



**Bland Shire Council**  
**Business Paper**  
**Ordinary Council Meeting**  
**25 October 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:dlg@dlg.nsw.gov.au">dlg@dlg.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
AMRC	NSW Association of Mining Related Councils
BCA	Building Code of Australia
BDCP	Bland Development Control Plan
BEC	Business Enterprise Centre
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
CIV	Capital Improved Value
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
EDVETACW	Economic Development, Visitor Economy & Tourism Advisory Committee of the Whole
EEO	Equal Employment Opportunity
EFO	Electoral Funding Authority
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
GHMS	Grain Harvest Management Scheme
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
NFAR	No further action required
NGO	Non-Government Organisation
NQF	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
RFBI	Royal Freemasons' Benevolent Institution
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
TSR	Travelling stock route
TVET	TAFE Delivered Vocational Education & Training
USU	United Services Union
UV	Unimproved Value
VC	Victoria Cross
VIC	Visitor Information Centre
VPA	Voluntary Planning Agreement
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**

**25 October 2016**

**commencing at 6:30PM**

### **1. 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. ATTENDANCE**

#### **2.1 Councillors**

Cr Bruce Baker

Cr Rodney Crowe

Cr Penny English

Cr Kerry Keatley

Cr Tony Lord

Cr Liz McGlynn

Cr Brian Monaghan

Cr Murray Thomas

Cr Jan Wyse

#### **2.2 Staff**

Acting General Manager – Will Marsh

Director Corporate, Community & Development Services – Adele Casey

Personal Assistant – Carissa Burge

#### **2.3 Apologies**

General Manager – Ray Smith

Executive Assistant – Julie Sharpe

### **3. CONFIRMATION OF THE MINUTES**

#### **4.1 Ordinary Meeting held on 27 September 2016**

- **Confirmation**

That the minutes of the Ordinary Council meeting held on 27 September 2016 be confirmed as a correct record of proceedings.

- **Corrections**

- **Business Arising**

### **4. 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. PUBLIC FORUM**

### **6. MAYORAL MINUTE**

## **7. NOTICES OF MOTION**

### **7.1 Form a Economic Development & Tourism Committee (Cr Thomas)**

Author: Murray Thomas

~~Officer's~~ Councillor Recommendation:

1. That the Council form a joint Economic Development & Tourism committee at the earliest opportunity (not wait until the new Year).
2. The committee to consist of 5 Councillors and 5 Community representatives drawn from Bland Shire business and agricultural sector.
3. The joint Economic Development & Tourism Committee to meet bimonthly.

#### Introduction

In response to requests from local businesses and an obligation to provide the community with the best support service possible within the current financial constraints, I have been asked to expedite the formation of a joint Economic Development and Tourism committee, rather than wait until the new year.

The recommendation to combine the Economic Development and Tourism committees is considered the most effective approach given the many shared objectives of both fields and the difficulty in maintaining consistent committee attendance.

To retain the two separate committees for Economic Development and Tourism is considered both wasteful, unnecessary and for all intensive purposes we'd setting up both committees to fail.

Many local businesses and primary producers are suffering losses from both the direct impact of flood damage, and indirectly through loss of business caused the reduction in traffic due to flood damage to mayor highway and roads.

The current community perception is that Bland Shire is not exploiting the full potential of the visitor & traveller trade which is currently estimated at \$20million a year.

Given the current negative impact the floods have had on the Bland Shires economy, and the expected prolonged recovery period, this forum will hopefully provide more than just an opportunity for the community ideas to be considered, investigated and possibly implemented, but perhaps provide some much needed confidence and direction to some very concerned residents.



### Conclusion

The current perception of a considerable portion the community, is that the council is currently prioritising routine administration tasks over real shire challenges, to disregard this input would be foolish.

### Financial Implications

Negligible direct financial implications as council staff and facilities to be utilised.

### Comment from General Manager

Councillors will be aware that at the September 2016 meeting it was resolved to defer the re-formation of the advisory committees to the beginning of 2017 and that there was further discussion on this at the October Workshop particularly in respect to Economic Development and Tourism. There was a suggestion of separating these two areas to create separate committees. Terms of reference and the scope of the committee/s would also need to be developed. These issues would need to be determined by council before calling for community participation. It was my understanding from the discussions at the October Workshop that further options on the establishment of advisory committees would occur at the December Workshop.

If councillors wish to deviate from this course of action it will require a resolution of council at this meeting.

## 7.2 Review of General Managers Delegated Authority (Cr Thomas)

Author: Murray Thomas

Officer's Councillor's Recommendation:

1. At the earliest opportunity hold a review of the General Managers delegated authorities.

### Introduction

Due to the number of new councillors, it would be beneficial to all parties to hold a review of the General Manager's delegated authorities.

The issue of the General Managers delegated authorities became relevant after requesting information on Key Performance Indexes (KPIs) for several staff position, and being advised;

"I am not in a position to provide this information to you as this is a purely operational matter and is not the responsibility of the elected representatives. The LG Act is quite specific in this area and I refer you to the most recent amendment to the Act, assented to by the NSW Parliament only last month:

[Local Government Amendment \(Governance and Planning\) Act 2016: Section 332 Determination of Structure – The governing body of the council, in consultation with the general manager, for senior staff positions; \*\*and the general manager, for the remainder of the positions in the organisation structure.\*\*"](#)

I intend seeking further clarification on this issue as there is often much scope in the interpretation.

### Conclusion

My concern is over the possible impact of the delegated authorities, the current new amendments and any further changes to the LG Act which may erode the function of the elected representative, while still being held accountable to the Bland Shire residents.

"Ignorance of the law is no defence."

### Financial Implications

Negligible direct financial implications as council staff and facilities to be utilised.

### Comment from General Manager

I understand the frustration of some councillors in the way that local government operates however, I have a legal and an ethical obligation to comply with state government legislation as it relates to local councils in NSW. My response to Councillor Thomas is based purely on the Local Government Act 1993 and now the Local Government Amendment (Governance and Planning) Act 2016. This legislation draws a very distinct line between the role of councillors and the role of a general manager.

Councillors provide the strategic direction for the council. They do this by finding out what the local community want, weighing this up against what council is able to afford to do and the long term strategic direction that has been developed for the community. In a nutshell, the Council sets policy and the general manager implements it and manages and directs council staff.

In the cut and paste process undertaken by Councillor Thomas to reproduce my response he unfortunately left off the following introduction

*“Good Morning Murray*

*Please see below my response to your enquiries.*

*All council staff have position descriptions which set out their roles and responsibilities and performance measures. However, and **respectfully**,.....”*

I am not here to obstruct councillors in performing their duties as set out in the Local Government Act. I am here to support them and to offer advice and professional opinion in order that as a ‘team’ we can all work towards the common goal of enhancing the lifestyle of the residents and ratepayers of the Bland Shire. If Councillor Thomas is concerned about the ‘erosion’ of the function of the elected representatives then that concern should be directed at the state government.

It is normal practice to review all delegations within the first 12 months of a new council term.

## **8. DELEGATES & ADVISORY COMMITTEE REPORTS**

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

## **9. STAFF REPORTS**

That the Council receive the staff reports.

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

9.1	Meeting Arrangements – Christmas – New Year 2016-2017 .....	3
9.2	Review of the Format of Council Workshops .....	5

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

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### **Section 4 – Reports for Information**

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## **10. URGENT BUSINESS WITHOUT NOTICE**

## **11. QUESTIONS AND STATEMENTS**

- Matters to be dealt with arising out of the proceedings of former meetings of the Council
- Other Matters

## **12. CLOSURE OF THE MEETING TO DISCUSS CONFIDENTIAL BUSINESS UNDER THE PROVISIONS OF SECTION 10A(2) OF THE LOCAL GOVERNMENT ACT**

## **13. RESUMPTION OF THE MEETING AND CONSIDERATION OF RECOMMENDATIONS OF THE CLOSED SECTION OF THE MEETING**

## **14. CLOSE OF THE MEETING**

# SECTION 1 – DELEGATES & ADVISORY COMMITTEE REPORTS

*Our leadership*

*Setting a benchmark for community standards*

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

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

## Officer's Recommendation:

**That the Council receive and note the delegate and advisory committee reports from Councillors and Advisory Committee meeting minutes as presented.**

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

Committee	Date/s	Minutes attached
<b>Access Advisory Committee</b>		
<b>Australia Day Awards Committee of the Whole</b> <i>(Whole Council)</i>	November 2016	
<b>Australian Rural Roads Group Inc</b> <i>(Mayor Lord, Cr McGlynn, Cr Thomas - alternate)</i>		
<b>Bland Rural Fire District Zone Liaison Committee</b> <i>(Cr Keatley)</i>		
<b>Bland – Temora RFS Zone Bushfire Management Committee</b> <i>(Cr Baker)</i>		
<b>Country Mayors Association of NSW</b> <i>(Mayor Lord)</i>	4 <sup>th</sup> November 2015	
<b>Cowal Gold Project Community Environmental Monitoring &amp; Consultative Committee (CEMCC)</b> <i>(Mayor Lord)</i>	7 <sup>th</sup> December 2016	
<b>Cultural Advisory Committee</b>		
<b>Goldenfields Water County Council Board</b> <i>(Cr McGlynn)</i>	27 <sup>th</sup> October 2016	
<b>Heritage Advisory Committee</b>		
<b>Lake Cowal Gold Mine Closure Advisory Committee</b>		
<b>Internal Audit Committee</b>		

<b>Lachlan Valley Noxious Plants Advisory Committee</b> <i>(Cr Crowe)</i>		
<b>Local Traffic Advisory Committee</b>		
<b>Murrumbidgee Primary Health Network Board</b> <i>(Cr Monaghan)</i>	13 <sup>th</sup> October 2016	
<b>Museums Advisory Committee</b>		
<b>Newell Highway Taskforce</b> <i>(Mayor Lord)</i>	14 <sup>th</sup> December 2016	
<b>NSW Association of Mining Related Councils</b> <i>(Cr McGlynn, Cr Thomas)</i>	4 <sup>th</sup> November 2016	
<b>NSW Public Libraries Association</b> <i>(Cr Wyse)</i>	27 <sup>th</sup> April 2017	
<b>Plant Committee</b>		
<b>Riverina Eastern Regional Organisation of Councils (REROC)</b> <i>(Mayor Lord)</i>	25 <sup>th</sup> October 2016	
<b>Riverina Regional Library Advisory Committee</b> <i>(Cr Wyse)</i>	30 <sup>th</sup> November 2016	
<b>Riverina Regional Tourism</b> <i>(Cr English)</i>		

## SECTION 2 - STAFF REPORTS

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### 9.1 Meeting Arrangements – Christmas – New Year 2016-2017

*Our leadership*

*Setting a benchmark for community standards*

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

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

**Author:** General Manager

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

**That Council approve of the following meeting arrangements for the 2016/17 Christmas and New Year holiday period:**

- 1. The December Council Workshop actually be held on 29 November 2016 commencing at 6.30pm.**
- 2. The Australia Day Awards Committee meeting is held in conjunction with the Workshop on 29 November 2016 commencing at 6.00pm.**
- 3. The December Ordinary meeting of Council be held on Tuesday, 13 December 2016.**
- 4. The Council Christmas dinner is held at the conclusion of the Ordinary meeting on 13 December 2016.**
- 5. There be no meetings held in January 2017.**
- 6. The Mayor and General Manager be delegated authority, jointly, to deal with matters of an urgent nature between the December 2016 and February 2017 Council meetings and that any matters dealt with under this authority be reported to the first meeting in 2017.**

#### **Introduction**

This report deals with the meeting arrangements over the upcoming Christmas and New Year period. A further report will be presented to the November Council meeting with the proposed shutdown of Council's operations and services during this period.

There will need to be sufficient time to activate council decisions from the December meeting prior to staff leave and the office closure. Therefore, as has been the case in recent years, the December meeting of Council should be brought forward.

Also in recent years Council has dispensed with the January meeting which is allowed under the Local Government Act.

Council will need to determine the appropriate meeting arrangements during this holiday period, including a date for the Christmas dinner and the Australia Day Awards Committee meeting, and the following is proposed:

- Reschedule the December Council Meeting to 13 December 2016
- Reschedule the December Council Workshop to 29 November thus allowing the normal two (2) week gap
- Councillors Christmas dinner be held at the conclusion of the Ordinary meeting on 13 December 2016
- Australia Day Awards Committee meeting commence at 6pm on Tuesday, 29 November 2016, prior to the commencement of the Workshop
- There be no Council Workshop or Meeting in January 2017
- The normal meeting cycle resume in February 2017

It is also common practice to delegate joint authority to the Mayor and General Manager to deal with any urgent matters that may arise during the period in which there are no formal council meetings. This authority is conferred jointly which means that neither the Mayor nor the General Manager can act in isolation. Any such matters dealt with under this authority need to be reported to council.

### **Conclusion**

The proposed schedule of dates for meeting arrangements for the upcoming Christmas and New Year period have been determined to ensure that appropriate timeframes and measures are implemented during the holiday period.

### **Financial Implications**

Nil to this report.



## 9.2 Review of the Format of Council Workshops

*Our leadership*

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*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 current format for the monthly council workshops be maintained;**
- 2. That members of the public be invited to address a workshop on a specific issue as and when the need arises; and**
- 3. That councillors undertake further debate of items at the council meeting that have been the subject of discussion at earlier workshops.**

### **Introduction**

Councillors at the October 2016 workshop of council discussed at length the ongoing perception, by some members of the community that decisions were being made at the monthly workshops.

After significant debate it was agreed that a report be submitted to council for determination of the format of future workshops. During that debate it was identified that in the past, recommendations contained in reports that came to council, that were the subject of discussion at an earlier workshop, were simply being adopted without any further discussion, thus giving the impression to those in the gallery that the matter had already been decided.

I hope that after the October workshop that the newly elected councillors know that this is not the case. A councillor may well have formed an opinion on a certain matter after discussion at a workshop but no formal decision could be made other than at a properly convened council meeting.

I know that there was discussion about opening the workshops to the public however, this could lead to those members of the public, who were present, leaving the workshop believing that council was about to embark on a certain course of action based on the workshop discussion. But come the council meeting, for whatever reason, the councillors may have had a change of mind and vote differently. This in itself could create confusion within the community.

Another option of course is to simply do away with workshops altogether but I believe that this would diminish the channels of communication between the senior staff and the elected representatives.

**Conclusion**

My personal belief is that the workshops serve as a convenient and effective method of conveying a significant amount of information to councillors, some of which is just for the general knowledge of councillors, other for input into council reports.

**Financial Implications**

Nil to this report

# SECTION 3 – CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

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## 9.3 Financial Statements – September 2016

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*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 September, 2016
2. That Council confirms the payment of accounts, for the period 01 September to 30 September 2016, summarised in the accounts summary totalling \$4,146,663.51

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

#### BANK BALANCES AS AT 30<sup>th</sup> SEPTEMBER, 2016

ACCOUNT	BALANCE
General Fund	\$ 646,219.30
BCard	\$ 15,990.00
	<b>\$ 662,209.30</b>
Invested Funds	
Fixed Deposits	\$15,200,000.00
Deposits at Call	\$ 3,701,666.14
	<b>\$18,901,666.14</b>
Net Balance	<b>\$19,563,875.44</b>
Percentage of investment to Net Balance	96.62%

**STATEMENT OF BANK BALANCES AS AT 30.09.16**  
**SUBMITTED TO THE ORDINARY MEETING OCTOBER 25TH, 2016**

Balance as at 01.09.16 \$ 1,419,161.79

**Add Receipts**

For month of September 2016 \$ 3,373,721.02

Includes

<b>Receipt Date.</b>	<b>Receipt Name</b>	<b>Received Total</b>
7/9/16	RMS – Block Grant	\$258,000.00
15/9/16	NAB – Redeem investment	\$2,000,000.00

Less Payments

For month of September 2016 \$ 4,146,663.51

Includes

<b>Payment Date.</b>	<b>Payee Name</b>	<b>Payment Total</b>
22/9/16	Burton Constructions - Stadium	\$312,755.30
15/9/16	AMP - Investment	\$2,000,000.00

Cash Balance \$646,219.30

Limit of Overdraft Arranged with Bank \$ 350,000.00

**ACCOUNTS SUMMARY**

The following is a summary of accounts paid for the period September 01, 2016 to September 30, 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	024978 - 025041	\$188,043.67
Auto-pay      Creditors	E008818 – E009113	\$3,500,536.52
Auto-pay      Payroll	4/9- 25/9	\$ 446,386.57
September Bank Charges & Commission etc		\$ 2,079.86
Direct Debits	Repayments & Vehicle Lease	\$ 9,616.89
		<b>\$ 4,146,663.51</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 25<sup>th</sup> October 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 \$4,146,663.51 was submitted to the Ordinary Meeting on the 25<sup>th</sup> October 2016 and that the amounts are presented to Council for confirmation of payment.

.....  
Chairman of Ordinary Meeting

### **RATES REPORT**

#### **Below is a summary of outstanding rates**

Total rates income levied (2016/17)	\$9,297,365.51
Rates received as at 30/9/2016	\$3,342,806.90
% of rates received to date	35.95%

The total rates income includes rates in arrears and accumulated interest.

### INVESTMENTS

The following table gives details of Council's Funds invested at 30th September 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
19-July-2016	Bank of QLD (Term Deposit)	1,000,000.00	181 days	2.85%	16-January-2017
02-August-2016	NAB (Term Deposit)	1,000,000.00	184 days	3.09%	02-February-2017
02-May-2016	NAB (Term Deposit)	1,000,000.00	182 days	2.84%	31-October-2016
23-May-2016	NAB (Term Deposit)	1,000,000.00	182 days	3.01%	21-November-2016
16-May-2016	NAB (Term Deposit)	1,500,000.00	182 days	3.01%	14-November-2016
01-April-2016	Rural Bank (Term Deposit)	1,000,000.00	186 days	3.15%	04-October-2016
22-June-2016	Bankwest (Term Deposit)	2,000,000.00	180 days	2.85%	19-December-2016
08-September-2016	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.90%	08-September-2017
08-September-2016	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.90%	08-September-2017
08-September-2016	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.90%	08-September-2017
20-September-2016	People's Choice (Term Deposit)	500,000.00	181 days	2.60%	20-March-2017
18-August-2016	AMP (Term Deposit)	1,000,000.00	210 days	2.95%	16-March-2017
16-March-2016	Heritage (Term Deposit)	1,000,000.00	211 days	3.20%	13-October-2016
14-September-2016	Bank of QLD	1,000,000.00	182 days	2.65%	15-March-2017
15-September-2016	AMP (Term Deposit)	2,000,000.00	273 days	2.75%	15-June-2017
	ANZ Deposit at Call	50,775.26	Cash at Call		
	CBA Deposit at Call	3,650,890.88	Cash at Call		
	<b>TOTAL:</b>	<u>18,901,666.14</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

## 9.4 Local Heritage Grant – 143-147 Main Street West Wyalong

*Our infrastructure*

*Reviewing, renewing & improving our core community assets*

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

*DP12.3 Use planning and heritage policies and controls to protect and improve the unique environment*

**Author:** Manager Development Services

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

**That Council resolve to approve an additional Local Heritage Fund grant of \$5000 for the replacement of the awning at 143-147 Main Street with a single storey verandah.**

### **Introduction**

At the Council meeting held on 19 May 2015 Council resolved to provide a Local Heritage Grant to the owners of the property 143-147 Main Street West Wyalong (Thom's Corner) for the amount of \$39428 to reinstate a verandah. The heritage grant application was based on a quote from John Pellow who has since passed away prior to works commencing on the project. The quotation from John Pellow was for an amount of \$78,855.

The allocated funds have been carried over into the current financial year and the Heritage Advisor has been working with another local builder to undertake the work. The quotation from Paul Robertson for the erection of the verandah is \$83,160. The building owners have requested that Council consider an additional grant of \$5000 to cover the increase in the cost of the construction works.

Since the approval of this grant, the Local Heritage Assistance has been reviewed which caps heritage assistance funding to a maximum grant of \$30,000.

### **Conclusion**

The project is consistent with the aims of the Bland Local Heritage Strategy and the Bland Shire Community Strategic Plan. While the total funding for the project exceeds the Local heritage Assistant amount it is considered that the prominent location of the building within the Main Street warrants consideration of additional funding. The Main Street precinct appears to be a popular attraction for the travelling public. The appearance of the Main Street is important for the local retail industry as consumers, both local and visitors, are drawn to and linger in commercial centres that are vibrant and attractive.

### **Financial Implications**

The Local Heritage Fund has an allocated budget of \$35,000 for the 2016/2017 financial year. The approval of an additional grant of \$5000 will leave a balance of \$30,000 in the current year's allocation.



## 9.5 Local Heritage Grant – Royal Hotel Mirrool

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

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

DP12.3 Use planning and heritage policies and controls to protect and improve the unique environment

**Author:**            Manager Development Services

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

**That Council resolve to approve a Local Heritage Fund grant of \$4862 for the repainting of the exterior verandah of the Royal Hotel Mirrool.**

### **Introduction**

Council has received an application for a Local Heritage Fund grant from the owner of the Royal Hotel Mirrool for the repainting the exterior verandahs of the building. The Hotel plays an important role in the community as a meeting place and social venue for the local community. The Hotel is integral to the success of the Mirrool Silo Kick event held each year, which is an extremely popular tourism event.

The building is listed in Schedule 5 of the Bland Local Environmental Plan as an item of Local Heritage Significance. The statement of significance recorded on the State Heritage Inventory is as follows:

*A prominent two storey hotel located on a street corner, and a landmark from the Newell Highway, the building has retained its distinctive original character including important tiled internal walls, the early room layout and the historic and social significance and is a focal point for the local community and visitors.*

The applicant has advised that the paintwork on the exterior is flaking and the original timber work is being exposed to all weather conditions.

The applicant has provided a quotation of \$9724 for the works and has requested a grant of \$4862. The applicant's contribution to the project is to be \$4862.

### **Conclusion**

The project is consistent with the aims of the Bland Local Heritage Strategy and the Bland Shire Community Strategic Plan. The building is in a prominent location on the Newell Highway and the Hotel plays an important role in a unique tourism event.

### **Financial Implications**

The Local Heritage Fund has an allocated budget of \$35,000 for the 2016/2017 financial year. The current balance of the fund is \$30000. The approval of a grant of \$4862 will leave a balance of \$25,138 in the current year's allocation.

## 9.6 Children Services Unit – Policies Adoption

*Our leadership*

*Setting a benchmark for community standards*

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

*DP18.1 Develop, implement and promote best practice governance policies and procedures*

**Author:** Children Services Unit Coordinators

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

**That Council adopts the Children Services Unit Policies listed below as required by the Education and Care Services National Regulation 2011:**

- **Enrolment and Orientation Policy**
- **Fee Policy**
- **Safe Sleep and Rest Time Policy**
- **Health and Safety – Sun Protection, and**
- **Termination of Family Day Care Educator Agreement**

### **Introduction**

The Policies as listed are a requirement under the Education and Care Services National Regulations 2011. All changes have been highlighted for information.

All policies have been through an extensive review process, with feedback requested from approximately 300 families, staff and educators representing all of the services auspiced by Bland Shire Council.

The policy review process is outlined below:

- Policy is reviewed by Coordinator, Senior Preschool Teacher and the Director.
- Updates and recommendations are included at this time, as well as any changes to regulatory requirements.
- A draft copy is distributed via email (and hardcopy to those who do not have email) to all Children's Services unit staff, educators and families, including;
  - Bland Preschool
  - Bland/Temora Family Day Care
  - Mobile Resource Unit
  - Vacation Care, if applicable
- Feedback is requested to be provided by a nominated date (generally 2 weeks).
- Any comments are responded to and implemented if required. Generally most comments are of a procedural matter and not required as part of the policy.
- Final draft is submitted to the Director for consultation at Manex.
- Submitted as part of the business paper for Council approval.
- Once approval has been received, the new policy is uploaded to the BSC website.

### **Enrolment and Orientation Policy**

This policy forms the foundation for strong relationships between families and early education and care settings and to promote a quality experience of education and care for children. The policy also ensures consistent information around service operation and authorisations promoting compliance and a safe and secure environment for children and families.

Under the requirements of the regulation, the nominated supervisor will ensure that:

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

### **Fee Policy**

The Fee Policy is developed to meet regulatory requirements, but also to ensure our services remain financially viable; to assist staff in keeping fees as affordable as possible and all families have access to any subsidies that are available to reduce these fees. The policy is paramount in assisting staff to inform parents of the procedures for the payment of fees at all Bland Shire Council's Children's Services and to ensure that fee collection is completed in an approach that is consistent and transparent.

### **Safe Sleep and Rest Time Policy**

The Safe Sleep and Rest time Policy is a new policy required under the Regulation and National Quality Standards. The Policy ensures that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The Bland Shire Council Children's service staff will ensure that beds and cots comply with Australian Standards and safe sleeping practices are followed to minimise the risk of harm to children, babies and school aged children

### **Health and Safety – Sun Protection**

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

The attached policy has not had any changes, however under the Regulation all policies are to be reviewed and adopted within a two year period.

### **Termination of Family Day Care Educator Agreement**

For the Bland/Temora Family Day Care service to remain licensed, all educators must provide a standard of care that meets or exceeds the standards within the Act, Regulation and national Quality Standards. If an educator fails to provide a standard of care acceptable to the service, breach the Regulation, breach of the Bland/Temora Family Day Care Educator Agreement, breach of the Family Assistance Law and/or practices implied in that agreement this policy then outlines the process to be undertaken.

**Conclusion**

All policies presented are a requirement under the Education and Care Services National Regulation 2011, they also assist the staff to undertake their duties and provide clear, consistent and transparent practices.

**Financial Implications**

Nil financial implications

## **ENROLMENT AND ORIENTATION POLICY**

**POLICY ADOPTED:** 17 June 2014

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### **POLICY OBJECTIVE:**

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

### **POLICY STATEMENT:**

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

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

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

The nominated supervisor will ensure that:

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

### **Relevant Legislation**

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

### **RECOMMENDED PRACTICES:**

#### **Priority of Access Guidelines**

The Priority of Access Guidelines must be used to allocate available childcare places where there are more families requiring care than places available. Places must be filled according to the following priorities:

Priority 1 – a child at risk of serious abuse or neglect

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test

Priority 3 – any other child

Within these main priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families

- families which include a disabled person
- families which include an individual whose adjustable income does not exceed the lower income threshold or whose partner is on income support
- families from non-English speaking background
- socially isolated families
- single parent families

## **Family Day Care**

### Pre-Enrolment Orientation

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

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- introduction to educators and staff;
- the physical environment;
- administrative matters, cost, and fee payment methods;
- how to provide feedback; and
- information regarding the service exclusion guidelines, complaints policy and medical conditions policy.

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

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

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

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

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

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

### Enrolment

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

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

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

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

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

- A completed enrolment form including authorisations;
- Current Immunisation History Statement (from the Australian Childhood Immunisation Register);
- Birth Certificate;
- Current contact information for parents and emergency contacts;
- Information on children's additional needs (including diagnosed and/or undiagnosed medical conditions, health and developmental concerns).

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

#### Prior to formally commencing at the service:

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

#### Upon Commencement

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

#### Evaluation

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

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

#### Pre-Enrolment Orientation

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

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

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

Prior to formally commencing at the service:

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

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

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

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

- A completed enrolment form including authorisations;
- Current Immunisation History Statement (from the Australian Childhood Immunisation Register);
- Birth Certificate;
- Current contact information for parents and emergency contacts;
- Information on children's additional needs (including diagnosed and/or undiagnosed medical conditions, health and developmental concerns).

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

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

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

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

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

Upon Commencement

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



## Evaluation

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

## **Preschool**

### Priority of Access Guidelines

According to Government funding guidelines the Preschool must abide by the following priority of access;

- Aboriginal and Torres Strait Islander ethnicity
- Additional Needs
- Child by age

### Open Classroom

To provide information about our preschool to prospective families and children our service will conduct an **open classroom during term four**.

Advertisements will be placed in the local paper for 2 weeks prior to the **open classroom**.

**Enrolment packs will be available for collection prior to the open class and due for return on Friday following the open class.**

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

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

### Parent Information Session

A **parent** information session will be **held separately early in term one**. Information may include but not be limited to;

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

When conducting **the open classroom and parent information session** the nominated supervisor will consider the language and cultural needs of each family. A translator may be required along with an alternative time and venue for the enrolment visit.

An enrolment close date will be appointed so that classes can be allocated and families informed. Any late enrolment applications will be placed on the waiting list and allocated as per the priority of access guidelines. Although all application requests will be considered, the Senior Early Childhood Teacher and Coordinator will have the final decision on classroom placement.

### Enrolment

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

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

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

### Enrolment Notification

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

- Room Name.
- Day/s enrolled.
- Things to bring.
- Subsidy information.

### Prior to formally commencing at the service:

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

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

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

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

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

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

### Upon Commencement

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

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

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

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

### **Waiting List**

Waiting lists are available for all Bland Shire Council Children's Services.

Please note that priority of access guidelines are followed when placing children and there is no guarantee that your child will be placed in care if on the waiting list.

The Preschool waiting list for the following year will open as of enrolment week. Names will not be added prior to this time.

### **Preschool Funding and Subsidies**

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

The Affordability Assistance forms are available to eligible families.

Families can also make a 'Claim for Child Care Benefit for registered care'. Booklets are available from the office. This form is lodged at Centrelink at the end of the term along with the 'Child Care Benefit Receipt' received when the account is paid.

Bland Preschool also receives government funding for children aged four years who are attending preschool in the year prior to formal schooling commencing, or for 3 year old children from a disadvantaged background.

Children eligible for funded preschool places will be either:

- At least 4 years old on or before 31 July in that preschool year and not in compulsory schooling; or
- At least 3 years old on or before 31 July and from a disadvantaged background (i.e. the child's family must be holders of a Health Care Card and/or identify as Aboriginal or Torres Strait Islander).

This funding is modelled on the 'Community Preschool 600 Hours Incentive' to ensure more children are enrolled for 15 hours per week.

#### Why is age-based eligibility criteria applied?

Under the National Partnership on Universal Access to Early Childhood Education, Commonwealth funding must be directed to children in the year prior to school.

The funding system for community preschools:

- Primarily directs funding to children in the year before school;
- Provides more funding for the most disadvantaged parents to support more affordable preschool access for 15 hours a week; and
- Supports preschool access by younger disadvantaged children (3 years old on or before 31 July).

#### What about children who aren't eligible for government funding?

Preschools with spare capacity can continue to enrol and charge fees for children who aren't eligible for a funded place, but will not receive government funding to reduce fees for these children.

### **References:**

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

- National Quality Standard: 6.1.1, 7.3.5.
- [www.det.nsw.edu.au](http://www.det.nsw.edu.au) Community Preschool Funding Factsheet

**Appendices:**

Nil

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A		
	<b>Manex</b>	N/A		
<b>Owner</b>	Director of Community and Development Services			
<b>EDRMS Doc. ID</b>	359637			
<b>Superseded Policy</b>	Enrolment Policy			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>	
26 May 2009	0		May 2012	
July 2012	1	10.8	May 2014	
17 June 2014	2	12062014	May 2016	

<b>Related Council Policy/Procedure</b>
Managing Allergy and Anaphylaxis Policy
Medical Conditions Policy

## **FEE POLICY**

**POLICY ADOPTED:** August 2014

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### **Policy Objective:**

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

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

### **Policy Statement:**

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

### **Statutory Legislation & Considerations:**

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

### **Definitions:**

- In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Scheme.
- ATSI – Aboriginal and Torres Strait Islander.
- CSU – Children's Services Unit.
- **FDC – Family Day Care**

### **Recommended Practices:**

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

### **PRESCHOOL**

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

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

### Fees

Fees will be charged weekly on a per term basis. In addition to the term fees, a parent levy will be charged per family each term.

1. Fees are to be paid within four weeks of the commencement of each term.
2. **Other arrangements may be made** after consultation with the Senior Early Childhood Teacher or Coordinator.
3. Proof of income provided with an 'Affordability Assistance Application Form' must be updated if it expires.
  - a. A copy of the updated proof of income must be provided to the Preschool by the third week of each term.
  - b. If the proof of income is not updated then full fees will be payable.
4. Two weeks' notice is to be given if a child is leaving the Preschool. Fees will be reimbursed if paid in full. If no notice is given the term fees will be payable.
5. If fees are not paid by the due date, the 'Failure to Pay Fees Procedure' will be put into place.

### Subsidies

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

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

### Payments

**Fees are due to be paid in full by the fourth week of the term. Other arrangements can be made in consultation with the Senior Early Childhood Teacher or Coordinator.**

Fees can be paid at the Preschool by eftpos, cash or cheque (payable to the Bland Shire Council). Bland Shire Council will also accept all forms of payment.

### Arrears

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

Failure to Pay Fees Procedure;

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

#### Late Departure Fee:

A late fee will be charged for children who are picked up after preschool close.

#### **MOBILE RESOURCE UNIT – PLAYGROUP SESSIONS**

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

Fees are to be paid per attendance.

#### **MOBILE RESOURCE UNIT – UNGARIE PRESCHOOL**

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

#### Payments

Fees can be paid;

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

Fees can be paid at the Preschool by **eftpos**, cash or cheque (payable to the Bland Shire Council). Bland Shire Council will accept all forms of payment.

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

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

#### **MOBILE RESOURCE UNIT – VACATION CARE**

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

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

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

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

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

#### Late pick up fee:

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

#### **MOBILE RESOURCE UNIT – TOY LIBRARY**

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

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

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

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

Borrowing time is limited to 1 month.

## FAMILY DAY CARE

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

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

### Base fees:

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

### Child Care Benefit and Child Care Rebate:

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

### A child who has not yet received care or who has ceased receiving care:

CCB will not be paid for absences where fees are charged to reserve a place for a child who has not yet started education and care. CCB will not be paid for absences once a child has ceased education and care.

### Overtime and Penalty Fees (late pick up fee):

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

### Termination of Care:

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

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

### Maximum Child Care Benefit:

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

### **References:**

Child Care Service Handbook <https://docs.education.gov.au/node/29700> August 2016

<b>Status</b>	<b>Committee</b>	N/A		
	<b>Manex</b>	N/A		
<b>Owner</b>	Nominated Supervisor of Corporate, Community and Development Services			
<b>EDRMS Doc. ID</b>	436847			
<b>Superceded Policy</b>				
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>	
September 2014	0	9.12		



<b>Related Council Policy/Procedure</b>
Revenue Policy
Enrolment and Orientation Policy

**POLICY STATEMENT**  
**SAFE SLEEP AND REST TIME POLICY**

**POLICY ADOPTED:** **NEW POLICY – April 2016**

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**Policy Objective:**

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

**Policy Statement:**

The Bland Shire Council Children's service will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The Bland Shire Council Children's service will ensure that beds and cots comply with Australian Standards. Safe sleeping practices are followed to minimise the risk of harm to children, babies and school aged children. The risk of *Sudden Infant Death Syndrome (SIDS)* will be minimised by following practices and guidelines set out by health authorities.

Preschool and School aged children in care will be provided with opportunity for rest and relaxation having regard to the ages, development stages and individual needs of the children. Supervision and safe sleep practices will be applied.

**Definitions:**

Educator refers to all staff employed in the Children's Services Unit and Bland/Temora Family Day Care educators.

**Responsibilities:**

The policy applies to all Children's Services educators.

**Recommended Practices:**

**The Approved Provider will:**

- "Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children." (Regulation 81.)
- Ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards.
- Ensure that all cots meet **AS/NZS 2172**.
- Ensure that areas for sleep and rest are well ventilated and have natural lighting.
- Ensure that supervision windows will be kept clear to ensure safe supervision of sleeping children.

**The Nominated Supervisor will:**

- “Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children.” (Regulation 81.)
- Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.

### **Educators will:**

- Consult with families about children’s sleep and rest needs. Educators will be sensitive to each child’s needs so that sleep and rest times are a positive experience.
- Ensure that beds/mattresses are clean and in good repair. Beds and mattresses will be wiped over with warm water and neutral detergent or vinegar between each use.
- Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child.
- Arrange children’s beds and cots to allow easy access for children and staff.
- Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.
- Remember that children do not need to be “patted” to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it.
- Encourage children to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided quiet activities for the duration of rest time.
- Maintain adequate supervision and maintain educator ratios throughout the rest period.
- Assess each child’s circumstances and current health to determine whether higher supervision levels and checks may be required.
- Communicate with families about their child’s sleeping or rest times and the service policy regarding sleep and rest times. Communications with families should be maintained to encourage a consistent approach in responding appropriately and respectfully to children’s sleep and rest needs.
- Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families.
- Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children.

### **Children in Cots**

#### **Family Day Care Educators will:**

- Give bottle-fed children their bottles **before** going to bed. Children will not be put in cots or in beds with bottles as per *Dental health recommendations*.
- Ensure that cot rooms and sleep rooms must have **operational baby monitors on at all times**.
- Observe children at **10-15 minute intervals** while they sleep in these rooms. Educators must go into the rooms and physically see babies breathing. The educator will then officially record this.

- Ensure that cot mattresses are clean, firm and the correct size for the cot frame.
- Make up cots to comply with *SIDS safe sleeping guidelines*. Babies will be placed on their backs to sleep, but they will be able to find their own sleeping position. No loose bedding is to be available to the child. Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face. Put the baby's feet at the bottom of the cots so the baby duvets, pillows or cot bumpers will be placed in cots.
- Encourage the use of sleeping bags for babies. If they have fitted neck and armholes there is no risk for the child's face being covered.
- Securely lock cots sides into place to ensure children's safety.
- Turn off wall-mounted heaters before children use the room for sleeping. Sleep/rest rooms will be air conditioned and maintained at an appropriate temperature.
- Be aware of manual handling practices when lifting babies in and out of cots.

**References:**

- National Quality Standard (3) ACECQA (2011)
- Education and Care Services National Law and the Education and Care Services National Regulations
- SIDS & Kids Safe Sleeping Kit – [www.sidsandkids.org](http://www.sidsandkids.org)
- Standards Australia – [www.standards.org.au](http://www.standards.org.au)
- The Children's Hospital at Westmead – Safety factsheet – Cots and Cot Mattresses, <http://kidshealth.schn.health.nsw.gov.au/sites/kidshealth.schn.health.nsw.gov.au/files/safety-factsheets/cots-and-cot-mattresses.pdf>
- Australian Competition and Consumer Commission (ACCC) – [www.accc.gov.au](http://www.accc.gov.au) - Cot safety PDF
- Community Child Care Co-operative <http://cccncsw.org.au/>

**Authorisation:**

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

## **HEALTH AND SAFETY – Sun Protection**

**POLICY ADOPTED:** 17 June 2014

*Revised Policy – no changes April 2016*

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### **Policy Objective:**

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

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

### **Policy Statement:**

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

### **Statutory Legislation & Considerations**

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

### **Definitions:**

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

### **Recommended Practices:**

Our sun protection strategies are:

#### Outdoor Activities

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

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

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

#### Shade

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

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

## Hats

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

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

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

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

## Clothing

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

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

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

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

## Sunscreen

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

## Babies

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

## Role Modelling

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

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

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

## Education and Information

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

## Policy Availability

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

## Review

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

**References:**

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

**Evaluation**

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

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A		
	<b>Manex</b>	N/A		
<b>Owner</b>	Director of Community and Development Services			
<b>EDRMS Doc. ID</b>	365014			
<b>Superseded Policy</b>				
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Revision Date</b>	
16 October 2012	0	23102012	May 2014	
17 June 2014	1	12062014	May 2016	

<b>Related Council Policy/Procedure</b>

**TERMINATION OF FAMILY DAY CARE  
EDUCATOR AGREEMENT**

PROCEDURE ADOPTED: **February 2005**

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**Procedure Objective:**

To ensure that cessation of a Bland/Temora Family Day Care educator agreement is handled efficiently and effectively.

**Procedure Statement:**

To provide guidelines for termination of agreement from Bland/Temora Family Day Care Service.

**Procedure Objective:**

The Bland/Temora Shire Family Day Care Service maintains the right to terminate the services of a educator for failure to provide a standard of care acceptable to the service, breach of the Regulation, breach of the Bland/Temora Family Day Care Educator Agreement, breach of the Family Assistance Law and/or practices implied in that agreement.

**Related Legislation:**

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

**Definitions:**

In this procedure the term 'educators' refers to registered educators working under the service approval of Bland Shire Council's Bland/Temora Family Day Care Service.

**Responsibilities:**

All staff and registered educators are responsible in following this procedure.

**Recommended Practices:**

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



### **Procedure for Termination:**

- ◆ Termination will not take place (unless immediate termination is warranted – see the section on Immediate Termination) until a process of three written warnings has been implemented as follows, or three separate warnings within a two year period have been issued.
- ◆ The educator will have the option of having a support person present at any formal meeting that is held in relation to the Termination process.
- ◆ Written records will be kept of all stages of discussion in the procedure. All Family Day Care Staff involved in the procedure are responsible for ensuring that this occurs. All participants in the termination process must sign written records.

### **First Warning:**

- ◆ The relevant staff officer/s will first raise her/his concerns with the educator. The concerns will be specific and examples of the breach of the Educator Agreement and/or practice implied in the Educator Agreement and/or acceptable care practices and/or standards will be cited both verbally and in writing to the educator.
- ◆ The educator will be informed, verbally and in writing, by the Family Day Care Co-ordinator of the period of time (not more than two weeks) within, which the educator must improve/rectify the area/s cited as causing concern. The educator will be informed, verbally and in writing, the steps, which are to be taken to resolve the issue/s.
- ◆ The relevant members of Family Day Care Staff are to be involved in ensuring that the educator has access to appropriate resources and information to enable her/him to meet the requirements of the Service. e.g. in-service training (either through external agencies or the Family Day Care Staff), physical resources (toys, nursery equipment etc), access to and information about general community services which may be of assistance, as well services provided by Family Day Care.

The objective of the first warning shall be to endeavour to remedy the unsatisfactory situation to the satisfaction of both the Family Day Care Service and the educator.

### **Second Warning:**

- ◆ At the expiration of the period mentioned in the first warning, the educator, the staff and the Family Day Care Coordinator will meet to review the educator's situation against the standards and process previously agreed to.
- ◆ If the educator has made only partial progress towards improving the situation, a further period of review may be agreed to, provided that the concern is related to a physical issue on the educator's premises that is not a quality of care issue.
- ◆ The period of extension of timelines allowed to the educator will be specified verbally and in writing by the Family Day Care Coordinator.

### **Final Warning:**

- ◆ If, at the expiration of the period specified in the second warning, the educator has shown no indication of improving the situation which has caused concern, the educator will be required to meet with the Family Day Care Coordinator and the **Director of Corporate, Community & Development Services**.
- ◆ At this meeting, the situation will be reviewed and all issues discussed in a final attempt to resolve the problem/s causing concern.
- ◆ The requirements of the resolution of the problem will be specified in writing to the educator.

**Notice of termination:**

- ◆ If the final notice referred to above is not complied with to the satisfaction of the Family Day Care Service, the educator will be notified, verbally and in writing, by the Family Day Care Coordinator. Notification will state that the Agreement between the educator and the Family Day Care Service will be terminated immediately. This notification will state the reasons for termination.
- ◆ The parents of all children in care will receive written notification of the termination from Family Day Care Coordinator. This notification will state the general reasons for termination. Parents will be offered alternate care through the Service if available.

**Appeal Against Termination:**

An educator who feels his or her service has been unreasonably terminated may appeal to the Bland Shire Councils **Director of Corporate, Community & Development Services** or the Bland Shire General Manager.

**Immediate Termination:**

Immediate Termination of the agreement will take place should any one of the following instances occur:

- ◆ the use of corporal punishment on a child in care through the Service.
- ◆ the use of any form of child abuse on a child in care through the Service.
- ◆ stealing from the Service, Family Day Care Staff, other educators and users of the Service.
- ◆ physical abuse of Family Day Care Staff, other educators and/or users of the Service.
- ◆ being under the influence of drugs (including alcohol) whilst children are in care through the Service.
- ◆ breach of either State or Federal laws as pertains to safety or well-being of a child e.g. failure to use an approved safety restraint in a motor vehicle.
- ◆ any other occasions where a child's life may be endangered.

**Procedure for Immediate Termination of Agreement:**

- ◆ Immediate termination of the Agreement will be carried out by the Family Day Care Coordinator and in consultation with the Bland Shire's Director of Corporate, Community & Development Services.
- ◆ The educator will receive written notification of the termination. This notification will state the reasons for termination. Parents will be offered alternate care through the Service if available.

**Suspension of Agreement:**

Suspension of Agreement will take place in any of the following instances:

- ◆ where the educator or any member of the educator's household is subject to investigation by any State or Federal Authority in matters relating to offences against children.
- ◆ where the educator or any member of the educator's household is subject to investigation by any State or Federal Authority in matters which may affect the children in care or their families.

- ◆ where the educator or any member of the educators household is subject to investigation by any State or Federal Authority in matters relating to the Family Assistance Law.

**References:**

- Education and Care Services National Regulations 2011.
- Education and Care National Law Act 2010.
- Australian Children’s Education and Care Quality Authority (2011) Guide to the National Quality Framework.
- Australian Children’s Education and Care Quality Authority (2011) Guide to National Quality
- Community Child Care Co-Operative [www.ccccnsw.org.au](http://www.ccccnsw.org.au)
- Child Care Services Handbook, Australian Department of Social Services ; [www.dss.gov.au](http://www.dss.gov.au)

**Authorisation:**

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

## **SECTION 4 – REPORTS FOR INFORMATION**

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**Officer's Recommendation:**

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

- **9.7 - Asset & Engineering Services Report**
- **9.8 - Community Services Report**
- **9.9 - Bland Shire Library Monthly Update**
- **9.10 - Development Services Activity Report**
- **9.11 - Economic Development & Tourism Report - September**

## 9.7 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 SH17.

#### 2. Regional Roads Maintenance

Bitumen patching carried out on MR57 north and MR231.

#### 3. Regional Road Repair Programme

Pipe extensions are in progress on Mary Gilmore Way west.

#### 4. Shire Roads Maintenance

- Bitumen patching carried out on the following:-
  - Wamboyne Road
  - Quandialla Road
  - Kolkilbertoo Road
  - Tallimba Road
- Gravel Resheeting
  - Adlers Road
  - Mahda Road
- Gravel Patching
  - Russells Lane
  - Chanters Lane
- 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. Sheep Sale 28.9.2016

- Total Sheep offered – 10365
- Yard Fees - \$8292.00

#### 6. Noxious Weeds/Environmental

- Tree planting was carried out with Weethalle School students as part of National Tree Day.
- Staff organised a noxious weeds display at the West Wyalong Show.
- Ninety nine private property inspections were carried out for the presence of African Boxthorn and true Scotch Thistle for the months of July, August and September. Inspections were also carried out on Council land.

- The following noxious weeds and other controls were undertaken:
  - African Boxthorn – Collins Lane, Council land, Barmedman, Alleena Road, Spauls Lane, Mary Gilmore Way, Alkaville Lane, Crown Camp Road, Merrengreen Road, Ungarie, West Wyalong, Clear Ridge Road, Worners Lane, Yiddah Road, Nobbys Lane, Fullers lane.
  - Scotch Thistle - Alkaville Lane, Midwestern Highway, Greaves Lane, West's Lane.
  - Coolatai Grass – Newell Highway, Goldfields Way, Mid-western Highway.
  - Wild Radish – Barmedman, West Wyalong - Condobolin Road, Greaves Lane, Gunns Road, Lucas Lane.
  - Bridal Creeper – Lucas Lane.
  - Roadside vegetation control of shoulders (Mow) – Clear Ridge Road, Hatelys lane, Ridleys Lane, West Wyalong – Condobolin Road, Lake Road.
  - Roadside vegetation control of shoulders (Spray) - Echo Lane, Dundas Road, Bygoo Road, Kikoira Road, Crown Camp Road, Bena Road, Lake Road, West Wyalong - Condobolin Road, Merrengreen Road.
  - Roadside vegetation control of suckers (Spray) – Dundas Road, Mandamah Forest Road.
  - Hazard Reduction work – Ungarie, Ungarie Landfill.
  - General weed control – Sale yards, Ungarie, West Wyalong, Weethalle, Tallimba, Barmedman, Ungarie Showground.

#### **7. 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
- Graves topped up with loam after rain
- Barmedman main street kerb and drains cleaned out with ditch witch

#### **8. Park maintenance**

- Main street gardens tidied, watered and replanted
- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained
- Aero drome slashing , inspections and Maintenance work carried out
- Parks and gardens yard and sheds cleaned and tided in wet weather
- Power line dug for Reg Ratty lights
- Ungarie pool turf laid
- McCann park prepared for Saturday markets

#### **9. Ovals maintenance**

- Maintenance to sporting ovals and surrounds
- Maintenance to lawn and monument cemetery
- Maintenance to Herridge park, Cooinda park and Wyalong court house
- Irrigation checks carried out
- Line marking for rugby league, touch football, cricket and athletics
- Park st recreation ground treated with lime
- Ron Crowe oval treated with gypsum

**10. Town maintenance**

- Star lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered when needed
- Small pot holes repaired in roads
- Road repaired at bus shelter
- Clean out town drains
- Banner changed in main street
- West Wyalong and Wyalong spraying on nature strips carried out
- Back filled low areas on nature strips
- Street sweeping in main street
- Court street trees planted and plantings in other areas in Wyalong, West Wyalong

## 9.8 Community Services Report

*Our people*

*Our greatest and most important asset*

*Vision: A strong, healthy, connected and cohesive community*

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

**Author:** Community Relations Officer

### **Ungarie Central School**

After wet weather had forced many of the planned National Tree Day events around the Shire to be postponed, Council held a successful tree day activity at Ungarie on Thursday 13 October where students planted 50 new trees. Further events are planned in Naradhan, Tallimba and Barmedman. The tree day activity has proven to be a great way for Council to engage youth, spread a positive environmental message and foster a sense of community pride.



### **Community movie nights**

Bland Shire Council, in conjunction with the West Wyalong Rotary Club, held community movie nights in Weethalle and Wyalong during the school holidays. The recently released movie "Eddie the Eagle" was screened and warmly received by those in attendance. Approximately 35 people attended the movie night in Weethalle while attendance at the Wyalong movie night was disappointing, however stormy weather on the night may have contributed to the poor turnout. In the previous school holidays, Council screened the movie "Goosebumps" and packed out the Council Chambers with young people and their families.



### **Our People, Our Places, Our Stories DVD launch**

Bland Shire Council had had a terrific response to the launch of its DVD project Our People, Our Places, Our Stories. The DVD project was produced by Council in partnership with Charles Sturt University (CSU) Wagga Wagga and West Wyalong High School and tells the stories of nine well known local residents - Jim Daniher, John Kelly, John Quade, Geoff Funnell, Peter and Barbara Luelf and the McNamara sisters (Frances Minogue, Margaret Ryall and Pat Wells). The project was launched at the West Wyalong S&C Club on Thursday 6 October with more than 100 people in attendance. A second successful launch was held in Barmedman on Thursday 13 October with approximately 40 people in attendance while a third launch event is scheduled for Ungarie on Thursday 20 October. The project was initiated by Council as a way to bring older and younger generations together as well as to preserve some of our local stories for future generations.



### **NRMA Driving School**

Bland Shire Council hosted the NRMA Safer Drivers program during the school holidays. Local learner drivers were given the opportunity to improve their levels of safety when driving by learning how to manage on road safety risks, increasing their current driving skills and acquiring new ones through a combination of classroom learning and practical supervised instruction from a professional driving instructor.

All participants completed the course and were rewarded by having 20 driving hours deducted from the future log book requirements.

### **Bland Shire website**

Usage of the Bland Shire Council website continues to increase. The website is a valuable information tool for local residents and visitors travelling to and through the Bland Shire. The numbers of visitors to the website increased by more than 400 per cent during June as locals and travellers checked in for the latest information regarding road closures and emergency information. With road conditions changing regularly, Council was able to communicate the closure and reopening of roads promptly and accurately seven days a week to ensure the community was provided with the most up to date information.

### **Bland Shire website statistics – April 2016-September 2016**

	April	May	June	July	August	September
Pageviews	7096	7154	8515	7771	8086	27209
Visits	3150	3132	4121	3729	3796	16,648
Visitors	1803	1765	2260	1893	1896	8696

## **10 most viewed pages on the Bland Shire website - September 2016**

1. Road closures
2. Council elections
3. Your Council
4. Contact Us
5. Careers
6. Preschool
7. Newsletters
8. Latest News
9. Councillors
10. Council information

## **Bland Shire website usage – last 12months (1 October 2015-30 September 2016)**

Pageviews	111,434
Visits	54,726
Visitors	26,141

## 9.9 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

### **School Holiday Program**

The library's recent school holiday program proved popular with all sessions booked out. Unfortunately, Condobolin cake decorator Ronelle Karsten was unable to attend the cupcake decorating activity due to flooding. In lieu of this, library staff rallied to bake up a storm and created some amazing animal cupcakes with the participants.

The mason jar craft saw some awesome creations, however the highlight for many participants was The Fizzle Pop Science Show, performed by Melbourne based company The Scientwists, which included lots of fun creative and hands-on demonstrations.



### **Probus Talk**

Senior Library Officer Cathy Lange was a guest speaker at the Probus meeting in October. Mrs Lange spoke about the library and its many programs and services.

### **Upcoming Author Visit**

Bland Shire Library will host a week-long visit by children's author Oliver Phommavanh 31 October – 4 November. Oliver will visit nine local schools within the Bland Shire, including Naradhan, to talk about his work.

The library's Author Visit program, which has been running now for almost 20 years, benefits students in a number of ways including developing reading skills, building critical thinking skills, improving writing skills, and helps to create a deeper attachment to books and establish a community of readers. It exposes children to different types of literary voices and styles and is an entertaining way to spark students' life-long interest in reading, a particularly important factor for new readers and reluctant readers.

### **Exhibition - Portraits of War**

Bland Shire Library will host 'Portraits of War: the Crown Studios Project' – a travelling exhibition from the State Library of NSW – from 24 October to 3 November. The exhibition is an extraordinary and haunting collection of photographic portraits of World War I soldiers from NSW. Eighty of these portraits form the free exhibition, along with the fascinating story behind the creation of the portraits.

### **SWITCH Conference**

Council delegates will attend the NSW Public Libraries Association's Annual Conference to be held in Ulladulla 22 – 24 November 2016. The conference is an opportunity for information sharing, networking and professional development.

### **Food for Fines**

A report on Food for Fines 2016 will go to the next Riverina Regional Library Advisory Committee meeting to be held on 16 November 2016. Robert Knight, Executive Director of RRL will advise all branches including Bland of the resolution on this matter. It is anticipated that the library will again be accepting contributions of non-perishable food items and traditional gifts such as toys for its Giving Tree from 1 November until mid December – in support of the St Vincent de Paul Society's Christmas Appeal.

### **Summer reading Club**

The library's Summer Reading Club will officially run from Thursday 1 December 2016 to Tuesday 31 January 2017. Designed to encourage children and young people to read over the long summer break in preparation for the new school year, this year's theme is Heroes and Villains.

Bland Shire Library will hold an official launch and registration day on Wednesday 30 November from 3.30pm – 5pm. The program which is free and caters for school aged children 5 – 16 years uses a rewards system as an incentive for reading.

A variety of fun activities including a night-time dress-up party will be held over the January school holidays for registered members. Current sponsors include NewsXpress and the L&R Group.

### **School Visits**

A number of preschool classes have visited the library in October as part of its community engagement program.

West Wyalong High School, St Marys War Memorial School and Wyalong Public School continue to visit the library on a regular basis during Term 4.

### **HSC Study Lab**

Bland Shire Library members via Riverina Regional Library now have access to HSC Science Lab, an online HSC preparation and revision tool covering biology, chemistry and physics.

### **Healthy and Active Resource Pack**

Riverina Regional Library, in partnership with Murrumbidgee Local Health District, has provided all branch libraries including Bland with 'Balanced Steps' kits which are now available for loan by members. The kits provide information and resources to help members, particularly seniors, lead an active life and aid in fall prevention. The kits include exercise DVDs, a music CD and information booklets.

### **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.

## 9.10 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 September 2016:

Application No	Address	Development
DA2017/0024	190 Railway Road, West Wyalong	Tree removal (1)
DA2017/0025	351 Wests Lane, Lake Cowal	Rural Workers Accommodation
DA2017/0026	2861 Bygoo Road, Tallimba	New single storey rural dwelling
DA2017/0027	3 Water Street, West Wyalong	New commercial awning

The following DA applications were approved during September 2016:

Application No	Address	Development	Approval Date
DA2017/0020	80-84 Stribleys Lane, West Wyalong	Change of use & new signage	12/9/2016
DA2017/0021	29 Perseverance Street, West Wyalong	Patio/Outdoor Area	12/9/2016
DA2017/0022	Adjacent to 50-56 Main Street, West Wyalong	Use of footpath – Two (2) promotional flags	12/9/2016
DA2017/0023	25 Conway Street, Wyalong	Replace trim deck roof and addition of a new verandah	12/9/2016

#### Planning Certificates

Twenty (20) Section 149 planning certificates were issued during September 2016.

### Regulatory Activities Update

#### Dog Attacks

There were two (2) dog attacks reported during September 2016. As a result one (1) dog was declared a nuisance dog and one (1) Penalty Infringement Notice was issued.

## Companion Animal Seizure and Impound Activities September 2016

<b>Seizure Activities:</b>	<b>Dogs</b>	<b>Cats</b>
Seized	6	1
Returned to Owner	2	0

<b>Impounding Activities:</b>	<b>Dogs</b>	<b>Cats</b>
Animals in pound at start of month	2	3
<b>Incoming Animals</b>		
Transferred from Seizure Activities	4	1
Dumped at Pound	11	7
Surrendered	6	0
<b>Total Animals in Pound</b>	<b>23</b>	<b>11</b>

<b>Outgoing Animals</b>		
Released to Owner	3	0
Euthanased	1	1
Rehoused	18	5
Sold	0	0
Died at Pound	0	0
Stolen	0	0
Escaped	0	2
<b>Total Animals Leaving Pound</b>	<b>22</b>	<b>8</b>
Animals in Pound at end of Month	1	3

## 9.11 Economic Development & Tourism Report - September

*Our prosperity*

*Ensuring a vibrant and sustainable future*

Vision: Growing our population and jobs

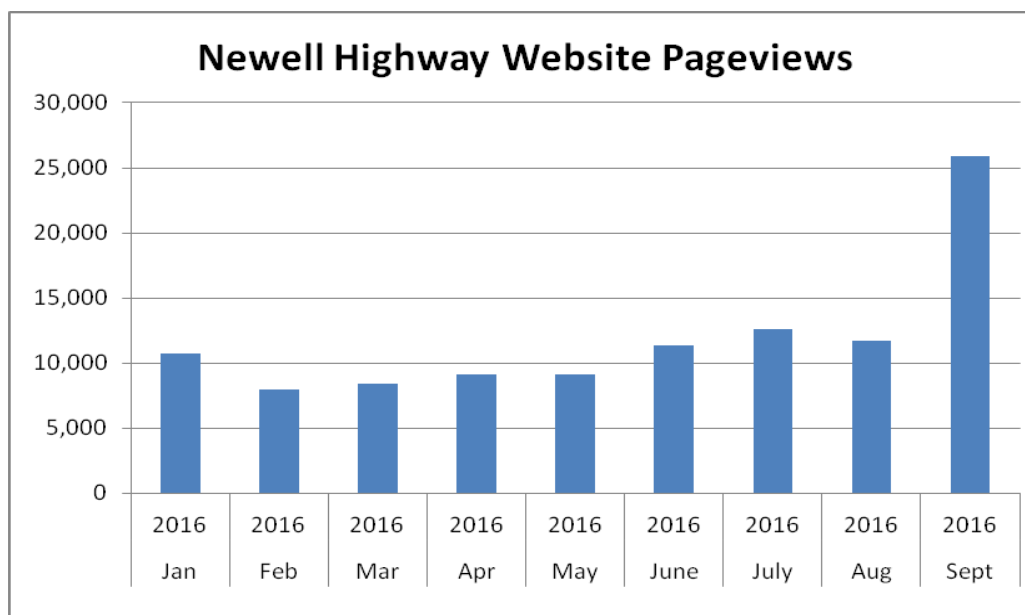
DP15.0 The proportion of residents satisfied with the level of economic development support Council provides to the business community  
 DP 16.0 Community satisfaction with the quantity and quality of tourist information and resources provided by Council  
 19.0 Visitors and tourists are welcomed and make a positive contribution to the community economy  
 DP19.1 Work with business and property owners to rejuvenate their businesses and shop fronts and encourage the maintenance of buildings with character  
 DP19.2 Work with the tourism industry to identify and develop products and services that appeal to visitors of the Shire  
 DP19.3 Visitor information is kept relevant and up to date  
 DP20.0 Plan for a range of industries that build on the strengths of the Bland Shire to stimulate investment and employment  
 DP20.1 Encourage and actively seek out business and industry to relocate within the shire  
 DP20.2 Have ongoing engagement and communication with the shire's existing and prospective industry and business including diversification into alternate industries/businesses  
 DP20.3 Actively promote the Business Development Assistance to new and existing businesses

**Author:** Senior Economic Development & Tourism Advisor

### Newell Highway Website Analytics

The September analytics were skewed as a result of the Newell Highway being closed and visitors seeking information on the status of the Newell Highway

	January	February	March	April	May	June	July	August	September
	2016	2016	2016	2016	2016	2016	2016	2016	2016
<b>Pageviews</b>	10,767	8,001	8,434	9,150	9,164	11,328	12,594	11,718	25,861
<b>Visits</b>	4,104	3,026	3,284	3,527	3,463	4,576	4,569	4,357	12,811
<b>Visitors</b>	3,101	2,285	2,467	2,667	2,583	3,442	3,488	3,303	10,081
<b>Desktop</b>	37.7%	44.6%	44.9%	40.2%	41.4%	41.0%	38.6%	42.5%	31.9%
<b>Mobile</b>	41.2%	34.1%	35.5%	36.8%	34.2%	36.0%	38.1%	36.1%	47.1%
<b>Tablet</b>	21.1%	21.3%	19.6%	23.0%	24.4%	22.9%	23.3%	21.4%	21.0%





### **The NSW Free Flight Society**

The NSW Free Flight Society events that will be held in 2016 include:

- October 1 – 3 the NSW Vintage Power State Championships
- October 29 – 3 November Wings Over West Wyalong

### **The Bathurst Soaring Club**

The Bathurst Soaring Club will be visiting West Wyalong from Saturday 29 October 2016 to Saturday 12 November 2016 and from Saturday 28 January 2017 to Saturday 11 February 2017.

### **The Small Biz Bus**

The Small Biz Bus visited West Wyalong on Friday 30 September with five businesses taking the opportunity to visit the bus. The newly elected Mayor Cr Lord also visited the bus and raised his concerns about the Newell Highway being closed and the effects the closure is having on the businesses in the Bland Shire.





Photo taken 26 September 2016 with the Lachlan River and Bland Creek flood waters still rising



Lachlan flood waters entering Lake Cowal from the North - 26 September 2016



### 2016 Bland Shire Events

DATE	OCTOBER EVENTS
Oct 7	Variety Car Club Bash
Oct 8	Mirrool Silo Kick
Oct 8	West Wyalong Markets
Oct 22 – 23	West Wyalong Camp Draft
Oct 28 – 30	In the West Festival
Oct 29 – 30	NSWFFS Wings over West Wyalong

DATE	NOVEMBER EVENTS
Nov 5	West Wyalong Markets

DATE	DECEMBER EVENTS
Dec 2	Business West Wyalong Christmas Carnival
Dec 10	West Wyalong Christmas Markets
Dec 11	Carols by Candlelight

### NBN

Lendlease has advised Bland Shire Council that they aim to start the installation of the fixed line NBN in West Wyalong on 14 October and expect to finish installing the 10 nodes and changes to the pillars by 4 March 2017.

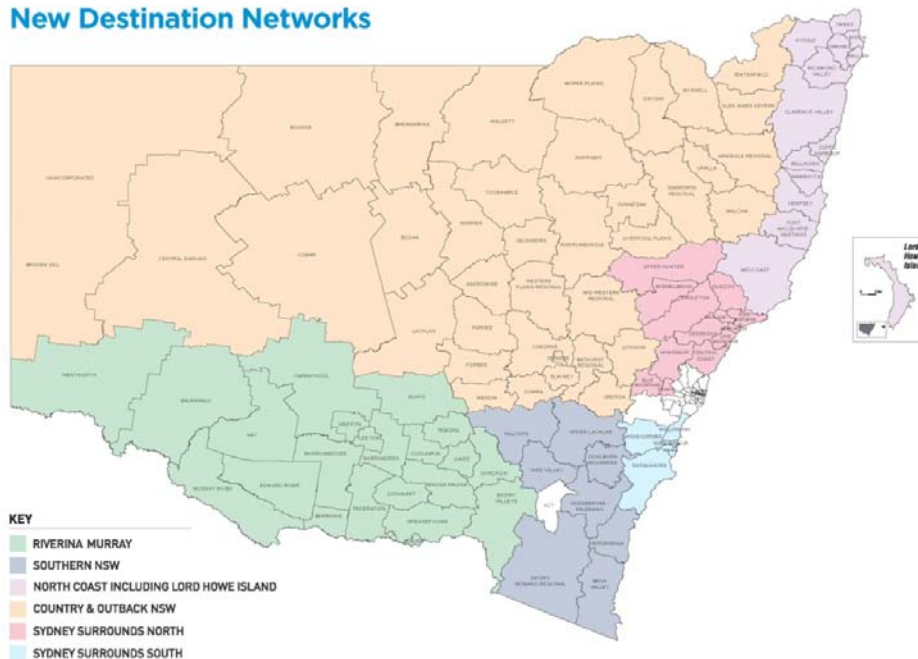
### GrainCorp Calleen

The installation and commissioning of the rail and loading infrastructure at GrainCorp’s new grain receival facility at Calleen has been delayed with the wet weather and they now plan to commission the rail and loading infrastructure towards the end of September and early October.

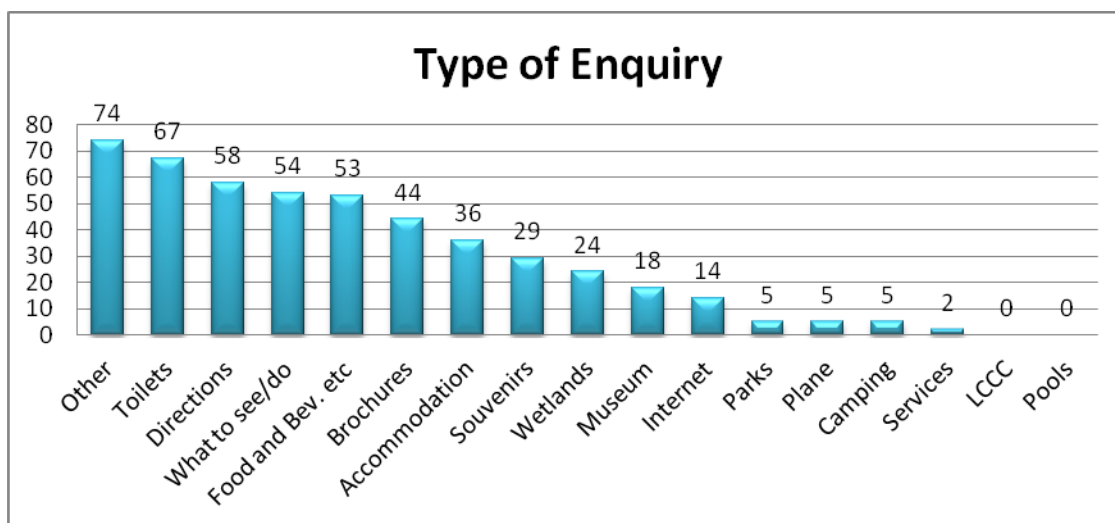
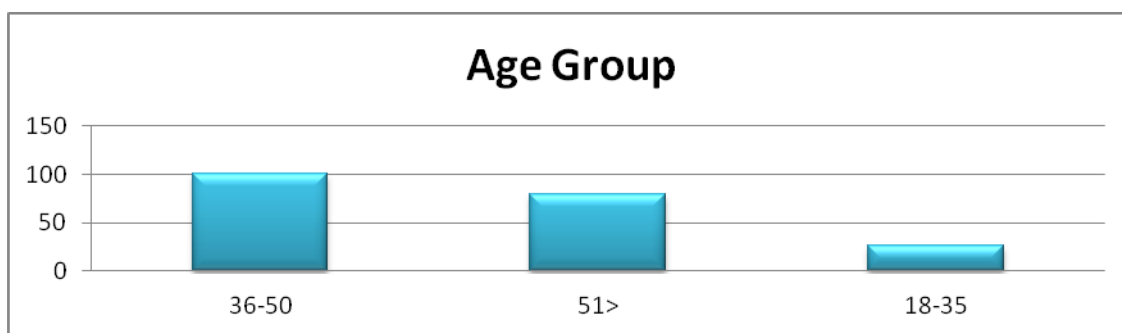
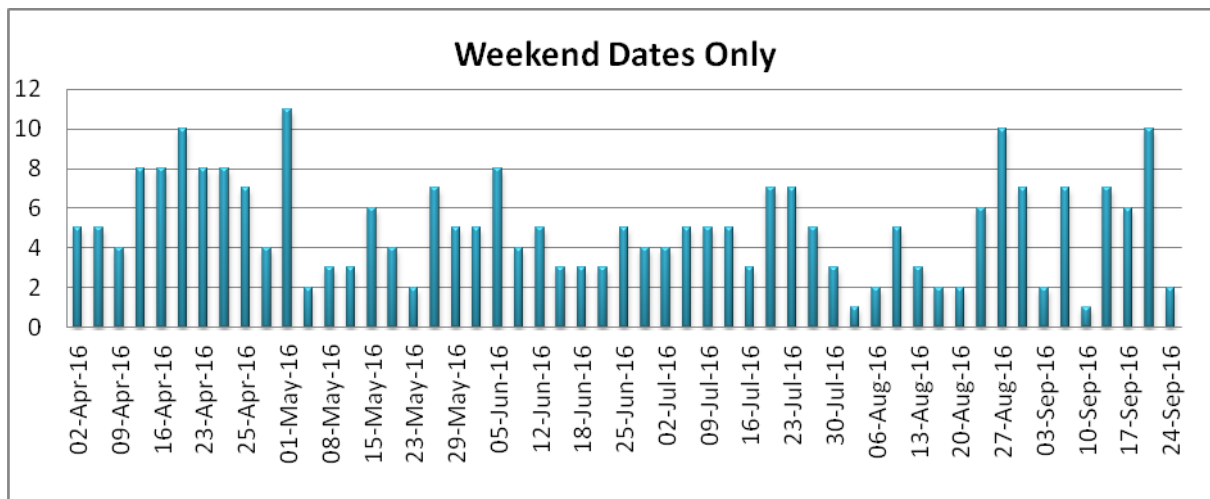
### The NSW Government and Destination NSW

Destination NSW have received over 700 applications to fill the positions on the Destination Networks boards. The following schematic show the make up of the new Destination Networks.

#### New Destination Networks



**VIC Statistics – Period: January to September 2016**



Other includes questions about road closures. Many travellers enquired about road closures during the floods.

**VIC information during weekdays Monday - Friday:**

	April	May	June	July	August	September
Visits	210	189	154	118	152	200
Calls	19	8	8	11	14	71