as Pokemon, Digimon and Sonic before running an afternoon session for High School aged youth where participants will get the opportunity to create their own characters and a one page comic.

Council has partnered with Young Shire Council to reduce the travel costs of bringing the artist to the Bland Shire and following positive recent discussions will seek to undertake similar shared initiatives with surrounding Councils to deliver further opportunities for local youth in the future.

Borambola Excursion

Council is organising an excursion to the Borambola Sport and Recreation Centre on Tuesday, July 2.

Young people aged 10-14 years will participate in rock climbing, archery and kayaking in a full day of activities. The excursion has attracted strong interest and there will be opportunities to conduct further Borambola experience excursions in future tailored to both older groups (with activities such as high ropes, flying fox, fencing etc) and younger groups (low ropes etc).

NRMA Safer Driving School

The NRMA Safer Driving School will return on Tuesday, July 2. Learner drivers will have the opportunity to receive a lesson from a professional instructor in either an automatic or manual vehicle.

Hip Hop Workshop

Council, in partnership with Eastern Riverina Arts, will hold a two day Hip Hop dance workshop for youth on July 8-9. Registration is free.

The workshop will be conducted by Centennial Tuvale from Stricklii Fresh and is funded through Eastern Riverina Arts' Fresh | Dance | Film project.

Drug Action Week

Council has teamed with the Murrumbidgee Local Health District's Youth Mental Health Promotion Officer to conduct drug awareness activities in West Wyalong and Ungarie.

A barbecue lunch will be provided to 300 High School and Middle School students at West Wyalong High School on Thursday June 20 and more than 100 students at Ungarie Central School on Friday, June 21.

Students will also be provided with a number of giveaways and information resources relating to the harmful effects of drug use and an interactive experience showing the effects of driving under the influence of alcohol or other drugs.

Bald Archy exhibition

Bland Shire Council will host the Bald Archy exhibition at St Mary's Hall from June 14-28. Local community groups have snapped up the opportunity to raise funds by manning the door with all spots filled six weeks in advance and a long waiting list.

A gala opening was held on Friday night, June 14. The exhibition had been scheduled to run until July 5 but had to be shortened to June 28 due to a double booking with Brewarrina.

Volunteer workshops

Bland Shire Council hosted a successful volunteer workshop on Monday, June 3. The Way2Go volunteering workshop was facilitated by the Albury Wodonga Volunteer Resource Bureau and attended by 20 community members.

Each community group represented received a Toolkit for Volunteer Management containing easy to follow guides, generic information for the development of policy and processes that are compliant with National Standards and more than 40 templates which can be easily adapted and customised to suit each individual organisation.

A Workplace Health and Safety for Volunteers workshop was held earlier in the day with only two people in attendance following a couple of last minute cancellations and two others who had booked in failing to turn up. The workshops were structured to address the primary concerns identified by local volunteers at a Mayoral forum in late 2011.

Cooking classes

The Sri Lankan cooking classes provided in partnership between West Wyalong High School and Bland Shire Council has proven to be an outstanding success.

The six week course, which is still running, was fully booked with a long waiting list of eager participants. Due to the overwhelming interest, a second Sri Lankan cooking class will be offered from July 24-August 28.

Australian Dinosaur Museum

Bland Shire Council has been in negotiations to bring the Australian Dinosaur Museum's "Dinosaurs Down Under" Travelling science road show to West Wyalong later this year. With the assistance of National Science Week funding, West Wyalong has been confirmed as one of just 10 locations to host the roadshow across regional New South Wales and Victoria.

The roadshow will be in West Wyalong on Monday, August 5.
Destination and tour dates are:

Saturday	3 August	Canberra
Sunday	4 August	Cootamundra
Monday	5 August	West Wyalong
Tuesday	6 August	Griffith
Wednesday	7 August	Hay
Friday	9 August	Deniliquin
Saturday	10 August	Echuca
Sunday	11 August	Shepparton
Monday	12 August	Wangaratta
Wednesday	14 August	Lakes Entrance
Thursday	15 August	Eden
Friday	16 August	Canberra
Saturday	17 August	Canberra

Travelling with the exhibition will be two local scientists from the National Dinosaur Museum and an invited international dinosaur expert. The scientists will be giving presentations and an opportunity for students to ask questions about their research. The road show will display moving, life-like dinosaur models, and offer interactive hands-on fossil experiences, including the opportunity to hold the bones of real Australian mega-fauna (like Diprotodon) and touch fossilised ancestors of the Wollemi pine.

A Wollemi pine seedling will be donated to each hosting town with a memorial plaque and will be planted on the day.

The touring exhibition will also include a mini-exhibition: "The 100 years of the Canberra geologist", with a display of historical geological tools such as an old tent used by geologists, a geological hammer, note books, an old compass and an outfit of a typical geologist from 100 years ago, reflecting on the person behind the scientific achievements. The event will be free to the public.

Council is currently in talks with the Australian Dinosaur Museum about a suitable venue to hold the road show and is also investigating suitable locations to plant the rare Wollemi pine.

Media Relations

Bland Shire Council had a worldwide media presence during the last month. The potential link with Dull and Boring attracted print, television and radio exposure across Australia as well as major news outlets in Canada, the United States, the United Kingdom, Thailand, New Zealand, Saudi Arabia and beyond.

At a local and regional level, Council was active in promoting events and activities, building awareness about the Community Strategic Plan and budget documents and the options indentified in the "Future Directions" Independent Local Government Review Panel report. Council also granted numerous media interviews to print and radio news outlets on a range of issues.

9.24 LIBRARY & CHILDRENS 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 and Children Services

FAMILY DAY CARE

The Coordination Unit staff conducted Child Protection Refresher training this month for the Family Day Care (FDC) educators and Children’s Services Unit staff to ensure that our services meet the annual requirements of the Education and care National Regulations.

An informal get-together is planned for the FDC staff and educators next month as well as a combined Temora and West Wyalong “Educator Profile workshop”.

FDC playgroup numbers have increased in both West Wyalong and Temora sessions and the FDC educators are adapting well to the new session routines. Purchase of new music and movement resources will allow for more spontaneous group time experiences.

It takes a village (ITAV)

Numbers are steady this month at all venues with most of our clients being from farming areas, numbers fluctuate depending on the season. Some highlights this month were a massage day at Corinella and Kikiora and pottery sessions continuing at Naradhan.

MOBILE RESOURCE UNIT

Playgroups

The winter routine has commenced and attendance numbers rising at several venues. The use of several toy library items into the play sessions has been implemented to promote the resources and the toy library service to parents.

Ungarie Preschool

Enrolments currently stand at 19 with two children commencing later this year. Sustainable practises are being encouraged with children planting their own vegetable garden and focusing on plants, life cycles and food this term.

Vacation Care

The Vacation Care schedule has been finalised for up-coming holidays and discussions have been held with other council areas to combine our planning, promotion and advertising. Service approval and licensing visits have been conducted this month for some of our venues.

PRESCHOOL REPORT

Bland Preschool will have a visit from the Department of Education and Communities for Assessment and Rating (National Quality Framework) on Tuesday 18th and Wednesday 19th June.

Events

The children, families and educators participated in the National Simultaneous Story time on Wednesday 22nd May and had their own biggest morning tea. Cr Neil Pokoney, was the preschools guest story teller. Many families supported this event by attending and with their support the preschool raised over \$110 for the Cancer Council.

Community and Interagency partnerships

Bland Preschool has had many visitors to the service. These include; Margaret Hargraves (Speech Pathologist), Cr Neil Pokoney, Sue Eriksson (DECS), as well as visits from Little Learners, Carewest, Vision Australia and Dept of Ed – vision support, and educators from Little Wattle CCC. The Senior Early Childhood Educator participated in an Early Childhood Leadership Forum in Griffith with the MRU/FDC Coordinator and will be attending the interagency meeting on the 11th June.

Enrolments

Both the Bilby and Gecko rooms are full with up to 25 children each day per room. The fees for 4 and 5 year olds (eligible for school in 2014) have been reduced for the remainder of 2013, thanks to a one-off grant by the Government to increase enrolments by subsidising fees for Preschool aged children. The last day of Term 2 will be Friday 28th June

LIBRARY REPORT

Book Week 2013

Actor, comedian and audio book narrator Stig Wemyss will be visiting West Wyalong on Monday 19th August 2013 to launch Book Week! Stig has appeared in numerous TV shows, feature films and live theatre productions over many years. However, in recent years, he has become well-known for his work as a narrator of audio books, largely for children and young adults, and in particular Andy Griffiths books. Stig regularly makes live appearances in schools, libraries and book stores, with his show aimed specifically at primary school-aged children and focusing on reading and literature. Stig will hold a live morning performance in the S&C Club Auditorium with local school students invited to attend.

School Holiday program

The library school holiday program has been finalised. The library will be running a total of four school holiday sessions. As in previous school holidays, the library has combined with other council areas to provide one promotional flyer. Feedback on the one flyer has been very positive from the community.

History Week

The Bland Shire library has been selected to participate in the Speaker Connect program organised by the History Council of NSW. This year's theme is 'Picture this', with the speaker yet to be announced by the History Council. The library will be notified of the outcome in July. The Speaker Connect program will take place in September and it will be held in the Council Chambers.

Wyalong Advocate digitised from 1900-1928

The National library of Australia has digitised The Wyalong Advocate and Mining, Agricultural from 1900 to 1928. It is available from the TROVE website, maintained by the National Library of Australia. Access to TROVE is free, and the search engine allows users to both browse the newspaper as well as search the newspaper for specific information. Library staff can show interested community members how to use TROVE and discover more about West Wyalong history.

9.25 STATUS OF COMMERCIAL DEVELOPMENT APPLICATIONS UNDER CONSIDERATION - JUNE 2013

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

15. To provide quality leadership, governance and management

Author: Manager Development Services

The following report has been prepared to provide Council with an update of the status of commercial development applications currently being assessed by Council staff.

DA2013/099 – Part Demolition and alterations and additions to Residential Aged Care Facility

<u>Description</u>	Part Demolition and alterations and additions to Residential Aged Care Facility
<u>Value</u>	\$5.5 million
<u>Received</u>	8 May 2013
<u>Status</u>	Application is in the initial stage of assessment.

Please note that there are significant issues relating to the ownership of the allotments that the proposed development would occur over as well as significant legal and fire safety issues relating the proposed construction over boundary lines. As such Council has indicated to the applicant that Council will not be in a position to determine the application until such time as these matters have been resolved.

9.26 DEVELOPMENT STATISTICS – MAY 2013

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

15. To provide quality leadership, governance and management

Author: Development Services Officer

Development Applications

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

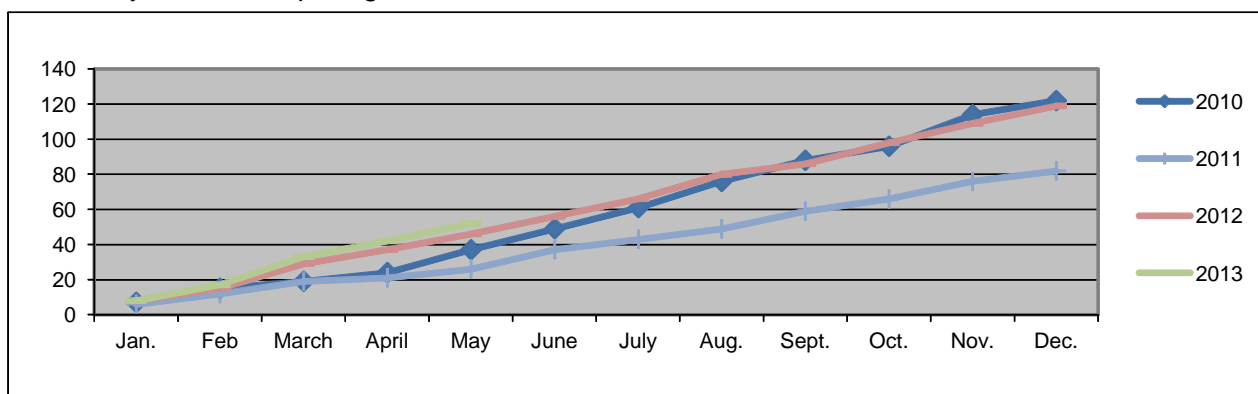
Development Type	Current Year			
	May 2013		Year to Date 1.01.13 – 31.05.13	
	Number	Value \$	Number	Value \$
Residential	4	499,625	20	1,994,271
Industrial	0	Nil	0	Nil
Commercial	3	*5,800,000	13	7,022,647
Rural Residential	2	588,265	4	694,025
Subdivisions	0	Nil	1	Nil
Other	1	Nil	14	724,550
TOTAL	10	6,887,890	52	10,435,493

* RFBI Retirement Village upgrade - \$5,500,000.

The one 'Other' application was for a Tree Removal which adds no monetary value.

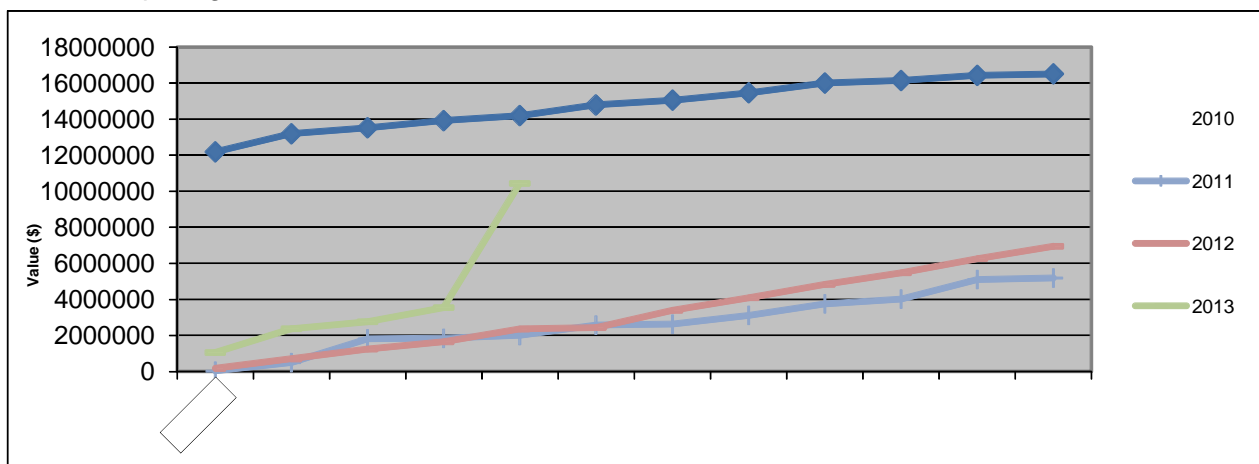
Number of Development Applications

The following graph details the cumulative total number of development applications received by month comparing 2010 to 2013.



Value of Development Applications

The following graph details the cumulative value of development applications received by month comparing 2010 to 2013.



Summary – May 2013

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

App No.	Property	Development
DA/2013/092	Boundary Street, West Wyalong	NBN Fixed Wireless 50m Lattice Tower, three (3) Panel Antennas, two (2) Parabolic Dish Antennas, Equipment Cabinets and associated Equipment within a fenced compound
DA/2013/093	543 Mid Western Highway, West Wyalong	Subdivision (Boundary Adjustment)
DA/2013/094	46-60 Orange Street, Ungarie	Demolish existing Shed and erect a new Storage Shed
DA/2013/096	93 Gilbert Street, Wyalong	New Dwelling and Storage Shed
DA/2013/097	72 Neeld Street, Wyalong	New Access Ramp for the Disabled
DA/2013/098	175 Main Street, West Wyalong	Addition of a Two Storey Verandah to a Commercial Premises
DA/2013/100	6 Old Hospital Road, West Wyalong	Tree Removal
DA/2013/102	1951 Alleena Road, Alleena	Dwelling (Alterations and Additions)
DA/2013/107	132 Main Street, West Wyalong	Advertising Structure & Outdoor Dining

- Construction Certificates issued - Four (4)
- Complying Development Certificates issued- Nil (0)
- Activity Applications issued - One (1)
- Building Certificates issued - Nil (0)
- Subdivision Certificates issued - Nil (0)
- Occupation Certificates issued - Three (3)
- Completion Certificates issued- One (1)
- Section 149 Certificates issued - Fifteen (15)

9.27 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.

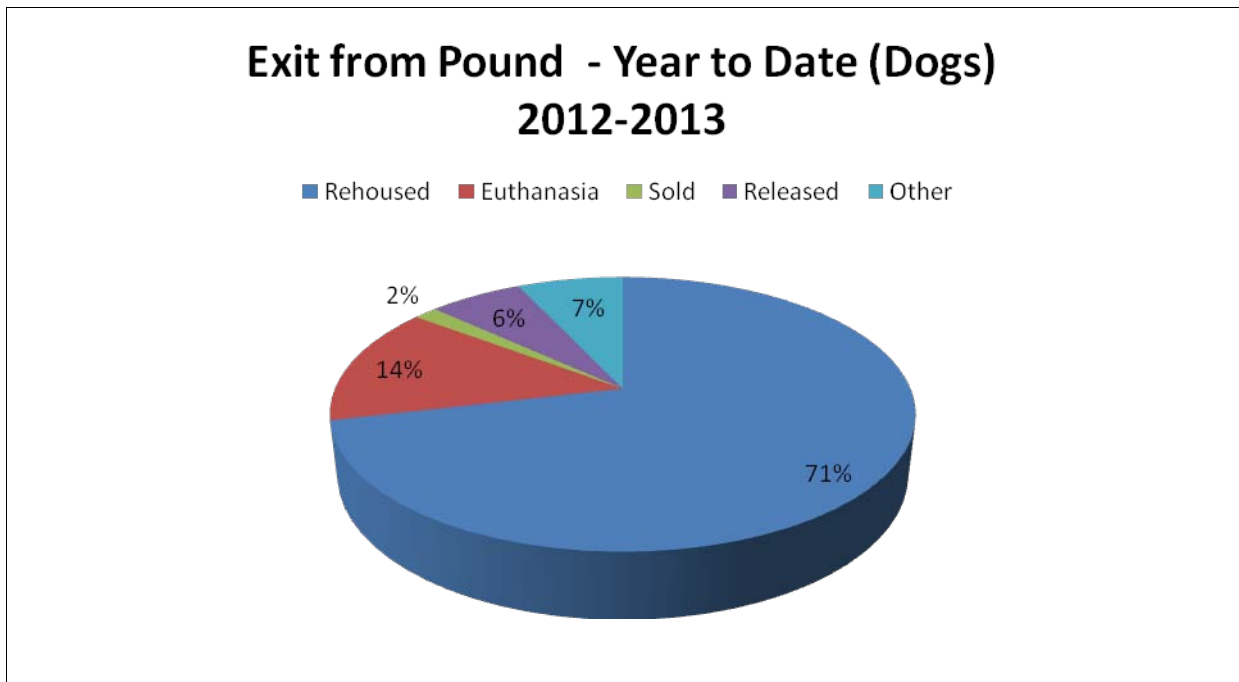
Author: Development Services Officer

COMPANION ANIMAL ACTIVITIES

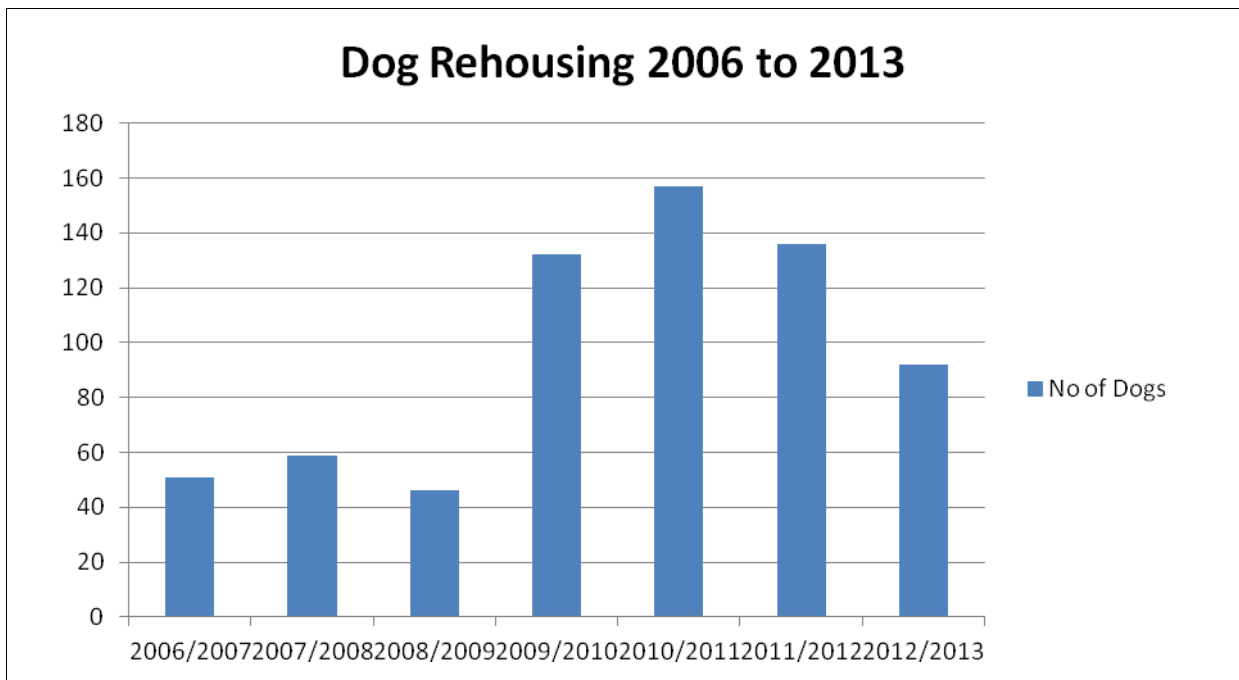
The following table summarises the management of companion animals during the month of May 2013:

	Dogs	Cats
Seizure Activities:		
Seized	11	1
Returned to Owner	0	1
Transferred to Pound from Seizure Activities	11	0
Animals in Pound at start of month	3	6
Dumped	12	2
Surrendered	2	0
Total Animals in Pound	28	8
Released to Owner	2	0
Euthanased	6	6
Sold	1	0
Stolen from Pound	0	0
Escaped	0	0
Died at Pound	0	0
Rehoused	11	0
Total Animals Leaving Pound	20	6
Animals in Pound at end of month	8	2

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 May 2013:



9.28 ECONOMIC DEVELOPMENT & TOURISM REPORT - JUNE

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 Mayor and the Senior Economic Development & Tourism Advisor met with the Regional Development Australia Committee in West Wyalong on Wednesday 22 May. The visit and discussions included:

- The Coinda Reserve Precinct including the Wetlands and Poppet Head;
- Wyalong Museum;
- Residential Subdivision;
- Industrial Estate and proposed industrial lands;
- Current and future sporting projects;
- Main Street Upgrade;
- Marketplace development
- Population trends;
- Socio Economic Indexes;
- Corporate farming.

Country Rugby League

The General Manager and Senior Economic Development & Tourism Advisor have been in discussions with Country Rugby League to visit the Bland Shire for discussions for future rugby league opportunities.

Gold Trails

Blue Clay Productions finished shooting the promotional DVD footage for the Gold Trails. The official launch of the Gold Trails may take place in July and Bland Shire Council will aim to have the Gold Trails iPad Kiosks operational and the Bland Shire Heritage, Gold Trails and Tours information completed.

Cr. Lord with the Gold Trails iPad Kiosk at the Temora Visitors Information Centre



Destination Management Planning

Cr. Tony Lord, Martin Lane, Mal Carnegie, Bernie Couzens and the Senior Economic & Tourism Advisor attended the Riverina Regional Tourism and Urban Enterprise presentation and briefing in West Wyalong on Thursday 23 May.

Riverina Regional Tourism

There will be a Special Riverina Regional Tourism (RRT) General Board Meeting in Griffith on Friday 14 June 2013 to discuss Destination Management Clusters, RRT Organisation Structure and RRT Projects.

Mirrool Silo Kick

The Mirrool Silo Kick will be holding their 21st Anniversary this year. Being the 21st Anniversary they will be inviting past participants and committee members to attend the celebrations. Initial plans may include a Presentation Dinner on the Friday night followed by the Silo Kick on Saturday 12. Lachlan Valley Rail will be running a train from Cowra to the event.

Newell Highway Promotions Committee

The Senior Economic & Tourism Advisor attended the Newell Highway Promotions Committee meeting held in Narromine on Thursday 16 May.

The NSW Cobra Car Club

The NSW Cobra Car Club will be visiting West Wyalong on the June Long weekend.