



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

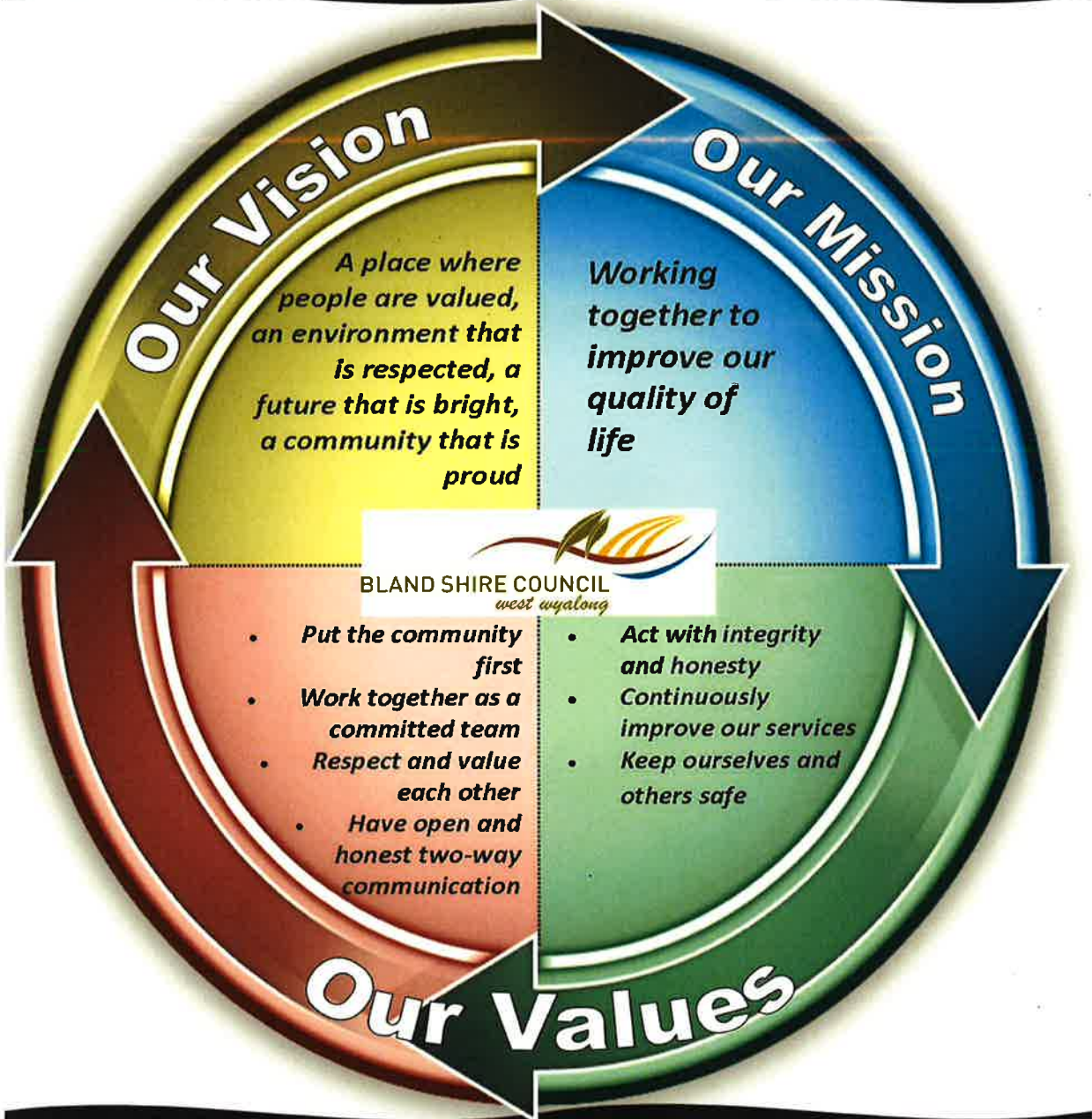
Business Paper

Ordinary Council Meeting

19 June 2018



OUR VISION, MISSION AND VALUES



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

Ethical Decision Making

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

Conflict of Interest

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

The test for conflict of interest

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

Identifying Problems

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

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

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

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

Agency Advice

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

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

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
EOO	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
EWW	Events West Wyalong
EYLF	Early Years Learning Framework
FAG	Financial Assistance Grant
FDC	Family Day Care
FTIF	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
LBCD	Little Bangs Discovery Club
LCGM/CAC	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
LGN/NSW	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
QBRs	Quarterly Budget Review Statement
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

19 June 2018

commencing at 6:30PM

1.0 INTRODUCTION

Let us acknowledge the Wiradjuri people, their elders past and present, traditional custodians of the land we now share.

Let us be inspired by the resilience, innovation and perseverance of past generations.

Let us honour those who protect this great land,

may you draw strength from your God or Faith

so that we may, here today, on behalf of our community, - build a vibrant future together.

("Pause for Reflection").

2.0 ATTENDANCE

2.1 Councillors

Cr 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

General Manager – Ray Smith

Director Asset & Engineering Services – Will Marsh

Director Corporate, Community, Development & Regulatory Services – Adele Casey

Executive Assistant – Julie Sharpe

2.3 Apologies

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 15 May 2018

- **Confirmation**

That the minutes of the Ordinary Council meeting held on 15 May 2018 be confirmed as a correct record of proceedings.

- **Corrections**

- **Business Arising**

4.0 DECLARATIONS OF INTEREST

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss the person or another person with whom the person is associated.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision a person might make in relation to a matter.

Councillor/Officer	Item	Nature of Interest

5.0 PUBLIC FORUM

6.0 MAYORAL MINUTE

6.1 Annual Performance Review of the General Manager

The annual performance review of the General Manager, Mr. Ray Smith, was undertaken on 23 May 2018, in accordance with Section 7 of his employment contract, and was conducted by members of the Review Committee being, the Mayor and Councillors Baker, English and Monaghan.

The review is based on assessment of three sections as detailed below with a four point rating scale of A – Exceeds Expectations, B – Meets Expectations, C – Further Development Required, D – Unsatisfactory.

PART 1 – MANAGERIAL OBJECTIVES

This part deals with the day to day management responsibilities.

PART 2 – SPECIFIC PROJECTS

This part deals with the progress / completion of specific projects that were previously identified by the Performance Review Committee.

PART 3 – PERSONAL LEADERSHIP BEHAVIOURS

This part deals with the General Manager's personal conduct and behaviour in the position of General Manager.

I am very pleased to report that Mr. Smith again received a very high and satisfactory rating, scoring A's and B's across all areas.

In accordance with Clause 8.5 of Mr. Smith's employment contract, he is entitled to an automatic increase equivalent to any percentage increase determined by the Statutory and Other Officers Remuneration Tribunal (SOORT) which this financial year is 2.5%.

Clause 8.3 of the contract also allows council to determine a further increase subject to his performance and while Mr. Smith is worthy of an additional bonus he has again offered to forgo such a bonus given council's endeavours to become Fit for the Future.

Recommendation:

That the General Manager, Mr. Ray Smith is congratulated on his successful and positive annual performance review and that a 2.5% increase in his Total Remuneration Package is approved, effective from the 17 May 2018, being the anniversary of his commencement date with Council.

7.0 NOTICES OF MOTION

8.0 DELEGATES & COMMITTEE REPORTS

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

9.0 STAFF REPORTS

Section 2 – Office of the General Manager

9.1	Integrated Planning and Reporting (IPR) Framework – Adoption of Draft Documents 2018/19	50
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9.15	Assets & Engineering Services Report	119

10.0 URGENT BUSINESS WITHOUT NOTICE

11.0 QUESTIONS AND STATEMENTS

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

12.0 CLOSURE OF THE MEETING TO DISCUSS CONFIDENTIAL BUSINESS UNDER THE PROVISIONS OF SECTION 10A(2) OF THE LOCAL GOVERNMENT ACT

12.1 Charles West Estate – Sewer Pump Station Proposal

Local Government Act 1993 (section 10A (2) (c))

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

12.2 Ungarie Floodplain Management Study and Plan

Local Government Act 1993 (section 10A (2) (c))

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

13.0 RESUMPTION OF THE MEETING AND CONSIDERATION OF RECOMMENDATIONS OF THE CLOSED SECTION OF THE MEETING

14.0 CLOSE OF THE MEETING

SECTION 1 – DELEGATES & COMMITTEE REPORTS



Our Leadership - A well run Council acting as the voice of the community

DP10.6 Regular consultation with key industry, business and stakeholders

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

Committee	Date/s	Minutes attached
Australia Day Awards Committee of the Whole <i>(Whole Council)</i>	December 2018	
Australian Rural Roads Group Inc <i>(Mayor Lord, Cr McGlynn - alternate, Cr Thomas - alternate)</i>	19 th June 2018	
Bland Rural Fire District Zone Liaison Committee <i>(Cr Keatley)</i>	21 st March 2018	
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Baker)</i>	21 st March 2018	
Community Reference Group <i>(Whole Council)</i>	8 th May 2018 10 th July 2018	✓
Country Mayors Association of NSW <i>(Mayor Lord)</i>	1 st June 2018	
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Lord)</i>	6 th June 2018 29 th August 2018 5 th December 2018	✓
Goldenfields Water County Council Board <i>(Cr McGlynn)</i>	28 th June 2018 23 rd August 2018	
Internal Audit Committee		
Lachlan Valley Noxious Plants Advisory Committee <i>(Cr Crowe)</i>		
Local Traffic Advisory Committee		
Murrumbidgee Primary Health Network Board <i>(Cr Monaghan)</i>		

Newell Highway Taskforce <i>(Mayor Lord)</i>	7 th February 2018	
NSW Association of Mining & Energy Related Councils <i>(Cr McGlynn, Cr Thomas - alternate)</i>	10 th May 2018	
NSW Public Libraries Association <i>(Cr Wyse)</i>	11 th October 2018	
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Lord)</i>	7 th June 2018 2 nd August 2018	
Riverina Regional Library Advisory Committee <i>(Cr Wyse)</i>		
Riverina Regional Tourism <i>(Cr English)</i>		

Recommendation:

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

**MINUTES OF THE BLAND SHIRE COMMUNITY REFERENCE GROUP MEETING
HELD IN THE BLAND SHIRE COUNCIL CHAMBERS ON TUESDAY 8 MAY 2018
COMMENCING AT 6.31PM**

Present:

Amanda Stitt, Frances Jackson, Jill Funnell, Sarah Gillett, Johan Uys, Marina Uys, Cr Tony Lord (Mayor), Cr Kerry Keatley, Cr Bruce Baker, Cr Murray Thomas, Cr Penny English, Cr Liz McGlynn, Andrew Carter, Allan Schirmer, Margaret Bolte, Greg Trethowan, Charles Kingston, Ray Smith (General Manager), Rebecca McDonell (Community Development Officer).

WELCOME

Mayor Tony Lord welcomed everyone to the meeting at 6.31pm.

APOLOGIES

Cr Rodney Crowe, Ross Harmer

BUSINESS ARISING

1. Green Corridor

Mayor Lord advised that Council is currently investigating the installation of barricades and additional signage noting that vehicle access to the area is not permitted.

NEW BUSINESS

2. Weethalle Stamp Launch

The Mayor advised that Australia Post has produced a collection of stamps depicting silo art across Australia with the Weethalle Silos been selected to feature on a stamp and associated products. It was noted that the stamps will launch on Monday 21 May 2018 with Council hosting an event at the Weethalle Silos at 10am to celebrate the launch.

3. 125 year Celebrations

Date

Mayor Lord reported that Council staff have made contact with the Ardlethan Picnic Races committee regarding the date for their 2019 event and they have noted that the date has not yet been set by racing NSW for their 2019 event however they strongly expect the event to be held on the third weekend of March (16/17 March). Other events during March including an Evolution shutdown (9/10 March) and the Tullibigeal Races (30/31 March) were also noted as potential conflicting dates. As such, it was agreed at that meeting to confirm the dates for the proposed celebrations as 23-24 March 2019 thus minimising any potential clash with other major events scheduled for that period.

Activities and Community Involvement

The Mayor advised that a number of activities have been proposed for the 125 year celebrations with some community members and groups showing an interest in being involved in coordinating activities for the event.

Amanda Stitt advised that she will coordinate a photography exhibition.

Ross Harmer has volunteered to host a special screening of the 1969 Ken Gibson film of the highlights of the 75th plus the 1926 film "Healing Tribute to the Bush" shot in Boltes Road of the Mallee oil industry factory there. West Wyalong Movies will

cover the cost of venue and advertising. Ross has noted he would like to sell his movies at the screening with door charges going to the 125th.

Margaret Bolte advised that Bland Spinners and Weavers would like to host an exhibition as part of the festivities.

Sarah Gillett advised that RDA West Wyalong would be willing to host an evening themed in accordance with the 125 year anniversary with event proceeds going back to RDA and Canassist.

Greg Trethowan reported that the West Wyalong Horse Sports and Rodeo Association hope to be able to hold next year's rodeo on the weekend of the 125 anniversary. Further discussions will need to be held with the relevant body to ascertain if this date will work within next year's rodeo calendar.

Andrew Carter noted that the West Wyalong Aboriginal Land Council would like to be involved in the event.

Frances Jackson reported that Wyalong Art Group is also interested in holding an activity as part of the 125 year celebrations.

Mayor Lord noted that Rebecca McDonell would be the Council contact for the 125 year celebrations and advised any interested community members and groups to contact Rebecca accordingly.

Budget

It was advised that \$20,000 has been allocated within Councils budget for activities associated with the 125 year anniversary event. The General Manager noted that this amount is unlikely to cover all proposed activities with the Mayor suggesting Council may wish to request additional funds to cover costs associated with the event.

4. Interactive Public Art

Councils Community Development Officer presented an interactive public art proposal outlining some examples of interactive public art and noting the tourism benefits of such art works. It was advised that costs for such artworks range from around \$5000 to \$8000 depending on the style of artwork selected. It was further proposed that with community support, an interactive public artwork could be an item to consider as part of the 125 year celebrations with the artwork themed accordingly.

5. General Business

Sarah Gillett informed the group that an image taken at West Wyalong Riding for the Disabled (RDA) was used on the cover of the most recent RDA Magazine.

Allan Schirmer requested that the Mayor clarify a number of items that were included in the Mayoral Column of the West Wyalong Advocate on Tuesday 8 May.

Allan inquired as to whether or not the Community Infrastructure Survey is only available online, noting his concerns that senior members of the community may not be able to access online technology to complete the survey. The General Manager reported that the survey can only be accessed online however noted that Council staff can assist anyone wishing to complete the survey with computers available in the library.

Allan requested clarification on why the Community Cinema was included in the survey if funds have already been allocated towards this project. The General Manager advised that the purpose of this inclusion is to ascertain the long term viability of the cinema and stated that Evolution has noted their intention to contribute to the project however would like to see a business case completed prior to supporting the project.

Allan further enquired as to the cost of the business cases to which the General Manager advised that the cost to complete the three business cases for the Community Cinema, the Visitor Information Centre and the Heated Pool was approximately \$70,000.

Amanda Stitt enquired about Council's policy regarding the keeping of domestic animals in urban areas and reported that a number of urban residents are keeping rooster which conflicts with said policy. The Mayor advised that Council staff would investigate and report back to the next community reference group meeting.

Charles Kingston advised that he has received feedback from residents regarding the time of day that community reference group meetings are held, stating that some senior residents have reported they would prefer meetings to be held during the day as they are not comfortable leaving their homes at night.

Councillor Thomas advised that an unmentioned community member has noted their desire to have the old True Blue Mine Stamp Mill relocated to the Coinda Park precinct. The General Manager advised that a grant application is currently pending under the Stronger Country Communities fund which would incorporate this project should the application be approved.

DATE OF NEXT MEETING

The next Community Reference Group meeting will be held on Tuesday 10 July 2018 at the Bland Shire Council Chambers at 6.30pm.

CLOSE

There being no further business the meeting closed at 7.11pm.

MINUTES OF MEETING
Cowal Gold Operations
Community Environmental Monitoring
and Consultative Committee (CEMCC)

Date: Wednesday, 6 June 2018
Time: 9.00 am – Cowal Gold Operations, Lake Cowal Rd West Wyalong*
Minutes taken by: Jo Rath

Attendees:

Independent Chair: Lisa Andrews (LA)
Evolution: Jamie Coad (JC) (*entered at 10am*), Danielle Wallace (DW) & Jo Rath (JR)
Community Members: Lucy Buttenshaw (LB) & Angus Stitt (AS)
Lake Cowal Landowners: Bruce Dent (BD)
Bland Shire Council: Cr Tony Lord (TL)
Forbes Shire Council: Cr Graeme Miller (GM) & Chris Roylance (CR)
Wiradjuri Condobolin Corporation: Laurie Hutchinson (LH) & Ally Coe (AC)

Apologies: Max Finlayson (MF), John Ridley (JR), Cr Steve Karaitiana (SK), Kate Dean (KD), Anne Bolton (AB) & Bronwyn Flynn (BF)

**Note: All members undertook an induction and completed the appropriate questionnaire.*

ITEM	ACTION															
<p>1. Welcome</p> <p>Independent Chair, Lisa Andrews, opened the meeting at 9:40am.</p>																
<p>2. Declaration of Interest</p> <p>LA advised there were no changes to previous declarations by CEMCC members, nor to hers; Independent Chair of the CEMCC, appointed by the Secretary of the NSW Department of Planning and Environment, and she receives payment via a Trust established by the Bland Shire Council for her work as Chair of the CEMCC.</p>																
<p>3. Confirmation of Previous Minutes</p> <p>Moved by GM seconded by AS.</p>																
<p>4. Business Arising from previous Minutes</p> <table border="1"> <thead> <tr> <th>ITEM</th> <th>ISSUE</th> <th>BY WHOM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Update maps and diagrams in presentation to include key, title & labels (Page: 9). Complete included when emailed out</td> <td>AB</td> </tr> <tr> <td>2</td> <td>Include link to Decision Max Link to DecisionMAX Software: http://www.decisionmax.com.au/ Complete Included in minutes</td> <td>AB</td> </tr> <tr> <td>3</td> <td>Modification 14 – advise the amount of increase in groundwater extraction required by CGO & the amount of water to be taken from the irrigation channel. Complete presentation & email sent on 25.4.18</td> <td>BF</td> </tr> <tr> <td>4</td> <td>Include list of acronyms used Complete included when emailed out</td> <td>AB</td> </tr> </tbody> </table>	ITEM	ISSUE	BY WHOM	1	Update maps and diagrams in presentation to include key, title & labels (Page: 9). Complete included when emailed out	AB	2	Include link to Decision Max Link to DecisionMAX Software: http://www.decisionmax.com.au/ Complete Included in minutes	AB	3	Modification 14 – advise the amount of increase in groundwater extraction required by CGO & the amount of water to be taken from the irrigation channel. Complete presentation & email sent on 25.4.18	BF	4	Include list of acronyms used Complete included when emailed out	AB	
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<p align="center">6</p> <p>Name tags to be ordered for: CR, AC, LH, GM.</p>																
	JR															



5. Correspondence

- 14.3.18 – Email to members with the draft minutes for review/comment
- 19.3.18 – Email from Laurie Hutchison, Wiradjuri Condobolin Corporation advising that he has been formally authorised by the Board to be the alternate delegate on this CEMCC
- 24.3.18 Final draft minutes to CEMCC members with the presentation & Acronyms sheet
- 11.4.18 – Email from ERM advising of its independent environmental audit for the project
- 16.4.18 – Email to members asking if there are any issues that they wish to be considered in the audit
- 17.4.18 – Email from Max Finlayson, enquiring whether further consultation would occur with the CEMCC members
- 18.4.18 – Response to Max, advising that the findings of the Audit will be presented to the CEMCC
- 20.4.18 – Email to members with advice on the Gold Operations Processing Rate Modification being on exhibition
- 24.4.18 – Email from Bronwyn Flynn with the groundwater extraction presentation for MOD 14. This was forwarded through to members.
- 26.5.18 – Email to members with the Meeting Notice & Agenda for this meeting
- 28/5/18 – Email from Evolution with the list of native fauna deaths
- 29/5/18 – Email from Max Finlayson with an apology for this meeting
- 4/6/18 – Email to members requesting car registration number to assist with entry to the site. (Various emails received from members, with details.)

Moved by LA seconded by GM.

6. Reports

DW provided a detailed account of Cowal Gold Operations (CGO's) Environment Department's activities over the past three months.

DW provided details on the activities undertaken by the Social Responsibility Department in the last quarter.

DW provided an update on the proposed Modification 14 (Processing Rate Modification).

DW provided details on the Review of Environmental Factors (REF) for the proposed Exploration Decline.

See attached presentation for further details

7. General Business

LA advised that all fauna death incidents will be notified at the CEMCC quarterly meetings. If there is an incident in relation to cyanide, notification will be made within 24 hours as per Development Consent (DA 14/98).

Members advised of a notifiable incident involving seepage from the northern tailings dam on 18th April 2018. AS raised concerns that CEMCC members were not notified.

<p>LA advised that moving forward Evolution need to notify the CEMCC of any reportable incidents as part of the standard reporting procedure.</p> <p>DW advised she will forward LA the link for the response to submissions for the MOD 14 EA.</p> <p>AD raised issue with fencing around the Myalla property. DW confirmed this has been commenced and was continuing.</p>	
<p>8. Meeting Closed – 11:12am with members being equipped with PPE and touring the site via bus. Inspection completed at 12.30pm</p>	<p>Questions were asked and answered throughout the inspection</p>
<p>9. Dates for 2018 Meetings 29th August 2018 at Forbes Shire Council Chambers 9am 5th December 2018 at ECCC West Wyalong</p>	

ACTION ITEMS

ITEM	ISSUE	RESPONSIBILITY
1	Name tags to be ordered for CR, AC, LH, GM.	JR
2	CEMCC to be informed of any notifiable incidents	Ongoing
3	Native fauna deaths to be notified at quarterly meetings, unless they relate to cyanide	Ongoing
4	Link to Response to Submissions for MOD 14 to be provided	AD



Evolution
MINING

Community Environmental Monitoring & Consultative Committee

Cowal Gold Operations - 6 June 2018

Environment and Sustainability Policy



Environment and Sustainability Policy



Evolution MINING

Evolution Mining Limited ("Evolution Mining" or the "Company") is committed to sustaining an outstanding level of environmental performance in all of our workplaces.

Evolution Mining shall incorporate environmental considerations into all areas of our business to effectively manage environmental impacts and risks.

Our environmental care and culture will be formed on the basis of:

- Commitment to this Policy, with supportive funding and a belief that the majority of environmental incidents are preventable and controllable with foresight, relevant training, purposeful attitude and appropriate equipment
- Accountability of Management with the support of all personnel to ensure that the workplace and the practices comply with statutory and license conditions
- Implementing leading industry practices and environmental management systems at all levels, including exploration, development, operations, decommissioning, closure and rehabilitation
- Regular assessment of the environmental performance of the Company's activities to ensure compliance with the Company's commitments and conditions; and to report findings to stakeholders, the community and regulatory authorities
- Continually striving to identify opportunities to effectively manage energy and water whilst minimising waste and reducing our environmental footprint
- Increasing awareness of personnel on the potential environmental impacts of activities in which we are involved, and how those impacts can be minimised or controlled
- Maintaining appropriate emergency and critical incident response programs, and to notify the relevant authority in the event of any reportable environmental incident, and
- Contribute to conservation of biodiversity and integrated approaches to land use.

Periodical review shall ensure that Company targets and objectives are being achieved in regards to environmental performance.

Jake Klein
Executive Chairman

Issue Date:
February 2015

File: SOP-001_0001 Environmental Sustainability | February 2015

Our Environmental care and culture will be formed on the basis of:

- Regular assessment of the environmental performance of the Company's activities to ensure compliance with the Company's commitments and conditions; and to report findings to stakeholders, the community and regulatory authorities

Legal Obligations



Development Consent DA 14/98 – granted February 1999

- MOD12 granted May 2016
- MOD13 granted February 2017

Mining Lease 1535 – granted June 2003

- MOP (Sept 2016 - August 2018) variation approved September 2017

Environmental Protection Licence 11912 – granted Dec 2003

- EPL variation approved April 2018

Water Access Licences (2025/ 2026)

- WAL 31864 (BCPC 3,650 ML)
- WAL 36569 (ESB zero allocation)
- WAL 36615 E42 Pit (366 ML, includes lake floor bores)
- WAL 36617 E42 Pit lower MDB (3,294 ML/annum)

Compliance Audits



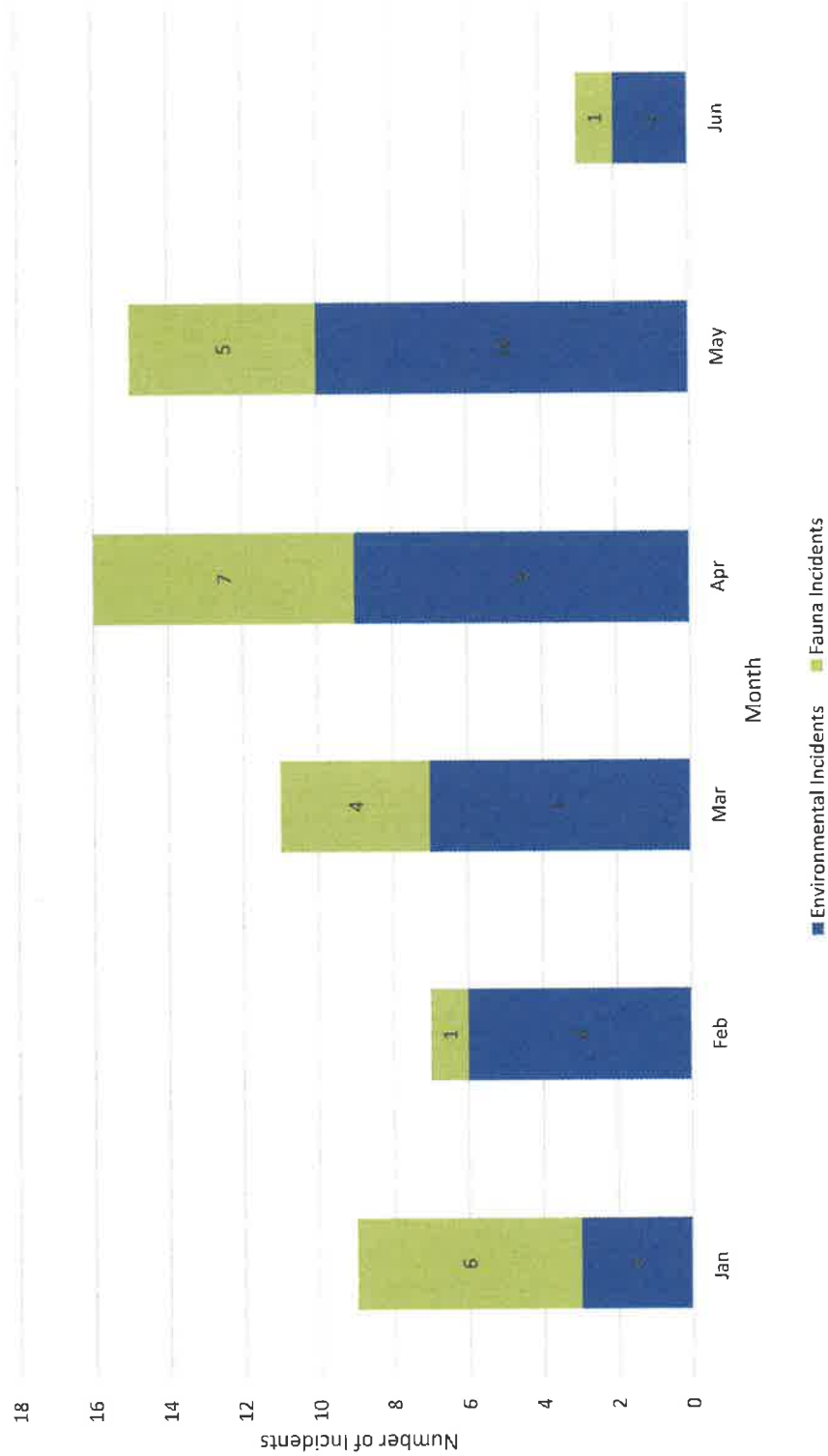
- ✓ Evolution Group HSE Audit 2018 January 2018
- ✓ International Cyanide Code Audit 2018 February 2018
- ✓ Independent Environmental Audit 2018 May 2018
- Bunding Integrity Audit 2018 July 2018
- ISO14001 Recertification Audit 2018 August 2018
- Independent Monitoring Panel Audit 2018 September 2018



Environmental Incidents



Environmental Incidents by Month - 2018



Fauna Incidents



- **March 2018**
 - Little Broad-nosed Bat relocated from workshop
 - Kangaroo hit on access road
 - Two snakes found dead on Wombat Drive. Signs of vehicular impact
 - Dead bird found in O2 storage area

- **April 2018**
 - Microbat found inside of vertical welding machine
 - Plover found in NTSF
 - Three dead birds found next to oxygen plant
 - Dead turtle found near D8b
 - Dead bird found
 - Vehicle impacted kangaroo
 - Deceased rosella found in car park

- **May 2018**
 - Deceased Pied Cormorant found between NTSE and STSF
 - Injured emu dispatched on site
 - Deceased turtle on western side road of STSF
 - Injured wallaby dispatched on site

Reportable Incidents - NTSF



- On 21 April 2018, a minor seepage incident was observed on the eastern wall of the NTSF during route monitoring.
- The seepage was predominately comprised of water with some tailings slurry material and clay also deposited.
- The seepage was contained within the bund at the bottom of the current lift.
- The processing plant was immediately shut down and pumping into the NTSF ceased.
- Evolution notified EPA within 24 hours, and made notifications to DPE, DRG, DSC, DI-Water and other groups as required by the Development Consent (DA 14/98).
- Regulator inspections undertaken, and reporting provided.
- Further investigation and inspections are ongoing, however **there has been no material harm to people or the environment.**
- Currently pumping into STSF, following approval from the Engineer of Record.

Reportable Incidents - NTSF



Lake Cowal



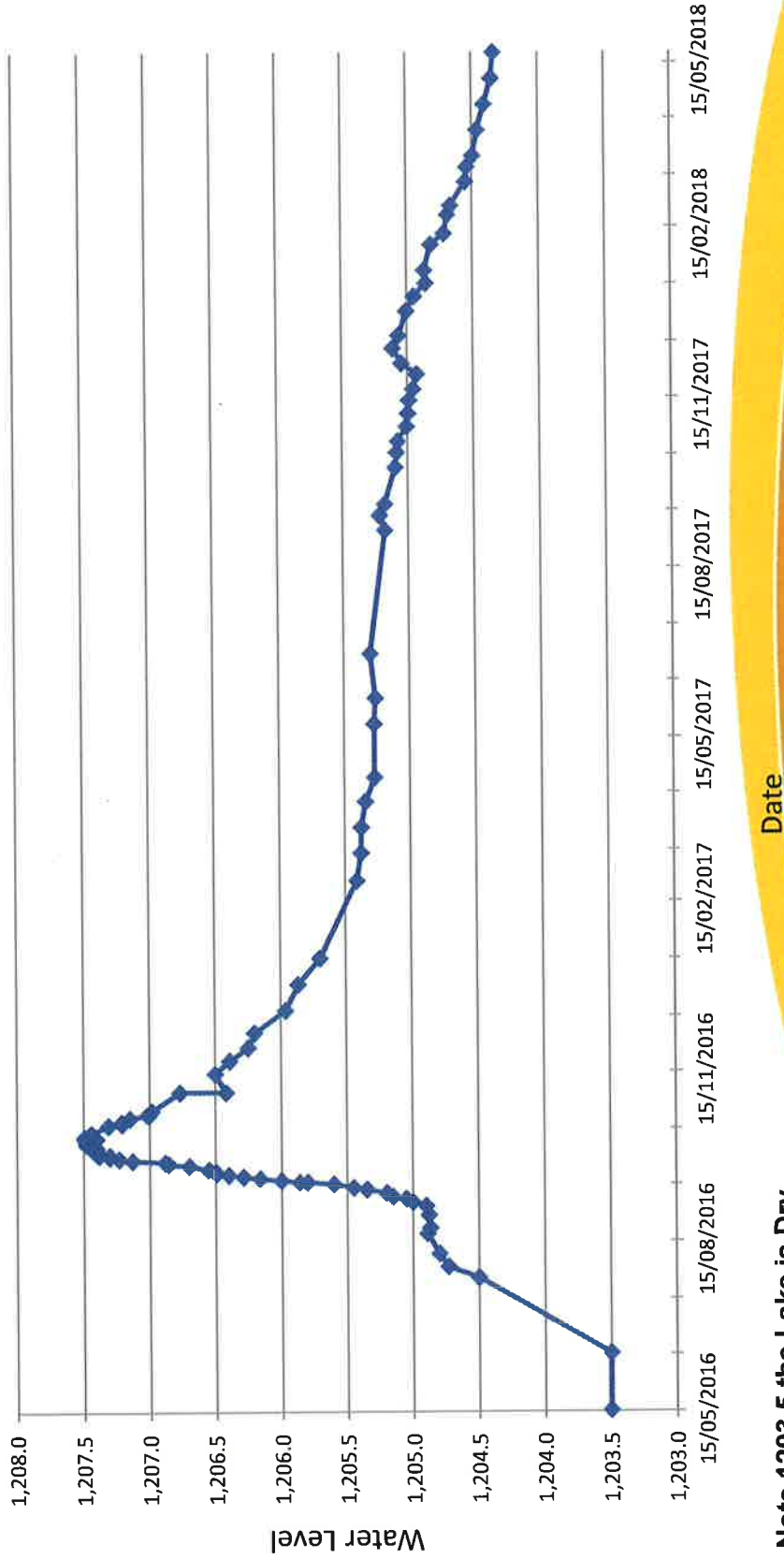
- Currently 204.31m RL (↓2.68m since peak in October 2016)



Lake Cowal – 2016-18



Lake Level



Note 1203.5 the Lake is Dry

Environmental Management



- **Approved Management Plans**
 - Soil Stripping Management Plan
 - Air Quality Management Plan
 - Blast Management Plan
 - Rehabilitation Management Plan including Rehabilitation Strategy
 - Indigenous Archaeology Management Plan
 - Land Management Plan
 - Biodiversity Offset Management Plan
 - Flora and Fauna Management Plan
 - Heritage Management Plan

- **Management Plans submitted from March-November 2017 and awaiting approval**
 - Water Management Plan
 - Addendum to the Transport of Hazardous Materials Study
 - Environmental Management Strategy
 - SGWMB Monitoring Programme
 - Noise Management Plan
 - Cyanide Management Plan
 - Hazardous Waste & Chemical Management Plan
 - Erosion and Sediment Control Management Plan
 - Emergency Response Plan
 - Monitoring Programme for Detection of any Movement of Lake Protection Bund, Water Storage and Tailings Structures and Pit Void Walls

Air Quality



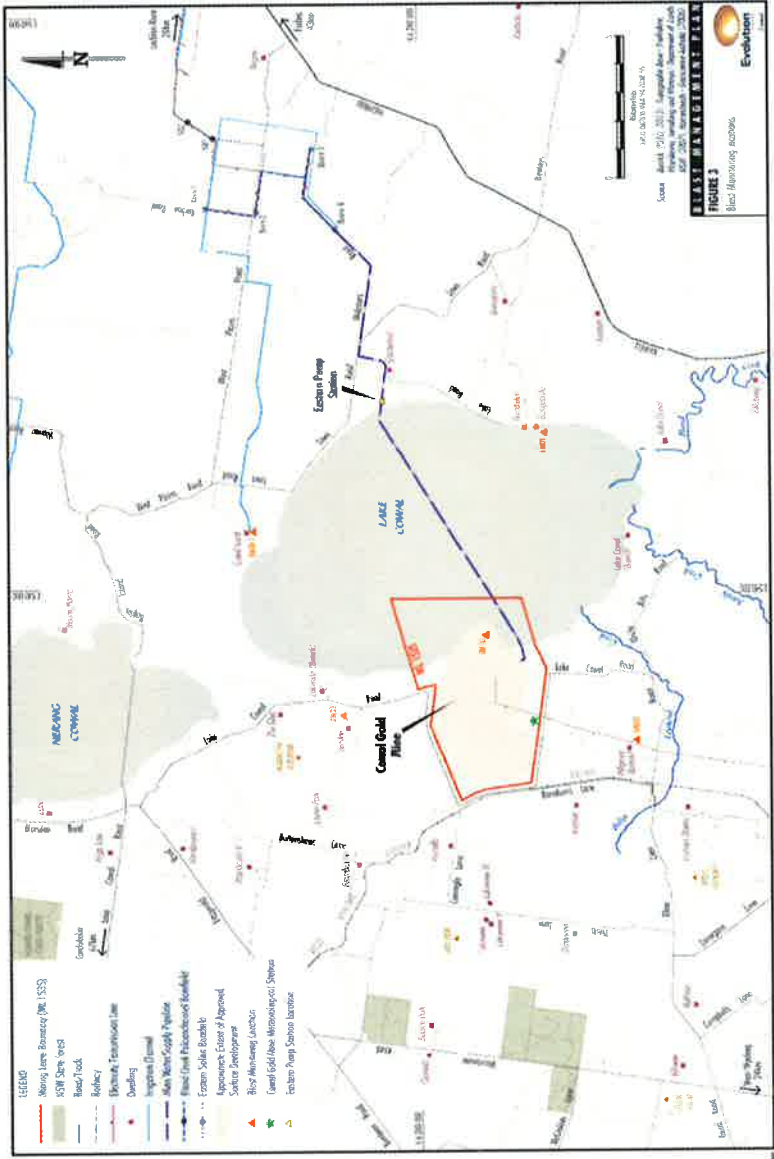
- No complaints were received relating to dust at the CGO during the reporting period
- No exceedances of the Development Consent air quality impact assessment criteria occurred during the reporting period
 - Three exceedance of PM10 were recorded, however these were recorded during dust storms and hence are not considered attributable to mine-related activities.
- Compliance with the assessment criterion of 4 g/m²/month average annual deposited dust was achieved at all privately-owned residences, and at all bird-breeding and native fauna areas



Blasting



- No blast related events exceeded the maximum compliance level of 120 dB(L), or the 115 dB(L) level (normal weekdays and Saturdays)
- Compliance with the allowable exceedance of 5% of the total number of blasts over a 12 month period



Operational Noise



- Noise monitoring for Q2 conducted in May 2018
- No non-compliances of the noise impact assessment criteria were reported during the reporting period
- No community complaints received during the reporting period relating to operational noise
- Several properties triggered for noise mitigation works, in progress



Surface Water and Lake Water



- No environmental incidents or complaints were received relating to surface water or Lake water at the CGO during the reporting period
- pH values in on-site water quality monitoring data has remained fairly stable, consistent with previous years results. Electrical Conductivity of all sites reflected rainfall affecting dam volume
- No change in trends observed in Lake Water quality.



Groundwater



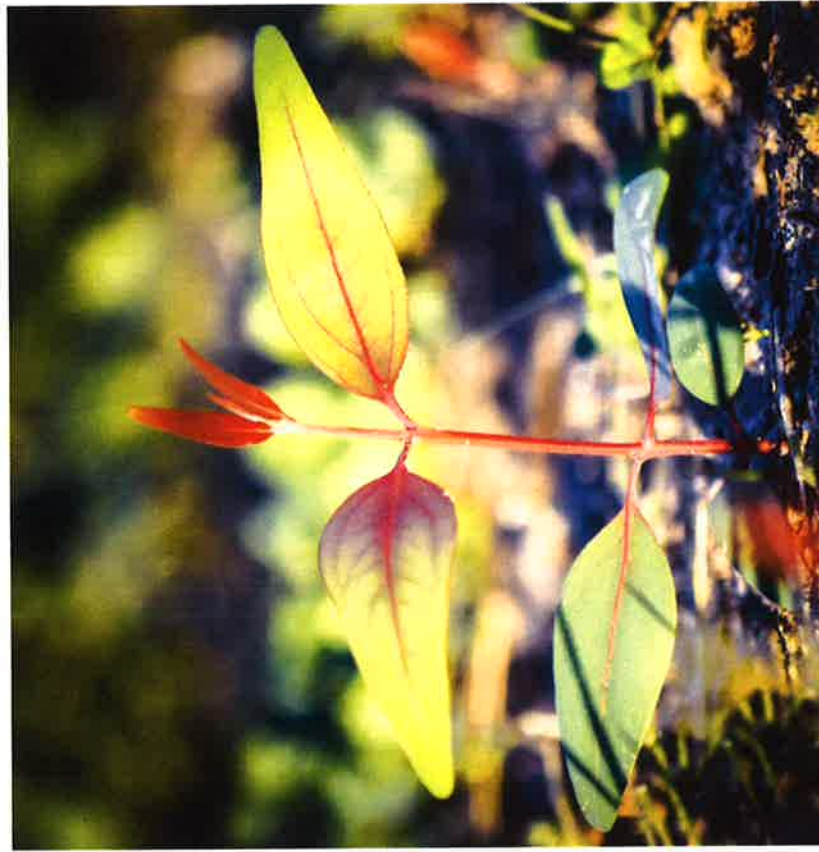
- No environmental incidents or complaints were received relating to groundwater at the CGO during the reporting period
- Groundwater quality results and trends illustrate that the water management control measures appear to have successfully prevented groundwater contamination
- The volume extracted from the Bland Creek Palaeochannel was within licence conditions of 15 ML/day



Fauna and Flora

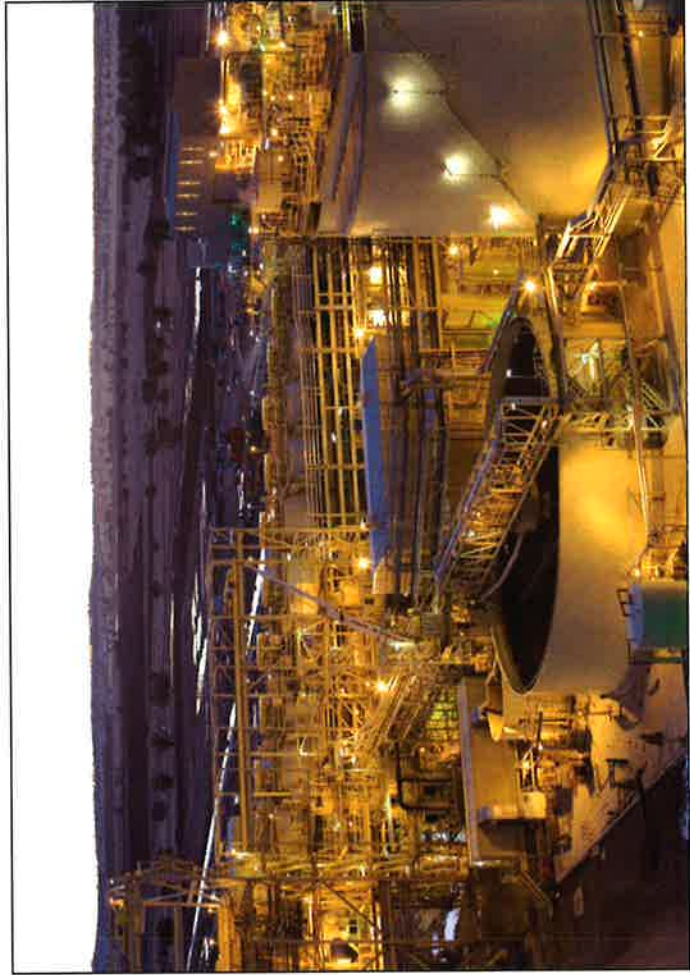


- No deaths of animals by cyanide in the CGO Tailings Storage Facilities area since operations began in April 2006
- No environmental incidents or complaints were reported or received at the CGO relating to threatened flora or fauna during the reporting period



Cyanide

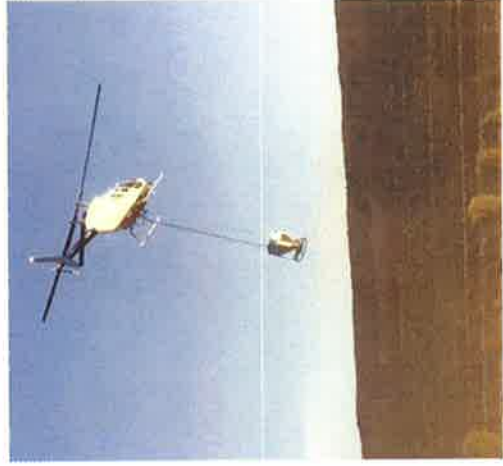
- No environmental incidents or complaints were received relating to cyanide at the CGO during the reporting period
- No non-compliances of CNWAD levels of the aqueous component of the tailings slurry stream - 20 mg/L CNWAD (90 percentile over six months) and 30 mg/L CNWAD (maximum permissible limit at any time)
- No cyanide related fauna deaths



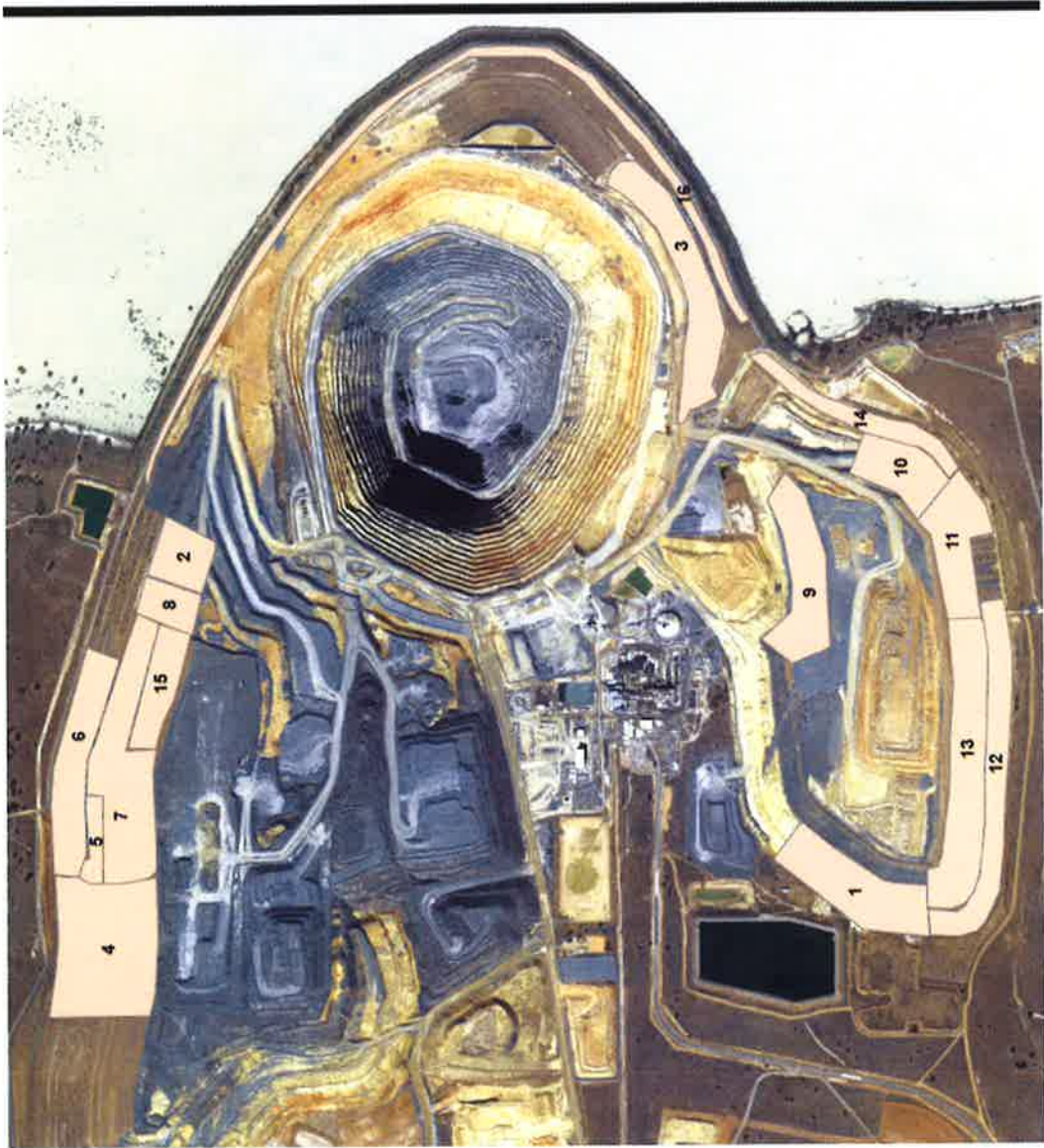
Rehabilitation



- Rehabilitation bulk earth movements completed in all required areas under the MOP (and/or as agreed by DRG)
- Rehabilitation bulk earth movements progressing in Area 1
- Helicopter seeding undertaken in April 2018 (approx. 90ha)
- Topsoil and subsoil stripping from NWRE extension continuing to progress



Rehabilitation



- All pink shaded areas were seeded via helicopter in April 2018.
- Area 1 is continuing with oxide shaping, and targeting and seeding next season.

Complaints Report Condition (10.1(a)(ii))



March

DETAILS	West Wyalong Business Owner
COMPLAINT / CONCERN	Community Impact
DATE and TIME	06/03/18 5.00am
OUTCOME	<ol style="list-style-type: none"> Investigation commenced. Senior Social Responsibility Advisor (SSRA) contacted the owner of the Outback Café who advised that was a Toyota RAV4 Registration no CF47GC blocking access to the skip bins. The SSRA visited the Outback Café and found a Contractor on site for March 100 Shutdown had vehicle their parked in front of the bins as described. The SSRA placed a note on the vehicle asking the owner not to park in this location again. The SSRA placed barricades and flagging tape in front of the skip bins. The SSRA contacted the rubbish removal company (JR Richards) and advised them that barricades were in place to prevent parking only, however, the skip bin could still be collected as scheduled the following morning The SSRA met with the local sign maker and requested that No Parking signs be designed and installed for the Outback Café's car park.
DATE OF RESPONSE	Initial response – 06/03/18 Complaint closed – 06/03/2018

April – nil

May – nil

June – nil

Sponsorships and Donations



- Cowal Partnering Program – Round 1 2018
 - At the end of March, CGO announced the successful CPP Round 1 2018 applications. Through the program CGO donated over \$75,000 to 18 local community groups and organisations within the Bland, Lachlan and Forbes shires.



2018 Forbes Country Music Festival

Sponsorships and Donations



- Cowl Cares Program
 - During Q4 CGO donated \$2,500 to local sporting groups through the Cowl Cares Program. This program allows any CGO employee, or their spouse/partner, who volunteers a minimum of 25 hours of personal time over a 12-month period to a registered community group or sporting club to earn the club a donation of \$250.



Sponsorships and Donations



- Endeavour Scholarship Program
 - Each year CGO donates \$15,000 each to the Forbes, West Wyalong and Condobolin High School and to Red Bend Catholic College for students commencing tertiary studies. SR recently attended school assemblies at Condobolin High School and Red Bend to present the 2018 Endeavour Scholarships.



Looking Ahead



Community

- 2018 Cowal Partnering Program Round 2
- 2018 Endeavour Scholarships – continuing
- 2018 Wiradjuri Scholarships – continuing
- June 2018 Cowal Update
- Community and Family Days at CGO – October 2018

Environment

- Exploration decline REF lodgment.
- MOD14 Response to Submissions.
- Preparation of 2017 Annual Review report.

Independent Environmental Audit Findings

Independent Environmental Audit



- Required under the Development Consent (DA 14/98).
- Undertaken 17-19 May 2018 by Nicole Whittaker and Oliver Moore of ERM.
 - Endorsed as suitably qualified and independent by DPE on 11 April 2018.
- The IEA identified the following:
 - **8 non compliances [refer to following slides].**
 - **27 administrative non-compliances.**
 - **20 recommendations.**
- **Importantly, a number of these had already been identified by Evolution through an internal review process undertaken, including review of all existing EMPs as part of the ISO 14001:2015 recertification.**
- Majority have been addressed and the non-compliances rectified.
 - Evolution intends to discuss the downgrading of approximately 15 of the administrative non-compliances to observations.
- The audit report is currently being prepared and will be provided to DPE (and made publicly available) in the coming weeks.

Non-Compliances



Auditor Comments	Status	Notes/Comments
<p>PM10 is calculated as 40% of TSP, as per the AQMP, which is recorded every 7 days at high volume sampler Point 49. During reporting period PM10 has exceeded the 24 hour average criteria of 50µg/m3 on 3 occasions:</p> <ul style="list-style-type: none"> • 19/01/18 – 56.8 µg/m3 • 09/02/18 – 82.8 µg/m3 • 16/02/18 – 60 µg/m3 <p>CGO advised that it has not changed any of their work practices and all mitigation measures continue to be implemented. CGO advised that the prevailing dry conditions (no substantial rainfall received since beginning of December 2017) and a number of dust storms may have impacted results.</p>	<p>Complete</p>	<p>A register to track events such as dust storms has been set up and is currently being maintained by the environment department.</p>
<p>Annual average of PM10 and TSP was below condition criteria.</p> <p>CGO do not currently provide a system to provide the public with up-to-date blast information and/or blast schedule as required by condition (d)(i).</p> <p>No livestock are kept or allowed onto mining lease area.</p> <p>A blast exclusion zone (400m) is imposed during all blasts.</p>	<p>Complete</p>	<p>CGO website has been updated to include reference to blasting times. This website is publicly available.</p>
<p>Point 49: Special Frequency 1 means "the collections of samples weekly and following rainfall events of 20mm or greater in a 24 hour period". CGO is undertaking the weekly monitoring but is not completing the monitoring after the specified rainfall events. On 9 April 2018 CGO notified EPA that it believed that "Special Frequency 1" included an error, relating to measuring TSP after rainfall events and proposed "Special Frequency 3" which would require "the collection of samples every 7 days". A revised EPL is currently in draft and CGO has provided comments to EPA, including comments related to updating this monitoring frequency.</p>	<p>Complete</p>	<p>EPL 11912 has been revised and this is no longer an issue.</p>

Non-Compliances



Auditor Comments	Status	Notes/Comments
<p>Pre-commissioning studies prepared prior to the current audit period. However following discussions between DP&E and CGO it is clear that these are intended to be implemented as management plans.</p> <p>THMS: There are a number of areas identified where activities do not align with approvals within THMS: - Sodium Cyanide: Not using approved storage facility. - Hydrochloric Acid: Maximum frequency of deliveries 1 per fortnight and currently 1 per week; using unapproved route. - Sulphuric Acid: Using unapproved route. - Caustic Soda: Maximum frequency of deliveries 1 per fortnight and currently 1.5 per week; using unapproved route. - Hydrogen Peroxide: Not using approved storage facility in Dubbo. - Ammonium Nitrate Emulsion: Currently receiving 5-6 deliveries per month with a maximum limit of 4 per month.</p>	<p>Complete</p>	<p>Evolution has rectified the non-compliances in relation to the THMS and deliveries are now compliant as required by the approved documentation. The future revisions to the THMS are being addressed as part of a broader approvals process. This process is on-going.</p>
<p>The auditor reviewed the 2007 EPL variation which confirms the inclusion of authorisation to dispose of solid waste (specifically bio-remediated waste) and the monitoring of solid waste prior to disposal in pit. Monitoring has previously not been conducted and commenced at the beginning of April 2018.</p> <p>The auditor reviewed the 2007 EPL variation which confirms the inclusion of the waste types listed in L3.2 and including methods to manage listed waste.</p> <p>The auditor reviewed August 2007 Variation to EPL 11912 and noted authorisation to dispose of solid waste (specifically bio-remediated waste) and the monitoring of solid waste prior to disposal in pit. Monitoring has previously not been conducted and commenced at the beginning of April 2018.</p> <p>During the audit period no disposal of Trash Screen Oversize waste was conducted.</p> <p>The auditor notes waste tyres disposed of in the dump are tracked on the Buried Waste Register which links through to the CGO's GIS system and GPS mapped accordingly.</p>	<p>Complete</p>	<p>Bioremediation monitoring protocol has been developed and is currently implemented.</p> <p>Bioremediation monitoring protocol has been developed and is currently implemented.</p>

Non-Compliances



Auditor Comments	Status	Notes/Comments
<p>Point 12, 13 and Point 14, 16: For each of the above monitoring locations, either special frequency 1 or 2 applies, which requires monitoring "following rainfall events of 20mm or greater in a 24 hour period". No records of monitoring following the below rainfall events has been recorded:</p> <ul style="list-style-type: none"> • 01/07/17 – 21.2mm • 04/01/18 – 21mm <p>[DRAFTING NOTE: CGO please review this NC and confirm that auditor has all data and has accurately interpreted data] 22.8mm was also recorded on 11/04/18, however CGO advised that this was a system flush required for calibration, therefore no monitoring was triggered.</p> <p>All other water monitoring of the above locations and remaining monitoring sites has been completed as per the required frequencies and all relevant parameters were monitored.</p>	<p>Complete</p>	<p>Evidence supplied to auditors to confirm that these were calibration dates (i.e. not rainfall events) and not non-compliances.</p>
<p>The 2017 ERP refers to the BMP. A review of the BMP identifies that it doesn't sufficiently address how the site is suitably equipped to respond to bushfires. The outdated BMP still refers to the site as being in the "exploration" phase and does not address how the site is suitably equipped to respond to fires in its current operational phase.</p> <p>The BMP does address detection, first response, coordination and assistance with regards to bushfires.</p>	<p>Complete</p>	<p>Current practices satisfy DA Condition, without warranting update of BMP. Note that MoJ with RFS has been resigned for the CGO.</p>

Modification 14

Processing Rate Modification

MOD14



- Evolution has recently prepared the Processing Rate Modification to support an increase to the throughput rate of the processing plant from 7.5 Mtpa to 9.8 Mtpa.
- The key aspects of the Modification are:
 - Increasing the processing rate from 7.5 Mtpa to 9.8 Mtpa;
 - Development of an Integrated Waste Landform (IWL) surrounding the existing Tailings Storage Facilities for tailings and waste rock placement;
 - Duplicating the existing water supply pipeline across Lake Cowal;
 - Relocation of water management, soil stockpiles and other ancillary infrastructure (displaced by the larger IWL footprint) in a new Mining Lease Application (MLA) area;
 - Realignment of Lake Cowal Road around the new MLA;
 - Increased annual extraction of water from external water sources (e.g. surface water from Lachlan River);
 - Increase in the average and peak workforce employed at the CGO; and
 - Provision of crushed gravel to local Shire Councils and RMS.
- This Modification was referred to the DoEE, and was subsequently determined to be a “Controlled Action”.

MOD14 - General Arrangement

-  Mining Lease Boundary (ML 1523)
-  Mining Lease Application Boundary (MLA 1)
-  Approximate Extent of Approved Surface Development
-  Approximate Extent of Additional Washbath Surface Disturbance
-  Modification Component

Source: Evolution (2018); © NSW Department of Finance, Services & Innovation (2017).
 Orthophoto: Evolution (Oct 2017).

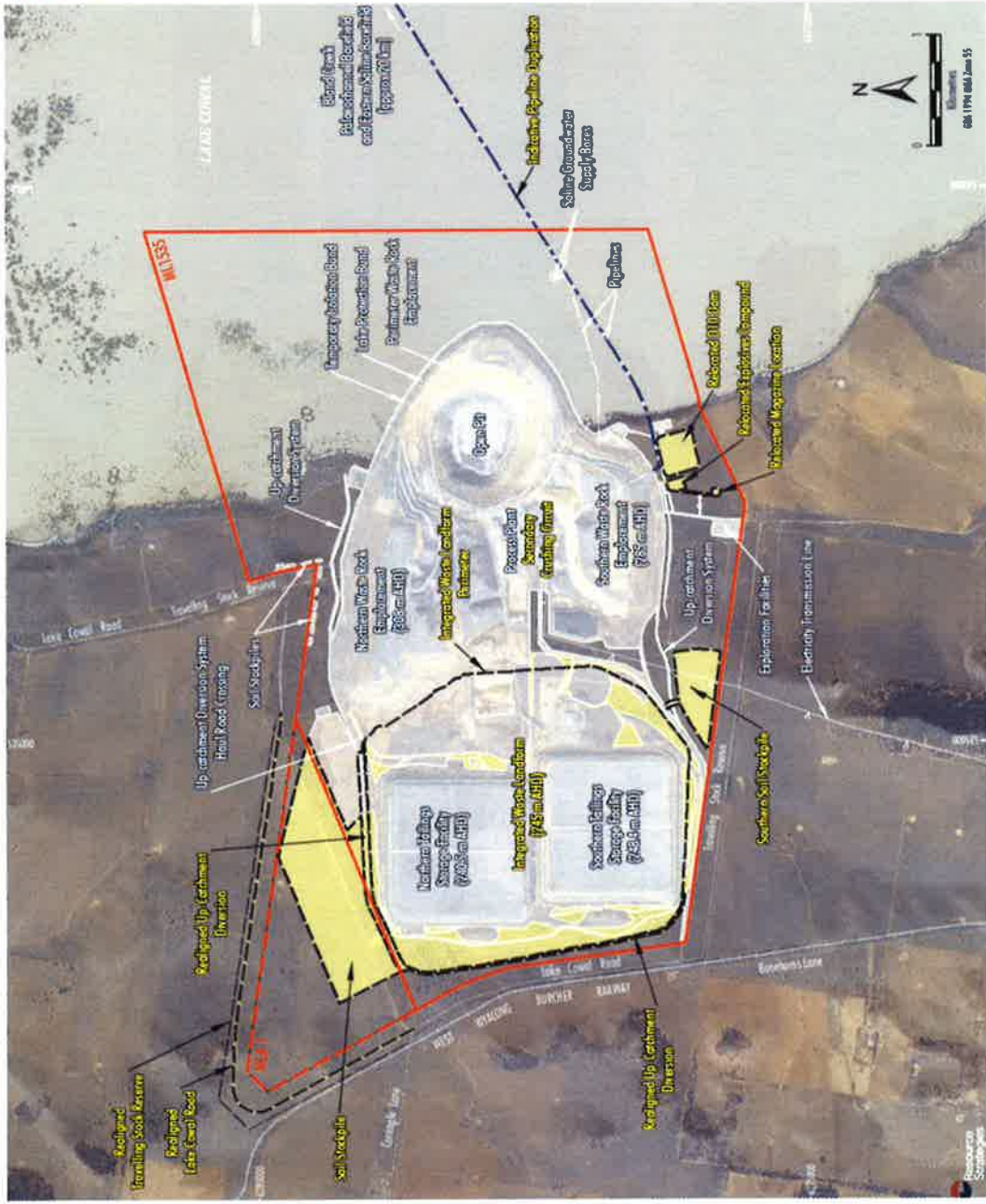


Figure 1-4

MOD14

- The assessment process included a public exhibition phase to allow interested parties the opportunity to make comment on the Modification.
- Public exhibition closed 15 May 2018.
- Total of 29 submissions received, including:
 - 19 positive.
 - 1 negative.
 - 9 'comments'.
- The negative submission was from the West Plains Water Users Group predominately in relation to long term water strategies at the CGO.
- **Response to submissions required to be submitted 8 June 2018 to DPE.**
- As this Modification is a "Controlled Action", it will be assessed under the Bilateral Agreement by the NSW Government before being determined by the Commonwealth Minister for the Environment.



Review of Environmental Factors (REF) Exploration Decline

REF – Exploration Decline



- Evolution is seeking approval to construct an exploration decline within ML 1535 from the existing CGO open pit to allow underground exploration drilling and bulk sampling of the Galway, Regal and E46 resources.
- The Activity would be located entirely within ML 1535.
- The Activity would involve construction of a portal on an existing bench located off the main ramp of the open pit.
- The exploration decline would extend from the portal to the north for approximately 1.4 km and would remain within the ML 1535 boundary.
- The portal would be located so that no mining haul road realignment would be required in front of the portal.
- Existing surface laydown areas at the CGO would be used, therefore, no additional surface disturbance areas would be required.
- **The information obtained from the Activity is essential to determine the technical, environmental and financial viability of any future open pit or underground mining associated with development of the CGO.**

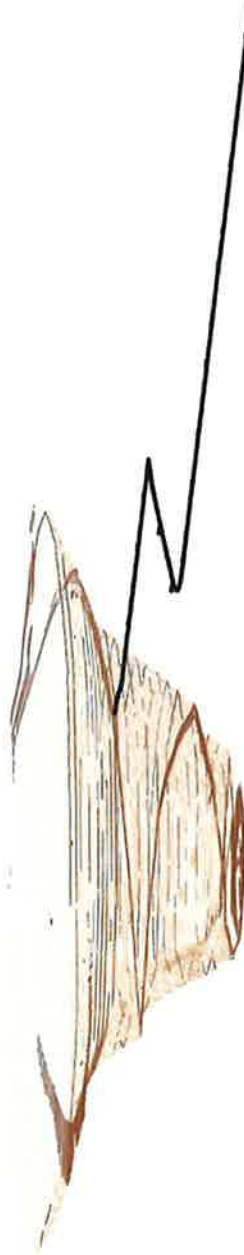
REF – Exploration Decline



LEGEND

- Open Pit
- Proposed Exploration Decline

Source: *Evolution, 2010*



CGO EXPLORATION DECLINE REF
Conceptual View of CGO Open Pit
and Proposed Exploration Decline

Figure 8

REF – Exploration Decline



- No additional surface disturbance associated with the Activity.
- As Lake Cowal is hydraulically separated from the underlying groundwater systems (due to the very low permeability of the clay pan deposits that form the lake bed) no impacts on Lake Cowal or other surface water resources would result from the Activity.
- Limited to minor incursion of highly saline groundwater from the fractured rock groundwater system is expected due to the geology of the host rocks. As there are no users of this groundwater system nearby, no impact on other groundwater users would occur.
- Potential noise and blasting impacts associated with construction of the portal would be temporary in nature and are expected to be consistent with impacts associated with the approved operations at the CGO.
- Ongoing noise impacts associated with truck haulage of waste rock is likely to be negligible compared with existing approved CGO noise impacts.
- Potential impacts from underground blasting are expected to be imperceptible at privately-owned receivers.
- Land subsidence is not expected due to the geology of the host rocks and the small size/dimensions of the proposed exploration decline.

REF – Exploration Decline



What are the next steps?

- Evolution has undertaken consultation with the DRG regarding the exploration decline.
 - A REF has been prepared in accordance with the *ESG2: Guideline for Preparing a Review of Environmental Factors* (DRG, 2015).
 - Evolution will lodge the REF with DRG for approval. Anticipated to occur this week.
-

Feedback



Environmental management plans and monitoring data are publically available

<http://evolutionmining.com.au/cowal/>

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 Integrated Planning and Reporting (IPR) Framework – Adoption of Draft Documents 2018/19



Our Leadership - A well run Council acting as the voice of the community

DP10.3 Ensure the General Manager takes on a high level role in implementing the Community Strategic Plan and other Council documents.

Author: General Manager and Directors

Introduction

Council's suite of Draft Integrated Planning and Reporting (IPR) documents have been on public exhibition for a period of 28 days with the receipt of all submissions closing at 5pm on Friday 18 May 2018.

There were no community submissions received however a number of requests from staff for minor amendments/additions to the draft documents were submitted. These requests relate to various areas within Council's operations and will be addressed in relation to the corresponding document.

It will be appropriate and more effective if Council deals with each document separately noting that in some circumstances a change to one document will automatically create a flow on change to a corresponding document.

Recommendation:

That Council consider the submissions to the Draft Integrated Planning and Reporting documents prior to adopting each of the associated plans and programs.

COMBINED DELIVERY PROGRAM AND OPERATIONAL PLAN 2018-2022 including annual budget and Revenue Policy 2018/19

Council's Delivery Program and Operational Plan are the points where the community's strategic goals are systematically translated into actions. These are the principal activities to be undertaken by the Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

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

- Minor formatting and grammatical corrections
- Updated Responsibilities in line with Council's organisational structure

- Inclusion of the following additional Actions:
 - ❖ 1.2.6 – Investigate alternative funding and collaborative initiatives to maximise opportunities for the Community
 - Responsibility: Director Corporate, Community, Development & Regulatory Services
 - KPI: As identified
 - ❖ 3.1.8 – Facilitate and progress implementation of the successful SCCF grant for the Community Cinema project
 - Responsibility: Manager Development & Regulatory Services
 - KPI: Project completion in accordance with funding agreement and milestones
 - ❖ 3.1.9 – Monitor and progress applications for funding under Round 2 of the SCCF
 - Responsibility: General Manager
 - KPI: Successful projects identified and progressed in accordance with funding agreement and milestones
 - ❖ 3.2.3 – Facilitate community celebrations for the 125 year anniversary of Wyalong/West Wyalong
 - Responsibility: Community Relations Officer
 - KPI: Successful event within budget allocation
 - ❖ 3.2.4 – Provide a range of community programs and activities for children, seniors and people with disabilities
 - Responsibility: Director Corporate, Community, Development & Regulatory Services
 - KPI: Four activities per year
 - ❖ 4.1.10 – Acquisition of mobile event trailer
 - Responsibility: Community Relations Officer
 - KPI: Delivered on time and on budget
 - ❖ 9.2.3 – Facilitate and progress implementation of the successful SCCF grant for heating of Holland Park Pool
 - Responsibility: Director Asset & Engineering Services
 - KPI: Project completion in accordance with funding agreement and milestones
 - ❖ 9.4.7 – Facilitate and progress implementation of the successful SCCF grant for Ungarie Tennis Courts
 - Responsibility: Director Asset & Engineering Services
 - KPI: Project completion in accordance with funding agreement and milestones
 - ❖ 9.4.8 – Installation of shade sails at Tallimba Park
 - Responsibility: Director Asset & Engineering Services
 - KPI: Installation on time and within budget allocation
 - ❖ 9.4.9 – Extension and installation of additional beams at Wyalong Lawn Cemetery
 - Responsibility: Coordinator Urban
 - KPI: Installation on time and within budget allocation
 - ❖ 9.4.10 – Installation of fencing and gates at McAlister Oval
 - Responsibility: Director Asset & Engineering Services
 - KPI: Installation on time and within budget allocation
 - ❖ 10.4.7 – Conduct budget briefing session for Councillors
 - Responsibility: Director Corporate, Community, Development & Regulatory Services
 - KPI: Annually

- ❖ 10.4.8 – Review outstanding rates and conduct sale for unpaid rates accordingly
 - Responsibility: Director Corporate, Community, Development & Regulatory Services
 - KPI: As required
- ❖ 14.1.6 – Installation of charging station for electric powered vehicles
 - Responsibility: Office of the General Manager – Administration Officer
 - KPI: Installation on time and within budget allocation
- ❖ 14.2.4 – Installation of seating and shelter near the Weethalle Silo Art project
 - Responsibility: Director Asset & Engineering Services
 - KPI: Installation on time and within budget allocation
- Amendments to individual Actions and/or KPIs as shown in red:
 - ❖ 1.2.2 – Develop and implement programs to ensure need is being met
 - KPI: Annual Review ~~or as needed~~
 - ❖ 1.2.4 – Provide aged care services to towns and villages in the Shire ~~as the need is identified~~
 - KPI: As ~~identified as needed~~
 - ❖ 2.1.5 – Continue partnership with NSW Food Authority and continue to promote the Scores on Doors program
 - KPI: ~~As required Quarterly contact~~
 - ❖ 2.1.7 – Continue partnership with NSW Public Health
 - KPI: ~~As required Quarterly contact~~
 - ❖ 3.4.1 – Continue to promote the library as a community hub being utilised by all community members
 - KPI: ~~Membership remains stable, 5% increase in members~~ 5% increase in library visits
 - ❖ 4.2.3 – Meet licensing, regulation and quality standards as set by state and federal government – All Children’s Services areas
 - KPI: ~~Every three years: FDC (2016 & 2019), Preschool (2016 & 2019), Vacation Care (2018)~~ As required
 - ❖ 6.2.4 – Provide waste collection and management services to community
 - KPI: ~~52 Fifty~~ kerbside collections per year
 - ❖ 6.2.6 – Implement littering and illegal dumping avoidance strategies ~~in liaison with Manager Development & Regulatory Services~~
 - KPI: ~~review strategies annually~~ Review when needed. Minimum once every four years
 - ❖ 7.1.3 – Incorporate in the annual works program, ideas to streamline stormwater flow ~~if budget allows~~
 - KPI: Prepare/design works cost works and present to budget workshop ~~if required~~
 - ❖ 9.1.3 – Develop, review and implement works programs in accordance with Council’s road hierarchy and Asset Management Plan
 - KPI: ~~Kerb and guttering programs developed and implemented.~~ Effectively manage and maintain town and village upkeep throughout the shire. Airport facilities are maintained to approved standards and budget. Effectively manage and maintain Council’s works depot
 - ❖ 9.2.2 – Develop master plan for future renewal and upgrade of pool facilities
 - KPI: Master plan developed 2020
 - ~~❖ 10.1.1 – Review the Provision of Facilities and Expenses for Councillors Policy~~
 - ~~• KPI: Policy review – 2020~~

- ❖ 12.1.6 – Conduct customer satisfaction survey
 - KPI: Every four years – ~~2020~~ 2019
- ❖ 12.2.8 – ~~Implement the LGNSW Capability Framework including the review and update of position descriptions~~
- ❖ 12.4.3 – Establish and monitor Council’s Risk Register
 - KPI: ~~Establish the Register by 31/12/17 and~~ monitor regularly
- ❖ 12.4.6 – Undertake inspections and audit of Council workplaces in liaison with relevant staff
 - KPI: ~~Every site annually~~ Minimum twenty internal and twenty external sites annually
- ❖ 16.3.3 – Educate the community on benefits of protecting our environment
 - KPI: ~~Minimum of~~ one awareness campaign annually

Recommendation:

That Council adopts the Combined Delivery Program and Operational Plan 2018-2022 subject to the amendments agreed to at this meeting.

Revenue Policy 2018/19

- Minor formatting and grammatical corrections
- Minor changes have been requested by staff as a result of reviewing the draft documents and following receipt of advice from several State Government departments in relation to regulated fees and charges. These changes are shown in red below:

ACTIVITY	PROPOSED FEE/CHARGE 2018/19	GST STATUS	COSTING METHOD	COMMENT
AERODROME				
General				
Multiple Daily users such as "Crop Dusters" and "Glider Tow Planes"	\$50.00 per day NIL			
Recreation and Sporting Organisations				
Use of Aerodrome without closure plus the hire of the terminal	\$380.00 per week	Inclusive	Partial	Additional Donations Accepted Continuous Weeks – Cost on application
Closure and use of Aerodrome plus the hire of the terminal	\$460.00 per week	Inclusive	Partial	Additional Donations Accepted Continuous Weeks – Cost on application
CHILDREN’S SERVICES UNIT				
Family Day Care				
Costs & Charges	See FDC Schedule	Exempt	Full Cost	Fees are paid directly to Educators. Council receives funding to assist in operating this service. CCS applies to FDC services.

COMPLYING DEVELOPMENT CERTIFICATE (COUNCIL ASSESSMENT)				
Complying Development Certificate	Combined DA, CC & Inspection fees less 10%	Inclusive	Partial	
CDC – estimated value up to \$5,000.00	\$110.00 plus an additional 0.5% of the estimated cost	Inclusive	Partial	
CDC – estimated value between \$5,001.00 and \$100,000.00	\$110.00 plus an additional 0.3% of the estimated cost over \$5,000.00	Inclusive	Partial	
CDC – estimated value between \$100,001.00 and \$250,000.00	\$450.00 plus an additional 0.2% of the estimated cost over \$100,000.00	Inclusive	Partial	
CDC – estimated value between \$250,001 and \$1,000,000.00	\$872.00 plus an additional 0.1% of the estimated cost over \$250,000.00	Inclusive	Partial	
CDC – estimated value exceeding \$1,000,000.00	\$1,683.00 plus an additional 0.05% of the estimated cost over \$1,000,000.00	Inclusive	Partial	
PUBLIC HEALTH APPROVALS/APPLICATIONS				
Food Premises				
High Priority Food Premises Inspection Fee (per inspection)	\$110.00 \$150.00	Exempt	Full Cost	
Medium Priority Food Premises Inspection Fee (per inspection)	\$75.00 \$100.00	Exempt	Full Cost	
Low Priority Food Premises Inspection Fee (per inspection)	\$50.00 \$75.00	Exempt	Full Cost	
SECTION 68 – LOCAL GOVERNMENT ACT 1993				
Part A – Structures or Places of Public Entertainment				
Install a manufactured home, moveable dwelling or associated structure on land (Secondary Dwelling) (includes 3 inspections)	\$350.00	Exempt	Full Cost	
Operating a system of sewerage management (within the meaning of section 68A)				
Application to install or construct an Onsite Sewerage Management Facility	\$300.00 \$150.00	Exempt	Full Cost	
Application to alter or add on to an existing Onsite Sewerage Management Facility	\$150.00 \$75.00	Exempt	Full Cost	
Approval to Operate an Onsite Sewerage Management Facility – New facility only or where no inspection is required	\$75.00 \$55.00	Exempt	Full Cost	

Approval to Operate an Onsite Sewerage Management Facility (Existing) – change of ownership (no inspection)	\$350.00 \$35.00	Exempt	Full Cost	
WASTE MANAGEMENT				
West Wyalong Waste Depot				
Paper and cardboard	\$8.00 \$20.00	Inclusive	Full Cost	To encourage residents to recycle with Kurrajong Waratah
PRESCHOOL SCHEDULE				
CARE COST PER CHILD	PROPOSED FULL FEE/CHARGE 2018/19	PROPOSED SUBSIDISED FEES 2018/19 (where applicable)	COMMENT	
Within care hours – 4 year olds (9am – 4.30pm, Monday-Thursday)	Full Fee per child per day maximum \$70	Within care hours – 4 year olds (9am-4.30pm, Monday-Thursday)	Mon-Thurs (4 year olds) – 2 days/15 hour session per week - \$40 (please note: this is a government subsidised fee for four year old children in the year before attending school. Child must enrol and attend 15 hours per week to access subsidy) – ½ day fee/\$10 (the half day fee applies on show day public holiday)	
Within care hours – 3 year olds (9am-3pm – Fridays)		Within care hours – 3 year olds (9am-3pm – Fridays)	Friday (3 year olds) – 6 hr session – \$40/day (This fee is subsidised by the service) – ½ day \$17.50 (the 3 year old half day fee applies if child attends a 3 year old session from 9am – 12 noon, and can only be accessed in consultation with the SECEC & Service Coordinator)	
Health Care Card Holders (HCC)		Health Care Card Holders (HCC)	HCC - \$10 per day (Mon – Thurs Frid) – No half day rate.	
Aboriginal and Torres Strait Islanders (ATSI)		Aboriginal and Torres Strait Islanders (ATSI)	ATSI - \$10 per day (Mon – Thurs Frid) – No half day rate.	
<i>NB: For Friday sessions please refer to the MRU schedule.</i>				

VACATION CARE SCHEDULE		
CARE COST PER CHILD	PROPOSED FEE/CHARGE 2018/19	NOTES
Within care hours (8.30am-5pm, Monday – Friday) 8.5 hours/day	Daily fee charged \$90 \$30 per day	NB: CCS cap of \$10.10 claimable per hour.

FDC SCHEDULE		
CARE COST PER CHILD	PROPOSED FEE/CHARGE 2018/19	NOTES
Within care hours (8am-6pm, Monday – Friday)	CCS cap of \$10.70 \$10.90	Minimum of \$5.71 plus CPI per hour
Casual or out of core hour care	CCS cap of \$10.70 \$10.90	Minimum of \$6.13 plus CPI per hour
Weekends/Public Holidays/Overnight	CCS cap of \$10.70 \$10.90 <i>Overnight care is only permitted on special cases and must be pre-approved by Family Day Care Nominated Supervisor/Coordinator</i>	Minimum of \$6.13 plus CPI per hour <i>Overnight care is only permitted on special cases and must be pre-approved by Family Day Care Nominated Supervisor/Coordinator</i>

Recommendation:

That Council adopts the Revenue Policy 2018/19 subject to the amendments agreed to at this meeting.

RESOURCING STRATEGY 2018-2028 Comprising of the Asset Management Strategy, Long Term Financial Plan and Workforce Assessment Plan

- Minor formatting and grammatical corrections

Recommendation:

That Council adopts the Resourcing Strategy 2018-2028 comprising of Asset Management Plan, Long Term Financial Plan and Workforce Assessment Plan subject to any amendments agreed to at this meeting.

Conclusion

Collation of relevant information and progress in achieving the actions as outlined in the plans will continue to be reported to Council and the community through the Delivery Program Progress Reports on a six monthly basis.

The documents are still designated as 'draft' until such time as Council confirms their adoption. The 'draft' wording will then be removed and councillors and the community can be provided with the final approved documents.

Financial Implications

The adoption of the IPR suite of documents will incorporate the annual budget and revenue policy for the 2018/19 financial period. The usual process of monthly financial reports to Manex as well as the quarterly budget reviews to Council will continue.

9.2 The Daniher Brothers Tribute – Final Report



Our People - A Strong, healthy, connected and inclusive community

DP3.1 Develop and support a strong sense of community, providing advice and support to community groups.

Author: General Manager

Introduction

At its August 2017 meeting, Council approved “an advancement of funds of \$30,000.00 from the Community Facilities Reserve to the Ungarie Advancement Group for the design and construction of a monument recognising the sporting achievements of the Daniher Family”

At that stage the initial estimate for the construction of a monument was \$30,000.

As news of the project and Council’s support began to spread, the project quickly caught the attention and imagination of the wider community and began to grow. With the heightened interest and publicity came new and rare opportunities to promote the project, the Bland Shire and Ungarie to an enormous national audience through a partnership with Triple M which included the live broadcast of the unveiling and specially created legends match across the internet as well as the Triple M Riverina and Riverina MIA radio networks anchored by major Triple M personalities Billy Brownless and James Brayshaw.

The final cost for the design, construction and installation of the Big Football – a 800 kilogram fibreglass ball which is five metres long sitting atop a five metre custom designed pedestal – was \$52,395.

On behalf of the Advancement Group, Council staff were able to secure \$52,500 in committed cash sponsorship to meet the full cost of the Big Football.

However, to meet its funding obligations and take full advantage of the once in a lifetime opportunities presented by the project, Council was also required to facilitate an official opening/unveiling event and the Legends AFL match between The Danihers and the Rest of the World.

The event attracted approximately 2000 people to Ungarie while the live stream reached more than 32,000 others.

A Triple M commissioned media monitors report showed that news of the Big Football in Ungarie reached a total audience of 1.34 million people with a cash value of \$296,797.

The associated events costs - including flights, materials and equipment, road closures and staffing – was \$31,838.

Council has since recouped some of those funds through the sale of associated merchandise and memorabilia which at present leaves a funding shortfall of \$27,031. A handful of memorabilia items donated to Council remains to be sold and will reduce the deficit further.

Financial Implications

Income

Grants and sponsorship: \$52,500
Merchandise and memorabilia sales: \$4702
Total: \$57,202
(NB: Some memorabilia items are yet to be sold)

Expenditure

Design, construction and installation of fibreglass football: \$52,395
Direct event expenses: \$14,360
Staff costs: \$17,478
Total: \$84,233

Overall Result: - \$27,031(deficit)

There is still an amount of \$25,000.00 in the Marketing and Promotions budget with no anticipated expenditure from this allocation between now and the end of the financial year. Therefore it is recommended that this allocation be offset against the Daniher Tribute costs with the balance of \$2,031.00 be covered from the sale of the remaining memorabilia.

Summary

The Big Football unveiling and Legends match generated almost \$300,000 worth of media and publicity for Ungarie and the Bland Shire at a cost to Council of \$27,031.

The project represents the value in Council and community partnerships and will provide significant benefits to Ungarie for many years to come.

It also established a renewed sense of goodwill between Council and the Ungarie community.

I was pleased to receive the following email from Anthony Daniher in the days following the event –

“Just touching base on behalf Jim, Edna, the four boys and the seven sisters. We all wanted to congratulate you Ray and your team for managing and delivering such a magnificent outcome for us personally, the Ungarie community and the much broader bland shire communities.

The way you invested your teams energy into delivering such a successful event is a credit to you all. To you Ray to return from your annual leave (wedding anniversary) to attend the opening is way beyond the call of duty, but again highlights your commitment which no doubt played a major role in ensuring the day being so successful, 10/10 as Dad stated Sunday morning.

It was certainly a very proud moment the unfurling, for a small community to have been able to deliver such an event with such poise, professionalism, planning and execution, it just makes you feel great. The sense of all who attended on Saturday was one of happiness, enjoyment and community inclusiveness and just feeling proud.

No doubt MMM were incredible supporters, but your team again built a wonderful working relationship to allow that to thrive.

So hats off to you all for a fabulous result, thank you again, in particular Jim & Edna and the four boys, our seven sisters and all our cousins and friends.”

*Kind regards,
Anthony*

Recommendation:

- 1. That the financial outcome from the Daniher Tribute project be received and noted;**
- 2. That the deficit of \$27,031.00 is met from the Marketing and Promotions budget for 2017/18 with the remaining deficit being covered from the sale of the remaining memorabilia;**
- 3. That the Ungarie Advancement Group be advised that they have no debt owing to Bland Shire Council.**

9.3 LGNSW Annual Conference 2018 – Confirmation of Delegates and Conference Motions



Our Leadership - A well run Council acting as the voice of the community

DP10.1 Ensure that councillors are provided with appropriate support and resources to carry out their civic duty.

Author: General Manager

Introduction

Conference Delegates

This year's annual LGNSW Conference is being held in Albury from Sunday 21 to Tuesday 23 October 2018 at the Albury Entertainment Centre and Council at its May meeting resolved as follows:

04052018 RESOLVED on the motion of Cr English seconded Cr Wyse that up to four (4) Council representatives attend the LGNSW Annual Conference being held in Albury from 21-23 October 2018. CARRIED

In order to ensure appropriate accommodation is available and to meet the deadline for the early bird registrations it would be convenient if council could identify the four (4) representatives at this meeting.

Council is also allocated one voting delegate at this conference and it has been the usual practice again to nominate the mayor of the day as the voting delegate with the remaining councillors and general manager attending as observers.

Conference Motions

To allow for printing and distribution of the Conference Business Paper before the Conference, members are asked to submit their motions by COB Friday 24 August 2018.

This allows time for council to determine if it wishes to submit any motions to this conference and I would recommend that discussion on possible motions be included as an agenda item for the July Council Workshop.

Financial Implications

Funds for this purpose have been allocated in the current budget for up to four (4) delegates. The average cost per delegate for travel, accommodation, meals and conference registration for this particular Conference is estimated at \$1,200.00.

Summary

This Conference is the annual policy-making event for all councils of NSW as well as Associate members and the NSW Aboriginal Land Councils. It is the pre-eminent event of the local government year where local councillors come together to share ideas and debate issues that shape the future of local government in NSW.

Recommendation:

- 1. That council identifies the four (4) representatives to attend the LGNSW Annual Conference being held in Albury from 21-23 October 2018:**
- 2. That the Mayor be nominated as Council's voting delegate: and**
- 3. That the consideration of the submission of any Conference Motions be listed for discussion at the July Council Workshop.**

9.4 Strengthening Communities Grant – Lions Club, on behalf of the West Wyalong Baby Grand Piano Committee



Our People - A Strong, healthy, connected and inclusive community

DP 3.1.5 Administer Council's Strengthening Communities Grant

Author: Community Development Officer

Introduction

The West Wyalong Lions Club on behalf of the West Wyalong Community Grand Piano Committee have applied to Council for a Strengthening Communities Grant of \$1150 for the completion of a major service on the community baby grand piano that is housed at the West Wyalong Services and Citizens Club.

The intention of the Community Grand Piano Committee is to care for the piano ensuring it is tuned and maintained for community use.

The committee imposes a small hire fee for use of the piano to assist in covering costs such as tuning and maintenance however this is not sufficient to meet the cost of the major service that is required.

The baby grand piano is used regularly by a number of community groups including the West Wyalong Choir, the West Wyalong Lions Club, the West Wyalong Dramatic Society, the West Wyalong High School and other community groups as required.

The funds requested will be used to cover the cost of a major service of the piano, which involves reshaping the hammers, voicing the hammers, tightening all the action, case and frame screws, and a complete regulation of the action and keys of the piano. This is expected to maintain the current reasonable condition of the baby grand piano for a minimum of 3 – 5 years.

Financial Implications

There is currently \$2400 remaining in Council's Strengthening Communities Grant Fund.

Summary

The completion of a major service of the community grand piano will ensure the condition of the piano is maintained for a minimum of 3 – 5 years enabling community groups to continue using the piano for events and activities as required.

Recommendation:

That Council approve a Strengthening Communities Grant of \$1150 for the West Wyalong Lions Club on behalf of the West Wyalong Community Grand Piano Committee for the completion of a major service of the West Wyalong community grand piano.

SECTION 3 – CORPORATE, COMMUNITY, DEVELOPMENT & REGULATORY SERVICES

9.5 Financial Statements – May 2018



Our Leadership - A well run Council acting as the voice of the community

DP10.4 Ensure the long term financial sustainability of Council through effective and prudent financial management.

Author: Director Corporate, Community & Development Services

Introduction

The financial report is provided in accordance with the Local Government (General) Regulation 2005.

Financial Implications

STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF MAY, 2018.

BANK BALANCES AS AT 31ST MAY, 2018

ACCOUNT	BALANCE
General Fund	\$ 606,704.46
BCard	\$ 15,990.00
	\$622,694.46
 Invested Funds	
Fixed Deposits	\$ 22,735,770.00
Deposits at Call	\$ 4,174,412.13
	\$ 26,910,182.13
 Net Balance	\$ 27,532,876.59
 Percentage of investment to Net Balance	97.74%

STATEMENT OF BANK BALANCES AS AT 31.05.18
SUBMITTED TO THE ORDINARY MEETING JUNE 19TH, 2018

BALANCE as at 01.05.18	\$ 606,704.46
Add Receipts	
<u>Receipts over \$150,000</u>	
2/05/18 RMS Block Grant	\$ 202,000.00
10/05/18 Transfer from Cash at Call	\$ 500,000.00
16/05/18 OLG FAG 17/18 4 th Qtr	\$ 912,879.50
18/05/18 Evolution Mining Cowal Mine 4 th Qtr Rates	\$ 226,673.50
22/05/18 Roads to Recovery Grant 05/18	\$ 2,258,341.00
24/05/18 Library Council Refurbishment Grant	\$ 200,000.00
 <u>Receipts under \$150,000</u>	
	\$ 1,693,376.25
 <i>Total Receipts for May 2018</i>	 \$ 5,993,270.25
Less Payments	
<u>Payments over \$150,000</u>	
24/05/18 Transfer to Cash at Call	- \$ 2,500,000.00
 <u>Payments under \$150,000</u>	
	-\$ 2,302,481.84
 <i>Total Payments for May 2018</i>	 -\$4,802,481.84
 CASH BALANCE	 <u>\$ 1,797,492.87</u>
Limit of Overdraft Arranged with Bank	\$ 350,000.00

ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period May 01, 2018 to May 31, 2018.

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

Fund		Voucher No.s	Total
Cheques		025413 - 025435	\$ 98,678.12
Auto-pay	Creditors	E014071 – E014399	\$ 1,646,355.43
Auto-pay	Payroll	29/4/18-27/5/18	\$ 548,347.03
May Bank Charges & Commission etc			\$ 982.07
Direct Debits		Repayments & Vehicle Lease	\$ 8,119.19
Transfer		Cash at Call	\$ 2,500,000.00
			\$ 4,802,481.84

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 19th June 2018, 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 \$4,802,481.84 was submitted to the Ordinary Meeting on the 19th June 2018 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 (2017/18)	\$ 9,641,001.03
Rates received as at 31/5/2018	\$ 8,898,406.44
% of rates received to date	92.30%

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

Summary

The information provided is in accordance with the Local Government (General) regulation 2005 and that the financial position of Council is satisfactory and the external investments are held in accordance with section 625 of the Local Government act 1993.

Recommendation:

1. That Council receive and note the statement of Bank Balances, Rates Collections and Investments for the month of May, 2018
2. That Council confirms the payment of accounts, for the period 01 May to 31 May 2018, summarised in the accounts summary totalling \$4,802,481.84

INVESTMENTS

The following table gives details of Council's Funds invested at 31st May 2018. 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
17-January-2018	Bank of QLD (Term Deposit)	1,000,000.00	273 days	2.55%	17-October-2018
30-April-2018	NAB (Term Deposit)	1,000,000.00	333 days	2.67%	29-March-2019
21-May-2018	NAB (Term Deposit)	1,000,000.00	270 days	2.63%	15-February-2019
14-September-2017	NAB (Term Deposit)	1,500,000.00	271 days	2.57%	12-June-2018
08-November-2017	Rural Bank (Term Deposit)	1,000,000.00	365 days	2.50%	08-November-2018
16-March-2018	Bankwest (Term Deposit)	2,000,000.00	270 days	2.55%	11-December-2018
08-September-2017	Bendigo Bank (Term Deposit)	400,000.00	365 days	2.60%	08-September-2018
08-September-2017	Bendigo Bank (Term Deposit)	400,000.00	365 days	2.60%	08-September-2018
08-September-2017	Bendigo Bank (Term Deposit)	400,000.00	365 days	2.60%	08-September-2018
18-December-2017	AMP (Term Deposit)	1,000,000.00	270 days	2.40%	14-September-2018
17-October-2017	Bank of QLD	1,000,000.00	273 days	2.55%	17-July-2018
15-June-2017	AMP (Term Deposit)	2,000,000.00	365 days	2.60%	15-June-2018
29-November-2016	Westpac (FRN)	2,000,000.00	1826 days	3MBBSW+1.2%	29-November-2021
01-February-2018	AMP (Term Deposit)	1,000,000.00	274 days	2.65%	02-November-2018
17-March-2017	Credit Suisse (FRN)	1,035,770.00	1453 days	3MBBSW+1.95%	19-March-2021
11-January-2018	AMP (Term Deposit)	1,000,000.00	273 days	2.45%	11-October-2018
31-May-2018	ME Bank (Term Deposit)	2,000,000.00	273 days	2.72%	28-February-2019
10-October-2017	NAB (Term Deposit)	2,000,000.00	365 days	2.57%	10-October-2018
12-December-2017	CUA (Term Deposit)	1,000,000.00	336 days	2.60%	13-November-2018
	ANZ Deposit at Call	50,801.39	Cash at Call		
	CBA Deposit at Call	4,123,610.74	Cash at Call		
	TOTAL:	26,910,182.13			

I certify that the above investments have been made in accordance with Section 62.5 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

9.6 Community Grants & Donations Policy



Our Leadership - A well run Council acting as the voice of the community

DP 10.4 Ensure the long term financial sustainability of Council through effective and prudent financial management

Author: Director Corporate, Community, Development and Regulatory Services

Introduction

Bland Shire Council recognises the importance of assisting non profit community groups and organisations that are interested in, and are working towards, the enhancement and wellbeing of its community. The Community Grants and Donations Program provides funding support to such community groups and organisations in their endeavours to establish strengthen and/or implement projects which will benefit the Bland Shire community.

The purpose of the policy is to:

- Ensure an open and transparent decision making process is in place for requests of support from Council and
- Provide an accessible and equitable process for non profit organisations seeking support from Council.

In previous years some grant requests have been postponed to the following year due to the allocated funding being depleted. This has created a flow on effect the following year resulting in reduced funds being available for that year. As such, it is recommended to Council that a maximum grant amount of \$4,000 being introduced. It is hoped that this will then ensure funding is available throughout the entire financial year and those that apply can receive an allocation of funds at the time of application.

All Community Grant requests will be presented to council for determination.

Conclusion

The policy has been developed in line with the Local Government Act 1993 and ensures that all grants and donations are provided in an open and transparent manner in line with the Office of Local Government requirements as outlined in their circular regarding transparency and accountability.

Financial Implications

Council's budget process allocates funds to each stream and is reflected in Council's annual budget and Long Term Financial Plan.

Recommendation:

That the Council adopts the *Community Grant and Donations Policy* as presented.

COMMUNITY GRANTS & DONATIONS

POLICY ADOPTED: **Date to be inserted**

Policy Objective:

Bland Shire Council recognises the importance of assisting non profit community groups and organisations that are interested in, and are working towards, the enhancement and wellbeing of its community. The Community Grants Program provides funding support to such community groups and organisations in their endeavours to establish, strengthen and/or implement projects, which will benefit the Bland Shire community.

The purpose of the policy is to:

- Ensure an open and transparent decision making process is in place for requests of support from Council and
- Provide an accessible and equitable process for non profit organisations seeking support from Council.

This policy is the overarching document supporting the individual guidelines for each funding stream.

Policy Statement:

Community Grants Program

The Community Grants program has five streams:

1. Strengthening Communities Funding

Provides funding to increase community participation and access to information, services or facilities that strengthen the social fabric of communities within the Shire. Funding is also available to assist with undertaking new, or to build upon existing sustainable projects and events. **This stream of funding is limited to a maximum of \$4,000 per application.**

2. Heritage Funding

Provides incentive funding in partnership with the NSW Heritage Office to:

- a. Assist property owners in the restoration and conservation of their heritage houses or business premises.
- b. Assist community groups or individuals in the Bland Shire with the printing costs associated with heritage publications.

3. Access Incentive Scheme

Bland Shire Councils Access Incentive Scheme aims to:

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

4. Cultural Development

The Cultural Development Grant aims to provide support to local non-profit community based organisations to provide cultural events and projects that meet the needs and benefit residents in our community.

Through the Community Grants program, Bland Shire Council is aiming to:

- Recognise encourage and value the contribution of local residents to their local community
- Foster partnerships which unite the community in positive, dynamic and safe activities
- Promote the cultural richness of the community, including our strong heritage
- Create sustainable partnerships which encourage learning and self sufficiency
- Develop the skills and interests of the community including innovative programs, activities, community festivals and events

Donations Program

The donations program has two streams:

1. Section 355 Committees

Provides a mechanism by which interested persons can have an active role in the provision/management of Council facilities and services. The committee operates under the banner of Council and has specific reporting requirements.

2. Rates Donations

Provision is available to local sporting, charitable and non profit community organisations for an equivalent amount to the ordinary rates paid by the organisation excepting in the case where land comprises licensed premises.

Through the Donations program, Bland Shire Council is aiming to:

- Provide support for community based non profit organisations
- Allow community organisations to best utilise their funds to grow the social fabric of our community
- Facilitate equitable distribution of community resources.

Bland Shire Scholarship Program

The Bland Shire Scholarship Fund, provides access to scholarship funding to assist residents of the Bland Shire to further their tertiary studies.

Definitions:

Section 355 Committee

Under the Local Government Act 1993 Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee of management.

Responsibilities:

This policy applies to members of the public, community groups and non profit organisations wishing to access funding under Council's "Community Grants and Donations" program.

Council employees and Councillors may apply for funds under the "Community Grants and Donations" program on the same basis as any member of the public.

Funding Conditions:

- The granting of all donations and sponsorships are made under the policy
- All donations, funding and sponsorship are one off payments and must be applied for each year
- To encourage and promote sustainability, grants and donations for all recurrent community events and programs will reduce on a sliding scale of at least 25 per cent per annum or

funding application, to a maximum of 10 per cent of the initial funding level for the life of the project/event

- Funds will only be paid on receipt of invoice from the successful organisation. The only exception to this is the Bland Shire Council Scholarship.
- All funds received must be acquitted. Any further application for funding will not be considered until such acquittal has been received and accepted. The only exception to this is the Bland Shire Council Scholarship, however a progress report is expected from the applicant.
- All funding received must be acknowledged by the recipient in all letters, advertising, media and promotional material.

References:

Local Government Act, 1993

Section 356

Section 377

Section 555

Appendices:

<...List any Appendices to the policy (ie procedures, forms, etc)...>

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate, Community, Development & Regulatory Services		
EDRMS Doc. ID	365925		
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
26 May 2009	0		
21 August 2012	1		August 2015
19 July 2016	2		July 2019

Related Council Policy / Procedure

Various grant administration procedures.

9.7 Children's Services Unit – Policies Adoption



Our People - A Strong, healthy, connected and inclusive community

DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resources Unit Vacation Care and Toy Library services)

Author: Children's Services Coordinator

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 360 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, Preschool Teachers, Playgroup leaders and the Director.
- Updates and recommendations are included at this time, as well as any changes to regulatory requirements.
- Policy is taken to the committee meeting for discussion.
- 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 two 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.

Excursions Policy

Children's Services are committed to providing excursions and incursions that are well considered and planned, provide meaningful experiences and ensure health, safety and wellbeing of children at all times. This policy outlines commitment to compliance with the requirements of the legislation to ensure excursions are conducted in a safe manner.

Behaviour Guidance and Interactions Policy

This policy outlines how Educators will help children learn to manage their feelings towards others and their behaviour. Educators will provide children with stimulating, positive experiences and interactions that foster all aspects of their development by being responsive.

Acceptance and Refusal of Authorisation Policy

This policy clearly outlines the responsibility to protect the health, safety and wellbeing of each child at all times. Having policies and practices for authorisations makes sure children are safe when being educated and cared for and ensures services meet their obligations as set out in the law. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in refusal. This policy will ensure that the Nominated Supervisor will ensure that they only act in accordance with the correct authorisation as described in the Education and Care Services National Regulations, 2011.

Incident, Injury, Trauma and Illness Policy

National regulations require an accurate Incident report to be kept and stored confidentially until the child is 25 years of age. Under the National Legislation, an education and care service must record details of any Injury, Trauma and Illness. This policy outlines that Council is to provide incident, injury, trauma and illness policies and procedures to be followed by nominated supervisors, staff members of and volunteers at Bland Children's Services in the event that a child is injured, becomes ill, or suffers trauma. It also ensures that notification is given to the child's parent and relevant authorities within specified time frames and also to ensure whilst encouraging children to explore, test their capabilities and develop their wellbeing, staff will offer programs that provide a safe environment that reasonably protect children from potential harm.

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

Recommendation:

That Council adopt the Children Services Unit Policies listed below as required by the Education and Care Services National Regulation 2011.

- **Excursions Policy**
- **Behaviour Guidance and Interactions Policy**
- **Acceptance and Refusal of Authorisation Policy**
- **Incident, Injury, Trauma and Illness Policy**

EXCURSIONS POLICY
DRAFT UPDATE FOR REVIEW

POLICY ADOPTED: ~~18 February 2014~~

Policy Objective:

Bland Shire Council's Children's Services are committed to providing excursions and incursions that are well considered and planned, provide meaningful experiences and ensure health, safety and wellbeing of children at all times.

Policy Statement:

Excursions provide the opportunity to expand a child's experience, explore different environments and learn new activities.

Children on excursions have the right to proper supervision and care for the full duration of the excursion.

Bland Shire Council Children's Services are committed to compliance with the requirements of the legislation to ensure excursions are conducted in a safe manner. It is important for families to know what excursions their children are participating in and that Educators use the correct paperwork for excursions.

Staff/Educators must inform and gain written permission from the Coordination Unit and parents prior to conducting the excursion. Educators must always maintain safe practices and **active** supervision whilst on any excursion.

Definitions:

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

An excursion is defined as a planned activity in which children are taken from the service location, whether being the Children's Services Unit or a Family Day Care home, by an authorised person (Educator) for recreational and educational purposes.

An incursion is defined as a planned activity in which children remain at the centre for recreational and educational purposes.

All Children's Services - Routine Excursions

A routine excursion is defined as a regular outing that forms part of the monthly routine. An example of a routine excursion is a visit to a nearby approved park or to the local library.

All Children's Services - Non-Routine Excursions

A non-routine excursion is defined as an excursion that is not part of the normal routine. An example of a non-routine excursion is a visit to a zoo or museum.

Responsibilities:

The policy applies to all Children's Services educators.

Recommended Practices:

All Children's Services - Routine Excursions

A routine excursion is defined as a regular outing that forms part of the monthly routine. *An example of a routine excursion is a visit to a nearby approved park or to the local library.*

Written authorisation is made by a family for their child enrolled in the service to participate in any routine excursions when completing the service enrolment form.

If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted. Authorisation from parents is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

All Children's Services - Non-Routine Excursions

A non-routine excursion is defined as an excursion that is not part of the normal routine. *An example of a non-routine excursion is a visit to a zoo or museum.*

No children are to participate in a non-routine excursion unless written authorisation for the child to participate in the excursion has been given by a parent or other authorised person named in the child's enrolment record of the child.

Family Day Care Educators are required fill in an excursion proposal form and submit to the office for approval prior to the excursion date. In the case of routine excursions, routine excursion permission forms and risk assessments need to be completed annually and kept with the child's records.

Risk/Benefit Assessment of Excursions

A risk/benefit assessment must be carried out in relation to any excursion **and/or incursion** before the excursion takes place.

The risk/benefit assessment will also include the benefits that the children will gain from attending the excursion and/or incursion.

A risk assessment must be carried out for an excursion before permission is sought. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks. The risk assessment must consider:

- Destination and duration of the excursion;
- Potential water hazards or any hazard associated with water based activities;
- Transport to and from destination;
- the number of educators, responsible persons, and children involved;
- proposed activities
- items to be taken on the excursion eg: mobile phone, emergency contact numbers, first aid kit etc.

No child will be taken on an excursion unless written permission from parents of legal guardians has been received.

Risk/benefit assessments must be made available for parents to view upon request.

All Children's Services - Transport

Travel arrangements are made on the basis of individual excursion requirements. Every reasonable precaution will be taken to protect children from harm or hazard likely to cause injury.

The following forms of transport are used:

Walking

Educators will ensure children obey road rules and cross roads at a crossing or lights where available.

Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

Public transport (trains and buses)

Preference will be given to buses that are fitted with seatbelts where available.

Cars

Cars used to transport children will be fitted with the appropriate seat belts and car seats.

Vehicles are to be fully registered and comprehensively insured.

Driver will hold a current drivers licence

Family Day Care educators are required to provide the Coordination Unit with copies of their most current vehicle registration, comprehensive registration and current drivers licence if transporting children in care by car.

Educators must ensure that a suitably equipped and well stocked first aid kit and mobile phone with contact details are taken on all excursions and that the children on such an excursion are accompanied by an educator with approved first aid qualifications.

Educators must ensure that children are not to be taken on an excursion to a beach, river, lake or other place where there is a water hazard. *An example of a water hazard would be swimming pools, spas, ponds, fountains or a large puddle of water.*

References:

Relevant Legislation:

National Law: Section 167

National Regulations: Regulations 100-102, 168

National Quality Standard 2.2.1

Key Resources:

www.kidsafensw.org – accessed March 2018

Community Early Learning Australia (CELA) – Sample Policy - Excursions - February 2018

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate, Community, Development & Regulatory Services		
EDRMS Doc. ID	403920		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
December 2011	0	10.10	April 2013
February 2013	1		January 2016
February 2014	2		February 2015
	3		March 2020

Related Council Policy / Procedure
<ul style="list-style-type: none">• Transport Policy
<ul style="list-style-type: none">• Water Policy

**BEHAVIOUR GUIDANCE AND
INTERACTIONS POLICY**
DRAFT UPDATE FOR REVIEW

POLICY ADOPTED: **18 February 2014**

Policy Objective:

Children learn by exploring and experimenting, testing the limits of their environment and experiencing the consequences of their behaviour. Positive strategies for guiding children's behaviour are based on respect and the premise that all children, in individual ways, can learn to manage their emotions regardless of the presence or absence of an adult.

Policy Statement:

Educators will help children learn to manage their feelings towards others and their behaviour. Educators will provide children with stimulating, positive experiences and interactions that foster all aspects of their development by being responsive.

Children who experience relationships that are built on respect, fairness, cooperation and empathy are given the opportunity to develop these qualities themselves. When children have positive experiences of interactions they develop an understanding of themselves as significant and respected, and feel a sense of belonging.

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:

Interactions

Interactions within the setting will be greatly enhanced when educators give due consideration and respect of:

- Being responsive to a child's strengths, interests and abilities.
- Providing opportunities for children to become self-reliant and develop self-esteem
- Upholding children's dignity, rights and agency.
- Promoting a safe, secure and nurturing environment
- Being authentic and responsive
- Being based in fairness, acceptance and empathy with respect for cultural and linguistic rights.

Behaviour management

Staff will respect individual children's needs and differences in age, ability and experience regarding issues surrounding behavior management and discuss individual family expectations with parents.

Educators should:

1. **Promote positive guidance and support towards acceptable behaviour**
2. Establish consistent, clear rules that are explained to children and understood by parents. The environment should be positive and accompanied by simple and rational explanations and expectations.
3. Ensure that a child in care is not subject to or threatened with:-
 - i. any form of physical, verbal or emotional punishment;
 - ii. any punishment that takes the form of immobilisation or force-feeding;
 - iii. any punishment that is intended to humiliate or frighten the child.
 - iv. a form of exclusion, such as "Time Out".
4. Supervise child/ren at all times whilst in care. If a parent is present, the responsibility for the supervision will be an agreement between the educator and the parent.
5. Encourage children to interact in a socially acceptable manner. If unacceptable behaviour continues, the child's educator/authorised supervisor/Co-ordination Unit should contact the child's parents to discuss an appropriate behaviour modification programme in consultation with the child's parents.
6. Model appropriate styles of interaction, including positive facial expression and tone of voice, and appropriate methods of conflict resolution.
7. Provide choices for children, clarifying situations of 'free', 'limited' or 'no' choice.
8. Allow children to resolve conflict and intervene only when appropriate to prevent escalation of conflict.
9. Teach problem-solving and communication skills that encourage self-awareness and self-discipline in children.
10. Enhance their knowledge and skills in relation to guiding children's behaviour.
11. All interactions between children and educators will be respectful and supportive of each child's gender, culture, language, ethnicity and family composition.
12. Genuine interactions play an integral part in demonstrating an appreciation for children's unique backgrounds and capabilities.
13. It is important that all interactions with the children and their families are positive and respectful. Interactions between educators and family members must role model respect and consideration.

In a situation where a child needs guidance it must be remembered:
It is the child's behaviour that is unacceptable not the child.

Do (Positive)

- Positive Guidance: Guide the child the correct ways/skills to behave (be a good role model).
- Re-Direction: Divert the child's attention before undesired behaviour has had a chance to occur.
- Reinforcement: Reward children with listening, cuddles, attention and praise. Material rewards should only be used occasionally.

Don't (Negative)

- Criticism: Don't talk about the child's faults while they can hear you. Don't focus on "bad" points or use put-downs.
- Compare: This lowers the adult and the child's self-esteem. Each child develops differently at his/her own rate.
- Foster Competition: This leads to jealousy and therefore aggression and unhappiness.

Give each child time to be themselves.
A response to unacceptable behaviour must be immediate to be effective.

References:

1. Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Government (2009) *Belonging, Being and Becoming EYLF*.
2. ACECQA. (2011) *Guide to the National Quality Standards*. **QA2.2**
3. Children's Services Regulations. (2011)
4. Community Child Care Co-Operative – sample policies (<http://cccnsw.org.au/>).

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate, Community, Development & Regulatory Services		
EDRMS Doc. ID	403924		
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
May 2009	0		February 2012
February 2013	1		January 2016
February 2014	2		February 2015

Related Council Policy / Procedure

POLICY STATEMENT Children's Services Unit

ACCEPTANCE AND REFUSAL OF AUTHORISATION POLICY

DRAFT UPDATE FOR REVIEW

POLICY ADOPTED: 17 June 2014

Policy Objective:

Our service has a responsibility to protect the health, safety and well being of each child at all times. Having policies and practices for authorisations makes sure children are safe when being educated and cared for and ensures services meet their obligations as set out in the law. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in refusal.

Policy Statement:

Bland Children's Services requires authorisations for actions such as administration of medications to children, children leaving the premises in the care of someone other than their parent, other than the case of emergency; children being taken on excursions, and publicity and providing access to personal records.

Related Legislation:

- * Children (Education and Care Services National Law Application) Act 2010.
- * Education and Care Services National Regulations 2011, 168.
- * **National Quality Standard 7.1.2**

Definitions:

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

Responsibilities:

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

Recommended Practices:

The Nominated Supervisor will ensure that they only act in accordance with the correct authorisation as described in the Education and Care Services National Regulations, 2011.

The Nominated Supervisor will:

- Ensure documentation relating to authorisation contains;
 1. The name of the child enrolled at the Service.
 2. The date.
 3. Signature of the child's parent/guardian, or nominated contact person/s who is named on the enrolment form.
 4. **A faxed, scanned or emailed copy of the original form/letter/register will be accepted.**
- Apply these authorisations to the collection of children, administration of medication, authority for excursions and publicity and access to records **and as required.**
- **Authorisations will be retained with the enrolment record or relevant file; and will include**
 - **The name of the child enrolled in the service**

- The date
- The signature of the child's parent/guardian or nominated authorised person who is on the enrolment form; with the exception of emails and texts.
- The original form/letter/register or copies of the email/fax/text provided to the service.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Service or Family Day Care Educator can administer medication without authorisation in these cases, provided it is noted on medical plans and that the parents/guardians be contacted as soon as practicable after the medication has been administered.

Refusing a Written Authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Nominated Supervisor or delegated authority will;

- Explain to the parent/guardian that their written documentation does not meet the legislative and policy guidelines.
- Request that an alternative written authorisation is provided by the parent/guardian.
- Provide the parent/guardian with a copy of the relevant service policy on request.

References:

- Education and Care Services National Regulations 2011.
- Education and Care National Law Act 2010.
- Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Framework.
- Australian Children's Education and Care Quality Authority (2011) Guide to National Quality Standard 7.1.2
- Community Child Care Co-Operative – sample policies (<http://cccncsw.org.au/>).

Appendices:

Nil

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Corporate, Community, Development & Regulatory Services			
EDRMS Doc. ID	373058			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
20 November 2012				
17 June 2014	1 (reviewed – no changes)	12062014	May 2016	
	2		March 2020	

Related Council Policy/Procedure

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

POLICY STATEMENT

INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

DRAFT UPDATE FOR REVIEW

POLICY ADOPTED: ~~17 June 2014~~

Policy Objective:

National Regulations require an accurate Incident report, to be kept and stored confidentially until the child is 25 years of age.

Under the national legislation, an education and care service must record details of the Injury, Trauma and Illness for the following occurrences:

- An incident in relation to a child
- An injury received by a child
- Trauma to which a child has been subjected
- An illness that becomes apparent

Policy Statement:

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

Statutory Legislation & Considerations

- Education and Care Services National Regulations 2011: 12, 85, 86, 87, 88, 89, 103, 136-137, 176(2) (a) (ii), 176(2) (b), 245
- Links to National Quality Standard: **2.1.2; 2.2.1; 2.2.3**
- Education and Care Services National Law Application Act 2010: 167, 174 (2)(a)

Definitions:

Incident; any unplanned event that may result in injury, harm, ill health or damage.

Accident; any unplanned event or incident that has caused an injury.

Injury; physical harm caused to a child.

Trauma; A body wound or shock caused by physical injury or an experience that produces psychological injury or pain.

Illness; when a child becomes sick or has an unhealthy condition.

Staff; refers to staff employed by Bland Shire Council Children's Services and educators registered with Bland/Temora Family Day Care Scheme.

Responsibilities:

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

Recommended Practices:

Nominated Supervisors will:

- Ensure that premises are kept clean and in good repair.
- Ensure that completed medication records are kept until the end of 3 years after the child's last attendance date (reg: 92,183)
- Ensure that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensure that a staff member who holds a current approved first aid qualification is present at all times that children are being educated and cared for by each service.
- Ensure that all staff are aware of the completion of appropriate records (Incident, Injury, Trauma and Illness Record) in the event of any incident, injury, trauma or illness to children whilst in care of the service, and this information is completed no later than 24 hours after the incident occurred.
- Ensure that an Incident Report is completed and a copy is forwarded to the regulatory authority as soon as practicable but not later than 24 hours after being notified of the occurrence.
- Ensure that completed Incident Reports are kept and stored confidentially until the child is 25 years of age.
- Make staff aware of the appropriate accessibility for approved officers and families to these records according to regularity requirements.
- Report major incident/accident to Council Safety Officer for audit if medical attention has been sought.
- Give staff access to appropriate up to date information, or professional development on the management of incidents.
- Maintain and keep accessible records of the child's emergency contacts and to carry emergency contact details on all excursions.
- Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of staff induction to the service and that position descriptions reflect this responsibility.

Parents will:

- Provide current emergency contact details and authority for staff to seek medical, dental or other emergency treatment if required.
- Inform the service of their child's particular requirements, and provide any relevant paperwork to the service such as health management plans, allergies etc. (See Medical Conditions Policy).
- Provide any prescribed medication as part of the medical conditions plan (N.B. Child will be refused admission if prescribed medication is not provided with child on each day of attendance).
- Ensure prompt collection of any child who becomes ill or injured whilst attending a service.

Staff will:

- Notify parent/guardian immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Request the parent/guardian (or authorised person if parent/guardian is non contactable) make arrangements for the child or children involved in the incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.
- Seek further medical attention for a child if required.
- Records details of any incident, injury, trauma and illness on the record as soon as practicable but completed no later than 24 hours after the incident occurred.
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid.
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development.
- Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
- Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Staff will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child.
- In response to a child registering a high temperature, follow procedures for temperatures (**medical conditions**), and complete the incident, trauma and illness record as required.
- All incident, injury, trauma and illnesses must be reported to the Nominated Supervisor as required who will notify the Regulatory Authority of any serious incident to a child while attending the services.

Prevention Strategies:

- Ensure that all children have opportunities to engage in experiences, ensuring that the spaces are safe.
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing.
- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times.
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities.
- **Regularly check that both indoor and outdoor** equipment and furniture is well maintained and that any materials that may be hazardous are removed or repaired.
- Ensure that hazardous items are inaccessible to children.
- Be involved in the regular review of and discussions regarding policy and procedure and consider any improvements that need to be made to this policy.
- **Review the cause of any incident, injury or illness and take appropriate action to remove the cause if required.**

Forms

- Incident, Injury, Trauma and Illness Record.
- SI01 Notification of Serious Incident Form (**found on the NQAITS**)

References:

- Guide to the National Quality Standard ACECQA (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2011).
- EYLF – Belonging Being Becoming (2009).
- Community Child Care Co-Operative – sample policies (<http://ccccnsw.org.au/>).

Appendices:

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

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Corporate, Community, Development & Regulatory Services			
EDRMS Doc. ID	427341			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Previous Policy Number	
20 November 2012	0			
17 June 2014	1	12062014	May 2016	

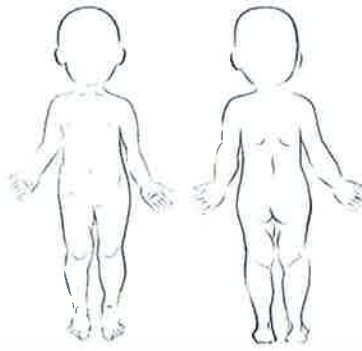
Related Council Policy/Procedure

Incident, Injury, Trauma and Illness Record

(Circle / Tick relevant type of record)

Child details		
Surname: Given names:		
Date of birth:/...../..... Age:		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male Room/Group/FDC Educator:		
Incident/injury/trauma details		
Time of Incident: am / pm Date of Incident:/...../.....		
Location of incident:		
INDOORS - <input type="checkbox"/> Bathroom / Nappy Change	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Rest Area
<input type="checkbox"/> Eating Area	<input type="checkbox"/> Laundry	<input type="checkbox"/> Storage Area
<input type="checkbox"/> Entrance	<input type="checkbox"/> Playroom	<input type="checkbox"/> Other -
OUTDOORS <input type="checkbox"/> Play Space		
<input type="checkbox"/> Pool	<input type="checkbox"/> Storage Shed	<input type="checkbox"/> Other -
<input type="checkbox"/> Toilet Block		
AWAY FROM SERVICE - <input type="checkbox"/> Excursion/Regular Outing <input type="checkbox"/> Other -		
Activity at time: -		
<input type="checkbox"/> Arrival at Service	<input type="checkbox"/> Organised Sport	
<input type="checkbox"/> Departure from Service	<input type="checkbox"/> Play-based Program	
<input type="checkbox"/> Leisure based Program	<input type="checkbox"/> Sleep/Rest	
<input type="checkbox"/> Meal time	<input type="checkbox"/> Transition	
<input type="checkbox"/> Unknown		
Cause of Injury/Trauma/Illness -		
<input type="checkbox"/> Animal	<input type="checkbox"/> Electrical/Power point	<input type="checkbox"/> Needle Stick
<input type="checkbox"/> Chemical substance	<input type="checkbox"/> Equipment/Furniture/Toy	<input type="checkbox"/> Pool
<input type="checkbox"/> Child/Adult (non staff interaction)	<input type="checkbox"/> Glass	<input type="checkbox"/> Pre-existing medical condition
<input type="checkbox"/> Child/Child Interaction	<input type="checkbox"/> Hot water/Steam	<input type="checkbox"/> Self Inflicted
<input type="checkbox"/> Child/Staff (inc student or volunteer)	<input type="checkbox"/> Nails/Wire/building Material	<input type="checkbox"/> Sun / heat Exposure
<input type="checkbox"/> Traffic/car	<input type="checkbox"/> Trip/Fall Hazard	<input type="checkbox"/> Unknown
<input type="checkbox"/> Other -		
Further Details on incident -		
<input type="checkbox"/> Allergic reaction (not anaphylaxis)	<input type="checkbox"/> Crush/Jam	<input type="checkbox"/> Internal injury/Infection
<input type="checkbox"/> Amputation	<input type="checkbox"/> Cut/Open wound	<input type="checkbox"/> Poisoning
<input type="checkbox"/> Anaphylaxis	<input type="checkbox"/> Drowning (non fatal)	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Asthma	<input type="checkbox"/> Electric Shock	<input type="checkbox"/> Sprain
<input type="checkbox"/> Bite Wound	<input type="checkbox"/> Eye Trauma	<input type="checkbox"/> Stabbing/piercing
<input type="checkbox"/> Burn	<input type="checkbox"/> Fracture/Dislocation	<input type="checkbox"/> Tooth loss
<input type="checkbox"/> Choking	<input type="checkbox"/> Infectious disease	<input type="checkbox"/> Unconscious/seizure
<input type="checkbox"/> Concussion	<input type="checkbox"/> Ingestion/inhalation/insertion	<input type="checkbox"/> Venomous bite/sting
<input type="checkbox"/> Other -		
Was urgent medical attention required by a registered practitioner/hospital -		
<input type="checkbox"/> Arm/hand/finger	<input type="checkbox"/> Leg/Foot	<input type="checkbox"/> Whole body
<input type="checkbox"/> Face/Head	<input type="checkbox"/> Neck/Throat	
<input type="checkbox"/> Genitals/Bottom	<input type="checkbox"/> Spine/Back	
<input type="checkbox"/> Internal	<input type="checkbox"/> Torso	

Please indicate area of injury / concern -



Action Taken –

Illness/Accident/Incident details: Circumstances surrounding child becoming ill or injured including apparent

symptoms:

.....

.....

.....

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

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

.....

.....

.....

.....

Emergency Services contacted: Yes / No (If yes, provide details) -

.....

.....

.....

Notifications (including attempted notifications) (This needs to be recorded for all incidents)

Parent/Guardian contacted – Yes/No - Name:

Parent comments (if applicable):

.....

Time: am / pm **Date:**/...../.....

Person completing the record

Educator Name: **Signature:**

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

Witness to the incident

Educator Name: **Signature:**

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

Parent Acknowledgment -

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

incident injury trauma illness
(please circle)

I am aware that I must advise the service as soon as practicable, if my child requires medical attention by a Doctor or hospital relating to this incident, so that the incident report can be submitted to the relevant authorities.

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

Copies provided to:

Copies of this report have been provided to: Parent /guardian

Original copy to: Nominated Supervisor

Notifications – Serious Incident

Serious Incident report submitted – Yes/No If Yes: **Submission Time:**am / pm
Date:/...../.....

Nominated Supervisor Name -**Signature:**.....

Copy on child's record: Yes

9.8 Application to Modify Development Application DA2018/0052 (MOD2018/0001)



Our Prosperity - Growing our population and jobs

DP16.1 Ensure a sustainable environment for current and future generations through effective management and planning for the long term future by ensuring appropriate land is zoned and available to support business and industry growth.

Author: Manager Development and Regulatory Services

Introduction

A development application was received on 13 December 2017 for a liquid fuel depot comprising of:

- Two 105 kL diesel above ground fuel tanks (double walled, self bunded)
- Two 10 kL Adblue above ground tanks (double walled, self bunded)
- Canopy
- Oily water treatment separator
- Concrete slab (roll over bunded area around truck refuelling area)
- Sealed ingress and egress
- Signage
- Ablutions block

The application was approved by Council on 20 March 2018.

An application to modify DA2018/0052 was received on 24 April 2018 as shown in Table 1. The proposed modification relates mostly to conditions applied by Roads and Maritime Services and the application were referred to the RMS for their comment. The RMS provided the following response:

- *As discussed the options for clockwise or anticlockwise flow through the development have their respective benefits if designed correctly.*
- *Roads and Maritime acknowledges that the likelihood of 8 road train accessing the site at once would be low. Therefore the alternative to provide for a road train and B-Double heavy vehicle in the queue area for each of the 4 bowsers would be sufficient.*
- *The relocation of the bowser set further to the east appears to address the issues raised in relation to the previous layout. On the basis of the revised layout for the development as per the attached plans Roads and Maritime Services would not object to the clockwise flow through the development.*

Financial Implications

The amendment to Condition 1 – Section 94A Contribution would reduce the amount received in payment of the levy by \$4,000.00

Summary

The development application was approved by Council on 20 March 2018 and as such any subsequent modification application is required to be determined by Council. The proposed modifications are of minor environmental significance and generally relate to the conditions applied by the RMS. During the assessment of the applications, works were undertaken on the site by the RMS which made some of the conditions no longer relevant. The applicant has undertaken discussions with the RMS to resolve the issue.

Recommendation:

That application MA2018/0001 for modification of DA2018/0052 for the construction of a liquid fuel depot and associated structures be approved subject to the modified conditions attached to this report (Attachment 1).

Table 1: Proposed Modification of Development Application DA2018/0052

Council Conditions		
Current Condition	Proposed Modification	Comment
<p>Condition 7</p> <p>Section 94A Contribution</p> <p>The payment of a Section 94A Contribution Levy of \$10,000 (being 1% of the total estimated construction cost) is required to be paid to Council prior to the issue of a construction certificate</p>	<p>Condition 7</p> <p>Section 94A Contribution</p> <p>The payment of a Section 94A Contribution Levy of \$6,000 (being 1% of the total estimated construction cost) is required to be paid to Council prior to the issue of a construction certificate.</p>	<p>The applicant provided a revised construction cost of \$1 million when the original application was lodged. The Section 94A contribution was calculated using this figure. The applicant has since revised the construction costs to be \$600,000.00 which would reduce the levy payable to \$6,000.00</p>
Roads and Maritime Services Conditions		
<p>Condition 1</p> <p>Vehicular access to the proposed development shall be via the proposed saleyards access road from Showground Road. Access directly from the development site to the road reserve of Showground Road is denied. Any existing driveway to the subject site from Showground Road is to be removed and the road reserve reinstated to match the surrounding roadside requirements.</p>	<p>Condition 1</p> <p>Vehicular access to the proposed development shall be via the proposed saleyards access road from Showground Road. Access directly from the development site to the road reserve of Showground Road is denied. Any existing driveway to the subject site from Showground Road is to be removed and the road reserve reinstated to match the surrounding roadside landform in accordance with Council requirements.</p>	<p>The existing driveway to the saleyards was removed as part of the RMS works to upgrade the West Wyalong Heavy Vehicle Alternative Route.</p>

<p>Condition 2</p> <p>Access through the development shall be restricted to one-way movement from the proposed saleyards access road in an anticlockwise direction. Appropriate signage and line marking is to be installed and maintained on the subject site to enforce this requirement.</p>	<p>Condition 2</p> <p>Access through the development shall be restricted to one-way movement from the proposed saleyards access road in a clockwise direction. Appropriate signage and line marking is to be installed and maintained on the subject site to enforce this requirement.</p>	<p>Roads and Maritime acknowledges that the likelihood of 8 road train accessing the site at once would be low. Therefore the alternative to provide for a road train and B-Double heavy vehicle in the queue area for each of the 4 bowzers would be sufficient.</p> <p>The relocation of the bowser set further to the east appears to address the issues raised in relation to the previous layout. On the basis of the revised layout for the development as per the attached plans Roads and Maritime Services would not object to the clockwise flow through the development</p>
<p>Condition 3</p> <p>As a minimum the intersection of Showground Road and the saleyards access road is to be constructed and the roadside maintained so as to provide the required Sight Distance criteria in either direction in accordance with the Austroads Publications as amended by the supplements adopted by Roads and Maritime Services for the posted speed limit. Compliance with this requirement is to be certified by an appropriately qualified person prior to construction of the vehicular access.</p>	<p>Condition 3</p> <p>Delete condition</p>	<p>The intersection has been constructed by the RMS as part of the upgrade of the West Wyalong Heavy Vehicle Alternative Route.</p>

<p>Condition 4</p> <p>As a minimum the intersection of Showground Road and the saleyards access road is to be constructed as a public road intersection with a Basic Right Turn (BAR) and Basic Left Turn (BAL) intersection treatment in accordance with the Austroads Guide to Road Design as amended by the supplements adopted by Roads and Maritime Services for the posted speed limit on Showground Road. The intersection is to be constructed with a minimum width to accommodate B-Triple heavy vehicles. The pavement standards are to be in accordance with the requirements of Roads and Maritime Services for the proposed turning traffic.</p>	<p>Condition 4</p> <p>Delete condition</p>	<p>The intersection has been constructed by the RMS as part of the upgrade of the West Wyalong Heavy Vehicle Alternative Route.</p>
<p>Condition 5</p> <p>The intersection of Showground Road and the saleyards access road shall be designed and constructed so that vehicles turning between Showground Road and the saleyards access road are not required to cross to the opposing travel lane in order to perform a turn manoeuvre. The intersection shall be line marked in accordance with Australian standards.</p>	<p>Condition 5</p> <p>Delete condition</p>	<p>The intersection has been constructed by the RMS as part of the upgrade of the West Wyalong Heavy Vehicle Alternative Route.</p>
<p>Condition 6</p> <p>As a minimum the saleyards access road shall be constructed to provide for 2 way movement and be sealed from its</p>	<p>Condition 6</p> <p>Delete condition</p>	<p>The access to the Saleyards has been constructed by the RMS as part of the upgrade of the West Wyalong Heavy Vehicle</p>

<p>intersection with Showground Road to the southern side of the exit driveway to the saleyards access road to the satisfaction of Council.</p>		<p>Alternative Route.</p>
<p>Condition 7 The intersection of Showground Road and the saleyards access road is to be designed and constructed so as not to interfere with the capacity of the current roadside drainage network and to prevent water from proceeding onto, or ponding within, the carriageway of Showground Road. If a culvert is to be installed and is to be located within the clear zone of Showground Road for the posted speed zone it is to be constructed with a traversable type headwall.</p>	<p>Condition 7 Delete condition</p>	<p>The intersection has been constructed by the RMS as part of the upgrade of the West Wyalong Heavy Vehicle Alternative Route.</p>
<p>Condition 13 Any damage or disturbance to the road reserve of Showground Road is to be restored to match surrounding landform in accordance with Council requirements.</p>	<p>Condition 13 Delete condition</p>	<p>The applicant does not propose any works within the road reserve on Showground Road or the link road making this condition irrelevant.</p>
<p>Condition 14 A landscaped buffer (at least 5 metres in width planted with a variety of species endemic to the area and growing to a mature height ranging from 2 metres to at least 5 metres) shall be established and maintained within the subject property along the frontages of the site to the road reserve of</p>	<p>Condition 14 Delete condition</p>	<p>The applicant considers that there is sufficient mature vegetation within the setback area to adequately screen the proposed development. The applicant also considers the RMS requirement for a 5 metre landscaped buffer would interfere with the necessary site infrastructure.</p>

<p>Showground Road to a standard to minimise distraction of the travelling public.</p>		
<p>Condition 15 Detailed design plans for any proposed works, or works required by a condition of consent, within the road reserve of Showground Road are to be submitted to Roads and Maritime Services prior to the commencement of such works. The design and specifications for these works and pavement must be completed and certified by an appropriately qualified person.</p>	<p>Condition 15 Delete condition</p>	<p>The applicant does not propose any works within the road reserve on Showground Road or the link road.</p>

ATTACHMENT 1

MODIFIED CONDITIONS OF CONSENT

PART A - ADMINISTRATIVE CONDITIONS

General

1. This consent relates to a **liquid fuel depot (unmanned refuelling facility)** as illustrated on the plans, specifications and supporting documentation stamped with reference to this consent, as modified by the following conditions. The development shall be carried out in accordance with this consent.

Notes:

- *Any alteration to the plans and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act, or a fresh development application. No works, **other than those approved under this consent**, shall be carried out without the prior approval of Council.*
 - *Where there is an inconsistency between the documents lodged with this application and the following conditions, the conditions shall prevail to the extent of that inconsistency.*
2. The **depot** shall not be occupied or the use shall not commence until all relevant conditions of development consent have been met or unless other satisfactory arrangements have been made with council (i.e. a security).

Building Code of Australia

3. All building work must be carried out in accordance with the requirements of the Building Code of Australia.

Note: *This condition is prescribed under the Environmental Planning and Assessment Regulation 2000.*

Erection of signs

4. A sign must be erected in a prominent position on any site on which building work, is being carried out:
 - (a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

PART B - REQUIREMENTS PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

Construction Certificate Application

5. A Construction Certificate application is required to be submitted to, and issued by Council/Accredited Certifier prior to any excavation or building works being carried out on site.

Section 68 Local Government Approval Application

6. A Section 68 Local Government Approval application is required to be submitted to, and issued by Council for the installation of the ablutions block and the associated onsite wastewater management system prior to the issue of a construction certificate.

Section 94A Contribution

7. The payment of a Section 94A Contribution Levy of ~~\$10,000.00~~ **\$6,000.00** (being 1% of the total estimated construction cost) is required to be paid to Council prior to the issue of a construction certificate.

PART C - REQUIREMENTS PRIOR TO COMMENCEMENT OF WORK

Notice of Commencement

8. Notice of commencement (at least 48 hours prior) is to be given to Council in writing.

Erosion and Sediment Control

9. An erosion and sediment control plan is to be submitted to Council prior to the commencement of any work. This plan should also include measures to prevent dust generation from the property during construction.
10. Erosion and sediment control measures shall be installed and maintained until all disturbed areas have revegetated in accordance with the Bland Development Control Plan 1999.

Note: On the spot fines may be imposed for non-compliance with this condition.

Temporary Onsite Toilet

11. A temporary on-site toilet is to be provided and must remain throughout the project or until an alternative facility meeting Council's requirements is available on-site.

Damage to Public Assets

12. The developer or his agent must undertake a site inspection of the adjacent kerbs, gutters, footpaths, walkways, carriageway, reserves and the like, prior to commencement of work and document evidence of any damage to existing assets. Failure to identify existing damage will result in all damage detected after completion of the building work being repaired at the applicant's expense.

PART D - REQUIREMENTS DURING WORKS

Approved hours of Construction

13. Construction work may only be undertaken in accordance with the provisions of the Environmental Protection Authority – Interim Construction Noise Guideline:

DAY	HOURS
Monday to Friday	7:00am to 6:00pm
Saturday	8:00am to 1:00pm
Sunday & Public Holidays	Nil

Building Waste

14. The provision of a metal waste skip with self-closing lid or secure covering on-site for the duration of the construction to ensure that all wastes are contained on the site. The receptacle is to be emptied periodically to reduce the potential for rubbish to leave the site.

Note: On the spot fines may be imposed by Council for Pollution incidents.

Building Materials, Plant and Equipment

15. All building materials, plant and equipment are to be placed on the site of the development so as to ensure that pedestrian and vehicular access in public places is not restricted and also so that the road reserve is not damaged.

Note: On the spot fines may be imposed for non-compliance with this condition.

Soil and Water Management

16. All practical measures must be taken to ensure erosion and subsequent sediment movement off-site does not occur.

In particular, a silt fence or equivalent must be provided downhill from the cut and fill area (or any other disturbed area). The fence must be regularly inspected and cleaned out and/or repaired as necessary and all collected silt must be disposed of to the satisfaction of the Principal Certifying Authority (PCA).

Unnecessary disturbance of the site (eg excessive vehicular access) must not occur.

All cuts and fills must be stabilised or revegetated as soon as possible after the completion of site earthworks.

PART E - REQUIREMENTS PRIOR TO OCCUPATION CERTIFICATE

Occupation Requirements

17. No person is to use or occupy the building or alteration that is the subject of this approval without the prior issuing of an Occupation Certificate.

Ground Levels

18. Finished ground levels are to be graded away from the buildings, structures and hard stand areas and adjoining properties must achieve natural drainage. The concentrated flows are to be dispersed down slope or collected and discharged to the stormwater drainage system.

Completion Requirements

19. All of the foregoing conditions are to be at the full cost of the developer and to be completed prior to the issuing of an Occupation Certificate, unless stated otherwise.

Fire Safety Certificate

20. The owner of the buildings must cause the Council to be given a Final Fire Safety Certificate on occupation of the building in relation to the essential fire or other safety measures included in the schedule attached to this consent.

PART F - OPERATIONAL REQUIREMENTS

Amenity

21. The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, dust, wastewater, waste products and/or oil.

Clean and Tidy

22. The premises are to be maintained in a clean and tidy condition at all times.

PART G – ROADS AND MARITIME SERVICES CONDITIONS

1. Vehicular access to the proposed development shall be via the proposed saleyards access road from Showground Road. Access directly from the development site to the road reserve of Showground Road is denied. ~~Any existing driveway to the subject site from Showground Road is to be removed and the road reserve reinstated to match the surrounding roadside landform in accordance with Council requirements.~~
2. Access through the development shall be restricted to one-way movement from the proposed saleyards access road in ~~an anti-clockwise~~ **a clockwise** direction. Appropriate signage and line marking is to be installed and maintained on the subject site to enforce this requirement.
3. **Deleted**
4. **Deleted**
5. **Deleted**

6. Deleted
7. Deleted
8. The swept path of the largest vehicles entering and exiting the subject site and manoeuvrability to and through the site is to be in accordance with AS 2890.2-2002 "Off-street commercial vehicle facilities" and to Councils satisfaction. The design vehicle for this development is the B-Triple road train. For road safety reasons the layout of the development and any access driveway shall be designed to allow all vehicles to enter and exit the subject site in a forward direction and not be required to reverse onto the adjoining road reserve.
9. The proposed development shall provide and maintain sufficient area on the subject site to allow for the storage of all vehicles intending to access the site. At no time shall vehicles be required to queue onto the road reserve of Showground Road.
10. All activities including, loading and unloading associated with the development shall take place within the subject site. Fill points for onsite fuel storage shall be located so that tankers stand clear of driveways and not impede access to the subject site. A plan shall be submitted demonstrating compliance with this condition prior to release of the Construction Certificate.
11. Stormwater shall not leave the subject site to the road reserve of Showground Road.
12. The use of the site and the adjoining road reserves for long term parking or rest area purposes is denied. Appropriate signage and structures are to be installed to enforce this restriction to the satisfaction of the Consent Authority and Roads and Maritime Services.
13. Deleted
14. Deleted
15. Detailed design plans for any proposed works, or works required by a condition of consent, within the road reserve of Showground Road are to be submitted to Roads and Maritime Services prior to the commencement of such works. The design and specifications for these works and pavement must be completed and certified by an appropriately qualified person.
16. Works associated with the development shall be at no cost to Roads and Maritime Services.

PART H – ROADS AND MARITIME SERVICES CONDITIONS – ADVERTISING SIGNS

- 1) Any signage shall be designed and located so as to comply with the following;
 - a) the sign display shall not include:
 - Any flashing lights,
 - Electronically changeable messages,
 - Animated display, moving parts or simulated movements.
 - Complex display that holds motorist's attention beyond "glance appreciation",
 - Display resembling traffic signs or signals, or giving instruction to traffic by using words such as 'halt' or 'stop';
 - b) The method and intensity of any illumination of the sign shall not be directed or transmitted in such concentration or intensity to cause distraction or glare to motorists.
 - c) Any proposed sign and support structure shall be located wholly within the confines of the property boundaries and not protrude over any adjoining road reserve.
 - d) Any proposed sign and support structure to be located within close proximity to a road reserve is required, as a minimum, to comply with the wind loading requirements as specified in AS1170.1 Structural design actions – Permanent, imposed and other actions and AS1170.2 Structural design actions – wind actions.
 - e) Any proposed sign and support structure shall not obstruct any road regulatory, safety or directional signage in the vicinity,
 - f) Any proposed sign and support structure shall not pose any risk to the safety of pedestrians or motorists.

SECTION 4 – ASSET & ENGINEERING SERVICES

9.9 Airport Master Plan



Our Places - Maintain & improve the Shire's assets & infrastructure

DP 5.1 Facilitate the delivery of accessible services and infrastructure.

Author Director Assets and Engineering Services

Introduction

A few years ago Bland Shire Council adopted an Airport Master Plan in principle, in order to give direction to the airport use in the future.

Some of the matters have been completed (Refurbishment of terminal, works on strip to suit gliders, and the new taxiway-hanger area (however not sealed yet). Also, in addition, other uses and possible uses have occurred in the mean time.

The attached Airport Master Plan dated 7/5/2018 reflects the possible direction of airport usage, into the future, for the short and medium term.

Financial Implications

None

Recommendation:

That the Airport Master Plan dated 7/5/2018 be adopted in principle.

Airport Master Plan

- Stormwater Reticulation
- Future Hwy Development
- Proposed Fuel Area
- Event Area
- Existine New Taxiway-Hangar Area
- Motorsport Park
- New Taxiway-Hangar Area
- Biodiversity Stewardship Site
- Special Purpose

N.B New Kangaroo Protection Fence Around Site



BLAND SHIRE COUNCIL
west wyalong

Prepared by: M. Goodwin
Date: 7/5/18
Projection: MGA ZONE 55



SECTION 5 – REPORTS FOR INFORMATION

Recommendation:

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

- **9.10 - Economic Development & Tourism Report – May 2018**
- **9.11 - Community Services Report**
- **9.12 - Bland Shire Library Monthly Update**
- **9.13 - Bland HACC Services Update**
- **9.14 - Development Services Activity Report – May 2018**
- **9.15 - Asset & Engineering Services Report**

9.10 Economic Development & Tourism Report – May 2018



Our Prosperity - Growing our population and jobs

DP14.2 Attract a diverse range of Visitors to the Shire

DP15.2 Continue ongoing engagement and communication with the Shire's existing industry and business including support for diversification and alternate industry or business

DP15.3 Lobby for and work with industry, government and education providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services

DP16.2 through partnerships with stakeholders foster our education, learning and training industry and increase employment opportunities within the Shire

Author: Senior Economic Development & Tourism Advisor

Introduction Bland Shire Council May 2018 Economic Development & Tourism Report

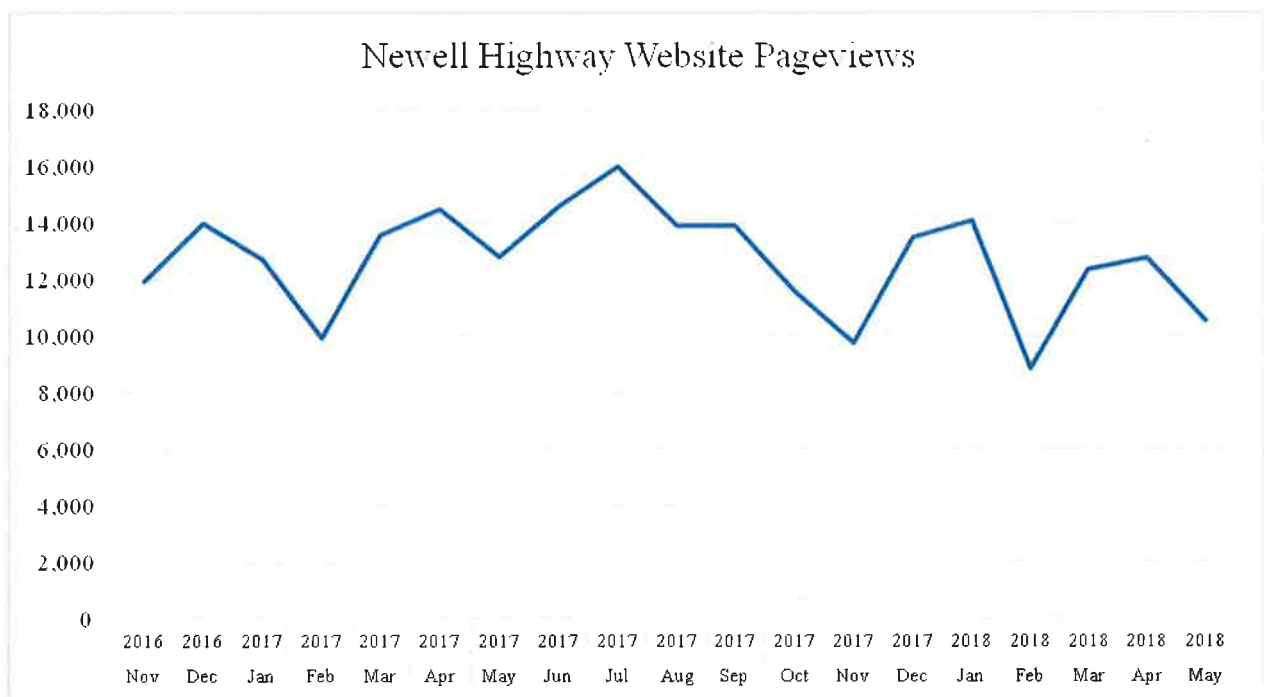
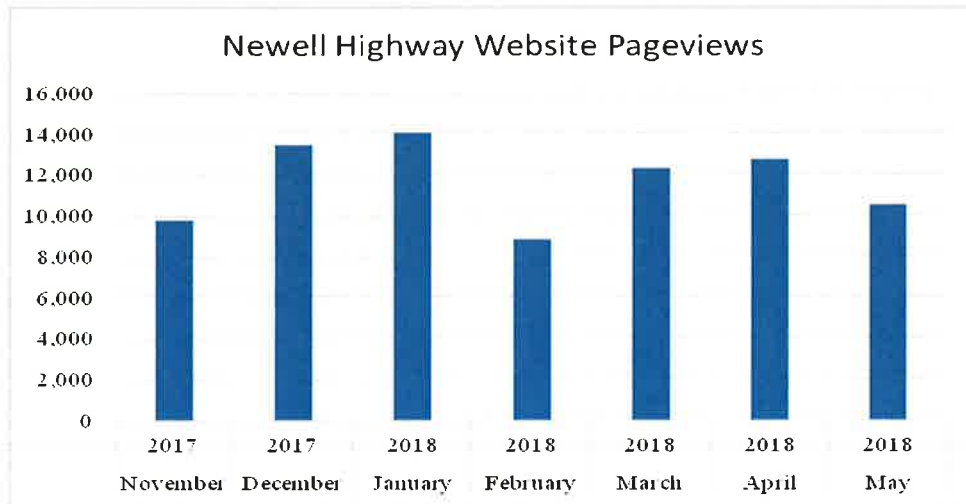
Financial Implications Nil

Summary Bland Shire Council May 2018 Economic Development & Tourism Report

Recommendation: That the Bland Shire Council May 2018 Economic Development & Tourism Report be received and noted

Newell Highway Website Analytics

	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018
Page views	9,753	13,446	14,066	8,810	12,310	12,743	10,523
Visits	3,857	5,176	5,935	3,440	4,983	4,691	4,526
Visitors	2,939	4,106	4,628	2,787	3,938	3,712	3,345
Desktop	37.4%	31.5%	30.4%	39.2%	34.7%	33.1%	32.3%
Mobile	42.2%	50.4%	52.3%	41.0%	45.8%	45.8%	44.0%
Tablet	20.4%	18.2%	17.2%	19.7%	19.5%	21.1%	23.7%



71st MAAA National Model Aircraft Championships 24 April – 1 May 2019

Great news for the Bland Shire that at the recently held annual Model Aeronautical Association of Australia (MAAA) <http://www.maaa.asn.au/index.php> Conference held in Adelaide, it was decided that the 71st MAAA Nationals will be held in West Wyalong and the dates that they are looking at are the 24th April 2019 to 1st May 2019.

Jet Flyers NSW

The Jet Flyers NSW will be holding events in West Wyalong on Friday 22 to Sunday 24 June 2018 and Friday 28 to Sunday 30 September 2018.

NSW Free Flight Society

The NSW Free Flight Society will be holding events in West Wyalong on June 9 – 11 and October 27 – 28.

NRL Visit to the Bland Shire

Shaun Wendt the General Manager Football, Venues and Broadcaster Relations from the NRL visited the Bland Shire to inspect the Ron Crowe Oval.

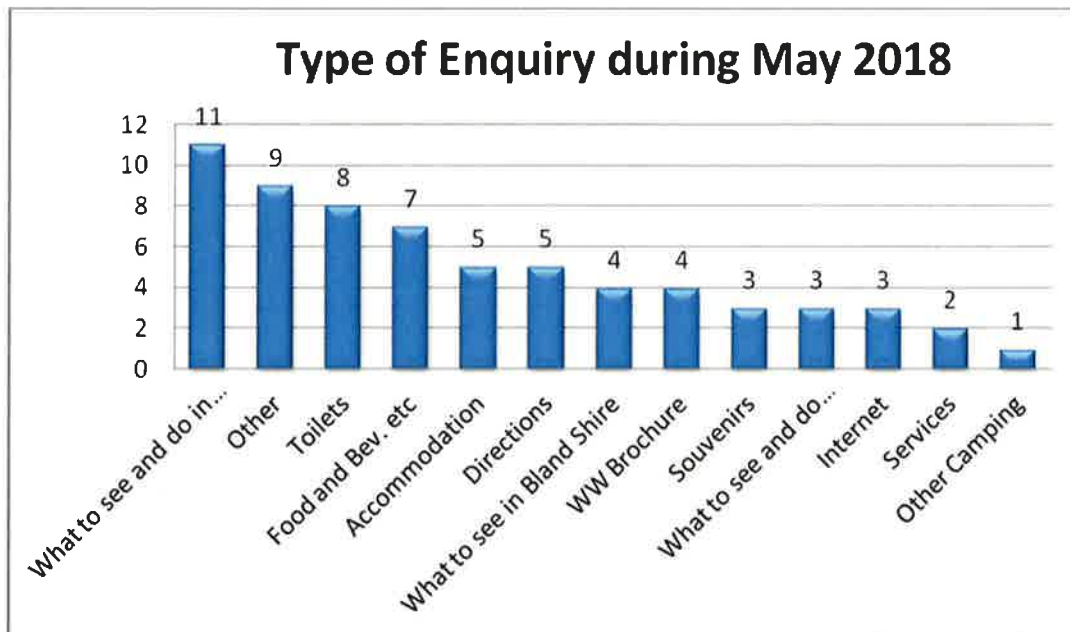
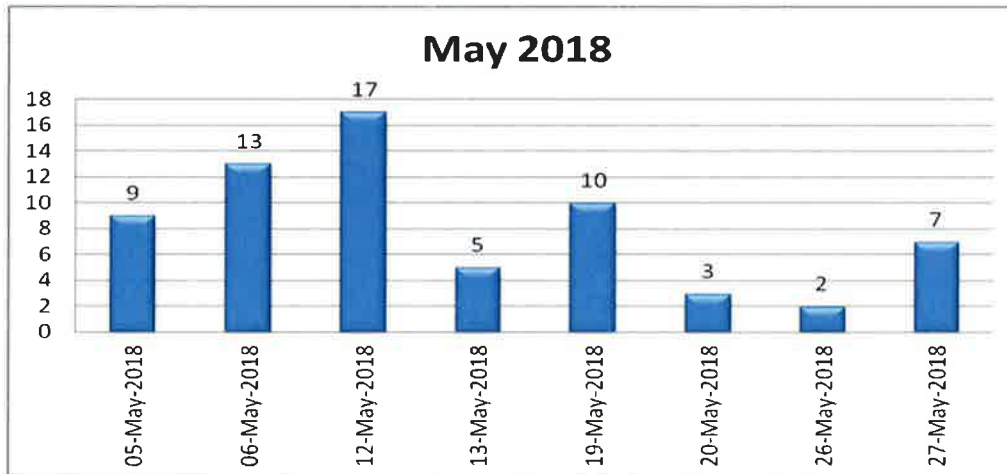
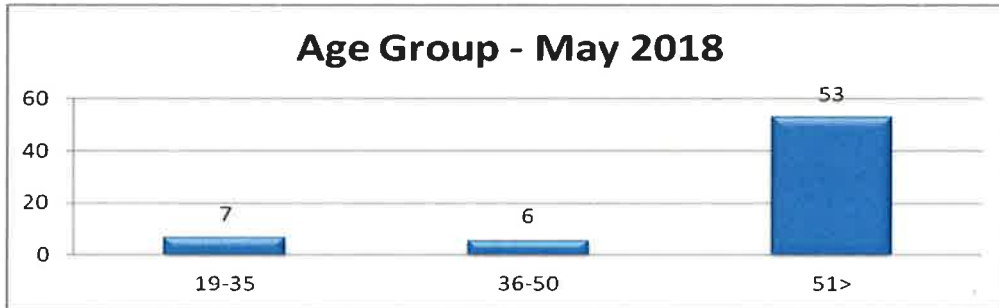


Photo L to R: Will Marsh Director of Engineering Bland Shire Council; Campbell McCubbin President of the West Wyalong Mallee Men; Ron Pilon NSW Country Firsts, Newtown & Balmain player; Shaun Wendt GM Football, Venues and Broadcaster Relations NRL; Cr Tony Lord Mayor of Bland Shire Council; Ray Smith General Manager Bland Shire Council and Parramatta supporter; Matt Goodwin NSW Country Firsts, Penrith, Parramatta & South Sydney player.

Bland Shire Events List 2018

	JUNE	LOCATION
9-11	NSW Free Flight	West Wyalong
11	Queen's Birthday Public Holiday	NSW
22-24	Model Jet Flyers – West Wyalong Aerodrome	West Wyalong
	JULY	LOCATION
14	West Wyalong Markets	West Wyalong
21	Christmas in July Trivia Night	West Wyalong
	AUGUST	LOCATION
4	Australian Yard Dog South West Championship	West Wyalong
4	Sore Butt Charity Ride to Lake Cowal Conservation Centre	West Wyalong
11	West Wyalong Markets	West Wyalong
12-13	Variety Bash West to West Wyalong and Weethalle	West Wyalong/ Weethalle
19	Weethalle Show with guest Adam Brand opening show and cameo performances during show	Weethalle
	SEPTEMBER	LOCATION
4-5	West Wyalong Show	West Wyalong
8	West Wyalong Markets	West Wyalong
8	Ungarie Rodeo and Show	Ungarie
15	Adam Brand 20 Year Tour at Central Hotel	Ungarie
22	Weethalle Garden Tour	Weethalle
28-30	Model Jet Flyers – West Wyalong Aerodrome	West Wyalong
30	West Wyalong Rodeo	West Wyalong
TBA	Mayoral Election	West Wyalong
TBA	Landmark Gold Nugget Campdraft	West Wyalong
TBA	Ungarie Bogeye Cup	Ungarie
TBA	Barmedman Show	Barmedman
	OCTOBER	LOCATION
1	Labour Day Public Holiday	NSW
13	West Wyalong Markets	West Wyalong
13	Mirrool Silo Kick	Mirrool
19-21	Motorcycle Friendly Bike Event	West Wyalong
20	Cowal Gold Mine Charity Golf Day	West Wyalong
26-27	Camp Quality	West Wyalong
26-27	In the West Festival (held with Camp Quality)	West Wyalong
27-28	NSW Free Flight	West Wyalong
TBA	Barmedman Tractor Pull	Barmedman
	NOVEMBER	LOCATION
6	Melbourne Cup Ladies Day	West Wyalong
10	West Wyalong Markets	West Wyalong
TBA	Wyalong Museum Open Day	Wyalong
	DECEMBER	LOCATION
7	Business West Wyalong Christmas Carnival	West Wyalong
25	Christmas Day	NSW
25	Community Christmas Lunch	Wyalong
26	Boxing Day Public Holiday	NSW
TBA	Carols by Candlelight	West Wyalong
TBA	International Day of People with a Disability	West Wyalong
TBA	Annual Summer Pool Party West Wyalong	West Wyalong

Visitor Information Centre Statistics



Other: include questions or research on local history, local family history, car repairs and farm work

Statistics for VIC during weekdays (Monday to Saturday morning 12pm) May 2018

Visitors: 302 Phone call and email: 27

9.11 Community Services Report



Our People - A Strong, healthy, connected and inclusive community

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

Author: Community Relations Officer and Community Development Officer

Grant funding

Council has recently received advice on a number of successful grant applications submitted through the Community Relations Officer and Community Development Officer.

Deputy Prime Minister and Federal Member for Riverina, Michael McCormack, recently announced that Bland Shire Council will receive \$39,450 under the Safer Communities Fund to install Closed Circuit Television (CCTV) in West Wyalong's Main Street.

The grants will cover the total quoted cost of the project without any contribution from Council.

Council has also received three grants valued at \$4900 under the Local Sport Defibrillator Grants Program to install life saving defibrillators at the Council owned West Wyalong Sports Stadium, Ron Crowe Oval and McAlister Oval.

The defibrillators will be installed in the near future.

In the meantime, Council has partnered with the TAFE in West Wyalong to provide defibrillator training for user groups at the Sports Stadium, McAlister Oval and Ron Crowe Oval.

As well as seeking funding on behalf of Council, community services staff meet regularly with community groups and organisations to provide advice and assistance when applying for external grant funding.

125th anniversary celebrations of West Wyalong and Wyalong

Community Services staff have held positive discussions with a number of community groups and individuals regarding the provision of activities for the 125th anniversary celebrations of Wyalong and West Wyalong on 22-24 March.

A number of groups have agreed to reschedule popular annual events or create new specially designed events to form part of the anniversary celebrations on 22-24 March next year.

A draft program of events will be available closer to the weekend.

Youth engagement

Council's Community Relations Officer and Community Development Officer were recently invited to West Wyalong High School to deliver careers talks to students.

Talks with individual interest groups were followed by a panel group discussion.

It was a great opportunity for Council to engage directly with youth and promote a career in Local Government.

The week prior, Council staff hosted year eight geography students from West Wyalong High School and delivered an interactive presentation about town planning and the many issues Council must consider in its future planning and when considering applications.

Council has also been in discussions with Ungarie Central School regarding a well being program for secondary students.

Council was involved in the inaugural well being program in 2018 which delivered fantastic results.

Cyber Safety Session

Council has engaged Australia's leading Cyber Safety Expert, Susan McLean, to provide a Cyber Safety Session for parents to be held at the West Wyalong Bowling Club on Thursday 21 June 2018.

Susan is renowned as an expert in the field of Cyber Safety and will cover topics such as –

- Social media applications including Facebook, Snapchat and Instagram
- Cyberbullying
- Online grooming
- Sexting
- Internet and gaming addiction and/or excessive use

The aim of the session is to ensure local parents are equipped with the information and skills required to safely monitor and control their children's behaviour.

NRMA Driving School

Council will again be holding both the ever popular NRMA Lessons and Safer Driving School as part of the upcoming July school holiday program. The NRMA Safer Driving School is at the forefront of safer driver training with only the highest quality driving instructors on hand to deliver both manual and automatic transmission lessons to local young people. The lessons focus on low risk driving techniques to assist learner drivers in becoming safer drivers for life. Completion of the Safer Driving Program reduces the logbook requirements of the learner driver by 20 hours and ensures our young drivers have the skills they need to become safe drivers.

Selwyn Snow Trip

In a first for Bland Shire Council, Community Services staff will be taking a group of young people to Selwyn Snow Fields for skiing lessons and snow tubing on Tuesday 10 July as part of the youth holiday program. Strong interest has been received for this initiative and it is hoped it will be a recurring activity for Council. Council is subsidising the cost for families to provide the activity at a reduced rate of \$150 per person which includes bus transfers, all lessons, lift passes and equipment, lunch and snow tube rides.

Stamp Launch

Council was extremely excited to partner with Australia Post in the development of a postage stamp portraying the stunning Weethalle Silo Art mural. The Weethalle Silo Art mural stamp forms part of a larger stamp collection which captures silo art murals from across Australia.

In celebration of this prestigious event, Council partnered with the Weethalle Post Office to hold a small launch event at the Weethalle Silos on Monday 21 with stamps and other products available to the community for purchase on the day. The launch was well attended and was followed by a small morning tea at the Weethalle whistletop.



9.12 Bland Shire Library Monthly Update



Our People - A Strong, healthy, connected and inclusive community

DP3.4 Foster a community learning culture optimising our physical and virtual spaces

Author: Senior Library Assistant

Reading Culture Award

The Riverina Regional Library Reading Culture Award is a biennial event held to recognise the many people quietly contributing to the improvement of literacy in our communities. Bland had three nominations this year with Barbara Young named the local winner, making her eligible for the Regional Award which eventually went to Wagga Wagga. Library staff accompanied Mrs Young to the presentation / morning tea which was held during Library and Information week at the RRL Administration Centre in Wagga.



Pictured is Mrs Young receiving her Award from Wagga Deputy Mayor Dallas Tout who is also the President of the NSW Public Libraries Association and sits on the Riverina Regional Library Advisory Committee.

Men's Health Week Talk

As part of Men's Health Week, author and suicide awareness and prevention advocate Noel Braun will be a special guest speaker at the Bland Shire Library on Wednesday 13 June starting at 10.30am.

Mr Braun – who is touring libraries throughout the Riverina Regional Library (RRL) network – will share stories from his trilogy of books which outline his emotional and spiritual journeys, following the death of his wife, and the fascinating stories of the people he has met. Mr Braun's books will be available for purchase on the day.

Mother's Group Talk

The library will host a group of mothers with babies on Wednesday 20 June at 2pm for a talk – to be presented by occupational therapist Brooke Maslin.

Preschool Visits

The library will host three preschool group visits in June – including Ungarie Preschool. Each respective group will participate in a themed story-time session with an educational component. The visits are all part of engaging with the community while promoting the library, books, reading and literacy.

Annual Author Visit

All schools within the Bland Shire have been sent information regarding author, illustrator, storyteller / performer Bernard Caleo's visit, scheduled for 10 – 14 September 2018. Return forms are due early July. This will allow for a schedule to be drafted and finalised well in advance of Mr Caleo's visit which is being partially funded this year by a grant from Evolution Mining.

July School Holiday Program

Bland Shire Library has another great program organised for the July School Holidays.

- The library has engaged the services of local cake decorator Dagmar McIntyre to conduct a basic cake decorating session.
- Due to popular demand, the library will hold another science-based activity.
- String Art and Paper Craft.
- Wobble Bots (Robotics). This session will be delivered by Riverina Regional Library Headquarters staff.
(NB. Under RRL's Service Level Agreement, Bland Shire Library is entitled to four free programs per annum, including one program presented or sourced by RRL Headquarters staff.)

Libero Cloud

Riverina Regional Library has advised that Libero (the library's Library Management System) will be shortly moving to a cloud hosted environment. The anticipated go live date is 20 June 2018.

National Simultaneous Storytime

Wednesday 23 May at 11.00 am, libraries across Australia, including Bland Shire library, concurrently read the children's book 'Hickory Dickory Dash' by Tony Wilson. The event, an initiative of the Australian Library and Information Association (ALIA), is held annually to promote reading and literacy across the nation.

Biggest Morning Tea

The library's Biggest Morning Tea raised \$366 in support of Cancer Council NSW. A Littlest Morning Tea was also held to coincide with Storytime.



Knit and Knatter

Members of the library's Knit and Knatter group have been busy knitting for charitable causes. The group recently donated a variety of knitted garments, blankets and other items to the following organisations.

- Wyalong District Hospital
- Royal Freemason's Benevolent Institute
- Country Hope
- Guardian Angel Knitting Program
- Ronald McDonald House (Wagga)
- Albury Wodonga Health – Maternity
- Arthritis and Osteoporosis NSW
- East Timor Children

Library Statistics for May 2018

- 278 Information Requests (*slightly up on last month's figure of 270*) ↑
- 262 Customer Service Requests (*last month's figure 261*) – this figure includes 56 technology assists (*compared to 69 last month*) ↓
- 517 Computer Usage (*up on last month's figure of 494*) ↑
- 37 adults attended regular programs in the library during May (this figure remains consistent)
- 217 children attended regular children's programs in the library during May ↑
- 50+ adults attended the library's Biggest Morning Tea
- 329 Visitor Information Requests (*slightly up on last month's figure of 317*) ↑ – this figure relates to normal library opening hours only and includes 27 phone requests
- 19 Programs were held in the library during May
- 1200 people visited the library during May (*calculated from the library's security gate counter*). *This figure is significantly lower than in past months, possible due to the security gates being off-line for a week and also the colder weather.*
- 2182 Items issued (*up on last month's figure of 1988*)
- 89 Reservations (*up on last month's figure of 77*)
- 19 New members (*there was 24 new members the previous month*)

9.13 Bland HACCC Services Update



Our People - A Strong, healthy, connected and inclusive community

DP1- Ensure health and support services address the needs of the community

Author: Community Care Coordinator

Bland Home and Community Care Service has had another busy month with services experiencing increased demand.

In particular, the need throughout the community is for domestic assistance, yard maintenance and the provision of social groups. While some of our groups have slowed due to the colder weather others are taking off. Our Tech Talk group is proving to be very popular with the need to run a second group to meet demand.

Aged Care services are ever changing and with the roll out of more Home Care Packages, Council is receiving a large amount of enquiries about how they work and what people can get with them.

Being the only in Home Aged Care service in West Wyalong with a full time presence many clients come to us to find out about services available in the Shire.

My Aged Care was introduced by the Government to make things easier for clients, prospective clients and families to access services and find information, however many people are finding the process quite confusing, especially those that are not computer savvy. Many clients and prospective clients rather speak to people face to face to get the information rather than on a computer or the phone resulting in a steady stream of enquiries regarding services within the Bland Shire.

Due to all new clients only being able to access services by contacting My Aged Care it can be a slow and sometimes a difficult process. All current clients will be moved onto the My Aged Care system as required in the future.

Bland Home and Community Care Service has also been receiving increased enquiries for NDIS services. With the change in funding and organisations like ours no longer block funded to provide disability services, some of our existing clients are no longer funded for services. While staff will do all we can to assist these clients through the process, some of our clients may not receive funding which will result in services being ceased.

We are also finding some NDIS recipients are unable to access services due to them not being available in our Shire or some services that are available are charging fees that the clients cannot afford. Staff will continue to look for options for these clients to assist them to meet their needs and goals, but with no funding being associated with this assistance it is becoming increasingly difficult.

9.14 Development Services Activity Report – May 2018



Our Leadership - 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 & Regulatory Services

Planning and Building Activities Update

Development Applications

The Council has received the following Development Applications during May 2018:

Application No	Address	Development
DA2018/0085	10-16 Dumaresq Street, West Wyalong	Single storey dwelling
DA2018/0086	10-16 Dumaresq Street, West Wyalong	Single storey dwelling
DA2018/0087	34 Court Street, West Wyalong	Additions to dwelling
DA2018/0089	282 Tyndalls Lane, Mirrool	Land use for installation of manufactured dwelling
DA2018/0090	10 Tallimba Road, West Wyalong	Amenities building
DA2018/0091	26 Bellarwi Road, West Wyalong	Granny Flat
DA2018/0092	7 Boundary Road, West Wyalong	Deck
DA2018/0093	16 Monash Street, West Wyalong	Additions to dwelling

The following DA applications were approved during May 2018:

Application No	Address	Development	Approval Date
DA2018/0078	1 Park Street, West Wyalong	Storage shed	2/5/2018
DA2018/0079	10-16 Dumaresq Street, West Wyalong	Single storey dwelling	9/5/2018
DA2018/0080	26 Lady Mary Drive, West Wyalong	Single storey dwelling	22/5/2018
DA2018/0083	34 Golden Street, West Wyalong	Storage shed	9/5/2018
DA2018/0087	34 Court Street, West Wyalong	Additions to dwelling	15/5/2018
DA2018/0089	282 Tyndalls Lane, Mirrool	Land use for installation of manufactured dwelling	29/5/2018
DA2018/0090	10 Tallimba Road, West Wyalong	Amenities building	21/5/2018

Complying Development Certificates

The Council has received the following Complying Development Certificate Applications during May 2018:

Application No	Address	Development
CDC2018/0006	29 Ungarie Road, West Wyalong	Fit-out commercial building

Public Health Activities Update

Food Premises

Council staff undertook **five (5)** food premises inspections during May 2018. No significant food safety issues were identified.

Regulatory Activities Update

Dog Attacks

There was **one (1)** dog attack on livestock reported during May 2018. As a result three (3) sheep were euthanased. Investigations are continuing.

Companion Animal Seizure and Impound Activities May 2018

Seizure Activities:	Dogs	Cats
Seized	3	3
Returned to Owner	0	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	4	3
Incoming Animals		
Transferred from Seizure Activities	3	3
Dumped at Pound	7	12
Surrendered	10	0
Total Animals in Pound	24	18

Outgoing Animals		
Released to Owner	1	0
Euthanased	1	0
Rehoused	17	12
Sold	1	2
Died at Pound	0	1
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	20	15
Animals in Pound at end of Month	4	3

9.15 Assets & Engineering Services Report



Our Places - Maintain & improve the Shire's assets & infrastructure

DP9.1 Responsibly manage asset renewal and maintenance for current and future generations

DP9.4 Maintain parks, ovals and recreational facilities to approved standards

Author: Director Asset & Engineering Services

1. 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
- Ungarie oval toilets cleaned, grounds mown and maintenance work carried out

2. Park maintenance

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained
- Maintenance to Herridge park, Cooinda park, Wyalong court house
- Lawn and monument cemetery maintenance works carried out
- McCann park prepared for Saturday markets
- Barnado park garden beds cleaned up
- Public amenities cleaned and maintained

3. Ovals maintenance

- Maintenance to sporting ovals and surrounds
- Irrigation checks carried out
- Line marking for rugby league, soccer, school athletics and Australian rules
- Ron Crowe oval sprayed with liquid fertiliser
- Ron Crowe oval and park street rec broad leaf sprayed
- All grounds have been aerated

4. Town maintenance

- Star lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered when needed
- Main street gardens weeded and watered
- Small pot holes repaired in roads
- Cooinda park upgrades
- Water street lane works carried out
- Clean out town drains
- West Wyalong and Wyalong spraying on nature strips carried out
- Aerodrome slashing, inspections and maintenance work carried out

- Back filled low areas on nature strips
- Street sweeper operations
- Airport gravel run way maintenance carried out

5. Noxious Weeds/Environmental

- 9 property inspections were carried out.
- The following noxious weeds and other controls were undertaken:
 - Spiny Burr Grass - ,Sth Yalgogrin rd , Sandy Creek Road, MR 271 , Bygoo rd (burn) , Cottinlies In , Calleen silos , Girral silos , Sandy Creek rd
 - Tree sucker control – ,Ariah Park rd , Mandamah Forest rd , Manglesdorfs In , Jilletts rd , Brennans Tank rd , Kittos In , Kolkilbertoo rd , Malones In , Dundas rd , Wambyne rd , Blow Clear rd , Martins In , Fishers In , Bygoo rd , Tallimber rd Clear Ridge rd

6. Contractors

- Crack sealing works were carried out in Quandialla Road by the following Contractors;
 - SJC Trans Pty Ltd (Cross Country Crack Sealing), Super Sealing Pty Ltd.
- Heavy patching and rehabilitation works on Bygoo Road were completed by Rod Anderson. He has commenced the reconstruction of Bygoo Rd at Boleroo Hill.
- Water Street – Concrete pavement works were completed by Western Kerbing

7. Council Road Crew Locations Week Commencing 7/5/18

- Graders
 - Quandialla Road – Heavy Patching/Rehab
 - Kolkilbertoo Road Widening
 - Dundas Road – Shoulders
 - Sandy Creek Road area – Dry Grading
- Gravel Carting
 - Kolkilbertoo Road Widening
- Maintenance Crews (Bobcat/Backhoe)
 - Kolkilbertoo Road Widening

8. Council Road Crew Locations Week Commencing 14/5/18

- Graders
 - Quandialla Road – Heavy Patching/Rehab
 - MR57 North Widening
 - Dundas Road – Shoulders
 - Sandy Creek Road area – Dry Grading
- Gravel Carting
 - MR57 North Widening
- Maintenance Crews (Bobcat/Backhoe)
 - MR57 North Widening

9. Council Road Crew Locations Week Commencing 21/5/18

- Graders
 - Quandialla Road – Heavy Patching/Rehab
 - MR57 North Widening
 - Dundas Road – Shoulders
 - Sandy Creek Road area – Dry Grading
- Gravel Carting
 - MR57 North Widening

- Maintenance Crews (Bobcat/Backhoe)
 - MR57 North Widening

10. Council Road Crew Locations Week Commencing 28/5/18

- Graders
 - MR57 North Widening
 - Dundas Road – Shoulders
 - Sandy Creek Road area – Dry Grading
 - Lewes Road – Wet Grading
- Gravel Carting
 - MR57 North Widening
- Maintenance Crews (Bobcat/Backhoe)
 - MR57 North Widening

11. Council Road Crew Locations Week Commencing 4/6/18

- Graders
 - MR57 North Widening
 - Dundas Road – Shoulders
 - Sandy Creek Road area – Dry Grading
 - Brennans Tank Lane – Flood Damage
- Gravel Carting
 - Brennans Tank Lane – Flood Damage