



Bland Shire Council
Business Paper
Ordinary Council Meeting
21 May 2019



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
EEO	Equal Employment Opportunity
EFO	Electoral Funding Authority
EOI	Expression of Interest
EPAA	Environmental Planning & Assessment Act
ERA	Eastern Riverina Arts
EWSA	Educator Workplace Safety Audit
EWV	Events West Wyalong
EYLF	Early Years Learning Framework
FAG	Financial Assistance Grant
FDC	Family Day Care
FFTF	Fit for the Future
FRRR	Foundation for Rural and Regional Renewal
FYI	For your information
GHMS	Grain Harvest Management Scheme
GIPA	Government Information (Public Access) Act
GM	General Manager
GTAN	Government Training & Assistance Network
GWCC	Goldenfields Water County Council
HACC	Home and Community Care
HR	Human Resources
ICAC	Independent Commission Against Corruption
IPART	Independent Pricing and Regulatory Tribunal
IPR or IP&R	Integrated Planning and Reporting
ITAV	It Takes A Village Program
JO	Joint Organisation
K&G	Kerb and gutter
KPI	Key Performance Indicator
LALC	Local Aboriginal Lands Council
LBDC	Little Bangs Discovery Club
LCGMCAC	Lake Cowal Gold Mine Closure Advisory Committee
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LEP	Local Environmental Plan
LG	Local Government

LGA	Local Government Act or Local Government Area
LGNSW	Local Government New South Wales
LIAC	Legal Information Access Centre
LTFP	Long Term Financial Plan
M	Million
Manex	Management Executive
MHDA	Mental Health Drug & Alcohol
MLC	Member of the Legislative Council
MML	Murrumbidgee Medicare Local
MOW	Meals on Wheels
MoU	Memorandum of Understanding
MP	Member of Parliament
MPHN	Murrumbidgee Primary Health Network
MPR	Multi Purpose Room
MR	Main Road
MRU	Mobile Resource Unit
NAIDOC	National Aboriginal & Islander Observance Committee
NFAR	No further action required
NGO	Non-Government Organisation
NQF	National Quality Framework
NSRF	National Stronger Regions Fund
NSWEC	New South Wales Electoral Commission
NSWPLA	New South Wales Public Libraries Association
NSWRFS	NSW Rural Fire Service
OGM	Office of the General Manager
OLG	Office of Local Government
OP	Operational Plan
P&G	Parks & Gardens
PA	Per Annum
PC	Personal Computer
PCBU	Person Conducting a Business or Undertaking
PHaMs	Personal Helpers and Mentors
PLA	Public Library Association
POEO	Protection of the Environment Operations Act & Regulations
PSITAB	NSW Public Sector Industry Advisory Board
PSSA	NSW Primary Schools Sports Association
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

21 May 2019

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

Executive Assistant – Julie Sharpe

2.3 Apologies

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

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 16 April 2019

- **Confirmation**

That the minutes of the Ordinary Council meeting held on 16 April 2019 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 14 May 2019, in accordance with Section 7 of his employment contract, and was conducted by members of the Review Committee being, the Mayor and Councillors Baker and Lord. (Councillor English was an apology).

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 2019, 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	Draft Bland Shire Council Model Code of Meeting Practice for Local Councils in NSW	34
9.2	Drought Communities Program – Progress Report for May 2019	80
9.3	Stronger Country Communities Program Round 1 Progress Report - May 2019	82
9.4	Stronger Country Communities Program Round 2 Progress Report - May 2019	83
9.5	30 th National Town Crier Championships	84

Section 3 – Corporate, Community, Development & Regulatory Services

9.6	Financial Statements – April 2019	85
9.7	Local Government Remuneration Tribunal	90
9.8	Budget Review – March 2019	92
9.9	Funding for NSW Public Libraries Update	102

Section 4 – Reports for Information

9.10	Economic Development & Tourism Report – April 2019	121
9.11	Community Services Report	132
9.12	Bland Shire Library Monthly Update	134
9.13	Children’s Services Monthly Update	138
9.14	Development Services Activity Report – April 2019	140
9.15	Assets & Engineering Services Report	142

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 Extension of West Wyalong Landfill

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 Proposed Community Theatre – West Wyalong – Tender Process

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 (Whole Council)		
Australian Rural Roads Group Inc (Mayor Monaghan, Cr McGlynn - alternate, Cr Thomas - alternate)		
Bland Rural Fire District Zone Liaison Committee (Cr Keatley)		
Bland – Temora RFS Zone Bushfire Management Committee (Cr Baker)	27 th March 2019	
Community Reference Group (Whole Council)	June 2019	
Country Mayors Association of NSW (Mayor Monaghan)	31 st May 2019	
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) (Mayor Monaghan, Cr Thomas - alternate)	6 th March 2019 5 th June 2019 28 th August 2019 4 th December 2019	✓
Goldenfields Water County Council Board (Cr McGlynn)	2 nd May 2019 27 th June 2019	✓
Internal Audit Committee		
Lachlan Valley Noxious Plants Advisory Committee (Cr Crowe)		
Local Traffic Advisory Committee		
Murrumbidgee Primary Health Network Board (Cr Monaghan)		

Newell Highway Taskforce <i>(Cr Lord)</i>		
NSW Association of Mining & Energy Related Councils (MERC) <i>(Cr McGlynn, Cr Thomas - alternate)</i>	9 th and 10 th May 2019 August 2019 November 2019	
NSW Public Libraries Association <i>(Cr Wyse)</i>		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Monaghan)</i>		
Riverina Regional Library Advisory Committee <i>(Cr Wyse)</i>	27 th March 2019 30 th October 2019	
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 MEETING
Cowal Gold Operations
Community Environmental Monitoring
and Consultative Committee (CEMCC)

Date: Wednesday, 6 March 2019
Time: 9.00 am – Wiradjuri Study Centre, Condobolin
Minutes taken by: Anne Bolton

Attendees:

Chair: Lisa Andrews (LA)
Evolution: Luke Bowden (LkB) Danielle Wallace (DW) & Anne Bolton (AB)
Community Members: Lucy Buttenshaw (LB), Kate Dean (KD) & Angus Stitt (AS)
Lake Cowal Landowners: Bruce Dent (BD)
Bland Shire Council: Cr Brian Monaghan (BM)
Lachlan Shire Council: Cr Dennis Brady (DB)
Wiradjuri Condobolin Corporation: Laurie Hutchison (LH)

Apologies: Cr Phyllis Miller OAM (PM), Max Finlayson (MF)

ITEM	ACTION
<p>1. Welcome</p> <p>Independent Chair, LA, opened the meeting at 9:00am and thanked LH for making the Wiradjuri Study Centre available for the CEMCC.</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>ACTION 1: LA to provide declaration forms to Cr Brian Monaghan and Cr Dennis Brady.</p>
<p>3. Confirmation of Previous Minutes</p> <p>Moved by LH, seconded by AS.</p>	
<p>4. Business Arising from Previous Minutes</p> <p>Nil</p>	
<p>5. Correspondence (as emailed with Meeting Notice on 21/2/19 with 2 additional items)</p> <ul style="list-style-type: none"> • 12/12/18– Email to members with the draft minutes for review/comment. • 19/12/18 – Email to members with the reviewed draft minutes together with the presentation from the meeting. • 21/2/19 – Email to members with the Meeting Notice, Agenda & Correspondence Report for this meeting. • 21/2/19 – Email from Max Finlayson with an apology for today's meeting. 	

<ul style="list-style-type: none"> • 28/2/19 – Email from Lachlan Shire Council (via Anne Bolton) advising that Councillor Dennis Brady is its new delegate on this CEMCC. • 1/3/19 – Emails to CEMCC members seeking review of the Cowl Gold Operations Rehabilitation Management Plan (RMP) and Revised Decommissioning Strategy for Water Management Structures. <p>Moved by LA, seconded by LB.</p>	
<p>6. Reports</p> <p>DW provided a detailed account of Cowl Gold Operations (CGO's) Environment Department's activities over the past three months.</p> <p>AB provided details on the activities undertaken by the Social Responsibility Department in the last quarter. LH enquired on recipients' location for the NSW Police Force's Cowl Partnering Program initiative, "Active Citizen Program" and why residents of Forbes & West Wyalong were not considered. AB advised that recommendations came from local police community liaison officers on those that would benefit from the program.</p> <p>DW asked if there were any questions in relation to the Cowl Gold Operations Rehabilitation Management Plan (RMP) that had been emailed to members for consultation. LB enquired about; testing of the stock piles beyond the 5 year period, water 80m below the spill level & the management of pipes containing saline.</p> <p>DW advised CEMCC members that comments to the revised CGO Rehabilitation Management Plan and CGO Decommissioning Strategy for Water Management Structures were due on Friday 15 March 2019.</p> <p>DW provided details on the Review of Environmental Factors (REF) for the proposed Exploration Decline. LH raised concern with the contractor approved to undertake works. DW advised that a stringent and rigorous assessment process was undertaken prior to accepting their tender.</p>	<p>See attached presentation for further details</p> <p>Action 2: DW to post hard copies of reports to CEMCC members.</p> <p>BM asked for a list of acronyms to be provided. Action 3: DW to provide revised list of acronyms to CEMCC members.</p>
<p>7. General Business</p> <ul style="list-style-type: none"> • BM asked about the plans for rehabilitation of the waste dumps and their possible use for grazing. DW advised that the waste dumps were unsuitable for grazing as they're too steep. However, the remainder of the land will be suitable for grazing. • LB asked about water management at end of mine life. DW advised that the final void will act as a sink. The mine and the pit will be forever banded from the Lake. • LH asked if there any plans of turning the Lake Cowl Homestead into something? DW advised there were no plans to change its existing use, as a home, at this stage. • LH asked whether the house and land were to be given to the TCC, as per the commitment in the Native Title Deed. DW advised that EVN are required to provide land to the NT owners at 	

<p>end of mine life, which is currently 2032. However, EVN are looking at possibilities of meeting this commitment earlier.</p> <ul style="list-style-type: none"> • KD asked about the Charter and MoU between EVN and the Lake Cowal Foundation (LCF). DW advised that the LCK+F receive funding from EVN, however, the current Charter is a Barrick Charter, and is in the process of being updated. 	
<p>8. Meeting Closed – 9.46 am.</p>	

Next meeting: Wednesday, 5 June 2019, Forbes Shire Council commencing at 9am.

ACTION ITEMS

ITEM	ISSUE	RESPONSIBILITY
1	Provide Code of Conduct & Pecuniary/Non-Pecuniary Interest forms to Cr Brian Monaghan and Cr Dennis Brady	LA
2	Post hard copies of reports to CEMCC members	DW
3	Provide a list of acronyms to CEMCC members	DW

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 02 May 2019**

The meeting commenced at 10.00am.

PRESENT

Cr D Palmer, Cr G Armstrong, Cr D McCann, Cr L McGlynn, Cr K Morris, Cr G Sinclair.

ALSO IN ATTENDANCE

Mr A Drenovski (General Manager), Mr G Veneris (Production and Services Manager), Mr T Goodyer (Operations Manager), Mr G Carr (Acting Corporate Services Manager), Miss S Jung (Engineering Manager), Mrs A Coleman (Executive Assistant).

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

19/022 RESOLVED on the motion of Crs McGlynn and Sinclair that leave of absence be granted to Cr B Callow and Cr M Stadtmiller.

2. ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

3. PRESENTATIONS

Nil.

4. DECLARATION OF PECUNIARY INTERESTS

Nil.

5. DECLARATION OF NON PECUNIARY INTERESTS

Nil.

**6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 28 February 2019 and 11
March 2019**

BOARD RESOLUTION

19/023 RESOLVED on the motion of Crs Armstrong and Sinclair that the minutes of the meetings held on the 28 February 2019 and 11 March 2019, having been circulated and read by members be confirmed.

7. BUSINESS ARISING FROM MINUTES

Nil.

8. CORRESPONDENCE

Nil.

9. ADMISSION OF LATE REPORTS

Nil.

10. NOTICES OF MOTION / RESCISSION MOTIONS

Nil.

11. CHAIRPERSON'S MINUTE

Nil.

12. PUBLIC PARTICIPATION CONFIDENTIAL SESSION

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

BOARD RESOLUTION

19/024 RESOLVED on the motion of Crs McCann and McGlynn that Council move into Confidential Session.

13. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

13.1. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

13.1.1. OURA STRATEGIC PLAN AND ASSOCIATED WORKS

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

- d) *Commercial information of a confidential matter that would, if disclosed:
 - (i) *prejudice the commercial position of the person who supplied it**

BOARD RESOLUTION

19/025 RESOLVED on the motion of Crs McCann and McGlynn

- 1. Note the information and recommended potential upgrade requirements for the Oura Water Treatment Plant in future years.**
- 2. Note the High Voltage (HV) electrical asset upgrade project to be reported to Council in 2019 for resolution of tendered contract.**

This is Page 2 of the Minutes to the Goldenfields Water County Council meeting held on
02 May 2019

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

3. Approve the General Manager or his delegate to commence negotiations for required land purchase.

13.2. MATTERS SUBMITTED BY ENGINEERING MANAGER

13.2.1. MANDAMAH STAGE 2-4 DETAILED DESIGN CONSULTANCY

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

- e) *Commercial information of a confidential matter that would, if disclosed:
 - (i) *prejudice the commercial position of the person who supplied it**

BOARD RESOLUTION

19/026 RESOLVED on the motion of Crs McGlynn and McCann that the Board approves the engagement of KBR to complete the detailed design and Review of Environmental Factors (REF) for Mandamah Stages 2-4.

BOARD RESOLUTION

19/027 RESOLVED on the motion of Crs McCann and Morris that Council revert back to open session and the resolutions made in Confidential Session be made public.

14. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

14.1. MATTERS SUBMITTED BY COPORATE SERVICES MANAGER

14.1.1. COUNCIL INVESTMENTS

BOARD RESOLUTION

19/028 RESOLVED on the motion of Crs Sinclair and McCann that the report detailing Council Investments as at 31st March 2019 be received and noted.

Report prepared by Accountant

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Investments as at 31st March 2019 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2005.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 02 May 2019**

REPORT

This report is presented for information on Council Investments as at 31st March 2019.

Council's investment portfolio increased by \$1,750,000.00 from \$47,000,000.00 as at 31st January 2019 to \$48,750,000.00 as at 31st March 2019.

For the month of March, the deposit portfolio provided a solid return of +0.25% (actual), outperforming the benchmark AusBond Bank Bill Index return by +0.09% (actual). The strong performance continues to be driven by those deposits still yielding above 3% p.a. However, some of these deposits are fast maturing and may be reinvested at lower prevailing rates unless a longer duration is maintained.

Over the past year, the deposit portfolio returned +3.04% p.a., strongly outperforming bank bills by 1.02% p.a., and more than double the official cash rate. This is considered very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 2½ years.

As at the end of March 2019, Council's deposit portfolio was yielding 3.03% p.a. (down 1bp from the previous month), with an average duration of around 542 days (~1.5 years).

With an expected increase in Capital Expenditure, the portfolio will see an increase in short term investments, generally of 12 months at \$1,000,000. The intent is to have these investments maturing on a monthly basis.

FINANCIAL IMPACT STATEMENT

Council's investment portfolio increased by \$1,750,000.00 from \$47,000,000.00 as at 31st January 2019 to \$48,750,000.00 as at 31st March 2019.

ATTACHMENTS: Council Investments Report as at 31st March 2019.

TABLED ITEMS: Nil.

14.1.2. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

19/029 RESOLVED on the motion of Crs Sinclair and Armstrong that the Capital Works Progress Report as at 31st March 2019 be received and noted.

Report prepared by Acting Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Capital Works Progress Report as at 31st March 2019 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Capital Works represents an important part of Councils activities and expenditure. This report details expenditure and progress for the year to date on programmed and emergent capital works.

REPORT

This report is presented for information on the expenditure and progress of Council's Capital Works Program as at 31st March 2019.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Capital Works Progress Report as at 31st March 2019.

TABLED ITEMS: Nil.

14.1.3. QUARTERLY BUDGET REVIEW

BOARD RESOLUTION

19/030 RESOLVED on the motion of Crs McGlynn and McCann that the Board:

- 1. Adopt the changes to the 2018/19 Budget as detailed below**
- 2. Receive and note the Responsible Accounting Officers Statement**
- 3. Receive and note the Mandatory Quarterly Budget Review document.**

Report prepared by Acting Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Adopt the changes to the 2018/19 Budget as detailed below
2. Receive and note the Responsible Accounting Officers Statement
3. Receive and note the Mandatory Quarterly Budget Review document.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

The Quarterly Budget Review Statement is presented to Council to revise estimates of income and expenditure in accordance with clause 203 of the Local Government Act (General Regulations) 2005.

The review is for the Quarter ending 31st March 2019 is attached for Council's consideration.

REPORT

The Annual Budget for 2018/19 was prepared based on knowledge and assumptions at that time.

The 2018/19 Annual Budget estimated that the net result from continuing operations would be a surplus of \$4.111m. Based on the December 2018 quarterly review, the projected operating result decreased by \$1.219m to a net surplus of \$2.882m.

Following a review of the 2018/19 actual results to 31st March 2019, the projected operating result has now been amended to \$4.195m. The following amendments have been incorporated into the revised Budget for the year ending 30 June 2019:

Operating Statement:

1. Rates and Annual Charges:

A comprehensive review of the Rates and Annual Charges (Access Charges) has been completed revealing an additional \$200k is Access Charges for the 2018-2019 year. An adjustment of \$200k to income has been made.

2. User Charges and Fees: Materials & Contracts and Other Expenses:

There had already been an adjustment of \$1.039m to the original Usage Charges (Water Sales) estimate of \$14.742m in the first quarterly review.

The overall lack of rainfall in Goldenfields Water's supply are has seen a significant increase in Usage Charges (Water Sales) for the three quarters to the end of March 2019. This together with a forecast for the final quarter similar to the final 2017-2018 quarter sees an anticipated \$17.284m in Usage Charges. An adjustment of \$1.513m has been made.

3. Materials & Contracts and Other Expenses:

It's anticipated that there will be an increase in Other Expenses, particularly Energy Charges with an increase of \$400k included in this quarterly review.

Mandatory Quarterly Review Report:

Attached is the mandatory Quarterly Review which incorporates the above amendments.

FINANCIAL IMPACT STATEMENT

The result for the March Quarter is a \$1.313m increase in the projected year-end operating surplus from the amended budget of \$2.882m to \$4.195m.

ATTACHMENTS: Mandatory March QBR including RAO statement.

TABLED ITEMS: Nil.

14.1.4. DEBT RECOVERY UPDATE

BOARD RESOLUTION

19/031 RESOLVED on the motion of Crs McCann and Sinclair that the update on Goldenfields Water's debt recovery be received and noted.

Cr Morris enquired on behalf of a rate payer as to why when a payment plan had been entered into a letter of demand was still issues. Mr Carr took the question on notice.

Report prepared by Acting Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the update on Goldenfields Water's debt recovery be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Goldenfields Water has been using Outstanding Collections to assist in the recovery of overdue monies in line with Council's Debt Recovery & Financial Hardship Policy. Legal action through our external debt collection agency is still utilised in a vacant property situation.

REPORT

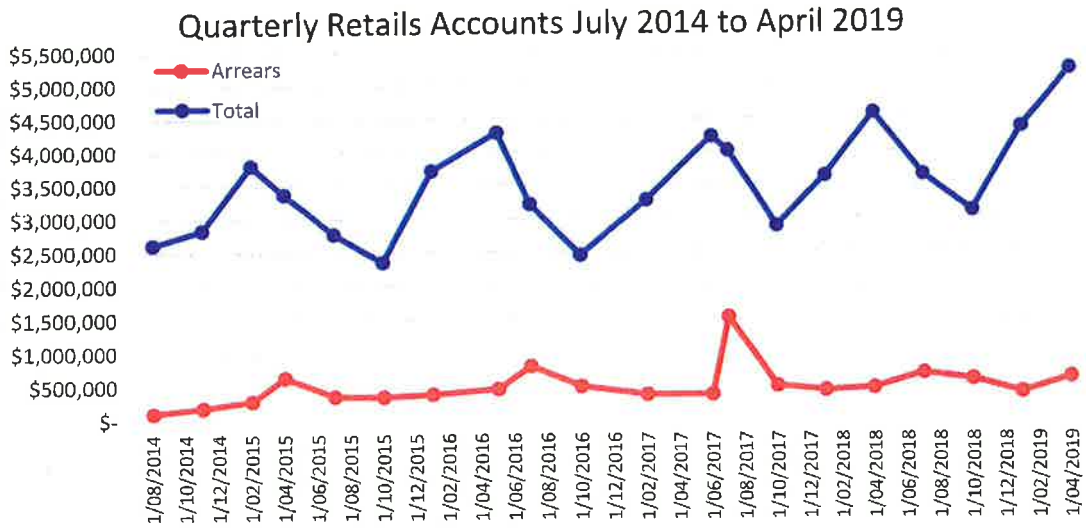
Debt recovery has been hampered by the implementation delays of Civica Authority – Utility Billing module. Like all Financial Modules, the migration of the existing 2000 Plus Water Billing Accounts to Civica Authority has been achieved without additional resources. With Utility Billing finally operational (15 April 2019) the associated Debt Recovery Module training is now programmed for early May 2019 (previously September 2018, then February 2019).

For the first time this will give Goldenfields Water the ability to operate debt recovery Direct Debit facilities with scheduled repayment plans together with consolidated reporting. A departure from its former entirely manual processes.

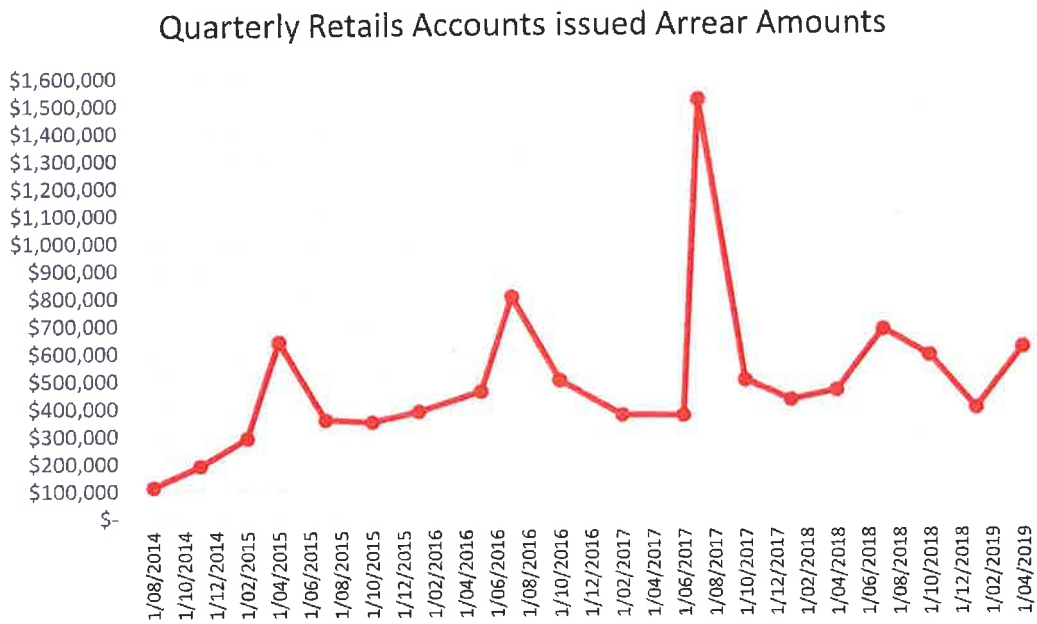
Second Quarter Final Notices were issued, however further efforts in the way of Restrictors have not eventuated. Work is continuing within Utility Billing in preparation for Reminder Notices in mid May and Final Notices issue towards the end of May. After which Customers with outstanding debts will come within the Debt Recovery Module.

The following will give some perspective on Outstanding Debt when compared to Quarterly Retail Accounts from July 2014 to the present.

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Arrears in detail, (note: that July 2017 was an anomaly caused by a late February second quarter and a June third quarter 2017 billing).



FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.2. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

14.2.1. ELECTRICITY USAGE AND COST PROJECTIONS

BOARD RESOLUTION

19/032 RESOLVED on the motion of Crs Sinclair and Armstrong That the Board note the information provided within this report

Report prepared by Production & Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board note the information provided within this report

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

- 01 Excellence in Service Provision
- 02 Maximising Regional Water Supply
- 03 Strategic Water Management
- 04 Best Practice Pricing
- 07 Efficient Operations
- 09 Financially Sustainable

BACKGROUND

Goldenfields Water has historically been a large consumer of energy. This is specifically related to its water supply infrastructure that is required to transport water throughout a significant water distribution network covering around 22,500 square kilometres.

REPORT

Goldenfields Water has previously contracted its energy supply through Local Government Procurement. The sourcing of energy suppliers is obtained on behalf of local government entities and discounted pricing is potentially gained through a large conglomerate of local councils.

The following table illustrates Councils previous annual usage and costs associated with its operations.

Financial Year Name	Energy Usage (GJ)	Energy Cost (\$)	Cost per GJ
2013-2014	45,457.71	\$2,122,535.00	\$46.69
2014-2015	45,756.98	\$2,242,312.00	\$49.00
2015-2016	47,448.50	\$2,012,680.00	\$42.42
2016-2017	43,252.01	\$2,097,648.00	\$48.50
2017-2018	48,811.41	\$3,251,660.00	\$66.62
2018-2019	39,714.47	\$2,677,821.00	\$67.43

As presented in the table above, a significant change occurred in costs associated with energy consumption costs between the financial years 2016/17 to 2017/18. These cost increases were strictly attributed to the change in contractual prices at the time. During this period of

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time the energy market has seen significant cost increases due to the known closure of coal related production facilities.

Goldenfields Staff were advised toward the end of 2018 that the energy market will see a decline in prices in the coming years, and rather than lock in a long term contract, a 12 month extension would be appropriate until such a time. Therefore staff sought a 12 month extension of contract which saw a market evaluation price, offering around a 13% discount from the previous contract prices.

Due to the contract being provided over multiple financial years, only part savings will be seen during 2018/19 and 2019/20 financial years. The table above only provides the first three quarters of energy usage and costs associated with the current financial year. The below provides the current quarterly break down of consumption and costs for the previous three quarters.

Financial Quarter and Year Name	Energy Usage (GJ)	Energy Cost (\$)	Cost per GJ
FY 2018-2019 Q1	8,996.89	\$648,032.00	\$72.03
FY 2018-2019 Q2	14,609.42	\$973,526.00	\$66.64
FY 2018-2019 Q3	16,108.17	\$1,056,263.00	\$65.57

If the final period of consumption is similar to the previous financial year's quarter four, which was around 11,000GJ, it is expected that the final quarter costs are expected to reach around \$726,000. This will make our annual energy consumption 50,700GJ and the estimated cost for the 2018/19 financial year \$3.4m.

As has been previously reported, whilst energy costs may increase where demand has been significant, so too does the organisations income. As previously reported in the production data, Council had the highest demand period for the Oura scheme on record for the period of January 2019.

FINANCIAL IMPACT STATEMENT

The information provided within this report provides that a projection of costs will be higher than previously budgeted. No change will be undertake for budget adjustments at this stage and will be consolidated at year end.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.2.2. PUMP STATION MAJOR MAINTENANCE AND RENEWAL CAPITAL WORKS

BOARD RESOLUTION

19/033 RESOLVED on the motion of Crs McGlynn and Armstrong that the Board note the information provided within the report regarding pump station major maintenance and renewals.

Report prepared by Production & Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board note the information provided within the report regarding pump station major maintenance and renewals.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision

BACKGROUND

Council provides annual budget estimates for Pump Major Maintenance and Pump Station Renewals of \$250,000 and \$500,000 respectively.

REPORT

The Mechanical and Electrical major maintenance and renewal projects for pump stations have been allocated \$250,000 and \$500,000 for the 2018/19 financial year. These budgets have historically been allocated based upon pre-planned and renewal works.

The planning for the renewal and major maintenance components for these pump stations are managed and monitored through Councils existing asset register where age is a trigger and/or a monitored pump set database that monitors hours of run time between service schedules.

The pre-planned renewal works generally remain in budget from year to year; however recent events due to premature failures may cause an increase in budget provision.

This report is to provide the Board members with an insight into recent events for the Jugiong Water Treatment Plant number 1 pump station.

In late March 2019, preventative maintenance checks established that considerable vibration and noise was emanating from number 1 pump. This pump was due for major service in the 2020/21 financial year; however upon further inspection and investigation the pump and motor was nearing full failure.

Additionally, number 2 pump was also checked and considerable bearing movement was also noticed. Staff switched over to winter mode early to run on the newly renewed pump 3 whilst further works can be undertaken for pump 1 and 2.

Pump 2 being a critical failure, was sent immediately to FITT resources for breaking down, investigation and overhaul. The motor was issued to Sulzer for review and overhaul. This premature failure of pump 1 will cost an estimated \$150,000 for both pump and motor overhaul which was not allocated within the existing budget constraints.

Current available budget from existing allocations provides a remaining \$200,000 until year end; however those costs are also being absorbed into the existing works being undertaken from the pre-planned renewals established for the current financial year.

Therefore staff are predicting a foreseeable over expenditure in capital renewal budget for pump station renewals within the current financial year.

FINANCIAL IMPACT STATEMENT

An over expenditure is predicted to occur for the current financial year which will be adjusted and covered through Council's available at call funds. These adjustments will be undertaken at year end.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.2.3. WATER PRODUCTION REPORT

BOARD RESOLUTION

19/034 RESOLVED on the motion of Crs McCann and McGlynn that the Water Production Report be received and noted.

Report prepared by Production and Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Water Production Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

Goldenfields Water provides the essential water requirements of about 40,000 people spread over an area in excess of 20,000 square kilometres between the Lachlan & Murrumbidgee Rivers in the South West of NSW.

Goldenfields Waters' supply system consists of five separate water schemes, Jugiong, Oura, Mt Arthur, Mt Daylight and Hylands Bridge. Goldenfields Water carries out water supply functions within the Local Government areas of Bland, Coolamon, Cootamundra, Hilltops, Junee, Temora, and part of Narrandera.

Hilltops Shire Council and Cootamundra Gundagai Shire Council are retailers, who purchase bulk water from Goldenfields and supply the water to retail customers in their respective local government areas. Goldenfields Water also supplies small quantities of bulk water to Riverina Water County Council.

REPORT

Jugiong drinking Water Scheme

The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence of 40ML per day. Water from the Murrumbidgee River is treated through a conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation. The Jugiong Scheme has 14 sets of reservoirs. The Jugiong Scheme supplies bulk water to the Cootamundra-Gundagai Regional Council for supply to the township of Cootamundra with a population of approximately 6800. Bulk water

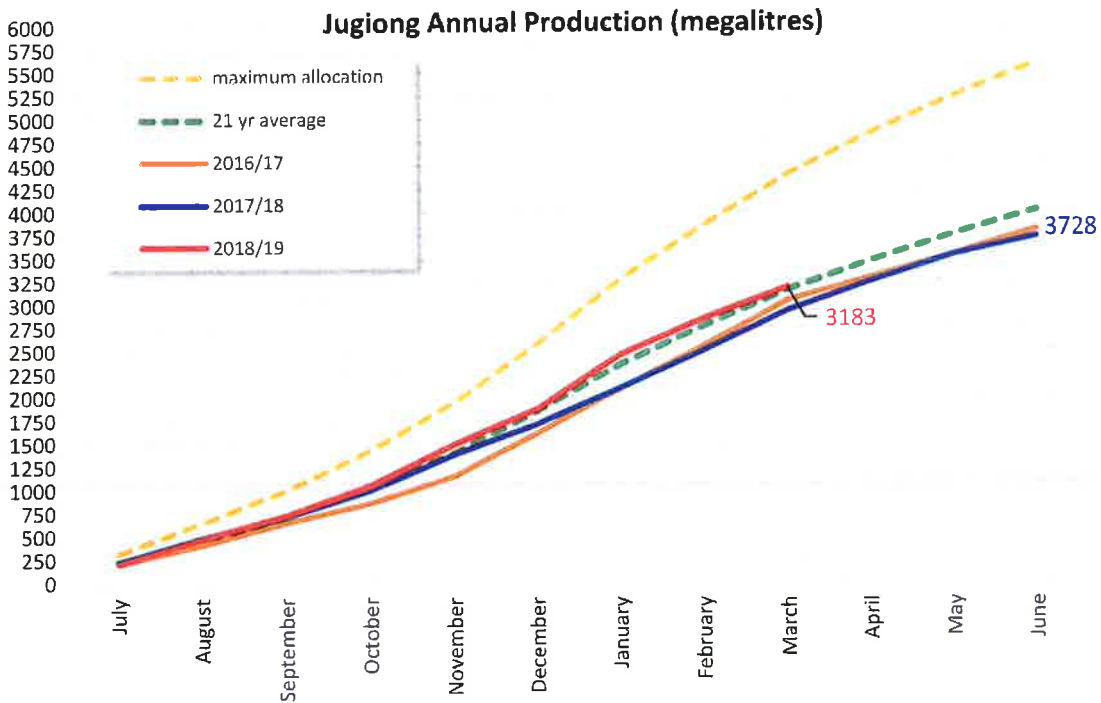
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is also supplied to the Hilltops Council for the town of Harden with a population of approximately 2200, and the town of Young with a population of approximately 8000.

Retail supply to approximately 600 people in the villages of Stockinbingal, Wallendbeen and Springdale.

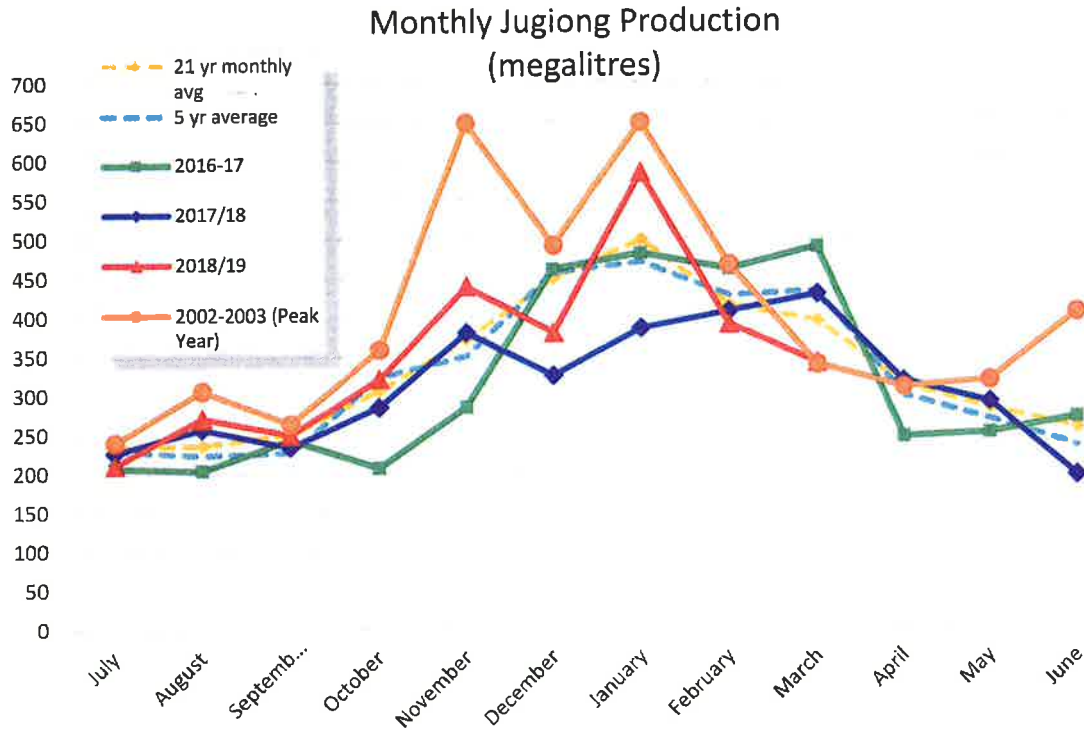
Jugiong annual water production is trending in a similar fashion to previous years.

Up until March 31st 2019. Water production was 3183 ML, this is much higher, 256 ML, than for the same period last year which was 2927ML. An increase of 13.76%. Mainly due to the extremely hot weather that has been experienced over this period.



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Jugiong monthly water production for February and March 2019. Was 389 ML for February and 339ML for March a total of 729ML for the 2 month period. This indicates a decrease of 105 ML compared to the same period last year (834ML).



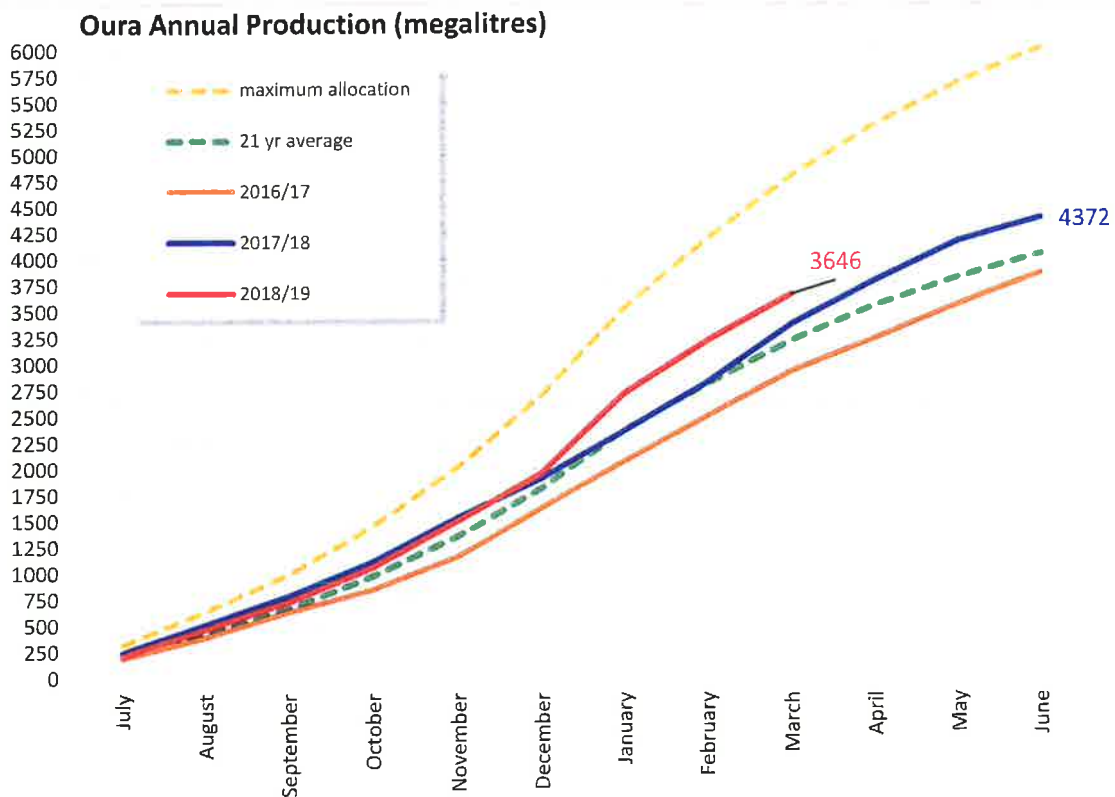
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General Manager.....Chairperson.....

Oura Drinking Water Scheme

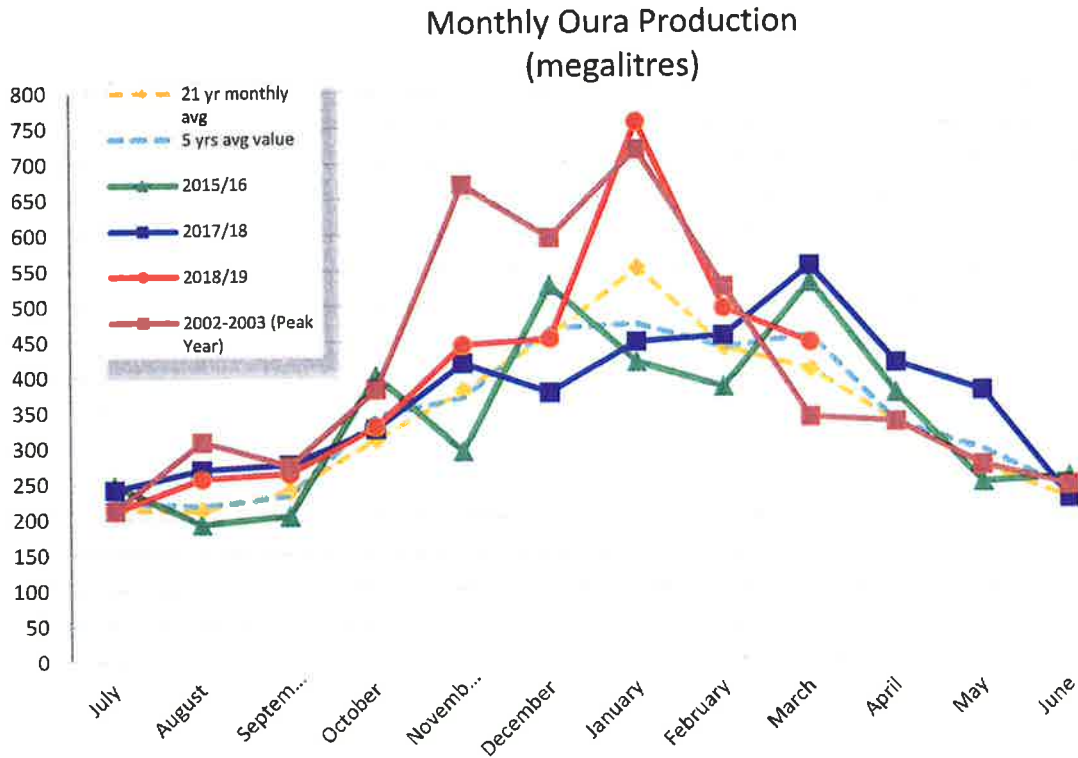
The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 3 bores namely: Bores 3, 4 and 6. The raw water then goes through a treatment process at the Oura Water Treatment Plant that includes Aeration, Disinfection and Fluoridation. The Oura scheme has 33 sets of reservoirs and produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

Up until the 31st March 2019. Water production from the Oura bores was 3646 ML, this is much higher, 285 ML, than for the same period last year which was 3361ML. An increase of 14.01%. Mainly due to the extremely hot weather that has been experienced over this period.



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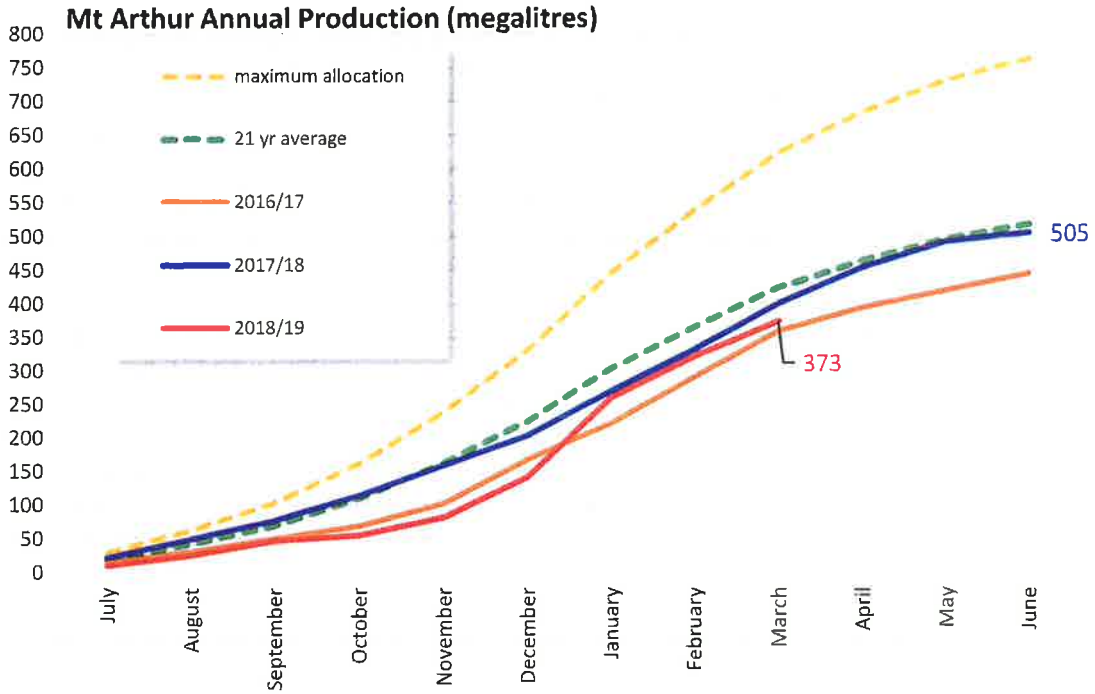
Oura monthly water production for the period 1st February to 31st March 2019. Production for February was 492.89ML and for March was 443.83ML a total of 936.72 ML a decrease of 370.46ML as compared to the period (Feb, March) in 2018 where production was 1007.18ML.



Mount Arthur Drinking Water Scheme

The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with water in the Coolamon shire.

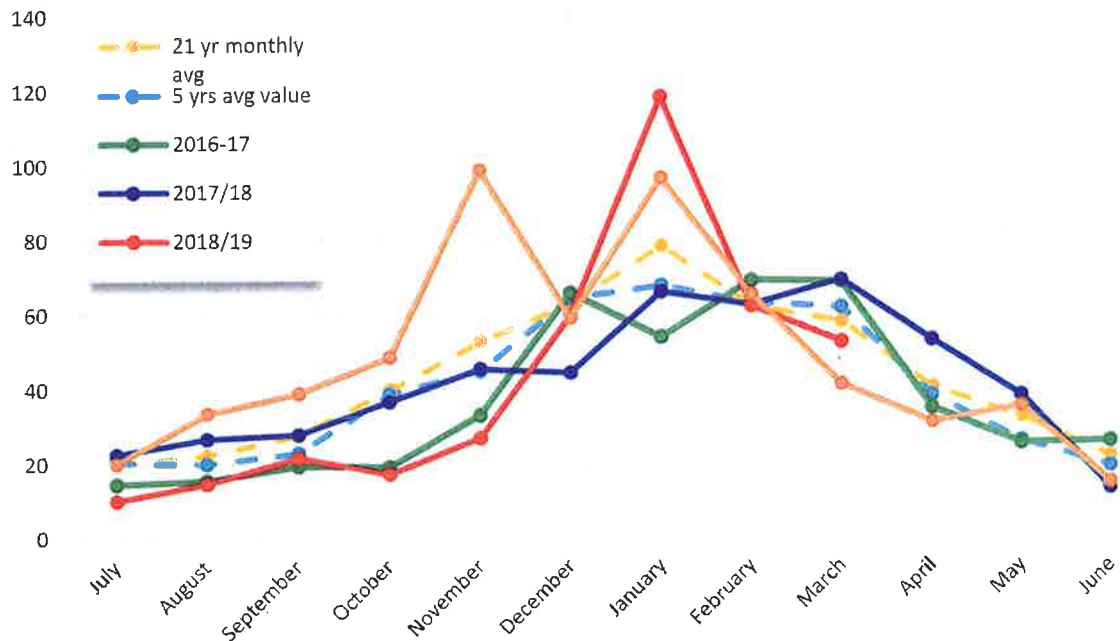
To the end of March 2019, 373ML of water has been extracted from the Mt Arthur Bores this is fractionally lower than for the same period in 2017/18 (401ML).



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Mount Arthur monthly water production for the period February and March 2019. Production for the February was 61.88ML and March was 52.33ML a total of 114.21ML as compared to the same period (Feb – March) in 2018 where production was 131.21ML. A decrease of 17ML.

Mt Arthur Monthly (ML)

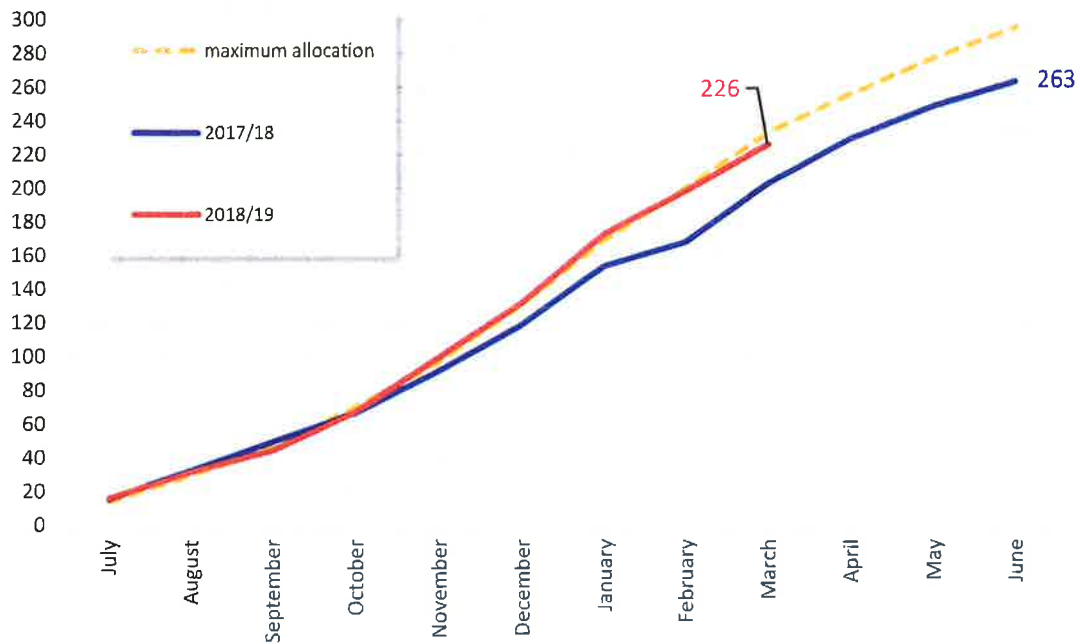


Mount Daylight Drinking Water Scheme

The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately 125 people in the villages of Naradhan Weethalle and Tallimba in the Bland Shire Council

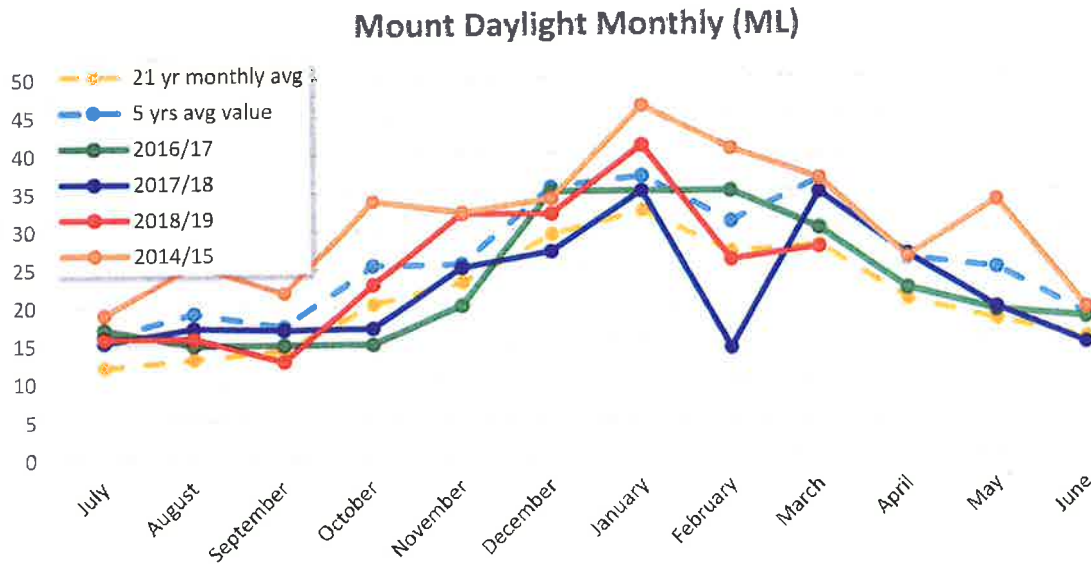
To the end of March 2019, 226ML of water has been extracted from the Mt Daylight Bores this is higher than for the same period in 2017/18 (203ML). Indicating an increase of 23ML.

Daylight Annual Volume (megalitres)



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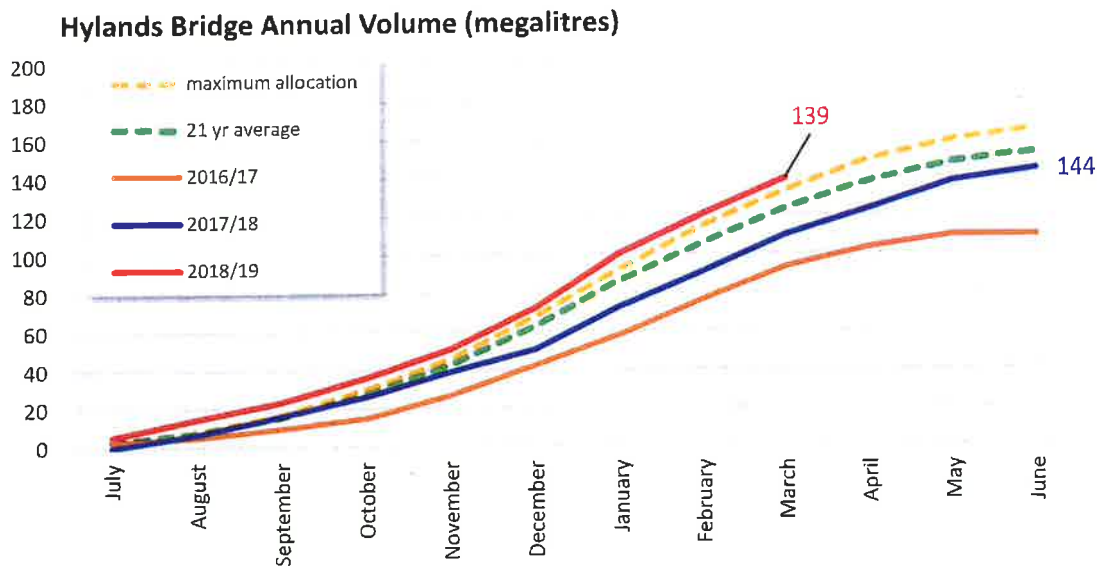
Mount Daylight monthly water production for February was 26ML and March was 27ML. Production for the period was 53ML and increase of 4ML as compared to the same period in 2018 where production was 49ML.



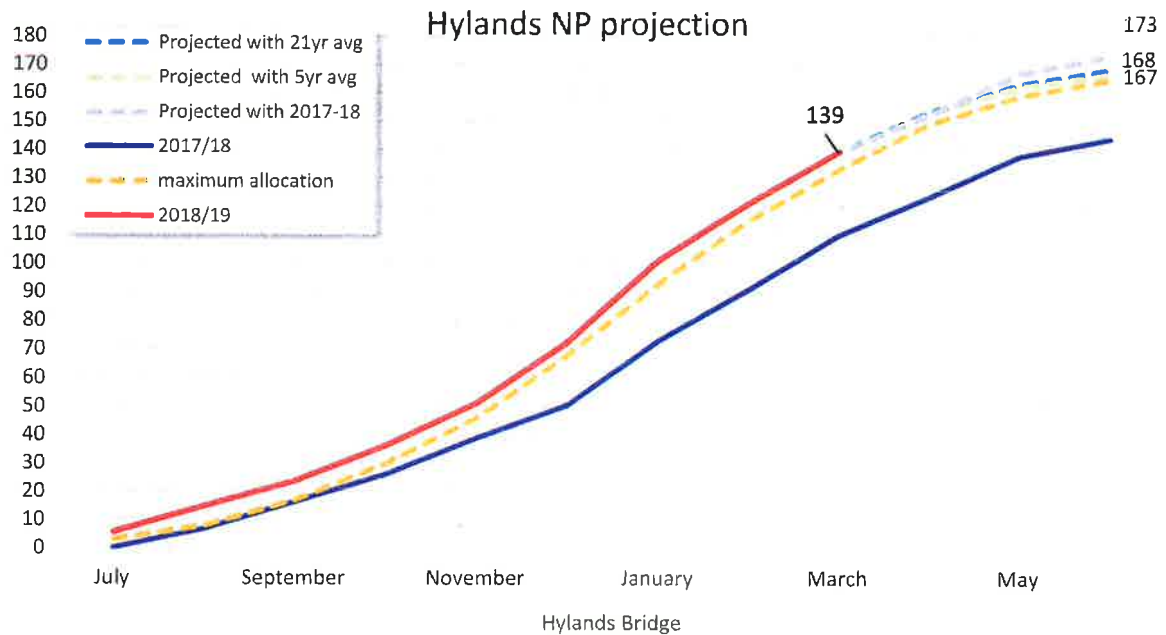
Hylands Bridge - Non Potable

Hylands Bridge supplies Non Potable water to Barellan and Binya.

For the period February and March 2019, 139ML of water has been extracted from Hylands Bridge scheme, this is higher than for the same period in 2017/18 (110ML). An increase in production of 29ML compared to the same period last year.



Hylands Bridge Projections are as per the graph below.



FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council’s financial position.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

14.3. MATTERS SUBMITTED BY ENGINEERING MANAGER

14.3.1. BUSSENSCHUTTS MAINS REPLACEMENT

BOARD RESOLUTION

19/035 RESOLVED on the motion of Crs Morris and McCann that the Board approve the re-allocation of funding as described within this report to facilitate the necessary renewal works to proceed within the current financial year.

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board approve the re-allocation of funding as described within this report to facilitate the necessary renewal works to proceed within the current financial year.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

- 01 Excellence in Service Provision
- 07 Efficient Operations

BACKGROUND

The Bussenschutts main renewal is high on Council's priority list due to the poor pipe condition. In 2018 there were 30 reported bursts equating to 6.5 bursts/km which is significantly higher than other problematic pipelines in our system.

The pipeline in this area runs through private property, notably crop land. The frequent bursts have become a problem for the farmers in the previous years, with compensation for the loss of crops being paid. The amount compensated was \$2,252.80 paid in the 2018/19 financial year.

REPORT

Preference is to complete the main renewal this financial year due to the following reasons:

- To minimise the time between cropping and renewing the main to reduce the risk of further compensation requirements
- To improve service to customers who have been experiencing frequent bursts for numerous years impacting their yield
- There are currently staff and plant available for the job, and
- The job can be completed using existing funding sources from this financial year which will otherwise not be expended for reasons noted below in the financial impact statement

The Bussenschutts main renewal would consist of replacing a total 5.4 km made up of 2.4 km of PVC100 and 3.4 km of PE63 main. A cost estimate for the works including a 10% contingency is \$370,000 and an estimated timeframe of 4 weeks, weather permitting.

FINANCIAL IMPACT STATEMENT

The works are proposed to be funded by journaling from the following amounts from budgets which will not be utilised otherwise:

- \$100,000 from the reservoir recoating project. This project was completed within budget. As of 12 April 2019 there is \$147,000 remaining in this budget. All costs have been paid with the exception of a final diver inspection and return of security due to occur January 2020 at a value of \$38,000.
- \$100,000 from the Thanowring Road project. The quotes for the initial stage of the works for Thanowring Road came in significantly less than originally allocated due to the staging of the project investigation and design phase. Additional budget allocation will be included in the 2019/20 financial year to complete the remaining design phases.
- \$170,000 from the Rosehill Project. As per February's Council meeting report regarding this project, the construction phase of the project is not due to start until next financial year. The remaining budget is sufficient to cover the cost of consultants to finalise their works as well as approximately \$200,000 available for reallocation

The budget required for the works allowing 10% contingency is \$370,000. Any variation to the delivery of this project will be further reallocated from the Rosehill project.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.3.2. 2019/2020 INFRASTRUCTURE CAPITAL WORKS PROGRAM

BOARD RESOLUTION

19/036 RESOLVED on the motion of Crs Morris and Sinclair that the Board note the attached 2019-2020 financial year draft capital works budget.

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board note the attached 2019-2020 financial year draft capital works budget.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Staff have previously workshopped the 2019-2020 financial year infrastructure capital works program with the Board.

REPORT

This report highlights the changes made to the 2019-2020 financial year infrastructure capital works program since the workshop and provides a copy of the current 2019-2020 financial year draft capital works budget (see attached).

Project	Reason	Change
SCADA	The budget has been increased to allow for the sub-projects noted in the breakdown	\$100,000
Future Capital Works Investigation	The budget has been increased to allow for the estimated cost of completing the Jugiong Strategic Asset Plan and to include investigation into improving the water quality in the Mt Arthur Scheme	\$125,000
Thanowring Road Pipeline	The budget has been reduced upon reviewing the estimated cost for completing detailed design	(\$200,000)
Rosehill Pipeline Renewal	The budget has been reduced due to the unknown timing of construction commencing (GWCC are currently awaiting approvals from external parties). Once the tender has been completed staff will know the anticipated cash flow for the financial year and a budget adjustment can be made at that time if required.	(\$3,000,000)
Mains renewals	The budget has been increased to allow for the renewal of two high priority pipelines	\$400,000
Mt Arthur trunk scouring	Additional budget added to replace valves and sections of pipe necessary to allow for scouring of the trunk mains	\$100,000

FINANCIAL IMPACT STATEMENT

Change of (\$2,475,000) to the 2019-20 FY infrastructure capital works program.

A total of \$12,886,000 has been allocated to the 2019-2020 FY draft capital works budget.

ATTACHMENTS: 2019-2020 financial year capital works budget

TABLED ITEMS: Nil

14.4. MATTERS SUBMITTED BY THE GENERAL MANAGER

**14.4.1. RELATED PARTY TRANSACTION NOTIFICATIONS AND PECUNIARY
INTEREST RETURN**

BOARD RESOLUTION

19/037 RESOLVED on the motion of Crs McCann and Armstrong that Council note the tabling of the Related Party Transaction Notifications and Pecuniary Interest Return.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the tabling of the Related Party Transaction Notifications and Pecuniary Interest Return.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Related Party Transaction Notifications

The Australian Accounting Standards Board (AASB) has determined that AASB 124 Related Party Disclosures apply to government entities, including local government.

Related parties include Council's key management personnel, their close family members, and any entities that they or any of their close family members control or jointly control. A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

In the annual financial statements councils must disclose related party relationship, transactions and outstanding balances, including commitments.

Pecuniary Interest Returns

Under section 450A of the Local Government Act 1993 and the Local Government (General) Regulation 2005, councillors and designated persons (staff) must provide a declaration of pecuniary interest as contained in the prescribed form.

REPORT

Related Party Transaction Notifications

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

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Key Management Personnel – elected members, the general manager, directors and managers are required to complete Related Party Transaction Notifications disclosing any existing or potential related party transaction to assist Council in compliance with its statutory obligations.

Related Party Transaction Notifications are tabled biannually to ensure the requirements are met.

Pecuniary Interest Returns

Declaration of Pecuniary interest returns must be completed and lodged with the General Manager within three (3) months after becoming a councillor or designated person, or alternatively a councillor or designated person holding that position at 30 June is required to lodge their pecuniary interest return with the General Manager by 30 September each year.

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

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS:

Pecuniary Interest Return – Samantha Jung

Related Party Transaction Notifications – Samantha Jung, Graham Sinclair, David McCann.

14.4.2. OFFICE CLOSURE

BOARD RESOLUTION

19/038 RESOLVED on the motion of Crs Sinclair and McCann that Council endorse the office to be closed from:

- **3.00pm on Thursday 30 May 2019; and**
- **12.00pm on Friday 19 July 2019.**

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council endorse the office to be closed from:

- 3.00pm on Thursday 30 May 2019; and
- 12.00pm on Friday 19 July 2019.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

Improving the workplace culture of Goldenfields Water is an area that both the Board and the Management team have indicated they would like to see improved over the next twelve (12)

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months. This concept was also heavily highlighted as an opportunity for development in the recent staff survey.

REPORT

It is proposed that we run two (2) team building events in the coming months with the aim of breaking down relationship barriers within our organisation and fostering a positive, productive and motivated workplace culture. Small periods of office closure are required to facilitate these events.

The office closure is proposed to be for two time periods being from:

- 3.00pm on Thursday 30 May 2019; and
- 12.00pm on Friday 19 July 2019.

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

Customers can pay accounts through Australia Post and Bpay facilities.

Notification of the office closure period would be advertised via social media and local papers.

FINANCIAL IMPACT STATEMENT

Budget has been allowed for from Human Resources budget.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

14.4.3. DRAFT OPERATIONAL PLAN 2019/2020

BOARD RESOLUTION

19/039 RESOLVED on the motion of Crs Sinclair and Morris that Council endorses the draft Operational Plan 2019-2020 incorporating the 2019-2020 budget and annual fees and charges to be placed on public display for a period of 28 days.

Cr Armstrong questioned item 7.3.1.1 of the plan, requesting confirmation that Goldenfields has already implemented a risk management framework. Mr Drenovski took the question on notice.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council endorses the draft Operational Plan 2019-2020 incorporating the 2019-2020 budget and annual fees and charges to be placed on public display for a period of 28 days.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

This is Page 26 of the Minutes to the Goldenfields Water County Council meeting held on
02 May 2019

General Manager.....31.....Chairperson.....

BACKGROUND

The 2017-2021 Delivery Program was adopted by Council in June 2017 in accordance with Section 404 of the Local Government Act 1993.

Section 405 of the Local Government Act 1993 requires an Operational Plan including an annual budget and annual fees and charges to be adopted before the beginning of each financial year and for the draft documents to be placed on public exhibition for a period of 28 days.

The 2019-2020 Operational Plan is the third annual subset of the 2017-2021 Delivery Program

REPORT

In accordance with legislative requirements the 2019-2020 Operational Plan incorporating the 2019-2020 budget and annual fees and charges are now presented in draft for Council's consideration prior to being placed on public exhibition.

The 2019-2020 Operational Plan estimates an operating result of \$722,000 before capital items.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Draft 2019-2020 Operational Plan

TABLED ITEMS: Nil

15. NEXT MEETING

The next ordinary meeting of council is due to be held Thursday 27 June 2019 at 10.00am

Mr Drenovski suggested a 9.00am Workshop prior to the meeting to provide further information regarding the Oura strategic plan and associated works.

16. QUESTIONS AND STATEMENTS

Cr McGlynn thanked staff for the explanations within the Agenda.

Cr McGlynn suggested with the upcoming completion of Mandamah Stage 1 that advertising of the event be considered.

Mr Drenovski advised this would best be scheduled to be held at the end of June.

Cr McCann complimented staff on the success of the project thus far with stage 1 on track to be within time and budget.

Cr Morris enquired if a quick fill standpipe will be considered for the Tallimba area in the future.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 02 May 2019**

Cr Morris enquired if the raw water from the channel will supply enough water to maintain the system at Barellan. Gerard responded and referred to the information on page 54 of the Agenda. Goldenfields may need to consider an increase to our allowance.

Cr McCann noted that Coolamon Shire Council have just received drought funding. Cr McCann has suggested trying to secure funding to install quick fills in the area.

Cr Armstrong noted the occurrences of discoloured water at Harden. While he realises it is reticulated by Harden not Goldenfields Water, he noted the high level of complaints on Social Media. Cr Armstrong suggested Goldenfields consider the social media strategy on managing misinformation.

Cr Sinclair asked the Board to consider supporting the Red Shield Appeal on behalf of Mayor Rick Firman. The Board congratulated Mayor Firman on his involvement, however the request for donation falls outside Goldenfields current policy.

17. CLOSE OF BUSINESS

There being no further items requiring the attention of Council the meeting was declared closed at 11.37 am.

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 Draft Bland Shire Council Model Code of Meeting Practice for Local Councils in NSW



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

DP10.1 Ensure Councillors are provided with appropriate resources to carry out their civic duty

Author: Executive Assistant

Introduction

The draft Model Code of Meeting Practice has been on public exhibition with the receipt of all submissions closing at 5pm on Tuesday 30 April 2019.

There were no community submissions received however a minor administrative amendment is required.

Section 8 of the Code deals with the Order of Business for Ordinary Council Meetings. Council has expressed its intention to retain the current Public Forum Session therefore under the revised Code it will be required to retain clause 8.1 and include the specific order of business. Subsequently clause 8.2 will be struck out of the Code as it will not apply to Bland Shire Council.

The amended clause 8.1 will read:

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

- 01 Opening meeting and Acknowledgement of Country*
- 02 Apologies and applications for a leave of absence by councillors*
- 03 Confirmation of minutes*
- 04 Disclosures of interests*
- 05 Presentation(s) and Public Forum*
- 06 Mayoral minute(s)*
- 07 Reports of committees*
- 08 Reports to council*
- 09 Notices of motions/Questions with notice*
- 10 Confidential matters*
- 11 Conclusion of the meeting*

Councillors will also recall discussion surrounding the Questions and Statements section of the current meeting practice. Based on advice from the NSW OLG and the provisions of clauses 3.10; 3.14; 9.1 and 9.14 of the Draft Code, there will be no Questions and Statements section once the new Code has been adopted.

The provisions of clause 3.10 enable Councillors to give notice of any business they wish to be considered as either a Notice of Motion or Question with Notice and the attached form will assist Councillors in this regard.

The requirement of clause 3.10 to submit matters at least eight business days before the meeting has also been the subject of discussion. The current meeting practice includes the provision for matters to be submitted to the General Manager by 5pm at least eight days prior to the meeting therefore this requirement has been applied in the revised Draft Code of Meeting Practice.

A copy of the draft Model Code of Meeting Practice and Notice of Motion/Question with Notice form is included as an attachment to this report.

Financial Implications

There are no financial implications associated with this report however the proposed 2019/20 budget has provisions for the costs associated with the audio recording of council meetings.

Summary

Councillors will be aware of the introduction, by the NSW OLG, of the new Code of Meeting Practice for all NSW Councils effective from 14th June 2019.

Council must adopt the new Code of Meeting Practice that incorporates the 'mandatory' provisions. But it is then up to individual councils as to whether or not they adopt the 'non mandatory' provisions and any other supplementary provisions. The 'non mandatory' provisions are highlighted in red print in the attached document and the blue font indicates provisions for Joint Organisations. The provisions added by Council are shown in green font.

Recommendation:

That Council adopts the draft Bland Shire Council Model Code of Meeting Practice for Local Councils in NSW including the non mandatory provisions highlighted within by red print and the additional Council provisions as indicated within by green font.



BLAND SHIRE COUNCIL
west wyalong

**MODEL CODE OF MEETING PRACTICE
FOR LOCAL COUNCILS IN NSW**

MAY 2019



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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

Bland Shire Council will show any provisions added to the Code in green font. For any provisions that are optional and/or do not apply to Bland Shire Council the text ~~striketrough~~ feature will be utilised.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

~~The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.~~

~~In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".~~

~~In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".~~

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
The third Tuesday of each month (excluding January) commencing at 6.30pm in the Council Chambers.
~~[council to specify the frequency, time, date and place of its ordinary meetings]~~
- 3.2 ~~The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.~~

Note: Councils must use either clause 3.1 or 3.2

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted at least eight (8) ~~[council to specify notice period required]~~ business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.

- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

- 3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

- 3.37 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.
- 4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received **fifteen (15) minutes** prior to the commencement of the meeting on ~~by [date and time to be specified by the council] before~~ the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may apply to speak on no more than **one (1)** ~~[number to be specified by the council]~~ items of business on the agenda of the council meeting.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than **two (2)** ~~[number to be specified by the council]~~ speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **two (2)** ~~[number to be specified by the council]~~ days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed **three (3)** ~~[number to be specified by the council]~~ minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to **two (2)** ~~[number to be specified by the council]~~ minutes.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **three (3)** ~~[number to be specified by the council]~~ minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

- 4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.

~~5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.~~

~~Note: Clause 5.3 reflects clause 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.~~

5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- ~~5.14 — Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.~~
- ~~5.15 — Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.~~

Entitlement of the public to attend council meetings

- 5.16 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.
- Note: Clause 5.16 reflects section 10(1) of the Act.**
- 5.17 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.18 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.18 reflects section 10(2) of the Act.

~~Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.~~

Webcasting of meetings

- 5.19 All meetings of the council and committees of the council are to be webcast on the council's website. Audio recordings of each Bland Shire Council meeting will be uploaded onto Council's website by close of business on the day following the meeting.

Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.

Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting or an audio recording of the meeting.

~~Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.19–5.22. Joint organisations that choose not to webcast meetings may omit clauses 5.19–5.22.~~

- 5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.21 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.
- 5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for **twelve (12) months** ~~[council to specify the period of time the recording is to be retained on the website]~~. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.23 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.23 reflects section 376(1) of the Act.

- 5.24 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.24 reflects section 376(2) of the Act.

- 5.25 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.25 reflects section 376(3) of the Act.

- 5.26 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

- 01 Opening meeting and Acknowledgement of Country
- 02 Apologies and applications for a leave of absence by councillors
- 03 Confirmation of minutes
- 04 Disclosures of interests
- 05 Presentation(s) and Public Forum
- 06 Mayoral minute(s)
- 07 Reports of committees
- 08 Reports to council
- 09 Notices of motions/Questions with notice
- 10 Confidential matters
- 11 Conclusion of the meeting

~~8.2 The general order of business for an ordinary meeting of the council shall be:
[councils may adapt the following order of business to meet their needs]~~

- ~~01 Opening meeting~~
- ~~02 Acknowledgement of country~~
- ~~03 Apologies and applications for a leave of absence by councillors~~
- ~~04 Confirmation of minutes~~
- ~~05 Disclosures of interests~~
- ~~06 Mayoral minute(s)~~
- ~~07 Reports of committees~~
- ~~08 Reports to council~~
- ~~09 Notices of motions/Questions with notice~~
- ~~10 Confidential matters~~
- ~~11 Conclusion of the meeting~~

Note: Councils must use either clause 8.1 or 8.2.

- 8.3 The order of business as fixed under clause ~~[8.1 /8.2]~~ ~~[delete whichever is not applicable]~~ may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

~~**Note: If adopted, Part 13 allows council to deal with items of business by exception.**~~

- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting. **The motion is to be read aloud prior to the vote.**
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 **A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.**

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

~~10.31 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.~~

~~Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.~~

~~Note: Joint organisations must adopt clause 10.31. Councils must not adopt clause 10.31.~~

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

~~Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.~~

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

~~11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.~~

~~Note: Clause 11.4 reflects clause 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.~~

~~Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.~~

Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- ~~11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.~~
- ~~11.7 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.~~
- ~~11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.~~
- ~~11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.~~
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- ~~11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.~~
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

~~13 DEALING WITH ITEMS BY EXCEPTION~~

- ~~13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.~~
- ~~13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.~~
- ~~13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.~~
- ~~13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.~~
- ~~13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.~~
- ~~13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.~~

~~13.7 — Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.~~

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by fifteen (15) minutes prior to the commencement of the meeting [~~date and time to be specified by the council~~] before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than two (2) [~~number to be specified by the council~~] speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) ~~[number to be specified by the council]~~ speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed three (3) ~~[number to be specified by the council]~~ minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act or any regulation in force under the Act or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.
- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- ~~15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.~~

- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

~~Note: Councils may use either clause 15.14 or clause 15.15.~~

- 15.16 Clause [~~15.14/~~ 15.15] [~~delete whichever is not applicable~~], does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.21 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.23 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.

- 15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

~~Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.~~

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than seven (7) days ~~[council to specify the period of time]~~ after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

~~18 TIME LIMITS ON COUNCIL MEETINGS~~

- ~~18.1—Meetings of the council and committees of the council are to conclude no later than [council to specify the time].~~
- ~~18.2—If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by resolution, extend the time of the meeting.~~
- ~~18.3—If the business of the meeting is unfinished at [council to specify the time], and the council does not resolve to extend the meeting, the chairperson must either:~~
- ~~(a)—defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or~~
 - ~~(b)—adjourn the meeting to a time, date and place fixed by the chairperson.~~

- ~~18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.~~
- ~~18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:~~
- ~~(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and~~
 - ~~(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.~~

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.
- Note: Clause 19.1 reflects section 375(1) of the Act.**
- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) details of each motion moved at a council meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment was passed or lost, and
 - (d) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.
- Note: Clause 19.3 reflects section 375(2) of the Act.**
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- Note: Clause 19.5 reflects section 375(2) of the Act.**
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.

- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- ~~20.17 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.~~
- ~~**Note: Clause 20.17 reflects clause 397E of the Regulation. Joint organisations must adopt clause 20.17 and omit clause 20.16. Councils must not adopt clause 20.17.**~~
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) details of each motion moved at a meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment was passed or lost, and
 - (d) such other matters specifically required under this code.
- 20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act

performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

NOTICE OF MOTION / QUESTION WITH NOTICE



<i>Submission:</i>	<i>Notice of Motion</i> <input type="checkbox"/>	<i>Question with Notice</i> <input type="checkbox"/>
<i>Submission Date:</i>		
<i>Councillor Name:</i>		
<i>Notice Title:</i>		
<i>Council Meeting Date:</i>		

I, Councillor _____ hereby give notice of the following
motion/question:

Signed: _____

Please note that this notice must be submitted at least eight (8) business days before the meeting is to be held in accordance with clause 3.10 of the Model Code of Meeting Practice for Local Councils in NSW

9.2 Drought Communities Program – Progress Report for May 2019



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

DP10.2 Ensure councillors take ownership and a strong leadership role

Author: General Manager

Introduction

The formal Agreement between Council and the Federal Government has now been executed and work has already commenced on the majority of the projects. Included as an attachment to this report is a table showing all of the approved projects and comments on the progress of each the projects.

Financial Implications

The current list of projects indicates expenditure across the Shire as follows:

- Community - \$62,000.00
 - Wyalong / West Wyalong - \$399,125.00
 - Barmedman - \$106,600.00
 - Ungarie - \$131,000.00
 - Weethalle - \$105,000.00
 - Mirrool - \$70,000.00
 - Tallimba / Yalgogorin - \$127,000.00
- Total - \$1,000,000.00**

Summary

I will continue to provide monthly reports to Council to keep Councillors and the community up to date with the progress of each individual project.

Recommendation:

That the General Manager provide monthly reports to Council on the progress of each of the individual projects approved under the 2019 Drought Communities Funding Program.

Project	Amount	Progress
Community		
Drought Buster Concert	46,275.00	Event to be held on Saturday 29 June.
Weethalle		
Toilet including Septic Tank	60,000.00	Not yet commenced
Multipurpose Shed	60,000.00	Completed prior to Weethalle Country Music Muster.
Mirrool		
Additional Amenities within free camp area	70,000.00	Not yet commenced
Wyalong/West Wyalong		
AFL & Cricket Scoreboard	30,000.00	Scoreboard ordered
Toilets	100,000.00	Works commenced in Barnado Park
Modular Pump Track	70,000.00	Construction completed. Delivery expected late May 2019.
Drought Counselling Service Administration	50,000.00	Agreement for funds to be allocated to enhanced counselling services. Invoice paid.
Motor Sports Upgrade	80,000.00	Plans being prepared
Showground Shade Awnings	69,125.00	Works completed prior to harness racing meetings held in April 2019.
Barmedman		
Tennis Clubhouse Upgrade	7,000.00	Quotes approved
Shade Structure	15,000.00	Quote approved
Tractor Pull Concrete Slab	45,700.00	Materials purchased
Colorbond Shed	38,900.00	Not yet commenced
Ungarie		
Hot Water Swimming Pool Amenities	6,000.00	Works approved
Rec Ground Lighting	100,000.00	Materials purchased
New toilets	25,000.00	Not yet commenced
Tallimba & Yalgogorin		
Shelter, BBQ & Multipurpose Court	120,000.00	Construction of multipurpose court completed, BBQ ordered and shelter under construction with expected installation May 2019.
Rain Water Tanks for Hall	7,000.00	Completed
Total Cost of Projects	\$1,000,000.00	

9.3 Stronger Country Communities Program Round 1 Progress Report - May 2019



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

DP 9.1 Responsibly manage asset renewal and maintenance for current and future generations

Author: General Manager

Introduction

This report deals with the progress of the successful applications under the Stronger Country Communities Program Round 1 as at 10th May 2019.

The successful projects and corresponding grant monies are as follows:

- Refurbishment of the Waterslide at Holland Park Pool - \$137,550 - **Completed**
- Heating of Holland Park Pool - \$147,596 - **Completed**
- West Wyalong Community Cinema - \$451,572
 - The seats, carpet, projection equipment and curtains have been ordered.
 - The submission of tenders closed on 12 April and a report presented to this Council Meeting.
- Ungarie Tennis Court Complex Upgrade - \$264,520
 - This project is now 98% complete. Fencing will be completed week commencing 06.05.2019. Light towers will be erected on Saturday 05.05.2019. The electrical works will be completed week commencing 06.05.2019. Planning for an official opening in the week commencing 13.05.2019, subject to the availability of local MP.

Financial Implications

All of the projects are running to budget at this stage.

Summary

The remaining projects are progressing satisfactorily in accordance with the Deed of Agreement.

Recommendation:

That the information regarding the progress of the projects under Round 1 of the Stronger Country Communities Fund is received and noted.

9.4 Stronger Country Communities Program Round 2 Progress Report - May 2019



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

DP 9.1 Responsibly manage asset renewal and maintenance for current and future generations

Author: General Manager

Introduction

This report deals with the progress of the successful applications under the Stronger Country Communities Program Round 2 as at 10th May 2019.

The successful projects and corresponding grant monies are as follows:

- Barmedman Pool upgrade \$171,890
 - Project Manager Mr. Mylvaganam Nirupan
 - Meeting scheduled with the pool committee to confirm the scope of works

- Cooinda Park Rejuvenation – Stage 1 \$187,800
 - Project Manager Mr. Will Marsh.
 - Concentrating on the slab hut rejuvenation first
 - Quotes being obtained

- West Wyalong Rugby Club and Rodeo power and sports lighting \$839,009
 - Project Manager Will Marsh
 - Proposed easement being prepared
 - Plans for the electrical works have been prepared by local contractor
 - Insurance and contracts being organised by local contractor

- Kikiora Hall amenities block and kitchen upgrade \$139,298
 - Project Manager Mr. Mylvaganam Nirupan
 - Engaged a contractor to carry out the building works.
 - A geotechnical investigation has been carried out for determining the soil classification. Waiting on the test results.

Financial Implications

The allocation to Bland Shire Council for Round 2 is \$1,237,997.00.

Summary

The projects are progressing satisfactorily in accordance with the Deed of Agreement.

Recommendation:

That the information regarding the progress of the projects under Round 2 of the Stronger Country Communities Fund is received and noted.

9.5 30th National Town Crier Championships



Our Prosperity - Growing our population and jobs

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

Author: Executive Assistant

Introduction

The Ancient and Honourable Guild of Australian Town Criers will hold their 30th National Town Crier Championships in Echuca and Moama on 12-13 October 2019. Bland Shire Town Crier, Mr Kyle Sturgess is seeking Council's approval to attend the championships and represent the Bland Shire.

Financial Implications

The costs associated with the honorary Town Crier position are met from the Tourism Promotions budget of which there are sufficient funds to cover the accommodation, travel and any registration expenses for this event.

Summary

The Championships will provide an opportunity for Mr Sturgess to network and exchange information/ideas with others holding the Town Crier position. In addition, the Bland Shire area will be promoted at this national event.

Recommendation:

That the attendance of the Bland Shire Town Crier at the National Town Crier Championships to be held on 12-13 October 2019 in Echuca and Moama be approved.

SECTION 3 – CORPORATE, COMMUNITY, DEVELOPMENT & REGULATORY SERVICES

9.6 Financial Statements – April 2019



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 APRIL, 2019.

BANK BALANCES AS AT 30TH APRIL, 2019

ACCOUNT	BALANCE
General Fund	\$ 1,468,627.31
BCard	\$ 20,990.00
	\$ 1,489,617.31
Invested Funds	
Fixed Deposits	\$ 28,700,000.00
Deposits at Call	\$ 3,705,015.90
	\$ 32,405,015.90
Net Balance	\$ 33,894,633.21
Percentage of investment to Net Balance	95.61%

STATEMENT OF BANK BALANCES AS AT 30.04.19
SUBMITTED TO THE ORDINARY MEETING MAY 21ST, 2019

BALANCE as at 01.04.19	\$ 2,268,338.61
 Add Receipts	
<u>Receipts over \$150,000</u>	
24/04/19 Transfer from Cash at Call	\$ 2,500,000.00
26/04/19 CBA Investment Redemption	\$ 2,500,000.00
29/04/19 RMS Flood Damage Grant	\$ 534,655.00
 <u>Receipts under \$150,000</u>	 \$ 1,223,312.67
 <i>Total Receipts for April 2019</i>	 \$ 6,757,967.67
 Less Payments	
<u>Payments over \$150,000</u>	
11/04/19 Cleary Earth & Civil – Flood Damage Roadworks	-\$ 296,963.48
24/04/19 AMP Term Deposit	-\$ 2,500,000.00
29/04/19 Transfer to Cash at Call	-\$ 272,233.56
 <u>Payments under \$150,000</u>	 -\$ 4,488,481.93
 <i>Total Payments for April 2019</i>	 -\$ 7,557,678.97
 CASH BALANCE	 <u>\$ 1,468,627.31</u>
Limit of Overdraft Arranged with Bank	\$ 350,000.00

ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period April 01, 2019 to April 30, 2019.
I CERTIFY,
That the accounts included in the accounts summary and totalling as detailed under:-

Fund	Voucher No.s	Total
Cheques	025634 - 025641	\$ 30,731.56
Auto-pay	Creditors E017116– E017413	\$ 6,929,532.72
Auto-pay	Payroll 31/03/19 – 28/04/19	\$ 581,130.17
April Bank Charges & Commission etc		\$ 1,696.80
Direct Debits	Repayments & Vehicle Lease	\$ 14,587.72
		\$ 7,557,678.97

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 21st May 2019, 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 \$7,557,678.97 was submitted to the Ordinary Meeting on the 21st May 2019 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 (2018/19)	\$ 9,901,371.80
Rates received as at 30/04/2019	\$ 7,468,180.30
% of rates received to date	75.43%

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 April, 2019
2. That Council confirms the payment of accounts, for the period 01 April to 30 April 2019, summarised in the accounts summary totalling \$7,557,678.97.

INVESTMENTS

The following table gives details of Council's Funds invested at 30th April 2019. 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
15-April-2019	Bank of QLD (Term Deposit)	1,000,000.00	182 days	2.45%	14-October-2019
29-March-2019	NAB (Term Deposit)	1,000,000.00	122 days	2.50%	29-July-2019
15-February-2019	NAB (Term Deposit)	1,000,000.00	367 days	2.70%	17-February-2020
11-March-2019	NAB (Term Deposit)	1,500,000.00	150 days	2.57%	08-August-2019
08-November-2018	Bank of QLD (Term Deposit)	1,000,000.00	550 days	2.80%	11-May-2020
11-December-2018	Bankwest (Term Deposit)	2,000,000.00	274 days	2.65%	11-September-2019
08-September-2018	Bendigo Bank (Term Deposit)	400,000.00	365 days	2.55%	08-September-2019
08-September-2018	Bendigo Bank (Term Deposit)	400,000.00	365 days	2.55%	08-September-2019
08-September-2018	Bendigo Bank (Term Deposit)	400,000.00	365 days	2.55%	08-September-2019
14-September-2018	AMP (Term Deposit)	1,000,000.00	273 days	2.80%	14-June-2019
17-January-2019	Bank of QLD	1,000,000.00	180 days	2.75%	16-July-2019
12-March-2019	AMP (Term Deposit)	2,000,000.00	275 days	2.80%	12-December-2019
29-November-2016	Westpac (FRN)	2,000,000.00	1826 days	3MBS3W+1.2%	29-November-2021
02-November-2018	AMP (Term Deposit)	1,000,000.00	364 days	2.65%	01-November-2019
11-October-2018	AMP (Term Deposit)	1,000,000.00	270 days	2.75%	08-July-2019
28-February-2019	ME Bank (Term Deposit)	2,000,000.00	334 days	2.65%	28-January-2020
08-April-2019	NAB (Term Deposit)	2,000,000.00	183 days	2.47%	08-October-2019
13-November-2018	CUA (Term Deposit)	1,000,000.00	336 days	2.77%	15-October-2019
24-April-2019	AMP (Term Deposit)	2,500,000.00	188 days	2.70%	29-October-2019
25-January-2019	Bankwest (Term Deposit)	2,500,000.00	180 days	2.65%	24-July-2019
01-March-2019	Mystate Bank (Term Deposit)	2,000,000.00	364 days	2.75%	28-February-2020
	ANZ Deposit at Call	50,821.84	Cash at Call		
	CBA Deposit at Call	3,654,194.06	Cash at Call		
	TOTAL:	32,405,015.90			

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

9.7 Local Government Remuneration Tribunal



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

DP 10.1 Ensure Councillors are provided with appropriate support and resources to carry out their civic duty

Author: Director Corporate, Community, Development and Regulatory Services

Introduction

The most recent determination of the Local Government Remuneration Tribunal, in respect to fees and charges to be made to Mayors and Councillors has been released.

Pursuant to section 241 of the LG Act the Tribunal determines in each category of council, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.

In determining the maximum and minimum fees payable to each of the categories, the Tribunal is required, pursuant to section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the Industrial Relations Act 1996 (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.

The current policy on wages pursuant to section 146(1)(a) of the IR Act is articulated in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (Regulation). The effect of the Regulation is that public sector wages cannot increase by more than 2.5 percent, and this includes the maximum and minimum fees payable to councillors and mayors.

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5 percent available to it is warranted. Tribunal considers that an increase of 2.5 percent in the maximum and minimum fee for each category of councillor and mayoral office, including county councils, is appropriate and so determines.

Conclusion

Bland Shire Mayor and Councillor Fees are currently set within the maximum and minimum allowable rates.

The tribunal has set an allowable increase of 2.5 percent in 2019 in line with Public Sector Employees increase. Allowance for the increase has been made within the 2019/20 budget currently on public exhibition.

If Council resolves to take the 2.5 percent increase, the rates will be as follows:

Local Government Remuneration Tribunal

Table 4: Fees for General Purpose and County Councils (Extract)				
Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee	
	Minimum	Maximum	Minimum	Maximum
General Purpose Councils				
Rural	9,190	12,160	9,780	26,530

Financial Implications

COUNCILLOR FEES – PER ANNUM

Current Remuneration	2.5% Increase	2019/20 Remuneration
\$11,570	\$290	\$11,860

ADDITIONAL MAYORAL FEE – PER ANNUM

Current Remuneration	2.5% Increase	2019/20 Remuneration
\$25,250	\$630	\$25,880

Summary

The tribunal has set an allowable increase of 2.5 percent in line with Public Sector Employees and Council should give consideration to adopting the increase recommended by the Local Government Remuneration Tribunal.

Recommendation:

That Council adopt the 2.5% increase in Mayor and Councillor fees for the 2019/20 financial period.

9.8 Budget Review – March 2019



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: Manager Financial Services

Introduction

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

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

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

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

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

The Statement includes:

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

Overall Position

In general terms, the Council has achieved 122% of projected revenue (calculated on an accrual basis) to adjusted budget and 104% of projected expenditure to adjusted budget by the end of March 2019. The higher than budgeted figures are mostly a result of unbudgeted Flood damage income and expenditure amounts which added almost \$5M to the budget. As additional income and expenditure were the same, it did not impact on Council's bottom line. Also the additional income was impacted by Strengthening Communities Grants and Drought Communities Grants received but not yet expended.

Capital Expenditure at the end of March 2019 is currently at \$4,993,614 representing 102% of the revised budget. This is due to additional funding received for Roads to Recovery and Regional Roads. Unbudgeted Strengthening Communities Projects have commenced with some projects close to finish adding to the Capital works for the year.

The Actual Result at the end of the quarter currently stands at \$751,747 deficit against an adjusted budget deficit of \$3.76M. The deficit is as a result of bringing in \$3.75M from the advance FAG Payment made in 2017-18 as well as Grant income referred to above. The balance of Councils cash and investments held is around \$34.7M.

In 2017-18 a revaluation was conducted on all of Council's assets. The result was an overall increase in the gross carrying value of council's assets by approximately \$20M. Under instruction from the Office of Local Government, the residual values from roads were also to be removed. The end result is an increase to depreciation of \$3.2M annually.

Operational Budget and Variations

The following are the results in the Departmental cost centres together with some commentary.

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

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

OFFICE OF THE GENERAL MANAGER

The OGM has produced a result at the end of the 3rd quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provide for a favourable result.

CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

Corporate, Community and Development Services have produced a result at the end of the 3rd quarter that is within the budget for the directorate. All areas appear to be performing within budget expectations and provide for a favourable result.

ASSETS AND ENGINEERING SERVICES

Assets and Engineering has produced a result at the end of the 3rd quarter that is within the budget for the directorate. 12 months of depreciation and overhead costs have been applied, making some areas appear to be heading for an over budget result at the end of the year. Taking into consideration the annual expenses already applied, most areas are close to budget at this stage. The director of Assets and Engineering is aware of the this and has taken appropriate measures to ensure that the overall budget result will be favourable at year end.

Conclusion

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

As Council's Responsible Accounting officer, it is my opinion that the Quarterly Budget Review Statement for Bland Shire Council for the quarter ended 31st March 2019 indicates that Council's financial position at 31st March 2019 is considered satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed _____ Date ____/____/____
Responsible Accounting Officer, Bland Shire Council

Recommendation:

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

**INCOME/EXPENDITURE
AS AT 31st Mar 2019**

INCOME

PRINCIPAL ACTIVITY	BUDGET 2018/19	CFWD PROJECTS 2017/18	Approved Adjustments	ADJUSTED BUDGET 2018/19	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
EXECUTIVE								
Governance	0	0	0	0	0	0	0	0
Democracy	0	0	0	0	0	0	0	0
Land Development	-100,000	0	-385,000	-485,000	0	-485,000	-52,147	-432,853
Economic Development	0	0	0	0	0	0	-7,226	7,226
Tourism	-5,075	0	0	-5,075	0	-5,075	-114	-4,961
Human Resources	-33,822	0	0	-33,822	0	-33,822	-15,712	-18,110
Community Services	-64,021	-5,000	0	-69,021	0	-69,021	-51,080	-17,941
Community Relations	0	0	-18,000	-18,000	0	-18,000	518,000	500,000
Executive Total Outcome	-202,918	-5,000	-403,000	-610,918	0	-610,918	-644,279	33,361
CORPORATE DEVELOPMENT								
General Revenue	-6,586,972	0	0	-6,586,972	0	-6,586,972	-6,561,092	-25,880
Financial Assistance & investments	-4,786,874	0	0	-4,786,874	0	-4,786,874	-4,463,833	-323,041
Corporate Support	-281,730	0	0	-281,730	0	-281,730	-422,235	140,505
Corporate Development Total	-11,655,576	0	0	-11,655,576	0	-11,655,576	-11,447,159	-208,417
COMMUNITY & DEVELOPMENT SERVICES								
Aged Care	-423,878	0	0	-423,878	0	-423,878	-297,014	-126,864
Library & Children's Services	-1,444,450	0	-259,462	-1,703,912	0	-1,703,912	-1,257,815	-396,087
Regulatory Services	-13,300	0	0	-13,300	0	-13,300	-5,986	-7,314
Support	-200	0	0	-200	0	-200	0	-200
Development Control	-61,500	0	0	-61,500	0	-61,500	-98,486	36,986
Environmental Planning	-12,000	0	0	-12,000	0	-12,000	-12,007	7
Health & Environment	-3,000	0	0	-3,000	0	-3,000	-1,478	-1,522
Property Maintenance	0	0	0	0	0	0	0	0
Community & Development Services Total	-1,958,328	0	-259,462	-2,217,790	0	-2,217,790	-1,672,788	-494,994
ASSETS & ENGINEERING								
Works Administration	-2,236,879	0	0	-2,236,879	0	-2,236,879	-2,848,038	611,159
Plant Running	-3,484,022	0	0	-3,484,022	0	-3,484,022	-3,314,243	-169,779
Roads, Works & Transport	-4,059,277	0	0	-4,059,277	0	-4,059,277	-8,401,334	4,835,765
Public Services	-455,310	-87,291	0	-542,601	0	-542,601	-811,892	-152,897
Pools	-20,000	0	0	-20,000	0	-20,000	-107,734	87,734
Council Property Maintenance	-243,803	0	0	-243,803	0	-243,803	-405,421	161,618
Waste management	-1,311,038	0	-2,152	-1,313,190	0	-1,313,190	-1,324,140	10,950
Sewerage Disposal Services	-1,674,365	-213,945	-79,849	-1,968,159	0	-1,968,159	-1,510,811	-390,176
Assets & Engineering Total	-13,484,694	-301,236	-82,001	-13,867,931	0	-13,867,931	-18,723,612	4,994,373
GENERAL FUND TOTAL	-27,301,516	-306,236	-744,463	-28,352,215	0	-28,352,215	-32,487,838	4,324,323

EXPENDITURE

PRINCIPAL ACTIVITY	BUDGET 2018/19	CFWD PROJECTS 2017/18	Approved Adjustments	ADJUSTED BUDGET 2018/19	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
EXECUTIVE								
Governance	500,550	0	-132	500,418	0	500,418	347,730	152,688
Democracy	194,506	0	0	194,506	0	194,506	134,470	60,036
Land Development	100,000	0	0	100,000	0	100,000	118,898	-18,898
Economic Development	191,986	0	3	191,989	0	191,989	107,692	84,297
Tourism	208,289	0	0	208,289	0	208,289	89,639	118,650
Human Resources	360,261	0	-318	359,943	0	359,943	297,119	62,824
Community Services	215,990	5,000	0	220,990	0	220,990	161,706	59,284
Community Relations	136,734	0	18,000	154,734	0	154,734	168,052	-13,318
Executive Total Outcome	1,555,592	0	-447	1,555,145	0	1,555,145	1,095,548	459,597
CORPORATE DEVELOPMENT								
General Revenue	1,011,069	0	0	1,011,069	0	1,011,069	998,096	12,974
Financial Assistance & investments	155,466	0	0	155,466	0	155,466	87,782	67,684
Corporate Support	1,835,351	0	-7,954	1,827,397	0	1,827,397	1,356,031	471,366
Corporate Development Total	3,001,886	0	-7,954	2,993,332	0	2,993,332	2,441,909	552,024
COMMUNITY & DEVELOPMENT SERVICES								
Aged Care	409,595	0	12,233	421,828	0	421,828	319,295	102,533
Library & Children's Services	1,746,870	0	259,411	2,006,281	0	2,006,281	1,454,419	551,862
Regulatory Services	153,729	0	791	154,520	0	154,520	105,666	48,854
Support	549,860	0	0	549,860	0	549,860	384,714	165,146
Development Control	2,050	0	0	2,050	0	2,050	3,402	-1,352
Environmental Planning	212,500	0	0	212,500	0	212,500	50,490	162,010
Health & Environment	710	0	0	710	0	710	105	605
Council Property Maintenance	113,500	0	0	113,500	0	113,500	45,194	68,306
Community & Development Services Total	3,075,314	0	272,435	3,347,749	0	3,347,749	2,318,091	1,029,658
ASSETS & ENGINEERING								
Works Administration	3,714,696	0	5,935	3,720,631	0	3,720,631	4,038,639	-318,008
Plant Running	2,386,589	0	567,566	2,954,155	0	2,954,155	2,613,117	341,038
Roads, Works & Transport	6,387,512	0	2,349,937	8,737,449	0	8,737,449	12,833,847	-4,096,399
Public Services	2,911,799	0	119,180	3,030,979	0	3,030,979	2,650,003	380,976
Pools	353,407	0	7,433	360,840	0	360,840	338,986	21,854
Council Property Maintenance	384,008	0	64,088	448,096	0	448,096	393,900	54,196
Waste management	1,311,038	0	2,152	1,313,190	0	1,313,190	1,324,140	-10,950
Sewerage Disposal Services	1,664,365	0	79,849	1,744,214	0	1,744,214	1,510,811	193,403
Assets & Engineering Total	19,113,414	0	3,196,140	22,309,554	0	22,309,554	25,703,443	-3,433,890
GENERAL FUND TOTAL	26,746,206	0	3,460,174	30,206,380	0	30,206,380	31,558,991	-1,392,611

**Bland Shire Council
31st Mar 2019
Capital Budget Review**

PRINCIPAL ACTIVITY	BUDGET 2018/19	C/FWD PROJECTS 2017/18	Approved Adjustments	ADJUSTED BUDGET 2018/19	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Capital Funding								
EXECUTIVE								
Governance								
Internal Restrictions	0	-129,554	0	-129,554		-129,554		-129,554
Rates & Other Untied Funding								
Land Development								
Internal Restrictions	0		0	0	0	0	-439,689	439,689
Tourism								
Internal Restrictions	-35,000		0	-35,000	0	-35,000	0	-35,000
Rates & Other Untied Funding	-5,000		0	5,000	0	-5,000	0	-5,000
Community Development								
Rates & Other Untied Funding			-16,225	-16,225	0	-16,225	-14,750	-1,475
External Restrictions	0	-149,019		-149,019	0	-149,019	-105,648	-43,371
Community Relations								
Internal Restrictions	-21,000		0	-21,000	0	-21,000	-12,118	-8,882
Executive Total Capital Funding	-61,000	-278,573	-16,225	-355,798	0	-355,798	-572,205	216,407
CORPORATE DEVELOPMENT								
Corporate Support								
Internal Restrictions	-100,000	0	0	-100,000	0	-100,000	-241,096	141,096
Rates & Other Untied Funding	-100,000			-100,000		-100,000	-50,000	-50,000
Corporate Support Total Capital Funding	0			0		0	-191,096	191,096
COMMUNITY & AGED CARE								
Aged Care								
External Restrictions	0	0	0	0	0	0	-8,118	8,118
Rates & Other Untied Funding	0	0	0	0	0	0	0	0
Community & Aged Care Total Capital Funding	0	0	0	0	0	0	-8,118	8,118
Regulatory Activities								
Rates & Other Untied Funding	0	-8,685		-8,685		-8,685	0	-8,685
DEVELOPMENT SERVICES								
Environmental Planning								
Internal Restrictions	0	-17,500	0	-17,500	0	-17,500	0	-17,500
Rates & Other Untied Funding	-100,000			-100,000		-100,000	-50,000	-50,000
Development Services Total Capital Funding	0	-17,500	0	-17,500	0	-17,500	0	-17,500
WORKS & SERVICES								
Works Administration								
Rates & Other Untied Funding	0	0	0	0	0	0	-64,770	64,770
Capital Grants & Contributions	0	0	0	0	0	0	-25,320	25,320
Plant Running	-1,216,883	0	-46,528	-1,263,411	0	-1,263,411	-39,450	39,450
Income from Sale of Assets	-348,750	0		-348,750		-348,750	-1,282,127	18,716
External Restrictions			-46,528	-46,528	0	-46,528	-527,668	178,918
Rates & Other Untied Funding	-868,133			-868,133		-868,133	-48,970	2,442
Roads, Works & Transport								
Capital Grants & Contributions	-2,020,367	0	0	-2,020,367	0	-2,020,367	-705,489	-162,644
Rates & Other Untied Funding	-2,020,367			-2,020,367		-2,020,367	-2,059,101	38,734
Public Services								
Rates & Other Untied Funding	-110,000	-202,726	0	-312,726	0	-312,726	-2,059,101	38,734
Capital Grants & Contributions	0	-11,199		-11,199		-11,199	-518,447	205,721
External Restrictions	0	0		0		0	-12,378	1,179
External Restrictions	0	-87,291	0	-87,291	0	-87,291	-474,684	474,684
Internal Restrictions	-110,000	-104,236	0	-214,236	0	-214,236	-31,385	-182,851
Council Property Maintenance								
Rates & Other Untied Funding	-10,000	-66,811	0	-76,811	0	-76,811	0	-76,811
External Restrictions	-10,000	0		-10,000		-10,000	0	-10,000
External Restrictions	0	-66,811		-66,811		-66,811	0	-66,811
Waste management								
Rates & Other Untied Funding	0	0	0	0	0	0	0	0
Sewerage Disposal Services	-50,000	-213,945	0	-263,945	0	-263,945	-67,172	-196,773
External Restrictions	-50,000	-213,945	0	-263,945	0	-263,945	-67,172	-196,773
Works & Services Total Capital Funding	-3,407,250	-483,482	-46,528	-3,937,260	0	-3,937,260	-3,991,617	54,357
Total Capital Funding	-3,568,250	-788,240	-62,753	-4,419,243	0	-4,419,243	-4,813,036	393,793

**Bland Shire Council
31st Mar 2019
Capital Budget Review**

PRINCIPAL ACTIVITY	BUDGET 2018/19	C/FWD PROJECTS 2017/18	Approved Adjustments	ADJUSTED BUDGET 2018/19	Requested Adjustments	Projected Year End Result	3rd Quarter Actuals	Balance Remaining
Capital Expenditure								
EXECUTIVE								
Governance								
Shovel Ready Project	0	129,554	0	129,554	0	129,554	0	129,554
Land Development								
Purchase 17 Lady Mary Drive			366,438	366,438		366,438	372,938	-6,500
Purchase Shamrock St Council Res 17/7/18			66,751	66,751		66,751	66,751	0
Business Park Purchases			385,000	385,000		385,000	0	385,000
Tourism								
Electricity Point for Cars	5,000	0	0	5,000	0	5,000	0	5,000
Weethalle Silo Seating & Shelter	30,000	0	0	30,000	0	30,000	0	30,000
Xmas Decorations	5,000	0	0	5,000	0	5,000	0	5,000
Community Relations								
Event Trailer	15,000	0	0	15,000	0	15,000	12,118	2,882
Mobile Stage	6,000	0	0	6,000	0	6,000	0	6,000
Community Development								
Mirrool Cinema			16,225	16,225	0	16,225	14,750	1,475
Stronger Country Comm - Theatre	0	149,019	0	149,019	0	149,019	105,648	43,371
Executive Total Capital Expenditure	61,000	278,573	834,414	1,173,987	0	1,173,987	572,206	601,782
CORPORATE DEVELOPMENT								
Corporate Support								
Loan - Principal Community Infrastructure Development	100,000	0	0	100,000	0	100,000	241,096	-141,096
Council Software Package	0	0	0	0	0	0	50,000	50,000
Corporate Development Total Capital Expenditure	100,000	0	0	100,000	0	100,000	191,096	-191,096
COMMUNITY & AGED CARE								
Aged Care								
Ubiquiti Radio upgrade	0	0	0	0	0	0	8,118	-8,118
AV Materials	0	0	0	0	0	0	0	0
Community & Aged Care Total Capital Expenditure	0	0	0	0	0	0	8,118	-8,118
Regulatory Activities								
Pound Upgrade	0	8,685	0	8,685	0	8,685	0	8,685
Regulatory Activities Capital Expenditure	0	8,685	0	8,685	0	8,685	0	8,685
DEVELOPMENT SERVICES								
Support								
Council Buildings Project	0	0	0	0	0	0	0	0
Environmental Planning	0	17,500	0	17,500	0	17,500	0	17,500
Heritage Panels MS	0	17,500	0	17,500	0	17,500	0	17,500
Development Services Total Capital Expenditure	0	17,500	0	17,500	0	17,500	0	17,500
WORKS & SERVICES								
Works Administration								
CCTV Installation	0	0	0	0	0	0	64,770	-64,770
Plant Running								
Plant & Equipment Purchases - Cap	1,176,883	0	161,528	1,338,411	0	1,338,411	1,282,127	96,284
Plant & Equipment Purchases - Cap	25,000	0	0	25,000	0	25,000	27,391	-2,391
Plant Minor - Cap	15,000	0	0	15,000	0	15,000	8,339	6,661
Roads, Works & Transport								
MR398 West Wide Construction	376,000	0	0	376,000	0	376,000	121,367	254,633
MR57N Widening	0	0	0	0	0	0	372,341	-372,341
R2R Capital Program	1,644,367	0	0	1,644,367	0	1,644,367	1,565,393	78,974
Roads to Recove Project Managem Assets	0	0	0	0	0	0	0	0
Public Services								
Centerlies	110,000	202,726	0	312,726	0	312,726	276,144	36,582
New Beams at Lawn Cemetary (10 year plan)								
Repair Old Unattended Grave Sites	50,000	50,000	0	100,000	0	100,000	6,278	93,722
Parks & Gardens								
Coolinda Park	0	34,236	0	34,236	0	34,236	4,198	30,038
Shadesail Tallimba Park	50,000	0	0	50,000	0	50,000	10,909	39,091
Barmedman Dump Point	0	0	0	0	0	0	4,763	-4,763
Sporting Ovals								
McAllister Oval Scoreboard	0	20,000	0	20,000	0	20,000	0	20,000
McAllister Oval Gates & Fence	10,000	0	0	10,000	0	10,000	17,615	-7,615
Ungarie Tennis Court _ Strenthening Comm	0	87,291	0	87,291	0	87,291	232,380	-145,089
Indoor Sports Facilities								
Council Property Maintenance	10,000	66,811	0	76,811	0	76,811	242,304	-165,493
Holland Pk Pool Stronger Comm - Water Slide	0	66,811	0	66,811	0	66,811	242,304	-175,493
184 Main St Electrical Upgrade	10,000	0	0	10,000	0	10,000	0	10,000
Waste management								
Sewerage Disposal Services	50,000	213,945	0	263,945	0	263,945	67,172	196,773
Sewer Extension	50,000	150,000	0	200,000	0	200,000	0	200,000
Portable Toilets Weethalle	0	0	0	0	0	0	5,300	-5,300
Sewer Pump Station (Council Res 12-12-17)	0	63,945	0	63,945	0	63,945	61,872	2,073
Works & Services Total Capital Expenditure	3,407,250	483,482	161,528	4,052,260	0	4,052,260	3,991,616	60,644
Total Capital Expenditure	3,568,250	786,240	895,942	5,352,432	0	5,352,432	4,813,035	539,397

**Bland Shire Council
31 Mar 2019 Budget Review
Cash Investment Statement**

	OPENING 2018/19	Approved adjustments	ADJUSTED BUDGET 2018/19	Requested Adjustments	Projects Year End Result	Movements	3rd Quarter Actuals
Externally Restricted							
Multi Service Outlet	166,409		166,409		166,409	14,192	180,601
Community Care - Capital Grant	108,346		108,346		108,346	15,717	124,063
Bland Shire Day Care	365,759		365,759		365,759	-69,338	296,421
HACC Dementia Day Care	47,029		47,029		47,029		47,029
MRU Additional Operating Grant	352,785		352,785		352,785	65,164	417,949
Family Day Care	163,333		163,333		163,333	26,542	189,875
Preschool Reserve	641,986		641,986		641,986	-26,047	615,939
Stronger Communities - Community Cinema Res	149,019		149,019		149,019	-105,648	43,371
Library Revitalising Grant	14,051		14,051		14,051		14,051
Library Refurbishment Reserve	200,000		200,000		200,000	-75,290	124,710
Strengthening Communities Reserve	0		0		0	275,799	275,799
Stronger Communities - Water Slide Holland Pk	66,811		66,811		66,811	-66,811	0
State & National Roads Reserve	9,152		9,152		9,152		9,152
Roads to Recovery Reserve	476,245		476,245		476,245		476,245
Crown Management Reserve	0		0		0	100,000	100,000
RLCIP West Wyalong Tennis Court Resurface	8,545		8,545		8,545		8,545
DECC Funding	16,150		16,150		16,150		16,150
Future Towns Project	43,955		43,955		43,955	-226	43,729
Stronger Communities - Ungarie Tennis Crt	87,291		87,291		87,291	-87,291	0
Trust Deposits	11,413		11,413		11,413		11,413
Sec 94 Contributions - Open Space	995		995		995		995
Sec 94 Contributions - General Development	99,347		99,347		99,347	10,443	109,790
Sec 94 Contributions - Stormwater	636		636		636		636
Sec 94 Contributions - Bushfire	802		802		802		802
Sec 94 Contributions - Car Parking	6,720		6,720		6,720		6,720
Sec 94 Contributions - Studies	755		755		755		755
Sec 94 Contributions - Roads	2,817		2,817		2,817		2,817
Sec 64 Contributions (Sewer)	95,435		95,435		95,435		95,435
Reticulation Reserve	85,000		85,000		85,000	14,376	99,376
Sewer Fund - Externally Restricted Reserve	419,657		419,657		419,657	174,927	594,584
			0		0		0
Total Externally Restricted	3,640,443	0	3,640,443	0	3,640,443	266,509	3,906,952
Internally Restricted							
Employees Leave Entitlements	1,513,287		1,513,287		1,513,287		1,513,287
Plant Purchases	933,381		933,381		933,381	207,081	1,140,462
Cemetary Reserve	50,944		50,944		50,944	-6,278	44,666
Business Development Assistance	10,000		10,000		10,000		10,000
Tourism	24,335		24,335		24,335		24,335
FAG Grant Reserve - General	2,275,024		2,275,024		2,275,024	-2,275,024	0
FAG Grant Reserve - Road Component	1,475,033		1,475,033		1,475,033	-1,475,033	0
Economic Development Reserve	872,152		872,152		872,152	-66,751	805,401
Grant Match Reserve	163,670		163,670		163,670		163,670
Office Equipment Reserve	200,000		200,000		200,000		200,000
Insurance Provision	25,607		25,607		25,607		25,607
Future Land Purchases	42,537		42,537		42,537		42,537
Internal Audit Committee Reserve	12,000		12,000		12,000		12,000
S355 Committee Reserve	5,000		5,000		5,000		5,000
Waste Depot Reserve	216,572		216,572		216,572	179,808	396,380
Gravel Pit Restoration	322,792		322,792		322,792		322,792
Community Facilities	2,606,041		2,606,041		2,606,041	501,614	3,107,655
Loan Repayment Reserve	351,895		351,895		351,895	77,204	429,099
Election Reserve	23,066		23,066		23,066	15,000	38,066
Public Building	191,750		191,750		191,750		191,750
Corporate Legal Expenses	10,479		10,479		10,479		10,479
Library Reserve	65,010		65,010		65,010		65,010
West Wyalong Community Care Centre	32,956		32,956		32,956		32,956
Employee Assist & Attraction Reserve	44,173		44,173		44,173		44,173
Recruitment & Selection Reserve	10,995		10,995		10,995	-1,960	9,035
Infrastructure Renewal Reserve	900,000		900,000		900,000		900,000
Heritage Panel	12,500		12,500		12,500		12,500
Infrastructure Backlog Reserve	1,000,000		1,000,000		1,000,000		1,000,000
Holland Park Pool Reserve	30,000		30,000		30,000		30,000
Ungarie Pool Reserve	16,000		16,000		16,000		16,000
Land Development Reserve	384,678		384,678		384,678		384,678
Access Grant Reserve	5,000		5,000		5,000		5,000
Pound Upgrade	8,685		8,685		8,685		8,685
Verandah/ Façade Restoration Reserve	43,675		43,675		43,675		43,675
CSU Building Reserve	22,230		22,230		22,230		22,230
Ungarie Health Service	22,560		22,560		22,560		22,560
Total Internally Restricted	13,924,027	0	13,924,027	0	13,924,027	-2,844,339	11,079,688
Total Restricted	17,564,470	0	17,564,470	0	17,564,470	-2,577,830	14,986,640
Total Cash & Investments	31,274,280						34,890,624
Available Cash	13,709,810						19,703,984

Key Performance Indicators
31 Mar 2019

Rates & Annual Charges Coverage Ratio

	Rates	Waste	Sewer	Total	Ratio
Rates & Annual Charges	-	1,324,140	1,510,811	9,396,042	31.79%
Revenue from Continuing Operations	-	-	-	29,561,242	
% Revenue achieved					
Actual Revenue Achieved	-	-	-	36,125,810	122.21%
Budget Revenue from Continuing Operations	-	-	-	29,561,242	
% Actual Expenditure					
Actual Expense YTD	-	-	-	31,883,943	104.33%
Budget Expenditure from Continuing Operations	-	-	-	30,560,728	

Consultancy & Legal Expenses > \$50,000 @ 31 March 2019

Expenditure YTD Budgeted (Y/N)

Expenses

Nil in March 2019 Quarter

Contracts > \$50,000 @ 31 March 2019

Contractor	Contract Detail & Purpose	Contract Value	Commencement		Duration of Contract	Budgeted (Y/N)
			Date			

Nil in March 2019 Quarter

9.9 Funding for NSW Public Libraries Update



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

DP 3.4 Foster a learning culture optimising our physical and virtual spaces

AUTHOR: Director Corporate, Community, Development and Regulatory Services

Introduction

As Councillors would recall, a business paper was presented to the July and November 2018 Council meetings requesting the support of Council in relation to library funding. During that period, the New South Wales Public Libraries Association (NSWPLA) formed a partnership with Local Government NSW, and launched the Renew Our Libraries (ROL) funding campaign.

Renew Our Libraries Campaign

The NSW Public Library Association Executive had always intended to mount a funding campaign in the lead up to the March 2019 NSW state election. After a disappointing response from the State Government to the previous campaign that was rolled out prior to the 2015 election, it was agreed that a fresh approach would need to be taken in 2018.

The NSWPLA Executive resolved to approach LGNSW with a proposal to run the library funding campaign in partnership. LGNSW agreed to become campaign partners, including meeting 50% of the campaign costs. An expression of interest process, targeting known media and campaign experts, was conducted in early 2018, resulting in the appointment of well-known Sydney consultants Essential Media.

A Work In Progress (WIP) committee was initiated, and regular teleconference meetings were scheduled to develop the campaign. After three solid months of workshops and teleconferences to establish the basis for the library campaign, understand the key stakeholders, agree on a name, create a logo, establish a campaign strategy, and develop campaign collateral, Renew Our Libraries (ROL) was launched at Waverley Library on Wednesday 1 August 2018 by NSWPLA President Cr Dallas Tout and LGNSW President Cr Linda Scott.

It should be noted that during the development phase of ROL, the NSW state budget inexplicably delivered a cut to funding to support the operation of NSW libraries – a reduction that delivered an average 5% reduction in library funding to every council in NSW – just 9 months before a state election.

It was agreed that ROL would be a social media based campaign in terms of community engagement, and would rely heavily on the buy-in of NSW councils to establish its political imprimatur.

ROL got off to a strong start after the launch, showing impressive statistics on Facebook and Twitter as well as high sign-up numbers to the campaign. 3 weeks and 2 days following the launch of ROL, the state government announced a new funding package for NSW libraries on Friday 24 August 2018. The announcement covered the quadrennial period 2019-20 to 2022-23 and provides an additional \$60m over those 4 years.

NSW Labour increased its previous March 2018 commitment (of an additional \$50m for public libraries over 4 years) to \$60.5m in an announcement at the NSW Local Government Conference in October 2018, and promised a further \$500,000 for the Outback Letterbox Library service on 25 February 2019.

The final phase of the campaign sought to ensure a sustainable future funding model through the following slogan:

Double the Funding → Index the Funding → Protect the Funding

- Double the Funding - by providing an additional \$94 million in funding to NSW public libraries over four years.
- Index the Funding - Index state funding commitments to ensure they increase with changes in the Consumer Price Index.
- Protect the Funding - by amending the legislation to lock in the funding arrangements for the future.

Key facts to support the continuation of the campaign are:

- Yearly visits to NSW public libraries have increased from 27 million in 2000 to over 35 million in 2017, but State recurrent funding has not increased to match demand and was in fact, slashed by 5% in the recent 2018 NSW Budget.
- Recent commitments of \$60 million and \$50 million over four years from the major parties only go part way to meeting the \$94 million objective Renew Our Libraries set at the beginning of the campaign.
- These commitments cut off in 2023 and without indexation, do not deliver a long-term solution for funding public libraries.
- Despite recent announcements of additional funding, the NSW Government still contributes less than 10% of total funding for public libraries, while local government continues to bear 90% of the cost.
- NSW public libraries make a massive \$330 million contribution to the NSW economy every year and support over 3,000 full time equivalent jobs.

ROL received amazing support from NSW local government, with 80% of councils officially endorsing the campaign through council resolutions. Extensive advocacy by libraries (enabled by the resolutions of their Councils) and communities across the state demonstrated the power of a targeted and well-orchestrated campaign.

As a result, the NSWPLA Executive was working with the other members of the NSW Public Libraries Consultative Committee on a model for the equitable distribution of an additional \$60m to NSW libraries over the 4-year period 2019-20 to 2022-23. A model was endorsed at the March 2019 PLCC meeting for recommendation to the Library Council.

The Renew Our Libraries campaign will continue. The NSWPLA Executive are currently working with Essential Media on a strategy to meet with the Premier and/or Minister for the Arts to discuss the future sustainability of public library funding through annual indexation of funding, and protection of the revised funding model through legislation. Whilst the ultimate aim is for more funding, that objective will be put on hold for now while the executive concentrate on locking the funding model down.

Financial Implications

Nil

Summary

The support of councils and libraries across the state has been instrumental in the success of the Campaign to date, and remains a key platform for community engagement moving forward to index the existing funding and protect it through legislation.

Recommendation:

That Council note the Funding for NSW Public Libraries Update report.

Renew Our Libraries

Campaign report



Contents

Summary	4
Campaign objectives	8
Media impact	10
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Advocacy outcomes	17

Summary

From start to finish

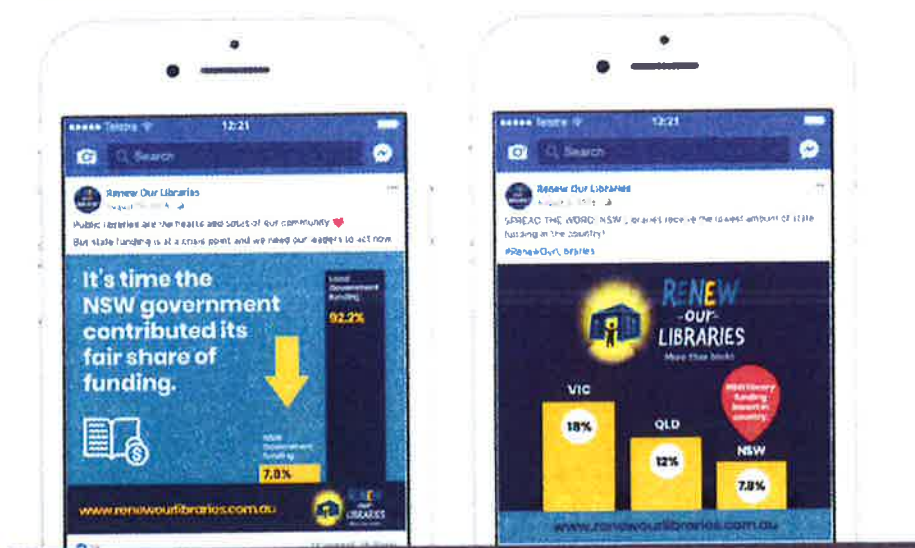
The Renew Our Libraries campaign began with a mission to address the funding crisis that NSW public libraries were facing after 40 years of successive state government funding cuts.

With demand for public libraries soaring but state funding decreasing, each year our public libraries in NSW were falling further into a crisis and struggling to meet the demands of the community.

The funding cuts became so severe that in 2018, NSW public libraries received the lowest state funding in the country.

This crisis meant that councils were having to shoulder more and more of the funding, to the point where local government was funding over 90% of the costs to keep our public libraries operating.

Local Government NSW and the NSW Public Libraries Association united to form the Renew Our Libraries campaign to fix this crisis, once and for all.



Securing funding

Just three weeks after our launch on August 1st, we had secured over 5,000 petition signatures and a commitment from the NSW Government to provide an extra \$60 million for public libraries over four years.

Eight weeks after the NSW Government's announcement, in October 2018 the NSW Labor party made an announcement that beat the Government's commitment, by promising to provide an additional \$10.5 million, lifting their total commitment to \$60.5 million for public libraries over four years. NSW Labor confirmed this funding would be indexed.

After the initial commitments from NSW Labor and the NSW Government, the Renew Our Libraries campaign dived into a campaign to pressure the major political parties to 'Fill the Shelves'. Over 1,700 supporters sent an email to Gladys Berejiklian and Luke Foley or Michael Daley asking their parties to commit to our full funding objectives.

During this time, the campaign received a commitment from the NSW Greens that they fully supported all of our campaign objectives and would seek to fulfil them if in Government.

Turning up the heat

The last chapter of the campaign focused on mobilising supporters and candidates in the marginal target seats of East Hills, Coogee, Penrith, Monaro, Tweed, Lismore and the Upper Hunter.

Over the summer we built our supporter lists in the marginal seats through targeted advertising on Facebook. This prepared us to launch our candidate action tool in March, where we asked our supporters to email their candidates using an election tool.

This tool allowed supporters to use their postcode to easily send a pre-prepared message asking their candidates to take a candidate pledge. We asked candidates to take a pledge that, if elected, they would fight to support our goals.

We had over 30 candidates take the pledge. These included candidates from NSW Labor, NSW Greens, the Shooters, Farmers and Fishers party, the Socialist Alliance, the Animal Justice Party and the Small Business party.

While supporters asked their local state election candidates to take the pledge, we drove media in the marginal target seats including in the Muswellbrook Chronicle (Upper Hunter), Tweed Daily News (Tweed) and the Wentworth Courier (Coogee).



Finishing on a high

After an incredibly successful array of candidate pledges from across the state, the Renew Our Libraries campaign distributed an Open Letter to NSW political parties to end the campaign on a positive note.

The open letter also served as a reminder to the incoming Government that they would need to fulfil their promises.

With commitments of \$60 million or more from all three key political parties, 12,000 supporters and pledges of support from candidates across NSW, the Renew Our Libraries is a campaign to be proud of.

Campaign objectives

Our strategy developed in 2018 identified our goal of attaining \$50 million in extra funding over four years. Before the campaign launch, we increased this goal to 'double the funding' by \$94 million in order to set a higher bar after Labor pledged \$50 million prior to the campaign launch.

External



Increase NSW Government funding of public libraries by \$50 million over four years.



Shift to new funding model – for NSW public libraries that is sustainable for the long term (recurrent/infrastructure).



Create a new perception of public libraries – as modern community infrastructure, vital in supporting education, growing economies and as a much-loved community space that accessible to everyone.



Establish public libraries essential to new communities – by linking their expansion to urban growth.



Establish public libraries as essential for literacy – by highlighting their importance in addressing child literacy.



Establish public libraries as essential for equity and access – by demonstrating that they bridge digital disadvantage.

Media impact

Renew Our Libraries secured metro and local media across the state throughout the length of the campaign.

While featuring across metro and local newspapers, Renew Our Libraries spokespeople also had the opportunity to speak on radio including:

- ABC Sydney Breakfast interview with Robbie Buck and Wendy Harmer
- ABC Drive interview with Chris Bath – twice
- News grabs with radio stations including ABC Sydney, 2SM & regional ABCs



Supporter engagement



Supporter growth

Month	Council sign ups	Supporter numbers	Facebook followers	Twitter followers
August	23	6,022	609	134
September	50	7,972	757	154
October	79	8,354	780	172
November	85	9,020	944	186
December	92	10,012	1,082	200
January	94	10,600	1,124	219
February	104	11,334	1,200	234
March	105	12,337	1,411	243

Email engagement

Renew Our Libraries supporters have proven to be a highly engaged audience with an average email open rate of 45%.

Open rate averages vary from industry and audiences, but an open rate of above 25% is considered to be a strong result.

Email purpose/name	Sent date	Total recipients	Open rate	Click rate
Campaign video share ask – public libraries are in crisis	9 Aug 18	3,230	50%	20%
Thanks to you, we've had a major win!	25 Aug 18	6,455	52%	12%
Fill the shelves email leaders action launch	16 Oct 18	8,670	51%	30%
Email Party leaders action chaser (follow up)	24 Nov 18	8,713	42%	17%
How your community can get involved	7 Feb 19	93	45%	41%

Happy Library Lovers' Day!	14 Feb 19	11,246	40%	10%
How your community can get involved (follow up)	25 Feb 19	52	19%	10%
Candidate action launch	8 Mar 19	11,875	33%	30%
To those who have not taken action – Just one week left to fix public libraries.	16 Mar 19	11,090	52%	24%
To those who have taken action – Just one week left to fix our public libraries	16 Mar 19	1,130	52%	10%

Advocacy outcomes



Delivering on funding goals

In the original campaign strategy, the Renew Our Libraries goal was to achieve funding commitments of an additional \$50 million over four years from the major political parties.

Shortly before the campaign launch this bar was shifted to \$94 million over four years to be able to ask parties to 'double the funding'.

With this, our campaign objectives became:

1. Double the funding by an extra \$94 million over 4 years

2. Index this funding to keep up with future demand

3. Protect this funding in legislation so that our libraries don't end up in this crisis again.

The Renew Our Libraries campaign secured this full commitment from the NSW Greens, as well as pledges from candidates in minor parties such as the Socialist Alliance, the Animal Justice Party, the Shooters, Fishers and Farmers party and the Small Business Party.

The Coalition committed to increasing public library funding by an extra \$60 million over four years.

NSW Labor committed to increasing public library funding by an extra \$61 million over four years, committed to indexing part of this funding, and protecting the funding in regulation, but did not go so far as committing to legislating it.

In the last month of the campaign, polling commissioned by the NSW Public Libraries Association found that one third of NSW voters said that how a party prioritised public library funding would influence their vote.

Changing the public narrative

Through local and metro media, social media, online actions, digital advertising and internal member communications, the Renew Our Libraries campaign achieved a large amount of support for our message that libraries are more than books.

In the last month of the campaign, polling commissioned by the NSW Public Libraries Association found that:



80%

of NSW respondents said that libraries provide an essential resource to people with limited access to technology

77%

of NSW respondents said that libraries provide a key public service by running adult learning groups and children's activities

59%

of NSW respondents said that libraries are becoming even more valuable as technology increases

SECTION 4 – REPORTS FOR INFORMATION

Recommendation:

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

- **9.10 - Economic Development & Tourism Report – April 2019**
- **9.11 - Community Services Report**
- **9.12 - Bland Shire Library Monthly Update**
- **9.13 - Children’s Services Monthly Update**
- **9.14 - Development Services Activity Report – April 2018**
- **9.15 - Assets & Engineering Services Report**

9.10 Economic Development & Tourism Report – April 2019



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

Financial Implications Nil

Summary Bland Shire Council March 2019 Economic Development & Tourism Report

Business Workshops and Consultation

With funding from the Australian Government through the Building Better Regions Fund, Bland Shire Council and Visual Experience will be conducting the following two business workshops at the S&C Sports Club:

- Workshop 1: Business Fundamentals 6-7.30pm Tuesday 16 July
- Workshop 2: Building & Delivering Business Branding 6 -7.30pm Wednesday 17 July

The workshops will be followed up by One on One Business Consultations:

- Monday 15 July from 12:00 pm to 5:00 pm
- Tuesday 16 July from 9:00 am to 5:00 pm
- Wednesday 17 July from 9:00 am to 5:00 pm
- Thursday 18 July from 9:00 am to 12:00 pm

The NSW Free Flight Society

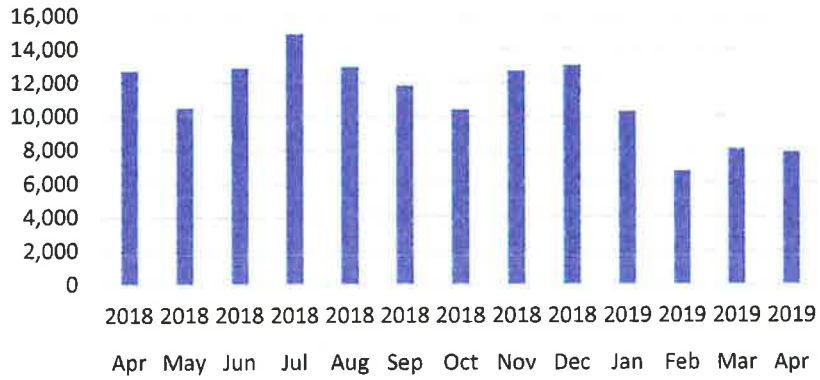
The NSW Free Flight Society will be holding the following events in West Wyalong at the AB Field on Clear Ridge Road:

- June 8 – 11 NSW State Champs
- October 25 – 27 – Wings Over West Wyalong

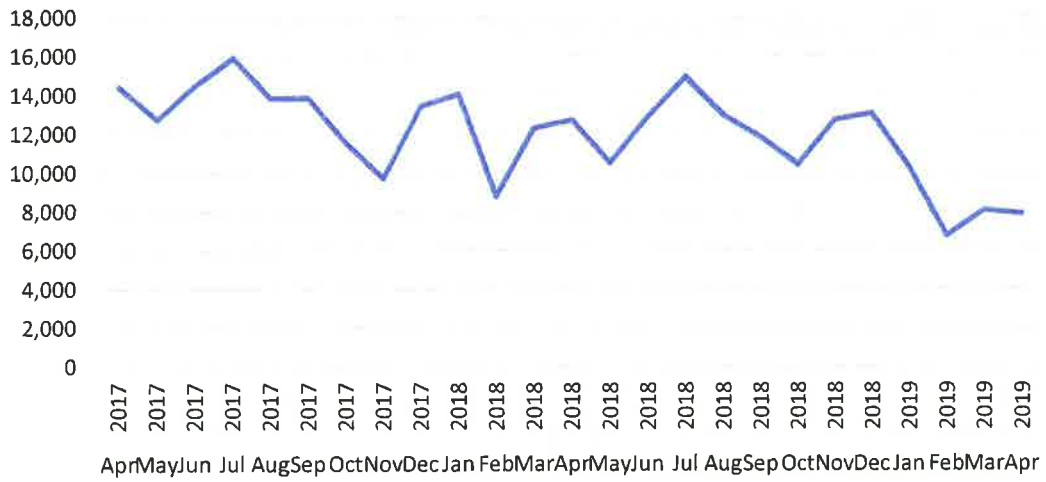
Newell Highway Website Analytics

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	2018	2018	2018	2018	2018	2018	2018	2018	2018	2019	2019	2019	2019
Pageviews	12,743	10,523	12,903	14,959	12,983	11,861	10,427	12,743	13,067	10,304	6,752	8,077	7,895
Visits	4,691	4,526	4,910	5,677	5,084	4,601	4,039	4,691	5,120	4,164	2,748	3,205	3,537
Visitors	3,712	3,345	4,002	4,634	4,241	3,992	3,394	3,712	4,179	3,493	2,320	2,669	3,049
Desktop	33.1%	32.3%	33.2%	31.6%	33.4%	32.1%	31.5%	33.1%	32.1%	31.0%	31.1%	28.7%	27.4%
Mobile	45.8%	44.0%	44.3%	46.0%	45.5%	48.6%	47.8%	45.8%	51.1%	51.4%	49.1%	49.5%	52.3%
Tablet	21.1%	23.7%	22.5%	22.4%	21.1%	19.3%	20.7%	22.1%	16.7%	17.6%	19.8%	21.9%	20.3%

Newell Highway Website Pageviews



Newell Highway Website Pageviews



Newell Highway Analytics Report

Apr 1, 2019 - Apr 30, 2019

All Users
100.00% Sessions

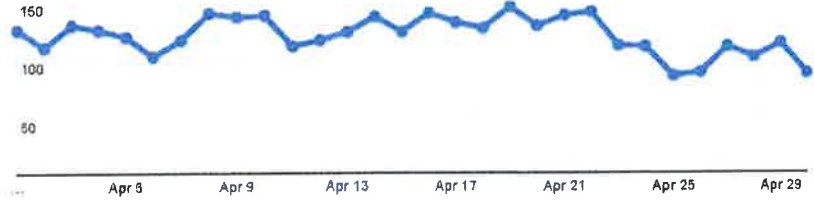
Sessions by Device Category

mobile desktop tablet



Visits (Sessions)

Sessions



Pageviews

7,895
% of Total: 100.00% (7,895)

Visits

3,537
% of Total: 100.00% (3,537)

Visitors

3,049
% of Total: 100.00% (3,049)

Users by Country

Country	Users
Australia	2,974
United States	43
New Zealand	8
United Kingdom	7
China	3

Users by City/Town

Region	Users
New South Wales	1,189
Queensland	833
Victoria	823
South Australia	76
Tasmania	43
Australian Capital Territory	40
Connecticut	32
Western Australia	17

Top Landing Pages

Landing Page	Pageviews	Avg. Time on Page
/route39/distances/	3,308	00:01:14
/route39/	2,533	00:01:48
/route39/newell-highway-brochure/	494	00:01:51
/route39/towns/	401	00:01:22
/route39/live-traffic/	223	00:01:16
/route39/category/traffic-updates/	148	00:00:59
/route39/towns/page/5/	73	00:00:59
/route39/tour/fossickers-way/	66	00:01:46
/route39/tour/temora/	55	00:00:04
/route39/about/	48	00:01:59

Unique Pageviews by Page

Page	Unique Pageviews
/route39/distances/	1,698
/route39/	1,277
/route39/newell-highway-brochure/	497
/route39/towns/	349
/route39/live-traffic/	171
/route39/about/	163
/route39/towns/page/2/	113
/route39/tour/dubbo/	92
/time_distance_calculator_route39.php	89
/route39/tour/parkes-region/	79

Top Non-Branded Keywords (Configure)

Keyword	Sessions
---------	----------

(not set)	8	distance from Melbourne vic to browns plains qld	1
England	6	goondiwindi to parkes	1
		how many kms from gilgandra to inverell	1
		http://www.newellhighway.org.au/route39/about/	1
		moree to narrauri distance	1
		newell highway	1
		newell hwy nsw	1

Visits by Channel

organic (none) referral



Top Referrers

Source	Sessions
amocernwayfarer.com	70
au.search.yahoo.com	8
warrumbungle.nsw.gov.au	7
dubbo.com.au	6
blokespost.com	5
greatartesiandrive.com.au	4
m.facebook.com	4

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Introduction to Energy Management and Visual Merchandising Workshops

The Office of Environment and Heritage (OEH), the Office of the Small Business Commissioner and Bland Shire Council hosted successful “introduction to energy management” and “Visual Merchandising” workshops and one on one consultations in the Bland Shire in April.



NHVR Truck Driver Information Day

The NHVR hosted a successful truck driver information day at the Wyalong Shell Service Centre on Tuesday 9 April:



Deputy Prime Ministers Visit

The Deputy Prime Minister visited West Wyalong on Wednesday 24 April to discuss the Federal Governments Newell Highway Corridor Strategy with Cr Tony Lord and Will Marsh the acting General Manager:



The NSW Jet Flyers

The NSW Jet Flyers will be holding events at the West Wyalong airport on the following dates:

- May Friday 31st to June Sunday 2nd July
- Friday 12th to Sunday 14th September
- Friday 27th to Sunday 29th

The NSW Jet Flyers held a successful event in West Wyalong from 12 to 14 April with following photos provided by the West Wyalong Advocate:



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

A successful 71st MAAA Nationals were held in West Wyalong from 24th April 2019 to 1st May 2019. The event attracted 200 competitors who were involved in 578 individual events (radio control, control line, free flight and indoor flying).

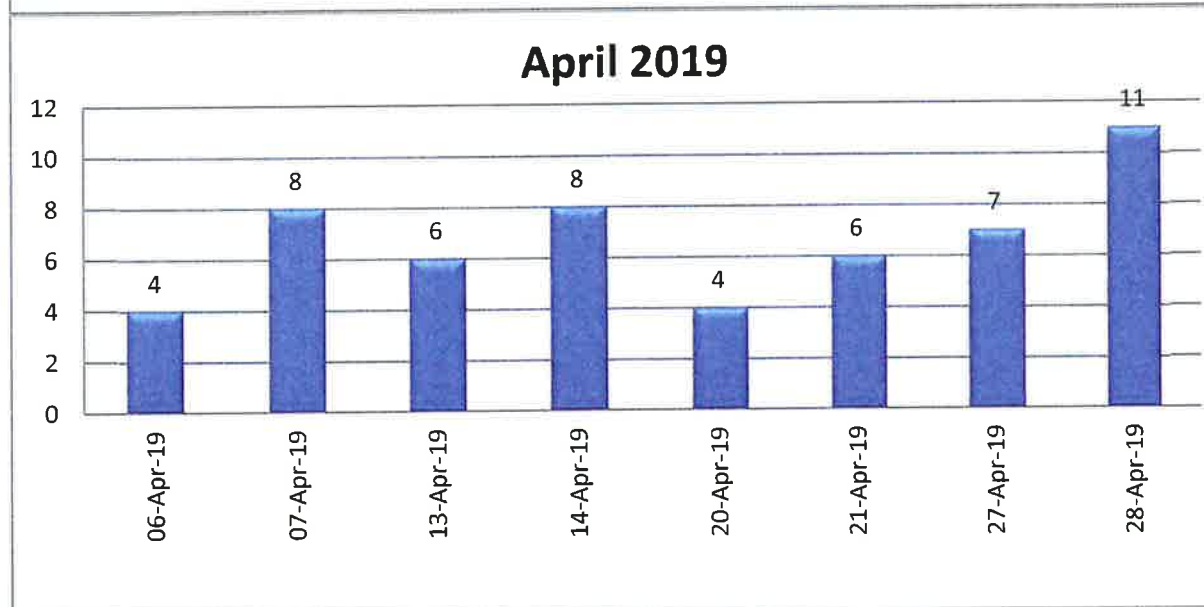
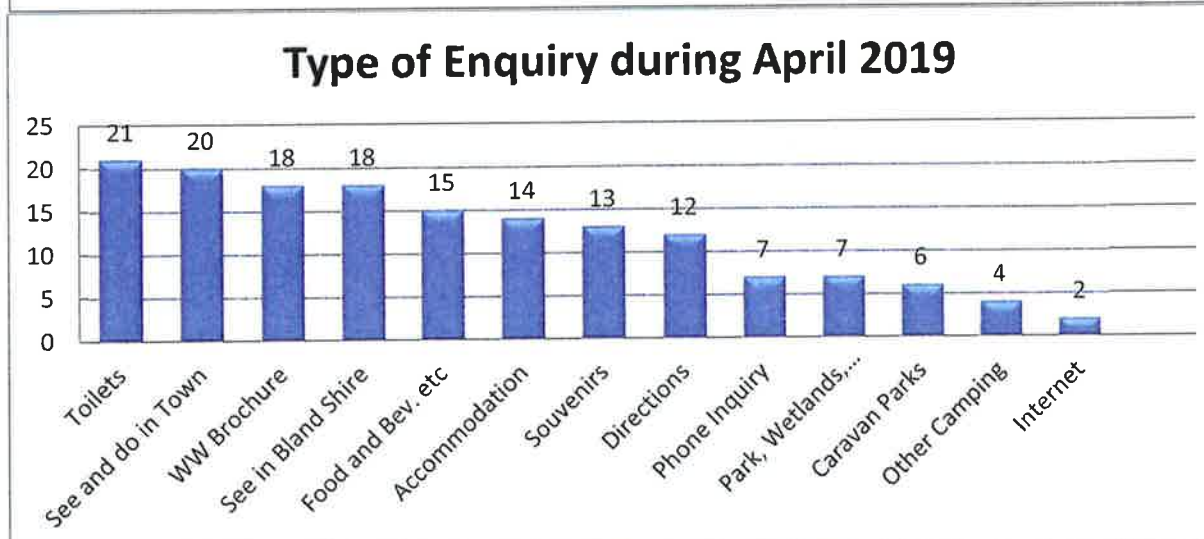
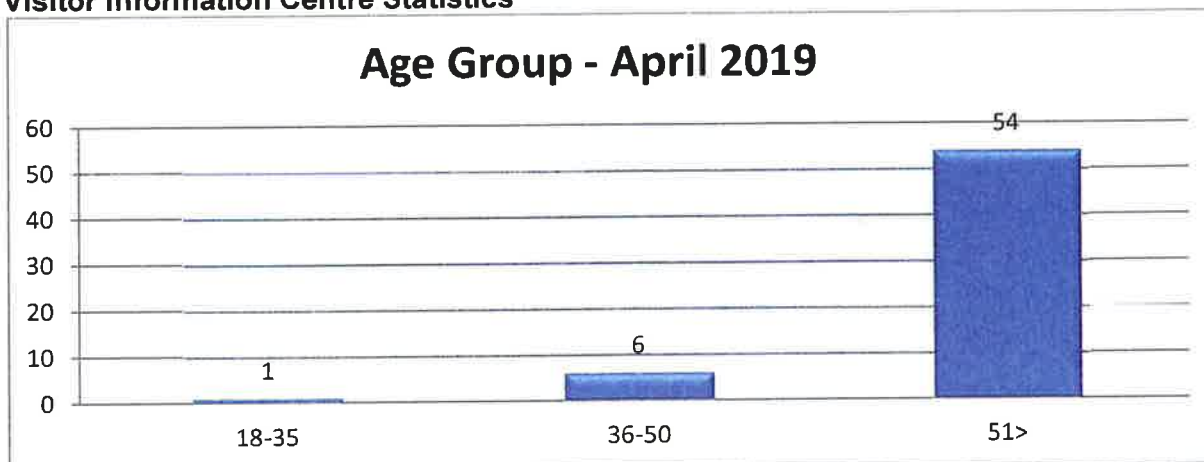
International competitors travelled from China, The Ukraine and Mongolia. There were no less than two world champions and one silver medallist in the International Competitors and one Australian International Champion attended the 71st Nationals. The 71st Nationals were affected by wind and some competitors also flew in the rain on the last day.

The 71st MAAA Nationals was opened on Wednesday 24 April by Cr Brian Monaghan the Mayor of the Bland Shire and the Deputy Prime Minister Michael McCormack also attend the opening:





Visitor Information Centre Statistics



Statistics for VIC during weekdays (Monday to Saturday morning 12pm) April 2019

Visitors: 232 Phone call and email: 23

Bland Shire Events

DATE	MAY	LOCATION
18	Federal Elections	Bland Shire
20	Library and Information Week	West Wyalong
29	Dementia Awareness Week	West Wyalong
31	Jet Flyers NSW Flying Weekend	West Wyalong

DATE	JUNE	LOCATION
8	West Wyalong Show Society Markets	West Wyalong
10	Queen's Birthday Public Holiday	NSW
29	Drought Buster Concert	West Wyalong
TBA	Phillip Judd Jumping Day and Gymkhana	West Wyalong

DATE	JULY	LOCATION
6-21	Bland Shire Library Holiday Activities	West Wyalong
12	Jet Flyers NSW Flying Weekend	West Wyalong
13	West Wyalong Show Society Markets	West Wyalong

DATE	AUGUST	LOCATION
10	West Wyalong Show Society Markets	West Wyalong
17	Bland Shire Library Book Week	West Wyalong
18	Weethalle Show	Weethalle
	Clay Target Night Shoot and Competition	West Wyalong

DATE	SEPTEMBER	LOCATION
4-5	West Wyalong Show	West Wyalong
6	Faulty Towers	West Wyalong
14	West Wyalong Show Society Markets	West Wyalong
20	Country Halls Tour with Fanny Lumsden	Wyalong
27	Model Jet Flyers	West Wyalong
TBA	Ungarie Rodeo and Show	Ungarie
TBA	Ungarie Lawn Bowls – Bogeye Cup	Ungarie

DATE	OCTOBER	LOCATION
1-13	Bland Shire Library Holiday Program	West Wyalong
1-13	Vacation Care Holiday Program	West Wyalong
7	Labour Day Public Holiday	NSW
12	West Wyalong Show Society Markets	West Wyalong
12	Mirrool Silo Kick	Mirrool
12	Barmedman Tractor Pull	Barmedman
TBA	Barmedman Mineral Pool Opens for season	Barmedman
TBA	Holland Park Pool Opens for Season	West Wyalong

DATE	NOVEMBER	LOCATION
1	Australian Yard Dog Championships	West Wyalong
9	West Wyalong Show Society Markets	West Wyalong
TBA	Melbourne Cup Ladies Day	West Wyalong
TBA	Wyalong Museum Open Day	Wyalong

DATE	DECEMBER	LOCATION
14	West Wyalong Show Society Markets	West Wyalong
25	Christmas Day	NSW
26	Boxing Day Public Holiday	NSW
TBA	Carols by Candlelight	West Wyalong
TBA	Library After School Christmas Activity	West Wyalong
TBA	Business West Wyalong Christmas Carnival	West Wyalong
TBA	International Day of People with a Disability	West Wyalong
TBA	Annual Summer Pool Party West Wyalong	West Wyalong

Please note: Dates can change, please see the Bland Shire Events website for updates

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

Bust The Dust Event

With funding through the Federal Government's Drought Communities Program, Bland Shire Council will hold a Bust the Dust Festival in West Wyalong's Main Street on Saturday 29 June.

Festivities will commence with the Evolution Mining Gold Rush colour run in Main Street at 2pm. Live music will also commence at the same time

The Lions Club will provide a free BBQ and soft drinks while St Mary's P&F will supply cakes and desserts from 3pm.

Dodgem cars will be set-up in the Main Street to entertain local youth alongside a giant fibreglass slide and Adrenaline Rush inflatable while free serves of popcorn and fairy floss will also be handed out.

One of the Australia's best Beatles Tribute bands will entertain crowds on the Main Street stage from 5pm before the event comes to a spectacular conclusion with a fireworks display at 7.15pm.

Ben Pettingill

Council has secured \$7000 in funding from the Murrumbidgee Primary Health Network to bring blind motivational speaker Ben Pettingill to the Bland Shire.

Ben recently returned from walking the Kokoda trail and is a much sought after speaker around Australia for his "Limitless Vision" and can do attitude to life.

Ben will conduct inspirational workshops in local schools on Friday 28 June before competing in the colour run on Saturday 29 June and acting as MC for the evening entertainment when he will also share motivational messages surrounding resilience.

Bland Flavour Festival

Council has secured grant funding of \$55,000 towards a Bland Shire Flavour Festival later this year.

The grant was received through the Foundation for Rural and Regional Renewal's (FRRR) Tackling Tough Times Together program and will assist to build a sustainable long term annual event which will attract visitors to the Bland Shire each year.

It is anticipated that the Flavour Festival will be held in November.

Modular Pump Track

Council recently purchased a Modular Pump Track for skateboard, scooter and BMX riders using funding under the Federal Government's Drought Communities Program.

The mobile pump track will be moved around local village communities to provide a new source of entertainment to isolated youth in those areas.

The track was installed at Barmedman on Tuesday 14 May and is already proving popular among youth in the area.

It will be relocated to another village community later in the year.

Youth Week

Council conducted a hugely successful youth week program during the April school holidays. In an effort to promote the benefits of health, fitness and an active lifestyle Council partnered with Seek Fitness to provide a series of gym sessions for young people aged 12 years and over on April 15-18.

All sessions were extremely well attended with terrific feedback received from all participants.

The NRMA Driving School were also engaged to deliver driving lessons with all sessions booked out.

On Wednesday 24 April, Council partnered with Community Transport to take a full bus of local youth to Griffith for laser tag at Altina Wildlife Park near Darlington Point for a guided tour.

The trip was fully booked out and proved immensely popular.

Following the huge success of the inaugural trip in 2018, tentative plans are in place to lead a new group of local youth to the snow in the July school holidays.



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 Officer

Upgrade to RFID Library Management System

Bland Shire Library recently implemented an upgrade of its RFID (Radio Frequency Identification) Library Management System. As part of the upgrade the library received a new self-loan kiosk, security gates and sort assistant.

Author Visit Booked

Children's book author and illustrator Ben Wood has been booked for a five-day tour of the Bland Shire 16 – 20 September 2019. Mr Wood, from Melbourne, has co-written and illustrated over 25 children's books.



(Please note that the library had booked cartoonist, children's book author and illustrator Judy Horecek. However, Ms Horacek had to withdraw due to unforeseen circumstances.)

First Aid for Babies

Shannon Evans, Clinical Nurse Educator, West Wyalong Health Service, will be guest speaker at a special Baby Bounce session to be held on Friday 31st May 2019 at 10.30am in the library. The session will focus on providing first aid in the event of an infant choking or being unresponsive and emergency CPR. Baby Bounce has enjoyed a renewed interest over the past 6 months. This year the library extended the program to include babies up to 24 months.



Library and Information Week 20 – 26 May 2019

Library and Information Week provides an opportunity for libraries and library users to celebrate the invaluable contribution that libraries make to society. The theme for Library and Information Week 2019 is Truth Integrity, Knowledge. Bland Shire Library will hold a number of activities and events during Library and Information Week including

- Wednesday 22 May @ 11am National Simultaneous Story-time
- Thursday 23 May @ 10.30am Biggest Morning Tea
- Thursday 23 May @ 10.30am Storytime / Littlest Morning Tea
- Friday 24 May @ 10.30am Baby Bounce

Dementia Awareness Week 20 – 26 May 2019

Dementia Australia is holding presentations around NSW to promote their Dementia Friendly Communities Program and encourage people to become Dementia Friends either by signing up at an event or on their website at: <https://www.dementiafriendly.org.au/>

Bland Shire Library will host a presentation by Dementia Australia on Wednesday 29th May 2019 at 10.30am for interested members of the Bland Shire community. Dementia Australia will deliver a 30-minute presentation including videos of people living in the community with dementia – describing their experience of dementia and what it would mean to them to live in a Dementia Friendly Community. All attendees will receive a Dementia Friends kit including a Certificate of Achievement and those who sign up as a Dementia Friend will receive a Dementia Friends Badge.

NDIS Community Visit

The NDIS (National Disability Insurance Scheme) Intereach Stall which is travelling around the Murrumbidgee area will be at the library 12pm – 1pm on Thursday 6th June 2019.

Digital Local Studies Collecting – Expression of Interest Submitted

The State Library of NSW is funding a series of kits to assist public libraries with digital local studies collecting. NSW councils are eligible to apply to participate in a local studies collecting project involving equipment kits and training. These kits – in backpacks (oral history) or wheeled suitcase (scanning) – contain items to assist public library staff conduct and record oral history interviews and/or scan photographs, letters, documents and meaningful artefacts. An expression of interest for scanning equipment has been submitted by Bland Shire Library with the objective being to scan (thus preserving) existing local history records housed within the library's collection. It should be noted that preference will be given to proposals which include indigenous or culturally and linguistically diverse communities.

Cowal Partnering Application Submitted

Bland Shire library has submitted an application for funding to assist with the cost of its 2019 Author Visit and Summer Reading Club programs.

Successful April School Holiday Program

The library's April school holiday program attracted 90 children and young people. The program consisted of two cake decorating sessions with Dagmar McIntyre (great to see just as many boys doing cake decorating as girls), a visit from the Sydney based musical group The Vegetable Plot and making grass heads.



Tech Savvy Seniors

The library continues to provide support in improving digital literacy for older Australians through Be Connected, an Australian Government initiative aimed at increasing the confidence, skills and online safety of older Australians in using digital technology.



Resources include:

- A dedicated Be Connected website with information and interactive training tools and resources for older Australians, their families and local community organisations.
- Free access to personalised face-to-face help and support through the Be Connected Network – a large group of community organisations located across Australia including libraries, neighbourhood centres, community clubs, retirement villages and services supporting older Australians.

NSWPLA - Renew Our Libraries Campaign

As a result of the combined efforts of councils and libraries across NSW, the NSW Government has committed an additional \$60 million in funding for public libraries over four years from 2019-20. NSWPLA will continue to urge the NSW Government to commit to a more sustainable funding model for the long term. The Renew Our Libraries goals remain: to double the funding – by providing an additional \$94 million in funding to NSW public libraries over four years, index the funding, and legislate to protect the funding into the future. From Dallas Tout, President, NSWPLA – the support of councils and their libraries across the state has been instrumental in the success of the Renew Our Libraries campaign and remains a key platform for community engagement moving forward.

Meetings

- NSW Public Libraries Association South West Zone meeting to be held on Thursday 30 May 2019 in Narrandera.

Library Statistics April 2019

- 237 Information Requests
- 427 Customer Service Requests – this figure includes 61 technology assists
- 517 Computer Usage
- 169 requests for Wi-Fi (ie. mobile device users)
- 39 adults attended regular programs in the library
- 134 children and parents/carers attended regular children's programs in the library
- 90 children and 30 parents attended school holiday activities
- 287 Visitor Information Requests – this figure relates to normal library opening hours only and includes 31 telephone inquiries

NB. The above statistics are collected manually and may not be exact. However, the above figures are deemed a fair and reasonable indicator.

- 2789 people through the door
- 1634 library items issued
- 33 library items reserved
- 10 new members

NB. The above statistics are collected electronically and are deemed accurate.

9.13 Children's Services Monthly Update



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 Staff

Bland Preschool

During Term 1 Bland Preschool attended a lot of activities and shows for the children including:

- Healthy Harold
- Zoo Mobile
- Library visits

Term two commenced on 29 of April with Monday being staff development day and children returning back to class on Tuesday 30 of April.

There are already some exciting incursions and excursions planned for Term two including Bingo Jack, Young Australia Healthy Mind & Healthy Body show and Simultaneous Story time.

Our wonderful parent committee had already run their first fundraiser event which included an Easter Disco for children across the services at the Bowling Club. This was a huge success with many new families and faces attending. There was \$ 1,266.10 raised by the parent committee which will be going towards resources and improvements within preschool.

Our two volunteers from the High School had their first day with the preschool children, engaging in play and assisting with fruit duty. The children warmed to them very quickly and cannot wait for them to return again in a fortnight.

This term the children have received 'museum in a box' which contains real museum specimens, casts, artefacts, dioramas, images, digital resources and books.



Mobile Resource Unit Playgroup & Ungarie Preschool

Mobile Resource Unit playgroups recommenced for Term 2 on Tuesday 30th April and Ungarie Preschool recommence on Thursday 2nd May.



Vacation Care

A busy school Vacation Care holiday program was held over the two week break with sessions being conducted over 5 days with good attendance numbers. Programmed activities that were planned were: Hawaiian Day, Gems & Jewellery, Craft Day, Easter Fun and a trip to Putty Fish and Treasure Mini Golf in Temora.

Bland/Temora Family Day Care

Educator monitoring visits for the month on April were all conducted on schedule with 2 Educator Workplace Safety Audits also being completed.

It takes a village (ITAV)

Due to the holiday period ITAV only visited two venues for the month of April: West Wyalong Local Aboriginal Land Council and Weethalle School.

At both these venues we celebrated Easter with our participants. During the rest of the month ITAV were in the office for administration duties.

A survey has been distributed regarding Toy library use. We are very pleased with the amount of responses and have started to implement changes due to information gathered from the surveys.

We are currently organising incursions for some of our local schools, working with Lake Cowal Conservation Centre.



9.14 Development Services Activity Report – April 2019



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 April 2019:

Application No	Address	Development
DA2019/0085	161 Main Street, West Wyalong	Shop top housing
DA2019/0086	19 Grenfell Street, West Wyalong	Single storey dwelling, storage shed and boundary fence
DA2019/0087	14 Dumaresq Street, West Wyalong	Multi-Unit Development (4 units)
DA2019/0088	Newell Highway, West Wyalong	Subdivision – Boundary adjustment
DA2019/0089	20-22 Neeld Street, Wyalong	New diesel dispenser and canopy
DA2019/0090	29 Cedar Street, West Wyalong	Alterations and additions to dwelling
DA2019/0091	61 Neeld Street, Wyalong	Change of use including internal alterations
DA2019/0092	6411 Quandialla Road, Wyalong	Subdivision – Boundary adjustment
DA2019/0093	60 Queen Street, Barmedman	Change of use to a food premises
DA2019/0094	201 Railway Street, West Wyalong	New carport and storage shed

The following DA applications were approved during April 2019:

Application No	Address	Development	Approval Date
DA2019/0062	151 Quandong Lane, West Wyalong	Subdivision – Creation of two (2) additional Lots	8/4/2019
DA2019/0081	23 Grenfell Street, West Wyalong	Demolition of an existing dwelling, removal of one (1) tree and construct new single storey dwelling	12/4/2019
DA2019/0084	38 Russell Street, West Wyalong	Storage shed	16/4/2019
DA2019/0086	19 Grenfell Street, West Wyalong	Single storey dwelling, storage shed and boundary fence	24/4/2019
DA2019/0088	Newell Highway, West Wyalong	Subdivision – Boundary adjustment	4/4/2019

Public Health Activities Update

Food Premises

Council staff undertook **ten (10)** food premises inspections during April 2019. **Nine (9)** food premises were compliant with **one (1)** premises found to have minor breaches of food safety requirements.

Regulatory Activities Update

Dog Attacks

There were no dog attacks reported during April 2019.

Companion Animal Seizure and Impound Activities April 2019

Seizure Activities:	Dogs	Cats
Seized	2	1
Returned to Owner	0	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	3	4
Incoming Animals		
Transferred from Seizure Activities	2	1
Dumped at Pound	8	0
Surrendered	2	0
Total Animals in Pound	15	5

Outgoing Animals		
Released to Owner	1	0
Euthanased	0	0
Rehoused	10	0
Sold	1	2
Died at Pound	0	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	12	2
Animals in Pound at end of Month	3	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. Council Road Crew Locations Week Commencing 1.4.2019

- Graders
 - North Yalgogrin Road
 - MR371 – Heavy patching and shoulder strengthening
 - Storms Lane
 - Lees Lane – Maintenance Grading
 - Heaths Lane
- Gravel Carting
 - North Yalgogrin Road (gravel carting from Storms Pit)
 - Patch Gravelling – Various Shire Roads
- Maintenance Crews (Bobcat/Backhoe)

2. Council Road Crew Locations Week Commencing 8.4.2019

- Graders
 - North Yalgogrin Road
 - MR371
 - Storms Lane
 - Lees Lane – Maintenance Grading
- Gravel Carting
 - Gunn Road (gravel carting from Males Pit)
- Maintenance Crews (Bobcat/Backhoe)
 - Various Shire Roads

3. Council Road Crew Locations Week Commencing 15.4.2019

- Graders
 - Johnsons Lane
 - MR371
 - Bellarwi Road
 - Gunn Road
 - Schmitzers Lane
- Gravel Carting
 - Gunn Road (gravel carting from Males Pit)
- Maintenance Crews (Bobcat/Backhoe)
 - Various Shire Roads

4. Council Road Crew Locations Week Commencing 29.4.2019

- Graders
 - Johnsons Lane
 - MR371
 - Bellarwi Road
 - Gunn Road
 - Schmitzers Lane
- Gravel Carting
 - Gunn Road (gravel carting from Males Pit)
- Maintenance Crews (Bobcat/Backhoe)
 - Various Shire Roads

5. Council Road Crew Locations Week Commencing 6.5.2019

- Graders
 - Andersons Lane
 - MR371
 - Bodels Lane
 - Gunn Road
 - O'Briens Lane
- Gravel Carting
 - Gunn Road (gravel carting from Males Pit)
- Maintenance Crews (Bobcat/Backhoe)
 - Various Shire Roads

6. 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
- Trees planted

7. Park maintenance

- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained and sprinklers repaired
- Maintenance to Herridge park, Coinda park, Wyalong court house
- Lawn and monument cemetery maintenance works carried out
- Barnado park garden beds cleaned up
- Public amenities cleaned and maintained
- Trees trimmed

8. Ovals maintenance

- maintenance to sporting ovals and surrounds
- Irrigation checks carried out
- Line marking for athletics, Australian rules, ruby league and touch football
- Ron Crowe oval and perseverance street ovals over sown sprinklers maintained

9. Town maintenance

- Star lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered as needed
- Main street gardens weeded and watered
- Small pot holes repaired in roads
- Coinda park upgrades
- 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 towns and villages

10. Noxious Weeds/Environmental

- Property Inspections – 37
- High Risk Pathway Inspection – 371, Mid Western Highway, Newell Highway, Goldfields Way.
- Rail Inspection West Wyalong-Ungarie, West Wyalong – Barmedman.
- Council Land Inspections- Wet Lands, Weethalle Tip, Naradhan Tip.
- Shoulder Spraying- Morangorell Road (Stink Wort), Blow Clear Road (Feather top Roads Grass) Wilsons Lane (Feather Top Roads Grass).
- Sucker Tree Spraying – 231.
- The following noxious weeds and other controls were undertaken:
 - West Wyalong - Lanes and drains
 - Thorn Apple – Grahams Lane.
 - Gal Burr – Youngs Lane, Dundas Road, 371.
 - Buffalo Burr – Dansons Lane, Bena Road.
 - Bathurst Burr – Grahams Lane, Morangorell Road, Dansons Lane, Bimbeen Road.
 - Wild Radish – Gunn Road, 57 North.
 - Silver Leaf Nightshade – 231, Meaghers Road, Tallimba Road, Harts Lane, Naradhan Road, Cunningtons Lane, Girral Road, Wilsons Lane, Dansons Lane, Sharpless Lane, Bena Road, Wilga Plains Road, Russells Lane, Abernethys Lane.
 - Devils Claw – Grahams Lane.
 - Spiny Burr Grass – Rail Corridor, West Wyalong-Ungarie-Barmedman, Lonergans Lane, Blow Clear Road, 371, Bygoo Road, Newell Highway, Wargin Road, Beckom Road, 231, Buralyang Road, Wamboyne Road, Clear Ridge Road, Wilsons Lane, Kikoira Road, 57 North, Wargin Road, Kolkilbertoo Road, Judds Lane, Dundas Road, Youngs Lane, Cottingley Lane, Quandialla Road, Sandy Creek Road, McCartens Lane, Hateleys Lane, Marshmans Access.
 - Hazard Reduction Mowing - Kikoira, Ungarie, 231, Quandialla Road, Euroka Road, Mary Gilmore Road, Greens Lane, Williams Crossing Road.