



Bland Shire Council
Business Paper
Ordinary Council Meeting
17 November 2015



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@dlq.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

Common Acronyms Used in Bland Shire Council Reports and Documents

ABS	Australian Bureau of Statistics
ACAT	Aged Care Assessment Team
AFZ	Alcohol Free Zone
AGM	Annual General Meeting
ALIA	Australian Library and Information Association
AMP	Asset Management Plan
BFMC	Bush Fire Management Committee
BFMP	Bush Fire Management Plan
BSC	Bland Shire Council
BWW	Business West Wyalong
CASA	Civil Aviation Safety Authority
CBD	Central Business District
CDAT	Community Drug Action Team
CDO	Community Development Officer
CENTROC	Central West Regional Group of Councils
CEO	Chief Executive Officer
CLRS	Councillors
CPD	Continuing Professional Development
CPP	Cowal Partnering Program
Cr	Councillor
CRO	Community Relations Officer
CSP	Community Strategic Plan
CSU	Childrens Services Unit
CWA	Country Womens Association
DA	Development Application
DAES	Director Asset & Engineering Services
DCCDS	Director Corporate, Community & Development Services
DCP	Development Control Plan
DEMO	District Emergency Management Officer
DEOCON	District Emergency Controller
DisPlan	Disaster Plan (Local DisPlan, District DisPlan, State DisPlan)
DP	Delivery Program
DPI	Department of Primary Industries
EA	Executive Assistant
EAP	Employee Assistance Program
ED	Economic Development
EDVETACW	Economic Development, Visitor Economy & Tourism Advisory Committee of the Whole
EEO	Equal Employment Opportunity
EOI	Expression of Interest
EPAA	Environmental Planning & Assessment Act
ERA	Eastern Riverina Arts
EWSA	Educator Workplace Safety Audit
EWV	Events West Wyalong
FAG	Financial Assistance Grant
FDC	Family Day Care
FFTF	Fit for the Future
FRRR	Foundation for Rural and Regional Renewal
FYI	For your information
GIPA	Government Information (Public Access) Act
GM	General Manager
GTAN	Government Training & Assistance Network
GWCC	Goldenfields Water County Council
HACC	Home and Community Care
HR	Human Resources
ICAC	Independent Commission Against Corruption
IPART	Independent Pricing and Regulatory Tribunal
IPR or IP&R	Integrated Planning and Reporting
ITAV	It Takes A Village Program
JO	Joint Organisation
K&G	Kerb and gutter
KPI	Key Performance Indicator
LALC	Local Aboriginal Lands Council
LBDC	Little Bangs Discovery Club
LCGMCAC	Lake Cowal Gold Mine Closure Advisory Committee
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operations Centre

LEOCON	Local Emergency Operations Controller
LEP	Local Environmental Plan
LG	Local Government
LGA	Local Government Act or Local Government Area
LGNSW	Local Government New South Wales
LIAC	Legal Information Access Centre
LTFP	Long Term Financial Plan
M	Million
Manex	Management Executive
MHDA	Mental Health Drug & Alcohol
MLC	Member of the Legislative Council
MML	Murrumbidgee Medicare Local
MOW	Meals on Wheels
MP	Member of Parliament
MPR	Multi Purpose Room
MR	Main Road
MRU	Mobile Resource Unit
NGO	Non-Government Organisation
NSRF	National Stronger Regions Fund
NSWEC	New South Wales Electoral Commission
NSWPLA	New South Wales Public Libraries Association
NSWRFS	NSW Rural Fire Service
OGM	Office of the General Manager
OLG	Office of Local Government
OP	Operational Plan
P&G	Parks & Gardens
PA	Per Annum
PC	Personal Computer
PCBU	Person Conducting a Business or Undertaking
PHaMs	Personal Helpers and Mentors
PLA	Public Library Association
POEO	Protection of the Environment Operations Act & Regulations
PSITAB	NSW Public Sector Industry Advisory Board
R2R	Roads to Recovery
Rd	Road
RDA	Regional Development Australia
RDO	Rostered Day Off
REROC	Riverina Eastern Regional Organisation of Councils
RFS	Rural Fire Service
RMAP	Risk Management Action Plan
RMS	Roads & Maritime Services
RRL	Riverina Regional Library
RV	Recreational Vehicle
SEDTA	Senior Economic Development & Tourism Advisor
SEPP	State Environmental Planning Policy
SES	State Emergency Service
SH	State Highway
SRC	Summer Reading Club
SRV	Special Rate Variation
St	Street
STW	Sewerage Treatment Works
TVET	TAFE Delivered Vocational Education & Training
USU	United Services Union
VC	Victoria Cross
VIC	Visitor Information Centre
WAPS	Workforce Assessment Plan & Strategy
WHS	Work Health & Safety
WWBC	West Wyalong Bowling Club
WWFHG	West Wyalong Family History Group



Council Meeting Agenda

17 November 2015

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 Asset & Engineering Services – Will Marsh

Executive Assistant – Julie Sharpe

2.3 Apologies

Director Corporate, Community & Development Services – Adele Casey

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 20 October 2015

- **Confirmation**
That the minutes of the Ordinary Council meeting held on 20 October 2015 be confirmed as a correct record of proceedings.
- **Corrections**
- **Business Arising**

3.2 Extraordinary Meeting held on 10 November 2015

- **Confirmation**
That the minutes of the Extraordinary Council meeting held on 10 November 2015 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

5.1 Retirement Presentations to Staff

5.2 Audit Presentation

6.0 MAYORAL MINUTE

7.0 NOTICES OF MOTION

8.0 DELEGATES & ADVISORY COMMITTEE REPORTS

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

9.0 STAFF REPORTS

That the Council receive the staff reports.

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

9.1	Delivery Program Review	66
9.2	Annual Report 2014/2015	69
9.3	Delegations Register	70
9.4	Operation Of The Visitor Information Centre From The Bland Shire Library – 7 Days Per Week	131
9.5	Local Government General Elections – 2016	133

Section 3 – Corporate, Community & Development Services *(reports for decision)*

9.6	Financial Statements – October 2015	135
9.7	Budget Review – September 2015	141
9.8	Strengthening Communities – Mirrool Silo Challenge Committee	151
9.9	Access Incentive Grant – West Wyalong Medical Centre	153

Section 4 – Asset & Engineering Services *(reports for decision)*

9.10	Alcohol and Other Drug Policy	154
9.11	Sewer Management Plan	158
9.12	Water Street Carpark	159

Section 5 – Reports for Information

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9.14	Community Services Report	166
9.15	Bland Shire Library Monthly Update	168
9.16	Children Services Monthly Update	171
9.17	Bland HACC Services Update	174
9.18	Development Services Activities/Statistics for October 2015	176
9.19	Economic Development & Tourism Report – November	181

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

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 <i>(Cr Grellman)</i>	6 th November 2015	
Australia Day Awards Committee of the Whole <i>(Whole of Council)</i>	1 st December 2015	
Australian Rural Roads Group Inc <i>(Cr Grellman)</i>	16th June 2015	
Bland Rural Fire District Zone Liaison Committee <i>(Cr Keatley, Cr Grellman - alternate)</i>		
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Keatley, Cr Grellman - alternate)</i>		
Country Mayors Association of NSW <i>(Mayor & General Manager)</i>	6 th August 2015 5 th November 2015	✓
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Pokoney, Deputy Mayor Cr McGlynn - alternate, Cr Hampton - observer)</i>	2 nd December 2015	
Cultural Advisory Committee <i>(Cr McGlynn, Cr Keatley)</i>	23 rd November 2015	
Goldenfields Water County Council Board <i>(Cr Templeton)</i>	22 nd October 2015	✓
Heritage Advisory Committee <i>(Cr McGlynn, Cr Grellman)</i>	7 th October 2015	✓

Lake Cowal Gold Mine Closure Advisory Committee <i>(Mayor Pokoney, Deputy Mayor Cr McGlynn, GM)</i>		
Internal Audit Committee <i>(Cr Templeton, Cr Monaghan)</i>		
Local Traffic Advisory Committee <i>(Mayor Pokoney, Cr Grellman - alternate)</i>	1 st December 2015	
Murrumbidgee Primary Health Network <i>(Cr Monaghan)</i>	8 th October 2015	
Museums Advisory Committee <i>(Cr Lord, Cr Keatley)</i>		
Newell Highway Taskforce <i>(Cr Lord)</i>		
NSW Association of Mining Related Councils <i>(Cr McGlynn, Cr Hampton)</i>	13 th August 2015 13 th November 2015	✓
Plant Committee <i>(Cr Grellman, Cr Templeton, Cr Lord)</i>		
Public Libraries NSW South-West Zone		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Pokoney)</i>		
Riverina Regional Library Advisory Committee <i>(Cr Lord, Cr Monaghan - alternate)</i>	28 th October 2015	
Riverina Regional Tourism <i>(Cr Lord)</i>		



Country Mayors Association of NEW SOUTH WALES

Chairman: Cr Rod Kendall
PO Box 20 Wagga Wagga NSW 2650
02 69269111
ABN 92 803 490 533

MINUTES

GENERAL MEETING

THURSDAY, 6 AUGUST 2015, COUNTRY EMBASSY, SYDNEY

The meeting opened at 9.15 a.m.

1. ATTENDANCE:

Albury City Council, Cr Kevin Mack, Mayor
Albury City Council, Mr Frank Zaknich, General Manager
Armidale Dumaresq Council, Cr Laurie Bishop, Mayor
Armidale Dumaresq Council, Mr Glen Wilcox, General Manager
Bathurst Regional Council, Cr Gary Rush, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Michael Britten, Mayor
Bellingen Shire Council, Cr Mark Troy, Mayor
Berrigan Shire Council, Cr Bernard Curtin, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Boorowa Council, Cr Wendy Tuckerman, Mayor
Boorowa Council, Ms Anthony McMahon, General Manager
Carrathool Shire Council, Cr Peter Laird, Mayor
Coonamble Shire Council, Cr Alan Karanouh, Mayor
Deniliquin Shire Council, Cr Lindsay Renwick, Mayor
Dubbo City Council, Cr Mathew Dickenson, Mayor
Dubbo City Council, Mr Mark Riley, General Manager
Eurobodalla Shire Council, Cr Lindsay Brown, Mayor
Gloucester Shire Council, Cr John Rosenbaum, Mayor
Gloucester Shire Council, Mr Danny Green, General Manager
Griffith City Council, Cr Doug Curran, Deputy mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Gae Swain, Deputy Mayor
Harden Shire Council, Cr John Horton, Mayor
Harden Shire Council, Mr Trevor Drowley, Acting General Manager
Jerilderie Shire Council, Mr Craig Moffitt, General Manager
Leeton Shire Council, Cr Paul Maytom, Mayor
Lockhart Shire Council, Cr Peter Yates, Mayor

Lockhart Shire Council, Mr Rod Shaw, General Manager
Mid Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Mid Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Murray Shire Council, Cr Tom Weyrich, Mayor
Murray Shire Council, Ms Margot Stork, General Manager
Narrabri Shire Council, Cr Conrad Bolton, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Parkes Shire Council, Cr Alan Ward, Deputy Mayor
Shoalhaven City Council, Cr Allan Baptist, Deputy Mayor
Shoalhaven City Council, Russell Pigg, General Manager
Tamworth Regional Council, Cr Col Murray, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Upper Lachlan Shire Council, Cr John Shaw, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Urana Shire Council, Cr Patrick Burke, Mayor
Wagga Wagga City Council, Cr Rod Kendall, Mayor
Wagga Wagga City Council, Mr Phil Pinyon, General Manager
Wakool Shire Council, Cr Neil Gorey, Mayor
Wakool Shire Council, Mr Bruce Graham, General Manager
Walcha Council, Cr Janelle Archdale, Mayor
Walcha Council, Mr Jack O'Hara, General Manager
Warrumbungle Shire Council, Cr Peter Shinton, Mayor
Warrumbungle Shire Council, Mr Steve Loane, General Manager
Yass Valley Council, Cr Rowena Abbey, Mayor
Local Government NSW, Cr Keith Rhoades, President

APOLOGIES:

As submitted

SPECIAL GUESTS:

Hon Paul Toole MP, Minister for Local Government

Hon Rob Stokes MP, Minister for Planning

Hon Duncan Gay MLC, Minister for Roads, Maritime and Freight

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 12 June 2015 be accepted as a true and accurate record (Eurobodalla shire Council / Tamworth Regional Council).

3. Matters Arising from the Minutes

The positive growth in membership was noted

4. CORRESPONDENCE

Outward

(a) Mr Jim Betts, CEO Infrastructure NSW , thanking him for his presentation to the 12 June 2015 meeting

- (b) Ms Marcia Doheny, CEO, Office of Local Government, thanking her for her presentation to 12 June meeting
- (c) Cr Keith Rhoades, President LGNSW, advising of this Associations support of the Roads Congress Communique
- (d) Eurobodalla Shire Council, advising of the Associations support for funding to be allocated to manage the Grey Headed Flying Fox
- (e) Cr Keith Rhoades, President LGNSW, asking for advice as to how to advocate for Changes to the Local Government Act and the Code of Conduct particularly councilor conduct following Murray Shire Councils case
- (f) Hon Troy Grant MP, Deputy Premier, Minister for Justice and Police, Minister for the Arts and Minister for Racing, regarding police not attending minor crashes and the subsequent loss of data
- (g) Hon Mike Baird MP, Premier, advising of the Associations support of the Roads Congress Communique
- (h) Hon Tony Abbott MP, Prime Minister, advising of the Associations support of the Roads Congress Communique

Inward
NIL

NOTED

5. PRESENTATIONS

5.1 Hon Paul Toole MP, Minister for Local Government

The Fit for the Future reforms started 4 years ago and are designed to provide a real partnership with Councils. No change is not an option, Councils need to look at operations and become more efficient. IPART has received 141 submissions and recommendations are scheduled to be made to government in October. The reforms are not about mergers alone but about Joint Organisations sharing resources and skills. Once the 5 trial Joint Organisations prove effective the model will be rolled out to other areas. Financial funding is part of the package and Treasury is involved. Councils can apply for low interest loans for infrastructure projects and reassessment of the Financial Assistance Grants is being undertaken so that Councils in need are the beneficiary of the grants. Guidelines for the Rural Council Innovation Fund of \$4 million are out now and funds will be available after Fit for the Future is assessed. The Local government Act is being reviewed and feedback on changes will be sought from councils early next year. The Auditor General will audit councils from 2017. If a councilor is suspended for misconduct on 3 occasions then that councilor will be excluded from holding office for 5 years. Non compliance with a Performance Improvement Order by councilors will see those councilors targeted and not the whole Council which is the present case.

5.2

Hon Rob Stokes MP, Minister for Planning

Planning in NSW is either Metropolitan, Resource Assessment or Regional. The Resource Assessment sector of land use is under increasing focus and clean up. Exploration licenses created expectations that planning consents will follow and this misconception will take a few years to sort through. Integrated Mining Policy

makes clear to communities, councils and other stake holders what the governments policy is on issues relating to water, annual reporting, auditing and voluntary planning agreements. Social, economic and environmental issues are equally valid and stakeholders need to take that into consideration.

Strategies are being adopted for Regional Plans for all areas of the State integrating infrastructure planning to regional planning initiatives. In respect of Complying Development councils are being asked whether they support the the 2 week notification period. If they don't the requirement will be taken away.

5.3

Hon Duncan Gay MLC, Minister for Roads, Maritime and Freight

The State Government has a \$68billion infrastructure program in place. \$19.5billion has been spent on regional roads since 2011 and since that year 60% of the states road budget has been spent outside Sydney, Newcastle and Wollongong. 1,700km of new bitumen will be laid in the State this year. This government has provided \$1.8billion in grants to councils and \$326million will be provided this year. The government is recycling capital assets by leasing assets and expending the returns on new infrastructure. The Fixing Country Roads program is partnering with councils and other stakeholders eg rail and the wheat industry to create stronger communities and stronger councils. The Fixing Country Roads next round of funding starts in September this year. Applications are assessed by a panel of independent experts who concentrate on applications that build or upgrade infrastructure that provides a return on investment. A standard design for bridges has been developed by the RMS and Intermodal Facility Hubs are being approved where there is guaranteed freight

6. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Albury City Council / Coonamble Shire Council)

7. General Business

(a) Disaster Mitigation

RESOLVED That Country Mayor's make representation to the State and Federal Government to review the balance between natural disaster recovery and mitigation and increase the financial assistance made available at the Local Government level for disaster mitigation, resilience and recovery (seek more money for mitigation) and advise that the Association does not support cutbacks in federal funding for restoration of flood damaged assets after natural disasters as recommended by the Productivity Commission Inquiry (Wagga Wagga City Council / Bellingen Shire Council)

(b) Mobile Blackspot Programme

RESOLVED That the County Mayors' Association of NSW:

1. Expresses its concern that a key objective of the Australian Government Mobile Blackspot Programme, as enunciated in section 1.1.2 of the document, "The Mobile Blackspot programme is the Australian Governments initiative to extend mobile phone coverage and competition in regional Australia", is at risk of not being achieved.

2. Write to ACCC, Paul Fletcher (Minister Turnbulls Office), Emergency Services, the CEO of Telstra, Mr Andrew Penn and the CEO of Vodafone, Mr Inaki Berroeta, the last two organisations being the recipients of the funding allocated in the programme, calling on Telstra and Vodaphone to support rural and regional Australia by confirming that they will include new and upgraded base stations/towers funded under all rounds of the Australian Government Mobile Blackspot Programme in the Wholesale Products they offer to all mobile service providers (Eurobodalla shire Council / Coonamble Shire Council)

(c) Inland Rail

RESOLVED That the Country Mayors Association write to the Prime Minister supporting the Inland Rail and encourage Councils to lobby their local members (Parkes Shire Council / Tamworth regional Council)

(d) Country Embassy

The Association has been advised that the Country Embassy, Trade and Investment Centre will be closing at the end of the year. A new venue will need to be arranged for 2016 and beyond. The Secretariat has contacted Infrastructure Australia who have meeting facilities and will make a submission to them. Contact will be made with the Ministers office to see if the decision is final and if not will make a submission supporting its continuation.

(e) Natural Disaster Funding

Funding to Local Government for natural disaster works is only funded if it falls outside normal operational work and is undertaken out of hours as overtime. Warrumbungle Shire Council and Harden Shire Council are to prepare a discussion paper for the next meeting.

(f) Murray Darling Basin Plan

The need for a review of the social and economic impacts of the Murray Darling Basin Plan was discussed. Carrathool, Leeton and Wakool Shire Councils are to prepare a discussion paper for the next meeting.

Next Meeting

The date of the next meeting is Thursday, 5 November 2015

There being no further business the meeting closed at 12.35pm.

Cr Rod Kendall
Chair – Country Mayor's Association of NSW



Country Mayors Association of NEW SOUTH WALES

Chairman: Cr Rod Kendall
PO Box 20 Wagga Wagga NSW 2650
02 69269111
ABN 92 803 490 533

AGM MINUTES

GENERAL MEETING

FRIDAY, 14 NOVEMBER 2014, COUNTRY EMBASSY, SYDNEY

The meeting opened at 10.55 a.m.

1. ATTENDANCE:

Albury City Council, Cr Kevin Mack, Mayor
Albury City Council, Mr Frank Zaknich, General Manager
Armidale Dumaresq Council, Cr Laurie Bishop, Mayor
Armidale Dumaresq Council, Mr Glenn Wilcox, General Manager
Bathurst Regional Council, Mr David Sherley, General Manager
Bellingen Shire Council, Cr Mark Troy, Mayor
Berrigan Shire Council, Cr Bernard Curtin, Mayor
Bland Shire Council, Cr Neil Pokoney, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Boorowa Council, Cr Wendy Tuckerman, Mayor
Boorowa Council, Mr Anthony McMahon, General Manager
Clarence Valley Council, Cr Richie Williamson, Mayor
Coonamble Shire Council, Cr Al Karanouh, Mayor
Deniliquin Shire Council, Cr Lindsay Renwick, Mayor
Deniliquin Shire Council, Mr Des Bilske, General Manager
Dubbo City Council, Cr Mathew Dickenson, Mayor
Dubbo City Council, Mr Mark Riley, General Manager
Eurobodalla Shire Council, Cr Lindsay Brown, Mayor
Griffith City Council, Cr John Dal Broi, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Gae Swain, Deputy Mayor
Harden Shire Council, Cr John Horton, Mayor
Harden Shire Council, Mr Trevor Drowley, Acting General Manager
Jerilderie Shire Council, Mr Craig Moffitt, General Manager
Leeton Shire Council, Cr Paul Maytom, Mayor
Mid Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Narrabri Shire Council, Cr Conrad Bolton, Mayor

Narrabri Shire Council, Ms Dianne Hood, General Manager
Shoalhaven City Council, Cr Joanna Gash, Mayor
Shoalhaven City Council, Mr Russell Pigg, General Manager
Upper Lachlan Shire Council, Cr John Shaw, Mayor
Upper Lachlan Shire Council, Mr John Bell, General Manager
Urana Shire Council, Cr Patrick Burke, Mayor
Urana Shire Council, Mr Adrian Butler, General Manager
Wagga Wagga City Council, Cr Rod Kendall, Mayor
Wagga Wagga City Council, Mr Phil Pinyon, General Manager
Walcha Council, Mr Jack O'Hara, General Manager
Warrumbungle Shire Council, Mr Steve Loane, General Manager

APOLOGIES:

As submitted

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the Annual General Meeting held on 15 November 2013 be accepted as a true and accurate record (Bellingen Shire Council / Griffith City Council).

3. Chairman's Report

Cr Rod Kendall gave a verbal Chairman's report to the meeting. The Country Mayors Association is and will in the future be more important to rural and regional areas. The Executive presented a number of position papers during the year which have been referred to LGNSW . "Fit for the Future" will dominate discussions for the next twelve months and the March 2015 State election will give the Association the opportunity to make representations to both the government and the opposition. Cr Kendall thanked the Executive and the members for their support during the previous twelve months, and looks forward to continuing support in the future

RESOLVED That the Chairman's report be received and noted (Wagga Wagga City Council / Urana Shire Council)

4. FINANCIAL REPORT

RESOLVED That the financial reports for the 2013/14 year as tabled be accepted (Eurobodalla Shire Council / Bellingen Shire Council)

5. Constitution

RESOLVED that clause 18 delete the words "notwithstanding the provisions of clause 9" (Moree Plains Shire Council / Warrumbungle Shire Council)

RESOLVED That the changes to clauses 2, 3, 7, 9, 17, 18, 20, and 29 as outlined in red in the Constitution be adopted and the new Constitution be forwarded to the NSW Registry of Co-Operatives and Associations for registration (Moree Plains Shire Council / Warrumbungle Shire Council)

The changes were adopted unanimously

6. Election of Office Bearers

6.1 Returning Officer

RESOLVED That the returning Officer for the conduct of the elections be Mr Allan Burgess (Bellingen Shire Council / Warrumbungle Shire Council)

6.2 Chairman

The Returning Officer advised that he had received one nomination in writing, Cr Rod Kendall being nominated by Armidale Dumaresq Council and Bellingen Shire Council. The Returning Officer called for any further nominations for the position of Chairperson. As no other nominations were received the Returning Officer declared Cr Kendall elected as Chairman for the 2014/15 year

6.3 Vice Chairman

The Returning Officer advised that he had received one nomination in writing, Cr Lindsay Brown being nominated by Wagga Wagga City Council and Bellingen Shire Council. The Returning Officer called for any further nominations for the position of Vice Chairperson. As no other nominations were received the Returning Officer declared Cr Brown elected as Vice Chairman for the 2014/15 year

6.4 Secretary/Public Officer

RESOLVED That Mr Phil Pinyon General Manager, Wagga Wagga City Council, be appointed Secretary/Public Officer (Upper Lachlan Shire Council / Shoalhaven City Council)

6.5 Executive

RESOLVED That the Mayors of the following Councils form the executive of the Association for the 2014/15 year

- Albury City Council
- Bellingen Shire Council
- Coonamble Shire Council
- Dubbo City Council
- Eurobodalla Shire Council
- Moree Plains Shire Council
- Tamworth Regional Council
- Wagga Wagga City Council

(Clarence Valley Council / Berrigan Shire Council)

7. SETTING OF ANNUAL MEMBERSHIP FEES

RESOLVED That the membership fees for the 2015 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 pay 75% \$562.50 (Albury City Council / Clarence Valley Council)

8. Secretariat

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Moree Plains Shire Council / Gunnedah Shire Council)

8. Meeting dates for 2015

RESOLVED that the meeting dates for 2015 be 13 March, 12 June, 14 August and 20 November (Gunnedah Shire Council / Coonamble Shire Council)

There being no further business the meeting closed at 11.17 am.

Cr Rod Kendall
Chair – Country Mayor's Association of NSW

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

The meeting commenced at 1.07pm

Cr Speirs welcomed Cr Miller to the GWCC Board.

PRESENT

Cr P Speirs (Chair), Cr A Clinton, Cr C Manchester, Cr D McCann, Cr A Miller, Cr K Morris, Cr D Palmer and Cr P Templeton.

ALSO IN ATTENDANCE

Mr A Grant (General Manager), Mr G Carr (Acting Manager Finance & Administration), Mr C Lasdauskas (Manager Technology), Mr T Goodyer (Acting Manager Distribution & Construction) Mrs A Coleman (Executive Assistant), Mr Graham Bradley (Councils auditor)

1. APOLOGIES

Nil

2. DECLARATION OF PECUNIARY INTERESTS

Declaration of Interest

Cr Palmer declared a pecuniary interest in the late report of Plant Procurement – Ford Rangers.

3. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 27 AUGUST 2015

15/118 RESOLVED on the motion of Cr Palmer and Manchester that the minutes of the meeting held on 27 August 2015 having been circulated and read by members be confirmed.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PUBLIC ACCESS

Nil

6. NOTICES OF MOTION / RESCISSION MOTIONS

No Notices of Motion Or Rescission Motions have been received.

7. ADMISSION OF LATE REPORTS

15/119 RESOLVED on the motion of Crs Palmer & Manchester that Council consider the late reports of:

Plant Procurement – Ford Rangers

Report on Water Analytics Statement of Intent (CLOSED)

8. CHAIRPERSON'S MINUTE

Nil

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

1.10PM – Councils Auditor Mr Graham Bradley attended the Council Meeting to present the audited financial reports.

1.40pm – Mr Graham Bradley left the meeting and did not return.

9. GENERAL MANAGER’S REPORTS

9.1 ANNUAL CHAIR ELECTIONS (G40203005)

1.40pm - Cr Speirs vacated the chair in order for the General Manager to conduct the elections for the Chairperson and Deputy Chairperson.

9.1.1 ELECTION OF CHAIRPERSON

A duly signed nomination form for the position of Chairperson was received for Cr Speirs. There being no further nominations, Cr Speirs was declared elected as Chairperson for the period until the October 2016 meeting.

Report prepared by General Manager

In accordance with section 391 of the Local Government Act (2001) the position of Chairperson becomes vacant at this meeting and an election is required to elect a person from within the members of the council to fill this position. The Chairperson holds office for one year.

The Local Government (General) Regulations 2005 clause 395, Schedule 8 provides the following:

- The General Manager (or person appointed by the General Manager) is the Returning Officer
- A Member of a county council may be nominated without notice for election as Chairperson of the county council
- The nomination is to be made in writing by two or more Members of the county council (one of whom may be the nominee)
- The nomination is not valid unless the nominee has indicated consent to the nomination in writing
- The nomination is to be delivered or sent to the Returning Officer
- The Returning Officer is to announce the names of the nominees at the county council meeting at which the election is to be held
- If only one member of the county council is nominated, that Member is elected
- If more than one Member is nominated, the county council is to resolve whether the election is to proceed by preferential ballot, by ordinary or by open voting
- The election is to be held at the county council meeting at which the county council resolves on the method of voting.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

Appropriate nomination forms have been circulated to all Councillors with their Business Papers.

Recommendation

That nomination for the position of Chairperson is called and that if necessary, voting be by ordinary ballot.

9.1.2 ELECTION OF DEPUTY CHAIRPERSON (G40203005)

A duly signed nomination form for the position of Deputy Chairperson was received for Cr Manchester. There being no further nominations, Cr Manchester was declared elected as Deputy Chairperson for the period until the October 2015 meeting.

Report prepared by General Manager

The position of Deputy Chairperson is an optional position. The Deputy Chairperson may exercise any function of the Chairperson at the request of the Chairperson or if the Chairperson is prevented by illness, absence or otherwise, from exercising the function or if there is a casual vacancy in the office of Chairperson.

Council has traditionally elected such a person and the election procedures are the same as for the Chairperson.

Appropriate nomination forms have been circulated to all Councillors with their Business Papers.

Recommendation

That nomination for the position of Deputy Chairperson is called and that if necessary, voting be by ordinary ballot. That the person with the most votes apart from the Chairperson and Deputy be called on when these are unavailable for engagements.

Cr Speirs thanked the Board for their support.

Mr Grant requested the Chairperson and Deputy Chairperson to arrange alternative representatives should they be unable to attend any meeting/functions throughout the year.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

9.2 FINANCIAL & PRODUCTION REPORTS

9.2.1 COUNCIL INVESTMENTS (G35507005)

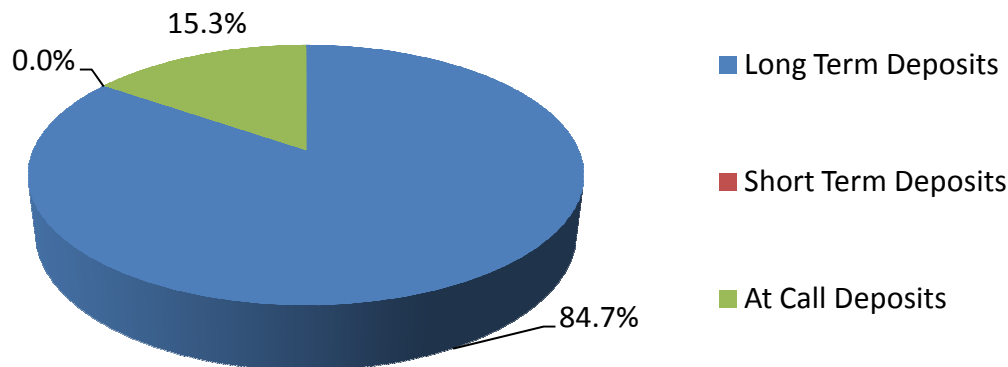
15/020 RESOLVED on the motion of Manchester and Templeton that the report detailing Council Investments at 30 September 2015 be received and noted.

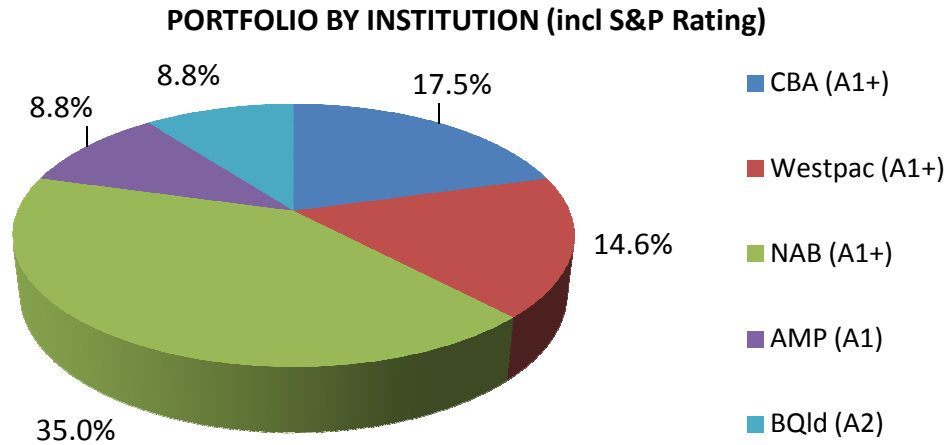
Report prepared by Acting Manager Finance & Administration

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 30 September 2015:

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Long Term Deposits	29,000,000.00				84.7%
Westpac Coupon Select Deposit (5yr)	2,000,000.00		3.92%	27/10/15	5.8%
National Australia Bank	3,000,000.00	1,096	3.73%	05/11/17	8.8%
Bank of Queensland	3,000,000.00	1,098	3.60%	05/12/17	8.8%
National Australia Bank	3,000,000.00	1,097	3.70%	04/12/17	8.8%
AMP	3,000,000.00	1,097	3.40%	19/12/17	8.8%
National Australia Bank	3,000,000.00	1,097	3.57%	08/01/18	8.8%
National Australia Bank	3,000,000.00	1,096	3.36%	12/02/18	8.8%
Commonwealth Bank	3,000,000.00	1,097	3.11%	17/03/18	8.8%
Commonwealth Bank	3,000,000.00	1,096	3.06%	20/04/18	8.8%
Westpac Banking Corporation	3,000,000.00	1,097	3.04%	25/06/18	8.8%
Short Term Deposits	0.00				0.0%
	0.00				0.0%
At Call Deposits	5,250,000.00				15.3%
Commonwealth Bank At Call A/c	3,250,000.00	At Call	2.45%	N/A	9.5%
AMP Bank At Call A/c	2,000,000.00	At Call	3.35%	N/A	5.8%
Total Value of Investment Funds	34,250,000.00				100.0%

PORTFOLIO BY TYPE





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

Cash Book balance as at 31 July 2015	\$113,269.59
Plus Deposits	
August	\$3,278,311.47
September	\$1,664,086.90
Less Payments	
August	-\$2,702,658.19
September	-\$1,678,680.25
 Cash Book balance as at 30 September 2015	 \$674,329.52
Less Outstanding Deposits	-\$1,083.79
Plus Unpresented Cheques	\$9,722.80
 Bank balance as at 30 September 2015	 \$682,968.53

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.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

9.2.2 OUTSTANDING WATER DEBTORS (G35307005)

15/021 RESOLVED on the motion of Crs Palmer and Morris that the report detailing Council's outstanding water debtors as at 30 September 2015 be received and noted.

Report prepared by Acting Manager Finance & Administration

This report is presented for information on Council's outstanding water debtors as at 30 September 2015:

\$'s	Arrears	Interest	Current	Total
Access Charges	\$141,658.59	\$18,292.97	\$152,757.06	\$312,708.62
Consumption Charges	\$341,308.33	\$41,337.90	\$443,655.83	\$826,302.06
Deferred Developer Charges	\$23,763.00	\$0.00	\$431,055.00	\$454,818.00
Sub-Totals	\$506,729.92	\$59,630.87	\$1,027,467.89	\$1,593,828.68
Less Overpayments Received				-\$223,235.18
Total Outstanding				\$1,370,593.50
				Less Bulk Council Accounts Outstanding
				-\$312,393.00
				Less Developer Chg Accounts Outstanding
				-\$454,818.00
Total Outstanding from Retail Customers				\$603,382.50

Recommendation

Recommendation made was adopted.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

9.2.3 2014/15 FINANCIAL STATEMENTS (G35401005)

15/122 RESOLVED on the motion of Clinton and Manchester that the report on the 2014/15 Financial Statements be received and noted.

Report prepared by Acting Manager Finance & Administration

Council's Financial Statements for the year ended 30 June 2015 are ready for presentation to the general public. Under section 418 of the Local Government Act 1993, Council is required to present its audited financial statements, together with auditor's reports, to the public having given 7 days notice. Public Notice has been given through advertisements in local newspapers the week commencing 12 October 2015, and also by placing the Statements on Council's website.

Council's Auditor, Mr Graham Bradley, will attend the meeting to present his report.

The following is provided as a commentary to assist in interpreting the reports:

General Purpose Financial Statements

Income Statement

This statement is designed to provide a "profit or loss" figure as a financial measure of GWCC's cost in supplying water and its data business.

Net operating result before Grants and Contributions was \$5,527,000 compared to \$4,460,000 in 2013/14. Overall revenue increased by \$2,334,000 (12%) while overall expenditure increased by \$992,000 (7%).

Major differences in the financial performance from last year to this year include:

- \$1,075,000 increase in Usage Charges from improved meter accuracies and seasonal conditions.
- The data business income was a significant part of the increase in Other Revenues.
- Capital contributions increased by \$275,000 reflecting increased water connections over previous years. Employee costs increased \$770,000 in part from reduced Capital Works.
- Materials and Contracts included the expenses for the new data business.
- Depreciation increased \$260,000 partly for the commencement of meter replacement depreciation in this financial year.
- Other Expenses reduced by \$260,000 mainly reduced energy costs from pumping efficiencies and minor contract pricing changes to contestable energy.

Auditor's report is inserted after the General Purpose Financial Statements.

Material differences between budgeted figures and final figures are also explained in Note 16.

Balance Sheet

The Balance Sheet reflects Council's financial flexibility and solvency. This statement aims to provide a clear distinction between Council's assets and liabilities, and has direct input into the ratios presented in Note 13. The change from short to long term investment has seen corresponding changes to current to non-current assets.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

Statement of Changes in Equity

The Statement of Changes in Equity shows the balance of assets remaining after all Council's liabilities are deducted.

Statement of Cash Flows

The Statement of Cash Flows is used to reflect the cash solvency or liquidity of a Council. It also highlights cash flows from the collection of revenues, cash generated by converting goods and services into cash and the capacity to fund capital works from funds generated by operating activities.

Note 6

Note 6 details cash assets and investments held by Council at year end. It also highlights Council's restricted cash.

Note 13

This note gives an 'overview' of a Council's financial position. Each ratio identifies a particular area and often acts as an early indicator to changes in the performance Council.

Operating Performance Ratio – measures a Council's ability to contain operating expenditure within operating revenues. GWCC's operating performance has improved over recent years with operational efficiencies, its meter replacement program and seasonal conditions.

Own Source Operating Revenue Ratio – measures the degree Council relies on external funding. GWCC is predominately self-funding.

Unrestricted Current Ratio - identifies Council's ability to meet outstanding short term debt. The Division of Local Government prefers a ratio of 2:1 or better. GWCC's 2014/15 unrestricted current ratio was 6:20x. The change from 2013/14 ratio of 17.63x follows the change from short to long term investment with the corresponding change from current to non-current assets.

Debt Service Ratio – Council has no borrowings.

Annual Charges, Interest & Extra Charges Outstanding Percentage - This indicator assesses the impact of uncollected rates and annual charges on a Council's liquidity and the adequacy of recovery efforts. The ratio is misleading for GWCC as it bills its customers quarterly in arrears. The final quarter billing was run in the new year with accrued income reflected in the 2014/15 accounts.

Cash Expense Cover Ratio – This ratio indicates the number of months a Council can continue paying its immediate expenses without additional cash flow. GWCC's 37.2 months ratio reflects its healthy position.

Note 27

Note 27 is a voluntary note that provides a snapshot of key financial figures over the past 5 years.

Special Purpose Financial Statements

This set of statements is designed to comply with the National Competition Policy, requiring councils to disclose their major business activities. GWCC's only business activity, for the purpose of competitive neutrality, is water supply.

The premise of competitive neutrality relies on competition to achieve greater efficiencies and better quality of service provision.

As with the General Purpose Financial Statements, these statements contain an Income Statement which discloses the gain or loss from continuing operations. This statement varies from the General Purpose Income Statement given that it includes taxation equivalent payments, debt guarantee fees and is also adjusted for dividend payments (relevant only to General Purpose Councils).

These additional disclosures however require Council to account for items it is not subject to, including income tax, debt and loan fees and many other commercial costs not applicable to local government.

The Balance Sheet discloses the assets, liabilities and equity of the business. The information listed on this statement can be found in the General Purpose Financial Statements as part of the various notes to the statements.

Special Schedules

These schedules are not required to be audited; however they provide key input into the preparation of the Financial Statements. They are primarily designed to meet the needs of a select group of users including the NSW Grants Commission, Australian Bureau of Statistics, the Division of Local Government and the NSW Office of Water. A brief explanation of these schedules follows:

Special Schedule 1 - shows the net cost of services provided by council and ultimately presents the same result as contained in the Income Statement.

Special Schedule 2 – GWCC has no borrowings.

Special Schedule 3 & 4 - discloses the water supply financial function.

Special Schedule 5 & 6 - not applicable to GWCC (sewerage service financials).

Special Schedule 7 - discloses the condition of public assets and the extent to which Council is able to maintain those assets. This information is utilised by the Division of Local Government to highlight the standard of public assets across the state.

Recommendation

Recommendation made was adopted.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

**9.2.4 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER
2015(G35201005)**

15/123 RESOLVED on the motion of Crs Manchester and Templeton that the Quarterly Budget Review Statement for the period ended 30 September 2015 be received and noted with the variations to income and expenditure adopted as the revised Budget estimates for the year ended 30 June 2016.

Report prepared by Acting Manager Finance & Administration

This report is presented to Council to revise estimates of income and expenditure in accordance with clause 203 of the Local Government (General) Regulation 2005. The review is for the quarter ending 30 September 2015 and is attached for Council's consideration.

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

Council's budgeted Operating Result before Capital Items forecast a surplus of \$6,595,000. The September QBR result, as presented, reflects an increase of \$1,220,000, resulting in a budgeted surplus result of before Capital of \$7,815,000.

The major components of the reviewed surplus are listed below:

- Overall Water Sales have been decreased by \$60k following review of the Actual 2014/15 Sales Volumes, Residential Water Sales have been reduced by \$350k while Non-residential water sales increased by \$285k made up of \$115k of Bulk Sales, \$75k in Rural Sales \$50k in Hi-Volume Sales and \$45k in Other Non-Residential Sales.
- Increase in expected Interest of \$150k.
- \$57k increase in Other Income following review of the 2014/15 results and expected increases in Tapping, Service and Meter Charges.
- \$64k decrease in expected Grants
- \$1,202k increase in Capital Contributions including a new 20 lot sub division with deferred charges, \$41k late payment of 2014/15 contributions. Additionally, \$200k from Uley Lane Ardlethan and 842k for Mandamah Stage One.
- \$365k increase in Depreciation reflecting the 2014/15 result and \$150k for the Data Network that will commence depreciating in the 2015/16 year.
- \$300k decrease in anticipated Electricity Costs.

Councillors will note changes to the Capital Budget Review Statement. The \$1,054k Carried over from 2014/15, \$232k New Temora Depot building and the \$657K for new Trencher already approved are shown separately.

The changes are as follows:

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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- \$527k increase in overall Renewal of Water Infrastructure, made up of \$558k of additional mains replacement, \$50k for emergent works replacement of Pump and Motor and Mt Arthur #2 Bore and a \$31k decrease for Mt Daylight Joint Venture Bore Pump and Motor replacement costed to 2014/15 Year.
- Capital contributions of \$462K of New Mains Augmentation Contributions for Uley Lane and Mandamah Stage 1 with an additional \$65k from reserves to fund the additional Capital Works.

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

Recommendation

Recommendation made was adopted.

UNCONFIRMED

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 22 OCTOBER 2015

Attachment 9.2.4

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Goldenfields Water County Council
Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015
Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2015/16	Approved Changes				Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than QBRs	Sep QBRs	Mar QBRs					
Income										
Annual Charges	4,545	-	-	-	4,545	5	1, 8, 2	4,550	216	
User Charges and Fees	14,885	-	-	-	14,885	(65)	3	14,820	759	
Interest and Investment Revenues	1,050	-	-	-	1,050	150	3	1,200	190	
Other Revenues	320	-	-	-	320	57	4	377	107	
Grants & Contributions - Operating	160	-	-	-	160	(64)	5	96	7	
Grants & Contributions - Capital	600	-	-	-	600	1,202	6	1,802	818	
Total Income from Continuing Operations	21,560	-	-	-	21,560	1,285		22,845	2,097	
Expenses										
Employee Costs	4,080	-	-	-	4,080	-		4,080	998	
Borrowing Costs	-	-	-	-	-	-		-	-	
Materials & Contracts	1,840	-	-	-	1,840	(300)	9	1,540	374	
Depreciation	5,075	-	-	-	5,075	365	8	5,440	1,327	
Legal Costs	10	-	-	-	10	-		10	-	
Consultants	50	-	-	-	50	-		50	-	
Other Expenses	3,910	-	-	-	3,910	-		3,910	549	
Total Expenses from Continuing Operations	14,965	-	-	-	14,965	65		15,030	3,248	
Net Operating Result from Continuing Operations	6,595	-	-	-	6,595	1,220		7,815	(1,151)	
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-		-	-	
Net Operating Result from All Operations	6,595	-	-	-	6,595	1,220		7,815	(1,151)	
Net Operating Result before Capital Items	5,995	-	-	-	5,995	18		6,013	(1,969)	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended and should be read in conjunction with the total QBRs report

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 22 OCTOBER 2015

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Goldenfields Water County Council
Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015
Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2015/16	Approved Changes				Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than QBRs	Sep QBRs	Dec QBRs					
Income	1,185	-	-	-	1,185	5	1	1,190	-	
Residential Access Charges	4,560	-	-	-	4,560	(350)	1	4,210	-	
Residential Usage Charges	3,360	-	-	-	3,360	-	-	3,360	216	
Non-Residential Access Charges	10,325	-	-	-	10,325	285	2	10,610	759	
Non-Residential Usage Charges	1,050	-	-	-	1,050	150	3	1,200	190	
Interest	320	-	-	-	320	57	4	377	107	
Other Income	160	-	-	-	160	(64)	5	96	7	
Operating Grants & Contributions	600	-	-	-	600	1,202	6	1,802	818	
Capital Grants & Contributions										
Total Income from Continuing Operations	21,560	-	-	-	21,560	1,285		22,845	2,097	
Expenses										
Management	3,600	-	-	-	3,600	(240)	7	3,360	979	
Operations & Maintenance:										
Mains	1,445	-	-	-	1,445	-	-	1,445	353	
Reservoirs	185	-	-	-	185	-	-	185	37	
Pumping Stations	3,470	-	-	-	3,470	(300)	9	3,170	245	
Treatment	660	-	-	-	660	-	-	660	154	
Other	755	-	-	-	755	-	-	755	152	
Less: Plant Dep'n Costed to Operations	(240)	-	-	-	(240)	240	7	-	-	
Depreciation	5,075	-	-	-	5,075	365	8	5,440	1,327	
Miscellaneous Expenses	15	-	-	-	15	-	-	15	1	
Total Expenses from Continuing Operations	14,965	-	-	-	14,965	65		15,030	3,248	
Net Operating Result from Continuing Operations	6,595	-	-	-	6,595	1,220		7,815	(1,151)	
Discontinued Operations - Surplus/(Deficit)										
Net Operating Result from All Operations	6,595	-	-	-	6,595	1,220		7,815	(1,151)	
Net Operating Result before Capital Items	5,995	-	-	-	5,995	18		6,013	(1,969)	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/15 and should be read in conjunction with the total QBRs report.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

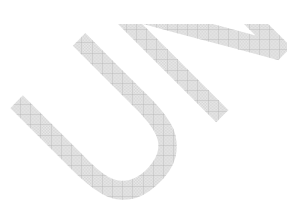
Goldenfields Water County Council

**Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15**

**Income & Expenses Budget Review Statement
Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1	\$5k increase in expected Residential Access Charges adjustment using 2014/15 Actual results. \$350k decrease in expected Residential Usage Charges adjusted from Actual 2014/15 Sales Volumes.
2	\$285k overall increase in Non Residential Usage Charges adjustment from Actual 2014/15 Sales Volumes, made up of \$115k - Bulks, \$75k - Rural, \$50k - HI-Volume, and \$45k - Other
3	\$150k increase adjustment in expect Interest
4	\$57k increase in other income following review of 2014/15 results and expected increases in tapping service and meter charges.
5	\$64k decrease in expected Grants
6	\$1,202k increase in expected Capital Contributions, including new 20 sub-division with deferred charges, \$41k late payment for 2014/15 year, \$200k Uley Lane, and expected \$842k Mandamah stage 1
7	Change of depreciation presentation. \$240k decrease for plant previously included in Management with a corresponding \$240k increase in Less:Plant Depreciation.
8	\$365k increase in Depreciation reflecting the increase for 2014/15 and \$150k for the data network that will commence depreciating in the 2015/16 year.
9	\$300k decrease in expected electricity costs following the 2014/15 results



Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 22 OCTOBER 2015

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Goldenfields Water County Council

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2015

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2015/16	Approved Changes				Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than QBRs	Sep QBRs	Mar QBRs					
Capital Expenditure										
New Assets										
- Plant & Equipment	100	-	657	-	757	-	1	757	72	
- Land & Buildings	530	219	232	-	981	-	2	981	18	
- Water Supply Infrastructure	1,720	531	-	-	2,251	-	-	2,251	143	
Renewal Assets (Replacement)										
- Plant & Equipment	838	-	-	-	838	-	-	838	253	
- Land & Buildings	-	-	-	-	-	-	-	-	-	
- Water Supply Infrastructure	450	304	-	-	754	527	3	1,281	43	
Total Capital Expenditure	3,638	1,054	889	-	5,581	527		6,108	529	
Capital Funding										
Rates & Other United Funding	-	-	-	-	-	-		-	-	
Capital Grants & Contributions	-	-	-	-	-	462	4	462	210	
Reserves:										
- External Restrictions/Reserves	-	-	-	-	-	-		-	-	
- Internal Restrictions/Reserves	3,068	1,054	889	-	5,011	65	5	5,076	196	
New Loans	-	-	-	-	-	-		-	-	
Receipts from Sale of Assets										
- Plant & Equipment	570	-	-	-	570	-	-	570	123	
- Land & Buildings	-	-	-	-	-	-	-	-	-	
Other Funding... enter description here	-	-	-	-	-	-	-	-	-	
Other Funding... enter description here	-	-	-	-	-	-	-	-	-	
Total Capital Funding	3,638	1,054	889	-	5,581	527		6,108	529	
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-		-	-	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/15 and should be read in conjunction with the total QBRs report.

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	\$657k Increase - new Trencher already approved
2	\$1,054k Increase - Carry Over Items already approved \$232k Increase- additional Temora Depot building already approved.
3	\$527k Increase, comprising \$558k for additional mains replacements, \$50k for emergent works for Mt Athur Bore 2 Pump and Motor Replacement. \$31k decrease for Mt Daylight Joint Venture \$31k decrease for Mt Daylight Joint Venture costed to 2014/15 Year.
4	\$462k Increase, comprising New Mains Augmentation Contributions for Uley lane and Mandamah Stage 1
5	Source of additional funds required

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Cash & Investments Budget Review Statement

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$674,330

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 30/09/15

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

		\$ 000's
Cash at Bank (as per bank statements)		683
Investments on Hand		34,250
less: Unpresented Cheques	(Timing Difference)	(10)
add: Undeposited Funds	(Timing Difference)	1
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	-
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	-
Reconciled Cash at Bank & Investments		34,924
Balance as per Review Statement:		34,924
Difference:		-

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/15 and should be read in conjunction with the total QBRS report



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Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Goldenfields Water County Council for the quarter ended 30/09/15 indicates that Council's projected financial position at 30/6/16 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date:

9.10.15

Gerard Carr
Responsible Accounting Officer

UNCONFIDENTIAL

9.2.5 WATER PRODUCTION UPDATE (G95809505)

15/124 RESOLVED on the motion of Crs Palmer and McCann that the reports detailing Council's water production status be received and noted.

Report prepared by Senior Revenue Officer

The attached graph shows water production comparatives between 2015/16, last year and the sale's estimate for Council's two main water sources, Jugiong and Oura to the 24 September 2015.

Overall production is down 4.65% or 71 Megalitres compared to the same period in 2014/15. Individually Jugiong is down 3.1% and Oura down 4.7%.

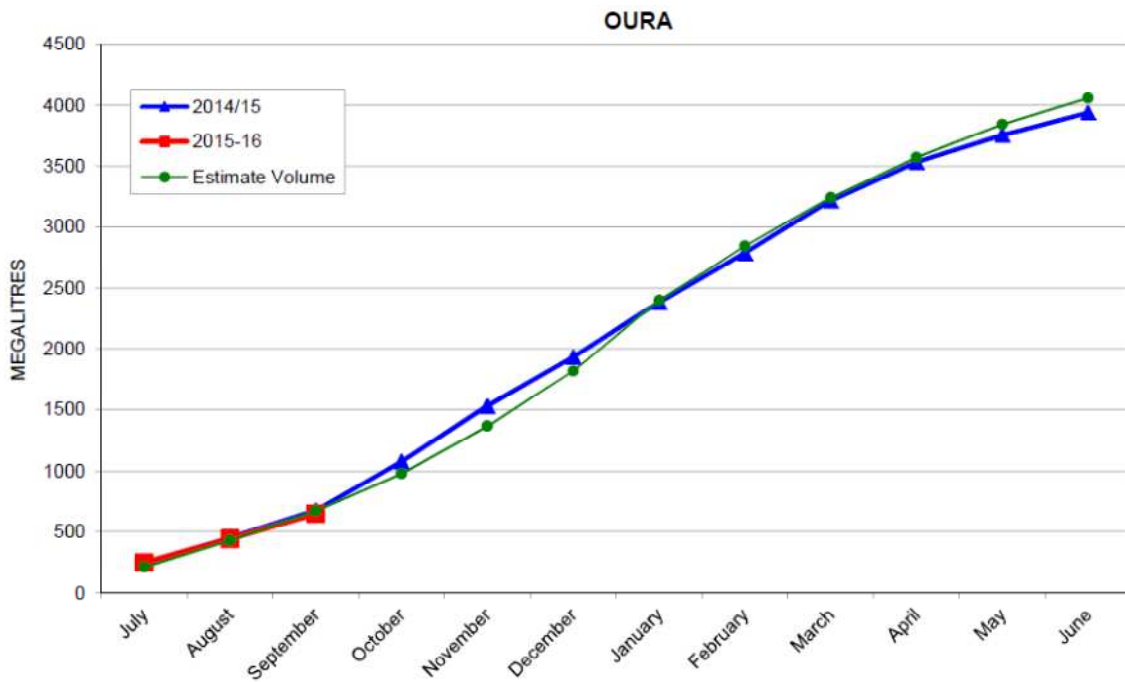
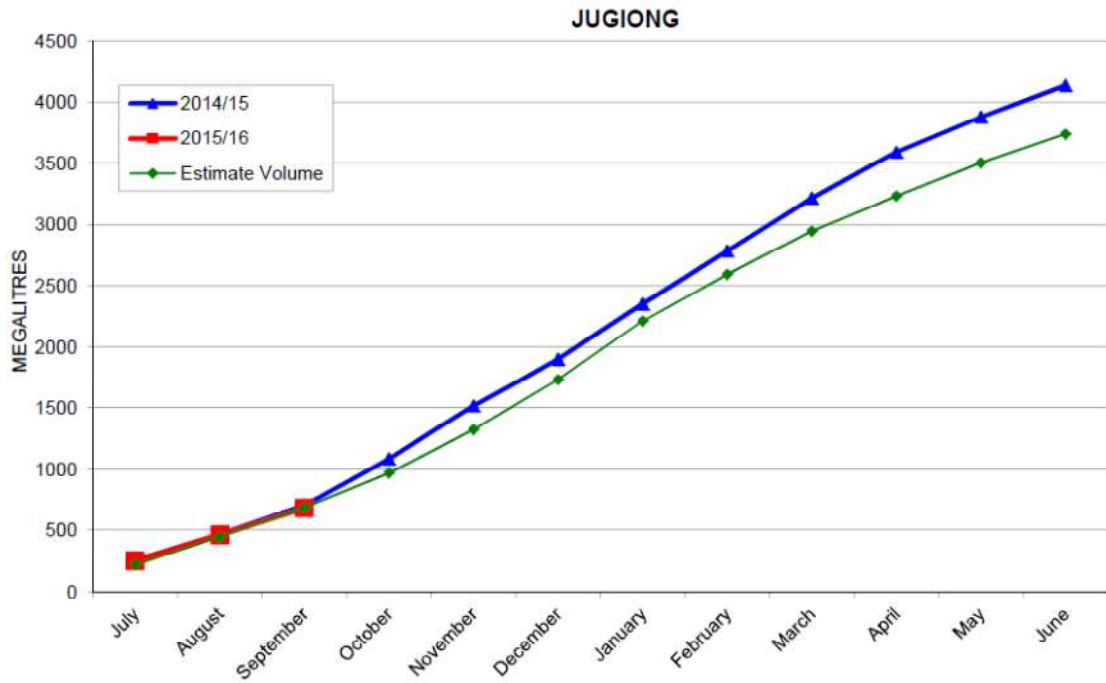
Recommendation

Recommendation made was adopted.

UNCONFIRMED

Attachment 9.2.5

WATER PRODUCTION
UP TO 24/09/2015



9.2.6 WATER DEBTOR WRITE-OFF (G35308005)

15/125 RESOLVED on the motion of Crs Palmer and Templeton that to avoid further hardship, that Council write off \$829.28 from the Account No. 77601 which is half the difference between the excess bill and normal consumption with the corresponding period for loss of water beyond the customer's reasonable control. Further, the customer has been advised that this is a one-off grant and that they are encouraged to monitor their future water consumption.

Report prepared by Acting Senior Revenue Officer

77601

A submission has been received by a customer's wife seeking relief for her deceased husband. The account balance is \$2,189.10.

Accounts were being paid until the issue of July 2015 account with usage of 1405kl. A leak in the line went undetected through her husbands illness & extended periods of hospitals stays in Sydney & then his subsequent death. By the time the leak was detected & fixed a large volume of water had passed through the water meter.

Council has previously provided 50% reductions between excessive bills and normal consumption that was considered to be beyond a customer's reasonable control. In a specific case, Council provided a residential customer the benefit of the doubt in regards to the consumption.

Recommendation

Recommendation made was adopted.

9.2.7 PLANT PROCUREMENT (G75057510)

15/126 RESOLVED on the motion of Crs Manchester and Clinton that the report detailing plant procurement be received and noted.

Report prepared by Risk & Training co-ordinator

- Vermeer Trencher – This tender was submitted on 20th July and the machine is currently in transit from USA with an estimated time of arrival in Sydney mid to late November.
- South West Ford vehicle tender re supply of 10 Ford Rangers – This tender was submitted on 16th January with a delivery time frame of April, May, and June. To this date 6 vehicles have been delivered. The remainder are due on 24th October and 28th November.
- Palmer Ford vehicle tender re supply of 5 Ford Rangers – This tender was submitted on 17th August with an estimated time of delivery is 28th November.

Recommendation

Recommendation made was adopted.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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9.2.8 TRAVEL EXPENSES (G35153005)

15/127 RESOLVED on the motion of Crs Manchester and Palmer that the General Manager Travel Expenses during August/September 2015 be approved and noted.

Report Prepared by General Manager

Expenses pertaining to travel by the General Manager over the August/September period are circulated at the meeting for Councils information and for signing by all members of the Board.

Recommendation

Recommendation made was adopted.

9.3 WORKS REPORTS

9.3.1 AUGUST 2015 / SEPTEMBER 2015 (G95507005)

15/128 RESOLVED on the motion of Crs Clinton and Palmer that the Works Report for August/September 2015 be received and noted.

Report prepared by Acting Manager Production & Distribution

Water Losses & Mains Repairs

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
16.	3/8	13:00	15:00	Ardlethan, Bygoo Road	80	-	20	Split Pipe
17.	4/8	13:30	15:30	Cootamundra, Suttons Lane	100	0	80	Split Pipe
18.	5/8	14:00	19:00	Beckom, Burley Griffin Way	150	40	500	Split Pipe
19.	8/8	0:30	17:30	Weethalle, Kolkilbertoo Road	100	-	300	Hole In Pipe
20.	8/8	9:30	13:30	Bethungra, Eulomo Settlement Road	100	-	800	Split Pipe
21.	8/8	17:30	20:30	Weethalle, Kolkilbertoo Road	100	-	5	Hole In Pipe
22.	10/8	11:00	16:27	Weethalle, Jansens Lane	80	-	300	Hole In Pipe
23.	13/8	10:00	11:30	Wantabadgery, Mcgledes Road	150	1	1	Other
24.	14/8	7:00	11:00	Marrar, Coffin Rock Lane	80	1	1000	Other
25.	18/8	10:00	14:00	Binya, Bandys Road	150	-	150	Hole In Pipe
26.	19/8	7:45	12:30	West Wyalong, Church Street	100	-	5	Split Pipe
27.	22/8	13:00	15:00	Marrar, Lime Street	100	-	100	Split Pipe

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General Manager.....Chairperson.....

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
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NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
28	25/8	11:00	15:30	Old Junee, Beckham Street	100	5	100	Other
29.	28/8	8:00	14:00	Naradhan, Monia Gap Road	80	-	5	Split Pipe
30.	29/8	15:30	21:30	Cootamundra, Dirnaseer Road	100	3	200	Joint Failure
31.	1/9	10:00	16:00	Junee, Cartwrights Lane	50	-	50	Hole In Pipe
32.	1/9	11:00	12:00	Matong, Grong Grong Station Road	100	3	1	Other
33.	1/9	11:30	12:30	Junee, Cartwrights Lane	50	6	200	Split Pipe
34.	1/9	19:00	22:30	Temora, Eucalypt Street	100	-	50	Split Pipe
35.	4/9	10:00	13:00	Wallendbeen, Hoskins Street	100	0	50	Joint Failure
36.	8/9	10:30	14:30	Naradhan, Bootoowa Road	80	-	40	Split Pipe
37.	9/9	7:30	12:00	Ungarie, Condamine Street	100	20	50	Split Pipe
38.	10/9	23:00	2:00	Ganmain, Allan Brills Lane	100	10	1000	Split Pipe
39.	11/9	7:30	12:00	Marrar, Junee Road	100	5	100	Joint Failure
40.	13/9	9:30	12:00	Eurongilly, Dollar Vale Road	80	5	200	Split Pipe
41.	16/9	13:00	16:30	Ariah Park, Coolamon Street	100	-	10	Split Pipe
42.	17/9	8:00	12:00	Kingsvale, Kingsvale Road	50	0	50	Joint Failure
43.	21/9	13:00	16:30	Ariah Park, Burley Griffin Way	150	-	200	Split Pipe
44.	22/9	7:30	13:00	Coolamon, Dunrobin Street	100	15	10	Split Pipe
45.	22/9	13:00	16:00	Ganmain, Deepwater Road	100	8	100	Split Pipe
46.	23/9	10:00	15:30	Ganmain, Menangle Street	100	15	10	Split Pipe
47.	24/9	10:00	14:00	Ganmain, Menangle Street	100	15	1	Split Pipe
48.	26/9	9:00	12:00	Eurongilly, Dollar Vale Road	80	-	80	Split Pipe
49.	29/9	8:00	13:00	Harden, Substation Road	375	0	500	Joint Failure

Complaints

Water Quality

Dirty Water

7/09/2015 Lonsdale Lane Coolamon

8/09/2015 De Salis Drive Junee

22/09/2015 Wallace Street Coolamon

This is Page 23 of the Minutes to the Goldenfields Water Council meeting held on
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General Manager.....Chairperson.....

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22/09/2015	Cowabbie Street Coolamon
23/09/2015	Northcott Street West Wyalong
24/09/2015	Cnr Doubleday & Wattle Streets Coolamon

Construction & Major Maintenance

- Finished cleaning hydrants, stop valve Coolamon
- Main extension John Potts Drive Junee – stage 6 cut in
- Bethungra hydrant replaced and all other valves cleaned out
- Replaced air valve Strathmores Lane
- Repack stop valve Wantabadgery
- Replace hydrant Wantabadgery
- New scour valve and stop valve Uley Lane
- Repack hydrant Deboos Street Temora
- Repack stop valve Baker Street Temora
- Repair leak & clean Brawlin Reservoir
- Repair surge tank Kingsvale
- Flush dead end pipelines Coolamon
- Replace hydrant Coolamon (balancing main)
- Replace air valve Malebo Range Junee
- Marravale Lane 5% complete (clear trees)
- Repack stop valve Illabo Street Junee
- Main upgrade Suttons Lane road crossing complete
- Uley Lane mains extension 100mm Blue Brute 95% complete - Uley Lane mains extension (total) 50% complete
- New stop valve cut in Old Cootamundra Road Temora
- Repack hydrant Star Street Ungarie
- Replace pipework Warri Street Ardlethan

Recommendation

Recommendation made was adopted.

9.3.2 CAPITAL WORKS PROGRESS REPORT (G35201005)

15/129 RESOLVED on the motion of Crs Manchester and McCann that the report detailing the progress of Council's Capital Works Program as at 30 September 2015 be received and noted and \$50,000 estimate for Mt Arthur No 2 Bore emergent works be approved.

Report prepared by Acting Manager Finance & Administration

This report is presented for information on the progress of Council's Capital Works Program as at 30 September 2015:

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Description	Total 2015/16 Projected \$	Expended to Date \$	Status
New System Assets			
New Temora Depot	980,800	18,400	In Progress
Temora Depot Plant & Equipment	100,000	0	TBA
Site Easement Acquisitions	20,000	7,700	In Progress
Mains Extensions to be determined	50,000	0	TBA
Mains Extension Uley Ln	181,000	135,400	In Progress
Scheme Mandamah	2,000,000	0	TBA
	3,331,800	161,500	
Renewals			
Bores-Oura Additional/Replacement	45,000	0	TBA
Jugiong WTP Internal Painting	50,000	0	TBA
Pump Stns Major Maintenance Program	50,000	10,900	In Progress
Pump Stns-Daylight Pump Replacement	50,000	0	TBA
Jugiong & Oura Pump Stn Investigations	50,000	0	TBA
Mains Replacement / Augmentation	342,000	54,100	In Progress
Pump Stns MTA Panel & Motor Replacement	65,000	0	TBA
Jugiong Hi Voltage Agreement-Switch & Upgrade	71,000	0	TBA
	723,000	65,000	
Plant and Equipment			
Computer-Equipment	20,000	0	In Progress
Office Equipment	8,000	0	TBA
Water meter & Taggle replacement	100,000	2,000	In Progress
Double Check Valves	20,000	0	TBA
Electrical Spares	40,000	0	TBA
Plant Purchases Estimate Only	650,000	253,300	In Progress
Plant Sales Estimate Only	-570,000	-123,100	In Progress
	268,000	132,200	

Totals **4,322,800** **358,700**

Additions			
Trencher (approved)	657,000	72,200	In Progress
Pump Stn Mt Arthur Bore 2 Pump & Motor Renewal - Emergent Work	50,000	28,700	In Progress
Mains R/ment Cootamundra - Temora Rd	39,600	0	TBA
Mains R/ment Weethalle Kolkiberto Rd	468,000	0	TAB
	1,214,600	100,900	

Grand Total **5,537,400** **459,600**

Mt Daylight Joint Venture pump replacement previously listed was costed to 2014-2015 Financial Year. Emergent works on Mt Arthur No 2 Bore pump and motor is estimated at \$50,000. Two additional mains replacements are included in a separate report.

Recommendation

Recommendation made was adopted.

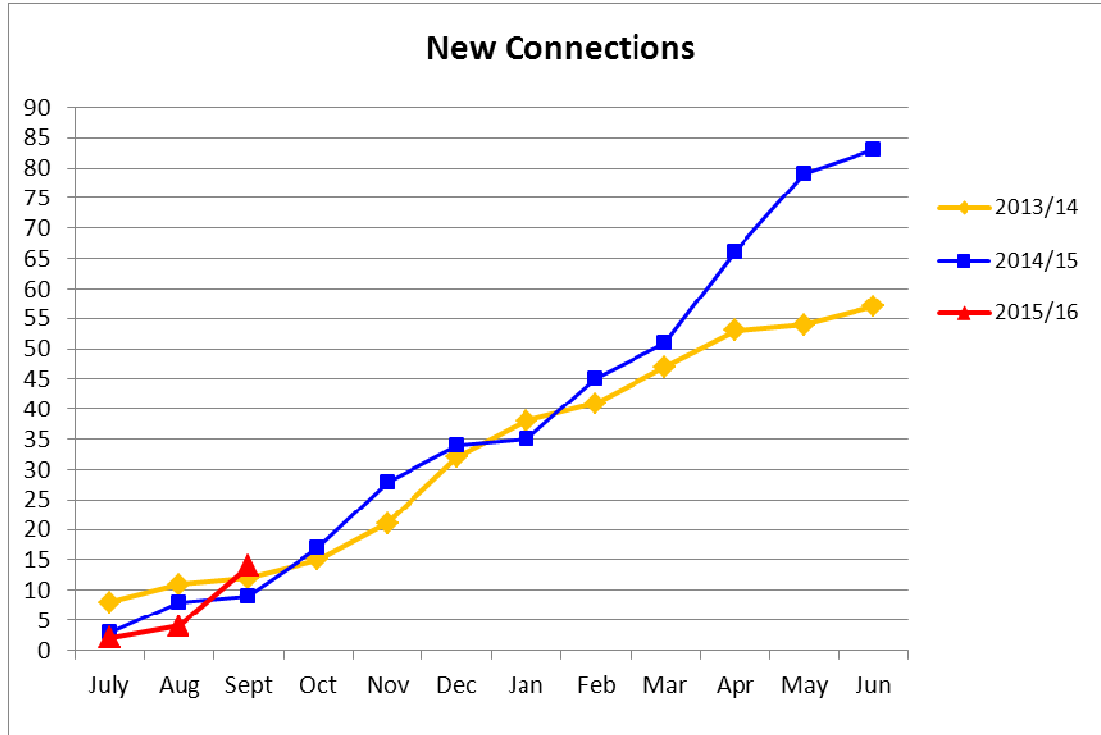
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9.3.3 NEW WATER SERVICE CONNECTIONS (G95151005)

15/130 **RESOLVED** on the motion of Crs Palmer and Templeton that the report detailing new water service connections be received and noted.

Report prepared by Acting Senior Revenue Officer

The following graph shows the number of new connections to 30 September 2015.



9 new connection work orders have been issued for in October. 11 letters of offer have been issued with 6 water applications are under investigation.

Recommendation

Recommendation made was adopted.

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**9.3.4 DESIGN & CONSTRUCTION OF DEPOT BUILDINGS, 124-126 CROWLEY ST,
TEMORA (G10150505)**

15/131 RESOLVED on the motion of Crs Palmer and McCann that the Design & Construction of Depot Buildings 124,126 Crowley St, Temora report to be received and noted.

Report Prepared by Design & Modelling Officer

Coolamon Steel works and Goldenfields Water County Council have entered in to contract to Design and Construct Depot Buildings, 124-126 Crowley St, Temora for lump sum of \$830,506

Coolamon Steel Works have completed all design and drafting functions, fabrication has commenced.

The current construction program is:

- Fabrication 05/10/15 – 30/10/15
- Footings 12/10/15 – 23/10/15
- Plumbing 26/10/15 – 30/10/15
- Steel Erection 02/11/15 – 20/11/15
- Floor Slab 16/11/15 – 04/12/15
- Wall & Roof Sheeting 23/11/15 – 11/12/15

Expected completion date 14/12/2015.

Estimated workshop office, training room, amenities internal fit out and landscaping completion mid-February 2016.

Recommendation

Recommendation made was adopted.

9.3.5 BARELLAN STANDPIPE RESERVOIR LEAK (G10057006)

15/132 RESOLVED on the motion of Crs Palmer and Morris that the Barellan Standpipe Reservoir Leak report to be received and noted.

Report Prepared by Design & Modelling Officer

Barellan standpipe reservoir was rehabilitated in September 2012 using a coating system supplied by Carboline and the product carries a 25 year warranty.

Late 2014 field staff reported that a small leak had formed and Council had contacted the manufacturer and the applicator about the failure of the coating.

Council is currently in negotiations with independent coat inspectors to obtain a failure report of the leak.

Estimated cost of the independent report is \$20,000 due to the associated difficulties of accessing the leak and the specialised nature of the inspection.

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Council has been given confirmation by the product manufacturer and the applicator agreeing to split the cost of the inspection 3 ways on the provision that council will be seeking reimbursement pending the outcome of the independent inspectors report.

Recommendation

Recommendation made was adopted.

9.3.6 ULEY LANE PIPELINE CONSTRUCTION (G95151010)

15/133 RESOLVED on the motion of Crs McCann and Palmer that the report detailing Uley Lane pipeline construction be received and noted.

Report prepared by Acting Manager Distribution & Construction

- Under-bores between Ardlethan pump station and Coolamon/Ardlethan road have been completed.
- The under-bore on Coolamon/Ardlethan road at intersection with Uley Lane has been completed.

Approximately 7100 metres of 100mm blue brute pipe has been laid and covered finishing in the vicinity of intersection with Coolamon/Ardlethan rd and Uley Lane. Commencing on Monday 12th October a stop and scour valve will be fitted thus enabling this section of pipeline to be charged. The laying 5300 metres of 90mm PE pipe will also commence on this date.

Recommendation

Recommendation made was adopted.

9.3.7 WATER MAINS REPLACEMENT - FIVE WAYS INTERSECTION TEMORA

15/134 RESOLVED on the motion of Crs Manchester and Templeton that the report detailing water mains replacement and upgrade at Five Ways Temora be received and noted.

Report prepared by Acting Manager Distribution & Construction

On Wednesday 1st October 2015 an on-site meeting was held at the Five Ways Intersection with TSC representative, Rob Fisher regarding removal of approximately 60 metres of 100mm AC (asbestos cement) pipe and replacing it with 100mm Ductile Iron pipe. TSC could not continue their roads upgrade until this pipework was refurbished. The pipework was renewed on Friday 3rd October and in the process other problems were uncovered where fibre optic cables had been laid directly on top of existing pipework & fittings.

A ductile iron 4 ways cross was removed and replaced with a ductile iron tee and the remaining pipework was integrated back into Temora town reticulation giving separation from the fibre optic cabling.

Recommendation

Recommendation made was adopted.

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9.3.8 ADDITIONAL CAPITAL WORKS (G35201005)

15/135 RESOLVED on the motion of Cr Clinton and Morris to increase the additional capital works budget by \$507,600 to allow for these replacements.

Report Prepared by Design & Modelling Officer

The last 12 month burst reports have identified 2 sections of poor condition water main qualifying for replacement.

Location	Size & Material	Length(m)	Budget
Temora Rd, Cootamundra	63mm PE	1810	\$39,600
Kolkibertoo Rd, Weethalle	100mm PVC	18000	\$468,000
	TOTAL	19810	\$507,600

Recommendation

Recommendation made was adopted.

9.3.9 MANDAMAH SCHEME REPORT (G95259510)

15/136 RESOLVED on the motion of Crs Palmer and McCann that the Mandamah Scheme update report to be received and noted.

Report Prepared by Design & Modelling Officer

Council has engaged Riverina Local Land Services (LLS) to draft a Review of Environmental Factors (REF) for Stage1.

LLS have identified sections of the pipeline route to have threatened ecological communities. Currently Council and LLS are compiling documentation to be submitted to the Department of the Environment for further assessment.

Currently 9 full payments have been received for 17 parties in Stage1.

All stages have been surveyed and designing of Stage2 is under way.

Recommendation

Recommendation made was adopted.

9.3.10 JUNEE NEW CONCRETE RESERVOIR LEAK (G95258525)

15/137 RESOLVED on the motion of Crs Manchester and Clinton to release the security bank guarantee to Hornick Constructions and issue a certificate of Final Completion.

Report Prepared by Design & Modelling Officer

The new concrete reservoir at Albert St, Junee was completed 18th February 2014 by Hornick Constructions and is covered by a 12 month defect liability period ending 18th February 2015.

A final defect inspection of the reservoir was performed early February 2015 and located a small leak on the north east wall/floor joint. The contractor was informed of the leak and the security bank guarantee will not be released or issuing of the certificate of Final Completion will not take place until the leak is repaired.

Council is currently retaining a security bank guarantee from ANZ Bank on behalf of Hornick Constructions for the value of \$92,000

Hornick Constructions repaired the leak on 11th of September 2015. A follow up inspection took place 2 weeks after the repair and verified the repair has been successful.

Recommendation

Recommendation made was adopted.

9.4 OTHER REPORTS

9.4.1 PECUNIARY INTEREST RETURNS (G40203005)

15/138 RESOLVED on the motion of Crs Manchester and Palmer that Council note the report and the tabling of the Pecuniary Interest returns for the year ended 30 June 2015.

Report prepared by Acting Manager Finance & Administration

Under section 450A of the Local Government Act 1993 and the Local Government (General) Regulation 2005, councillors and designated persons (staff) must provide a declaration of pecuniary interest as contained in the prescribed form. These returns must be completed and lodged with the General Manager within three (3) months after becoming a councillor or designated person, or alternatively a councillor or designated person holding that position at 30 June is required to lodge their pecuniary interest return with the General Manager by 30 September each year.

Returns must be tabled at the first meeting held after the required lodgement date.

The lodgement of all required pecuniary interest returns from councillors and designated staff for the year 1 July 2014 to 30 June 2015 has occurred, thereby meeting the legislative requirements.

In accordance with the Local Government Act 1993, these returns are now tabled before Council as public documents.

Councillors and staff are reminded that it is imperative their honesty and transparency is maintained at all times. A pecuniary interest return may be lodged at any time during the year should circumstances deem it necessary.

Recommendation

Recommendation made was adopted.

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9.4.2 COUNCIL MEETING DATES 2015/16 (G40203005)

15/139 RESOLVED on the motion of Crs Clinton and Miller that council set the following meeting schedule for the ensuing twelve months:

Friday 18 December 2015, commencing at 10am
Thursday 25 February 2016, commencing at 1pm
Thursday 28 April 2016, commencing at 1pm
Thursday 23 June 2016, commencing at 1pm
Thursday 25 August 2016, commencing at 1pm
Thursday 27 October 2016, commencing at 1pm

Report prepared by General Manager

Council normally meets on the fourth Thursday of every second "even" month, except for its December meeting which is moved to the preceding Friday to incorporate an end-of-year Christmas function.

By reviewing the meeting schedule for the ensuing twelve months at the October meeting each year, a new Council and / or a new Chairman can revise the meeting schedule after the annual Chair elections have been held.

In order to allow advance public notification of Council meeting dates for the next twelve months, the following program is put forward for consideration:

Friday 18 December 2015, commencing at 10am
Thursday 25 February 2016, commencing at 1pm
Thursday 28 April 2016, commencing at 1pm
Thursday 23 June 2016, commencing at 1pm
Thursday 25 August 2016, commencing at 1pm
Thursday 27 October 2016, commencing at 1pm

Recommendation

Recommendation made was adopted.

9.4.3 DECEMBER COUNCIL MEETING / CHRISTMAS FUNCTION (G70506005)

15/140 RESOLVED on the motion of Cr McCann and Templeton that Council:

1. Host a Christmas Function after its December meeting to which Councillors and staff are invited.
2. Assist with transportation for employees based outside Temora.
3. Allocate \$3,000 for the function.

Report prepared by Executive Assistant

Council's December meeting is normally held with a Christmas function for both Councillors and staff immediately after its conclusion.

The benefits include team building and acknowledging the efforts of staff over the preceding year.

Recommendation

Recommendation made was adopted.

9.4.4 OFFICE CLOSURE (G70506005)

15/141 RESOLVED on the motion of Crs McCann and Morris that Council endorse the office to be closed from noon Friday 18 December 2015 and to reopen Monday 4 January 2016.

Council has previously closed its office during the Christmas and New Year Period including Christmas week and New Year week, with minimal disruption to Council's normal operations.

Benefits are:

- The first week of the New Year is a quiet week for customer interaction.
- Many businesses that Council deals with are closed that week.
- Many staff take advantage of extending their Christmas/New Year break and
- The additional closure assists annual leave liability management.

The office would shut from noon Friday 18 December 2015 and re-open Monday 4 January 2016.

Rostered staff will be on call to attend to operational issues (water breaks, breakdowns etc) and for major emergencies key staff will be recalled.

Customers can pay accounts through Australia Post and Bpay facilities.

Notification of the office closure period would be advertised during December.

Recommendation

Recommendation made was adopted.

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9.4.5 PLANT PROCUREMENT – FORD RANGERS (75105005)

2.35pm – Cr Palmer left the meeting having declared a pecuniary interest in this matter

15/142 RESOLVED on the motion of Crs McCann and Clinton that Council authorise the General Manager to purchase five (5) PX MK2 Ford Ranger 4x4 Wildtraks.

Report prepared by Risk Management Training Officer

Tenders were advertised on 18th September 2015 for the supply of five (5) PX MK2 Ford Ranger 4x4 Wildtraks. A total of 3 tenders were received with the favourable tenderer being – Palmer Ford Cootamundra

PLANT PROCUREMENT ASSESSMENT MATRIX

Purchase of Five (5) PX MK2 Ford Ranger 4x4 Wildtraks						
	<i>Palmer Ford Cootamundra</i>	<i>Score</i>	<i>John Mc Grath Auto Group ACT</i>	<i>Score</i>	<i>Blacklocks Ford Wodonga</i>	<i>Score</i>
<i>Price – automatic transmission ex GST</i>	\$44,765.88	4	\$44,229.52	5	\$45,229.52	3
<i>Price – manual transmission ex GST</i>	\$42,628.09	5	\$42,628.09	5	\$43,628.09	4
<i>Accessories/Options ex GST</i>	\$6,038.17	5	\$7,124.35	3	\$6467.28	4
<i>Prestige Paint</i>	\$381.82	4	\$381.82	4	<i>included</i>	5
<i>Servicing – Up to & including 60,000 kls</i>	\$1,580.0	5	\$2,000.00	4	\$2,000.00	4
<i>My-Ford Road Side Assistance</i>	Yes	5	Yes	5	No	4
<i>Delivery time frame</i>	12/2015-02/2016	5	12/2015-02/2016	5	12/2015-02/2016	5
<i>Customer Service History</i>	Excellent	5	No known	4	Average	3
TOTAL SCORE		38		35		32
TOTAL PRICE			\$257,049.14 ex GST			

SCORE LEGEND

1	Very Poor
2	Poor
3	Average
4	Good
5	Excellent

Recommendation – Palmer Ford Cootamundra

Recommendation

Recommendation made was adopted.

Cr Palmer returned to the meeting.

9.4.6 NEXT MEETING

Subject to the outcome of item 9.4.3 the next Ordinary Meeting of Council will be held on Friday 18 December 2015 at Councils Temora Office commencing at 10.00am.

10. QUESTIONS AND STATEMENTS

Cr Palmer sought clarification on content of letter sent to rural customers.

Mr Grant explained that the letter was designed to educate users that water volumes are not unlimited and may not always be available.

11. CLOSED SESSION – 3.00PM

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.

15/143 RESOLVED on the motion of Crs Manchester and Palmer that Council meet in Closed Session.

Mr Gerard Carr, Mr Chris Lasdauskas and Mr Tony Goodyer left the meeting and did not return.

11.1 REPORT ON IRC OUTCOMES AND LEGAL FEES TO DATE

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 (other than councillors)

15/144 RESOLVED on the motion of Crs Clinton and Miller that:

1. The Board fully endorse and support the General Manager and his actions through this negotiation period.
2. The Board note the report and budget another \$50K for legal costs.

11.2 REPORT ON PROPOSED GOVERNMENT SUBMISSION

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

- (d) commercial information of a confidential nature that would if disclosed:*
 - (i) prejudice the commercial position of the person who supplied it.*
 - (ii) Confer a commercial advantage on a competitor of the council, or*
 - (iii) reveal a trade secret*

15/145 RESOLVED on the motion of Crs Clinton and Manchester that the General Manager attend a confidential meeting with the head of Office of Local Government to discuss the County Council model as presented to the meeting.

11.3 TAGGLE SOFTWARE

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

- (d) commercial information of a confidential nature that would if disclosed:*
 - (i) prejudice the commercial position of the person who supplied it.*
 - (ii) Confer a commercial advantage on a competitor of the council, or*
 - (iii) reveal a trade secret*

15/146 RESOLVED on the motion of Crs Clinton and Miller that Council authorise the General Manager to progress discussion with Mackay Water to purchase 50% of MiWater to be returned to the Board for approval or alternatively sign a contract with Mackay Regional Council for the supply of the 'MiWater' system at an average price of no more than \$4.50/Taggle Device/Annum (circa \$50K per annum).

11.4 REPORT ON WATER ANALYTICS STATEMENT OF INTENT

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

- (d) commercial information of a confidential nature that would if disclosed:*
 - (i) prejudice the commercial position of the person who supplied it.*
 - (ii) Confer a commercial advantage on a competitor of the council, or*
 - (iii) reveal a trade secret*

15/147 RESOLVED on the motion of Crs Clinton and McCann that Council authorise the General Manager to:

1. Discontinue the arrangement with Water Analytics
2. Write to Minister notifying that GWCC strategies no longer align with Water Analytics and as such the Statement of Intent has lapsed.
3. Reinforce GWCC's relationship with Taggle.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 22 OCTOBER 2015**

Cr Speirs and Cr Manchester met with Christian Morris from LGNSW and the General Manager to review the General Managers contract prior to the Council meeting.

4.15 – Mr A Grant and Mrs A Coleman left the meeting to allow discussion of this matter.

4.25 – Cr Clinton left the meeting and did not return.

4.30 – Mr A Grant and Mrs A Coleman returned to the meeting.

15/148 RESOLVED on the motion of Crs Palmer and Templeton that:

1. The General Manager total remuneration package be increased by 10%.
2. The General Manager be invited to request a 4 year extension of his employment contract to October 2019.

15/149 RESOLVED on the motion of Crs Palmer and Templeton that Council revert back to Open Session and that the resolutions made in Closed Session be made public.

There being no further business requiring the attention of Council the meeting closed at 4.35PM

MINUTES OF THE BLAND SHIRE HERITAGE ADVISORY COMMITTEE HELD IN THE COMMITTEE ROOM ON WEDNESDAY 14 OCTOBER 2015 COMMENCING AT 5.00PM

Present: Pam Butcher (Chair), Cr Liz McGlynn, Cr Peter Grellman, Dot Smith, Martin Lane, David Scobie (Heritage Advisor), Lesley Duncan (Manager Development Services)

Apologies: Nil

CONFIRMATION OF MINUTES

Moved by Cr McGlynn and seconded by Martin Lane that the minutes of the meeting held on 5 August 2015 be taken as read and confirmed.

CARRIED

ITEM 1 MATTERS ARISING FROM MINUTES

- Nil

ITEM 2 CORRESPONDENCE

Correspondence In

- Nil

Correspondence Out

- Nil

ITEM 3 HERITAGE ADVISORY REPORTS

David provided the committee with a verbal update on his activities during his visits in August & September:

- Met with owner of Nev's Butchery Building to discuss verandah reinstatement
- Work at Tattersal's Hotel has been completed with no changes to the external façade of the building. David commented that the owner was a pleasure to deal with.
- Further advice has been provided to the owner of the damaged awnings in Main Street.

ITEM 4 HERITAGE ASSISTANCE FUND

- No new applications have been received.

ITEM 5 PROJECTS

- Heritage Festival – Lesley Duncan advised that the Indigenous Liason Officer was investigating options for the 2016 Heritage Festival. The theme next

year is discovery and rediscovery. Martin Lane also suggested ideas for the Heritage Festival such as the Anthrax Vaccine. Peter Grellman suggested the Gagie Blade. Both of these were developed in the Bland Shire.

ITEM 6 GENERAL BUSINESS

- Martin Lane advised that there was graffiti on the poppet head and suggested that Council develop policies for dealing with graffiti on significant buildings.
- Pam Butcher asked about the progress of the Cemetery Brochure. David Scobie is to provide an example of a brochure at the next meeting.

ITEM 7 DATE OF NEXT MEETING

The next meeting of the Heritage Advisory Committee is 9 December 2015 commencing at 5.00pm in the Council Committee Room.

ITEM 9 CLOSE

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



**Minutes of
NSW Association of Mining Related Councils Inc.
Special Meeting
Thursday 13th August 2015
Parkes Room
Level 47, MLC Centre
Martin Place. Sydney**

The meeting commenced at 10.40am

Attendance

Cr Peter Shinton	Warrumbungle Shire Council (Chair)
Cr Chris Connor	Wollongong City Council (Deputy Chair)
Mr Steve Loane	Warrumbungle Shire Council
Mr Ron Zwicker	Wollongong City Council
Mr Andrew Carfield	Wollongong City Council
Cr Sharon Wilcox	Cabonne Shire Council
M/S Heather Nicholls	Cabonne Shire Council
Cr Liz McGlynn	Bland Shire Council
Cr Catherine Collyer	Narrabri Shire Council
Cr Conrad Bolton	Narrabri Shire Council
Cr Owen Hasler	Gunnedah Shire Council
Cr Paul Hawker	Campbelltown City Council
Mr Andrew Spooner	Campbelltown City Council
Mr Greg Lamont	Narromine Shire Council
Cr Tony Ellis	Narromine Shire Council
Cr John Martin OAM	Singleton Council
Mr David Henry	Wollondilly Shire Council
Cr Jim Nolan	Broken Hill City Council
Cr Michael Greenwood	Parkes Shire Council
Cr Peter Bishop	Upper Hunter Shire Council
Cr Des Kennedy	Mid Western Regional Council
Mr Brad Cam	Mid Western Regional Council
Cr Bob Pynsent	Cessnock City Council
M/S Donna Ausling	Liverpool Plains Shire Council

Staff

Mr Don Tydd

Executive Officer



Apologies

Cr Lilliane Brady (OAM)	Cobar Shire Council (Deputy Chair)
Cr Col Mitchell	Wollondilly Shire Council
Cr Michael Bansik	Wollondilly Shire Council
Cr Hans Allgayer	Gunnedah Shire Council
Cr Niel Pokoney	Bland Shire Council
Cr Leeanne Hampton	Bland Shire Council
Cr Robyn Faber	Narrabri Shire Council
Cr Gordon Bradbery	Wollongong City Council
Cr Scott Ferguson	Blayney Shire Council
M/S Rebecca Ryan	Blayney Shire Council
Cr Col Stewart	Liverpool Plains Shire Council
Cr J Davis	Orange City Council
Cr Nuatali Nelmes	Newcastle City Council
M/S Julie Goodwin	Accounts Administrator

Item 1. Amendment to Association's Constitution to Reflect Voting Methods for General Meeting Elections.

SMM 1/2015, Moved Councillor J Martin **Seconded** Councillor P Hawker

the Association remove **current Clause 14.6 "Voting for election of the members of the Executive shall be determine by the general meeting"** and insertion of the following new clause 14.6 as set out below:

14-6-1 Contested Elections Chairperson, Deputy Chairperson (Coal) Deputy Chairperson (Metaliferous)

- (1) If the number of candidates nominated for the positions of Chairperson, Deputy Chairperson (Coal) and Deputy Chairperson (Metaliferous) is greater than one, the election is to be a contested election.
- (2) The voting system in a contested election for the indicated positions in (1) will be preferential.

14-6-2 Contested Election Three positions Executive Committee not filled automatically by election to the position of Chairperson, Deputy Chairperson (Coal) and Deputy Chairperson (Metaliferous)



- (1) If the number of candidates nominated for the three (3) remaining Executive Committee positions is greater than that number, the election is to be a contested election.
- (2) The voting system in a contested election for the three (3) positions will be either preferential or, proportional representation. This decision on the voting method is to be made at the General/Annual meeting prior to a contested election (if held).

14-6-3 Candidates Nominations and Resumes

- (1) Nominations for office bearer positions are to be called for no later than two (2) weeks prior to the General/ Annual meeting date.
- (2) It is preferred that Candidates for the indicated positions in clause 14-1 and clause 14-2 should forward their nominations seconded by a current Association delegate (or a supporting communication, including e mail that the nomination will be seconded) to reach the Executive Officer not later than 4 30pm on the day one (1) week prior to the General/Annual meeting. The nomination is to be (preferably) accompanied by a brief resume setting out details of the candidate's background in local government and the Association (if applicable) for distribution to delegates.

14-6-4 Voting Methods Policy

- (1) The voting methods policy as tabled at the special meeting on 13th August 2015 be an annexure to the constitution.

Carried unanimously

Item 2. Adoption of Voting Policy for Annual Elections

SMM 2/2015 Moved Councillor J Martin **Seconded** Councillor P Hawker that the Association adopt the following policy for voting methods at annual elections:

Preamble.

The following voting systems which are in use by local government councils across NSW and set down in related legislation are the basis for annual elections conducted by the Association of Mining Related Councils Incorporated for the positions of Chairperson, Deputy Chairperson and Executive Committee. The objective is to give the Association and its delegates guidelines to allow elections which can be clearly understood by



all concerned and which can be used by the appointed Returning Officer to provide election results in a reasonable time frame at the annual meeting.

This document supports clause 14-6 in the Association's constitution which lists the *requirements for annual elections in general terms*. The *method of voting and related matters* have been prepared in the following policy document to ensure that if in the future changes occur in NSW voting systems, amendments can be made to this document preventing unnecessary, continuing costly legislative changes to the Association's constitution.

1. For election of one person, eg Chair or Deputy Chair
 - a. Open ballot (secret ballot) or open voting as per Part 2 of the Local Government (General) Regulation 2005 – Schedule 7:

Part 2 Ordinary Ballot or Open Voting

4. Application of Part 2- This Part applies if an 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 clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) All informal ballot-papers 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.

b. Part 3 –Preferential Ballot

8. Application of Part 3- This part applies if an election proceeds by preferential ballot

9. Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The delegates 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 preferences 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 exhausted 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.

- c. Proportional Representation – as per NSW Electoral Commission Elections, voting and counting systems:

"The proportional representation system is also used in local government elections where there are two (2) or more vacancies in a council area or ward.



To be elected a candidate generally must gain a quota of the formal votes. The quota cannot be worked out until the total number of formal first preference votes is known. Once the first preference count has taken place and informal ballot papers are removed the quota is calculated:

Quota = (total number of formal votes divided by one more than the number of vacancies) + 1, eg (using AMRC numbers) 24 formal votes and 3 vacancies to be filled, the quota is: 24 divided by (3 + 1) = 6 + 1 = 7

Therefore a candidate needs 7 votes to be elected.

The count is conducted by distributing votes according to the choices shown on the ballot paper (1, 2, 3, 4, 5,). When candidates reach a quota and are elected, their surplus or extra votes above the quota are distributed to the remaining candidates.

Candidates with the lowest number of votes are then excluded and their ballot papers redistributed according to the next choice shown. This process continues until all the vacancies are filled.

(Note: Issues such as "exhausted ballot papers – where no preference is provided, tied votes and choosing by lot" are matters that need to be determined by the returning officer on the process taken at the time of the election count, eg exhausted ballot papers are removed from the count at the time of the count when they cannot be used any further and the determination of "tied candidates" and "choosing by lot" by the returning officer can follow the Local Government (General) Regulation 2005 – Schedule, if needed.

Recording all of the above on a spreadsheet/laptop, prepared in advance by the Executive Officer, for the returning officer would be beneficial each time an election is to be held for AMRC.

- c. Optional Preferential – as per NSW Electoral Commission Elections, voting and counting systems – refer to **Attachment** for local government elections for mayoral election (popularly elected) and when only one delegate vacancy is to be filled (such as a by-election) for a ward or local government area.

Carried unanimously



There being no further business, the meeting concluded at 10 45am.

The Minutes Pages 1-8) were confirmed at a meeting of the Association held on Friday 13 November 2015 and are a true and accurate record of proceedings of a Special meeting held on Thursday 13th August 2015

**Cr Peter Shinton
Chairperson**



Optional Preferential

The method of voting for the Legislative Assembly is known as optional preferential.

Should a Member resign or die mid-term (between State elections), a by-election is held in that particular electorate to elect a new Member.

This system is also used in local government areas/wards for mayoral elections where the Mayor is popularly elected, and when only 1 councillor vacancy is to be filled (such as a by-election).

To cast a formal vote, the elector must place the number '1' in the square next to their first choice candidate. They have the 'option' to show further preferences by placing the number '2' in the square next to their second choice candidate, the number '3' next to their third choice and so on. They may number as many or as few squares as they wish.

To be elected in the optional preferential system, a candidate has to receive 50% + 1 of the total formal votes in the count. This is called an 'absolute majority'.

For example - If there are 8,756 formal first preference votes in an election the absolute majority is calculated as: $8,756 \div 2 = 4,378 + 1 = 4,379$

If a candidate has an absolute majority, that candidate is elected and no further counting is necessary.

If no candidate is elected, the candidate with the least number of votes is 'excluded' which means the excluded candidate's votes are re-sorted to the other candidates according to the 2nd preference shown on each ballot paper.

However, if any of those ballot papers do not have 2nd preferences, those ballot papers are known as 'exhausted' ballot papers and are removed from the count. They are then only used to balance the number of votes at the end of each exclusion, to the number of first preference votes.

The process of exclusions is repeated until such time as a candidate has an absolute majority of the votes remaining in the count and that candidate is elected.

The absolute majority needed to be elected is recalculated after every candidate is excluded. This is due to exhausted ballot papers not continuing in the count.

The process is explained in the following example:

Optional Preferential Count Example

Candidates	Count 1 First Preference Votes	Distribution of Candidate D Ballot Paper Preference Votes	Count 2 Progressive Totals	Distribution of Candidate C Ballot Paper Preference Votes	Count 3 Progressive Totals
Candidate A	3,024	250	3,274	822	4,096

Candidates	Count 1 First Preference Votes	Distribution of Candidate D Ballot Paper Preference Votes	Count 2 Progressive Totals	Distribution of Candidate C Ballot Paper Preference Votes	Count 3 Progressive Totals
Candidate B	2,552	441	2,993	1,189	4,182 Elected
Candidate C	2,290	87	2,377	Excluded	not applicable
Candidate D	890	Excluded	not applicable	not applicable	not applicable
TOTAL FORMAL VOTES	8,756	778	8,644	2,011	8,278
Absolute Majority needed	4,379	not applicable	4,323	nil	4,140
Informals	278	not applicable	278	not applicable	278
Exhausted	not applicable	112	112	366	478
TOTAL VOTES	9,034	890	9,034	2,377	9,034





**Minutes of
NSW Association of Mining Related Councils Inc.
Ordinary Meeting
Thursday 13th August 2015
Parkes Room
Level 47, MLC Centre
Martin Place. Sydney**

The meeting commenced at 9 30am

Attendance

Cr Peter Shinton	Warrumbungle Shire Council (Chair)
Cr Chris Connor	Wollongong City Council (Deputy Chair)
Mr Steve Loane	Warrumbungle Shire Council
Mr Ron Zwicker	Wollongong City Council
Mr Andrew Carfield	Wollongong City Council
Cr Sharon Wilcox	Cabonne Shire Council
M/S Heather Nicholls	Cabonne Shire Council
Cr Liz McGlynn	Bland Shire Council
Cr Catherine Collyer	Narrabri Shire Council
Cr Conrad Bolton	Narrabri Shire Council
Cr Owen Hasler	Gunnedah Shire Council
Cr Paul Hawker	Campbelltown City Council
Mr Andrew Spooner	Campbelltown City Council
Mr Greg Lamont	Narromine Shire Council
Cr Tony Ellis	Narromine Shire Council
Cr John Martin OAM	Singleton Council
Mr David Henry	Wollondilly Shire Council
Cr Jim Nolan	Broken Hill City Council
Cr Michael Greenwood	Parkes Shire Council
Cr Peter Bishop	Upper Hunter Shire Council
Cr Des Kennedy	Mid Western Regional Council
Mr Brad Cam	Mid Western Regional Council
Cr Bob Pynsent	Cessnock City Council
M/S Donna Ausling	Liverpool Plains Shire Council

Staff

Mr Don Tydd	Executive Officer
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Apologies

Cr Lilliane Brady (OAM)	Cobar Shire Council (Deputy Chair)
Cr Col Mitchell	Wollondilly Shire Council
Cr Michael Bansik	Wollondilly Shire Council
Cr Hans Allgayer	Gunnedah Shire Council
Cr Niel Pokoney	Bland Shire Council
Cr Leeanne Hampton	Bland Shire Council
Cr Robyn Faber	Narrabri Shire Council
Cr Gordon Bradbery	Wollongong City Council
Cr Scott Ferguson	Blayney Shire Council
M/S Rebecca Ryan	Blayney Shire Council
Cr Col Stewart	Liverpool Plains Shire Council
Cr J Davis	Orange City Council
Cr Nuatali Nelmes	Newcastle City Council
M/S Julie Goodwin	Accounts Administrator

1, One minute Silence in Respect of the Passing of the Late Councillor Jeff Maybury, Former Association Delegate, Cessnock City Council and a Past Chairperson of the Association and Mrs Pat Mitchell, wife of Past Chairperson and Association Delegate, Wollondilly Shire Council, Councillor Col Mitchell.

All present observed a one minute silence in respect to the Late Councillor Jeff Maybury and the Late Mrs Pat Mitchell.

2. Apologies

25 /2015 Resolved that the apologies be received and noted.

(Cr S Wilcox/ S Loane)

3. Disclosures of Pecuniary Interests

26/2015 Resolved delegates now disclose any pecuniary interests and reasons for declaring such interests in the matters under consideration at the meeting.

(Cr Wilcox/ Cr Martin)

Ron Zwicker declared an interest through holding AGL shares.



4. Presentation by The NSW Minister for Planning, The Honourable Rob Stoakes MP.

The Chair introduced and welcomed the Minister.

The Minister in his presentation spoke on the following matters:

- Advised he and the Department of Planning and Environment Officers were pleased to be able to work with the Association on matters related to mining.
- Mining brings benefits to local communities through jobs and tangible outcomes.
- The focus for the department was (1) strategic planning and (2) assessment of the development application.
- There was a need to balance the community's initial reaction to mining with a proactive approach to consider all the issues.
- The government in future would concentrate its regulatory activities on where mining would occur in the state.
- Economic, environmental and social issues all should be taken into account.
- The Assessment system must be structured so that communities have a clear line of sight to the processes involved.
- Currently the Department was exhibiting the Government's proposed changes to the planning laws for mining including water issues and planning agreements. He thanked the Association for its input in relation to the proposed guidelines for planning agreements.

Delegates raised issues with the Minister in relation to the former voluntary planning agreements including the need to diversify the local economy post mining.

The Minister commented that flexibility was needed for the future long term prosperity of mining communities. He stated his wish to work with the Association on resolving issues especially land use conflicts—there was a need for consistency across the state.

Delegates questioned the Minister on the following issues:

- The need for councils to receive a proportion of development application fees to cover their costs when companies propose mining in local government areas.
- The need for the Government to fund dust monitoring equipment in the Gunnedah Coal Basin.
- Current developments with the CSG industry.



Councillor Shinton thanked the Minister for attending today's meeting.

5. Presentation by the NSW Minister for Regional Development, Minister for Skills, Minister for Small Business, The Honourable John Barilaro.

Councillor Shinton welcomed the Minister to the meeting.

The Minister in his presentation spoke on the following matters:

- His portfolio of responsibilities was a great combination to help grow regional economies.
- In relation to the Resources for Regions program, the government as promised would be widening the criteria for grants with an announcement to be made by December 2015.
- Announcements would be made over the next 6 -8 weeks in relation to other regional development grants with an emphasis on the needs of communities.
- Under the current discussions in relation to "Fit for the Future" councils should embrace the opportunities available. This included the Regional Development Australia (RDA) organisations working with the local government Joint Organisations that have been set up.
- There was a need for regional development to actually happen through cooperation between the State and Commonwealth Governments.

Questions to the Minister included:

- Resources for Regions- would state government departments be able to bid for grants?

In reply, the minister advised the issue is being looked at and agreed departments should not be able to compete for the grants.

- The future role of TAFE in regional NSW.

In discussion TAFE was recognised as having a future in regional education however delegates expressed their concern at the apparent down grading of services in some areas.

- The appointment of RDA Board members

The Minister advised announcements should be made in the next few weeks.



- The need to address the lack of certain skills in some regional areas and the need for subsidies to encourage this matter to be addressed.

The Minister commented there will be announcements made by the government shortly.

- VET issues. It was agreed planning for future mining skills was necessary with related funding. The problem was what was the future market for these skills? Often “market failure” has to occur initially.
- The problem in regional areas where particularly younger TAFE students are forced to travel long distances to attend classes.
- The problem of “red tape” when it came to the approval of abattoirs in regional areas.

Councillor Shinton thanked the Minister for attending today’s meeting.

6. Adjournment of Ordinary Meeting 10. 40am

27/2015 Resolved the Ordinary meeting be adjourned at 10 40am for a Special meeting to consider a change to the Association’s constitution relating to voting at annual meetings.

(Cr Connor. Cr Shinton)

7. Resumption of Ordinary Meeting 10. 45am

The Ordinary meeting resumed at 10. 45am following the holding of the Special meeting.

8. Adoption of Minutes, Ordinary Meeting held Friday 8th May 2015

28/2015 Resolved that minutes of the Association’s Ordinary meeting held in the Liverpool Plains Shire Council Chambers, Friday 8th May 2015 be received and noted.

(Cr Hawker/ Cr Wilcox)



9. Recommendations- Executive Committee meeting held Thursday 30 July 2015

9.1 Voting System for the Association's Annual Elections

Dealt with at Special Meeting

9.2 Financial Statements 1st July 2014- 30th June 2015.

29/2015 Resolved financial statements for the period 1st July 2014 – 30th June 2015 be approved by the Executive Committee and recommended for adoption at the annual meeting to be held Friday 13th November 2015 for inclusion in the annual report to be sent to the NSW Office of Fair Trading.

(Cr Wilcox/G. Lamont)

9.3 2016- 2017 Budget

Recommended the Executive Committee approve the draft budget for 2016- 2017 and membership fees remaining at \$7,630 PA and, support adoption of the budget and associated fees at the 2015 annual meeting.

Deferred for reconsideration at Executive Committee Meeting to be held Thursday 29th October 2015.

9.4 Proposed Environmental Experts Panel

30/2015 Resolved

(1) The following four firms be invited to sit on the Environmental Experts Panel and if they accept, they be immediately appointed;

- Oz Environmental Pty Ltd.
- RPS Group
- Environmental Property Services (Aust) Pty Ltd.
- Molino Stewart

(2) Four firms be appointed to ensure the Association has the widest possible panel of experts to assist with environmental issues and related matters and there be firms available if a conflict of interest arises or,



the Association and member councils wish to consider different proposals and the related charging regimes.

(3) The Executive Committee review the appointments in one year.

(Cr Martin/Cr Wilcox)

8. Executive Officer's Report- Part A For Information

Item 2. Fly In- Fly Out (FIFO) Enquiry

Councillor Hasler raised his concern on the response received by the Association in the letter from the Deputy Prime Minister and Minister for Infrastructure and Regional Development, The Honourable Warren Truss MHR. He did not accept the advice given in the letter and wished for the matter to be raised again. He said Gunnedah Shire Council's motion (on FIFO) to the recent National General Assembly of Local Government had been unanimously supported.

It was agreed that the motion passed at the General Assembly should be sent to delegates and also the Government's response to the Fly In- Fly – Out enquiry available at www.infrastructure.gov.au .

Once this information is sent to delegates it be considered again by the Executive Committee for a recommendation to the Association's next meeting.

Item 3. Dust Monitoring Gunnedah Coal Basin

Councillor Hasler, Gunnedah Shire Council and Cr Collyer, Narrabri Shire Council raised their concerns as to the response from the Environmental Protection Authority (also on behalf of the Minister for the Environment The Honourable Mark Speakman MP). Councillor Hasler advised the meeting that the system was promised by the NSW government to be installed by the end of 2014.

31/2015 Resolved a letter again be written to the Minister for the Environment, The Honourable Mark Speakman MP calling on him as Minister and the NSW government to immediately install dust monitoring equipment in the Gunnedah Coal Basin. Further, the Association seek an early meeting with



the Minister to discuss this matter on behalf of members Gunnedah Shire Council and Narrabri Shire Council.

(Cr Hasler /Cr Collyer)

32/2015 Resolved the Executive Officer's Report be received and noted.

(Cr Wilcox/Cr Hawker)

9. General Business

9.1 Warrumbungle Shire Council Motion to Local Government NSW 2015 Conference

33/2015 Resolved the Association:

- (a) Call on the NSW Government to acknowledge the costs to Local Government of contributing to the assessment of major projects;
- (b) Call on the NSW Government to require proponents of major projects to contribute funds to Local Government to help offset these costs as projects are often delayed, mothballed or cancelled, leaving Councils with no benefits accruing from its investment of time and resources; and
- (c) Amend the EP & A Act to include a Schedule of Fees which stipulates the financial contributions required(say a percentage of capex)

(Cr Shinton/Cr Bolton)

9.2 Upper Hunter Shire Council CSG and Mining Policy

Councillor Bishop, council's delegate, spoke on the recently adopted CSG and mining policy which had been introduced to support and protect the Shire's thoroughbred horse industry and agricultural industry.

The policy which had only just been received by the Executive Officer the previous day to the meeting would be circulated to delegates.

9.3 Closure of Country Embassy

Delegates were advised that the Level 47 MLC Centre Country Embassy was to be closed at the end of 2015. Concern was expressed that this convenient facility which had been used by regional communities and organisations (including the Association) for many years would no longer be available. It was acknowledged that its



locality so close to Parliament House allowed access to ministers (such as today).

34/2015 Resolved a letter be sent to the Minister for Regional Development, Minister for Skills, Minister for Small Business thanking him and his Department for the free use of the centrally located facilities for the Association's meetings. Further, he be asked if some assistance could be given to the Association to locate similar facilities and a copy of the letter be sent to the Deputy Premier.

(S Loane. Cr Collyer)

9.4 Information – Resources for Regions Program

Some delegates expressed their concern as to the limited supply of information available to councils when previous applications were made for grants under the Resources for Regions program. The Executive Officer advised the management of the program was the responsibility of Infrastructure NSW and all inquiries had to be made through that Authority. He was a invited member of the Resources for Regions Panel however; he could not divulge information from meetings due to legal operating requirements for the Panel and its members.

.
There being no further businesses, the meeting concluded at 12-05pm.

The Minutes (Pages 1 to 9) were confirmed at a meeting held on Friday 13 November 2015 and are a true and accurate record of proceedings of the meeting held on Thursday 13th August 2015.

.....

**Cr Peter Shinton
Chairperson**

**Minutes of
NSW Association of Mining Related Councils Inc.
Annual Meeting
Friday 7 November 2014
Potters Hotel Brewery Resort
430 Wine Country Drive
Nulkaba**

The meeting commenced at 9 30am

Attendance

Cr Col Mitchell	Wollondilly Shire Council (Chair)
Cr Lilliane Brady OAM	Cobar Shire Council (Deputy Chair)
Cr Chris Connor	Wollongong City Council (Deputy Chair)
Cr John Martin OAM	Singleton Council
Mr Gary Woodman	Cobar Shire Council
Mr Ron Zwicker	Wollongong City Council
Cr Peter Shinton	Warrumbungle Shire Council
Mr Steve Loane	Warrumbungle Shire Council
Cr Sharon Wilcox	Cabonne Shire Council
M/s Heather Nichols	Cabonne Shire Council
Cr Liz McGlynn	Bland Shire Council
Mr Ray Baker	Bland Shire Council
Mr Greg Lamont	Narromine Shire Council
Cr Tony Ellis	Narromine Shire Council
Cr Catherine Collyer	Narrabri Shire Council
Cr Conrad Bolton	Narrabri Shire Council
Cr Jeff Maybury	Cessnock City Council
Cr Owen Hasler	Gunnedah Shire Council
Cr C Stewart	Liverpool Plains Shire Council
Mr Ron VanKatwyk	Liverpool Plains Shire Council
Cr Michael Banasik	Wollondilly Shire Council
Cr Hollee Jenkins	Singleton Council
Cr Michael Greenwood	Parkes Shire Council
Mr Stephen Glen	Cessnock City Council (Returning Officer)

Staff

Mr Don Tydd	Executive Officer
M/s Julie Goodwin	Accounts Administrator

Apologies

Cr Hans Allgayer	Gunnedah Shire Council
Mr Eric Groth	Gunnedah Shire Council
Cr Paul Hawker	Campbelltown City Council
M/s Renee Winsor	Campbelltown City Council

Cr Jim Nolan	Broken Hill City Council
Mr David Henry	Wollondilly Shire Council
Cr Robyn Faber	Narrabri Shire Council
Cr Brad Luke	Newcastle City Council
Cr John Davis	Orange City Council
Mr Brad Cam	Mid Western Regional Council
Cr Des Kennedy	Mid Western Regional Council
Cr Don McKinnon	Wentworth Shire Council
Peter Kozlowski	Wentworth Shire Council
Cr Peter Bishop	Upper Hunter Shire Council
Cr Neil Pokoney	Bland Shire Council
Cr Leeanne Hampton	Bland Shire Council
Cr Gordon Bradbery	Wollongong City Council
Cr Scott Ferguson	Blayney Shire Council
M/sRebecca Ryan	Blayney Shire Council

1. Welcome

The Chair, Councillor Col Mitchell welcomed delegates to the meeting. He invited the Cessnock City Council's Mayor Councillor Bob Pynsent, to welcome delegates.

Councillor Pynsent in welcoming delegates referred to the local mining history of the Cessnock area dating back to 1862. Today, only three working mines remain in the Cessnock area and they are struggling economically. He spoke of the memorial wall for miners who had lost their lives and this was a reminder as to the safety issues required in mining.

Cr Pynsent also spoke on the recent opening of the Hunter Expressway which was bringing many benefits to the Cessnock area. It had brought Newcastle closer to Cessnock for commuters and there had been an increase in the demand for local housing and land. New businesses in the Cessnock CBD were emerging and the expressway had eliminated a lot of the heavy vehicles from the CBD which had improved the amenity of the area. The expressway would also assist with traffic management issues arising from concerts in the vineyards such as the Hope Estate.

Councillor Mitchell thanked Councillor Pynsent for his warm welcome.

2. Apologies

A1 /2014 Resolved that the apologies be received and noted.

3. Disclosures of Pecuniary Interests

Ron Zwicker declared an interest in Gas issues through the ownership of AGL shares.

**A2/2014 Resolved that declarations of Pecuniary Interests be received and noted.
(Cr Wilcox/Cr Maybury)**

4. Minutes of the Association's annual meeting held in the Gunnedah Town Hall, Friday 8th November 2013.

A3/2014 Resolved that minutes of the Association's annual meeting held in the Gunnedah Town Hall, Friday 8th November 2014 be received and noted.

(CR Wilcox /Cr Brady)

5. Matters arising from the minutes and not covered in any subsequent meeting reports.

NIL

6. Chairperson's Annual Report

**A4/2014 Resolved the Chairperson's Report be received and noted.
(Cr Mitchell/Cr Wilcox)**

7. Executive Officer's Annual Report

**A5/2014 Resolved the Executive Officer's Report be received and noted.
(Cr Hasler/Cr Brady)**

8. Election of Chairperson

Cr Mitchell vacated his seat. Stephen Glen, General Manager, Cessnock City Council assumed the role of Returning Officer and called for nominations. One nomination was received, that of Cr. Peter Shinton. There were no further nominations and Cr. Shinton was duly elected as Chairperson and a member of the Executive Committee for the 2014- 2015 Year.

9. . Election of Deputy Chairperson – Metalliferous Councils

One nomination was received- Cr Lilliane Brady. There being no further nominations, she was duly elected Deputy Chairperson and a member of the Executive Committee for the 2014-2015 year on behalf of the metalliferous councils,

10. Election of Deputy Chairperson- Coal Mining Councils

One nomination received that being Cr Chris Connor,

There being no further nominations, he was duly elected Deputy Chairperson and a member of the Executive Committee for the 2014-2015 year on behalf of the Coal Mining Councils.

11. Election of Remaining Three (3) Positions – Executive Committee

Five nominations were received for the three positions being Cr Col Mitchell, Cr Owen Hasler, Cr Sharon Wilcox, Cr John Martin and Cr Catherine Collyer.

Following a draw for positions on the ballot paper, the ballot was held.

The Returning Officer was assisted by Greg Lamont.

12. 2013-2014 Financial Statements

**A5/2014 Resolved that the 2013-2014 financial statements be submitted to the NSW Fair Trading Office with the annual return.
(Cr Connor/Cr Brady)**

13. 2015 – 2016 Budget

Delegates discussed the present level of fees. Steve Loane suggested that the interest on investments should be set aside for future projects. The Executive Officer suggested the matter be considered when the present inquiries into local government conclude in June 2015. It was agreed that the matter should be referred to the Executive Committee meeting in July 2015 with a recommendation to be made to the August 2015 meeting.

**A6/2014 Resolved the Association’s 2015-2016 budget be adopted.
(Cr Mitchel/Cr Wilcox)**

14. 2015 Meeting Dates and Venues

A7/2014 Resolved that in 2015, the Association holds four (4) meetings as follows:

- **Thursday 12th February 2015 MLC Centre Martin Place Sydney**
- **Friday 8th May 2015 – Host Liverpool Plains Shire Council**
- **Thursday 13th August or Thursday 20 August 2015 - depending on Parliamentary sitting days MLC Centre Sydney.**
- **Friday 13th November 2015 – Host Cabonne Shire Council**

(S Loane/CR L Brady)

Standing Orders

**A8/2014 At 10.40am, Standing Orders were suspended to allow a move to the Ordinary Meeting.
(Cr Connor/Cr Mitchell)**

At 11 02am Standing Orders were resumed to allow the results for the ballot for the remaining three positions on the Executive Committee to be announced by the Returning Officer.

The ballot resulted in the election of Cr John Martin, Cr Col Mitchell and Cr Owen Hasler to those positions.

A 9 /2014 Resolved following the election, all ballot papers be destroyed.

There being no further business the meeting concluded at 11 07am.

The Minute pages 1 to 4 were confirmed at the annual meeting held on 13th November 2015 and are a full and accurate record of proceedings of the annual meeting held on 7th November 2014.

.....
CR Peter Shinton
Chairperson

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 Delivery Program Review

Our leadership

Setting a benchmark for community standards

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

DP14.3 Ensure the long term financial sustainability of Council through effective and prudent financial management

Author: General Manager

Officer's Recommendation:

That Council consider the proposed changes to the Delivery Program and that community responses be presented to the December 2015 Council meeting for consideration.

Introduction

At the October Council meeting, Council resolved to (resolution 04102015)

1. That the proposed Review of the Delivery Program 2013-2016 be considered at the November 2015 Council meeting
2. That the review includes the option to apply for a Special Rate Variation to IPART and that the Program be placed on public exhibition.

The proposed inclusion to the rhetoric of the Delivery Program will give the Council to opportunity to apply for a Special Rate Variation if Council so resolves at the December meeting.

The proposed changes are attached and highlighted for convenience.

As referred at the October meeting, reviewing the Delivery Program to include the option to install a special rate variation does not commit Council to applying for the special rate variation; however it does give council the option to do so if resolved by the Council.

Regardless of whether Council applies for a SRV or not, during the preparation of the draft budget for 2016/17 there will need to be attention given to the benchmarks that council does not currently meet as some tough decisions will need to be made in respect to future budgets, with a review of Council's current functions and service levels, with the result of less expenditure across the organisation as a whole and increased expenditure on asset renewal and maintenance.

Conclusion

That Council place the Delivery Program on public exhibition and responses be presented to Council at the December Council meeting.

Financial Implications

Nil

FINANCIAL ESTIMATES SUMMARY

Overview

The delivery program presents the key priorities of Council over the remaining term of this Council. Further detail and analysis of the 2013/14 budgets can be found in the operational plan document.

The budget summary for 2013/14 presents a surplus of \$327,848 excluding depreciation and a surplus budget for the 2014/15 financial year of \$204,869 excluding depreciation.

A key challenge for Council is to ensure it remains financially sustainable over the medium and longer term, particularly in striving to shorten the funding Gap for asset maintenance and renewal.

Long term Financial Plan

As with any organisation Councils can experience sustainability challenges if they do not have sound financial planning, management and governance. This should include a 10 year Long Term Financial Plan (LTFP) consistent annual budgets and detailed quarterly financial reviews. The management quality and financial discipline needs support via effective governance from a Council who can clearly establish what outcomes a Community expects and then monitors and guides the General Manager to deliver these outcomes.

The long term financial plan is a decision making and problem solving tool. It is not intended that the LTFP is set in concrete rather it is merely a guide for future action. It provides an opportunity for Council to identify financial issues at an earlier stage and gauge the effect of these issues in the longer term. As decisions are made, for example Council resolutions, more detail can be added to the Long Term Financial Plan.

The Long Term Financial Plan will seek to answer these questions:

- Financial Sustainability – Can we afford it in the long term?
- Can we afford what the Community wants
- How will we fund our future infrastructure requirements?
- Borrowing & Financial Position – When should we borrow? How much should we borrow?
- What are the opportunities for future income?
- How do we go about achieving these outcomes?
- **Should Council consider applying for a Special Rate Variation?**

One of the scenarios presented within the LTFP is based upon a Special Rate Variation. If a variation is applied for, it will require a resolution from Council.

A key indicator of Councils overall health considered in this plan is the maintenance of adequate liquidity measures (Working funds and unrestricted current ratio) This will result from balancing expenditures with revenues (a balanced budget) over the period of the LTFP.

Council's future financial position has been forecast on the basis of the continuance of "normal" operations. This is very difficult to define but can be regarded as the level of services to stakeholders they have come to expect on a regular basis. It excludes 'one-off' and extraordinary items such as non-operational asset sales and acquisitions.

Special Rate Variation

A Special Rate Variation can only be introduced if approved by IPART. For IPART to approve such a variation, it is a requirement for the community to be consulted and for Council to make a formal resolution.

The LTFP, Delivery Program and Operational Plan highlights the difficulties in trying to achieve a balanced budget while ensuring Councils assets and infrastructure, particularly the road network, are maintained and renewed to satisfactory levels as indicated within the Asset Management Plan and road hierarchy documentation.

To assist Council to meet the expectations of the community, the decision has been made to focus on asset renewal and maintenance. In addition to this Council has, and continues to, review many functional areas resulting in reformed and streamlined operations. The continuation of this review process and exploring alternative income options is imperative to ensure Bland Shire Council continues to be financially sustainable.

9.2 Annual Report 2014/2015

Our leadership

Setting a benchmark for community standards

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

14. To provide quality leadership, governance and management.

Author: Executive Assistant

Officer's Recommendation:

That Council receives and notes the Annual Report for the year 2014/15.

Introduction

The Annual Report outlines Council's activities in accordance with the statutory reporting requirements of the Local Government Act and Integrated Planning and Reporting Framework for the 2014/15 financial year and includes additional information so as to provide Councillors and the community with a greater snapshot of Council's achievements over this 12 month period.

The Annual Report document will be provided to Councillors under separate cover for Council's information and will be lodged with the Office of Local Government by the deadline of 30 November.

Conclusion

This report meets the statutory reporting requirements of the Local Government Act and Integrated Planning and Reporting Framework and is provided for the information of Councillors and the community.

Financial Implications

Nil to this report

9.3 Delegations Register

Our leadership

Setting a benchmark for community standards

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

14. To provide quality leadership, governance and management.

Author: Executive Assistant

Officer's Recommendation:

That Council adopts the Delegations Register as shown as Appendix A and endorses the delegations of authority.

Introduction

An extensive review of the delegations of authority to all employees has been carried out and a system developed for the collation of this information into a central register. The revised Delegations Register is shown as an attachment to this report.

The Local Government Act sets out the requirements for the delegation of functions and requires the Council to review its delegations during its first 12 months of office.

The review of the Delegations Register has been progressed intermittently as changes to relevant legislation and the organisation structure are required. The Office of Local Government's Promoting Better Practice Review Final Report and Action Plan adopted in February 2015 identified the review of the Delegations Register as an area for attention and the action item can now be completed.

Conclusion

The individual staff members affected by the review of the delegations of authority will be advised accordingly.

Financial Implications

Nil to this report

Delegations Register

July 2015

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INTRODUCTION AND PROCESSES – DELEGATIONS OF AUTHORITY

Introduction

Pursuant to Section 377 of the Local Government Act, Council in performing its functions can either exercise these directly or by delegation to other groups. As part of the overall running of the Council, Council delegates a number of tasks to the General Manager to ensure the efficient day to day management of Council.

Additionally, in accordance with Section 378 of the Act the General Manager may delegate any of the functions of the General Manager, other than this power of delegation.

When are revisions required?

Section 380 of the Local Government Act states that the Register of Delegations is required to be reviewed during the first 12 months of each term of office. However, there will be times when the delegations register will require revision. These are listed as follows:

- When the powers granted to the General Manager are changed for any reason, such as by resolution of Council or amendment to an Act of Parliament
- When the General Manager determines that a new delegation needs to be made or an existing delegation amended
- When a staff member with delegations resigns and someone new is appointed to the position
- When a position or section undergoes a name change or has its responsibilities revised

Responsibility for making revisions

The General Manager is the only person who can authorise a revision of a delegation. Any changed delegation must be in writing and under the General Manager's signature. The responsibility for amending delegations, in the circumstances indicated are as follows:

Circumstance	Responsible Person
When the powers granted to the General Manager are changed by resolution of Council	Executive Assistant
When the powers granted to the Council, General Manager or staff by amendment of an Act or Regulation	Director (relevant section)
When the General Manager determines that a new delegation needs to be made or an existing delegation amended	Executive Assistant
When a staff member with delegations resigns and someone new is recruited	Director (relevant section)
When a position or section undergoes a name change or has its responsibilities revised	Director (relevant section)

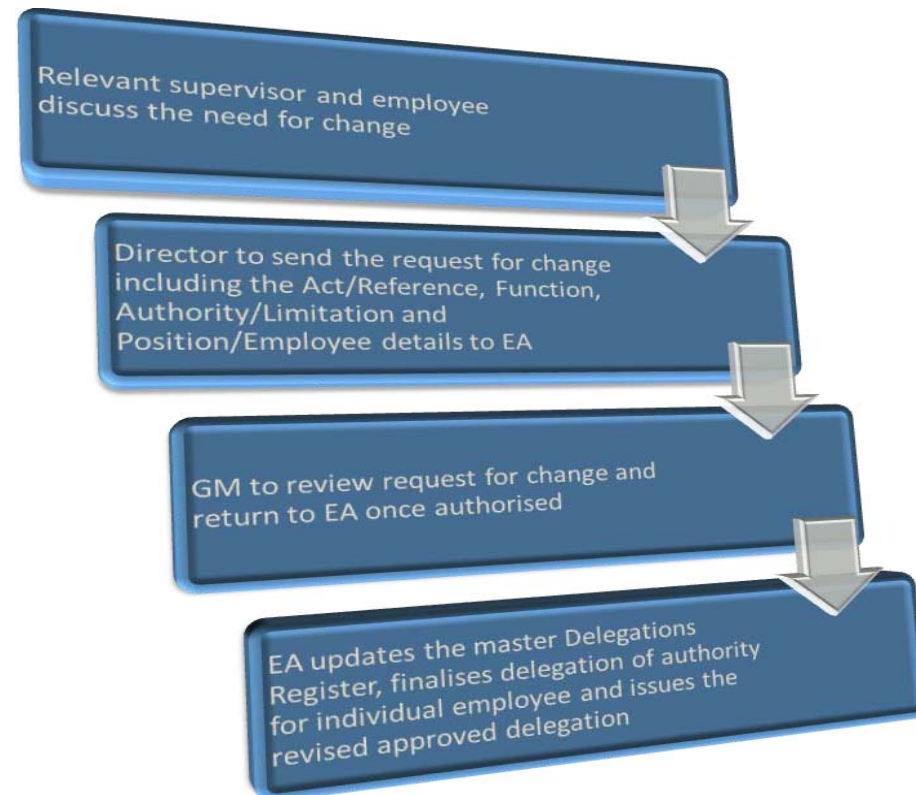
Process for Revising a Delegation

A delegation can only be changed when the General Manager authorises the change. The request for change should include the following:

- Act/Reference – The Act which empowers the General Manager
- Function – Brief description of the power, duty or authority being delegated
- Authority/Limitation – details of the authority and any limitations on this authority that need to be spelt out
- Position/Employee – details of the position and incumbent that the delegation applies to

Once authorised by the General Manager, the Executive Assistant will then update the master Delegations Register and issue the revised approved delegation.

When A Delegation Changes And Requires Review:

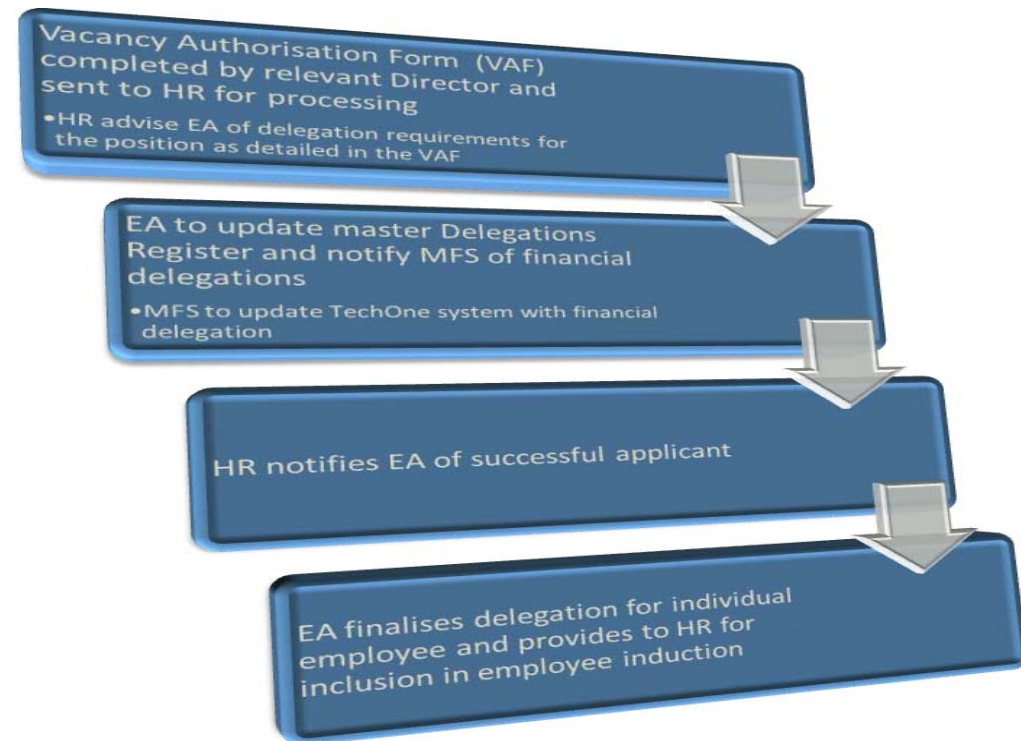


Changing People or Positions

When a person or position changes, but there are no changes in the delegated responsibilities, the General Manager's signature on the Vacancy Authorisation Form is sufficient to trigger the change.

When the delegated responsibilities change with the person or position, it is the responsibility of the Director to ensure that the process of revising a delegation is adhered to and that the Executive Assistant is advised to amend the master Delegations Register and issue an update.

When A Staff Member With Delegations Resigns And Someone New Is Recruited:



MAYOR

Pursuant to the Local Government Act and Regulations, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act 1993 and every other enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

1. Council Seal

Authorise the Mayor to be the necessary witness to documents requiring Council's seal.

2. Media Relations

To make media statements or releases on behalf of Council.

3. Policy Making

To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

4. Correspondence

To sign correspondence on behalf of the Council.

5. Complaints Against the General Manager

The Mayor shall have the power to investigate substantive written complaints against the General Manager in accordance with Council's Code of Conduct and shall, if warranted, report to the next Ordinary meeting of Council.

6. Economic Development Opportunities

That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities:

- i) That provides an obvious benefit to the Bland Shire
- ii) That does not commit Council to expenditure that is not budgeted for; and
- iii) That will be subject of a full report to the next available Council meeting.

DEPUTY MAYOR

1. Council Seal

Authorise the Deputy Mayor to be the necessary witness to documents requiring Council's seal.

2. In the absence of the Mayor

In the absence of the Mayor and subject to compliance with the requirements of the Local Government Act 1993, and any expressed policy or direction of the Council, the Council pursuant to the provisions of Section 377 of the Act, and every other enabling statutory power, delegates to the person who occupies the position of Deputy Mayor to exercise and perform on behalf of the Council the powers, authorities, duties and functions of the Mayor including the powers, authorities, duties and functions which the council has delegated by this Instrument to the Mayor.

3. Economic Development Opportunities

That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities:

- i) That provides an obvious benefit to the Bland Shire
- ii) That does not commit Council to expenditure that is not budgeted for; and
- iii) That will be subject of a full report to the next available Council meeting.

BLAND SHIRE COUNCIL TRAFFIC ADVISORY COMMITTEE

1. Pursuant to the delegation of powers from the Roads and Maritime Services 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 and Traffic Authority of NSW Instrument of Delegation to Council, from the Roads and Traffic Authority (now the Roads and Maritime Services of NSW).

SECTION 355 COMMITTEES – RESPONSIBILITIES AND DELEGATIONS

Barmedman Community Centre

- The care, control and management of the Barmedman Community Centre being both the hall and the property formerly the Court House, Barmedman.
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.

Barmedman Sports And Recreation Committee

- The care, control and management of the Barmedman Sport and Recreation Ground
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- To recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise

Barmedman Tidy Towns Committee

- To submit entries for Barmedman in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Barmedman by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Barmedman.
- To advise Council on issues relating to the maintenance and development of the cemetery
- To assist in the maintenance of the cemetery

Mirrool Silo Challenge Committee

- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Mirrool.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Mirrool by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Promotion of Mirrool and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Mirrool and District.
- To retain, promote and where possible upgrade business in Mirrool and District.
- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the community's services and amenities

Ungarie Showground, Racecourse And Recreation Reserve Committee

- The care, control and management of the Ungarie Showground, Racecourse and Recreation ground
- To recommend charges, subject to Council approval, for the use of the facilities
- Collect any charges and fees fixed by Council for the use of the facilities, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facilities were originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

Ungarie Retirement Village

- To promote and undertake or assist in promoting and undertaking benevolent assistance for aged, frail and disabled persons and their spouses, together with such other persons as may be approved from time to time by the Australian Government irrespective of creed, class or colour, and without in any way limiting the generality of the foregoing provision, shall have the power to do or to assist in doing any or all of the following things, namely:
 - To establish and maintain living units, hostels and/or nursing homes for the accommodation and care of aged, frail and disabled persons;
 - To provide benevolent relief to aged, frail and disabled persons by establishing and maintaining a club or clubs;
 - To promote and assist the general good of all aged, frail and disabled persons in the Bland Shire Council Local Government area by assisting the work of statutory authorities and voluntary organisations engaged in respect of such persons in providing facilities for physical and mental recreation, developing physical improvement, furthering health and comfort, relieving poverty, distress or sickness, or in pursuing any objects which are benevolent.
 - To promote the above purposes by co-operation with other authorities and organisations and to that end bring together representatives of the authorities and organisations engaged in the furtherance of the above purposes or any of them.
 - To assist any benevolent body or bodies in the furtherance of the above purposes or any of them.
 - To promote and carry out or assist in promoting and carrying out surveys relating to the needs of aged, frail and disabled persons and to arrange for forwarding to the proper authorities and organisations the relevant facts regarding such cases and causes of distress as it appears to be within the power of those authorities and organisations to alleviate.
 - To arrange for or join in arranging or providing for the holding of exhibitions, meeting, lectures and classes in furtherance of the objects of the Association or any of them.

Ungarie Advancement Committee

- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Ungarie
- To research and publish the history of Ungarie and District
- The care, control and management of the Ungarie Museum
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.
- To carry out works to beautify Ungarie by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Facilitate and co-ordinate the various sections of our community
- Promotion of Ungarie and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Ungarie and District.
- To retain, promote and where possible upgrade business in Ungarie and District.
- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the community's services and amenities

Weethalle Tidy Towns Committee

- To submit entries for Weethalle in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Weethalle by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Weethalle.

Weethalle Recreation Ground Committee

- The care, control and management of the Weethalle Recreation Ground.
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

West Wyalong Tidy Towns Committee

- To submit entries for Wyalong/West Wyalong in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Wyalong and West Wyalong by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Wyalong and West Wyalong.

Wyalong School Of Arts And Hall Committee

- The care, control and management of the Wyalong School of Arts and Wyalong Hall
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility in accordance with Council's Code of Management and to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the grounds and building, either by voluntary labour or otherwise.

GENERAL MANAGER

The General Manager's powers to act on behalf of Council are given through power of attorney, his/her employment contract and delegations made by Council pursuant to Section 377 of the Local Government Act (1993).

Power of Attorney

Council has appointed its General Manager as its Attorney to act for the Council to execute instruments resulting from resolutions of meetings from time to time by Council. The General Manager of the Council for the time being and from time to time holding such office to be the Attorney of the Council for and in the name of and on behalf of the Council to sign any document which the Council would be required to sign for the purpose listed in the schedule.

The Schedule

- Agreement for the sale or purchase of any land or other form of property
- The transfer of any land
- The acceptance of the transfer of any land
- The mortgage or other form of security of or over any property
- Loan Agreement documents
- The acceptance of any mortgage or other form of security
- The release of any mortgage or other form of security whether registered or unregistered (including any withdrawal of caveat or vacation of causes, writs and orders)
- Any plan of subdivision of land in which the Council has an interest including plan accepting a dedication of land for any purpose
- Any instrument creating easements over land or releasing varying or modifying any such easement
- The consent to the subdivision of land which is subject to a mortgage or other form of security in favour of the Council
- Consent to the grant of any easement and/or covenant affecting land which is the subject of a mortgage or other form of security in favour of the Council
- The lease of any land or other property
- Consent to the assignment of the lease of any property
- Surrender of the lease of any property
- Guarantees and indemnities by the Council
- Agreements for the provision of services by the Council
- Joint Venture agreements
- Licences for the use of any property or to permit any activity
- Deposit of money with any financial institution
- Granting and accepting options in respect of the acquisition or sale of any property whether real or personal or corporeal or incorporeal
- To create or release vary or modify any restriction or covenant affecting land

Contracts

The General Manager, Director Asset & Engineering Services and Director Corporate, Community & Development Services are employed under contracts that are performance based. The legislative requirements for Council to have a contract with the General Manager results in delegations being included in the contract of employment as well as by resolution under Section 6.1.2 of the Local Government Act 1993.

Delegation

Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:

Corporate and Executive Powers

1. To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council.
2. To control and direct the staff of the Council.
3. To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.
4. To perform or authorise any action necessary to comply with any decision, policy or code of the Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation, affecting the Council.
5. To request any additional information that is reasonably necessary to determine any application.
6. To obtain legal advice from Council's Solicitors or Counsel where necessary.
7. To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary.
8. Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.
9. Authorise action to be taken in connection with any complaints or requests received.
10. Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.
11. To have custody and affix the seal of Council to any document pursuant to a resolution of Council.
12. To prepare and lodge applications for grants provided such action is consistent with Council's Strategic, Management Plan or Council Policy.
13. To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.
14. Control communications internally and externally.
15. Rearrange and reorganise staff in all departments.
16. Sign legal contracts where Council has approved the making of that Contract.

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17. Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.
 18. To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.
 19. Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse license and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the relevant acts and associated regulations and to implement the provisions as relating to the operation of Council of the Acts and associated regulation.

Corporate Services/Administration

- 101 To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise:
 - (a) Reports on matters that cannot be determined under delegated authority;
 - (b) Reports required to be submitted under any Act or Ordinance;
 - (c) Reference to any deputation's which the Council has agreed to receive;
 - (d) Matters requiring a determination of Policy;
 - (e) Reports directed by Council to be submitted;
 - (f) Matters essential for the Council's information;
 - (g) Matters requiring a vote;
 - (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.
- 102 Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.
- 103 Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council.
- 104 Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.
- 105 Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.
- 106 Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.
- 107 Authority to establish, maintain, alter or terminate leaseback agreements with employees.
- 108 To approve payment of expenses for elected members.
- 109 Authorise such employees time off for fighting fires within the boundaries of the Bland Shire without loss of pay if properly called out by the Rural Fire Service, where employees of the Council are members of the voluntary Rural Fire Service brigade/s.
- 110 Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.
- 111 To determine levels of public liability insurance required in accordance with Council's adopted policy.

- 112 The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Strategic Defence Initiatives applying to:
- (a) Public roads;
 - (b) Footpaths;
 - (c) Carparks;
 - (d) Parks, reserves, recreational facilities, gardens and cemeteries;
 - (e) Solid Waste Disposal Depot;
 - (f) Council owned and managed public buildings and facilities;
 - (g) Floodplain Management.
- 113 Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further, that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.
- 114 Authority to exercise and perform on behalf of Council all functions, powers, authorities, duties and matters contained in Council's asset management program.
- 115 Authority to appoint alcohol and drug testing officers.
- 116 To adopt on behalf of Council the Publication Guide requested under Section 20 of the Government Information (Public Access) Act 2009.

Finance

- 201 To authorise the payment of salaries and wages of the staff of the Council.
- 202 To authorise the purchase of goods, works and services and to obtain tenders for items over \$150,000.
- 203 To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act, 1993 and regulations.
- 204 Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act, 1993.
- 205 Sign cheques and vouchers on behalf of Council
- 206 To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required in accordance with Council's adopted policies.
- 207 To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.
- 208 To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act.
- 209 To take action at any time for recovery of unpaid rates and any other amounts owing to Council.
- 210 To approve applications for extension of time to pay accounts.
- 211 To lay information, issue Summonses, swear statements and Affidavits for enforcing Default Judgements and institute any other legal and approved procedure necessary for the recovery of outstanding amounts and debts owing to the Council.
- 212 To determine assistance to ratepayers experiencing genuine and substantial hardship.

- 213 To certify that prices and computations on vouchers have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.
- 214 To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.
- 215 To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$200.
- 216 To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$500
- 217 To sign Section 603 Certificates on behalf of Council.
- 218 To authorise the disposal of surplus materials and goods.
- 219 To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.

Engineering

- 301 To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.
- 302 To determine applications for the use of (approve, subject to conditions, or refuse) public roads.
- 303 Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council in conjunction with the Development Services section.
- 304 To sign and issue approval of designs for subdivision plans and construction certificates in conjunction with the Development Services section.
- 305 To sign survey requests/amendments to the Land Titles Office.
- 306 To sign property identification reports.
- 307 To sign survey plans.
- 308 To order the removal of obstructions placed illegally on road reserves, footpaths and public places.
- 309 To close roads, or parts thereof, temporarily for repairs or construction.
- 310 To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.
- 311 Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.
- 312 To write to affected landowners seeking an indication on whether they wish the construction of a concrete foot paving to be done, upon receipt of such requests for such work, and then arrange a report to Council.
- 313 Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate.
- 314 Authorise the private planting of trees and /or shrubs on footpaths.
- 315 To sign permits authorising maintenance or removal of trees under Council's Tree Preservation Policy and Council's Tree Preservation Order.
- 316 To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.
- 317 To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.

- 318 To purchase new vehicles and dispose of existing vehicles where the standard of the vehicle remains the same;
 - (ii) To have the discretion to dispose of vehicles at other than in accordance with Council current accepted practice;
 - (iii) Obtain trade prices when replacing vehicles; and
 - (iv) To have the discretion to dispose of vehicles
- 319 To authorise the release of Council plant and other resources to assist fire fighting, emergency work, and assist the Local Emergency Management Committee in emergency work.
- 320 Authorise the carrying out of sewer extensions up to 75 m per tenement.

Planning & Development

- 401 To determine Development Applications, Complying Development Certificates and Construction Certificates.
- 402 To determine the fast tracking of Development Applications.
- 403 To issue or refuse to issue compliance, construction, subdivision and occupation certificates under Part 4A of the EPA Act 1979
- 404 To defend appeals against failure or refusal to issue Part 4A certificates.
- 405 To give notice of intention to serve orders and issue orders, and modify or revoke orders pursuant to the LGA, EPA Act, Food Act and Companion Animals Act.
- 406 To review determinations of development applications made by other staff under delegated authority.
- 407 To issue or refuse to issue a complying development certificate.
- 408 To modify or refuse to modify a complying development certificate.
- 409 To vary or extend the lapsing period of a consent in accordance with Sections 95 and 95A.
- 410 To approve or refuse applications to modify development consents, being consents originally determined under delegated authority and defend appeals made under the EPA Act.
- 411 That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 50 or 51 of the Local Government (General) Regulation 2005.
- 412 To ensure that premises used for the preparation, storage and/or sale of food are maintained.
- 413 To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Protection of the Environment Operations Act 1997.
- 414 To exercise powers conferred under the Protection of Environment Operations Act 1997; Protection of the Environment Operations (Waste) Regulation 2005 and related legislation.
- 417 Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.
- 418 To sign Section 149 and Section 149A Certificates of the EPA Act.

- 419 To sign and issue Section 121ZP and Section 735A Certificates on behalf of Council.
- 420 To exercise all of the powers of Council in respect of s68 approvals.
- 421 Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.
- 422 To administer the policy in relation to advertising on light standards.
- 423 To commence the preparation of a draft Local Environmental Plan under Section 54(1) of the Environmental Planning and Assessment Act, 1979 as amended:
- (a) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with Sections 56-64 and 66-67 of the Act.
 - (b) To exercise any delegation conferred upon him/her from time-to-time by the Director General of the Department Urban Affairs and Planning under Section 65 and, or, 69 of the Act.
- 424 To prepare a draft Development Control Plan in accordance with the Act and the appropriate Regulations, but not including Clause 24(1) of the Regulations, and exhibit, but not to adopt or amend, Town Planning Codes, Guidelines and Policies.
- 425 Development Applications
- (a) To make any decision or to take any actions required of or open to Council to take in accordance with Part 4 "Development Assessment" of the Environmental Planning and Assessment Act 1979, as amended but not including the power:
 - (1) To determine any Development Application in respect of a designated development as defined in Section 77A;
 - (2) To determine any Development Application in relation to which an objection has been received and where relevant planning considerations raised in that submission have not been resolved; or,
 - (3) To revoke or modify a Development Consent (not being at the applicant's request) in accordance with Section 103;
- 426 To assume the concurrence of the Director General of the Department of Planning for variations of development standards in accordance with State Environmental Planning Policy 1 and Department of Environment and Planning Circular.
- 427 To authorise the release of Subdivision Certificates by signing the required documents where the Council Seal or Power of Attorney is not required.
- 428 To refund unexpended Development Application fees on actual costs basis when a request to withdraw Development Application is made.
- 429 To commission an independent structural assessment of a building for which a development application has been made for demolition where, in assessing the Development, the building is found to be of heritage significance.
- 430 To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant under the provisions of Section 88 of the Local Government Act.
- 431 To implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the Heritage Act 1977 and the making of orders.

1. **Administration – Accounting**

Subject	Description	Delegation	Sub-Delegation
1A – Cheque Signatory	That the General Manager be delegated authority to act as a cheque signatory for Council's bank accounts.	GM	DCCDS DAES MFS

<p>1B – Financial Delegation & Authorisation</p>	<p>That the General Manager be delegated authority to obtain quotations and authorise the payment and purchase of goods, works and services to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 and Council's Purchasing Policy, within the votes of expenditure approved by Council.</p>	<p>GM</p>	<p>DCCDS DAES CRO EA MFS ESA MDS BEHS TP CCC SECEC SCFDC CDO SLA R PO CSC WPC SCU FU SCA DCC FES FR ACO AOES EPO CR CCWHSO SFW SWM SEDTA SCHR HRO AOCS</p>
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1C – Recover Outstanding Debts (other than Rates)	That the General Manager be delegated authority to Recover Outstanding Debts.	GM	DCCDS MFS ACO FOR
1D – Write off Debts	That the General Manager be delegated authority to abandon or write off rates and other monies due to the Council where such amounts appear to be irrecoverable excepting that any debt in excess of \$200 shall first be submitted to Council for approval and provided that a list of such abandonments shall be submitted annually to the Council.	GM	
1E – Disposal of Assets	To approve disposal of assets that are surplus to requirements in accordance with Council policy.	GM	DAES DCCDS
1F – Request for Refunds	To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits for the use of Council facilities.	GM	DCCDS DAES
1G – Authorised Accounting Officer	Designated as Authorised Accounting Office in accordance with the Local Government Act	GM	MFS

2. **Administration – Banking & Investments**

Subject	Description	Delegation	Sub-Delegation
2A – Operation of Bank Accounts	That the General Manager be delegated authority to operate Bank Accounts.	GM	
2B – Signatory for Bank Accounts	Authorised signatory for Council's Bank Accounts.	GM	DCCDS DAES MFS
2C – Investment of Funds	That the General Manager be delegated authority to invest funds in Authorised Securities, in accordance with Council's Investment Policy.	GM	DCCDS MFS
2D – Bank Guarantees	That the General Manager be delegated authority to accept any Bond or Bank Guarantees and authorised to release where the required works or services have been completed in accordance with approvals granted by Council.	GM	DCCDS DAES

3. **Administration – Service of Notices**

Subject	Description	Delegation	Sub-Delegation
3A – Service of Notices – Person or Body	To serve, on any person or body, on behalf of the Council in the prescribed format any notices required by or under any Act, or Regulation or consequent to any decision of Council.	GM	BEHS R MDS
3B – Public Notice	To give, on behalf of the Council, in the prescribed format, public notice required by or under any Act, or Regulation or consequent to any decision of Council.	GM	DCCDS DAES
3C – Protection of the Environment Operations Act & Regulations	To generally act on Council's behalf on matters of any kind, or in any manner in relation to premises, other than scheduled premises, under the provisions of the Protection of the Environment Operations (POEO) Act 1997 and Regulations and, when appropriate, sign and serve orders under such Acts or to take such other action as may be deemed necessary.	GM	MDS BEHS TP R DCCDS

3D – Rural Fires Act	To sign and serve notices, pursuant to Section 66 of the Rural Fires Act 1997 as amended, and where a notice is not complied with, to take such appropriate action as provided by Section 70 of the Rural Fires Act 1997 and to authorise any servants, agents or workmen of the Council or any officers or members of any fire brigade or bush fire brigade to enter upon the land and to do all such acts, matters and things as the owner or occupier was required to do under the notice and then take appropriate action for recovery of the debt as provided by the Rural Fires Act.	GM	DAES MDS BEHS TP DCCDS
3E – Rural Fires Act – Authorise Employees	To authorise employees of the Council, pursuant to Section 69 of the Rural Fires Act 1997 to enter onto any part of the land (other than a dwelling house) for the purpose of forming an opinion as to: a) whether that Council should serve a notice under Section 66 on the occupier or owner of the land b) whether or not such notice has been complied with.	GM	DAES MDS BEHS TP DCCDS R

4. **Administration – Councillors**

Subject	Description	Delegation	Sub-Delegation
4A – Councillors	That the General Manager be delegated authority to liaise with Councillors and approve attendance at training and development seminars.	GM	

5. **Administration – Authority to Enter Premises**

Subject	Description	Delegation	Sub-Delegation
5A – Authority to Enter Premises - LGA	That the General Manager be delegated authority to enter and inspect premises and to carry out any works deemed necessary, pursuant to the provisions of the Local Government Act 1993 and any other Act or Regulations.	GM	MDS BEHS TP DAES SCU R
5B – Authority to Enter Premises - EPA	That the General Manager be delegated authority to enter premises and make an inspection, in accordance with Section 118A of the Environmental Planning and Assessment Act 1979.	GM	MDS BEHS TP
5C – Authorised Officer, Protection of the Environment Operations Act, 1997	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	MDS BEHS TP
5D – Authorised Officer – Amusement Devices	That the General Manager be delegated authority to appoint persons to be authorised inspector for the purpose of Section 157C (Operation of Amusement Devices) of the Regulation under the Construction Safety Act 1912.	GM	MDS BEHS
5E – Authorised Officer – Noxious Weeds	That the General Manager be delegated authority to exercise all of the powers and functions conferred on Council by the Noxious Weeds Act 1993 excepting there from the authorisation of the use of force to gain entry to premises in accordance with Section 46 of the Act.	GM	EO
5F – Authorised Officer – Pollution	That the General Manager be delegated authority to appoint persons to be authorised officers and to exercise the functions conferred on Council pursuant to Section 8F “Littering” and Section 8G “Penalty Notices” of the Environmental Offences and Penalties Act 1989.	GM	MDS BEHS R

6. Administration – General

Subject	Description	Delegation	Sub-Delegation
6A – Penalty Notices	That the General Manager be delegated authority to issue Penalty Notices under Section 679 of the Local Government Act 1993.	GM	MDS BEHS
6B – Bi-Annual Stocktake	That the General Manager be delegated authority to write off stores and materials to a value not exceeding \$1,000, following a Bi-Annual stocktake	GM	DCCDS MFS
6C – Insurance Renewals	That the General Manager be delegated authority to arrange property and indemnity insurance in respect of any property under the control and management of the Council or in respect of any civil liability which may arise in connection with the exercise of its powers, authorities, duties or functions.	GM	DAES
6D – Issue Orders	That Council delegate to the General Manager the power to issue Orders as listed in the Table to Section 124 of the Local Government Act and the Public Health Act and Regulations there under.	GM	BEHS R MDS
6E – Donations – Delegation to Refuse Requests	That the General Manager be delegated authority, to consider applications for financial assistance, and determine which requests are to be referred to Council for decision.	GM	DCCDS CRO
6F – Press Statements	That the General Manager be delegated authority to respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of the Council.	GM	
6G – Public Liability & Professional Indemnity Claims	That the General Manager be delegated authority to deny or accept liability for public liability and professional indemnity claims up to the excess as determined from time to time by Statewide.	GM	DAES
6H – Motor Vehicle Insurance Claims	That the General Manager be delegated authority to deny or accept liability for motor vehicle insurance claims up to \$1,000.	GM	DAES
6I – Legal Proceedings	That the General Manager be delegated authority to represent Council as required in any legal or court proceedings.	GM	
6J – Government Information Act (GIPA)	That the General Manager be delegated authority to determine applications under the Government Information legislation and to authorise access to Council files and records in accordance with Section 12 of the Local Government Act 1993.	GM	DCCDS CSC

6K – Destruction of Records	That the General Manager be delegated authority that subject to any reasonable requests or lawful direction to the contrary, to destroy or dispose of by other means, records of the Council subject to the requirements of any Act or Regulation and the General Records Disposal Schedule for Local Government Records in New South Wales.	GM	DCCDS
6L – Filming on Council Reserves and Property	To approve, approve with conditions as may be appropriate in the circumstances and subject to the payment of charges and fees as determined by Council, or disapprove of applications to use public reserves, public roads or Council property for filming or photographic purposes.	GM	DCCDS DAES
6M – Applications under Privacy and Personal Information Act	To determine applications made under the Privacy and Personal Information Protection Act 1998	GM	DCCDS CSC
6N – Internal Reviews under Privacy and Personal Information Act	To determine applications for internal reviews made under the Privacy and Personal Information Protection Act 1998.	GM	DCCDS CSC

<p>6O – Signature of Correspondence</p>	<p>Sign standard correspondence in relation to day to day operations of the officers' department with the exception of:-</p> <ul style="list-style-type: none"> • correspondence to any Federal or State Minister or Member of Parliament • correspondence or memo advice to Councillors • contracts and lease documents • letters of appointment for new employees • letters to employees regarding disciplinary matters and grievance 	<p>GM</p>	<p>DCCDS MFS DAES ESA MDS BEHS EA PA SEDTA SCHR DCC FES EPO PO SCU WPC SCA SLA CCC CRO CSC CDO SCFDC</p>
<p>6P – Certificates</p>	<p>To sign and issue any Certificate for which provision is made for the issue of Certification by the Council under any Act or Regulation.</p>	<p>GM</p>	<p>DCCDS DAES MDS BEHS TP</p>

6Q – Corporate Image	To maintain, review and sustain a corporate image that reflects Council’s corporate and community objectives and contributes to organisational development.	GM	DCCDS DAES CRO
6R – Justices Act	To issue courtesy letters under Section 100J of the Justices Act (ie notices giving persons whom fail to comply with a penalty notice a further 21 days).	GM	
6S – Licences & Permits	To approve the issue of licences and permits under the Local Government Act 1993 and Regulations or any other Act or Regulation affecting Council.	GM	BEHS
6T – Urgent Works	To authorise any work which in his/her opinion is urgent provided that the estimated cost does not exceed \$20,000 on any one occasion, except emergency management under the State Emergency and Rescue Management Act, refer to item 13B.	GM	DCCDS DAES
6U – Code of Conduct	The authority to pursuant to Clause 6.4(e) of Council’s Code of Conduct for staff to consider and determine applications from staff undertaking a dealing in land in the area of the Council (other than purchasing the principal place of residence) or any outside employment or other business dealings that relate to the activities of Council.	GM	
6V– Protected Disclosures Act	To be responsible for receiving and dealing with disclosures made under the Protected Disclosures Act.	GM	DCCDS

6W- Economic Development Opportunities	That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities: i) That provides an obvious benefit to the Bland Shire ii) That does not commit Council to expenditure that is not budgeted for; and iii) That will be subject of a full report to the next available Council meeting.	GM	
6X – Local Emergency Management Committee	The General Manager of the council is the Chairperson of the Local Emergency Management Committee in accordance with the State Emergency & Rescue Management Act.	GM	SCA
6Y – Aerodrome Pavement Concessions	To determine applications for pavement concessions at the West Wyalong Aerodrome.	GM	DAES SCU

7. Administration – Rating

Subject	Description	Delegation	Sub-Delegation
7A – Write off Rates & Charges	To write off accrued interest on rates or charges payable by a person, if in his/her opinion: a) the person is unable to pay the accrued interest for reasons beyond the persons control, or b) payment of the accrued interest would cause hardship. Provided that any such waiver shall only be exercised in accordance with a policy of the Council and subject to a limit of \$200 in any one case.	GM	
7B – Section 603 Certificates	That the General Manager be delegated authority to Issue Section 603 Rating Certificates.	GM	DCCDS
7C – Change in Rate Category	To categorise all rateable land in accordance with Section 514 of the Local Government Act 1993 and to determine applications for review of categories which have been determined by persons to whom the authority to categorise land has been sub-delegated by the General Manager.	GM	
7D – Recovering Outstanding Rates	That the General Manager be delegated authority to authorise legal proceedings for the recovery of Outstanding Rates, Charges and Interest.	GM	DCCDS MFS
7E – Rating Certificate	That the General Manager be delegated authority to issue the appropriate Rating Certification under the Local Government Act 1993.	GM	
7F – Serve Rate Notices	To prepare and serve rate notices following the making of the rate by Council.	GM	FOR MFS ACO



7G – Agreements for Payment	To enter into agreements for the payment of rates and charges due and payable.	GM	DCCDS MFS
7H – Rate Book	To amend or alter the rate book where necessary.	GM	FOR
7I – Rates Refund	To refund rates where the amount of the rate has been reduced, after payment, by the land becoming non-ratable, or on revaluation of the land, or pensioner rate concessions.	GM	DCCDS MFS
7J – Rents Due	To issue notices requiring rents due and payable in respect of land to be paid to the Council in satisfaction of rates due to the Council for that land.	GM	FOR ACO

8. **Administration – Staff**

Subject	Description	Delegation	Sub-Delegation
8A – Staff Training, Seminars & Conferences	That the General Manger be delegated authority to approve staff attendance at Training Seminars and Conferences, in accordance with the Staff Training Program and within the approved Budget.	GM	DCCDS DAES SCHR MDS MFS
8B – Public Officer	That the General Manager be delegated authority to undertake the duties as Public Officer, as prescribed by Section 343 of the Local Government Act 1993.	GM	DCCDS
8C – Staff	Direct staff within the area of operations, in accordance with an organisation structure and resources approved by the Council.	GM	DCCDS DAES
8D – Staff Employment & Dismissal	Make recommendations to the General Manager in respect of the employment / dismissal of employees within the Director's area of operation, in accordance with Council's organisation structure, resources, procedures and adopted policies.	GM	DCCDS DAES

8E – Staff Overtime & Time In Lieu	Approve staff overtime and time in lieu in accordance with the relevant Award and/or industrial instrument.	GM	SCHR MDS DCCDS SLA CRO SCFDC SECEC CCC MFS CSC DAES SCU DCC
8F – Staff Timesheets & Leave	Authorise timesheets and leave for staff in area of responsibility	GM	SCHR HRO EA DCCDS MDS SLA CRO SCFDC SECEC CCC MFS ACO CSC DAES SCU FU DCC FR WPC CR

8G – Human Resources Policies & Procedures	To consider, review and adopt Human Resources policies and procedures.	GM	
8H – Appointment of Staff	To appoint staff in accordance with the organisation structure.	GM	

9. **Administration – Tenders & Contracts**

Subject	Description	Delegation	Sub-Delegation
9A – Tender & Quotations	That the General Manager be delegated authority to open Tenders & Quotations.	GM	DCCDS DAES MFS MDS ESA SCU DCC CCWHSO EPO
9B – Contracts	That the General Manager be delegated authority to sign contracts for works and/or services in accordance with the resolution of Council.	GM	

10. Plant

Subject	Description	Delegation	Sub-Delegation
10A – Purchase of Motor Vehicles, Plant and Equipment	That the General Manager be delegated authority to purchase Motor Vehicles, Plant and Equipment, within the approved budget allocations.	GM	DAES WPC DCCDS
10B – Registration of Motor Vehicles	Sign as nominee for vehicle registrations.	GM	DCCDS DAES WPC
10C – Light Vehicles – Purchase & Replacement	To determine whether to offer vehicles for trade-in or private sale or to consign the vehicles for sale at the NSW State Government vehicle auctions.	GM	DCCDS DAES WPC
10D – Auction – Reserve Price	To fix a reserve price for vehicles to be offered for sale at auction.	GM	DCCDS DAES WPC
10E – Quotations – Light Vehicles	To accept quotations for the supply by way of purchase or lease of light vehicles to Council or without trade-in in accordance with Council's policies.	GM	DCCDS DAES WPC
10F – Sale of Light Vehicles	To accept offers for the sale of surplus light vehicles provided that such offers are the result of public advertising, auction or trade-in of the vehicle to be sold.	GM	DCCDS DAES WPC

11. **Companion Animals**

Subject	Description	Delegation	Sub-Delegation
11A – Companion Animals	That the General Manager be delegated authority to act on Council's behalf under Sections 18, 19, 22, 32, 52, 57, 75, 90, 92 and 98 of the Companion Animals Act 1998.	GM	MDS R BEHS
11B – Authorised Servant or Agent	To appoint and authorise a servant or agent of the Council for the purposes of Section 6(2) of the Companion Animals Act 1998.	GM	MDS R BEHS
11C – Dangerous Dog	To declare a dog to be dangerous in accordance with Division 1 of Part 5 of the Companion Animals Act 1998 and to revoke any such declaration made under this delegation.	GM	MDS R BEHS
11D – Penalty Notices	To authorise employees of the Council to serve penalty notice in accordance with Section 92 of the Companion Animals Act 1998.	GM	MDS R BEHS
11E – Impounded Dogs	To authorise the sale and destruction of impounded dogs in accordance with Section 64 of the Companion Animals Act 1998.	GM	R BEHS MDS

12. **Impounding**

Subject	Description	Delegation	Sub-Delegation
12A – Impounding Officer	That the General Manager be appointed Impounding Officer in accordance with Section 5(1) of the Impounding Act 1993.	GM	MDS R FO BEHS
12B – Impounding Officer – Powers & Functions	To exercise all of the powers and functions conferred upon the Council under the Impounding Act, and without limiting the generality of the foregoing, the authority to issue penalty notices under Section 36 of that Act.	GM	MDS R FO BEHS

13. **Emergency**

Subject	Description	Delegation	Sub-Delegation
13A – Emergency Incidents	That the General Manager be delegated authority to approve the use of Council plant, equipment and employees in response to emergency incidents.	GM	DAES ESA SCU DCC WPC DCCDS
13B – Emergency Management under the State Emergency and Rescue Management Act	The authority and delegations in accordance with the State Emergency and Rescue Management Act	GM	DAES SCA

14. **Health**

Subject	Description	Delegation	Sub-Delegation
14A – Health Matters – Food Act	That the General Manager be delegated authority to exercise each of the powers, authorities, duties and functions conferred by the Food Act 2003 and Food (General) Regulations 2004 as amended.	GM	MDS BEHS
14B – Inspect Regulated Premises	That the General Manager be delegated authority to inspect Regulated Premises, in accordance with the Public Health Act 1991 and Regulations made there under.	GM	MDS BEHS
14C – Issuing of Orders	That the General Manager be delegated authority to issue orders as listed in the Local Government Act and the Public Health Act and Regulations there under.	GM	MDS BEHS
14D – Powers – Health Act	To exercise all of the Council's powers and the powers of an authorised officer appointed by the Local Authority, together with the powers of a Health Surveyor pursuant to the provisions of the Public Health Act 1991, as amended and regulations made thereunder and without limiting the generality of the foregoing: <ul style="list-style-type: none"> a) to inspect regulated systems (air-conditioning systems) b) to make an order closing a public swimming pool c) to revoke an order closing a public swimming pool d) to supervise exhumation 	GM	MDS BEHS

15. **Town Planning**

Subject	Description	Delegation	Sub-Delegation
<p>15A – Development Application Consent</p>	<p>That the General Manager be delegated authority to consent to Development Applications for:</p> <ul style="list-style-type: none"> a) The erection, alteration and addition to dwellings. b) The erection of garages, workshops, ancillary and minor building works. c) The construction of private swimming pools. d) Complying development in accordance with Council's DCP or SEPP. e) Commercial and industrial development with a value up to a maximum of \$1m. f) The alteration, addition and ancillary matters relating to industrial and commercial development. g) Applications made under State Environmental Planning Policy No. 4. h) Subdivision in all zones which comply with the provisions of Bland LEP 2011. Except: <ul style="list-style-type: none"> I. Where objection/s has been received on planning grounds and where the matters raised in that objection have not been resolved to the satisfaction of the General Manager. II. Where a refusal to the development is proposed. III. Where the General Manager considers the matter should go before Council. IV. Where a Councillor requests, by way of Council resolution, that the matter go before Council. V. Where a variation to a development standard within the Bland LEP 2011 is proposed to be greater than 10% and the concurrence of the Director General is required. 	<p>GM</p>	<p>MDS BEHS TP DCCDS</p>

15B – Section 149 Certificates	That the General Manager be delegated authority to issue Certificates under Section 149 of the Environmental Planning and Assessment Act 1979.	GM	MDS BEHS TP DCCDS
15C – Subdivision Certificates	To determine Development Applications and applications to subdivide land made pursuant to the Environmental Planning and Assessment Act and the Local Government Act 1993 and Regulations made thereunder and subject to compliance with Council's Local Environmental Plan and Development Control Plan and adopted policies.	GM	MDS TP
15D – Removing Advertising	That the General Manager be delegated authority to remove Advertising, in accordance with Section 17 of the Tobacco Advertising Prohibition Act.	GM	BEHS MDS R
15E – Department of Planning	That the General Manager be delegated Council's functions under Section 65(1) and 69 of the Environmental Planning and Assessment Act 1979.	GM	MDS
15F – Use of Footpaths	That the General Manager be delegated authority to approve the use of the footpath area for commercial activities.	GM	MDS BEHS TP
15G – Environmental Planning & Assessment - Orders	To issue orders in accordance with Section 121B of the Environmental Planning and Assessment Act, subject to any policy of the Council or any condition imposed by the Council but excepting orders: <ul style="list-style-type: none"> To demolish a building (Order No 2) To repair or remove a building situated partly or wholly in a public place (Order No 14) 	GM	MDS BEHS
15H – Environmental Planning & Assessment – LEPs	That the General Manager be delegated authority and functions under Section 59 of the EP&A Act 1979 for the making of Local Environmental Plans (LEPs).	GM	
15I – Temporary Occupation of Land	That the General Manager be delegated authority to Consent to applications for temporary occupation of land, in terms of Council policy.	GM	MDS BEHS TP

15J – Issuing of Building Certificate	That the General Manager be delegated authority to the Issue of Building Certificates.	GM	MDS BEHS
15K – Inspection of Regulated Premises	That the General Manager be delegated authority to Inspect Regulated Premises, in accordance with Section 47 of the Public Health Act.	GM	MDS BEHS
15L – Swimming Pools Act	That the General Manager be delegated authority to exercise functions under the Swimming Pools Act 1992.	GM	MDS BEHS
15M – Construction & Safety Act	That the General Manager be delegated authority to exercise functions under the Construction and Safety Act.	GM	MDS BEHS DAES CCWHSO
15N – Issue Construction, Compliance and Occupation Certificates	That the General Manager be delegated authority where Council is the Principle Certifying Authority for the erection of a building, for the issuing of Construction Certificates, Compliance Certificates and Occupation Certificates.	GM	MDS BEHS
15O – Minor Numerical Variations to Council Policy	That the General Manager be delegated authority to approve minor numerical variations to Council town planning policies where variations are not greater than 10%.	GM	MDS DCCDS
15P – Table of Approvals	To consider any application for approval of any item in the Table of Approvals in Chapter 7 of the Local Government Act 1993 and: i) Grant approval either unconditionally or subject to conditions, or ii) If of the opinion that the application should be refused, submit the application to Council for its determination iii) Pursuant to Section 381(3) of the Local Government Act 1993 the powers, authorities, duties and functions under Section 82(3) of the Act to concur in the making of a direction when determining an application for approval where the General Manager is satisfied that the objection is lodged with Council under Section 82(1) of the Act to a Local Approvals Policy of Council.	GM	MDS BEHS

15Q – Deferred Approvals	To approve applications for “deferred approvals” or “staged approvals”.	GM	MDS BEHS
15R – Advertising Signs	To determine applications for the erection or display of advertising signs or structures subject to Council’s Local Environmental Plan.	GM	MDS BEHS TP
15S – Approval Extension/Renewal	To extend or renew an approval if satisfied that there is good cause for so doing.	GM	MDS
15T – Reject Application	To reject any application if it is not sufficiently clear as to the approval sought or it is not easily legible.	GM	MDS BEHS TP
15U – Temporary Buildings	To determine applications for the erection of temporary buildings and to determine the period from the date of approval within which that building is to be demolished or removed.	GM	MDS BEHS TP
15V - Certificates	To determine applications for Construction and Compliance Certificates.	GM	MDS BEHS
15W – Occupation Certificates	To classify buildings and issue Occupation Certificates.	GM	MDS BEHS
15X – Department Fair Trading	To advise the Department of Fair Trading of possible breaches of the requirements of the Department.	GM	MDS BEHS
15Y – Plumbing & Drainage Act 2011	That the General Manager be delegated authority to exercise functions under the Plumbing & Drainage Act 2011 as a plumbing regulator.	GM	MDS BEHS

16. Environment

Subject	Description	Delegation	Sub-Delegation
16A – West Wyalong Waste Disposal Depot Operation	That the General Manager be delegated authority for the day to day operation of the West Wyalong Waste Disposal Depot.	GM	DAES SCU
16B – Waste Minimisation & Management	That the General Manager be delegated authority to exercise the powers and functions under Protection of Environment Operations Act 1997 and Protection of the Environment Operations (Waste) Regulation 2005.	GM	MDS
16C – Environment Protection	That the General Manager be delegated authority to appoint authorised officers and to exercise the functions conferred on Council pursuant to the Protection of the Environment Operations Act, 1997.	GM	MDS BEHS
16D – Clean Air Regulations	That the General Manager be delegated authority to exercise the Powers and Functions under the Protection of the Environment Operations (Clean Air) Regulations, 2002.	GM	MDS BEHS
16E – Environment Protection & Waste Minimisation	That the General Manager be delegated authority to exercise the powers and functions of the Environment Protection Authority and to appoint a person as an authorised officer under the Waste Minimisation and Management Act 1995.	GM	MDS BEHS SCU
16F – Removal Fallen Timber	To approve applications for the removal of fallen timber on roads, subject to conditions to protect standing timber, roadside drainage and traffic safety or such other conditions as are considered relevant.	GM	DAES ESA
16G – Tree Lopping/Removal	To approve applications to remove or lop trees made in accordance with the requirements of Council's Tree Preservation Order.	GM	DAES FU MDS BEHS TP
16H – Noxious Weeds Act	That the General Manager be delegated authority to exercise functions of the Noxious Weeds Act 1993.	GM	EO

16I – Heritage Act	That the General Manager be authorised to implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the Heritage Act 1977 and the making of orders.	GM	MDS DCCDS
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17. **Cemeteries**

Subject	Description	Delegation	Sub-Delegation
17A – Exhumations	That the General Manager be delegated authority to supervise Exhumations in accordance with Clause 39 of the Public Health Regulations.	GM	DCCDS DAES MDS BEHS
17B – Public Health Regulation	To control the handling and disposal of bodies under the Regulation to the Public Health Act 1991 including but not limited to the supervision and approval of private burials, in accordance with any policy of the Council, under the Public Health Regulation 1991.	GM	MDS BEHS

18. **Playing Fields / Swimming Pool / Reserve**

Subject	Description	Delegation	Sub-Delegation
18A – Approve use of Swimming Pools	To approve applications for the use of the Holland Park Swimming Pool and the Ungarie Swimming Pool excepting where the care, control and management has been delegated to a Committee/Contractor	GM	DAES SCU
18B – Ordering Swimming Pool Closure	That the General Manager be delegated authority to issue an Order to Close the Swimming Pool, in accordance with Clause 8 of the Public Health (Swimming Pools & Spa Pools) Regulation 2000.	GM	MDS BEHS DCCDS

18C – Revoking Order to Close Swimming Pool	That the General Manager be delegated authority to revoke an Order to Close a Swimming Pool, in accordance with the Public Health (Swimming Pools & Spa Pools) Regulation 2000.	GM	MDS BEHS DCCDS
18D – Carnivals and Circuses	That the General Manager be delegated authority to consider, approve or refuse applications for the operation of carnivals, circuses and the like and when approved, impose conditions deemed necessary. That all other applications be referred to Council for consideration on their merits.	GM	MDS BEHS
18E – Swimming Pools Act	To authorise employees as Inspectors under Section 7 of the Swimming Pools Act 1992 as amended and to exercise all or any functions of an Inspector for the purpose of that Act or Regulations made thereunder.	GM	MDS BEHS
18F – Approve use of Parks, Playing Fields & Reserves	To approve applications and determine the conditions of use for all parks, playing fields and reserves excepting those where the care, control and management has been delegated to a Committee.	GM	FU

19. **Sewerage**

Subject	Description	Delegation	Sub-Delegation
19A – Drainage Diagrams	That the General Manager be delegated authority to issue Drainage Diagrams.	GM	MDS BEHS
19B – Annual Treatment Works Return	That the General Manager be given delegated authority to sign future returns for the West Wyalong Sewerage Treatment Works in accordance with Section 377 of the Local Government Act, 1993.	GM	DAES SCU

20. Roads / Streets

Subject	Description	Delegation	Sub-Delegation
20A – Temporary Street Closures	That the General Manager be delegated authority to approve temporary street closures for community functions	GM	DAES MW
20B – Shared Traffic Zones	That the General Manager be delegated authority in accordance with Sch.1, cl. 2 (Shared Traffic Zone) Road Transport (Safety and Traffic Management) Act.1999	GM	DAES MW
20C – Traffic Control Signs	That the General Manager be delegated authority to assume the functions in accordance with Sub-sections 52, 53, and 55 (Traffic Control Devices) of the Road Transport (Safety and Traffic Management) Act.1999	GM	DAES MW
20D – Regulation of Traffic by Road Authorities	That the General Manager be delegated authority to assume the functions in accordance with Division 2 of Part 8 (Regulation of Traffic by Roads Authorities) in accordance with Roads Act 1993.	GM	DAES MW
20E – Breaches under the Roads Act 1993 & Interstate Road Transport Act 1985	That the General Manager be delegated authority to be the Authorised Officer to commence action for breaches under the Roads Act 1993 & Interstate Road Transport Act 1985, within Council's area, in accordance with the CENTROC Weight of Loads Group Agreement.	GM	DAES MW
20F – Impounding Items Risking Public Safety	That the General Manager be delegated authority to be the Impounding Officer under the Impounding Act 1993.	GM	DAES MDS BEHS R

20G – Matter Escaping onto Road	That the General Manager be delegated authority to be the authorised officer under the Roads (General) Regulations 2000.	GM	DAES ESA MDS
20H – Roads Act	<ul style="list-style-type: none"> a) Pursuant to Section 88 of the Roads Act 1993 to authorise the removal or lopping of any tree or other vegetation that is on or overhanging a public road where it is considered necessary to do so for the purpose of carrying out road work or removing a traffic hazard. b) To take any action and exercise any power devolved on Council by Division 1, 2, 3 and 4 of Part 7 of the Roads Act 1993. c) To regulate traffic on a Public Road pursuant to the provision of Division 1, 2, 3 and 4 of Part 8 of the Roads Act 1993. d) Pursuant to Section 138 of that Act to grant consent to works and structures on public roads and to revoke such consents pursuant to Section 140 of that Act. e) Pursuant to Section 144 of that Act to grant permits for road events. f) Pursuant to Division 1 of Part II of the Roads Act 1993 to authorise employees to enter onto land for the purpose of inspections and investigations and to issue certificates of authority under his or her signature to employees so authorised. 	GM	DAES ESA

21. Private Works

Subject	Description	Delegation	Sub-Delegation
21A – Private Works	That the General Manager be delegated authority to undertake Private Works in accordance with Council's Policy.	GM	DAES ESA SCU DCC

22. Schedule of Purchase Authorisation Limits

The purchase limits listed relate to employees authorising purchases within their area of responsibility only unless the situation dictates otherwise.

Position Title	Purchase Authorisation Limit
<u>Office of the General Manager</u>	
General Manager	\$ 1,000,000
Executive Assistant	\$ 2,000
Senior Economic Development & Tourism Advisor	\$ 2,000
Senior Coordinator Human Resources	\$ 10,000
Human Resources Officer	\$ 2,000

Position Title	Purchase Authorisation Limit
<u>Asset & Engineering Services</u>	
Director Asset & Engineering Services	\$ 150,000
Contract Compliance & WHS Officer	\$ 1,000
Engineering Services Advisor	\$ 25,000
Senior Coordinator Urban	\$ 10,000
Foreman Urban	\$ 5,000
Design & Contract Coordinator	\$ 10,000
Coordinator Rural	\$ 5,000
Foreman Rural	\$ 5,000
Workshop & Plant Coordinator	\$ 5,000
Purchasing Officer	\$ 2,000
Senior Fitter & Welder	\$ 3,000
Foreman Environmental Services	\$ 5,000
Senior Coordinator Assets	\$ 10,000
Engineering Projects Officer	\$ 2,000
Administration Officer – Engineering Services	\$ 2,000
Senior Workshop Mechanic	\$ 3,000

Position Title	Purchase Authorisation Limit
<u>Corporate, Community & Development Services</u>	
Director Corporate, Community & Development Services	\$ 150,000
Community Relations Officer	\$ 2,000
Community Care Coordinator	\$ 2,000
Administration Officer Childrens Services	\$ 1,000
Senior Early Childhood Educator/Coordinator	\$ 2,000
Senior Coordinator Family Day Care	\$ 2,000
Community Development Officer	\$ 2,000
Senior Library Assistant	\$ 2,000
Manager Development Services	\$ 50,000
Building & Environmental Health Surveyor	\$ 5,000
Town Planner	\$ 2,000
Ranger	\$ 2,000
Manager Financial Services	\$ 50,000
Accounting Officer	\$ 2,000
Corporate Services Coordinator	\$ 2,000

23. **Schedule of Corporate Credit Cards**

Card Holder	Position Title	Credit Limit
Ray Smith	General Manager	\$ 10,000
Julie Sharpe	Executive Assistant	\$ 2,000
Jay Kulkarni	Senior Coordinator Human Resources	\$ 5,000
Will Marsh	Director Asset & Engineering Services	\$ 10,000
Paul Glennon	Plant & Workshop Coordinator	\$ 5,000
Adele Casey	Director Corporate, Community & Development Services	\$ 10,000

24. **Schedule of Position Title Abbreviations**

Abbreviation	Position Title
ACO	Accounting Officer
AOCS	Administration Officer Childrens Services
AOES	Administration Officer – Engineering Services
BEHS	Building & Environmental Health Surveyor
CCC	Community Care Coordinator
CCWHSO	Contract Compliance & WHS Officer
CDO	Community Development Officer
CR	Coordinator Rural
CRO	Community Relations Officer
CSC	Corporate Services Coordinator
DAES	Director Asset & Engineering Services
DCC	Design & Contract Coordinator
DCCDS	Director Corporate, Community & Development Services
EA	Executive Assistant
EPO	Engineering Projects Officer
ESA	Engineering Services Advisor
FES	Foreman Environmental Services
FO	Facilities Officer
FOR	Finance Officer Revenue
FR	Foreman Rural
FU	Foreman Urban
GM	General Manager
HRO	Human Resources Officer
MDS	Manager Development Services
MFS	Manager Financial Services
PA	Personal Assistant
PO	Purchasing Officer
R	Ranger
SCA	Senior Coordinator Assets
SCFDC	Senior Coordinator Family Day Care



SCHR	Senior Coordinator Human Resources
SCU	Senior Coordinator Urban
SECEC	Senior Early Childhood Educator/Coordinator
SEDTA	Senior Economic Development & Tourism Advisor
SFW	Senior Fitter & Welder
SLA	Senior Library Assistant
SWM	Senior Workshop Mechanic
TP	Town Planner
WPC	Workshop & Plant Coordinator

25. Common Acronyms Used in Bland Shire Council Reports and Documents

ABS	Australian Bureau of Statistics
ACAT	Aged Care Assessment Team
AFZ	Alcohol Free Zone
AGM	Annual General Meeting
AMP	Asset Management Plan
BFMC	Bush Fire Management Committee
BFMP	Bush Fire Management Plan
BSC	Bland Shire Council
BWW	Business West Wyalong
CASA	Civil Aviation Safety Authority
CBD	Central Business District
CDAT	Community Drug Action Team
CDO	Community Development Officer
CENTROC	Central West Regional Group of Councils
CEO	Chief Executive Officer
CLRS	Councillors
CPD	Continuing Professional Development
CPP	Cowal Partnering Program
Cr	Councillor
CRO	Community Relations Officer
CSP	Community Strategic Plan
CSU	Childrens Services Unit
CWA	Country Womens Association
DA	Development Application
DAES	Director Asset & Engineering Services
DCCDS	Director Corporate, Community & Development Services
DCP	Development Control Plan
DEMO	District Emergency Management Officer
DEOCON	District Emergency Controller
DisPlan	Disaster Plan (Local DisPlan, District DisPlan, State DisPlan)
DP	Delivery Program
DPI	Department of Primary Industries
EA	Executive Assistant
EAP	Employee Assistance Program
ED	Economic Development
EDVETACW	Economic Development, Visitor Economy & Tourism Advisory Committee of the Whole
EEO	Equal Employment Opportunity
EOI	Expression of Interest

MOW	Meals on Wheels
MP	Member of Parliament
MPR	Multi Purpose Room
MR	Main Road
MRU	Mobile Resource Unit
NGO	Non-Government Organisation
NSRF	National Stronger Regions Fund
NSWEC	New South Wales Electoral Commission
NSWPLA	New South Wales Public Libraries Association
NSWRFS	NSW Rural Fire Service
OLG	Office of Local Government
OP	Operational Plan
P&G	Parks & Gardens
PA	Per Annum
PC	Personal Computer
PHaMs	Personal Helpers and Mentors
POEO	Protection of the Environment Operations Act & Regulations
PSITAB	NSW Public Sector Industry Advisory Board
R2R	Roads to Recovery
Rd	Road
RDA	Regional Development Australia
RDO	Rostered Day Off
REROC	Riverina Eastern Regional Organisation of Councils
RFS	Rural Fire Service
RMAP	Risk Management Action Plan
RMS	Roads & Maritime Services
RRL	Riverina Regional Library
RV	Recreational Vehicle
SEDTA	Senior Economic Development & Tourism Advisor
SEPP	State Environmental Planning Policy
SES	State Emergency Service
SH	State Highway
SRV	Special Rate Variation
St	Street
STW	Sewerage Treatment Works
TVET	TAFE Delivered Vocational Education & Training
USU	United Services Union
VC	Victoria Cross

VIC	Visitor Information Centre
WAPS	Workforce Assessment Plan & Strategy
WHS	Work Health & Safety
WWBC	West Wyalong Bowling Club
WWFHG	West Wyalong Family History Group

9.4 Operation Of The Visitor Information Centre From The Bland Shire Library – 7 Days Per Week

Our prosperity

Ensuring a vibrant and sustainable future

Vision: Growing our population and jobs

DP 16.0 Community satisfaction with the quantity and quality of tourist information and resources provided by Council

Author: General Manager

Officer's Recommendation:

- 1. That the information regarding the operation of the Visitor Information Centre from within the Bland Shire Council Library premises, on a 7 days per week basis, for a 12 month trial period be received and noted;**
- 2. That a further report be submitted to the December 2015 meeting of council in relation to further investigations into a permanent location for a Visitor Information Centre in West Wyalong.**

Introduction

In accordance with a resolution of Council, arrangements have now been finalised to allow the Visitor Information Centre (VIC) to operate on a seven (7) days per week basis from the Library for a trial period of 12 months. The opening of the VIC on Saturday afternoons and Sundays commenced from 7 November 2015.

The official opening hours of the VIC are now as follows:

Monday to Fridays: 10.00am to 5.00pm

Saturdays: 9.00am to 5.00pm

Sundays: 10.00am to 4.00pm

The VIC will be closed from 12 Noon on 24 December 2015 to 3 January 2016 which coincides with the closure of the library and council offices.

All of the operational matters have been attended to you including advertising of the new opening hours as well as the distribution of the attached flyer to many of the local businesses.

A roster of existing council staff members has been developed and I am confident that the enthusiasm of these staff to promote our Shire will ensure a high quality of customer service to visitors to our town.

Conclusion

A further report will be submitted to the December 2015 meeting of council in relation to further investigations into a permanent location for a Visitor Information Centre in West Wyalong. The report will also include the results of any Expressions of Interest received relating to private operation of a VIC on council's behalf.

Financial Implications

The cost of the extended hours of the operation of the Visitor Information Centre, for the 12 month trial period, has been included in the current budget.

The Bland Shire Visitors Information Centre is extending it's opening hours.



Located in the Library at 6 Shire Street the Visitors Information Centre will be extending it's opening hours starting from Saturday, 7 November 2015

VIC opening hours:

Monday to Fridays: 10.00am to 5.00pm

Saturdays: 9.00am to 5.00pm

Sundays: 10.00am to 4.00pm

The Visitors Information Centre will be closed from 12:00pm on 24 December 2015 to the 3 January 2016.

**Please note: Library hours and services will remain the same as usual
Library services will not be available on Saturday afternoons or Sundays when the VIC will be open.**

Please come and see our friendly staff at the VIC for brochures and maps, or general tourist advice.

9.5 Local Government General Elections - 2016

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: General Manager

Officer's Recommendation:

That the update on the 2016 local government general elections be received and noted.

Introduction

Council is in receipt of an update from the NSW Electoral Commission on the 2016 local government general elections. A copy of the information is included as an attachment to this report.

Council has previously resolved to contract the NSWEC to undertake the 2016 elections on council's behalf. It is interesting to note that 142 of the 152 existing councils also opted to have the NSWEC manage their elections.

Conclusion

The NSW Premier has stated on a number of occasions that at this stage, regardless of the outcomes arising from the Fit for the Future reforms that the local government general elections will proceed in September 2016.

Financial Implications

Council has been placing funds in the election reserve and it is estimated that the 2016 elections will cost in the vicinity of \$50,000.00.

Planning for 2016 Local Government Elections

2016 Local Government Elections – The Story So Far

Next year's local government elections prompted a flurry of activity earlier this year. According to the legislation, councils had to decide who would conduct their elections, pass the appropriate resolutions (for those who had selected the NSW Electoral Commission) and then to sign and return their contracts to the Commission by June 10th. Out of the 152 councils, 142 selected the NSW Electoral Commission to conduct their elections, 9 councils opted to conduct their own and one council remains in administration and therefore won't be holding an election. Fortunately all 142 contracts were completed on time with the minimum of fuss.

2016 Local Government Elections – The Process

The 2016 Local Government Elections are only a year away. There is still plenty of uncertainty being generated by the possibility of council amalgamations, but until any firm decisions are made we'll continue planning based on the current council structure for elections being held in September next year.

To outline the process we'll be undertaking for the elections we intend to provide brief presentations to the Regional Organisation of Councils in the last quarter of this year. This will give council General Managers a chance to get an insight into how we intend to conduct the elections and the associated timelines. If you are unable to attend the relevant ROC meeting, give us a call and we'll be happy to organise a presentation for your own council.

SECTION 3 – CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

9.6 Financial Statements – October 2015

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 October, 2015
2. That Council confirms the payment of accounts, for the period 01 October to 31 October 2015, summarised in the accounts summary totalling \$1,630,715.32

STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF OCTOBER, 2015.

BANK BALANCES AS AT 31 OCTOBER, 2015

ACCOUNT	BALANCE
General Fund	\$-12,651.56
BCard	\$ 15,990.00
	\$3,338.44
Invested Funds	
Fixed Deposits	\$15,200,000.00
Deposits at Call	\$ 1,581,447.39
	\$16,781,447.39
Net Balance	\$16,784,785.83
Percentage of investment to Net Balance	99.98%

STATEMENT OF BANK BALANCES AS AT 31.10.15
SUBMITTED TO THE ORDINARY MEETING NOVEMBER 17, 2015

Balance as at 01.10.15 \$195,621.85

Add Receipts

For month of October 2015 \$ 1,422,441.91

Includes

Receipt Date.	Receipt Name	Received Total
8/10/2015	Transfer from Cash at Call	\$400,000.00
15/10/2015	Transfer from Cash at Call	\$300,000.00

Less Payments

For month of October 2015 \$1,630,715.32

Includes

Payment Date.	Payee Name	Payment Total
----------------------	-------------------	----------------------

Cash Balance \$ -12,651.56

Limit of Overdraft Arranged with Bank \$ 350,000.00

ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period October 01, 2015 to October 31, 2015.

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

Fund	Voucher No.s	Total
Cheques	024683 - 024707	\$ 44,555.47
Auto-pay Creditors	E005882 – E006124	\$1,029,270.88
Auto-pay Payroll	04/10 - 01/11	\$ 528,559.24
October Bank Charges & Commission etc		\$1,117.22
Direct Debits	Repayments & Vehicle Lease	\$ 27,212.51
		\$ 1,630,715.32

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

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

.....
Director of Corporate, Community & Development Services

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 17 November 2015, 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 \$1,630,715.32 was submitted to the Ordinary Meeting on the 17 November 2015 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

Rating Year From
1/07/2015

Rates Financial Transaction Summary

Period Ending
31/10/2015

	Period To Date					Year To Date				
	Arr. Levy	Arr. Int	Cur. Levy	Cur. Int	Total	Arr. Levy	Arr. Int	Cur. Levy	Cur. Int	Total
<u>Council Total</u>										
** DEBIT **										
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$554,225.78	\$0.00	\$0.00	\$0.00	\$554,225.78
Credit/Debit Allocation	\$0.00	\$0.00	\$11.62	\$728.15	\$739.77	\$92,724.69	\$0.00	\$50,192.48	\$739.02	\$143,656.19
Fees (i.e. Legal or Dishonour)	\$0.00	\$0.00	\$9,398.96	\$0.00	\$9,398.96	\$0.00	\$0.00	\$16,939.12	\$0.00	\$16,939.12
Interest	\$0.00	\$0.00	\$0.00	\$4,727.26	\$4,727.26	\$0.00	\$0.00	\$3,442.23	\$14,543.47	\$17,985.70
Advalorum Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,711,969.25	\$0.00	\$5,711,969.25
Base Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$441,106.53	\$0.00	\$441,106.53
Service Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,167,658.00	\$0.00	\$2,167,658.00
Supplementary Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.49	\$0.00	\$22,389.00	\$0.00	\$22,638.49
Pensioner Rebate Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$667.05	\$0.00	\$667.05
Pension Rebate Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$174.99	\$0.00	\$174.99
Receipt via other Agencies	\$1,052.55	\$0.00	\$734.44	\$15.01	\$1,802.00	\$1,052.55	\$0.00	\$804.44	\$15.01	\$1,872.00
Receipt via BPay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$455.00	\$0.00	\$4,563.29	\$0.00	\$5,018.29
Refund	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$2,272.00	\$0.00	\$2,472.00
Transfer within Module	\$0.00	\$0.00	\$712.85	\$0.00	\$712.85	\$3,157.79	\$0.00	\$1,363.37	\$0.00	\$4,521.16
<u>Total</u>	\$1,252.55	\$0.00	\$10,857.87	\$5,470.42	\$17,580.84	\$652,065.30	\$0.00	\$8,423,541.75	\$15,297.50	\$9,090,904.55
** CREDIT **										
Credit/Debit Allocation	\$0.00	\$0.00	-\$717.41	-\$22.36	-\$739.77	-\$517.81	\$0.00	-\$143,059.51	-\$78.87	-\$143,656.19
Supplementary Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$589.80	\$0.00	-\$30,199.37	\$0.00	-\$30,789.17
Pensioner Rebate Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$126,284.31	\$0.00	-\$126,284.31
Pension Rebate Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$37,172.80	\$0.00	-\$37,172.80
Receipt via other Agencies	-\$3,775.51	\$0.00	-\$4,292.27	-\$17.18	-\$8,084.96	-\$15,233.57	\$0.00	-\$98,060.31	-\$44.73	-\$113,338.61
Receipt via Australia Post	-\$2,176.29	\$0.00	-\$15,863.10	-\$142.89	-\$18,182.28	-\$26,364.45	\$0.00	-\$552,969.34	-\$234.75	-\$579,568.54
Receipt via BPay	-\$9,793.29	\$0.00	-\$42,904.33	-\$323.99	-\$53,021.61	-\$79,088.30	\$0.00	-\$1,012,693.77	-\$602.06	-\$1,092,384.13
Receipt via Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$150.00	\$0.00	-\$825.00	\$0.00	-\$975.00
Receipt	-\$15,393.19	\$0.00	-\$22,342.44	-\$118.87	-\$37,854.50	-\$78,609.11	\$0.00	-\$1,669,307.86	-\$319.39	-\$1,748,236.36
Receipt via Payroll	\$0.00	\$0.00	-\$1,280.00	\$0.00	-\$1,280.00	-\$436.07	\$0.00	-\$19,148.78	-\$5.15	-\$19,590.00
Transfer external to Module	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$478.50	\$0.00	-\$478.50
Transfer within Module	\$0.00	\$0.00	-\$5.69	-\$707.16	-\$712.85	-\$1,189.13	\$0.00	-\$2,624.87	-\$707.16	-\$4,521.16
Write Off Balance	\$0.00	\$0.00	-\$4.96	-\$29.90	-\$34.86	-\$5.03	\$0.00	-\$8.89	-\$51.49	-\$65.41
<u>Total</u>	-\$31,138.28	\$0.00	-\$87,410.20	-\$1,362.35	-\$119,910.83	-\$202,183.27	\$0.00	-\$3,692,833.31	-\$2,043.60	-\$3,897,060.18
<u>Group Total</u>	-\$29,885.73	\$0.00	-\$76,552.33	\$4,108.07	-\$102,329.99	\$449,882.03	\$0.00	\$4,730,708.44	\$13,253.90	\$5,193,844.37

INVESTMENTS

The following table gives details of Council's Funds invested at 31st October 2015. 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
02-July-2015	Bank of QLD (Term Deposit)	1,000,000.00	201 days	2.95%	19-January-2016
04-June-2015	NAB (Term Deposit)	1,000,000.00	182 Days	2.95%	03-December-2015
01-May-2015	NAB (Term Deposit)	1,000,000.00	185 Days	2.95%	02-November-2015
23-July-2015	NAB (Term Deposit)	1,000,000.00	183 days	2.97%	22-January-2016
19-May-2015	NAB (Term Deposit)	1,500,000.00	181 days	2.95%	16-November-2015
01-August-2015	Westpac (Term Deposit)	1,000,000.00	184 days	3.43%	01-February-2016
14-October-2015	Bank of QLD (Term Deposit)	1,000,000.00	154 days	2.85%	16-March-2016
01-October-2015	NAB (Term Deposit)	1,000,000.00	183 days	3.00%	01-April-2016
23-October-2015	Bankwest (Term Deposit)	2,000,000.00	123 days	2.85%	23-February-2016
08-September-2015	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.95%	08-September-2016
08-September-2015	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.95%	08-September-2016
08-September-2015	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.95%	08-September-2016
15-September-2015	Bankwest (Term Deposit)	1,000,000.00	91 days	2.85%	15-December-2015
15-September-2015	Bankwest (Term Deposit)	1,000,000.00	182 days	2.85%	15-March-2016
25-September-2015	People's Choice (Term Deposit)	500,000.00	180 days	2.95%	23-March-2016
	ANZ Deposit at Call	50,724.37	Cash at Call		
	CBA Deposit at Call	1,530,723.02	Cash at Call		
	TOTAL:	16,781,447.39			

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

9.7 Budget Review – September 2015

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 the Council through effective and prudent financial management

Author: Manager Financial Services

Officer's Recommendation:

That the Officers Report be received and noted and that the Council endorses the Statement acknowledging the financial position is considered satisfactory.

Introduction

The Local Government (General) Regulation 2005 requires the Council to prepare and consider a Budget Review Statement each quarter, which shows:

- Estimates of income and expenditure
- Appropriate revision of those estimates

The Statement must also include a report indicating changes in estimates for income and expenditure. This is done in consultation with the responsible director or manager of the relevant department. The Statement must comply with the Local Government Code of Accounting Practice and be considered by the Council and be considered by the Council no later than 2 months past the conclusion of the quarter.

The attached financial reports comply with the Council's statutory responsibilities and are presented using the organisational structure approved by the Council.

The Quarterly Budget Review Statement has been prepared on an accrual basis as required.

The Statement includes:

- Budget Review Summary including actuals to date, original budget and revised estimates if applicable and remaining balance.
- Summary of significant variations and budget adjustments.
- Reserves Position

Overall Position

In general terms, the Council has achieved 57% of projected revenue (calculated on an accrual basis) to adjusted budget and 49% of projected expenditure to adjusted budget by the end of September 2015.

Capital Expenditure at the end of September is currently at \$1,219,085 representing 17% of the revised budget.

The Budget Result at the end of the quarter currently stands at \$715k surplus.

The balance of Councils cash and investments held is around \$17.69M.

Operational Budget and Variations

The following are the results in the Departmental cost centres together with some commentary. An adjustment summary is attached to the review documentation.

A Point to Note:

For the purposes of making it easier for Directors and Managers to effectively monitor and manage their budgets, Internal costs and Depreciation have been expensed for the year. The effect is that it shows expenditure higher than would normally be the case in the quarterly review.

The advantage is that each Director or Manager will not have to take into account these amounts when determining what is left available in their budgets.

OFFICE OF THE GENERAL MANAGER

The OGM has produced a result at the end of the 1st quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provided for a favourable result.

CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

Corporate, Community and Development Services have produced a result at the end of the 1st quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provided for a favourable result.

ASSETS AND ENGINEERING SERVICES

Assets and Engineering has produced a result at the end of the 1st quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provided for a favourable result.

Conclusion

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

As Council's Responsible Accounting officer, it is my opinion that the Quarterly Budget Review Statement for Bland Shire Council for the quarter ended 30th September 2015 indicates that Council's financial position at 30 September 2015 is considered satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed _____ Date ____/____/____

Responsible Accounting Officer, Bland Shire Council

Adjustment Summary - September 2015 Budget Review

GI Account Number	Description	Requested Adjustments	Comment
<u>Governance</u>	Transfer to Grant Matching Reserve	200,000	<i>There was no expenditure in 2014-15 against the Grant Matching expense item. This amount was supposed to be transferred to Reserve for utilisation in 2015-16, however was missed in the requests to Council.</i>
NET RESULT		200,000	
Total September Budget Adjustments		200,000	

**INCOME EXPENDITURE
AS AT 30 SEPTEMBER 2015**

PRINCIPAL ACTIVITY	BUDGET 2014/15	C/FWD PROJECTS 2013/14	Approved Adjustments	ADJUSTED BUDGET 2014/15	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
EXECUTIVE								
Governance	0	0	0	0	0	0	0	0
Democracy	0	0	0	0	0	0	0	0
Land Development	-85,000	-709,000	0	-794,000	0	-794,000	0	-794,000
Economic Development	-10,000	0	0	-10,000	0	-10,000	-3,779	-6,221
Tourism	-66,000	0	0	-66,000	0	-66,000	-30,000	-36,000
Human Resources	-35,576	0	0	-35,576	0	-35,576	-13,623	-21,953
Executive Total Outcome	-196,576	-709,000	0	-905,576	0	-905,576	-47,402	-858,174
CORPORATE DEVELOPMENT								
General Revenue	-6,209,677	0	0	-6,209,677	0	-6,209,677	-6,152,234	-57,443
Financial Assistance & investments	-4,264,011	0	0	-4,264,011	0	-4,264,011	-2,621,633	-1,642,378
Corporate Support	-209,540	0	0	-209,540	0	-209,540	-213,271	3,731
Corporate Development Total	-10,683,228	0	0	-10,683,228	0	-10,683,228	-8,987,138	-1,696,090
COMMUNITY & DEVELOPMENT SERVICES								
Aged Care	-397,820	0	0	-397,820	0	-397,820	-101,041	-296,779
Library & Children's Services	-1,551,980	0	0	-1,551,980	0	-1,551,980	-635,857	-916,123
Community Services	-61,440	0	0	-61,440	0	-61,440	-29,913	-31,527
Regulatory Services	-8,450	0	0	-8,450	0	-8,450	-3,657	-4,793
Community Relations	0	0	0	0	0	0	0	0
Support	0	0	0	0	0	0	-12,500	12,500
Development Control	-69,250	0	0	-69,250	0	-69,250	-33,058	-36,192
Environmental Planning	-26,150	0	0	-26,150	0	-26,150	-758	-25,392
Health & Environment	-5,000	0	0	-5,000	0	-5,000	0	-5,000
Community & Development Services Total	-2,120,090	0	0	-2,120,090	0	-2,120,090	-816,784	-1,303,306
ASSETS & ENGINEERING								
Works Administration	-1,939,600	0	0	-1,939,600	-78,000	-2,017,600	-275,406	-1,742,194
Plant Running	-3,271,687	0	0	-3,271,687	0	-3,271,687	-1,049,452	-2,222,235
Roads, Works & Transport	-4,072,531	0	0	-4,072,531	0	-4,072,531	-2,373,899	-1,698,632
Public Services	-377,710	0	0	-377,710	0	-377,710	-68,394	-309,316
Pools	0	0	0	0	0	0	0	0
Council Property Maintenance	-313,247	0	0	-313,247	0	-313,247	-47,321	-265,926
Waste management	-1,110,709	-33,000	0	-1,143,709	0	-1,143,709	-944,788	-198,921
Sewerage Disposal Services	-1,365,529	-90,188	0	-1,455,717	0	-1,455,717	-1,309,652	-146,065
Assets & Engineering Total	-12,451,013	-123,188	0	-12,574,201	-78,000	-12,652,201	-6,068,911	-6,583,290
GENERAL FUND TOTAL	-25,450,907	-832,188	0	-26,283,095	-78,000	-26,361,095	-15,920,235	-10,440,860

PRINCIPAL ACTIVITY	BUDGET 2014/15	C/FWD PROJECTS 2013/14	Approved Adjustments	ADJUSTED BUDGET 2014/15	Requested Adjustments	Projected Year End Result	2nd Quarter Actuals	Balance Remaining
EXECUTIVE								
Governance	416,327	0	0	416,327	200,000	616,327	157,628	458,699
Democracy	171,606	0	0	171,606	0	171,606	53,129	118,477
Land Development	85,000	400,000	0	485,000	0	485,000	2,500	482,500
Economic Development	115,858	0	0	115,858	0	115,858	42,729	73,129
Tourism	223,012	0	0	223,012	0	223,012	47,226	175,786
Human Resources	582,816	0	0	582,816	0	582,816	162,397	420,419
Executive Total Outcome	1,594,619	400,000	0	1,994,619	200,000	2,194,619	465,609	1,729,010
CORPORATE DEVELOPMENT								
General Revenue	962,800	0	0	962,800	0	962,800	957,910	4,890
Financial Assistance & investments	161,865	0	0	161,865	0	161,865	55,873	105,992
Corporate Support	1,844,489	43,146	0	1,887,635	0	1,887,635	486,651	1,400,984
Corporate Development Total	2,969,154	43,146	0	3,012,300	0	3,012,300	1,500,433	1,511,867
COMMUNITY & DEVELOPMENT SERVICES								
Aged Care	376,699	0	0	376,699	0	376,699	124,511	252,188
Library & Children's Services	1,781,817	0	0	1,781,817	0	1,781,817	621,699	1,160,118
Community Services	296,438	0	0	296,438	0	296,438	104,247	192,191
Regulatory Services	133,379	0	0	133,379	0	133,379	39,029	94,350
Community Relations	200,604	0	0	200,604	0	200,604	43,117	157,487
Support	553,227	0	0	553,227	0	553,227	148,670	404,557
Development Control	750	0	0	750	0	750	513	237
Environmental Planning	108,751	35,000	0	143,751	0	143,751	19,482	124,269
Health & Environment	1,041	0	0	1,041	0	1,041	41	1,000
Community & Development Services Total	3,452,706	35,000	0	3,487,706	0	3,487,706	1,101,309	2,386,397
ASSETS & ENGINEERING								
Works Administration	3,477,170	0	0	3,477,170	78,000	3,555,170	1,510,910	2,044,261
Plant Running	3,363,769	0	0	3,363,769	0	3,363,769	1,752,713	1,611,056
Roads, Works & Transport	7,224,986	42,382	0	7,267,368	0	7,267,368	3,893,277	3,374,091
Public Services	2,730,438	0	0	2,730,438	0	2,730,438	1,090,754	1,639,684
Pools	348,789	0	0	348,789	0	348,789	150,439	198,350
Council Property Maintenance	527,484	0	0	527,484	0	527,484	254,010	273,474
Waste management	1,060,709	0	0	1,060,709	0	1,060,709	908,587	152,122
Sewerage Disposal Services	1,264,816	0	0	1,264,816	0	1,264,816	1,287,821	-23,005
Assets & Engineering Total	19,998,161	42,382	0	20,040,543	78,000	20,118,543	10,848,510	9,270,033
GENERAL FUND TOTAL	28,014,640	520,528	0	28,535,168	278,000	28,813,168	13,915,860	14,897,307

Bland Shire Council
September 2015 Budget Review
Capital Budget

PRINCIPAL ACTIVITY	BUDGET 2014/15	C/FWD PROJECTS 2013/14	Approved Adjustments	ADJUSTED BUDGET 2014/15	Requested Adjustments	Projected Year End Result	2nd Quarter Actuals	Balance Remaining
Capital Funding								
EXECUTIVE								
Governance								
Internal Restrictions	0	-309,000	0	-309,000		-309,000	0	-309,000
Rates & Other Untied Funding	-150,000		0	-150,000	0	-150,000	0	-150,000
Executive Total Capital Funding	-150,000	-309,000	0	-459,000	0	-459,000	0	-459,000
CORPORATE DEVELOPMENT								
Corporate Support								
Internal Restrictions	0	0	0	0	0	0	-108,752	108,752
Rates & Other Untied Funding	0		0	0	0	0	-108,752	108,752
Corporate Support Total Capital Funding	0	0	0	0	0	0	-108,752	108,752
COMMUNITY & AGED CARE								
Aged Care								
External Restrictions	0	0	0	0	0	0	0	0
Rates & Other Untied Funding	0		0	0	0	0	0	0
Library & Children's Services								
External Restrictions	-17,000	0	0	-17,000	0	-17,000	-371	-16,629
Rates & Other Untied Funding	0		0	0	0	0	0	0
Community & Aged Care Total Capital Funding	-17,000	0	0	-17,000	0	-17,000	-371	-16,629
DEVELOPMENT SERVICES								
Environmental Planning								
Internal Restrictions	-10,000	0	0	-10,000	0	-10,000	0	-10,000
Rates & Other Untied Funding	-10,000		0	-10,000	0	-10,000	0	-10,000
Development Services Total Capital Funding	-10,000	0	0	-10,000	0	-10,000	0	-10,000
WORKS & SERVICES								
Works Administration								
Rates & Other Untied Funding	0	0	0	0	0	0	0	0
Plant Running								
Income from Sale of Assets	-1,407,537	0	0	-1,407,537	0	-1,407,537	-273,506	-1,134,031
Rates & Other Untied Funding	-320,463		0	-320,463	0	-320,463	-273,506	-46,957
Roads, Works & Transport								
Rates & Other Untied Funding	-1,087,074	0	0	-1,087,074	0	-1,087,074	0	-1,087,074
Roads, Works & Transport	-2,979,216	-740,000	960,119	-2,759,097	0	-2,759,097	-800,044	-1,959,053
Capital Grants & Contributions	-2,904,216		960,119	-1,944,097		-1,944,097	-212,408	-1,731,689
Rates & Other Untied Funding	-75,000	-740,000		-815,000		-815,000	-587,636	-227,364
Public Services	-11,500	-2,286,468	0	-2,297,968	0	-2,297,968	-341	-2,297,627
Rates & Other Untied Funding	-10,000	-322,061		-332,061		-332,061	-341	-331,720
Capital Grants & Contributions	0	0		0	0	0	0	0
Internal Restrictions	-1,500	-1,964,407		-1,965,907		-1,965,907	0	-1,965,907
Council Property Maintenance	0	-131,000	0	-131,000	0	-131,000	0	-131,000
Rates & Other Untied Funding	0	-131,000		-131,000		-131,000		-131,000
Waste management								
Rates & Other Untied Funding	-50,000	-33,000	0	-83,000	0	-83,000	-36,200	-46,800
Sewerage Disposal Services								
Rates & Other Untied Funding	-100,713	-90,188	0	-190,901	0	-190,901	-21,831	-169,070
Works & Services Total Capital Funding	-4,548,966	-3,280,656	960,119	-6,869,503	0	-6,869,503	-1,131,922	-5,737,581
Total Capital Funding	-4,725,966	-3,589,656	960,119	-7,355,503	0	-7,355,503	-1,241,045	-6,114,458

Bland Shire Council
September 2015 Budget Review
Capital Budget

PRINCIPAL ACTIVITY	BUDGET 2014/15	C/FWD PROJECTS 2013/14	Approved Adjustments	ADJUSTED BUDGET 2014/15	Requested Adjustments	Projected Year End Result	2nd Quarter Actuals	Balance Remaining
Capital Expenditure								
EXECUTIVE								
Governance								
Land Development Costs	0	309,000	0	309,000	0	309,000	0	309,000
Visitor Information Centre Technology	150,000	0	0	150,000	0	150,000	0	150,000
Executive Total Capital Expenditure	150,000	309,000	0	459,000	0	459,000	0	459,000
CORPORATE DEVELOPMENT								
Corporate Support								
Corporate Support	0	0	0	0	0	0	108,752	-108,752
Council Software Package	0	0	0	0	0	0	108,752	-108,752
Corporate Development Total Capital Expenditure	0	0	0	0	0	0	108,752	-108,752
COMMUNITY & AGED CARE								
Aged Care								
Aged Care	0	0	0	0	0	0	0	0
Library & Children's Services								
Library & Children's Services	17,000	0	0	17,000	0	17,000	371	16,629
Library Books	12,000	0	0	12,000	0	12,000	353	11,647
AV Materials	5,000	0	0	5,000	0	5,000	19	4,981
Community & Aged Care Total Capital Expenditure	17,000	0	0	17,000	0	17,000	371	16,629
DEVELOPMENT SERVICES								
Environmental Planning								
Environmental Planning	10,000	0	0	10,000	0	10,000	0	10,000
Heritage Panels MS	10,000	0	0	10,000	0	10,000	0	10,000
Development Services Total Capital Expenditure	10,000	0	0	10,000	0	10,000	0	10,000
WORKS & SERVICES								
Plant Running								
Plant Running	1,407,537	0	0	1,407,537	0	1,407,537	252,853	1,154,684
Plant & Equipment Purchases - Cap	1,374,537	0	0	1,374,537	0	1,374,537	252,853	1,121,684
Plant Minor - Cap	33,000	0	0	33,000	0	33,000	0	33,000
Roads, Works & Transport								
Roads, Works & Transport	2,979,216	740,000	-960,119	2,759,097	0	2,759,097	800,044	1,959,053
MR398 West Wide Construction	300,000	0	0	300,000	0	300,000	0	300,000
R2R Capital Program	2,604,216	0	-960,119	1,644,097	0	1,644,097	212,408	1,431,689
Urban Reseals (FAG)	0	500,000	0	500,000	0	500,000	570,288	-70,288
Reseals - Rural Roads (FAG)	0	200,000	0	200,000	0	200,000	0	200,000
Gravel Resheeting (FAG)	0	0	0	0	0	0	17,348	-17,348
Main St - Concrete strips to replace asphalt at nibs (Renewal)	22,000	0	0	22,000	0	22,000	0	22,000
Main Street Illumination	0	40,000	0	40,000	0	40,000	0	40,000
Main Street Works	50,000	0	0	50,000	0	50,000	0	50,000
Extra Seats - Main ST	3,000	0	0	3,000	0	3,000	0	3,000
Public Services	11,500	2,286,468	0	2,297,968	0	2,297,968	341	2,297,627
Public Conveniences								
Public Conveniences	1,500	0	0	1,500	0	1,500	0	1,500
Cemeteries								
Cemeteries	0	30,000	0	30,000	0	30,000	255	29,745
Repair Old Unattended Grave Sites	0	11,999	0	11,999	0	11,999	0	11,999
Parks & Gardens								
Parks & Gardens	0	74,091	0	74,091	0	74,091	86	74,005
Service Person Park (Reg Rattey) AC	0	0	0	0	0	0	0	0
Weethalle Shed Concrete Floor	0	13,999	0	13,999	0	13,999	0	13,999
Dump Point - Coinda Park	10,000	0	0	10,000	0	10,000	0	10,000
Sporting Ovals								
Sporting Ovals	0	149,972	0	149,972	0	149,972	0	149,972
Perseverance St Rec Ground Development	0	42,000	0	42,000	0	42,000	0	42,000
Investigate New Indoor rec Facility	0	1,964,407	0	1,964,407	0	1,964,407	0	1,964,407
Council Property Maintenance								
Council Property Maintenance	0	50,000	0	50,000	0	50,000	0	50,000
Refurbish Toppo Hall	0	81,000	0	81,000	0	81,000	0	81,000
Wheel Chair Access Compliance	50,000	33,000	0	83,000	0	83,000	36,200	46,800
Waste management								
Waste management	0	33,000	0	33,000	0	33,000	36,200	-3,200
Screen for West Wyalong Landfill	50,000	0	0	50,000	0	50,000	0	50,000
WHS replacement of electrical box & assoc	100,713	90,188	0	190,901	0	190,901	21,831	169,070
Sewerage Disposal Services								
Sewerage Disposal Services	0	9,922	0	9,922	0	9,922	0	9,922
Aeration Channel West Wyalong	0	30,000	0	30,000	0	30,000	0	30,000
Increase Capacity of Airport Dam - Reticulation	0	17,290	0	17,290	0	17,290	17,004	286
Barmedman Infrastructure	100,713	0	0	100,713	0	100,713	0	100,713
Saleyard Reticulation Works	0	32,976	0	32,976	0	32,976	4,827	28,149
Flood Proof Ungarie Pum								
Works & Services Total Capital Expenditure	4,548,966	3,280,656	-960,119	6,869,503	0	6,869,503	1,111,269	5,758,234
Total Capital Expenditure	4,725,966	3,589,656	-960,119	7,355,503	0	7,355,503	1,220,393	6,135,110

Bland Shire Council
September 2015 Budget Review
Cash Investment Statement

	BUDGET 2015/16	Movements	ADJUSTED BUDGET 2014/15	Requested Adjustments	Projected Year End Result	1st Quarter Actuals
Externally Restricted						
Multi Service Outlet	238,600	-41,258	197,342		197,342	197,342
Community Care - Capital Grant	56,056	-10,670	45,386		45,386	45,386
Bland Shire Day Care	74,737	18,939	93,676		93,676	93,676
HACC Dementia Day Care	47,029		47,029		47,029	47,029
Healthy Grants Program	10,868		10,868		10,868	10,868
MRU Additional Operating Grant	271,435	2,707	274,142		274,142	274,142
Family Day Care	32,335	-6,391	25,944		25,944	25,944
Preschool Reserve	102,270	-43,767	58,503		58,503	58,503
CSU Reserve	22,330		22,330		22,330	22,330
Community Heritage Grant	3,675		3,675		3,675	3,675
Transition Fund Reserve	40,000		40,000		40,000	40,000
Library Revitalising Grant	14,051		14,051		14,051	14,051
Access Grant	2,727		2,727		2,727	2,727
Regional Rds Reserve	53,894		53,894		53,894	53,894
State & National Roads Reserve	128,328		128,328		128,328	128,328
Roads to Recovery Reserve	66,886	-66,886	0		0	0
RLCIP Funding Community Rose Garden	3,364		3,364		3,364	3,364
RLCIP West Wyalong Tennis Court Resurface	8,545		8,545		8,545	8,545
DECC Funding	16,150		16,150		16,150	16,150
Trust Deposits	11,413		11,413		11,413	11,413
Sec 94 Contributions - Open Space	995		995		995	995
Sec 94 Contributions - General Development	80,847		80,847		80,847	80,847
Sec 94 Contributions - Stormwater	636		636		636	636
Sec 94 Contributions - Bushfire	802		802		802	802
Sec 94 Contributions - Car Parking	6,720		6,720		6,720	6,720
Sec 94 Contributions - Studies	755		755		755	755
Sec 94 Contributions - Roads	2,817		2,817		2,817	2,817
Sec 64 Contributions (Sewer)	20,245		20,245		20,245	20,245
Reticulation Reserve	5,000	10,000	15,000		15,000	15,000
Sewer Fund - Externally Restricted Reserve	229,720	805,137	1,034,857		1,034,857	1,034,857
			0		0	0
Total Externally Restricted	1,553,230	667,811	2,221,041	0	2,221,041	2,221,041
Internally Restricted						
Employees Leave Entitlements	826,144		826,144		826,144	826,144
Plant Purchases	502,300	167,000	669,300		669,300	669,300
Cemetery Reserve	53,853		53,853		53,853	53,853
Business Development Assistance	10,780		10,780		10,780	10,780
Tourism	24,335		24,335		24,335	24,335
Economic Development Reserve	236,479	359,189	595,668		595,668	595,668
Grant Match Reserve	0		0	200,000	200,000	0
Office Equipment Reserve	0		0		0	0
Insurance Provision	25,607		25,607		25,607	25,607
Future Land Purchases	3,636		3,636		3,636	3,636
Internal Audit Committee Reserve	12,000		12,000		12,000	12,000
S355 Committee Reserve	5,000		5,000		5,000	5,000
Waste Depot Reserve	155,147	464,439	619,586		619,586	619,586
Bland Community Child Care	4,975		4,975		4,975	4,975
Gravel Pit Restoration	322,792		322,792		322,792	322,792
Community Facilities	3,540,667	355,410	3,896,077		3,896,077	3,896,077
Loan Repayment Reserve	339,203	105,992	445,195		445,195	445,195
Council Works	2,978		2,978		2,978	2,978
Planning Exhibition Space	100,000		100,000		100,000	100,000
Election Reserve	26,000	13,000	39,000		39,000	39,000
Public Conveniences	95,049		95,049		95,049	95,049
Corporate Legal Expenses	62,040		62,040		62,040	62,040
Library Reserve	15,000		15,000		15,000	15,000
West Wyalong Community Care Centre	32,956		32,956		32,956	32,956
Employee Assist & Attraction Reserve	4,173	20,000	24,173		24,173	24,173
Recruitment & Selection Reserve	2,248	19,047	21,295		21,295	21,295
Infrastructure Renewal Reserve	400,000		400,000		400,000	400,000
Holland Park Pool Reserve	20,000		20,000		20,000	20,000
Ungarie Pool Reserve	11,000		11,000		11,000	11,000
Land Development Reserve	709,000		709,000		709,000	709,000
Verandah/ Façade Restoration Reserve	40,000		40,000		40,000	40,000
Ungarie Health Service	22,560		22,560		22,560	22,560
Total Internally Restricted	7,605,922	1,504,077	9,109,999	200,000	9,309,999	9,109,999
Total Restricted	9,159,152	2,171,888	11,331,040	200,000	11,531,040	11,331,040
Total Cash & Investments	14,283,258					17,688,774
Available Cash	5,124,106					6,357,735

Consultancy & Legal Expenses > \$50,000 @ 30 September 2015

Expenses	Expenditure YTD	Budgeted (Y/N)
Nil in September 2015 Quarter		

Contracts > \$50,000

Contractor	Contract Detail & Purpose	Contract Value	Commencement Date	Duration of Contract	Budgeted (Y/N)
Nil in September 2015 Quarter					

**Key Performance Indicators
30 September 2015**

Rates & Annual Charges Coverage Ratio

	Rates	Waste	Sewer	Total	Ratio
Rates & Annual Charges	- 6,152,234	- 944,788	- 1,309,652	- 8,406,674	29.62%
Revenue from Continuing Operations				- 28,378,586	
% Revenue achieved					
Actual Revenue Achieved				- 16,260,627	57.30%
Budget Revenue from Continuing Operations				- 28,378,586	
% Actual Expenditure					
Actual Expense YTD				14,326,144	43.76%
Budget Expenditure from Continuing Operations				32,740,606	

9.8 Strengthening Communities – Mirrool Silo Challenge Committee

Our places

Where our sense of community shines

Vision: Providing great community facilities for everyone to enjoy

DP7.4 Assist community groups to provide activities to the wider community

Author: Community Relations Officer

Officer's Recommendation:

That Council approve a Strengthening Communities Grant of up to \$7500 to the Mirrool Silo Challenge Committee to cover half the cost of the purchase of a Toro lawn mower and extended warranty.

Introduction

The Mirrool Silo Challenge Committee has applied to Council for a Strengthening Communities grant to purchase a new lawn mower to use when maintaining public spaces in and around the village of Mirrool.

Volunteers from the committee, which is a section 355 committee of Council, mow the grassed areas in the village weekly during the summer months and periodically during the cooler months.

The work is carried out by two volunteer residents, Jason Bryce and Eric Robinson, who advise that the current ride on mower is well past its used by date and in urgent need of replacement.

The committee has sourced quotes for the purchase of a new mower and is seeking grant funding from Council towards the purchase of a Toro mower with an extended six year warranty for \$15,000.

In its original grant application, the Silo Challenge Committee applied for the full amount of \$15,000 funding from Council on the basis that the voluntary work of the committee to mow the grass areas in and around Mirrool saves Council the expense of having to deploy its own staff and equipment to Mirrool to carry out the same work.

However, in a subsequent telephone conversation with the Community Relations Officer, president of the Mirrool Silo Challenge Committee, Jason Bryce (who is also the applicant), indicated the committee would be happy with a 50 per cent contribution.

A 50 per cent contribution of \$7500 would be consistent with recent Strengthening Communities grants awarded by Council, including a resolution in 2014 to contribute half the cost (\$6665) of maintenance and repair works which were carried out at the Weethalle Showground.

As a section 355 Committee of Council, the Mirrool Silo Challenge Committee also receives an annual contribution from Council for the ongoing maintenance of Mirrool.

Conclusion

The Mirrool Silo Challenge Committee continue to do a marvellous job for the community of Mirrool and the request for financial assistance for the purchase of new mower (with an extended warranty) to assist with village maintenance is compliant with Council's Grants and Donations Policy and the Strengthening Communities guidelines.

Council will need to determine what level of financial support, if any, to provide towards the \$15,000 purchase price.

Financial Implications

Council currently has \$31,021 available in its Strengthening Communities budget.

9.9 Access Incentive Grant – West Wyalong Medical Centre

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP3.5 Implement and review recommendations contained in the community plan

Author: Community Development Officer

Officer's Recommendation:

That Council approve an Access Incentive Grant application from the West Wyalong Medical Centre for \$5000 towards the purchase and installation of automatic doors.

Introduction

The West Wyalong Medical Centre has applied to Council for an Access Incentive Grant to assist with the cost of installing automatic doors.

The Medical Centre is frequently accessed by people of all ages, including the elderly, people using mobility aids and parents with prams. The proposal will facilitate improved access to the premises for all members of the community.

The Medical Centre has received a quote of \$10,300.00 for the supply and installation of the door.

The Medical Centre is seeking a grant from Council for \$5000 and has committed to fund the remaining balance of the work from its own reserves.

It is expected that the job will be complete by early December 2015.

Conclusion

The aim of the Access Incentive Scheme is to:

- Provide financial assistance to improve access to and within buildings
- Encourage the development of partnerships between local businesses, community organisations/services, local governments and the general public
- To encourage a greater awareness of access issues in the community

The application meets all requirements within the Access Incentive Grant Policy aim, objectives and guidelines.

The application is comparable in value and scope to a \$4000 grant allocated to Cuts and Curls at Council's February meeting through the Strengthening Communities program. It is recommended that Council also consider a grant for \$5000 in this case.

Financial Implications

There is currently \$14,465 remaining in Councils Access Incentive Scheme Grant budget

SECTION 4 – ASSET & ENGINEERING SERVICES

9.10 Alcohol and Other Drug Policy

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

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

12.4 Manage Council's facilities to meet health and safety expectations.

Author

Director Assets and Engineering Services

Officer's Recommendation:

That Bland Shire Council adopt the "Alcohol and Other Drugs" policy.

Background

The current policy for Alcohol and Other drugs has been reformatted so that all WHS and Risk Policies and Procedures are in the same format, with some minor amendments included to meet changing legislation. The new Alcohol and Other Drugs Policy is attached.

Conclusion

The policy be adopted.

Financial Implications

None.

POLICY STATEMENT

Alcohol and Other Drugs

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

Policy Objective:

The Bland Shire Council, as a Person Conducting a Business or Undertaking (PCBU), has a target of achieving the highest attainable level of Work Health and Safety (WHS) for all workers and visitors. The Council is committed to addressing risk to health and safety in the workplace associated with inappropriate use of alcohol and other drugs.

Policy Statement:

According to s19, Work Health and Safety Act 2011, the Council has duty to ensure the health, safety and welfare of their workers and other people in the workplace.

Consuming alcohol at high levels and presenting at work in unfit manner presents a risk of harm in a number of ways. It can affect safety and productivity at workplace. The Council aims to reduce the alcohol and other drugs impairment in the workplace and to eliminate the risks associated with alcohol and other drugs; there by providing safer working environment to workers and members of public.

Definitions:

Employer - has the same meaning as a person conducting a business or undertaking under s5 of the Work Health and Safety Act 2011.

Worker - has the same meaning as Worker under s7 of the Work Health and Safety Act 2011, being :

- an employee, or
- a contractor or subcontractor, or
- an employee of a contractor or subcontractor, or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- an outworker, or
- an apprentice or trainee, or
- a student gaining work experience, or
- a volunteer, or
- a person of a prescribed class.

Workplace - means a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Place includes:

- vehicle, vessel, aircraft or other mobile structure, and
- any waters and any installation on land, on the bed of any waters or floating on any waters, in accordance with s8 of the Work Health and Safety Act 2011.

Responsibilities:

General Manager

The General Manager, in relation to this policy, is responsible for providing safe and healthy workplace that is free of alcohol and other drugs impairment for all council workers and other persons visiting the council premises.

Department Directors

Department Directors are responsible for:

- making sure that policies and procedures relating alcohol and other drugs use have been created and updated as and when required
- promoting a supportive culture that encourages cooperation between management and staff to provide workplace safety and health
- assessing the requirements for alcohol and drug testing program
- organising alcohol and other drugs testing with the help of WHS staff

Managers and Team Leaders

Managers and team leader are responsible for

- communicating the alcohol and other drugs related policies and procedures to their staff
- highlighting the importance of alcohol and other drugs free workplace
- discussing, in confidence, any issues a staff might have in relation to use of alcohol and other drugs
- organising use Employee Assistance Program for workers who require the support of such services for issues relating to alcohol and drug use
- promoting a supportive culture that encourages a cooperative culture between management and staff to provide workplace safety and health
- maintaining strict confidentiality about issues that arise with workers in the workplace.

Workers

Under s28 of the Work Health and Safety Act 2011, a worker must, while at work:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction by the employer
- cooperate with any reasonable policies and procedures of the employer.

Other Persons

Under s29 of the Work Health and Safety Act 2011, a person at a workplace must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the employer to allow the employer to comply with the Work Health and Safety Act 2011.

WHS Staff

WHS Staff is responsible for;

- creating and updating, whenever required, policies and procedures related to alcohol and other drugs in consultation with senior management and staff
- providing education and awareness information in use of alcohol and other drugs to all new workers on commencement with the Council and providing updated information/refresher as and when required
- supporting senior management and managers in fulfilling their responsibilities in relation to alcohol and other drugs at the workplace
- organising alcohol and other drugs testing as required by the WHS legislation
- organising use of Employee Assistance Program for workers who require support in alcohol and other drug use in consultation with the manger/team leader

The Council's approach in relation to alcohol and drug use in the workplace:

The Council's main focus is:

- to take constructive approach towards alcohol and drug related issues and hazards
- on education and correction of inappropriate behaviour in relation to alcohol and other drugs consumption
- to create supportive workplace culture that acknowledges and encourages workers to accept individual responsibility for workplace health and safety
- on fostering an attitude and culture amongst all workers that it is not acceptable to come to work under influence of alcohol and/or other drug that will prevent them from performing their duties in a safe manner
- to acknowledge that participating in nominating of workers who may be regarded as a risk to other workers is appropriate, encouraged by legislative obligations in the WHS Act 2011 and is supported by the Council and the union
- to support workers who may have difficulty in addressing alcohol and/or other drug related issues
- on providing rehabilitation program for workers who may have difficulty in addressing alcohol and/or other drug related issues
- to ensure disciplinary processes, where required, are consistently managed in accordance with Local Government State Award 2014.

References:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Guide to Developing a workplace Alcohol and Other Drugs Policy – WorkCover Authority of NSW
- Drug Related Drug and Alcohol Issue – A Fit for Work Issue (March 2007) published by The Department of Employment and Workplace Relations through the Australian Safety and Compensation Council (ASCC)

Authorisation:

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

9.11 Sewer Management Plan

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

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

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

Author

Director Assets and Engineering Services

Officer's Recommendation:

That Bland Shire Council adopt the "Sewer Management (Business) Plan".

Background

There is a requirement for Council to have Management Plans in place for all of its functions. This is especially important for the Sewerage area due to the number of NSW Government restrictions applying to sewer operations. This Sewer Management Plan has been prepared in accordance with the "NSW Water and Sewerage Strategic Business Planning Guidelines" and the NSW Government's "Best Practise Management of Water Supply and Sewerage – Guidelines".

The full draft of the Sewer Management Plan was submitted at the workshop to allow for consideration of the full document.

Conclusion

The management plan be adopted

Financial Implications

None.

BLAND SHIRE
SEWER BUSINESS UNIT

SEWER
MANAGEMENT (BUSINESS)
PLAN

(September 2015)

(Revision September 2022)

(NB Revision of the included "Pollution Response Management Plan" is 28 May, 2018)

1. INTRODUCTION

The NSW State Government has delegated to Local Government the responsibility for provision of sewerage within Bland Shire. The statutory framework for provision of these services by Council is provided by the Local Government Act 1993. Besides the Local Government Act 1993, there are a number of other Acts that affect the running of a sewer system and the main ones are listed in Addendum 1.

Bland Shire Council has created a "Sewer Business Unit" to provide a high quality and reliable service at the most reasonable cost /benefit ratio of cost of supply to return, in order to operate a standalone business that will operate now and into the future on a zero based budget principle i.e. not at a loss.

The Sewer Business Unit's principle objectives are:

- To comply with license requirements regarding the system operations including discharge quality;
- To comply with all State and Federal Government requirements;
- In West Wyalong/Wyalong to supply council's wetlands and in Ungarie to supply council's showground, with all effluent discharge at a set cost of disposal as per the agreement between the Sewerage Business Unit and Council;
- To provide a quality service to the community within the parameter of a reasonable cost/ benefit ratio;
- To respond to blockages in the shortest possible time.

From this the Mission Statement for the Sewer Business Unit is:

"To provide a cost effective sewerage service to West Wyalong/Wyalong, Ungarie and Barmedman and to discharge the effluent to council's West Wyalong wetlands and Ungarie showgrounds, at a set cost of disposal, and which satisfies all statutory requirements. The service will be environmentally sensitive and will protect public health."

LOCATIONS

Bland Shire has three sewer treatment plants located at West Wyalong/Wyalong, Ungarie, and Barmedman.

West Wyalong

The sewer treatment plant is located at Lot 2 off Neeld Street (Newell Highway) half way between West Wyalong and Wyalong. Location and survey plans are located in Appendix 1. It is accessed by a right of way over council's wetlands.

Ungarie

The sewer treatment plant is located at Lot 2 off the road to the showground which is off Crown Camp Road. Location and survey plans are located in Appendix 1.

Barmedman

The sewer treatment plant is located at Lot 1 on Camp Street. Location and survey plans are located in Appendix 1.

FACILITIES

Wyalong/West Wyalong

The sewer treatment plant consists of two 2000 EP Pasveer channels, pumping station, screens, and administration building. The effluent is discharged under agreement to council's wetlands. A telemetry system back to council chambers also exists.

Ungarie

The sewer treatment works consist of one 600EP Pasveer channel and drying beds. The effluent is discharged under agreement to council's dam for use on the Ungarie showgrounds.

Barmedman

The sewer treatment works consist of 2 Oxidation Ponds, 1 Maturation Pond and 1 Evaporation Basin.

Pump Stations and Pipework outside Sewer Treatment Plants

There exists at:

West Wyalong/ Wyalong a system consisting of 8 pumps, 48,000 metres of sewerage gravity pipe lines, and 2,296 metres of rising mains. The layout map for these facilities is located in Appendix 2.

Ungarie has a system consisting of 1 pump, 4457 metres of sewerage gravity pipe lines, and 607metres of rising main. The layout map for these facilities is located in Appendix 3.

Barmedman has a system consisting of pump, 3845 metres of sewerage gravity pipe lines, and 582 metres of rising main. The layout map for these facilities is located in Appendix 4.

SERVICE

West Wyalong/Wyalong

The sewerage system services approximately 1,785 dwellings.

The current two Pasveer channels are at a 75% capacity. In other words if one channel broke down the other would handle 50% of the current load. The current future forecast for population growth is that the population numbers will remain static. Therefore the current system is considered suitable for future loads and no augmentation is planned.

Ungarie

The sewerage system service approximately 137 dwellings.

The current Pasveer channel is at 75% capacity. The current future forecast for population growth is that the population numbers will either remain static or have a slight decrease. Therefore the current system is considered suitable for future loads and no augmentation is planned.

Barmedman

The sewerage system service approximately 117 dwellings.

The current system is considered satisfactory for the current load. The current future forecast for population growth is that the population numbers will either remain static or have a slight decrease. Therefore the system is considered suitable for future loads.

Staffing

There exists one permanent Supervisor and one trainee/apprentice (depending on circumstance this position is not always filled) who are housed at the West Wyalong/ Wyalong Sewerage Treatment Works. Two other council workers are made available to the Sewer Business Unit (at a rate set in the agreement between the Sewer Business Unit and Council) to aid the Supervisor in the case of incidents such as blocked sewer pipes and for stand in relief during annual leave and rostered days off. All workers who work at, or are available to the Sewer Business Unit, are to be trained in all aspects of the sewer operations. The aim being that that if the Sewer supervisor were to leave then there would be at least one person within council that would be qualified to be able to take over their position. The staff are required to maintain the sewerage system to the standard levels of service set by the Sewer Business Unit. These are shown in Addendum 2.

It is not envisaged, in the foreseeable future, to change the service delivery being provided by the Sewer Business Unit through its personnel.

Maintenance

The Sewer Business Unit mainly performs condition based and breakdown maintenance. The maintenance regime is enclosed at Addendum 3.

REPORTING

Council participates in the annual water utilities benchmarking program carried out by the relevant NSW Department (see addendum 4). The information supplied is a combination of facts on the wastewater network, the population served, and the volumes treated. In addition, the indicators also provide performance measures which could be used to drive the operation and maintenance, renewals, augmentation and new works.

The performance monitoring report by the current NSW department on sewer matters enables comparison of trends in performance between all wastewater utilities in their performance and demonstrates public accountability.

Benchmarking indicators relative to levels of customer service, environmental performance and system realisably are also monitored.

BEST PRACTISE

The Sewer Business Unit endeavours to apply all its applications under the framework of the NSW Governments “Best-Practice Management of Water Supply and Sewerage – Guidelines”. The Unit is achieving highly in regards to the Guidelines but every effort is being made to perform better within its budget. For a more detailed outline see Addendum 5. The Sewer Business Unit also endeavours to adhere to the NSW Water and Sewerage Strategic Business Planning Guidelines.

ASSET RECORD

The Sewer Business Unit keeps a schedule of all its assets for future planning, asset costs and depreciation purposes. The non-pipe assets are condition rated on an annual basis and the pipe work assets are condition rated on the basis of monies available with an aim of completing the whole system every 10 years. Funding is based on a cost recovery basis from the users as allowed by the NSW State Government.

This schedule is shown in Appendix 5.

INCIDENT PLANNING

West Wyalong/ Wyalong sewerage treatment plant

If for some reason the plants workings are compromised the Incident Response plan takes effect (see Appendix 6). In general, the worst scenario is that raw sewage is discharged to Council’s wetlands. The discharge will occur according to the agreement between the Sewerage Business Unit and Council, where the Sewerage Business Unit pays the Council’s wetlands a rate to handle the raw sewage overflow.

Ungarie sewerage treatment plant

If for some reason the plants workings are compromised the Incident Response plan takes effect (see Appendix 6). In general, the worst scenario is that raw sewage is discharged to the Humbug creek via overland flow over council's Ungarie Landfill area.

Ungarie sewerage treatment plant

If for some reason the plants workings are compromised the Incident Response plan takes effect (see Appendix 6). In general, the worst scenario is that raw sewage is discharged over the adjoining farm holdings.

Pump Stations and Pipework outside sewer treatment plants

If for some reason the workings are compromised the Incident Response plan takes effect (see Appendix 6). In general, the blockage/breach/overflow is to be responded to as soon as possible within the staffing constraint at the time.

FUTURE PLANNING

Council has a whole of life plan consisting of repeating 10 year financial plans (See Appendix 7).

The main anticipated works expected are:

West Wyalong – Re-lining each Pasveer channel every 20 years.

Ungarie – To investigate and implement actions to flood proof, as much as possible, the sewerage pumping system and pipelines.

- Re-line the Pasveer channel every 20 years.

Pipelines – Reline/reconstruct as identified within Council asset planning and as funds permit.

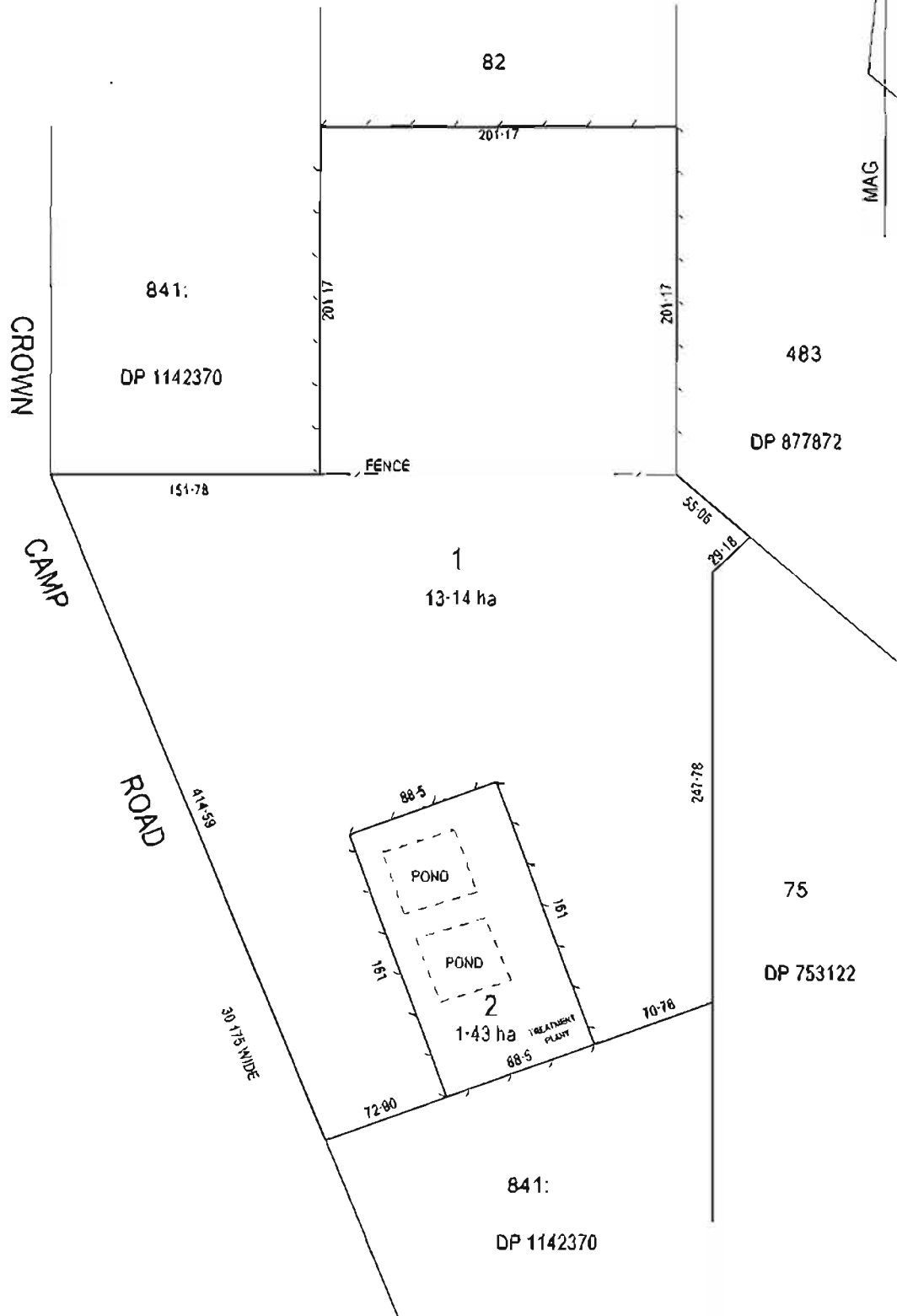
Overall – Work on a joint program with REROC councils and Goldfields Water to produce a regional Integrated Water Cycle Management Strategy.

APPENDIX 1

**West Wyalong/Wyalong, Ungarie and Barmedman Location and
Survey Plans**

PLAN FOR COUNCIL APPROVAL SHOWING SUBDIVISION OF LOTS 1 & 2 DP 1171401 & LOT 59 DP 753122

LGA: BLAND PARISH: UNGARIE
LOCALITY: UNGARIE COUNTY: GIPPS

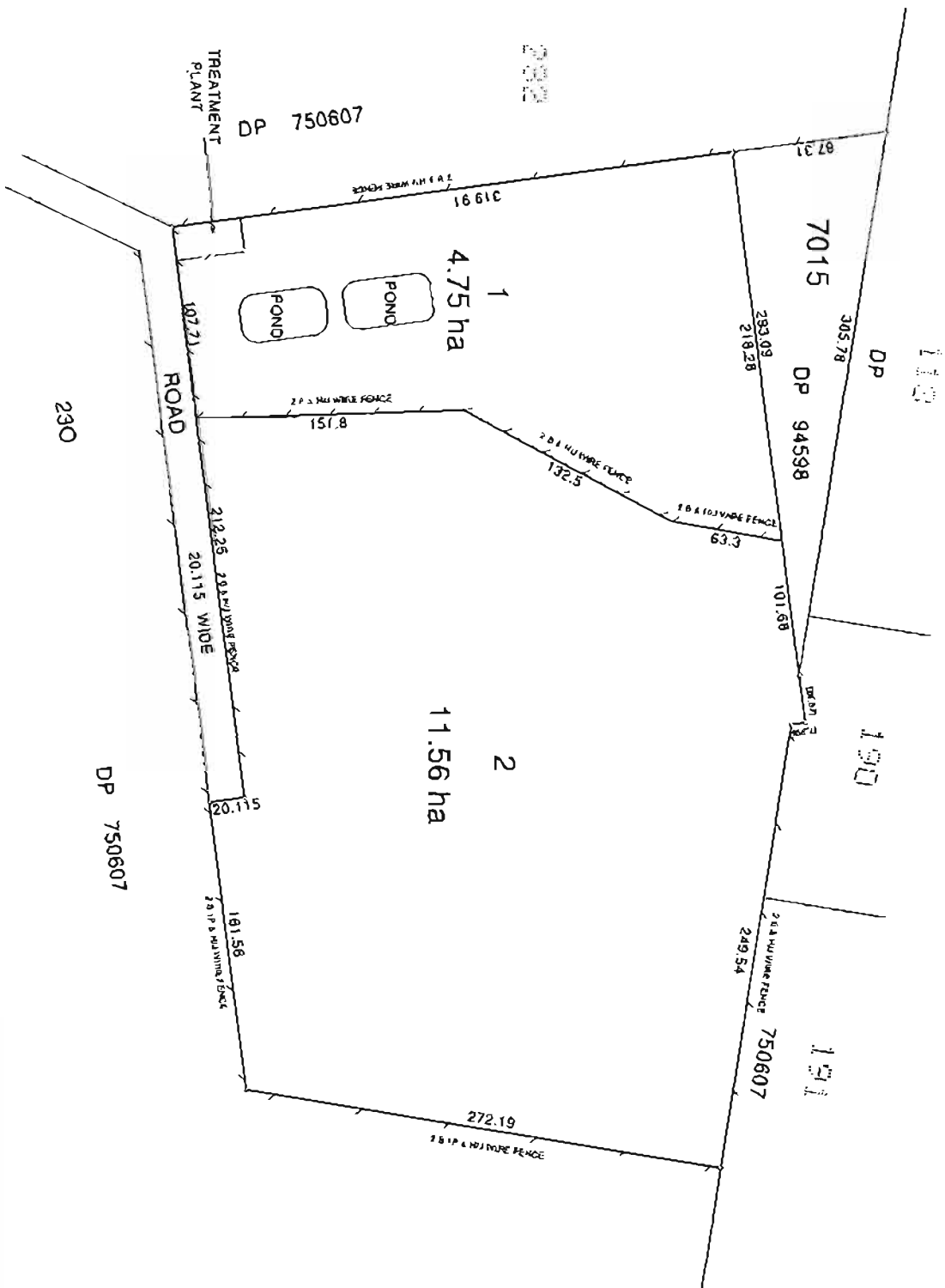


ALL DIMENSIONS ARE SUBJECT TO SURVEY

EBUF;133!GFC5VBSZ!3123	BSOEFMMTVSWFZJDH!QIZHAE
SFG;121831	SFHJUFSE!TVSWFZPST
SFEVDLP OISBLUP!12!3611	59!SF.E!TUSFFU
FNB.M!baef m jyl of ubv	QBSLFTIOTX 13981

PLAN FOR COUNCIL APPROVAL SHOWING PROPOSED SUBDIVISION OF LOTS 117 & 228 DP 750607

LGA: BLAND PARISH: MANDAMAH
 LOCALITY: BARMEDMAN COUNTY: BLAND



ALL DIMENSIONS ARE SUBJECT TO SURVEY

DATE: 21 FEBRUARY 2012	ARNOELL SURVEYING PTY LTD
REF: 10721	REGISTERED SURVEYORS
REDUCTION RATIO: 1:2500	48 REID STREET
EMAIL: arndell@ix.net.au	PARKES NSW 2870

APPENDIX 2

West Wyalong/Wyalong System



APPENDIX 3

Ungarie System



APPENDIX 4

Barmedman System



APPENDIX 5

Asset Schedule

The Asset Schedule is a living document that lies within Bland Shire Council's main computer control system Tech 1.

It can be found under Assets – Sewer

The sewerage system (except buildings and facilities) is listed as:

SW followed by 5 digit numbers

Sewer buildings and facilities are listed as buildings under

BD followed by 5 digit numbers.

APPENDIX 6

Incident Response Plan

**POLLUTION INCIDENT RESPONSE
MANAGEMENT PLAN**

(Version 2)

PROCEDURE ADOPTED: 28th May 2015

1 PURPOSE

- 1.1 The purpose of this procedure is to provide guidelines of how to effectively manage pollution incident responses within the Bland Shire Council as per the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) as required by The Environmental Protection Authority (EPA) of New South Wales.

2 SCOPE

- 2.1 This procedure applies to all Sewerage Treatment Works (STW) and Landfill staff of Bland Shire Council at the licensed premises in West Wyalong through the EPA.

3 DEFINITIONS

3.1 Pollution Incident

A *pollution incident* means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

- (i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- (ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

4 LIKELY HAZARDS FOR BLAND SHIRE COUNCIL

4.1 Landfill

- Illegal dumping of pollutants by customers
- Oil spills
- Mixture of reactive chemicals
- Flood
- Fire
- Dust storm
- Spontaneous Combustion of green waste
- Pests, vermin and weeds

4.2 Sewerage Treatment Works

- Chemical spill
- Equipment failure
- Raw sewerage escape
- Flood
- Mixture of storm water and raw sewerage escape.
- Sabotage or deliberate contamination by a member of the public
- Pests, vermin and weeds

5 RISK MITIGATION OF POLLUTION INCIDENTS

5.1 Landfill

- Secure grounds and gates to control unauthorised entry to landfill sites
- Screening of customers and loads at gate by trained personnel.
- Separation of non-compatible materials, tyres, batteries and empty drums
- Prohibit liquid waste disposal
- Closures on days of high temperatures (>42^o) or high winds (>100kph)
- Water truck to be utilised on windy days to reduce dust
- Monitor temperatures of green waste knolls
- Baiting program for pests and vermin
- Eliminate noxious weeds as per Councils Noxious Weeds Procedure.

5.2 Sewerage Treatment works

- Secure grounds and gates to control unauthorised entry to STW
- Screening/authorisation of visitors by trained personnel.
- Segregation and safe storage of chemical and hazardous materials
- Train staff to handle and store chemicals and hazardous materials
- Train staff regarding raw sewage and flood water escape and controls
- Baiting program for pests and vermin
- Eliminate noxious weeds as per Councils Noxious Weeds Procedure.

6 INVENTORY OF POLLUTANTS FOR BLAND SHIRE COUNCIL

- Materials Safety Data Sheets (MSDS.com)
- Chemical Register on site

7 SAFETY EQUIPMENT

- Mobile phones
- Spill Kits and mobile spill kits in vehicles
- Respiration equipment (STW)
- Personal Protective Equipment
- Training for all relevant staff

8 EMERGENCY PLANNING COMMITTEE

- 8.1 The Bland Shire Council Emergency Planning Committee for Pollution Incidents shall be; The Director of Engineering Services, The Senior Town & Village Coordinator, The Environmental Officer, The Operations Coordinator, The Local Emergency Management Officer (LEMO), and the OHS/Risk Management Advisor.
- 8.2 The Emergency Planning Committee shall meet **annually** or within **1 month** of any pollution incident to:
- 8.2.1 Review Emergency Environmental Response Plan
 - 8.2.2 Determine the number of Emergency Response Team personnel consistent with the nature of the operations.
 - 8.2.3 Arrange the replacement of Emergency Response Team personnel who are no longer available and nominate suitable persons to cover short-term absences.
 - 8.2.4 Ensure that personnel are appointed to all positions on the Emergency Response Team.
 - 8.2.5 Arrange for the training of Emergency Response Team personnel in consultation with Human Resources.
 - 8.2.6 Arrange for conduct of evacuation exercise.
 - 8.2.7 Arrange and review the effectiveness of evacuation exercises and recommend Emergency Response and Evacuation Procedure improvements.

9 EMERGENCY RESPONSE TEAM

- 9.1 The Emergency Response Team shall be appropriate to the Operations.
- 9.2 The primary role of members of the Emergency Response Team is to ensure life safety and containment of a pollution incident takes precedence over asset protection.
- 9.3 The Bland Shire Council Emergency Response Team will consist of the following:
- 9.3.1 Chief Emergency Response Officer
 - 9.3.2 Deputy Chief Response Officer
 - 9.3.3 Emergency Response Officers
- 9.4 An up-to-date register of all Emergency Response Team personnel shall be kept readily available and displayed in a location for all staff to see.
- 9.5 The Emergency Response Team and its individual members are required for any incident involving a pollution incident.

10 IDENTIFICATION

- 10.1 Identification shall be consistent throughout the Council. The following coloured helmets/caps shall be used for identification:
- 10.1.1 Chief Emergency Response Officer White
 - 10.1.2 Deputy Chief Response Officer White
 - 10.1.3 Emergency Response Officers (ERO) Red

11 EMERGENCY PREPARATIONS

- 11.1 Matters to Report
Employees who encounter any of the situations described below must notify their Supervisor or the Chief Emergency Response Officer immediately:

- a) Any medical emergency
- b) An uncontrolled escape, spillage or leakage of a substance
- c) An uncontrolled escape of Gas or Steam
- d) An uncontrolled escape of a pressurised substance

12 EMERGENCY RESPONSE PROCEDURE

On discovery of an incident/accident:

- 1 Remain calm. Check for any medical emergencies (refer below)
- 2 Announce a warning over UHF radio system, air horn and instruct all employees to evacuate from immediate danger area via closest safe exit point.
- 3 Notify your Supervisor of the location and status of the emergency. If the Supervisor can not be contacted, notify the Chief Emergency Response Officer by mobile phone.
- 4 When clear of potential hazard Call 000 or 112 (mobile phone) for Emergency Services to notify them of the emergency. Be prepared with the following information required by the emergency services:
 - a) Your name
 - b) The location of the emergency (this is especially important when calling from a mobile)
 - c) Your phone number
 - d) The problem
- 5 Follow the instructions of the Supervisor, Emergency Response Team or Emergency Services personnel.
- 6 Do not re-enter the site unless advised it is safe to do so by the Chief Emergency Response Officer.

Emergency Response Responsibilities:

Chief Emergency Response Officer (Chief ERP)

In the Chief Emergency Response Officer's absence, the Deputy Chief Emergency Response Officer shall be required to assume the responsibilities normally carried out by the Chief.

- 1 On hearing or receiving advice of an emergency, collect hat and ascertain the nature of the emergency and determine appropriate action.
- 2 Ensure that all ERP not directly involved in the emergency are advised of the situation.
- 3 If necessary initiate evacuation procedures (if not already being undertaken)
- 4 Nominate a control person on site if no ERP are on site.
- 5 Ensure that the appropriate Emergency Service has been notified by dialling 0 – 000 (0 for outside line) or 112 (mobile phone).
- 6 Until Emergency Services personnel arrive, ERP or on-site Supervisor is to nominate responsible staff members to guard the entrances to the site to prevent entry by employees, contractors, volunteers or members of the public.
- 7 ERP or the on-site supervisor will brief the Emergency Service personnel upon arrival of the type, scope and location of the emergency and be prepared to act upon Emergency Service personnel instructions.
- 8 Advise the Emergency Service personnel of any missing workers who may be still on site and their possible location.
- 9 Following confirmation from emergency service personnel, advise members of the staff and public when it is safe to re-enter the site following an emergency evacuation or emergency evacuation drill.

- 10 Assess the damage, collate reports and complete the Site Evacuation Report (Appendix A)

Emergency Response Officers (ERP) or On-Site Supervisor

1. On hearing or receiving advice of an emergency, collect hat
2. Commence evacuation of area, using the safest exit:
 - a) Search work area to ensure everyone has evacuated.
 - b) Ensure the orderly flow of persons through their area of responsibility
 - c) Act as leaders of groups moving to nominated Evacuation Area.
 - d) Ensure that all essential records and monies are safeguarded, without risk to life, during evacuation or during evacuation drills and collect attendance records prior to leaving the site
 - e) Perform a roll call at the Evacuation Area and report to Chief ERP
 - f) Advise the Chief ERP that the evacuation of the area is complete and of any missing persons/remaining occupants.
 - g) Meet occupants at the designated assembly area and remain with the group. DO NOT allow anyone to re-enter the danger zone until advised it is safe to do so by Chief ERP.
 - h) Do not allow anyone to wander off from the Evacuation Area until the emergency is declared over, or a Senior Management person has authorized the departure.
3. Operate fire-fighting equipment e.g. Portable fire extinguishers and hose reels, without risk to life if requested.

Employees (including contractors & visitors)

1. If advised by a Supervisor or ERP to evacuate, follow directions and move in an orderly fashion to the closest, safe exit.
2. Assemble in the designated Evacuation Area, ensure you are accounted for and remain there until the authorised person (Chief ERP) advises you that it is safe to re-enter the site.
3. All contractors to advise their own Supervisor/Manager of situation.

13 MEDICAL EMERGENCY

In the event of a medical emergency:

1. In the event of a medical emergency, the first action is, if appropriate, to remove any persistent threat to the injured person. This will, of course, depend upon the nature of the event. Do not move injured person/s unless exposed to life threatening situation.
2. Contact the nearest Nominated First Aid Officer. If a Nominated First Aid Officer is not available, or if an ambulance is required, call 000 or 112 (Mobile phone) and explain the type of emergency, the location of the victim, the condition of the victim, your name and contact number.
3. Do not hang up unless told to do so by the dispatcher.
4. Do not give injured person/s anything to eat or drink.

5. In all cases stay with the injured person/s until assistance arrives.
6. Preserve the site
In the event of any of the above the site **must** be preserved unless there is a prescribed reason being:
 - To assist an injured person.
 - To remove a deceased person.
 - To make the site safe or to minimise the risk of a further accident/incident.
 - Authorised by Police, WorkCover or Emergency Services.
 - Authorised by the OHS/RM Advisor.

First Aid Officer

1. On becoming aware of a medical emergency, collect the closest first aid kit, attend to the injured person and administer first aid if safe to do so.
2. If an ambulance is required, contact Emergency Services on 000 or 112 (mobile phone). You will be required explain the type of emergency, the location of the injured person, the condition of the injured person, your name and contact number.
3. Arrange for a person to meet the ambulance at the nearest entry point to direct the Emergency Personnel to where the injured person is located.
4. If further medical assistance is deemed necessary by the First Aid Officer but the injured person is unwilling to be attended to by ambulance staff, the First Aid Officer should advise the injured person to seek further medical attention. If necessary and safe to do so send the injured person via taxi to a medical clinic or local hospital emergency department.

14 POST POLLUTION INCIDENT

14.1. De-Briefing

All emergency pollution incidents or evacuation drills will be followed by a de-briefing session that includes all the members of the Emergency Planning Committee. The de-briefing is to be held within 1 month of the event.

The overall goal of the de-briefing is to ascertain what happened, who was involved, determine if policies and procedures were followed and what could possibly be implemented to avoid another similar incident/accident.

14.2 Counselling

The Chief Emergency Response Officer shall assume full responsibility for coordination and response of any emergency situation. The Chief Emergency Response Officer and OHS/RM Advisor will also ensure that any employees involved in a threatening situation are provided with the option of counselling and debriefing within 48 hours of the event through the Councils EAP program.

14.3 Health monitoring and surveillance

Health monitoring and surveillance will be conducted as per the Councils *Health Monitoring, Immunisation & Infection Control Procedure* which covers all relevant staff associated with this procedure.

15 CONTACT INFORMATION

Bland Shire Council

Address	6 Shire Street, West Wyalong NSW 2671
Postal Address	PO Box 21 West Wyalong NSW 2671
Phone	(02) 6972 2266
Fax	(02) 6972 2145
After Hours	0418 402 350
Website	http://www.blandshire.nsw.gov.au/

Other Agencies

EPA	(02) 9995 5000
WorkCover NSW	13 10 50
Fire & Rescue NSW	000 or (02) 6972 3120 (West Wyalong Station)
NSW Ministry of Health	(02) 9391 9000
Rural Fire Service	000 or 1800 679 737

16 NOTIFICATION AND COMMUNICATION WITH THE COMMUNITY

All test results of Council's licensed Sewerage Treatment Works are placed on the Bland Shire Council Website. <http://www.blandshire.nsw.gov.au/> under the Environmental Services heading.

Members of the community that may be affected by a pollution incident related to council will be notified in writing.

17 MAPS

Please refer to Appendix B for detailed aerial map of Council's licensed landfill and STW locations

18 REFERENCES & RELATED DOCUMENTS

Protection of the Environment Legislation Amendment Act 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
OHS Management System
Health Monitoring, Immunisation and Infection Control Procedure
Mine Safety Management Plan
First Aid Procedure
Return to Work and Injury Management Procedure
Environment Protection Licence (No: 11344)

POLLUTION INCIDENT REPORT

To be completed by the on site by Gang Leader, Supervisor or Emergency Response Officer (ERO) immediately following a pollution incident

Details

Site

Address of site:

Date of Incident: _____ Time of Incident: _____ AM / PM

Type of Incident: Planned Exercise False Alarm Real Emergency

Details of Cause:

Evacuation Sequence

Sequence of Events _____ Time _____

Alarm raised _____ Alert: _____ Evac: _____

Emergency services called

EMP respond

Evacuation commenced

All Employees at Evacuation Area and acknowledged

Emergency Services arrived (if applicable)

Evacuation completed

Emergency declared over

Systems

Did the following systems operate?

Emergency signals Public Address System (audible in all areas)

Debrief / Evaluation

Did all staff reported to Gang Leader or ERO? Yes No

If no, which employees did not report?

Was a roll call conducted? Yes No

Did all occupants evacuate? Yes No

If no, who didn't evacuate?

Supervisor notified? Yes No

Were emergency exits and egress paths unobstructed? Yes No

Were spill kits used Yes No

Other Comments:

Corrective Action

Recommended action/s	Person responsible for implementation	Due by date

Report Prepared By:

Name: _____ Position: _____

Signature: _____ Date: _____

Appendix B – Map of locations



Map of West Wyalong NSW.

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Asset & Engineering Services		
EDRMS Doc. ID	365926		
Superseded Procedure			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
28 May 2015	0		28 May 2018
Reviewed By:			
Name	Signed	Position	Date
Wayne Broad		Senior Coordinator Urban	
Will Marsh		Director Assets & Engineering Services	

Related Council Policy / Procedure

APPENDIX 7

Whole of Life Cost Based on a 10 Year Rolling Plan

SEWERAGE SYSTEMS 10 YEAR PLAN 2013-2022

<u>YEAR</u>	<u>TYPE</u>	<u>WEST WYALONG</u>	<u>BARMEDMAN</u>	<u>UNGARIE</u>	<u>REPAIR/RELINE</u>	<u>TOTALS</u>
		\$	\$	\$	\$	\$
2012-2013	Maintenance Costs					\$600,000
	Capital	Aeration	Infrastructure	Pump		\$70,000
	Reserve	\$10,000	\$50,000		\$10,000	\$7,000
	Misc	\$5,000	\$1,000		\$1,000	\$4,000
	Emergency	\$2,000	\$1,000		\$5,000	\$15,000
	Pay for water removal	\$5,000				\$14,000
		\$14,000			\$400,000	\$400,000
2013-2014	Maintenance Costs					\$600,000
	Capital	Pump	Infrastructure	Nil	\$0	\$2,000
	Reserve	\$2,000	\$30,000		\$1,000	\$7,000
	Misc	\$5,000	\$1,000		\$1,000	\$4,000
	Emergency	\$2,000	\$1,000		\$5,000	\$15,000
	Pay for water removal	\$5,000				\$14,000
		\$14,000			\$430,000	\$430,000
2014-2015	Maintenance Costs					\$600,000
	Capital	Nil	Nil	Infrastructure	\$20,000	\$20,000
	Reserve	\$5,000	\$1,000		\$1,000	\$7,000
	Misc	\$2,000	\$1,000		\$1,000	\$4,000
	Emergency	\$5,000	\$5,000		\$5,000	\$15,000
	Pay for water removal	\$14,000				\$14,000
					\$400,000	\$400,000
2015-2016	Maintenance Costs					\$600,000
	Capital	Pump	Nil	Infrastructure	\$25,000	\$27,000
	Reserve	\$2,000	\$0		\$1,000	\$7,000
	Misc	\$5,000	\$1,000		\$1,000	\$4,000
	Emergency	\$2,000	\$1,000		\$5,000	\$15,000
	Pay for water removal	\$5,000				\$14,000
		\$14,000			\$400,000	\$400,000

ADDENDUM 1

Other Main Acts

Independent Pricing and Regulatory Tribunal Act 1992

Protection of the Environment Operations Act 1997

Public Health Act 2010

Waste Avoidance and Resource Recovery Act 2001

Waste Management Act 2000

ADDENDUM 2

Standard Levels of Service

Availability of Service

Connections for domestic sewage will be provided for the townships of West Wyalong/ Wyalong, Ungarie, and Barmedman, as long as the cost benefit ratio of providing the service to rates recouped is reasonable. The populace in the other Bland Shire villages are too small to maintain active sewerage systems.

Commercial and industrial waste is accepted as long as they comply with the conditions of discharge set by the Sewer Business Unit and Bland Shire Council.

Systems Failures

- Due to excessive rainfall
 - Private Property - Not more than once in every 100 allotments
 - Public Property - Not more than once a year on average
- Due to blockages
 - No blockage will occur in the same spot more than three times within a three month period, on average, without an investigation occurring to ascertain if there is an inherent problem that needs rectifying.

Response Times

Response time defined as time to have staff on site to commence rectification of problem after notification by public or own staff.

Priority 1 – Failure that allows sewage to enter habitable areas of dwellings

West Wyalong/ Wyalong – 2 hours (working hours) and 4 hours (after hours) and Ungarie and Barmedman – 4 hours (working hours) and next day (after hours)

(NB In the case of the many failures being caused by an unprecedented incident, only the first reported incident will be completed within the response time and the others will be completed in the order the complaints were received as soon as practicably possible)

Priority 2 – Failure of a minor nature to contain sewage within the sewer pipe system or any problem affecting a critical user at a non-critical time.

West Wyalong/ Wyalong – 3 hours (working hours) and next day (after hours) and Ungarie and Barmedman – 5 hours (working hours) and next day (after hours)

(NB In the case of the many failures being caused by an unprecedented incident, Priority 1 failures will take precedent if any are reported or only the first reported incident will be completed within the response time, and the others will be completed in the order the complaints were received complaint as soon as practicably possible)

Priority 3 – Failure of a minor nature to contain sewage affecting single properties or as bad odours.

West Wyalong/ Wyalong, Ungarie, and Barmedman – next day

(NB In the case of the many failures being caused by an unprecedented incident, Priority 1 and Priority 2 failures will take precedent.)

Response Times to Customer Complaints and Inquiries of a General Nature

Defined as a minor operational system, complaint, or inquiry, which can be dealt with at a time convenient to the customer and the authority.

Response time to comply with Bland Shire Council's adopted protocols.

Odours

No more than 2 incidents per year that result in complaints

Impact of Sewerage Treatment Works on Surrounding Residents.

The maximum level of noise shall not be more than 5 dB above the background noise level.

Odour shall not be detectable outside a 100m perimeter around the treatment works.

Effluent Discharge/ Biosolids Management

The minimum performance standards for effluent discharge and biosolids management are set by statutory requirements and regulations.

ADDENDUM 3

Maintenance Regime

Fixed Maintenance

Lubrication Schedule

Twice weekly

Sludge Pumps – Rotor Bearings

The bearings of the aerator rotors are greased using the grease nipples twice per week. It is important to turn off the power to the rotors before lubricating.

The seals around the bearings are checked to ensure that the proper amount of grease is added. If too much grease is added the seals can be damaged. If not enough grease is added the bearings will wear out sooner and will have to be replaced causing a disruption of plant operation.

Monthly

Every month the Decanter grease nipple is completed using the same grease as the rotor bearings and recorded on the monthly checklist.

Yearly

Once a year (or every 2500 hours of operation) the oil in each Rotor Gearbox is drained and replaced. At each oil change, the gearbox is thoroughly flushed with light spindle oil.

The wire ropes and wheels that support the decanter are oiled

Three Yearly

Every three years the battery in the Programmable Logic Controller shall be replaced.

Condition Maintenance

Bar Rack and Grate

Every day the bar rack in front of the sludge pump is checked and cleaned if necessary.

The grate in front of the discharge pipe in the outlet box is checked daily and cleaned as required.

Equipment Maintenance

Every week the operator walks around the plant and checks for unusual noises or vibrations in each piece of equipment. The operator is accustomed to the noises, vibrations and “look” of each piece of equipment. If there is anything that does not seem normal, that piece of equipment is carefully inspected to determine what might be causing the odd noise or vibration.

Sludge Pumps

Several times each week the sludge pumps are checked, to ensure that they are running properly. The first check is to ensure that there is not an alarm light on the Programmable Logic Controller (PLC) or a warning triangle on the Operator Interface Screen (OIS) for each channel. The second check is to make sure the sludge pump is primed. This is done by opening the tap to make sure that the water is flowing out of the recirculation pipe.

To ensure that the sludge pump pipes have not become clogged or blocked, the splitter box is checked a few times each week to ensure that the overflow from the sludge dams is running back to the splitter box. This check can only be done when the sludge dams are full. When the sludge dams are below the overflow pipe, there will be no overflow back to the splitter box.

Clogging around the sludge pump screen cage is checked monthly. (In trying to get the best treatment in the Pasveer Channels it is important to be able to maintain the proper concentration of MLSS in each channel. The MLSS is controlled in part by the sludge pump. If the sludge pump is not pumping consistently the MLSS may vary more than expected. One way that the sludge pumping rate may be reduced, is when the screen around the sludge pump becomes clogged and the sludge cannot pass easily through.)

Rotor Gearbox

Every week the dipstick on each rotor gearbox is checked to ensure that the oil levels are adequate. The seals are checked to see if there are any leaks. If one of the rotors gear box seems to need more oil than the others, it should be carefully inspected because it is likely that there is a leak.

Sludge Pumps

Sludge Pumps bearings are checked every month and greased as necessary

The motors on the decanter winch, the rotors and the sludge pumps are checked monthly and greased as necessary. Operators are careful not to pack too much grease into the motor housing.

Check on supply of lubricants and other consumables

At the end of every month a check is made to ensure that the supply of all the materials is adequate. If there is anything that is in less than two months supply it is ordered so that there is no concern about running out. Items to be checked include:

Grease for lubricating the rotor bearings

Oil for lubricating the rotor motors and decanter gearbox

Glass fibre filters for doing suspended solids analysis

Yearly Checks

The covers for the aerator rotors are checked to ensure they have not become loose due to vibration. If they have become loose, the bolts are retightened.

The rotor bearings are visually checked for wear on the rotor sleeve. If the sleeve is getting too loose it is replaced.

Rotor bushings are checked every year and anytime that there is an opportunity when the rotors are disassembled and access is available. It is most likely that the most wear will be on the bottom bushing.

The oil in the decanter gearbox is checked once a year, and the gearbox is checked at the same time for any sign wear.

Structural Maintenance

Metals Corrosion

In general, the materials used at the plant are resistant to corrosion by sewage. Yearly checks are made for corrosion around any metal parts that are in contact with the sewage and also with the air.

Areas of the channel and around equipment where solids accumulate are hosed down to prevent corrosion.

Concrete Cracking

Concerns have been raised in the past about the treatment plant being constructed on poor soil that has had a tendency to settle causing cracking of concrete structures. Several of the cracks have been repaired.

Concerns continue to exist regarding water seeping through the cracks and causing instability behind the concrete structures. Existing cracks and new cracks are checked regularly (minimum once a year) and repaired as necessary.

Breakdown maintenance

Reserved for less critical components where if it breaks down it does not compromise the system unduly. These will be repaired when they break down.

Emergency Breakdown - If a critical element breaks down then it will be immediately (or as soon as possible) be repaired under the Sewer Incident Response Plan (Appendix 6).

Essential Spare Parts

Bruce Broadhurst of Leichhardt Engineering (02 9829 3556) reports that there are no essential spare parts that must be stored at the Treatment Plant.

Rotor Shafts are difficult to damage and it is the policy of Leichhardt Engineering to always keep 4 shafts in stock in their Ingleburn Shop. If a shaft is damaged, the channel can be run with three shafts until the damaged shaft can be transported to West Wyalong and installed.

Similarly, if the motor and / or coupling for the rotor fails, Leichhardt Engineering has a service exchange policy and keep at least four units on site in their Ingleburn Shop. The damaged unit must be returned to Leichhardt Engineering or the cost will increase to more than four times the cost without the damaged unit returned.

The decanters are kept in stock at the Leichhardt Engineering, Ingleburn Shop and can be shipped to West Wyalong in a few days on a service exchange basis.

The motor and gears for the decanters are also available on a service exchange basis.

The rubber seals for the decanters usually last about 10 years, in place, because they are underwater. If they are stored on-site out of the water, (but in the dark) they may become brittle and crack in less than 10 years, meaning that the replacement seal may not be in good condition when it is needed. The rubber seals are also unlikely to undergo a sudden failure. When they start to fail, the water leaking in can be clearly heard so that replacement seals can be arranged before the decanter needs to be taken out of service.

The submersible sludge pump is not a difficult item to purchase or have repaired in the West Wyalong region. Even if the exact same pump cannot be purchased there are similar pumps that will be adequate. They may require a change in the pumping time, if the new pump has a greater or lesser capacity than the existing pump that it has replaced.

Rotor bushings can be purchased through Leichhardt Engineering.

The large black steel spring that locks the rotor shaft to the rotor gearbox can sometimes break so a few spare springs should be kept on site. Extra springs can be purchased from Leichhardt Engineering.

Many Electrical Spare parts can be purchased through Shead and Nicholson (Forbes) (02 68511 444).

The following products are available through NHP Electrical Engineering Products, 30-40 Day Street North, Silverwater, NSW 2141, Phone: 02 9748 3444, Fax: 02 9648 4353

Relays

Pushbutton - Sprecher & Schuh, Category Number DT3D-MB-149-10M, Part Number 23321

Fuse Links - Sprecher & Schuh, Category Number V4-1F(1A), Part Number 19644

ADDENDUM 4

Relevant NSW Department

Current at 1 November, 2012.

NSW Office of Water

which is part of

NSW Department of Primary Industries

which is part of

NSW Department of Trade and Investment, Regional Infrastructure and Services.

ADDENDUM 5

Best Practise Outline

Status at 2012

Sewer Management (Business) Plan

This plan

Pricing

- Full cost recovery without significant Cross subsidies. Comply
- Complying residential charges, independent of land value. Comply
- Complying non-residential charges Comply
- Developer charges Comply
- Complying trade waste fees and charges Comply
- Complying trade waste policy and approval for all dischargers. Comply

Performance Monitoring

Comply annually

Water Re-Cycling

- West Wyalong/Wyalong N/A - grey water used on grassed area
- Ungarie N/A
- Barmedman Insufficient flow, drying beds used

9.12 Water Street Carpark

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

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

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

Author

Director Assets and Engineering Services

Officer's Recommendation:

- 1. That the new design plan for the Waters Street car park be adopted.**
- 2. That the allocation of funds be determined by Council.**

Background

There have been some representations over a period of time that the caravan/trailer parking areas in the Waters Street parking area are not long enough to accommodate the average length of modern combinations. A new design has been done to cater for this and to rationalise the overall parking available. The new concept is attached.

The main changes are:

- Removal of the entry/exit in Waters Street, the entry exit will now be via the laneway;
- The re-location of the trees in the centre of the car park.

This new layout will give: 7 caravan/trailer parking spots; 23 car parking spots; and 3 disabled spots

Works to be undertaken are: The removal of the Waters Street entry /exit which is to be replaced by a garden edge strip with garden; the resurfacing of the car park ; new line marking; and some concrete grinding at the exit to Shire Street to stop some of the caravans scrapping.

It is thought that the lane width at the Waters Street intersection is wide enough to accommodate caravan/trailer combinations. The intention is to leave this intersection as is in the first instance. If it is found that some caravans are having difficulty entering the lane, then the garden bed can be cut back at a later date to widen the entry. See attached plan with the cut back shown in red.

The cost of these works is estimated at \$30,300.

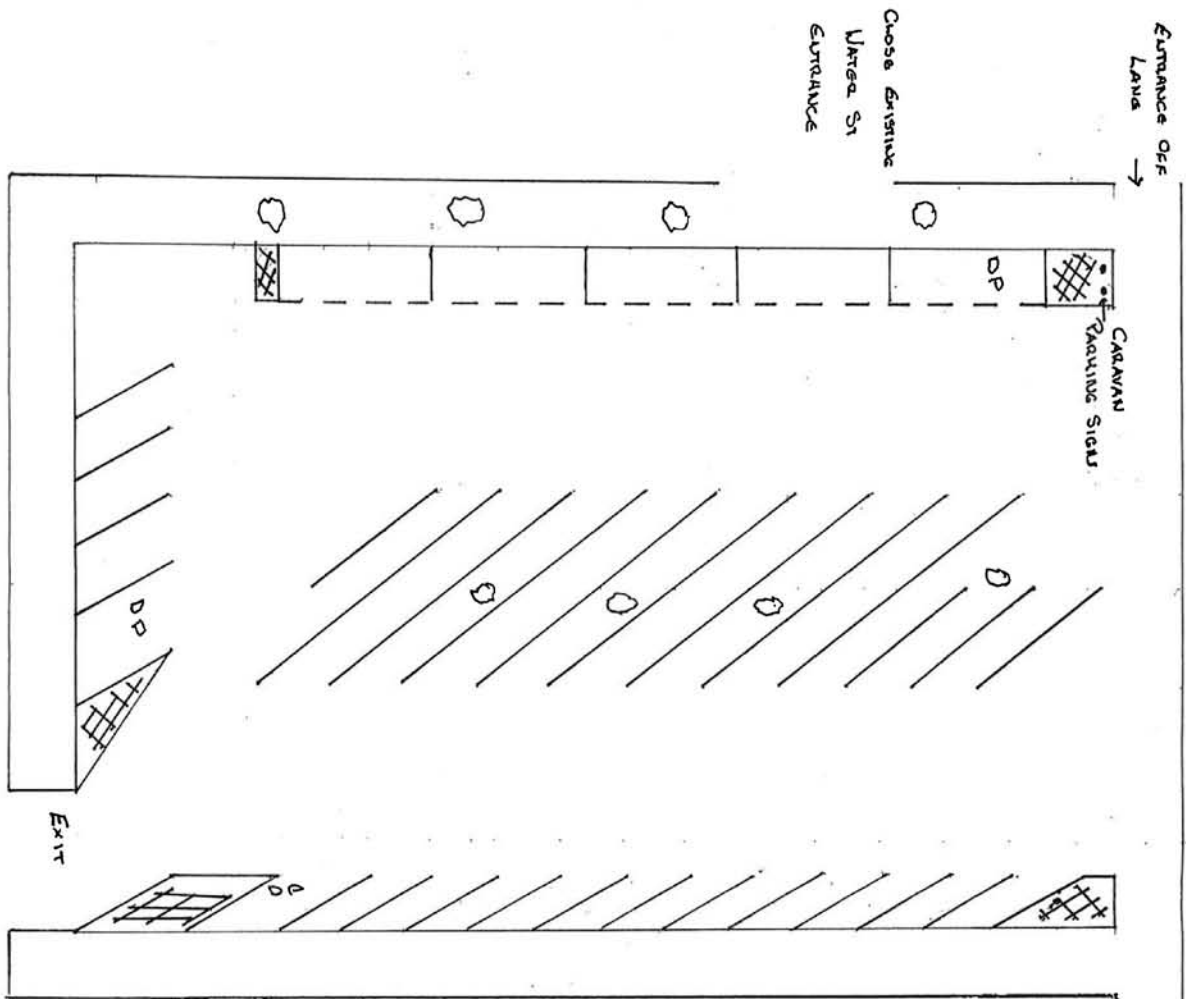
Council has allocated \$10,000 to car parks for the 2015 – 2016 financial year. \$4,000 of this is for paying leases and most of the rest has been used for works on the IGA car park to make it suitable for lease. The options are to provide additional funds in the 2015 -2016 budget (allocation to be discussed at the meeting) or postponed to the 2016 – 2017 financial year.

Conclusion

The new plan be adopted and the matter of funding be discussed.

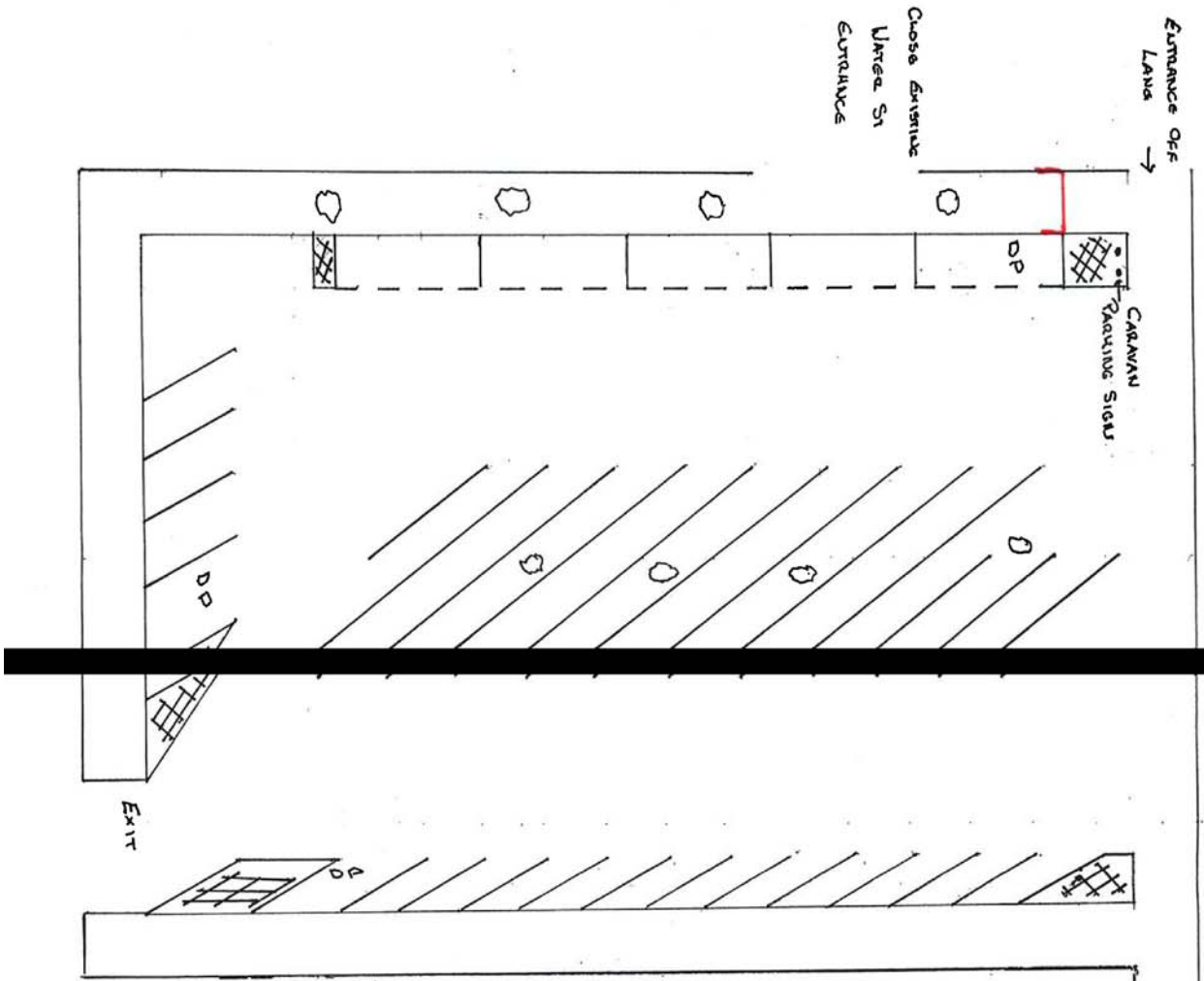
Financial Implications

Additional funds needed if the works are to be completed in the 2015 -2016 financial year.



- CARAVAN PARKING
 - 7 Parking Spots (14m x 3.4m) (52°)
- CAR PARKING
 - 23 Parking Spots (5m x 2.8m) (60°)
- DISABLED PARKING SPOTS
 - 2 Parking Spots (5m x 4m) (60°)
 - 1 Parking Spot (5m x 4m)
- Areas To Be Moved From PARKING
 - Areas To Existing Narrow Strip

1.0.00



- CARAVAN PARKING
 - 7 PARKING SPOTS (14mths x 3.4mths) (52)
- CAR PARKING
 - 23 PARKING SPOTS (5mths x 2.8mths) (60)
- DISABLED PARKING SPOTS
 - 2 PARKING SPOTS (5mths x 4mths) (60)
 - 1 PARKING SPOT (5mths x 4mths)
- Tickets To Be Matted From PARKING AREA To Existing Nature Strain

1:20

SECTION 5 – 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 - Bland HACCC Services Update**
- **9.18 - Development Services Activities/Statistics for October 2015**
- **9.19 - Economic Development & Tourism Report – November**

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 SH17.
- Bitumen patching carried out on SH17.

2. REGIONAL ROADS MAINTENANCE

- Bitumen patching has been carried out on MR368, MR57 north and MR398 East.

3. SHIRE ROADS MAINTENANCE

- Bitumen patching carried out on the following;
 - Greens Lane
 - Quandialla Road
 - Kolkilbertoo Road
 - Bellarwi Road
 - Kikoira Road
 - Dundas Road
 - Aria Park Road
- Wet Grading
 - Bodels Lane
 - Monia Gap Road
- Gravel Patching
 - Adlers Lane
- Gravel Resheeting
 - Lewes Road
 - East Bland Lane
 - Stidwells Lane
- The rehabilitation of the washed out causeway on Clear Ridge Road has been completed.
- Guide posting has been done on a number of rural sealed roads, minor gravel patching and drainage works has been done on a number of unsealed roads within the shire.
- Linemarking has been completed on various rural sealed roads, minor gravel patching and drainage works has been done on a number of unsealed roads within the shire.
- Linemarking has been completed on various rural sealed roads and town streets.
- Fire breaks are being graded in all towns and villages.

4. SALEYARDS

- Sheep sale – 23.9.2015
 - Offered 13560
 - Yard Fees - \$10170.00
- Sheep Sale – 14.10.2015
 - Offered - 6705
 - Yard Fees - \$4502.25

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
- Tallimba park irrigation repairs completed

6. PARK MAINTENANCE

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers and H.A.C.C Maintenance carried out
- Aero drome slashing and Maintenance work carried out
- Barnado park has had water pipe line repairs carried out
- New annuals planted at McCann, Barnado parks as well as main street and H.R building front
- Clean up at Parks and gardens depot
- McCann park prepared for Saturday markets

7. OVALS MAINTENANCE

- Maintenance to sporting ovals and surrounds
- Maintenance to lawn and monument cemetery
- Maintenance to Herridge park, Cooinda park, Rotary park and Wyalong court house
- Cooinda park tree watering carried out
- Line marking for athletics, Cricket and touch football
- Ovals and pump sheds irrigation checks carried out
- Ron Crowe oval and Park street rec dethatching and sprinkler repairs carried out

8. TOWN MAINTENANCE

- Main street gardens tidied, watered and replanted
- Star lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered when needed
- Small pot holes repaired in roads
- Clean out town drains
- West Wyalong and Wyalong spraying on nature strips carried out
- Water street car park maintenance
- Supplied traffic control for funerals and road works in town

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 Development Officer and Community Relations Officer

Christmas event

As part of this year's Christmas celebrations Bland Shire Council is encouraging all community members to light up the Bland Shire with Christmas light displays. Council is again developing a community Christmas light map which will be made available to the public on 4 December from local businesses and Councils Facebook page and website. To coincide with the development of the map, Council is also providing a free bus tour of the light displays for community members on Tuesday 22 December.

FRRR grant application Batyr

Council's Community Service staff has recently submitted a Foundation for Rural and Regional Renewal (FRRR) grant application in the hopes of securing funding to bring the Batyr Foundation to West Wyalong to do a workshop with youth from both West Wyalong and Ungarie. Batyr are a mental health focused foundation that **aims to engage, educate and empower young people to speak out about mental health issues by fostering an environment where talking about these issues and getting help is not only accepted, but is encouraged and supported.** Batyr programs connect secondary school students with young speakers who have successfully managed an experience with mental ill health. Batyr has worked successfully in a number of other communities including Tamworth and Cobar. It is hoped that by bringing the Batyr program to local secondary students we can work towards encouraging a culture in which mental health is not stigmatized and young people are confident in discussing mental health issues and seeking help as required.

International Day of people with Disability

Council again plans to host an event this year to celebrate International Day of People with Disability on 3 December 2015. Coinciding with the event will be the presentation of this year's access awards.

Local Government Activities

Council staff will be heading the West Wyalong High School on Monday 16 November to facilitate a year 9 geography lesson around local government and the local community. The class is currently studying communities and will be working with Council staff to profile the community. Topics focused on will include –

- Factors that contribute to the community's sense of identity
- Factors causing change in the community
- Individuals, groups and levels of government involved in the process of change
- Community response to change

Also on Monday November 16 Community Services staff will host a session in the Council Chambers for a group of 25 students from Ungarie Central School who are currently studying local government. This will involve a mock Council meeting, a chance for some students to dress in the official attire of the Mayor and other engaging educational activities.

Australia Day

Nominations for the Bland Shire Australia Day awards opened in early November. The call for nominations has been advertised extensively in the local press, social media, Council website and the community noticeboard while copies of the nomination form were distributed throughout West Wyalong, Wyalong and the villages through the mail. Nominations close on November 27. Bland Shire Council has also applied to the Australia Day Council to once again participate in the Australia Day Ambassador program this year. An announcement is expected in December.

Southern Phone Grants

Following the success of the inaugural program in 2014, Bland Shire Council is once again working with Southern Phone to facilitate the local round of the Southern Phone Grants Scheme. The Southern Phone Grants Scheme will provide up to \$25,000 to fund community-based projects within the Bland Shire. Grant applications opened on 2 November and close on 1 December 2015 and are available online at www.southernphone.com.au/grants or <https://southernphone.smartygrants.com.au/bland>. The objective of the Southern Phone Grants Scheme is to provide funding for projects which provide a direct benefit to the community within the Council area and projects which would not usually be funded by Council in its normal course of business. Southern Phone is owned entirely by 41 local Council shareholders, including Bland Shire Council.

Customer satisfaction survey

Bland Shire Council engaged Micromex Research to conduct a random telephone survey of 300 Bland Shire residents in late October. To allow for benchmarking, the survey was very similar to the customer satisfaction/community surveys conducted by Council in 2005 and again in 2011. The results are currently being collated and analysed by Micromex before a report is presented to Council. The survey results will be used to assist Council in its future planning, including the development of its new Community Strategic Plan. The survey also included a question about a proposed special rate variation. The results of this question will be presented to Council prior to considering any potential application to the Independent Pricing and Regulatory Tribunal (IPART) for a special rate variation.

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: Senior Library Assistant

Food for Fines

The Riverina Regional Library Advisory Committee has endorsed the Food for Fines initiative conducted by Bland Shire Library with the recommendation that it be restricted to a maximum of four weeks during the Christmas period. In lieu of this, Bland Shire Library will conduct Food for Fines to support the St Vincent de Paul Society's 2015 Christmas Appeal from Monday 16 November to Monday 14 December with items to be collected Friday 18 December 2015.

Giving Tree

The library will be accepting donated gift items from now until 18 December to support the St Vincent de Paul Society's 2015 Christmas Appeal. The Presbyterian Church ladies guild has approached the library to accept their bulk donation of gifts in lieu of Target closing down.

Summer Reading Club

- A launch of the library's Summer Reading Club program will be held on Thursday 26 November 2015 from 3.30 pm.
- The aim of the Summer Reading Club is to encourage a continued love of reading and ongoing multi-literacy skills development in children and young people during the summer holidays.
- This year's theme is Lost Worlds. Bland Shire Library has a variety of activities planned for registered members, to be held during the school holiday period.
- Sponsorship is currently being sort to provide prizes.
- Development of the SRC program is led by the State Library of Queensland, in partnership with the Australian Library and Information Association (ALIA), the Public Library Association (PLA) and other state and public libraries across Australia.

Riverina Regional Library Visit

Members of the Riverina Regional Library team will visit Bland Shire Library on 1 and 2 December to undertake a review of Bland Shire Library's physical collection to ensure that it remains relevant and in good condition.

Age Care Expo

The library attended the Age Care Expo held on Friday 13 November to promote its services and programs for senior members of the community.

Statistics

The RRL Collection Profile for 2014 – 2015 has now been released. It provides a summary of RRL's collection and its performance for the period 1 July 2014 to 30 June 2015. Tables are provided for individual branches including Bland which will assist in allocating our resources budget and targeting 'weeding' programs.

Story time

Story time continues to attract a large number of parents and children each Thursday. The final Story time for 2015 will be held on Thursday 10 December at 10.00 am with the highlight being a visit by Santa. Story time will resume in February 2016.

Baby Bounce

After a short hiatus last year, Baby Bounce was restored in February with a change of day, time and frequency. The program continues to attract a small regular group of mothers with their babies. The final Baby Bounce for 2015 will be held on Friday 11 December 2015 at 10.30 am. Baby Bounce will resume in February 2016.

Knit and Natter

A Christmas afternoon tea will be held in the library on Tuesday 15 December 2015 at 2.00 pm for Knit and Natter members and their invited guests. Library staff will take the opportunity to thank the group for another wonderful year of creative knitting and for their charitable work. The group will meet again in January 2016.

Other Programs and Services

- The library's Day Book Club which meets the first Monday of each month at 10.30 am will hold its last meeting for 2015 in December and reconvene next year in February.
- The library's resident writers group Words Work will hold its last meeting for 2015 on Friday 18 December at 10.30 am and reconvene in January 2016.
- All regular services will continue as normal up to 24 December 2015 when the library will close for the Christmas/New Year period. All regular services will resume on opening 4 January 2016.

School Visits

- Due to the success of this year's program, Wyalong Public School has indicated that it will continue visiting Bland Shire Library on a regular basis next year. The students engage in a variety of activities which promote:
 - 1) reading and literacy;
 - 2) new resources both within the physical collection and online; and
 - 3) research skills.
- A number of other local schools have embraced Bland Shire Library with regular class visits to promote reading and to provide a wider range of reading resources for the children to select from.
- Bland Preschool continues to visit the library on a regular basis. It is anticipated that this will continue next year.

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.

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: CSU Coordinators

Mobile Resource Unit

Playgroup & Ungarie Preschool

Although this time of year is generally a little quieter due to the harvest season being in full swing, playgroups continue to be well attended. With only eight weeks to go until the end of term, the Mobile Resource Unit staff are busy with preparations for end of year celebrations.

Ungarie preschool enrolments for 2016 are currently being finalised.

Vacation Care

A staff meeting has been held to plan and arrange for the Christmas and January Vacation Care programs. This will ensure that the program will be made available by the beginning of December.

Bland/Temora Family Day Care

October has been a quiet month with business as usual. All educator visits and safety checks occurred as per schedule.

Planning and preparation for the 'Puzzles: connecting all the pieces' workshop have been finalised with approximately 35 participants booked at this time.

The Temora trial office hours of 4pm – 6pm continues fortnightly until 7 December 2015. Statistics are being recorded for these hours. This trial includes access to the mobile toy library during these hours.

It takes a village (ITAV)

This month the ITAV participants at Tallimba and Mirrool attended a Tickle with Holly Brooks session. Both sessions were extremely successful with 11 children at Tallimba and 16 children at Mirrool coming along. ITAV staff are currently in discussion with Holly about running her 'Tickles' program on a more regular basis in some of the villages throughout the year.

Corninella ITAV this month attended informal workshop where participants learned about the paper art of quilling. Families also enjoyed the play session and also accessed the mobile toy library. Crocheting was suggested and has been planned for next month's session.

One of the regular Naradhan ITAV participants ran a Calligraphy workshop for adults. There was lots of discussion about upcoming harvest season and participants thought this may negatively affect attendance on the next ITAV session in November.

Preschool

Term four is well underway and very busy, not only with the children's school readiness programs but also preparing for our end of year Christmas concert – which the children are extremely excited about.

This year the Christmas concert will be held on Thursday 3 December 2015 at the West Wyalong Services and Citizens Club Auditorium, commencing at 5.30 pm. This is to try and accommodate working parents. The children will also be performing a concert at HAAC services on Wednesday 2 December.

Bland Preschool is hosting Yvette Worner for her final work placement for completion of Certificate III in Children's Services from Monday 2 November up to and including Friday 6 November 2015.

Our 2016 enrolments are on track with some vacancies still available in both 3 year old and 4 year old classes. Acting Senior Early Childhood Educator/Coordinator along with Bland Preschool's Administration Officers are focussing on sending acceptance letters to families by the middle of November.

Our enrolments for term four, 2015 continue to be at 100%. All five preschool classes are full and healthy this term. Enrolments have shown to be extremely successful all throughout 2015.

All Preschool staff have been offered to attend a workshop 'Clear Minded for Life' on Wednesday 4 November, which concentrates on meditation, breath work and focus for children, to be incorporated during our relaxation period of our early years program. Vicki O'Leary will be conducting a workshop with the children as well as an out of hours' workshop for all educators. The training was sourced due to staff request and demand and will be an excellent skill to have. Preschool staff will also be attending an Environments Workshop on Saturday 14 November 2015.

The children recently attended Little Wattle for a performance entitled 'Spotty Bears Amazing Journey' which taught the children that it was ok to be different and to respect one another. On Tuesday 10 November Larry Brandy, an Aboriginal Storyteller will be coming to the Preschool to share Wiradjuri culture with the children.

Each year Bland Preschool families are asked to fill out a survey. The survey asks families a variety of questions regarding the program and experiences, communication, enrolment and the service, this survey can be filled in anonymously. The survey results are then collated and used to further enhance Bland Preschool, making changes where families see fit and assisting in the collation of the Bland Preschool Quality Improvement Plan, which is reviewed annually. In the past families have not received the results from the survey once collated, therefore in the coming weeks I will be sending home to families, the survey results including which areas need to be addressed for change and how these changes will be made. If changes cannot be made parents will be given an explanation as to why; therefore assisting with ensuring our families are respected, their opinions are heard whilst further developing strong communication between educators and families.



9.17 Bland HACC Services Update

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP 1 – Ensure health and support services and facilities address the physical, mental and general health needs of the community

Author: Community Care Coordinator

We are receiving a lot of enquiries about services and what is available in the community and how clients can access the services. People are finding the new My Aged Care services sometimes difficult and look to local knowledge and people they can see face to face.

We have been updating brochures and booklets with information for clients after the recent changes.

Activity Days

We have experienced an increase in the need for service in the community. The service is currently also providing assistance to Carers by providing respite for them and activities for their loved ones. We are finding clients have higher needs with the service covering clients with Dementia, Vision impairment and Disabilities as well as over 65.

The group enjoyed a trip away recently which they have been planning for several years and also a movie day at the Council Chambers.

One of the group members turned 90 so a big day was planned for the occasion, which was celebrated with a staff member, who was also celebrating a special birthday.

Social Groups

Social groups are providing a well needed service in the community with many of those attending not having other social contact. The groups are provided with a friendly, safe meeting place where they have an opportunity to make new friends.

Modifications and Maintenance Services

Demand in the area for Modifications has not been as high at the moment with there being no Occupational Therapist in town, however with the new Occupational Therapist to commence shortly we hope the demand will increase again.

Maintenance Services are ever growing and people continue to need yards maintained and minor repairs completed.

Respite Services

We are finding there are a lot of Carers in the community who are in need of assistance and some respite to give them an opportunity to have a break or maybe even a rest from their caring role. We are providing in home respite to some and centre based respite depending on needs.

Domestic Assistance Services

Requests for Domestic Services are increasing with Home Care Service unable to take on additional services.

Aged Care Expo

We have been busy organising the Aged Care Expo which is scheduled for 13 November 2015 at the Community Care Centre.

We have a guest speaker coming from Centrelink to talk on pensions and someone from Carer Respite and Bland Shire Council doing a presentation on responsible pet ownership.

Information on the day will include: Dementia, My Age Care Service, Parkinson's, Telehealth, Diabetes, Mobility Scooters, walkers, Domestic Services, Meal service, Transport, Personal Care, Bathroom aids, Ramps, Home modifications, Talking books, Lift Chairs, Lift beds, Social Support Service, Activity Days and Home Care Packages.

9.18 Development Services Activities/Statistics for October 2015

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

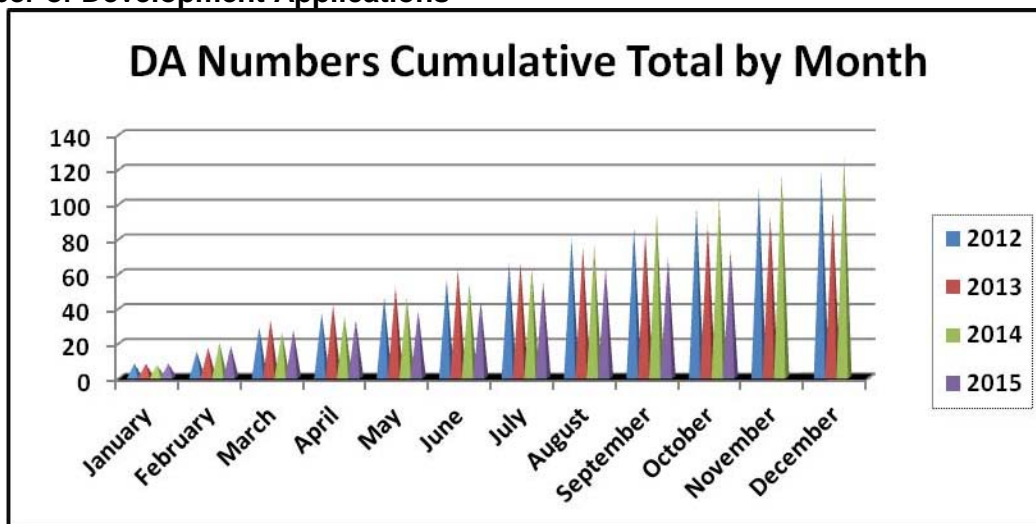
Author: Manager Development Services

Development Applications

The value of development applications received by Council during October 2015 is detailed in the following table.

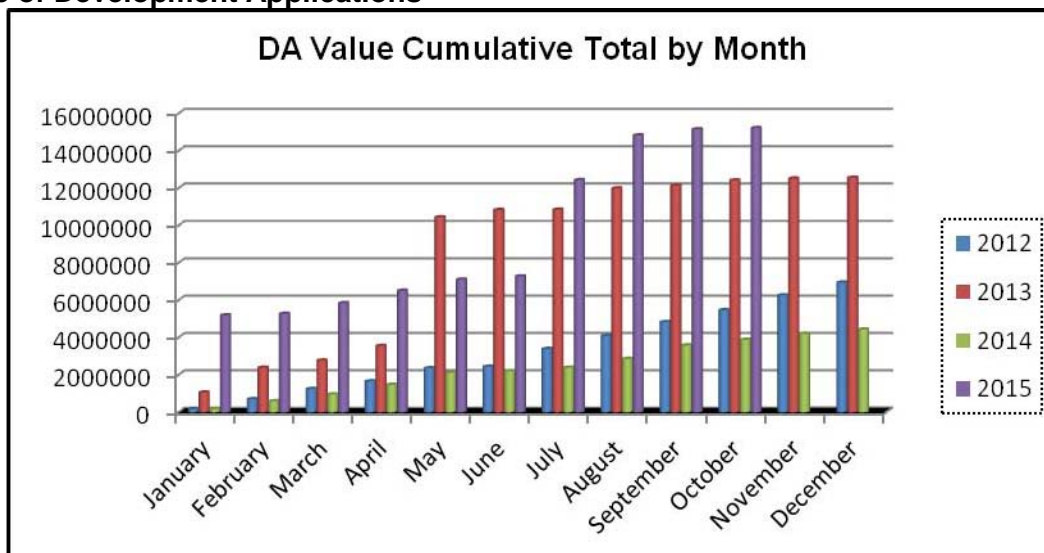
Development Type	Current Year			
	October 2015		Year to Date 1.01.15 31.10.15	
	Number	Value \$	Number	Value \$
Residential	2	16,500	35	2,231,750
Industrial	Nil	Nil	Nil	Nil
Commercial	2	50,000	25	12,833,100
Rural Residential	Nil	Nil	1	150,000
Subdivisions	Nil	Nil	3	Nil
Other	Nil	Nil	9	Nil
TOTAL	4	66,500	73	15,214,850

Number of Development Applications



This graph details the cumulative number of development applications received by month comparing 2012 to 2015.

Value of Development Applications



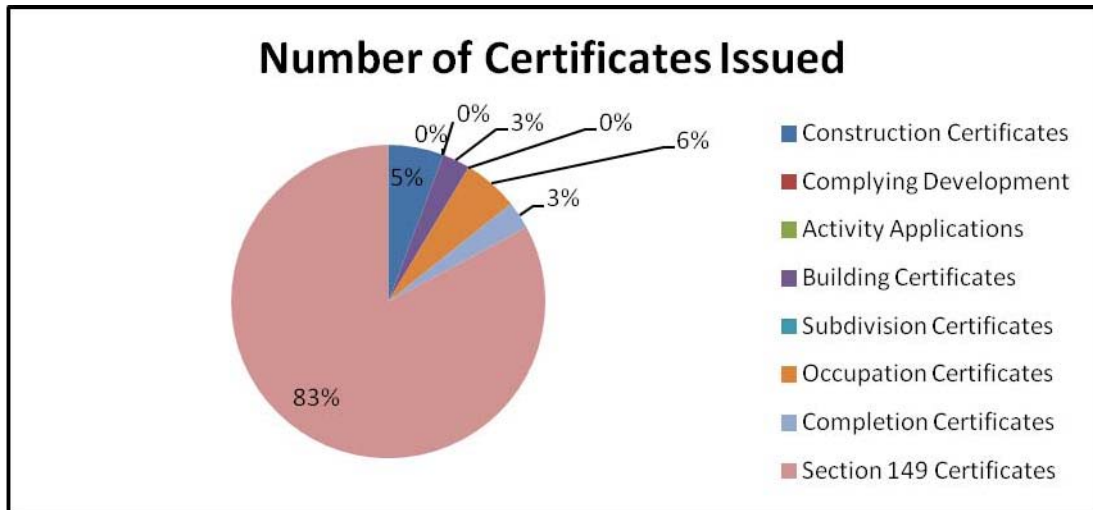
This graph details the cumulative value of development applications received by month comparing 2012 to 2015.

The following Development Applications were determined all by approval during October 2015:

App No.	Property	Development
DA2015/0129	55 – 57 Neeld Street, Wyalong	Demolition of front and side brick walls of an existing building and the erection of a colour bond fence.
DA2015/0133	Wyalong By-Pass Road, West Wyalong	Combined demolition and environmental site assessment/remediation of a former petroleum depot.

Certificates issued during October 2015:

Certificate Type	Number Issued
Construction Certificates	2
Complying Development Certificates	Nil
Activity Applications	Nil
Building Certificates	1
Subdivision Certificates	Nil
Occupation Certificates	2
Completion Certificates	1
Section 149 Certificates	29



Public Health Activities Update

Food Shop Inspections Undertaken in October – Nil

- Number Compliant – Nil
- Number Non-compliant – Nil

No. of “I’m Alert Online Interactive Food Safety Program Users for October - Nil Total - 513

Swimming Pool Inspections Undertaken in October – Nil

- Number Compliant – Nil
- Number Non-compliant – Nil

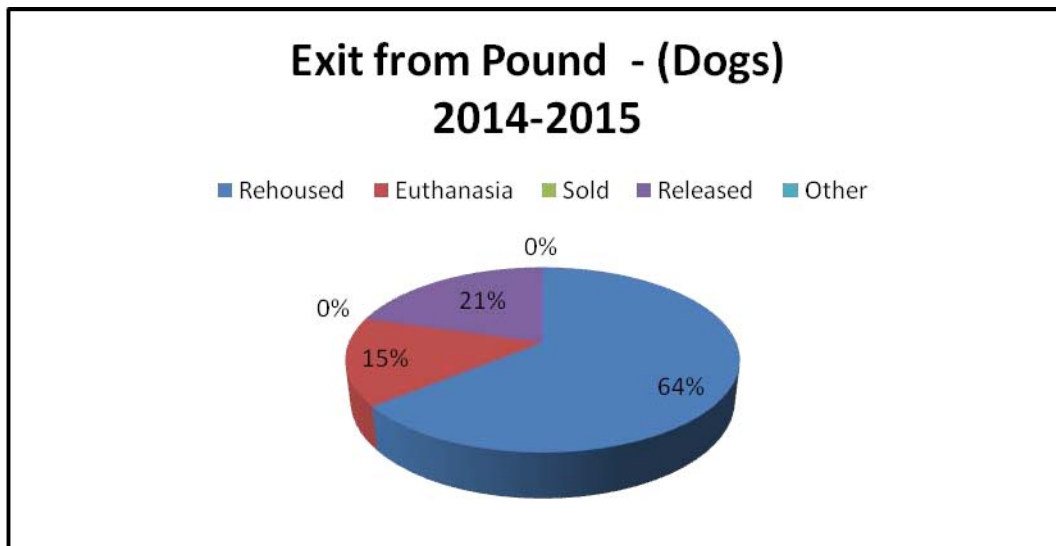
Companion Animal Activities

The following table summarises the management of companion animals during October 2015:

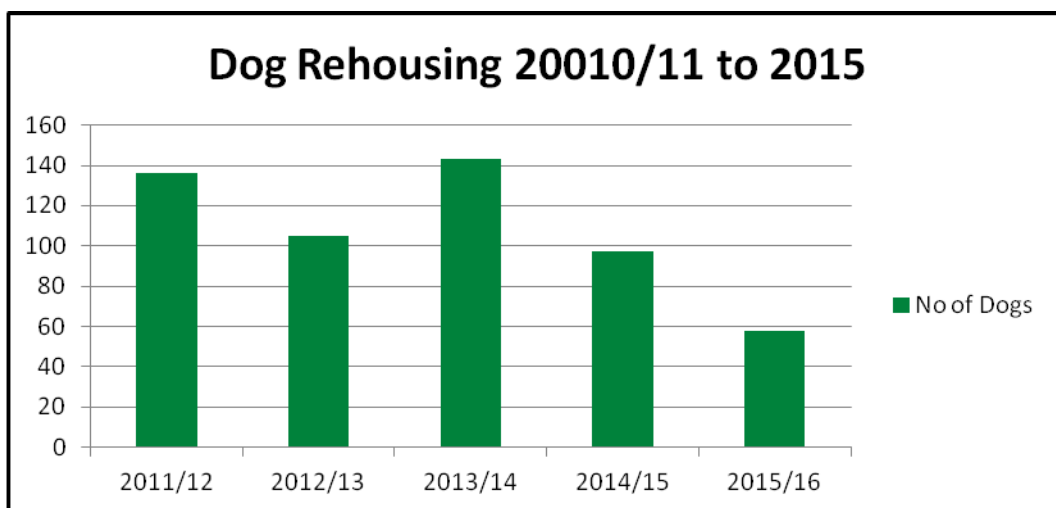
	Dogs	Cats
Seizure Activities:		
Seized	8	6
Returned to Owner	0	0
Transferred to Pound from Seizure Activities	8	6
Animals in Pound at start of Month	6	0
Dumped	25	7
Surrendered	1	0
Total Animals in Pound	40	13
Released to Owner	8	1
Euthanased	6	7
Sold	0	0
Stolen from Pound	0	0
Escaped	0	0
Died at Pound	0	0
Rehoused	25	0
Total Animals Leaving Pound	39	8
Animals in Pound at end of Month	1	5

Animals into Pound - Monthly Cumulative Totals

Month	Dogs	Cats
July	20	12
August	35	15
September	55	23
October	95	36
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 July 2015 to 31 October 2015.



This chart summarises the annual rehousing statistics from 2011/12 to 31 October 2015:

Break In Figures at Pound

- October - Nil

No. of "I'm Alert Online Responsible Dog Ownership Users for October – 1 Total - 63

9.19 Economic Development & Tourism Report - November

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

Gliding Activities

Bathurst Soaring Club – 30/1/2016 to 13/2/2016

Junior National Gliding Championships



Campdraft Events

The West Wyalong Charity Campdraft will be hosting the Gold Nugget Campdraft & Challenge from the 27 to 29 November.

Mirrool Silo Kick – Saturday 10 October



Barmedman Modified Tractor Pull

1,500 people attended the Barmedman Modified Tractor Pull that was held on Saturday 17 October 2015.





Athens in the West – 23 – 25 October



Newell Highway Website Analytics

	May	June	July	August	September	October
Pageviews	6,847	9,957	10,558	9,926	10,262	8,140
Visits	2,298	3,262	3,620	3,465	3,627	2,931
Visitors	1,814	2,368	2,657	2,531	2,644	2,165
Desktop	45.5%	41.6%	38.0%	41.3%	42.1%	43.2%
Mobile	26.9%	31.9%	36.2%	32.8%	34.5%	35.2%
Tablet	27.5%	26.5%	25.8%	25.9%	23.4%	21.6%

Business Enterprise Centre

The Central NSW Business Enterprise Centre visited the Bland Shire on Wednesday 4 November to meet with local businesses.

GrainCorp

GrainCorps Calleen grain receival preliminary opening was held on Wednesday 21 October 2015.

