



**Bland Shire Council**  
**Business Paper**  
**Ordinary Council Meeting**  
**19 April 2016**



# 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**

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

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

3<sup>rd</sup> - 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	<a href="mailto:council@blandshire.nsw.gov.au">council@blandshire.nsw.gov.au</a>	<a href="http://www.blandshire.nsw.gov.au">www.blandshire.nsw.gov.au</a>
ICAC	8281 5999 Toll Free: 1800 463 909	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>	<a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>
Office of Local Government	4428 4100	<a href="mailto:dlq@dlq.nsw.gov.au">dlq@dlq.nsw.gov.au</a>	<a href="http://www.dlg.nsw.gov.au">www.dlg.nsw.gov.au</a>
NSW Ombudsman	9286 1000 Toll Free: 1800 451 524	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>

## 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
BCA	Building Code of Australia
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
CPI	Consumer Price Index
CPP	Cowal Partnering Program
Cr	Councillor
CRO	Community Relations Officer
CSP	Community Strategic Plan
CSU	Childrens Services Unit
CT	Community Technology
CWA	Country Women's 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
EDVETAC W	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
EYLF	Early Years Learning Framework
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
MoU	Memorandum of Understanding
MP	Member of Parliament
MPHN	Murrumbidgee Primary Health Network
MPR	Multi Purpose Room
MR	Main Road
MRU	Mobile Resource Unit
NAIDOC	National Aboriginal & Islander Observance Committee
NGO	Non-Government Organisation
NOF	National Quality Framework
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
PSSA	NSW Primary Schools Sports Association
R2R	Roads to Recovery
Rd	Road
RDA	Regional Development Australia
RDO	Rostered Day Off
Rec	Recreation
REROC	Riverina Eastern Regional Organisation of Councils
RFS	Rural Fire Service

RMAP	Risk Management Action Plan
RMS	Roads & Maritime Services
RRL	Riverina Regional Library
RTO	Registered Training Organisation
RV	Recreational Vehicle
SEDTA	Senior Economic Development & Tourism Advisor
SEPP	State Environmental Planning Policy
SES	State Emergency Service
SH	State Highway
SLA	Service-level agreement
SLNSW	State Library New South Wales
SRC	Summer Reading Club
SRV	Special Rate Variation
St	Street
STW	Sewerage Treatment Works
TASAC	Tourist Attraction Signposting Assessment Committee
TCORP	Treasury Corporation
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
WWRL	West Wyalong Rugby League



## **Council Meeting Agenda**

**19 April 2016**

**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

Director Corporate, Community & Development Services – Adele Casey

Executive Assistant – Julie Sharpe

#### **2.3 Apologies**

### 3.0 CONFIRMATION OF THE MINUTES

#### 3.1 Ordinary Meeting held on 15 March 2016

- **Confirmation**  
That the minutes of the Ordinary Council meeting held on 15 March 2016 be confirmed as a correct record of proceedings.
- **Corrections**
- **Business Arising**

#### 3.2 Extra Ordinary Meeting held on 5 April 2016

- **Confirmation**  
That the minutes of the Extra Ordinary Council meeting held on 5 April 2016 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.

<b>Councillor/Officer</b>	<b>Item</b>	<b>Nature of Interest</b>

### 5.0 PUBLIC FORUM

### 6.0 MAYORAL MINUTE

## 7.0 NOTICES OF MOTION

### 7.1 Business Incentive Policy (Cr McGlynn)

**Recommendation:**

**That Business Incentive Policy be stopped as it is my belief that it is and never can be equitable. However incentives can be given to a major business either starting up or relocating, at the discretion of the Council.**

Comment from the General Manager

*I believe that rather than just 'stopping' this incentive program that there at least be a review of the current policy and formula before a final decision is made by council. The matter should be referred to the next workshop for further consideration. If Council is to support only 'major' businesses then there will need to be a clear definition of 'major' as council just recently declined this form of assistance to what could only be described as a 'major' business.*

### 7.2 Donation Policy (Cr McGlynn)

**Recommendation:**

**That the Donation Policy does not reduce in value on an annual basis. We are a Council to build and encourage strong, vibrant communities to satisfy the need and encourage participation for all activities even those that will never be fully self sustaining. Council is the corner stone of building communities that people wish to and are content on living in.**

Comment from the General Manager

*This policy has only just been adopted by Council (March 2016) the objective of which was to encourage and promote sustainability within our local community groups and organisations.*

### 7.3 Donation – Australasian Yard Dog Championships (Cr McGlynn)

**Recommendation:**

**A donation of \$2,000.00 from tourism goes to support the Australasian Yard Dog Championships on the 5th, 6th and 7th August. This attracts participants and supporters Australia wide. The local conference is run by two men Peter Darmody and Peter Birks who do an amazing job, however to attract the 800 to 1,000 people who will come they have running costs of approximately \$12,000. 300 dogs participate, 1,500 sheep from Barmedman are trucked in at a cost of \$3,000. These are an example of some of the costs. (Tourism fund)**



Comment from the General Manager

*Council is at liberty to reallocate funds within the adopted budget. The draft budget for Tourism Promotion and Projects for 2016-17 is \$70,000.00. If this particular event becomes an annual occurrence any future donation should be in accordance with adopted policy at the time.*

*However, I am not aware of any formal application from this group for financial assistance which brings to mind the words – consistency and transparency!*

#### **7.4 Banner (Cr McGlynn)**

**Recommendation:**

**That a banner be purchased and erected permanently to celebrate the fact that the gold for the manufacture of the Melbourne Cup will be Australian gold for the first time - mined at Cowal Evolution Mine - a totally Australian owned operation. Up until now it has been made in Germany. This is a small recognition of all that they do for our community.**

Comment from the General Manager

*There has been no allocation of funds for this particular purpose, either in the current or draft budget for 2016-17. The question also needs to be asked as to where would such a banner be placed? Neither has there been an estimate of cost obtained. However, council staff could investigate the design and purchase of street banners that could be displayed periodically in the main street.*

#### **7.5 Art Prize (Cr McGlynn)**

**Recommendation:**

**\$5,000.00 from tourism to set up an art prize for this year's festival and beyond. It will be done very differently this year under the guidance of Claire Cummings at Splatters.**

Comment from the General Manager

*Council is at liberty to reallocate funds within the adopted budget. The draft budget for Tourism Promotion and Projects for 2016-17 is \$70,000.00. If this particular event becomes an annual occurrence any future donation should be in accordance with adopted policy at the time.*

*It should be noted that the draft budget for 2016/17 already provides for a \$10,000.00 cash contribution as well as \$5,000.00 in kind towards the 2016 Festival.*

## 7.6 Lights – Ungarie Recreation Ground (Cr McGlynn)

### Recommendation:

**The installation of the lights at Rec Ground at Ungarie for the football – poles were donated 2 years ago from Ron Crowe upgrade and they are desperately required – supporting our communities from the Evolution Infrastructure fund. As soon as possible for this year – provided 2 years ago.**

### Comment from the General Manager

*One light pole, from the Park Street Recreation Ground was provided and installed at the Ungarie Rec Ground but with no lights. There are also two unused poles at Ron Crowe Oval however, one has the power board still attached and the cost of removing and relocating the second pole would be more expensive than providing a new pole.*

*I am not aware of any requests from the Ungarie Rec Ground Committee for additional poles or lighting. It may be more appropriate for the Committee to provide details of their request so it can be costed and reported back to council accordingly.*

## 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	Integrated Planning & Reporting (IPR) Framework – Adoption Of Draft Documents 2016/17 .....	54
9.2	Revised Model Code of Conduct for Local Councils .....	56
9.3	NSW Country Mayor's Association – Letter to the NSW Premier on Council Mergers .....	82
9.4	Capital Expenditure Works & Projects Progress Update .....	85
9.5	Local Government Grants Commission – Visit to West Wyalong – 3 May 2016 .....	90
9.6	LGNSW Board Elections 2015 .....	91
9.7	Road Network Forums – March 2016 .....	92
9.8	Refurbishment of the Perseverance Street Sports Complex Stadium – Progress Report (April 2016) .....	95

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

9.9	Financial Statements – March 2016 .....	96
9.10	Making Of Waste Management Charges 2016/17 .....	102

9.11	Making Of Sewer Special Rate Charges 2016/17 .....	104
9.12	Procurement Policy .....	105
9.13	Complaint Handling Policy .....	113
9.14	Internal Reporting Policy .....	128
9.15	Application for Part Day Public Holiday - West Wyalong Show Day 2016-2017 .....	144
<b>Section 4 – Reports for Information</b>		
9.16	Asset & Engineering Services Report .....	148
9.17	Community Services Report .....	151
9.18	Bland Shire Library Monthly Update .....	154
9.19	Bland HACC Services Update .....	156
9.20	Development Services Activity Report .....	157
9.21	Economic Development & Tourism Report – March .....	159
10.0	<b>URGENT BUSINESS WITHOUT NOTICE</b>	
11.0	<b>QUESTIONS AND STATEMENTS</b>	
	▪ Matters to be dealt with arising out of the proceedings of former meetings of the Council	
	▪ Other Matters	
12.0	<b>CLOSURE OF THE MEETING TO DISCUSS CONFIDENTIAL BUSINESS UNDER THE PROVISIONS OF SECTION 10A(2) OF THE LOCAL GOVERNMENT ACT</b>	
12.1	<b>Future of 184 Main Street West Wyalong</b> <i>Local Government Act 1993 (section 10A (2) (d) (i)</i> <i>The matters and information are commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.</i>	
13.0	<b>RESUMPTION OF THE MEETING AND CONSIDERATION OF RECOMMENDATIONS OF THE CLOSED SECTION OF THE MEETING</b>	
14.0	<b>CLOSE OF THE MEETING</b>	

# 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
<b>Access Advisory Committee</b> <i>(Cr Grellman)</i>	6 <sup>th</sup> May 2016	
<b>Australia Day Awards Committee of the Whole</b> <i>(Whole of Council)</i>		
<b>Australian Rural Roads Group Inc</b> <i>(Cr Grellman)</i>		
<b>Bland Rural Fire District Zone Liaison Committee</b> <i>(Cr Keatley, Cr Grellman - alternate)</i>	23 <sup>rd</sup> March 2016	
<b>Bland – Temora RFS Zone Bushfire Management Committee</b> <i>( Cr Keatley, Cr Grellman - alternate)</i>	23 <sup>rd</sup> March 2016	
<b>Country Mayors Association of NSW</b> <i>(Mayor &amp; General Manager)</i>	11 <sup>th</sup> March 2016	✓
<b>Cowal Gold Project Community Environmental Monitoring &amp; Consultative Committee (CEMCC)</b> <i>(Mayor Pokoney, Deputy Mayor Cr McGlynn - alternate, Cr Hampton - observer)</i>	2 <sup>nd</sup> March 2016 1 <sup>st</sup> June 2016	✓
<b>Cultural Advisory Committee</b> <i>(Cr McGlynn, Cr Keatley)</i>	14 <sup>th</sup> March 2016 25 <sup>th</sup> May 2016	✓
<b>Goldenfields Water County Council Board</b> <i>(Cr Templeton)</i>	25 <sup>th</sup> February 2016 7 <sup>th</sup> March 2016 28 <sup>th</sup> April 2016	✓ ✓
<b>Heritage Advisory Committee</b> <i>(Cr McGlynn, Cr Grellman)</i>	6 <sup>th</sup> April 2016 8 <sup>th</sup> June 2016	

<b>Lake Cowal Gold Mine Closure Advisory Committee</b> <i>(Mayor Pokoney, Deputy Mayor Cr McGlynn, GM)</i>		
<b>Internal Audit Committee</b> <i>(Cr Templeton, Cr Monaghan)</i>		
<b>Local Traffic Advisory Committee</b> <i>(Mayor Pokoney, Cr Grellman - alternate)</i>		
<b>Murrumbidgee Primary Health Network</b> <i>(Cr Monaghan)</i>		
<b>Museums Advisory Committee</b> <i>(Cr Lord, Cr Keatley)</i>	22 <sup>nd</sup> September 2016	
<b>Newell Highway Taskforce</b> <i>(Cr Lord)</i>		
<b>NSW Association of Mining Related Councils</b> <i>(Cr McGlynn, Cr Hampton)</i>	13 <sup>th</sup> May 2016	
<b>Plant Committee</b> <i>(Cr Grellman, Cr Templeton, Cr Lord)</i>		
<b>Public Libraries NSW South-West Zone</b>		
<b>Riverina Eastern Regional Organisation of Councils (REROC)</b> <i>(Mayor Pokoney)</i>		
<b>Riverina Regional Library Advisory Committee</b> <i>(Cr Lord, Cr Monaghan - alternate)</i>	28 <sup>th</sup> October 2015	
<b>Riverina Regional Tourism</b> <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

FRIDAY, 11 MARCH 2016, COUNTRY EMBASSY, SYDNEY

The meeting opened at 9.33 a.m.

#### 1. ATTENDANCE:

Albury City Council, Mr Frank Zaknich, General Manager  
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, Cr Neil Pokoney, Mayor  
Coffs Harbour City Council, Cr Denise Knight, Mayor  
Cooma Monaro Shire Council, Cr Dean Lynch, Mayor  
Coonamble Shire Council, Cr Michael Webb, Mayor  
Deniliquin Council, Cr Ashley Hall, Mayor  
Deniliquin 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  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Gunnedah Shire Council, Cr Owen Hasler, Mayor  
Harden Shire Council, Cr John Horton, Mayor  
Harden Shire Council, Mr Trevor Drowley, General Manager  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Lockhart Shire Council, Cr Peter Yates, Mayor  
Lockhart Shire Council, Mr Rod Shaw, General Manager  
Mid Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Murray Shire Council, Mr David Shaw, Administrator  
Murray Shire Council, Ms Margot Stork, General Manager

Narrabri Shire Council, Cr Conrad Bolton, Mayor  
Shoalhaven City Council, Cr Allan Batiste, Assistant Deputy Mayor  
Shoalhaven City Council, Mr Russell Pigg, General Manager  
Tamworth Regional Council, Cr Russell Webb, Acting Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tumbarumba Shire Council, Cr Ian Chaffey, Mayor  
Tumbarumba Shire Council, Ms Kay Whitehead, General Manager  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Wagga Wagga City Council, Cr Rod Kendall, Mayor  
Wagga Wagga City Council, Mr Alan Eldridge, General Manager  
Wakool Shire Council, Cr Neil Gorey, Mayor  
Wakool Shire Council, Ms Lea Rosser, Acting General Manager  
Walcha Council, Cr Janelle Archdale, Mayor  
Warrumbungle Shire Council, Cr Peter Shinton, Mayor  
Warrumbungle Shire Council, Mr Steve Loane, General Manager  
Local Government New South Wales, Cr Keith Rhoades, President  
Local Government NSW, Cr Greg Matthews  
Local Government NSW, Cr Lynda Scott

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

Hon Mark Speakman MP, Minister for the Environment, Minister for Heritage,  
Assistant Minister for Planning

Hon John Barilaro MP, Minister for Regional Development, Minister for Skills and  
Minister for Small Business

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 5 November 2015  
be accepted as a true and accurate record (Eurobodalla Shire Council / Moree  
Plains Shire Council).

**3. Matters Arising from the Minutes**

NIL

**4. Presentation**

**Hon Mark Speakman MP, Minister for the Environment, Minister for Heritage, Assistant Minister for Planning**

The environmental budget of \$1.6Billion is used to drive investment in renewable energy, to understand the impacts of climate change and to form and continue partnerships with local communities. The Bio Diversity Conservation package has targets up to January 2017 to eliminate over regulation and the Bio Diversity offset encourages farmers to manage their land under the same rules as miners and others. The Contained Deposits Scheme needs to be a cost effective scheme by July 2017. Two options are being considered but none have been adopted as yet. The current kerb side collection will continue. \$8million has been set aside from the Climate Change Fund to look at renewable energy new initiatives. The target is to reduce energy consumption by 20% by 2020. 150 Risk Management Plans for Flood Plain Management have been developed. There is no extra funding for 2016-17 but the government is looking at ways to increase the funding after 2017. Pest Management priority is to protect livestock on lands adjoining National Parks. Last year 200 wild dogs were destroyed and \$76million was spent on hazard reduction.

**5. Presentation**

**Hon John Barilaro MP, Minister for Regional Development, Minister for Skills and Minister for Small Business**

The Government is trying to get rid of blockages to allow development in rural NSW. Small business as collectives are the largest employers. \$208million from Resources for Regions has been invested with \$32million allocated in the current year. Councils are encouraged to apply for funding if their infrastructure is at risk as a result of mining projects. The NSW Government is working with Telecom suppliers to reduce "Black Spots". This assistance is in addition to the resources allocated by the Commonwealth. The way TAFE operates needs to change. It needs to provide the services that the community want. In regional areas some assets will be sold but the proceeds will be recycled and reinvested in areas of need. Poles and Wires money is now becoming available to regional NSW. Regional NSW is growing at a faster rate than Western Sydney.

**6. Membership**

RESOLVED That Corowa Shire Council be admitted as a member of the Association (Berrigan Shire Council / Eurobodalla Shire Council)

**7. CORRESPONDENCE**

Outward

- (a) The Hon Niall Blair MLC, Minister for Primary Industries, Minister for Lands and Water, thanking for his presentation 5 November 2015
- (b) The Hon Paul Green MLC, thanking him for his presentation 5 November 2015
- (c) The Hon Peter Primrose MLC, Shadow Minister for Local Government, Shadow Minister for Innovation and Better Regulation, thanking him for his presentation 5 November 2015
- (d) The Hon George Brandis QC, Attorney general for Australia, Re compensating Councils for all costs approved for declared emergencies
- (e) The Hon David Elliott MP, Minister for Corrections, Minister for Emergency Services and Minister for Veterans Affairs, re compensating Councils for all costs approved for declared emergencies



- (f) Senate Select Committee on the Murray Darling Basin Plan advising that the Association supported the RAMROC submission
- (g) Riverina and Murray Regional Organisation of Councils advising that the Association supports their submission on the Murray Darling Basin Plan Inward
  - (a) Australian Government, Department of Communications and the Arts Re Mobile Black Spot Programme (Copy Attached)
  - (b) Moree Plains Shire Council, Yass Valley Council and Carrathool Shire Council supporting the RAMROC submission to the Select Committee on Murray Darling Basin Plan
  - (c) Hon Michael Keenan MP, Minister for Justice, Minister Assisting the Prime Minister on Counter Terrorism Re Natural Disaster Costs (Copy Attached)

NOTED

## **8. FINANCIAL REPORT**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Gunnedah Shire Council / Tumbarumba Shire Council)

## **9. General Business**

### (a) ARTC Inland Rail

There is a need for the impact of the rail on local roads to be considered which apparently it has not been. Those councils affected need to raise the issue.

### (b) LGNSW

President LGNSW Cr Keith Rhoades expressed the view that he does not believe that any council is safe from mergers in light of Gloucester Shires decision not to proceed with a merger with Dungog Shire but to support a merger with Great Lakes Shire and Greater Taree City without reference to those two Councils. This new proposal of Gloucester is being referred to the Boundaries Commission. The Boundaries Commission has four members, one appointed by the Minister, one appointed by the Office of Local Government with LGNSW submitting four names with a Metropolitan and a Country representative appointed from those names. The date of the next Local Government elections has not been announced

### (c) Meeting Arrangements for Future Meetings

Arrangements have been made to meet in the Jubilee Room at Parliament House in August and November. Enquiries are being made regarding a meeting venue for the June meeting. The Executive will make a decision and members advised.

### (d) Changes to Local Government Act

It should be a requirement that the on line survey should be submitted by resolution of Council and not be submitted by individuals.

### (e) Government Interference in Local Government

RESOLVED That the Association write to the Premier and Minister for Local Government with copies to CMA member local members objecting to the continuing

undermining of local government by the State Government and expressing the view that 'enough is enough" (Moree Plains Shire Council / Tumbarumba Shire Council)

There being no further business the meeting closed at 12.15pm

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

## MINUTES OF MEETING

### COWAL GOLD OPERATION COMMUNITY ENVIRONMENTAL MONITORING AND CONSULTATIVE COMMITTEE (CEMCC)

**Wednesday 2 March 2016**

**9.00 am – Bland Shire Council**

**Minutes taken by:** Elliot Willemsen-Bell

**Attendees:**

Independent Chair:	Margaret MacDonald-Hill (MMH)
Evolution:	Garry Pearson (GP), Elliot Willemsen-Bell (EWB), Jason Greive (JG), Anika McManus (AMcM) and Alanna Beardsley (AB) Jamie Coad (JC)
Community Members:	Angus Stitt (AS), Lucy Buttenshaw (LB),
Bland Shire Council:	Neil Pokoney (NP), Liz McGlynn (LM)
Lake Cowal Landowners Association:	Bruce Dent (BD)
Wiradjuri Condobolin Corporation:	

**Apologies:** Dave Carter, Graham Scott, Ally Coe, Brian Matiske & Graeme Miller

ITEM	ACTION
<p><b>1.0 Welcome</b></p> <p>Independent Chair, Margaret MacDonald-Hill opened the meeting at 9:06 am.</p>	
<p><b>2.0 Declaration of Interest</b></p> <p>Margaret MacDonald-Hill declared her interest as Independent Chair of the CEMCC, appointed by the Director General of the Department of Planning and Environment. For record purposes, Margaret advised the committee she is a member of the Mine Subsidence Board. Margaret also declared that she receives payment via a Trust established by the Bland Shire Council for her work as Chair of the CEMCC.</p> <p>For a full Declaration of Interest for all members, see Attachment A</p>	
<p><b>3.0 Confirmation of Previous Minutes</b></p> <p>Correction to location of next meeting from Cowal to Bland Shire</p> <p>Moved as amended by Lucy Buttenshaw, seconded by Angus Stitt.</p>	
<p><b>4.0 Business Arising from previous Minutes</b></p> <p>Request from AS to send hard copies of presentations rather than email due to file size. Agreement to send hard copies to those who prefer in future. MMH suggested that presentations be given as handouts at the commencement of each meeting.</p>	EWB/GP

<p>Discussion around identifying replacement for Dr. Daryl Neilsen. JC stated that he was the new Secretary for the LCF and that interviews were scheduled with two candidates.</p>	
<p><b>5.0 Correspondence</b></p> <p><b>In</b>  10/12/15 - email from GP Evolution on NF&amp;O Incident Report  5/1/16 - email from GP Evolution on NF&amp;O Incident Report  2/2/16 - email resignation from Jenene McGrath  18/2/16 - email from GP Evolution on NF&amp;O Incident Report</p> <p><b>Out</b>  2/2/16 - email acknowledgement to Jenene McGrath  18/2/16 - email DP&amp;E Guidelines and fact sheet to CEMCC  29/2/16 - email reviewed Charter to CEMCC</p>	
<p><b>6.0 Reports</b></p> <p><b>Garry Pearson</b> provided a detailed account of Cowal Gold Operation's Environment Department Activities over the past three months – See the attached presentation for more information.</p> <p>The presentation also included:</p> <ul style="list-style-type: none"> <li>• Discussion around the reduction in lake centre dust, blast and surface water-sediment monitoring locations, which has been approved by the NSW Government process. GP stated that this was not unusual given eleven years of contiguous environmental data, a good environmental record and the independently verified near-neutral impact of the mine on Lake Cowal. GP also stated that there had been ongoing discussions about considerable safety hazards for employees accessing monitoring stations in the middle of the Lake, whether the floor was dry, holding water or muddy.</li> <li>• 'Hillgrove' NPWS Permit non-commercial control action 50 large Greys. Adjacent 100 ha of native tubestock trees and shrubs after.</li> <li>• Revised CGO Air Quality MP (2015) approved by DP&amp;E. Lodging an EPL11912 variation to reflect MOD11: 2014 Program approvals.</li> <li>• CGO re-certification to ISO 14001 occurred on 1 March 2016.</li> <li>• Voluntary Planning Agreement being reviewed by DP&amp;E for Offset areas around the mine site.</li> </ul> <p>LCF Limited Company Secretary Jamie Coad advised the CEMCC that the organisation approaching the end of the process of identifying a replacement independent scientist (previously Dr. Daryl Nielsen).</p> <p><b>Elliot Willemsen-Bell</b> provided a detailed account of Cowal Gold Operation's Community Relations Activities over the past three months – See the attached presentation for more information (Attachment B).</p>	

<ul style="list-style-type: none"> <li>• Activities since last CEMCC, including the Evolution-wide Stakeholder Perception Survey</li> <li>• Complaints/Grievances – Zero in reporting period</li> <li>• Upcoming activities, including the Cowal Partnering Program, Wiradjuri Scholarship Program and focus on land management practices</li> </ul> <p><b>Cowal Partnering Program</b> Elliot Willemsen-Bell presented applications that had been received in the most recent Cowal Partnering Program funding round. A total of 19 applications were received, however only 13 met the criteria and capacity of the Program.</p> <p><b>Shared Value Projects</b> Anika McManus (Group Manager – External and Indigenous Relations) presented on the Shared Value Project initiative that is being rolled out across all Evolution sites. The SVP aims to assist community driven projects become sustainable and provide long term benefit to the community beyond the life of the mine. The key area of focus for the SVP is economic development, skills and training and community health.</p>	<p>Cowal</p>
<p><b>7.0 General Business</b></p> <p>NP stated that the Lake Cowal Conservation Centre was a key part of the mine, and noted that the Memorandum of Understanding between West Wyalong High School and the LCF had lapsed.</p> <p>AS raised the issue of recruiting new Committee members to replace Jenene McGrath, as he had identified some potentially interested people within the community.</p> <p>MMH said that there was a requirement for four community members to take part on the CEMCC, which is currently being met. MMH said that she would email all members and confirm their desire to continue participating in the Committee.</p> <p>Membership to be discussed at next meeting when there was representation from other Shires.</p> <p>Discussion was held around the proposed new guidelines for operation of Consultative Committees. At present, the CEMCC meets these proposed guidelines. One issue discussed was the CEMCC Charter, which all members present agreed is specific to the Development Consent, and should only be changed if there is a material change to the Consent, following a new EIS, Modification or similar.</p>	<p>MMH</p>

<b>8.0 Meeting Closed – 11:15 am</b>	
<b>9.0 Next Meeting</b>  1 June 2016 at Forbes Shire Council (TBC)  Corporate representatives from Evolution Mining will be invited to attend.  2016 Meeting Dates: <ul style="list-style-type: none"><li>• 1 June</li><li>• 31 August (TBC)</li><li>• 7 December</li></ul>	

DRAFT

**ATTACHMENT A – CEMCC MEMBERS' DECLARATIONS OF INTEREST**

DRAFT

# Community Environmental Monitoring and Consultative Committee (CEMCC)

Declarations of interest:

***Margaret MacDonald-Hill - Independent Chair***

- ***Appointed by DG of DP&E, paid via Trust administered by Bland Shire Council***
- ***Member of the Mine Subsidence Board***

***Angus Stitt – Community Representative, West Wyalong***

- Receives reimbursement of travel costs for attending CEMCC meetings, from time to time

***Lucy Buttenshaw – Community Representative, West Wyalong***

- Nil

***Jenene McGrath – Community Representative, West Wyalong***

- Nil

***David Carter – Community Representative, Condobolin***

- Nil

***Bruce Dent – Lake Cowal Landholders Association***

- Noise Mitigation Agreement in accordance with Development Consent Conditions
- Receives reimbursement of travel costs for attending CEMCC meetings, from time to time

***Neil Pokoney – Bland Shire Council Representative***

- Evolution Mining is a ratepayer within the Bland Shire
- Evolution Mining has entered into a Roads Maintenance MOU with Bland Shire Council
- Evolution Mining has provided financial support for certain community events, initiatives, and infrastructure operated by the Bland Shire Council

***Graham Scott – Lachlan Shire Council Representative***

- Evolution Mining has been a ratepayer within the Lachlan Shire
- Evolution Mining is a customer (subscriptions and advertising) of The Lachlander newspaper, of which, Cr Scott is the Editor
- Evolution Mining has entered into a Roads Maintenance MOU with Lachlan Shire Council
- Evolution Mining has provided financial support for certain community events, initiatives, and infrastructure operated by the Lachlan Shire Council

***Brian Mattiske – Forbes Shire Council Representative***

- Evolution Mining is a ratepayer within the Forbes Shire
- Evolution Mining pays annual easement payments to the Forbes Shire Council for properties owned by Council



- Evolution Mining pays annual easement payments to entities which Mr Mattiske maintains a financial interest in for properties owned by those entities
- Evolution Mining pays an annual fee for Temporary Water Transfer Agreements to entities which Mr Mattiske maintains a financial interest
- Evolution Mining has provided financial support for certain community events, initiatives, and infrastructure operated by the Forbes Shire Council

***Graeme Miller – Forbes Shire Council Representative***

- Evolution Mining is a ratepayer within the Forbes Shire
- Evolution Mining pays annual easement payments to the Forbes Shire Council for properties owned by Council
- Evolution Mining has provided financial support for certain community events, initiatives, and infrastructure operated by the Forbes Shire Council

***Ally Coe – Wiradjuri Condobolin Corporation***

- Wiradjuri Condobolin Corporation receives compensation payments in accordance with Native Title requirements
- Wiradjuri Condobolin Corporation is a contractor to Evolution Mining at the Cowal Gold Project

# CEMCC

Community Relations Update

2 March 2016



**Evolution**  
MINING

# Community Relations Update

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- Activities since the last CEMCC meeting
- Complaints and Grievances
- Cowal Partnering Program Applications
- Upcoming activities

# Activities since the last CEMCC

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- Presentation of Academic Awards at West Wyalong Public School and West Wyalong Primary School
- Stakeholder Satisfaction Survey (Group wide)
- Cowal Partnering Program
- Wiradjuri Scholarship Program
- Roll out of Shared Value Project initiative to Bland, Lachlan and Forbes Shires and local business chambers
- Presentation of the Ancillary Deed Implementation Annual Report to the Wiradjuri Condobolin Corporation AGM
- Release of the Evolution Community Report

# Complaints and Grievances

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- Zero complaints since last CEMCC meeting

# Upcoming activities

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- Finalisation of the Stakeholder Satisfaction Survey
- Quarterly Complaint Line Advertising
- Award of Cowal Partnering Program
- Increased focus on land management practices
- Commencement of planning for Community Open Days

# Cowal Partnering Program

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- 19 applications received, however six were not within scope or capacity of the Program
- Of the 13 relevant applications:
  - Four from Bland Shire
  - Seven from Forbes Shire
  - Two from Lachlan Shire

- Weethalle Rodeo - \$1,000
- West Wyalong Yard Dog Club - \$2,000
- West Wyalong Community Radio - \$5,000
- Events West Wyalong - \$45,000 over three years  
(\$20,000, \$15,000, \$10,000)



- Central West Lachlan Land Care - \$1,000
- Forbes P. A. &H Association - \$1,200
- Forbes Running and Triathlon Club - \$1,800
- Bedgerebong Union War Memorial Church - \$3,000
- Forbes Shire Council Community Tai Chi Program - \$5,000
- Wheelchair Sports NSW Basketball Program - \$20,000
- Forbes North Public School - \$20,000

- Condobolin and District Historical Association - \$3,400
- Central West Farming Systems - \$5,000

**Questions?**



**Evolution**  
MINING

**MINUTES OF THE CULTURAL ADVISORY COMMITTEE MEETING HELD AT BLAND SHIRE COUNCIL ON MONDAY 14 MARCH 2016 - COMMENCING AT 5:00PM.**

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**Present:** T Butcher, J Sutcliffe, P McNeill, J Wyse, L McGlynn, S Austin, S Howie C Sutton (Community Relations Officer), Rebecca McDonnell (Community Development officer).

**ITEM 1 WELCOME AND APOLOGIES**

J Wyse opened the meeting at 5:00pm and thanked everyone for their attendance.

**Apologies:** K Keatley, B Cooper

**ITEM 2 CONFIRMATION OF PREVIOUS MEETINGS MINUTES**

The minutes of the previous meeting held on Monday 25 May 2015 were accepted.

**Moved:** L McGlynn

**Seconded:** J Sutcliffe

Carried

**ITEM 3 ACTIONS ARISING FROM PREVIOUS MEETING**

**3.1 Update on 184 Main Street:** It was reported to the committee that 184 Main Street has been put up for lease.

**3.2 Kapooka Army Band:** The committee were informed that the Kapooka Army Band will be playing in West Wyalong at the unveiling of the Reg Rattey VC Memorial on Saturday 9 April.

**ITEM 4 GENERAL BUSINESS**

**4.1 The Wedding Reception:** It was reported to the committee that Council has secured a place on the first Australian tour of 'The Wedding Reception' interactive theatre production. The show is being toured by the same organisation who delivered the highly successful Faulty Towers dining experience to the West Wyalong community in 2014. The Wedding Reception will be held at the West Wyalong Bowling Club on 22 May 2016.

**4.2 BASIN:** Scott Howie provided an outline of a locally written production titled Basin. Basin was written by seven local writers in collaboration with award winning playwright Vanessa Bates. The plot focuses on a small community in which flooding had occurred and the original community was submerged underwater. The community is then gripped by drought and the old community begins to surface bringing with it secrets once buried in the past. It was reported that the weekend of 8/9 July has been selected as the date for West Wyalong with the show being held at Wyalong Memorial Hall.

**4.3 Fred Smith:** It was reported to the committee that Council, in partnership with Eastern Riverina Arts (ERA), has been successful in securing a position on Fred Smith's 'Dust of Uzurgan' tour which is scheduled to take place at Wyalong Memorial Hall on Friday 8 April at 7:30pm. Dust of Uzurgan coincides perfectly with the unveiling of the Reg Rattey VC Memorial which will take place in West Wyalong on Saturday 9 April. It is hoped that the show which involves songs, storytelling and a collection of highly moving images will greatly appeal to local residents.

**4.4 Carpe Diem:** Committee members were informed that Bland Shire Council has submitted an expression of interest to host the production 'Carpe Diem', an Arts and Health Initiative for Healthier Communities. Carpe Diem – featuring acclaimed Australian actor John Wood - is a contemporary portrayal of every day Australian males dealing with issues of

health, grief, loss and depression. It stresses the importance of professional care in times of crisis, and highlights the importance of mate ship and looking out for each other. It has been proposed that the tour will attend West Wyalong in late September/early October.

#### 4.5 Public Art Proposal

Discussion was held in the meeting around the idea of Council developing large scale public art displays within each of the communities around the shire. The idea involves identifying iconic buildings (including silos) in each community and developing a large scale public art piece to recognise an event, person or object that is significant to each area. There is also the potential to develop a large scale sculpture in one or more communities. The idea is to provide the Shire with its own tourism product, having the capacity to reinvigorate our village communities, foster a sense of pride within these communities and provide a significant tourism boost to the Bland Shire Community. A mix of both conservative and contemporary art pieces is proposed as it would appeal to a greater audience with the potential for a number of local artists to be involved in the project.

**Recommendation to Council:**

That Council investigates the development of a large scale public art project incorporating all towns and village communities within the Shire.

**Moved: L McGlynn**

**Seconded: T Butcher**

#### 4.6 Eastern Riverina Arts Report

Scott Howie outlined a number of projects that are taking place within the Bland Shire community including:

- **Basin** (please see above)
- **Fred Smiths Dust of Uruzgan** (please see above)
- **Giilanggalang** – ‘Many Stories’ is a traveling exhibition featuring work by 18 Aboriginal artists from the Eastern Riverina. Each artist will be given the challenge of creating miniature works that will fit inside the drawers of a wooden card catalog box. The exhibition will travel to ten libraries in the Riverina Regional Library network including the mobile library trucks. Work will range from tiny paintings, tiny sculptures, tiny weaving, tiny electronics to carvings that might appear in or on the individual boxes.
- **Talking Trash** - a free, full-day student workshop that explores environmental issues and sustainability. The workshop aims to promote critical thinking about resources and waste management and guide students toward the development of new and innovative recycling solutions.

Scott further noted that ERA is awaiting news on Council amalgamations in order to position its self in the best possible manner to provide services to the LGA's in which it works with.

It was further reported that the ‘Creative Riverina’ website will be launching in the near future. The website provides a one stop shop where people are able to access information regarding all cultural and creative activities occurring around the Riverina.

## **4.7 Cultural Groups Report**

### **West Wyalong Town Band:**

- The Band is currently working on school concert pieces and music for the ANZAC Day march.
- The Band expressed its thanks to Council for erecting the gazebo on Australia Day.

### **West Wyalong Choir:**

- A community concert was held in September with around 100 attendees. \$800 was raised for charity at the event.
- The choir is currently preparing for performances at the Candy Stripe Fair and the upcoming combined schools concert.

### **Events West Wyalong:**

- No report was offered.

### **Community Radio:**

- Radio interview to be held with a Lt Colonel from the Boer War Association on 18 March 2016.
- Grant funding has been secured from the Southern Phone Company and Evolution Mining to assist with the provision of a new transmitter, extending radio coverage right across the Shire.

### **Family History Group:**

- A guest speaker from the Boer War Association is scheduled to do a local presentation on 19 March 2016, followed by a presentation from freelance researcher Megan Gibson.

## **ITEM 5 CLOSE OF MEETING**

J Wyse closed the meeting at 5:58pm

## **ITEM 6 DATE OF NEXT MEETING**

The next meeting will be held on Monday 25 May 2016.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
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The meeting commenced at 12.51pm.

**PRESENT**

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

**ALSO IN ATTENDANCE**

Mr P Rudd (Acting General Manager), Mr G Carr (Acting Manager Finance & Administration), Mr C Lasdauskas (Manager Technology), Mr T Goodyer (Acting Manager Distribution and Construction) Mrs A Coleman (Executive Assistant)

**1. APOLOGIES**

**16/001 RESOLVED** on the motion of Crs Manchester and Palmer that leave of absence be granted to Cr D McCann and Cr P Templeton.

**2. DECLARATION OF PECUNIARY INTERESTS**

**Declaration of Interest**

Nil

**3. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 18 DECEMBER 2015**

**16/002 RESOLVED** on the motion of Crs Palmer and Miller that the minutes of the meeting held 18 December 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**

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

**7. ADMISSION OF LATE REPORTS**

**16/003 RESOLVED** on the motion of Crs Miller and Manchester that Council consider the late report of **9.3.5 Electricity Contract**

At the time of preparation of the Business Paper the Chairperson had not issued a report for publication.

**8. Chairpersons Minute**

Nil

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

**9. GENERAL MANAGERS REPORTS**

**9.1 FINANCIAL AND PRODUCTION REPORTS**

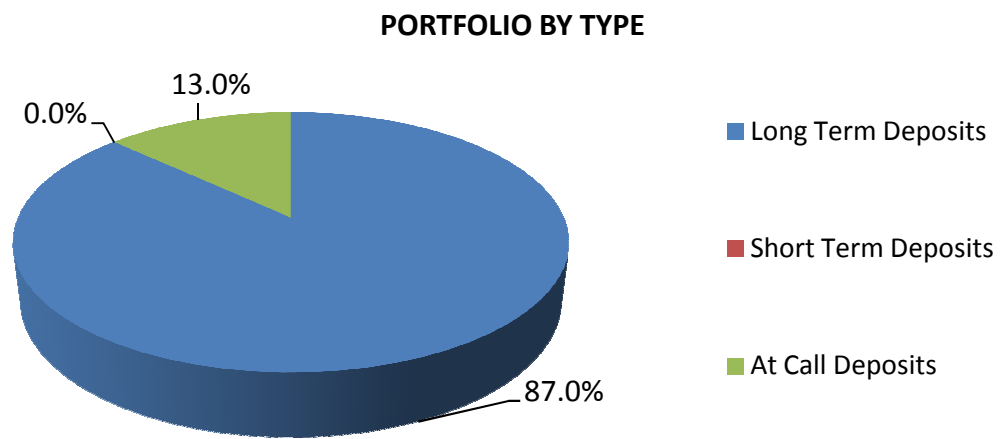
**9.1.1 COUNCIL INVESTMENTS (G35507005)**

**16/004 RESOLVED** on the motion of Crs Morris and Manchester that the report detailing Council Investments at 31 January 2016 be received and noted.

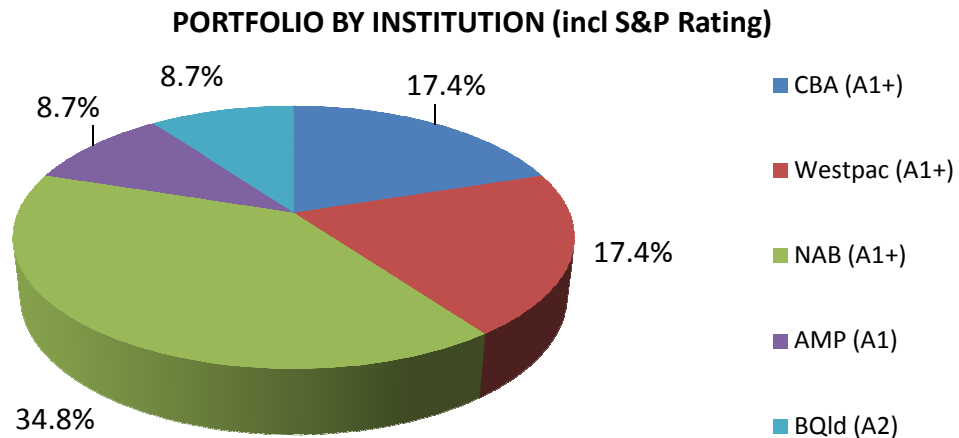
**Report prepared by Acting Manager Finance & Administration**

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 31 January 2016:

	<b>Market Value (\$)</b>	<b>Term (days)</b>	<b>Rate</b>	<b>Maturity Date</b>	<b>% of Portfolio</b>
<b>Long Term Deposits</b>	<b>30,000,000.00</b>				<b>87.0%</b>
National Australia Bank	3,000,000.00	1,096	3.73%	05/11/17	8.7%
Bank of Queensland	3,000,000.00	1,098	3.60%	05/12/17	8.7%
National Australia Bank	3,000,000.00	1,097	3.70%	04/12/17	8.7%
AMP	3,000,000.00	1,097	3.40%	19/12/17	8.7%
National Australia Bank	3,000,000.00	1,097	3.57%	08/01/18	8.7%
National Australia Bank	3,000,000.00	1,096	3.36%	12/02/18	8.7%
Commonwealth Bank	3,000,000.00	1,097	3.11%	17/03/18	8.7%
Commonwealth Bank	3,000,000.00	1,096	3.06%	20/04/18	8.7%
Westpac Banking Corporation	3,000,000.00	1,096	3.04%	25/06/18	8.7%
Bank of Queensland	3,000,000.00	1,098	3.00%	29/10/18	8.7%
<b>Short Term Deposits</b>	<b>0.00</b>				<b>0.0%</b>
	0.00				0.0%
<b>At Call Deposits</b>	<b>4,500,000.00</b>				<b>13.0%</b>
Commonwealth Bank At Call A/c	2,500,000.00	At Call	2.45%	N/A	7.2%
AMP Bank At Call A/c	2,000,000.00	At Call	3.35%	N/A	5.8%
<b>Total Value of Investment Funds</b>	<b>34,500,000.00</b>				<b>100.0%</b>







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

Cash Book balance as at 30 November 2015	\$473,569.98
Plus Deposits	
December	\$2,874,334.07
January	\$1,225,868.49
Less Payments	
December	-\$2,469,325.10
January	-\$1,660,589.06
 Cash Book balance as at 31 January 2016	 \$443,858.38
Less Outstanding Deposits	-\$1,935.78
Plus Unpresented Cheques	\$1,215.07
 Bank balance as at 31 January 2016	 \$443,137.67

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  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

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**9.1.2 OUTSTANDING WATER DEBTORS (G35307005)**

**16/005 RESOLVED** on the motion of Crs Clinton and Manchester that the report detailing Council’s outstanding water debtors as at 4 February 2016 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 4 February 2016:

<b>\$'s</b>	<b>Arrears</b>	<b>Interest</b>	<b>Current</b>	<b>Total</b>
Access Charges	\$247,125.31	\$23,196.57	\$778,050.04	\$1,048,371.92
Consumption Charges	\$620,514.28	\$49,523.15	\$2,946,906.54	\$3,616,943.97
Deferred Developer Charges	\$23,763.00	\$0.00	\$375,601.00	\$399,364.00
<b>Sub-Totals</b>	<b>\$891,402.59</b>	<b>\$72,719.72</b>	<b>\$4,100,557.58</b>	<b>\$5,064,679.89</b>
Less Overpayments Received				<b>-\$124,124.78</b>
<b>Total Outstanding</b>				<b>\$4,940,555.11</b>
	Less Bulk Council Accounts Outstanding			<b>-\$738,440.42</b>
	Less Developer Chg Accounts Outstanding			<b>-\$399,364.00</b>
<b>Total Outstanding from Retail Customers</b>				<b>\$3,802,750.69</b>

The above charges include October to December quarterly retail water accounts issued 1 February 2016.

**Recommendation**

Recommendation made was adopted.

**9.1.3 WATER PRODUCTION UPDATE (G95809505)**

**16/006 RESOLVED** on the motion of Crs Manchester and Palmer 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 2013/14, 2014/15 and the sale’s estimate for Council’s two main water sources, Jugiong and Oura to the 28 January 2016.

Overall production is down 0.90 % or 48 megalitres compared to the same period in 2014/15. Individually Jugiong is up 3.6 % and Oura down 4.0%.

The year to date production is now similar to the same periods in the 2012/13 and 2013/14 years. Overall February 2016 production is less than expected. It is prudent to downgrade the expected sales forecasts which are reported in the Quarterly Budget Review.

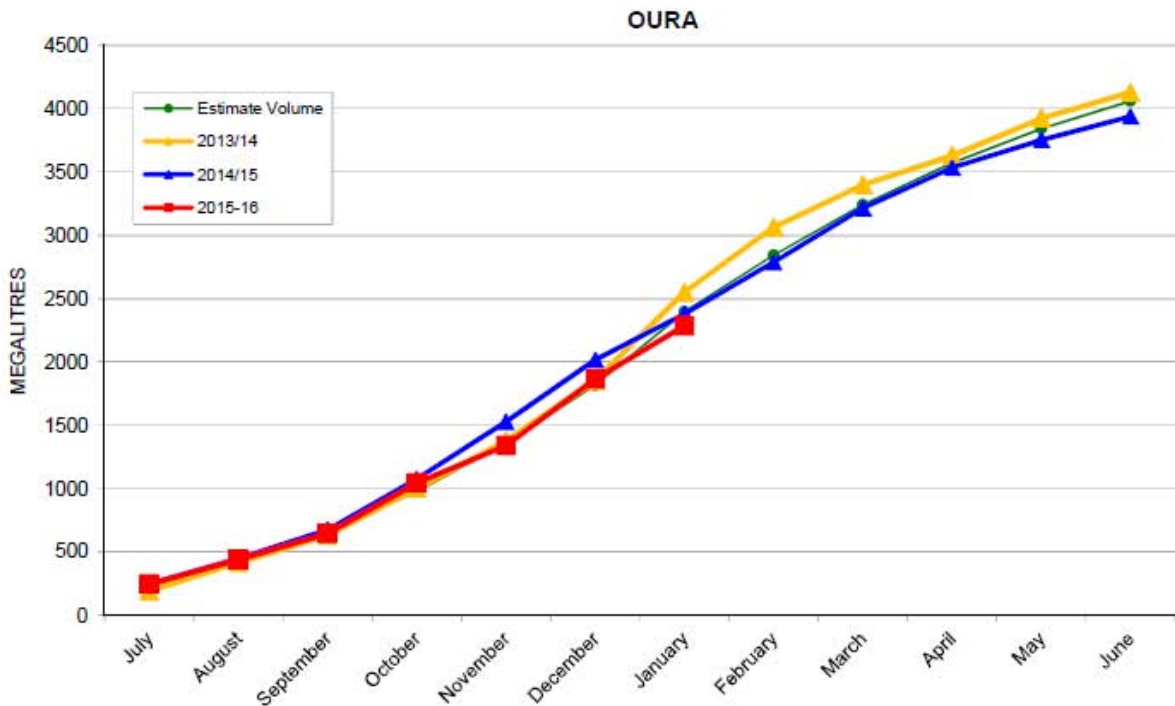
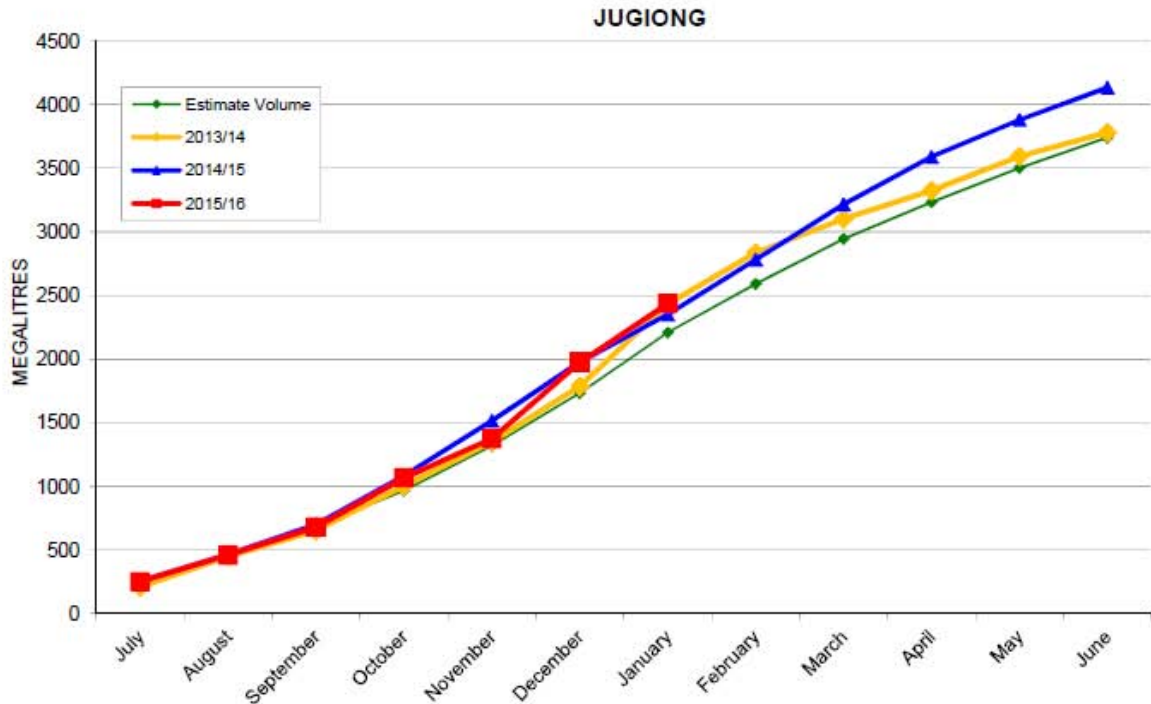
**Recommendation**

Recommendation made was adopted.

Attachment 9.1.3

# WATER PRODUCTION

UP TO 28/01/2016



**9.1.4 QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2015  
(G35201005)**

**16/007 RESOLVED** on the motion of Crs Morris and Manchester that the Quarterly Budget Review Statement for the period ended 31 December 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 half year ending 31 December 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.

The December QBR result, as presented, reflects a decrease of \$2,242,000 in Council's budgeted Operating Result before Capital items. The projected budgeted surplus result of before Capital is \$5,523,000.

The major components of the reviewed surplus are listed below:

- Overall Water Sales have been decreased by \$1,500k following review of year to date production, expected sales results of the second quarter and long range forecasts. This is a 10% reduction in the sales revenue with Residential Water Sales reduced by \$250k and Non-residential water sales are reduced by \$1,250k. The latter is made up of \$150k of Bulk Sales, \$350k in Rural Sales, \$250k in Hi-Volume Sales, \$100k in Other Non-Residential Sales and \$400k in temporary Water Sales.
- Increase in expected Interest of \$20k.
- \$71k decrease in Other Income, the majority an adjustment Tapping, Service and Meter Charges.
- An Overall \$180k decrease in Capital Contributions. With uncertainty in the timing of environmental approvals, Mandamah Capital and Augmentation contributions have been reduced by \$250k. A \$60k increase in Capital Contributions for new water mains has been included.
- Overall Administration estimates have been increased by \$511k. \$129k increase in salaries, \$29k increase in Long Service Leave, \$139k in Redundancy Payments to reflect actuals. Staff Recruitment has been increased by \$100k to reflect actuals and anticipated requirements.
- A \$50k increase in estimates for the GWCC 500 Wildlife Corridor.
- \$10k increase in Community Service and Support Contributions and \$13k increase in GWCC/Council Traineeship Program with another constituent Council appointing a trainee.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
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Also included are adjustments since the September QBR including, \$265k for The new Temora Depot, \$119K for Uley Lane Ardlethan Water Main Stage 1, \$30k for Jugiong No 2 Restitution, \$100k mains replacement and associated works for Jugiong No5 Pump Station, \$50k in Legal Costs and \$13k in workshop equipment.

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  
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Attachment 9.1.4

Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

**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 31/12/15 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: 16.2.16

Gerard Carr  
Responsible Accounting Officer

UNCONFIRMED

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

**Goldenfields Water County Council**

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2015

**Income & Expenses - Council Consolidated**

(\$000's)	Original Budget 2015/16	Approved Changes			Revised Budget 2015/16	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than QBRs	by QBRs					
<b>Income</b>									
Annual Charges	4,545			5	4,550		4,550	1,251	
User Charges and Fees	14,885		(65)		14,820	(1,500)	13,320	2,830	
Interest and Investment Revenues	1,050		150		1,200	20	1,220	560	
Other Revenues	320		57		377	(71)	306	192	
Grants & Contributions - Operating	160		(64)		96		96	68	
Grants & Contributions - Capital	600		1,202		1,802	(180)	1,622	955	
Net gain from disposal of assets	-				-		-	1	
<b>Total Income from Continuing Operations</b>	<b>21,560</b>	-	-	<b>1,285</b>	<b>22,845</b>	<b>(1,731)</b>	<b>21,114</b>	<b>5,857</b>	
<b>Expenses</b>									
Employee Costs	4,080				4,080	438	4,518	2,003	
Borrowing Costs	-				-		-	-	
Materials & Contracts	1,840		(300)		1,540	50	1,590	1,224	
Depreciation	5,075		365		5,440		5,440	2,671	
Legal Costs	10		50		60		60	68	
Consultants	50				50		50		
Other Expenses	3,910				3,910	23	3,933	1,217	
<b>Total Expenses from Continuing Operations</b>	<b>14,965</b>	-	<b>50</b>	<b>65</b>	<b>15,080</b>	<b>511</b>	<b>15,591</b>	<b>7,183</b>	
<b>Net Operating Result from Continuing Operations</b>	<b>6,595</b>	-	<b>(50)</b>	<b>1,220</b>	<b>7,765</b>	<b>(2,242)</b>	<b>5,523</b>	<b>(1,326)</b>	
Discontinued Operations - Surplus/(Deficit)									
<b>Net Operating Result from All Operations</b>	<b>6,595</b>	-	<b>(50)</b>	<b>1,220</b>	<b>7,765</b>	<b>(2,242)</b>	<b>5,523</b>	<b>(1,326)</b>	
<b>Net Operating Result before Capital Items</b>	<b>5,995</b>	-	<b>(50)</b>	<b>18</b>	<b>5,963</b>	<b>(2,062)</b>	<b>3,901</b>	<b>(2,281)</b>	

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

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

**Goldenfields Water County Council**

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2015  
**Income & Expenses - Council Consolidated**

(\$000's)	Original Budget 2015/16	Approved Changes				Revised Budget 2015/16	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than QBRs	Sep QBRs	Dec QBRs					
Income										
Residential Access Charges	1,185			5	1,190	-		1,190	300	
Residential Usage Charges	4,560			(350)	4,210	(250)	1	3,960	609	
Non-Residential Access Charges	3,360				3,360			3,360	951	
Non-Residential Usage Charges	10,325			285	10,610	(1,250)	1	9,360	2,221	
Interest	1,050			150	1,200	20	2	1,220	560	
Other Income	320			57	377	(71)	3	306	192	
Operating Grants & Contributions	160			(64)	96			96	68	
Capital Grants & Contributions	600			1,202	1,802	(180)	4	1,622	955	
Net gain from disposal of assets										
<b>Total Income from Continuing Operations</b>	<b>21,560</b>	<b>-</b>	<b>-</b>	<b>1,285</b>	<b>22,845</b>	<b>(1,731)</b>		<b>21,114</b>	<b>5,857</b>	
Expenses										
Management Operations & Maintenance:	3,600	50	(240)		3,410	511	5, 6, 7	3,921	2,081	
Mains	1,445				1,445			1,445	668	
Reservoirs	185				185			185	73	
Pumping Stations	3,470		(300)		3,170			3,170	947	
Treatment	660				660			660	376	
Other	755				755			755	354	
Less: Plant Dep'n Costed to Operations	(240)			240	-			-		
Depreciation	5,075			365	5,440			5,440	2,671	
Miscellaneous Expenses	15				15			15	13	
<b>Total Expenses from Continuing Operations</b>	<b>14,965</b>	<b>-</b>	<b>50</b>	<b>65</b>	<b>15,080</b>	<b>511</b>		<b>15,591</b>	<b>7,183</b>	
<b>Net Operating Result from Continuing Operations</b>	<b>6,595</b>	<b>-</b>	<b>(50)</b>	<b>1,220</b>	<b>7,765</b>	<b>(2,242)</b>		<b>5,523</b>	<b>(1,326)</b>	
Discontinued Operations - Surplus/(Deficit)										
<b>Net Operating Result from All Operations</b>	<b>6,595</b>	<b>-</b>	<b>(50)</b>	<b>1,220</b>	<b>7,765</b>	<b>(2,242)</b>		<b>5,523</b>	<b>(1,326)</b>	
<b>Net Operating Result before Capital Items</b>	<b>5,995</b>	<b>(50)</b>	<b>18</b>	<b>5,963</b>	<b>(2,062)</b>			<b>3,901</b>	<b>(2,281)</b>	

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





**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

**Goldenfields Water County Council**

**Capital Budget Review Statement**

Budget review for the quarter ended 31 December 2015

**Capital Budget - Council Consolidated**

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

(\$000's)	Original Budget 2015/16	Approved Changes			Revised Budget 2015/16	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Mar QBRS				
<b>Capital Expenditure</b>								
New Assets								
- Plant & Equipment	100	-	657	757	-	757	642	
- Land & Buildings	530	219	497	1,246	-	1,246	804	
- Water Supply Infrastructure	1,720	531	-	2,251	-	2,251	306	
Renewal Assets (Replacement)								
- Plant & Equipment	838	-	14	852	-	852	566	
- Land & Buildings	-	-	-	-	-	-	-	
- Water Supply Infrastructure	450	304	249	1,530	-	1,530	322	
<b>Total Capital Expenditure</b>	<b>3,638</b>	<b>1,054</b>	<b>1,417</b>	<b>6,636</b>	<b>-</b>	<b>6,636</b>	<b>2,640</b>	
<b>Capital Funding</b>								
Rates & Other United Funding	-	-	-	-	-	-	-	
Capital Grants & Contributions	-	-	462	462	-	462	492	
Reserves:								
- Internal Restrictions/Reserves	3,068	1,054	1,417	5,604	-	5,604	1,904	
New Loans	-	-	-	-	-	-	-	
Receipts from Sale of Assets	570	-	-	570	-	570	244	
- Plant & Equipment	-	-	-	-	-	-	-	
- Land & Buildings	-	-	-	-	-	-	-	
<b>Total Capital Funding</b>	<b>3,638</b>	<b>1,054</b>	<b>1,417</b>	<b>6,636</b>	<b>-</b>	<b>6,636</b>	<b>2,640</b>	
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

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

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

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Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

**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 \$878,579

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31/12/15

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		879
Investments on Hand		34,250
less: Unpresented Cheques	(Timing Difference)	(1)
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)	-
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>35,129</b>
<b>Balance as per Review Statement:</b>		<b>35,129</b>
Difference:		-

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

**9.1.5 MANDAMAH SCHEME DESIGN AND CONSTRUCTION (G95259210)**

**16/008 RESOLVED** on the motion of Crs Clinton and Palmer that interest is paid at 3% for Contribution made for Stage One until Construction commences, and that amounts credit the individual's future Annual Developer Infrastructure Charges.

**Report prepared by Acting Manager Finance & Administration**

Council has been receiving Contributions for Stage One with the expectation that construction would have already commenced. With the delays following Federal Environmental Review a firm date to commence construction is yet to be determined.

A significant number of applications were via Rural Assistance Authority funding. So as not to disadvantage the landholders, it is proposed that Council pay interest for the contributions made until the date construction commences.

Council will not issue any further Letters of Offer for future Stages until the redesign has been completed.

**Recommendation**

Recommendation made was adopted.

UNCONFIRMED

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

**9.2 WORKS REPORTS**

**9.2.1 DECEMBER 2015 / JANUARY 2016 (G95507005)**

**16/009 RESOLVED** on the motion of Crs Manchester and Palmer that the Works Report for December 2015/January 2016 be received and noted

**Report prepared by Acting Manager Distribution & Construction**

**Pipeline Repairs**

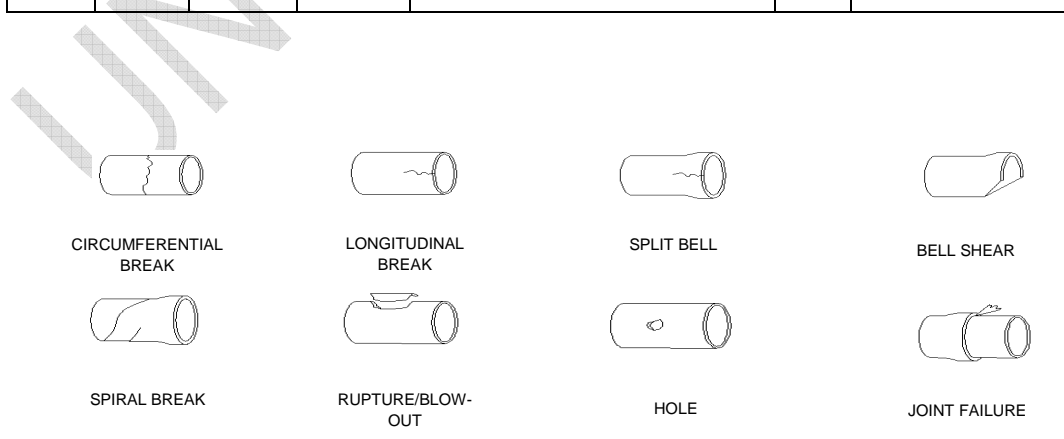
NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	REASON
		Off	On			
98.	18/12	8:30	11:30	Weethalle, Fishers Lane	100	Hole
99.	22/2	8:30	10:30	Cootamundra, Dudauman Road	50	Hole
100.	6/12	6:30	9:30	Coolamon, Doubleday Lane	100	Circumferential Break
101.	12/12	14:00	18:00	June, Harefield Road	100	Longitudinal Break
102.	21/12	10:00	12:00	June, Olympic Hwy	80	Longitudinal Break
103.	21/12	13:00	16:30	Coolamon, Mirrool Street	150	Longitudinal Break
104.	22/12	12:30	16:00	Cootamundra, Eulomo Settlement Road	80	Longitudinal Break
105.	26/12	16:30	0:00	Wyalong, Newell Hwy	150	Longitudinal Break
106.	5/1	7:30	11:30	Weethalle, Fishers Lane	100	Hole
107.	5/1	12:30	14:00	Coolamon, Rannock Road	150	Circumferential Break
108.	6/1	7:00	11:00	Cootamundra, Blackgate Road	100	Longitudinal Break
109.	6/1	12:30	14:00	Ganmain, Cave Street	100	Circumferential Break
110.	6/1	18:00	20:00	Ganmain, Ford Street	100	Longitudinal Break
111.	7/1	14:00	16:00	Ganmain, Menangle Street	100	Longitudinal Break
112.	10/1	14:30	20:00	Cootamundra, Stockinbingal Road	375	Hole
113.	10/1	18:00	19:30	Cootamundra, Old Cootamundra Road	100	Longitudinal Break
114.	13/1	9:00	12:00	Cootamundra, Olympic Hwy	100	Longitudinal Break

This is Page 15 of the Reports to the Goldenfields Water County Council meeting to be held on  
25 February 2016

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

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	REASON
		Off	On			
115.	15/1	6:00	12:00	Temora, Crowley Street	100	Circumferential Break
116.	15/1	12:30	14:00	Temora, Crowley Street	100	Circumferential Break
117.	18/1	6:30	10:00	Cootamundra, Olympic Hwy	100	Longitudinal Break
118.	18/1	10:30	11:30	Cootamundra, Dudauman Road	50	Longitudinal Break
119.	18/1	11:30	13:00	Cootamundra, Dudauman Road	50	Longitudinal Break
120.	18/1	12:30	14:30	Karmarh, Burley Griffin Way	100	Circumferential Break
121.	20/1	7:30	12:00	Naradhan, Rankins Springs Road	80	Longitudinal Break
122.	20/1	8:45	14:00	Weethalle, Malones Lane	80	Longitudinal Break
123.	20/1	12:30	13:30	Ungarie, Merrengreen Road	100	Circumferential Break
124.	21/1	12:00	15:00	Ganmain, Junee Road	100	Circumferential Break
125.	23/1	12:00	13:00	Junee, Regent Street	100	Longitudinal Break
126.	24/1	13:00	14:00	Junee, Thomas Street	100	Longitudinal Break
127.	24/1	13:30	14:30	West Wyalong, North Street	100	Circumferential Break
128.	28/1	8:30	13:30	Ariah Park, Firmans Lane	80	Hole



### **Construction and Major Maintenance**

- Rosehill Pumpstation mains replacement 80% complete
- Uley Ln mains construction
- Jugiong plant clean low lift wells
- Surge tank Harden Jugiong Road replace reflux and back on line
- Flush dead ends Coolamon, Ganmain
- Marrarvale Lane mains construction
- Replace stop valve at Five ways intersection Temora
- Meter rereading all areas across the scheme
- Flush dead ends Temora reticulation
- Flush dead ends Coolamon, Ganmain
- Lower main Gallipoli Street Temora for subdivision
- Replace air valve Tara/Ariah Park
- Uley Lane mains construction
- Marrarvale Lane mains construction
- North Weethalle No 1 pump full overhaul
- Ardlethan Reservoir serviced ACV due to failure
- Oura Scheme replaced high pressure LCV and pipework going into reservoir
- Ganmain No 6 pump replace bearing and seals due to high vibrations and bearing failure
- Fit new entry hatch to Young terminal storage
- Fabricate new door for Jugiong Treatment Plant chlorine room
- Fabricate valve caps for pit lids
- Fabricate levelling screen for bobcat
- Matong Bore No 1 Install replacement pump due to failure
- Jugiong Treatment plant maintenance to flocculator glands, serviced gearboxes for scrapers and flocculators
- Old Temora Rd PRV serviced due to failure
- Cootamundra Aerodrome PRV serviced due to failure
- Marrar PRV serviced due to failure
- Lonesdale pump station replaced mechanical seal due to failure
- Marrar town ACV serviced due to fault
- Jugiong Treatment Plant replaced raw water pump due to failure
- Surge tank Rosehill serviced LCV due to failure
- Old Temora Rd Cootamundra PRV serviced blow off valve
- Wombat Reservoir Prunevale fabricated ladder
- Barellan Reservoir fabricated doors
- Ganmain pump station No 2 pump serviced reflux due to failure
- Oura bore pumps fabricated air vents
- Old Temora offtake Cootamundra weld patches on burst trunk main
- Warre Warral Lane Temora install bypass at PRV
- Rosehill pump station fabricated for pipe upgrade

### **Recommendation**

Recommendation made was adopted.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

**9.2.2 CAPITAL WORKS PROGRESS REPORT (G35201005)**

**16/010 RESOLVED** on the motion of Crs Morris and Clinton that the report detailing Council's Capital Works Program and amendments as at 31 January 2016 be received and noted.

**Report prepared by Acting Manager Finance & Administration**

This report is presented for information on the progress of Council's Capital Works Program as at 31 January 2016:

Description	Total 2015/16 Projected \$	Expended to Date \$	Status
<b>New System Assets</b>			
New Temora Depot	1,353,500	923,500	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	300,000	300,000	In Progress
Scheme Mandamah	2,000,000	0	TBA
	<b>3,823,500</b>	<b>1,231,200</b>	
<b>Renewals</b>			
Jugiong WTP Internal Painting	50,000	0	TBA
Pump Stns Major Maintenance Program	50,000	10,900	In Progress
Mains Replacement / Augmentation	342,000	195,700	In Progress
Jugiong Hi Voltage Agreement-Switch & Upgrade	71,000	1,100	In Progress
Bores-Oura Additional/Replacement	0	0	Postponed
Pump Stns-Daylight Pump Replacement	0	0	Postponed
Jugiong & Oura Pump Stn Investigations	0	0	Postponed
Pump Stns MTA Panel & Motor Replacement	0	0	Postponed
	<b>513,000</b>	<b>207,700</b>	
<b>Plant and Equipment</b>			
Computer-Equipment	40,000	300	In Progress
Office Equipment	8,000	2,100	TBA
Water meter & Taggle replacement	100,000	3,000	In Progress
Electrical Spares	10,000	0	TBA
Plant Purchases Estimate Only	650,000	3,000	In Progress
Plant Sales Estimate Only	-570,000	-184,100	In Progress
Double Check Valves	0	0	Postponed
	<b>238,000</b>	<b>-175,700</b>	
<b>Totals</b>	<b>4,574,500</b>	<b>1,263,200</b>	
<b>Additions</b>			
Trencher	657,000	641,500	Completed
Pump Stn Mt Arthur Bore 1 Pump & Motor Renewal	50,000	29,900	In Progress
Mains R/ment Cootamundra -Temora Rd	39,600	0	TBA
Mains R/ment Weethalle Kolkiberto Rd	468,000	51,700	In Progress
Restitution-Jugiong Main East of No2 P/Stn	30,000	6,800	In Progress
Mains Replacement-Jugiong No5 P/Stn	100,000	48,600	In Progress
Workshop equipment ex 2013/14 budget	13,800	13,800	Completed
Water Quality Investigation	20,000	0	TBA
Corporate Computer System Investigation	20,000	0	TBA
SCADA System Investigations	20,000	0	TBA
	<b>1,358,400</b>	<b>792,300</b>	
<b>Grand Total</b>	<b>5,932,900</b>	<b>2,055,500</b>	



**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

The following Capital works have been postponed:

➤ Bores-Oura Additional/ Replacement	\$45,000
➤ Pump Stations-Daylight Pump Replacement	\$50,000
➤ Jugiong & Oura Pump Station Investigations	\$50,000
➤ Pump Station Lonsdale Ln Panel & Motor replacement	\$65,000
➤ Double Check Valves	\$20,000

\$60,000 has been redirected to the following:

- Water Quality Investigation
- Corporate Computer and Document Management Systems Investigation
- SCADA Systems Investigations

Plant and Equipment-Electrical Spares has been reduced by \$30,000 and Computer-Equipment Purchases has been increased by \$20,000.

**Recommendation**

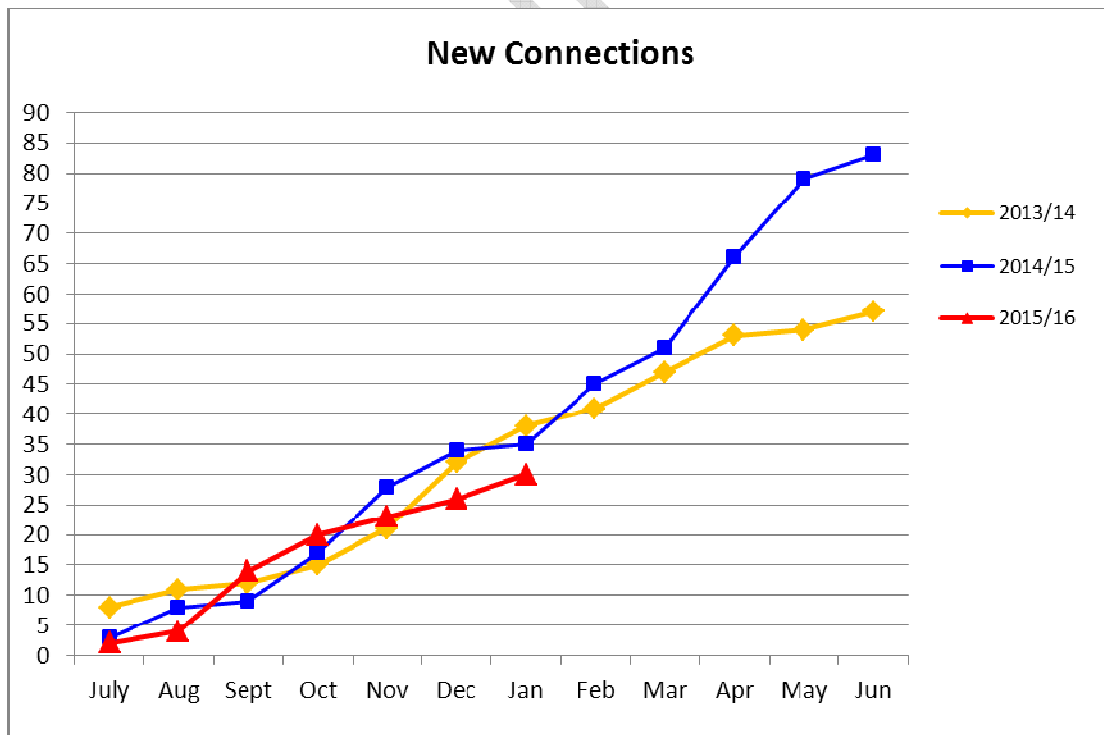
Recommendation made was adopted.

**9.2.3 NEW WATER SERVICE CONNECTIONS (G95151005)**

**16/011 RESOLVED** on the motion of Crs Miller and Clinton 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 31 January 2016.



There are a further 5 new connection work orders pending, 2 of which are require main extensions. 20 letters of offer are still valid with 14 new water applications have been received since January 2016.

**Recommendation**

Recommendation made was adopted.

**9.3 OTHER REPORTS**

**9.3.1 CODE OF CONDUCT AND APPOINTMENT OF REVIEW PANEL (G40350505)**

**16/012 RESOLVED** on the motion of Crs Manchester and Palmer that Council:

1. Adopt the Code of Conduct as presented to Council
2. Approve the utilisation of the REROC Regional Code of Conduct Panel

**Report prepared by Acting General Manager**

A new Model Code of Conduct framework has been issued by the Division of Local Government commencing November 2015.

Under the Local Government Act Section 440, Council is required to adopt a *Code of Conduct*.

Copies of the Draft Code of Conduct are included in the mail out to Councillors as separate attachments to the Business Paper.

Riverina Eastern Regional Organisations of Councils (REROC) have an established Regional Code of Conduct Panel that can be called upon by member councils to inquire into alleged breaches of the Code by the Chairman, Councillors or the General Manager.

**Recommendation**

Recommendation made was adopted.

**9.3.2 UPDATE OF COUNCIL POLICIES (G40057005)**

**16/013 RESOLVED** on the motion of Crs Clinton and Miller that the report on Update of Council Policies be received and noted.

**Report prepared by Acting General Manager**

A review of all existing Council (Board adopted and Management) policies has been undertaken, the review identified:

- A number of policies that were overdue for revision;
- Board adopted policies that should be Management policies;
- Gaps / missing policies.

The following Council policies are overdue for revision and will be brought to subsequent Council meetings for approval and comment;

- Backflow Prevention Policy
- Community Service and Support
- Connections to Leasehold Land
- Disconnections & Reconnections
- Deferred Payment of Headworks
- Off Peak Season Supply
- Isolation (Stop) Valves on Customer Side of Meter
- Temporary Connections
- Debt Recovery
- Pensioner Concession
- Capital Contributions by Developers
- Connection to small diameter mains
- Investment Policy
- Lease Council Infrastructure
- Code of Meeting Practice
- Public Interest Disclosures
- Gifts for Departing Employees

The following policies have previously been considered to be Council policies (adopted by the Board) however following a review it has been determined that they should be considered as internal policies and will be updated as required for approval by Council Managers and Executives (MANEX).

- Hydrants – Conditions of Use
- Kidney Dialysis Machine Users
- Gathering Information
- Metering Abnormalities
- Return to Work
- Workers Compensation
- Equal Employment Opportunity
- Indoor Staff Uniform
- Alcohol and Drugs

- Bullying and Harassment
- Asset Management

The review identified the requirement of a number of additional policies, these will be drafted and will be brought to future Council meetings for approval and comment.

### **Recommendation**

Recommendation made was adopted.

### **9.3.3 WATER REFILL STATIONS (G30058005)**

A motion was put by Cr Manchester to rescind resolution 14/015 and notify Councils of the decision not to proceed based on escalating cost and Savewater ceasing to operate. The motion was seconded by Cr Clinton.

Cr Palmer opposed the motion to rescind as the original resolution was a gesture to General Purpose Councils with ageing populations which was well received and Goldenfields should fulfil its obligations.

The motion to rescind resolution 14/015 was put to the vote and declared lost.

Crs Palmer, Miller and Morris voted against the motion.

**16/014 RESOLVED** on the motion of Crs Palmer and Miller that Council allocate \$50,000 to allow funding of the additional 7 water refill stations to be installed in constituent councils.

### **Report prepared by Acting General Manager**

At the February 2014 Council meeting the following report was tabled;

### **9.3.4 Savewater!® Alliance MEMBERSHIP AND WATER REFILL STATIONS (G30058005)**

#### **Report prepared by Business Enterprise Officer**

*This report outlines the opportunity for council to strengthen community ties and promote GWCC through the installation of 1 water refill station per GP council area.*

*This project will also enhance the GWCC and GP council relationship through collaboration and offers community members fresh drinking water in prominent areas.*

*Total price for ordering 8 units is \$28,800 plus GST, however with membership this is reduced to \$17,240 plus GST (membership cost is \$8,500 per annum). Delivery cost is \$699 + GST per pallet (4 units per pallet). Total saving to council is \$1,660.*

*Savewater units are competitively priced: Aquafil units are priced at \$5,428 plus GST and delivery.*

Council resolved the following;

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2016**

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**14/015 RESOLVED** on the motion of Crs McCann and Templeton that council:

1. Approve installation of 1 water refill station per GP council to strengthen community ties and promote GWCC in the community.
2. Approve Savewater!® Alliance membership and to supply 8 water refill stations.
3. Approve the General Manager to write to the 8 Constituent Councils with a letter of offer outlining the conditions of the water refill stations.

Subsequent to the above resolution Council paid the \$8500 membership to Savewater and ordered and paid for 5 water refill stations at a cost of \$14 349.50. Only one was delivered and installed in Temora.

Savewater commenced a structured wind down of business in October 2014 and ceased functions in March 2015.

Additional refill stations are available from an alternative supplier at approximately \$6,000 per unit (ex GST).

If Council considers the project continues to have merit, additional budget of \$50,000 must be allocated to allow funding of the additional 7 units.

**Recommendation**

For Councils' consideration.

**9.3.4 PRESENTATION TO COUNCIL - NSW HEALTH AND DEPARTMENT OF  
PRIMARY INDUSTRIES (G95871010)**

**16/015 RESOLVED** on the motion of Crs Manchester and Palmer that the report be received and noted.

**Report prepared by Acting General Manager**

NSW Health (Health) and Department of Primary Industries (DPI), will present the following topics to Council.

Health

- Public Health Act
- Drinking Water Monitoring Program
- Drinking Water Management System

DPI

- Section 60 of the Local Government Act
- Section 61 of the Local Government Act
- NSW Best Practice Guidelines

**Recommendation**

Recommendation made was adopted.

**9.3.5 ELECTRICITY CONTRACT (G25500505)**

**16/016 RESOLVED** on the motion of Crs Clinton and Palmer that Council:

- 1) Authorise the General Manager to accept pricing and enter into a contract, new or renewal, for the supply of electricity to large and/or small sites;
- 2) Authorise the affixing of Council's common seal to documents as required.

**Report prepared by Manager Technology**

On 1 July 2014, Council started a contract with Origin Energy for the supply of Electricity. The contract was a result of a joint tendering process conducted with Riverina Water County Council and Wagga Wagga City Council.

Council has benefited from considerably lower prices obtained through this joint approach, for example, at least \$144,000 in 14/15 over the previous arrangements for the same amount of electricity, and managed better prices than other organisations were able to obtain.

The contract was for up to three years, with yearly opportunities to accept new price offerings. The next opportunity to accept a price offer from Origin, or to seek new suppliers, is approaching as the current period expires on 30 June 2016. 2016/17 is the final year of the contract.

We (GWCC, RWCC & WWCC) were recently approached by Local Government Procurement to take part in their electricity tender for 2 or 3 year contracts. The initial stages of this are commitment free and offer an opportunity to obtain (maximum/worst case) pricing to compare to Origin's extension offer pricing.

Offers made via LGP and Origin will involve short timelines for acceptance (4 – 7 days as they are based on Electricity Futures pricing), with offers traditionally arriving between Council Meetings. To enable acceptance of the most cost efficient contract, delegated authority from Council to the General Manager is required.

**Recommendation**

Recommendation made was adopted.

**9.3.6 NEXT MEETING**

The next Ordinary Meeting of Council is scheduled to be held on Thursday 28 April 2016 at 1.00PM.

**10. QUESTIONS AND STATEMENTS**

*Cr Palmer enquired if Taggle was continuing to be progressive.*

*Mr Rudd replied that the current focus is better data management of Taggle data.*

*Cr Palmer enquired if the GWCC Wildlife Corridor was continuing.*

*Mr Rudd confirmed it is progressing using a third party to implement.*

*Cr Palmer enquired why the Water Production Costs details and graph was not included in the Council meeting.*

*Mr Rudd replied that it was included in the newsletter circulated to Councillors and staff.*

*Cr Palmer enquired if bi monthly Council meetings were sufficient and suggested monthly meetings.*

*Mr Rudd responded that the Newsletter was being trialled as a way of updating Councillors between meetings, however changing the frequency of meetings was a decision to be made by Council.*

*Cr Speirs indicated the new General Manager would guide Council on this matter once appointed.*

*Cr Morris was approached by a member of the Colinroobie Water Scheme, stating that Goldenfields had advised the area was outside our proclamation.*

*Mr Rudd advised that the area does appear to be outside our proclamation and that legal advice is being sought on operating outside of our proclamation.*

*Cr Clinton thanked Mr Rudd for the Newsletter and asked that it be supplied on a monthly basis.*

*Cr Speirs raised the following on behalf of Cr McCann – The Local Government Act does not allow for Councillors to liaise with staff regarding staff issues with General Managers. This is an issue that needs to be raised for consideration with either the Minister for Local Government or the Local Government and Shires Association of NSW.*

**16/017 RESOLVED** on the motion of Crs Clinton and Manchester that the Chairperson and Deputy Chairperson raise the issue of Councillor interaction with staff regarding issues with General Managers with the Minister for Local Government and the Local Government and Shires Association of NSW.

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There being no further business requiring the attention of the Council, the Meeting closed at 2.32pm.

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**Minutes of the Extraordinary meeting of GOLDENFIELDS WATER COUNTY  
COUNCIL held at TEMORA OFFICE on 7 March 2016**

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The meeting commenced at 9.30am.

**PRESENT**

Cr A Clinton, Cr D McCann, Cr C Manchester, Cr A Miller, Cr D Palmer, Cr P Templeton and Mr Christian Morris of Local Government NSW Management Solutions.

**CLOSED SESSION 9.30am**

**16/018 RESOLVED** on the motion of Crs Palmer and Templeton that Council meet in Closed Session in order to discuss a staffing matter.

*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.*

**GENERAL MANAGER RECRUITMENT INTERVIEWS**

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.*

**16/019 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.

**16/020 RESOLVED** on the motion of Crs Clinton and Miller that:

1. The Board accepts the recommendation of the committee of the whole and resolves to appoint the successful candidate to the position of General Manager subject to the negotiation of a contract;
2. If those negotiations prove unsuccessful the Council resolves to appoint the runner up subject to the negotiation of the contract;
3. The Board resolves to affix the Council seal to the General Managers contract in accordance with the Local Government Act 1993.

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There being no further business requiring the attention of the Council, the Meeting was closed.

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## SECTION 2 – OFFICE OF THE GENERAL MANAGER

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### 9.1 Integrated Planning & Reporting (IPR) Framework – Adoption Of Draft Documents 2016/17

*Our leadership*

*Setting a benchmark for community standards*

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

*15 – To provide quality leadership, governance and management.*

**Author:** General Manager

**Officer's Recommendation:**

That the following DRAFT documentation be placed on public exhibition for a period of 28 days, commencing 20 April 2016, in accordance with the legislative requirements of the Local Government Act 1993:

- Delivery Program 2013 - 2016
- Operational Plan 2016/17, including Budget & Revenue Policy 2016/17
- Long Term Financial Plan 2016-2026
- Workforce Assessment Plan & Strategy 2016-2020
- Asset Management Plan 2016

**Officer's Recommendation:**

That the remaining funds set aside for Ron Crowe Oval, amounting to \$144,972.00, be transferred to a Perseverance Street Sporting Complex reserve account.

**Officer's Recommendation:**

That the position of Indigenous Cultural Officer not be refilled and that any remaining grant funds provided by Evolution Mining (Barrick) under the agreement be refunded accordingly.

**Officer's Recommendation:**

**That all public comments, submissions and input from staff and councillors to the Draft IPR documents for the 2016/17 year be provided to the Ordinary Council meeting to be held on 21 June 2016 commencing at 6.30pm.**

**Officer's Recommendation:**

**That all staff involved in the preparation of the IPR documents be congratulated for a job "well done".**

**Introduction**

The Integrated Planning and Reporting framework for NSW local government was implemented at Bland Shire Council in July 2012. In accordance with the legislative requirements the IPR suite of documents were reviewed and endorsed by the newly elected Council in 2013.

The Community Strategic Plan was developed after extensive consultation across the Shire. The purpose of the Community Strategic Plan is to identify the community's main priorities and aspirations for the future.

The Delivery Program must be prepared and adopted by 30 June in the year following a local government general election. It must identify the principal activities that the Council will undertake over the life of the Program and must be reviewed each year when preparing the Operational Plan. If a significant amendment is proposed to the Delivery Program, the program must be re-exhibited for public comment for a minimum of 28 days and the submissions received must be considered before the final program is adopted.

The Operational Plan, including the draft budget and statement of Revenue Policy, is an annual plan that must be adopted before the beginning of each financial year. It outlines the activities to be undertaken that year as part of the Delivery Program. The draft Operational Plan must be publicly exhibited for public comment for a minimum of 28 days and the submissions received must be considered before the final program is adopted.

The Long term Financial Plan must be for a minimum of 10 Years. The plan must include models relevant to different scenarios that could impact on the Council's finances and must be used to inform decision making.

The Workforce Assessment Plan & Strategy must be developed to address the human resourcing requirements of the Council's Delivery Program and it must be prepared for a minimum 4 year period.

The Asset Management Strategy and Asset Management Plan must be developed to support the Community Strategic Plan and Delivery Program. Council must account for and plan for all of the existing assets under its ownership, and any new asset solutions proposed in its Community Strategic Plan and Delivery Program. The Asset Management Plan must encompass all the assets under council's control, must identify asset service standards and must contain long term projections of asset maintenance, rehabilitation and replacement costs. Councils must report on the condition of their assets in their annual financial statements in line with the Local Government Code of Accounting Practice and Financial Reporting.

### **Conclusion**

Councillors will have further opportunity to comment on the draft documents during the public exhibition period up until Wednesday 18<sup>th</sup> May, although councillors are encouraged to put forward their comments well prior to this deadline.

A copy of each document is provided under separate cover.

### **Financial Implications**

The draft documents detail all of the financial implications to be considered by council.

## 9.2 Revised Model Code of Conduct for Local Councils

*Our leadership*

*Setting a benchmark for community standards*

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

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

**Author:** General Manager

### **Officer's Recommendation:**

**That the revised Model Code of Conduct (November 2015), released by the NSW Office of Local Government is formally adopted by Council.**

### **Introduction**

Councillors were advised through my report to the February 2016 meeting that advice from the NSW Office of Local Government (OLG), received in late December 2015, referred to the commencement of the Local Government Amendment (Councillor Misconduct and Poor Performance Act) 2015 effective from 13 November 2015.

A copy of that advice together with a summary of the amendments was included as an attachment to that report.

The NSW Office of Local Government (OLG), has now released a revised Model Code of Conduct that incorporates the recent legislative changes and which needs to be adopted by Council. A copy of the new Code has been included separately with this business paper.

The new Model Code of Conduct has been developed following extensive consultation with councils and other key stakeholders.

Based on feedback, the Division is giving councils greater flexibility to resolve less serious matters informally. It is also providing for stronger penalties to help deter ongoing disruptive behaviour and serious misconduct.

The new code is designed to introduce greater fairness. The investigation of all complaints about councillors and general managers is now managed from start to finish by an independent conduct reviewer.

New standards have been included to address misuse of the code. Minor changes have also been made to standards previously covered by the code.

Clearer procedures have been introduced to help make the code easier to understand and use.

The Division has more options to directly manage administration of the code and address its misuse. Both the Division and the Pecuniary Interest and Disciplinary Tribunal will be able to impose stronger penalties for repeated misconduct.

These changes will help councils get on with the core business of serving their communities.

### **Conclusion**

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

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

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

I believe this is also an appropriate opportunity to highlight the definitions of confidentiality, integrity and ethical decision making.

**Confidentiality** is the state of keeping or being kept secret or private:

**Integrity** is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistent moral and ethical standards. Acting ethically is not just about avoiding or managing conflicts of interests. It also applies to the interactions of councillors with council staff, members of the public, use of resources and any personal benefits councillors might obtain.

### **Ethical decision-making**

Key questions that councillors should ask themselves to ensure that their decisions are ethical and sound are:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with council's policy and with council's objectives and the code of conduct?
- What will the outcome be for the employee or councillor, work colleagues, the council, persons with whom you are associated and any other parties?
- Do these outcomes raise a conflict of interest or lead to private gain or loss at public expense?
- Can the decision or conduct be justified in terms of the public interest and would it withstand public scrutiny?

There also needs to be an improvement in the interaction between councillors and council staff. We are all meant to be working as a team but constant criticism of council staff, by councillors, in the public arena does nothing to enhance the concept of teamwork.

### **Financial Implications**

Nil to this report.



Office of  
Local Government

Office of Local Government

**MODEL CODE OF CONDUCT  
FOR LOCAL COUNCILS IN NSW**



November 2015



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# PART 1

## INTRODUCTION

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

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

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

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

## **PART 2**

# **PURPOSE OF THE CODE OF CONDUCT**

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

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

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

## **PART 3**

# **GENERAL CONDUCT OBLIGATIONS**

### **General conduct**

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

### **Fairness and equity**

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

## Harassment and discrimination

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

## Development decisions

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

## Binding caucus votes

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

## PART 4

# CONFLICT OF INTERESTS

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

### What is a pecuniary interest?

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

## What are non-pecuniary interests?

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

## Managing non-pecuniary conflict of interests

- 4.12** Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.
- 4.13** If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.
- 4.14** How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.
- 4.15** As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:
- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
  - b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
  - c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

- 4.16** If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:
- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
  - b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply.
- 4.17** If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.
- 4.18** If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.
- 4.19** Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff through the general manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

## Reportable political donations

- 4.20** Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21** Where a councillor has received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
  - b) where the major political donor has a matter before council,
- then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).



**4.22** For the purposes of this Part:

- a) a “reportable political donation” is a “reportable political donation” for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
- b) a “major political donor” is a “major political donor” for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.

**4.23** Councillors should note that political donations below \$1,000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.

**4.24** If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented from participating in a decision to delegate council’s decision-making role to council staff through the general manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

## **Loss of quorum as a result of compliance with this Part**

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

**4.26** Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.

**4.27** The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:

- a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
- b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.

**4.28** Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.



- 4.29** A councillor, who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:
- a) the matter is a proposal relating to
    - i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
    - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and
  - b) the non-pecuniary conflict of interests arises only because of an interest that a person has in that person's principal place of residence, and
  - c) the councillor declares the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.

## Other business or employment

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

## Personal dealings with council

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

## **PART 5**

# **PERSONAL BENEFIT**

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

### **Gifts and benefits**

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

### **Token gifts and benefits**

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

## Gifts and benefits of value

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

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

- 5.5** You must not:
- a) seek or accept a bribe or other improper inducement
  - b) seek gifts or benefits of any kind
  - c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d) accept any gift or benefit of more than token value
  - e) accept an offer of cash or a cash-like gift, regardless of the amount.
- 5.6** For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- 5.7** Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

## Improper and undue influence

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

## PART 6

# RELATIONSHIP BETWEEN COUNCIL OFFICIALS

## Obligations of councillors and administrators

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

## Obligations of staff

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

## Obligations during meetings

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

## Inappropriate interactions

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

## **PART 7**

# **ACCESS TO INFORMATION AND COUNCIL RESOURCES**

## **Councillor and administrator access to information**

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

## **Councillors and administrators to properly examine and consider information**

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

## **Refusal of access to documents**

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



## Use of certain council information

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

## Use and security of confidential information

- 7.9** You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.
- 7.10** In addition to your general obligations relating to the use of council information, you must:
- a) protect confidential information
  - b) only release confidential information if you have authority to do so
  - c) only use confidential information for the purpose it is intended to be used
  - d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
  - e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
  - f) not disclose any information discussed during a confidential session of a council meeting.

## Personal information

- 7.11** When dealing with personal information you must comply with:
- a) the *Privacy and Personal Information Protection Act 1998*
  - b) the *Health Records and Information Privacy Act 2002*
  - c) the Information Protection Principles and Health Privacy Principles
  - d) council's privacy management plan
  - e) the Privacy Code of Practice for Local Government

## Use of council resources

- 7.12** You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- 7.13** Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
  - b) the representation of employees with respect to grievances and disputes
  - c) functions associated with the role of the local consultative committee.
- 7.14** You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 7.15** You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 7.16** You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.17** You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.
- 7.18** You must not convert any property of the council to your own use unless properly authorised.
- 7.19** You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.



## Councillor access to council buildings

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

## **PART 8**

# **MAINTAINING THE INTEGRITY OF THIS CODE**

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

## **Complaints made for an improper purpose**

- 8.2** You must not make a complaint or cause a complaint to be made under this code for an improper purpose.
- 8.3** For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to intimidate or harass another council official
  - b) to damage another council official's reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under this code
  - g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
  - h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
  - i) to prevent or disrupt the effective administration of this code.

## **Detrimental action**

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

- 8.6** For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

## **Compliance with requirements under this code**

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

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

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

## **Complaints alleging a breach of this part**

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

## PART 9

# DEFINITIONS

In the Model Code of Conduct the following definitions apply:

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

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

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

For more information on the Office of Local  
Government Code of Conduct visit our website

[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)



Office of  
Local Government

## 9.3 NSW Country Mayor's Association – Letter to the NSW Premier on Council Mergers

*Our leadership*

*Setting a benchmark for community standards*

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

*DP 14.1 Ensure councillors are provided with appropriate support and resources to carry out their civic duties.*

**Author:** General Manager

### **Officer's Recommendation:**

**That the contents of the letter from the NSW Country Mayor's Association to the Premier of NSW be received and noted and that a copy of the letter be forwarded to our local member, the Hon. Katrina Hodgkinson as requested.**

### **Introduction**

Included as an attachment to this report is a copy of a letter from the NSW Country Mayor's Association to the Premier of NSW outlining the Association's dissatisfaction with the NSW State Government's attitude towards local government.

It is a very strong letter using words such as: unacceptable, flawed, ridiculous, unrealistic, offensive and contemptuous.

### **Conclusion**

The letter is being presented to council as Bland Shire Council is a member of the NSW Country Mayor's Association and the Association is requesting each member council to forward a copy to their local member.

Copies of the letter have already been forwarded to the Minister for Local Government, Paul Toole and the Nationals Leader, Troy Grant.

### **Financial Implications**

Nil





# Country Mayors Association of NEW SOUTH WALES

Chairman: Cr Rod Kendall  
PO Box 20, Wagga Wagga, NSW 2650  
02 6926 9111  
ABN 92 803 490 533

16 March 2016

The Hon. Mike Baird MP  
NSW Premier  
The Hon. Paul Toole MP  
NSW Minister for Local Government  
GPO Box 5341  
SYDNEY NSW 2001

Dear Premier Baird and Minister Toole,

At the meeting of the Country Mayors Association held on 10th March 2016 a unanimous vote was taken to write to the Minister for Local Government and Premier of NSW.

The Country Mayors Association acknowledges that there was a need to reform some sections of Local Government in NSW, however to offend and treat with total disrespect all the Council's in NSW is unacceptable.

That the FFF process, in the assessment of individual Regionally based Councils, was flawed, with no forward planning in regard to financial sustainability in the long term, is evident in any of the outcomes. It was a ridiculous and unrealistic notion to assume that long term financial sustainability would ever be achievable without State and Federal Government financial support.

We call for the State Government to immediately withdraw the offensive, contemptuous and hypocritical advertisement stating that Local Government in NSW is broken. Country Mayors are a dedicated group of proud rural people that are now at the end of their collective tether with the disdain that has been thrown at them over the last two years from the NSW State Government. Indeed, your own processes have identified a third of all Councils in NSW are performing at the highest standard, among them are many country Councils.

We are tired of being told that this radical reform was our request. Many of us were in attendance at Dubbo in 2011 and welcomed the opportunity to meet as equals with Government to set a road map to 2036. We also recall what was requested and acknowledged, a need for more support and better funding for Local Government for starters.

Examples of our frustration are the clouds that hang over our councils in relation to the state taking over our water assets, the inability of Premier and Cabinet / Local Government Ministry to

set a solid date for our upcoming elections and the changing position on who is or isn't part of a merger.

We seek an urgent meeting with the Premier and Minister so that we can work together instead of receiving constant lip service handed out as a common mantra by your Ministers.

We can be a supporter and your greatest ally in the process if treated with respect and let us together keep this state moving ahead as a united and functional force.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Kendall', with a large, stylized initial 'R' and a horizontal line extending to the left.

Cr Rod Kendall  
Chairman  
Country Mayors Association of NSW



## 9.4 Capital Expenditure Works & Projects Progress Update

*Our leadership*

*Setting a benchmark for community standards*

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

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

**Author:** Executive Assistant

### **Officer's Recommendation:**

**That the information detailing the progress of Council's 2015/16 capital expenditure projects, as at 15 March 2016 be received and noted.**

### **Introduction**

Included as an attachment to this report is a list of the capital expenditure items agreed to by Council in conjunction with the adoption of the 2015/16 annual budget.

The list has been updated to 15 March 2016.

### **Financial Implications**

Any expenditure related to the projects detailed in the list has been included in the current 2015/16 budget and where it is a project of significance it is the subject of a separate report to council.

# LIST OF CAPITAL WORKS PROJECTS

CAPITAL PROJECT	ESTIMATE	ACTION
<b>2015/16</b>		
<i>Tourism</i>		
Visitor Information Centre	\$150,000.00	1/12: report to be presented to December Council meeting <b>15/3: report to March Council meeting</b>
<i>Environmental Planning</i>		
Heritage Panels – Main Street	\$10,000.00	1/12: Commenced, information being gathered <b>15/3: Information being gathered for Cooina Park</b>
<i>Road Works &amp; Transport</i>		
Main Street Concrete Strips	\$22,000.00	5/11: not commenced <b>15/3: works being programmed</b>
Extra Seats – Main Street	\$3,000.00	5/11: will commence when location is established <b>15/3: seat ordered</b>
<i>Public Services</i>		
Screen for Aberline Toilets	\$1,500.00	5/11: not commenced 1/12: underway <b>15/3: COMPLETE</b>
Playground equipment – Tallimba Park	\$10,000.00	5/11: negotiations underway <b>15/3: continuing negotiations</b>
<i>Waste Management</i>		
Internal Infrastructure – West Wyalong	\$50,000.00	5/11: not commenced <b>1/12: underway 15/3: COMPLETE</b>

# LIST OF CAPITAL WORKS PROJECTS

PROJECT	BUDGET	PROGRESS
<b>CARRY FORWARD ITEMS</b> - as determined by Council on 15 September 2015		
Dump Point – Cooinda Park	\$ 15,000	18/11/14: investigations commenced 21/4: Liaison underway and access to system being investigated 19/5: carry over to 2015/16 <b>5/11: On order will be placed when final parking design is settled 15/3: COMPLETE</b>
Increase Capacity of Airport Dam – reticulation	\$ 30,000	16/2/2015: pending airport lease, new month/month arrangement 21/4: in progress 19/5: report to Council, water rights to be acquired. Carry over to 2015/16 5/11: not yet progressed 1/12: working on capacity purchase <b>15/3: ongoing</b>
Indoor Sporting Facilities	\$ 2,000,000 \$ 42,000 (CF)	19/8/14: Legal advice received, Steering Committee meeting scheduled for September 9 9/10: second Steering Committee meeting scheduled for October 14 16/2/15: in hand, EOs and tenders called, report to the February Council meeting 21/4: concept plans and timelines to be provided by the end of April 19/5: report to May Council meeting 21/7: further report to July council meeting 5/11: DA submitted for assessment, EOs for construction services advertised, further report to the December Council meeting <b>15/3: tenders close on 18<sup>th</sup> March, report to Extra Ordinary Council meeting</b>
Refurbish Toppo Hall / Soldiers	\$ 50,000	9/10/14: meeting arranged with Hall Committee regarding priority of works 17/3: carry forward 19/5: carry over to 2015/16 1/12: works taken back internally, DCCDS to follow up <b>15/3: underway</b>

# LIST OF CAPITAL WORKS PROJECTS

<b>CARRY FORWARD ITEMS - as determined by Council on 28 October 2014</b>		
Land Development Costs	\$ 709,000	16/2/15: pending acquisition 3/3: Claim to be granted however not expected to be signed off prior to election. Valuation to be obtained and further dealings made directly with the Lands Council 21/4: to be carried over to 2015/16 19/5: valuation to be followed up 1/12: letter sent seeking updated <b>15/3: Update received March however further update awaited</b>
Legal Expenses	\$ 49,200	16/2/15: to be transferred to Reserves <b>1/12: NFAR</b>
Library Revitalising Project	\$ 10,891	3/3: carpet options being considered <b>1/12: NFAR</b>
Council Building Maintenance	\$ 20,298	16/2/15: to be transferred to Reserves <b>1/12: NFAR</b>
Council Buildings Project	\$ 45,667	16/2/15: to be transferred to Reserves <b>1/12: NFAR</b>
Heritage Plaques	\$ 7,162	19/5: to be transferred into Heritage Reserves <b>1/12: NFAR</b>
Main St Illumination	\$ 40,000	16/2/15: scheme submitted for consideration 17/3: concept investigated, aiming for end of 2014/15 21/4: investigations continuing 19/5: to be carried over to 2015/16 5/11: designs being considered 1/12: inspection of council structures underway, expect completion by July 2016 <b>15/3: ongoing</b>
Gravesite Identification (Repair old unattended grave sites)	\$ 20,000	18/11/14: being completed as needed 3/3: Heritage Group assisting 21/4: ongoing, carry over to 2015/16 19/5: balance to be carried over to 2015/16 5/11: used when needed <b>1/12: ongoing as required</b>
Reg Rathey Monument	\$ 80,000	16/2/15: EOI to be issued for artist 19/5: EOI shortlisted 21/7: report to July council meeting 5/11: Works underway, on track for April opening 1/12: Report to be presented to the December Council meeting <b>15/3: underway, unveiling to be held in April</b>

# LIST OF CAPITAL WORKS PROJECTS

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Perseverance Street Rec Ground Development	\$ 150,000	18/11/14: part of current grant application 3/2/15: unsuccessful Clubs grant application submitted 21/4: carry over, subject to a report to Council 19/5: pending completion of WWRL grant for Ron Pilon Kiosk 21/7: grant successful, WWRL Club issued with letter, Council to approve all works 1/12: Council to manage works, target for new entry complete prior to knockout, Ron Pilon Kiosk improvements <b>15/3: unsuccessful Round 3 Clubs grant, entry completed</b>
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## 9.5 Local Government Grants Commission – Visit to West Wyalong – 3 May 2016

*Our leadership*

*Setting a benchmark for community standards*

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

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

**Author:** General Manager

### **Officer's Recommendation:**

- 1 That the information concerning the Local Government Grants Commission's visit to West Wyalong on 3 May 2016 be received and noted;**
- 2 That the presentation is advertised as a 'public' meeting in accordance with the request from the Commission: and**
- 3 That the general manager and directors prepare a suitable presentation to make to the Commission highlighting the particular needs of the Bland Shire, especially in relation to the Shires extensive road network.**

### **Introduction**

Council has been advised that the Local Government Grants Commission will be visiting West Wyalong on Tuesday 3 May 2016 for the purpose of making a presentation to councillors, senior staff and any interested members of the public.

The presentation will commence at 9.00am with the objective of explaining the operations of the Commission and the basis of its calculation of the Financial Assistance Grants (FAG's).

It is anticipated that the presentation will take approximately two (2) hours and council is also encouraged to make its own presentation to the Commission members highlighting any particular needs within the Bland Shire LGA.

### **Conclusion**

This would be a perfect opportunity to highlight the significance of council's road network and the lack of state and federal funding resulting in council's inability to maintain such a network to an acceptable standard.

I believe that the opportunity should also be taken to emphasise the need for a complete review of the Commission's formula that allows 'cash rich' metropolitan councils to continue to receive government funding at the expense of the many rural councils within the state.

The Commission has also emphasised that this will be a 'public meeting', even going so far as to provide a 'public notice' template.

### **Financial Implications**

Nil

## 9.6 LGNSW Board Elections 2015

*Our leadership*

*Setting a benchmark for community standards*

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

*DP 14.1 Ensure councillors are provided with appropriate support and resources to carry out their civic duties.*

**Author:** General Manager

### **Officer's Recommendation:**

**That the information regarding the irregularity in the LGNSW Board elections in 2015 be received and noted.**

### **Introduction**

Councillors are advised that LGNSW had asked the Australian Electoral Commission (AEC) to seek an Election Inquiry immediately after the Board election held at the last annual conference, because an error caused a voting irregularity.

The matter has now been heard in the Federal Court of Australia and it has been confirmed that the positions of President and Treasurer were unaffected, and the Court has determined that three other directors were not impacted by the irregularity because of the size of their respective primary votes.

As such, the board currently comprises: President, Cr Keith Rhoades; Treasurer, Cr Scott Bennison, and directors: Cr Mazhar Hadid, Cr Leo Kelly, and Cr Ben Shields.

The Court has declared the election of the other 13 board members void and that a fresh vote is to be conducted by a secret postal ballot. The vacant positions are:

- Vice President Metropolitan/Urban
- Vice President Rural/Regional
- 11 directors (6 x Rural/Regional, 5 x Metropolitan/Urban)

The Court has determined that the only candidates eligible for these positions in the postal ballot are those who stood for them in 2015.

LGNSW is now liaising with the AEC to determine the earliest possible date for the ballot and LGNSW hope the whole process will be complete by the end of June.

### **Conclusion**

I understand that the irregularity arose from a council being incorrectly identified as country rather than metropolitan. This information has been brought to the attention of council on a request from the President of LGNSW.

### **Financial Implications**

Nil

## 9.7 Road Network Forums – March 2016

*Our infrastructure*

*Reviewing, renewing & improving our core community assets*

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

*DP 8.1 Lobby government for additional funding to ensure roads are maintained at an acceptable standard throughout the Shire*

**Author:** General Manager

### **Officer's Recommendation:**

**1 That the information relating to the recent Shire wide road network forums be received and noted; and**

**2 That the matters raised at each of the forums be reviewed by the General Manager and Director of Assets and Engineering and any improvements in operations and work practices be implemented as part of the ongoing review of service levels.**

### **Introduction**

Councillors will be well aware of the recent road network forums held throughout the Shire during March of this year.

In general the forums were well attended with an estimated total of 60 people participating in discussion and debate on the Shire's road network.

A summary of the issues raised from each of the forums is included as an attachment to this report.

### **Conclusion**

These forums have proven to be an effective method of obtaining direct feedback from property owners across the Shire as well as providing an opportunity for councillors and staff to disseminate pertinent information regarding such issues as the 'road hierarchy', council's road budget, both income and expenditure, as well as general information about council's operations.

The e-mail addresses of the majority of participants were recorded and will be utilised as an improved form of communication.

### **Financial Implications**

There were no financial implications in conducting these forums but rather just the time consumed in attending.

The real financial implications surrounding the Shire's road network continue to be the subject of debate in our annual budget workshop, quarterly budget reviews and whenever the State and/or Federal Governments move the road funding goal posts!





## **ROAD NETWORK FORUMS**

**MARCH 2016**

### **MATTERS ARISING**

#### **West Wyalong 8<sup>th</sup> March**

- Too much emphasis on patching!
- Removal of roadside vegetation
- Morning tea breaks and time lost
- Consultation with property owners
- Access to the DAES
- Access to the overseers
- Choice of gravel
- Quality control of works

#### **Mirrool 9<sup>th</sup> March**

- Choice of gravel needs to be smaller
- Consultation with property owners
- Better use of e-mails for communication
- Treatment of Bus routes
- Treatment of water flows across roads
- Community based campaign for more funding

#### **Barmedman 10<sup>th</sup> March**

- Transporting of gravel of recently gravelled sections of road
- Community based campaign for more funding
- Review of work practices and staff culture
- Disseminate details on the Road Hierarchy
- Consultation with property owners
- Corporate Farming is not helping

### **Weethalle 22<sup>nd</sup> March**

- Need to review the Road Hierarchy
- Support for the concept of 'patching' the dangerous area
- More communication with property owners
- Better treatment of water flows across roads
- Drainage should go beyond fence lines and into paddocks
- Use of better quality gravel
- Support for a community based funding campaign

### **Ungarie 23<sup>rd</sup> March**

- Use of better quality gravel
  - Better maintenance of the table drains – removal of vegetation
  - More use of the 'vibrating' roller
  - Need to review the Road Hierarchy
  - More maintenance on the Shire's main arterial roads
  - Support for a community based funding campaign
-

## 9.8 Refurbishment of the Perseverance Street Sports Complex Stadium – Progress Report (April 2016)

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

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

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

**Author:**            General Manager

### **Officer's Recommendation:**

**That the information regarding the progress of the West Wyalong Sports Stadium refurbishment project be received and noted:**

### **Introduction**

Council at an Extraordinary Meeting held on 5 April 2016 resolved to accept the tender from Burton Constructions of Wagga and delegated authority to the general manager to determine a suitable handover date of the complex.

The handover date has now been confirmed as Monday 9<sup>th</sup> May 2016 and this date suits all of the interested parties, including the basketball committee.

A meeting is scheduled for Thursday 21 April 2016 between council staff, council's consultant and Burton Constructions. The purpose of this meeting is to confirm the contents and execute the necessary contract documentation, to confirm the lines of communication and to confirm the program of works.

A further meeting is also scheduled with representatives of the existing stadium committee to discuss future management options which will then be presented to council for consideration.

### **Conclusion**

Although it is very early days it appears that this project is off to a positive start.

### **Financial Implications**

Nil to this report

## SECTION 3 – CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

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### 9.9 Financial Statements – March 2016

*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 March, 2016
2. That Council confirms the payment of accounts, for the period 01 March to 31 March 2016, summarised in the accounts summary totalling \$8,646,104.60

#### STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF MARCH, 2016.

##### BANK BALANCES AS AT 31ST MARCH, 2016

ACCOUNT	BALANCE
General Fund	\$ 1,421,280.22
BCard	\$ 8,887.50
	<b>\$ 1,430,167.72</b>
Invested Funds	
Fixed Deposits	\$16,200,000.00
Deposits at Call	\$ 1,989,203.87
	<b>\$18,189,203.87</b>
Net Balance	<b>\$19,619,371.59</b>
Percentage of investment to Net Balance	92.71%

**STATEMENT OF BANK BALANCES AS AT 31.03.16**  
**SUBMITTED TO THE ORDINARY MEETING APRIL 19TH, 2016**

Balance as at 01.03.16 \$ 5,455,082.04

**Add Receipts**

For month of March 2016 \$ 4,612,302.78

Includes

<b>Receipt Date.</b>	<b>Receipt Name</b>	<b>Received Total</b>
15/3/16	Bankwest – Redeem Investment	\$1,000,000.00
15/3/16	Bankwest – Redeem Investment	\$2,000,000.00
16/3/16	Transfer from Cash at Call	\$2,000,000.00

Less Payments

For month of March 2016 \$ 8,646,104.60

Includes

<b>Payment Date.</b>	<b>Payee Name</b>	<b>Payment Total</b>
8/3/16	Transfer to Cash at Call	\$3,000,000.00
15/3/16	Transfer to NAB Investment	\$2,000,000.00
16/3/16	Transfer to Heritage Investments	\$2,000,000.00

Cash Balance \$ 1,421,280.22

Limit of Overdraft Arranged with Bank \$ 350,000.00

## ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period March 01, 2016 to March 31, 2016.

I CERTIFY,

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

<b>Fund</b>	<b>Voucher No.s</b>	<b>Total</b>
Cheques	024809 - 024853	\$ 70,584.00
Auto-pay      Creditors	E007153 – E007464	\$ 8,164,748.84
Auto-pay      Payroll	6/3 - 27/3	\$ 401,886.73
March Bank Charges & Commission etc		\$ 374.84
Direct Debits	Repayments & Vehicle Lease	\$ 8,510.19
		<b>\$ 8,646,104.60</b>

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 19<sup>th</sup> April 2016, 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 \$8,646,104.60 was submitted to the Ordinary Meeting on the 19<sup>th</sup> April 2016 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  
31/03/2016

	Period To Date				Year To Date			
	Arr. Levy	Cur. Levy	Cur. Int	Total	Arr. Levy	Cur. Levy	Cur. Int	Total
<b><u>Council Total</u></b>								
** DEBIT **								
Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	\$554,225.78	\$0.00	\$0.00	\$554,225.78
Credit/Debit Allocation	\$0.00	\$197.42	\$0.97	\$198.39	\$93,141.33	\$58,850.85	\$1,267.46	\$153,259.64
Fees (i.e. Legal or Dishonour)	\$0.00	\$1,990.80	\$0.00	\$1,990.80	\$0.00	\$25,102.96	\$0.00	\$25,102.96
Interest	\$0.00	\$0.00	\$4,793.93	\$4,793.93	\$0.00	\$3,442.23	\$36,652.16	\$40,094.39
Advalorum Levy	\$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	\$441,106.53	\$0.00	\$441,106.53
Service Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,167,638.00	\$0.00	\$2,167,638.00
Supplementary Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$249.49	\$24,739.43	\$0.00	\$24,988.92
Pensioner Rebate Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,230.99	\$0.00	\$2,230.99
Pension Rebate Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$612.47	\$0.00	\$612.47
Receipt via other Agencies	\$0.00	\$0.00	\$0.00	\$0.00	\$1,052.55	\$804.44	\$15.01	\$1,872.00
Receipt via BPay	\$0.00	\$0.00	\$0.00	\$0.00	\$455.00	\$4,563.29	\$0.00	\$5,018.29
Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$2,272.00	\$0.00	\$2,472.00
Transfer within Module	\$0.00	\$0.97	\$0.00	\$0.97	\$7,268.34	\$5,872.09	\$0.00	\$13,140.43
<b><u>Total</u></b>	\$0.00	\$2,189.19	\$4,794.90	\$6,984.09	\$656,952.49	\$8,450,077.27	\$39,014.63	\$9,146,044.39
** CREDIT **								
Credit/Debit Allocation	\$0.00	-\$164.68	-\$33.71	-\$198.39	-\$4,175.91	-\$149,206.23	-\$179.95	-\$153,562.09
Supplementary Levy	\$0.00	\$0.00	\$0.00	\$0.00	-\$589.80	-\$31,341.12	\$0.00	-\$31,930.92
Pensioner Rebate Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$128,045.04	\$0.00	-\$128,045.04
Pension Rebate Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$37,796.24	\$0.00	-\$37,796.24
Receipt via other Agencies	-\$1,925.00	-\$4,961.48	-\$62.73	-\$6,949.21	-\$26,484.52	-\$119,931.63	-\$313.17	-\$146,729.32
Receipt via Australia Post	-\$1,444.50	-\$54,906.85	-\$284.51	-\$56,635.86	-\$36,905.41	-\$1,202,203.16	-\$1,457.32	-\$1,240,565.89
Receipt via BPay	-\$17,855.72	-\$152,608.57	-\$3,061.52	-\$173,525.81	-\$123,861.91	-\$2,592,963.25	-\$5,901.98	-\$2,722,726.74
Receipt via Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	-\$150.00	-\$825.00	\$0.00	-\$975.00
Receipt	-\$12,872.47	-\$75,911.49	-\$1,714.59	-\$90,498.55	-\$110,851.46	-\$2,349,081.18	-\$2,975.58	-\$2,462,908.22
Receipt via Payroll	-\$200.00	-\$1,202.00	\$0.00	-\$1,222.00	-\$676.07	-\$44,317.75	-\$31.18	-\$45,025.00
Transfer external to Module	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$478.50	\$0.00	-\$478.50
Transfer within Module	\$0.00	-\$1.20	\$0.00	-\$1.20	-\$1,189.13	-\$10,735.45	-\$1,216.08	-\$13,140.66
Write Off Balance	\$0.00	-\$319.04	-\$0.97	-\$320.01	-\$5.03	-\$3,572.37	-\$147.66	-\$3,725.06
<b><u>Total</u></b>	-\$34,117.69	-\$290,075.31	-\$5,158.03	-\$329,351.03	-\$304,889.24	-\$6,670,496.92	-\$12,222.52	-\$6,987,608.68
<b><u>Group Total</u></b>	-\$34,117.69	-\$287,886.12	-\$363.13	-\$322,366.94	\$352,063.25	\$1,779,580.35	\$26,792.11	\$2,158,435.71



### INVESTMENTS

The following table gives details of Council's Funds invested at 31st March 2016. 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
19-January-2016	Bank of QLD (Term Deposit)	1,000,000.00	182 days	3.05%	19-July-2016
03-March-2016	NAB (Term Deposit)	1,000,000.00	152 days	3.09%	02-August-2016
01-February-2016	NAB (Term Deposit)	1,000,000.00	91 days	3.02%	02-May-2016
22-January-2016	NAB (Term Deposit)	1,000,000.00	122 days	3.05%	23-May-2016
16-November-2015	NAB (Term Deposit)	1,500,000.00	182 days	2.89%	16-May-2016
01-October-2015	NAB (Term Deposit)	1,000,000.00	183 days	3.00%	01-April-2016
23-February-2016	Bankwest (Term Deposit)	2,000,000.00	120 days	3.00%	22-June-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-March-2016	NAB (Term Deposit)	2,000,000.00	184 days	3.12%	15-September-2016
23-March-2016	People's Choice (Term Deposit)	500,000.00	181 days	3.05%	20-September-2016
16-March-2016	Heritage (Term Deposit)	1,000,000.00	153 days	3.20%	16-August-2016
16-March-2016	Heritage (Term Deposit)	1,000,000.00	211 days	3.20%	13-October-2016
16-March-2016	Bank of QLD	1,000,000.00	182 days	3.05%	14-September-2016
	ANZ Deposit at Call	50,749.81	Cash at Call		
	CBA Deposit at Call	1,938,454.06	Cash at Call		
	<b>TOTAL:</b>	<u>18,189,203.87</u>			

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

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

\_\_\_\_\_  
Director Corporate Community & Development Services

## 9.10 Making Of Waste Management Charges 2016/17

*Our leadership*

*Setting a benchmark for community standards*

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

*15 – To provide quality leadership, governance and management.*

**Author:** Director Corporate, Community and Development Services

**Officer's Recommendation:**

**That the Council makes the Waste Management charges for the year 2016/2017 for inclusion in the 2016/2017 budget preparation.**

**DOMESTIC WASTE MANGEMENT CHARGE**

**THAT a Domestic Waste Management Charge be now made in respect of Residential premises within the area of the Council of Bland where a domestic waste management services is available, as follows:**

**(a) Land, which is occupied and/or built upon-**

**Standard 240L domestic service:**

Barmedman	\$344.00
Ungarie	\$344.00
West Wyalong/Wyalong	\$344.00
Weethalle	\$344.00
plus \$344 per extra collection.	

**Standard 120L Domestic Service**

West Wyalong/Wyalong	\$280.00
Ungarie	\$280.00
Barmedman	\$280.00
Weethalle	\$280.00
plus \$280 per extra collection.	

**(b) Vacant Land able to be built upon** \$28.00

## **TRADE WASTE SERVICE CHARGE**

**THAT an annual charge be made on land categorised as Business Land within the area of the Council of Bland and which is provided by Council with a trade waste removal service as follows:**

### **Standard 240L Collections:**

West Wyalong/Wyalong	\$350.00
Ungarie	\$350.00
Barmedman	\$350.00
Weethalle	\$350.00
plus \$350.00 per extra collection	

### **Standard 120L Collections:**

West Wyalong/Wyalong	\$286.00
Ungarie	\$286.00
Barmedman	\$286.00
Weethalle	\$286.00
plus \$286.00 per extra collection.	

### **Annual Waste Management Charge**

A charge of \$28.00 per property will apply to all properties not within a serviced area for the DWMS, under Section 501 of the Local Government Act.

## 9.11 Making Of Sewer Special Rate Charges 2016/17

*Our leadership*

*Setting a benchmark for community standards*

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

*15 – To provide quality leadership, governance and management.*

**Author:** Director Corporate, Community and Development Services

**Officer's Recommendation:**

**That the Council makes the Sewer Special Rate charges for the year 2016/2017 for inclusion in the 2016/2017 budget preparation.**

Pursuant to Section 535 of the Local Government Act 1993 Council must make rates and charges by resolution. Accordingly Council must make the following charges as included within the Draft 2016/2017 Operational Plan.

**Officer's Recommendation:**

**SEWER SPECIAL RATE**

**It is hereby RECOMMENDED that a Sewerage Special Rate be now made for the year commencing on 1 July 2016 subject to a minimum amount of seven hundred and eighteen dollars (\$718.00) excepting any assessment in respect of the land not built upon nor connected to sewer mains in which case the minimum amount shall be, one hundred and seventy dollars (\$170.00) and that the charge to be made for non-rateable land provided with sewerage services shall be:**

- (a) Land defined in Clause 184(1) of former Ordinance 46 under the Local Government Act 1919- \$145.00 for each water closet on the premises and \$75.00 per annum for each cistern serving any urinal on the premises.**
- (b) Land defined in Clause 184(2) of former Ordinance 46 under the Local Government Act 1919- \$145.00 for each water closet on the premises and \$75.00 per annum for each cistern serving any urinal on the premises.**

## 9.12 Procurement Policy

*Our leadership*

*Setting a benchmark for community standards*

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

18.1 Develop, implement and promote best practice governance policies and procedures

**Author:** Director Corporate, Community and Development Services

**Officer's Recommendation:**

**That the Council adopts the *Procurement Policy* as presented.**

### **Introduction**

Council is committed to ensuring a fair, transparent and accountable process in the purchase of goods and the contracting of services. This policy applies to all Councillors and staff of Bland Shire Council.

The objective of the policy is to provide clear guidance for the procurement of materials, equipment and services.

Bland Shire Council is committed to obtaining the best possible value for the community through the implementation and management of an appropriate procurement system that will;

- Maximise value for money,
- Ensuring open and effective competition
- Support and enhance the capabilities of local business and industry,
- Consider the environment,
- Ensure a safe working environment for all employees, contractors, volunteers and visitors,
- Ensure accountability, ethical behaviour and fair dealing by Council staff and contractors/suppliers, and
- Demonstrate accountability to rate payers

Bland Shire Council expects all its representatives, staff and councillors in addition to all contractors and suppliers to behave ethically and within the Code of Conduct.

One of Council's values is to 'Act with Integrity and Honesty'. This is true for all facets of Council operations, including procurement. As such Bland Shire Council has developed a set of business ethics and expects all contractors, suppliers and Council staff to follow as listed below.

- All persons must conduct the procurement process with honesty and fairness.
- Council staff will ensure that prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services.

- Council staff will adhere to all aspects of the Procurement Policy and related procedures.
- Contractors or suppliers are not to canvass councillors or council staff in respect to gaining an advantage over other contractors or suppliers for the supply of a good or service to Council.
- Council staff must not by virtue of their position accept or acquire for a personal advantage any gift, gratuities or hospitality except that which is permitted under Council's Code of Conduct or in accordance with the Local Government Act 1993.
- Council Staff are not permitted to approach a contractor or supplier to pay a gift or benefit for receipt of advice.
- Council staff are not to disclose a competitors price to any prospective supplier.
- Suppliers are to give their best price up front.
- Any person with a conflict of interest must declare that interest as soon as that person knows of the conflict of interest.
- In order to protect the commercial interests of all persons, there shall be no disclosure of confidential or proprietary information. Council staff are only permitted to disclose information in the course of official Council business.

The content of the draft policy has been rearranged to fit within the policy template and all additions have been highlighted in red. However the intent and general content of the draft policy replicates that of the existing policy.

### **Conclusion**

The policy has been developed in line with the requirements of the Office of Local Government and the Local Government Act 1993. The policy ensures a fair and efficient process in addition to clear requirements for staff.

### **Financial Implications**

Nil

## POLICY STATEMENT

# PROCUREMENT POLICY

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

---

### **POLICY OBJECTIVE**

Council is committed to ensuring a fair, transparent and accountable process in the purchase of goods and the contracting of services. This policy applies to all Councillors and staff of Bland Shire Council.

The objective of the policy is to provide clear guidance for the procurement of materials, equipment and services.

Bland Shire Council is committed to obtaining the best possible value for the community through the implementation and management of an appropriate procurement system that will;

- Maximise value for money,
- Ensuring open and effective competition
- Support and enhance the capabilities of local business and industry,
- Consider the environment,
- Ensure a safe working environment for all employees, contractors, volunteers and visitors,
- Ensure accountability, ethical behaviour and fair dealing by Council staff and contractors/suppliers, and
- Demonstrate accountability to rate payers

Bland Shire Council expects all its representatives, staff and councillors in addition to all contractors and suppliers to behave ethically and within the Code of Conduct.

One of Council's values is to 'Act with Integrity and Honesty'. This is true for all facets of Council operations, including procurement. As such Bland Shire Council has developed a set of business ethics and expects all contractors, suppliers and Council staff to follow.

#### *Bland Shire Council Business Ethics:*

- All persons must conduct the procurement process with honesty and fairness.
- Council staff will ensure that prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services.
- Council staff will adhere to all aspects of the Procurement Policy and related procedures.
- Contractors or suppliers are not to canvass councillors or council staff in respect to gaining an advantage over other contractors or suppliers for the supply of a good or service to Council.
- Council staff must not by virtue of their position accept or acquire for a personal advantage any gift, gratuities or hospitality except that which is permitted under Council's Code of Conduct or in accordance with the Local Government Act 1993.
- Council Staff are not permitted to approach a contractor or supplier to pay a gift or benefit for receipt of advice.
- Council staff are not to disclose a competitors price to any prospective supplier.
- Suppliers are to give their best price up front.

- Any person with a conflict of interest must declare that interest as soon as that person knows of the conflict of interest.
- In order to protect the commercial interests of all persons, there shall be no disclosure of confidential or proprietary information. Council staff are only permitted to disclose information in the course of official Council business.

## **POLICY STATEMENT**

### **Delegated levels of Authority**

Only those staff with the delegated authority from the General Manager to authorise expenditure, may enter into a purchasing agreements. Authorised limits vary within the organisation, however the delegations register clearly outlines each allocated limit.

The limits authorised are to be strictly adhered to with the onus placed on the staff member to ensure they only authorise goods to the value of their limit. Under no circumstances are orders to be split to achieve a value below delegated authority.

### **Purchase Methods**

#### ***Petty Cash***

Petty cash is used to meet the needs of small incidental purchases and in urgent situations. Petty cash is **limited to \$50 per individual transaction**. Splitting the purchase to circumvent the limit or multiple purchases over a period of time is not permitted.

Petty cash claims must include the tax invoice/receipt, be signed by the purchaser and authorised officer and not exceed \$50 per individual transaction unless prior approval has been given.

#### ***Pre Paid Visa Card***

The prepaid Visa card is to be utilised by staff when travelling for work purposes. All expenditure on the card is limited to work related expenses only.

All expenditure on the card must be supported by tax invoice/receipt, be signed by the purchaser and approved by an authorised officer.

#### ***Credit Cards***

Limited staff have been issued with a credit card as outlined in the Delegated Authority register. Credit cards are only to be utilised for Council procurement. All transactions must be supported by tax invoice/receipt, be signed by the purchaser and authorised officer.

#### ***Purchase Orders***

A purchase order is Council's official document used to purchase goods or services from an external supplier. The purchase order confirms the contractual arrangement between Council and the supplier.

All purchases for goods, services or materials are to formalised by issuing a purchase order by the relevant staff member within the delegated authority of that officer.

#### ***Emergency Orders***

In the case of an emergency situation where the officer is unable to obtain a purchase order and an officer with delegated authority and goods are required urgently, verbal permission from a supervisor to obtain the goods is acceptable.

It is imperative that the officer arranging emergency supplies provides their name to the supplier so reference can be made to the emergency order and an order is completed and provided to the supplier as soon as practical.

### **Government Contracts**



The Local Government Procurement has arranged and administers a variety of contracts for goods and services.

Materials available under Local Government Procurement can be procured without the calling of a tender or quotation.

## Tenders

The purchase of goods, services or material in excess of \$150,000 shall be made in accordance with the NSW Local Government Act 1993, Section 55 which in part states:

*A council must invite tenders before entering into any of the following contracts:*

- (a) a contract to carry out work that, by or under any Act, is directed or authorised to be carried out by the council,*
  - (b) a contract to carry out work that, under some other contract, the council has undertaken to carry out for some other person or body,*
  - (c) a contract to perform a service or to provide facilities that, by or under any Act, is directed or authorised to be performed or provided by the council,*
  - (d) a contract to perform a service or to provide facilities that, under some other contract, the council has undertaken to perform or provide for some other body,*
  - (e) a contract for the provision of goods or materials to the council (whether by sale, lease or otherwise),*
  - (f) a contract for the provision of services to the council (other than a contract for the provision of banking, borrowing or investment services),*
  - (g) a contract for the disposal of property of the council,*
  - (h) a contract requiring the payment of instalments by or to the council over a period of 2 or more years,*
  - (i) any other contract, or any contract of a class, prescribed by the regulations.*
- (2) Tenders are to be invited, and invitations to tender are to be made, by public notice and in accordance with any provisions prescribed by the regulations.*

## Levels of purchase

### Requirements

The purchase of goods, works and services will be carried out by staff with the appropriate financial delegation. The number of quotations sought will be as per the following table.

<i>Quotation Value inclusive of GST</i>	<i>Minimum Number and Form of Quotations</i>	<i>Advertising Requirements</i>
<b>Up to \$2,000</b>	1 verbal or price as indicated	Nil
<b>\$2,000 - \$15,000</b>	1 written or Local Government Procurement or Consortia Tender	Nil
<b>\$15,000 - \$50,000</b>	2 written or Local Government Procurement or Consortia Tender	Nil
<b>\$50,000 - \$150,000</b>	3 written or Local Government Procurement or Consortia	May be authorised by staff with appropriate delegation.

	Tender	To be advertised if appropriate. See procedure.
Over \$150,000	Tender	Publically advertised in accordance with Local Government Act 1993 and Local Government Tendering Regulation, including local advertisement. See procedure.

This does not preclude the seeking of additional quotations if they can be obtained with little administrative cost.

Should the minimum number of quotations not be obtained, the responsible Director's approval is required.

All suppliers that provide a written or verbal quote must be advised of the outcome.

### Local Providers

Every effort should be made to ensure businesses operating within Bland Shire are given an opportunity to quote, as appropriate.

### Splitting of Orders

Council staff are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated authority or to avoid the necessity to obtain quotes or call for tenders.

### Trade Ins

Staff involved with 'trade in' on goods eg. Plant purchase and sale, are required to follow delegated authority limits for the purchase of goods not the purchase price less the trade in price.

### Value for Money

Value is determined by considering all the factors that are relevant to a particular acquisition. The method of purchase must be cost effective and efficient. Quality, reliability, timeliness, service, initial and ongoing costs are all factors that can make an impact on cost and benefit.

Value does not mean 'lowest price' however the lowest price might offer best value if it meets other essentials such as quality, reliability and criteria particular to the application.

### Effective Competition

Open and effective competition will be achieved by ensuring that Council obtains quotations prior to purchase and makes use of competitive procurement services when available.

Bland Shire Council has a number of contracts from suppliers to provide goods and services. Some of the supply contracts are established as part of the REROC group and/or Local Government Procurement. The implementation of period contracts allows Bland Shire Council to take advantage of its buying power through an efficient procurement process.

### Sustainable Procurement

Bland Shire Council is committed to sustainability with particular emphasis on the environment, social and economic outcomes that will assist Council to:

- Eliminate unnecessary expenditure, inefficiencies and waste
- Increasing awareness of product range and quality
- Support local business and organisations

Consideration should be given to the following during the procurement process:

- Whole of life cost
- Use of recycled or recovered materials,
- Product reusability,
- Product recyclability,
- Durability of product,
- Energy efficiency and energy consumption,
- Water efficiency,
- Waste prevention,
- End of life disposal method,
- Compliance of the firm with environmental sustainability principles; and
- Environmental health issues.

### **Work Health and Safety**

NSW Work Health and Safety Act 2011 and Work Health and Safety Legislation 2011 is in place to ensure suppliers provide a safe product and employers provide a safe workplace. Council has responsibilities to staff, contractors and volunteers.

Council staff are to ensure that all contractors meet their legislative, WHS and insurance requirements. Refer to the Contractor Safety Management Procedure for requirements.

### **Conflicts of Interest**

Councillors and Council staff involved in the purchase of goods and/or services are responsible for disclosing any actual or perceived conflicts of interest that may arise in the performance of their duties. All perceived and actual conflicts of interest are to be referred to the General Manager.

Obligations under the Code of Conduct and Business Ethics should always be considered.

Councillors and Council staff shall not have any involvement in the procurement process, including determining specifications of goods to be purchased, determining evaluation criteria and authorising and requisitioning purchase, where the Councillor or Council employee, (or company owned by a Councillor or Council employee) or close family member supplies goods and services to Council.

### **Definitions:**

**Procurement** – The acquiring of all goods and/or services whether by purchase, lease, hire or contracting. The procurement/lease of land and property is excluded from this Council policy.

**Whole of Life Cost** – The total cost of owning an asset over its entire life. Whole life cost includes all costs such as design and building costs, operating costs, associated financing costs, depreciation, and disposal costs.

**Council Staff** – Includes full time employees, part time employees, casual employees , temporary employees, contractors and consultants while engaged by Council.

**Sustainable Procurement** - Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.

### **Responsibilities**

This policy applies to all Council employees authorised to purchase up to the level delegated by the General Manager and within the adopted budget. The Manager Financial Services maintains a register of all purchasing delegations.

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director Corporate Services</b>		
<b>EDRMS Doc. ID</b>	329207		
<b>Superceded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
19 April 2005	0	33/4/05	
16 May 2006	1	24/5/06	19 April 2011
19 April 2011	2		

<b>Related Council Policy / Procedure</b>
Procurement Procedure – General Procurement
Procurement Procedure – Tenders
Procurement Procedure – Pre Paid and Credit Cards
Procurement Procedure – Emergency Orders
Asset Disposal Policy

DRAFT

## 9.13 Complaint Handling Policy

*Our leadership*

*Setting a benchmark for community standards*

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

18.1 *Develop, implement and promote best practice governance policies and procedures*

**Author:** Corporate Services Coordinator  
Director Corporate, Community and Development Services

### **Officer's Recommendation:**

**That the Council adopts the *Complaint Handling Policy* as presented.**

### **Introduction**

The Complaint Handling Policy is intended to ensure that Council handles complaints fairly, efficiently and effectively. Council's complaint management system is intended to;

- enable Council to respond to issues raised by people making complaints in a timely and cost-effective way;
- boost public confidence in Council's administrative process; and
- provide information that can be used by Council to deliver quality improvements in our services, staff and complaint handling.

This policy provides guidance to our staff and people who wish to make a complaint based on the key principles and concepts of our complaint management system. The policy applies to all staff receiving or managing complaints from the public made to, or about us, regarding our services, staff and/or complaint handling mechanisms.

Staff grievances, code of conduct complaints and public interest disclosures are dealt with through separate mechanisms.

The draft policy has been completely rewritten and is based on the Model Complaint Handling Policy issued by the NSW Ombudsman and therefore staff have been unable to highlight the changes within the document. However the intent and general content of the draft policy replicates that of the existing policy.

### **Conclusion**

The policy has been developed in line with the Model Complaint Handling Policy issued by the NSW Ombudsman and requirements of the Office of Local Government and the Local Government Act 1993. The policy ensures a fair and efficient process for both the complainant and council.

### **Financial Implications**

Nil



## POLICY STATEMENT

# COMPLAINTS HANDLING

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

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### **Policy Objective:**

This policy is intended to ensure that we handle complaints fairly, efficiently and effectively.

Our complaint management system is intended to:

- enable us to respond to issues raised by people making complaints in a timely and cost-effective way
- boost public confidence in our administrative process, and
- provide information that can be used by us to deliver quality improvements in our services, staff and complaint handling.

This policy provides guidance to our staff and people who wish to make a complaint on the key principles and concepts of our complaint management system.

### **Policy Statement:**

This policy applies to all staff receiving or managing complaints from the public made to or about us, regarding our services, staff and complaint handling.

Staff grievances, code of conduct complaints and public interest disclosures are dealt with through separate mechanisms.

### **Definitions:**

#### **a. Complaint**

Expression of dissatisfaction made to or about us, our services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.

A complaint covered by this Policy can be distinguished from:

- staff grievances [see our Grievance and Disputes Policy]
- public interest disclosures made by our staff [see our Internal Reporting Policy]
- code of conduct complaints [see our Code of Conduct]
- responses to requests for feedback about the standard of our service provision [see the definition of 'feedback' below]
- reports of problems or wrongdoing merely intended to bring a problem to our notice with no expectation of a response [see definition of 'feedback']
- service requests [ see definition of 'service request' below], and
- requests for information [see our Access to Information Policy].

**b. Complaint management system**

All policies, procedures, practices, staff, hardware and software used by us in the management of complaints.

**c. Dispute**

An unresolved complaint escalated either within or outside of our organisation.

**d. Feedback**

Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about our services or complaint handling where a response is not explicitly or implicitly expected or legally required.

**e. Service request**

Including:

- requests for approval
- requests for action
- routine inquiries about the organisation's business
- requests for the provision of services and assistance
- reports of failure to comply with laws regulated by the organisation
- requests for explanation of policies, procedures and decisions.

**f. Grievance**

A clear, formal written statement by an individual staff member about another staff member or a work related problem.

**g. Policy**

A statement of instruction that sets out how we should fulfil our vision, mission and goals.

**h. Procedure**

A statement or instruction that sets out how our policies will be implemented and by whom.

**i. Public interest disclosure**

A report about wrong doing made by a public official in New South Wales that meets the requirements of the *Public Interest Disclosures Act 1994*.

## Responsibilities:

This organisation expects staff at all levels to be committed to fair, effective and efficient complaint handling. The following table outlines the nature of the commitment expected from staff and the way that commitment should be implemented.

Who	Commitment	How
General Manager	Promote a culture that values complaints and their effective resolution	<p>Report publicly on Bland Shire Council's complaint handling.</p> <p>Provide adequate support and direction to key staff responsible for handling complaints.</p> <p>Regularly review reports about complaint trends and issues arising from complaints.</p> <p>Encourage all staff to be alert to complaints and assist those responsible for handling complaints resolve them promptly.</p> <p>Encourage staff to make recommendations for system improvements.</p> <p>Recognise and reward good complaint handling by staff.</p> <p>Support recommendations for service, staff and complaint handling improvements arising from the analysis of complaint data.</p>
Manager responsible for complaint handling <b>Director Corporate, Community &amp; Development Services?</b>	Establish and manage our complaint management system.	<p>Provide regular reports to General Manager on issues arising from complaint handling work.</p> <p>Ensure recommendations arising out of complaint data analysis are canvassed with General Manager. and implemented where appropriate.</p> <p>Recruit, train and empower staff to resolve complaints promptly and in accordance with Bland Shire Council's policies and procedures.</p> <p>Encourage staff managing complaints to provide suggestions on ways to improve the organisation's complaint management system.</p> <p>Encourage all staff to be alert to complaints and assist those responsible for handling complaints resolve them promptly.</p> <p>Recognise and reward good complaint handling by staff.</p>
Staff whose duties include complaint handling	Demonstrate exemplary complaint handling practices	<p>Treat all people with respect, including people who make complaints.</p> <p>Assist people make a complaint, if needed.</p> <p>Comply with this policy and its associated procedures.</p> <p>Keep informed about best practice in complaint handling.</p> <p>Provide feedback to management on issues arising from complaints.</p> <p>Provide suggestions to management on ways to improve the organisation's complaints management system.</p> <p>Implement changes arising from individual complaints and from the analysis of complaint data as directed by management.</p>



All staff	Understand and comply with Bland Shire Council's complaint handling practices.	<p>Treat all people with respect, including people who make complaints.</p> <p>Be aware of Bland Shire Council's complaint handling policies and procedures.</p> <p>Assist people who wish to make complaints access the Bland Shire Council's complaints process.</p> <p>Be alert to complaints and assist staff handling complaints resolve matters promptly.</p> <p>Provide feedback to management on issues arising from complaints.</p> <p>Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.</p>
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### Recommended Practices:



### 1. Facilitate complaints

#### People focus

We are committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures and complaint handling.

Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame.

#### Service Levels and Time Limits

##### Urgent Requests/Complaints

Initial Response: Response in the manner requested, will be provided within 24 hours. If the matter is then finalised there is no need for any further action, except to ensure that a completion date and details of action taken are entered as notes against the document on the service request form.

Follow Up: All requests / complaints should be resolved within 10 working days, where possible. If for any reason the matter cannot be resolved, the staff member responsible for this issue must ensure that the person making the request / complaint is informed as to the reasons why. This can be either by phone or in writing.

## **Non Urgent Requests / Complaints**

Initial Response: Records staff or the responsible officer will forward an acknowledgement letter in accordance with Council procedures.

Follow Up: Every attempt should be made to resolve the matter within 10 working days. The person making the request/complaint must be informed in writing as to what action has been taken and if for any reason the matter cannot be resolved.

## **Review**

Action Officers: All staff to attend to Service Requests within designated time frame.

Senior Management: A register of all outstanding service requests/complaints is provided monthly to Managers/Directors.

People making complaints will be:

- provided with information about our complaint handling process
- provided with multiples and accessible ways to make complaints
- listened to, treated with respect by staff and actively involved in the complaint process where possible and appropriate, and
- provided with reasons for our decision/s and any options for redress or review.

## **No detriment to people making complaints**

We will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

## **Anonymous complaints**

We accept anonymous complaints and will carry out an investigation of the issues raised where there is enough information provided.

## **Accessibility**

We will ensure that information about how and where complaints may be made to or about us is well publicised. We will ensure that our systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance.

If a person prefers or needs another person or organisation to assist or represent them in the making and/ or resolution of their complaint, we will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent (e.g. advocate, family member, legal or community representative, member of Parliament, another organisation).

## **No charge**

Complaining to us is free.

## **2. Respond to complaints**

### **Early resolution**

Where possible, complaints will be resolved at first contact with Bland Shire Council.

### **Responsiveness**

We will promptly acknowledge receipt of complaints.

We will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

We are committed to managing people's expectations, and will inform them as soon as possible, of the following:

- the complaints process
- the expected time frames for our actions
- the progress of the complaint and reasons for any delay
- their likely involvement in the process, and
- the possible or likely outcome of their complaint.

We will advise people as soon as possible when we are unable to deal with any part of their complaint and provide advice about where such issues and/or complaints may be directed (if known and appropriate).

We will also advise people as soon as possible when we are unable to meet our time frames for responding to their complaint and the reason for our delay.

### **Objectivity and fairness**

We will address each complaint with integrity and in an equitable, objective and unbiased manner.

We will ensure that the person handling a complaint is different from any staff member whose conduct or service is being complained about.

Conflicts of interests, whether actual or perceived, will be managed responsibly. In particular, internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

### **Responding flexibly**

Our staff are empowered to resolve complaints promptly and with as little formality as possible. We will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

We will assess each complaint on its merits and involve people making complaints and/or their representative in the process as far as possible.

### **Confidentiality**

We will protect the identity of people making complaints where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by the Bland Shire Council as permitted under the relevant privacy laws, secrecy provisions and any relevant confidentiality obligations.

### **3. Manage the parties to a complaint**

#### **Complaints involving multiple agencies**

Where a complaint involves multiple organisations, we will work with the other organisation/s where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Where a complaint involves multiple areas within our organisation, responsibility for communicating with the person making the complaint and/or their representative will also be coordinated.

Where our services are contracted out, we expect contracted service providers to have an accessible and comprehensive complaint management system. We take complaints not only about the actions of our staff but also the actions of service providers.

#### **Complaints involving multiple parties**

When similar complaints are made by related parties we will try to arrange to communicate with a single representative of the group.

#### **Empowerment of staff**

All staff managing complaints are empowered to implement our complaint management system as relevant to their role and responsibilities.

Staff are encouraged to provide feedback on the effectiveness and efficiency of all aspects of our complaint management system.

#### **Managing unreasonable conduct by people making complaints**

We are committed to being accessible and responsive to all people who approach us with feedback or complaints. At the same time our success depends on:

- our ability to do our work and perform our functions in the most effective and efficient way possible
- the health, safety and security of our staff, and
- our ability to allocate our resources fairly across all the complaints we receive.

When people behave unreasonably in their dealings with us, their conduct can significantly affect the progress and efficiency of our work. As a result, we will take proactive and decisive action to manage any conduct that negatively and unreasonably affects us and will support our staff to do the same in accordance with this policy.

For further information on managing unreasonable conduct by people making complaints please see our policy on Managing Unreasonable Complainants.

## 4. Complaint management system



### 4.1 Introduction

When responding to complaints, staff should act in accordance with our complaint handling procedures as well as any other internal documents providing guidance on the management of complaints.

Staff should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

The five key stages in our complaint management system are set out below.

### 4.2 Receipt of complaints

Unless the complaint has been resolved at the outset, we will record the complaint and its supporting information. We will also assign a unique identifier to the complaint file.

The record of the complaint will document:

- the contact information of the person making a complaint
- issues raised by the person making a complaint and the outcome/s they want
- any other relevant and
- any additional support the person making a complaint requires.

### 4.3 Acknowledgement of complaints

We will acknowledge receipt of each complaint promptly, and preferably within 10 of working days.

Consideration will be given to the most appropriate medium (e.g. email, letter) for communicating with the person making a complaint.

### 4.4 Initial assessment and addressing of complaints

#### Initial assessment

After acknowledging receipt of the complaint, we will confirm whether the issue/s raised in the complaint is/are within our control. We will also consider the outcome/s sought by the person making a complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed.

When determining how a complaint will be managed, we will consider:

- How serious, complicated or urgent the complaint is
- Whether the complaint raises concerns about people's health and safety
- How the person making the complaint is being affected
- The risks involved if resolution of the complaint is delayed, and
- Whether a resolution requires the involvement of other organisations.

#### Addressing complaints

After assessing the complaint, we will consider how to manage it. To manage a complaint we may:

- Give the person making a complaint information or an explanation
- Gather information from the person or area that the complaint is about, or
- Investigate the claims made in the complaint.

We will keep the person making the complaint up to date on our progress, particularly if there are any delays. We will also communicate the outcome of the complaint using the most appropriate medium. Which actions we decide to take will be tailored to each case and take into account any statutory requirements.

#### **4.5 Providing reasons for decisions**

Following consideration of the complaint and any investigation into the issues raised, we will contact the person making the complaint and advise them:

- the outcome of the complaint and any action we took
- the reason/s for our decision
- the remedy or resolution/s that we have proposed or put in place, and
- any options for review that may be available to the complainant, such as an internal review, external review or appeal.

If in the course of investigation, we make any adverse findings about a particular individual, we will consider any applicable privacy obligations under the *Privacy and Personal Information Protection Act 1998* and any applicable exemptions in or made pursuant to that Act, before sharing our findings with the person making the complaint.

#### **4.6 Closing the complaint, record keeping, redress and review**

We will keep comprehensive records about:

- How we managed the complaint
- The outcome/s of the complaint (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations, and
- Any outstanding actions that need to be followed up.

We will ensure that outcomes are properly implemented, monitored and reported to the complaint handling manager and/or senior management.

#### **4.7 Alternative avenues for dealing with complaints**

We will inform people who make complaints to or about us about any internal or external review options available to them (including any relevant Ombudsman or oversight bodies).

Complaints, dependant on their nature, can be referred to the following external agencies for an external review:

**Independent Commission Against Corruption (ICAC)**

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)

Web: [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)

Address: GPO Box 500, Sydney NSW 2000

Matters concerned corrupt conduct, which is defined as dishonest or partial exercise of any official functions by a public official.

**Auditor-General of the NSW Audit Office**

Phone: 02 9275 7100

Facsimile: 02 9275 7200

Email: [mail@audit.nsw.gov.au](mailto:mail@audit.nsw.gov.au)

Web: [www.audit.nsw.gov.au](http://www.audit.nsw.gov.au)

Address: GPO Box 12, Sydney NSW 2001

For disclosures about serious and substantial waste

**NSW Ombudsman**

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

Web: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

Address: Level 24, 580 George Street,  
Sydney NSW 2000

Matters concerned maladministration

**Office of Local Government in the Department of Premier and Cabinet**

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

Web: [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

Address: Locked Bag 3015, Nowra, NSW 2541

Matters concerned a serious breakdown in Council's operations, if the Council as a whole is not operating satisfactorily or pecuniary interest matters

## Information & Privacy Commission

Toll free: 1800 472 679

Facsimile: 02 8114 3756

Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

Web: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

Address: GPO Box 7011 Sydney NSW 2001

Breaches of the Government  
Information (Public Access) Act 2009

Breaches of the Privacy and Personal  
Information Act 1998

## Anti-Discrimination Board of NSW

Matters relating to discrimination,  
disability and harassment

PO Box A2122, Sydney South NSW 1235

Phone (02) 9268 5544

Fax (02) 9268 5500

TTY (02) 9268 5522

Toll free 1800 670 812 (for regional NSW only)

Email enquiries: [adbcontact@agd.nsw.gov.au](mailto:adbcontact@agd.nsw.gov.au)

Email complaints: [complaintsadb@agd.nsw.gov.au](mailto:complaintsadb@agd.nsw.gov.au)

## Australian Competition & Consumer Commission

Competitive neutrality complaints

Level 20

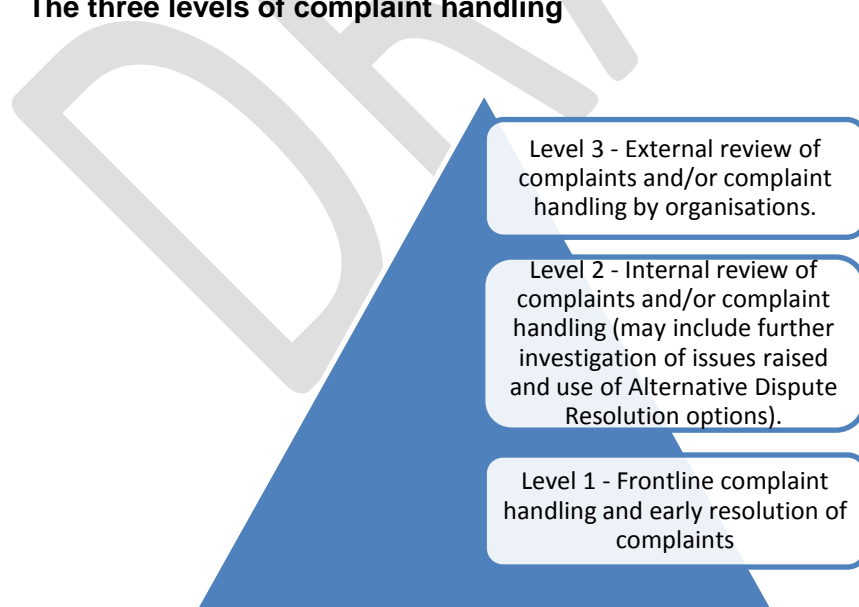
175 Pitt Street

Sydney NSW 2000 GPO Box 3648

Sydney NSW 2001 Ph: (02) 9230 9133

Fax: (02) 9223 1092

### 4.8 The three levels of complaint handling



We aim to resolve complaints at the first level, the frontline. Wherever possible staff will be adequately equipped to respond to complaints, including being given appropriate authority, training and supervision.

Where this is not possible, we may decide to escalate the complaint to a more senior officer



within Bland Shire Council. This second level of complaint handling will provide for the following internal mechanisms:

- assessment and possible investigation of the complaint and decision/s already made, and/or
- facilitated resolution (where a person not connected with the complaint reviews the matter and attempts to find an outcome acceptable to the relevant parties).

Where a person making a complaint is dissatisfied with the outcome of Bland Shire Council review of their complaint, they may seek an external review of our decision (by the Ombudsman for example).

## **5. Accountability and learning**

### **5.1 Analysis and evaluation of complaints**

We will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis.

Regular reports will be run on:

- the number of complaints received
- the outcome of complaints, including matters resolved at the frontline
- issues arising from complaints
- systemic issues identified, and
- the number of requests we receive for internal and/or external review of our complaint handling.

Regular analysis of these reports will be undertaken to monitor trends, measure the quality of our customer service and make improvements.

Both reports and their analysis will be provided to Bland Shire Council's CEO and senior management for review.

### **5.2 Monitoring of the complaint management system**

We will continually monitor our complaint management system to:

- ensure its effectiveness in responding to and resolving complaints, and
- identify and correct deficiencies in the operation of the system.
- Monitoring may include the use of audits, complaint satisfaction surveys and online listening tools and alerts.

### **5.3 Continuous improvement**

We are committed to improving the effectiveness and efficiency of our complaint management system. To this end, we will:

- support the making and appropriate resolution of complaints
- implement best practices in complaint handling
- recognise and reward exemplary complaint handling by staff
- regularly review the complaints management system and complaint data, and
- implement appropriate system changes arising out of our analysis of complaints data and continual monitoring of the system.

## 5.4 How to lodge a complaint

Council will respond to complaints whether they are provided in writing (using customer feedback form or in a letter, fax, email or verbally (in person or by telephone).

However, if a complaint cannot be resolved at the frontline, ie at the first tier, then Council requests the complaint be submitted in writing.

All complaints in relation to the following matters must be in writing:

- Complaints about staff – to ensure confidentiality of the complaint
- Complaints about Council's assessment and regulatory processes – certain aspects of statutory assessment and regulatory processes may involve court action.

### Complaints can be made to Council:

#### In writing

- The General Manager, Bland Shire Council, PO Box 21, West Wyalong NSW 2671
- Fax (02) 6972 2145
- Email – [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)

#### In Person

- Speak to a Customer Service Officer at Administrative Building, 2-6 Shire Street, West Wyalong; or
- Make an appointment to speak to the staff member with whom you have been dealing, or with their Manager

#### By Telephone

- Council Office, West Wyalong on 02 6972 2266

Note: Dependant on the seriousness or complexity of the complaint. The complainant may be requested to submit the complaint in writing with all relevant information.

### Non Council Issues

For matters that are not within Council's jurisdiction the complainant will be informed by Council staff of the name, telephone number and any other relevant details of the appropriate organisation (if known).

### References:

The development of this policy has been informed by the following:

- Australian and New Zealand Standard Guidelines for complaint handling in organizations AS/NZS 10002:2014
- NSW Ombudsman Effective complaint handling guidelines, 2nd Edition, December 2010
- Victorian Ombudsman Councils and complaints - a good practice guide, February 2015
- Joint publication of the NSW Ombudsman and Department of Local Government Complaints Management in Councils Practice note no. 9, revised July 2009
- Ombudsman Western Australia Guidelines on complaint handling, November 2010
- Commonwealth Ombudsman Better Practice Guide to Complaint handling 1, April 2009
- NESTA Grumbles Gripes and Grievances The Role of Complaints in Transforming Public Services, April 2013

- Scottish Public Services Ombudsman SPSO Statement of Complaint handling Principles, 2011
- The British and Irish Ombudsman Association Guide to Principles of good complaint handling, 2007
- NSW Ombudsman Managing Unreasonable Complaint Conduct – a Model Policy and Procedure 2012
- Victorian Ombudsman Good Practice Guide, November 2007
- Disability Services Commissioner Victoria Good Practice Guide and Self Audit Tool, 2nd Ed. 2013.

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director Corporate, Community &amp; Development Services</b>		
<b>EDRMS Doc. ID</b>	403922		
<b>Superseded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
18 February 2014	0		February 2015
21 April 2015	1		April 2016

<b>Related Council Policy / Procedure</b>
Customer Requests/Complaints Procedure
Dealing with Unreasonable Complainants
Bland Shire Council Code of Conduct
Internal Reporting Policy
Privacy Management Plan
Communication Policy

## 9.14 Internal Reporting Policy

*Our leadership*

*Setting a benchmark for community standards*

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

18.1 *Develop, implement and promote best practice governance policies and procedures*

**Author:** Corporate Services Coordinator  
Director Corporate, Community and Development Services

### **Officer's Recommendation:**

**That the Council adopts the *Internal Reporting Policy* as presented.**

### **Introduction**

The objective of the Internal reporting Policy is to establish an internal reporting system for staff and councillors to report wrongdoing without fear of reprisal. The policy sets out who you can report wrongdoing to in Bland Shire Council, what can be reported and how reports of wrongdoing will be dealt with by the Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID).

This policy is just one in the suite of Bland Shire Council's complaint handling policies. This internal reporting policy should be read in conjunction with the Council's Code of Conduct, Complaints Handling Policy and Grievance & Disputes Policy, as well as read in conjunction with the other reference items in the procedures supporting this policy.

The draft policy has been completely rewritten and is based on the Model Internal Reporting Policy issued by the NSW Ombudsman and therefore staff have been unable to highlight the changes within the document. However the intent and general content of the draft policy replicates that of the existing policy.

### **Conclusion**

The policy has been developed in line with the Model Internal reporting Policy issued by the NSW Ombudsman and requirements of the Office of Local Government and the Local Government Act 1993. The policy ensures a fair and efficient process for both staff and councillors without fear of reprisal.

### **Financial Implications**

Nil

## POLICY STATEMENT

### INTERNAL REPORTING

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

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#### **Policy Objective:**

The objective of this policy is to establish an internal reporting system for staff and councillors to report wrongdoing without fear of reprisal. The policy sets out who you can report wrongdoing to in Bland Shire Council, what can be reported and how reports of wrongdoing will be dealt with by the Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID).

This policy is just one in the suite of Bland Shire Council's complaint handling policies. This Internal Reporting Policy should be read in conjunction with the Council's Code of Conduct, Complaints Handling Policy & Grievance & Disputes Policy along and with the other reference items in the procedures supporting this policy.

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through Council's Grievance and Disputes Policy. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources to be dealt with in accordance with the Grievance and Disputes Policy.

This policy is strongly endorsed by the Mayor and General Manager and shows council's commitment to high standards of ethical and accountable conduct and that any form of wrongdoing will not be tolerated.

#### **Definitions:**

**Disclosure Coordinator** - The disclosures coordinator can receive and assess reports, and is the primary point of contact in the Bland Shire Council for the reporter.

**Disclosure Officer** – Disclosure Officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councillors to make reports. All Directors and Managers are designated disclosure officers and they are responsible for receiving, forwarding and/or acting upon disclosures made in accordance with the policy.

#### **ROLES AND RESPONSIBILITIES**

This policy will apply to:

- both council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees

- consultants
- individual contractors working for the council.
- employees of contractors providing services to Bland Shire Council
- other people who perform council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

This policy also applies to public officials of another council or public authority who report wrongdoing relating to Bland Shire Council.

## **Recommended Practices:**

### **a. The role of council staff and councillors**

Staff and councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All council staff and councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person the subject of reports.

Staff and councillors must not:

- make false or misleading reports of wrongdoing
- victimise or harass anyone who has made a report

Additionally, the behaviour of all council staff and councillors involved in the internal reporting process must adhere to the *Bland Shire Council's* code of conduct. A breach of the code could result in disciplinary action.

### **b. The role of the Bland Shire Council**

The Bland Shire Council has a responsibility to establish and maintain a working environment that encourages staff and councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.

The Bland Shire Council will assess all reports of wrongdoing it receives from staff and councillors and deal with them appropriately. Once wrongdoing has been reported, the Bland Shire Council takes 'ownership' of the matter. This means it is up to us to decide whether a report should be investigated, and if so, how it should be investigated and by whom. The Bland Shire Council will deal with all reports of wrongdoing fairly and reasonably, and respect the rights of any person the subject of a report.

The Bland Shire Council must report on our obligations under the PID Act and statistical information about public interest disclosures in our annual report and to the NSW Ombudsman every six months.

To ensure the Bland Shire Council complies with the PID Act and deals with all reports of wrongdoing properly, all staff and councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

### **c. Roles of key positions**

#### **General Manager**

The general manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring the Bland Shire Council complies with the PID Act. The general manager can receive reports from staff and councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with

- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- make decisions following any investigation or appoint an appropriate decision-maker
- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

### **Disclosures Coordinator**

The disclosures coordinator has a central role in the Bland Shire Council's internal reporting system. The disclosures coordinator can receive and assess reports, and is the primary point of contact in the Bland Shire Council for the reporter. The disclosures coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the general manager)
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures
- coordinate the Bland Shire Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- ensure the Bland Shire Council complies with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

### **Disclosures Officers**

Disclosures officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councillors to make reports.

Disclosures officers have a responsibility to:

- document in writing any reports received verbally, and have the document signed and dated by the reporter
- make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- discuss with the reporter any concerns they may have about reprisal or workplace conflict
- carry out preliminary assessment and forward reports to the disclosures coordinator or general manager for full assessment.

### **Mayor**

The Mayor can receive reports from staff and councillors about the general manager. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with

- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures
- refer reports to an investigating authority, where appropriate
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

### **Supervisors and Managers**

Supervisors play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- implement local management strategies, in consultation with the disclosures coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the disclosures coordinator or general manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the general manager, notify the Mayor.

## **1. What should be reported?**

You should report any suspected wrongdoing within the Bland Shire Council, or any activities or incidents you see within the Bland Shire Council that you believe are wrong.

Reports about five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the PID Act and according to this policy. See below for details about these types of conduct. More information about what can be reported under the PID Act can be found in the NSW Ombudsman's Guideline B2: What should be reported?.

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, the Bland Shire Council recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

These policies include: Complaint Handling Policy, Bland Shire Council Code of Conduct, Work Health Safety Policy, EEO Policy and Grievance and Disputes Policy.

### **a. Corrupt conduct**

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust



- a council official using their position in a way that is dishonest, biased or breaches public trust.

#### **b. Maladministration**

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of their application.

#### **c. Serious and substantial waste in local government**

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the council.

For example, this could include:

- not following a competitive tendering process for a large scale contract
- having bad or no processes in place for a system involving large amounts of public funds.

#### **d. Breach of the GIPA Act**

A breach of the *Government Information (Public Access) Act 2009* (GIPA Act) is a failure to properly fulfil functions under that Act.

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

#### **e. Local government pecuniary interest contravention**

A local government pecuniary interest contravention is a failure to comply with requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at council and council committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example, this could include:

- a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a councillor participating in consideration of a DA for a property they or their family have an interest in.

## **2. Assessment of reports**

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The disclosures coordinator is responsible for assessing reports, in consultation with the general manager where appropriate. All reports will be assessed on the information available to the disclosures coordinator at the time. It is up to the disclosures coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the disclosures coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

### **3. When will a report be treated as a public interest disclosure?**

The Bland Shire Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the general manager or, for reports about the general manager the Mayor, a position nominated in this policy (see section 8), an investigating authority or in limited circumstances to an MP or journalist (see section 9).

Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy (see section 17)
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action (see section 18).

### **4. Who can receive a report within the Bland Shire Council?**

Staff are encouraged to report general wrongdoing to their supervisor. However the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this policy or any supporting procedures.

The following positions are the only people within the Bland Shire Council who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below. The broader responsibilities of these positions are outlined under Roles and Responsibilities.

If your report involves a councillor, you should make it to the general manager. If your report relates to the General Manager, you should make it to the Mayor.

#### **General Manager**

**Contact: Ray Smith**  
**Ph: 02 69 722266**

#### **Mayor (for reports about the general manager only)**

**Contact: Cr N Pokoney**  
**Ph: 02 6972 2435 M: 0424 365 011**

#### **Disclosures Coordinator**

**Contact: Raewyn Galton**  
**Ph: 02 6972 2266**

#### **Disclosures Officers**

**Adele Casey: Director Corporate, Community & Development Services**  
**Will Marsh: Director Assets & Engineering Services**  
**Chris Karam: Manager Financial Services**  
**Dionne Buys: Human Resources Officer**  
**Lesley Duncan: Manager Development Services**  
**Paul Glennon: Workshop & Plant Coordinator**  
**Wayne Broad: Manager Facilities & Risk**

All Directors and Managers are designated disclosure officers and they are responsible for receiving, forwarding and/or acting upon disclosures made in accordance with the policy.

## 5. Who can receive a report outside of the Bland Shire Council?

Staff and councillors are encouraged to report wrongdoing within the Bland Shire Council, but internal reporting is not your only option. You can also make a public interest disclosure to:

- An investigating authority.
- A Member of Parliament or a journalist, but only in the limited circumstances outlined below.

### a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and councillors can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example a report about either the *general manager or the Mayor*.

The relevant investigating authorities for the Bland Shire Council are:

- *the Independent Commission Against Corruption (ICAC) — for reports about corrupt conduct*
- *the Ombudsman — for reports about maladministration*
- *the Information Commissioner — for disclosures about a breach of the GIPA Act*
- *the Office of Local Government— for disclosures about local councils.*

You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that the investigating authority may well discuss any such reports with the Bland Shire Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff or councillors who report wrongdoing to an investigating authority, if we are made aware that this has occurred.

### b. Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the general manager
- a person nominated in this policy, including the Mayor for reports about the general manager
- an investigating authority.

Also, the Bland Shire Council or the investigating authority that received your initial report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true (see section 19).

### **c. Other external reporting**

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or *our* code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Bland Shire Council contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

## **6. How to make a report**

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Bland Shire Council's Internal Reporting Form is also available for staff or councillors to use to make a report.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

## **7. Can a report be anonymous?**

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by the Bland Shire Council it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If we do not know who made the report, it is very difficult for us to prevent any reprisal should others identify you.

## **8. Feedback to staff who report wrongdoing**

Staff and councillors who report wrongdoing will be told what is happening in response to their report.

### **a. Acknowledgement**

When you make a report, the Bland Shire Council will contact you to confirm that your report has been received and to advise:

- the timeframe within which you will receive further updates
- the name and contact details of the people who can tell you what is happening or handle any concerns you may have.

After a decision is made about how your report will be dealt with, the Bland Shire Council will send you an acknowledgment letter, providing:

- information about the action that will be taken in response to your report
- the likely timeframes for any investigation or other action
- information about the internal and external resources or services available that you can access for support.

We will provide this information to you within ten working days from the date you make your report. We will also advise you if we decide to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this policy.

#### **b. Progress updates**

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

- information about the progress of the investigation or other enquiries and reasons for any delay
- advice of any decision by the Bland Shire Council not to proceed with the matter
- advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

#### **c. Feedback**

Once the matter has been finalised you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

### **9. Maintaining confidentiality**

The Bland Shire Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate we will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. We will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the *disclosures coordinator* and the *general manager*, or in the case of a report about the general manager, the disclosures coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any staff or councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

### **10. Managing the risk of reprisal and workplace conflict**

When a staff member or councillor reports wrongdoing, the Bland Shire Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, the Bland Shire Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified
- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

These courses of action are not punishment and will only be taken in consultation with the reporter.

## 11. Protection against reprisals

The Bland Shire Council will not tolerate any reprisal against staff or councillors who report wrongdoing or are believed to have reported wrongdoing.

The PID Act provides protection for staff and councillors who have made a public interest disclosure by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the council's code of conduct which may result in *disciplinary action*. In the case of councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

It is important for staff and councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where the Bland Shire Council has reasonable grounds to take such action.

### a. Responding to allegations of reprisal

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the disclosures coordinator or the *general manager* immediately. In the case of an allegation of reprisal by the general manager, you can alternatively report this to the Mayor.

All supervisors must notify the disclosures coordinator or the *general manager* if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the general manager, the Mayor can alternatively be notified.

If the Bland Shire Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, the Bland Shire Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
- refer any breach of Part 8 of the council's code of conduct (reprisal action) by a councillor or the general manager to the Office of Local Government.

- refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you reported). Contact details for these investigating authorities are included at the end of this policy.

#### **b. Protection against legal action**

If you make a public interest disclosure in accordance with the PID Act, you will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

## **12. Support for those reporting wrongdoing**

The Bland Shire Council will make sure that staff who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

Employee Assistance Provider: Insight Health Ph: 1300 850 325

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the disclosures coordinator.

## **13. Sanctions for making false or misleading statements**

It is important all staff and councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. The Bland Shire Council will not support staff or councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the code of conduct resulting in disciplinary action. In the case of councillors, disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

## **14. The rights of persons the subject of a report**

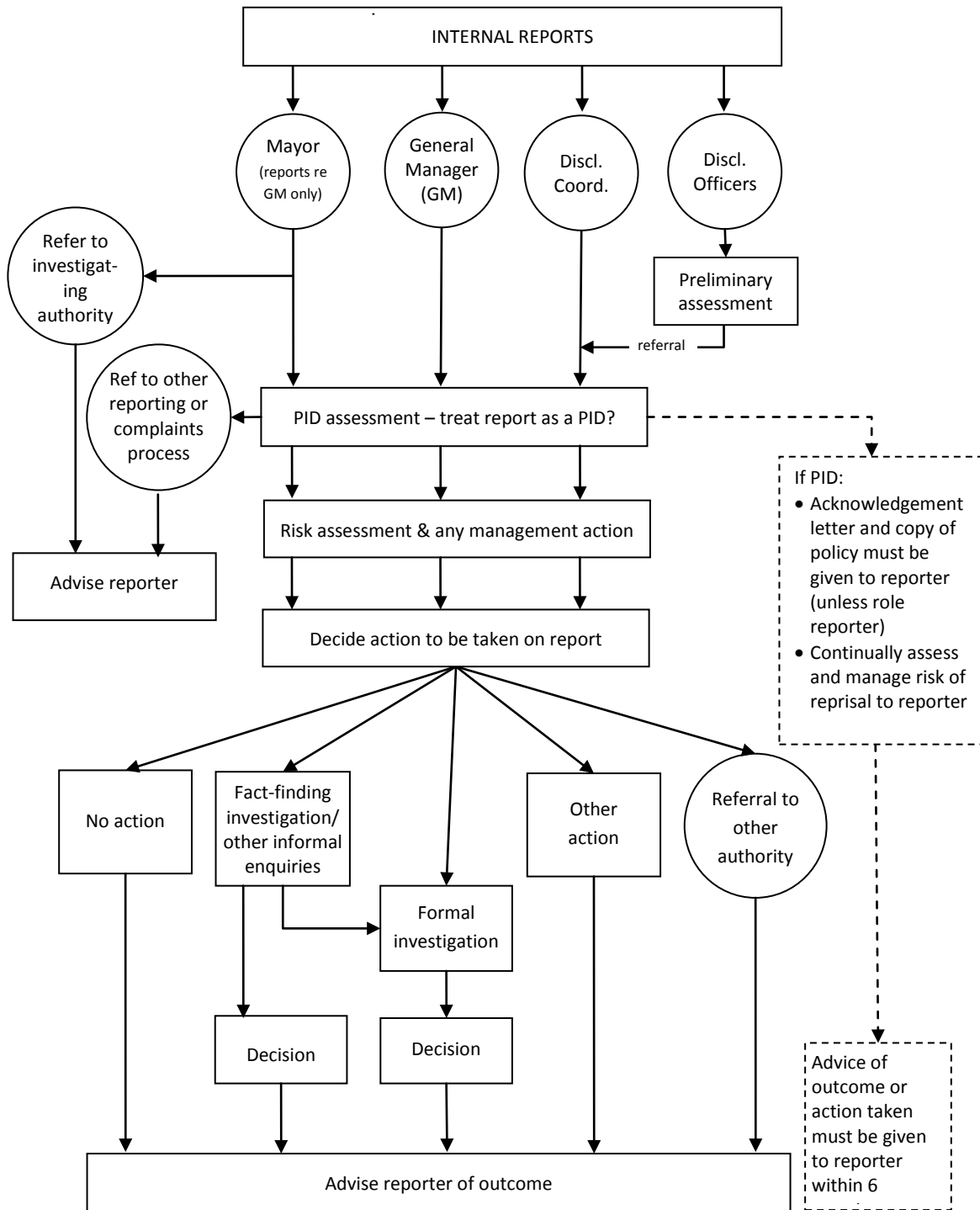
The Bland Shire Council is committed to ensuring staff or councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- advised of your rights and obligations under the relevant related policies and procedures
- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Bland Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

# Flow chart of internal reporting process





## 15. Resources

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

### **For disclosures about corrupt conduct:**

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)

Web: [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)

Address: Level 5, 255 Castlereagh Street, Sydney NSW 2000

GPO Box 500

Sydney NSW 2001

### **For disclosures about maladministration:**

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

Web: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

Address: Level 24, 580 George Street, Sydney NSW 2000

### **For disclosures about breaches of the GIPA Act:**

Information Commissioner

Toll free: 1800 472 679

Facsimile: 02 8114 3756

Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

Web: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

Address: Level 17, 201 Elizabeth Street, Sydney NSW 2000

### **For disclosures about local councils:**

Office of Local Government

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: [dlg@dlg.nsw.gov.au](mailto:dlg@dlg.nsw.gov.au)

Web: [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)

Address: 5 O'Keefe Avenue, Nowra, NSW 2541

### **References:**

Staff can access advice and guidance about the PID Act from Bland Shire Council Disclosures Coordinator – Corporate Services Coordinator. A copy of the procedures accompany this policy are located in *InfoXpert – Policy Register – Procedures*.

Staff and councillors can also access advice and guidance from the disclosures coordinator and the NSW Ombudsman's website at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

### **Appendices:**

#### **Organisational Commitment Declaration Form**

**Authorisation:**

<b>Status</b>	<b>Committee</b>	<...When was this approved...>	
	<b>Manex</b>	<...When was this approved...>	
<b>Owner</b>	<b>Director Corporate, Community &amp; Development Services</b>		
<b>EDRMS Doc. ID</b>	403923		
<b>Superceded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date (Annually)</b>
20 September 2011	0		
18 February 2014	1		February 2015
21 April 2015	2		April 2016
	3		

<b>Related Council Policy / Procedure</b>
Complaint Handling Policy
Bland Shire Council Code of Conduct
Work, Health & Safety Policy
EEO Policy
Grievance & Disputes Policy

## Organisational commitment

Bland Shire Council does not tolerate corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention. Council is committed to providing services to the community of Bland Shire in an ethical and accountable manner by:

- adopting an Internal Reporting Policy
- ensuring all staff of the council and councillors are aware of the contents of the policy and the protection under the Public Disclosures Act for people you make public interest disclosures
- delegating responsibility for the receiving public interest disclosures to designated disclosures officers so that they are easily accessible to staff
- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoing within the council
- keeping the identity of the staff member disclosing wrongdoing confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their report
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within the council, but respecting any decision to disclose wrongdoing outside the council – provided that disclosure outside the council is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels in the council understand the benefits of reporting wrongdoing, are familiar with this policy and procedure, and aware of the needs of those who report wrongdoing
- providing adequate resources, both financial and human, to:
  - encourage reports of wrongdoing
  - protect and support those who make them
  - provide training about how to make reports and the benefits of internal reports to the council and the public interest generally
  - properly assess and investigate or otherwise deal with allegations
  - properly manage any workplace issues that the allegations identify or result from a report
  - appropriately address any identified problems

Councillors and staff are encouraged to observe their duty to report all forms of wrongdoing and we will fully support any staff member of Councillor who wishes to utilise the Public Interest Disclosures Act to make disclosures within the parameters of the Act.

Cr NR Pokoney  
**Mayor**

Ray Smith  
**General Manager**

I....., have read, understood and agree to abide by Bland Shire Council's Internal Reporting Policy and Organisational Commitment statement.

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Signed

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Date

## 9.15 Application for Part Day Public Holiday - West Wyalong Show Day 2016-2017

*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 the Council make application for a local part day public holiday between the hours of 12noon and 6.00pm for the purpose of the West Wyalong Show on Wednesday 7 September 2016 and Wednesday 6 September 2017 covering the West Wyalong/Wyalong and Tallimba Town Improvement Districts within the Bland Shire area.**

### **Introduction**

The West Wyalong Show Society Inc has requested Council to apply to the NSW Industrial Relations Office for a part day public holiday between the hours of 12 noon and 6pm on Wednesday 7 September 2016 and Wednesday 6 September 2017 for the purposes of the West Wyalong Show.

New guidelines introduced last year allow Councils to make applications for the declaration of full or part day public holidays and local event days for two consecutive years to reduce the administration burden on Councils.

An application from Council for a public holiday or local event day must include the history of the event, an outline and evidence of extensive community consultation including written correspondence to stakeholders such as banks, schools and chambers of commerce, details of alternatives considered and transport arrangements for school students.

For a biennial application, applicants must also include additional information is required focusing on the economic and social importance of the event for the designated holiday area.

To reduce the administrative burden, it is recommended that Council make a biennial application for the purposes of the 2016 and 2017 West Wyalong Show.

### *Summary*

For the fourth year in succession, Council was required to undertake a widespread community consultation process in order to support any application for a local public holiday or local event day.

An online survey was published on Council's website and promoted through social media, press advertisements in the West Wyalong Advocate and Council's community email list. Hard copies were also made available at Council's administrative office.

Individual letters outlining the application process and seeking feedback were sent to local banks, schools, Business West Wyalong and local businesses. At the time of writing this report, no submissions were received from either of these parties.

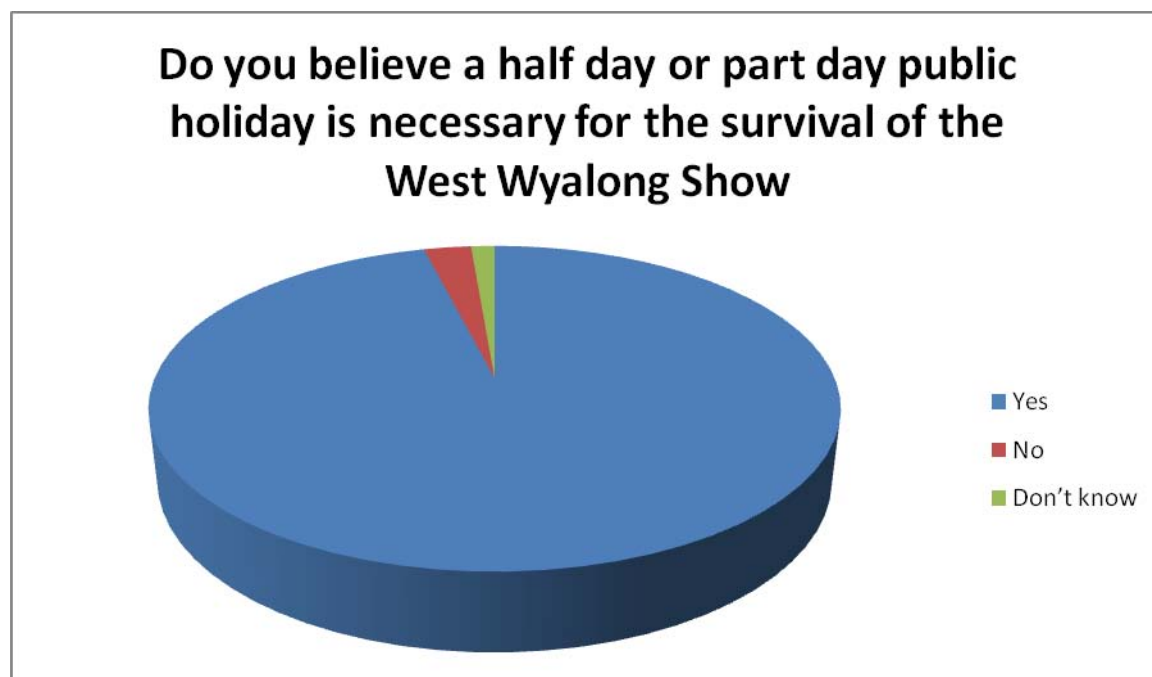
*Community Survey*

A total of 77 online surveys were received – which is an identical response to last year and slightly above the previous two years .A summary of the responses follows.

To help meet the additional conditions required for a biennial application, Council included questions in this year’s survey relating to the impact of the Show on local employment, business, tourism and the economy as well as the social and community benefits. A question was also included about the viability of the show if a public holiday was not granted. The results are outlined in the table below -

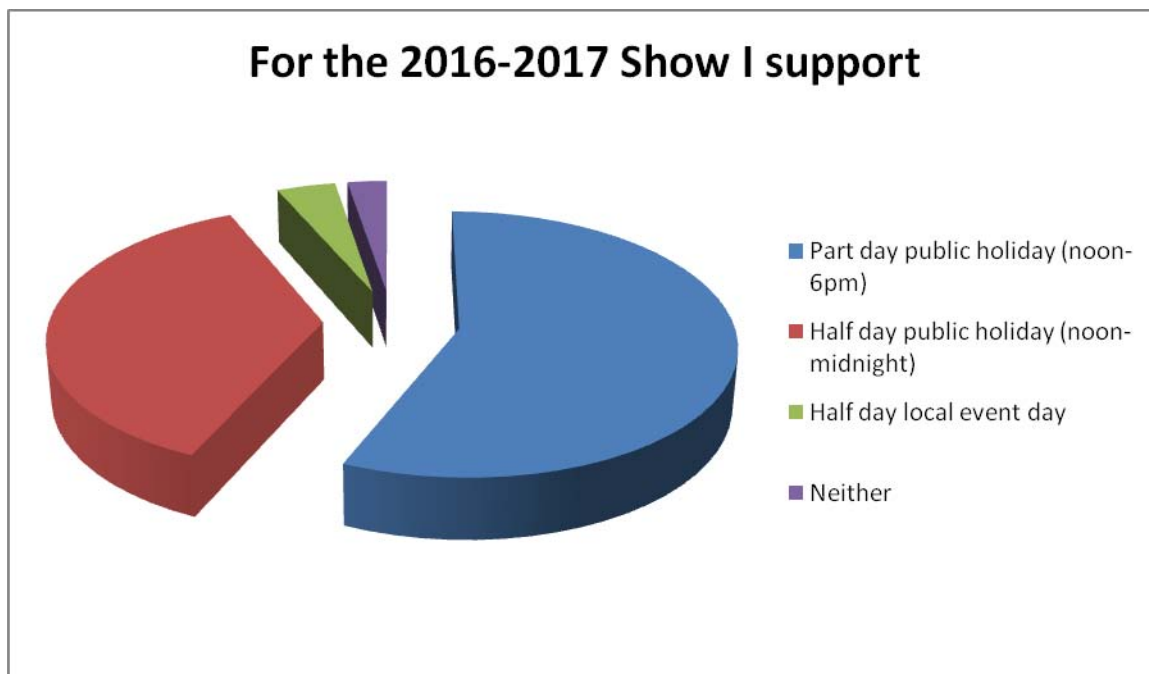
**Please indicate below if you believe the West Wyalong Show has a positive, negative or neutral impact in the following areas –**

	<b>Positive impact</b>	<b>Neutral Impact</b>	<b>Negative Impact</b>
<b>Employment</b>	<b>48</b>	<b>26</b>	<b>0</b>
<b>Business</b>	<b>58</b>	<b>15</b>	<b>0</b>
<b>Tourism</b>	<b>64</b>	<b>8</b>	<b>0</b>
<b>Local Economy</b>	<b>64</b>	<b>8</b>	<b>1</b>
<b>Social</b>	<b>73</b>	<b>0</b>	<b>0</b>
<b>Community</b>	<b>70</b>	<b>1</b>	<b>0</b>



The results show that the overwhelming majority of respondents believe that a half day or part day holiday is necessary for the Show to survive and that the Show has a positive impact across the community.

When asked to identify a preference between a half day public holiday (noon-midnight), a part day public holiday (noon-6pm), a half day local event day or neither, people showed a preference for either a part day public holiday (57%) or a half day public holiday (37%) while the alternative options received little support.



#### *Defined Area*

Council is required to clearly specify the defined area that the application relates to. Council traditionally applies for the area “covering the West Wyalong/Wyalong and Tallimba Town Improvement Districts within the Bland Shire area”.

#### **Conclusion**

There is obvious strong community support for the continuation of at least a part day public holiday for the purpose of the annual West Wyalong Show.

In 2014 and 2015 Council resolved to apply for a part day public holiday between the hours of noon and 6pm after correspondence from the Australian Hotels Association (AHA) on behalf of its local members. The AHA expressed concern at the impact of a local half day public holiday and the payment of penalty rates for employees.

The Show Society has also asked Council to consider applying for a part day public holiday (noon-6pm) again for 2016 and 2017.

#### **Financial Implications**

Nil to this report

## **SECTION 4 – REPORTS FOR INFORMATION**

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**Officer's Recommendation:**

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

- **9.16 - Asset & Engineering Services Report**
- **9.17 - Community Services Report**
- **9.18 - Bland Shire Library Monthly Update**
- **9.19 - Bland HACC Services Update**
- **9.20 - Development Services Activity Report**
- **9.21 - Economic Development & Tourism Report – March**

## 9.16 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.

#### **2. REGIONAL ROADS MAINTENANCE**

- Bitumen patching carried out on MR57 north, MR398 and MR231.

#### **3. LOCAL ROADS CONSTRUCTION**

- RTR Tallimba Road shoulders and heavy patching in progress.

#### **4. SHIRE ROADS MAINTENANCE**

- Bitumen patching carried out on the following:-
  - Bonehams Lane
  - Quandialla Road
  - Tallimba Road
- Gravel Resheeting
  - Euratha Road 3.9km
  - Mud Hut East Road 3.7km
  - Alleena Road 4.4km
  - Mud Hut West Road 0.8km
- Kirpy Programme
  - Beckom Road
  - Clear Ridge Road
  - Sandy Creek Road
  - Gunn Road
  - South Yalgogrin Road
- 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.



**5. VILLAGE MAINTENANCE**

- All parks mown and tidied
- Village main streets swept and rubbish removed
- Trees trimmed and fallen branches picked up
- Village entrances and streets mown and trimmed
- All village park play grounds inspected for safety
- Irrigation checks carried out at Barmedman, Tallimba, Ungarie and Mirrool

**6. PARK MAINTENANCE**

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers and H.A.C.C Maintenance carried out
- Aero drome slashing and Maintenance work carried out
- Set up signs and prepare for west Wyalong triathlon
- Boundary dam repair water leaks in main line
- Set up signs and prepare for Reg Rattey opening
- 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 and Wyalong court house
- Cooinda park tree watering carried out
- Line marking for rugby league, soccer and cricket
- Ron Crowe and Park st rec over sown with rye grass
- Herridge park aerated

**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
- K & G traffic control and back fill
- 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. NOXIOUS WEEDS/ENVIRONMENTAL**

- Inspections have been carried out for true Scotch Thistle, which has appeared along the Humbug Creek near Ungarie.
- Noxious Weeds staff inspected Sandfire Resources mining plant and machinery destined to carry out exploratory drilling works in region.
- Rail corridors from Barmedman to Ungarie including Grain handling sites were inspected for the presence of Spiny Burr Grass.
- Twenty one inspections were carried out on private property

- The following noxious weeds and other controls were undertaken:
  - **Spiny Burr Grass** – Ungarie, , Mid-western Highway, Kolkilbertoo Road, Buttenshaws Lane, Lake Road, Dundas Road, , McCartens Lane, Cottingleys Lane, Gunns Road, McDermotts Lane, Buralyang Road, Bygoo Road, Wargin Road, Monument Flats, Kikoira Road, Nancarrows Lane, Hannan Road, Naradhan Road, Quandialla Road, Sprys Lane.
  - **Euphorbia Davidii** – Blow Clear Road, Bonehams Lane, Newell Highway, Mid Western Highway, Kolkilbertoo Road, Dundas Road, Goldfields Way.
  - **St John's Wort** – Lake Road, Slatteries Lane.
  - **Silver leaf Nightshade** – Talleeban Road.
  - **Galvanised Burr** – Monia Gap Road, Clear Ridge Road, Lake Cowal Road, Blow Clear Road, Bena Road, Lake Road, Monument Flats Road, Talleeban Road, MR 371, Mr 368, Wilshires Lane, Naismiths Lane, Chanters Lane, Warburtons Road, Ostles Lane, Mud Hut Road, Wests Lane.
  - **Scotch Thistle** – Lake Cowal Road.
  - **Bathurst / Noogoora Burr** –. Lake Road, Monument Flats, Talleeban Road, Slatteries Lane, Troths Lane, Fosters Lane, Greens Lane, Williams Crossing, Road, Grahames Lane ,Berrendebba Road, Troys Lane, Quambatook Lane, Harris Lane, Morangorell Road.
  - **Khaki Weed**- Euroka Road, Dundas Road. Slatteries Lane.
  - **Roadside vegetation control of shoulders (Mow)** – Goldfields Way, Brolga Road, Kolkilbertoo Road, Mandamah Forest Road, Mary Gilmore Way, Kildary Road, Alleena Road, Williams Crossing, Warbilla Road, Paynes Road, Bygoo Road, Aria Park Road, Tallimba Road, Morangorell, Euroka Road.
  - **General Weed Control** – West Wyalong, Ungarie Showground.

## 9.17 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

### **West Wyalong Gold Triathlon**

The inaugural West Wyalong Gold Triathlon held at Holland Park on Sunday 3 April was a huge success with over 100 local and regional competitors taking part in the event. Council was thrilled to have such a high number of athletes from around the Riverina and Central West regions attend the event and it is hoped that the attendance of both local and regional competitors will continue to increase in future years.

The inception of the West Wyalong Gold Triathlon is part of Council's ongoing commitment to offering new and exciting initiatives that improve the health wellbeing of residents within the Bland Shire community. Events such as this also contribute greatly to tourism within the community, with many travelling competitors engaging with local businesses.

The success of the inaugural West Wyalong Gold Triathlon is largely due to the support of Angus Westaway, who manages the pool and the many volunteers who so generously donated their time to ensure the event could take place.



### **Seniors Week in Bland Shire**

#### **Men Shed Open Day and BBQ**

The West Wyalong Men's Shed opened their doors on Friday 1 April, inviting the community to visit their fantastic facilities on Railway Road. Guests had the opportunity to view past and present projects, chat with current members and find out more about the Men's Shed, membership and the facilities. A free BBQ lunch was also provided to those who attended.

### **Movie Screening and 'Selfies by Oldies' exhibition launch**

Tuesday 5 April saw the local launch of the 'Selfies by Oldies' exhibition followed by an English style morning tea and screening of the hit movie "The Best Exotic Marigold Hotel". Those who attended reported thoroughly enjoying the occasion and praised Council for their efforts in hosting the event. The 'Selfies by Oldies' images will remain on display in the Bland Shire Library for a number of weeks.

### **Official Bland Shire Seniors Week awards and celebration**

The Official Bland Shire Seniors Week awards and celebration was held on Tuesday 7 April at McCann Park. Fantastic performances were given by School Choirs from West Wyalong Public, Wyalong Public and St Marys School's, all of which were thoroughly enjoyed by those who attended. This year's recipients of the Bland Shire Seniors Awards were John Mitchell and Tony Hutcheon for their significant and ongoing contribution to the Bland Shire Community. The delicious morning tea for the event was provided by Cafe Peckish with great feedback received from a number of guests who attended the day.



### **Youth Week**

The ever popular NRMA Driving lessons will again be held in West Wyalong on Thursday 21 April. The lessons, offered by fully qualified driving instructors, provide young Bland Shire residents the opportunity to greatly improve their driving skills ensuring our young residents have the best driving education and remain safe on the road. A one hour lesson with a driving instructor equates to 3 hours of log book time for the learner driver providing a great opportunity for learner drivers to increase their log book hours.

### **Soccer Clinic**

As part of Youth Week 2016 celebrations, Bland Shire Council is offering a free 6 hour soccer clinic to local youth on Wednesday 20 April. With the perfect mix of skills and fun based activities, participants will learn ball skills and complete drills before trying their hand at a game of super soccer with a 1 metre wide ball and then competing in a mini world cup! This is a great opportunity for young people looking to boost their soccer skills in a fun and friendly environment.

### **Rock Climbing wall**

For anyone who has ever wanted to try their hand at Rock Climbing, Bland Shire Council is thrilled to be able to offer this opportunity locally on Friday 22 April. Our 9 metre tall rock climbing tower provides suitable terrain for all skill levels and offers the opportunity for attendees to try their hand at climbing in a safe and fun environment. Two instructors will be on hand to provide safety direction and assistance to all climbers. The wall will be set up in the Target Car Park from 11:00am – 3:00pm with a free sausage sizzle happening from 12:00noon -1:00pm.

### **Fred Smith's Dust of Uruzgan show**

Fred Smith's Dust of Uruzgan Show was held in Wyalong Memorial Hall on Friday 8 April. Fred's Show tells the very moving tale of the experiences he had while working as a diplomat in the province of Uruzgan in Afghanistan. Through storytelling, songs and visual presentations Fred paints the picture of what life was like for the Australian Soldiers and the Afghan people living in Uruzgan. Fred's Show was thoroughly enjoyed by all who attended the event however despite significant Council promotion of the event, numbers were extremely disappointing with only 32 community members actually attending.

### **Cooking with Pete Charpentier**

The 5 week cooking school with Pete Charpentier commenced on Wednesday 6 April in the hospitality room at West Wyalong High School. All those who are taking part in the cooking school reported having a fantastic time and learning a lot. The menu for the first week included chicken wings 3 ways and Pete's famous spinach and artichoke dip. Prior to cooking the tantalising dishes on the menu, participants learnt how to break down a chicken from scratch and will be using the carcass to make a chicken stock in future weeks. The idea of the 5 week menu is to teach participants how to utilise all parts of the chicken to create a number of delicious family meals.

## 9.18 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

### **Meetings / Training**

- The next NSW Public Libraries Association South-West Zone Meeting will be held at Hay on Thursday 28 April 2016.
- Senior Library assistant Cathy Lange attended the RRL Branch Library Meeting / Training Day held in Wagga Wagga on Tuesday 12 April 2016. As part of the agenda, Mrs Lange was invited to deliver a presentation on Bland Shire Library.

### **School Holiday Program**

The library's April School Holiday Program will include cross stitching – conducted by members of the library's resident Needles & Thread group – cooking and felt bowl making. All sessions are booked out.

### **School Visits**

The library continually promotes reading and literacy to the school community with several local schools now bringing class groups to the library on a regular basis. This has contributed to a significant increase in junior membership and borrowing. School students have also embraced Borrow Box (that is, e-audio and e-books). There has also been an increase in the use of Yoututor (the library's free online tutoring service).

### **Author Visits**

Popular children's author Oliver Phommavanh has been booked for the week of 31 October – 4 November 2016. It is anticipated that all schools within the Bland Shire will participate in the library's annual author visit.

Local children's author Caroline Tuohey will visit 19 – 20 May 2016. Caroline will conduct a number of sessions for local school groups, Pals of the Pen (the library's resident writers group) and Storytime.

Sue Lui, author of the book 'Accidental Aid Worker', will give a talk in early May (date to be confirmed). Sue's talk is part of an RRL speaking tour.

### **Book Deposit Stations**

The library continues to provide a Book Deposit to the villages of Barmedman, Ungarie and Weethalle.

We are currently investigating a new venue for Ungarie due to the current owners of the Majestic Cafe declining to keep the Book Deposit on site.



### **Exhibitions**

Needles & Thread held an exhibition of their work (both cross stitch and tapestry) in the library during the month of March.

Knit and Knatter (the library's resident knitting group) knitted a display for Easter.

The library is pleased to announce that it will house the travelling exhibition Giilanggalang 10 – 23 August 2016. The exhibition consists of a collection of small artworks in the drawers of a card catalogue. Many local indigenous artists have contributed art to the exhibition. The exhibition is a joint project between Eastern Riverina Arts and Riverina Regional Library.

### **Library and Information Week 23 – 29 May 2016**

The library has a variety of activities planned for Library and Information Week including the following events:

- Tuesday 24 May 2016, 10am - Living Libraries with Pals of the Pen
- Wednesday 25 May 2016, 11am - National Simultaneous Storytime
- Thursday 26 May 2016, 10.30am - Biggest Morning Tea
- Thursday 26 May, 10am - Storytime / Littlest Morning Tea

### **Children's Book Week 20 – 26 August 2016**

Book Week is held annually to recognise our Australian children's authors/illustrators and to celebrate their work. Book Week also promotes reading and literacy and provides a learning opportunity for students.

The theme this year is Australia: Story Country. As in previous years, the library is organising a competition catering for children preschool to secondary. This will be circulated to all schools – including home school children – within the Bland Shire. Schools throughout the Bland Shire will also be invited to attend sessions in the library during Book Week.

Book Week is one of Bland Shire Library's most popular events and preparations are already underway.

### **Tech Savvy Seniors**

A Tech Savvy Seniors Program has been organised for August/September. The training which will take place over six weeks will be funded by Riverina Regional Library via a grant. The program includes a three part introduction to the Internet, email, cyber safety and sharing photos and attachments online.

### **History Week 3 – 11 September 2016**

The library has engaged Amy Heap (Outreach and Promotions Coordinator, RRL) to be a guest speaker at a function to be held on Tuesday 6 September 2016, (time to be announced). Amy will speak about and demonstrate Historypin – a free website where anyone can upload and create collections of historical photos, videos and sounds. Historypin is a way for people to come together to share and celebrate local history.

### **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.

## 9.19 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

Activity Days continue to be popular, while we do lose clients from time to time for various reasons we are getting new clients coming on as well.

The Ungarie Day is growing and the group look forward to the day. The Ungarie group are also provided with an opportunity to pick up scripts and groceries while in town.

### **Seniors Week**

We opened the Centre for people to come and have a look and listen about the services we offer. We also organised for Brooke Maslin, the new Occupational Therapist gave a talk on her role and what she could help with and how people can access her service.

Approximately 25 people attended the talk and many had not seen the Centre before.

Feedback from clients who attended the morning tea in the Park has been positive and they enjoyed the morning and being outdoors. Special thanks to the schools for making the day enjoyable.

### **Service Delivery**

Services continue to increase in the community as the need for Aged Care Services increases.

Services available include our Ladies Coffee morning, Bland Blokes (older men's group), Activity Days on Wednesday each week and the 1<sup>st</sup> and 3<sup>rd</sup> Monday. We also offer Domestic assistance, Respite, Yard Maintenance, Home Modifications, Social Support and Home Care Packages.

We continue to hold fortnightly meetings for Aged Care Service providers, this is a good opportunity for Services to meet with each other and work together to meet the needs of the Community.

We are looking at taking our Social groups out to the villages with the first trip being to Ungarie in May, the School is putting on a day for the clients, followed by lunch in the village and return home. Many of our clients originally come from the villages and it will be nice for them to see the towns again. We are also looking at going to Tallimba and Weethalle in the future.

We have a trip to Altina Wildlife Park coming up for clients as many have expressed interest in attending but would otherwise be unable to.



## 9.20 Development Services Activity Report

*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

### Planning and Building Activities Update

#### Development Applications

The Council has received the following Development Applications during March 2016:

Application No	Address	Development
DA2015/0161	67 Church Street, West Wyalong	Addition of Verandahs to Dwelling
DA2015/0163	246-248 Neeld Street, West Wyalong	Commercial Carport
DA2015/0164	91 Neeld Street, Wyalong	Tree Removal and Lopping
DA2015/0165	26 Wilga Street, West Wyalong	Garage
DA2015/0166	2 Boltes Lane, West Wyalong	Storage Shed
DA2015/0167	4 Reg Rattey Drive, West Wyalong	Tree Removal and Lopping
DA2015/0168	143-147 Main Street, West Wyalong	Commercial Alteration & Additions

The following DA applications were approved during March 2016:

Application No	Address	Development	Approval Date
DA2015/0158	38 Court Street, West Wyalong	Demolition of a Dwelling	9/03/2016
DA2015/0159	95 Gilbert Street, Wyalong	Garage	22/03/2016
DA2015/0163	246-248 Neeld St, West Wyalong	Commercial Carport	15/03/2016
DA2015/0164	91 Neeld Street, Wyalong	Tree Lopping & Removal	30/03/2016
DA2015/0166	2 Boltes Lane, West Wyalong	Storage Shed	22/03/2016
DA2015/0167	4 Reg Rattey Dr, West Wyalong	Tree Lopping & Removal	30/03/2016

#### Planning Certificates

There were sixteen (16) Section 149 certificates were issued during March 2016.

#### Heritage Conservation Activities

The Heritage Advisor visited Council on 2 March 2016. During the visit site inspections of two damaged awnings were carried out in Main Street, West Wyalong. Preliminary drawings have been completed for a verandah reinstatement in Main Street, as well as a colour scheme.

## Public Health Activities Update

### Food Premises

Council staff undertook three (3) food premises inspections during March 2016. Of these two (2) were compliant and one (1) was non compliant.

## Regulatory Activities Update

### Dog Attacks

There were no dog attacks reported during March 2016.

## Companion Animal Seizure and Impound Activities February 2016

<b>Seizure Activities:</b>	<b>Dogs</b>	<b>Cats</b>
Seized	11	6
Returned to Owner	4	0

<b>Impounding Activities:</b>	<b>Dogs</b>	<b>Cats</b>
Animals in pound at start of month	4	5
<b>Incoming Animals</b>		
Transferred from Seizure Activities	7	6
Dumped at Pound	9	2
Surrendered	0	0
<b>Total Animals in Pound</b>	<b>20</b>	<b>13</b>

<b>Outgoing Animals</b>		
Released to Owner	4	0
Euthanased	0	7
Rehoused	10	2
Sold	3	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
<b>Total Animals Leaving Pound</b>	<b>17</b>	<b>9</b>
Animals in Pound at end of Month	3	4

## 9.21 Economic Development & Tourism Report - March

*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

### Newell Highway Website Analytics

	August	September	October	November	December	January	February	March
	2015	2015	2015	2015	2015	2016	2016	2016
<b>Pageviews</b>	9,926	10,262	8,140	8,067	11,050	10,767	8,001	8,434
<b>Visits</b>	3,465	3,627	2,931	2,954	4,022	4,104	3,026	3,284
<b>Visitors</b>	2,531	2,644	2,165	2,169	2,936	3,101	2,285	2,467
<b>Desktop</b>	41.3%	42.1%	43.2%	44.4%	38.1%	37.7%	44.6%	44.9%
<b>Mobile</b>	32.8%	34.5%	35.2%	35.3%	41.8%	41.2%	34.1%	35.5%
<b>Tablet</b>	25.9%	23.4%	21.6%	20.2%	20.1%	21.1%	21.3%	19.6%

### The NSW Free Flight Society

The NSW Free Flight Society events that will be held in 2016 include:

- April 16 – 17 the Southern Cross Cup
- May 28 – 1 June the 69<sup>th</sup> National Free Flight Championships
- June 2 – 4 the NSW Free Flight State Championships
- October 1 – 3 the NSW Vintage Power State Championships
- October 29 – 3 Wings Over West Wyalong

### 2016 Bland Shire Events

#### APRIL

Seniors Week - West Wyalong  
West Wyalong Markets - West Wyalong  
West Wyalong Triathlon - West Wyalong  
West Wyalong Campdraft - West Wyalong  
Unveiling of Reg Rattey VC Memorial - West Wyalong  
Ladies Day Out - West Wyalong  
NSWFFS Southern Cross Cup - West Wyalong  
West Wyalong Harness Carnival of Cups - West Wyalong  
Weethalle Rodeo – Weethalle

#### MAY

West Wyalong Markets - West Wyalong  
Biggest Morning Tea - West Wyalong  
69<sup>th</sup> National free Flight Championships - West Wyalong

Masonic Debutante Ball - West Wyalong

**JUNE**

West Wyalong Markets - West Wyalong

**JULY**

West Wyalong Markets - West Wyalong

**AUGUST**

Local Government Week - West Wyalong

West Wyalong Markets - West Wyalong

Weethalle Show - Weethalle

**SEPTEMBER**

Barmedman Show - Barmedman

West Wyalong Markets - West Wyalong

West Wyalong Charity Campdraft - West Wyalong

**OCTOBER**

Mirrool Silo Kick - Mirrool

Barmedman Tractor Pull - Barmedman

Barmedman Show - Barmedman

West Wyalong Show - West Wyalong

West Wyalong Markets - West Wyalong

In the West Festival - West Wyalong

West Wyalong camp Draft - West Wyalong

NSWFFS Victoria State Champs - West Wyalong

Ungarie Show – Ungarie

**NOVEMBER**

West Wyalong Markets - West Wyalong

Business West Wyalong Christmas Carnival - West Wyalong

NSWFFS Wings over West Wyalong - West Wyalong

**DECEMBER**

West Wyalong Christmas Markets - West Wyalong

Carols by Candlelight - West Wyalong

**Thomson Resources**

Photos of Thomson Resources drilling for tin in the Bland Shire in March 2016:





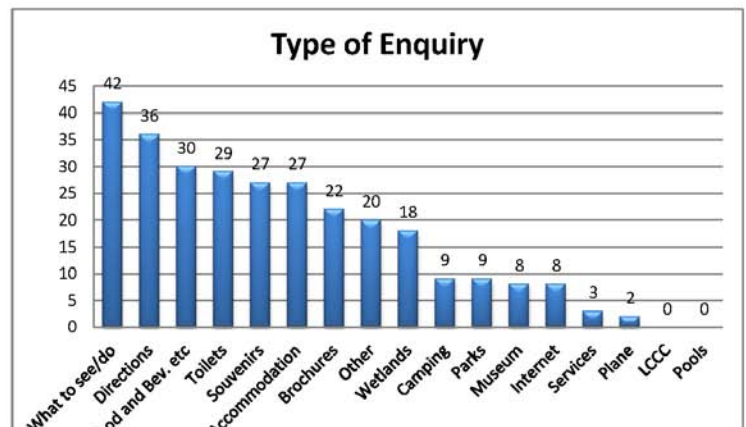
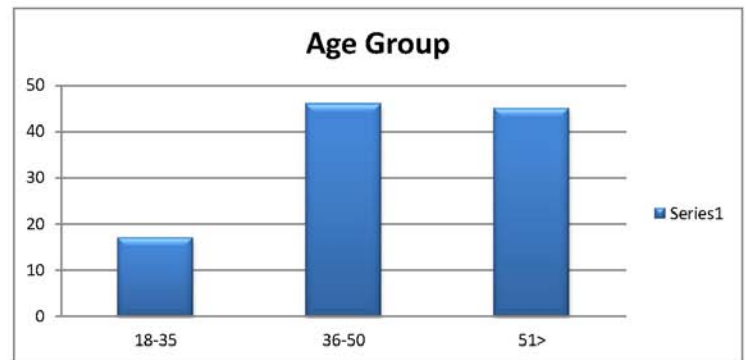
## Argent Minerals

Photos of Argent Minerals surveying for minerals in the Bland Shire in March:

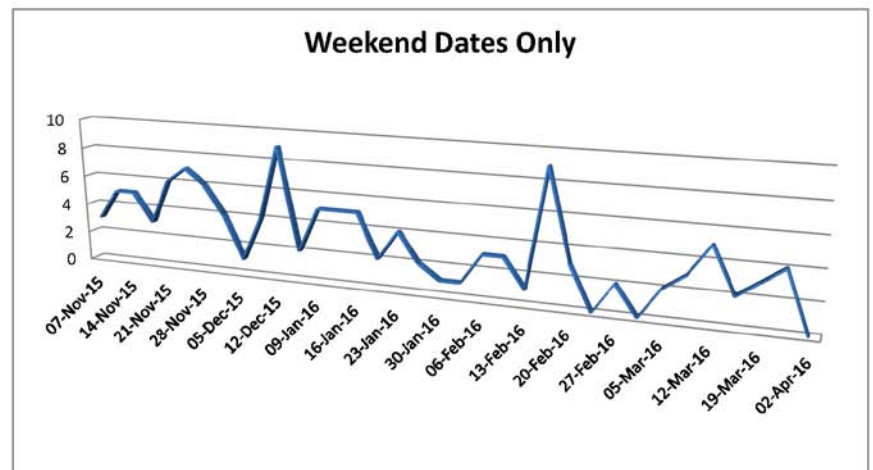


# VIC Statistics – Period: 7 November 2015 to 20 March 2016

Weekend Dates only	
Saturday, 7 November 2015	3
Sunday, 8 November 2015	5
Saturday, 14 November 2015	5
Sunday, 15 November 2015	3
Saturday, 21 November 2015	6
Sunday, 22 November 2015	7
Saturday, 28 November 2015	6
Sunday, 29 November 2015	4
Saturday, 5 December 2015	1
Sunday, 6 December 2015	4
Saturday, 12 December 2015	9
Sunday, 13 December 2015	2
Saturday, 9 January 2016	5
Sunday, 10 January 2016	5
Saturday, 16 January 2016	5
Sunday, 17 January 2016	2
Saturday, 23 January 2016	4
Sunday, 24 January 2016	2
Saturday, 30 January 2016	1



Saturday, 6 February 2016	3
Sunday, 7 February 2016	3
Saturday, 13 February 2016	1
Sunday, 14 February 2016	9
Saturday, 20 February 2016	3
Sunday, 21 February 2016	0
Saturday, 27 February 2016	2
Sunday, 28 February 2016	0
Saturday, 5 March 2016	2
Sunday, 6 March 2016	3
Saturday, 12 March 2016	5
Sunday, 13 March 2016	2
Saturday, 19 March 2016	3
Sunday, 20 March 2016	4



## VIC information during weekdays:

	November	December	January	February	March
VIC enquiries and calls	226 + 33 calls	195 + 50 Calls	135 + 20 calls	185 + 23 calls	147 + 27 calls