



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

Business Paper

17 June 2014



OUR VISION, MISSION AND VALUES





AGENDA

COUNCIL MEETING

17 JUNE 2014

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, may you draw strength from your God or Faith so that we may, here today, on behalf of our community, - 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 Asset & Engineering Services – Will Marsh

Director Corporate, Community & Development Services – Adele Casey

Executive Assistant – Julie Sharpe

2.3 Apologies

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 20 May 2014

- **Confirmation**

That the minutes of the Ordinary Council meeting held on 20 May 2014 be confirmed as a correct record of proceedings.

- **Corrections**

- **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

7.0 NOTICES OF MOTION

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.

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

9.1	Monthly Status Report	30
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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 Renrow Wash & Go Pty Ltd Business Assistance Funding

Local Government Act (Section 10A(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.

12.2 Tracks N Tables Business Assistance Funding

Local Government Act (Section 10A(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

Vision: A well run council acting as the voice of the community

DP15.2 Working in partnership with community groups, advisory committees, Government Departments, businesses and Council staff

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 (Cr Grellman)	2 nd May 2014 1 st August 2014	
Bland Rural Fire District Zone Liaison Committee (Cr Grellman, Cr Keatley - alternate)		
Bland – Temora RFS Zone Bushfire Management Committee (Cr Grellman, Cr Keatley - alternate)		
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) (Mayor Pokoney, Cr McGlynn - alternate/observer, Cr Hampton - observer)	4 th June 2014 3 rd September 2014	
Cultural Advisory Committee (Cr McGlynn, Cr Keatley)	26 th May 2014 25 th August 2014	✓
Economic Development Committee	5 th August 2014	
Goldenfields Water County Council Board (Cr Templeton)	8 th May 2014 26 th June 2014	✓
Health & Wellbeing Advisory Committee (Cr Lord, Cr Monaghan, Cr Grellman, Cr McGlynn)		
Heritage Advisory Committee (Cr McGlynn, Cr Grellman)	4 th June 2014 9 th July 2014	✓
Indigenous Advisory Committee (Cr McGlynn, Cr Grellman)	24 th June 2014 30 th September 2014	
Local Traffic Advisory Committee (Mayor Pokoney, Cr Grellman - alternate)	5 th August 2014	

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 17 JUNE 2014

.....
MAYOR

Murrumbidgee Medicare Local Board <i>(Cr Monaghan)</i>		
Museums Advisory Committee <i>(Cr Lord, Cr Keatley)</i>	26 th June 2014 24 th September 2014	
Newell Highway Taskforce <i>(Cr Lord)</i>	13 th May 2014	
NSW Association of Mining Related Councils <i>(Cr McGlynn, Cr Hampton)</i>	9 th May 2014	
Plant Committee <i>(Cr Grellman, Cr Templeton, Cr Lord)</i>	2 nd September 2014	
Public Libraries NSW South-West Zone		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Pokoney)</i>		
Riverina Regional Tourism <i>(Cr Lord)</i>		
Visitor Economy & Tourism Advisory Committee <i>(Cr Lord, Cr Hampton)</i>	12 th June 2014 10 th July 2014	

MINUTES OF THE CULTURAL ADVISORY COMMITTEE MEETING HELD AT BLAND SHIRE COUNCIL ON MONDAY 26 MAY 2014 - COMMENCING AT 5:00PM.

Present: R Gelling (chair), Cr K Keatley, S Hood, K Johnston, C Sutton (Community Relations Officer), R McDonnell (Community Development officer).

Apologies: Cr L McGlynn, B Cooper, J Wyse,

ITEM 1 WELCOME

R Gelling opened the meeting at 4:59pm and thanked everyone for their attendance.

ITEM 2 COFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on Monday 24 February, 2014 were accepted.

Moved: K Keatley

Seconded: K Johnston

Carried

ITEM 3 MATTERS ARISING

3.1 Actions from previous meeting

3.1.1 Investigations into Temora theatre: Council staff noted their recent attendance at the Temora Town Hall Theatre and provided details of the venue to the committee. It was agreed that it is a well maintained and executed venue. The notion of having a theatre in West Wyalong was discussed and committee members noted the idea that having a multipurpose cultural space incorporating a cinema may be a good option to investigate for West Wyalong. Cootamundra Art Centre was also mentioned as a multipurpose venue in which to investigate further as movies are also screened there, which generates profits for other initiatives.

3.1.2 Report on faulty Towers: The Faulty towers proposal was discussed by the committee with Council staff noting that the only suitable venue according to the outlines requirements of the event coordinators was the S&C Club. It was noted that the S&C Club had not responded to the proposal to host the event outlined by Council staff.

3.1.3 Investigation into hosting Artexpress Exhibition: Council staff reported to the committee that requests for more information regarding the possibility of Bland Shire hosting the exhibition were made, and the requests had not been responded too. It was further noted that the event would likely require a larger than available space to host the exhibition.

3.1.4 Community Consultation re: A cultural Space: Council staff noted that feedback regarding the community consultation process had been received from the chair of the committee. Council staff further advised that the community consultation process had been held over and will go ahead in the future.

3.2 imag_ne Public Art Proposal: Council staff advised that a proposal for a temporary public art work had been received by artist Emma Anna.

Recommendation to Council:

That Council allocate funds for the temporary installation of the imag_ne public art work

Moved: S Hood

Seconded: S Howie

- 3.3 Roman Rudnytsky – Concert Pianist:** Council staff advised that Roman Rudnytsky had approached Council again this year to come to West Wyalong as part of his 2015 tour. It was noted that there was poor attendance at the previous recital and that it would likely be necessary for the recital to be held in conjunction with another event to ensure its financial viability.

ITEM 4 GENERAL BUSINESS

- 4.1** It was noted that Ralph Tikerpae had been selected to be an exhibiting artist in the upcoming Sculpture by the Sea competition. It was further requested that Ralph address the next Cultural Committee meeting in regard to his achievement.

Recommendation to Council:

That Council congratulate Ralph Tikerpae on his success and investigate ways in which this fantastic achievement can be celebrated within the community.

Moved: T Butcher

Seconded: S Hood

- 4.2 Cassie Geddes Stage Production:** It was advised that Cassie Geedes had approached the S&C Club in regard to the use of the venue to host performance rehearsals for a stage production later in the year. It was noted that it was difficult to get access to the club for rehearsals.

- 4.3 Eastern Riverina Arts report:** Scott Howie advised that his office had been moved to Fitzmaurice St in Wagga. There is now a gallery space in the front window to showcase work by local artists. It was noted that Adele Casey is no longer on the board of Eastern Riverina Arts and that Council has recommended that Rebecca McDonnell be appointed in her place. Scott further noted that he is planning to come to West Wyalong on 24 July to host a grant writing workshop to assist local artists in polishing their grant writing skills. It was noted that Eastern Riverina Arts (ERA) would be working with musician Fanny Lumsden again this year as part of her Country Halls tour. It was further noted that Dream Big 2014 will be held in Narrandera in August. Scott reported that he had met with the Bland Shire Community Services team to discuss a 6 – 9 month plan and upcoming cultural projects, and is also investigating bringing a photography workshop to West Wyalong as part of the July school holiday program. Scott further suggested some live theatre performers that may be appropriate for the local area.

- 4.4 Cultural Groups report:** It was advised that the West Wyalong Town Band had received a donation from the lions Club for the sum of \$400, and reported that the Band has been preparing for Mexico in the West. It was noted that the band is short on numbers. It was further advised that the band plans to team up with some members of the Ungarie community who have formed an Ungarie town band. The town band participated in the reenactment of the first digger returning to Australia and it was noted that this was successful event. A submission requesting support from Council was noted and it was advised that this will be used in the purchase of new tops and instrument upgrades. West Wyalong Regional Music (WWRM) noted that the group is struggling to find committee members. It was reported that the group is waiting on the result of funding submissions to determine if it will be possible to conduct the upcoming Winter Wind and Strings School in July 2014. The Winter Wind and Strings School will be conducted in partnership with Orange Regional Conservatorium should it go ahead.

ITEM 5 DATE OF NEXT MEETING

5.1

The next meeting will be held on Monday 25 August 2014.

ITEM 6 CLOSE OF MEETING

6.1

R Gelling closed the meeting at 6:29pm.

**Minutes of the meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 8 MAY 2014**

The meeting commenced at 12.59pm

PRESENT

Cr P Speirs (Chair), Cr A Clinton, Cr D McCann, Cr J McGregor, Cr D Palmer, Cr P Templeton.

ALSO IN ATTENDANCE

Mr A Grant (General Manager), Mr T McClellan (Manager Finance & Administration), Mr C Perry (Manager Distribution & Construction) Mr C Lasdauskas (Manager Technology) Mrs A Coleman (Executive Assistant)

1. APOLOGIES

Apologies have been received from Cr Chris Manchester and Cr Kevin Morris for this meeting.

14/021 RESOLVED on the motion of Crs Clinton and McGregor that leave of absence be granted to Cr Manchester and Cr Morris.

2. DECLARATION OF PECUNIARY INTERESTS

Cr Andrew Clinton declared an indirect non pecuniary interest in relation to report on Review of Developer Servicing Plan, as Councillor for Junee Shire Council who may be considering subdivision plans.

3. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 27 FEBRUARY 2014

14/022 RESOLVED on the motion of Crs McCann & Templeton that the minutes of the meeting held on 27 February 2014 having been circulated and read by members be confirmed.

4. BUSINESS ARISING FROM MINUTES

A congratulatory letter was received from Coolamon Shire Council for the Water Connection Fee reduction and refund passed at the February Council meeting.

5. PUBLIC ACCESS

Nil

6. NOTICES OF MOTION / RESCISSION MOTIONS

No Notices of Motion or Rescission Motions were received.

7. ADMISSION OF LATE REPORT

14/023 RESOLVED on the motion of Crs Palmer & Templeton that Council consider the late reports of:

Data Network Installation

Review of Developer Servicing Plan

Business Activity and Strategic Plan

Payment of Expenses and Provision of Facilities to Councillors Policy

And that the Land Report be moved from Open Session to Closed Session.

8. CHAIRPERSON'S MINUTE

The Chairperson did not submit a Chairpersons' minute to the meeting.

9. GENERAL MANAGER'S REPORTS

Mr Grant welcomed and introduced Mr Chris Lasdauskas Manager of Technology to Goldenfields Water.

9.1 FINANCIAL REPORTS

9.1.1 COUNCIL INVESTMENTS (G35507005)

14/024 RESOLVED on the motion of Crs Palmer & McGregor that the report detailing Council Investments as at 31 March 2014 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 2014:

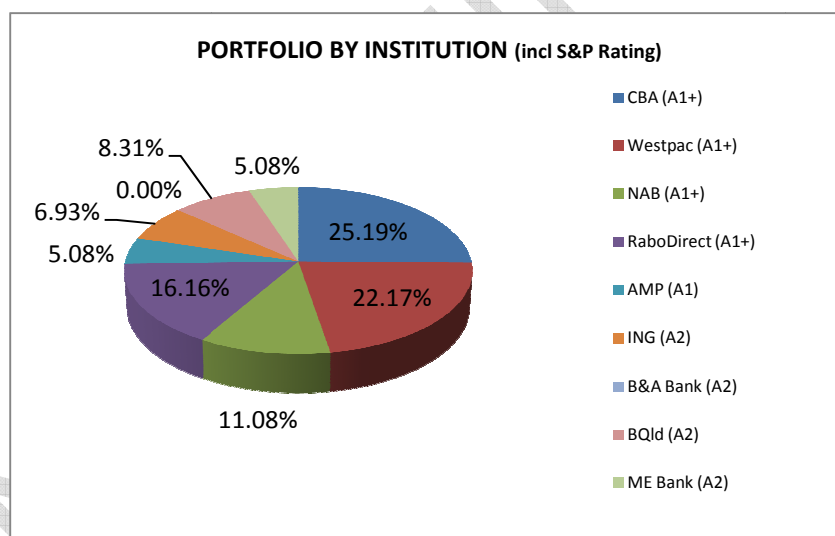
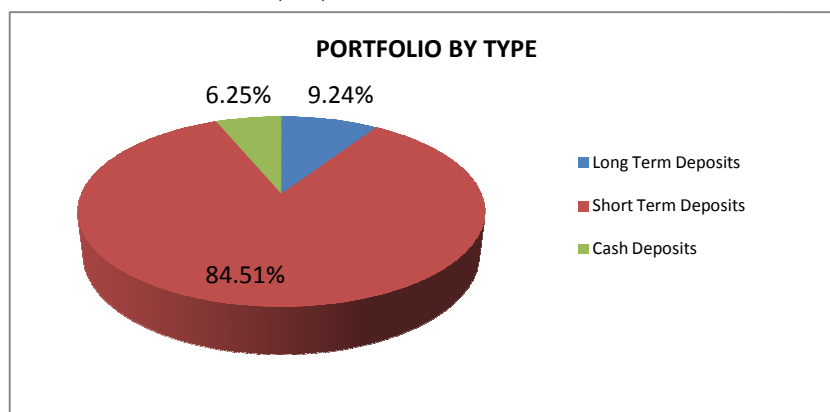
	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Long Term Deposits	2,000,000.00				9.24%
Westpac Coupon Select Deposit (5yr)	2,000,000.00	3m BBSW+1.3%	3.92%	27/10/15	9.24%
Short Term Deposits (<1 yr)	18,300,000.00				84.51%
Bank of Queensland	800,000.00	210	3.80%	14/04/14	3.69%
Members Equity Bank	500,000.00	224	3.73%	12/05/14	2.31%
Members Equity Bank	600,000.00	279	4.03%	12/05/14	2.77%
Commonwealth Bank	1,800,000.00	98	3.90%	26/05/14	8.31%
Bank of Queensland	1,000,000.00	281	3.95%	10/06/14	4.62%
AMP Bank	900,000.00	181	3.90%	10/06/14	4.16%
Commonwealth Bank	1,000,000.00	126	3.75%	7/07/14	4.62%
Rabobank Australia	1,000,000.00	280	3.75%	21/07/14	4.62%
National Australia Bank	1,000,000.00	182	3.80%	21/07/14	4.62%
Rabobank Australia	1,500,000.00	182	3.70%	5/08/14	6.93%
National Australia Bank	1,400,000.00	182	3.80%	5/08/14	6.47%
ING Bank (Australia) Limited	1,500,000.00	365	3.97%	19/08/14	6.93%

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TEMORA OFFICE on 8 MAY 2014**

Commonwealth Bank	1,500,000.00	183	3.90%	19/08/14	6.93%
RaboBank Australia	1,000,000.00	365	3.85%	30/09/14	4.62%
Westpac Banking Corporation	1,500,000.00	365	3.92%	4/11/14	6.93%
Westpac Banking Corporation	1,300,000.00	365	3.92%	11/11/14	6.00%
Cash Deposits	1,354,433.86				6.25%
Commonwealth Bank At Call A/c	50,000.00	At Call	2.45%	N/A	0.23%
AMP Bank At Call A/c	200,000.00	At Call	3.35%	N/A	0.92%
CBA Premium Business A/c	1,104,433.86	At Call	Various	N/A	5.10%

21,654,433.86

100.00%



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

Cash Book balance as at 31 January 2014	469,153.06
Plus Deposits	
February	8,927,382.44
March	4,419,200.37
Less Payments	
February	9,199,632.94
March	3,520,758.87
Cash Book balance as at 31 March 2014	1,095,344.06

**Minutes of the meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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Less Outstanding Deposits	2,759.04
Plus Unpresented Cheques	11,848.84
Bank balance as at 31 March 2014	1,104,433.86

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.

9.1.2 OUTSTANDING WATER DEBTORS (G35307005)

14/025 RESOLVED on the motion of Crs Clinton and Templeton that the report detailing Council's outstanding water debtors as at 31 March 2014 be received and noted.

Cr Clinton queried deferred headworks charges and who they were available to.

Cr McGregor queried the interest on arrears. Mr McClellan requested time be allowed to investigate and reply.

Report prepared by Manager Finance & Administration

This report is presented for information on Council's outstanding water debtors as at 31 March 2014:

\$'s	Arrears	Interest	Current	Total
Access Charges	66,914.70	11,729.07	120,801.00	199,444.77
Consumption Charges	115,642.72	28,457.62	252,573.10	396,673.44
Deferred Headworks	241,108.00	0.00	9,471.00	250,579.00
Sub-Totals	423,665.42	40,186.69	382,845.10	846,697.21
Less Overpayments Received				-224,858.79
Total Outstanding				621,838.42
Less Bulk Council Accounts Outstanding				-235,930.07
Less Headworks Accounts Outstanding				-250,579.00
Total Outstanding from Retail Customers				135,329.35

Recommendation

Recommendation made was adopted.

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9.1.3 WATER PRODUCTION COSTS (G35201005)

14/026 RESOLVED on the motion of Crs Clinton and Palmer that the report detailing Council's production cost comparatives as at 31 March 2014 be received and noted.

Cr Clinton congratulated Mr Grant and staff on the production of the report.

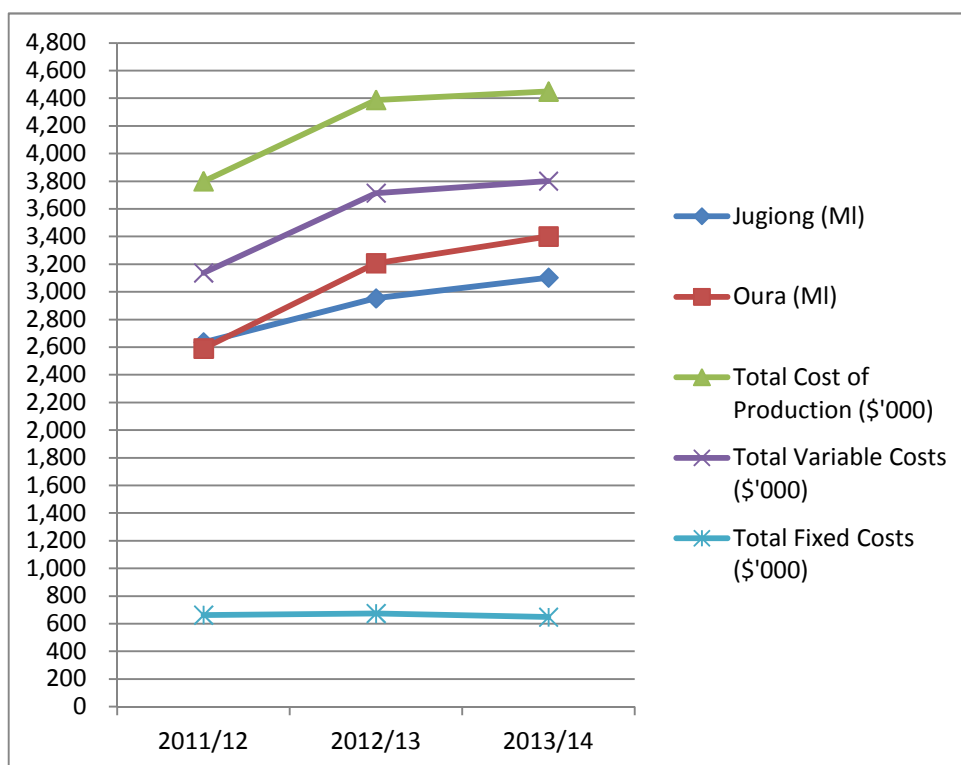
Report prepared by Manager Finance & Administration

This report provides a comparison of Council's production costs as at 31 March 2014, with the previous two years. It also shows the relationship between production costs and production volumes. A separate report on production volumes is presented elsewhere in the business paper.

It should be noted that these expenditure comparisons can be slightly distorted by timing issues of creditor payments.

YTD Production Cost Comparisons through March

	2011/12	2012/13	2013/14	% Change
Production Volumes (MI)				
Jugiong (MI)	2,635	2,953	3,103	5.08%
Oura (MI)	2,590	3,207	3,400	6.02%
Other (MI)	589	743	799	7.54%
Total	5,814	6,903	7,302	5.78%
Cost of Production (\$'000)				
Mains Operations	298	361	327	-9.42%
Reservoirs Operations	28	31	35	12.90%
Pumping Stations & Bores Operations	57	56	58	3.57%
Treatment Operations	280	226	228	0.88%
Total Fixed Costs (\$'000)	663	674	648	-3.86%
Mains Maintenance (recurrent)	879	808	710	-12.13%
Reservoirs Maintenance (recurrent)	173	115	115	0.00%
Pumping Stations & Bores Energy	1,295	1,944	2,180	12.14%
Pumping Stations & Bores Maint (recurrent)	507	498	452	-9.24%
Treatment Chemical Costs	193	202	236	16.83%
Treatment Maintenance	90	147	108	-26.53%
Total Variable Costs (\$'000)	3,137	3,714	3,801	2.34%
Total Cost of Production (\$'000)	3,800	4,388	4,449	1.39%
Cost of Prod'n (cents/Kl of water produced)	65.36	63.57	60.93	-4.15%
Electricity Used YTD (MWh)	8,046	9,781	9,646	-1.38%
Electricity v Water Prod'n Ratio (MWh/MI)	1.38	1.42	1.32	-6.77%



Recommendation

Recommendation made was adopted.

9.1.4 QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2014 (G35201005)

14/027 RESOLVED on the motion of Crs McCann & Clinton that the Quarterly Budget Review Statement for the period ended 31 March 2014 be received and noted with the variations to income and expenditure adopted as the revised Budget estimates for the year ended 30 June 2014.

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 2014 and is attached for Council's consideration.

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 surplus of \$3,307,000. The March QBR result, as presented, reflects an increase from that projected at December by \$102,000, resulting in a budgeted surplus result of \$3,409,000.

The major components of the reviewed surplus are listed below:

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- Decrease in residential water sales of \$100k based on revised expectations following the 3rd quarter usage. The sales result is still expected to exceed the original estimate by \$404k;
- Interest income from investments was increased by \$50k at the December review. That increase is now not expected to be realised;
- Additional income expected from tapping fees (\$30k) and connection application fees (\$10k);
- Council received notification of a grant from the Riverina Local Land Service (\$11.5k) for its GWCC500 Wildlife project;
- Various adjustments to management costs resulted in an expected net saving of \$200k; and
- Budget reductions for mains maintenance (\$100k) and treatment costs (\$50k) have offset an expected increase in electricity costs of \$150k.

Notes detailing March QBR variations to the operating result are listed on page 5 of the review statement.

Councillors will note changes to the Capital Budget Review Statement of \$1.148 million. The changes are as follows:

- \$20k has been added to easement costs;
- \$450k has been removed from the Junee Reservoir construction budget; and
- \$718k of net adjustments in programmed infrastructure works.

Notes detailing March QBR variations to the capital budget are listed on page 7 of the review statement.

Please refer to the attached statements for financial details and accompanying notes.

Recommendation

Recommendation made was adopted.

9.2 WORKS REPORTS

9.2.1 FEBRUARY 2014 / MARCH 2014 (G95507005)

14/028 RESOLVED on the motion of Crs Templeton and Palmer that the Works Report for February and March be received and noted.

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Report prepared by Manager Distribution & Construction

Water Losses & Mains Repairs

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
121.	5/2	11.00	16.30	Coolamon, Loughnan Street	100	25	0.5	Split Pipe
122.	6/2	12.00	14.00	Weethalle, Malones Lane	80	-	50	Hole In Pipe
123.	11/2	7.30	12.30	Cootamundra, Olympic Hwy	100	-	1	Split Pipe
124.	11/2	7.30	12.30	Cootamundra, Olympic Hwy	100	-	1	Split Pipe
125.	11/2	9.30	12.00	Marrar, Marrarvale Road	80	-	0.5	Split Pipe
126.	14/2	14.00	16.00	Barellan, Yapunyah Street	100	15	10	Joint Failure
127.	14/2	11.00	13.00	Weethalle, Kolkilbertoo Road	100	-	25	Split Pipe
128.	15/2	8.00	11.00	Ungarie, Merrengreen Road	100	20	250	Joint Failure
129.	17/2	12.00	14.00	June, Hammond Street	100	10	100	Other
130.	18/2	11.00	14.00	Marrar, Marrarvale Road	80	-	0.1	Split Pipe
131.	19/2	22.00	2.00	Illabo, Gregorys Lane	150	-	100	Split Pipe
132.	19/2	10.00	12.00	Coolamon, Mary Gilmore Way	80	2	1	Joint Failure
133.	20/2	8.30	11.30	Binya, Hulmes Road	150	-	5	Other
134.	21/2	7.30	11.30	West Wyalong, Whitakers Lane	100	-	5	Other
135.	21/2	12.30	15.30	Binya, Hughenden Road	100	-	20	Split Pipe
136.	24/2	8.30	12.00	Temora, Coolamon Road	80	-	2	Split Pipe
137.	25/2	13.00	16.00	June, Park Lane	100	-	500	Split Pipe
138.	26/2	8.00	11.00	Ganmain, Spring Creek Road	100	-	2	Joint Failure
139.	27/2	11.00	12.30	Cootamundra, Olympic Hwy	100	-	1	Split Pipe
140.	27/2	13.30	16.00	Weethalle, Youngs Lane	80	-	30	Split Pipe
141.	27/2	13.30	16.00	Weethalle, Youngs Lane	80	-	30	Split Pipe
142.	28/2	11.30	13.00	Weethalle, Fishers Lane	100	-	50	Split Pipe
143.	4/3	8.00	10.00	Binya, Garoolgan Merribee Road	100	-	5	Split Pipe
144.	4/3	10.00	12.00	Binya, Garoolgan Merribee Road	100	-	20	Split Pipe
145.	13/3	15.30	16.30	Illabo, Old Sydney Road	150	-	100	Split Pipe
146.	13/3	2.30	6.30	Beckom, Deakin Street	100	16	100	Split Pipe
147.	18/3	11.00	13.00	Marrar, Marrarvale Road	80	20	500	Split Pipe
148.	20/3	13.00	0.00	June, Roedigers Lane	200	-	200	Split Pipe

**Minutes of the meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 8 MAY 2014**

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
149.	20/3	7.00	14.00	Springdale, Burley Griffin Way	375	-	20	Hole In Pipe
150.	21/3	16.30	22.00	Springdale, Burley Griffin Way	375	-	10	Hole In Pipe
151.	31/3	16.30	21.00	Harden, Substation Road	375	-	2	Joint Failure
152.	26/3	16.00	18.00	Cootamundra, Lismore Road	50	-	2	Split Pipe

Complaints

Water Quality

Dirty Water

10/2/2014 Waterview Street Ganmain
 11/02/2014 Berembed Street Grong Grong
 11/02/2014 Balaro Street Grong Grong
 11/02/2014 Junee Street Grong Grong
 11/02/2014 Binya Street Grong Grong
 11/02/2014 Ethel Street Ungarie
 17/02/2014 Stinson Street Coolamon
 17/02/2014 Rannock Rd Coolamon
 17/02/2014 Cowabbie Street Coolamon
 18/02/2014 Ganmain Rd Coolamon
 24/02/2014 Olympic Highway Old Junee
 03/03/2014 McCraigs Lane Coolamon
 11/0/32014 Waratah Crescent Coolamon
 12/03/2014 Coolamon Rd Coolamon
 14/03/2014 Temora Rd Coolamon
 14/03/2014 Coolamon/Wagga Rd Coolamon
 14/03/2014 Lonsdale Lane Coolamon
 18/03/2014 Holden Street Coolamon
 20/03/2014 Stockinbingal

A total of 122 service difficulty and fault reports were received for February/March 2014.

Construction & Major Maintenance

- Main Upgrade Loughnan Street Coolamon
- 10 x 32mm meters installed Coolamon and Junee
- New service installed at Bethungra, Junee, Wantabadgery, Junee rural
- Started and completed Taggle instalments on 20mm meters in Coolamon reticulation except for the skipped meters
- Finish Meter reading rurals
- Jindalee Feed Lot – Removed 12.5L/second restrictor and replaced with a 13L/second restrictor
- Started and completed Taggle instalments on 20mm meters in Junee reticulation except for the skipped meters
- Main upgrade Mann Street Coolamon 90% completed
- Started and completed Taggle instalments on 20mm meters in Temora reticulation.
- Started and completed Taggle instalments on 20mm meters in West Wyalong reticulation.
- Serviced ACV and PRV within the scheme
- Replaced stop valves in pump stations in the Daylight area – 80% complete
- Summer maintenance - Changing oils and grease pumps
- Fabrication and installation of stainless steel spool pieces for new fire services across the scheme
- Coolamon – Replaced burnt out motor on transfer pump and investigate course, sent motor away for repair
- Junee Reefs - Fabricate and install protective cover for motor and pump
- Repairs to leaking 375mm reflux on raw water pumps at Jugiong
- **Machining meters to suit Taggle clamps**
- Jugiong WTP - repair and clean soda ash filter system
- Arrange all vehicle registration inspections
- Wombat Hill reservoir – Investigating and repairs to operation of level control valve
- Jugiong WTP – repairs to flocculators
- Tara pump station – replace leaking mechanical seal on No.2 pump
- Fabrication of stainless steel internal platform for Junee balance tank
- Weethalle town reservoir repairs and servicing of level control valve

Recommendation

Recommendation made was adopted.

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9.2.2 CAPITAL WORKS PROGRESS REPORT (G35201005)

14/029 RESOLVED on the motion of Crs Palmer & McGregor that the report detailing the progress of Council's Capital Works Program as at 31 March 2014 be received and noted.

Cr Palmer queried the percentage of capital works that will be completed by the end of financial year.

Mr Grant has committed to provide meaningful figures when the financial year review is produced.

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 2014:

Description	Location	Anticipated Start Date	Anticipated Completion Date	Program Estimate (\$)	Expend to 30/06/13 (\$)	2013/14 Budget (\$)	YTD Expend (\$)	Total Expend to Date (\$)	Comment
New System Infrastructure Assets									
Site / Easement Acquisition	Opportunistic budget per year	1/07/13	30/06/14	70,000	0	90,000	79,150	79,150	In progress
Electrical Office Demountable	Temora Office	1/07/13	30/06/14	35,000	0	35,000	0	0	Not yet commenced
Mains Extension	Opportunistic budget per year	1/07/13	30/06/14	50,000	0	50,000	19,590	19,590	Dan Curtis Ln Coolamon, Kitchener Rd Temora, Perserverance St West Wyalong
Additional Storage	Junee	1/07/11	30/06/14	2,500,000	100,963	1,950,000	1,843,653	1,944,616	Completed
Infrastructure Asset Renewals									
Depot Reconfiguration	Temora Works Depot	1/07/13	30/06/14	500,000	0	500,000	0	0	Not yet commenced
Bore Construction	Oura Bores	1/07/10	30/06/14	1,185,000	23,491	610,000	47,352	70,843	Preliminaries in progress. Contract awarded
Major Electrical Upgrade	Jugiong No.1 Pump Station	1/07/09	31/10/13	2,130,000	1,361,243	131,500	131,489	1,492,732	Completed.
Manifold Replacement	Jugiong No.2 Pump Station	1/04/14	30/06/14	90,000	0	90,000	0	0	In progress
Regrade & Seal Road, Fencing	Jugiong Treatment Plant	1/07/12	31/10/13	99,000	69,912	34,600	34,591	104,503	Completed.
Replace Control System	Jugiong Filtration Plant	2/04/10	31/10/13	500,000	308,714	130,500	130,413	439,127	Completed
Internal Painting & Fittings Replacement	Jugiong Filtration Plant	1/07/13	30/06/14	50,000	0	0	0	0	Job deferred due to re-prioritisation
Mains Replacement	Coursing Park	1/05/13	30/08/13	140,000	92,993	27,500	27,422	120,415	Completed

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Description	Location	Anticipated Start Date	Anticipated Completion Date	Program Estimate (\$)	Expend to 30/06/13 (\$)	2013/14 Budget (\$)	YTD Expend (\$)	Total Expend to Date (\$)	Comment
Mains Replacement	Strathmores to McKenzies Ln	1/05/13	30/08/13	50,000	4,529	42,700	42,618	47,147	Completed
Mains Replacement	Pattersons Ln	1/06/13	30/08/13	27,000	435	27,200	26,746	27,181	Completed.
Mains Replacement	Olympic Way Cootamundra	1/07/13	30/06/14	40,000	0	0	0	0	Job deferred due to re-prioritisation
Mains Replacement	Black Gate Rd Cootamundra	1/07/13	30/06/14	32,000	0	0	0	0	Job deferred due to re-prioritisation
Mains Replacement	Loughnan St Coolamon	1/07/13	28/02/14	45,500	0	64,600	64,545	64,545	Completed - additional cost due to rock.
Mains Replacement	Wade St (1) Coolamon	1/07/13	30/06/14	26,000	0	53,300	53,229	53,229	Completed - an additional 120m added to job + installed deeper to avoid other services
Mains Replacement	Wade St (2) Coolamon	1/07/13	30/06/14	26,000	0	29,000	28,997	28,997	Completed
Mains Replacement	Mann St Coolamon	1/07/13	30/06/14	26,000	0	26,000	15,516	15,516	In progress
Mains Replacement	Deepwater Rd Matong	1/07/13	30/06/14	26,000	0	26,000	14,123	14,123	In progress
Mains Replacement	Grong Grong Rd Matong	1/07/13	30/06/14	19,500	0	0	0	0	Job deferred due to re-prioritisation
Mains Replacement	Waterview St Ganmain	1/07/13	30/06/14	26,000	0	0	0	0	Job deferred due to re-prioritisation
Mains Replacement	Kings Creek	1/04/14	30/06/14	120,000	0	120,000	0	0	In progress
Pumps Major Maintenance Program	Throughout Distribution Area	1/07/13	30/06/14	221,000	0	60,800	60,795	60,795	Prunevale #2 Pump restored
Pumps Replacements (2)	Mt Daylight	1/07/13	30/06/14	50,000	0	0	0	0	Job deferred due to re-prioritisation
Pump Str Valve Replacement Program	Mt Daylight	1/07/13	30/06/14	20,000	0	20,000	14,484	14,484	In progress
High Voltage Customer Agreement Upgrade	Jugiong Pump Stations	1/07/13	30/06/14	80,000	0	35,000	0	0	Under negotiation
Air-conditioning	Jugiong Pump Stations	1/07/13	30/06/14	3,000	0	0	0	0	More efficient options being investigated.
Mains Isolation Valve	Oura Pump Stations	1/07/11	31/12/13	20,000	7,154	13,000	0	7,154	In progress
Electronic Actuator	Oura Pump Stations	1/07/13	30/06/14	20,000	0	20,000	0	0	Not yet commenced
Air-conditioning	Oura Pump Stations	1/07/13	30/06/14	11,000	0	0	0	0	More efficient options being investigated.

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Description	Location	Anticipated Start Date	Anticipated Completion Date	Program Estimate (\$)	Expend to 30/06/13 (\$)	2013/14 Budget (\$)	YTD Expend (\$)	Total Expend to Date (\$)	Comment
Electrical Panel Upgrade	Garoolgan Pump Station	1/07/13	30/06/14	38,000	0	38,000	0	0	Not yet commenced
Air-conditioning	Ariah Park Pump Station	1/07/13	30/06/14	4,000	0	0	0	0	More efficient options being investigated.
Electrical Spares	Pump Stations	1/07/13	30/06/14	36,500	0	36,500	0	0	Not yet commenced
Reservoir Rehabilitation	Barellan Reservoir	1/07/12	31/10/13	250,000	209,073	41,000	40,359	249,432	Completed
Water Meter Replacement Program	Throughout Distribution Area	1/07/13	30/06/16	2,140,000	65,423	810,000	739,581	805,004	In progress
Data Network Roll-out (Trial)	Selected trial locations			30,000	0	30,000	4,252	4,252	Completed
Data Network Roll-out (Phase 2)				200,000	0	200,000	85,785	85,785	In progress
Data Network Roll-out - Full Installation	Throughout Distribution Area	17/02/14	30/06/14	1,100,000	0	1,100,000	573,310	573,310	In progress

Please note that a number of adjustments have been recommended in the March Quarterly Budget Review.

The following jobs (and highlighted above) have been recommended for deferral from this year's capital budget:

Internal Painting & Fittings Replacement	\$50,000
Mains Replacement - Olympic Way, Cootamundra	\$40,000
Mains Replacement - Black Gate Rd, Cootamundra	\$32,000
Mains Replacement - Grong Grong Rd, Matong	\$19,500
Mains Replacement - Waterview St, Ganmain	\$26,000
Pump Replacements (2) - Mt Daylight	\$50,000
Total	\$217,500

The following jobs have been adjusted to reflect the final expected cost:

	Amended Budget	Saving (Loss)
Easement Acquisition	\$90,000	(\$20,000)
Junee Reservoir	\$1,950,000	\$450,000
Bore Construction	\$610,000	\$525,000
Major Electrical Upgrade	\$131,500	(\$2,400)
Road, Fencing - Jugiong WTP	\$34,600	(\$5,600)
Control System - Jugiong WTP	\$130,500	(\$2,300)
Mains Replace - Coursing Park	\$27,500	\$19,500
Mains Replace - Strathmores	\$42,700	\$2,300
Mains Replace - Pattersons Ln	\$27,200	(\$200)
Mains Replace - Loughnan St	\$64,600	(\$19,100)
Mains Replace - Wade St (1)	\$53,300	(\$27,300)
Mains Replace - Wade St (2)	\$29,000	(\$3,000)

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Pumps Major Maint Program	\$60,800	\$160,200
High Voltage Customer Agreement	\$35,000	\$45,000
Total		\$1,122,100

The air-conditioning units for the three pump stations listed (\$18,000) have been removed with more efficient options being investigated.

Two urgent jobs have been added: a mains replacement at Kings Creek (\$120,000) and a manifold replacement for the no. 2 booster pump station at Jugiong (\$90,000).

Recommendation

Recommendation made was adopted.

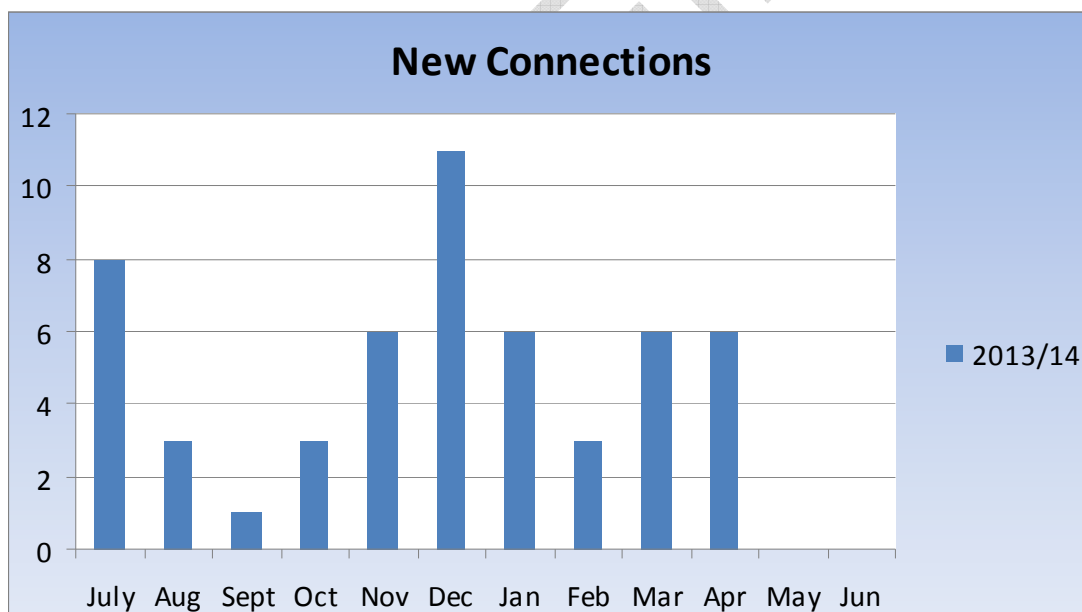
9.2.3 NEW WATER SERVICE CONNECTIONS (G95151005)

14/030 RESOLVED on the motion of Crs Clinton and McGregor that the report detailing new water service connections be received and noted.

Report prepared by Senior Revenue Officer

This financial year there have been 53 new water service connections to 28 April.

The following graph shows the number of new connections per month:



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The following table shows the status of applications received and the number of new connections as per their charging classification, reported on a shire basis.

Shire	Applications				Charging Classification			
	Received	Connected	Rejected	Pending	Res	N-Res Rural	N-Res Hi Vol	N-Res Other
Bland	8	7		1	6			1
Coolamon	20	16		4	14	1		1
Cootamundra	1			1				
Junee	28	17		11	13	2		2
Narrandera	2			2				
Temora	19	13		6	9	3		1
Totals	78	53	0	25	42	6	0	5

Of the 25 pending applications; 6 have been accepted with work orders issued and 11 letters of offer have been made. The remaining applications are under investigation.

Recommendation

Recommendation made was adopted.

9.3 OTHER REPORTS

9.3.1 WATER PRODUCTION UPDATE (G95809505)

14/031 RESOLVED on the motion of Crs Palmer & Templeton that the report detailing Council's water production status be received and noted.

Report prepared by Senior Revenue Officer

This report is presented for information on Council's year to date water production status.

The table below provides an analysis of water production to 27 March 2014, measured against the estimated production figures used to estimate water sales for the year.

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

Source	Max Extraction (Ml)	Production Figures through March			
		Est Prod'n	Prod'n YTD	Variance	Percent
Jugiong	5,590	2,838	3,103	265	9.3%
Oura	6,000	2,951	3,400	449	15.2%
Other	1,222	680	799	119	17.5%
Totals	12,812	6,469	7,302	833	12.9%

The above comparison shows the results of continued hot weather during the 3rd quarter and the lack of any significant summer rainfall over the entire supply area.

The table below provides an analysis of water production to 24 April 2014.

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Source	Max Extraction (MI)	Production Figures through April			
		Est Prod'n	Prod'n YTD	Variance	Percent
Jugiong	5,590	3,123	3,326	203	6.5%
Oura	6,000	3,259	3,630	371	11.4%
Other	1,222	748	859	111	14.8%
Totals	12,812	7,130	7,815	685	9.6%

The results show the effects of April rainfalls over the supply areas.

The attached graphs show water production comparatives between this year, last year and the estimate for Councils two main water sources, Jugiong and Oura to 24 April 2014.

Recommendation

Recommendation made was adopted.

9.3.2 JUGIONG NO. 2 BOOSTER PUMP STATION DISCHARGE MANIFOLD REPAIRS (G95607507)

14/032 RESOLVED on the motion of Crs McCann and Templeton that:

1. Council endorse the engagement of Girdwood Contracting for installation works.
2. Council allocate \$90,000 to the project.

Report Prepared by Engineering Officer

The Jugiong No. 2 booster pump station is located between the Jugiong Treatment Plant and Cowangs Reservoirs. Significant leakage from the gaskets between the flanged joints of the discharge manifold has warranted their replacement. Due to the importance of this infrastructure, replacement is considered priority during the upcoming off-peak season.

To replace the gaskets the manifold was re-designed to include dismantling joints to aid installation and future repairs.

The expected budget for the project is \$90,000 which includes materials and installation.

With the current employee data network installation commitments, quotations for installation were called and received from 3 companies:

- Keoghs Excavations \$88,510
- Divalls Earthmoving and Bulk Haulage \$50,110
- Girdwood Contracting \$27,665

Upon checking of references Girdwood Contracting have been engaged to carry out the works which are expected to begin in May.

Recommendation

Recommendation made was adopted.

9.3.3 KINGS CREEK REPLACEMENT

14/033 RESOLVED on the motion of Crs McCann and Templeton that:

1. Council endorse the engagement of Girdwood Contracting for installation works.
2. Council allocate \$120,000 to the project.

Report Prepared by Engineering Officer

Kings Creek is located 2 km north of Kingsvale. A recent failure through the creek resulted in a temporary repair to restore water supply to Young. A re-alignment has since been designed which includes the replacement of 200 m of 450 mm DICL pipe through the creek and connection to the existing pipeline. With the township of Young supplied directly from this pipeline, replacement is considered priority during the upcoming off-peak season.

The expected budget for the project is \$120,000 which includes materials and installation.

With the current employee data network installation commitments, quotations for installation were called and received from 3 companies:

• Keoghs Excavations	\$154,050
• Divalls Earthmoving and Bulk Haulage	\$ 62,690
• Girdwood Contracting	\$ 50,100

Upon checking of references Girdwood Contracting have been engaged to carry out the works which are expected to begin in May.

Recommendation

Recommendation made was adopted.

9.3.4 LGMA AWARDS 10 APRIL 2014 (G03500510)

14/034 RESOLVED on the motion of Crs Clinton and McGregor that:

1. The report be received and noted.
2. The Board thank staff for their contributions.

Cr McGregor declared that all Constituent Councils should publicly congratulate Goldenfields Water on this achievement.

Cr Palmer noted that this award is due recognition that Goldenfields Water is up with the best.

Report Prepared by General Manager

The General Manager, Process Control & IT Officer and Mechanical Coordinator attended the LGMA Awards 10 April 2014 in Sydney.

Goldenfields was awarded the Excellence in Asset Management Award for the progress made in the last year in asset management.

This is recognition of the hard work put in by the board members and staff over the last 2-3 years. It is a credit to the way Goldenfields has worked together to improve the organisation. It is timely in the current political climate to be endorsed in our key business area.

Recommendation

That the report be received and noted.

9.3.5 LAND REPORT (G10057025)

This report will be considered in Closed Session as per resolution 14/023.

9.3.6 REROC MEETING TUESDAY 25 FEBRUARY 2014 (G45406005)

14/035 RESOLVED on the motion of Crs Palmer and McCann that the report be received and noted.

Report Prepared by General Manager

The Deputy Chairperson and General Manager attended the REROC meeting 25 Feb 2014. Cr Manchester left the meeting approximately 12 midday, due to other appointments.

The minutes of the meeting are attached as Attachment 9.3.6

The main point of interest was the discussion on the Local Government Review submission by REROC. The draft submission was missing key components of support for GWCC, RWCC and the county council model.

After discussion the submission was altered to support RWCC, GWCC and state that removal of county council be legislative change was not supported.

The submission also then included positive mention of the Memorandum of Understanding between RWCC & GWCC.

Recommendation

Recommendation made was adopted.

9.3.7 NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on Thursday 26 June 2014 at 1.00pm.

9.3.8 REPORT ON DATA NETWORK INSTALLATION APRIL 2014 (G55053015)

14/036 RESOLVED on the motion of Crs Clinton and Palmer that:

1. The report be received and noted
2. Council authorise the General Manager to allocate \$50,000 to set up trials for data demonstrations

Cr McCann enquired about Councils Data Acquisition Policy. Mr Grant committed to a draft policy being brought to the next Council meeting.

Report Prepared by General Manager

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The data network installation is proceeding well. Field and desk top audits have been undertaken on installations, with error rates less than expected for an installation of this type (approx 3%).

21 receivers have been installed, which leaves approximately 10-12 left to complete the network. Approximately 70% of the transmitters have been installed. Estimated finish date is end of May.

A parallel meter reading run will be undertaken manually as well as using Taggle data for the next billing cycle. This will allow further cross checking of data and better GIS positional data for meters to be captured.

Recommendation

That the report be received and noted.

9.3.9 REVIEW OF DEVELOPER SERVICING PLAN 2014 (G60400505)

14/037 RESOLVED on the motion of Crs McCann and Clinton that the Developer Service Plan be received and that the board approve the suggested developer charges as detailed in Table 7.

Report Prepared by General Manager

The Developer Servicing Plan for Goldenfields is due for assessment and adjustment accounting for changes to asset management and capital works.

The new draft guidelines by the NSW Office of Water have not yet been approved by The Minister.

Council staff used the April 2011 Developer Servicing Plan as a basis for the proposed plan. The previous plan was adjusted for recent reductions in mains replacement costs for rural mains and the future capital works program.

In summary it is suggested that the following charges be adopted resulting in an increase of 5% for the bulk councils and a reduction of 19% for retail councils from 2013/14 to 2014/15. Both charges would then be indexed at 5% over the next 5 years of the plan.

Table 7 Developer charges over 5 years

DSP Name	2014/15	2015/16	2016/17	2017/18	2018/2019
GWCC Retail DSP Area A	\$7,075	\$7,429	\$7,800	\$8,190*	\$8,600*
GWCC Bulk DSP Area B	\$6,470	\$6,794	\$7,134	\$7,491*	\$7,866*

* Pricing to be approved by the next Board

Recommendation

That the Developer Service Plan be received and direction given by The Board on the final suggested Developer Charges taking into account relating to social, demographic and equity issues.

9.3.10 BUSINESS ACTIVITY AND STRATEGIC PLAN (G05601005)

14/038 RESOLVED on the motion of Crs Clinton and McCann that Council endorse the Business Activity and Strategic Plan including the Operational Plan for 2014/15, and the plan to go on public display.

Report prepared by General Manager

The Business Activity and Strategic Plan incorporating Delivery Program and Operational Plan for 2014/15 have been updated to show the coming years targets and include an asset management strategy.

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

That Council endorse the Business and Activity Strategic Plan incorporating Delivery Program Operational Plan for 2014/15.

9.3.11 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS POLICY (CP:022) (G40350505)

Cr Speirs declared a pecuniary interest in this item being the proposed recipient of the mobile phone.

Cr Speirs vacated the chair for item 9.3.11 to Cr Palmer at 3.09pm.

14/039 RESOLVED on the motion of Crs Templeton and McCann that Council adopt the draft Payment of Expenses and Provision of Facilities to Councillors Policy (CP:022), for public exhibition.

Report prepared by Manager Finance & Administration

An additional clause has been proposed to the above policy to allow for the provision of a mobile phone to the Chairperson and/or Deputy Chairperson. The proposal is listed below:

19.2 Should the Chairperson (and/or Deputy Chairperson) so choose, Council will provide a mobile phone and will pay half the "Services and equipment rental" costs in accordance with the agreed plan. Call costs in excess of the plan are the responsibility of the user.

The Chairperson's (and/or Deputy Chairperson) plan contribution, and any call charges in excess of the plan, are to be deducted from the user's monthly member's fee payment.

An updated draft of the Payment of Expenses and Provision of Facilities to Councillors Policy that includes the additional clause (19.2) is attached for Council's consideration.

Recommendation

Recommendation made was adopted.

Cr Speirs resumed the chair at 3.11pm.

10. QUESTIONS AND STATEMENTS

Cr McGregor attended the Water Industry Operators Association Conference in Orange as Goldenfields Water delegate. Cr McGregor found much of the information presented very interesting especially for staff.

Cr Clinton reiterated congratulations to staff for the LGMA Excellence in Asset Management acclamation.

Mr Grant notified the board that GWCC Award negotiations will begin soon, with a focus on an Award recognising performance.

Mr Grant notified that board that GWCC will negotiate an electricity contract in conjunction with Wagga City Council and Riverina Water County Council – this should result in competitive pricing with the aim to negotiate a 1 year contract with yearly extensions.

Staff members Tim McClellan, Chris Perry and Chris Lasdauskas left the meeting.

11. CLOSED SESSION 3.18PM

14/040 RESOLVED on the motion of Crs Palmer & McGregor that Council meet in Closed Session.

This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

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

11.1 LAND REPORT (G10057025)

14/041 RESOLVED on the motion of Crs McCann & Palmer that the report detailing the progress of Council land purchases be received and noted and that Council revert back to open session and that the resolution made in closed session be made public.

OPEN SESSION 3.31PM

There being no further business requiring the attention of Council, the meeting closed at 3.32pm

MINUTES OF THE BLAND SHIRE HERITAGE ADVISORY COMMITTEE HELD IN THE COMMITTEE ROOM ON WEDNESDAY 4 JUNE 2014 COMMENCING AT 5.00PM

Present: Pam Butcher (Chair), Cr Peter Grellman, Cr Liz McGlynn, Guy Marchant (Manager Development Services), Dot Smith, David Scobie (Heritage Adviser), and Martin Lane

Apologies: Lesley Duncan

CONFIRMATION OF MINUTES

Moved by Cr Peter Grellman and seconded by Cr Liz McGlynn that the minutes of the meeting held on 7 May 2014 are taken as read and confirmed.

CARRIED

ITEM 1 MATTERS ARISING FROM MINUTES

- The discussion in regard to the Heritage Strategy 2014- 2017 was held over until item 3 of the agenda.

ITEM 2 CORRESPONDENCE

Correspondence In

- Grant funding approval from Office of Environment & Heritage has been received and subsequently lodged in regard to Heritage Advisor Service and Heritage Assistance Funding. Funding amounts have been received.

Correspondence Out

- Nil

ITEM 3 HERITAGE STRATEGY REPORTS

- Heritage Fund Annual Report – report has been prepared and submitted to the Office of Environment & Heritage. In addition to this a report has been prepared for the June Council meeting to highlight the success of the funding.
- Heritage Strategy Annual Report - report has been prepared and submitted to the Office of Environment & Heritage.
- Heritage Strategy 2014- 2017 – General discussion was held in regard to what additional programs should be included over three years. Two additional programs were included being the development of a Heritage Trail and Cemetery Program which included a cemetery brochure and clearer signage and grave identification at the West Wyalong Cemetery. Cemetery project who have to be undertaken in partnership with Council's engineering Services section.

ITEM 4 HERITAGE ADVISORY REPORTS

David provided the committee with a verbal update on his activities during his visits in May.

ITEM 5 HERITAGE ASSISTANCE FUND

Nil

ITEM 6 PROJECTS

- Main Street Plaques – Guy advised that panels have been ordered.
- Reg Ratty Memorial – Guy advised the Committee that the project is progressing under the leadership of the Director Corporate, Community and Development Services Mrs Adele Casey. A timeline is currently being development and will be provided to the Committee for their information.

ITEM 7 GENERAL BUSINESS

- Visitor Economy & Tourism Advisory Committee minutes – Both Dot Smith and Pam Butcher raised strong concerns in regard to the comments recorded in the above committee's minutes, dated 8 May 2014, in regard to the Heritage Advisory Committees comments relating to Tallimbalong. Clarification was sort from Martin Lane in regard to the comments recorded. In addition to this Guy advised that the matter was in fact discussed at the May Council meeting, where both Cr McGlynn and Cr Grellman clarified the comments record, being that the Heritage Advisory Committee had discuss possible public access as part of considering any grant funding however this was not this Committees role and should be left to Council's Senior EDO & Tourism Advisor Jeff Stien to peruse. At the time that this matter was discussed at the Heritage Advisory Committee meeting Guy advised the Committee that Jeff Stien had already being working with the owners and operators of Tallimbalong to arrange some limited public access.

Further discussions where had in regard to the matter and as a result the following motion was moved by Cr Liz McGlynn and seconded by Dot Smith.

That the Heritage Advisory Committee wishes it recorded that whilst access to Tallimbalong was discussed in consideration of possible heritage funding application, it was in fact determined by the Committee that public access to the site could be through guided bus tours organised by a community organisation such as Rotary or Apex. In addition to this, the Committee asked Guy that pass this suggestion onto Council's Senior EDO & Tourism Advisor.

Further to the above the Heritage Advisory Committee wishes it noted that they are in support of the Visitor Economy & Tourism Advisory Committee role and function.

ITEM 8 DATE OF NEXT MEETING

The next meeting of the Heritage Advisory Committee is on 9 July 2014 commencing at 5.00pm in the Council Committee Room.

ITEM 9 CLOSE

There being no further business the meeting closed at 6.00pm.

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 Monthly Status Report

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14.3 Ensure the General Manager takes on a high level role in implementing the Community Strategic Plan and associated documents

Author: Executive Assistant

Officer's Recommendation:

That the information contained in the June 2014 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 3 DECEMBER 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
Planning Proposal - Neeld Street, Wyalong	DCCDS	That Council: a) Receive and note the Planning Proposal to rezone Lots 11 to 20 Section 36 DP759123, Lots 1 to 7 Section 37 DP759123, Lots 1 to 10 Section 48 DP759123 and Lots 11 to 20 Section 49 DP759123, Neeld Street, from B6 Enterprise Corridor to R1 General Residential; b) Forward the subject Planning Proposal to the Department of Planning and Infrastructure under Clause 56(1) of the Environmental Planning and Assessment Act, requesting that the Minister issue a "Gateway Determination" that would allow for the planning proposal to proceed; c) Delegate authority to the General Manager to make any minor alterations requested by the Department of Planning and Infrastructure; d) Request that the Minister delegate authority for Council to determine the planning proposal; and e) Advertise the Planning Proposal as per the provisions of Section 57 of the Environmental Planning and Assessment Act, 1979 once a Gateway determination has been issued.	5/2: Proposal lodged with Department, Planning Panel heard application, now awaiting gateway decision. Gateway approval received, Community consultation beginning week 17/3 6/5: report to May Council meeting 10/6: discussed at June Council Workshop and further report to June Council meeting

COUNCIL RESOLUTIONS 18 FEBRUARY 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
Main Street Toilet- Upgrade - 25022014	DAES	That Council proceed with the refurbishment of the Main Street toilets including two unisex toilets fitted the same and having baby change tables as shown and the additional funding of \$20,000 be sourced from the current under expenditure in the WHS-Risk area.	26/3: Commenced 6/5: to be progressed 10/6: works underway

Boardwalk Wetlands - 26022014	DAES	That Council approve for an increase in the Wetlands Capital Budget by \$50,000 to enable the completion of the boardwalk construction at the Wetlands, as per Proposal 1 - Addition of \$50,000 to the budget result in 2013-14 with a reduction of Capital expenditure of \$50,000 in 2014-15.	26/3: Ongoing
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COUNCIL RESOLUTIONS 18 MARCH 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
Compulsory Acquisition Of Crown Land For The Sewage Treatment Works And Landfill At Barmedman 28032014	DAES	<p>1. That pursuant to Section 186 of the Local Government Act 1993, Bland Shire Council make application to the Minister for Local Government and Her Excellency, The Governor, for the compulsory acquisition of Lots 117 & 228 DP750607 and Lot 7015 DP94598 for the purposes of a Sewage Treatment Works and Landfill. 2. That all mines and minerals be excluded from the compulsory acquisition. 3. That on acquisition, and pursuant to Section 34 of the Local Government Act 1993, Council advertise the draft resolution: "It is intended to classify Lots 117 & 228 DP750607 and Lot 7015 DP94598 (land situated at Barmedman) as operational land." 4. That pursuant to Section 377 of the Local Government Act 1993, Council delegate authority to the General Manager to sign:</p> <p>a) Land and Property Information Resumption Application Form b) Land and Property Information Request Form.</p>	26/3: works being progressed 6/5: in hand

Proposed Purchase of Investment Property - 36032014	GM	That the General Manager be authorised to investigate and negotiate with the owner of the subject property.	2/4: Information was provided to Councillors at the April Budget Workshop and no further action is to be taken 5/5: This property may now be the subject of a further report to the May meeting 10/6: Opportunities discussed at the June Council Workshop
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COUNCIL RESOLUTIONS 15 APRIL 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 09042015	GM	1. Council resolve to include in the 2014/15 draft budget up to \$5.4M for the purpose of providing new or refurbished indoor sporting facilities and that the General Manager confer with Council's auditor on the most sustainable option for funding such a project. 2. Council meet with the multipurpose facility user group to further develop a draft concept design.	5/5: Documents on public exhibition until 13 May with a report due to the May 20 Council meeting 10/6: Budget adopted on 20 May 2014 and includes \$2M for indoor sports facility improvements
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 10042016	GM	That the following DRAFT documentation be placed on public exhibition for a period of 28 days, commencing 16 April 2014, in accordance with the legislative requirements of the Local Government Act 1993: * Community Strategic Plan 2012-2023 *Delivery Program 2013 - 2016 *Operational Plan 2014/15, including Budget & Revenue Policy 2014/15 *Long Term Financial Plan 2014/15 *Workforce Assessment Plan & Strategy 2014-2018 *Asset Management Plan 2014.	5/5: Documents on public exhibition until 13 May with a report due to the May 20 Council meeting 10/6: adopted 20 May 2014 and circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 11042017	GM	That all public comments, submissions and input from staff and councillors be provided to the Council meeting scheduled for 20 May 2014.	5/5: Documents on public exhibition until 13 May with a report due to the May 20 Council meeting 10/6: adopted 20 May 2014 and circulated

Employee's Council Agreement - 2014 - 15042014	GM	<p>1. That Councillors provide feedback to the General Manager on the proposed additions and deletions for the proposed Employee's Council Agreement for 2014 – 2017 by no later than 30 April 2014. 2. That the General Manager provide a separate report to the May meeting of Council in respect to the introduction of a 9 day fortnight for all indoor staff. 3. That the General Manager, after final consultation with the relevant Unions, provide a 'draft' Employee's Council Agreement to the May meeting of Council for further consideration. 4. That the Employee's Council Agreement for 2014-2017 be referred to the Office of Local Government for comment.</p>	5/5: Report due to the May Council meeting 10/6: sent to USU for execution
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COUNCIL RESOLUTIONS 20 MAY 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 05052014	GM	<p>A. That Council include an amount of up to \$2 million for the refurbishment of the current stadium in the 2014/15 Budget b. That Council meet with the user groups to further the design and tender process.</p>	10/6: adopted 20 May 2014 and circulated. Open Forum with Sports Stadium Users held on 5th June, seeking membership nominations for proposed Refurbishment Steering Committee
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 06052015	GM	<p>1. That the Operational Plan and other IP&R documents be amended to reflect this course of action. 2. That Council adopts the Operational Plan 2014-2015 subject to the amendments agreed to at this meeting.</p>	10/6: adopted 20 May 2014 and circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 07052016	GM	<p>That the \$30,000 be transferred from the Tourism Reserve to the operational budget for tourism promotion.</p>	10/6: Budget adopted 20 May 2014 and updated prior to being circulated

Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 08052017	GM	That \$100,000 be transferred from the Community Facilities Reserve to the operational budget within the Economic Development portfolio.	10/6: Budget adopted 20 May 2014 and updated prior to being circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 09052018	GM	That \$200,000 be transferred from the Community Facilities Reserve to the operational budget for matching grants funding.	10/6: Budget adopted 20 May 2014 and updated prior to being circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 10052019	GM	That Council adopts the Delivery Program 2013-2016 subject to the amendments agreed to at this meeting.	10/6: adopted 20 May 2014 and circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 11052020	GM	That Council adopts the Revenue Policy 2014-2015 subject to the amendments agreed to at this meeting.	10/6: adopted 20 May 2014 and circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 12052021	GM	That Council adopts the Workforce Assessment Plan & Strategy 2014-2018 subject to the amendments agree to at this meeting and the following: *Pg 4, Foreword, paragraph 2, line 2 - change "to" to read "ensuring the workforce has the capacity to meet".	10/6: adopted 20 May 2014 and updated prior to circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 13052022	GM	That council adopts the Asset Management Plan 2104 subject to the amendments agreed to at this meeting.	10/6: adopted 20 May 2014 and updated prior to circulated

Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 14052023	GM	That Council adopts the Long Term Financial Plan 2014-2024 subject to the amendments agreed to at this meeting and the following: <ul style="list-style-type: none"> o Updated formatting, wording and financial information throughout the document o Inclusion of Council’s Vision, Mission and Values o Removal of the “Introduction to Integrated Planning & Reporting” and replaced with Council’s standard information as included in each of the IPR documents to maintain consistency within the suite o Review and updating of Scenarios. 	10/6: adopted 20 May 2014 and updated prior to circulated
Integrated Planning And Reporting Framework - Adoption Of Draft Documents - 15052024	GM	That Council adopts the Community Strategic Plan 2012-2023 subject to the amendments agreed to at this meeting.	10/6: adopted 20 May 2014 and updated prior to circulated
Australian Rural Roads Group - Appointment Of Delegate - 17052014	GM	That Council nominate a delegate to the Australian Rural Roads Group for the remainder of the current council term.	10/6: Cr Grellman nominated
Australian Rural Roads Group - Appointment Of Delegate - 18052015	GM	That Cr Grellman be nominated as Council's delegate to the Australian Rural Roads Group for the remainder of the current Council term.	10/6: ARRG advised of Council's delegate
Commission Of Audit Report - Funding For Local Government - 19052014	GM	That council make immediate representations to the local federal member Mr. Michael McCormick MP expressing council's grave concerns in relation to any diminution of commonwealth funding to local government as is being recommended in the current Commission of Audit Report and as announced in the recent budget.	
Local Government Aboriginal Network Conference 2014 - 20052014	GM	1. That Councillor Hampton be nominated to represent Bland Shire Council at the annual Local Government Aboriginal Network Conference being hosted by Narrandera Shire Council from 10-12 September 2014. 2. That the cost of attendance at the Conference be met from existing budget allocations for this purpose.	10/6: Cr Hampton registered to attend the conference

Proposed Introduction Of A Nine (9) Day Fortnight For Council's Indoor Staff - 21052014	GM	That Council support in principle the introduction of a nine (9) day fortnight for all indoor council staff for a trial period of 12 months and subject to operational issues being addressed to the satisfaction of the general manager.	10/6: staff advised, discussions underway and planning for trial to commence in July
Employee's Council Agreement - 2014 To 2017 - 22052014	GM	That Council adopt the new Employee's Council Agreement for the period from 1 July 2014 to 30 June 2017 shown as appendix A covering all Bland Shire Council staff employed under the Local Government (state) Award and that the Agreement be submitted to the relevant unions for execution.	10/6: sent to USU for execution
Lease Over Lot 2 Calleen Street - Request For Renewal - 23052014	GM	That Council approves of an extension of the existing lease over Lot 2 Calleen Street to Jeff Hort Engineering for a further three (3) years under the same terms and conditions as the current lease.	10/6: Letter sent to Jeff Hort

<p>Visitor Economy & Tourism Advisory Committee Projects And Budget Report - 24052014</p>	<p>SEDTA</p>	<p>That the following projects be noted and form part of the tourism strategy:</p> <ul style="list-style-type: none"> * 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, holograms and Apps * Bird Trails * Bland Shire Heritage, Gold Trails and Tours * Interpretive signs gold, tin, flowers, birds, eucalyptus, indigenous, history and heritage * Development of a content management and online booking and payment systems, social media including smartphone, electronic tours tablet, photo library and promotional videos in English and other languages * Events and prospectus * Destination Management plan * Newell Highway brochure, website and promotions * West Wyalong brochure * Hotels & Clubs of the Bland Shire & Surrounding areas * Notable people sculptures, Reading of the Riot Act and Sporting Icons * 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. 	<p>10/6: noted for inclusion</p>
<p>Bland Shire Council League Of Extraordinary Communities - 25052014</p>	<p>SEDTA</p>	<p>That Bland Shire Council allocate a budget of \$15,000 to support and enhance the ratification of the League of Extraordinary Communities with Boring, Oregon, Dull, Scotland and the Bland Shire.</p>	<p>Report to be provided from the VETAC to Council on the proposed plan</p>
<p>Local Government Remuneration Tribunal - 29052014</p>	<p>DCCDS</p>	<p>That Council adopt a zero increase in Mayor and Council fees for the 2014/15 financial period and operational plan be amended accordingly.</p>	<p>Complete - Finance advised</p>
<p>Planning Proposal - Neeld Street, Wyalong - 30052014</p>	<p>DCCDS</p>	<p>That the Planning Proposal - Neeld Street Wyalong be held over and referred to the June Council Workshop.</p>	<p>MDS to present information to Workshop</p>

New Proposed Rural Fire Service Shed - Deed of Agreement with Property Owners - 31052014	DAES	That Council authorise the General Manager to sign and seal the following Deed made in relation to the erection of a Rural Fire Service Shed on private land: 1. Kildary Station – Lot 10 DP822912 Portion 1 and 2 (Owner: Peter Darmody).	RFS contacted
Draft Newell Highway Corridor Strategy - 32052014	SEDTA	1. That Bland Shire Council authorise the General Manager to make a submission to the NSW Government regarding the Draft Newell Highway Corridor Strategy. 2. That Bland Shire Council determine the content of the letter.	
2014/15 Funding Deed For NSW Government, Family & Community Services, Community Services - 34052014	DCCDS	That Council sign and affix the seal to the Funding Deed between the NSW Government, Family & Community Services, Community Services and Bland Shire Council for the provision of Services funded under the Community Development Officer, Preschool, Vacation Care and Families NSW.	Complete - Funding agreement signed, dealed and returned
2014/15 Deed Of Variation For Commonwealth HACC Program Services - 35052014	DCCDS	That Council sign and affix the seal to the Deed of Variation between the Australian Government Department of Social Services and Bland Shire Council for the provision of Home and Community Care (HACC) services.	Complete - Funding agreement signed, dealed and returned
Strategic Property Purchases - 37052014	GM	That the General Manager be delegated authority to make offers, to the amounts specified, on each of the properties identified within this report and that the General Manager report back to the June meeting of Council with the outcome of each offer.	10/6: Opportunities discussed at the June Council Workshop
Proposal For Bland Shire Council To Become A Member Of The Riverina Regional Library - 38052014	GM	1. Prior to entering into any agreement with the Council of the City of Wagga Wagga the General Manager consult with the current Bland Shire library staff on the possible implications of such a decision. 2. That subject to the General Manager's satisfaction in regard to staffing arrangements that Council formally approaches the Council of the City of Wagga Wagga regarding application to the Riverina Regional Library under Section 12(1) of the Library Act 1939 (as amended).	

9.2 LGNSW Annual Conference - 2014

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14.1 Ensure Councillors are provided with appropriate support and resources to carry out their civic duties.

Author: General Manager

Officer's Recommendation:

That Council list for discussion at the July workshop their preferred format and possible representation at the LGNSW Annual Conference being held in Coffs Harbour from 19-21 October 2014.

Introduction

This year's annual LGNSW Conference is being held in Coffs Harbour from Sunday 19 to Tuesday 21 October 2014 at the Coffs Harbour Ex Services Club (which was the venue for the 2007 LGA Conference).

Included as an attachment to this report is a copy of the most recent correspondence from LGNSW regarding this year's conference.

It is noted that the organisers of the conference are seeking council feedback in relation to the format of the conference as well as an indication of the most important issues which are causing concern to the council and/or the local community and suggesting a solution to such issues!

The issues should fall into the following categories:

- Industrial relations and employment
- Economic
- Environmental
- Governance / Civic Leadership
- Social Policy

A summary of each category has also been provided by LGNSW.

Conclusion

Given that a response is not required until 1 August I have recommended that this report be referred to the July Council Workshop for further discussion. That discussion could also involve Council's desire to be represented at the conference given the disappointment of some councillors, who attended last year's conference, of the format and content of that conference.

Financial Implications

The actual costs related to attendance at this conference will be determined when council confirms how many delegates, if any, are to attend.

Our ref: R13/0029 Out - 22524

29 May 2014

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



Dear Mr Smith

Local Government NSW Annual Conference

The Local Government NSW Annual Conference will be held at the C.ex Coffs (formerly ExServices Club, the same venue as the 2007 conference) from Sunday 19 October – Tuesday 21 October 2014.

Following the feedback from delegates in 2013 in Sydney, where some delegates requested the discussion of specific motions and others requested the discussion of consolidated overarching issues, the Board has decided to try to balance both. Taking into consideration your concerns, the Board has set the first day of business as the primary time to discuss all issues and motions, and a session time will be put aside to ask you how you wish to deal with motions and issues into the future.

The Association would now like to receive input from Councils to guide the content of the business sessions. Councils are requested to identify the most important issues which they believe are causing concern to the Council and/or the local community and provide these details to the Association prior to **Friday 1 August 2014**.

Councils should identify issues or motions relating to the following overall categories:

1. Industrial relations and employment
2. Economic
3. Environmental
4. Governance/Civic leadership
5. Social Policy

Details of what functions or issues fall in each category are set out in the LGNSW Conference Business Session Submission Form, with a guide attached to this letter.

In addition to identifying an issue, Councils are encouraged to suggest an appropriate solution by including either a motion which could be considered by the Conference or notes which might guide delegates to an agreed position.

The Association will review all responses received and then identify the top issues as identified overall by member councils. These issues will then be put to the Conference for debate and deliberation as part of the business sessions.

Set out below are the definitions for the issues categories:

1. INDUSTRIAL RELATIONS & EMPLOYMENT

Industrial relations and employment related legislation; industrial awards and rates of pay; WHS and worker compensation compliance; human resources policy, practice and benchmarking; workforce planning and development; staff and councillor training and development; skills shortages; staff attraction, retention and productivity; employment security; workplace change; Code of Conduct; leadership and management capacity; capability framework; council governance.

2. ECONOMIC

Own source revenue (e.g. rates, fees, charges etc.); intergovernmental fiscal relations (e.g. grants, cost shifting etc.); financial management and governance including long term financial planning and asset management; financial sustainability; economic policy affecting Local Government; local and regional economic development (including tourism); transport (e.g. roads, bridges, airports, pedestrian and cycle facilities, rail); Local Water Utilities; stormwater and floodplain infrastructure; other infrastructure and disaster management and recovery.

3. ENVIRONMENTAL

Land use planning (including environmental, heritage conservation and development planning); ecologically sustainable development; waste management in accordance with the waste hierarchy and extended producer responsibility; natural resource management; protection of local, regional and state natural environments including air quality, rivers and waterways and biodiversity, biosecurity and weeds management; pollution prevention including energy consumption and soil contamination; environmental risk management through reduction of hazards and pollutants and remediation/rehabilitation of degraded environments; climate change mitigation and adaptation; and responsible resource consumption and conservation.

4. GOVERNANCE/CIVIC LEADERSHIP

Local Government legislative and regulatory settings (e.g. Australian and/or NSW Constitutional recognition; Local Government Act review); corporate governance (e.g. role differentiation for Mayors, Councillors, General Managers and senior staff; Codes of Conduct; Political donations); structural reform (e.g. amalgamations and/or boundary changes; shared resources and services); Local Government elections (e.g. financial impact of electoral reforms on councils; impact of electoral reforms); participation (e.g. women's participation rates as councillors; cultural diversity in leadership; other opportunities for citizens to genuinely participate in council processes); and policies and programs of other spheres of government that impact on Local Government governance or citizen involvement in local democracy.

5. SOCIAL POLICY

Social planning, social impact assessment, access, equity and social justice; community development and community cultural development; community halls and neighbourhood centres, ageing and disability services, women's services, youth services and children's care and education services); issues of concern and interest to NSW Aboriginal and Torres Strait Islander Peoples; cultural services (performing and visual arts, art galleries, performing arts centres, museums, public art, community arts, festivals, celebrations, heritage, new media and digital arts); Libraries; Health services (regulatory activities reducing public health risks; promoting healthy lifestyles; immunisation, early childhood health centres or rural medical services); Recreation facilities and services; and crime prevention planning.

Local Government NSW Annual Conference 2014

DRAFT PROGRAM 19 - 21 October, 2014 (as of 29 May 2014)

Main conference venue is C.ex Coffs, 1 Vernon Street, Coffs Harbour

Sunday 19 October

3.00pm – 7.00pm *Registration opens, Upstairs Auditorium Lobby, off Blue Room*

5.00pm – 7.00pm President's Welcome Reception at C.ex Coffs
Welcome To Country (Performance)
Welcome from **Cr Denise Knight, Mayor of Coffs Harbour City Council**
Welcome from **Cr Keith Rhoades AFSM, President, LGNSW**

Monday 20 October

Business Session Day 1 - chaired by Cr Keith Rhoades AFSM, C.ex Coffs

8.00am – 5.00pm *Registration opens in Trade Expo. Distribution of voting materials and electronic handsets.*

9.00am – 11.00am Opening of the Business session, Adoption of Standing Orders and Consideration of Motions chaired by the President

11.00am – 11.30am *Morning tea in Trade Exhibition*

11.30am – 11.35am Message from Local Government Super

11.35am – 1.00pm Consideration of Conference business continued chaired by the President

1.00pm – 1.50pm *Lunch in Trade Exhibition sponsored by Local Government Super*

1.50pm - 2.00pm Message from sponsor

2.00pm – 2.05pm Short address from the Mining Related Councils (to be invited)

2.05pm - 3.00pm Consideration of Government's response to the Local Government Review Panel's *Revitalising Local Government*

3.00pm – 4.00pm Consideration of Conference Business continued, chaired by the President
Collection of all electronic handsets and voting cards

4.00pm – 5.00pm *Happy hour in Trade Exhibition*

5.00pm – 5.30pm *Delegate transfers back to accommodation for dinner*

7.00pm – 7.30pm *Transfers for delegates arriving at Dinner*

Conference Dinner, Bonville Golf Resort, North Bonville Road, Bonville

7.30pm Arrival drinks and canapés
Entertainment with Soulman O'Gaia

8.15pm Delegates seated and main course served
Welcome from the President
Introduction of Major Sponsor Statewide Mutual
Presentation of Outstanding Service Awards

- 8.30pm Entertainment with Lisa Hunt
- 9.30pm Dessert served
- 10.00pm *First transfers offered*
- 11.00pm *Function finishes, final transfer buses*

Tuesday 21 October
Business Session Day 2, C.ex Coffs

- 8.00am – 5.00pm *Registration opens in Trade Expo*
- 8.50am – 9.00am Introduction by Master of Ceremony, **Ellen Fanning** (invited)
- 9.00am – 9.10am Annual Report and AGM from **Cr Keith Rhoades AFSM, President LGNSW**
- 9.10am – 9.20am Treasurers Report
- 9.20am – 9.40am Address from **The Hon Mike Baird MP, Premier of New South Wales** (invited)
- 9.40am – 10.00am Address from **The Hon Paul Toole MP, Minister for Local Government** (invited)
- 10.00am – 10.15am Facilitated Q and A with the **Premier of New South Wales/ Minister for Local Government**
- 10.15am – 10.30am Presentation of the AR Bluett Awards
- 10.30am – 11.15am **Claire Madden, Research Director, McCrindle Forecasts, Demographic Change, Emerging Generations and the Future**
- 11.15am – 11.35am *Morning tea in Trade Exhibition*
- 11.40am – 11.45am Message from sponsor
- 11.45am – 12.30pm **Paul Clitheroe AM, Director Ipac Securities, Chairman Financial Literacy Foundation, Chairman Money Magazine on Business Trends in Australia** (invited)
- 12.30pm – 1.00pm Address from **The Hon Duncan Gay MLC, Minister for Roads and Freight** (invited)
- 1.00pm - 2.00pm Address from keynote speaker on planning issues (to be confirmed).
 Planning Panel facilitated by MC, Ellen Fanning, on 'How to make informed decisions about Planning'
- 2.00pm – 2.15pm Close of Conference
- 2.15pm – 3.00pm *Lunch (Conference closing).*

This program is correct at the time of printing; speakers and program details may have changed due to unforeseen circumstances.

9.3 Review Of Council's Advisory Committees

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP15.2 – Work in partnership with community groups, advisory committees, government departments, businesses and council staff.

Author: General Manager

Officer's Recommendation:

That in considering the future of the current Visitor Economy and Tourism Advisory Committee councillors consider the following two (2) options:

Option 1

That the Visitor Economy and Tourism Advisory Committee remain in its current format.

Option 2

That the Visitor Economy and Tourism Advisory Committee become a 'committee of the whole' and that a community reference group be established to advise and guide the committee on tourism related matters with the structure and format of such a group to be determined at the July Council workshop.

Officer's Recommendation:

That the remaining existing advisory committees remain in their current format until further determination is made at the September Council meeting with the view of amending the length of term for community representatives.

Introduction

Council at its June workshop undertook an informal review the current advisory committees in relation to their current relevance, structure and community membership and it was consequently agreed that a report be submitted to the June Council meeting identifying possible options for council's consideration in respect to the future of such committees.

The following comments were attributed to each of the listed advisory committees:

- Health and Well Being - To continue to meet as the need arises (Status Quo)
- Indigenous – To continue to meet quarterly (Status Quo)
- Bland Shire Interagency - To continue to meet quarterly (Status Quo)
- Cultural - To continue to meet quarterly (Status Quo)
- Access - To continue to meet quarterly (Status Quo)
- Heritage – To continue to meet monthly (Status Quo)

- Museums – To meet six (6) monthly (Changing from quarterly meetings)
- Visitor Economy and Tourism – Review structure and community representation.

Given that the Visitor Economy and Tourism Advisory Committee was identified for review I have not commented on the other advisory committees other than a reference in the recommendation that the appointment of community representatives to these particular committees be made on a two (2) year rotational basis.

Visitor Economy and Tourism Advisory Committee

The current structure of this committee is as follows:

- Meets monthly
- Consists of two (2) council representatives (although one of these positions is currently vacant)
- Consists of six (6) community representatives
- The VIC library staff are invited on a needs only basis
- Is serviced by the Senior Economic Development and Tourism Adviser

Discussion at the June workshop centred on this particular committee becoming a 'committee of the whole' similar to the current Economic Development Committee. This is based on the premise that Tourism is an integral part of economic development and as such should involve all councillors.

The implications of this advisory committee becoming a 'committee of the whole' are that there would be no direct input into the determination of matters before the committee by members of the public.

In an attempt to overcome this it has been suggested that a community 'reference group' be established consisting of local community members with a keen interest on tourism related matters. The actual makeup and structure of such a group would need to be determined by council but, if this was to be council's decision, I would envisage that expressions of interest would first be called for members of the public to nominate for inclusion in the reference group, possibly based on their knowledge, experience or interest (or a combination of each) in tourism for the Bland Shire.

The regularity of meetings of such a group should be determined by the members of the group.

Conclusion

In my recommendation I have provided councillors with two (2) options being the status quo or making the Visitor Economy and Tourism Advisory Committee a 'committee of the whole' as I believe there is still some debate to be had on this matter.

Financial Implications

Nil to this report.

9.4 Discussion Paper – Recreational Tourism In Bland Shire

Our prosperity

Ensuring a vibrant and sustainable future

Vision: Growing our population and jobs

DP 19.2 – Work with the tourism industry to identify and develop products and services that appeal to visitors of the Shire

Author: General Manager

Officer's Recommendation:

That the content of the discussion paper – Recreational Tourism in Bland Shire – be accepted in principle and referred to the July Council workshop for further discussion.

Introduction

The Mayor, Councillor Neil Pokoney, has prepared and submitted the attached discussion paper titled - Recreational Tourism in Bland Shire.

The discussion paper has been referred to the Visitor Economy and Tourism Advisory Committee for information but to date there has been no action taken in relation to the content of the paper nor its recommendations.

Consequently, it would be appropriate for council to consider adopting the content of the paper in principle to then allow further consideration of the suggested recommendations.

Conclusion

The most effective manner in considering this matter would be to refer the paper to a council workshop for further analysis.

Financial Implications

Nil to this report.

Discussion Paper

**Recreational
Tourism in Bland Shire**

January 2014

Prepared by: Cr Neil Pokoney

Discussion paper – Identifying Future Tourism Potential for Bland Shire

In regards to Tourism and the possible future role and involvement of Bland Shire I believe there is still a lot of work required before we can go forward with certainty in committing additional funding and resources to this area.

A lot of the groundwork has already been completed some time ago by the community and Council in regards to an overall look at tourism. Local Tourism strengths and weaknesses have already been collated. Strategies have been suggested. In my other discussion Paper I have recommended that the State Of Place Project Report, West Wyalong 2021 Report and the VIC Feasibility Report be all reviewed, merged and updated into a new Tourism 2013 Report.

We need to clearly define what increasing Tourism might have to offer our community as a whole and determine what shape our response to this would be. We need to decide how we might go about creating an environment/culture locally that supports Tourism so the positive outcomes desired can be achieved and we need to prioritise our strategies to Tourism in the normal fiscal and organisational frameworks.

1. *“We need to clearly define what positive outcomes increasing Tourism might have to offer the Bland Shire community as a whole.”* The Tourism sector is passionate about telling everyone what it contributes to local economies. I believe that a lot of the information available is generated by a sector with a vested interest in promoting itself. I personally have a problem with the tourism industry counting my kids coming home for Christmas as “tourism”. Putting this aside I still believe that we would do well to clearly define what a vigorous tourism industry will do for our shire, beyond making more money for our Motels and food outlets and putting more pressure on our toilets and parks.

2. *“We need to determine what shape our response to this would be.”* Once it is demonstrated that an increased involvement in Tourism will provide positives for the Shire then we need to work out a response to this information. We don't have the “mountain”, “waterfall”, or key physical attraction other places can utilise to attract tourists. We don't have the “Elvis Festival” or marquee

event like a Tamworth Country Music Festival. So what do we do and how do we shape our response? Do we try and develop a local theme and build on the previous work of Events West Wyalong in delivering the "In The West focus?"

3. We need to decide how we might go about creating an environment/culture at a local level that supports Tourism - so the positive outcomes desired can be achieved. What are the critical elements that need to be in place to maximise the success of the various strategies? What needs to be put in place so short, medium and long term Tourism goals for the Shire are clear? How do we generate greater business interest and drive in tourism at a local level? What interaction is needed with other regional towns like Temora, Cowra and Forbes? Where does Bland Shire tourism sit in relation to Regional and State plans?

4. "We need to prioritise our strategies to Tourism in the normal fiscal and organisational frameworks." A single Tourism theme, product or initiative is unlikely to be the result of the Tourism 2013 Report that will hopefully be presented to Council at a later date. It will therefore be necessary for Council to consider the financial implications of the various strategies and options at Budget time and balance these with the returns to the community.

I also think the financial pressures are going to dramatically increase for Bland Shire in relation to tourism as the NSW Government ceased its funding to Regional Tourism Organisations across the state in December 2013. I wait with anticipation and some fear of the impacts of this cost shifting. I wonder what significant financial contribution Local Government will now be asked to make to stay a member at the regional Tourism level. Time will tell.

Part 2

With the above points in mind I would like to outline a strategy to increase Tourism across our Shire. This is not to be seen as the solution to our tourism problems but more so as an idea with great potential. I have been raising this idea with Councillors for a number of years but now have presented my ideas in a written format.

The idea: Sporting People Organising Recreational Tourism – ***SPORT*** Strategy

Summary: Primary objective is for existing Sporting Organisations and individuals across Bland Shire to organise and conduct one additional sporting tournament/event during the year. Ideally, the competition would be conducted over two days.

Secondary objective would be to encourage organisations to expand an existing tournament/carnival so it is conducted over a min two days.

Rationale: Ask most people and they will identify sport as one of the major interests of the Bland Shire community. This is reflected in the number of sporting organisations that exist right across our shire. We have outstanding recreational facilities that are enjoyed by the community. Let us increase the return of this significant investment by Council by using these facilities as a cornerstone for a Tourism product.

There are hundreds of Sporting Clubs/organisations listed in the Bland Shire Community profile, a clear indication of the important role sport plays in our community. These of course vary in membership size and competition participation however I am confident that there are sufficient groups across our Shire with the desire, membership support and skill to participate in this proposal.

If we can gain the support and participation of just some of these sporting groups/individuals then we could create a substantial inward flow of visitors to our shire through their participation in these events. We would not need to be targeting high profile events such as NRL Game etc. Junior sports are often far less demanding in their needs. Juniors also often have additional family members accompany them apart from the participant. From a tourism

perspective this significantly adds to the overall positive economic impact of holding the event locally.

An important benefit of this strategy is that it can involve the smaller towns and villages. It is not unfeasible that the Ungarie, Weethalle or Barmedman Bowling Clubs could participate as well as the West Wyalong based clubs.

Implementation Plan: I believe that this SPORT Strategy can start being commenced immediately because it can occur with limited support and resources by Council. It is not dependent on a large financial investment. I believe it could be one of the 2014 Projects for the Economic/Tourism Assistant (to be appointed soon).

I would have early consultation with the following Clubs, without necessarily precluding involvement of others. Rugby League Club, Rugby Union Club, AFL Club, Tennis Club, Bowling Clubs, Golf Club. You will note that the clubs I have suggested are all outdoor groups/sports. I have done this as I do not believe our current indoor sporting facility is able to cope with a larger fixture/carnival as suggested under this strategy.

I also believe that new local carnivals/tournaments could be developed to expand this sporting theme. Eg Local Government Games (see attached) , Oz Tag (preliminary discussions held). We need to do an analysis of the current local sporting calendar and work with the organisations to identify opportunities for expansion, to identify niche markets.

Council could act in a research, promotion, liaison, co-ordination role to support this strategy.

Targets:

Jan – March 2014

To compile a Sporting Calendar for Bland Shire that identifies Sporting activities/events for the year.

To meet with the key sporting groups as listed to discuss and promote this strategy. Identify opportunities.

To advertise - asking the community for new ideas based on this strategy.

To develop further the concept of a Local Government Games product and seek interest in participation from other Local Government entities

To explore the possibility of an Oz Tag Carnival

April – December 2014

Assist organisations in delivering at least four new two day sporting events.

Examples of developing a Sport Product

Cootamundra – Beach Volleyball – 80 teams – annual event

Junee – Junior League

Barellan – Masters Games

ROctober Local Government Sporting Championship Finals

October long weekend each year

Host - "Bland, but not Boring or Dull" - West Wyalong

Proposal: To establish a Local Government Sporting competition based on the participation of the eighteen Regional Organisation of Councils – ROCs across NSW.

Purpose: To provide an opportunity for staff in Local Government and Local Communities to come together in a fun and enjoyable way.

To provide Councils and Local Communities with the right to brag that they are "the best sports in NSW".

Sports: The sports involved for 2014/15/16 are Golf, Lawn Bowls and Tennis.

Teams of four competitors. Two men and two women for each team.

In 2017 the sports of Netball, Basketball Swimming and Athletics may be added.

Divisions: Division 1. Staff - Competitors must be an employee of the Local Government entity they are representing. – (General Manager selects the Staff teams using whatever selection method he/she desires. GM signs off on staff meeting the selection criteria. GM hopefully participates as a competitor or accompanies Team as a Cultural attaché.

Division 2. Community - Competitors must be a ratepayer of the Local Government area they represent. (Mayor selects the community teams using whatever selection method he/she desires. Mayor signs off on competitors meeting selection requirements. Mayor hopefully participates as a competitor or accompanies the Team as a Cultural attaché.

(Division 3. Possible future development and inclusion of a Junior Community Division for Youth 15 -17. Undecided how to involve Youth – Maybe same format but separate event??)

Format:

Preliminary Rounds – Early in the year the Councils across the ROC compete at a local/regional level to determine the ROC Champions. This is to be determined by July 31st. Each ROC will have a Council who has volunteered to organise and host the Preliminary Rounds of the **ROctober Local Government Sporting Championships** for the next three years. I am suggesting that the Preliminary Rounds be staged by smaller Councils so they too can gain the economic/tourism benefit that this event can offer.

(I am suggesting the General Manager, Councillors and Mayor use their contacts to encourage participation of Councils they may know eg. CENTROC – Cowra to host, REROC – Coolamon to host, MACROC – Wollondilly to host)

Championship Finals - The finals will be played in Bland Shire over the October long weekend. Bland Shire retains the right to host the finals each year.

Finals Organisation: Festivities start at 9am with a street-march, competition games will start at 10am Saturday and continue Sunday. The Championships closing ceremony will conclude by 2pm on the Monday allowing time for travel home.

Entries: Each ROC will have a Council who has volunteered to organise, promote and host the Preliminary Rounds of the **ROctober Local Government Sporting Championships** for the next three years. Entry information will be forwarded to other Councils by the end of February with an entry closing date of March 30th. Formats and fees may vary between ROC's depending on the host Council and user fees charged for the sports played.

Benefits:

*Brings people working in the Local Government sector together in a casual setting.

* Brings each Community and their Local Council together creating stronger links.

*Host Councils can benefit from the added tourism and economic benefits that having such an event would bring.

MUDGEE WITH A GOAL WITH FOOTY MECCA

NICK WALSHAW

COUNTRY footy grounds, traditionally, are best measured by the number of cars sold on Sunday afternoon.

"But in Mudgee it's different now," says mayor Des Kennedy.

"Out here, games of footy can make us millions."

As the future of Scully Park, Tamworth, arguably the most famous footy field in country NSW, heats up this month, The Sunday Telegraph decided to ask the people of Mudgee, population 10,000, what a decent ground means to them.

Knowing that only last year, this battling rugby league town opened a footy complex that, costing some \$10 million to complete, is now the premier sporting ground in western NSW.

And for proof consider that in the 15 months since

the ribbon was cut, Mudgee has hosted a City-Country game, an NRL match, even NSW titles for soccer, rugby union and touch football.

"And according to extensive research, every visitor to those events brings \$381," says Julie Robertson, economic development officer at Mudgee Council.

"You look at this year's NRL game between Parramatta and the Gold Coast, half the 10,000 crowd were visitors to the region.

That means about \$1.9 million was invested into Mudgee.

"And that's just one of the events people know about, too. We host junior soccer titles here where 20 teams, each with squads of about 20 players, stay in town four days. Throw in their parents, family friends and so on... the injection into the local community is incredible."

Unfortunately for rugby

Fight to save Scully Park



The Daily Telegraph story.

league fans of Scully Park, the future is far less clear.

Having played host to NRL trials, Amco Cup games, even Test matches, locals were furious when told recently that West Tamworth Leagues Club, which adjoins the famous old ground, plans to convert said turf into a motel, complete with function centres.

According to the club's plan,

Scully Park will be demolished and redeveloped at a site currently dubbed, Scully 2, on land the club doesn't own.

And at this point it should be noted, Mudgee's new complex, \$5 million of which was paid for by the former Rudd Labor government, is not on the same site as Mudgee's old league ground.

But in Scully Park you're talking about a venue that hosted several Great Britain touring sides; the most famous of which, Northern Division won 36-12 in 1988.

Tamworth Regional Council has floated, airy plans to build a \$10 million, 6000-seat stadium, a move that looks more like a PR smoke-screen than a genuine alternative.

But rather than moving the ground, locals are keen to develop a playing surface

to rival that of Mudgee. And why wouldn't you?

Knowing that when Mudgee hosted the City-Country game in 2012, there was so much hype around the event that the local footy side, the Mudgee Dragons made \$20,000 -- or double the figure of the previous year -- when auctioning off individual sponsorship for their jerseys.

The Dragons juniors, meanwhile, made the type of profit that comes with selling 900kg of hot chips through three game-day canteens.

And there is hardly a weekend where the venue isn't booked," Robertson adds. "In May we have the NSW Country Championships for rugby, then in April a Trans Tasman Touch footy event."

"Our next step is to extend the number of fields we have, which is currently

about a dozen, to 20 so we can host the biggest sports carnivals too."

Indeed, so professionally is the Mudgee complex run, the council has been asked by other towns in western NSW to explain exactly how they've done it.

"We made a decision that was in the best interests of Mudgee," Mayor Kennedy says.

"And while the government funded us well, we still had to find \$5 million which some locals think should go towards better roads, more library books and so on.

"But this ground, it's put Mudgee on the map as a major sports venue."

"We still have to work hard to drive it, you can't just build something and expect people to turn up. But this is a ground that, for the next 50 years... it's going to be making money for this town."

SECTION 3 – CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

9.5 Financial Statements – May 2014

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14.4 Ensure the long term financial sustainability of Council through effective and prudent financial management.

Author Director Corporate, Community & Development Services

Officer's Recommendation:

1. That Council receive and note the statement of Bank Balances, Rates Collections and Investments for the month of May, 2014.
2. That Council confirms the payment of accounts, for the period 01 May 2014 to 31 May 2014, summarised in the accounts summary totalling \$2,410,153.29

STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF MAY, 2014.

BANK BALANCES AS AT 31 MAY, 2014

<u>ACCOUNT</u>	<u>BALANCE</u>
General Fund	\$ 1,537,694.46
Invested Funds	
Fixed Deposits	\$ 9,500,000.00
Deposits at Call	\$ 1,429,340.55
	\$12,467,035.01
Percentage of investment to Net Balance	87.67%

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 17 JUNE 2014

.....
MAYOR

STATEMENT OF BANK BALANCES AS AT 31.5.14
SUBMITTED TO THE ORDINARY MEETING JUNE, 2014

Balance as at 01.05.14 \$ 1,152,485.53

Add Receipts

For month of May 2014 \$ 2,795,362.22
Includes

Receipt Date.	Receipt No.	Receipt Name	Received Total
16/05/2014		Department of Premier & Cabinet FAG	\$ 820,875.75
19/05/2014		IMB Investment Redemption May 14	\$ 500,000.00

Less Payments

For month of May 2014 \$2,410,153.29
Includes

Payment Date.	EFT No.	Payee Name	Payment Total
08/05/2014	715	Downer EDI	\$ 383,410.28

Cash Balance \$ 1,537,694.46

Limit of Overdraft Arranged with Bank \$350,000.00

ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period May 01, 2014 to May 31, 2014.

I CERTIFY,

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

Fund	Voucher No.s	Total
General	23979 – 24044	\$ 108,222.23
Auto-pay Creditors	E000685-E001015	\$ 1,845,455.29
Auto-pay Payroll	04/05 – 25/05	\$ 448,040.93
May Bank Charges & Commission		\$ 763.01
Direct Debits	Loader Repayment & Vehicle Lease	\$7,671.83
		\$ 2,410,153.29

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, Community & Development Services

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 17 June 2014, 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 \$ 2,410,153.29 was submitted to the Ordinary Meeting on the 17 June 2014 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

INVESTMENTS

The following table gives details of Council's Funds invested at 31st May 2014. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

DATE	INVESTED WITH WHOM	INVESTED AMOUNT	TERM	YIELD	DATE DUE
04-February-2014	ING Bank (Term Deposit)	1,000,000.00	182 days	3.64%	05-August-2014
04-March-2014	ING Bank (Term Deposit)	1,000,000.00	181 days	3.80%	01-September-2014
04-February-2014	NAB (Term Deposit)	1,000,000.00	121 Days	3.74%	04-June-2014
02-May-2014	NAB (Term Deposit)	1,000,000.00	183 days	3.38%	02-November-2014
05-May-2014	IMB (Term Deposit)	500,000.00	150 Days	3.40%	05-October-2014
22-March-2014	NAB (Term Deposit)	1,000,000.00	122 Days	3.67%	22-July-2014
01-January-2014	Westpac (Term Deposit)	1,000,000.00	212 Days	3.60%	01-August-2014
13-February-2014	ME Bank (Term Deposit)	1,000,000.00	120 days	3.55%	13-June-2014
31-March-2014	Bank of QLD (Term Deposit)	1,000,000.00	183 days	3.68%	30-September-2014
07-January-2014	AMP (Term Deposit)	1,000,000.00	183 Days	3.90%	09-July-2014
	ANZ Deposit at Call	50,648.41	Cash at Call		
	CBA Deposit at Call	1,378,692.14	Cash at Call		
	TOTAL:	10,929,340.55			

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

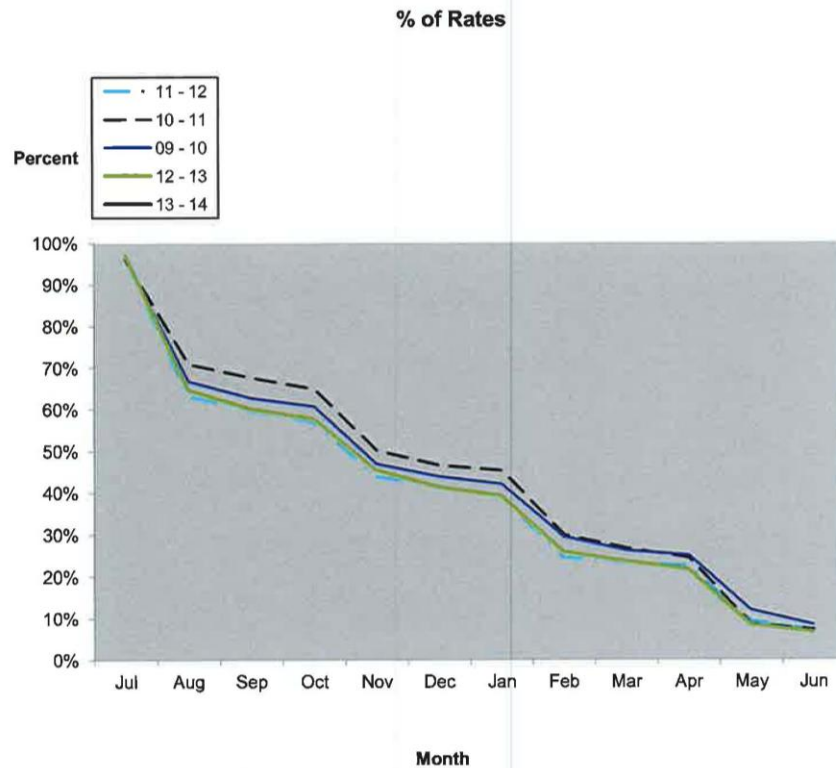
Lehman Brothers Managed Funds 130,500.00 Managed Funds

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

Director Corporate Community & Development Services

STATEMENT OF RATES AS AT 31 May 2014

RATE	Levy	Arrears	Adjustments	Interest	Total	Pension Rebate	Collections	Balance	2013-14	2012-13
General	\$5,867,363.84	\$318,476.59	-\$4,268.67	\$25,076.56	\$6,206,648.32	-\$77,085.22	-\$5,677,730.64	\$451,832.46	7.37%	6.81%
Sewerage	\$1,149,328.00	\$134,237.20	-\$7,264.02	\$9,694.92	\$1,285,996.10	-\$37,238.61	-\$1,072,269.70	\$176,487.79	14.13%	13.30%
Garbage/Services/Legal	\$822,704.00	\$161,241.51	\$61,541.18	\$11,992.83	\$1,057,479.52	-\$46,784.90	-\$833,899.09	\$176,795.53	17.49%	18.73%
Overpayments	\$0.00	\$0.00					-\$73,511.58	-\$73,511.58		
TOTALS:	\$7,839,395.84	\$613,955.30	\$50,008.49	\$46,764.31	\$8,550,123.94	-\$161,108.73	-\$7,657,411.01	\$731,604.20	8.72%	8.36%



Debt Analysis	Properties	Balance
Sale of Land	0	\$0.00
Future Sale of Land Arrangements	38	\$53,251.70
Debt Collection	70	\$37,846.90
Centrepay	118	\$331,086.69
	42	\$26,249.60
Total	268	\$448,434.89

9.6 Cultural Development Grant – West Wyalong Town Band

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP 3.2 *Promote, facilitate and support a thriving cultural/regional arts community*

Author: Community Development Officer

Officer's Recommendation:

That Council approve the Cultural Development Grant application from West Wyalong Town Band Inc for the amount of \$2000.

Introduction

West Wyalong Town Band Inc. has applied for a Cultural Development Grant of \$2000 to assist with the costs of new instruments, instrument repairs, sheet music, beginner books and uniforms. The town band provides musical entertainment for the residents of the Shire and provides marching music and hymns for ANZAC day, Australia Day and other community events in the district. It further provides an avenue for local musicians to showcase their skills.

All members of the town band and the community will benefit from the upgrading and purchase of new instruments for the band. The band provides a source of entertainment for the community on numerous occasions throughout the year.

Conclusion

This request aligns strongly with the priorities identified in Council's Cultural Plan including – provide and facilitate opportunities for local and touring performances and exhibitions; promote support and nurture art and cultural development in the Shire and support and promote local arts practice and increase community participation and provision of a cultural event.

Financial Implications

There is currently \$3150 available in Council's Cultural Development Grant budget.

9.7 Children Services Policies Adoption

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP4.4 Provide and monitor quality library services to the aged, people with disability, young people and families.

Author: Manager Library and Children Services

Officer's Recommendation:

That the council adopts the following Children Services Unit policies:

- **Health and safety – Sun Protection**
- **Health and safety – Water Safety**
- **Health and safety – Nutrition/Food/Beverages/Dietary Requirements**
- **Assessment and approval of Family Day Care residences**
- **Engagement of Family Day Care educators**
- **Emergency Plan**
- **Monitoring support and supervision of Family Day Care educators**
- **Enrolment and orientation**
- **Medical conditions**
- **Dealing with infectious diseases**
- **Trauma and Illness**
- **Acceptance and refusal of authorisation**
- **Confidentiality**
- **Engagement and Registration of Family Day Care Assistants**
- **Health and Safety – Administration of First Aid**

Introduction

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

The policy has been reviewed by Children Services staff and any changes that have been done so in accordance with best practice and are indicated in red.

Conclusion

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

Financial Implications

Nil



POLICY STATEMENT Children's Services

HEALTH AND SAFETY – Sun Protection

ORIGINAL ADOPTION DATE: October 2012

Policy Objective:

Bland Shire Children's Services will follow best practice guidelines to protect children, family members and staff from the damaging effects of sun exposure.

Our service will continue to remain a *SunSmart* service.

Policy Statement:

Australia has the highest rate of skin cancer in the world. Research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Early childhood services play a major role in minimising a child's UV exposure as children attend during times when UV radiation levels are highest.

Statutory Legislation & Considerations

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

Definitions:

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

Recommended Practices:

Our sun protection strategies are:

Outdoor Activities

The service will use a combination of sun protection measures whenever *UV Index levels reach 3 and above*. This will include:

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September (excluding June and July) outdoor activity can take place at any time. However, from 10am–2pm sun protection is required.
- In June and July when the UV index is mostly below 3, sun protection is not required.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and activities.

Shade

All outdoor activities will be planned to occur in shaded areas. Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.

The service will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning for additional shade.

Hats

Staff and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:

- Legionnaire hat.
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.

Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.

Clothing

When outdoors, staff and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.

Children who are not wearing sun safe clothing can be provided with spare clothing.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

Sunscreen

All staff and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or as required by product recommendation. Sunscreen is stored in a cool, dry place and the use-by-date monitored.

Babies

Babies under 12 months will not be exposed to direct sunlight and are to remain in dense shade when outside. They will wear sun safe hats and clothing and small amounts of SPF30+ broad-spectrum water-resistant sunscreen may be applied to their exposed skin.

Role Modelling

Staff will act as role models and demonstrate sun safe behaviour by:

- Wearing a sun safe hat (see Hats).
- Wearing sun safe clothing (see Clothing).
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.
- Wearing sunglasses that meet the Australian Standard 1067 (optional).

Families and visitors are encouraged to role model positive sun safe behaviour.

Education and Information

Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to all staff, families and visitors.

Policy Availability

The sun protection policy, updates and requirements (including hat, clothing and sunscreen) will be made available to staff, families and visitors.

Review

Management and staff will monitor and review the effectiveness of the sun protection policy regularly. The centre's sun protection policy must be submitted every two years to the Cancer Council for review to ensure continued best practice.

References:

- National Health and Medical Research Council - www.nhmrc.gov.au May 2012
- NSW Department of Health - www.health.nsw.gov.au May 2012
- Cancer Council - www.cancercouncil.com.au May 2012
- Community Child Care Cooperative – sample policy – Sun Protection – accessed 24 May 2012

Evaluation

- The service demonstrates SunSmart behaviours with the wearing of suitable clothing and application of sunscreen.
- Sun exposure is limited throughout the day in accordance with Cancer Council recommendations.
- The curriculum and program incorporates sun safety awareness experience.

Appendices:

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID				
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	
October 2012	No:2 (May 2014)			

Related Council Policy/Procedure



POLICY STATEMENT

Children's Services

HEALTH AND SAFETY – Water Safety

ORIGINAL ADOPTION DATE: October 2012

Policy Objective:

Children's safety and well-being will:

- be protected in and around water through supervision and prevention; and
- be promoted through the availability of clean, hygienic water for play and for drinking.

Policy Statement:

The safety and supervision of children in and around water is of the highest priority. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the service environment. Children will be supervised at all times during water play experiences.

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168
- Links to National Quality Standard: 2.1.1; 2.3.2; 7.3.5

Definitions:

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

Recommended Practices:

The Nominated Supervisor will:

1. Provide guidance and education to staff and families on the importance of children's safety in and around water.
2. Ensure work, health and safety practices incorporate approaches to safe storage of water and play.

Staff will:

1. Ensure water troughs or containers for water play are filled to a safe level. These activities will be supervised at all times and containers or troughs will be emptied onto garden areas after use. Children will be discouraged from drinking from these water activities.
2. Teach children about staying safe in and around water.
3. Empty buckets used for cleaning immediately after use. No buckets are left **unsupervised** in play areas or accessible to children.
4. Provide clean drinking water at all times. This water will be supervised to ensure that it is safe and hygienic for consuming. Water containers will be securely sealed. At the end of each day, the water container will be emptied and cleaned thoroughly.
5. **During excursions, any water hazards ie ponds or fountains at the premises that could constitute a drowning hazard are securely covered or inaccessible to children.**
6. **No child will participate in an excursion where a water hazard is not fenced appropriately unless higher child to staff ratios are maintained and a risk assessment has been conducted and documented. When programs involve excursions to public parks or venues that are in the vicinity of water a 1 staff: 5 child ratios will be maintained.**
7. **No child in will be permitted to access public/private swimming pools.**

Operational Safety

1. Hot water accessible to children will be maintained at the temperature of 38-40 degrees Celsius. Thermostatic valves to be tested and serviced annually by a qualified plumber.

2. A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water.
3. Adults may carry and consume hot drinks only in a thermal cup or mug with a screw lid that prevents spilling.
4. Water for pets at the setting must be changed regularly and only be accessible to children when adults are present.

Family Day Care

- No child while in the care of an Educator as part of the Education and Care service is to swim in a pool at the Educators home at any time while the service is being provided.
- Educators are not to take children to a public swimming pool or other persons pool for any reason.
- Water troughs or containers will only be filled to a safe level. These will be emptied immediately after use.
- Water play activities will be supervised at all times. If a small wading pool is being used, the Educator will stand immediately beside it at all times.
- All water holding containers must be stored to ensure they cannot refill with water.
- Buckets used for cleaning will be emptied immediately.
- Any water hazards ie ponds or fountains at the premises that could constitute a drowning hazard are securely covered or inaccessible to children.
- No child will participate in an excursion where a water hazard is not fenced appropriately unless higher ratios are maintained and discussed with the Co-ordination Unit.
- Wading pools, sprinklers, soaker hoses may be used if children are constantly in the sight of the Educator at all times. On the completion of play with wading pools etc. they must be emptied and put away each time.
- Ensure pools are fenced and gated according to the Swimming Pools Act 1992 and provide the Co-ordination Unit with a certificate of currency every two years.
- Ensure any pool filters are inaccessible to children.

Evaluation

Supervision and access to water within the service is managed effectively by staff to ensure children remain safe and healthy.

References:

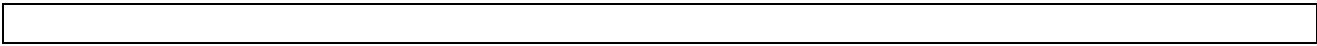
- National Health and Medical Research Council - www.nhmrc.gov.au
- NSW Department of Health - www.health.nsw.gov.au
- Pool and Water Safety - www.kidsafe.com.au
- Water use and restrictions see - www.sydneywater.com.au
- Childcare Service Handbook 2011-2012 (DEEWR)
- Swimming pools Act 1992
- Kidsafe www.kidsafensw.org accessed May 2012

Appendices:

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Community and Development Services		
EDRMS Doc. ID			
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number
October 2012	2 (May 2014)		

Related Council Policy/Procedure
Work, Health and Safety
Excursions





POLICY STATEMENT

Children's Services

HEALTH AND SAFETY: Nutrition/Food/Beverages/Dietary Requirements

ORIGINAL ADOPTION DATE: October 2012

Policy Objective:

The children's service unit will:

- role model healthy eating and activity throughout the day to all children and families;
- promote the six key *Munch and Move* messages to promote healthy, active habits in children from a young age;
- support families in educating their children about healthy food choices.

Policy Statement:

Research has shown that one in five preschoolers are either overweight or obese. By the time children in NSW reach kindergarten, almost 18% are either overweight or obese. The 2007 *National Children's Nutrition and Physical Activity Survey* found that the dietary patterns of many Australian children are less than optimal with high consumption of salt and saturated fat, and low consumption of fruit and vegetables. Given that children are increasingly spending long periods of time in centre-based and family day care, early childhood staff can role model healthy eating and encourage young children to make healthier food choices. This will contribute to the prevention of weight problems in children, allowing children to thrive physically, socially and intellectually, and in turn contribute to prevention of nutrition-related chronic diseases.

Definitions:

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

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 77, 78, 79, 80
- Links to National Quality Standard: 2.2.1, 2.2.2

Recommended Practices:

Professional Development of Staff

- All staff will attend *Munch and Move* professional development training or receive similar training and information;
- Staff & Volunteers that assist in preparing fruit will be inducted on food handling and hygiene procedures.

Provision of Food and Drinks at the Service

The Nominated Supervisor will:

- Ensure that all children have access to safe drinking water at all times;
- Ensure that all children are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day;
- Ensure that staff are aware of the need to implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service.
- Ensure that as per the Medical Conditions Policy the centre shall remain a nut free centre and that all dietary requirements relating to medical conditions are adhered to.

- Staff have access to Munch and Move Resource Manuals. NSW Ministry of Health, 2012

Staff will ensure that:

- Healthy eating is promoted through role modelling.
- Children are encouraged to make healthy food choices.
- All mealtimes are positive, relaxed and social.
- Children are encouraged to try new foods, and their food likes and dislikes are respected.
- Children are positively involved in mealtimes.
- Staff will adhere to best practices around safe storage and heating of both expressed breast milk and formula.
- They implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children.
- Ensure that as per the Medical Conditions Policy the Bland Shire Children's Services shall remain a nut free centre and that all dietary requirements relating to medical conditions are adhered to.
- The introduction of solids to babies and toddlers will be done in consultation with families and in line with recognised guidelines.

Supporting Families

- Staff will support families' choices regarding infant feeding, including breastfeeding and bottle feeding where required.
- The service will provide families with up to date information on dietary requirements of young children to ensure optimal growth and development, and provide families with opportunities to discuss ways to maximise the health and well-being of their child/ren.

Education and Information

- Staff will engage children in learning experiences that are fun and enjoyable and incorporate key messages around healthy eating.
- Implemented learning experiences will be guided by the EYLF principles and incorporate the child's identity.
- Families will be provided with current information about recommended guidelines around dietary requirements, screen time and physical activity.

Policy Availability

This nutrition/food/beverages policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

Review

Management and staff will monitor and review the effectiveness of the nutrition/food/beverages policy regularly. Updated information will be incorporated as needed.

Evaluation

The Bland Shire Children's Services will encourage families to provide appropriate and healthy food and beverages to all children and meal times will be relaxed and model healthy eating to children.

References:

- Community Child Care Cooperative – sample policy - Nutrition/Food/Beverages/Dietary Requirements – www.cccc.org.au accessed 4.6.2012
- *Healthy Eating and Physical Activity Guidelines for Early Childhood Settings*. NSW Department of health – www.health.nsw.gov.au – accessed may 2012
- **Munch and Move Resource Manuals. NSW Ministry of Health, 2012**

Appendices:

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID				
Superceded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	
October 2012	1 (May 2014)			

Related Council Policy/Procedure
Medical Conditions Policy
Screen time and physical activity
Health, hygiene and Safety

POLICY STATEMENT Children's Services

ASSESSMENT AND APPROVAL OF FAMILY DAY CARE (FDC) RESIDENCES AND APPROVED FDC VENUES POLICY

ORIGINAL ADOPTION DATE: 16 October 2012

Policy Objective:

- To ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected.
- To assist prospective and current FDC Educators to identify potential hazards to children in the operation of a FDC business and to reduce the risks associated with these.

Policy Statement:

- Bland/Temora FDC Scheme will not utilise approved venues as part of their service.
- The Coordination Unit must conduct an assessment of each residence:
 1. Before care can be provided to children as part of the service.
 2. At least annually.
 3. **After any period of leave exceeding 3 months.**

Relevant Legislation:

- Education and Care Services Regulation
- Australian Children's Education and Care Quality Authority Standard 2.3
- National Law: Section 167
- National Regulations: Regulation 116 (1,2,3), 117 (1,2)

Definitions:

This policy applies to educators registered **and prospective educators** with the Bland/Temora Family Day Scheme.

Recommended Practices:

Educator Workplace Safety Audit

The Family Day Care Service must ensure as part of the assessment that:

- a) any glazed area of a residence is:
 - Inaccessible to children; and
- b) **Prior to June 1 2014:**
any glazed area of the premises that is in a room or other place accessible to children and is **0.75m or less** above floor level:
 - **Glazed with safety glass, if the Building Code of Australia requires the area to be glazed with safety glass, or in any other case.**
 - **Treated with a product that prevents glass from being shattered if broken**
 - **Guarded by barriers that prevent a child from striking or falling against the glass.**

1 June 2014 Amendment*:

Any glazed area of a residence is to meet with the Australian Standard for safety glass, which specifies the current requirements for glazed areas is **less than one metre** above floor level.

- **Glazed with safety glass, if the Building Code of Australia requires the area to be glazed with safety glass, or in any other case.**

- Treated with a product that prevents glass from being shattered if broken
- Guarded by barriers that prevent a child from striking or falling against the glass.

**Amendment only applies to FDC residences approved by the approved provider of the FDC service after 1 June 2014*

- c) The residence is suitable for the ages and abilities of the children likely to attend the service
- d) There are suitable nappy change arrangements for children attending
- e) The existence of any water hazards, water features or swimming pool at or near the service and how this risk can be minimised.
- f) Risks posed by any animals at the service.

The Educator Workplace Safety Audit must be completed by all educators registered with Bland/Temora Family Day Care, annually before their registration expires.

Educators and Coordination Unit staff will arrange a mutually convenient time to review the Educator Workplace Safety Audit once it has been completed by the Educator, in their residence.

Educators must indicate the areas of the home which will be used for the operation of their childcare business. These areas must be indicated on a floor plan of the building. This floor plan forms part of this Educator Workplace Safety Audit. Any changes to the areas used in the home must have a Safety Audit completed before the areas can be used for care.

A copy of the completed and signed document will be kept at the Coordination Unit Office and the original is to be kept by the Educator and made available upon request.

It is the Educators responsibility to ensure that the areas of the home which will be used for the operation of their childcare business (i.e. your home and excursions) are a safe place for children at all times.

Prospective Educators

Prospective Educators will undergo a preliminary audit to review what changes and/or adjustments will need to be made before they commence the application process.

Renovations and changes to the service:

Any proposed renovations, changes relating to the service (eg. new pet) or any changes to the residence that will affect the education and care provided to the children at the service must be notified to the Coordination Unit, in writing, at least one month before these changes occur.

Any changes to the areas used in the home must have a Safety Audit completed before the areas can be used for care.

References:

Education and Care Services National Regulations 2011
 Australian Children's Education and Care Quality Authority
Building Code of Australia: AS 1288

Authorisation:

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

16 October 2012	1 (May 2014)		
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Related Council Policy/Procedure



POLICY STATEMENT Children's Services

ENGAGEMENT OF FAMILY DAY CARE EDUCATORS POLICY

POLICY ADOPTED: 16 October 2012

Policy Objective:

- To ensure that the best possible educators are attracted to and retained by the scheme.
- To support continuity between care and home routines by the recruitment of educators whose cultural and linguistic backgrounds reflect those of families and the local community.

Policy Statement:

Bland/Temora Family Day Care Scheme will endeavour to attract and retain competent and suitable educators for the service.

Relevant Legislation:

Education and Care Services National Regulations 2011: 169(2b)

Definitions:

This policy applies to educators registered **and prospective educators** with the Bland/Temora Family Day Scheme.

Recommended Practices:

Prospective educators are required to:

1. Submit a written application for the position of educator, accompanied by copies of any relevant qualifications, two written references, and other appropriate documentation as stated in the application.
2. **Apply for a Working with Children Check** for themselves and on any persons over the age of 18 residing at their home. **The relevant Working with children's check numbers are be provided to the Coordination Unit with their application.**
3. Have a current First Aid **and Cardio Pulmonary Resuscitation (CPR)** Certificate.
4. Hold or be significantly working towards a Certificate III in Child Care.
5. Hold approved current Certificates in Managing Asthma and Anaphylaxis.
6. Be a fit and proper person to be concerned with providing a family day care service.
7. Be physically and emotionally able to care for young children.
8. Complete training modules as required by the scheme as part of their induction process.
9. Have an appropriate understanding of young children's needs and development, including:
 - i. The individual differences between children.
 - ii. Activities that stimulate a child's growth and development.
 - iii. Nutrition, health, hygiene and safety.
 - iv. Behaviour management.
10. Be responsive to children.
11. Be able to communicate effectively with adults.
12. Be aware of and sensitive to the needs of young children and their families, including children from a range of cultures and religions and children with disabilities.
13. Be assessed with regard to their ability to interact positively with children.
14. Be prepared to answer any questions designed to Coordination Unit of their ability to provide quality home-based care.

15. Allow Coordination unit staff to help them assess the safety of their home environment, according to the Education and Care Services Regulations , including fencing, gates, tools and equipment, storage of poisons, matches, knives, electrical appliances, etc.
16. Ensure that their home complies with the assessment (above) and is adequate for the provision of the service.
17. Be prepared to allow Co-ordination Unit staff to inspect their home during the normal hours in which they operate their service.
18. Be prepared to sign an agreement with the Scheme, stating their obligations as a educator and as a member of the Bland/Temora Family Day Care Scheme.
19. Be prepared to abide by the policies and procedures of the Scheme and the Education and Care Services Regulations and the Children Education and Care Services National Law.
20. Be prepared to abide by the Code of Conduct at all times.
21. Attend training sessions arranged by the scheme as part of their induction process.

References:

Education and Care Services National Regulations 2011.

Appendices:

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID				
Superceded Policy	Carer Selection			
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	
	1 (May 2014)			

Related Council Policy/Procedure



POLICY STATEMENT

Children's Services

EMERGENCY PLAN POLICY (for Fire and other Emergencies)

POLICY NUMBER:

ORIGINAL ADOPTION DATE: 16 October 2012

Policy Objective:

1. To minimise risk of injury to children, staff and visitors to our Service in the event of a critical incident.
2. To ensure uniformity of procedures amongst all staff members (including relief and volunteer).
3. For staff to demonstrate confidence and competence in responding to an emergency situation.
4. To ensure procedures meet the relevant regulatory requirements.

Policy Statement:

The Bland Shire Children's Services Unit Emergency **Plan** Policy will be used to facilitate uniformity of practice in emergency situations. This includes fire, or natural disasters, aggressive or life threatening incidents or whenever children or staff safety is threatened.

Evacuation may be required in the event of fire, chemical spill, bomb scare, earthquake, gas leak, flood, bushfire, aggressive or life threatening behaviour and other dangerous occurrences.

Definitions:

N/A

Responsibilities:

This Policy applies to all staff and visitors (including, but not limited to, Family Day Care Educators, Bland Shire Council staff, contractors, volunteers, work experience students, parents and families, entertainers etc).

Recommended Practices:

To effectively plan and respond to fire and emergency evacuations the Bland Shire Children's Services will:

- Identify potential emergencies, e.g. bushfires, flood, crime, likely accidents, asthmatic or allergic children, take all precautions and plan for relevant worst case scenarios.
- Have fire extinguishers and fire blanket readily accessible near areas where fires are likely to start. Keep fire exits clear (all doors can be easily opened in an emergency) and install smoke detectors.
- Ensure all fire protection equipment is tested (every 6 months), in accordance with Australian Standard, and kept in proper working condition. Keep documentation of testing at the premises for 2 years.
- Training in the use of Fire Extinguishers will be provided for staff every two years.
- Have a well stocked evacuation first aid pack located at the reception desk **and a basket including ensure the latest Council back-up discs, fire warden hat and whistle.**
- Display/store, near all centre phones, current emergency telephone numbers – hospital, Ambulance, pharmacy, Public Health Unit, Police, Fire Brigade, Poisons Information centre, NSW Health, **Dept. Education and Communities.**
- Develop, keep up to date and prominently display (in each playroom and at each main exit), fire and emergency evacuation plan which includes:

- Emergency warning alert regularly practiced and with which all staff are familiar (e.g. whistle, alarm).
 - Pre-planned evacuation procedure with which all staff are familiar.
 - Pre-planned designated meeting area (muster point) which is accessible at all times.
 - Safe, quick and calm evacuation of all children.
 - Comfort of any children in distress and treat any injuries.
 - DIAL 000 for the Fire Brigade, **Police** and Ambulance.
 - Contact all parents (if required).
- Practise and discuss emergency evacuation and fire drill regularly with all children who attend the service at least once every 3 months. **Nominated** Supervisor will notify staff before each fire/emergency drill.
 - Ensure the safety and evacuation of all children before trying to contain or extinguish a fire. If fire is small and staff are nearby when it begins it may be appropriate to try and extinguish it or contain it by closing doors and windows (only if not dangerous).
 - If a child is burnt run cold water over burnt part of body, be careful not to make the child too cold, and arrange to be assessed by a doctor or call an Ambulance.
 - Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.
 - Roll will be kept in classroom whilst children are in attendance. Parent contact phone numbers and an emergency contact phone number will be recorded in the roll book.
 - Keep a record of each practise that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part. These records will be kept for at least 2 years.

References:

- ❖ Occupational Health Safety Act 2000, current version for 1 January 2011 to date (accessed 9 May 2011 at 17:06). www.legislation.nsw.gov.au
- ❖ Building Blocks: NSW Govt, Human Services, Community Services, Children's Services Newsletter. Autumn 2011 Edition
- ❖ Children's Services Regulations 2011

Appendices:

- a. Emergency Evacuation Procedure.
- b. Emergency Evacuation Evaluation Form.
- c. Lock Down Procedure.
- d. Lock Down Procedure Evaluation Form.

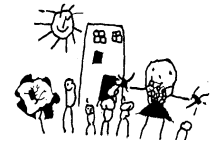
Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Date of Adoption/ Amendment	Revision Date	Minute Number	Previous Policy Number	
November 2012	No 1: May 2014			

Appendices a.



BLAND SHIRE CHILDREN'S SERVICES UNIT EMERGENCY EVACUATION PROCEDURE



1. **Staff member** who finds fire to alert any persons in close proximity to fire/emergency.
2. **Same staff member** to blow whistle and **inform other staff of location of emergency** and recommended exit door. Whistle to be blown in all areas of building including Bilby Room, Gecko Room and office areas.
3. **Administration Officer** to phone 000, state name and address of Centre and nearest cross road, being;
BLAND SHIRE CHILDREN'S SERVICES UNIT (PRESCHOOL)
130 PINE STREET, WEST WYALONG NSW 2671
Nearest cross street: OPERATOR STREET
4. **Administration Officer** to collect the following and move to the designated area:
 - Visitor and Staff Registers.
 - Mobile phone and/or portable phone.
 - Emergency First Aid Pack.
5. **Room Leader** to instruct children to come to her.
6. **Teacher's Assistant** on class to collect attendance sheets and Medication Boxes, unless unsafe to do so. Roll will be kept in classroom whilst children are in attendance. Medication Box kept on shelf in refrigerator and in medication cupboard. The Teacher's Assistant to check bathroom.

In the case of a playgroup, the room leader will instruct the children to go to their carer/parent/guardian and then direct the parent to the appropriate exit and muster point.
7. **All room staff** to gather at the safest exit, assist children to exit the building and proceed to the designated muster point.
8. All **other staff** present, to exit the building, simultaneously checking for any children and closing doors behind them if possible and proceed to the designated muster point.
9. Once at muster point, children's attendance sheets are checked along with the visitors and staff registers.
10. **Nominated Supervisor or senior staff** member to contact parents (if required).
11. **Staff** will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
12. Children and staff will remain in designated muster point until clearance has been given by **Nominated** Supervisor or emergency personnel.
13. A record of each practice will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the service Emergency Evacuation Evaluation Form. These records will be kept for at least two (2) years.
14. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

Appendices b.



BLAND SHIRE CHILDREN'S SERVICES UNIT
EMERGENCY EVACUATION EVALUATION



*To be completed after Emergency Evacuations or drills and placed on file.
Drills will be implemented once a term for all Services.*

Date of Practice: Class/Group:

Time Started: Time completed:

Were all parts of the procedure completed? (please tick)

- (staff member) found the fire and alerted any persons in close proximity to fire/emergency.
- Same staff member blew whistle and informed other staff of recommended exit door. Whistle was blown in all areas of the building including Bilby Room, Gecko Room and office areas.
- Administration Officer phoned 000, stated name and address of Centre and nearest cross road.
- Administration Officer collected the following and moved to the designated area:
 - Visitor and Staff Registers.
 - Mobile phone and/or portable phone.
 - Emergency First Aid Pack.
- (Room Leader) instructed children to come to her.
- (Teacher's Assistant) on class collected attendance sheets and Medication Boxes, unless unsafe to do so. Roll kept in classroom whilst children are in attendance. Medication Box kept on shelf in refrigerator and in medication cupboard.
- The Teacher's Assistant to check bathroom.
- In the case of a playgroup the room leader, instructed the children to go to their parent/guardian and then directed the parents to the appropriate exit and muster point.
- All staff gathered and assisted the children to exit the building through classroom fire door exit for designated muster point.
- All other staff present, exited the building, simultaneously checked for any children and closed doors behind them if possible and proceeded to the designated muster point.
- Once at muster point, children's attendance sheets were checked along with the visitors and staff registers.
- Nominated Supervisor or senior staff member contacted parents (if required).
- Staff endeavoured to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
- Children and staff remained in designated muster point until clearance was given by **Nominated Supervisor** or emergency personnel.

- A record of the practice has been kept, including staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the service Emergency Evacuation Evaluation Form. These records will be kept for at least two (2) years.
- Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

Staff members that participated in this practise:

.....

.....

.....

Were parents contacted? Yes / No. If no – Why?

.....

Any difficulties or issues arising?

.....

.....

Any action to be taken?

.....

.....

Person responsible for following up action:

.....

Signed:

Raelene Murrells
SECEC

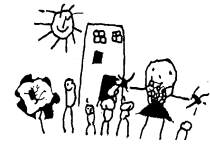
Signed:

Julia Moore
FDC/MRU Coordinator



BLAND SHIRE CHILDREN'S SERVICES UNIT

LOCK DOWN PROCEDURE



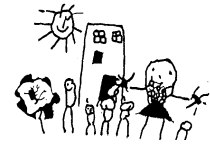
1. **Staff member** who recognises possible threat to **alert all other staff of location of emergency** and the need to evacuate the outdoor play area **or to remain in a safe area in the building**.
2. **All staff**, children and visitors need to gather in a safe area of the building and away from external glass windows and doors.
3. **Room Leaders** to stay with children and supervise.
4. **Assistant staff** to:
 - a. Collect Emergency First Aid Packs.
 - b. Check outdoor areas for children.
 - c. Gather roll books.
 - d. Close and lock all doors and windows.
 - e. Close blinds if possible.
5. **Staff** are to ensure the Administration Officer is made aware of the situation in order for 000 to be phoned.
6. **Administration Officer** to phone 000, state name and address of Centre and nearest cross road, being; **BLAND SHIRE CHILDREN'S SERVICES UNIT (PRESCHOOL)**
130 PINE STREET, WEST WYALONG NSW 2671
Nearest cross street: OPERATOR STREET
7. Administration Officer to collect the following and move to the designated area:
 - Visitor and Staff Registers.
 - Mobile phone and/or portable phone.
 - Emergency First Aid Pack.
8. Staff will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
9. Children and staff will remain in designated area until clearance has been given by **Nominated** supervisor or emergency personnel.
10. A record of each practice will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the Lock Down Procedure Evaluation Form. These records will be kept for at least two (2) years.
11. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

Appendices d.



BLAND SHIRE CHILDREN'S SERVICES UNIT

LOCK DOWN PROCEDURE



- (staff member) who recognised possible threat alerted all other staff to the need to evacuate to a safe area in the building.
- All staff**, children and visitors gathered in a safe area of the building, away from external glass windows and doors.
- Room Leaders** stayed with children and supervised.
- Assistant staff:**
 - Collected Emergency First Aid Packs.
 - Checked outdoor areas for children.
 - Gathered roll books.
 - Closed and locked all doors and windows.
 - Closed blinds if possible.
- Staff** ensured the Administration Officer was made aware of the situation in order for 000 to be phoned.
- Administration Officer** phoned 000, stated name and address of Centre and nearest cross road, being;

BLAND SHIRE CHILDREN'S SERVICES UNIT (PRESCHOOL)
130 PINE STREET, WEST WYALONG NSW 2671
Nearest cross street: OPERATOR STREET

- Administration Officer collected the following and moved to the designated area:
 - Visitor and Staff Registers.
 - Mobile phone and/or portable phone.
 - Emergency First Aid Pack.
- Once at designated area, children's attendance sheets were checked along with the visitors and staff registers.
- Nominated Supervisor or senior staff member contacted parents (if required).
- Staff endeavoured to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
- Children and staff remained in designated area until clearance was given by **Nominated** supervisor or emergency personnel.
- Counselling and de-briefing services were available for all those involved in the emergency situation, if required.

Staff members that participated in this practise:

.....

.....

Were parents contacted? Yes / No. If no – Why?

.....

Any difficulties or issues arising?

.....

.....

Any action to be taken?

.....

.....

Person responsible for following up action:

.....

- A record of each practice will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the Lock Down Procedure Evaluation Form. These records will be kept for at least two (2) years.

Signed:

Raelene Murrells
SECEC

Signed:

Julia Moore
FDC/MRU Coordinator

**MONITORING, SUPPORT AND SUPERVISION OF
FDC EDUCATORS POLICY**

ORIGINAL ADOPTION DATE: 16 October 2012

Policy Objective:

Monitoring visits to educators' homes are made regularly by members of the Coordination Unit.

These visits are conducted in order to support the educator and children and to monitor the care being provided.

The visits may be unscheduled or may be arranged in advance.

Policy Statement:

The Bland/Temora Family Day Care scheme will endeavour to ensure that all educators receive a minimum of one home visit per month to enable the monitoring of the quality of care, provide support for the educator in all areas, to observe the children in care, to discuss issues that arise within the scheme and to maintain records.

Relevant Legislation:

Education and Care Services National Regulations 2011

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day Scheme.

Recommended Practices:

The Coordination Unit staff should:

1. Ensure to visit each educator regularly to enable channels of communication between staff and educators to be kept open, and to ensure the above purpose of home visits is fulfilled.
2. Conduct one home visit each month and endeavour to provide a second contact by phone or in person within the month. The home visit should be unscheduled so that the staff member can observe care in progress, identify the needs of the educator and children, and offer support.
3. Cover the following areas during visits:
 - a. Monitoring of the quality of care
This quality will be determined by the state of hygiene, nutritional quality of meals, standard of adult/child interactions, appropriateness of behaviour management techniques, and the availability of stimulating experiences provided for children.
 - b. Supporting the educator in all areas
The staff member may choose to discuss issues surrounding children's needs and experiences, parental issues, community perceptions, professional development and administrative requirements.
 - c. Observing the children in care
Staff members must have the opportunity to observe and interact with the children in care. They may identify and discuss children's developmental needs, activities to extend learning and behaviour management issues.
 - d. Maintaining records
Staff members will complete Home Visit records of each visit to ensure records are current. These records will cover the issues discussed and observed during the visit and be signed by both the staff member and the educator.

- e. Issues arising in the scheme
Staff members may discuss such issues as policy changes, insurance, training, meetings and placements.
- 4. Conduct visits at different times of the day and week to enable the staff member to observe all children in care.
- 5. Contact the educator through telephone calls, Playgroup or by the educator visiting the office, when it is not possible for a visit to occur.
- 6. Conduct visits in the individual educator's home to ensure that care is monitored in the environment in which it takes place.
- 7. Discuss all relevant issues with the educator at the time of the visit. Educators should read and sign reports written during the home visit.
- 8. Leave a visit card to inform the educator that a staff member has been to visit if the educator is not home at the time of the visit.

References:

Australian Children's Education and Care Quality Authority

Appendices:

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID				
Superceded Policy	Visits to educators homes - FDC			
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	
	1 (May 2014)			

Related Council Policy/Procedure



POLICY STATEMENT

Children's Services

ENROLMENT AND ORIENTATION POLICY

ORIGINAL ADOPTION DATE: 26 May 2009

POLICY OBJECTIVE:

The Bland Shire Council (BSC) requires all families to complete an enrolment form for each child before commencing care with a BSC Children's Service. A separate enrolment form is required for each service. Enrolment information must comply with Education and Care Services National Regulations 2011: 160. These records are kept in accordance with the Education and Care Services National Regulations 2011.

POLICY STATEMENT:

Enrolment and orientation procedures form the foundation for strong relationships between families and early education and care settings and promote a quality experience of education and care for children.

Good procedures include consistent information around service operation and authorisations promoting compliance and a safe and secure environment for children and families.

It is important that correct enrolment details are collected and parents receive appropriate information regarding the service and the responsibilities of all parties when utilising the service.

The nominated supervisor will ensure that:

- Current details including children's immunisation status (**from the Australian Childhood Immunisation Register**) **has been provided** and copies kept in accordance with the Education and Care Services Regulations 2011, **before care commences**.
- Documentation, including authorisations, are completed during the enrolment and orientation process.
- The orientation process is planned in consultation with families, to orient a child and family to the service.
- Due consideration is given to culture and language in undertaking enrolment and orientation processes.

Relevant Legislation

- Children (Education and Care Services National Law Application) Act 2010.
- Education and Care Services National Regulations 2011: 177, 160.
- National Quality Standard: 6.1.1, 7.3.5.

RECOMMENDED PRACTICES:

Family Day Care

Pre-Enrolment Orientation

The service welcomes visits from prospective families and children. The nominated supervisor or coordinator will conduct an interview with the family and provide information that may include:

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- introduction to educators and staff;
- the physical environment;
- administrative matters, cost, and fee payment methods;
- how to provide feedback.

- information regarding the service exclusion guidelines, complaints policy and medical conditions policy.

Prior to conducting the pre-enrolment interview and orientation the nominated supervisor should consider the language and cultural needs of the family. A translator may be required along with an alternative venue for the enrolment visit.

After consideration of access guidelines and availability of a position by the nominated supervisor, families will be provided with the names of up to three (3) educators, where possible, so that families may make the appropriate choice of educator.

The nominated supervisor or coordinator will then assist the families to make appointments with the relevant educators to conduct an on-site interview.

During the on-site interview with families educators may discuss the following:

- fees and charges,
- suitable food options,
- behaviour management,
- child routine,
- availability and placement agreement.

Once a suitable educator has been chosen by the family the nominated supervisor will proceed with the enrolment. If a suitable educator is not available, the nominated supervisor will offer to place the family on the waiting list.

Enrolment

The nominated supervisor will conduct an enrolment process following the acceptance of an offer. An enrolment package will be given to the family and will include:

- An enrolment form - that includes authorisations;
- Current fee structure and payment details;
- An information booklet on the relevant service;
- Information regarding access to policies including, but not limited to, those required under Regulation 168; (Appendix 1)
- Information on National Quality Framework, National Quality Standards, and the EYLF;
- ECA Code of Ethics brochure;
- Information on Child Care Benefit (CCB);
- Information on Child Care Rebate (CCR).

The information in the enrolment package, other than the enrolment form, is retained by the family for future reference.

During the enrolment interview a process of orientation will be planned by the educator, in collaboration with families to provide the best possible start for the child at the service.

Families will provide the following, prior to the agreed start date for the child:

- A completed enrolment form including authorisations;
- A deposit payment as outlined in service fee policy (if applicable);
- Current immunisation records status (from the Australian Childhood Immunisation Register)
- Birth Certificate;
- Current contact information for parents and emergency contacts;
- Information on children's additional needs (including diagnosed and/or undiagnosed medical conditions, health and developmental concerns).

This information will be kept at the service premises in accordance with service policies and the Education and Care Services National Regulations 2011 and copies provided to the relevant educator before care commences.

Prior to formally commencing at the service:

1. The nominated supervisor will undertake a final check of enrolment details, authorisations and information updates prior to the family commencing with the service.
2. Prior to the child's first day educators will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions (including diagnosed or undiagnosed conditions) and how to manage them if required. Any allergy information will be displayed.
3. The nominated supervisor will inform the educators of the intended time for any pre-commencement orientation visits.
4. A family member will remain in the premises service during these orientation visits. The family must sign the visitors book on arrival and when they leave. The child cannot be left at the service until they have formally commenced at the service and are therefore not included in the ratios.
5. During the orientation process educators will interact with the child and actively encourage them to engage in the service program and activities. They will also be available to the family to answer any questions they may have, whilst ensuring they are not compromising the supervision of other children or required ratios.
6. Completed enrolment forms, **a copy of the child's birth certificate and current** immunisation records status (**from the Australian Childhood Immunisation Register**) must be returned to the office before care commences.
7. Educators must be provided with all the information available about a child to be placed with them before the care commences.

Upon Commencement

On the child's first day of attendance educators will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required. Throughout the day, educators will contact the family to let them know how their child is settling.

Evaluation

Successful orientation and enrolment procedures promote smooth transitions between home and service. Information sharing and the signing of authorisations ensures a safe and secure environment for the child.

Mobile Resource Unit – Vacation Care, Playgroups, Toy Library and Ungarie Preschool

Pre-Enrolment Orientation

Prior to conducting the pre-enrolment interview and orientation the nominated supervisor should consider the language and cultural needs of the family. A translator may be required along with an alternative venue for the enrolment visit.

The service welcomes visits from prospective families and children. **Where possible, the** nominated supervisor or coordinator will conduct an interview with the family and provide information that may include:

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- introduction to educators and staff;
- the physical environment; routine;
- administrative matters, cost, and fee payment methods;
- how to provide feedback;
- toy library information;
- venue information and calendar.

Prior to formally commencing at the service:

The nominated supervisor or relevant staff will conduct an enrolment process. An enrolment package will be given to the family and will include:

- An enrolment form - that includes authorisations;
- Current fee structure and payment details;
- An information booklet on the relevant service;
- Information regarding access to policies including, but not limited to, those required under Regulation 168; (Appendix 1)
- Information on National Quality Framework, National Quality Standards, and the EYLF;
- ECA Code of Ethics brochure
 - **copies of the exclusion guidelines, complaints policy and medical conditions policy.**

The information in the enrolment package, other than the enrolment form, is retained by the family for future reference.

Families will provide the following, prior to the agreed start date for the child:

- A completed enrolment form including authorisations;
- A deposit payment as outlined in service fee policy (if applicable);
- Current immunisation records;
- Birth Certificate;
- Current contact information for parents and emergency contacts;
- Information on children's additional needs (including diagnosed and/or undiagnosed medical conditions, health and developmental concerns).

This information will be kept at the service premises in accordance with service policies and the Education and Care Services National Regulations 2011 and copies made available for each venue.

The nominated supervisor will undertake regular checks of enrolment details, authorisations and information updates.

Staff will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions (including diagnosed or undiagnosed conditions) and how to manage them if required.

During the orientation process staff will interact with the child and actively encourage them to engage in the service program and activities. They will also be available to the family to answer any questions they may have, whilst ensuring they are not compromising the supervision of other children or required ratios.

Enrolment forms must be completed before the child can attend the service.

Upon Commencement

On the child's first day of attendance educators will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required.

Evaluation

Successful orientation and enrolment procedures promote smooth transitions between home and service. Information sharing and the signing of authorisations ensures a safe and secure environment for the child.

Preschool

Information/Orientation Day

To provide information about our preschool to prospective families and children our service will conduct an information/orientation day on the first Monday of term 4 from 1.00pm to 2.30pm.

Advertisements will be placed in the local paper on the Tuesday and Friday for 2 weeks prior to the Information/Orientation day.

During this event parents will be provided with an enrolment pack consisting of;

- Enrolment form that includes all required authorisations;
- Preschool Information Booklet;
- My Day at Preschool book;
- Information regarding access to policies including, but not limited to, those required under Regulation 168; (Appendix 1);
- Fee schedule;
- Affordability Assistance Application Form;
- Parent Committee Form;
- Information on National Quality Framework, National Quality Standards and the EYLF;
- ECA Code of Ethics.

An information session will be provided to parents from a variety of Staff. Information may include but not be limited to;

- Introduction of teaching staff and their personal philosophies.
- Preschool Information Booklet.
- Program/Curriculum.
- Settling in.
- Suitable food options.
- Sun safety.
- Bus travel.
- Communication between families and staff.
- Behaviour management.
- Parent committee.
- Fees and payment.

Families who **are** unable to attend this Information/Orientation or families who enrol during the year will be invited to attend a pre-enrolment orientation where the above information will be given.

When conducting Information/Orientation the nominated supervisor will consider the language and cultural needs of each family. A translator may be required along with an alternative time and venue for the enrolment visit

Enrolment

Families will provide the following, prior to the agreed start date for the child:

- A completed enrolment form including authorisations;
- A completed About Me form;
- Bus Travel form (if applicable);
- A deposit as outlined in the service Fee Policy (if applicable);
- Current immunisation records; (**from the Australian Childhood Immunisation Register**)
- Birth Certificate;
- Current contact information for parents and emergency contacts;
- Information on Children's additional needs (including diagnosed and/or undiagnosed medical conditions, health and developmental concerns);
- Affordability Assistance Application Form (if applicable);
- Proof of Income (if applicable);
- A Health Care Card (if applicable).

N.B. The information Booklet etc is retained by the family for future reference

Enrolment Letter

On successful enrolment an information letter will be sent to parents offering them a place and providing the following information

- Name of child's teacher.
- Room Name.

- Day/s enrolled.
- Things to bring.
- Settling in.
- Subsidy information.

Prior to formally commencing at the service:

The nominated supervisor will ensure a final check of enrolment details, authorisations and information updates prior to the family commencing at the Service.

The nominated supervisor will ensure a New Child Checklist form is completed by the Administration Officer.

The nominated supervisor will ensure the teachers in charge of the child will familiarise themselves with the information on the child's enrolment and About Me forms.

The nominated supervisor will ensure all educators at the Service are aware of any important information regarding the child and, in particular, any medical conditions diagnosed or undiagnosed and how to manage them if required.

The nominated supervisor will ensure the child's allergy, if any, information is displayed.

The nominated supervisor will ensure that the Managing Allergy and Anaphylaxis Policy and Procedures are followed.

Upon Commencement

On the child's first day of attendance staff will welcome the family and the child, and familiarise them with the following;

- Locker for bag,
- Fruit bucket,
- Child's named individual box for information such as newsletters, excursion notes and their art work,
- Toilets,
- Sign-in and out procedure, and
- Medication procedure (if applicable).

Staff will then help the parent to settle their child, giving any reassurance necessary.

Parents are welcome to ring to check on their child. Staff will ring parents if a child becomes too upset or is thought to be not coping.

Introduction to Preschool

* 3 year olds

To introduce young children into Preschool smoothly and ensure high quality interactions are achieved by staff with each child Bland Preschool provides the following procedure for their three year old classes at the beginning of each year.

Week 1

The class will be divided in half.

The first half will attend from 9.00am to 10.30am.

The second half will attend from 11.30am to 1.00pm.

Week 2

The whole class will attend from 9.00am until 1.00pm (and bring their lunch).

Week 3

The whole class will attend from 9.00am to 3.00pm (normal Preschool hours).

* 4 year olds - for families who have not previously attended

The child will attend from 9.00am to 3.00pm unless other arrangements are made.

References:

- Children (Education and Care Services National Law Application) Act 2010.
- Education and Care Services National Regulations 2011: 177, 160.
- National Quality Standard: 6.1.1, 7.3.5.

Appendices:

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID				
Superseded Policy	Enrolment Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	
July 2012	2 (May 2014)	10.8		

Related Council Policy/Procedure
Managing Allergy and Anaphylaxis Policy and Medical Conditions Policy (to be developed)

MEDICAL CONDITIONS

POLICY ADOPTED: 20 November 2012

Policy Objective:

- To ensure that staff and educators of Bland Shire Children's Services are aware of medical conditions, management plans and treatments for children who may require emergency medication
- To protect the health of children in care by preventing the misuse of medication and through the monitoring of children's health.

Policy Statement:

- Medical conditions both diagnosed and undiagnosed, need to be effectively managed to ensure that staff are able to adequately care for the needs of children. The management of such medical conditions needs to include the child, the parents, the staff and medical professionals. With effective management of medical conditions children will be able to participate in all aspects of quality care and education.

Statutory Legislation & Considerations

Children (Education and Care Services National Law Application) Act 2010 Section 173

Education and Care Services National Regulations 2011: 90-91

Definitions:

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

Recommended Practices:

Identifying children with medical conditions:

- At time of enrolment parents will be asked to identify if their child has a medical condition, including the diagnosis of diabetes, asthma or anaphylaxis.
- Where the parent indicates either a diagnosed or undiagnosed medical condition the parents will be required to work with the service to develop a risk minimisation plan, communication plan, and an emergency treatment plan. If the medical condition has been formally diagnosed, this plan is to be developed by a medical professional.
- Parents will be provided with a copy of the services Medical Conditions Policy.
- Parents are required to complete on enrolment a list of foods and food substances that children are to avoid.
- Where the details of known allergens change or there is a change in the medical condition parents will be required to notify these changes to the service Nominated Supervisor as soon as practical, using methods identified in the communication plan.

- Where a child already enrolled in a service subsequently falls into this category then the parents will also be required to follow these procedures as detailed above.

General:

Parents need to be aware that whilst all care is taken to reduce a child's exposure to any Asthma triggers, allergens or potential allergens the service can not guarantee that exposure will not occur. Whilst the service will implement a range of specific procedures and risk minimization strategies to reduce the likelihood of common allergens within the service staff and parents need to be aware that it is not possible for a child care service to remain totally allergen free considering the nature of such a service and the involvement with a large number of children, parents, staff and community members.

Parents are asked not to bring trigger foods into the services to reduce the risk of exposure to peanut products. The service does not provide products made of peanuts, however does purchase and will offer to non allergic children, or those children who's risk minimisation plan allows "food that may contain traces of nuts" unless specified as an allergen for the child upon enrolment.

Common allergens and triggers for asthma and anaphylaxis:

Peanuts, Eggs, Tree nuts (cashews), Cow's milk, Fish and shellfish, Wheat, Soy, Sesame, Some insect bites, Dust mites, Chemical Perfumes, Exercise, Air pollution, Emotions

The service will:

Display each affected child's Emergency Action Plan within each playroom or designated eating area of the service.

Ensure that all staff and volunteers are aware of any child enrolled in the service who has been identified as having an allergy or as anaphylactic, a diagnosis of Asthma or any other medical condition. This will occur during enrolment and orientation.

Ensure that **all** staff have received training in Anaphylaxis and the Epi-Pen delivery and emergency Asthma treatment.

Where a child is enrolled with other medical conditions the service will endeavour to have staff trained in any emergency response first aid that may be relevant and appropriate.

Ensure that all staff are aware of where any medication for the treatment of allergies, such as antihistamine or an Epi-Pen is stored, asthma medication or other emergency medication

Ensure that a child's medication or Epi-Pen is taken with the child should the child leave the service for an excursion

Ensure that there is signage to indicate where each child's medication is stored

Implement the Emergency Action Plan in the event of an medical emergency.

Where a child enrolled in the service has a specific health care need or other relevant medical condition, parents will be with copies of the relevant policies.

Parents of a child with diagnosed and/or undiagnosed allergies or children with anaphylaxis, asthma or other medical conditions will:

Inform the service Nominated Supervisor on enrolment of the child's diagnosed and/or undiagnosed medical condition

Develop an Emergency Action Plan for the child in consultation with the service Nominated Supervisor and the child's Doctor or in the case of an undiagnosed medical condition, with the parent of the child.

The parent will assist in the completion of a risk minimisation plan that will be conducted in consultation with the Nominated Supervisor to identify any perceived risk and determined strategies to reduce this risk.

Develop a communication plan with the Nominated Supervisor to determine the most appropriate means of communicating about the child's medical condition

Give permission for the centre, or educator to display the Emergency Action plan, containing a picture of the child, and parental contact phone numbers, within the centre/home. Parents are to acknowledge that this will be visible to staff, other parents and community visitors within the centre.

Provide any medication including an Epi-Pen (if required), asthma relieving medication and spacer to the service.

Medication provided must be in date and have a printed prescription label identifying that it has been prescribed for the particular child for a stated time period; if instructions or medication labels are written in language other than English, the family must obtain an English version from a doctor or pharmacist. No unidentifiable medication will be given.

Regularly check the expiration date on any medication

Inform staff of any changes to the status of the child's medical condition

General risk minimisation strategies for children with allergies or at risk of anaphylaxis

Children will be taught not to share food and the service is 'nut free'.

Children will wash their hands regularly throughout the day and prior to and after meal times

Staff will supervise meal times to reduce the risk of ingestion or cross-contamination of foods

The Nominated Supervisor in consultation with staff will discuss and inform parents of any observable change to any individual child's reaction or perceived allergic response to a possible or known allergen in order for them to review or develop a specific health management strategy or Emergency Action Plan.

The service will endeavour to ensure all children have access to the daily experiences and activities within the centre bearing in mind the potential risk that such an activity may present to children with identified allergies and anaphylaxis. In the event a particular activity may present the risk of an allergic reaction to any identified child consideration will be given as to its overall developmental merit. If still determined to be beneficial and deemed as able to be contained that child may be provided with an alternative experience whereupon all would be closely monitored.

References:

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, page 62.

Australian Society of Clinical Immunology and Allergy @ www.allergy.org.au – accessed May 2012

Anaphylaxis Australia @ www.allergyfacts.org.au - accessed May 2012

NSW Asthma Foundation www.asthmafoundation.org.au – accessed May 2012

NSW Ministry of Health – www.health.nsw.gov.au – accessed May 2012

Appendices:

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Nominated Supervisor of Community and Development Services		
EDRMS Doc. ID	404977		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
20 November 2012	0	26112012	May 2016

Related Council Policy/Procedure
Managing Allergy and Anaphylaxis

Reviewed May 2014
Review date May 2016

DEALING WITH INFECTIOUS DISEASES

POLICY ADOPTED: 20 November 2012

Policy Objective:

Bland Shire Children's Services will ensure children's exposure to infectious diseases will be minimised by:

- following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases;
- promotion of practices that reduce the transmission of infection;
- the exclusion of sick children and staff;
- service support for child immunisation; and
- implementation of effective hand washing procedures.

Policy Statement:

Ensuring the health and safety of children, and staff, and supporting children's ongoing wellbeing, is a core focus of the delivery of an Education and Care Service. Educators need to be aware of the likelihood of young children being exposed to an infectious illness whilst in care. Maintaining hygiene practices within Bland Shire Children's Services and teaching young children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information will further support this process.

Statutory Legislation & Considerations

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011

Recommended Practices:

The Approved Provider will:

- ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as the NSW Ministry of Health, or NSW public hospitals websites;
- implement the recommendations from *NSW Department of Health* to prevent the spread of infectious diseases at the service;
- ensure that children are reasonably protected from harm by working with the Nominated Supervisor and Educators on developing, implementing and reviewing policy that will guide health and safety procedures within the service; and
- collect, maintain, and store appropriately the required enrolment documents and enrolment information of children in the service.

Nominated Supervisor will:

Develop procedures for:

- maintaining a hygienic environment;
- providing families with relevant infectious diseases, health and hygiene information;
- guiding children's understanding of health and hygiene throughout the daily program;
- ensuring staff are aware of relevant immunisation guidelines for children and themselves; and
- maintaining relevant records regarding the current status of the immunisation of staff and children at the service, as well as any relevant medical conditions of children at the service.
- Develop an enrolment procedure that captures all required information regarding the children's immunisation status, and any medical conditions.

Provide relevant sourced materials to families about:

- the current NSW Immunisation Schedule for children;
- exclusion guidelines for children that are not immunised or have not yet received all of their immunisations in the event of an infectious illness at the service, upon induction at the service;
- advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the service; and
- providing information on illnesses (as soon as practicable after the occurrence of an infectious disease).
- Provide information to families as soon as practicable of the occurrence of an infectious disease that describe the:
 - nature of illness;
 - incubation period; and
 - infectious and exclusion periods.
- This information will be sourced from a reliable source.
- Ensuring that an "Incident, Injury, Trauma and Illness" record is completed as soon as practicable or no later than 24 hours of the illness occurring;
- Ensure that processes are in place to ensure that educators are aware of individual children's circumstances;
- Maintaining confidentiality with regards to children's individual medical circumstances, by putting procedures in place to safeguard children and families personal information;
- Devising a routine written process for updating children's enrolment records with regards to immunisation, ensuring that this occurs as required, (i.e. as children reach age milestones for immunisation), or at least twice a year;
- Advising staff of the recommended immunisations for people working with children as per the *Immunisation Handbook – 9th Edition (2008)*;
- Maintaining current records of staff immunisation status and ensuring educators familiarity with written procedures for exclusion of educators as well as children in the event of an infectious illness;
- Providing opportunities for educators to source relevant up to date information on the prevention of infectious diseases, and maintaining health and hygiene from trusted sources;
- Ensuring opportunities for educators and families to be involved in the review of the policies and procedures regarding children's health and safety; and
- Inform and implement the advice of the health department, or local health unit regarding Infectious Diseases as required.

Educators will:

- Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times;
- Implement appropriate health and safety procedures, when tending to ill children;

- Ensure that families are aware of the need to collect their children as soon as practicable to ensure the child's comfort;
- Advise families that they will need to alert the service if their child is diagnosed with an Infectious Illness;
- Maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status;
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice;
- Take into consideration the grouping of children to reduce the risk of acquiring an infectious illness when planning the routines/program of the day;
- Implement the services health and hygiene policy including:
 - hand washing – washing and drying thoroughly, and remembering to include babies when hand washing
 - routine and daily cleaning of the service;
 - Nappy changing procedures;
 - wearing gloves (particularly when in direct contact with bodily fluids); and
 - proper handling and preparation of food.
- Provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the service to ensure that practices in place at the service are correct; and
- Maintain currency with regard to Health and Safety by attending appropriate professional development opportunities.

Families will:

- Advise the service of their child's immunisation status, and provide written documentation of this for the service to copy and keep with the child's enrolment records;
- Advise the service when their child's immunisation/medical condition (either diagnosed or undiagnosed) is updated and provide this information to the service to ensure that enrolment records are up to date; and
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the service via various methods.

Evaluation

- Infection control is effectively managed at the service to ensure children remain healthy and transmission of infectious diseases are minimised.

References:

- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- EYLF – Belonging Being Becoming (2009)
- Health and Safety in Children's Services Model Policies and Practices – 2nd Edition revised (2003)
- NSW Ministry of Health: www.health.nsw.gov.au/
- National Health and Medical Research Council: www.nhmrc.gov.au/
- Immunisation Handbook – 9th Edition (2008) Australian Government – Department of Health and Ageing – National Health and Medical Research Council
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (3) (2011)
- **Staying healthy- preventing infectious diseases in early childhood education and care services, 5th ed. Australian Government. National Health and Medical Research Council.**

Appendices:

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Community and Development Services		
EDRMS Doc. ID	404964		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
20 November 2012	1	26112012	May 2016

Related Council Policy/Procedure
Health and Hygiene Policy
Enrolment and Orientation Policy

Reviewed May 2014

Review due May 2016

POLICY STATEMENT

INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

POLICY ADOPTED: 20 November 2012

Policy Objective:

- To provide incident, injury, trauma and illness policies and procedures to be followed by nominated supervisors, staff members of and volunteers at Bland Children's Services in the event that a child is injured, becomes ill, or suffers trauma.
- To ensure that notification is given to the child's parent and relevant authorities within specified time frames.
- To ensure whilst encouraging children to explore, test their capabilities and develop their wellbeing staff will offer programs that provide a safe environment that reasonably protect children from potential harm.

Policy Statement: Staff and Educators respond promptly when dealing with any incident, injury, trauma or illness and that detailed accurate records are retained and the necessary authorities are notified.

Statutory Legislation & Considerations

- Education and Care Services National Regulations 2011: 12, 85, 86, 87, 88, 89, 103, 136-137, 176(2) (a) (ii), 176(2) (b), 245
- Links to National Quality Standard: QA1, QA6, 2.1, 2.3
- Education and Care Services National Law Application Act 2010: 167, 174 (2)(a)

Definitions:

Incident; any unplanned event that may result in injury, harm, ill health or damage.
Accident; any unplanned event or incident that has caused an injury.
Injury; physical harm caused to a child.
Trauma; A body wound or shock caused by physical injury or an experience that produces psychological injury or pain.
Illness; when a child becomes sick or has an unhealthy condition.
Staff; refers to staff employed by Bland Shire Council Children's Services and educators registered with Bland/Temora Family Day Care Scheme.

Responsibilities:

The Approved Provider will notify the Regulatory Authority of any serious incident at Bland Children's Services, the death of a child, or complaints alleging that the safety, health or well being of a child was, or is, being compromised.

Recommended Practices:

Nominated Supervisors will:

- Ensure that a staff member who holds a current approved first aid qualification is present at all times that children are being educated and cared for by each service.
- Ensure the service holds the correct number of first aid kits required, suitably equipped, and maintained.
- Ensure that all staff are aware of the completion of appropriate records (Incident, Injury, Trauma and Illness Record) in the event of any incident, injury, trauma or illness to children whilst in

care of the service, and this information is completed no later than 24 hours after the incident occurred.

- Make staff aware of the appropriate accessibility for approved officers and families to these records according to regularity requirements.
- Report major incident/accident to Council Occupational Safety Officer for audit if medical attention has been sought.
- Storage of records according to National Regulation Requirements.
- Give staff access to appropriate up to date information, or professional development on the management of incidents.
- Maintain and keep accessible records of the child's emergency contacts and to carry emergency contact details on all excursions.
- Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of staff induction to the service and that position descriptions reflect this responsibility.

Parents will:

- Provide and keep current emergency contact details and authority for staff to seek medical, dental or other emergency treatment if required.
- Discuss all child medical conditions diagnosed or undiagnosed and complete management plans (See Medical Conditions Policy).
- Provide any prescribed medication as part of the medical conditions plan (N.B. Child will be refused admission if prescribed medication is not provided with child on each day of attendance).
- Ensure prompt collection of any child who becomes ill or injured whilst attending a service.

Staff will:

- Seek further medical attention for a child if required.
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid.
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development.
- Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
- Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Staff will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child.
- In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, trauma and illness record as required.
- All incident, injury, trauma and illnesses must be reported to the Nominated Supervisor as required who will notify the Regulatory Authority (DEC) of any serious incident to a child while attending the services (as per National Law Section 174-2).
- Ensure that all children have opportunities to engage in experiences, ensuring that the spaces are safe.
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing.
- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times.
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities.
- Check that equipment and furniture is well maintained and that any materials that may be hazardous are removed or repaired.
- Ensure that hazardous items are inaccessible to children.
- Be involved in the regular review of and discussions regarding policy and procedure and consider any improvements that need to be made to this policy.

Forms

- Incident, Injury, Trauma and Illness Record.
- SI01 Notification of Serious Incident Form (found on the ACECQA website www.acecqa.gov.au).

References:

- Guide to the National Quality Standard ACECQA (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2011).
- EYLF – Belonging Being Becoming (2009).
- The Manual – Managing a Children’s Service - Community Child Care Co-operative (2009).
- Health and Safety in Children’s Services Model Policies and Practices – 2nd Edition revised (2003).

Appendices:

- a. Incident, Injury, Trauma and Illness Record.

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Community and Development Services		
EDRMS Doc. ID	373070		
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number
20 November 2012	0		

Related Council Policy/Procedure

Reviewed May 2014

Review due May 2016



BLAND CHILDREN'S SERVICES UNIT
PO Box 21, Pine Street
WEST WYALONG NSW 2671
Phone: (02) 6972 2795 Fax: (02) 6972 1580
Email: csuadmin@blandshire.nsw.gov.au



Incident, Injury, Trauma and Illness Record

(Circle relevant type of record)

Child details

Surname: Given names:

Date of birth:/...../..... Age: Room/group:

Incident/injury/trauma details

Circumstances leading to the incident/injury/trauma:

.....
.....

Products or structures involved:

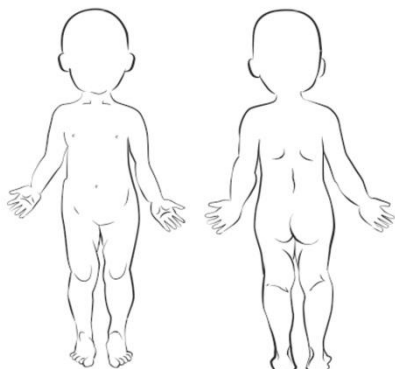
.....
.....

Location: Time: am / pm Date:/...../.....

Name of witness:

Signature: Date:/...../.....

Nature of injury sustained:



- Abrasion, scrape
- Bite
- Broken bone / fracture
- Bruise
- Burn
- Concussion
- Cut
- Rash
- Sprain
- Swelling
- Other (please specify)
.....

Illness details

Circumstances surrounding child becoming ill, including apparent symptoms:
.....
.....
.....
.....

Time of illness: am / pm Date of illness:/...../.....

Action Taken

Details of action taken, including first aid administration of medication:
.....
.....

Medical personnel contacted: Yes / No If yes, provide details:
.....
.....

Details of person completing this record

Name: Signature:

Time record was made: am / pm Date record was made/...../.....

Notifications (including attempted notifications)

Parent/guardian: Time: am / pm Date:/...../.....

Educator/Teacher: Time: am/pm Date:/...../.....

Director /Coordinator: Time: am / pm Date:/...../.....

Regulatory authority (if applicable): Time: am / pm Date:/...../.....

Parental acknowledgement:

I, have been notified of my child's
(name of parent/guardian)

(please circle) incident injury trauma illness

Signature: Date:/...../.....

POLICY STATEMENT Children's Services Unit

ACCEPTANCE AND REFUSAL OF AUTHORISATION POLICY

POLICY ADOPTED: 20 November 2012

Policy Objective:

Having policies and practices for authorisations makes sure children are safe when being educated and cared for and ensures services meet their obligations as set out in the law.

Policy Statement:

Bland Children's Services requires authorisations for actions such as administration of medications, collection of children, permission for excursions and publicity and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in refusal.

Related Legislation:

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

Definitions:

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

Responsibilities:

All staff and parents/guardians are responsible in following this policy.

Recommended Practices:

All Bland Children's Services Nominated Supervisors will ensure that they only act in accordance with the correct authorisation as described in the Education and Care Services National Regulations, 2011.

The Nominated Supervisor from each service will:

- Ensure documentation relating to authorisation contains;
 1. The name of the child enrolled at the Service.
 2. The date.
 3. Signature of the child's parent/guardian, or nominated contact person/s who is named on the enrolment form.
 4. The original form/letter/register provided by the Service.
 5. An original form/letter/register will be accepted if faxed or scanned and emailed. A faxed or scanned and emailed copy of the original form/letter/register will be accepted on condition that the original will be provided on next day of attendance.
- Apply these authorisations to the collection of children, administration of medication, authority for excursions and publicity and access to records.
- Keep these authorisations in the enrolment record or relevant file.

- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Service or Family Day Care Educator can administer medication without authorisation in these cases, provided it is noted on medical plans and that the parents/guardians be contacted as soon as practicable after the medication has been administered.

Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

References:

- Education and Care Services National Regulations 2011.
- Education and Care National Law Act 2010.
- Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Framework.
- Australian Children's Education and Care Quality Authority (2011) Guide to National Quality Standard 7.3.
- Community Child Care Co-Operative (<http://cccncsw.org.au/>).

Appendices:

Nil

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID	373058			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	
20 November 2012	1			

Related Council Policy/Procedure
Enrolment and Orientation Policy, Excursion Policy, Dealing with Medical Condition, Managing Allergy and Anaphylaxis Policy and Administration of First Aid

Reviewed May 2014

Review date May 2016

Confidentiality

POLICY ADOPTED: 11 December 2012

Policy Objective:

- To ensure that staff, educators, volunteers and work experience students of Bland Shire Children's Services are aware of all matters concerning confidentiality.
- To protect the confidentiality of the children in care by preventing the misuse of personal information.

Policy Statement:

- Our education and care service recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. A range of sensitive matters is often discussed within Children Services, families and educators. Personal information should not be collected unnecessarily or used except for a relevant purpose. Educator and family records must remain confidential.

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010.
- Education and Care Services National Regulations 2011: 181.
- National Quality Standard 7.3.5.
- Government Information Act (GIPA) 2009.

Definitions:

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

Recommended Practices:

Collection of Information

For the Bland Shire Children Services to be able to meet the needs of each child, family, educator and staff member information must be collected and maintained.

The nominated supervisor will provide families with details on the collection of personal information.

This information will include:

- The types of information collected by Bland Shire Children Service.
- The purpose of collecting information.
- What types of information will be disclosed to the public or other agencies, and when and why disclosure may occur.
- How information is stored at the service.
- Approaches used to keep information secure.
- Who has access to the information.
- The right of the individual to view personal information.
- The length of time information needs to be archived.
- How information is disposed.

The nominated supervisor will ensure information provided by families and staff is only used for the purpose it was collected for.

Storage of Information

The nominated supervisor will ensure that all personal information is stored securely reducing the chance of unauthorised access, use or disclosure.

Access to Information

The nominated supervisor will ensure that information kept is not divulged or communicated, directly or indirectly, to anyone other than:

- Medical and development information that is required to adequately provide education and care for the child, or
- The Department of Education and Communities, or an authorised officer, or
- As permitted or required by any Act or Law.

Individuals will be allowed access to their personal information when they request it. Authorised persons may request to view any information kept on their child.

Information may be denied under the following conditions:

- Access to the information could compromise the privacy of another individual.
- The request for information is frivolous or vexatious.
- The information relates to legal issues, or there are legal reasons not to divulge the information such as cases of custody and legal guardianship.

Maintaining Information

- The Nominated supervisor is responsible for keeping all service records required under the Education and Care National Regulation 2011.
- All parties involved, including families, staff and educator; have the right to ask to have personal records amended if they are shown to be incorrect, out of date, misleading, incomplete or irrelevant.
- In keeping with the Early Childhood Australia (ECA) Code of Ethics (2008), The Education and Care Services National Regulations 2011 and the Privacy Legislation, educators and staff employed by education and care service bound to respect the privacy rights of children enrolled and their families; educators and staff and their families any other persons associated with the service.
- Educators will sign a confidentiality statement as it relates to privacy and confidentiality of information.
- All staff, work experience students and volunteers will maintain the integrity and security of confidential documents or information as per the Bland Shire Code of Conduct. All staff will at commencement of employment for Bland Shire Council and yearly will sign an agreement to abide by the Code of conduct.

References:

- Education and Care Services National Regulations 2011: 181
- National Quality Standard 7.3.5
- Early Childhood Australia – www.earlychildhoodaustralia.org.au
- Department of the officer of the privacy commissioner – www.privacy.gov.au
- Information Privacy Principals www.privacy.gov.au/publications/ipps.html

Appendices:

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director Community & Development Services			
EDRMS Doc. ID	375351			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
11 December 2012	1		May 2016	

Related Council Policy/Procedure

Reviewed May 2014
Review due May 2016

POLICY STATEMENT **Children's Services Unit**

ENGAGEMENT AND REGISTRATION OF FDC ASSISTANTS

POLICY ADOPTED: 11 December 2012

Policy Objective:

To create and maintain a positive and professional approach through the provision of effective induction and development procedures for Educators' Assistants, if required.

Policy Statement:

Bland Shire Council Children's Services does not currently employ Family Day Care Educator Assistants.

Engagement of a Family Day Care Educator Assistant will only be considered on a case by case basis at the Coordinators discretion.

Relevant Legislation:

- Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
- Education and Care Services National Law Act 2010

Definitions:

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

Recommended Practices:

Bland Shire Council Children Services will ensure that:

- Any potential Family Day Care Educator Assistant is provided with information about the service and its philosophy and the requirements that they are required to meet in order to be approved as a registered Family Day Care Educator Assistant.
- All Educator Assistants are provided with comprehensive training and induction so as to ensure they have a clear understanding of the specific requirements of their role as an Educator Assistant and the expectations for their performance and suitability.
- Educator Assistants understand the stringent requirements working with children, specifically the requirement that all Educators, Educator Assistants and other adults residing at approved premises are deemed fit and proper as determined by the Commission for Children and Young People.
- Educator Assistants are at least 18 years of age.

References:

- Australian Government Department of Education Employment and Workplace Relations Child Care Services Handbook 2011-2012
- Greater Hume Children's Service: www.humechildrengservices.com.au, November 2012

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID	375352			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
11 December 2012	1		May 2016	

Related Council Policy/Procedure

Reviewed May 2014
Review due May 2016

HEALTH AND SAFETY - Administration of FIRST AID

ORIGINAL ADOPTION DATE: October 2012

Policy Objective:

Bland Shire Council will ensure:

- all staff will hold a first aid qualification;
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements; and
- a risk management approach to health and safety shall be adopted.

Policy Statement:

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Our education and care service is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Statutory Legislation & Considerations

- NSW Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulations 2001
- Education and Care Services National Regulations 2011: 85, 86, 87, 89, 122, 136, 245
- Link to National Quality Standard: 2.1.4

Definitions:

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

Recommended Practices:

Professional Development of Staff

The Approved Provider will ensure:

- that all staff are supported to ensure they hold current recognised first aid qualifications;
- all staff have undertaken current approved anaphylaxis management training;
- all staff have undertaken current approved emergency asthma management training; and
- employee induction includes an induction to the first aid policy.

The Nominated Supervisor will:

- ensure the **first aid** skills and competencies of **staff** are maintained, refresher first aid and CPR training **is** scheduled and maintained in a staff register;
- collaborate and consult with staff to develop and implement a risk assessment and management plan; and
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

Hazard Identification and Risk Assessment

The Approved Provider will:

- provide a child-safe environment.

The Nominated Supervisor will:

- guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data; and
- collaborate with staff to develop a first aid plan for the service (i.e. identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury. See sample).

Staff will:

- regularly undertake risk assessments in the environment in order to plan safe experiences for children.

Administration of First Aid to Children, Families, Staff and Visitors to the Centre

The Approved Provider will:

- ensure that there is always at least one first aid qualified staff on the premises at all times.

The Nominated Supervisor will:

- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider;
- as per the first aid plan, and in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness;
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/accident; and
- the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

First Aid Supplies

The Approved Provider will ensure that:

- the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- the first aid kits are suitably equipped, easily accessible and recognisable; and
- first aid kits are carried on field excursions.
- **first aid kits are checked at least annually by the nominated first aid officer**

Staff will:

- ensure a first aid box checklist is kept in every first aid kit;
- staff will regularly monitor supplies and update stock as required; and
- discard and replace out of date stock.
- **document any stock used and/or replaced on the first aid box log.**

Documentation and Record Keeping

Staff will:

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the centre; and
- ensure that a copy of the accident/incident report will be made available for parents/guardians on request.

The Approved Provider will:

- ensure records are confidentially stored for the specified period of time as required by the Regulation.

Managing Serious Incidents

The Approved Provider will ensure:

- any serious incident occurring at the centre will be documented on a SI01 Notification of Serious Incident Form and reported to the Department of Education & Communities within 24 hours;
- a copy of the incident report will be provided to the family as soon as possible; and
- staff are aware of the procedures around managing serious incidents.

The Nominated Supervisor or responsible person will:

- notify parents of any serious incident; and
- arrange for medical intervention if required.

Staff will:

- manage serious incidents as per this policy; and
- notify the Nominated Supervisor immediately after the serious incident has occurred.

Policy Availability

The first aid policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

Review

Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

References:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Community Child Care Cooperative – sample policy – Administration of first aid – accessed 24 May 2012

Appendices:

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Community and Development Services		
EDRMS Doc. ID			
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number
October 2012	1 (May 2014)		

Related Council Policy/Procedure

9.8 Planning Proposal – Neeld Street, Wyalong

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14.3 Ensure the General Manager takes on a high level role in implementing the Community Strategic Plan and associated documents

Author Manager Development Services

Conflicts of Interest Nil

Officer's Recommendation

That Council:

- a) **Endorse the amendments to the current planning proposal to include the provision of B4 Mixed Use zone over Lots 1 & 2, Section 37, DP759123 and Lots 19 & 20, Section 36, DP759123.**
- b) **Forward the revised planning proposal to the Department of Planning and Infrastructure for review of planning proposal and possible review of "gateway determination".**
- c) **Place the amended planning proposal on public notification for an additional 14 days on receipt of approval from Department of Planning and Infrastructure.**

Background

In accordance with Council resolution 19122013, the Neeld Street Planning Proposal was placed on public notification from Monday 17 March 2014 to Friday 11 April 2014.

As a result of the notification process, Council received two (2) submissions objecting to the proposed rezoning. A summary of the submissions are provided below. Council staff met with both objectors to discuss the likely impacts of the planning proposal. A meeting was also held with a local business owner who did not subsequently make a submission.

Council was also required to consult with the Office of Environment and Heritage and Roads and Maritime Services. Both agencies had no concerns in relation to the proposal.

The following is a response to the concerns and objections raised in both letters of objections.

Amarant Mechanical and Welding

1. *We acquired our business from Bob Hood in March 2004. He had previously operated that business for approximately 13 years on this site so there has been an established commercial use in respect of our land for approximately 23 years.*

At the time of purchase the land in question was zoned 2v Village under the Bland Local Environmental Plan (LEP) 1993 and as the activity was being undertaken at the time of the gazettal of the Bland LEP 1993 the activity had existing use rights and as such could remain. In addition to this the activity was permissible under the 2v Village zones as it is not defined as extractive industries; intensive livestock keeping establishments; mines; offensive and hazardous industries activity.

- 2. We have invested substantially in our business by developing and extending the premises, all in accordance with Council requirements, at the time.*

Council records have indicated that the current owners have sought the necessary approvals from Council prior to undertaking any extensions to the premises.

- 3. We currently employ 13 local personnel directly and a further 7 subcontractors in our business which contributes substantially to the economy of this town. These jobs are now at risk.*

The proposed rezoning does not place the current jobs at risk as the development can continue to operate under existing use rights.

- 4. We further purchased a parcel of vacant land which we intended to further develop as our business expands. The zoning of that block at that time was consistent with our future plans.*

Council can confirm that at the time of purchase of the vacant allotment the zoning was 2v Village and that preliminary discussions were held in regard to the use of the land for the storage of items related to the current activities. Development consent was granted on 31 August 2011 for a commercial storage shed. As the consents has been issued and the activity was permissible under the zoning under the previous planning instrument, the current activity is permissible under existing use provisions, this being commercial storage shed only.

It should be noted that at the time of determination of the above application, the draft Local Environmental Plan 2011 was in effect and as such the proposed zoning of B6 Enterprise Corridor was taken into consideration. The proposed B6 Enterprise Corridor permitted this type of development.

- 5. We believe that we have been disadvantaged by this rezoning proposal as our business was always compliant with current Council requirements until now. We will suffer a substantial economic loss should the policy be adopted.*

Council records have indicated that the current owners had sought the necessary approvals from Council. Council is unable to comment of any economic or financial impacts that the proposal may or may not have as this is outside the scope of planning legislation and is subject to market forces.

6. *We further believe that should the land be rezoned as proposed then we will be severely disadvantaged if we attempt to sell our land and business in the future.*

As the current activity is operating under valid development consents “existing use rights” are applicable, the current activities are able to legally operate until such time as activity ceases for a period of more than twelve months. Again Council is unable to comment of any economic or financial impacts that the proposal may or may not have as this outside the scope of planning legislation and is subject to market forces.

C & N Thomas

After meeting with the objector, it is Council’s understanding that the transport business referred to in the submission relates to the sole owner/operator of an interstate heavy vehicle (semi trailer). It is noted that whilst the business address is the premises in question and the administrative activities of the business are undertaken at this address, the actual operation of the business (heavy vehicle) occurs off site. As this is the case, no Council approval is required as the business is not being undertaken at that site.

In addition to the above, as general maintenance works is only being undertaken on the heavy vehicle this is also not seen as a business activity as the vehicle is classed as a private vehicle. In simple terms it is a work vehicle much like a plumber’s van or a builder’s utility.

The above information was confirmed in writing with the objector. Council subsequently received an email from the objectors on 6 May 2014, wishing to withdraw their objection subject to no impact upon their current and future operations.

In consideration of the full content of the email, a response to their original objection has been included in this report.

“We purchased this property from Council 12 years ago with the understanding that the current B6 Enterprise Corridor zoning would allow us to utilise this property as a place where we could live and develop our transport business.”

At the time of purchase the land in question was zoned 2v Village under the Bland LEP 1993. The B6 Enterprise zoning came into effect in December 2011. As detailed above no Council approval is required as no business is being undertaken.

“This property is our primary business address and is our site for general maintenance to the vehicles.”

No approval is required for the activity occurring on the site.

“We strongly believe that to change the zoning of our property at this time would cause profuse financial loss to our business and the impact of this would result in the subsequent closure of our business. We do not have the financial viability to acquire a new site to perform our maintenance nor are we in a position to contract the maintenance out to other mechanics.”

The primary use of the land is a residential dwelling. Approval is not required for the current activities occurring on the site in relation to the operation of the semi trailer and therefore the rezoning of the land will have no impact on the business operations.

“We believe that if rezoning of our land were to occur, Council would be seen to be breaking the contract under which we initially bought the land.”

Council has no contract with a person in regard to the zoning of the land.

“How can Council legally permit one operation for a period of time and then withdraw its approval for such?”

As the activity in question is permissible without consent, the proposed rezoning will not withdraw any approval given as no approval is required.

“We trust that we are not the only business to be negatively impacted by the proposed change and find it despicable that Council would consider such a move when Council promotes its support for local business growth.”

The proposed rezoning does not impact on Council’s ability to promote and support local business growth.

During the review of the submission period, the Amarants’ provided a further response through Planik* Pty Ltd. The letter raised points in regard to the adequacy of the planning proposal and the justifications used. The planning proposal has been developed in accordance with the Department of Planning’s guidelines, is supported by the department via the “gateway determination” and has been developed to reflect the land uses and to reduce the long term conflict between land uses.

Overall Comments

Whilst the objections raised some concerns and issues, Council must look strategically at the current and proposed future use of the subject land as well as the development history of the area and the permissible land uses. Taking into consideration the impact these developments will have on the overall amenity of the area.

It is for the above reasons that Council staff believes that the provision of an alternative zoning is the most appropriate means to ensure that any future commercial activities that may occur on the four (4) allotments indentified will have a minimal impact on the amenity of the area.

In consultation with the Department of Planning it is recommended that Council utilise the B4 Mixed Use zone. The objectives of the zone, aim to provides a mixture of compatible land uses, integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling and increases the permanent population and encourage the provision of affordable housing in mixed use areas. A copy of the draft B4 Mixed Use zoning is attached.

Council also has the ability to clearly indentify prohibited uses within this zone, which therefore allows Council to ensure that any future development will not have an adverse impact on the overall amenity of the area.

Conclusion

The existing vehicle repair station (Amarant Mechanical & Welding) and garden centre (The Old Gum Tree Garden Centre) have been in operation for in excess of ten years. There have been no complaints regarding the operation of these commercial premises and that the existing developments are of a low impact. It is considered that the continued operation of these developments be included in the planning proposal.

The use of the B4 Mixed Use zone for the indentified allotments, will allow for Council to achieve the long term strategic plan for the area by ensuring that the appropriate zoning is applied in relation to the predominant residential use of the land as well as providing security to the existing commercial activities currently taking place within the subject area.

It is recommended that Council zone the Lots 1 & 2, Section 37, DP759123 and Lots 19 & 20, Section 36, DP759123 B4 Mixed Use and subsequently amended the current planning proposal to reflect the inclusion of B4 Mixed Use zone. Should the inclusion be adopted a further minimum consultation period of 14 days would be required.

Financial Implications

Nil

Draft B4 Mixed Use Zoning

Zone B4 Mixed Use

1 Objectives of zone

- To provide a mixture of compatible land uses.
- To integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling.
- To increase the permanent population and encourage the provision of affordable housing in mixed use areas.

2 Permitted without consent

Environmental protection works; Home-based child care; Home occupations

3 Permitted with consent

Boarding houses, Child care centres; Commercial premises; Community facilities; Educational establishments; Entertainment facilities; Function centres; Garden centre; Hotel or motel accommodation; Information and education facilities; Light industries; Medical centres; Passenger transport facilities; Recreation facilities (indoor); Registered clubs; Residential accommodation; Respite day care centres; Restricted premises; Roads; Seniors housing; Shop top housing; Vehicle Repair Stations; Any other development not specified item 2 or 4

4 Prohibited

Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Biosolids treatment facilities; Boat launching ramps; Boat Building and repair Facilities; Boat sheds; Bulky Goods; Camping grounds; Caravan parks; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Home occupations (sex services); Industrial training facilities; Industries; Jetties; Landscaping Material Supplies; Marinas; Mooring pens; Moorings; Open cut mining; Plant Nursery; Pubs; Recreation facilities (major); Research stations; Resource recovery facilities; Roadside Stall; Rural industries; Rural Supplies; Rural workers' dwellings; Sewage treatment plants; Sex services premises; Timber Yards; Transport depots; Truck depots; Vehicle Body Repair Workshop; Warehouse or distribution centres; Waste disposal facilities; Water recreation structures; Water supply systems; Wharf or boating facilities.

Please note that final version is subject to consultation with the Department of Planning.

9.9 Local Heritage Funding 2013/2014

Our prosperity

Ensuring a vibrant and sustainable future

Vision: Growing our population and jobs

DP19.1 Work with business and property owners to rejuvenate their businesses and shop fronts and encourage the maintenance of buildings with character

Author

Manager Development Services

Officer's Recommendation

That the report on Council's Local Heritage Funding 2013/2014 be noted.

Information

During the 2013/2014 Local Heritage Funding period Council received eight (8) heritage funding grant applications with a total project value of \$237, 239.00 for works related to the protection, enhancement of and investment in heritage items including the reinstatement of verandahs within the main street. Of this Council approved funding requests of \$84,925.00.

Of the eight (8) projects approved for funding, six (6) have been completed to date, totalling \$201,279.00 of investment with \$66,676.00 of this being through the local heritage fund.

The Local Heritage funded projects for the 2013/2014 year include the provision of two (2) new verandahs, the external painting of three (3) commercial buildings within the main street and the external painting of a residential property which is listed as a heritage item under Council's Bland Local Environmental Plan 2011 and is on the National Trust of Australia register.

The completed works are in high profile locations and thus visually prominent. They provide a range of benefits:

- improving the presentation of the premises and the business opportunities;
- reducing the impact of other premises which are in poor condition;
- enhancing the heritage value of the individual building, and
- improving the general impression for users and visitors to the main street of both the streetscape and the general prosperity of West Wyalong.

The quality of the traditional workmanship and the design, especially by John Pellow & Paul Robertson, demonstrates that these skills are available locally and are excellent value for money.

The success of the program over the past years also demonstrates that Council works closely with owners, builders, historical society and various other trades to achieve a high level of workmanship and to enhance and protect Bland Shire's heritage.



The Royal Hotel

A major project by property owners Mr. & Mrs. Cafe and contractor John Pellow. Total project value of \$83,830.00 with funding allocation of \$32,000.00.



Cambewga

Funding was provided towards the cost of external painting of the above premises. Total project value of \$59,400.00 with funding allocation of \$6,250.00



128 Main Street, West Wyalong

Funding was provided towards the cost of provision of new verandah, restoration of cantilever balcony and external painting of the above premises. Total project value of \$25,311.00 with funding allocation of \$12,408.00.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 17 JUNE 2014

.....
MAYOR



167 Main Street, West Wyalong

Funding was provided towards the cost of external painting of the above premises. Total project value of \$4,200.00 with funding allocation of \$2100.00.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 17 JUNE 2014

.....
MAYOR



169 Main Street, West Wyalong

Funding was provided towards the cost of external painting of the above premises. Total project value of \$12,837.00 with funding allocation of \$6,418.00.



148 Main Street, West Wyalong

Funding was provided towards the cost of external painting of the above premises. Total project value of \$15,694.00 with funding allocation of \$7,500.00.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 17 JUNE 2014

.....
MAYOR

SECTION 4 – ASSET & ENGINEERING SERVICES

9.10 Roads Program 2014 – 2015

Our infrastructure

Reviewing, renewing & improving our core community assets

Vision: Maintaining and improving the Shire's assets and infrastructure in a changing climate

11. Ensure that public places and facilities are well maintained and easily accessible to foster community pride in their infrastructure

Author

Director Assets and Engineering Services

Officer's Recommendation:

That Council adopt the 2014 – 2015 roads program with the understanding that the works may be changed by the Director Asset and Engineering Services due to changing priorities during the year.

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 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/reconstruction 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 outside funding bodies. The program may be changed by the Director Asset and Engineering Services to suit changing priorities during the year.

The proposed 2014 –2015 roads program is:-

CAUSEWAYS

Buddigower Road; Alleena Road; Storms Lane; Quilty's Corner Road; Quandialla Road; and Hollands Lane.

RECONSTRUCTION

Kolkilbertoo Road; Quandialla Road; Kikiora Road and Blackstock's Lane.

KIRPY

Beckom Road; Alleena Road; Bena Road; Buddigower Road; Lewes Road; Meaghers Lane; Morangarel Road; Sand Creek Road; South Yalgogran Road; Kildary Road; Paynes Road; and Wykes Lane.

WET GRADING

O'Briens Lane; Hollands Lane; Morangerall Road; Wilsons Lane; Weja Road; Waarbilla Road; Warburtons Lane; Fullers Lane; Younga Plains Road; Wilga Plains Road; Robbs Lane; Thullo Road; Campbells Lane; Pattons Road; Holmes Lane; Clays Lane; Maitlands Lane; Boltes Lane; Browns Lane; and Tyndells Lane.

A map will be provided for Councillors information at the meeting.

Conclusion

The council staff recommends the 2014 – 2015 Roads Program be adopted. The Director of Assets and Engineering Services be allowed to change the program to suit changing priorities during the year.

Financial Implications

None, Monies allowed for in budget

SECTION 5 – REPORTS FOR INFORMATION

Officer's Recommendation:

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

- **9.11 - Asset & Engineering Services Report**
- **9.12 - Community Services Report**
- **9.13 - Bland Shire Library Monthly Update**
- **9.14 - Children Services Monthly Update**
- **9.15 - Development Statistics – May 2014**
- **9.16 - Ranger Activities**
- **9.17 - Economic Development & Tourism Report – June**

9.11 Asset & Engineering Services Report

Our infrastructure *Reviewing, renewing & improving our core community assets*

Vision: 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 MR231 and MR371. Shoulder widening has commenced on MR57 north from Girral to Lachlan Shire boundary.

Heavy patching and Polycom works in progress on MR371.

3. REGIONAL ROAD REPAIR PROGRAMME

5.2 km of shoulder widening has commenced on Mary Gilmore Way, West (MR398 west).

4. SHIRE ROADS MAINTENANCE

Bitumen patching carried out on the following;
Crown Camp Road

Kirpy - Kittos Lane

Flood Damage

- Merrengreen Road 6.7 km
- Mud Hut West 8.8 km
- Patons Lane 5.08 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, slashing of sealed road shoulders is in progress and sucker spraying is in progress on various sealed roads within the shire.

5. 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
- Irrigation checks carried out at Barmedman, Tallimba and Ungarie

6. PARK MAINTENANCE

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Barnado, McCann parks annuals planted
- Irrigation maintenance carried out in all parks
- Airport gardens re-established
- Small parks broad leaf sprayed
- Work carried out at wet lands board walk
- Preschool, council chambers and H.A.C.C spraying and maintenance carried out

7. OVALS MAINTENANCE

- Maintenance to sporting ovals and surrounds
- Maintenance to lawn and monument cemetery
- Maintenance to Herridge park, Cooinda park, Rotary park and Wyalong court house
- Line marking carried out for netball, soccer, Australian rules, and rugby league and rugby union
- Ron Crowe oval re seeding on worn patches and aerated
- Pump shed checks carried out at ovals

8. TOWN MAINTENANCE

- Main street gardens tidied, watered
- Town areas mown and trimmed
- Town trees trimmed and watered when needed
- Small pot holes repaired in roads
- Clean out town drains
- Wetlands work carried out
- West Wyalong and Wyalong spraying on nature strips carried out

9. NOXIOUS WEEDS/ENVIRONMENTAL

Thirty three private property inspections were carried out for the presence of noxious weeds.

Inspections were also carried out on Council Roads.

The following noxious weeds and other controls were undertaken:-

- **Wild radish** – Greaves Lane, Goldfields Way, West Wyalong – Condobolin Road.
- **African Boxthorn** – Quandialla Road, Wamboyne Road, Kolkilbertoo Road, Clear Ridge Road.
- **Galvanised Burr** - Quandialla Road, Wamboyne Road, Kolkilbertoo Road, Clear Ridge Road.
- **General Weed control** – West Wyalong, Ungarie, Barmedman, West Wyalong, Tallimba.
- **Shoulder vegetation control (mowing)** - West Wyalong – Condobolin Road, Rankins Springs Road, Goldfields Way.
- **Roadside sapling control** – Wamboyne Road, Kolkilbertoo Road, Quandialla Road, Clear Ridge Road, Mandamah Forest Road.
- **Hazard reduction mowing** – West Wyalong, Airport.
- **Roadside vegetation control mulching** – West Wyalong – Condobolin Road.

10. SEWERAGE TREATMENT WORKS - MAY/JUNE 2014

No :	Date	Time		Address	Reason
		Start	Finish		
1	14/05/2014	12.00pm	1.00pm	Barnado Park	Toilet Block Sewer Choke
2	14/05/2014	8.00am	12.00pm	8 Wootten St WW	Blockage Boundary To Main
3	15/05/2014	2.00pm	3.30pm	205 Railway Rd WW	Blockage Boundary To Main
4	20/05/2014	4.30pm	7.30pm	24 De Boo St Barmedman	Blockage Boundary To Main
5	21/05/2014	10.00am	12.00pm	Cassin Lane Wyalong	Sewer Choke in Main
6	23/05/2014	1.00pm	3.00pm	May Fair Motel	Sewer Choke in Main
7	26/05/2014	11.30am	12.30pm	5 Grenfell St WW	Blockage Boundary To Main
8	26/05/2014	3.00pm	4.00pm	3 England St WW	Sewer Choke in Main
9	27/05/2014	8.00am	12.00pm	Cassin Lane	Sewer Choke in Main
10	29/05/2014	3.30pm	5.00pm	15 Wootten St WW	Blockage Boundary To Main
11	29/05/2014	5.00pm	6.00pm	Cooinda Park	Pump Blocked
12	1/06/2014	9.30am	11.00am	Lions Park Toilets	Blockage Boundary To Main

9.12 Community Services Report

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP3. Nurture a strong sense of community and enrich the cultural life for the residents of the Bland Shire

Author: Community Relations Officer

Paintball

Thursday July 3 will see Council lead a group of young people to Project Paintball in Wagga for an adrenalin pumping paintball adventure. Project paintball offers nine different playing fields and over fifty different playing scenarios so there is something to suit everyone. Participants will be given a safety briefing by trained referees before commencing the game, as safety is paramount. Participants must be sixteen years or above to attend. All safety equipment will be supplied for participants on the day. A direct pick up and drop off service will be offered to the youth of the Barmedman community to ensure ease of access to this action-packed experience.

Borambola

Council is conducting a youth excursion to the Borambola Sport and Recreation Centre on July 7. Borambola offers a number of dynamic outdoor activities such as kayaking, a flying fox, archery and BMX riding that are sure to enthrall all those who attend. Qualified coaches and instructors will be on hand to ensure the participants get the most out of this fantastic fun-filled experience. Lunch will be provided for participants on the day. A direct pick up and drop off service will be offered to young Barmedman residents to ensure they do not miss out on this fantastic holiday experience.

NRMA Driving School

The ever popular NRMA Driving School will be back in West Wyalong on Wednesday 9 July as part of the holiday program. The highly skilled NRMA trained instructors will be on hand to offer expert driving assistance to participants, and provide a chance for young drivers to sharpen their driving skills. The NRMA driving school is at the forefront of safer driving and assists young drivers to utilise low risk driving techniques and become safer drivers for life.

Art Workshop

Bland Shire Council will team up with Easter Riverina Arts to offer an Art/Photography workshop to the youth of the community in West Wyalong on July 10. This workshop will offer young people within the community the chance to create an artwork and showcase their talents. Once complete it is hoped that the artwork will be exhibited in a prominent local venue for the community to view.

Volunteers Morning Tea

Much of the fantastic work our community volunteers do often goes unrecognised. To acknowledge this selfless contribution, Bland Shire Council will be hosting a morning tea in the Council Chambers on June 26 to honour and celebrate the spirit and generosity of the wonderful volunteers within the Bland Shire without whom our community would certainly not be what it is today. The morning tea will also see the unveiling of a new volunteering initiative that will be implemented within the community known as Timebanking.

Elite Sportspeople grants

Council has recently awarded Elite Sportspeople grants to Glenn Seaman, Thomas Preston and Nicholas Hampton. Glenn Seaman has been chosen to represent Australia at the 2013 WBSF World Rimfire championships in France from July 12-15. Glenn is responsible for all costs of attending the event including travel, accommodation and uniforms as well as ammunition etc. Nicholas Hampton has been selected in the Australian open mens Aboriginal & Torres Strait Islander team to travel to New Zealand for four days of competition from September 10-13. In April of this year, Nicholas travelled to Queensland to compete in the ATSINA national championships. At home in West Wyalong, he practices every day at the local netball courts. Thomas Preston has been selected to represent the New South Wales basketball team at the Special Olympics Australia 2014 National Games in Melbourne from October 19-25. On his way to gaining selection ,Thomas has recently attended carnivals in Newcastle, Wollongong, Narrabeen and Perth.

Council website

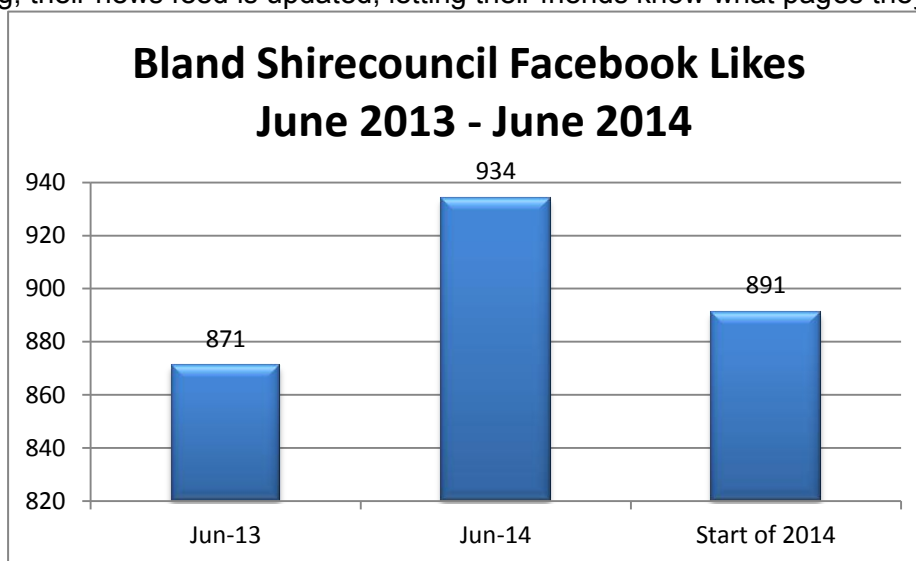
The Bland Shire website continues to be a valuable resource of information regarding Council and the Bland Shire community for local residents and visitors alike. In the first five months of 2014, the Bland Shire Council website has been accessed by 7924 users. The total number of page views for the period was 41,656. The 10 most popular pages so far this year are (in order of popularity) the home page, careers, library, our indigenous culture directors, villages/Barmedman, Councillors, Your Vision Our Future, business papers and tips. In 2013, Council upgraded the careers section of the website to allow people to apply for Council jobs online. The initiative has been warmly received by job seekers. As part of its Operational Plan objectives, Council continues to investigate new and improved technologies to improve and make the website more user friendly.

Social media

Bland Shire Council's Facebook page, "Bland Shirecouncil", continues to grow in popularity and is proving an effective method of instant communication and engagement with the community. The page is administered by Council's community services team. A graphic summary of the page and its expanding reach follows -

Bland Shire Council Facebook Page – June 2013 to June 2014

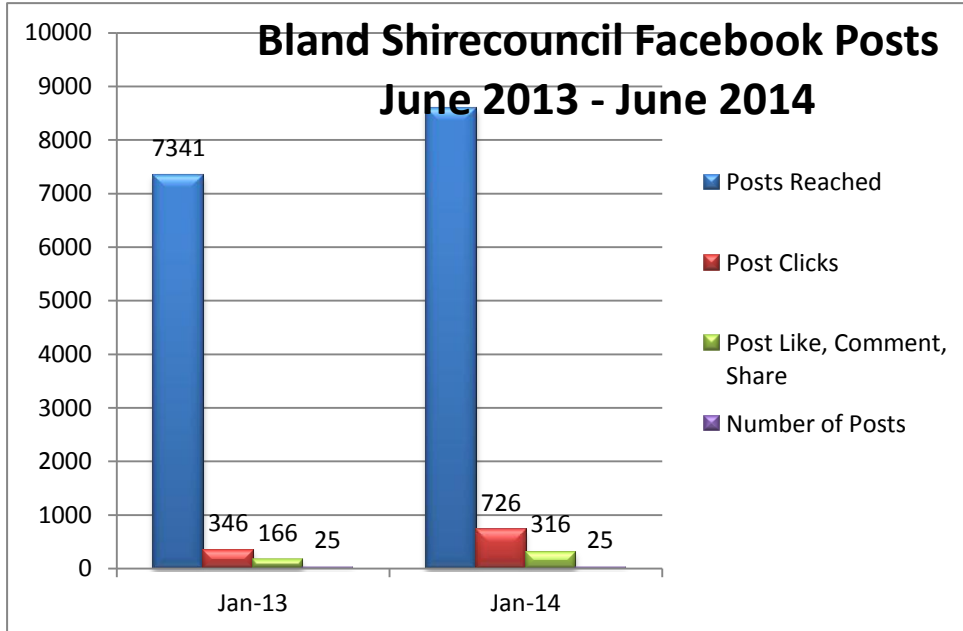
Like: The Facebook "Like" button is a feature that allows users to show their support for specific comments, pictures, wall posts, statuses, or fan pages. After a user "likes" something, their news feed is updated, letting their friends know what pages they "like."



Posts Reached

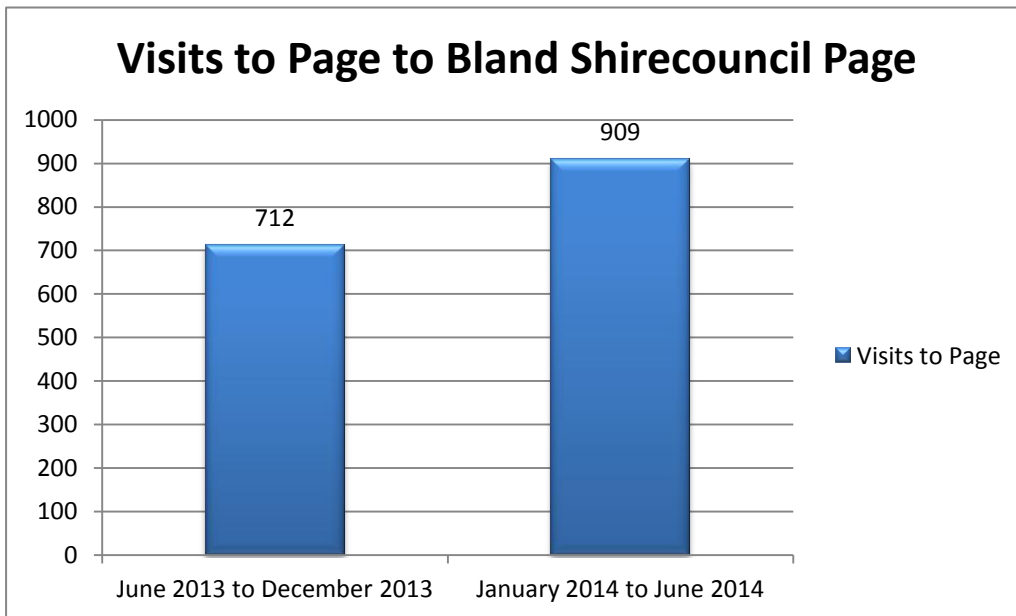
Posts reached: The amount of people who have seen the Bland Shirecouncil's post on their newsfeed.

Posts clicked: The number of people who clicked on the post once seen in their news feed.
Like, comment or shared: The number of people who have liked the post, commented on the post or shared the post with their friends.



Visits to Page

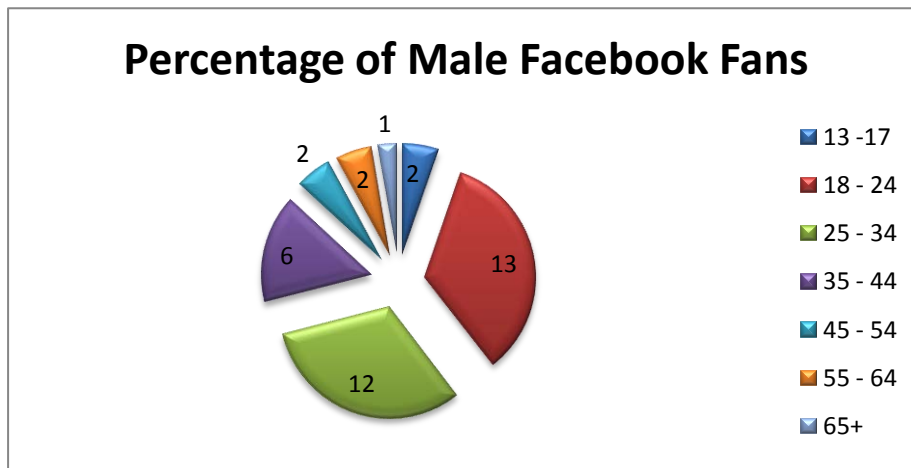
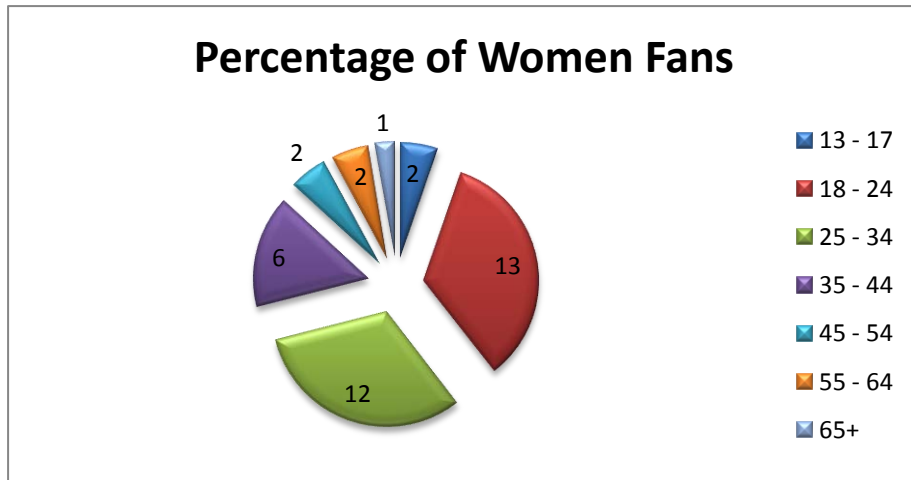
Visits to Page: The number of people that have been on the Bland Shirecouncil Facebook page.



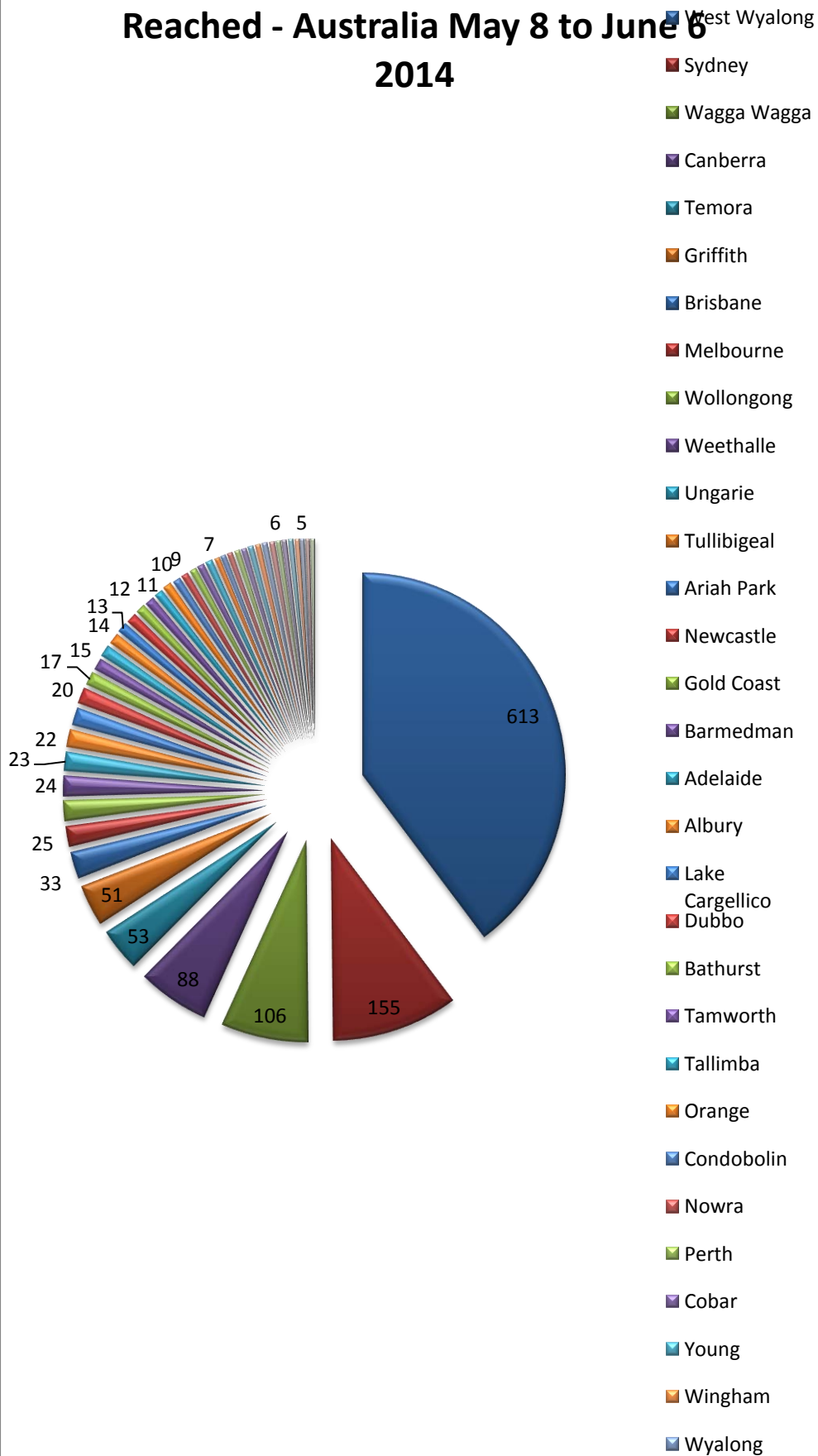
Bland Shirecouncil Facebook Fans

Fans: A fan is someone who has liked the Bland Shirecouncil Facebook page.

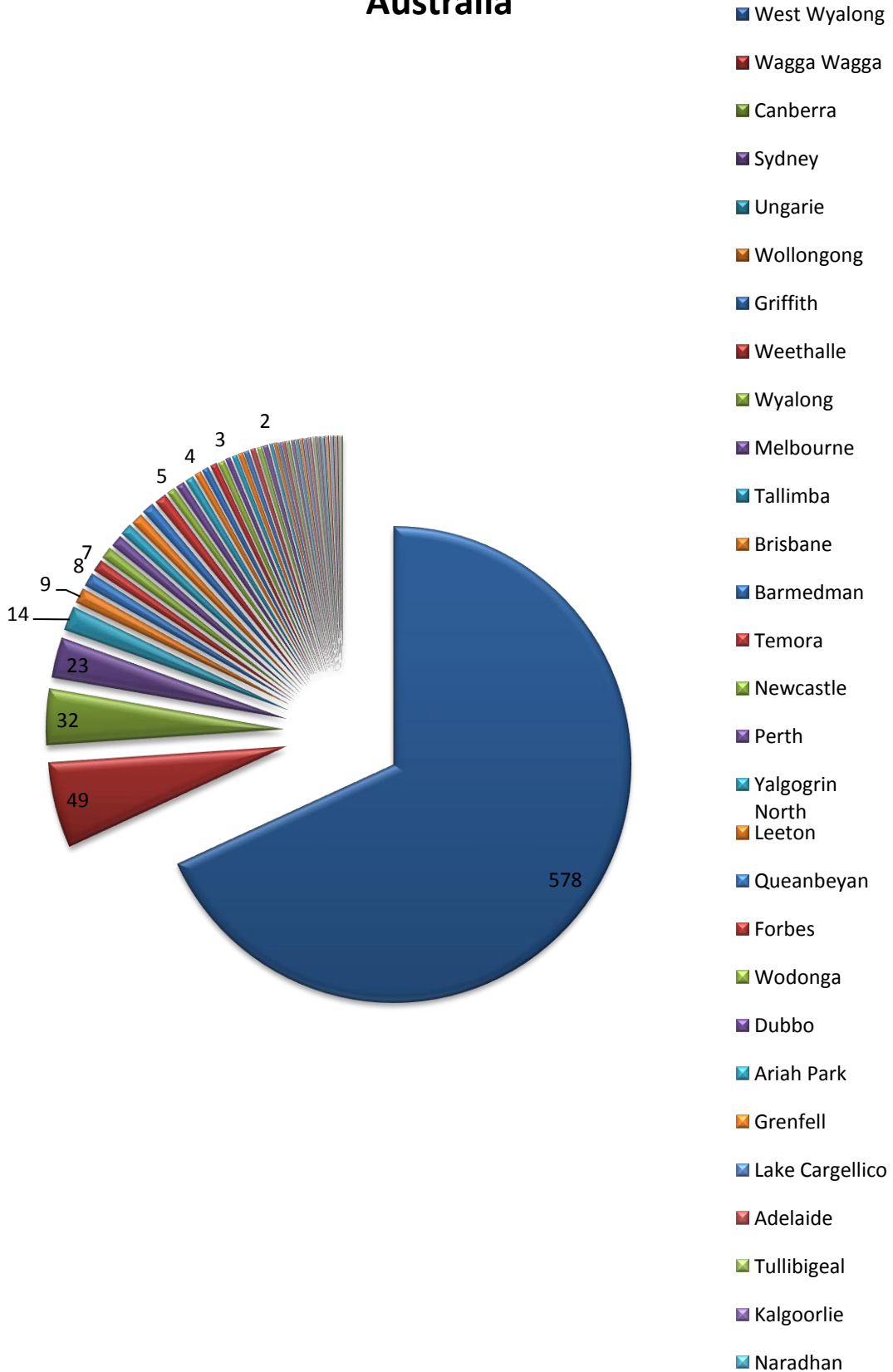
61% of Bland Shirecouncil Facebook Fans are women and 38% male



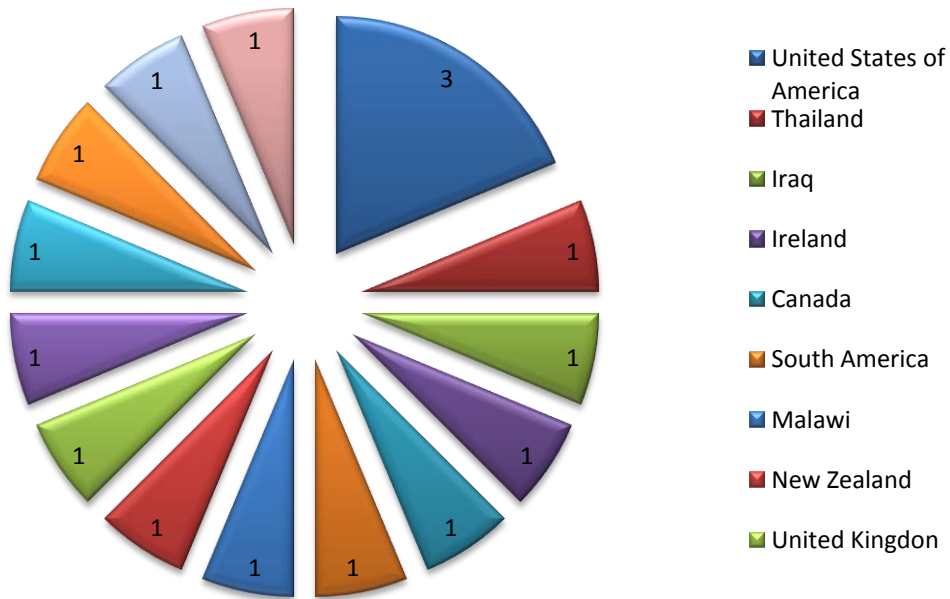
Bland Shirecouncil Facebook People Reached - Australia May 8 to June 6 2014



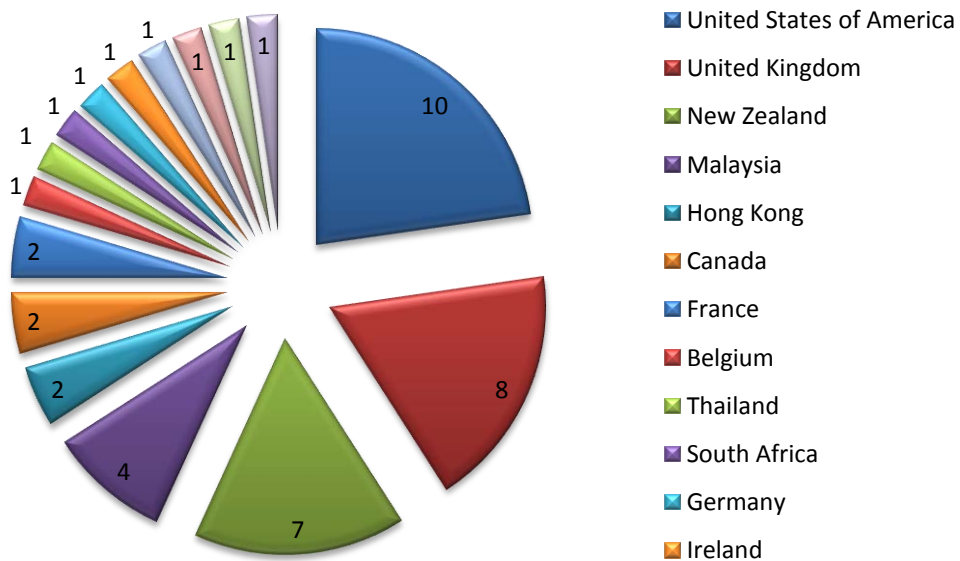
Bland Shirecouncil Facebook Fans Australia



Bland Shirecouncil Fans Outside Australia



Bland Shirecouncil Facebook People Reached - Outside Australia May 8 to June 6 2014



9.13 Bland Shire Library Monthly Update

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

*DP 3.4 Monitor and provide up to date and relevant resources and programs within the library
DP 4.4 Provide and monitor quality library services to the aged, people with disability, young people and families*

Author: Manager Library and Children Services

PLA eConnect trial

The Bland Shire Library has been selected to trial PLA eConnect a web based tool which aims to assist library's to better engage with their library members by creating personalised interactive email newsletters and promotional campaigns. The program allows for two-way flow of information between libraries and their members. The pilot program will be commencing in June.

Britannica Smart Maths

The Bland Shire Library has subscribed to Britannica Smart Maths a program aimed at primary aged students to early secondary, and builds confidence in maths. It offers a range of different maths topics and its game like interface aims to motivate students to learn and understand maths in a fun environment. The product adapts to student's needs and offers study tips as is needed. Britannica Smart maths can be accessed from the Bland Shire Council Website.

LIBERO Widget

The library users can now access the library's Online Public Access Catalogue via a widget. The widget allows library members with Smartphone devices to connect at any time to the library catalogue. This function allows users to search the catalogue for a book or any library resource as well as review and reserve items. It provides real time availability information and allows library users to dial in a single click and access web based member services. The LIBERO widget is compatible with Android, Blackberry and iPhones. Users with smart phones can continue to access the library's online catalogue by visiting the Bland Shire Website and selecting, catalogue.

Child Care visits

Bland Pre School 4 year old classes have commenced visiting the library once a term. These visits provide the children with an awareness of library services as well as the opportunity to participate in a fun story time session. Children and educators from Bland/Temora Family Day Care also visit the library monthly. During their visits the children participate in a story time session and the educators also use the opportunity to borrow library resources.

July school holiday programme

The school holiday programme has been confirmed and the library will be running four sessions during the July School holidays. Activities include, cooking, crocheting, a games morning and a craft session. These activities are aimed at children attending primary school.

National Law Week 2014

On Tuesday the 13th of May the Bland Shire Library celebrated National Law Week by hosting a workshop focusing on Wills and Power of Attorney. Tony Dacey from the Wagga Wagga Branch of the NSW Trustee's Department was the library's guest speaker.

Tony gave a very informative presentation on the topic which was followed by many questions from the audience. Each person who attended was given an information kit on the topic to take home as well as a sample bag from the State Library of NSW.

Library and Information Week 2014

The Library and Information Week 2014 program had a range of programs to offer the Bland Shire community this year. The library held a week long picture puzzle competition, which required library patrons to use the clues to piece together well known book titles. A total of 22 picture puzzles were required to be unravelled and many library patrons had fun unravelling the clues.

The week commenced with the launch of the library's writers group on Monday 19th of May. The group discussed their writing goals and members plan to meet fortnightly on a Friday at 10:30am. The group is open to anyone in the community interested in writing and all different types of writing types are welcome for discussion.

Tuesday 20th of May, was followed with a Living Library event. Mark Cafe was this year's guest speaker. Mark spoke about his growing up in Wyalong, his distinguished army career and his latest project – restoring the historic Royal Hotel and reopening it for business. A point of interest was the fact that Mark, with his painter father Matt Cafe, had stained all the timber in the Council Chambers where the event was held. A light luncheon was held afterwards in the library with all in attendance commenting that they were looking forward to next year's talk.

On Wednesday the 21st of May, the library together with many schools and libraries around Australia participated in the National Simultaneous Storytime. This year's book was, "Too many elephants in the house", by Ursula Dubosarsky. Children from Little Wattle Long Day Care, Family Day Care as well as children and parents from the community enjoyed a fun morning in the library listening to stories and participating in a range of fun activities.

On Thursday the 22nd of May, the library held a very successful biggest and littlest morning tea. The Biggest morning tea was enjoyed by a large number of community members and Bland Shire Council Staff. The littlest morning tea was aimed at the under five's followed the library's regular Thursday story time. Many members of the community contributed cakes and slices to the event and over \$500 was raised for the Cancer Council.

The Bland Shire Library had a very busy and successful month of May which resulted in an increased awareness in the community of the range of services and programs available at the library.

Conclusion

The Library team continue to provide quality services meeting both the requirements under the NSW Library Act, Council's policies and procedures and Integrated Planning and Reporting outcomes.

Financial Implications

Nil

9.14 Children Services Monthly Update

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP 4.5 - Provide quality and affordable Family Day Care, Mobile Resource Unit, Vacation Care and Preschool services

Author: Manager Library and Children Services

Mobile Resource Unit & Ungarie Preschool

Numbers are increasing for Ungarie Preschool with 19 children enrolled. The Preschool children have been enjoying lots of indoor play with the cooler weather upon us. Some activities have included Mothers Day Craft, colour recognition and the children are also currently working on name recognition and writing skills.

Play group numbers fluctuate depending on the season with numbers down so far this year at some venues. Staff are currently investigating improved communication and promotion of services with families through social media.

Vacation Care

The next Vacation Care program will be held in the July school holidays. The program currently includes excursions to 'Jump and Putt' in Wagga Wagga and a trip to the Temora Town Hall Cinemas.

It takes a village (ITAV- Community Capacity Building program):

15 people attended the planned first aid course held in Corinella with terrific support from the Corinella community and school.

Workshops including gardening, photography and glass etching were also held this month.

Family Day Care (FDC)

Family Day Care educators and staff have been out and about this month. They were invited to the library for the National Simultaneous Story time. The children listened to stories and created an elephant craft. They have also enjoyed a wonderful morning at Wyalong Public School for their Teddy Bears Picnic. Everyone had a great time enjoying the activities provided and followed up the morning with a trip to the park for a sausage sizzle lunch. An educator workshop was planned for May but has been postponed until early June. This workshop is aimed at ensuring all of the Family Day Care educators are following the requirements of the Early Years Learning Framework in their daily programming for the children in their care.

Preschool

The children have been busy with some special artistic creations for our Art Show on the week of 16th-20th June. The Bland Preschool Art Show is organised by the Parent Committee. This will showcase the children's artwork in a fun family orientated event. There will be a small concert and an afternoon tea held for each class group.

Bland Preschool families received a Family survey to complete this month. We appreciate the honesty in answering these questions and will use this information to provide an even better service for the families of the Bland Shire. Your comments and suggestions will be collated and a summary available to families and the community in July.

Events

The children from the Thursday classes enjoyed a Teddy Bears Picnic at Topy school on the 29th May. We enjoyed a variety of outside activities, singing from the Yr 2/3 class and a picnic on the grass. This was fantastic to get out in the community and share a special event.

The 4 year old classes have enjoyed visits to the Bland Shire Library. At the library the children listened to Space stories, sang some rhymes and participated in a rocket craft activity. More library visits have been booked for next term.

We have also had a visit from the Aerobics class from the High School. The 2 groups showed the Wednesday classes the routine they performed in Sydney. The children and staff thoroughly enjoyed this visit and we wish them the best of luck for future performances.

Conclusion

The Children Services team continue to provide quality services meeting both the requirements under the NSW Regulation and Council's policies, procedures and Integrated Planning and Reporting outcomes.

Financial Implications

Nil

9.15 Development Statistics – May 2014

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP17. Lead the community by example with sustainable, effective, efficient and customer focused practices

Author: Manager Development Services

Development Applications

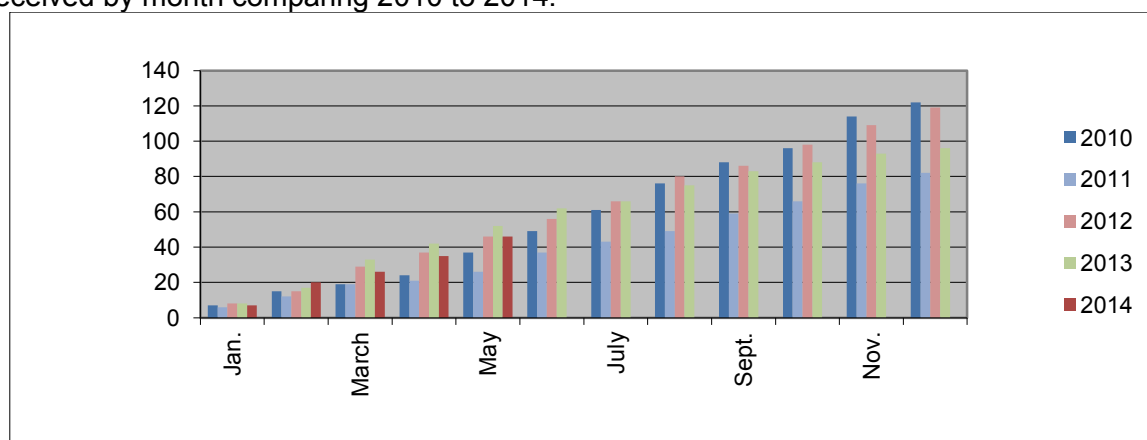
The following table details the number and value of development applications received by Council, during May 2014.

Development Type	Current Year			
	May		Year to Date 1.01.14 – 31.05.14	
	Number	Value \$	Number	Value \$
Residential	3	249,574	16	1,163,174
Industrial	1	30,000	1	30,000
Commercial	0	Nil	9	144,120
Rural Residential	2	355,000	5	449,250
Subdivisions	1	Nil	1	Nil
Other	4	10,000	14	327,830
TOTAL	11	644,574	46	2,114,374

Three of the Other applications received were for tree removals which do not add any value. The remaining Other application was for a carport at HACC.

Number of Development Applications

The following graph details the cumulative total number of development applications received by month comparing 2010 to 2014.

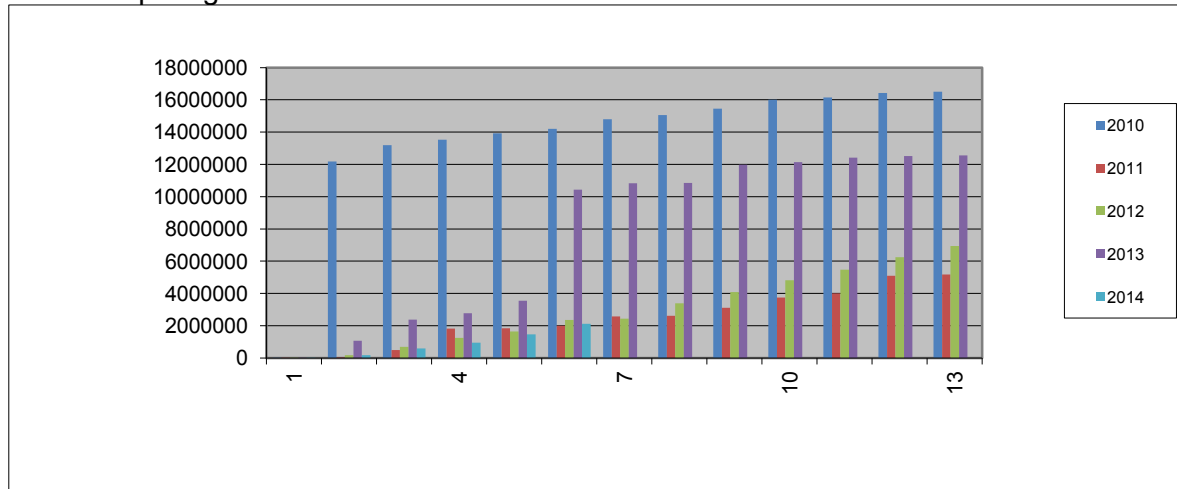


MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 17 JUNE 2014

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MAYOR

Value of Development Applications

The following graph details the cumulative value of development applications received by month comparing 2010 to 2014.



Note: Seniors Living Development on Ungarie Road, contributed to the spike in value of development applications January 2010.

Summary – May 2014

The following Development Applications were determined all by approval during May 2014:

App No.	Property	Development
DA/2014/064	18 De Boos Street, Barmedman	Consent for Land Use – New Transportable Dwelling
DA/2014/065	7 Church Street, West Wyalong	Pergola, two (2) Verandahs, Garage and Recreation Room
DA/2014/067	Ungarie Road, West Wyalong	Carport
DA/2014/069	60 Court Street, West Wyalong	Demolish existing Dwelling and Land Use Consent for a new Manufactured Home

- Construction Certificates issued - Two (2)
- Complying Development Certificates issued – Nil (0)
- Activity Applications issued - Three (3)
- Building Certificates issued - Nil
- Subdivision Certificates issued - One
- Occupation Certificates issued - Three
- Completion Certificates issued- Nil
- Section 149 Certificates issued - Twenty Five (25)

9.16 Ranger Activities

Our leadership

Setting a benchmark for community standards

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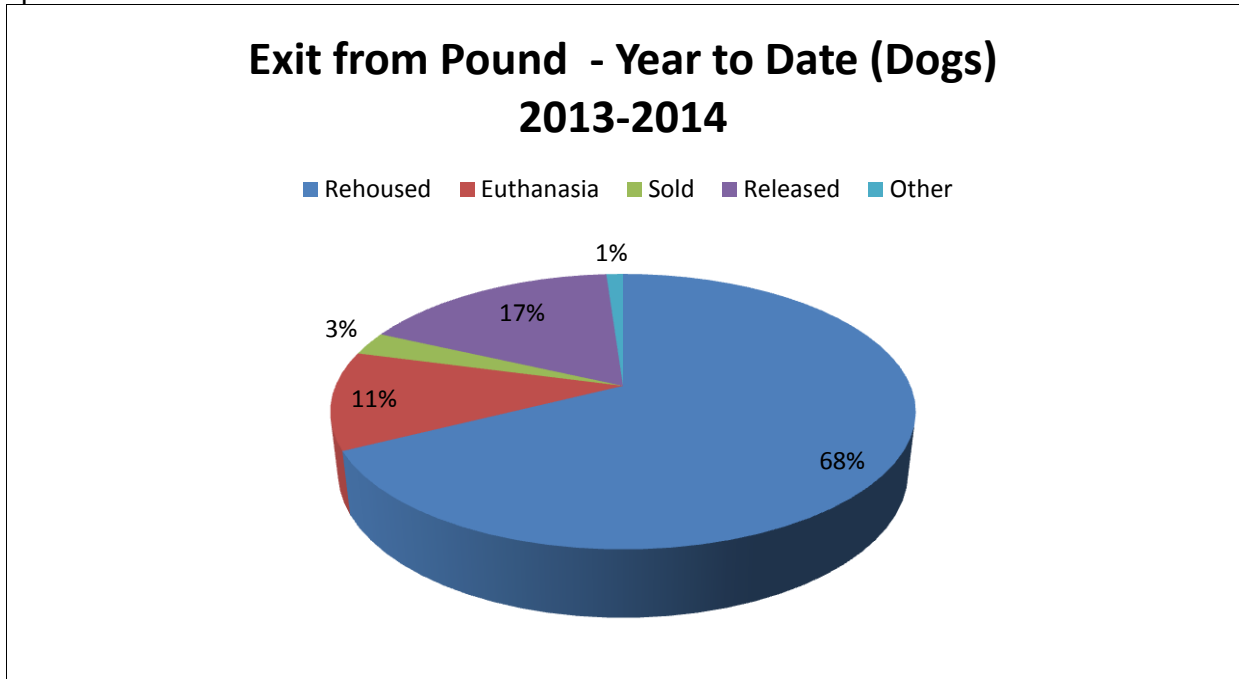
Author: Manager Development Services

COMPANION ANIMAL ACTIVITIES

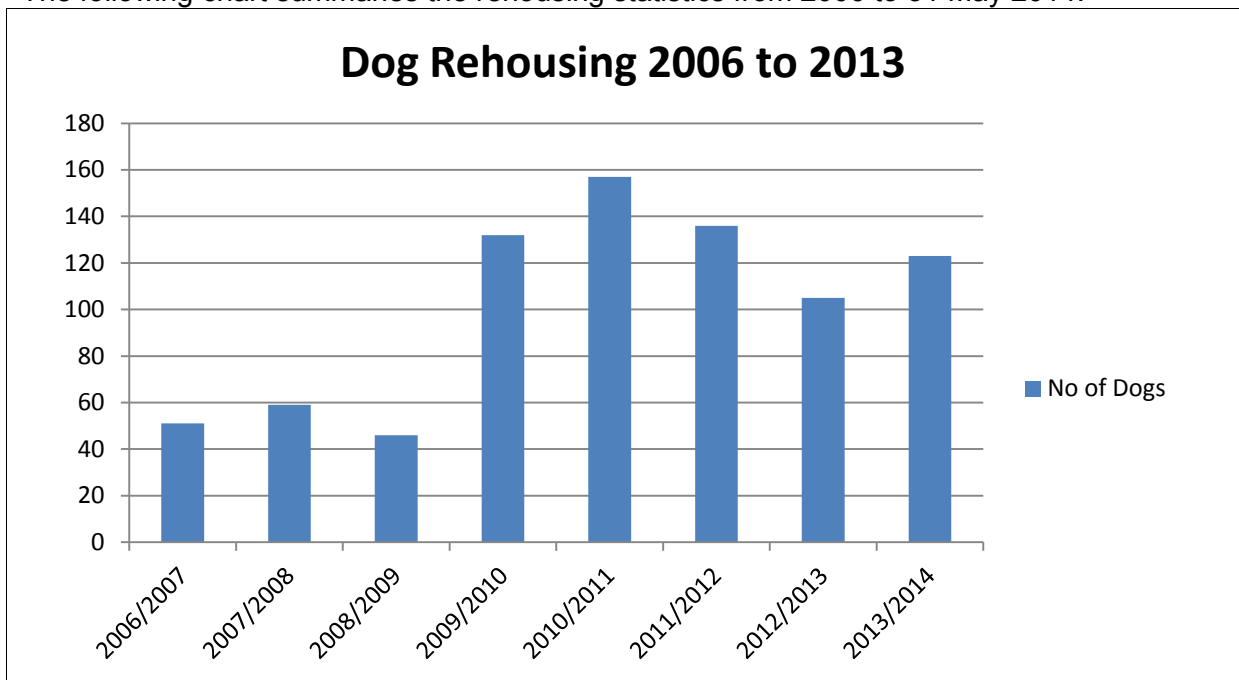
The following table summarises the management of companion animals during the month of May 2014:

	Dogs	Cats
Seizure Activities:		
Seized	4	0
Returned to Owner	0	0
Transferred to Pound from Seizure Activities	4	0
Animals in Pound at start of month	0	0
Dumped	14	0
Surrendered	4	0
Total Animals in Pound	22	0
Released to Owner	2	0
Euthanased - Aggressive	1	0
Sold	1	0
Stolen from Pound	0	0
Escaped	0	0
Died at Pound	0	0
Rehoused	8	0
Total Animals Leaving Pound	12	0
Animals in Pound at end of month	10	0

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 2014:



9.17 Economic Development & Tourism Report - June

Our prosperity

Ensuring a vibrant and sustainable future

Vision: Growing our population and jobs

DP15.0 The proportion of residents satisfied with the level of economic development support Council provides to the business community
DP 16.0 Community satisfaction with the quantity and quality of tourist information and resources provided by Council
19.0 Visitors and tourists are welcomed and make a positive contribution to the community economy
DP19.1 Work with business and property owners to rejuvenate their businesses and shop fronts and encourage the maintenance of buildings with character
DP19.2 Work with the tourism industry to identify and develop products and services that appeal to visitors of the Shire
DP19.3 Visitor information is kept relevant and up to date
DP20.0 Plan for a range of industries that build on the strengths of the Bland Shire to stimulate investment and employment
DP20.1 Encourage and actively seek out business and industry to relocate within the shire
DP20.2 Have ongoing engagement and communication with the shire's existing and prospective industry and business including diversification into alternate industries/businesses
DP20.3 Actively promote the Business Development Assistance to new and existing businesses

Author: Senior Economic Development & Tourism Advisor

Gold Trails

The Gold Trails were successful in stating their case at the 2014 LGNSW Tourism Conference taking out first place.

Business Survey

102 Business Surveys have been distributed to the end of May.

Economic Development Strategic Plan

The results and findings of the Business Survey will be incorporated into the Bland Shire Strategic Plan.

Riverina Regional Tourism

Riverina Regional Tourism (RRT) main marketing focus is on agri-tourism. RRT has launched it's first of four integrated seasonal postcards, which will be distributed in July, showcasing one aspect of the region's Agri-tourism product.

The primary goal of the postcard is to encourage local residents to invite their family and friends to visit them in the region. With the use of technology, the postcard is shareable electronically as an e-card from the RRT website.

With industry support from the Riverina Wine Grapes Marketing Board, the winter edition of the postcard features the significance that Riverina wine producers make to the Australian wine industry. The theme of successive postcards will be allocated according to regional industry support.

On a local level, the postcard invites residents to join an RRT initiative called the "*Riverina Localist*" program, which offers exclusive benefits when they get 'out and about' with their visitors to discover the great food, wine, and agri-tourism experiences within the region. The postcard also promotes the local *Insider's Guide* magazine that is a tool for local residents. Each edition will include information about produce in season and where visitors can experience that produce, whether at the farm gate or through other industry operators. Noteworthy upcoming events will also be listed so that locals and visitors can plan their stay around these events if desired."

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 17 JUNE 2014

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MAYOR

National Free Flight Centre

Bland Shire Council has been working with the NSW Free Flight Society (NSWFFS) www.nswffs.com.au/ to establish a National Free Flight Centre in the Bland Shire. A site on Clear Ridge Road has been identified, and members from the NSW Free Society visited West Wyalong on the June long weekend.



Small Business Bus

The Small Biz Bus made a return visit to West Wyalong on Wednesday 4 June 2014. Sixteen businesses or interested business owners took advantage of the services during the visit.

