



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

Business Paper

16 September 2014



OUR VISION, MISSION AND VALUES



ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST
A guiding checklist for Councillors, Officers and Advisory Committees

Ethical Decision Making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of Interest

- A conflict of interest is a clash between private interest and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Office of Local Government and, Non-pecuniary – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only).

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest

Identifying Problems

1st - Do I have private interest affected by a matter I am officially involved in?

2nd - Is my official role one of influence or perceived influence over the matter?

3rd - Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

Agency Advice

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Advisory Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Bland Shire Council	6972 2266	council@blandshire.nsw.gov.au	www.blandshire.nsw.gov.au
ICAC	8281 5999 Toll Free: 1800 463 909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	4428 4100	dlq@dlg.nsw.gov.au	www.dlg.nsw.gov.au
NSW Ombudsman	9286 1000 Toll Free: 1800 451 524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au



Council Meeting Agenda

16 September 2014

commencing at 6:30PM

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 Corporate, Community & Development Services – Adele Casey

Executive Assistant – Julie Sharpe

2.3 Apologies

Director Asset & Engineering Services – Will Marsh

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 19 August 2014

- **Confirmation**

That the minutes of the Ordinary Council meeting held on 19 August 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

7.1 Review of Council's Community Strategic Plan and Delivery Program (Mayor Pokoney)

The following Notice of Motion has been submitted by the Mayor, Councillor Neil Pokoney:

Recommendation:

That councillors and senior staff undertake a review of the current Community Strategic Plan and Delivery Program within the parameters of the Integrated Planning and Reporting legislation.

Comment from the Mayor

I believe there is a need to review these Plans to ensure that projects currently being considered by council, such as the refurbishment of the existing sports stadium and the establishment of a visitor information centre, are adequately covered and that the community has been effectively engaged as per the Integrated Planning and Reporting legislation

Comment from General Manager

Below is a summary of the IP & R process taken to date by Council and an indication of the steps still to be taken prior to September 2016. I have also taken the liberty of attaching an extract from the IP & R Manual which sets out quite clearly the purpose and intent of a council's Delivery Program and Operational Plan.

Key steps to current position:

- IPR framework – implemented in July 2012
- General Council election – September 2012
- By-Election - May 2013
- CSP and supporting documents – considered and endorsed annually – adopted 26 June 2012, 25 June 2013, 20 May 2014

Impending Short Term Requirements:

- End of Term Report (implementation and effectiveness of the CSP over the past 4 years) – due by August 2016
- CSP to roll forward by another 4 years in 2016
- Early 2015 develop timeline and actions for the incoming Council and review of IPR (see pg 23 of IPR manual for a suggested timeline)
- Incoming Council to review information that informed the original CSP and engage with community to develop its DP, OP and budget (must be completed within 9 months of the election – June 2017)

It is possible to review the Delivery Program, which is the main tool for determining council's actions during its four (4) year term, but such a review will require further community engagement. The draft Community Engagement Strategy that was presented to the September Council Workshop will form the basis of this process.

DELIVERY PROGRAM AND OPERATIONAL PLAN

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

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

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

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

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	Election Of Mayor	50
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Section 3 – Corporate, Community & Development Services *(reports for decision)*

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Section 4 – Reports for Information

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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 Tender 2014/02 - Purchase Of Land – 91 Queen Street Barmedman

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 Strategic Property Purchase – 2

Local Government Act 1993 (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)	1 st August 2014 7 th November 2014	
Australia Day Awards Committee of the Whole (Whole of Council)	9 th December 2014	
Australian Rural Roads Group Inc (Cr Grellman)		
Bland Rural Fire District Zone Liaison Committee (Cr Grellman, Cr Keatley - alternate)	10 th September 2014	
Bland – Temora RFS Zone Bushfire Management Committee (Cr Grellman, Cr Keatley - alternate)	10 th September 2014	
Country Mayors Association of NSW (Mayor & General Manager)	14 th November 2014	
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) (Mayor Pokoney, Cr McGlynn - alternate/observer, Cr Hampton - observer)	3 rd September 2014 3 rd December 2014	
Cultural Advisory Committee (Cr McGlynn, Cr Keatley)	25 th August 2014 24 th November 2014	
Economic Development Advisory Committee of the Whole (Whole of Council)	11 th November 2014	
Goldenfields Water County Council Board (Cr Templeton)	28 th August 2014 23 rd October 2014	✓
Health & Wellbeing Advisory Committee (Cr Lord, Cr Monaghan, Cr Grellman, Cr McGlynn)		

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 SEPTEMBER 2014

.....
MAYOR

Heritage Advisory Committee <i>(Cr McGlynn, Cr Grellman)</i>	8 th October 2014	
Indigenous Advisory Committee <i>(Cr McGlynn, Cr Grellman)</i>	28 th October 2014	
Local Traffic Advisory Committee <i>(Mayor Pokoney, Cr Grellman - alternate)</i>	2 nd December 2014	
Murrumbidgee Medicare Local Board <i>(Cr Monaghan)</i>	20 th March 2014 9 th October 2014	
Museums Advisory Committee <i>(Cr Lord, Cr Keatley)</i>	24 th September 2014	
Newell Highway Taskforce <i>(Cr Lord)</i>	12 th August 2014	✓
NSW Association of Mining Related Councils <i>(Cr McGlynn, Cr Hampton)</i>	7 th August 2014 7 th November 2014	
Plant Committee <i>(Cr Grellman, Cr Templeton, Cr Lord)</i>	November/December	
Public Libraries NSW South-West Zone		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Pokoney)</i>	24 th June 2014 26 th August 2014	✓
Riverina Regional Tourism <i>(Cr Lord)</i>	10 th June 2014 12 th August 2014	✓
Visitor Economy & Tourism Advisory Committee of the Whole <i>(Whole of Council)</i>	11 th November 2014	

The meeting commenced at 1.23PM.

PRESENT

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

ALSO IN ATTENDANCE

Mr A Grant (General Manager), Mr G Carr (Acting Manager Finance & Administration), Mr C Perry (Manager Distribution & Construction) Mr C Lasdauskas (Manager Technology) Mrs A Coleman (Executive Assistant).

1. APOLOGIES

At the time of preparation of the Business Paper no apologies for this meeting have been received.

14/075 RESOLVED on the motion of Crs Manchester and Palmer that leave of absence be granted to Cr D McCann.

2. DECLARATION OF PECUNIARY INTERESTS

No interests were declared at this time.

3. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 26 JUNE 2014

14/076 RESOLVED on the motion of Crs Manchester and Clinton that the minutes of the meeting held 26 June 2014 having been circulated and read by members be confirmed.

4. BUSINESS ARISING FROM MINUTES

Gerard Carr responded to a question from the June meeting regarding final notices and payment options available.

5. PUBLIC ACCESS

At the time of the preparation of the Business Paper no requests for public access for this meeting have been received.

6. NOTICES OF MOTION / RESCISSION MOTIONS

At the time of preparation of the Business Paper no Notices of Motion or Rescission Motions have been received.

7. ADMISSION OF LATE REPORTS

14/077 RESOLVED on the motion of Crs Manchester and Palmer that Council consider the late Reports of:

WATER SERVICES ASSOCIATION AUSTRALIA (WSSA) CONFERENCE

STAFF HOUSING LOAN

8. CHAIRPERSON'S MINUTE

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

9. GENERAL MANAGER'S REPORTS

9.1 FINANCIAL REPORTS

9.1.1 COUNCIL INVESTMENTS (G35507005)

14/078 RESOLVED on the motion of Crs Templeton and Palmer that the report detailing Council Investments at 31 July 2014 be received and noted.

Cr Manchester suggested an investment method used by Harden Shire – He will have Trevor from HSC contact GWCC with details.

Report prepared by Manager Finance & Administration

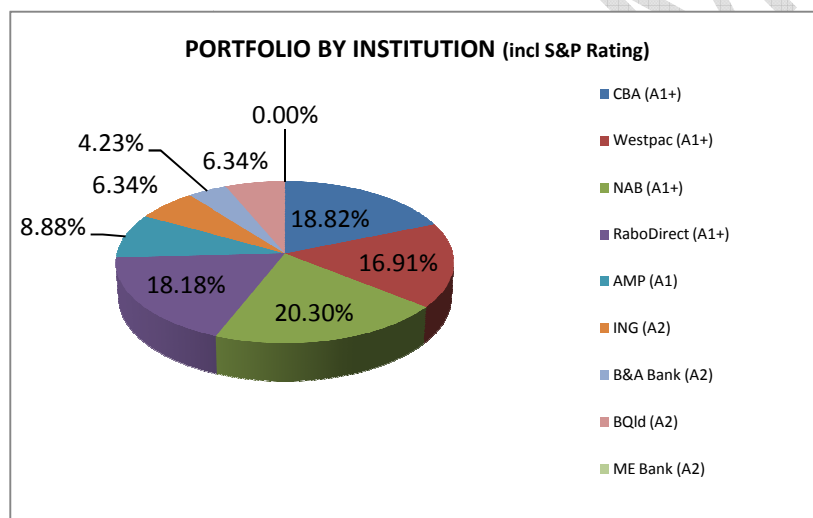
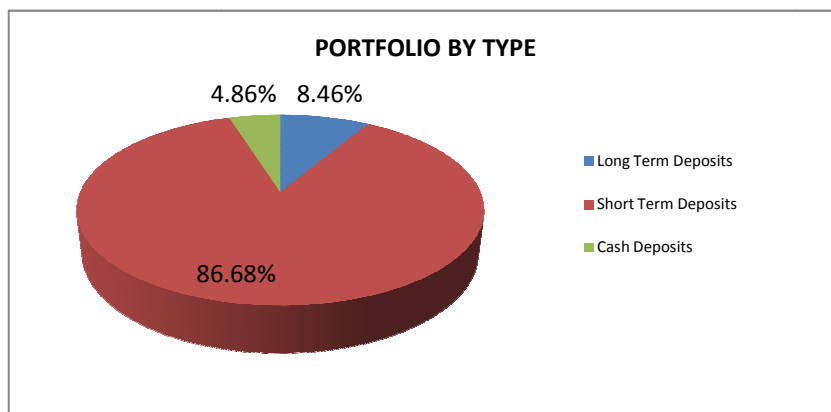
This report is presented for information on Council Investments in accordance with clause 212 of the Local Government (General) Regulation 2005. The following details Council Investments as at 31 July 2014:

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Long Term Deposits	2,000,000.00				8.46%
Westpac Coupon Select Deposit (5yr)	2,000,000.00	3m BBSW+1.3%	3.98%	27/10/15	8.46%
Short Term Deposits (<1 yr)	20,500,000.00				86.68%
Rabobank Australia	1,500,000.00	182	3.70%	5/08/14	6.34%
National Australia Bank	1,400,000.00	182	3.80%	5/08/14	5.92%
ING Bank (Australia) Limited	1,500,000.00	365	3.97%	19/08/14	6.34%
Commonwealth Bank	1,500,000.00	183	3.90%	19/08/14	6.34%
National Australia Bank	1,000,000.00	123	3.64%	1/09/14	4.23%
National Australia Bank	1,000,000.00	133	3.64%	15/09/14	4.23%
Rabobank Australia	1,000,000.00	365	3.85%	30/09/14	4.23%
Bendigo & Adelaide Bank Ltd	1,500,000.00	154	3.65%	13/10/14	6.34%
Commonwealth Bank	1,000,000.00	180	3.70%	28/10/14	4.23%
Westpac Banking Corporation	1,500,000.00	365	3.92%	4/11/14	6.34%
Westpac Banking Corporation	1,300,000.00	365	3.92%	11/11/14	5.50%
Commonwealth Bank	1,800,000.00	182	3.75%	24/11/14	7.61%
Bank of Queensland	1,000,000.00	181	3.70%	8/12/14	4.23%
Commonwealth Bank	1,500,000.00	182	3.75%	5/01/15	6.34%
National Australia Bank	1,000,000.00	182	3.65%	19/01/15	4.23%
Rabobank Australia	1,000,000.00	270	3.65%	17/04/15	4.23%

Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the TEMORA office on 21 AUGUST 2014

Cash Deposits	1,150,301.74				4.86%
Commonwealth Bank At Call A/c	200,000.00	At Call	2.45%	N/A	0.85%
AMP Bank At Call A/c	700,000.00	At Call	3.35%	N/A	2.96%
CBA Premium Business A/c	250,301.74	At Call	Various	N/A	1.06%

23,650,301.74 **100.00%**



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

Cash Book balance as at 31 May 2014	109,493.00
Plus Deposits	
June	2,232,399.88
July	2,029,191.71
Less Payments	
June	1,973,142.80
July	2,172,947.04
Cash Book balance as at 31 July 2014	224,994.75
Less Outstanding Deposits	4,483.59
Plus Unpresented Cheques	29,790.58
Bank balance as at 31 July 2014	250,301.74

Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the TEMORA office on 21 AUGUST 2014

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 26/6/2014).

Recommendation

Recommendation made was adopted.

9.1.2 OUTSTANDING WATER DEBTORS (G35307005)

Cr Templeton noted the late issuing of accounts this quarter.

Mr Grant responded that it was necessary to enable accurate Taggle auditing, and bills will return to normal delivery.

14/079 RESOLVED on the motion of Crs Palmer and Manchester that the report detailing Council's outstanding water debtors as at 9 July 2014 be received and noted.

Report prepared by Manager Finance & Administration

This report is presented for information on Council's outstanding water debtors as at 9 July 2014:

\$'s	Arrears	Interest	Current	Total
Access Charges	127,332.06	13,926.49	131,065.51	272,324.06
Usage Charges	265,895.25	33,795.44	541,984.71	841,675.40
Deferred Developer Charges	234,447.00	0.00	9,471.00	243,918.00
Sub-Totals	627,674.31	47,721.93	682,521.22	1,357,917.46
Less Overpayments Received				-182,705.63
Total Outstanding				1,175,211.83
Less Bulk Council Accounts Outstanding				-438,666.93
Less Deferred Developer Chg Accounts Outstanding				-243,918.00
Total Outstanding from Retail Customers				492,626.90

Recommendation

Recommendation made was adopted.

9.1.3 WATER PRODUCTION COSTS (G35201005)

19/080 RESOLVED on the motion of Crs Templeton and Morris that the report detailing Council's production cost comparatives as at 30 June 2014 be received and noted.

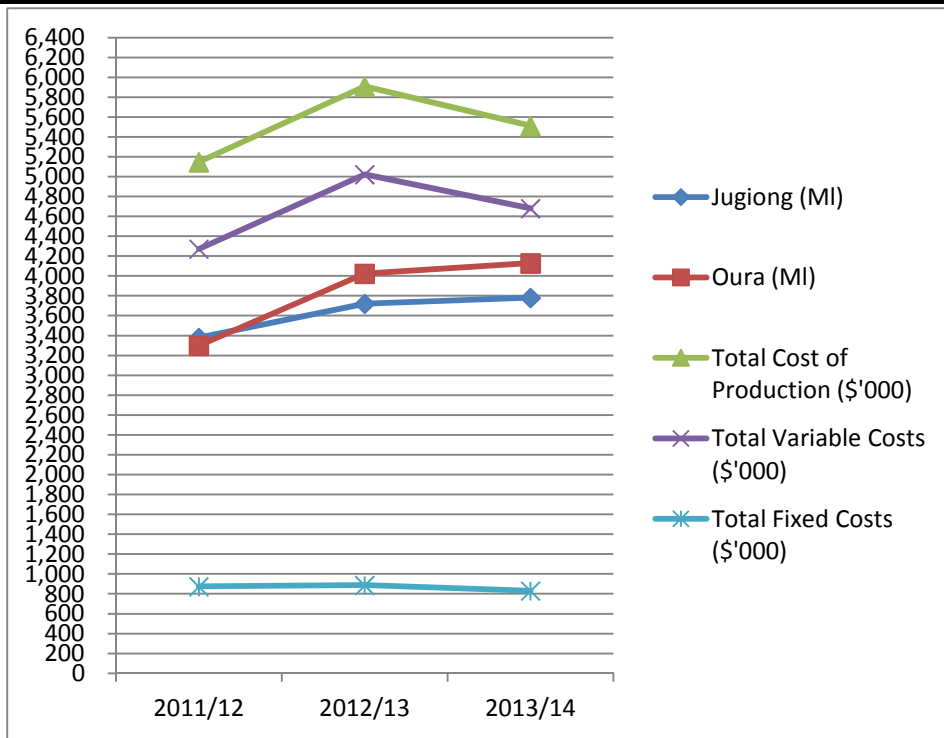
Report prepared by Manager Finance & Administration

This report provides a comparison of Council's production costs as at 30 June 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.

YTD Production Cost Comparisons through June

	2011/12	2012/13	2013/14	% Change
Production Volumes (MI)				
Jugiong (MI)	3,380	3,722	3,782	1.61%
Oura (MI)	3,300	4,024	4,130	2.63%
Other (MI)	737	932	963	3.33%
Total	7,417	8,678	8,875	2.27%
Cost of Production (\$'000)				
Mains Operations	420	494	430	-12.96%
Reservoirs Operations	35	40	42	5.00%
Pumping Stations & Bores Operations	61	59	60	1.69%
Treatment Operations	359	294	299	1.70%
Total Fixed Costs (\$'000)	875	887	831	-6.31%
Mains Maintenance (recurrent)	1,111	1,042	800	-23.22%
Reservoirs Maintenance (recurrent)	204	144	126	-12.50%
Pumping Stations & Bores Energy	1,898	2,761	2,767	0.22%
Pumping Stations & Bores Maint (recurrent)	662	598	551	-7.86%
Treatment Chemical Costs	267	283	309	9.19%
Treatment Maintenance	131	195	128	-34.36%
Total Variable Costs (\$'000)	4,273	5,023	4,681	-6.81%
Total Cost of Production (\$'000)	5,148	5,910	5,512	-6.73%
Cost of Prod'n (cents/Kl of water produced)	69.41	68.10	62.11	-8.80%
Electricity Used YTD (MWh)	10,307	13,378	11,880	-11.20%
Electricity v Water Prod'n Ratio (MWh/MI)	1.39	1.54	1.34	-13.17%

Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the TEMORA office on 21 AUGUST 2014



Recommendation

Recommendation made was adopted.

9.1.4 2013/14 FINANCIAL STATEMENTS (G35401005)

Mr Carr supplied an updated financial figures taking into account accurate billing figures for the previous quarter.

14/081 RESOLVED on the motion of Crs Clinton and Morris that:

1. The Financial Statements for the year ended 30 June 2014 (including movements in restricted assets) be formally adopted, as presented, for referral to Council's Auditor;
2. The Chairman, Deputy Chairman, General Manager and Responsible Accounting Officer be authorised to sign the Statements by Councillors and Management on the preparation of the General Purpose and Special Purpose Financial Statements for the year ended 30 June 2014;
3. The General Manager be delegated the authority to issue the audited Financial Statements immediately upon receipt of the auditors reports subject to their being no material audit changes or audit issues; and
4. Council present the final audited Financial Statements and Auditors Reports to the public at a public meeting to be held in conjunction with its ordinary meeting in October.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the
TEMORA office on 21 AUGUST 2014**

Report prepared by Manager Finance & Administration

Council's draft Financial Statements for the year ended 30 June 2014 have been prepared with Council's auditor completing his onsite audit on 5 and 6 August.

Under section 413 (1) of the Local Government Act 1993, Council is required to refer its draft Financial Statements for audit. The Auditor's Report will be made available to Council after it has formally resolved the referral.

It is envisaged that Council will present its Financial Statements to the public in conjunction with its ordinary October meeting.

The primary statements of the General Purpose and Special Purpose Financial Statements (statements subject to audit) are attached. Councillors will be supplied with a complete set of reports, including the Auditor's Reports, before the public meeting.

Recommendation

Recommendation made was adopted.

9.1.5 CARRY OVER OF INCOMPLETE WORKS (G35201005)

14/082 RESOLVED on the motion of Crs Manchester and Palmer that the unspent portion of the GWCC500 Wildlife Corridor project (\$35,000) be carried-over to the 2014/15 financial year, together with the following capital works items:

<u>Capital Budget Item</u>	<u>(\$)</u>
New Temora Depot	302,000
Oura Pump Station - Electronic Actuator	20,000
Pump Stations Electrical Spares	36,000
Mains Replacement - Mann St, Coolamon	11,000
Mains Replacement - Deepwater Rd, Matong	12,000
Oura Bore Replacement	545,000
Total	\$926,000

Report prepared by Manager Finance & Administration

In order to carry-over incomplete works at 30 June to the new financial year, it is necessary for Council to revoke the unexpended portion of those votes. In some cases the budgets were adjusted at the March QBR to better reflect expected expenditure to 30 June, with the remainder included in the 2014/15 capital works program.

Below is a list of capital works not completed at 30 June 2014. It is requested that these works, together with the required funding to complete them, be carried-over into the 2014/15 capital works program.

Council exclusive programs:	<u>Approx. Funds Req'd (\$)</u>
New Temora Depot	302,000
Oura Pump Station - Electronic Actuator	20,000
Pump Stations Electrical Spares	36,000
Mains Replacement - Mann St, Coolamon	11,000

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the
TEMORA office on 21 AUGUST 2014**

Mains Replacement - Deepwater Rd, Matong 12,000
The above works were in progress @ 30 June

Council programs reliant on third parties:

Oura Bore Replacement 545,000
\$610k was allowed for in 2013/14 budget. Only \$66k spent to-date, including
\$214k external contract (only \$13k of contract paid to-date).

These capital works are to be funded from the Infrastructure Reserve (internal restriction) and will be reflected in the September quarterly budget review.

It is also requested that the balance (\$35,000) of the GWCC500 Wildlife Corridor project (operating expense) be carried-over to 2014/15.

Recommendation

Recommendation made was adopted.

9.2 WORKS REPORTS

9.2.1 JUNE 2014 / JULY 2014 (G95507005)

14/083 RESOLVED on the motion of Crs Palmer and Templeton that the Works Report for June and July 2014 be received and noted.

Report prepared by Manager Distribution & Construction

Water Losses & Mains Repairs

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
191.	6/6	11:00	15:30	Coolamon, Bredins Lane	100	6	5	Split Pipe
192.	7/6	9:00	12:00	Coolamon, McCraigs Lane	100	-	5	Split Pipe
193.	12/6	8:30	16:00	Coolamon, Lonsdales Lane	150	-	10	Hole In Pipe
194.	16/6	13:00	16:00	Temora, Warre Warral Lane	100	18	150	Split Pipe
195.	19/6	12:00	16:30	Marrar, Marrarvale Road	80	-	1	Joint Failure
196.	20/6	8:30	12:30	Naradhan, Monia Gap Road	80	-	175	Joint Failure
197.	20/6	13:30	17:30	Weethalle, Fishers Lane	100	10	250	Split Pipe
198.	22/6	10:00	14:00	Ariah Park, Burley Griffin Way	150	-	150	Split Pipe
199.	23/6	9:00	13:30	Cootamundra, Olympic Hwy	100	-	10	Split Pipe
200.	23/6	15:00	21:00	Temora, Warre Warral Lane	100	24	500	Split Pipe
201.	30/6	9:00	11:00	Eurongilly, Dollar Vale Road	80	3	10	Hole In Pipe

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the
TEMORA office on 21 AUGUST 2014**

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
202.	30/6	11:00	12:00	Eurongilly, Dollar Vale Road	80	-	5	Split Pipe
1.	1/7	7:00	9:00	June, Roedigers Lane	200	-	5	Split Pipe
2.	1/7	11:00	16:30	Weethalle, Kolkibertoo Road	100	-	100	Split Pipe
3.	1/7	11:00	16:30	Weethalle, Kolkibertoo Road	100	-	100	Split Pipe
4.	1/7	15:30	18:30	Wyalong, Slee Street	100	-	20	Split Pipe
5.	2/7	8:00	10:00	June, Joffre Street	100	-	5	Split Pipe
6.	4/7	11:00	13:00	Cootamundra, Old Cootamundra Road	100	-	5	Split Pipe
7.	5/7	10:00	12:00	Wantabadgery, McGledes Road	150	-	5	Split Pipe
8.	10/7	9:00	11:00	June, Olympic Hwy	80	-	5	Split Pipe
9.	10/7	11:00	12:00	Naradhan, Bootoowa Road	80	-	40	Split Pipe
10.	22/7	6:30	10:30	Ganmain, Waterview Street	100	25	10	Split Pipe
11.	22/7	9:00	15:00	Cootamundra, Old Cootamundra Road	100	-	1	Split Pipe
12.	22/7	15:30	18:30	Coolamon, Freers Lane	80	4	5	Hole In Pipe
13.	23/7	2:30	6:00	Ganmain, Menangle Street	100	10	10	Split Pipe
14.	24/7	8:30	10:00	Naradhan, Monia Gap Road	80	-	10	Joint Failure
15.	24/7	15:00	17:00	Weethalle, Kolkibertoo Road	100	-	80	Split Pipe
16.	28/7	11:00	12:00	Eurongilly, Dollar Vale Road	80	-	5	Split Pipe

Complaints

Water Quality

Dirty Water

16/6/2014	Lonsdales lane Coolamon
25/06/2014	Marquis Street June
14/07/2014	Ariah Street Beckom
18/07/2014	Orr Street Coolamon
21/07/2014	Doubleday Lane Coolamon
22/07/2014	Hoskins Street Temora

A total of 68 service difficulty and fault reports were received for June/July 2014.

Construction & Major Maintenance

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the
TEMORA office on 21 AUGUST 2014**

- Cut in and lay 30m of new pipe for main extension near Coolamon South Reservoir.
- Replaced hydrants in Stockinbingal and Junee.
- Completed mains replacement at Deep Water Road Matong.
- Undertaking full overhaul of Jugiong No.1 pump.
- Servicing of ARV and PRV within the scheme.
- Investigate and repair overflowing surge tank at Young offtake.
- Bird proofing and repairs to reservoir roofs.

Recommendation

Recommendation made was adopted.

9.2.2 CAPITAL WORKS PROGRESS REPORT (G35201005)

14/084 RESOLVED on the motion of Crs Manchester and McGregor that the report detailing the progress of Council's Capital Works Program as at 31 July 2014 be received and noted.

Report prepared by Manager Finance & Administration

This report is presented for information on the progress of Council's Capital Works Program as at 31 July 2014:

Description	Proposed Carry over \$ 2013/14	Total 2014/15 Projected \$	Expend to date \$	Status
New System Assets				
New Temora Depot	302,000	302,000	6,200	In Progress
Site / Easement Acquisition	0	20,000	1,000	In Progress
Mains Extensions	0	50,000	0	TBA
	302,000	372,000	7,200	
Renewals				
Oura Bore Replacement	545,000	900,000	0	In Progress
Cootamundra Abattoirs Mains Extension	0	120,000	0	TBA
Jugiong WTP Internal Repainting & Fittings	0	50,000	0	TBA
Mains Replacement / Augmentation	23,000	498,600	2,200	In progress
Pumps Major Maintenance Program	0	80,000	0	TBA
Mt Daylight P/Stn Pump Replacement Program	0	50,000	0	TBA
Jugiong & Oura Pump Stns Investigations	0	50,000	0	TBA
Lonesdale Ln P/Stn Electrical Upgrades	56,000	65,000	0	TBA
June Reservoir Painting	0	360,000	0	TBA
	624,000	2,173,600	2,200	
Plant & Equipment				
Computer Equipment	0	20,000	0	In Progress
Office Equipment	0	8,000	0	In Progress

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the
TEMORA office on 21 AUGUST 2014**

Shire	Applications				Res	Charging Classification		
	Received	Connected	Rejected	Pending		N-Res Rural	N-Res Hi Vol	N-Res Other
Bland	3			3				
Coolamon	9	1		8		1		
Cootamundra	4	1		3		1		
Junee	8	1		7		1		
Narrandera	2			2				
Temora	5			5				
Totals	31	3	0	28	0	3	0	0

Of the 28 pending applications; 7 have been accepted with work orders issued, 10 letters of offer have been made. The remaining 8 applications are under investigation.

Recommendation

Recommendation made was adopted.

9.3 OTHER REPORTS

9.3.1 WATER PRODUCTION UPDATE (G95809505)

14/086 RESOLVED on the motion of Crs Templeton and Manchester that the reports 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 2013/14 water production status.

The table below provides an analysis of water production to 26 June 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 (MI)	2013/14 Production Figures			
		Est Prod'n	Prod'n YTD	Variance	Percent
Jugiong	5,590	3,615	3,782	167	4.6%
Oura	6,000	3,705	4,130	425	11.5%
Other	1,222	842	963	121	14.4%
Totals	12,812	8,162	8,875	713	8.7%

Overall production for June was slightly lower than for June 2013.

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 26 June 2014.

The following table provides an analysis of water production to 31 July 2014.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the
TEMORA office on 21 AUGUST 2014**

Source	Max Extraction (MI)	Production Figures through July			
		Est Prod'n	Prod'n YTD	Variance	Percent
Jugiong	5,590	212	254	42	19.8%
Oura	6,000	193	248	55	28.5%
Other	1,222	30	42	12	40.0%
Totals	12,812	435	544	109	25.1%

Recommendation

Recommendation made was adopted.

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

14/087 RESOLVED on the motion of Crs Clinton and Morris 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

Council is required to submit its expenses and facilities policy to the Division of Local Government by 30 November each year, following its mandatory public exhibition.

An amended appendix has been drafted for attachment to the existing Policy that outlines specific monetary limits for Council to consider for adoption. Having reviewed the remainder of the existing policy, it is believed that it adequately meets the Guidelines.

While Council recently reviewed this policy to allow for the provision of a mobile phone to the Chairperson and/or Deputy Chairperson, it needs to be reviewed again after the end of the financial year. The only changes are to Councillors Fees and Travel Costs (updated in the LG State Award) in the appendix.

Attached is an updated draft of the Payment of Expenses and Provision of Facilities to Councillors Policy for Council's consideration.

Recommendation

Recommendation made was adopted.

9.3.3 PLANT PROCUREMENT POLICY (G75057005)

Cr Palmer declared an indirect pecuniary interest in this report and will refrain from moving or seconding the resolution.

14/088 RESOLVED on the motion of Crs Templeton and Morris that the Board endorse the Procurement Policy with changes including preference to Wagga Wagga Auction house over Canberra Auction house to the value of \$2000 plus shipping costs, with the revised policy to be presented at the October Council Meeting.

Report prepared by the General Manager

The Plant Procurement Policy has been rewritten to reflect the need for selecting appropriate plant for GWCC use. The tender process was slow and cumbersome sometimes resulting in inappropriate plant being tendered and excess administration.

The new policy requires three quotes for purchase of plant under the amount requiring a tender under legislation. Clarification of duties and firewalling of processes where conflicts of interest could occur have also been included.

Recommendation

That the Board endorse the Procurement Policy as presented.

9.3.4 BACKFLOW PREVENTION POLICY (G95801005)

14/089 RESOLVED on the motion of Crs Manchester and Templeton that Council endorse the changes made to CP:001 Backflow Prevention and place on public display.

Report Prepared by Engineering Officer

Council officers have reassessed the risk ratings of the various different connection types based on the following prevention measures recently installed by GWCC:

- Meters replaced with models that contain backflow prevention.
- Data network installed that enables fast leak detection reducing the likelihood of backflow events.
- GIS system enabling fast notification of any isolated backflow events that could be a result of a main's break.

Backflow event history has been used to determine likelihood. All these measures combined have resulted in the reduction of the rating of rural properties, and urban residential properties greater than 1 ha to Low Risk.

A copy of the draft has been included for consideration.

Recommendation

Recommendation made was adopted.

9.3.5 GWCC500 UPDATE (G30608005)

14/090 RESOLVED on the motion of Crs Manchester and Clinton that the report be received and noted, and that Council endorse the funding applications made.

Report prepared by Business Enterprise Officer

Grants:

1. The NSW Environmental Trust, Office of the Environment and Heritage announced that GWCC500 has been awarded a Restoration and Rehabilitation grant for \$97,692 over 3 years.
2. An \$11,500 Community Partnership Grant has been received from Riverina Local Land Services.

3. GWCC submitted an application for funding following a successful Expression of Interest to the NSW Environmental Trust, Office of the Environment and Heritage Environmental Education Community Grants Program for 2014. \$58,600 in funding has been requested.

Environmental Workshops:

130 students from 8 schools attended the first GWCC500 Environmental Workshop on 23rd June 2014 with expert support from Costa Georgiadis (ground preparation), Riverina Local Land Services (planting techniques), Greening Australia (revegetation monitoring) and Chris Grant (microbats). Positive feedback was received with schools indicating further support for the project.

Workshop 2 will be held 12 September 2014 with the official opening of GWCC500 by Minister Hodgkinson.

Recommendation

Recommendation made was adopted.

9.3.6 ANZSOG/ICAC EXECUTIVE COURSE (G70806010)

- 14/091 RESOLVED** on the motion of Crs Palmer and Morris that Council authorise the General Manager attend the ICAC Executive Course upon successfully receiving the scholarship, and that Council cover all other associated costs.

Report prepared by General Manager

ICAC invited senior NSW state and local government managers to apply for scholarships to attend the short course 'Strategic Response to Corruption'.

The course is being held in Sydney on 29-31 October and 13-14 November.

The General Manager has applied for a scholarship to attend.

This course will allow the General Manager to progress GWCC's awareness and processes relating to corruption control.

Recommendation

That Council authorise the General Manager attend the ICAC Executive Course upon successfully receiving the scholarship.

9.3.7 NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on Thursday 23 October 2014 at 1.00PM.

- 14/092 RESOLVED** on the motion of Crs Clinton and Templeton that the next Ordinary Meeting of Council be held on Friday 24 October 2014 at 1.00PM to avoid conflicting with the LGNSW Shires Conference.

9.3.8 WATER SERVICES ASSOCIATION AUSTRALIA (WSSA) CONFERENCE (G40151005)

- 14/093 RESOLVED** on the motion of Crs Clinton and Palmer that Council approve the General Manager to attend the WSAA Conference as both a Speaker and Panel Member and that Council pay all associated costs.

Report prepared by General Manager

The General Manager has been invited to attend the 2014 WSAA 'Towards the Digital Water Utility Conference', as speaker and panel member over two days. Other panel members include Thames Water.

The General Manager will be speaking on the implementation experience of GWCC and Taggle installing over 11,000 smart meters.

The conference is scheduled to be held 10 & 11 September 2014 in Melbourne.

Recommendation

That Council approve the General Manager to attend the WSAA Conference as both a speaker and Panel Member.

- 14/094 RESOLVED** on the motion of Crs Manchester and Palmer that Council authorise the General Manager, Chairperson and Cr Clinton to attend the LGNSW Shires Conference.

10. QUESTIONS AND STATEMENTS

Cr Manchester congratulated Mr Grant on his presentation to Harden Shire Council. The presentation was well received. Mr Grant has now presented to all constituent Councils and thanked all the Councillors for their hospitality.

Cr McGregor thanked Andrew for the booklets he provided for distribution to the Young Shire Council Meeting.

Cr Templeton attended the R.H Dougherty Awards on behalf of GWCC along with staff - Gerard Carr and Michael Lewis . Cr Templeton noted the exemplary conduct of attending staff.

Boorowa Shire Council staff Mr Anthony McMahon (General Manager) and Adam Stewart (Infrastructure Planning Manager) addressed Council prior to the commencement of the meeting.

**Minutes of the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL held in the
TEMORA office on 21 AUGUST 2014**

Boorowa Shire Council is seeking initial support for a proposed connection to the GWCC system.

14/095 RESOLVED on the motion of Crs Manchester and McGregor that Council;

1. Furnish Boorowa Shire Council with a letter of support from the Chairperson and General Manager with conditions and allocation stipulations.
2. Authorise GWCC staff to provide assistance to Boorowa Shire Council with their planning and grant application process.

Staff members Mr Chris Perry, Mr Gerard Carr and Mr Chris Lasdauskas left the meeting and did not return.

11. CLOSED SESSION 3.16PM

14/096 RESOLVED on the motion of Crs Manchester and McGregor that Council meet in Closed Session.

In accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2005, in the opinion of the General Manager the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in part of the meeting closed to the media and public.

11.1 STAFF HOUSING LOAN (G35604005)

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

- (a) *Personnel matters concerning particular individuals.*

14/097 RESOLVED on the motion of Crs McGregor and Palmer that Council approve the General Manager to negotiate purchase of 1/284 Hoskins Street Temora within the guidelines of the market appraisal.

14/098 RESOLVED on the motion of Crs Manchester and Clinton that Council offers in principal support to the Mandamah Group Water Scheme to be considered on a business case basis.

Cr McGregor left the meeting at 4.00pm.

There being no further business requiring the attention of the Council, the Meeting closed at 4.04pm

NEWELL HIGHWAY TASK FORCE

Minutes of the meeting held in Parkes at the RMS Regional Office on Tuesday 12 August 2014

Meeting Commenced at 10:03am

Peter Dearden welcomed the Newell Highway Task Force Committee members to the Roads and Maritime Services Regional Office.

1. Welcome, Attendees, Apologies

Attendees:

The Chair Ken Keith welcomed the following attendees:

Cr Ken Keith	Parkes Shire Council
Anna Wyllie	Parkes Shire Council
Cr Tony Lord	Bland Shire Council
Jeff Stien	Bland Shire Council
Jock Smith	Dubbo City Council
John Morris	NATRoads
Ray Graham	Forbes Shire Council
Peter Dearden	RMS Western Region
Bruce Bates	RMS Western Region
Jacquie Anderson	RMS Western Region

Apologies:

Cr Conrad Bolton	Narrabri Shire Council
Cr Robyn Faber	Narrabri Shire Council
Katrina Dwyer	Parkes Shire Council
Cr Jenny Clarke	Narrandera Shire Council
Frank Dyson	Narrandera Shire Council
Cr Kevin Morris	Narrandera Shire Council
Cr Ruth McCrae	Jerilderie Shire Council
Cr David Tamlyn	Jerilderie Shire Council
Craig Moffitt	Jerilderie Shire Council
Cr Lyn Griffiths	Dubbo City Council
Lindsay Tanner	RMS South West
Susie Mackay	RMS Western Region
Graham Blight	NRMA
Ron Collins	NRMA
Cr Ron Penny	Forbes Shire Council
Cr Dennis Todd	Warrumbungle Shire Council
Cr Peter Shinton	Warrumbungle Shire Council
Kevin Tighe	Warrumbungle Shire Council
Richard Baxter	Gunnedah Shire Council
Cr Katrina Humphries	Moree Plains Shire Council
Cr Sue Price	Moree Plains Shire Council

Ian Dinham Moree Plains Shire Council
Rob Howse NatRoad

2. Confirmation of the minutes of the previous meeting held at Narrabri in the RFS Office on Tuesday 13 May 2014

Resolution

That the Minutes of the Newell Highway Task Force meeting held at Narrabri in the RFS office on Tuesday 13 May 2014 which were distributed to members of the Task Force be confirmed.

Moved: Cr Tony Lord Seconded: Jock Smith
All in favour
Carried

3. Matters Arising from Minutes

Nil

4. Business Arising

Nil

5. Correspondence

Inwards:

- Newell Highway Corridor Strategy – Natroad
- Newell Highway Corridor Strategy – Warrumbungle Shire Council
- Newell Highway Corridor Strategy – Parkes Shire Council
- Newell Highway Corridor Strategy – Bland Shire Council

Outwards:

- Emails from the Secretary to the Newell Highway Task Force committee members including:
 - National Farmers Federation Agricultural Infrastructure and Logistics Forum
 - Federal Government Budget
 - Draft Newell Highway Corridor Strategy media release
 - Newell Highway Corridor Strategy – Newell Highway Task Force Committee
 - Newell Highway Corridor Strategy – Natroad
 - Newell Highway Corridor Strategy – Warrumbungle Shire Council
 - Newell Highway Corridor Strategy – Newell Highway Promotions Committee
 - 1956 photo of the Newell Highway courtesy of Peter Bailey
 - NSW Government Rebuilding NSW
 - Driver Reviver Presentation
 - Newell Highway Task Force Narrabri media release
 - Road Freight Flows
 - Communicating the Imperative for Action A report to the Council of Australian Governments
 - Love & Culture on the Newell Highway



6. RMS Update

Peter Dearden provided the following Roads & Maritime Services update:



Roads and Maritime Services Newell Highway Projects 2014/15

Progress Report to the Newell Highway Task Force

12-Aug-14

Works and Behavioural Projects

Maintenance program	Comments
Pilliga Widening	Under construction
Castlereagh Highway junction rehabilitation	Under construction
Reconstruction north of Marsden	Not yet commenced
Reconstruction and flood improvements north of Gilgandra	Not yet commenced
Heavy Duty Pavement Trial north of Narrabri	Not yet commenced
Reconstruction north of Tomingley	Not yet commenced
Reconstruction near Gurley	Not yet commenced
Total	
Overtaking lanes	Comments
Weddin/Forbes boundary overtaking lanes - 2	Continuing
Overtaking Lane North of Parkes	Not yet commenced
2 x Overtaking Lanes – Weddin/Forbes	Not yet commenced
2 x Overtaking Lanes – Gowang Creek	Not yet commenced
Final seals on completed works	Not yet commenced

Roads and Maritime Services' Newell Highway Projects 2013/14
Progress Report to the Newell Highway Task Force
13 May 2014

Total		
Electoral commitments		Comments
State Government	Troy Junction/Boothenba Road, Dubbo	\$3M capped contribution to Dubbo City Council
	Stage 2 Moree Bypass	Tenders invited and closed December 2013
Federal Government	Stage 2 Moree Bypass	Tenders invited and closed December 2013
Total		
Safety works		Comments
Pilliga in conjunction with maintenance program		Under construction *
Total		
Cycleways		Comments
Active transport program (to be advised)		
Total		
Development works		Comments
Parkes, Western ring-road		Concept stage
Total		
Behavioural Projects		Comments
Behavioural program (to be advised)		
Total		
Grand Total		

Land Use Planning and Development Assessment

Local Government Area	Development	Comment
Berrigan	Proposed intermodal transport hub	Pre DA
Narrandera	Gillenbah Service Centre redevelopment	Upgrade of access works completed.
Narrandera	Redevelopment of Service Centre	Pre DA
Forbes	Bunnings & Spotlight	Works completed. Stores opened 2014
Parkes	Masters	Highway frontage. No direct highway access. Consent issued. Works have not commenced
Parkes	Hospital	Highway frontage. Access via Southern Ring Road intersection, under constructed. Works to commence on hospital in 14/15.

Roads and Maritime Services' Newell Highway Projects 2013/14
Progress Report to the Newell Highway Task Force
13 May 2014

Parkes	Planning Proposal	Rezone land south of Industrial Estate to Welcome rail crossing from rural to industrial. New access to Newell Highway proposed. Under assessment.
Narromine	Tomingley Gold Mine	Grade separated private haul road, underpass. Works completed.
Dubbo	Dubbo Zirconia Project	Under assessment.
Narrabri	Santos Coal Seam Gas Pilot Programmes	Intersection upgrade of Old Mill Road and Newell Highway completed.
Narrabri	Extensions to Auscott Cotton Gin and industrial subdivision	Access Intersection improvements. Works have not commenced
Moree	Ski Lakes	Under assessment
Moree	Moree Gateway Business Park	Minor realignment, intersection improvements (Blueberry Rd/Newell Highway) and two new intersections. Consent issued. Works underway.

Roads and Maritime Services' Newell Highway Projects 2013/14
Progress Report to the Newell Highway Task Force
13 May 2014

- The Draft Newell Highway Corridor Strategy submission period has closed.
- The State budget allocated \$2.0m for the heavy vehicle route at Parkes and high tech traffic studies are being undertaken.
- Lines of business – Infrastructure Development and Steve Warrell is working at the Wagga Wagga RMS office and will cover both Southern and Western regions.
- The wide centre line treatment is expected to be applied on new works following analysis of a motor vehicle incident on the F6.
- South Australia are introducing wide centreline treatment on the Dukes Highway:



Wide Centreline Treatment Strategy

For the period 2006-2010, 90% of fatalities, excluding pedestrian and cyclist related, were the result of vehicles crossing onto the wrong side of the road and running off the road or hitting an oncoming vehicle. To reduce the risk of this type of crash, the Department of Planning, Transport and Infrastructure (DPTI) is installing new centreline treatments along the full length of Highway between Taillem Bend and the South Australian/Victorian Border aimed at addressing fatigue and inattention related crashes. The strategy includes the introduction of a new style of centreline marking, initially at identified high cross centreline crash risk locations.

Key Project Dates and Stages

Stage 1 of the project consists of the installation of new wide centrelines, covering up to 39 kilometres of the Dukes Highway as indicated below:

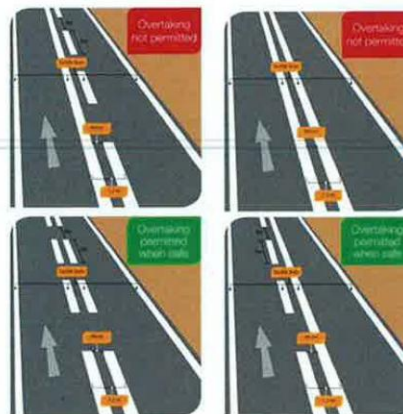
- Taillem Bend - Coomandook (21km)
- Coomandook - Bordertown (4.4km)
- Bordertown - SA/Vic border (13km)

Stage 1 works commenced in January 2012 and was completed late 2012.

Stage 2 of the project consists of the installation of up to an additional 52km of wide centrelines between Yumali & Culbarra and also Tintinara & Bordertown.

- Yumali - Culbarra (23km)
- Tintinara - Bordertown (29km)

Stage 2 works started in November 2012 and is expected to be completed by mid 2013.



What will the new wide centreline treatment look and feel like?

- There will be two parallel painted centrelines which will separate oncoming traffic by 1.2 metres.
- They will look wider than normal centrelines.
- The lines will have a raised audio tactile surface which generates a vibration and rumbling sound.

What are the benefits of the treatment?

- The audio tactile lines will alert drivers if they are drifting towards the wrong side of the road.
- The 1.2 metre separation between lanes will allow drivers time to correct and return to their lane before entering the path of oncoming traffic.
- If drivers fail to correct their direction of travel when crossing the first line, the second centreline will provide a further warning that they have left their lane.

Will overtaking be permitted?

- The road rules for overtaking do not change with the introduction of the wider centrelines.
- The wider centrelines will include both continuous (no overtaking) and broken (overtaking permitted) lines

When will this happen?

- Stage 1 was completed at the end of 2012.
- Stage 2 started in November 2012 and is due for completion by mid 2013

Wide Centreline Treatment: example of how the wide centreline treatment will look where overtaking is permitted.



Source: RTA NSW Newell Highway Road Centreline Trial



All enquiries: 1300 626 097
Email: dpti.adelaidemelbournecorridor@sa.gov.au



Government of South Australia
Department of Planning,
Transport and Infrastructure

Footer content

Infrastructure Links

- Current SA Infrastructure Plan
- Discussion Paper
- Infrastructure Projects
- Rail Revitalisation
- Adelaide Riverbank Precinct
- Adelaide Oval
- The Parks Community Centre
- The New Royal Adelaide Hospital
- Cycling and Pedestrian Projects
- Regional Mining and Infrastructure Planning Project
- Stations Upgrade Program
- O-Bahn Upgrade Program
- Glenside Campus Redevelopment
- Health & Biomedical Research Precinct
- Road Projects
- South Road Superway
- Southern Expressway
- South Road Upgrade (Torrens Road to River Torrens)
- North-South Corridor
- Northern Connector
- South Road Planning Study
- Road Management Plans
- McLaren Vale Overpass
- Darlington Transport Study
- Adelaide - Melbourne Road Corridor
- Main North Road Realignment via Anama Lane
- Main North Road and Redbanks Road Roundabout
- Main North Road, Tiver Road and Gordon Road Intersection Upgrade
- Happy Valley Drive and Taylors Road Intersection Upgrade
- Gawler East Local Link Road
- The Britannia Intersection Upgrade
- Main South Road draft RMP
- North East Road and Sudholz Road Safety Improvements

- Public Transport Projects
- Rail Revitalisation
- Goodwood Junction
- Seaford Rail Extension
- Gawler Rail Revitalisation

http://www.infrastructure.sa.gov.au/content/adelaide_to_melbourne_road_corridor/du... 13/08/2014

7. Newell Highway Promotions Committee Update

The Newell Highway Promotions Committee is currently working on a new brochure.

The Drive Visitor Economy is extremely important to the LGA's and regional towns and cities on the Newell Highway Corridor and the following figures are from Destination NSW LGA Profiles that indicates the four year annual average overnight spend:

LGA	Four Year Annual Average Overnight Visitor Spend
Berrigan	\$45 million
Narrandera	\$17 million
Bland	\$18 million
Weddin	\$5 million
Forbes	\$24 million
Parkes	\$41 million
Narromine	\$7 million
Dubbo	\$135 million
Gilgandra	\$11 million
Warrumbungle	\$38 million
Narrabri	\$31 million
Moree Plains	\$48 million

Destination NSW Travel to Regional NSW, indicates that 88% of the visitors that travel to regional NSW do so by private or company motor vehicles (Drive Visitor Economy), followed by air transport (6.3%) and 'railway' (2.4%).

8. General Business

- The Chair thanked Peter Dearden for his commitment, leadership and contribution to the Newell Highway Task Force and wished him all the best in his retirement.
- The Transport Industry also thanked Peter for his commitment, leadership and contribution to the Newell Highway Task Force and wished him all the best in his retirement.
- The Newell Highway Task Force Committee also congratulated Ken Keith for his Order of Australia (OAM).
- GrainCorp are in the process of rolling out their Project Regeneration that will see a number of grain silos being closed. This will see more trucks on the roads and will also put more pressure on the National, State and Local feeder road networks. Intersection treatments for both acceleration and deceleration may need to be carried out. This may also lead to more B-Doubles and Road Trains accessing GrainCorps primary sites and LGA's should monitor the affects that this may have on their road networks.



GrainCorp

Project Regeneration



Creating a more efficient and reliable network for all customers

In 2014, GrainCorp begins a \$200 million transformation of its storage and logistics network. Representing the single largest capital investment in rail loading capability in the company's history, Project Regeneration will deliver a more efficient and reliable network for all customers, unlocking lower transport rates and higher grain prices for growers across the network.

Project Regeneration is focused on investment and transformation in four key areas:

1. Re-shaping the country network
2. Localised cluster operations
3. End-to-end export logistics
4. Rail loading improvements

1. Re-shaping the country network

We are re-shaping our network to around 180 sites to simplify our operations and reduce operating costs. This consolidation will allow us to concentrate our investment at sites where it will have the broadest benefit. It will reduce complexity, operating costs and enable greater focus on local operations and service.

90%

The core 180 sites already receive **90% of all delivered grain**



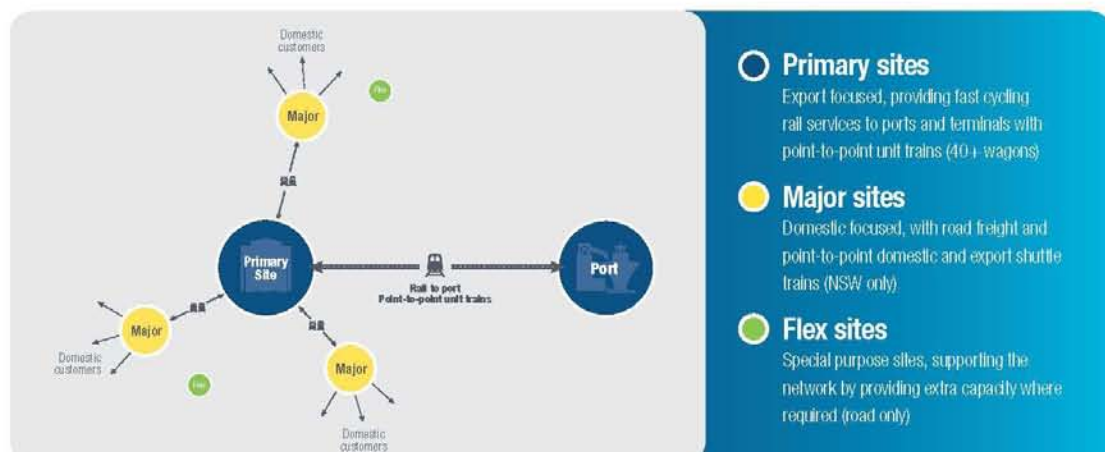
Labour and mobile equipment concentrated to areas of peak demand

20 million tonnes
storage capacity

remains double our average intake – meaning plenty of room for your grain, including 8 million tonnes of permanent silo and shed storage

2. Localised cluster operations

Around 180 sites will be grouped into 34 geographical clusters, reducing management duplication and giving greater local autonomy. Export and domestic grain can be purchased from all sites but will be executed from the most suitable site.



3. End-to-end export logistics

GrainCorp will offer bundled transport and handling of export grain under a simplified operating model known as ExportDirect. ExportDirect further simplifies the export logistics task by allowing GrainCorp to move grain from the most cost-effective site. Importantly this model:

- a) Maximises the volume of export rail from upgraded primary sites
- b) Allows the benefit of investment in Primary sites to be transmitted across all sites by allowing GrainCorp to offer competitive transport rates across the network.



4. Rail loading improvements

GrainCorp is committing \$200 million to upgrade rail loading capacity to handle faster cycling point-to-point trains from our 68 Primary sites, including 3 new built-for-purpose sites. These improvements will:

- re-position grain with tripling of loading rates
- accommodate a unit train at a site
- reduce transport costs and improve reliability for customers.

In order to unlock the full potential uplift from our investment, government investment in government owned sidings and rail track will also be necessary.



Tripling rail loading rates to over 500 tonnes per hour
Installation or upgrade of single load points with over-rail garner bins, high speed elevators with pre-positioning bins with fumigation and blending capabilities



Unlocking substantial freight savings for growers and grain buyers alike
Delivered through faster and more reliable train cycle times



Potential to return up to 1 million tonnes to rail
Removing up to 25,000 heavy vehicle movements each year, improving road safety and reducing road maintenance, emissions and heavy vehicle noise

Your questions answered

When will changes take effect?

Network and operating model changes will largely be in place for the 2014 winter harvest, while capital works associated with rail loading improvements will take place over the next 3 years, subject to planning approvals and government co-investment in government owned rail sidings.

Why rail?

Modernised rail capability and simplified rail operations will deliver a faster, more efficient and reliable service for export grain. A consolidated and restructured site cluster model will allow for improved resource management. The streamlined rail operating model will support point-to-point trains and improve the cost effectiveness and capacity for export grain.

How many sites will be closed?

We are moving to a core of around 180 sites. The network has varied in size over the years, depending on the crop size. Last harvest we operated 252 sites. In other years it has been more or less depending on the circumstances in that year. Focusing on the core 180 sites that already receive 90% of all grain allows us to concentrate investment in those parts of the network that really need it.

Will I have to travel further to deliver grain?

We expect any impact from an individual site closure will be offset by higher prices bid for growers' grain as a result of a more efficient and reliable network following investment. In the final consolidated network, the average distance between our sites will be 30 kilometres.

Will there be job losses?

It is anticipated that there will be a reduction of around 80 full time roles across the network of both support and operating staff. We will seek to redeploy affected people within GrainCorp and provide assistance in finding new employment, along with full entitlements when this is not possible.

Will fewer sites increase turnaround times at sites?

One of the benefits of a consolidated network is allowing equipment resources and labour to be focused to areas of peak demand, when it is most needed. Waiting times under a consolidated network should generally be shorter compared to when resources are spread thinly across a less efficient network.

What will GrainCorp do with closed sites?

GrainCorp is considering its options and may also engage with growers and other interested parties, subject to conditions, to lease or buy closed sites.

Visit graincorp.com.au/regeneration

Find further details about Project Regeneration including site locations on our website.





9. Review of the Newell Highway Task Force Strategy

The Chair welcomed Bruce Bates to facilitate the review of the Newell Highway Task Force Strategy.

Changes that have occurred since the formation of the Task Force:

- 110 km/hr speed limit
- Overtaking lanes
- Moree Bypass
- Development of West Wyalong and Parkes Bypasses
- Rest Areas – new and upgraded
- Release of Draft Corridor Strategy
- \$30m Safety Program:
 - Intersection improvements
 - Intersection improvements
 - Clear Zones
 - Wide centre line trial

Developing the vision

- What are the key issues, constraints and drivers for change across the Newell Highway within the next 5,10 and 20 years?
- Paint a picture of the Newell in 2034

The Task Force then workshopped the following draft vision for the Newell Highway:

Vision for the Newell Highway

1. Boosting economic productivity by introducing modern higher productive vehicles (B triples and AB Triples) and phasing out older vehicles (Double Road Trains).

Reasons:

- Near doubling of freight tonnage;
- Better safety;
- Grain – rationalisation of receival points.

2. Safe road for all road users that encourages tourists, visitors and freight between Victoria and Queensland.

3. Intermodal linkages and bottleneck removal.

4. Vision for tourism and the visitor economy

- Tourism friendly road of choice – ‘Newell Highway Touring Route R66’
- Signage for novice travellers (white on brown)
- Techno friendly – Mobile Phone and WiFi connectivity for the entire length of the Newell Highway

Risks

- Conflict between road users – heavy vehicles vs. tourists
- How do we manage this conflict – exacerbated by volume increase
- How do we limit conflict interaction
- Simple, uncomplicated travel experience – don’t get lost

5. Consistency of travel experience between Melbourne and Brisbane (see it as a continuous flow)

6. Environment

1. HPV access across the Newell Highway

- Compliant intersections
- Longer acceleration and deceleration lanes
- Major town by-passes (Parkes, Forbes, Coonabarabran, Dubbo, Moree, Narrabri?, Boggabilla, West Wyalong, Narrandera, Jerilderie, Grong Grong)
- Overtaking lanes – length and number – on flat as well as rise:
 - Check strategy for relevance and additional opportunities and customer perception
- Wide Centre line
 - Perception of safety
 - Develop an implementation strategy
- Shoulder width
- Rest areas
- Ask feedback from the Road Freight Industry re Newell Highway Strategy
- Develop B-Quad breakdown area at Dubbo and other major centres
- Develop last mile plans for towns e.g. Forbes etc

2. Safety on the Newell Highway

Safe road for all road users

- Maintain clear zones – wildlife – 10m curves, 6m straight
- Confirm and clarify speed limiting vehicles

- Wide Centre line
 - Perception of safety
 - Develop an implementation strategy
- Overtaking lanes – length and number – on flat as well as rise:
 - Check strategy for relevance and additional opportunities and customer perception
- Rest stops – enough, attractiveness, vehicle mix, upgrade access, intelligent rest stops, mobile coverage
- Rail crossing – delimitation – Inland Rail may pay
- Signage – know where Rest Areas and Overtaking Lanes are, kilometrage, distance to attractions and service centres
- Managing access
- Clarify age related and experience related competency of RVs
- More point to point technology and checking stations
- Enforcement particularly light vehicles

3. Intermodal linkages

- Changes in grain handling e.g. rationalisation of receival sites
 - Containers – farm to port – trend
 - On farm storage
- Land use planning for breakdown, consolidation and modal exchanges in each major town e.g. Parkes
 - Leverage with Inland Rail – cost sharing
- Inland Rail want double-stacked containers – ensure grade separation can cater

4. Tourism (Visitor Economy)

- Newell Highway touring route – visitor experience – promotion
- Signage – white on brown signs, advance warning signs, distance consistency
- Family friendly – recreational parks. Animal friendly accommodation etc
- Techno friendly – Mobile Phone and WiFi connectivity for the entire length of the Newell Highway, tourist information
- Compatibility of vehicle mix
- Rest Areas – RV friendly, WiFi, Toilets (Texas travel information www.txdot.gov/driver.html)
- Overtaking lanes
- Cross border issues – promotions and consistency
- Business travellers – timeliness, safety, refreshments and availability of fuel

5. Consistency

- National Regulations across the Newell
 - Consistent laws for licencing
 - Load limits
- Signage
- Experience
 - Speed e.g. 110 vs. 100
 - Roughness, shoulder widths, centrelines, clearzones, rest areas
- Naming of Route (need more than A39)

Bruce will continue to work on the Vision which will be sent out to Task Force Committee Members and organisations for input and comments.

10. Next meeting, date and venue

Tuesday 11 November 2014 in Narrandera

Meeting Closed 1:55pm

RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS

MINUTES OF THE BOARD MEETING HELD

Tuesday 24 June 2014

Held at Wagga Wagga City Council Chambers, Morrow Street, Wagga Wagga. Meeting opened at 10.00am.

PRESENT

Cr John Seymour	Coolamon Shire Council	
Tony Donoghue	Coolamon Shire Council	Alternative Delegate
Cr Paul Braybrooks OAM	Cootamundra Shire Council - CHAIRMAN	
Ken Trethewey	Cootamundra Shire Council	
Cr Trina Thomson	Tumut Shire Council	
Steve Pinnuck	Greater Hume Shire Council	
Cr Heather Wilton	Greater Hume Shire Council	
Cr Lola Cummins	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Peter Yates	Lockhart Shire Council	
Rod Shaw	Lockhart Shire Council	
Cr Roger Schirmer	Lockhart Shire Council	Additional Delegate
Gary Lavelle	Temora Shire Council	
Cr Nigel Judd	Temora Shire Council	Alternative Delegate
Cr Ian Chaffey	Tumbarumba Shire Council	
Kay Whitehead	Tumbarumba Shire Council	
Phil Pinyon	Wagga Wagga City Council	
Cr Rod Kendall	Wagga Wagga City Council	
Andrew Grant	Goldenfields Water County Council	
Cr Peter Spiers	Goldenfields Water County Council	
Ray Smith	Bland Shire Council	
Cr Neil Pokoney	Bland Shire Council	
Phillip McMurray	Gundagai Shire Council	Alternative Delegate
Cr Abb McAlister	Gundagai Shire Council	
Graeme Haley	Riverina Water County Council	
Cr Garry Hiscock	Riverina Water County Council	
Julie Briggs	REROC	
Tracey Cornell	REROC	

APOLOGIES

Apologies for non-attendance were received from Terrey Kiss, Cr Rick Firman, Bob Stewart, Cr Fred Longmire, Chris Gillard, Jason Collins, Lani Houston

Moved Cr H Wilton, seconded Cr J Seymour that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved Cr R Kendall, seconded Cr H Wilton that the minutes of the meeting held on 29 April 2014 be confirmed.

CARRIED

BUSINESS ARISING

Nil.

CORRESPONDENCE

The Correspondence report was tabled.

NSW EPA – letter inviting REROC to submit an EoI for the Contaminated Land Management Regional Capacity Building Support Program. J Briggs advised that an EoI was lodged jointly with RAMROC and if successful, the position will be hosted by Albury City Council.

NSW EPA – advising that REROC has been successful with its grant application for the Business Advisory Services Grants Program Round One.

Terrey Kiss, Coolamon Shire Council – advising that he has resigned from Coolamon Shire Council and therefore as Treasurer of REROC. He advised that Tony Donoghue has been appointed as the new General Manager and that Council is willing to continue in its role as REROC Banker/Treasurer.

Moved S Pinnuck, seconded Cr L Cummins that Tony Donoghue be appointed as the new Treasurer of REROC.

CARRIED

Coolamon Shire Council – advising that Council has written to the Department of Planning raising concerns about the SEPP (Exempt & Complying Development Codes) 2008. T Donoghue spoke to the letter.

Moved Cr T Thomson, seconded Cr P Yates that REROC write to the Minister and draw attention to the unintended consequences of the legislation

CARRIED

Hon Adrian Piccoli MP – in response to REROC's letter regarding funding for pre-schools. The Minister advised that the specific eligibility criteria for viability funding is being developed and will be made available during the transition period. The Government will consult on the viability funding program and the kinds of issues we have raised will be considered in the process. A copy of the letter was distributed to members.

Coolamon Shire Council – raising concerns about the Riverina Rural Fire Service, requesting support from REROC members to raise issues surrounding the administration, management and accountability of the RFS at the LGNSW Annual Conference.

It was agreed that Coolamon Shire Council would draft a motion and circulate by email to member councils. If the majority of members agree with the motion then Coolamon Shire Council will distribute to other NSW councils for support.

Moved Cr I Chaffey seconded Cr H Wilton that the Correspondence be accepted.

CARRIED

EXECUTIVE OFFICER'S REPORT

J Briggs spoke to the written report.

Joint Organisations Model Trial – J Briggs advised that the Terms of Reference have been distributed to all member councils and that Melissa Gibbs from ACELG will be the facilitator for the project as well as the written report. The Executive will hold a Workshop with Melissa Gibbs on 7 July in Wagga Wagga.

Benchmarking Project for Councils – the OLG Steering Committee is currently looking at a number of suggested benchmarks developed for the project.

Regional Aviation Inquiry – J Briggs attended the Hearing that was held in Wagga Wagga by the Upper House Committee on Regional Aviation.

Riverina Regional Action Plan – A meeting held on 15 May was held to discuss the formulation of the Action Plan. The three priorities identified for the REROC region are:

1. Improve economic development and employment outcomes for the regions
2. Infrastructure and Integrated Transport Opportunities
3. Integrated service delivery to enhance better health outcomes and improve community wellbeing

A meeting will be held on 9 July in Wagga Wagga to work on these priorities.

REROC Newsletter – we have Kylie Dunstan, a former journalist working with us on a newsletter which we hope to distribute monthly.

Street lighting changes – as per the resolution from the last meeting, J Briggs forwarded the letter prepared by Graham Mawer to the AER about the street lighting changes proposed by Essential Energy. J Briggs advised that she was contacted by Graham yesterday and that Essential Energy has proposed to the AER an increase of 64%. J Briggs to contact Graham Mawer and ask him to prepare a response to the AER for use by member councils.

It was agreed that the following action to be taken:

1. REROC will write to AER and object to the proposed increase;
2. Cr P Braybrooks raise this issue with the LGNSW Executive and seek their support to oppose the increase;
3. REROC mount a media campaign to alert the community to the extent of the increase;
4. We approach Graham Mawer to request that he prepare a formal response to the proposal for submission to the AER.

Eastern Riverina Arts – the AGM was held on 13 May. The Dream Big Conference is on August 22 in Narrandera and this year's theme is Cultural Engagement. New exhibition space has been launched at the new premises at 98 Fitzmaurice Street.

Riverina First – a new round of grants have been announced to nine organisations.

Moved Cr J Seymour, seconded Cr L Cummins that the Executive Officer report be accepted.

CARRIED

RESOURCE SHARING REPORT

J Briggs spoke to the written report.

Retail Electricity – J Briggs advised that the LGP tender has been delayed because they decided to increase the number of participants. Most councils went with LGP however Wagga Wagga, Riverina Water and Goldenfields Water went out with their own tender.

Build a Bridge – will be held from Monday 11 to Wednesday 13 August with student applications closing on 27 June. As usual, Engineers will be asked to volunteer time to mentor the students.

Bitumen Emulsion – the tender is currently being prepared with Coolamon Shire Council receiving the tenders.

Riverina Spatial Information Group – Mapped Out will be held on Wednesday 22 October at CSU in Wagga Wagga.

InSync – J Briggs has been contacted by InSync who run council staff surveys to see if we were interested in undertaking a group activity to survey member council staff. S Pinnuck has advised that they have previously used Local Government Management Solutions. Member Councils to let J Briggs know if they are interested in a group project.

Moved T. Donoghue seconded Cr L Cummins that the Resource Sharing report be accepted.

CARRIED

THEME GROUP REPORTS

Infrastructure Theme Group – the final Transport Plan was distributed to all member councils. J Briggs advised that a link for the interactive map is available on the REROC website. J Briggs asked all councils to have a final look at the Plan and advise of any errors as the Plan will now be sent to all the relevant Members of State and Federal Parliament and other interested organisations.

Workforce Development Group – S Pinnuck advised that group is working on two projects. The first is trialling the Work Inspirations' project at Greater Hume Shire Council with Year 9 students for a one day session followed by work experience in year 10 and then a possible

school based Traineeship. A workshop on best induction practices for staff and contractors will also be held towards the end of October.

Resource Sharing Group – joint tender for purchase of concrete pipes is currently being investigated.

**P Pinyon left the meeting*

GUEST SPEAKER

Grant Marsden, Manager, South West Area, Crown Lands addressed the meeting.

FINANCE REPORT

The Finance Report was tabled.

Moved C R Kendall, seconded Cr J Seymour that the Finance report be accepted.

CARRIED

The Budget for 2014/15 was tabled.

Cr Kendall raised concerns that REROC had a deficit budget. It was noted that REROC had lost Corowa Shire's membership fee and that additional provisions had been made for the implementation of the Action Plan and the Joint Organisations model and that this accounted for most of the loss. REROC holds sufficient reserves to cover the loss.

Moved S Pinnuck, seconded Cr I Chaffey that the Budget be accepted.

CARRIED

WASTE FORUM REPORT

T Cornell spoke to the written report.

Waste Levy – the Consultation on the Extension of the Waste Levy was held on Wednesday 14 May in Wagga Wagga. Submissions for the proposed extension of the Waste Levy close on Friday 11 July. A copy of the REROC response was distributed to member councils. REROC's response supports the option that no levy be imposed however if a levy is imposed we have recommended that 100% of the levy be returned to the REROC region to be expended on local and regional waste management and resource recovery projects. We are proposing an 80:20 split with 80% of funds being returned to councils and 20% retained a regional level for regional initiatives.

New Regional Waste Strategy – we are finalising the report which is due to the EPA by 30 June.

EPA funding – we were advised we were successful in receiving \$156,100 for the Business Advisory Services Grant to assist businesses with their recycling and waste management. We are unable to publicly announce the grant until the Minister makes the announcement. We

are looking at employing a consultant to help us prepare an application for the Community Recycling Centre funding as we are unable to put in one regional application. The Landfill Consolidation/Closure grants for council are due to open in July. As these are contestable grants, REROC will not be involved in applying for this funding.

Wood Smoke Reduction Program Funding – this project is progressing well.

Safe Sharps – we currently have an update with the Apple Store and we have had a paper accepted for the WA Waste Conference to be held in Perth in September.

No Time to Waste Conference – the 5th No Time to Waste, Rural & Regional Waste Management Conference was held on 4 June and was once again very successful. We had 97 registrations with 93 attending on the day.

E-Waste – to date we have collected over 72,000 kgs. Our TV advertising will commence again on 1 July as the new quota starts.

Moved Cr Wilton, seconded Cr Speirs that the Waste Forum report be accepted.

CARRIED

YOUTH & COMMUNITY DEVELOPMENT NETWORK

T Cornell spoke to the written report.

Take Charge Regional Leadership Forum & Dinner– the Leadership Forum and Dinner will be held on Friday 29 August and all the planning is underway. The cost of the Dinner for this year will be \$55.00 per head and Councils will again be able to bring a table of up to 10 people. As this was a very successful strategy from last year, we will once again ask that the Mayors send a personal invitation to each of the schools to attend. We will be forwarding the letter to each council.

Take Charge & Volunteer Program – the website is now live and can be found at www.takecharge.org.au We are currently working with organisations to upload information before we promote the program to young people. An information sheet for councils on how the website works will be distributed to members shortly.

Moved Cr P Yates, seconded Cr A McAlister that the Youth & Community Development report be accepted.

CARRIED

GENERAL BUSINESS

National General Assembly – Cr T Thomson advised that she had attended the Assembly. She expressed disappointment with the lack of response from the LGNSW in regards to the Commission of Audit report; it needed a much stronger voice.

Cr Thomson further advised that concerns were raised about the future of R2R funding following the Williams' win in the Chaplaincy case.

Executive Certificate – Cr T Thomson expressed thanks to Steve Pinnuck, the other General Managers and REROC for bringing the course to Wagga Wagga to enable councillors to attend.

LGNSW Conference – S Pinnuck noted that as LGNSW had removed the divisional structure there appeared to be no clear avenue for bringing motions forward to the Conference. He suggested that perhaps a further meeting of REROC could be held prior to the closure of motions on 1 August in order to formulate the motions that the region wanted to take forward.

Cr N Pokoney suggested that the Executive recommend topics that require a motion and send to member councils for comment. Topics that have been discussed today and should be included are the proposed extension of the Waste Levy, street lighting price increase and the Rural Fire Service increases.

LG Week – Cr T Thomson encouraged councils to heavily promote Local Government during LG week. Cr N Pokoney suggested that LG week was a good time to promote School Based Traineeships to high school students.

TAFE Services – Cr Neil Pokoney expressed that he was still concerned about the lack of TAFE services and the reduction in the delivery of courses locally.

Barrick Gold – Cr Neil Pokoney advised that Barrick Gold have been waiting for one year for the approval of a modification to the operation of the mine, which will allow it to extend its operation for another 5 years. Their current approval for operation is about to end and without the next one in place the company will be forced to wind down operations in order to comply with their current consent conditions. Bland understands that the Department of Planning has made its final recommendation which is sitting with the Minister awaiting her sign-off. Cr Pokoney advised that Barrick provides 20% rates income and benefits the region to approx. \$36 million per year.

Moved Cr I Chaffey, seconded J Davis that REROC write to local members asking that these kinds of requests be prioritised when they come from rural and regional areas due to their economic impact and suggest the introduction of policy by the State that once the Department has dealt with them that the Minister deals with them as a priority issue.

CARRIED

Cr P Braybrooks asked the minutes formally recognise the work that Terrey Kiss has undertaken for REROC during his time as General Manager of Coolamon Shire Council.

Cr P Braybrooks also acknowledged the resignation of Corowa Shire Council and wished them a healthy relationship with RAMROC.

J Briggs also asked that REROC acknowledge the work that Coolamon Shire Council, Tony Donoghue and Daniel Smith have put into the development of the Regional Transport Plan.

Moved Cr P Yates, seconded Cr H Wilton that a motion of thanks go to Coolamon Shire Council for their work on the Regional Transport Plan.

CARRIED

NEXT MEETING

The next meeting will be held on **Tuesday 26 August 2014 at Wagga Wagga City Council Chambers, 9.30am for a 10.00am start**

CLOSURE

Meeting closed at 1.20pm.

MINUTES OF A MEETING OF DIRECTORS OF RIVERINA REGIONAL TOURISM INC.

Held at Wagga Wagga City Council

243 Baylis St, Wagga Wagga

On Tuesday, 12 August 2014 at 10.30am



PRESENT: Greg Lawrence (Chair)
Neil Druce
Ben Foley
Ross McDonnell
Ruth McRae
Naomi Stuart
Frank White

IN ATTENDANCE: Sonia Casanova (Project Officer)
Jacqui Herrmann (Marketing Project Officer)

APOLOGY: John Harvie (Deputy Chair)
Kate O'Callaghan
Jeff Stien

ITEM 1 – Opening and welcome

The Chair noted that a quorum was present and opened the meeting at 10.32am. The Chair welcomed the Mayor of Wagga Wagga, Cr Rod Kendall to the meeting.

The Mayor of Wagga Wagga welcomed RRT Directors to Wagga Wagga and reiterated the Council's support of RRT programs. Cr Kendall also confirmed that he had just signed up as a Riverina Localist to show his support. Cr Kendall said that tourism is sometimes underestimated but tourism is very important to communities in our region because of its economic benefits, and it is definitely a strength of Wagga Wagga's economy. Cr Kendall said it was important to look at the region holistically as we all benefit from each other's events and attractions.

Cr Kendall left the meeting.

The Board noted the apologies as outlined above. Director White declared a potential conflict of interest in relation to agenda items 12.1 and 12.2 as Tilma Group is contracted to Big 4 Holiday Park Deniliquin to provide professional marketing services.

ITEM 2 – Minutes of Board Meeting held on 11 June 2014

The Chair noted that the Minutes of the Board Meeting held in Griffith on 11 June 2014 were distributed to Directors by email in June and the Board resolved by circular resolution to accept the Minutes at that time.

The Actions Arising from the previous meeting were taken as read. In response to a query from Director Stuart, the Project Officer confirmed that membership invoices had been sent to LGA members in late June.

ITEM 3 – Update on Riverina Agritourism Development Program

ITEM 3.1 – Review of KPIs

The KPI traffic light report was included in the Board papers and taken as read. The Project Officer highlighted concerns with meeting KPI 1a relating to overnight stays as a result of the Wotif campaign as the KPI is set at double the results from last year's campaign.

The Board discussed this KPI at length and asked the Project Officer to contact Destination NSW to ascertain if other measurements would be accepted. Director White raised concerns about leakage, where consumers find information on sites such as Wotif but then book directly with the operator. The Board agreed that the Project Officer should contact DNSW to determine if results from operators participating in the Wotif campaign would also be accepted. The Project Officer should also brief the Product Development Project Officer to ensure that the 20 operators who sign up to the Wotif campaign agree to keep accurate records of bookings and share these with RRT.

ITEM 3.2 – Industry buy-in / sponsorship update

The Project Officer and Marketing Project Officer updated the board on industry buy-in progress, following the information provided in the board papers. Director Lawrence suggested that the Riverina Winemakers Association could be approached to participate.

ITEM 3.3 – Marketing plan activities

Insiders Guide

The winter edition of the Insider's Guide to the Riverina has been completed and converted to digital format to enable easy sharing online. Sauce Communications did the copywriting for the publication and also assisted with public relations activities to gain publicity for the publication. There was interest from newspapers in Coleambally and Narrandera for operators in their towns. There may be further exposure through the Daily Advertiser and the Sydney Morning Herald yet to come.

The Marketing Project Officer is planning for future editions of the Insiders Guide in advance and ensuring that the photographer will visit operators due to be featured in the future.

Riverina Localist program

The Riverina Localist program is now live via the RRT website and is in the pre-launch phase. The online sign-up is functional and easy to use. Operator sign-up with new offers has been spasmodic, but there are already about 20 live offers. The website will continue to be tweaked as we receive feedback. About 100 locals have already signed up as Riverina Localists.

Director Foley suggested that the official launch of Riverina Localist could occur next Tuesday at the product development forum. However, it was agreed that the timing is too tight and we need to ensure we have our celebrity Localists signed up before launching publicly.

Seasonal Postcard campaign

The Marketing Project Officer confirmed that plans are underway for the spring edition of the seasonal postcard. It is hoped that Fonterra, promoting their Riverina Fresh dairy brand, will sponsor the next postcard. A decision needs to be made by 02 September to ensure the postcard is produced and delivered in time for the next round of Council rates notices.

As suggested at the last Board meeting, we will aim to include a postage paid element to the postcard so that we can accurately track the number of postcards that are sent. Also, the e-postcard version will also be available. The Project Officer is to look in to options for postage paid.

The Marketing Project Officer also confirmed that we would investigate distributing the postcard to renters through real estate agents.

Digital assets

The number of unique visitors visiting the RRT website is tracking well and we still anticipate that this KPI will be achieved. In addition, we continue to work on increasing engagement through our social

media. RRT's Facebook target has already been hit and Taste Riverina's Facebook KPI is close to being achieved.

Photographer

The photographer is in region this week travelling through the eastern part of the region. We expect great photos from his visit and there has been much more support locally this time because of the additional notice provided to tourism managers and VICs. They have been very helpful in arranging the photographer's itinerary. He is currently taking winter photographs for next year's seasonal campaign.

Wotif campaign

Discussed as part of agenda item 3.1.

ITEM 3.4 – Product Development Project

Linda Tillman has made good progress with the product development project. The agritourism product audit has been completed and has been sent to LGA members for comment. Payment has been made to Tilma Group for this section of the project.

Part two of the project is yet to commence, which is to sign up 20 operators to participate in the Wotif campaign. However, this will start very soon as details of the Wotif campaign are now confirmed.

The product development working group, consisting of Directors Harvie, Druce and Foley and the Project Manager, had a successful brainstorming session in Coolamon to progress parts three and four of the project. This included ideas for new bundled products and experiences. Linda will also contact LGA members for further ideas and suggestions.

Part four of the project is the development of new product for the Riverina. An excellent response has been received to expressions of interest from potential operators wanting to participate in the mentoring program. A good number of experience operators have also volunteered to act as mentors. We received 15-18 expressions of interest from operators with new product ideas in various stages of development. This will be shortlisted to about 6-8 operators who have product ideas that are ready to go to market within the next 6 months to ensure that we meet our KPI of 4 new products or experiences. A face-to-face session with mentors and the successful participants will be held at Food I Am in Wagga next week.

It was agreed that new products that will not form part of this year's KPI measurement should not be discarded as they are the future of product development for the region. These longer-term projects will still be supported through the mentor arrangement but with lesser urgency than the others.

Linda Tillman has also met with Graeme Sayer, Chief Executive Officer of the Murray-Hume Business Enterprise Centre. Graeme has indicated that the BEC would like to partner with RRT to assist with the product development project as it fits with their core purpose. The BEC has a team of business advisors across the region, based in Albury, Wagga Wagga, Griffith and Deniliquin, who can assist operators with new products through face-to-face meetings. It is envisaged the BEC advisors would complement the mentors.

The Board discussed the merits of a partnership with the BEC, and it was agreed that there were many synergies. Directors emphasised the need for the BEC to be focused on the same KPIs as RRT.

IT WAS RESOLVED that RRT will enter in to a Memorandum of Understanding with the Murray-Hume Business Enterprise Centre for the purpose of delivering RRT's product development project, and that the MOU should reference RRT's product development KPIs.

Moved: Director Druce Seconded: Director White

The draft MOU will be circulated to Directors for comment prior to signing.

ITEM 3.5 – Taste Riverina festival update

The Taste Riverina committee met last week and festival preparations are progressing well. The Taste Committee considered two applications for events to be held outside of RRT's boundaries. The Taste Committee requests that the RRT Board consider and endorse their recommendation that events outside RRT boundaries can be included in Taste Riverina and charged a participation fee of \$50. By way of background, events held within the boundaries of RRT are not charged a fee to participate.

The Board considered the recommendation and discussed it at length. There was a concern that the \$50 participation fee recommended was far too low for the value being provided from the Taste Riverina festival, including the website promotion, printed program and advertising. It was agreed that operators should pay according to the value of the festival, and the festival has a lot to offer.

The Board also felt that it was very important to protect the contributions made by our LGA members. If the boundaries of Taste were extended in to our local government areas, then our LGA members may be disadvantaged because the event would no longer be exclusive to RRT members.

It was acknowledged that the Taste Riverina committee has different priorities to the RRT board. They want the Taste festival to be as big as possible, whereas the RRT board also needs to consider the bigger picture of protecting the entitlements of members. RRT also needs to ensure that high standards are kept for the Taste festival. We want the festival to grow but in a way that showcases the best product our region has to offer. We cannot have a benchmark that is too low. The \$50 fee proposed was tokenistic and needs to be higher in future years.

This issue needs to be considered in greater detail for the long term, but a decision needs to be made today with regard to the two event applications received for this year's festival.

IT WAS RESOLVED that, given the short time frame, the two events outside of RRT's boundaries can participate in the 2014 Taste Riverina festival with no participation fee. This decision is valid for the 2014 festival only and creates no precedent for future years.

Moved: Director Stuart Seconded: Director McRae

It was agreed that the Marketing Project Officer send a letter to these two event organisers advising them of the Board's decision, specifically outlining that it is a decision for the 2014 festival only and that the Committee and the Board will review participation rules for future years.

The Marketing Project Officer also confirmed that over 120 events had been registered for the 2014 Taste Riverina festival. As part of the festival, the NSW Wine Awards will be held in Griffith in early October, the first time they have even been held outside of Sydney. A media famil will be held to coincide with the Awards with assistance from Destination NSW.

A launch event for Taste will be held at the Civic Theatre in Wagga Wagga on Sunday 28 September. Ticketing for the event will be handled through the theatre with a total of 135 tickets available. The event will be open to operators, sponsors and members, with the general public also able to attend if places are available. Each event organiser will be given two minutes to spruik their Taste event.

ITEM 4 – 2015/16 Membership Fees

Directors discussed options for 2015/16 membership fees presented in the Board papers. The Chair reiterated the need to take action on membership fees as making no changes is not an option for RRT's ongoing viability. The Board also needs to consider the need for RRT to be self-funding and self-sustaining at some point in the future so that we are not entirely reliant on funding from DNSW.

If significant fee increases were to proceed, Director Stuart confirmed that Wagga Wagga Council would require detailed information from RRT outlining the benefits to be realised from the additional fees and from RRT generally, and also require a presentation to their Policy Committee meeting with all Councillors in attendance.

It was agreed that RRT needs to do a better job of communicating RRT's achievements to our members, as they may not all be aware of exactly how much work RRT is undertaking on their behalf. This is particularly true for Councillors who may not see as much detail as others.

It was agreed that a letter be sent to all Councillors and General Managers in late October with a copy of RRT's annual report, as well as samples of the seasonal postcards and Insider's Guide.

It was also agreed that a letter be sent to member Councils in late November outlining proposed fees for the 2015/16 financial year to assist them with their budgeting. The letter should include the fact that there has been no increase in RRT contributions since 2012, so it will be the first increase in three years. The letter should also reiterate the results being achieved by RRT.

IT WAS RESOLVED that option 3 as presented in the Board papers be used to calculate LGA membership fees for 2015/16, and a letter be sent to member Councils in late November / early December so they can factor the fee in to their budget. RRT to conduct face-to-face meetings with member Councils as needed.

Moved: Director Druce Seconded: Director Foley

The Board also discussed the role of the Annual General Meeting as a way of communicating RRT's achievements with members. It was agreed that the AGM should be more of an event, rather than just a meeting, to entice members to attend. Food I Am was suggested as a possible venue for the AGM. Encouraging industry operators to attend is also a goal, and we could feature INTA winners at the AGM. A suggestion was also made to include a workshop in the morning (possibly facilitated by Dean Goddard at the NSW Business Chamber), followed by the AGM in the afternoon, to encourage more operators to attend. This may also be an opportunity to launch direct industry membership category if the Board agrees to proceed with that suggestion.

ITEM 5 – 2015 Quarantined Funding application

The Board discussed the 2015 quarantined funding application and the Chair indicated that the timeline was getting close for putting in the application. He stated that we must maintain the agritourism theme. Director Druce relayed comments from DNSW that RRT's focus has been better recently compared to previous year and that focus on agritourism should be maintained. In addition, RRT also needs to watch administration costs.

The "Come On Home" proposal prepared by Jennifer Connor from Lockhart Shire Council was discussed. A similar homecoming style campaign was a great success in Scotland and perhaps RRT could borrow from this campaign to create our own. It was also a good opportunity for buy-in from LGA members to fund the \$70,000 shortfall in LGA matched contributions for next calendar year. It is a good project also because it ties in to events across the region and is relevant for all LGAs both large and small.

The Board discussed the opportunity to use social media for this style of campaign, rather than traditional media, which is expensive in metro areas.

The "Come On Home" concept had good support from the Eastern DMO when it was raised at a meeting recently, and other member LGA would possibly follow with their support. The other benefit of the year-long campaign meant members could split their contributions over two financial years, making it more affordable.

The Board discussed the possibility of tying in the campaign to Wotif or Bookings.com campaigns to assist with DNSW KPIs. However, this should happen during the off-season when operators are not ordinarily busy. It was also agreed that "Come On Home" would tie in nicely with the Riverina Localist campaign.

It was agreed that the "Come On Home" campaign be considered for inclusion in the quarantined funding application.

Director Stuart highlighted concerns around the \$70,000 shortfall from LGA member contributions for the upcoming calendar year project, and asked the Project Officer to put together information around what could be achieved by RRT if Councils didn't contribute the extra \$70,000 through buy-in campaigns.

It was agreed that the Board would hold an additional meeting to discuss financials and deliverables for next year in September to address these questions.

ITEM 6 – Industry Membership

Given time constraints, this agenda item was deferred.

ITEM 7 – Constitution Changes

The Chair briefly outlined the need to make alterations to RRT's constitution to address some potential issues around voting eligibility for members. It was agreed that the Chair would handle this agenda item going forward and will discuss with former Chair, Ken Murphy, to better understand the reasons behind drafting of the existing constitution. In addition, Director Foley offered assistance with constitution changes through the NSW Business Chamber's legal department.

ITEM 8 – Finance Report

The Finance Report was taken as read.

ITEM 9 – Updates from DMOs

Given time constraints, this agenda item was deferred.

ITEM 10 – INTA

No RRT Directors indicated their interest in joining the INTA board. Therefore, the Project Officer will look to external candidates with suitable experience to represent RRT on the INTA board.

ITEM 11 – Contract with The Articulate Pear

RRT's first six-month contract with The Articulate Pear ended on 08 August 2014 and a continuation of the contract was sought.

IT WAS RESOLVED that RRT's contract with The Articulate Pear be continued for an additional six months provided that KPIs are reported to DNSW.

Moved: Director White Seconded: Director McDonnell

ITEM 12 – Correspondence

Given time constraints, this agenda item was deferred.

ITEM 13 – General Business

Given time constraints, this agenda item was deferred. However, Director White indicated that he would be resigning from the RRT board at the October 2014 AGM and so a replacement director would be required.

The Board also asked the Project Officer to discuss leftover funds with DNSW. If funds are leftover from the 2014 project because savings have been made, can these funds be carried over to 2015?

There being no further business, the meeting closed at 2.35pm.

Signed as a correct record.

Chair
Gregory Lawrence

Date

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 Election Of Mayor

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 duty

Author: Executive Assistant

Officer's Recommendation:

- i) That the Council note the report on the procedure for the election of Mayor.**
- ii) That the election of Mayor be held at this meeting.**
- iii) That in the event of a contested election that the Council determine whether voting is to be open voting, Ordinary Ballot or Preferential Ballot.**
- iv) That the General Manager be appointed Returning Officer for the purpose of this election.**
- v) That at the conclusion of the election any ballot papers be destroyed.**

Introduction

Councillors are required by the Local Government Act to elect annually one of their number to be the Mayor of the Council for the ensuing 12 months.

The purpose is to inform Councillors of the requirement to hold the election in accordance with the Local Government Act and Regulations.

290 When is an election of a mayor by the councillors to be held?

- (1) *The election of the mayor by the councillors is to be held:*
- (a) if it is the first election after an ordinary election of councillors—within 3 weeks after the ordinary election, or*
 - (b) if it is not that first election or an election to fill a casual vacancy—during the month of September, or*
 - (c) if it is the first election after the constitution of an area—within 14 days after the appointment of a provisional council or the first election of the council if a provisional council is not appointed, or*
 - (d) if the relevant council is a non-functioning council, or a council of which all civic offices have been declared vacant, and the election is the first to be held after the appointment or election of the councillors—within 14 days after the appointment or election of the councillors.*

- (2) *If the councillors fail to elect a mayor as required by this section, the Governor may appoint one of the councillors as the mayor.*

Note. *The filling of a casual vacancy in the office of a mayor elected by the councillors is dealt with in section 295.*

230 For what period is the mayor elected?

- (1) *A mayor elected by the councillors holds the office of mayor for 1 year, subject to this Act.*
- (2) *A mayor elected by the electors holds the office of mayor for 4 years, subject to this Act.*
- (3) *The office of mayor:*
- (a) *commences on the day the person elected to the office is declared to be so elected, and*
- (b) *becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.*
- (4) *A person elected to fill a casual vacancy in the office of mayor holds the office for the balance of the predecessor's term.*

231 Deputy mayor

- (1) *The councillors may elect a person from among their number to be the deputy mayor.*
- (2) *The person may be elected for the mayoral term or a shorter term.*
- (3) *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*
- (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*

Schedule 7 Election of mayor by councillors (Clause 394)

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) *A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) *The nomination is to be delivered or sent to the returning officer.*
- (4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

3 Election

- (1) *If only one councillor is nominated, that councillor is elected.*
- (2) *If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*

(3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*

(4) *In this clause:*

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

(1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*

(2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*

(3) *An informal ballot-paper must be rejected at the count.*

6 Count—2 candidates

(1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*

(2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

7 Count—3 or more candidates

(1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*

(2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*

(3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*

(4) *A further vote is to be taken of the 2 remaining candidates.*

(5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*

(6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

(1) *The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.*

(2) *The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.*

- (3) *An informal ballot-paper must be rejected at the count.*

10 Count

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*
- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.*
- (4) *In this clause, absolute majority, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

11 Tied candidates

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) *to be declared to the councillors at the council meeting at which the election is held by the returning officer, and*
- (b) *to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.*

Conclusion

Councillors are required by the Local Government Act to elect annually one of their number to be the Mayor of the Council for the ensuing 12 months.

Nomination forms for the election of Mayor have been provided. It would help the process if Councillors wishing to nominate a candidate for the office of Mayor completed the form prior to the meeting. However it is still open to Councillors, if they so wish, to nominate a candidate at the meeting provided the formalities concerning signature and written consent are observed.

Those completing the forms before the meeting should bring the completed forms with them to the meeting or hand them to the Returning Officer prior to the meeting.

9.2 Election Of Deputy Mayor

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 duty

Author: Executive Assistant

Officer's Recommendation:

- i) That the Deputy Mayor be elected at this meeting.**
- ii) That the Deputy Mayor be elected for the Mayoral term.**
- iii) That in the event of a contested election that the Council determine whether voting is to be open voting, Ordinary Ballot or Preferential Ballot.**
- iii) That the General Manager be appointed Returning Officer for the purpose of this election.**
- iv) That at the conclusion of the election any ballot papers be destroyed.**

Introduction

The Councillors may elect one of their number to be the Deputy Mayor. The person may be elected for the Mayoral or shorter term.

The Deputy Mayor's role is to exercise any function of the Mayor:-

- i) At the request of the Mayor; or
- ii) If the Mayor is prevented by illness, absence or otherwise from exercising the function; or
- iii) if there is a casual vacancy in the Office of Mayor.

If no Deputy Mayor is elected or if the Deputy Mayor is unable to Act, the Councillors may elect one of their number to act as Deputy Mayor.

This Council in the past has elected a Deputy Mayor.

The procedure for the election of the Deputy Mayor is the same as the procedure for the election of Mayor.

Separate forms to enable Councillors to nominate candidates for election as Deputy Mayor have been provided.

Conclusion

Councillors may elect annually one of their number to be the Deputy Mayor of the Council.

9.3 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 September 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 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 19/8: progressing, facilities to now include seperate male and female toilets
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. 5/8: finishing touches to be carried out to surrounds

COUNCIL RESOLUTIONS 18 MARCH 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
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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 19/8: notification from Govt that application will be processed, notices to be published
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COUNCIL RESOLUTIONS 20 MAY 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
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.	17/6: advised verbally, letter to be sent 2/9: Face to face discussions with Michael McCormack, Written responses submitted by RERO and LGNSW on behalf of members, NFAR
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. Reports to July Council

COUNCIL RESOLUTIONS 15 JULY 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
Proposed Sale of Vacant Land in Barmedman - 07072014	AGM	That Council agrees to the sale, by Public Tender, of Lot 14 DP 758055 Queen Street Barmedman, as the property has been determined to be superfluous to Council's needs.	30/7: progressing, information drafted for advertising in mid August 19/8: Tenders being advertised, close 5/9 9/9: report to September Council meeting
Domed Lights - West Wyalong Aerodrome - 18072014	DAES	That, due to advice by CASA, Bland Shire Council NOT pursue the replacement of the existing elevated lights at West Wyalong Aerodrome with in-ground domed lights be carried over until further information is obtained.	30/7: progressing
Strategic Property Purchase - 1 - 22072014	AGM	That Council accept the offer for the purchase of the subject property for the amount detailed in this report and the Mayor and General Manager be delegated authority to prepare and execute the necessary contract documents.	23/7: Property owner and solicitor advised 25/8: Deposit arranged and contract documents to be signed in early September upon return of GM from leave
Strategic Property Purchase - 1 - 23072014	GM	That a further report be submitted to the September Council meeting in respect to the development of a strategic plan of the future use of this site, including all known financial implications.	30/7: ongoing

COUNCIL RESOLUTIONS 19 AUGUST 2014

Item Number	Action By	Council Resolution/Action Required	Outcome
NSW Country Mayors Association - 03082014	GM	That Council apply for membership of the NSW Country Mayors Association.	25/8: Letter sent to NSW CMA seeking membership

Community Water Resources - 04082014	DAES	That Bland Shire Council investigate a program, within its current funding structure, to enhance its ability to supply water to its "green spaces", including parks and playing fields, in order to be able to best withstand an 8 year drought.	2/9: DAES to progress
Donation - The Long Ride - 05082014	DCCDS	That Council make an in-kind donation of \$1,000 to The Long Ride 2014 in support of the Prostate Cancer Foundation Australia or that The Long Ride 2014 make application for assistance through Council's Strengthening Communities program.	21/8: SEDTA liaising with the organisers
Ethical Decision Making and Conflicts of Interest - 09082014	GM	That the Council adopt the "Ethical Decision Making and Conflicts of Interest guiding checklist" as attached.	25/8: EA to incorporate into monthly business papers and distribute to all committees following review in September 2/9: included into Business Paper template, to be provided to Committees following review
Plans for Tourism - 11082014	GM	That Council develop short, medium and long term plans for tourism to align with the Community Strategic Plan.	21/8: AGM drafted information for feedback from SEDTA
Community Interest in the Visitor Economy & Tourism Advisory Committee of the Whole (VETACW) - 12082014	GM	That members of the community be invited to express their interest in the Committee for the dissemination of information.	21/8: Discussions held with CRO to include in other upcoming community engagement activities 2/9: Engagement Strategy to be discussed at September Workshop
October 2014 Meeting Dates - 13082014	GM	That the Council confirm the following meeting arrangements for October 2014: * Council Workshop, Tuesday 14 October *Village Community Forums, Thursday 16 October * Council Meeting, Tuesday 28 October.	25/8: EA noted dates for advertising, etc 2/9: arrangements in hand

Planning For Impacts That May Occur If The Barrick Cowal Gold Mine Closed - 14082014	GM	1. That a select committee be created comprising of the Bland Shire Council's Mayor; Deputy Mayor; General Manager; Director Assets and Engineering; Director Corporate and Community Services and Barrick Cowal Gold's representative Shane Goodwin. 2. That a Memorandum of Understanding be signed between Bland Shire Council and Barrick Cowal Gold on the commitment of both parties to the committee and its terms of reference.	25/8: letter sent to Barrick
Strengthening Communities Grant - West Wyalong Men's Shed - 16082014	DCCDS	That Council approve a Strengthening Communities grant of \$2600 for the West Wyalong Men's Shed to assist with the cost of increasing the available work area at its Railway Road headquarters.	26/8 Paperwork being completed
Lighting Upgrade Assistance - West Wyalong Tennis Club - 17082014	DCCDS	That Council provide financial assistance to the West Wyalong Tennis Club for the purpose of upgrading the lighting system at the West Wyalong tennis courts.	26/8 Noted
Lighting Upgrade Assistance - West Wyalong Tennis Club - 18082014	DCCDS	That Council provide funding of \$23,950 to the West Wyalong Tennis Club for upgrading the lighting system from the Strengthening Communities fund.	26/8 Paperwork being completed
Community Groups Assistance Grant - West Wyalong Bowling Club - 19082014	DCCDS	That Council approve a Community Groups Assistance Grant of \$977 for the West Wyalong Bowling Club to assist with the cost of upcoming tournaments.	26/8 Paperwork being completed
Strengthening Communities - West Wyalong Men's Golf - 20082014	DCCDS	That Council approve an in-kind contribution of up to \$1600 to assist the West Wyalong Men's Golf Committee with the reconstruction of tee areas at the West Wyalong golf course.	26/8 Paperwork being completed

Local Heritage Funding - 23 Church Street West Wyalong - 21082014	DCCDS	That Council endorse the recommendation of the Bland Heritage Advisory Committee and approve \$2,204.00 funding to S Jewell for repainting and signage of existing verandah awning at 23 Church Street, West Wyalong as detailed in the application.	26/8 Paperwork being completed
Local Heritage Funding - 176 Main Street West Wyalong - 22082014	DCCDS	That Council endorse the recommendation of the Bland Heritage Advisory Committee and approve \$1625.00 funding to T & K Amarant for painting of the façade at 176 Main Street, West Wyalong as detailed in the application.	26/8 Paperwork being completed
Bland Heritage Strategy 2014 - 2017 - 23082014	DCCDS	That Council advertise for public comment the Heritage Strategy 2014 - 2017, which provides the future direction for heritage initiatives in the Bland Shire and meets Council's obligation under the NSW Heritage Office funding requirements and provide a further report to the September Council meeting.	20/8 Public Exhibition underway
Drop Off And Pick Up Zone West Wyalong Primary School - 24082014	DAES	That a "No Parking 8.00am - 9.30am 2.30pm - 4.00pm School Drop Off Pick Up Zone, on school days" be installed in Dumersq Street adjacent to the West Wyalong Primary school in the 25m section just north of Park Street.	
New Proposed Rural Fire Service Shed - Deed of Agreement with Property Owners - 25082014	DAES	That Council authorise the General Manager to sign and seal the following Deeds made in relation to the erection of a Rural Fire Service Sheds on private lands: 1. Ungarie Station – Lot 55 DP 753074 Portion 1 and 2 (Owner RJ and MJ Lamb) 2. Alleena Station – Lot 3 DP 750826 Portion 1 and 2 (Owner Glenn Adler) 3. Winnunga Station – Lot 116 DP 753134 Portion 1 and 2 (Owner Craig Coleman).	

City of Sydney Amendment (Elections) Bill 2014 - 28082014	GM	That Council express: a) Significant concerns with the proposed City of Sydney Amendment (Elections) Bill 2014 and the implications on local government across NSW. b) Disappointment after participation in the review of local government that the matter was not raised in the Samson Report.	
Sale Of Lot 6 Calleen Street In The Industrial Estate - 30082014	GM	That Council consider the offer for the sale of Lot 6 Calleen Street in the industrial estate.	refer to resolution
Sale Of Lot 6 Calleen Street In The Industrial Estate - 31082014	GM	That Council authorise the General Manager and Mayor to negotiate the offer for the sale of Lot 6 Calleen Street in the industrial estate.	21/8: SEDTA liaising with agent

9.4 Voting Delegate – Local Government NSW Annual Conference

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 duty

Author: Executive Assistant

Officer's Recommendation:

That the Mayor be appointed as Council's voting delegate to the 2014 Local Government NSW annual conference to be held in Coffs Harbour from 19-21 October.

Introduction

Councillors will be well aware of the upcoming Local Government NSW annual conference to be held in Coffs Harbour from 19-21 October 2014.

Invitations have been issued to eligible Councillors and initial arrangements made in accordance with Council's resolution from the meeting held on 15 July *"that Councillors in their first term, the General Manager and the Mayor of the day be invited to attend this years' LGNSW Annual Conference."*

LGNSW have advised that all voting at the Conference will be by electronic handsets and a delegate plastic voting card will be distributed at registration. The plastic voting card will be required to be returned at the end of the voting day or a fee of \$100.00 will be invoiced to councils. Electronic handsets will be distributed at accessible points to the main Conference; a demonstration of the cards and units will be given prior to business motion voting. Council's are required to identify and register their voting delegates by Monday 6 October.

Conclusion

The Council will confirm its voting delegate to the 2014 LGNSW annual conference and the necessary registrations completed by staff.

Financial Implications

Nil to this report

9.5 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

15.2 Work in partnership with community groups, advisory committees, Government Departments, businesses and council staff.

Author: Executive Assistant

Officer's Recommendation:

That Council's Advisory Committee structure and membership be amended in accordance with the recommendations detailed below.

Officer's Recommendation:

- 1. That all community representative positions on Council's Advisory Committees be appointed for a two (2) year period.**
- 2. That all community representative positions are declared vacant and expressions of interest sought for community representatives on the Health & Wellbeing, Cultural, Access and Heritage Advisory Committees for the period 2014 – 2016 to coincide with the Council elections.**

Introduction

Councillors in attendance at recent Council Workshops gave consideration to the current structure and membership of the existing Council Advisory Committees. It was subsequently agreed that a report be submitted to the September Council Meeting for further determination.

The Advisory Committees that require review are as follows:

Internal Audit Committee

Officer's Recommendation:

That the Internal Audit Committee membership consists of:

- 1x Independent Member**
- 2x Staff (observers) – General Manager and other staff as required**
- Corporate Support – Executive Assistant.**

Health & Wellbeing Advisory Committee

Officer's Recommendation:

That the Health & Wellbeing Advisory Committee meet on a bi-annual basis.

Heritage Advisory Committee

Officer's Recommendation:

That the Heritage Advisory Committee meet on a bi-monthly basis.

Museums Advisory Committee

Officer's Recommendation:

That the Museums Advisory Committee meet on a bi-annual basis.

Visitor Economy & Tourism Advisory Committee of the Whole

Officer's Recommendation:

- 1. That an open forum to gain community input be conducted on a bi-monthly basis at the Visitor Economy & Tourism Advisory Committee of the Whole meetings.**
- 2. That the Visitor Economy & Tourism Advisory Committee of the Whole further consider the structure, format and establishment of community reference group/s.**

Economic Development Advisory Committee of the Whole

Officer's Recommendation:

That the Economic Development Advisory Committee of the Whole meets on a bi-monthly basis following the Visitor Economy & Tourism Advisory Committee of the Whole meeting.

Plant Committee

Officer's Recommendation:

That the Plant Committee meet on a bi-annual basis.

Conclusion

The draft schedule for the review of Council's Advisory Committees is attached to this report for Councillors information and will be further updated and circulated following appointment of community representatives.

Financial Implications

Nil to this report

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
OFFICE OF THE GENERAL MANAGER				
Council Workshop	Informal session to support and discuss the development of agenda items and/or issues	Monthly, 1st Tuesday Chambers 6pm	14 October 2014 4 November 2014 2 December 2014	<ul style="list-style-type: none"> • Councillors • General Manager • Director Corporate, Community & Development Services • Director Asset & Engineering Services • Other staff as required Corporate Support: <ul style="list-style-type: none"> • Executive Assistant
Council Meeting		Monthly, 3rd Tuesday 6.30pm, Chambers	16 September 2014 28 October 2014 18 November 2014 16 December 2014	<ul style="list-style-type: none"> • Councillors • General Manager • Director Corporate, Community & Development Services • Director Asset & Engineering Services Corporate Support: <ul style="list-style-type: none"> • Executive Assistant
Manex	Corporate Advisory <ul style="list-style-type: none"> • Meets to support and discuss operational issues 	Bi-weekly 1st and 3rd Tuesday each month 9am, Foyer Meeting Room	2 & 16 September 2014 7 & 21 October 2014 4 & 18 November 2014 2 & 16 December 2014	<ul style="list-style-type: none"> • General Manager • Director Corporate, Community & Development Services • Director Asset & Engineering Services • Other staff as required Corporate Support: <ul style="list-style-type: none"> • Executive Assistant
Internal Audit Committee	Independent advisory committee to Council. Assists in the effective conduct of responsibilities for financial reporting, risk management, maintaining a reliable system of internal controls and facilitating the organisations ethical development	On hold pending establishment of Committee No meeting held yet		<ul style="list-style-type: none"> • Independent Member x1 • Staff (Observers) x2 <ul style="list-style-type: none"> ○ General Manager ○ Other staff as required • Corporate Support – Executive Assistant

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Visitor Economy & Tourism Advisory Committee of the Whole* *12 month trial period for Committee of the Whole, effective from 29/7/2014	Committee of the Whole <ul style="list-style-type: none"> • Research and identify current trends in tourism in the Riverina • Implement projects • Plan to further enhance visitation in the Bland Shire 	Monthly 2nd Tuesday 6pm Council Chambers	11 November 2014 9 December 2014 (open forum) 2015 dates: <ul style="list-style-type: none"> • 10 February • 10 March (open forum) • 14 April • 12 May (open forum) • 9 June • 14 July (open forum) • 11 August • 8 September (open forum) • 13 October • 10 November (open forum) • 8 December 	<ul style="list-style-type: none"> • Whole of council • General Manager • Senior Economic Development & Tourism Advisor Corporate Support: <ul style="list-style-type: none"> • Executive Assistant The Committee is to further consider the structure, format and establishment of community reference group/s
Economic Development Advisory Committee of the Whole	Committee of the Whole <ul style="list-style-type: none"> • Advancing economic development in the Bland Shire 	Bi-Monthly 2nd Tuesday 7pm, following Visitor Economy & Tourism Council Chambers	11 November 2014 2015 dates: <ul style="list-style-type: none"> • 10 February • 14 April • 9 June • 11 August • 13 October • 8 December 	<ul style="list-style-type: none"> • Whole of council • General Manager • Senior Economic Development & Tourism Advisor Corporate Support: <ul style="list-style-type: none"> • Executive Assistant
Australia Day Awards Committee of the Whole	Committee of the Whole <ul style="list-style-type: none"> • To consider the nominations and choose winning recipients 	As and when required on 2nd Tuesday following the Visitor Economy & Tourism and Economic Development Committee of the Whole meetings	9 December 2014	<ul style="list-style-type: none"> • Councillors • General Manager • Community Relations Officer Corporate Support: <ul style="list-style-type: none"> • Executive Assistant

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Sports Stadium Refurbishment Steering Committee	<p>The Sports Stadium Refurbishment Steering Committee is an independent steering committee. It does not have any executive powers, functions or authority to implement actions or act on behalf of Bland Shire Council. The Steering Committee is a forum for consultation, its purpose is to provide appropriate advice and recommendations to Council's General Manager to facilitate decision making on the refurbishment of the existing Sports Stadium and the development of an ongoing business plan for the facility. The Steering Committee is to have an initial term of 12 months from the date of the first meeting (9/9/2014).</p>	<p>Monthly</p>	<p>pending establishment of Committee</p>	<ul style="list-style-type: none"> • Derek White, Stadium Committee, Junior and Senior Basketball • Betty Seberry, Lifeball • Carmel Smith, Tennis • Barry Cooper, Tennis • Michael Pursehouse, Senior Basketball • Tony Parkes, Junior Basketball • Wendy Worner, Community • Melissa Ryan, Netball • Ron Pilon, Perseverance Street Sports Precinct User Group <p>Council Reps:</p> <ul style="list-style-type: none"> • General Manager • Executive Assistant
Community Forums	<p>Informal community meeting and/or site visits</p>	<p>Annually in all villages September/October</p>	<p>16 October 2014</p>	<ul style="list-style-type: none"> • Councillors • General Manager • Director Asset & Engineering Services • Other staff as required <p>Corporate Support:</p> <ul style="list-style-type: none"> • Engineering Projects Officer

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
EEO Committee	Workplace Advisory <ul style="list-style-type: none"> • Ensure absence of discrimination and harassment in employment and in the provision of Council services 	Quarterly 1st Wednesday 3pm, HR Training Room	3 September 2014, 9am 3 December 2014	<ul style="list-style-type: none"> • 2 outdoor workforce <ul style="list-style-type: none"> ○ Grahame McCubbin ○ Allan Curran • 1 Childrens Services <ul style="list-style-type: none"> ○ Adele Casey • 1 Depot - vacant • Administration office <ul style="list-style-type: none"> ○ Leanne Lewis ○ Carissa Burge ○ Julie Sharpe • General Manager - Ray Smith • EEO Coordinator (Senior HR Advisor) - Vacant Corporate Support <ul style="list-style-type: none"> • HR - Donna Smith

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Consultative Committee	<p>Workplace Advisory</p> <ul style="list-style-type: none"> To provide a forum for consultation between employer and its employees that encourages a free and open exchange of views, To positively co-operate in workplace reform to enhance the efficiency and productivity of the employer To provide employees with access to career opportunities and more fulfilling, varied and better paid work 	<p>Bi-Monthly</p> <p>last Thursday</p> <p>9am, HR Training Room</p>	<p>27 October 2014 15 December 2014</p>	<p>Elected employee reps:</p> <ul style="list-style-type: none"> 3 USU Wages <ul style="list-style-type: none"> James Styles Brett Goodwin vacant 1 USU Salary <ul style="list-style-type: none"> Ros Fealy 1 DEPA <ul style="list-style-type: none"> Guy Marchant 1 APESMA <ul style="list-style-type: none"> vacant 1 Wages Staff rep <ul style="list-style-type: none"> Robert Shaugh 1 Salary Staff rep <ul style="list-style-type: none"> Donna Smith Julie Sharpe (alternate) <p>Nominated employer reps:</p> <ul style="list-style-type: none"> 2 reps nominated by Council <ul style="list-style-type: none"> General Manager - Ray Smith vacant 1 Childrens Svs rep – Joanne Russo 1 Ex-officio HR rep – Senior HR Advisor - Vacant <p>Corporate Support</p> <ul style="list-style-type: none"> HR

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
CORPORATE, COMMUNITY & DEVELOPMENT SERVICES				
Health & Wellbeing Advisory Committee	Community Advisory Committee to provide advice to the Council on health and medical services matters within the Bland Shire LGA. The Committee to have an initial term of 12 months from the day of the first meeting. The Committee does not have any formal delegations to act on behalf of the Council.	Bi-annually		<ul style="list-style-type: none"> • 3 Councillor Reps <ul style="list-style-type: none"> ○ Cr Lord ○ Cr Monaghan ○ Cr Grellman ○ Cr McGlynn • 3 Community Reps <ul style="list-style-type: none"> ○ Carmel Mead ○ Dot Smith ○ Jill Funnell • Director Corporate, Community & Development Services (+ corporate support)
Indigenous Advisory Committee	Community Advisory	Quarterly Last Tuesday in February, May, August, November 4pm	28 October 2014 2015 dates: <ul style="list-style-type: none"> • 24 February • 26 May • 25 August • 24 November 	<ul style="list-style-type: none"> • 2 Councillor rep <ul style="list-style-type: none"> ○ Cr Grellman ○ Cr McGlynn • Director Corporate, Community & Development Services • Community Relations Officer (+ corporate support) • 4 Aboriginal Lands Council (at least 1 youth rep)
Bland Shire Interagency	Community Advisory	Quarterly Last Tuesday in February, May, August & November 10am in February & August 3pm in May & November	25 November 2014 2015 dates: <ul style="list-style-type: none"> • 24 February • 26 May • 25 August • 24 November 	<ul style="list-style-type: none"> • Manager Library & Childrens Services • Community Development Officer (+ corporate support) • Community Care Coordinator • Other agencies

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Cultural Advisory Committee	Community Advisory <ul style="list-style-type: none"> To promote, support and nurture art and cultural development 	Quarterly 4th Monday in February, May, August & November 5pm, Foyer Meeting Room	25 August 2014 24 November 2014 2015 dates: <ul style="list-style-type: none"> 23 February 25 May 24 August 23 November 	<ul style="list-style-type: none"> 2 Councillor reps <ul style="list-style-type: none"> Cr McGlynn Cr Keatley Community Relations Officer Community Development Officer (+ corporate support) 6 Community representatives <ul style="list-style-type: none"> Barry Cooper Terrence Butcher Jan Wyse Stuart Hood Kerrie Johnston Rita Gelling Director Corporate, Community and Development Services (as required)
Access Advisory Committee	Community Advisory <ul style="list-style-type: none"> Raising access awareness to Council and community Improving access for community Preventing falls in older people Advising Council on access issues and trends 	Quarterly 1st Friday in February, May, August, November 10.30am, Community Health Centre	7 November 2014 2015 dates: <ul style="list-style-type: none"> 6 February 1 May 7 August 6 November 	<ul style="list-style-type: none"> 1 Councillor rep <ul style="list-style-type: none"> Cr Grellman Director Corporate, Community and Development Services Community Development Officer (+ corporate support) 6 community representatives <ul style="list-style-type: none"> Wilma Hutcheon Ron Black Alison Templeman Gail Platz Wendy Bowles Vacant

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Heritage Advisory Committee	<p>Community Advisory</p> <ul style="list-style-type: none"> • Provides venue for heritage issues to be raised • Community liaison and education for heritage advisory • Researching assistance • Improve collections of heritage materials • Advise local heritage assistance fund distribution • Organise heritage awards and certificates • Recommend to Council as necessary 	<p>Bi-Monthly</p> <p>1st Wednesday of complete week</p> <p>5pm, Committee Room</p>	<p>3 September 2014 8 October 2014 5 November 2014 3 December 2014</p>	<ul style="list-style-type: none"> • 2 Councillor reps <ul style="list-style-type: none"> ○ Cr McGlynn ○ Cr Grellman • Manager Development Services or representative(+Corporate support) • Economic Development and Tourism Officer – as required • Town Planner – as required • Heritage Advisor – David Scobie • 3 Community reps <ul style="list-style-type: none"> ○ Dot Smith ○ Martin Lane ○ Pam Butcher
Museums Advisory Committee	<p>Subcommittee of the Heritage Advisory Committee, to oversee the ongoing development of the Bland District Historical Society Museum. The Advisory Committee is to have an initial term of 12 months from the day of the first meeting. The Committee does not have any formal delegation to act on behalf of Council.</p>	<p>Bi-Annually</p> <p>Last Thursday in March and September</p> <p>5pm, Foyer Meeting Room</p>	<p>24 September 2014</p> <p>2015 dates:</p> <ul style="list-style-type: none"> • 26 March • 24 September 	<ul style="list-style-type: none"> • 2 Councillors (not currently a member of any represented museum) <ul style="list-style-type: none"> ○ Cr Lord ○ Cr Keatley • 1 Executive Member of Bland District Historical Society • 1 Executive member of Ungarie Historical Society • 1 Executive Member of Weethalle Museum • Manager Development Services (or representative) (+shared Corporate support) • Senior Economic Development and Tourism Officer (as required) • Museum Advisor • Town Planner (as required)

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
IT Committee	Workplace Advisory <ul style="list-style-type: none"> • Provide Council employees with clear guidelines for the use of internet, email and computer usage to allow for effective communication between employees and others with whom Council communicates 	2nd Wednesday in February, April, June, August, October and December 9am HR training room	2015 dates: <ul style="list-style-type: none"> • 11 February • 8 April • 10 June • 12 August • 14 October • 9 December 	<ul style="list-style-type: none"> • Director Corporate, Community & Development Services – Adele Casey • IT/GIS – Lesley Duncan 1x representative from each work group: <ul style="list-style-type: none"> • Community Services – Craig Sutton • Library – Cathy Lange • Childrens Services – Julia Moore • Records – Michelle Wheatley • Finance – Maggie Payne • OGM – Julie Sharpe • Asset & Engineering – Leanne Lewis • HR/Payroll – Vicki Redman • Customer Service – Jacqui Boneham • GIS – Mitch Goodwin Corporate Support: <ul style="list-style-type: none"> • Personal Assistant, CCDS

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
ASSET & ENGINEERING SERVICES				
Local Traffic Advisory Committee	<p>Community Advisory</p> <p>Bland Shire Council Traffic Advisory Committee delegation pursuant to the delegation of powers from the Roads & Traffic Authority of NSW, the authority for regulation of traffic and traffic control signs on public roads. This authority is limited to the powers, authorities, duties and functions that are specified in the Roads & Traffic Authority of NSW Instrument of Delegation to Council, from the Roads & Traffic Authority</p>	<p>Quarterly</p> <p>1st Tuesday in February, May, August, December</p> <p>10.30am, Committee Room</p> <p>Meetings will be cancelled if there are no items for consideration</p>	2 December 2014	<ul style="list-style-type: none"> • 2 Councillor Reps – Mayor (voting rights) & 1 alternate Councillor rep <ul style="list-style-type: none"> ○ Mayor Pokoney ○ Cr Grellman (alternate) • Director Asset & Engineering Services • Road Safety Officer • RTA rep (voting rights) • Police rep (voting rights) • Local State Member of Parliament rep – Liz McGlynn (voting rights) <p>Corporate Support:</p> <ul style="list-style-type: none"> • Administration Officer – Engineering Services
Workplace Health & Safety Consultation Committee	<p>Workplace Advisory</p> <ul style="list-style-type: none"> • Provides a forum for consultation between Council and its employees to allow them to contribute to the making of decisions 	<p>Quarterly</p> <p>2nd Tuesday in February, May, August, November</p> <p>9.30am, HR Training Room</p>	11 November 2014	<p>Elected employee reps:</p> <ul style="list-style-type: none"> • Cathy Lange • Leon Sharpe • Julia Moore • Jeff Lemon • Guy Marchant • Donna Smith • Grahame McCubbin • Steve Reid <p>Management nominated members:</p> <ul style="list-style-type: none"> • General Manager - Ray Smith • Director Asset & Engineering Services – Will Marsh • WHS & Risk Advisor – Vacant <p>Corporate Support:</p>

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Local Emergency Management Committee		3 times per year 12pm, Council Chambers		<ul style="list-style-type: none"> • HR Assistant • Mark Thompson - Senior Asset Management Officer (LEMO) • Allan Curran - Design & Contracts Coordinator (Deputy LEMO) • District Emergency Management Officer (DEMO) • Local Emergency Controller (LEOCON) Corporate Support: <ul style="list-style-type: none"> • Administration Officer Engineering Services Nominated organisation reps: <ul style="list-style-type: none"> • Police • NSW Fire Brigade • SES • RFS • Ambulance • Dept Industry and Investment • Local area Health Service • Goldenfields Water • Barrick • RMS • Red Cross • Country Energy • Manager Development Services – as required
Plant Committee	Advisory Committee	Bi-Annually March/April and November/December 5pm, Foyer Meeting Room		<ul style="list-style-type: none"> • 3 Councillor Reps <ul style="list-style-type: none"> ○ Cr Peter Grellman ○ Cr Peter Templeton ○ Cr Tony Lord • Director Asset & Engineering Services • Plant Supervisor

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
EXTERNAL COMMITTEES				
NSW Association of Mining Related Councils	External Committee		14 Nov 2014 – Cessnock (includes AGM)	<ul style="list-style-type: none"> • 2 Councillors <ul style="list-style-type: none"> ○ Cr McGlynn ○ Cr Hampton • General Manager
Bland Rural Fire District Zone Liaison Committee	External Committee			<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Grellman ○ Cr Keatley (alternate) • General Manager
Bland District Bushfire Management Committee	External Committee			<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Grellman ○ Cr Keatley (alternate) • Director Asset & Engineering Services
Public Libraries New South Wales - Country	External Committee			<ul style="list-style-type: none"> • 1 Council nominated representative - Dot Smith • Manager Library & Childrens Services
Riverina Regional Tourism	External Committee			<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Lord • Senior Economic Development & Tourism Advisor
Cowal Gold Project Community Environmental Monitoring & Consultative Committee	External Committee	1st Wednesday in March, June, September, December Dates confirmed at December meeting	3 Sept 2014 3 Dec 2014	<ul style="list-style-type: none"> • 1 Councillor (Mayor) <ul style="list-style-type: none"> ○ Mayor Pokoney ○ Cr McGlynn (alternate/observer) ○ Cr Hampton (observer)

REVIEW OF COMMITTEES – 2014

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Riverina Eastern Regional Organisation of Councils (REROC)	External Committee			<ul style="list-style-type: none"> • 1 Councillor (Mayor) <ul style="list-style-type: none"> ○ Mayor Pokoney • General Manager
Joint Regional Planning Panel	Suspend pending outcome of Dept of Planning Review			<ul style="list-style-type: none"> • Lindsay Moore • Garry Pearson
Newell Highway Taskforce				<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Lord
Goldenfields Water County Council Board	External Committee		28 August 2014 23 October 2014	<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Templeton
Murrumbidgee Medicare Local Board	External Committee		9 October 2014	<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Monaghan
Lachlan Valley Noxious Plants Advisory Committee	External Committee			<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Grellman ○ Cr Templeton (alternate) • Environmental Officer
Australian Rural Roads Group	External Committee			<ul style="list-style-type: none"> • 1 Councillor <ul style="list-style-type: none"> ○ Cr Grellman

9.6 Refurbishment of the Perseverance Street Sports Complex Stadium

Our infrastructure

Reviewing, renewing & improving our core community assets

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

11.2. In collaboration with users and budgetary constraints provide facilities that are maintained to acceptable standards.

Author: General Manager

Officer's Recommendation:

- 1. That the minutes of the Stadium Steering Committee of 9 September 2014 be received and noted for information purposes;**
- 2. That the list of prioritised works also be received and noted for information purposes at this stage;**
- 3. That the general manager now calls for expressions of interest for the 'design and construct' phase of this project based on the essential works identified by the steering committee; and**
- 4. That a further report be submitted to council once the expressions of interest have been received and assessed.**

Introduction

The first meeting of the steering committee, established to advise council on the proposed refurbishment works at the Perseverance Street Sports Complex Stadium, was held on Tuesday 9 September 2014 and a copy of the minutes of that meeting are included as an attachment to this report.

Also included as an attachment to this report is a table summarising the proposed works which the committee has now determined as essential or desirable as well as placing a high, medium or low priority on those works.

It was emphasised to the committee that the first step in this project was to actually confirm the overall scope of the works before starting to discuss minor or internal works that could be undertaken at a later stage and with possible financial contributions from the various user groups.

There is still a significant desire to achieve a minimum of three (3) full size basketball / netball courts and it was explained to the committee that a decision on the number of courts could not be made until such time as more accurate estimates of cost were obtained and that this would be the next step following the submission of this report to council.

Conclusion

The meeting was conducted in a very participative manner and each decision on the status of the proposed works was reached by consensus. The next meeting is scheduled for 14 October 2014 at the stadium commencing at 5.30pm.

Financial Implications

It was made clear to the members of the committee that this project is to be capped at \$2M in accordance with council's resolution and if there were any successful grant applications that Council's contribution would be reduced accordingly.

There is a current call for Expressions of Interest for the Clubs NSW grant program and it was agreed that Council, on behalf of the steering committee, would submit an EOI which at this stage only needs to identify the scope of the project. If the EOI is accepted then the next stage would be to prepare and submit concept designs and costings.

**Minutes of the Sports Stadium Refurbishment Steering Committee
meeting held in the Council Chambers on Tuesday 9 September 2014
commencing at 5.35pm.**

Attendance: Melissa Ryan, Tony Parkes, Derek White, Michael Pursehouse, Ron Pilon, Barry Cooper, Carmel Smith, Ray Smith and Julie Sharpe.

Observers – Cr Kerry Keatley and Jeff Stien

Apologies: Betty Seberry

The General Manager opened the meeting and thanked everyone for their attendance.

The minutes of the Users Forum held on 5 June 2014 were reviewed and confirmed.

Sports Stadium Refurbishment Steering Committee Role & Responsibilities

The General Manager provided an overview of the Steering Committee role and responsibilities.

Code of Conduct Standards

The Steering Committee were provided with a copy of the Standards of Conduct for Council Officials and the General Manager provided an overview.

Proposed Schedule of Monthly Meetings

The Steering Committee agreed to meet on the second Tuesday of each month commencing at 5.30pm.

Status of Building and Land – Legal Information

The General Manager provided an overview of the legal advice received and it was noted that:

- stadium is constructed on a crown reserve
- Overall reserve includes the Caravan Park (on a separate allotment), Perseverance Street ovals and grounds, Ron Crowe Oval and the Stadium and carpark
- Council is responsible for the reserve, including stadium
- Formation of a new management committee will be required

The status of the unformed laneway alongside the Stadium at the rear of the Scouts Hall is to be further investigated.

Review and Prioritise the Needs and Wants for a refurbished facility

The General Manager advised that Council has committed a total amount of \$2M for the refurbishment of the existing stadium. Any grant funds obtained will be included in the allocation with total project costs not exceeding \$2M.

It was noted that ClubsNSW are calling for expressions of interest (EOI) and that Council will prepare a submission for the refurbishment of the existing stadium.

J.Stien provided details of the criteria and requested information on the expected % increase for the refurbished facility.

D.White advised that the existing stadium is at capacity now and that some kids have missed out with further junior registrations unable to be accepted. A 3 court refurbished facility will provide more potential and attract Western League rounds and development camps.

The Steering Committee reviewed the list of needs and wants identified by attendees at the Users Forum held on 5 June 2014. The attached list was prioritised with the essential and desirable items identified.

Next Steps

The General Manager advised that the prioritised list of essential and desirable items will be considered at the September Council meeting and once finalised expressions of interest invited for the design and construction and project estimates.

It was further noted that the Steering Committee is an advisory group and that reports will be presented to Council for consideration and decisions on the project.

Development of a Business Plan

The Steering Committee agreed that the development of a business plan will be further considered with the establishment of a management committee.

Next Meeting

The next meeting will be held on Tuesday 14 October 2014 at the Stadium commencing at 5.30pm.

There being no further business the meeting then closed at 6.52pm.

	Essential	Desirable	Priority			Comments
			High	Medium	Low	
Floor (new)						<ul style="list-style-type: none"> • Range of options and levels available • Prefer sports flooring
Roof (replace laser lighting)						<ul style="list-style-type: none"> • Repair works, consider laser lighting sheets and ridge capping, lights generally always on
3x full size indoor courts (to specifications, basketball – 32mx19m / netball - 35mx20m, incl run off areas)						<ul style="list-style-type: none"> • No added benefit to domestic basketball or netball with only 2 courts • Ability to attract events/camps with 3 courts • 4 courts would be desirable
Upstairs viewing area						<ul style="list-style-type: none"> • Consideration to be given regarding implications for disabled access
Spectator facilities						
Upstairs offices						
Storage						
Car parking (seal)						<ul style="list-style-type: none"> • Considered as outside refurbishment scope at this stage
Canteen						<ul style="list-style-type: none"> • Upgrade and fit out only • Size and location acceptable
Upgrade toilets						<ul style="list-style-type: none"> • Cosmetic upgrade only • Options for access to other facilities as required • Check on requirements
Grants						

	Essential	Desirable	Priority			Comments
			High	Medium	Low	
Lighting						<ul style="list-style-type: none"> Existing lighting is at minimum requirements Maintenance is impractical, scaffold hire required
Air Conditioning / Heating						<ul style="list-style-type: none"> 2 new units installed recently, additional may be subject to capacity in refurbished facility
Scoreboards						<ul style="list-style-type: none"> Committee to fund
Child friendly area						<ul style="list-style-type: none"> Traffic and pedestrian movements require review
Geo-tech assessment						<ul style="list-style-type: none"> Previous assessments covered Ron Crowe Oval area
Management Committee structure & Business Plan						<ul style="list-style-type: none"> No cost from refurbishment budget Systems and process improvements would be beneficial for bookings and fees
Gymnasium						<ul style="list-style-type: none"> Option for the development of a multi purpose facility Consideration on location for possible future stage
Multi-purpose (conference)						
Use of Ron Crowe facilities and easy access						
Clear backboards						<ul style="list-style-type: none"> Committee to fund

	Essential	Desirable	Priority			Comments
			High	Medium	Low	
No competition downtime during construction						<ul style="list-style-type: none"> • Approx 10 weeks downtime for basketball, however JWL is on during that period • Consider construction of 2 courts behind the existing facility first
Volleyball (ceilings - 7m vs 9m)						<ul style="list-style-type: none"> • Netball ceiling height requirements noted • Regional events acceptable at 7m ceiling height • State events acceptable at 9m ceiling height
PA system						<ul style="list-style-type: none"> • Committee to fund
Portable flooring (balls, etc)						<ul style="list-style-type: none"> • Option for the development of a multi purpose facility

9.7 Mexico in the West Festival – 2014

Our leadership

Setting a benchmark for community standards

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

DP15.3 Assist and/or foster community events and initiatives through council sponsored grants/scholarship opportunities.

Author: General Manager

Officer's Recommendation:

- 1 That council advises Events West Wyalong that it will not be possible to lift the Alcohol Free Zone ban in the main street for this year's Festival**
- 2 That the general manager be delegated authority to arrange the temporary use of the Elders building by Events West Wyalong for this year's Festival.**

Introduction

Council will be well aware of the upcoming Mexico in the West Festival to be held from 17-19 October 2014. Council has previously resolved to provide financial assistance to Events West Wyalong in the form of \$15,000.00 cash and \$5,000.00 in-kind support.

There are a number of late matters that require council's consideration and these are detailed below:

- Temporary lifting of the Alcohol Free Zone (AFZ) ban in the main street
- Access to the Elder's Building for promotional purposes
- Road Closures

Alcohol Free Zone

It was the intention of EWW, in conjunction with the WW Services Club, to sell alcohol from a site in the main street. The Services Club was to arrange the necessary licensing requirements which would include appropriate security. However, for this to occur it would require a resolution from council for a temporary lifting of the AFZ Ban in the main street.

Early discussions with the local police indicate that they would not support the lifting of the ban. Under the AFZ legislation council would need to advertise the proposed lifting of the ban for a period of 28 days and in the absence of any formal written request from EWW there will not be sufficient time to allow this to happen.

Access to the Elder's Building

EWW have requested the temporary use of the Elder's building for promotional purposes for at least the last two (2) weeks leading up to the festival. I am currently trying to obtain permission from Elders for this to occur. Contracts for the purchase of the site have been exchanged but settlement will probably not occur prior to the Festival meaning that Elders will still be the legal owners of the site.

I will endeavour to have more information on this matter by the evening of the meeting.

Road Closures

The applications for the closure of the main street on the Friday 17 October from 6.00pm to 10.00pm and again on the Saturday 18 October from 12 noon to 2.00pm have been approved along with the relevant traffic management plan.

Conclusion

While it is unfortunate that council is not in a position to support this year's Festival by the lifting of the AFZ ban in the main street council is obliged to comply with the relevant legislation.

Financial Implications

Council has previously resolved to provide financial assistance to Events West Wyalong in the form of \$15,000.00 cash and \$5,000.00 in-kind support. The in-kind support will take the form of staff wages for coordinating the road closures and for other ancillary staff time associated with assisting with the smooth running of the Festival.

9.8 Future of NSW Local Government – Minister’s Announcement

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 the information concerning the NSW’s government response to the Independent Review Panel’s Report on the future of NSW Local Government be received and noted and that the general manager provide a comprehensive report to the October meeting of council on the possible implications for Bland Shire Council.

Introduction

The NSW Premier, the Hon Mike Baird, and the NSW Minister for Local Government, the Hon. Paul Toole, have released a joint statement in response to the Independent Review Panel’s Report on the future direction of NSW Local Government.

Local Government Professionals NSW, formerly the LGMA, have provided a very good summary of the issue raised by the Premier and Minister and an extract from that summary has been reproduced below:

The government has stated that they want NSW councils to be ‘Fit for the Future’ and they have put a comprehensive package together ([Stronger, Smarter Councils](#)) to assist councils achieve this, requiring them to;

- a) enhance their own sustainability*
- b) be effective in the delivery of infrastructure and services*
- c) be more efficient*
- d) be of sufficient scale to engage across community, industry and government*

The government is requesting all councils undertake a formal self-assessment using a new ‘Fit for the Future’ assessment tool, and prepare a “roadmap” for becoming “Fit for the Future.” This review will be assessed independently and councils who follow through with this appear to be able to receive more incentives and support.

The government’s focus appears to support voluntary mergers generally, and signals strongly that Sydney metropolitan councils will need to address the recommendations for council mergers in the Independent Local Government Review Panel’s Report.

The regional focus appears to be more on establishing strong regional centres, the establishment of Joint Organisations and a rural council option (<10,000 population). There is also a separate Far West model proposed for identified councils (these are exempt from a Fit for the Future assessment).

Scale and capacity are central themes running through the reform package and an independent panel will be formed to review all 'Fit for the Future' council proposals.

Detailed recommendations can be viewed [here](#). We are especially pleased to see that most of our recommendations have been directly or mostly accepted as the way forward. Some of these include:

- *that flexible structures should be available*
- *that Joint Organisations ([Intergovernmental Collaboration in NSW](#)) should be focused mainly on strategic planning, advocacy and intergovernmental collaboration to ensure alignment with state planning objectives and linking to the state and regional plans*
- *the acceptance that innovation and improvement is best driven by sector specialists (such as ourselves) as a leading industry association*
- *agreeing to work with the sector regarding how best to support a stronger focus on continuous improvement and efficiencies in service reviews, and appearing not to mandate specific models*
- *that we will have a strong role to play in assisting in the reduction of workforce skills' shortages*
- *that the role of the councillors and mayors be clarified*
- *the commissioning of IPART to undertake a rating review to ensure equity of the rating system*
- *the ability for councils to access a more streamlined rating increase above the rate peg*
- *and improved FAG distribution*

The key dates to note regarding the new process are:

Stage One - self-assessment tool issued to councils - October 2014

Stage Two - council self-assessment roadmaps completed - June 2015

Stage Three - council roadmaps reviewed by independent panel and approved by Minister - December 2015

Stage Four - implementation of roadmaps - March 2016

All changes will need completion by - September 2016

In summary, we are pleased that councils appear to have the opportunity to determine their own outcomes rather than it be imposed upon and, additionally, that the government accepted our more recent advice about the additional resourcing that might be needed if councils were to go forward with structural changes. The size of the government's support package appears to take into account the cost of activities we believe would be needed in any structural review, and appears particularly substantial when compared to that which other states have recently received for similar structural reviews.

Conclusion

I have had not had time to digest the information that has been released but I will have been involved in a teleconference with the NSW Office of Local Government prior to the September council meeting and I should be in a position to provide councillors with more information on the night.

Suffice to say that I do know that councils have been given a deadline of 30 June 2015 to complete a self assessment to identify how they can be 'Fit for the Future'.

Financial Implications

Nil at this stage.

SECTION 3 – CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

9.9 Financial Statements – August 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 August, 2014.**
- 2. That Council confirms the payment of accounts, for the period 01 August 2014 to 31 August 2014, summarised in the accounts summary totalling \$5,619,459.12**

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

BANK BALANCES AS AT 31 AUGUST, 2014

ACCOUNT	BALANCE
General Fund	\$ 844,312.18
BCard	\$ 15,990.00
	\$860,302.18
Invested Funds	
Fixed Deposits	\$10,000,000.00
Deposits at Call	\$ 2,840,841.35
	\$12,840,841.35
Net Balance	\$13,701,143.53

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 SEPTEMBER 2014

.....
MAYOR

Percentage of investment to Net Balance

93.72%

STATEMENT OF BANK BALANCES AS AT 31.08.14
SUBMITTED TO THE ORDINARY MEETING SEPTEMBER, 2014

Balance as at 01.08.14 \$ 84,859.09

Add Receipts

For month of August 2014 \$ 6,378,912.21
Includes

Receipt Date.	Receipt No.	Receipt Name	Received Total
11/08/2014		Financial Assistance Grant	\$1,653,188.00
05/08/2014		ING Term Deposit	\$1,000,000.00

Less Payments

For month of August 2014 \$5,619,459.12
Includes

Payment Date.	EFT No.	Payee Name	Payment Total
05/08/2014	1758	BOQ Term Deposit	\$1,000,000.00
12/08/2014		Transfer to Cash at Call	\$1,500,000.00
20/08/2014	1864	NAB Term Deposit	\$1,500,000.00

Cash Balance \$844,312.18

Limit of Overdraft Arranged with Bank \$350,000.00

ACCOUNTS SUMMARY

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

I CERTIFY,

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

Fund	Voucher No.s	Total
Cheques	24177 – 24220	\$ 245,685.73
Auto-pay Creditors	E001758 – E002039	\$ 3,409,165.78
Auto-pay Payroll	03/08 – 24/08	\$ 455,914.46
August Bank Charges & Commission etc		\$1,021.32
Direct Debits	Repayments & Vehicle Lease	\$7,671.83
Transfer to Call		\$1,500,000.00
		\$ 5,619,459.12

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 16 September 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

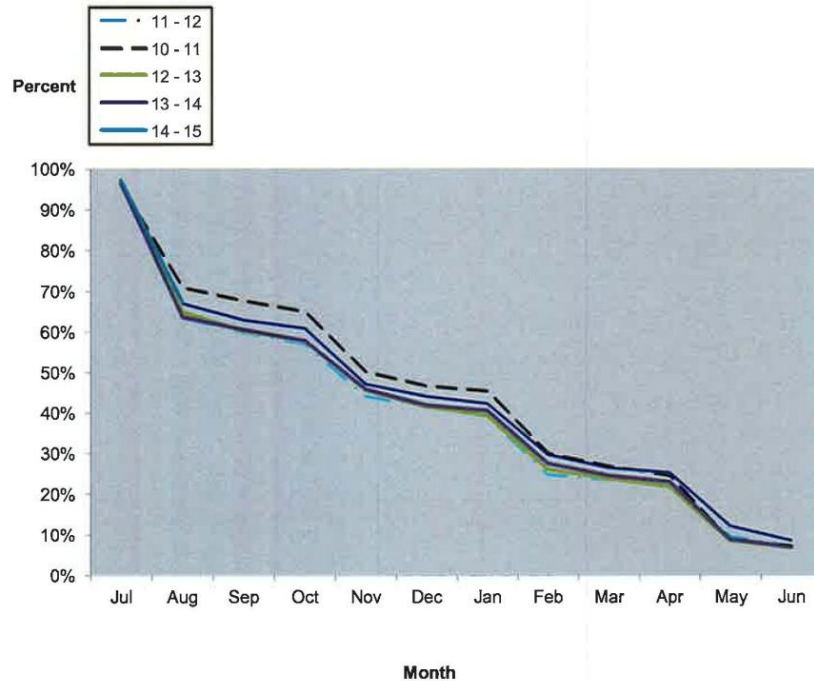
I certify that this accounts summary, covering amounts totalling \$ 5,619,459.12 was submitted to the Ordinary Meeting on the 16 September 2014 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

STATEMENT OF RATES AS AT 31 August 2014

RATE	Levy	Arrears	Adjustments	Interest	Total	Pension Rebate	Collections	Balance	2014-15	2013-14
General	\$6,004,291.81	\$353,068.17	\$1,402.58	\$3,426.65	\$6,362,189.21	-\$76,201.51	-\$2,160,558.72	\$4,125,428.98	65.63%	61.99%
Sewerage	\$1,245,540.00	\$145,938.73	-\$26,965.13	\$1,413.57	\$1,365,927.17	-\$9,209.45	-\$368,264.61	\$988,453.11	72.86%	69.52%
Garbage/Services/Legal	\$846,662.00	\$157,784.54	\$623.50	\$1,559.20	\$1,006,629.24	-\$46,514.78	-\$283,826.86	\$676,287.60	70.44%	67.18%
Overpayments	\$0.00	\$0.00					-\$10,914.74	-\$10,914.74		
TOTALS:	\$8,096,493.81	\$656,791.44	-\$24,939.05	\$6,399.42	\$8,734,745.62	-\$131,925.74	-\$2,823,564.93	\$5,779,254.95	67.18%	63.44%

% of Rates



Debt Analysis	Properties	Balance
Sale of Land	0	\$0.00
Future Sale of Land Arrangements	43	\$71,864.27
Debt Collection	69	\$113,362.61
Centrepay	86	\$399,058.54
	42	\$64,747.78
Total	240	\$649,033.20

INVESTMENTS

The following table gives details of Council's Funds invested at 31st August 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
05-August-2014	Bank of QLD (Floating Rate Note)	1,000,000.00	731 days	0.95% + BBSW	05-August-2016
04-March-2014	ING Bank (Term Deposit)	1,000,000.00	181 days	3.80%	01-September-2014
04-June-2014	NAB (Term Deposit)	1,000,000.00	183 Days	3.65%	04-December-2014
02-May-2014	NAB (Term Deposit)	1,000,000.00	184 days	3.67%	02-November-2014
05-May-2014	IMB (Term Deposit)	500,000.00	150 days	3.50%	02-October-2014
22-July-2014	NAB (Term Deposit)	1,000,000.00	184 days	3.65%	22-January-2015
20-August-2014	NAB (Term Deposit)	1,500,000.00	90 days	3.55%	18-November-2014
01-August-2014	Westpac (Term Deposit)	1,000,000.00	184 days	3.65%	01-February-2014
13-June-2014	ME Bank (Term Deposit)	1,000,000.00	123 days	3.55%	14-October-2014
31-March-2014	Bank of QLD (Term Deposit)	1,000,000.00	183 days	3.68%	30-September-2014
	ANZ Deposit at Call	50,673.67	Cash at Call		
	CBA Deposit at Call	2,790,167.68	Cash at Call		
	TOTAL:	<u>12,840,841.35</u>			

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 192,000.00 Managed Funds

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

Director Corporate Community & Development Services

9.10 Financial Hardship Policy

Our leadership

Setting a benchmark for community standards

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

DP18 Develop and maintain a framework of plans and policies that ensures open and transparent Council communication

Author: Director Corporate, Community and Development Services

Officer's Recommendation:

- 1. That the Council place the Financial *Hardship Policy* on public exhibition for a period of 28 days.**
- 2. That if no submissions are received, the Council give delegated authority to the General Manager to adopt the Policy.**

Introduction

The Office of Local Government Better Practice review identified that Council did not have a formal Financial Hardship Policy to support staff in practices currently undertaken. As such, this policy was developed to provide assistance to ratepayers who are experiencing genuine difficulties with the payment of their rates and charges, and to provide a formal process for the appropriate assessment of all financial hardship applications.

This policy will also fulfil the statutory requirements of the Local Government Act, 1993 with respect to hardship applications.

1. The Local Government Act 1993 gives Council the authority necessary to provide assistance to those ratepayers under the following sections of the Act:
 - a) *Section 564* of the Act provides Council with the option to accept payment of rates and charges due and payable in accordance with an agreement made with the ratepayer and to write off or reduce interest accrued on rates and charges if the ratepayer complies with the agreement.
 - b) *Section 567* of the Act provides for Council to write off accrued interest on rates and charges payable by a ratepayer if, in Council's opinion the reasons that the ratepayer was unable to pay the rates and charges when they became payable were beyond the ratepayer's control, or; that the ratepayer is unable to pay the accrued interest for reasons beyond that ratepayer's control, or; that the payment of the accrued interest would cause the ratepayer hardship.

- c) *Section 601* of the Act provides for ratepayers who incur a rate increase in the first year following a General Revaluation of land values to apply to Council for rate relief if the increase in the amount of rates payable will cause them substantial financial hardship

Conclusion

The policy has been developed in line with Office of Local Government Guidelines and the Local Government Act 1993 and seeks to be a fair process for all members of the community experiencing financial hardship..

Financial Implications

Council budgets for rates each year and making arrangements may reduce rate income for a limited period of time.

FINANCIAL HARDSHIP POLICY

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

Policy Objective:

This policy seeks to provide assistance to ratepayers who are experiencing genuine difficulties with the payment of their rates and charges, and to provide a process for the appropriate assessment of all financial hardship applications.

This policy will also fulfil the statutory requirements of the Local Government Act, 1993 with respect to hardship applications.

Policy Statement:

Due to exceptional circumstances, ratepayers may at times experience difficulty in paying rates and charges. This policy outlines the process to be followed in providing assistance to those ratepayers who are suffering genuine financial hardship.

Definitions:

Act means Local Government Act, 1993

Council means Bland Shire Council

Responsibilities:

Manager Financial Services

Recommended Practices:

1. The Local Government Act 1993 gives Council the authority necessary to provide assistance to those ratepayers under the following sections of the Act:
 - a) *Section 564* of the Act provides Council with the option to accept payment of rates and charges due and payable in accordance with an agreement made with the ratepayer and to write off or reduce interest accrued on rates and charges if the ratepayer complies with the agreement.
 - b) *Section 567* of the Act provides for Council to write off accrued interest on rates and charges payable by a ratepayer if, in Council's opinion the reasons that the ratepayer was unable to pay the rates and charges when they became payable were beyond the ratepayer's control, or; that the ratepayer is unable to pay the accrued interest for reasons beyond that ratepayer's control, or; that the payment of the accrued interest would cause the ratepayer hardship.
 - c) *Section 601* of the Act provides for ratepayers who incur a rate increase in the first year following a General Revaluation of land values to apply to Council for rate relief if the increase in the amount of rates payable will cause them substantial financial hardship.
2. Applications for hardship relief must be made on the appropriate *Hardship Rate Relief Application Form (Appendix 1)* which is also available for download on Council's website (www.blandshire.nsw.gov.au).
3. The applicant must meet the following criteria:

- The applicant must be the owner of the property and must be liable for the payment of rates and charges on the property
 - The property for which the hardship application is made must be the principal place of residence of the applicant
 - The property for which the hardship application applies must be categorised as “Residential” for rating purposes
 - Genuine financial hardship can be displayed
 - The application for hardship must be accompanied with supporting documentation which may include, but is not limited to:
 - A letter supporting the application outlining the reason for applying for financial hardship and the period of time for which the hardship relief sought may apply
 - Details of monthly income & expenditure
 - Copies of most recent bank statements
4. The General Manager has delegated authority to assess all applications in accordance with this policy.
 5. In the first instance the application will be reviewed by the Finance Officer (Revenue), Manager Financial Services and Director of Corporate, Community and Development Services.
 6. The application will be reviewed and a recommendation made to the General Manager regarding any offer of assistance as provided by the Local Government Act, 1993, having regard to the circumstances of the applicant.
 7. The General Manager will make a final determination about the application after considering the recommendation of the Staff.
 8. The applicant will be informed of Council’s decision in writing.

References:

Section 564 of the Local Government Act 1993
 Section 567 of the Local Government Act 1993
 Section 601 of the Local Government Act 1993
 Local Government (General) Regulation, 2005
 Division of Local Government Rating and Revenue Raising Manual

Appendices:

Hardship Rate Relief Application Form

Authorisation:

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

Related Council Policy / Procedure

DRAFT



APPENDIX 1

HARDSHIP RATE RELIEF APPLICATION FORM

Approved by the Director General of the Division of Local Government, in accordance with clause 135 of the Local Government (General) regulation 2005 under the *Local Government Act, 1993*.

APPLICATION FOR HARDSHIP RATE RELIEF FOR THE WHOLE OR PART OF THE YEAR COMMENCING 1 JULY 20 ____

*Please answer all questions relevant to you using block letters and ticking appropriate boxes.

Assessment No: _____

I, _____
(Full name in block letters)

Of _____
(Address)

Telephone Number: _____ Apply for a concession on the basis of financial hardship.

1) Do you receive any pensions or benefits? Yes No

If yes, please provide type of pension and amount received per week.

Pension: _____ Amount: _____

2) Do you have a current Pension Concession Card issued by the Commonwealth Government?
 Yes No

PCC No: _____ Date of Grant: _____

3) Have you claimed a pensioner concession on any other property this year?
 Yes No

If yes, state the address of the other property: _____

4) Is this property your sole or principal place of living? Yes No

The property for which I am claiming has been my sole/principal place of living since:

5) I am liable for the payment of rates and charges on this property, together with other as listed below. (If no others, write "SOLE OWNER") _____

Please provide details of all "other" persons indicated in Question 5. (ALL OWNERS other than the applicant should be listed, including your spouse):

Name	PCC Holder Y/N	Pension No.	Date of Grant	Relationship to me (eg: spouse, father, co-owner etc)	Resident of Property Y/N	% of ownership

Evidence of joint ownership is attached/has been provided to Council previously (circle whichever is applicable).

6) Is the property owned as shares in a company title? Yes No

If you do not own or rent the property, please explain why you are liable to pay the rates

7) Are there people living at the property other than those listed a Question 5? Yes No

8) Please indicate who these people are?

- Self
- Spouse
- Children (State ages _____)
- Boarders
- Relatives
- Other (please specify) _____

9) Do you own (either fully or partially) any other land or buildings? Yes No

If yes, list addresses:

10) How many children do you support? _____ State ages: _____

11) What is the cause of financial hardship? _____

12) How long have you been experiencing hardship? _____

13) Please state gross weekly amount received in dollars and cents from the following sources of income:

- a) Pensions and benefits Compensation, superannuation, insurance or retirement benefits \$ _____
- b) Spouse's income \$ _____
- c) Income of other residents of the property \$ _____
- e) Casual/part-time employment \$ _____
- f) Family allowance \$ _____
- g) Interest from banks/credit unions/building societies \$ _____

14) Please provide name and current balance of all bank, credit union or building society accounts held by you.

15) Please state details of fortnightly outgoings.

Outgoing	Owed to	Amount
Rent/Home Loan		
Other mortgages		
Personal loans/Hire purchase		
Health Costs		
Council rates and charges		

Please attach a separate page with any other relevant information you feel may assist your application.

I hereby declare that the information provided is true and correct. **If you make a false statement in an application you may be guilty of an offence and fined up to \$2,200.**

Signature: _____ Date: _____

IMPORANT NOTICE

CUSTOMER CONSENT

For the sole purpose of authorising the Council to confirm with Centrelink whether or not the detail I have provided to the Council matches Centrelink or other Commonwealth portfolio department or agency records in relation to the current status of my Commonwealth Benefit:

I, _____ (full name) authorise the Council to confirm with Centrelink the following details:

- Pension Number
- Name
- Address
- Postcode, and
- That I am a valid concessional card holder

I agree that, unless I revoke my consent, this Customer Consent record is a permanent consent, and may be relied on by the Council until such time as I revoke it.

I may revoke this Customer Consent record at any time by giving the Council **written** notice that my consent is revoked. I understand if I revoke this consent, I may not be eligible for the concession given by the Council.

I acknowledge I have read and understood this Customer Consent record.

Signature: _____ Date: _____

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998
Compliance with Section 10

The information contained in this application form and any information requested for the purpose of assessing eligibility for a pensioner concession is required under the Local Government Act 1993 and the Local Government (General) Regulation 2005.

DRAFT

9.11 NSW Public Library Funding Report update

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

3.4 Monitor and provide up to date and relevant resources and programs within the library.

4.4 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:

- a. Continue to provide support to the campaign mounted by the NSW Public Library Associations for increased state funding to local government for public libraries.**
- b. Write to the Hon. Troy Grant, Minister for the Arts, noting the allocation of \$15m over 4 years for a public library infrastructure grants program, and calling upon the Government to implement the Reforming Public Library Funding submission of the Library Council of NSW in 2012 for the reform of the funding system for NSW public libraries.**
- c. Continue to take a lead role in the campaign locally.**

Introduction

There has been widespread support by Councils across the state for the NSW Library Funding Campaign, which is being coordinated on behalf of NSW Councils and their libraries by the NSW Public Libraries Association (NSWPLA), representing country and metropolitan libraries across the state.

Launched on 7 April 2014, this targeted campaign has benefited from exceptional community support and has also met with some success in bringing the critical library funding situation to the attention of politicians and funding decision makers to address the problem.

The NSW State budget, announced on 17 June, delivered a \$15m infrastructure public library grant program over the 4 years from 2014-15 to 2017-18. Whilst this is welcome news, it only reinstates the grant funding program to the level that it was in 2005-06 and is a fixed-term program that needs to be recurrent to provide the certainty required for this all-important annual grants program.

The better news is that the NSW Public Library Funding Campaign is clearly influencing state government funding decisions. Over 100 NSW councils have resolved to support the Campaign. In the 3 months between the launch of the Campaign and early August, over 50,000 NSW residents had signed the Campaign petition. This number continues to grow, and is evidence of the interest, support and concern of residents across the state about the future of their libraries.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 SEPTEMBER 2014

.....
MAYOR

Three tranches of petitions have been presented to Parliament, resulting in Parliamentary debates about the library funding issue on 7 August and 11 September

Local Government NSW (LGNSW) and the Australian Library and Information Association (ALIA) are assisting NSWPLA in this campaign, and local supporters of public libraries including Friends of the Library groups and library users have been engaged in the campaign to lobby State Members.

The next target for the Funding Campaign is to address the problem of the recurrent elements of library funding – the \$1.85 per capita legislated payment (both in quantum and indexation) as well as the Disability & Geographic Adjustment fund, which combine to form the annual funding that is provided directly to NSW councils. These allocations are not indexed to population growth or CPI, so there is no source to fund the annual increase resulting from additional NSW population. This will lead to the first actual reduction in direct funding to NSW councils (in 2015-16) if the attrition is not addressed.

The period between now and November, the pre-State Government election phase, will be the most critical phase of the NSW Library Funding Campaign. It is the time for all NSW Councils to redouble their Campaign lobbying efforts. This really is the “last-ditch effort” to ensure that NSW public libraries achieve the sustainable state government funding base that they so badly need to continue providing current levels of service to communities across the state. We are seeing examples of library service reductions in many NSW Councils, ranging from decreased levels or qualifications of staff; diminished collections budgets; shortened opening hours, less public programs, and reduced mobile library service schedules. Without increased state funding, the situation is likely to deteriorate further.

Over the next 4 months, the NSW Library Funding Campaign Committee will be contacting Councils and libraries to ask for targeted support in specific areas to further strengthen this already successful campaign. A small amount of dedicated effort from each and every stakeholder will help to ensure that our libraries get the funding deal that they need and deserve. As the major beneficiaries of any State funding increase, Local Government is the primary stakeholder in this campaign.

Conclusion

There is currently a high degree of uncertainty as to the level of ongoing funding for public libraries in NSW from the State Government. The intent of the NSW Library Act in 1939 was for equal funding from state and local governments to provide library services. Since that time local government has increasingly carried the funding burden and the situation has deteriorated significantly over the past few decades. Without urgent action from local government and NSW Public Library Associations, this situation will continue and local councils will once again be forced to pick up the funding shortfall.

9.12 Children Services Policy Adoptions

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP4.5 Provide quality and affordable Family Day Care, Mobile Resource Unit, Vacation Care and Preschool Services.

Author: Manager Library and Children Services

Officer's Recommendation:

That the Council adopts the following Children Services Unit policies as required by the Education and Care Services National Regulations 2011.

- **Assessment and FDC Educators, Educator Assistants and Persons residing at FDC residences policy**
- **Delivery and collection of children policy**
- **Determining the responsible person present at the service policy**
- **Fee policy**
- **Keeping a register of FDC educators and assistants policy**
- **Provision of information, assistance and training to FDC educators policy**

Introduction

There are many requirements under the NSW Department of Education and Communities and the Accreditation board to meet all aspects of the Education and Care Services National Regulations 2011. As a result the Childrens Services policies are required to be regularly updated or developed and adopted by Council as the auspicing body.

The attached policies have been reviewed or developed, but are not marked in red as the changes are too many to consider an update. All policies have been developed in accordance with best practice and based on model policies.

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

ASSESSMENT OF FAMILY DAY CARE EDUCATORS, EDUCATOR ASSISTANTS AND PERSONS RESIDING AT FAMILY DAY CARE RESIDENCES POLICY

POLICY ADOPTED: August 2014

Policy Objective:

The Coordination Unit will ensure that:

- All child-related workers and volunteers have a current Working With Children Check.
- All preferred applicants for child-related employment will be asked to declare that they are not a prohibited person, using the Applicant Declaration and Consent or, for volunteers who do not need to be checked, the Volunteer/Student Declaration.

It is an offence for prohibited persons to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity, whether paid, volunteering or self employed.

Policy Statement:

- Ensure that applicants are advised in advance if they will need a Working with Children Check.
- Ensure that volunteers or students on placement sign the Volunteer/Student Declaration.

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. This policy also applies to persons over 18 living in the home of family day care educators.

Statutory Legislation & Considerations:

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

What is a Working with Children Check?

The Working with Children Check (WwCC) is a pre-employment check for child-related employment. The WwCC applies to people over 18 living in the home of family day care educators. The WwCC will not be completed without the consent of the person being checked.

There are three types of records considered in the Working with Children Check: relevant criminal records, relevant apprehended violence orders (AVOs) and relevant employment proceedings.

Recommended Practices:

Prospective educators are expected to:

1. Be a fit and proper person to be concerned with providing a family day care service.
2. Submit a written application for the position of educator, accompanied by copies of any relevant qualifications, two written references, and other appropriate documentation.
3. Give consent for the Working with Children Check to be carried out on themselves and on any persons over the age of 18 residing at their home.
4. Undergo a Police Check for themselves and any person over the age of 18 who normally resides at their home.
5. Have a current First Aid Certificate, Asthma and Anaphylaxis Certificates and hold or be undertaking Certificate III in childcare.
6. Be physically and emotionally able to care for young children.

7. Have an appropriate understanding of young children's needs and development, including:
 - a) The individual differences between children.
 - b) Activities that stimulate a child's growth and development.
 - c) Nutrition, health, hygiene and safety.
 - d) Behaviour management.
8. Be responsive to children.
9. Be able to communicate effectively with adults.
10. 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.
11. Be assessed with regard to their ability to interact positively with children.
12. Allow Coordination unit staff to help them assess the safety of their home environment, according to the Children's Services Regulation 2011, including fencing, gates, tools and equipment, storage of poisons, matches, knives, electrical appliances, etc.
13. Ensure that their home complies with the assessment (above) and is adequate for the provision of the service.
14. Be prepared to allow Coordination Unit staff to inspect their home during the normal hours in which they operate their service.
15. Be prepared to sign an agreement with the Scheme, stating their obligations as an educator and as a member of the Bland/Temora Family Day Care Scheme.
16. Be prepared to abide by the policies and procedures of the Scheme and the Education and Care Services National Regulations 2011.
17. Be prepared to abide by the Code of Conduct at all times.
18. Attend training sessions and meetings arranged by the scheme as part of their induction process.
19. Complete training modules as required by the scheme as part of their induction process.

References:

- NSW Commission for Children and Young People (website) www.check.kids.nsw.gov.au – accessed July 2012
- National Crime Check (website) www.nationalcrimecheck.com.au/police-checks-individuals - accessed July 2012

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID	436714			
Superceded Policy	Carer selection			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
August 2014	0			

Related Council Policy/Procedure

DELIVERY AND COLLECTION OF CHILDREN POLICY

POLICY ADOPTED: August 2014

Policy Objective:

The education and care setting will:

- Ensure the safe and documented arrival and departure of children at the education and care setting;
- Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.

Policy Statement:

This policy relates to the arrival and departure of children within the education and care setting; the delivery of children to, and collection of children from, education and care service premises.

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the centre, assure the completion of the required records for the claiming of the *Commonwealth Child Care Benefit (CCB) & Child Care Rebate CCR* (where applicable) and confirms children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000
- Family Assistance Law
- Education and Care Services National Regulations 2011: 99, 158, 168(2)(f)
- Link to National Quality Standard: 2.3.2

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.

Family Day Care

1. A record of attendance is to include the full name of each child attending, arrival and departure times, initials of the person who delivers and collects the child or the nominated supervisor or educator.
2. A child will leave the family day care service only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

Educators will:

1. Review the attendance record. Where parents or authorised persons have not signed in, the educator will note that the child is in attendance. Families will be reminded to complete this record.

2. Ensure that all children have been signed out of the family day care service. If a child is not signed out, educators will note that the child is **not** in attendance. Families will be reminded to complete this record.
3. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the family day care service.
4. Allow a child to leave the family day care service only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care of the family day care service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

Families/family member or delegated authority will:

1. Sign each child in and out of the family day care service upon actual arrival and at the time of actual departure, on Record of Attendance.
2. Remain responsible for their child whilst they are on the family day care service premises.

Arrival and departure - the experience for the child and family

The educator will:

- 1 On orientation and on the first day of attendance, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that Record of Attendance sheets (timesheets) will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
- 2 Ensure that Placement Agreements with families will be completed and updated to reflect the booked times of care.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Mobile Resource Unit - Play Group Sessions

A record of attendance is brought to the venue. This attendance sheet is to be completed by the parent/ guardian of the child/ren attending the session. The record includes full name of each child attending, arrival and departure times, and signature of the person who attends with/supervises the child.

A child will leave the venue only with a parent/guardian. (This does not include a parent who is prohibited by a court order from having contact.)

At no time is a child to be left in the care of a staff member. Children are the responsibility of the parent/guardian at all times.

In addition to these records the responsible person will:

1. Review the Sign In and Out Sheet. Where parents or authorised persons have not signed in, a staff member will remind families to complete this record.

2. Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
2. Remain responsible for their child whilst they are on the education and care premises.
3. Children are the responsibility of the parent/guardian at all times.

Mobile Resource Unit - Ungarie Preschool/Vacation Care

A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.

A child will leave the centre only with a parent/guardian, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

In addition to these records the responsible person will:

1. Review the Sign In and Out Sheet. Where parents or authorised persons have not signed in, a staff member will note that the child is in attendance. Families will be reminded to complete this record.
2. Ensure that two staff members verify all children have been signed out of the centre. If a child is not signed out, educators/staff members will check all areas (inside and outside) of the centre to ensure no child remains. This will be confirmed via the Statement on the Sign In/Out Sheet.
3. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
4. Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
2. Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure - the experience for the child and family

The responsible person will:

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Preschool

Sign In/Out

You are required by law to sign your child into and out of our care each day.

Please write the time of arrival and sign in. When leaving write the time of departure and sign out. If someone else is picking up your child, please note this on the attendance sheet and tell a staff member.

A record of attendance sheet is located on the table in your child's classroom, includes full name of each child attending in alphabetical order, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.

A child will leave the centre only with a parent/guardian, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
2. Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure - the experience for the child and family

The responsible person will:

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Evaluation

Arrival and departure times encourage families to interact in the environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from the service.

References:

Department of Education, Employment and Workplace Relations – www.deewr.gov.au
 Community Child Care Cooperative – sample policy - www.cccc.org.au accessed 4.6.2012

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID	392162			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
August 2014	0			

Related Council Policy/Procedure

DETERMINING THE RESPONSIBLE PERSON PRESENT AT THE SERVICE POLICY

POLICY ADOPTED: August 2014

Policy Objective:

A responsible person will be on the premises of the Bland Shire Council Children's Services at all times, and the details of the responsible person at any time will be clearly displayed for educators, staff and families.

The process for determining the responsible person will be clear to all educators and staff, and followed at all times.

Details of the person responsible are documented and displayed for all users of the service.

Policy Statement:

The Education and Care Services National Law determines that a responsible person must be physically present at a centre based service at all times that an Approved service operates.

Educators and families must be aware of who is the responsible person in charge on any given day. The Nominated supervisor assumes the legal responsibility of the service at all times however can pass on the responsibilities of running the service in his/her absence.

For a Family Day Care (FDC) Service, the Nominated Supervisor assumes the legal responsibilities of the day to day operations of the service. Assistance to family day care educators must be available at all times the FDC Service operates. The requirement to be available to provide support for a FDC educator includes being available to be contacted by telephone to provide advice and assistance to the FDC educator.

Statutory Legislation & Considerations:

National Law: Sections 162(Centre based service), 164 (Family Day Care), 172
National Regulations: Regulation 173

Definitions:

1. APPROVED PROVIDER – if this is an individual. If it is an organisation or company then someone with management and control of the service.
2. NOMINATED SUPERVISOR – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor.
3. CERTIFIED SUPERVISOR is a person with a Supervisor's Certificate, who has consented to be placed in day to day charge of the service.
4. SERVICE SUPERVISORS CERTIFICATE - a person may be covered by a service supervisor certificate if they are responsible for the day to day management of the service, or exercising supervisory and leadership responsibilities for part of the service, or a family day care coordinator. A person covered by the service supervisor certificate does not need to apply to the regulatory authority for an individual supervisor certificate, but must provide written consent to be placed in day to day charge of the service.
5. EDUCATIONAL LEADER – is appointed by the approved provider to lead the development and implementation of educational programs in collaboration with educators to ensure that children achieve the outcomes of the approved framework.

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:

Preschool and Vacation Care Service

The Preschool or Vacation Care service must always have a responsible person physically present at all times.

A responsible person can be;

The Approved Provider, Nominated Supervisor or a Certified Supervisor.

The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person;
2. Ensure the responsible person is appropriately skilled and qualified;
3. Ensure a responsible person is physically present at the centre. A substitute for the responsible will be in present where a Waiver is in place.

The Nominated Supervisor will:

1. Arrange for the keeping of a “responsible person record”. This record will document the current responsible person.
2. The name of the responsible person will be displayed in the main entrance at the venue.
3. Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

Family Day Care

A holder of a supervisor certificate is appointed to assume the overall responsibilities of operating the family day care service as the Nominated Supervisor. The Nominated Supervisor is the responsible person in charge and must be available to provide support and assistance to an educator while the educator is providing the education and care service to children.

The name and position of the responsible person in charge must be displayed so that it is easily visible at the family day care coordination unit office.

Mobile Resource Unit Play Groups

This policy does not currently apply to MRU play group sessions.

Evaluation:

- A responsible person is physically present at the centre at all times and this is documented and displayed.
- A responsible person is available to provide support for a FDC educator at all times the FDC Service operates.

References:

- Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA). 238A; 54
- National Quality Standards 2011 (ACECQA)
- Guide to the National Quality Framework 2011 (ACECQA).
- Guide to the National Quality Standard 2011 (ACECQA).
- Childcare Service Handbook 2011-2012 (DEEWR).
- Community Child Care Co-Operative – Sample Policy – Determining Responsible Person – accessed 23 May 2012 from www.ccccnsw.org.au

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Community and Development Services		
EDRMS Doc. ID	436945		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2014	0		

Related Council Policy/Procedure

FEE POLICY

POLICY ADOPTED: August 2014

Policy Objective:

- To ensure our services are financially viable at all times.
- Maintaining a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees.
- To inform parents of the procedures for the payment of fees at all Bland Shire Council's Children's Services.
- To ensure the appropriate application of subsidy levels and the invoicing and payment of fees are completed correctly.

Our service will advocate with governments for all children's right to access early education and care regardless of their family's financial situation.

Policy Statement:

- ensure that fees are set according to the Revenue Policy each financial year.
- ensure that subsidy levels are available to families if they meet certain requirements.
- ensuring families are aware of all fees and fee payment requirements upon enrolment.
- keeping fee increases to a minimum.
- ensuring the cost of administering fee collection is minimised.
- following the appropriate priority of access requirements.
- following all legal requirements required by our access to government funding.
- managing fee collection to avoid bad debts.
- families are notified as far ahead as possible and no less than 14 days of any changes to fees or the ways fees will be collected.
- ensuring we issue statements of fees on a regular basis.

Statutory Legislation & Considerations:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011 (168-172)
- Australian Children's Education and Care Quality Authority (ACECQA); Guide to the National Law and National Regulations: page 109

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.
- ATSI – Aboriginal and Torres Strait Islander.
- CSU – Children's Services Unit.

Recommended Practices:

If a family has an outstanding account balance with one of the following Bland Shire Council's CSU services then they will be unable to enrol in another CSU service, nor will any other sibling, until payment has been made in full.

PRESCHOOL

Bland Shire Preschool fees are set according to the Revenue Policy each financial year. There are subsidy levels available to families if they meet certain requirements.

A deposit of \$20 is required upon enrolment of a child. This payment is non-refundable and will be credited towards your account upon your child's commencement.

A statement of fees is issued at the beginning of each term. Fees are charged on a weekly basis with the addition of a parent levy which is charged each term per family.

Fees

1. Fees will be charged on a per term basis.
2. In addition to the term fees a parent levy will be charged per family each term.
3. Fees are to be paid within four weeks of the commencement of each term.
4. Fees may be paid weekly or fortnightly after consultation with the Senior Early Childhood Educator Coordinator or Administration Officer.
5. Proof of income provided with an 'Affordability Assistance Application Form' must be updated if it expires.
 - a. A copy of the updated proof of income must be provided to the Preschool by the third week of each term.
 - b. If the proof of income is not updated then full fees will be payable.
6. Two weeks' notice is to be given if a child is leaving the Preschool. Fees will be reimbursed if paid in full. If no notice is given the term fees will be payable.
7. If fees are not paid by the due date, or if weekly or fortnightly payments are not received, the 'Failure to Pay Fees Procedure' will be put into place.

Subsidies

Subsidies are available for low income earners and children from an Aboriginal or Torres Strait Island background.

The Affordability Assistance Application forms are available on enrolment day.

- Level 1 Subsidy – Incomes under \$44,824 or current Health Care Card holders.
- Level 2 Subsidy – Incomes under \$62,265 (proof of income is needed).
- Full Fee - Incomes over \$62,265.

Completed Affordability Assistance Application forms, with proof of income attached, should be received at the start of the year with a completed Enrolment Application form. Any new applications or updated proof of income must be received at the Preschool by the third week of each term.

Payments

Fees can be paid;

- in full by the fourth week of the term
- weekly
- fortnightly

Fees can be paid at the Preschool by cash or cheque (payable to the Bland Shire Council). Unfortunately the Preschool cannot accept credit card or eftpos payments, however, Bland Shire Council will accept all forms of payment.

Arrears

There is a procedure to be followed if accounts are not paid. If families are experiencing difficulties they can see the Senior Early Childhood Educator Coordinator or the Administration Officer and a payment plan can be established. It is the family's responsibility to contact the Preschool if they are having any difficulties.

Failure to Pay Fees Procedure;

1. Week after the fees were due – Letter One sent.
2. Following week (if still not paid) – Letter Two sent.
3. Following week (if still not paid) – telephone call by Senior Early Childhood Educator Coordinator.
4. Should there be no response or attempt to pay fees, the Final Letter will be issued informing parents that legal action will be taken to recover the debt and all costs will be borne by the parent.
5. The overdue account will be placed in the hands of Bland Shire Council to recover the outstanding debt.
6. Legal fees will be added if the debt is placed in the hands of a debt collector.
7. A child will not be able to attend if there is an outstanding debt and he/she will go on the waiting list if they wish to return.
8. Since payment has not been made by the due date, payments must be made in advance for all future attendances.
9. If outstanding money is owed subsequent children from the family will not be enrolled until the debt has been paid.

Late Departure Fee:

The Preschool hours are 9.00am to 3.00pm. A late fee will be charged for children who are picked up after 3.10pm. The late fee is \$10 per child for any child collected after 3.10pm. Then \$5 for each 5 minute interval after that.

Appendices:

- a. Letter One.
- b. Letter Two.
- c. Final Letter.
- d. Information on the Affordability Assistance Application.
- e. Affordability Assistance Application Form.

MOBILE RESOURCE UNIT – PLAYGROUP SESSIONS

MRU Playgroup session fees are set according to the Revenue Policy each financial year.

Fees are to be paid per attendance.

MOBILE RESOURCE UNIT - UNGARIE PRESCHOOL

Ungarie Preschool fees are set according to the Revenue Policy each financial year.

A deposit of \$20 is required upon enrolment of your child. This payment is non-refundable and will be credited towards your account upon your child's commencement at preschool.

Payments

Fees can be paid;

- in full by the fourth week of the term
- weekly, upon completion of a fee agreement.
- fortnightly, upon completion of a fee agreement.

Fees can be paid at the Preschool by cash or cheque (payable to the Bland Shire Council).

Unfortunately the Preschool cannot accept credit card or eftpos payments, however, Bland Shire Council will accept all forms of payment.

Two weeks' notice is to be given if a child is leaving the Preschool. Fees will be reimbursed if paid in full.

If fees are not paid by the due date, or if weekly or fortnightly payments are not received regularly, the 'Failure to Pay Fees Procedure' will be put into place.

MOBILE RESOURCE UNIT - VACATION CARE

Vacation Care fees are set according to the Revenue Policy each financial year.

Bookings must be made in advance of care. Once a booking is completed, days cannot be changed or cancelled.

Refunds will not be given for a cancellation or change in care needs unless 24 hours notice is received prior to care. Fees for days of care cancelled are not transferable.

Families should notify the centre if their child will not be attending.

On excursion days children must be at the centre by the time advised on the permission note.

Late pick up fee:

The centre closes at 5.15pm. A late fee will be charged for children who are picked up after 5.15pm. Parents who continually arrive after 5.15pm may lose their child's position at the service.

MOBILE RESOURCE UNIT – TOY LIBRARY

Toy Library fees are set according to the Revenue Policy each financial year.

An annual deposit of \$20 is required upon membership of your child/family. This payment is non-refundable.

Membership is open to all families with children 0-6 years and/or if they meet special needs requirements.

A limit of two items per child with a maximum of five toys per family at one time.

Borrowing time is limited to 1 month.

FAMILY DAY CARE

Registered educators with the Bland/Temora Family Day Care Scheme are providing care for children on behalf of the Bland/Temora Family Day Care Scheme and are therefore acting as an agent of the Bland/Temora Family Day Care Scheme in regards to the collection of fees and negotiating care contracts.

All fees for childcare are administered by the FDC Educator. Refer to FDC Educator's Fee Schedule.

Base fees:

Base fees are set by the Scheme in accordance with the Department of Education Employment and Workplace Relations (DEEWR). Base fees are determined annually and apply from July to June each financial year. Many educators charge a different fee from the base fee, and this should be discussed with the individual educators.

Child Care Benefit and Child Care Rebate:

Most families are eligible for some Child Care Benefit and Child Care Rebate, which means they pay only part of the full cost. For information or application forms for Child Care Benefit (CCB) and Child Care Rebate (CCR) please contact the Family Assistance Office on 13 61 50.

Overtime and Penalty Fees (late pick up fee):

These fees are charged at the educator's discretion where parents are late picking up their child/ren. Child Care Benefit does not cover this fee. See individual educator's fee schedules.

Termination of Care:

Parents are required to give at least fourteen days written notice to the educator and the Co-ordination Unit when ceasing care arrangements, otherwise full fees will be charged. If a child is absent on the last day of care full fees (no claim for CCB) will be charged up to the last day of attendance.

Educators are required to give at least fourteen days written notice to parents and the Co-ordination Unit when ceasing care arrangements.

Maximum Child Care Benefit:

Child Care Benefit is payable on a maximum amount per week per child. This is determined annually in accordance with Department of Education Employment and Workplace Relations (DEEWR).

References:

Child Care Service Handbook 2011-12 Department of Education, Employment and Workplace Relations (DEEWR). www.deewr.gov.au

Status	Committee	N/A		
	Manex	N/A		
Owner	Nominated Supervisor of Community and Development Services			
EDRMS Doc. ID	436847			
Superceded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
August 2014	0			

Related Council Policy/Procedure
Failure to Pay Fees Procedure
Revenue Policy

Appendix a. Letter One.

Debtor Code: «Debtor_Code»

Bland Preschool
130 Pine Street
West Wyalong NSW 2671

<<Date>>

«Name»

«Address»

«Address_2»

Dear Sir/Madam

«Balance» OVERDUE ACCOUNT

I would like to draw your attention to the overdue account you have with the Bland Preschool. At the date of this letter our records indicate that the account remains unpaid.

It is Preschool Policy that Term fees are paid within four weeks of the start of the Term.

If you have paid the account within the last few days, or made prior arrangements for payment please disregard this letter. However, if this account has not been paid it would be appreciated if you could forward your payment to the Preschool or the Bland Shire Council by Friday, <<Date>>.

If you are having difficulties paying this account please contact me so we can arrange a mutually agreeable payment arrangement.

Should you have any queries please do not hesitate to contact me on 6972 2795.

Yours faithfully,

<<NAME>>

ADMINISTRATION OFFICER

Debtor Code: «Debtor_Code»

Bland Preschool
130 Pine Street
West Wyalong NSW 2671
Phone: 6972 2795

<<Date>>

«Name»

«Address»

«Address_2»

Dear Sir/Madam

OVERDUE ACCOUNT

Debtor Reference: «Debtor_Code»

Outstanding Amount: «Balance»

I refer to the above mentioned account and note that you have not made payment as at the date of this letter.

If the account is not paid by Friday, <<Date>> your child will not be able to attend Preschool following this date.

The Arrears section of the Preschool Fees Policy states;

- *Should there be no response or attempt to pay fees, the Final Letter will be issued informing parents that legal action will be taken to recover the debt and all costs will be borne by the parent.*
- *The overdue account will be placed in the hands of Bland Shire Council to recover the outstanding debt.*
- *Legal fees will be added if the debt is placed in the hands of a debt collector.*
- *A child will not be able to attend if there is an outstanding debt and he/she will go on the waiting list if they wish to return.*
- *Since payment has not been made by the due date, payments must be made in advance for all future attendances.*
- *If outstanding money is owed subsequent children from the family will not be enrolled until the debt has been paid.*

If you have paid the account within the last few days, or made prior arrangements for payment please advise <<Name>>, Administration Officer. If you are having difficulties paying this account please contact me prior to Thursday, <<Date>> so we can arrange a mutually agreeable payment arrangement.

Should you have any queries please do not hesitate to contact me or <<Admin Officer Name>>.

Yours faithfully,

<<NAME>>

SENIOR EARLY CHILDHOOD EDUCATOR AND CO-ORDINATOR

Debtor Code: «Debtor_Code»

Bland Preschool
130 Pine Street
West Wyalong NSW 2671
Phone: 6972 2795

<<Date>>

«Name»

«Address»

«Address_2»

Dear Parent

2014 ENROLMENT CANCELLATION

I refer to your outstanding Preschool fees and note that you have not made payment as at the date of this letter.

As payment has not been forthcoming and previous contacts via correspondence and phone have been ignored, the Bland Preschool has no alternative but to follow the Fee Policy and cancel the <<Year>> enrolment for «Child».

If payment of «Balance» is received by Friday, <<Date>> then the enrolment/s will be reinstated.

If payment is not received by Friday, <<Date>> «Child» will be placed on the waiting list and will only be re-enrolled once payment has been received AND a spot becomes available.

The Arrears section of the Preschool Fees Policy states;

- Should there be no response or attempt to pay fees, the Final Letter will be issued informing parents that legal action will be taken to recover the debt and all costs will be borne by the parent.
- The overdue account will be placed in the hands of Bland Shire Council to recover the outstanding debt.
- Legal fees will be added if the debt is placed in the hands of a debt collector.
- A child will not be able to attend if there is an outstanding debt and he/she will go on the waiting list if they wish to return.
- Since payment has not been made by the due date, payments must be made in advance for all future attendances.
- If outstanding money is owed subsequent children from the family will not be enrolled until the debt has been paid.

Yours faithfully,

<<NAME>>

SENIOR EARLY CHILDHOOD EDUCATOR/COORDINATOR



BLAND PRESCHOOL
PO Box 21, Pine Street
WEST WYALONG NSW 2671

Phone: (02) 6972 2795

Fax: (02) 6972 1580

Email: csuadmin@blandshire.nsw.gov.au



Affordability Assistance Application

Dear Parents,

All people who are in receipt of a Health Care Card are eligible to receive a subsidy.

Low income earners are eligible to receive a subsidy for their Preschool fees. This subsidy can be applied for at the beginning of the year or by the third week of each term if you have a change of financial circumstances.

Please complete the attached blue form and supply a copy of your proof of income. Examples of proof of income include; Health Care Card, Group Certificate, Pay Slip, Pension Advice Form, Tax Assessment Notice, a letter from your accountant or a letter from your employer stating your income.

If your financial circumstances change during the year please advise the Preschool. If your proof of income (e.g. Health Care Card, Tax Assessment) expires during the year please supply the Preschool with a copy of the updated proof. Any updated proof must be provided to the Office by the third week of the term or full fees may be payable.

Income levels are:

Level 1 – Less than \$44,824

Level 2 – Less than \$62,265

This is based on your gross income.

Without a subsidy form no subsidy can be granted.

All details of financial circumstances in the subsidy forms shall be kept confidential between the Senior Early Childhood Educator/Coordinator and Administration staff.

**Applications for the start of the year to be submitted with your enrolment form.
Forms must be received by the third week of the Term.**



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



Children’s Services Affordability Assistance Application Form

The NSW Government provides funding for a subsidy to assist parents to meet the cost of care in Children’s Services.

This Application Form allows the Bland Preschool to assess the level of your eligibility for this subsidy. Eligibility for this subsidy is dependant upon the completion of this form and proof of your gross family income.

Child/Children to be Enrolled

	Name of Child/ren	Age	Preschool Day/s
1			
2			
3			
4			

Explanatory Notes:

1. Include all details for spouse or partner residing with responsible parent.
2. Do not include income from Family Allowance, Family Allowance Supplement, Handicapped Children’s Allowance or payment for children in Foster Care.
3. Include value of cash and non-cash benefits from employment or self-employment.
4. Proof of income can be;
 - Pay slips
 - Letter from employer
 - Letter from an Accountant
 - Taxable income as shown on notice of assessment from the Australian Taxation Office.
5. Self-employed parents can base their claim on the previous year’s income if necessary.

Parent’s Name:

Address:

Gross Income: \$..... **Phone:**

Proof of Income (eg Health Care Card, Tax Assessment Notice):

Spouse/Partner’s Name:

Address:

Gross Income: \$..... **Phone:**

Proof of Income (eg Health Care Card, Tax Assessment Notice):

Total of Gross Family Income: \$.....

KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS AND ASSISTANTS POLICY

POLICY ADOPTED: August 2014

Policy Objective:

To create and maintain a register of Family Day Care educators and assistants in accordance with clause 153 of the Education and Care Services National Regulations 2011.

Policy Statement:

Bland Shire Children Services will ensure that the register is developed and maintained of Family Day Care Educators.

Relevant Legislation:

- Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
- Education and Care Services National Law Act 2010
- Australian Government Department of Education Employment and Workplace Relations Child Care
- Services Handbook 2011-2012

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:

The register will include the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- The full name, address and date of birth of the Educator.
- The contact details of the Educator.
- The address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- The date that the Educator was engaged by, or registered with, the service.
- When applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- The days and hours when the Educator will usually be providing education and care to children as part of the service.
- If the Educator is an approved provider, the number of the provider approval and the date the approval was granted.
- If the Educator is a Certified Supervisor, the number of the supervisor certificate and the date it was granted.
- Evidence of any relevant qualifications held by the Educator, or if applicable that the Educator is actively working towards that qualification as provided under regulation 10.
- Evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- Evidence of any other training completed by the Educator.
- If the Educator will be providing education and care to children in a jurisdiction with a working with children law or a working with vulnerable people law, a record of the identifying number of

the check conducted or card issued under that law and the expiry date of that check or card (if applicable).

- For each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- If the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- A record of the identifying number of the Working with Children Check, Working with Children Card, Working with Vulnerable People Check or Criminal History Record Check or teacher registration of each person referred to in paragraph (xiv) who is required to provide the check, card, record or registration under regulation 163 and the date of expiry of that check, card or registration, if applicable, and:
- The date that the check, card, record or registration was sighted by the approved provider or Nominated Supervisor of the service.

References:

- Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
- Education and Care Services National Law Act 2010
- Australian Government Department of Education Employment and Workplace Relations Child Care
- Services Handbook 2011-2012
- Greater Hume Children's Service: www.humechildrensservices.com.au, November 2012

Authorisation:

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	Manex	N/A		
Owner	Director of Community and Development Services			
EDRMS Doc. ID	370807			
Superceded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
August 2014	0			

Related Council Policy/Procedure

PROVISION OF INFORMATION, ASSISTANCE AND TRAINING TO FAMILY DAY CARE EDUCATORS POLICY

POLICY ADOPTED: August 2014

Policy Objective:

To ensure that all educators in the service are appropriately informed, fully supported and provided with opportunities for training and development to provide motivation and positive levels of satisfaction.

Policy Statement:

Bland Shire Council Children Services will ensure that:

- Educators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships.

Relevant Legislation:

- Education and Care Services National Regulations 2011 90, 168 (2) (d)
- Education and Care Services National Law Act 2010
- Local Government Act 1993

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.

Educational Leader: the Educational Leader leads the development and implementation of educational programs in the service. The Educational Leader has agreed, in writing, to this position at the service.

Recommended Practices:

Bland Shire Council Children Services will ensure that:

- Effective leadership is provided to enable the establishment and maintenance of a professional workplace with open communication, respectful debate and further professional learning.
- Positive organisation culture is promoted and a professional learning community is built.
- The induction of educators, coordinators and staff members is comprehensive.
- Educators are actively working towards a minimum of Certificate III in Children's Services, if not already attained.
- Educators are encouraged to pursue further education to develop their skills in the education of children.
- Every effort is made to promote continuity of educators and coordinators at the service.
- Provision is made to ensure that a suitably qualified Educational Leader leads the development of the curriculum and ensures the establishment of clear goals and expectations.
- The performance of educators, coordinators and staff members is evaluated and individual development plans are in place to support performance improvement.
- There is a commitment to continuous improvement.
- The service's statement of philosophy will guide all aspects of the service's operations.
- The service provides regular information on local training opportunities, and will encourage and provide its own targeted information programs.

- Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly. Provision and training in the implementation of the policies and procedures is provided to educators.

References:

- Australian Children’s Education and Care Quality Authority (2011); Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011.
- Australian Children’s Education and Care Quality Authority (2011); National Quality Standards.
- 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 the National Quality Standard.
- Greater Hume Children’s Service: www.humechildrensservices.com.au, November 2012

Authorisation:

Status	Committee	N/A		
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EDRMS Doc. ID	436705			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
August 2014	0			

Related Council Policy/Procedure

SECTION 4 – REPORTS FOR INFORMATION

Officer's Recommendation:

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

- **9.13 - Asset & Engineering Services Report**
- **9.14 - Community Services Report**
- **9.15 - Bland Shire Library Monthly Update**
- **9.16 - Children Services Monthly Update**
- **9.17 - Development Services Activities/Statistics for August 2014**
- **9.18 - Economic Development & Tourism Report - September**

9.13 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

Introduction

The following work was carried out:-

- 1. NATIONAL AND STATE ROAD MAINTENANCE**
Routine maintenance as per single invitation contract carried out on MR57 South and SH 17.
- 2. REGIONAL ROADS MAINTENANCE**
Bitumen patching and guide posting carried out on MR231 and MR398.
Heavy patching and Polycom works have been completed on MR371.
- 3. REGIONAL ROAD REPAIR PROGRAMME**
5.2 km of shoulder widening has been completed on MR398.
- 4. SHIRE ROADS MAINTENANCE**
Bitumen patching carried out on the following;
 - Quandialla Road
 - Dundas Road

Gravel Resheeting FAG

Morangorell Road 3.2 km
Alleena Road 2.1 km
Kildary Road 2.4 km
Buddigower Road 1.8 km
Beckom Road 1.5 km

Wet Grading

Morangorell Road 6 km
Bena Road 1.4 km

Gravel Patching

Pearses Lane
McMahons Lane

Guide posting has been done on a number of rural sealed roads, minor gravel patching has been done on a number of unsealed roads within the Shire.

5. 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, Ungarie and Mirrool

6. PARK MAINTENANCE

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Barnado, McCann parks tables and bins painted
- McCann park dam pump filters cleaned
- Irrigation maintenance carried out in all parks
- Preschool, council chambers and H.A.C.C Maintenance carried out

7. OVALS MAINTENANCE

- Maintenance to sporting ovals and surrounds
- Maintenance to lawn and monument cemetery
- Maintenance to Herridge park, Cooina park, Rotary park and Wyalong court house
- Line marking carried out for soccer, athletics and rugby league
- Water leak repair carried out at cemetery
- Ron Crowe oval and skate park sprayed with liquid fertiliser
- Ron Crowe oval prepared for league finals
- Park street recreation ground rules final preparations, grass cut low for cricket season and wicket sprayed
- Treatment works grass sprayed for broad leaf
- Vandalism repairs carried out at park street rec storage tanks

8. TOWN MAINTENANCE

- Main street gardens tidied, watered
- Town areas mown and trimmed
- Town trees trimmed and watered when needed
- Town foot paths edges back filled
- Trees planted Kurrajong street
- Small pot holes repaired in roads
- Clean out town drains
- West Wyalong and Wyalong spraying on nature strips carried out
- Taxi rank seat installed

9. NOXIOUS WEEDS/ENVIRONMENTAL

Tree plantings were carried out with students from Ungarie and Naradhan Schools as part of National Tree Day.

Tree planting preparations and plantings were carried out adjacent to Blow Clear Road.

Worm farms were presented to all Schools in the Council region as part of an education program to reduce food waste going to landfills.

Noxious Weeds staff attended the Weethalle Show with the Noxious Weeds display trailer.

Sixty five private property inspections were carried out for the presence of noxious weeds.

Salvinia, a serious water weed and rated in the top 20 Weeds of National Significance was discovered on two properties in the Bland Shire Council area.

Inspections were also carried out on Council Roads.

The following noxious weeds and other controls were undertaken:

- **Prickly Pear** – Goldfields Way, Ungarie.
- **Spiny Burr Grass (control by burning)** – Bygoo Road, Rankins Springs Road.
- **Coolatai Grass** – Mid Western Highway.
- **Wild radish** – South Yalgogrin Road, Gunns Road, Greaves Lane.
- **African Boxthorn** – Hollands Lane, Sutcliffes Lane, Koops Lane, Hatelys lane, Ridleys lane.
- **Galvanised Burr** – South Yalgogrin Road.
- **Mother of Millions** – Ungarie.
- **Crown Land** – African Boxthorn.
- **General Weed control** – West Wyalong, Barmedman Sewerage Works, Ungarie, Sale yards, Airport, Barmedman.
- **Shoulder vegetation control (mowing/spraying)** – Quandiella Road, Kiers Lane, Williams Crossing Road, Waarbilla Road, Greens Lane, Mary Gilmore Way, Alleena Road, Kildary Road, Kolkilbertoo Road, Berendebba Lane, Gipps Way, Lake Road, Ridleys Lane, Goldfields Way, Naradhan Road, Dundas Road, Kikoira Road, Crown Camp Road, Euroka Road, Bygoo Road, Beckom Road, Ariah Park Road, Wamboyne Road.
- **Roadside sapling control** – Wamboyne Road, Dundas Road, Tallimba Road, Kolkilbertoo Road, Wargin Road.
- **Hazard reduction mowing** – Naradhan Village and landfill, Ungarie.
- **Roadside vegetation control mulching** – Kolkilbertoo Road.
- **Sight distance vegetation clearing** – Mid Western Highway/ Brolga Road .intersection, Wamboyne/McCaskies, Wamboyne/Burcher road.
- **Rabbit control** - West Wyalong Cemetery, Weethalle Cemetery.

10. SEWERAGE TREATMENT WORKS
Month August 2014

No :	Date	Time		Address	Reason
		Start	Finish		
1	28/7/14	12.30pm	2.00pm	88 Church St WW	Blockage Boundary To Main
2	30/7/14	5.00pm	7.00pm	21 Park St WW	Blockage Boundary To Main
3	4/8/2014	9.30am	11.30am	Neeld Lane	Sewer Choke in Main
4	10/8/14	11.00am	2.30pm	89 Queen St Barmedman	Blockage Boundary To Main
5	14/08/2014	8.00pm	10.30pm	5 Brown St	Blockage Boundary To Main
6	15/8/2014	5.00pm	6.30pm	7 Maitland St WW	Sewer Choke in Main
7	25/8/2014	2.00pm	3.00pm	Barmedman Public Toilet	Sewer Choke Toilet
8	25/8/2014	5.30pm	8.00pm	Main St WW	Sewer Choke in Main

9.14 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

Community NAIDOC Day

Bland Shire Council partnered with the West Wyalong Local Aboriginal Land Council to hold a community NAIDOC celebration in Barnado Park on Tuesday, September 9. Featured scheduled performances for the day included the Wiradjuri Echoes, the Menindee Dancers and the Wiradjuri choir. Workshops were held throughout the day in boomerang painting and throwing, rock painting, indigenous games, Wiradjuri language, Johnny cake making and more. The day was attended by several hundred local school students who enjoyed an enriching and enlightening cultural experience. The initiative for the community NAIDOC Day was developed through Council's Indigenous Advisory Committee.

West Wyalong Show

Bland Shire Council once again had an interactive display at the West Wyalong Show. The display focused on some of Council's recent achievements and successes, upcoming Council events and current opportunities for the community to consult with Council. There were also plenty of giveaways, including balloons, stress balls, fridge magnets, bags and much more which proved extremely popular with Show patrons.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 16 SEPTEMBER 2014

.....
MAYOR

Australia Day nominations

The 2015 Australia Day nominations were launched at the West Wyalong Show. A number of patrons took home nomination forms. Australia Day nominations close on Friday, November 28. Meanwhile, Bland Shire Council has nominated to once again participate in the Australia Day Ambassador Program in 2015. The identity of Bland Shire's Ambassador for 2015 is expected to be revealed in late November-early December.

Show Day 2015 consultation

In accordance with the requirements set by New South Wales Industrial Relations, Bland Shire Council must once again demonstrate comprehensive community consultation to support any application for a local public holiday or local event day for the 2015 West Wyalong Show. A community survey was launched on August 29 and closes on October 3. Council will consider the results of the survey at its October meeting and determine a course of action. Applications for a local public holiday or local event day in 2015 close in early November.

West Wyalong Markets

Bland Shire Council Community Services staff have been working to support the West Wyalong Show Society in the launch of the monthly West Wyalong Markets which commenced successfully on August 9 at McCann Park. 12 stall holders were present at the first market; with many more booked for the upcoming markets scheduled for September and October. Some of the products available include fresh honey, candles, jewellery, homemade goodies, delicious coffee and sausages sandwiches.

The markets are held on the second Saturday of each month from 9am – 1pm.

September/October School Holiday program

- **NRMA Safer Drivers course**

As part of the spring school holiday program, Bland Shire Council will be offering the NRMA Safer Drivers course on September 29 and 30. The course is available to NSW learners under the age of 25 who have completed 50 on-road driving hours in their learner logbook.

The Safer Drivers Course has been designed to assist young learner drivers to:

1. Improve their own levels of safety when driving, by learning how to manage road safety risks.
2. Increase current driving skills and acquire new ones through a combination of classroom learning and practical supervised instruction from a professional driving instructor.

The course is delivered to participants in two modules. Module one is the theory component, in which professionally accredited, NRMA trainers are utilised to build awareness of the risks learner drivers face out on the road and assist drivers to focus on making safer driving decisions.

Module 2 comprises of a two hour in-vehicle coaching session in an automatic car with a coach wherein a range of practical safe driving behaviours will be demonstrated.

20 driving hours will be deducted from the log book requirements of participants who complete the Safer Driving course.

- **Griffith City Cinema and Star Bowling**

On Wednesday 24 September we are making the trip to Griffith for a jam packed afternoon and evening of movie and ten pin bowling fun. Attendees will have the choice between two movies so there will be something to please everyone.

As well as heading to the movies, we will be trying our luck at a game of ten pin bowling in a fun and relaxed environment. Following our fun filled movie and bowling evening, we will be making a stop at the ever popular McDonald's for dinner, or a treat before the trip home.

- **Laser Tag/Oasis Aquatic Centre**

Friday September 26 will see us venture to Wagga for a thrilling Laser Tag experience. Each player is given a full briefing prior to commencing the laser tag game and a game marshal is present at all times during play. The games will be played in a fluorescent three level arena, famous for its tricky to navigate corridors. There are numerous different game scenarios available for play on the day which will ensure a wonderful time is had by all. Following laser tag we will be stopping for pizza, followed by a trip to the Oasis Aquatic Centre for an entertaining afternoon of indoor swimming and fun.

9.15 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

Children's Book Week

Children's Book Week 2014 was a huge success with the goal of the event to promote the importance of reading amongst the young and increase children's knowledge of Australian authors and illustrators. During the busy week, library staff conducted 14 separate Book Week sessions to 479 children. The response to Book Week competitions was very positive. There were three categories for primary age students and a separate category for high school aged children. Entries were received in all of these categories.

All schools in the Bland Shire were encouraged to participate in Book Week events and competitions. West Wyalong Public School, Wyalong Public School and St Mary's War Memorial School visited the library during Book Week and also participated in Book Week competitions. Barmedman Public School, Ungarie Central School and West Wyalong High School participated in the various competitions.

Baby Bounce

From Term 4 Baby Bounce will be relaunched with the addition of quick chats, a monthly speaker program targeting the needs of new parents. This program is aimed at children aged 18 months and younger. The program will be conducted weekly on a Tuesday at 10am.

Spring school holiday programme

The school holiday programme has been confirmed and the library will be running four sessions during the July School holidays. These school holidays have a Mexican emphasis with the activities based around cooking and craft. These activities are aimed at children attending primary school and early secondary.

Public Library Statistics 2012-2013

Under section 5 of the Library Act 1939 the Library Council of NSW makes careful inquiry into the administration and management of every local library in NSW. In support of this duty, the State Library collects comprehensive statistics from councils annually about their library services. Key annual statistics are collected and used by public libraries for planning, developing and managing library services.

The statistics for the 2012-2013 year have been released to the public. There are 369 public libraries in NSW, with a further 34 satellite locations and 20 mobile libraries servicing small and isolated communities (as at July 2014).

The key indicators of public library use show that they are highly valued by their communities. 2013 figures show:

- over 35 million visits to NSW public libraries
- over 46 million loans

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- over 5.4 million internet sessions in public libraries (including WiFi)
- almost 3.2 million library members (44% of the NSW population)
- more than 56,000 public programs and events
- more than 1.2 million people attended public programs (up 38% since 2008)
- more than 9 million website visits

The Bland Shire Library key indicators for 2012/2013

Key indicator	Result
Population served	6,049
Circulation	37,152
Total stock	23,920 items
Total e-books	3,594 items
Total purchased items	3,138
Total registered members	5,091
Central library opening hours	37.5 hours per week
Other library facilities	3 deposit stations in the villages of Ungarie, Weethalle and Barmedman
Total library visits	28,982
Total information requests	6,128
Total library programs conducted	270
Total attendance at programs	3,653
Library website visits	1,290

Staff are currently in the process of collating the annual statistics for the 2013/2014 financial year.

CentreLink Service

The library has been operating a temporary CentreLink Centre Since July and this has resulted in an increase in users visiting the library to access this service. This service will continue until a permanent Centre link site is established.

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

9.16 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 (MRU):

The August playgroup sessions have declined in numbers in the last few weeks. Anecdotal evidence suggest this is due to the cool weather and increased illness within the community. We have welcomed some new families into the West Wyalong, Caragabal and Ungarie sessions.

Ungarie Preschool:

Enrolments have continued to grow at Ungarie. The class is currently full with 20 children currently enrolled. In term 4 transition to school classes will commence for those children due to start school in 2015.

It Takes a Village (ITAV- Community Capacity Building program):

During the month of August the focus was on soap making. During the month of September the focus will be on providing a decorative welding workshop for the Tallimba participants. There has been an expression of interest from some of the venues to learn more about technology such as Ipads, mobile phones etc. A request from the parents has been for a story time session for the children. This has been introduced at the conclusion of each of the sessions.

Family Day Care (FDC):

This month we have been extremely busy with 2 new Educators in the induction process and hoping to start early September. We have also interviewed another Educator expressing her interest in doing some after school care and weekends. Two educator home safety audits were completed this month. Monitoring visits are a little behind this month due to staff leave and Toy Library delivery has been on schedule.

Preschool:

Bland Preschool has had a very busy Term 3. The last day of term will be Friday 19th September and we will recommence Tuesday 7th October.

This term, children and educators were involved in the West Wyalong Show. Children entered paintings, drawings and collage.

Expressions of interest for 2015 enrolments have been sent to existing families. Information packages and advertisements for new families are being finalised. The Enrolment session for 2015 will be on Tuesday 7th October.

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.

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9.17 Development Services Activities/Statistics for August 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

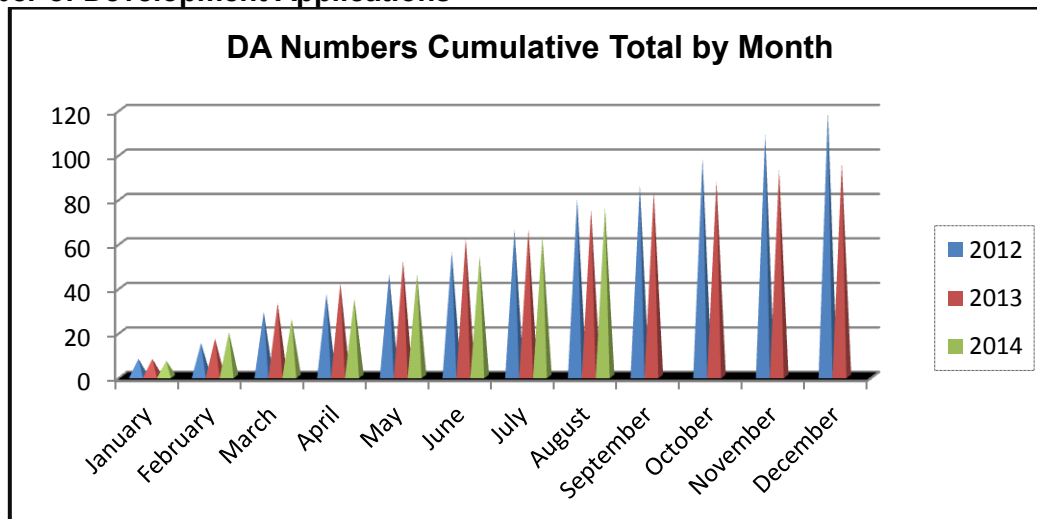
Development Applications

The value of development applications received by Council during August is detailed in the following table.

Development Type	Current Year			
	August		Year to Date 1.01.14 – 31.08.14	
	Number	Value \$	Number	Value \$
Residential	3	62,530	23	1,274,174
Industrial	1	9,750	2	39,750
Commercial	2	345,000	15	687,880
Rural Residential	1	35,695	6	484,945
Subdivisions	0	Nil	4	Nil
Other	6	19,800	26	367,630
TOTAL	13	472,775	76	2,854,379

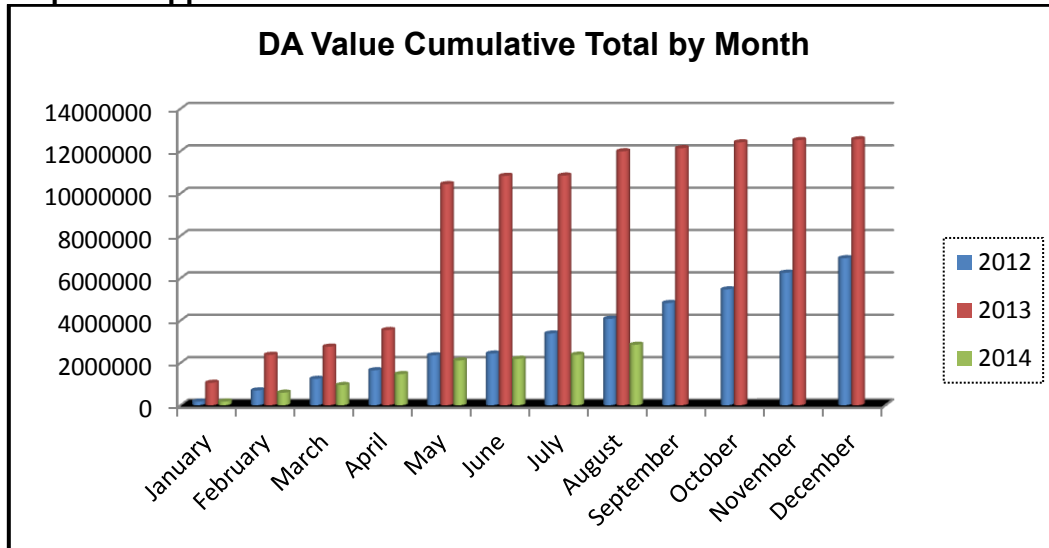
Four (4) of the 'Other' applications were for tree removals which adds no value.

Number of Development Applications



This graph details the cumulative number of development applications received by month comparing 2012 to 2014.

Value of Development Applications



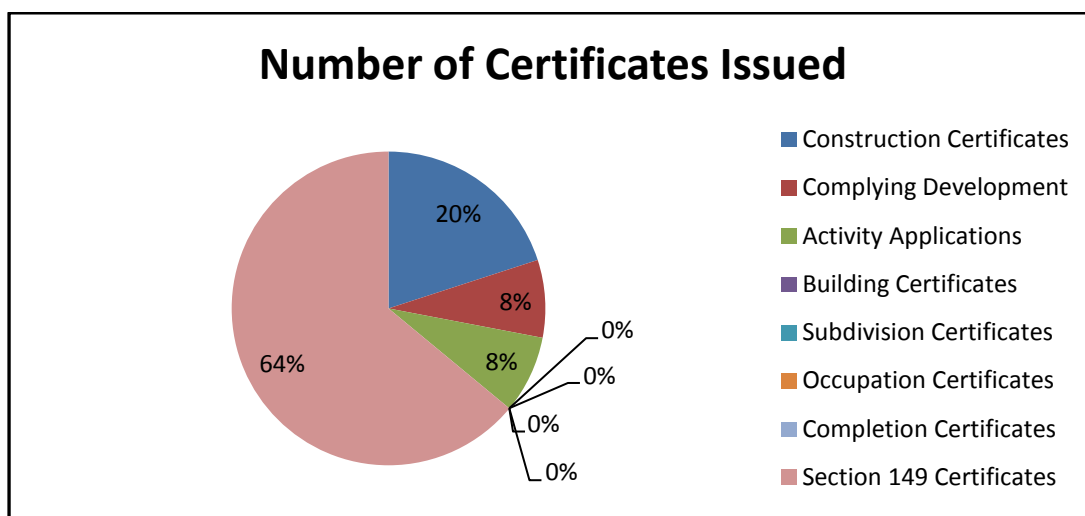
This graph details the cumulative value of development applications received by month comparing 2012 to 2014.

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

App No.	Property	Development
DA/2014/068	130 Operator Street, West Wyalong	New Storage Shed
DA/2015/005	98-106 Main Street, West Wyalong	Tenancy refurbishment and fit-out for the Reject Shop
DA/2015/006	9 Court Street, West Wyalong	Removal of one (1) tree
DA/2015/007	2 Harvester Avenue, West Wyalong	Subdivision (Creation of an additional lot)
DA/2015/008	10 Harvester Avenue, West Wyalong	Subdivision (Creation of an additional lot)
DA/2015/009	1 School Street, West Wyalong	Alterations and Additions to a Dwelling
DA/2015/010	Footpath adjacent to 156 Main Street West Wyalong	Use of Footpath – 'A' framed advertising sign (3 year approval)
DA/2015/011	8 Gladstone Street, West Wyalong	Removal of one (1) Tree
DA/2015/012	1 Robert Street, Ungarie	Addition of a verandah to a dwelling and new rain water tank
DA/2015/013	Alleena Street, West Wyalong	Removal on one (1) Tree
DA/2015/014	15-17 Caroon Street, Ungarie	Removal of one (1) Tree
DA/2015/017	130 Pine Street, West Wyalong	Erection of a Shade Sail

Certificates issued during July:

Certificate Type	Number Issued
Construction Certificates	5
Complying Development Certificates	2
Activity Applications	2
Building Certificates	0
Subdivision Certificates	0
Occupation Certificates	0
Completion Certificates	0
Section 149 Certificates	16



Commercial Development Applications under consideration – August

DA/2015/018 – Alterations & Additions to a Commercial Premises

Description Sample Stand, Bunker 9 and relocation of Amenities Building plus new On-site Sewerage Management System

Value \$345,000.00

Received 22/08/2014

Application has not been determined yet.

Public Health Activities Update

Food Shop Inspections Undertaken in August – 6

- Number Compliant – 5
- Number Non-compliant – 1

No. of “I’m Alert Online Interactive Food Safety Program Users for August - 1 Total – 491

Swimming Pool Inspections Undertaken in August – 0

- Number Compliant – 0
- Number Non-compliant – 0

Heritage Grant Information – 1/01/2014 – 31/8/2014

Grant No.	Address	Description	Grant Value	Date Completed
HER/2014/006	93-95 Main Street West Wyalong	Repair and alter awning and restore leadlighting	\$10,582.00	
HER/2014/007	93-95 Main Street West Wyalong	Painting of building facade above the awning and verandah	\$7,397.00	
HER/2014/008	169 Main Street West Wyalong	Painting of building facade above the awning and the verandah	\$6,418.50	17/06/2014
HER/2015/001	23 Church Street West Wyalong	Painting of front facade of building and signage	\$2,204.00	
HER/2015/002	176 Main Street West Wyalong	Painting of front facade of building	\$1625.00	

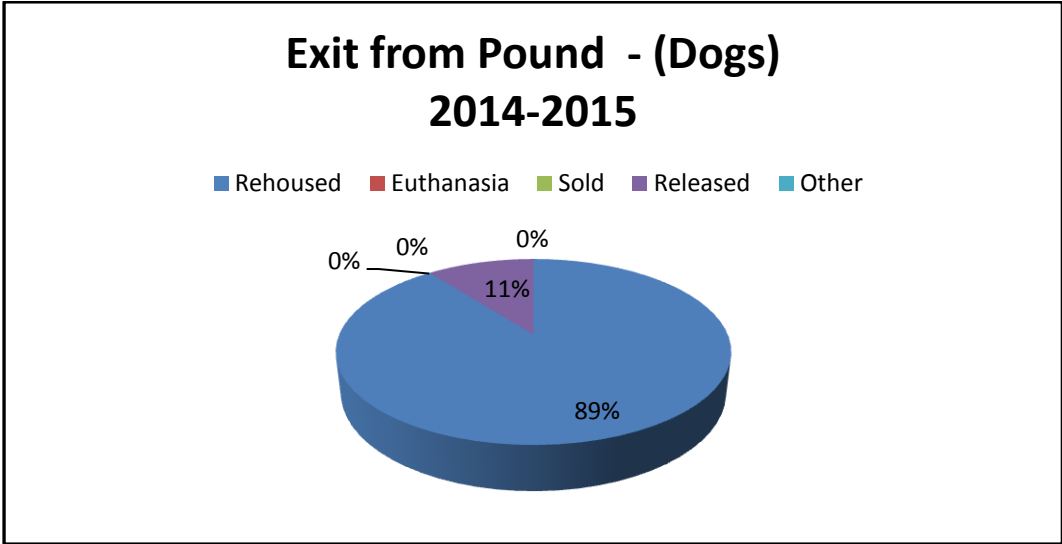
Companion Animal Activities

The following table summarises the management of companion animals during August 2014:

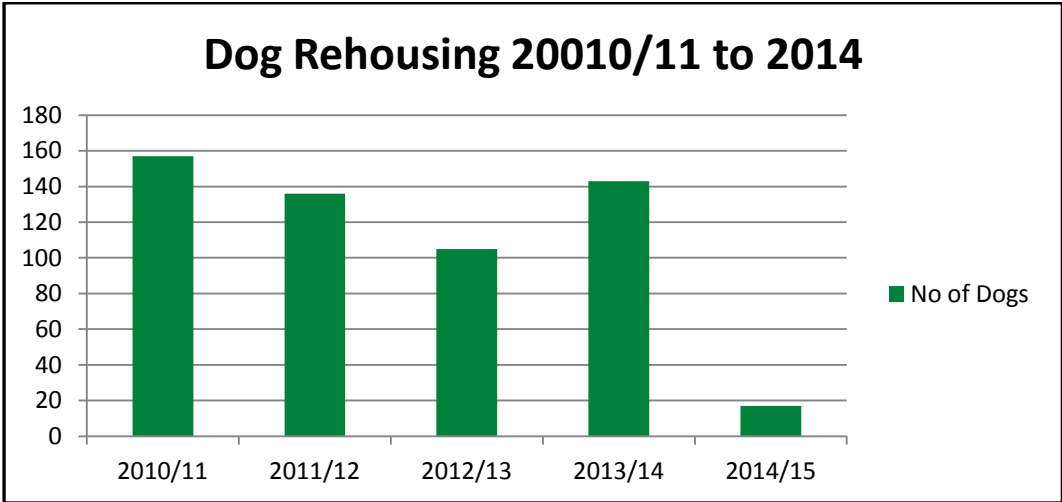
	Dogs	Cats
Seizure Activities:		
Seized	1	1
Returned to Owner	1	0
Transferred to Pound from Seizure Activities	0	1
Animals in Pound at start of Month	5	0
Dumped	7	5
Surrendered	1	0
Total Animals in Pound	13	6
Released to Owner	0	0
Euthanased	0	5
Sold	0	0
Stolen from Pound	0	0
Escaped	0	0
Died at Pound	0	0
Rehoused	10	1
Total Animals Leaving Pound	10	6
Animals in Pound at end of Month	3	0

Animals into Pound -
Monthly Cumulative Totals

Month	Dogs	Cats
July	9	0
August	17	6
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		



This chart summarises the methods in which companion animals (dogs) exited the pound for the period 1/7/2014 to 31/08/2014.



This chart summarises the annual rehousing statistics from 2010/11 to 31 August 2014:

Break In Figures at Pound

- August - 0

No. of "I'm Alert Online Responsible Dog Ownership Users for August – 0 Total - 60

9.18 Economic Development & Tourism Report - September

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

Business Survey

132 Business Surveys have been distributed to the end of August 2014.

Business Health Checks

Bland Shire Council in conjunction with the Business Enterprise Centre conducted a number of Business Health Checks workshops in August. More workshops are being planned in the future.

Newell Highway Brochure

Vink Publishing was the successful organisation who tendered for the printing of the Newell Highway Brochure.

Hear The Bush Beat

The 'Hear The Bush Beat' will be held at Burcher on 20 September 2014. Mental as Anything are confirmed at the main act and the organisers are hoping that more acts will be signed up. Buses will run from West Wyalong, Forbes and Condobolin and the organisers will be seeking funds from local organisations.

The Standard and Triumph Car Club

The Standard and Triumph Car Club of NSW Inc www.stcc.com.au/ held a successful visit to the Bland Shire on 9-10 August 2014.

The Long Ride

Bland Shire Council has been working with the organisers of The Long Ride. The Long Ride may see up to 230 ADF and civilian motor cycles travel through and stay in West Wyalong on Monday 29 September 2014 on their way to Uluru raising funds for prostate cancer. A breakfast will be held in McCann Park on Tuesday morning and the Australian Army Band Kapooka will be providing entertainment for the breakfast.

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. The NSWFFS will be visiting the Bland Shire on Saturday 13 and Sunday 14 September for the official opening of the site and competitions.

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Aussie Muscle Car Run

The Aussie Muscle Car Run is raising money and awareness for the Leukaemia Foundation of Australia. Approximately 50 muscle Cars – (1963 to 1977 inclusive), 5 support vehicles and 2 semi-trailers will be stopping in West Wyalong on Saturday 1 November.

The Bathurst Soaring Club

The Bathurst Soaring Club have confirmed that they will be returning to West Wyalong from 31 January to 14 February 2015.

SpeedWeek

The dates for this years speedweek have been confirmed for November 9 to 15 inclusive.

Riverina Regional Tourism

Riverina Regional Tourism (RRT) main marketing focus is on agri-tourism. RRT first postcard has been launched and distributed. RRT has engaged photographer Jesse McNair to update RRT photo's library and Jessie visited the Bland Shire in August.

The Chrysler Restorers Club of Australia

The Chrysler Restorers Club of Australia will be visiting West Wyalong on Sunday 21 September and leaving on Tuesday afternoon 23 September.

The NSW Harley Davidson Motorcycle Riders

The NSW Harley Davidson Motorcycle Riders will be visiting West Wyalong on Saturday 20 September

Draft Newell Highway Task Force Strategy

The Newell Highway Task Force distributed the following updated strategy for comment at the next Newell Highway Task Force meeting in Narrandera:

Newell Highway Taskforce Strategy

VISION ONE: Freight productivity		
A highway that boosts economic productivity by allowing modern higher productivity vehicles (e.g. B-triples and A-B triples) and which discourages older vehicles (e.g. Double Road trains).		
In particular, a road system that allows vehicles up to 36m length on the Newell and up to 53m length west of the Newell.		
Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> ● Modify intersections to accommodate High Productivity Vehicles (HPVs) ● Create longer acceleration and deceleration lanes ● Explore feasibility, develop and construct major town bypasses – Parkes, Forbes, Coonabarabran, Dubbo, Moree, Narrabri (?), Boggabilla, West Wyalong, Narrandera, Jerilderie, Grong Grong ● Increase the number and length of overtaking lanes including overtaking lanes on flat terrain as well as hilly terrain <ul style="list-style-type: none"> ○ Roads and Maritime Services to check overtaking lane strategies for relevance, opportunities and input of customer perception ● Increase the proportion of road possessing wide centre line marking by developing an implementation strategy ● Improve shoulder widths to allow for safe emergency parking opportunities ● Increase the number and facility-richness of rest areas ● Seek feedback from Road Freight Industry Council regarding the Newell Highway Corridor Strategy ● Develop B-Quad Breakdown area at Dubbo and other major centres ● Develop 'Last-Mile' plan for key towns e.g. Forbes 	<ul style="list-style-type: none"> ● Up to 91% growth in freight tonnage across next twenty years ● HPV vehicles are safer ● GrainCorp rationalising (reducing) number of receipt points resulting in better economics by using HPV vehicles ● Wide centre lines offer a heightened perception of safety 	<ul style="list-style-type: none"> ● Risk: Urgent demands for introduction of HPV vehicles by transport operators occurs ahead of funding for, and construction of, remedial works that accommodate HPV vehicles ● Response: TfNSW to consider remedial actions into Newell Highway Corridor strategy and proceed to early funding

VISION TWO: Road safety		
A safe highway for all road users that encourages tourism and freight between Victoria and Queensland.		
Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> Maintain clear zones to prevent wildlife strikes – 10m on curves, 6m on straight Confirm and clarify the speed limiting of vehicles including Recreation vehicles Increase the proportion of road possessing wide centre line marking by developing an implementation strategy Increase the number and length of overtaking lanes including overtaking lanes on flat terrain as well as hilly terrain <ul style="list-style-type: none"> Roads and Maritime Services to check overtaking lane strategies for relevance, opportunities and input of customer perception Rest stops – Issues: number of stops, attractiveness, vehicle mix friendliness, upgrade accesses, intelligent rest stops, mobile and WiFi coverage Rail crossing elimination – Inland Rail may pay Signage – Identify where Rest Areas and Overtaking Lanes are located, Identify distance to rest areas, attractions and service centres Managing access to highway particularly more acceleration and deceleration lanes Clarify age-related and experience-related competency of recreational vehicle users Install more point to point technology and checking stations Increase enforcement particularly for light vehicles 	<ul style="list-style-type: none"> Adequate clear zones increase reaction time for migrating wildlife Recreational vehicle use has grown to the point where it has become a dominant influence on road frustration experienced by other road users Wide centre lines offer a heightened perception of safety Rest areas combat fatigue if they are attractive to all road users – see Rest area strategy of Texas (U.S.A.) HPV grain vehicles need greater acceleration and deceleration opportunities when accessing or exiting the highway Recreational vehicles are often difficult to manoeuvre for inexperienced or age-impaired drivers 	<ul style="list-style-type: none"> Risk: Inland Rail may not pay for all or any of the cost for rail crossing elimination Response: ??? Risk: Adequacy of funding for remedial actions Response: ???
VISION THREE: Network-friendliness		
A highway that forms part of a transport network possessing intermodal linkages and no bottlenecks		
Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> Develop breakdown, consolidation and modal exchanges in each major Newell town e.g. Parkes Ensure grade-separated rail crossings can cater for double-stacked containers 	<ul style="list-style-type: none"> Growing trend for agricultural products to be containerised from farm to port GrainCorp rationalising (reducing) number of receival points resulting in greater on farm storage and transport from farm by HPV vehicles Inland Rail want double-stacked containers 	<ul style="list-style-type: none"> Risk: Cost sharing with Inland Rail for modal exchanges and grade separated rail crossings may not occur Response: ???

VISION FOUR: Visitor economy		
A tourism-friendly highway of choice		
Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> Develop and promote the Newell Highway as an attractive touring route Develop tourism signage that features: <ul style="list-style-type: none"> Consistent and unambiguous signage for novice travellers and travellers for whom English is a second language Consistent white-on-brown signs Advance notice of traffic conditions, attractions Allows travellers to be fully informed of distances and time delays Promote travel on the Newell as family-friendly <ul style="list-style-type: none"> Family-themed parks Animal-friendly accommodation Develop techno-friendly rest areas <ul style="list-style-type: none"> WiFi equipped Tourist information in rest areas Mobile coverage in rest areas Ensure that the full range of different vehicle types are catered for e.g. Recreation vehicle friendly rest areas, rest areas with attractive toilet facilities, adequate overtaking opportunities Ensure that promotions of the Newell include promotions for Melbourne to Brisbane inland travel Ensure that business travellers specific needs are met e.g. timeliness, speed of travel, availability of accommodation, fuel and refreshments 	<ul style="list-style-type: none"> The visitor economy is set to grow as retirees seek anew and affordable experience with well-maintained and feature-rich rest areas Build on already existing family-friendly parks that exist on the Newell Business travellers represent the largest sector of travellers and need to be given high level of focus 	<ul style="list-style-type: none"> Risk: Increased conflict between different vehicle types e.g. Heavy vehicles and recreation vehicles, both of which are experiencing significant growth Response: ??? Risk: Probability that novice users may become lost due to inadequate, inconsistent, or ambiguous signage Response: Independent audit of road signage by road user groups to identify improvements
VISION FIVE: Travel experience		
A travel experience that is consistent between Melbourne and Brisbane		
Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> Advocate consistency of licensing regulations across Australia Advocate consistency of load dimension limits across Australia Advocate for consistent road signage between Melbourne and Brisbane Seek consistency in key travel parameters between Melbourne and Brisbane e.g. speed (110 vs. 100), roughness, width of shoulders, centreline markings and centreline widths, clear zones, rest areas Advocate consistent naming of the route between Melbourne and Brisbane (need more than A39) 	<ul style="list-style-type: none"> Consistency adds to the appeal of the route as well as removes unwelcome ambiguity and surprises Consistency gives the route greater identity and integration and allows for better promotion 	<ul style="list-style-type: none"> Risk: Victoria, Queensland and NSW may have different perceptions and regulations that fracture the oneness of the route Response: ??? Risk: National Regulator may not agree to the consistency being sought Response: ????

VISION SIX: Environmental impact		
A highway that in its construction, maintenance and operation demonstrates best practice environmental stewardship		
Remedy	Rationale	Risks and Response
<ul style="list-style-type: none"> • Ensure that native habitats surrounding the Newell are contiguous and sustainable • Ensure that adequate signage exists to identify likely wildlife interactions with road users • Ensure that adequate signage exists to identify contacts for maimed wildlife e.g. WIRES • Ensure that stockpile sites are maintained and decommissioned when not needed • Ensure that Aboriginal and European heritage is preserved in a sensitive and adequate manner 	<ul style="list-style-type: none"> • Australian landscapes are often degraded and fragile and need constant care 	<ul style="list-style-type: none"> • Risk: Funding of environmental projects can be costly both in initial construction and ongoing maintenance • Response: ???

DRAFT