

Business Paper
Council Meeting
16 July 2024



OUR VISION, MISSION AND VALUES



Affirmation of Office

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Bland Shire and the Bland Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

CALENDAR OF MEETINGS

| Meeting Dates | Time | Meeting | Location |
|---------------|------|---------|----------|
|---------------|------|---------|----------|

| July 2024 | | | |
|------------------|---------|-------------------------------------|------------------|
| Tuesday, 16 | 6.30pm | Council Meeting | Council Chambers |
| Friday, 19 | 10.30am | Tennis Clubhouse showing | WW Tennis Club |
| Monday, 29 | 6pm | GM Performance Review Panel Meeting | Council Chambers |
| Tuesday, 30 | 4pm | Council Workshop | Council Chambers |

| August 2024 | | | |
|--------------------|--------------|---|------------------|
| Thursday, 1 | 6.30pm | LGNSW Local Government Week Awards | Sydney |
| Friday, 2 | 6.30 for 7pm | Southern Sports Academy Presentation | Wagga |
| Tuesday, 6 | 10am | Mining & Energy Related Councils (MERC) | Dubbo |
| Friday, 9 | TBA | Country Mayors | Sydney |
| Tuesday, 13 | 6.30pm | Council Meeting | Council Chambers |
| Friday, 23 | TBA | REROC Board Meeting | Wagga |

| September 2024 | | | |
|-----------------------|--------|-------------------------------|------------------|
| Tuesday, 10 | 6.30pm | Extraordinary Council Meeting | Council Chambers |

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ORDER OF BUSINESS

1. RECORDING OF MEETING STATEMENT
2. ACKNOWLEDGEMENT OF COUNTRY
3. ATTENDANCE AND APOLOGIES FOR NON-ATTENDANCE
4. DISCLOSURES OF INTEREST
5. CONFIRMATION OF MINUTES
 - 5.1 Minutes of the previous Council Meeting held on 18 June 2024
 - 5.2 Matters arising from Minutes
6. REPORTS FROM STAFF
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 - 6.13 Bland Community Care Services Update - June 2024 91

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| 6.14 | Bland Shire Council Museum Advisor Report - June 2024 | 95 |
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7. REPORTS OF COMMITTEES

8. NOTICE OF MOTION – CR MOORE

REPORTS FROM STAFF

Section 1 – Executive Services

6.1 Monthly Status Report – Council Meeting Actions: July 2024



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

DP13.2 Develop, implement and promote best practice governance policies and procedures

Author: Executive Assistant

Introduction

The General Manager is responsible for ensuring that Council's policies, decisions and priorities are implemented in a timely and efficient manner, consistent with the goals and objectives of Council. The General Manager provides the management oversight in relation to all information progressing from appropriate staff to Council for consideration via the Business Paper.

After a Council meeting, each resolution is allocated to the General Manager or responsible officer to action in accordance with the intent of the Council decision. Directors then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis through the Manex meeting.

Financial Implications

Nil

Summary

The Monthly Status Report - Council Meeting Actions includes Council Resolutions up to and including the previous Council Meeting. A note in the status section has been completed by the relevant responsible officer with a reason if available.

Recommendation:

That Council receive and note the Monthly Status Report - Council Meeting Actions: July 2024.

Monthly Status Report – Council Meeting Actions

| Resolution | Responsible Person | Progress Update |
|---|--|---|
| OCTOBER 2023 | | |
| Renovation Costs - Community Care Building 09102023 RESOLVED that Council: a) Notes the information contained within the report on Renovation Costs for the Community Care Building. b) Approve those unexpended funds for completion of landscaping works identified as part of the initial project remain until such time as the work is undertaken. | Director Corporate & Community Services | 15/11: Landscaping work will commence in the New Year following the return of Council's Building Maintenance Officer who has carriage of site works. 28/3/24 - Discussions held with new contractor to undertake the works. Date for completing yet to be finalised. |
| Additional Permitted Use, West Wyalong Airport Planning Proposal - Drag Strip Project 15102023 RESOLVED that Council: 1) endorse the Additional Permitted Use, West Wyalong Airport Planning Proposal for referral to the Department of Planning and Environment for Gateway Determination; 2) delegate the General Manager to make changes to the Planning Proposal if required by the Department of Planning and Environment so long as the objectives of the proposal are achieved; and 3) delegate the General Manager to commence public exhibition of the Planning Proposal if required by the Department of Planning and Environment. | Director Technical Services | 7/11: Planning Proposal has received a gateway determination from Dept of Planning. Council is working through the next steps |
| DECEMBER 2023 | | |
| Barmedman Community Committee 20122023 RESOLVED: 1. That Council receive the report for information and notes the minutes of the Barmedman Community Committee held on Tuesday 28 November 2023. 2. That the Barmedman Community Committee members be advised that an election to fill the vacant executive positions be held at the next general meeting to be held on 27 February 2024. | Director Corporate & Community Services | 14/2: AGM to be held 27 February 2024 28/3/24: AGM on 27/2/24 failed to see vacant positions filled. Further meeting on 26/3/24 also failed to secure a chair. Committee resolved to request Bland Shire Council place it on hiatus for further discussions within the Community about the Section 355 Committee. See resolution 06042024 from April Council meeting. COMPLETED |
| Property Purchase – 20 Calleen Street West Wyalong 31122023 RESOLVED that Council reject the offer received and authorise the General Manager to continue negotiations for the sale of 20 Calleen St (Lot 3 DP 1101248) West Wyalong. | Director Technical Services | 31/1: Party advised of Council's position, negotiations continuing |

Monthly Status Report – Council Meeting Actions

| Resolution | Responsible Person | Progress Update |
|---|--|---|
| FEBRUARY 2024 | | |
| <p>New requirements for Risk Management and Internal Audit process 13022024 That Council:</p> <p>a) Confirms its commitment to the Internal Audit Alliance consisting of the Councils of Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora.</p> <p>b) Endorses, in principle, the Draft Terms of Reference for Bland Shire Council's Audit, Risk and Improvement Committee including the Internal Audit Charter and place the document on public exhibition for a period of 28 days from 22 February 2024 for the purpose of consultation and feedback with a further report to be brought back to Council at the conclusion of the consultation.</p> <p>c) Seeks expressions of interest from suitably qualified persons, in conjunction with the Alliance Councils, to act as the Chair of the Audit, Risk and Improvement Committees of each of those Councils.</p> <p>d) Seeks expressions of interest from suitably qualified persons to act as independent members of the Bland Shire Council Audit, Risk and Improvement Committee.</p> | <p>Director Corporate & Community Services</p> | <p>28/3: Recruitment underway for role to coordinator the internal audit alliance process. 27/5: Coordinator Internal Audit, Governance and Risk commenced. Report to go to June Council meeting to endorse ARIC membership and Terms of Reference. 1/7/24: Report to June Council meeting. COMPLETED</p> |
| <p>Bland/Temora Family Day Care 22022024 That Council explore options for the Bland/Temora Family Day Care scheme to transition the provision of support services by 31 December 2024.</p> | <p>Director Corporate & Community Services</p> | <p>28/3: Following Council resolution, discussions underway with alternate providers. Decision communicated to Temora Shire Council representatives. 19/4: Letters sent to FDC clients advising of impending closure in December 2024.</p> |
| MARCH 2024 | | |
| <p>Proposed Road Closure – Gordons Lane RESOLVED that Council:</p> <p>1. endorse the closure of the public road known as Gordons Lane between Clear Ridge Road and Blands Lane</p> <p>2. that the closure be subject to all parties along the road agreeing to the closure and funding Council's road closure application fees and all other associated fees including, advertising, survey, legal and land purchasing costs</p> <p>3. receive a further report to consider any submissions lodged during the notification period to determine the approval for the proposal</p> <p>4. receive a further report to consider the property valuers report and determination of any sale price.</p> | <p>Director Technical Services</p> | <p>Letters sent to adjoining landowners.</p> |

Monthly Status Report – Council Meeting Actions

| Resolution | Responsible Person | Progress Update |
|---|--|--|
| APRIL 2024 | | |
| <p>Barmedman Community Committee 06042024 RESOLVED that Council:</p> <p>a) Receive and note the minutes of the Barmedman Community Committee, held on Tuesday, 26 March 2024.</p> <p>b) Supports the Barmedman Community Committee recommendation to place the Section 355 Committee into hiatus for a period of three months.</p> <p>c) Be provided with a report following the hiatus period to decide on the future of the Barmedman Community Committee and the funds associated with the Committee.1.</p> | <p>Director Corporate & Community Services</p> | <p>1/7/24: Report to go to July 2024 Council meeting.</p> |
| <p>Endorsement of Draft Operational Plan, Budget and Revenue Policy for 2024/2025</p> <p>1. That the draft Operational Plan (including the draft Budget) for the 2024/2025 Financial Year and the draft Revenue Policy (including draft Schedule of Fees and Charges) for the 2024/2025 Financial Year be endorsed and placed on public exhibition for a period of 28 days, commencing 19 April 2024, in accordance with the legislative requirements of the Local Government Act 1993.</p> <p>2. That a revised Operational Plan 2024/2025 (including the Budget for the 2024/2025 Financial Year) and the Revenue Policy (including Fees and Charges 2024/2025) incorporating all public comments, submissions and input from staff and Councillors to the DRAFT documents be provided to the Ordinary Council meeting to be held on 18 June 2024 for final adoption.</p> <p>3. The Statement of Rating Structure and their respective short names as contained in the Operational Plan 2024/25 and make the Ordinary Rate and charges, including sewer charges, domestic and trade waste management charges, pursuant to s.494 and s.496 of the Local Government Act 1993 and Waste Management Levy pursuant to s.501 of the Local Government Act 1993 detailed in the tables below</p> | <p>Director Corporate & Community Services</p> | <p>19/4: Documents placed on Council website for comment from the community. 1/7/24: Draft Operational Plan, Budget and Revenue Policy for 2024/2025 Adopted June Council Meeting. COMPLETED</p> |

Monthly Status Report – Council Meeting Actions

| Resolution | Responsible Person | Progress Update |
|---|-----------------------------|---|
| MAY 2024 | | |
| Bland Shire Australia Day Awards Committee 04052024 RESOLVED: 1. That the minutes of the Australia Day Awards Committee meeting held on 23 April 2024, be received and noted. 2. That Council:- a. make available Citizen of the Year citations prior to future Australia Day events. b. hold a Mayoral Reception on the evening prior to Australia Day 2025 at Wyalong Hall. c. make application for Australia Day Council funding for the undertaking of the Australia Day Breakfast and pool activities. d. continue to be involved in the Australia Day Ambassador Program. | General Manager | |
| Draft NSW Heavy Vehicle Access Policy 13052024 RESOLVED that Council make a submission to the draft NSW Heavy Vehicle Access Policy | Director Technical Services | |
| Request For Fee Relief 14052024 RESOLVED that request for a fee reduction for the West Wyalong Basketball Association for the 2023 / 2024 basketball season lay on the table and be considered at the June 2024 Council meeting. | Director Technical Services | |
| Notice Of Motion 17052024 RESOLVED that until a full review and the passing by Council of an updated and amended LEP and DCP all development applications for two or more dwellings on one lot in any R1, R5, RU1 and RU5 zones be referred for discussion at a Council Workshop prior to full council for determination. | Director Technical Services | |
| Consideration of the General Manager's Total Remuneration Package 19052024 RESOLVED: 1. That in accordance with clause 8.4 (a) the total remuneration package of the General Manager's Contract of Employment be increased by 4% for the duration of the Contract. 2. The increase of the General Manager's Total Remuneration Package be applied from the anniversary of his Contract of Employment being, 1 August 2023. | Executive Assistant | Letter prepared for Mayoral signature COMPLETE |

Monthly Status Report – Council Meeting Actions

| Resolution | Responsible Person | Progress Update |
|---|---|---|
| JUNE 2024 | | |
| Riverina Electorate Redistribution 05062024 RESOLVED that Council consider as a matter of urgency the preparation and lodgement of a formal objection to the Australian Electoral Commission's proposal to remove Bland Shire from the Federal Electorate of Riverina. | General Manager | 1/7/24: Letter Drafted for submission to Australian Electoral Commission's Boundary Review. |
| Appointment of Independent Chair and Members to Audit, Risk and Improvement Committee 07062024 RESOLVED: 1. That Council adopts the Terms of Reference for the Audit, Risk and Improvement Committee as exhibited. 2. That Council accepts the application of Mr Nick Tobin to the position of ARIC Independent Chair for the period of 1 July 2024 to 30 June 2028 3. That Council accepts the application of Mr Raffaele D'Angelo to the position of ARIC Independent ARIC Member for the period of 1 July 2024 to 30 June 2028 4. That Council accepts the application of Mr Chris Weber to the position of ARIC Independent ARIC Member for the period of 1 July 2024 to 30 June 2028 5. That Council appoints Cr Lord as the non-voting observer to the ARIC. | Director Corporate & Community Services | 1/7/24: Letters of appointed sent to Chair and Independent Members. COMPLETED |
| Adoption of Regional Drought Resilience Plan 08062024 RESOLVED: a. That Council adopts the Temora Bland Regional Drought Resilience Plan, and b. upon receipt of further funding incorporate identified actions into Bland Shire's Integrated Planning and Reporting documentation. | Director Corporate & Community Services | COMPLETED |
| Request for Donation – Southern Sports Academy 09062024 RESOLVED that Council approve a donation of \$200 per athlete to the Southern Sports Academy in support of the 2 athletes selected for 2024 in Bland Shire LGA. This payment is to be made in July 2024 from the 24/25 budget allocation. | Director Corporate & Community Services | |
| Strengthening Communities Application – Hearts of Gold Festival Committee 10062024 RESOLVED that Council defer consideration of the application for funding of the Hearts of Gold Festival Committee Inc. under the Strengthening Communities Fund in the amount of \$23,000 to go towards the costs association with providing a festival in 2024 to the July 2024 Council meeting. | Director Corporate & Community Services | 1/7/24: Application withdrawn by Hearts of Gold Committee. COMPLETED |

Monthly Status Report – Council Meeting Actions

| Resolution | Responsible Person | Progress Update |
|--|--|--|
| <p>Adoption Of The IP&R Documentation And 2024_2025 Revenue Policy 11062024 RESOLVED that Bland Shire Council adopts:</p> <ul style="list-style-type: none"> • The Operational Plan (including Budget) for the 2024/2025 Financial Year; and • The Revenue Policy (including Schedule of Fees and Charges for the 2024/2025 Financial Year). | Director Corporate & Community Services | 1/7/24: COMPLETED |
| <p>Request for Fee Relief 13062024 RESOLVED that Council provide a fee reduction to the value of \$3,444 for the West Wyalong Basketball Association for the 2023 / 2024 basketball season.</p> | Director Technical Services | |
| <p>Lease 184 Main Street West Wyalong 18062024 RESOLVED that Council:</p> <ol style="list-style-type: none"> 1. Approve the request for transfer of the lease for the property at 184 Main Street; and 2. Authorise the Mayor and General Manager to execute the assignment of lease agreement on behalf of the Council. | General Manager | 19/6: signed and returned to Solicitor COMPLETE |

6.2 Delegates Report – National General Assembly



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

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

Author: General Manager

Introduction

The 2024 Australian Local Government Association (ALGA) Conference was held at the National Convention Centre in Canberra from Tuesday 2 July to Friday 5 July. The conference was attended by Mayor Monaghan (voting delegate) and the General Manager.

The Conference is the annual policy-making event for Australian Local Government and the pre-eminent event on the calendar for Local Government across Australia, where Councils come together and share ideas and debate issues that ALGA will “take to the table” to discuss with the Australian Government. The event also provides opportunities to connect with other Councillors and Senior Staff from across Australia.

Information

The Conference was attended by 1200 delegates from across Australia. The highlights of the program were:-

Tuesday 2 July – Regional Forum

- A dedicated day to focus on regions with key note address' from –
 - Kristy Mc Bain MP, Minister for Regional Development, Local Government and Territories
 - The Hon Darren Chester MP, Shadow Minister for Regional Development, Local Development and Territories
- Panel sessions on regional connectivity and regional housing

Wednesday 3 July

- Welcome Address by Her Excellency the Honourable Ms Sam Mostyn AC, the Governor General.
- Address from Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government
- Business Session 1. (consideration of motions) chaired by Councillor Linda Scott (President ALGA)
- General Assembly Dinner

Thursday 4 July

- Key note presentation by Simon Kuestemacher, Demographics Group (Intergenerational Equity and Fairness)
- Business Session 2. (consideration of motions) chaired by Councillor Linda Scott (President ALGA)
- Panel Session (Addressing Intergenerational Trust)
 - Kate Fielding (A New Approach)
 - Rebecca McKenzie (Glen Eira City Council)
 - Ingrid Stonhill (Katherine Town Committee)
 - Professor Valerie Cooms (Centre for Aboriginal Economic Policy Research)
 - Tahlia Azaria (Foundation for Young Australians)

- Key note presentation by Stephen Yarwood, Former Lord Mayor of Adelaide (Community Trust in the Built Environment)
- Australian Council of Local Government Gala Dinner

Friday 5 July – Australian Council of Local Government)

- Welcome Address from Anthony Albanese MP, Prime Minister
- Panel Session (Service Delivery, Housing, Communications Skills and Capacity)
 - Mitchell Rowland MP, Minister for Communications
 - Brendan O'Connor MP, Minister for Skills and Training
 - Senator Anthony Chisholm, Assistant Minister for Education and Regional Development.
- Panel Session (Disaster Recovery and Resilience)
 - Senator Murray Watt, Minister for Emergency Management
 - Senator Tony Sheridan, Special Envoy for Disaster Recovery
 - Brendan Moon, Co-ordinator General at NEMA
- Panel Session (Climate Change and Renewable Energy)
 - Chris Bowen MP, Minister for Climate Change and Energy
 - Senator Jenny McAllister Assistant Minister for Climate Change and Renewable Energy

A feature of the ACLG Gala Dinner was the announcement of the National Awards for Local Government presented by the Anthony Albanese Prime Minister.

Notable awards in NSW were:-

- Winner Career Starter - Armidale Regional Council, NSW, Girls in Civil Program
- Road Safety Honourable Mention - Lachlan Shire Council, Condobolin Improved Freight Logistics and Visitor Information Centre Project
- Disaster Readiness and Recovery Honourable Mention - Cabonne Council, "Building Back A Better Cabonne" - Cabonne Recovery Plan

The Conference included an exhibition providing sponsors and other exhibitors an opportunity to promote their organisation or agency and network with delegates during refreshment breaks (teas and lunch).

Recommendation:

That the Delegates Report for the National General Assembly be received and noted.

6.3 Risk, Work Health and Safety Quarterly Report



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

DP12.4 Review and implement Council's policies and comply WHS and Risk Management Requirements

Author: WHS Officer, Risk and Insurance Officer

Introduction

This report has been prepared to update Council on Risk, Work Health and Safety activities and performance for the quarter ending June 2024.

Financial Implications

There are no identified financial implications at this time. All regular insurances have been accounted for in the annual budget process.

Summary

Statewide Mutual

The Regional Risk Manager will be visiting Council and will progress work on the Business Continuity Plan, Risk Registers, reviewing the risk assessments for events, and undertake the handover of the Continuous Improvement Pathway (CIP) workbooks for 2024 - 2025.

Insurance claims

Council currently has one insurance claim unresolved following a footpath incident. The matter has been passed on to Council's insurer for processing.

Business Continuity Plan

A draft Business Continuity Plan has been developed and will be finalised once tested. The Regional Risk Manager will undertake a desktop exercise with staff to test the BCP before finalisation. This will happen last week of July.

Enterprise Risk Management Framework

The Enterprise risk management framework is being reviewed and will be updated shortly. We are also working with Risk owners to ensure the Risk registers are updated.

AVCRM Software package

Statewide Mutual has recommended and funded a software package for airports. This is currently used by many councils and has direct links to CASA.

Contractor Data Base

The Contractor data base is progressively updated, and all contractors are current.

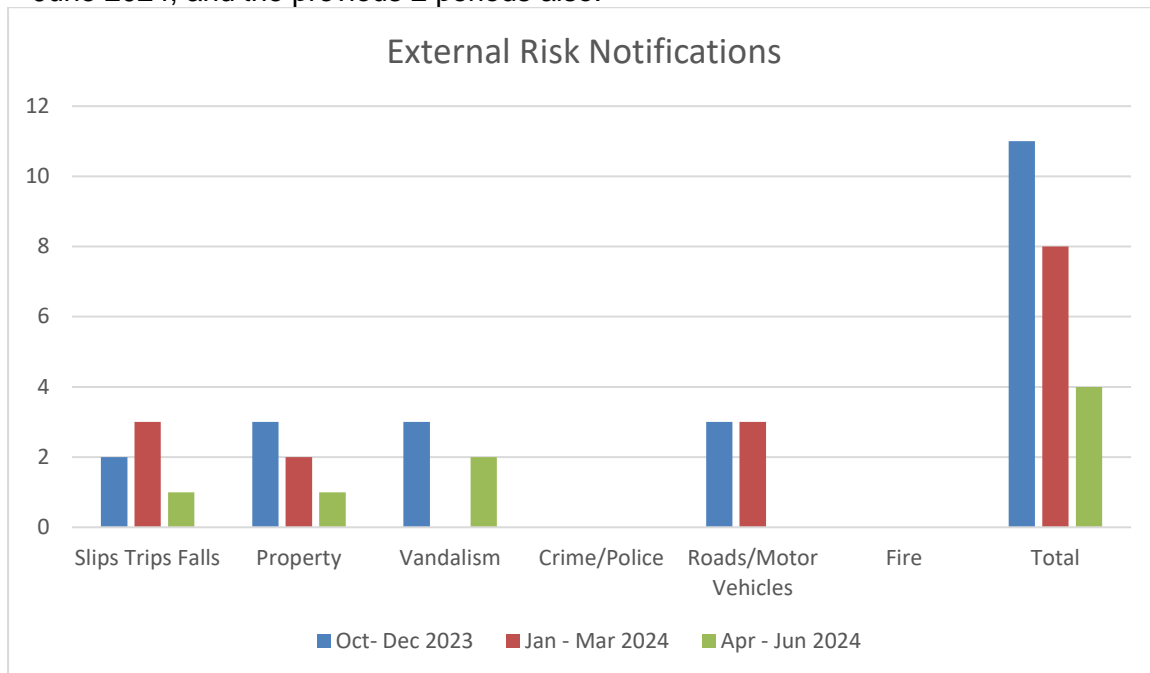
Regional Risk Meetings

We recently had a regional risk meeting in Leeton discussing Event Management, this was a successful meeting with over 70 participants. Next meeting planned is in November.

Incident notifications

External Incident Notifications submitted 1 April 2024 – 30 June 2024

The following graph identifies the number of external incident notifications over the period April – June 2024, and the previous 2 periods also.



Staff have promptly actioned complaints or incidents.

Insurance claims

We currently have one insurance claim unresolved following a footpath incident. The matter has been passed on to Councils insurer for processing.

Urban Services staff have undertaken footpath replacements at two locations, with further locations scheduled for replacement or grinding.

Contractors Database

The database continues to be updated as required with end of financial year being a key date for many insurances requiring renewal.

External Risk Assessments undertaken

- Barmedman Centenary
- 2024 Evolution Gold Triathlon
- Weethalle Centenary
- Weethalle Country Music Muster
- Crooked Mile Show and Shine

StateCover

WHS Staff attended a Statecover community best practice seminar on 20 June where developing a strategic approach to wellbeing was workshopped. Topics ranged from understanding the strategic framework in relation to a wellbeing strategy, conducting a health and wellbeing survey and a healthy workplace audit.

A Claims review was held on 15 April with Council's Statecover Claims Manager to discuss current workers compensation claims and results from previous claims and performance of Recover at Work Programs.

Completed actions evidence for Council's Statecover Self-Audit have been finalised and submitted to Statecover. Completion of these actions qualify Council for a rebate from Statecover which can then be used for Work Health and Safety initiatives.

Workers Compensation Claims – (Directorate, Liability Status and Type)

| Date | Directorate | Type | Liability | Status |
|-------------|--------------------|-----------------|------------------|---------------|
| 01/05/2024 | Technical Services | Manual handling | Accepted | Finalised |
| 11/02/2024 | Technical Services | STF | Accepted | Ongoing |

Work Health and Safety meetings are held quarterly, with a meeting held on 16 May, the next Work Health and Safety Meeting will be held on Thursday 15 August. Actions arising from meetings continue to be addressed and completed.

WHS Wellbeing Initiatives

WHS Staff have been in talks with the Touched by Christopher Foundation with regards to a visit to Council on 26 September to discuss the impact of workplace incidents. Staff are investigating other ideas to be held in conjunction with the event to promote wellbeing in the workplace.

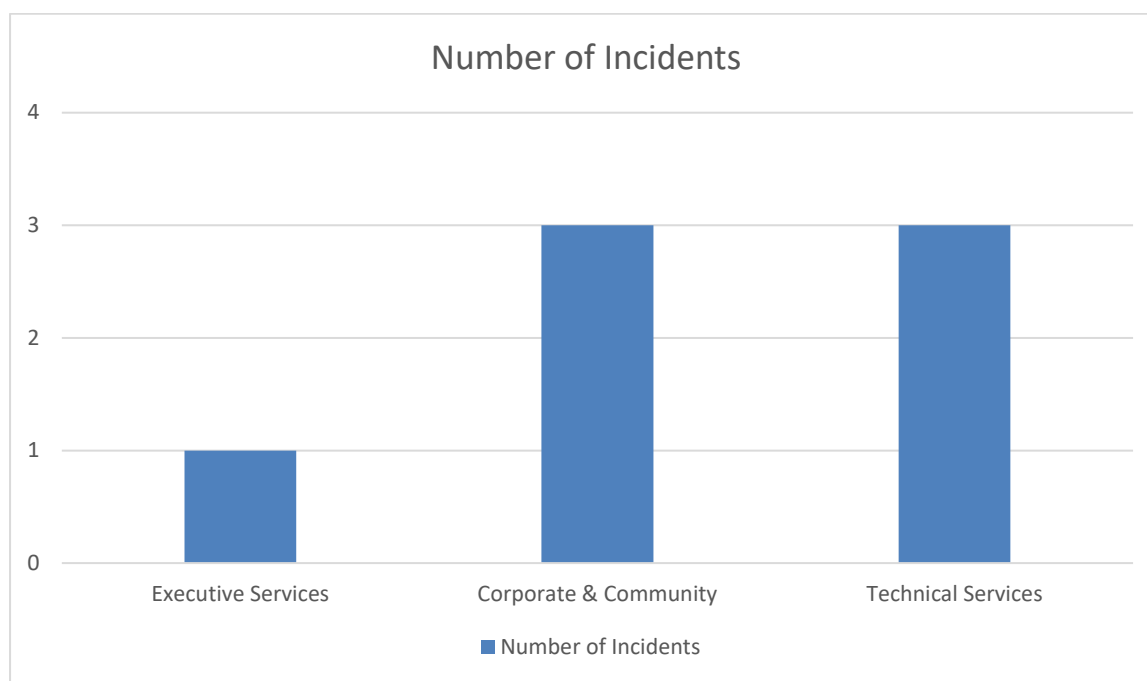
Staff have been encouraged to take advantage of free Flu vaccinations to help reduce the spread during flu season.

WHS Incident Notifications

There were no Notifiable Incidents to be reported to Safework NSW in Quarter 2 2024

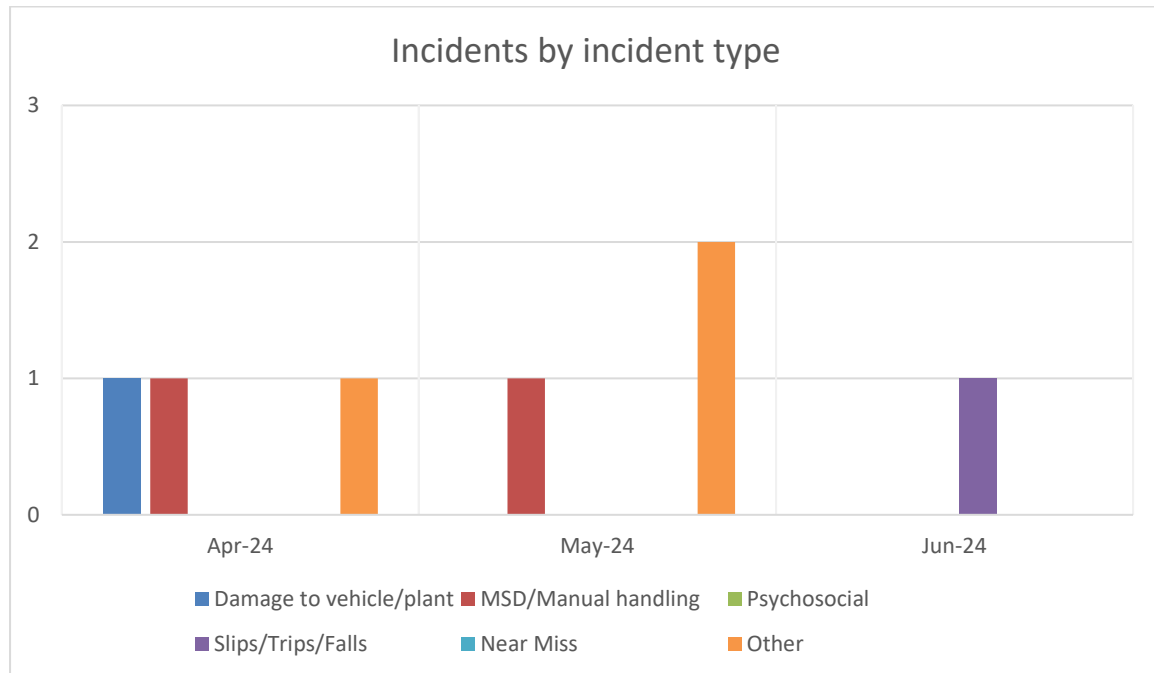
WHS Incident Notifications by Directorate submitted 1 April – 30 June 2024

The following graph identifies the source directorate where WHS incidents occurred over the period April 2024 – June 2024.



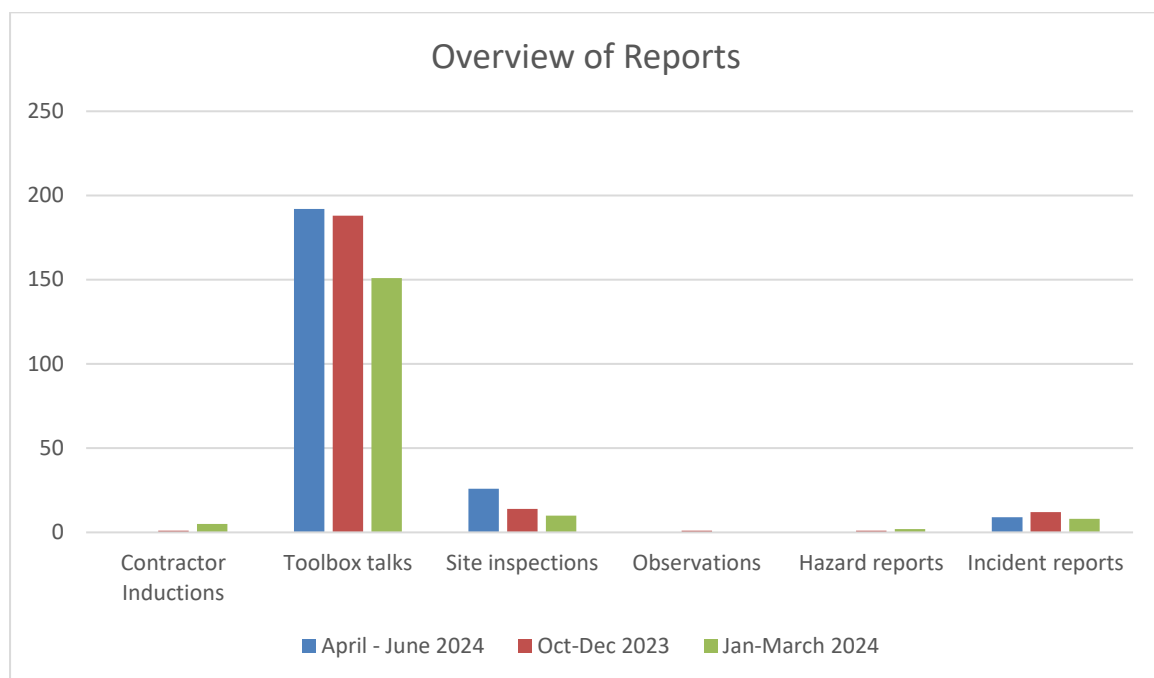
WHS Incident Notifications submitted 1 April – 30 June 2024

The following graph identifies the type of WHS incidents over the period April 2024 – June 2024.



Internal WHS Documents 1 April – 30 June 2024

The following graph identifies the number of internally generated WHS documents over the period April 2024 – June 2024, and the previous period also.



Recommendation:

That Council receive and note the Risk, Work Health and Safety Report for the quarter ending June 2024.

Section 2 – Corporate & Community Services

6.4 Finance And Investment Report For June 2024



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 Customer & Financial Services

Introduction

The Finance and Investment Report is provided to Council for information and prepared in accordance with the Local Government (General) Regulation 2021.

Financial Implications

STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF JUNE 2024.

BANK BALANCES AS AT 30TH JUNE 2024

| ACCOUNT | BALANCE |
|---|------------------------|
| General Fund | \$14,065,341.02 |
| Business Card | \$40,000.00 |
| | \$14,105,341.02 |
| <i>Invested Funds</i> | |
| Fixed Deposits | \$74,700,000.00 |
| Deposits at Call | \$4,172,936.27 |
| | \$78,872,936.27 |
| Net Balance | \$92,978,277.29 |
| Percentage of Invested Funds to Net Balance | 84.83% |

**STATEMENT OF BANK BALANCES AS AT 30.06.2024
SUBMITTED TO THE ORDINARY MEETING JULY 16, 2024**

BALANCE as at 01.06.24 **\$6,324,517.57**

Add Receipts

Receipts Over \$150,000

| | |
|--|--------------|
| 06/06/24 MyState Term Deposit Redemption | 1,000,000.00 |
| 17/06/24 | 167,972.79 |
| 18/06/24 BAS – GST Receivable | 235,685.00 |
| 20/06/24 R2R | 4,345,538.00 |
| 26/06/24 Judo Term Deposit | 1,000,000.00 |
| 28/06/24 FAG General Purpose 24/25 | 5,376,893.31 |
| 28/06/24 FAG Local Roads 24/25 | 3,485,630.69 |

Receipts Under \$150,000 1,140,949.96

Total Receipts for June 2024 **\$16,752,669.75**

Less Payments

Payments over \$150,000

| | |
|--|---------------|
| 06/06/24 Fulton Hogan Industries Pty Ltd | -1,987,672.81 |
| 20/06/24 Cooper Civil & Crushing | -229,212.83 |
| 26/06/24 ING Bank (Australia) | -2,000,000.00 |
| 26/06/24 Beyond Bank Australia | -2,000,000.00 |
| 26/06/24 Armstrong Toyota | -172,811.84 |
| 27/06/24 Rods Earthmoving & Excavation | -169,646.40 |

Payments under \$150,000 -2,452,502.42

| | |
|----------------------|----------------|
| Aged Care | \$84,608.60 |
| Bank Fees | 3,118.47 |
| Cemetery | 5,176.41 |
| Children's Services | \$33,587.19 |
| Community | \$54,862.50 |
| Construction | \$42,308.00 |
| Corporate | \$361,877.70 |
| Donation | \$1,271.36 |
| Development Services | \$1,579.45 |
| Direct Debits | \$1,140.59 |
| Employee | 642,236.27 |
| Governance | \$28,912.62 |
| Insurance | \$1,000.02 |
| Investments | \$4,000,000.00 |
| Lease | \$1,991.91 |
| Library | \$1,207.98 |
| Maintenance | \$105,914.16 |
| Plant/Fuel | \$328,299.38 |
| Roads | \$2,629,099.76 |
| Sewer | \$5,876.75 |
| Utilities | \$659,931.72 |

| | |
|-------|------------|
| VIC | \$5,953.30 |
| Waste | \$5,892.16 |
| Weeds | \$6,000.00 |

Total Payments for June 2024 - **\$9,011,846.30**

CASH BALANCE **\$14,065,341.02**

Limit of Overdraft Arranged with Bank \$ 350,000.00

ACCOUNTS SUMMARY AND CERTIFICATION

The following is a summary of accounts paid for the period 01 June 2024 to 30 June 2024.

I CERTIFY,

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

| Payment Type | Voucher No's | Total |
|----------------------------|--------------------------------|-----------------------|
| Cheques | 026443-026453 | \$644,921.82 |
| Auto-pay | Creditors E035830 – E036130 | \$7,809,507.60 |
| Auto-pay | Payroll 02/06/24 – 23/06/24 | \$553,157.82 |
| Bank Charges & Commissions | June 2024 | \$3,118.47 |
| Direct Debits | Repayments & Vehicle Lease | 1,140.59 |
| | | \$9,011,846.30 |

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 preceding monthly period.

.....
 Manager Customer and Financial
 Services Responsible Accounting Officer

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 16th July 2024, 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 **\$9,011,846.30** was submitted to the Ordinary Meeting on the 16th July 2024 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

INVESTMENTS

The following table gives details of Council's Funds invested at 30th June 2024. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

| DATE INVESTED | INVESTED WITH WHOM | INVESTED AMOUNT | TERM | YIELD | DATE DUE |
|---------------|-----------------------------|-----------------|-----------|-------|------------|
| 30/09/2020 | Northern Territory Treasury | 2,000,000.00 | 1902 days | 1.20% | 15/12/2025 |
| 29/06/2023 | Judo Bank | 2,000,000.00 | 369 days | 5.75% | 2/07/2024 |
| 6/07/2023 | Australian Unity | 1,000,000.00 | 365 days | 5.75% | 5/07/2024 |
| 13/07/2023 | AMP | 1,000,000.00 | 364 days | 5.75% | 11/07/2024 |
| 20/07/2023 | Heritage Bank | 1,000,000.00 | 363 Days | 5.75% | 17/07/2024 |
| 27/07/2023 | Macquarie Bank | 1,000,000.00 | 364 days | 5.11% | 25/07/2024 |
| 16/08/2023 | Bank of QLD | 1,000,000.00 | 358 days | 4.95% | 8/08/2024 |
| 23/08/2023 | AMP | 2,500,000.00 | 364 days | 5.40% | 21/08/2024 |
| 4/09/2023 | Great Southern Bank | 1,000,000.00 | 360 days | 5.22% | 29/08/2024 |
| 8/09/2023 | Bendigo Bank | 400,000.00 | 365 days | 4.90% | 8/09/2024 |
| 8/09/2023 | Bendigo Bank | 400,000.00 | 365 days | 4.90% | 8/09/2024 |
| 8/09/2023 | Bendigo Bank | 400,000.00 | 365 days | 4.90% | 8/09/2024 |
| 14/09/2023 | NAB | 2,000,000.00 | 364 days | 5.15% | 12/09/2024 |
| 20/09/2023 | NAB | 1,000,000.00 | 330 days | 5.15% | 15/08/2024 |
| 21/09/2023 | NAB | 1,000,000.00 | 365 days | 5.30% | 20/09/2024 |
| 28/09/2023 | Bank of QLD | 2,000,000.00 | 364 days | 5.20% | 26/09/2024 |
| 5/10/2023 | NAB | 1,500,000.00 | 364 days | 5.25% | 3/10/2024 |
| 11/10/2023 | NAB | 2,000,000.00 | 364 days | 5.15% | 9/10/2024 |
| 18/10/2023 | Police Bank | 2,000,000.00 | 287 days | 5.10% | 31/07/2024 |
| 19/10/2023 | NAB | 2,000,000.00 | 364 days | 5.20% | 17/10/2024 |
| 25/10/2023 | Police Bank | 2,000,000.00 | 365 days | 5.05% | 24/10/2024 |
| 9/11/2023 | AMP | 1,000,000.00 | 364 days | 5.35% | 7/11/2024 |
| 16/11/2023 | BankVic | 1,000,000.00 | 364 days | 5.45% | 14/11/2024 |
| 23/11/2023 | Auswide Bank | 2,000,000.00 | 364 days | 5.45% | 21/11/2024 |
| 30/11/2023 | MyState Bank | 2,000,000.00 | 364 days | 5.40% | 28/11/2024 |
| 30/11/2023 | Australian Unity | 2,000,000.00 | 329 days | 5.45% | 24/10/2024 |
| 7/12/2023 | Commonwealth Bank | 2,000,000.00 | 314 days | 5.09% | 16/10/2024 |
| 12/12/2023 | Beyond Bank | 1,000,000.00 | 233 days | 5.30% | 1/8/2024 |
| 12/12/2023 | Beyond Bank | 1,000,000.00 | 323 days | 5.35% | 30/10/2024 |
| 14/12/2023 | Bank of QLD | 2,000,000.00 | 278 days | 5.15% | 17/09/2024 |
| 20/12/2023 | MyState Bank | 1,000,000.00 | 364 days | 5.15% | 18/12/2024 |
| 9/01/2024 | Judo Bank | 1,000,000.00 | 329 days | 5.10% | 3/12/2024 |

| | | | | | |
|------------|---------------------|------------------------|--------------|-------|------------|
| 10/01/2024 | Defence Bank | 1,000,000.00 | 565 days | 5.10% | 9/01/2025 |
| 19/01/2024 | AMP | 1,000,000.00 | 368 days | 5.15% | 21/1/2025 |
| 31/01/2024 | Great Southern Bank | 2,500,000.00 | 365 days | 5.05% | 30/01/2025 |
| 1/02/2024 | ING Bank | 1,000,000.00 | 350 days | 5.13% | 16/01/2025 |
| 8/02/2024 | Defence Bank | 1,000,000.00 | 364 days | 5.00% | 6/02/2025 |
| 15/02/2024 | NAB | 1,000,000.00 | 363 days | 5.15% | 12/02/2025 |
| 16/02/2024 | ING Bank | 1,000,000.00 | 368 days | 5.18% | 18/02/2025 |
| 28/02/2024 | ING Bank | 1,000,000.00 | 364 days | 5.08% | 26/02/2025 |
| 5/03/2024 | Australian Unity | 1,000,000.00 | 365 days | 5.10% | 5/03/2025 |
| 6/03/2024 | Defence Bank | 1,000,000.00 | 365 days | 5.10% | 6/03/2025 |
| 13/03/2024 | Bank of QLD | 1,000,000.00 | 183 days | 5.12% | 12/09/2024 |
| 20/03/2024 | Defence Bank | 1,000,000.00 | 365 days | 5.00% | 20/03/2025 |
| 28/03/2024 | Auswide Bank | 1,000,000.00 | 363 days | 5.20% | 26/03/2025 |
| 3/04/2024 | Auswide Bank | 1,000,000.00 | 364 days | 5.05% | 2/04/2025 |
| 10/04/2024 | ING Bank | 1,000,000.00 | 365 days | 5.09% | 10/04/2025 |
| 30/04/2024 | Bank of QLD | 1,000,000.00 | 358 days | 5.10% | 23/04/2025 |
| 16/05/2024 | Judo Bank | 1,000,000.00 | 363 days | 5.30% | 14/05/2025 |
| 22/05/2024 | Great Southern Bank | 1,000,000.00 | 343 days | 5.17% | 30/04/2025 |
| 27/05/2024 | ING Bank | 2,000,000.00 | 359 days | 5.27% | 21/05/2025 |
| 29/05/2024 | MyState Bank | 1,000,000.00 | 363 days | 5.25% | 27/05/2025 |
| 13/06/2024 | Auswide Bank | 1,000,000.00 | 363 days | 5.30% | 11/06/2025 |
| 20/06/2024 | Defence Bank | 2,000,000.00 | 363 days | 5.20% | 18/06/2025 |
| 26/06/2024 | ING Bank | 2,000,000.00 | 364 days | 5.25% | 25/06/2025 |
| 26/06/2024 | Beyond Bank | 1,000,000.00 | 167 days | 5.20% | 10/12/2024 |
| 26/06/2024 | Beyond Bank | 1,000,000.00 | 293 days | 5.20% | 15/04/2025 |
| | ANZ Deposit at Call | 50,964.77 | Cash at Call | | |
| | CBA Deposit at Call | 4,121,971.50 | Cash at Call | | |
| | TOTAL: | \$78,872,936.27 | | | |

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

GENERAL MANAGER

RATES REPORT

Below is a summary of outstanding rates

| | |
|-------------------------------------|------------------|
| Total rates income levied (2023/24) | \$ 11,649,666.46 |
| Rates received as at 30/06/2024 | \$ 11,349,792.65 |
| % of rates received to date | 97.43% |

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

Summary

The information provided within this Finance and Investment Report has been prepared in accordance with the Local Government (General) Regulation 2021 as well as Council's financial management policies and procedures. Further, 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 information contained within the Finance and Investment Report for the month of June 2024
 2. That Council confirms the payment of accounts, for the period 01 June to 30 June 2024, summarised in the accounts summary totalling \$9,011,846.30
-

6.5 Barmedman Community Section 355 Committee



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 and Community Services

Introduction

This report seeks Council's agreement to disband the Barmedman Community Committee being one of Bland Shire Councils Committees established under Section 355 of the Local Government Act. Council would then seek to make arrangements with an incorporated community committee to be engaged to perform certain tasks within the community of Barmedman.

This comes following two attempts to secure new executive members without an outcome resulting in a request from the remaining membership of the committee earlier this year to be placed into hiatus.

Preliminary discussions with the Barmedman Community Centre Inc (BCCI) would indicate this committee may be prepared to assist in certain matters which had previously been undertaken by the previous Section 355 committee.

Financial Implications

As Section 355 Committees undertake functions on behalf of Council, all assets including cash are considered Council's assets. Committees must provide regular financial reporting to Council and forward minutes of their regular and annual general meetings.

Council has an approved allocation of \$5,000 annually for each of its Section 355 Committees who have signed a Memorandum of Understanding (MoU) and have complied with reporting requirements.

Council also provides financial support for other community groups with annual budget allocations and could very well agree to establish a similar arrangement with incorporated groups willing to undertake certain activities for the benefit of the communities in which they live.

Summary

In April 2023, Bland Shire Council endorsed the then Barmedman Community Committee following a meeting earlier that month which elected a new executive. However, early in 2024, the committee resolved to make a request to the Council to place it into hiatus for a period to allow community members to review the committee and determine its future.

Since April 2024, the Section 355 committee has not functioned except for the collection of camping fees, although members of that committee have attended meetings conducted by the incorporated Community Centre group. The Section 355 committee currently holds just over \$7000 in its account – funds which are utilised to carry out improvement works within the village of Barmedman.

A public meeting was held at the Barmedman Bowling Club on 15 May 2024 and it was decided that the BCCI further investigate options to undertake activities for the improvement of Barmedman.

There were no objections expressed at the meeting to continuing dialog with the Bland Shire Council to achieve a suitable outcome.

The BCCI indicated that it was open to the idea of undertaking activities within the community of Barmedman as it sees there are several similar community goals and aspirations that exist between it and the former Section 355 committee.

Correspondence was received from the committee with several questions for Council about how the incorporated committee could work with Council. A copy of this letter is attached for information (**Attachment One**).

A few informal conversations have occurred between the committee's chair and Council and to progress the matter further, the support of the elected body is now being formally sought to enter arrangements between the two organisations.

Some of the key matters expressed by the committee, among other things, are in relation to:

- Transfer of funds currently held by the Section 355 Committee
- Ongoing funding to meet the current responsibilities of the Section 355 Committee
- Responsibility for any legacy issues

Council may recall that in June 2022 it resolved to assist in the establishment of the incorporated committee. This decision was taken to implement more appropriate governance arrangements for the Community Centre – which was not a Council-owned facility.

Since then, funds which had been previously raised by the former committee have been transferred to BCCI to assist in the maintenance of the centre.

Similarly, it is hoped that should Council support the recommendation to disband the existing Section 355 committee which has struggled to secure an executive team, that an arrangement can be reached with the BCCI to undertake certain activities for the benefit of the wider Barmedman community.

Section 355 Committees exist at the behest of the elected Council and, as such, Council has the ability to dissolve any such committee at any time.

Recommendation:

That Council:

- a) disband the Barmedman Community Committee – a Section 355 Committee of Council.
 - b) Endorse the negotiations with the Barmedman Community Centre Incorporated.
 - c) Determine that the Funds remaining within the Barmedman Community Committee account be utilised to undertake improvement works within the village of Barmedman.
-

**Barmedman, Celebrating 150 Years
1874 - 2024**

23 May 2024

Dear Allison,

At a public meeting held at the Barmedman Bowling Club on 15 May 2024 it was decided that the Barmedman Community Centre Inc. (BCCI) further investigate undertaking the activities of the former Barmedman Tidy Towns s355 committee.

There were no objections expressed at the meeting to continuing dialog with the Bland Shire Council.

The Barmedman Community Centre is open to the idea of undertaking the activities of the former s355 committee as they see there are a number of similar community goals and aspirations that exist between the two entities.

From the meeting it was decided that further clarification was sought on a number of points from the Bland Shire Council, namely:

1. If the BCCI undertakes the roles and responsibilities of the former Barmedman Tidy Towns s355 Committee would the funds held by the committee be transferred to the BCCI?
2. Are there any impediments to the BCCI being able to access ongoing funding to undertake the required activities of the s355 committee as an incorporated body?
3. Would the BCCI be able to run one set of financial accounts for the new combined entity or would the funding for the s355 committee have to be quarantined in a separate set of books? (We are happy to have all of the transactions of the BCCI and s355 transactions audited and reviewed by the Council with s355 activities specifically identified).
4. While the BCCI is quite happy to have their activities reviewed by Council, upon commencement of a new formal arrangement, it would require guarantees that it would not be responsible for any activities or commitments of previous committees.
5. The scope to amend the roles and responsibilities of S355 committee.

It is envisaged that I take the Council response back to a full meeting of the Barmedman Community Centre Inc for a final decision on whether or not to assume the 355 committee roles and responsibilities. If the BCCI decide to proceed, the BCCI would subsequently meet with Bland Shire representatives to discuss an agreement between the two entities.

It is my belief that this would be best done before the start of the new financial year on 1 July 2024.

We look forward to hearing from you.

Yours sincerely

John Minogue

Chair, Barmedman Community Centre Inc.

Barmedman Community Centre Inc. Committee
Chair: John Minogue Vice Chair: Nikki Taylor
Secretary: Atalie Perry Treasurer: Lisa Goesch
Ian Moore, Kath Grayland, Diana Carne, Kirsty Smart

Section 3 – Technical Services

6.6 Roads Program 2024/25



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

DP5.1 Facilitate the delivery of accessible services and infrastructure

Author: Director Technical Services

Introduction

With the adoption of the 2024/2025 Budget, Council's assets section in conjunction with the Operations section has developed the Roads Program for the 2024/2025 financial year.

The program has been developed around the current road hierarchy, road condition with considerations being given to traffic including school bus routes etc.

The overall roads expenditure for the 2024/2025 financial year is in the order of \$21 million up from \$17 million in the 2023/2024. Due to the complexity and enormity of the works required for completion this financial year it is imperative that some discipline in the allocation of works required be exercised.

By developing the program for works that are required, this will allow council staff to review resources required to undertake the works. Due to the identified challenges, the workload will not be able to be achieved by internal resources alone and Council will need to undertake the delivery of a large proportion of the works via contract. These contracts may include the following:

- Heavy Patching and pavement rehabilitation
- Resealing
- Wet Grading
- Gravel resheeting
- Causeway construction

A summary of the whole program is listed below showing the budgeted allocations as well as some of the Grant funding programs as well for completeness.

| Program | Budget |
|--|------------------------|
| FAGS (Financial Assistance Grants) | \$1,690,000.00 |
| Maintenance Grading | \$480,000.00 |
| Rural Gravel Patching | \$580,000.00 |
| Wet Grading | \$560,000.00 |
| Gravel Resheet | \$200,000.00 |
| R2R (Roads To Recovery) | \$1,900,000.00 |
| Rural Roads - Sealed | \$700,000.00 |
| Operating Maintenance | \$250,000.00 |
| Capital - Reseal | \$350,000.00 |
| Capital - Heavy Patching | \$100,000.00 |
| Urban Roads - Sealed | \$175,000.00 |
| Operating Maintenance | \$15,000.00 |
| Capital - Reseal | \$30,000.00 |
| Asphalt Concrete Patching | \$100,000.00 |
| Capital - Heavy Patching | \$30,000.00 |
| Regional Road Block Repair | \$1,038,203.00 |
| R4R (Resources for Region) - Round 9 | \$3,631,458.00 |
| <i>Rehab, Reseal, Heavy Patching (Safety issues), Causeways, Town Drainage</i> | |
| Reseal | \$1,440,000.00 |
| Road rehabilitation | \$1,350,000.00 |
| Road Safety Improvement in Urban | \$308,000.00 |
| Causeways and Drainage Upgrade in Urban | \$533,458.00 |
| Regional Emergency Road Repair | \$3,817,853.00 |
| FLR (Fixing Local Roads) - Round 4 | \$5,000,000.00 |
| LRCI (Local Roads and Community Infrastructure) - Round 4 | \$1,067,021.00 |
| Additional Funding | \$1,200,000.00 |
| Flood Damage (\$2,203,500.00) | \$1,508,850.00 |
| Total 2024 - 2025 | \$21,928,385.00 |

The road program which indicates the roads that will be worked on during the year under the specific programs is included below.

| Program | Road |
|---------------------------------------|---------------------------|
| <u>Rural Gravel Patching</u> | - |
| | Henleys Lane (Resheet) |
| | Nobby Road (Resheet) |
| | Lone Pine Road (Resheet) |
| | Warburtons Lane (Resheet) |
| | Jansens Lane (Resheet) |
| | Jansens Lane (WG) |
| <u>Wet Grading</u> | - |
| | Beatties Lane |
| | Brennans Tank Road |
| | Harts Lane |
| | Henleys Lane |
| | Hollands Lane |
| | Kellys Lane |
| | Monia Gap Road |
| | Mud Hut East |
| | Mud Hut West |
| | Naradhan Road |
| | Nobby Road |
| | Overs Lane |
| | Paynes Road |
| | Sandy Creek Road |
| | Sutcliffes Lane |
| | Tyndalls Lane |
| | Warburtons Lane |
| | Euratha Road |
| <u>Gravel Resheet</u> | - |
| | Lake Cowal Road |
| | Euratha Road |
| | Blow Clear Road |
| <u>R2R (Roads To Recovery)</u> | - |
| | Bodells Lane |
| | Martens Lane |
| | Tyndalls Lane |
| | Brennans Tank Road |
| | Sutcliffes Lane |
| | Monia Gap Road |
| | Naradhan Road |
| | Paynes Road |
| | Mud Hut East |
| | Mud Hut West |
| | Beatties Lane |

| | |
|--|--|
| Regional Emergency Road Repair | - |
| <i>Regional Sealed Roads</i> | |
| | Merry Gilmore East (MR 398) Shoulder Repair |
| | Ungarie Road (MR 57N) - Rehabilitation |
| | Lake Road (MR231) Reseal |
| | Lake Road (MR 231) Rehabilitation |
| <i>Local Rural Sealed Roads</i> | |
| | Quandialla Road - Rehabilitation |
| FLR (Fixing Local Roads) - Round 4 | - |
| | Girral Road Reconstruction |
| LRCI (Local Roads and Community Infrastructure) - Round 4 | |
| | Quandialla Road Causeways Replacement |
| | Unsealed Roads Causeways |
| Additional Funding | - |
| | Neeld Street/Neeld Lane Intersection Upgrade |
| | Quandialla Road (replacement of low level causeways) |
| Flood Damage | - |
| | Alkaville Road |
| | Leslies Lane |
| | Buggajool Road |
| | Maitlands Lane |
| | Gordons Lane |
| | Sutcliffes Lane |
| | Pursehouse Lane |
| | Burragong Lane |
| | Cottingley Lane |
| | Sunderlands Lane |
| | Abernethys Lane |
| | Morrisroes Lane |
| | Nobbys Road |
| | Yithan Road |
| | Langes Lane |
| | Warigin Road |
| | Woolongough Street |
| | Williams Crossing Road |
| | Judds Lane |
| | Timothys Lane |
| | Hatelys Lane |
| | Yiddah Road |
| | Danahers Lane |
| | Kalms Lane South |
| | Bushells Lane |
| | Minogues Lane |
| | Mandamah Road |
| | Winnunga Road |

| | |
|--|--------------------|
| | Halls Lane |
| | Humby Road |
| | Mahda Road |
| | Pfeiffers Lane |
| | Jillett Road |
| | Wyrra Lane |
| | Girral Road |
| | Cartwrights Lane |
| | Patons Lane |
| | Fullers Lane |
| | Gibsonvale Road |
| | Weja Road |
| | Collins Lane |
| | Holmes Lane |
| | Kalms Lane |
| | Lemons Lane |
| | Charcoal Tank Road |
| | Colwills Lane |
| | Troys Lane |
| | Dalgleishes Lane |
| | Taits Lane |
| | Lawrences Lane |
| | Spackmans Lane |
| | Koops Lane |
| | Heaths Lane |
| | Fishers Lane |

Financial Implications

There are no adjustments required to Council's budget as the works within the Roads Program are part of the budget adopted by Council for the 2024/25 financial year or are within approved Grant Programs.

Summary

The roads program for the 2024/25 financial year has been developed to allow programming of resources to commence.

Recommendation:

That Council endorse the 2024/25 Roads Program

6.7 Tender – Supply Road Sweeper



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

DP10.5 Council's workforce is provided with appropriate equipment and resources to meet the needs of Council and the community

Author: Plant & Workshop Coordinator

Introduction

Under the Local Government (General) Regulation, where a contract is over \$250,000 a Request for Tender (RFT) must be conducted and be considered by Council.

In line with Council's 10-year Plant Replacement program, Tenders were invited for the supply of 1 truck mounted road sweeper, with the option to trade Council's current road sweeper, a Johnston CN401.

The Local Government Procurement (LGP) portal, contract No. NPN123 was used to conduct the tender process.

In response to the tender, two submissions were received:

1. Bucher Municipal (V65T)
2. Rosmech (Scarab Mistral)

Financial Implications

Council has made allowance for the cost of replacement of the road sweeper in the 2024/25 Budget.

Summary

To ensure best value and suitability, the following criteria was used to compare the tendered Road Sweepers.

| | |
|--|-----|
| 1. Nett cost to Council | 30% |
| 2. Operation | 20% |
| 3. Performance & Mechanical Assessment | 15% |
| 4. WHS Assessment | 15% |
| 5. Product Support | 10% |
| 6. Potential Resale Value | 10% |

Council officers who conducted the tender assessment are as follows:

- Plant & Workshop Coordinator
- Urban Foreman
- Workshop Foreman
- Plant Operator

Part of the evaluation included a live demonstration where Council staff got the opportunity to drive and operate both the V65T and the Scarab Mistral and score them against the set criteria.

The evaluation result is summarised in the following table.

| Overall Tender Result | |
|-----------------------|------|
| Tenderer | Rank |
| Bucher | 1 |
| Rosmech | 2 |

Recommendation:

That Council:

1. Award Bucher Municipal the tender for the supply of (one) 1 Road Sweeper at a cost of \$411,240.99. ex GST.
 2. Declines Bucher Municipals trade offer, and Council sell the trade vehicle at public auction.
-

6.8 Draft Contaminated Land Policy



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

DP13.2 Develop, implement and promote best practice governance policies and procedures.

Author: Director Technical Services

Introduction

Contaminated land is land on which a substance occurs at concentrations above background levels which causes, or is likely to cause, a risk of harm to human health or the environment.

Contamination is generally the result of past uses or activities on land. It can occur because of the improper storage, production or use of petroleum products, improper chemical handling or disposal practices or the placement of contaminated fill on a site. Contamination can also occur when polluted groundwater, dust or hazardous ground gases move from a contaminated site to nearby land.

Contamination has significant environmental, social and economic consequences including:

- the degradation of soil and water
- the uptake of contaminants by plants and animals
- increased risk of harm to human health and
- restrictions on the development of land.

When carrying out planning functions under the Environmental Planning and Assessment Act 1979 (EP&A Act), a planning authority (council in this case) must consider the potential for land to be contaminated. If land is contaminated, council must consider the potential risk of harm to human health and the environment from that contamination. Council must then make decisions as to whether the land should be remediated, or its use restricted.

In NSW, contaminated land is principally managed under the Contaminated Land Management Act 1997 (CLM Act), the Environmental Planning and Assessment Act 1979 (EP&A Act) and the State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP).

Under this legislative background Councils must consider the potential for land to be contaminated when proposing land use changes (including changes to permitted land uses or through rezoning proposals) and when assessing development applications.

To assist Council in undertaking this obligation the Riverina Eastern Regional Organisation of Councils (REROC), in conjunction with Riverina and Murray Joint Organisation (RAMJO), Far North West Joint Organisation and Dubbo Regional Council, has developed a model Contaminated Land Policy which outlines a policy position and process to guide both Council and developers in the process to satisfy these obligations. Council has reviewed the model policy and made minor amendments to reflect local documentation and policies. A copy of the draft policy is **attached** as an appendix to this report.

This policy aims to:

- enable Council to consider the likelihood of land contamination as early as possible in land-use planning and development control processes
- avoid any inappropriate restrictions on land use

- ensure a proposed change in land use or any development will not increase the risk of harm to human health and the environment
- ensure any contaminant is remediated to a level that complies with relevant contamination criteria as required by regulation, thereby ensuring the land is suitable for its intended use
- enable Council to provide accurate and timely information and advice to inform and support decision-making in land-use planning and development control processes
- enable the community to be informed of Council's requirements regarding the management of contaminated land
- enable Council to exercise its land-use planning and development control functions with a reasonable standard of care and diligence.

Financial Implications

There are no financial impacts related to this policy.

Summary

A Contaminated Land Policy has been developed to give Council a consistent and transparent approach to the treatment of Contaminated Land within the Shire which is subject to development. This policy sets a policy position that Council can assess against and gives developers clear guidance on the expectations that will need to be met under the Contaminated Land Management Act 1997 (CLM Act), the Environmental Planning and Assessment Act 1979 (EP&A Act) and the State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP).

Recommendation:

1. That Council endorse the Draft Contaminated Land Policy and place the policy on public exhibition for a period of 28 days from 17 July 2024.
 2. Should there be comments received from the community on the draft Contaminated Land Policy, a further report be prepared and presented to Council.
 3. Should there be no comment from the community within the 42 day commentary period, Council formally adopt the Draft Contaminated Land Policy
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POLICY STATEMENT

CONTAMINATED LANDS POLICY

AUTHORISATION

| | |
|---|-----------------------------|
| POLICY TYPE: <i>(Council or Operational)</i> | Council |
| POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i> | Technical Services |
| RESPONSIBLE OFFICER: <i>(by position title)</i> | |
| AUTHORISED BY: <i>(GM or Director Title)</i> | Director Technical Services |
| DATE ADOPTED: | |
| ADOPTED BY: <i>(Manex or Council)</i> | |
| MINUTE NO: <i>(If required)</i> | |
| REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i> | |
| REVISION NUMBER: | |
| RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN | |

DOCUMENT HISTORY

| VERSION NO. | DATE | DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i> | AMENDED BY <i>(Where required)</i> |
|--------------------|-------------|---|--|
| 0 | July 2024 | Initial Policy | July 2028 |
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REVIEW OF THIS POLICY

This Policy will be reviewed within: **FOUR (4) YEARS** from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to the Policy must be by way of a Council Resolution.

1. Purpose

The purpose of this policy is to establish a framework that outlines how Council will act in good faith with the *Contaminated Land Planning Guidelines* when considering the potential of site contamination in its land-use planning and development control decision-making processes.

2. Objectives

This policy aims to:

- enable Council to consider the likelihood of land contamination as early as possible in land-use planning and development control processes
- avoid any inappropriate restrictions on land use
- ensure a proposed change in land use or any development will not increase the risk of harm to human health and the environment
- ensure any contaminant is remediated to a level that complies with relevant contamination criteria as required by regulation, thereby ensuring the land is suitable for its intended use
- enable Council to provide accurate and timely information and advice to inform and support decision-making in land-use planning and development control processes
- enable the community to be informed of Council's requirements regarding the management of contaminated land
- enable Council to exercise its land-use planning and development control functions with a reasonable standard of care and diligence.

3. Scope

This policy provides information to internal and external stakeholders, interested parties and the broader community on Council's position on managing land contamination.

This policy applies to all land within the Bland Shire local government area.

This policy is predicated on the requirements of Chapter 4 ('Remediation of Land') of the *State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP)*,¹ as elaborated in its contaminated land planning guidelines.²

This policy is applicable to staff involved in Council land-use planning and development control functions, as well as in waste management and in managing public land and Council assets.

This policy is also applicable to:

- a principal certifying authority
- consultants (for example, strategic and statutory planning, contaminated land practitioners, underground petroleum storage systems practitioners)
- property developers
- landowners and/or managers
- members of the public.

4. Definitions

| Term | Definition |
|----------------------|------------|
| Abbreviations | |

¹ The content of Chapter 4 of the *Resilience and Hazards SEPP* was formerly the *State Environmental Planning Policy No. 55 – Remediation of Land* (guidelines for which can be found in *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land*, <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/clm/managing-contaminated-land-guidelines-remediation.pdf>).

² These guidelines, referred to in the *Resilience and Hazards SEPP*, are those found in Schedule 6(3) of the *Environmental Planning and Assessment Act 1979*.

| Term | Definition |
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| ARA (appropriate regulatory authority) | Under section 6(3) of the <i>POEO Act</i> , Council is declared as the ARA for matters under the <i>UPSS Regulation</i> . |
| PCA (principal certifying authority) | A certifier can be either a council or a registered certifier. A registered certifier is also known as a private certifying authority. Certifiers have statutory obligations and functions under the <i>Building and Development Certifiers Act 2018</i> , the <i>EP&A Act</i> and other legislation, including the <i>Building and Development Certifiers Regulation 2020</i> . This includes issuing construction and occupation certificates under Part 6 of the <i>EP&A Act</i> . |
| UPSS (underground petroleum storage system) | A system of tanks, pipes, valves and other equipment that is designed to either contain petroleum or to control its passage into, out of, through or within the system. The system includes any structure through which petroleum routinely passes from one part of the system to another. |
| Legislation | |
| <i>Contaminated Land Management Act 1997 (CLM Act)</i> | Establishes a process for the EPA to identify, investigate and (where appropriate) order the remediation of land if the EPA considers the land to be significantly contaminated. |
| <i>Contaminated Land Planning Guidelines</i> | Under Schedule 6 section 3 of the <i>EP&A Act</i> , the Minister can notify the publication of planning guidelines related to contaminated land under the <i>Resilience and Hazards SEPP</i> for purposes of Schedule 6 section 2 ('good faith' provisions) of the <i>EP&A Act</i> . |
| <i>Environmental Planning and Assessment Act 1979 (EP&A Act)</i> | The principal legislation of the NSW planning system that governs land-use planning and development control functions in NSW. |
| <i>Protection of the Environment Operations Act 1997 (POEO Act)</i> | Establishes a framework to protect, control and investigate pollution. |
| <i>Protection of the Environment Operations (Underground Petroleum Storage System) Regulation 2019 (UPSS Regulation)</i> | Establishes a framework for the design, installation, operation, maintenance and decommissioning of an underground petroleum storage system. Also designates Council as the 'appropriate regulatory authority' to administer the requirements of the <i>UPSS Regulation</i> . |
| <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Exempt and Complying Development Codes SEPP)</i> | Establishes the rules and standards for exempt and complying development. |

| Term | Definition |
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| <i>State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP)</i> | Outlines a planning framework for the remediation of contaminated land. Formerly known as SEPP55 – Remediation of Land. |
| Processes | |
| Category 1 remediation work | Remediation work that requires the consent of Council under the <i>Resilience and Hazards SEPP</i> . |
| Category 2 remediation work | Remediation work not requiring the consent of Council under the <i>Resilience and Hazards SEPP</i> . |
| Detailed site investigation | An investigation to define the extent and degree of contamination, to assess the potential risk posed by contaminants to health and the environment, and to obtain sufficient information for developing a remediation action plan if required. Reporting requirements for a detailed site investigation are as outlined in the <i>National Environmental Protection (Assessment of Site Contamination) Measure 1999</i> (amended 2013) and in relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants. |
| Independent review | An evaluation by an independent expert, with the appropriate competencies and qualifications, of the work of a primary consultant for all types of contaminated sites. |
| Initial evaluation | A process undertaken by Council to consider the potential for land to be contaminated, and the impacts of that contamination on the suitability of the land for proposed uses, when determining development applications or when preparing environmental planning instruments. |
| Preliminary site investigation | An investigation to identify any past or present potentially contaminating activities; provide a preliminary assessment of site contamination; and, if required, provide a basis for a detailed investigation. Reporting requirements for a preliminary site investigation are as outlined in the <i>National Environmental Protection (Assessment of Site Contamination) Measure 1999</i> (amended 2013) and in relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants. |
| Remediation | The remediation of contaminated land is the (i) preparation of an environmental management plan (if required); (ii) removal, dispersal, destruction, reduction, mitigation or containment of the land contamination; and (iii) elimination or reduction of any hazard arising from the land contamination (including by preventing the entry of persons or animals on the land). |
| Remediation action plan | A plan that sets out remediation goals and that documents the proposed process for remediating a site. Reporting requirements for a remediation action plan are outlined in the relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants. |
| Validation | The process of determining whether the objectives for remediation and any conditions of development consent have been achieved. |

| Term | Definition |
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| | A report on the validation is to detail the site work undertaken and demonstrate compliance with the remedial action plan for the site, and compliance with the contaminated land planning guidelines and all other applicable regulatory requirements. Reporting requirements for validation are elaborated in the relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants. |
| Terms | |
| Authorised officer | Authorised officers have regulatory powers and functions under environment protection legislation, as prescribed in Council's delegations of authority. |
| Complying development certificate | A certificate indicating approval for straightforward residential, commercial and industrial development, generally for building works larger than exempt development. |
| Contaminated land | Contaminated land is typically land that have been used for industrial or agricultural activities, or individual sites that store chemicals, such as service stations and dry cleaners <i>Also see - Appendix 2</i> |
| Contamination | The presence in or under the land of a substance above the concentration at which the substance is normally present in or under that land at the same locality, being a presence that poses a risk of harm to human health or any other aspect of the environment (section 5 of the <i>CLM Act</i>). <i>Also see – 'pollution incident'</i> |
| Development control plan | Provides detailed planning and design guidelines to support the planning controls in the local environmental plan developed by Council. |
| Environmental management plan | An environmental management plan for contaminated land documents the mitigation measures and/or monitoring requirements where full clean-up of a site is not feasible or where the onsite containment of contamination is proposed. |
| EPA guidelines | Guidelines made or approved by the EPA in relation to managing site contamination. |
| Investigation area | Land declared to be an investigation area by a declaration in force under Part 3 Division 2 of the <i>CLM Act</i> . |
| Local environment plan | A plan that guides planning decisions for Council through zoning and development controls. Amendments to the local environment plan are through planning proposals. |
| Newbury test | The Newbury test states that a condition of consent must be imposed for a planning purpose (not an ulterior one); must fairly and reasonably relate to the development that is the subject of the development application; and must not be so unreasonable that no planning authority would have imposed it. |
| Planning proposal | Council may draft a planning proposal to amend a local environment plan and submit it to the department for Gateway determination. |
| Pollution incident | An incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises. |

| Term | Definition |
|----------------------------------|--|
| | Also see – ‘contamination’ |
| Section 10 planning certificates | <p>Formerly section 149 planning certificates.</p> <p>Section 10 planning certificates provides information regarding the development potential of a parcel of land. There are two types of planning certificates – section 10.7(2) and section 10.7(5).</p> <p>These certificates show the zoning of the property, its relevant state, regional and local planning controls and other property constraints such as land contamination, level of flooding and bushfire prone land.</p> <p>Section 10.7(5) certificates also include advice from ‘other authorities’ and certain information that Council holds on a property that is relevant to the land but is not disclosed in a section 10.7(2) certificate.</p> |
| Sensitive receptor | Receiving environment or sensitive receiver. This is either a use of land for residential, educational, recreational or childcare purposes, or for the purposes of a hospital, or land identified as sensitive environmental land. |

5. References

The following Council policies and procedures are relevant to this policy:

- Onsite Sewerage Management Strategy

The following legislation and standards are referenced in this policy:

- **Legislation**
 - *Building and Development Certifiers Act 2018*
 - *Building and Development Certifiers Regulation 2020*
 - *Contaminated Land Management Act 1997*
 - *Conveyancing Act 1919*
 - *Environmental Planning and Assessment Act 1979*
 - *Environmental Planning and Assessment Regulation 2021*
 - *Environmentally Hazardous Chemicals Act 1985*
 - *Government Information (Public Access) Act 2009*
 - *Home Building Act 1989*
 - *Local Government Act 1993*
 - *Local Planning Directions*
 - *National Environment Protection (Assessment of Site Contamination) Measure 1999 (as amended)*
 - *Protection of the Environment Operations Act 1997*
 - *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019*
 - *Protection of the Environment Operations (Waste) Regulation 2014*
 - *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
 - *State Environmental Planning Policy (Resilience and Hazards) 2021, Chapter 4 ('Remediation of Land')*
 - *Water Management Act 2000*
 - *Workplace Health and Safety Act 2011*
 - *Workplace Health and Safety Regulation 2017*
- **Guidelines**
 - *Guide to Complying Development (2022)*
 - *Guide to Writing Conditions of Consent (2021)*
 - *Guidelines for Implementing the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 (2020)*

- *Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land (2003)*
- *Noise Policy for Industry*
- *Interim Construction Noise Guideline*
- *Liquid Trade Waste Management Guidelines (DPIE, 2021)*
- *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land (1998) (and its revised form, the Contaminated Land Planning Guidelines, when released)*
- *Managing Urban Stormwater: Soils and Construction (4th ed., LANDCOM, March 2004)*
- *Waste Classification Guidelines (2014)*
- Statutory guidelines made or approved by the NSW EPA under the *Contaminated Land Management Act 1997*
- Non-statutory guidance documents made by the NSW EPA
- **Standards**
 - *Australian Standard AS 1940-2017: Storage and Handling of Flammable and Combustible Liquids*
 - *Australian Standard AS 4897-2008: The Design, Installation and Operation of Underground Petroleum Storage Systems*
 - *Australian Standard AS 4976-2008: The Removal and Disposal of Underground Petroleum Storage Tanks.*

Best practice resources are available to assist Council in implementing this policy. These resources are listed in Appendix 1.

6. Content

6.1. Policy statement

1. Council acknowledges that land contamination poses a risk of harm to human health and the environment.

6.2. Responsibilities

1. Council will act in good faith with the *Contaminated Land Planning Guidelines* by ensuring due care and diligence in considering land contamination in Council's land-use planning and development control functions.
2. Council will identify, evaluate and manage contaminated land so as to not increase the risk of harm to human health and the environment:
 - a. when preparing or making a planning instrument (including a planning proposal) and a development control plan (Part 3 of the *EP&A Act*)
 - b. when considering the potential for land contamination in development assessment and consent processes (Part 4 of the *EP&A Act*) and in environmental impact assessment processes (Part 5.1 of the *EP&A Act*)
 - c. in building and subdivision certification processes (Part 6 of the *EP&A Act*)
 - d. when managing public land and assets, including land managed or under the control of Council
 - e. when managing waste, including contaminants in soil.
3. Council will not approve a development application or lodge a planning proposal unless it is satisfied, based on information available to it under this policy, that that land is suitable, or can be made suitable, for its proposed use.
4. Council will consider the potential of land contamination in a process to furnish the contaminated land information that is required on planning certificates (section 10.7 of the *EP&A Act*).
5. With respect to sites with operational or abandoned underground petroleum storage systems, Council acknowledges that it is the ARA under the *UPSS Regulation*. Council also acknowledges the regulation of these sites is also under various other legislation administered by state departments and agencies, including SafeWork NSW and NSW Fair Trading.

6.3. Information management

1. Council will maintain and update a contaminated land site register so as to comply with section 59(2) of the *CLM Act* in furnishing contaminated land information on planning certificates under section 10.7 of the *EP&A Act*.
2. The contaminated land site register will include information on actual and potential land contamination to inform its land-use planning and development control functions in alignment with the *Contaminated Land Planning Guidelines*.
3. The list of sites in the contaminated land site register will be compiled, maintained and updated in good faith in the interests of responsible land-use planning and development control and is to be used as a first point of reference by Council.
4. Information on actual or potential land contamination contained in Council's contaminated land site register is to be supplied to the public only by either:
 - a. issuing a section 10.7 planning certificate under the *EP&A Act*
 - b. a Council officer with delegation to approve the release of reports identified in Appendix 3 that have been provided to Council
 - c. providing access to information and documents in accordance with *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

Contaminated land site register

5. Council's contaminated land site register should contain accurate and reliable information for individual parcels of land on:
 - a. land-use history and zoning so as to flag the potential for land contamination for a parcel of land if Council reasonably suspects historical land use or zoning may indicate a use of land involving a potential land use or activity listed in Appendix 2

- b. artefacts received by Council in relation to
 - i. reports on the assessment of site contamination listed in Appendix 3
 - ii. site audit statements
 - iii. EPA notifications under section 59(1) of the *CLM Act*
 - iv. notification for category 2 remediation works
 - v. notification of completion of category 1 and category 2 remediation works
 - c. any land-use restrictions on the land relating to possible contamination, such as notices issued by the EPA or other regulatory bodies.
6. If an EPA notification under section 59(1) of the *CLM Act* lists reports on the assessment of site contamination, Council will request copies of these reports to be included in its contaminated land site register.
 7. Council will either modify an existing record or create a new record in its contaminated land site register if it approves a new or significant modification (as defined by the *UPSS Regulation*) to an existing underground petroleum storage system.
 8. Information contained in this register is to be used by Council in
 - a. furnishing contaminated land information required on section 10.7 planning certificates under the *EP&A Act*
 - b. determining the suitability of land for its proposed use
 - c. determining conditions of development consent so as to not increase the risk of harm, to human health and the environment, of an approved use of land.
 9. Council will consider the potential for contamination of adjacent land in any process prescribed in section 6.3(8).
 10. Council will update records in the contaminated land site register with:
 - a. information provided to it in relation to the (actual or potential) contamination status of land, including notifications, notices and orders, and reports on the assessment of site contamination
 - b. information obtained from Council's inspection and monitoring of contaminated sites and from the inspection of sites operating underground petroleum storage systems
 - c. information directly obtained by Council in land-use planning and development control processes from
 - i. EPA online databases, in relation to sites subject to an investigation order and/or regulation under the *CLM Act*
 - ii. SafeWork NSW, in relation to underground petroleum storage systems licensed under Schedule 11 of the *Workplace Health and Safety Regulation 2017*
 - iii. NSW Fair Trading, in relation to registered retail fuel service stations
 - iv. other sources of information used as input into an assessment of historical land use.
 11. In lieu of a contaminated land site register, Council should identify and assess historical land use using information identified in section 6.3(10)(c) in any process prescribed by section 6.3(8).

Section 10.7 planning certificate

12. Council will furnish contaminated land information required on section 10.7(2) planning certificates including:
 - a. whether any adopted Council policy restricts the development of land subject to the planning certificate if Council knows or reasonably suspects land contamination
 - b. information prescribed by section 59(2) of the *CLM Act*
 - c. whether the land was or remains the subject of a preliminary investigation order under section 10(1)(a)–(b) of the *CLM Act*
 - d. whether the land is a remediation site
 - e. information on the potential of contamination of the land subject to the planning certificate due to its historical or current use. This information may be furnished using the annotations provided in Appendix 4 of this policy.
13. Council may furnish additional contaminated land information on section 10.7(5) planning certificates, including:
 - a. report(s) possessed by Council and identified in Appendix 3 relating to the assessment or regulation of site contamination of that land or adjacent land
 - b. a statement that the site has been assessed and/or remediated

- c. a statement that any person relying on the certificate is advised to consider these artefacts and to seek Council's advice regarding further development of the site.

6.4. Council land-use planning function

1. Council will consider land contamination in land-use planning processes in accordance with processes, procedures and standards prescribed by the *Contaminated Land Planning Guidelines*.
2. Council will consider the potential for land to be contaminated when there is a proposed change in the permissible uses of that land.
3. Council will not include land in a zone that would permit a change of use of that land from the existing use unless:
 - a. Council has considered whether the land is contaminated
 - b. if the land is contaminated, Council is satisfied that the land is suitable in its contaminated state or can be made suitable for its proposed use after remediation, for all purposes for which land in the zone concerned is permitted to be used
 - c. if the land requires remediation to be made suitable for any purpose for which land in that zone is permitted to be used, Council will impose conditions in development consent and approvals under Parts 4 and 5 of the *EP&A Act* to ensure the land is suitable for its proposed use through remediation prior to or during development works.

Initial evaluation

4. Council will undertake an initial evaluation to investigate the potential for land contamination when preparing or making a planning instrument, development control plan or planning proposal (rezoning proposal) under Part 3 of the *EP&A Act*, using the potential land uses and activities listed in Appendix 2 as a guide in this evaluation.

Preliminary site investigation

5. In alignment with *Local Planning Directions 4.4* ('Remediation of Contaminated Land'), Council will prepare and submit a preliminary site investigation report with a planning proposal if that proposal seeks to rezone land to a proposed use that is a sensitive receptor (as defined by this policy), and there is no knowledge (or incomplete knowledge) as to whether that and adjacent land involve a land use or activity listed in Appendix 2.
6. The preliminary site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The proponent is responsible for engaging a suitably qualified consultant to undertake this investigation.
7. Council will require a preliminary site investigation to be provided if it reasonably suspects, from an initial evaluation, that land may be contaminated because of the land's history (or historical zoning), condition or other information known to Council.
8. If the risk of contamination of land subject to a land-use planning process makes the land unsuitable for its proposed use, and it is not feasible to make the land suitable (that is, remediate the land) for its proposed use, Council will either:
 - a. restrict the range of permissible uses of that land in planning instruments
 - b. elect not to proceed with the planning proposal to rezone that land.
9. If the preliminary site investigation identifies that the land can be made suitable for its proposed use through remediation, Council will include provisions in its local environment plan or development control plan that ensure the potential for contamination and the suitability of land for any proposed use is further addressed prior to the development of that land.

6.5. Council development control function

6.5.1. Development assessment

1. In alignment with section 4.15(1)(c) of the *EP&A Act*, Council shall consider land contamination in subdivision and development applications, particularly when a change in land use is proposed. This is to ensure that contaminated land:
 - a. is suitable for its proposed use in its contaminated state
 - b. can be made suitable for its proposed use through remediation

- c. presents no increased risk of harm to human health and the environment.
- 2. Council will undertake an initial evaluation to identify and consider the possibility of all forms of potential contamination based on an assessment of the historical or current use of that or adjacent land, particularly if the historical or current use is a use or activity listed in Appendix 2, and the proposed use is a sensitive receptor.
- 3. If the initial evaluation identifies a potential for land contamination then, in alignment with section 4.6(4) of the *Resilience and Hazards SEPP*, Council will initiate an assessment of site contamination (as prescribed in section 6.5.4 of this policy) to ascertain the nature and extent of contamination.

6.5.2. Exempt and complying development

- 1. Development must not be carried out on land designated as 'significantly contaminated land' within the meaning of the *CLM Act* for complying development specified for Codes identified in section 1.19 under Part 1 of the *Exempt and Complying Development Codes SEPP*.
- 2. During development work on land subject to a complying development certificate, if land contamination is detected or reasonably suspected, Council requires that:
 - a. all development work immediately cease
 - b. Council and the EPA be notified of the potential contamination
 - c. the notification be sent by the PCA or by the person who issued the complying development certificate.
- 3. Exempt development must not be carried out on land designated as 'significantly contaminated land' within the meaning of the *CLM Act*.

6.5.3. Development consent

- 1. Council will, under section 4.17 of the *EP&A Act*, impose conditions in development consent to ensure there is no increased risk of harm to human health and the environment associated with:
 - a. development works (including complying development) on land that is known to be or is potentially contaminated
 - b. onsite management of contaminants in soil, including
 - i. soil used as infill at a development site (that is, virgin excavated natural material)
 - ii. soil that may contain asbestos
 - iii. contaminated soil from remediation works
 - c. offsite management of contaminants in soil, including waste material generated during remediation for offsite processing (a waste classification report³ must be provided prior to transporting waste material offsite)
 - d. the detection of contamination on land that is subject to a complying development certificate
 - e. the ongoing operation of an approved use of land that involves a land use or activity listed in Appendix 2.
- 2. Standard conditions prescribed by Council in development consent related to contaminated land are those either:
 - a. contained in the *Council Guidance on Implementing the Contaminated Land Policy* document
 - b. developed by the NSW Department of Planning and Environment and located in the NSW Planning Portal (voluntary contaminated land conditions)
 - c. developed by Council in accordance with the NSW Department of Planning and Environment's *Guide to Writing Conditions of Consent* and which align with the 'Newbury Test'.
- 3. Council can impose a condition of development consent that requires the applicant to:
 - a. prepare a report on the assessment of site contamination, and to submit this report to Council prior to issuance of a subdivision works or construction certificate
 - b. submit a validation report to Council prepared by a certified consultant prior to commencing development works, confirming the land has been made suitable

³ <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/contaminated-land/20p2233-consultants-reporting-on-contaminated-land-guidelines.pdf>

- through remediation for its proposed use, and whether any ongoing monitoring is required to manage residual site contamination
- c. prior to lodging a construction certificate, provide Council with the design specifications for a new or significantly modified underground petroleum storage system that was prepared by a 'duly qualified person' (within the meaning of the *UPSS Regulation*)
 - d. prior to lodging an occupation certificate, provide Council with
 - i. works as executed plans related to the installation of new or significantly modified underground petroleum storage systems by a 'duly qualified person'
 - ii. a copy of the fuel system operation plan that has been prepared in accordance with the *UPSS Regulation*
 - e. engage an accredited site auditor to review an assessment of site contamination and reports thereon, including a validation report. This is most appropriate for high-risk sites involving a change in land use to a sensitive receptor.

6.5.4. Assessment of site contamination

1. Council will require:
 - a. investigations on the nature and extent of land contamination to be undertaken by appropriately qualified contaminated land consultants
 - b. reports on these investigations to be prepared, or reviewed and approved by, an appropriately qualified and certified consultant in accordance with relevant guidelines made by the NSW EPA.

Preliminary site investigation

2. If the initial evaluation identifies a potential for land contamination, then, in alignment with section 4.6(4) of the *Resilience and Hazards SEPP*, Council will require a preliminary site investigation to be submitted with a subdivision works or development application to carry out development where the land concerned is:
 - a. land that is within an investigation area (within the meaning of the *CLM Act*)
 - b. land on which development for a purpose listed in Appendix 2 is currently being, or is known to have been, carried out
 - c. to the extent to which it is proposed to carry out development on it for residential, educational, recreational or childcare purposes, or for the purposes of a hospital – land
 - i. in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose listed in Appendix 2 has been carried out
 - ii. on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).
3. Council will also require a preliminary site investigation when:
 - a. Council reasonably suspects the land is contaminated because of its historical use (or zone), its condition or other information known to Council
 - b. the land has been investigated and/or remediated, but there is insufficient information available to Council on the nature and extent of contamination and/or remediation works undertaken, or the circumstances have changed
 - c. there are restrictions on, or conditions attached to, the use of the land by a regulatory or planning authority that are or may be related to contamination, but there is insufficient information available to Council on the nature and extent of contamination
 - d. Council records show that the land is associated with pollution incidents or the illegal dumping of waste
 - e. the land is adjacent to land historically or currently being used for a purpose listed in Appendix 2, and Council reasonably suspects it is likely that this use may have contaminated the land subject to the preliminary site investigation
4. The preliminary site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The applicant is responsible for engaging a suitably qualified consultant to undertake this investigation.

Detailed site investigation

5. Council will require a detailed site investigation to be undertaken when either:

- a. the results of the preliminary site investigation state the potential for or existence of contamination that may not be suitable for the proposed use of the land
 - b. Council is not satisfied with the content and/or completeness of the preliminary site investigation.
6. Council may request the preliminary and detailed site investigations to be combined when the land is known to be contaminated.
7. The detailed site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The applicant is responsible for engaging a suitably qualified consultant to undertake this investigation.
8. A report on the detailed site investigation must include a statement as to whether the land is suitable for its proposed use or if remediation is necessary to make the land suitable for its proposed use. If remediation is required, the report must list the feasible remediation options available.

Remediation action plan

9. A remediation action plan is to be provided to Council if the report on the preliminary or detailed site investigation states that the land is not suitable for its proposed use but can be made suitable through remediation.
10. Prior to determining a subdivision or development application, Council must be satisfied that remedial measures have been or will be undertaken in accordance with the remediation action plan lodged with Council.
11. A remediation action plan must identify, upon completion of remediation works, the need for ongoing land management due to residual contamination. This plan may also include an outline of the environmental management plan.

Validation report

12. A validation report must be lodged with Council after remediation works have been completed.
13. Where applicable, Council will include a condition of development consent requiring this report to be provided to Council prior to issuance of the subdivision works or construction certificate.

Remediation works

14. Remediation work that is ordinarily category 2 remediation work but which is ancillary to designated development that requires development consent under Part 4 of the *EP&A Act* and an environmental impact statement under Part 5 of the *EP&A Act* may, as an applicant chooses, either:
 - a. be made part of the subject of the development application for the designated development instead of being made the subject of a separate development application
 - b. be treated as category 2 remediation work, which does not require the consent of Council.
15. All remediation work must be consistent with the *Contaminated Land Planning Guidelines* and carried out in accordance with guidelines made or approved by NSW EPA as required by the *CLM Act*.
16. Council requirements regarding site management of remediation works are outlined in Appendix 5 and are required to be included in a remediation action plan.
17. Council must be notified within 30 days of the completion of remediation works, in alignment with section 4.14(2) of the *Resilience and Hazards SEPP*. This notice is required to include:
 - a. information prescribed in section 4.15 of the *Resilience and Hazards SEPP*
 - b. a validation report.

Category 1 Remediation works

18. Remediation work that requires development consent is category 1 remediation work. Category 1 remediation work is remediation work that is either:
 - a. identified in section 4.8(a)–(f) of the *Resilience and Hazards SEPP*
 - b. not being work to which section 4.11(b) of the *Resilience and Hazards SEPP* applies

- c. not carried out in accordance with the site management provisions outlined in Appendix 5.

Category 2 remediation work

19. Remediation work that does not require development consent is category 2 remediation work. Section 4.11 of the *Resilience and Hazards SEPP* defines what constitutes category 2 remediation work.
20. Council must be notified of the intent to undertake category 2 remediation work at least 30 days before commencement. This notification is to include the information identified in section 4.13(3) of the *Resilience and Hazards SEPP*.
21. Council also requires the following information to be lodged 14 days before commencing these works:
 - a. a copy of the preliminary site investigation report, detailed site investigation report and remediation action plan for these works
 - b. a copy of the soil and water management plan, where applicable (that is, for the management of flooding and of contaminants in soil)
 - c. the contact details of the contractor responsible for remediation works and of the party responsible for ensuring compliance of remediation work with all relevant regulatory requirements.
22. A validation report is to be submitted to Council upon the completion of category 2 remediation works.
23. For category 2 remediation works associated with underground petroleum storage systems, Council requires:
 - a. if a storage system is to be decommissioned, that the person responsible for the storage system notify Council no later than 30 days before the storage system is decommissioned or removed, and that the notification include both
 - i. a report on the assessment of site contamination, which is likely to be a report on the preliminary site investigation
 - ii. a remediation action plan
 - b. if a storage system is decommissioned, that the person responsible for the storage system either
 - i. submit a site report (preliminary site investigation report) to Council no later than 60 days after the system is decommissioned
 - ii. submit the site report and a validation report to Council if remediation of the site is required, and submit these 60 days after the completion of the remediation works
 - c. if a storage system is to be modified and involves the removal or replacement of an underground petroleum storage tank, that the person responsible
 - i. not commission the modified underground petroleum storage system unless the reports prescribed by this clause are submitted to Council
 - ii. submit an updated fuel system operation plan to Council
 - iii. prepare, in accordance with guidelines made by the NSW EPA, the reports prescribed by this clause.

Site audit

24. Specific circumstances that may trigger an independent review ('audit') of information pertaining to an assessment of site contamination (including reports thereon) include when Council either:
 - a. reasonably suspects that information provided by the applicant is incorrect or incomplete
 - b. needs to verify that information provided by the applicant adheres to appropriate standards, procedures and guidelines
 - c. does not have the capacity to technically review reports on the assessment of site contamination.
25. A statutory site audit is required only when there is a requirement to demonstrate compliance with:
 - a. a requirement under the *CLM Act*
 - b. an approved voluntary management proposal
 - c. a requirement imposed by at least one of the following

- i. the *CLM Act*
 - ii. the *Resilience and Hazards SEPP*
 - iii. the *EP&A Act* (that is, development consent or any other approval under this Act)
 - d. any other requirement imposed by or under a relevant Act.
26. Independent review ('audit') can be undertaken by a consultant with the necessary competencies and qualifications.
 27. A statutory site audit must be undertaken by a site auditor accredited under the relevant provisions of the *CLM Act*.
 28. For statutory site audits (within the meaning of the *CLM Act*), Council must be provided:
 - a. the site audit statement that outlines the conclusions of a site audit
 - b. the site audit report that summarises the information reviewed by the accredited site auditor.
 29. Requirements of site auditors are prescribed in the relevant guidelines made by the NSW EPA on the site auditor scheme under the *CLM Act*.
 30. Costs associated with an independent review or the site audit process are with the applicant.

Environmental management plan

31. An environmental management plan is required when either:
 - a. residual contamination on land requires ongoing management to manage the risk of harm to human health and the environment, especially when onsite containment of contamination is proposed or is in place
 - b. there are restrictions on the use of the land due to contamination.
32. An environmental management plan is to consider:
 - a. suitable management systems (active or passive)
 - b. potential for intrusive works, including any works arising from the maintenance of service infrastructure or exempt and complying development works
 - c. ecologically sustainable development
 - d. management of offsite contamination.
33. Council can, under section 4.17 of the *EP&A Act*, include a condition of development consent that requires an applicant to prepare and submit to Council an environmental management plan.
34. An environmental management plan is to be prepared in accordance with the requirements prescribed by the NSW EPA *Practice Note: Preparing Environmental Management Plans for Contaminated Land*.
35. An environmental management plan is to be prepared by an appropriately qualified contaminated land consultant and can be reviewed by an accredited site auditor. Environmental management plans prepared to comply with the *CLM Act* must be prepared, or reviewed and approved by, a contaminated land consultant who is certified under a certification scheme recognised by the NSW EPA.
36. Notations indicating that land is subject to an environmental management plan are required in:
 - a. section 10.7(2) and 10.7(5) planning certificates under the *EP&A Act*
 - b. covenants registered on a land title under section 88B of the *Conveyancing Act 1919*.
37. Provisions of environmental management plans must be legally enforceable. Council can rely on section 4.17 of the *EP&A Act* to include, as a condition of development consent, that an ongoing environmental management plan be prepared and may also consider orders under section 124 of the *Local Government Act 1993*.

6.5.5 Maintaining compliance with development consent

Contaminated land

1. Council will monitor sites subject to an environmental management plan in accordance with any role or responsibility prescribed to it under that plan.
2. Council may monitor sites subject to remediation works to confirm that those works are undertaken in accordance with the site management provisions in Appendix 5.

Underground petroleum storage system

3. Council authorised officers may inspect and monitor these sites to ensure that the operation of underground petroleum storage systems maintains compliance with development consent

- and does not present an increased risk of harm to human health or the environment through site contamination (for example, through leaks and spills). The following are excluded:
- a. sites with operational or abandoned underground petroleum storage systems licensed under Schedule 1 of the *POEO Act*
 - b. Council-owned or managed sites with operational or abandoned underground petroleum storage systems for which the NSW EPA is the ARA.
4. The inspection and monitoring of underground petroleum storage systems will focus on:
 - a. retail fuel service stations
 - b. fuel depots
 - c. multipurpose premises with retail fuel service (for example, general stores and post offices).
 5. Council monitoring of these sites will be proportionate to the risk of harm posed by the underground petroleum storage system, which is to be determined by Council as a function of:
 - a. the age of underground petroleum storage tanks
 - b. existence of an onsite fuel system operation plan
 - c. evidence of loss monitoring
 - d. evidence leak detection
 - e. proximity to a sensitive receptor, which would also include both
 - i. irrigation channels for agricultural use
 - ii. the use of groundwater for potable water use.
 6. Council may determine and/or amend the potential risk of harm for an individual underground petroleum storage system site using information obtained from any of the following:
 - a. an annual inspection
 - b. an inspection at a frequency commensurate with the risk of the site
 - c. an assessment of responses provided to the Council's survey of underground petroleum storage system sites by the person responsible for the underground petroleum storage system, with the survey to be sent every 2 years
 - d. a formal notification received by Council under Part 5.7 of the *POEO Act* in relation to a potential leak in the underground petroleum storage system
 - e. any other notification sent to Council regarding the operation or decommissioning of the underground petroleum storage system
 - f. notifications under sections 91 and 96 of the *POEO Act* in relation to clean-up and prevention notices, respectively
 - g. the finding of an abandoned underground petroleum storage tank on public or private land.
 7. Artefacts generated from Council's inspection and monitoring of underground petroleum storage systems are to be kept in Council's electronic document and records management system and linked to Council's contaminated land site register and/or to Council's database of underground petroleum storage systems.

6.6. Duty to notify

1. Where Council considers that contamination on a site triggers the duty to report contamination under clause 60 of the *CLM Act*, and it is not clear whether or not the polluter or site owner has reported the contamination, Council may notify the EPA.
2. Where the land is under Council management and/or control, or Council is the polluter of land, Council will notify the EPA in accordance with clause 60 of the *CLM Act*.

6.7. Public land

1. Community or public land (or part thereof) under Council's control or management that is known to be contaminated will be managed so as to not increase the risk of harm to human health and the environment.⁴

⁴ <https://www.epa.nsw.gov.au/your-environment/contaminated-land/managing-contaminated-land/procedures-for-land-managers>

6.8. Use of consultants

1. Contaminated land investigations will be undertaken by, and reports on these investigations are to be prepared, or reviewed and approved by, an appropriately qualified and certified consultant in accordance with relevant guidelines made by the NSW EPA.
2. The design and installation of underground petroleum storage systems will be undertaken by duly qualified persons within the meaning of the *UPSS Regulation*.

7. Documentation

This policy is supported by a range of capacity resources, documents, forms and templates that are either included or referred to in:

- Appendix 1 – ‘Best Practice Resources on Managing Contaminated Land’ (including the *Council Guidance on Implementing the Contaminated Land Policy*) to assist and inform Council’s navigation of the contaminated land regulatory landscape
- Appendix 2 – ‘Potential Land Uses and Activities That May Cause Site Contamination’
- Appendix 3 – ‘Artefacts Generated in the Process of Managing Contaminated Land’
- Appendix 4 – ‘Annotations for Section 10.7 Planning Certificates on Contaminated Land’
- Appendix 5 – ‘Site Management Provisions for Remediation Works’.

1 Appendix 1 – Best practice resources on managing contaminated land

The resources listed in Table A1.1 below are based on *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land (SEPP55 Guidelines)*, guidelines made or approved by the EPA and on resources developed by the EPA and other NSW councils. They have been updated, where applicable, to reflect changes in the regulatory landscape.

The resources are also provided for processes ancillary to managing contaminated land, including underground petroleum storage systems, onsite and offsite management of contaminants (including waste material) in soil, and the selection of consultants, among other processes.

A draft revision of the *SEPP55 Guidelines* (that is, the *Contaminated Land Planning Guidelines*) was released by the NSW Department of Planning and Environment in 2018 but has yet to be finalised at the time of finalising the model policy. As already noted, the Contaminated Land Framework includes (where appropriate) elements of the draft guidelines.

Table A1.1: Best practice resources available to Council on managing contaminated land and underground petroleum storage systems

| Resource | Author | Description |
|--|--|---|
| <i>Assessment of Site Contamination Reports</i> | RAMJO-REROC, Ballina and Bathurst CRCB projects | A resource to assist Council to ascertain the completeness of the report and to assist in the interpretation and use of its content. Also includes checklists to provide Council with a degree of confidence and certainty on the report. |
| <i>Managing Offsite Transport of Soil</i> | Ballina, RAMJO-REROC and FNWJO CRCB projects | A resource outlining best practices in the offsite management of soil, including soil that includes waste materials generated during remediation, for offsite processing. |
| <i>Managing Asbestos in Development Control Processes</i> | FNWJO CRCB project | A resource for Council on managing asbestos in its operations. It is complementary to the Council <i>Asbestos Management Policy</i> . |
| <i>A Guide to Selecting a Consultant</i> | RAMJO-REROC and Ballina CRCB projects | An important resource for Council to identify the required competencies and qualifications of consultants for specific stages of the assessment of site contamination, in the design and installation of underground petroleum storage systems, and in managing asbestos. |
| <i>A Guide to Retail Service Station Owners on Managing UPSS Systems</i> | NSW EPA (updated by RAMJO-REROC and FNWJO CRCB projects) | A quick reference guide on the obligations of owners, operators and site managers of UPSS infrastructure. This guide is a retired NSW EPA resource that has since been updated by RAMJO and its collaborators. |
| <i>UPSS and Council ARA Responsibilities</i> | RAMJO-REROC CRCB project | A quick reference guide for Council on their responsibilities as the ARA regarding UPSS systems. |
| <i>Decommissioning an Underground Petroleum Storage Tank or System</i> | NSW EPA | A fact sheet for Council on the process to decommission an underground petroleum storage system. |
| Statutory guidelines made or approved by the EPA | NSW EPA | The NSW EPA has made or approved a range of statutory guidelines dealing with different types of contamination. These guidelines are to be considered by accredited site auditors, contaminated land |

| | | |
|--|---------|---|
| | | consultants, and those with a duty to report contamination to the NSW EPA. |
| Non-statutory guidelines made or approved by the EPA | NSW EPA | The NSW EPA has made or approved a range of non-statutory guidance documents dealing with different types of contamination. These guidance documents are to be considered by accredited site auditors, contaminated land consultants, and those with a duty to report to the EPA. |

Note: RAMJO = Riverina and Murray Joint Organisation; REROC = Riverina Eastern Regional Organisation of Councils; CRCB = Council Regional Capacity Building; FNWJO = Far North West Joint Organisation.

2 Appendix 2 – Potential land uses and activities that may cause site contamination

Information provided in this appendix is taken from the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*. This information relates to activities that may cause contamination, as well as industries and associated chemicals that may cause contamination. The coverage of activities, industries and associated chemicals are largely the same when compared to the corresponding table in the *SEPP55 Guidelines*. Differences are presented in *italics*.

The information in these tables is to be used as a guide by Council in an initial evaluation of the potential for site contamination. However, a conclusive find as to whether land is 'contaminated' or 'not contaminated' can only be determined after a preliminary site investigation or a detailed site investigation.

Table A2.1: Activities that may cause site contamination

| | |
|--|---|
| Acid and alkali plant and formulation | Iron and steel work |
| Agricultural and horticultural activities | Landfill sites |
| Airports | Metal treatment |
| Asbestos production and disposal | Mining and extractive industries |
| Battery manufacture and recycling | Oil production and storage |
| Breweries and distilleries | Paint formulation and manufacture |
| Chemical manufacture and formulation | Pesticide manufacture, formulation and use |
| <i>Council depots</i> | Power stations |
| Defence works | Printing shops |
| Drum reconditioning works | Railway yards |
| Dry-cleaning | <i>Research institutions (laboratories)</i> |
| Electrical manufacturing (transformers, capacitors) | Scrap yards |
| Electroplating and heat treatment premises | Service stations and fuel storage facilities (depots) |
| Engine works | Sheep and cattle dips |
| Explosives industry | Smelting and refining |
| <i>Firefighting training and the use of firefighting foams</i> | Tanning and associated trades |
| Foundries | <i>Waste processing, storage and treatment</i> |
| Fuel storage | Water and sewerage treatment plants |
| Gas works | Wood preservation |
| <i>Hospitals</i> | |

Source: Table 1 in Appendix 1 of the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*. The use of *italics* indicates an activity not identified in these guidelines but is known to cause site contamination.

Table A2.2: Industries and associated chemicals that may cause contamination

| Industry or activity | Main chemical group | Associated chemicals |
|---|---------------------------|---|
| Agricultural and horticultural activities | | See – ‘chemical manufacture and use’ (‘fertiliser’, ‘fungicides’, ‘herbicides’ and ‘pesticides’). |
| Airports | Hydrocarbons | Aviation fuels (total petroleum hydrocarbons, kerosene), <i>PFAS</i> |
| | Metals | Particularly lead, aluminium, magnesium, chromium, chlorinated solvents |
| Asbestos production and disposal | Asbestos | Asbestos (bonded and fibrous). Be aware of assessments in areas of naturally occurring asbestos. ¹ |
| Battery manufacture and recycling | Acids | Sulfuric acid |
| | Metals | Lead, manganese, zinc, cadmium, nickel, cobalt, mercury, silver, antimony |
| Breweries and distilleries | Alcohol | Ethanol, methanol, esters |
| Chemical manufacture and use | Acid and alkali | Mercury; chlorine (chloralkali process); sulfuric, hydrochloric and nitric acids; sodium and calcium hydroxides |
| | Adhesives and resins | Polyvinyl acetate, phenols, formaldehyde, acrylates, phthalates |
| | Drum reconditioning works | Chemicals, paints, resins, tars, adhesives, oils, fuels, solvents, drum residues |
| | Dyes | Chromium, titanium, cobalt, sulfur organic compounds, nitrogen organic compounds, sulfates, solvents |
| | Explosives | Acetone, nitric acid, ammonium nitrate, pentachlorophenol, ammonia, sulfuric acid, nitroglycerine, calcium cyanamide, lead, ethylene glycol, methanol, copper, aluminium, bis(2-ethylhexyl) adipate, dibutyl phthalate, sodium hydroxide, mercury, silver |
| | Fertiliser | Calcium phosphate, calcium sulfate, nitrates, ammonium sulfate, carbonates, potassium, copper, magnesium, molybdenum, boron, cadmium, arsenic |
| | Flocculants | Aluminium |
| | Foam production | Urethane, formaldehyde, styrene |
| | Fungicides | Carbamates, copper sulfate, copper chloride, sulfur, chromium, zinc |
| | Herbicides | Ammonium thiocyanate, carbamates, organochlorines, organophosphates, arsenic, mercury, triazines |
| | Paints | <u>Heavy metals</u> – arsenic, barium, cadmium, chromium, cobalt, lead, manganese, mercury, selenium, zinc, titanium |

| Industry or activity | Main chemical group | Associated chemicals |
|--------------------------|---------------------------------|--|
| | | <u>Solvents</u> – toluene oils, either natural (for example, pine oil) or synthetic, hydrocarbon |
| | Pesticides | <u>Active ingredients</u> – arsenic, lead, organochlorines, organophosphates, sodium tetraborate, carbamates, sulfur, synthetic pyrethroids <u>Solvents</u> – xylenes, kerosene, methyl isobutyl ketone, amyl acetate, a wide range of chlorinated solvents |
| | Pharmaceutical | <u>Solvents</u> – acetone, cyclohexane, methylene chloride, ethyl acetate, butyl acetate, methanol, ethanol, isopropanol, butanol, pyridine methyl ethyl ketone, methyl isobutyl ketone, tetrahydrofuran |
| | Photography | Hydroquinone, sodium carbonate, sodium sulfite, potassium bromide, monomethyl para-aminophenol sulfate, ferricyanide, chromium, silver, thiocyanate, ammonium compounds, sulfur compounds, phosphate, phenylene diamine, ethyl alcohol, thiosulfates, formaldehyde |
| | Plastics | Sulfates, carbonates, cadmium, solvents, acrylates, phthalates, styrene |
| | Rubber | Carbon black |
| | Soaps, detergents | <u>General</u> – potassium compounds, phosphates, ammonia, alcohols, esters, sodium hydroxide, surfactants (sodium lauryl sulfate), silicate compounds <u>Acids</u> – sulfuric acid and stearic acid <u>Oils</u> – palm, coconut, pine, tea tree |
| | Solvents | <u>General</u> – ammonia <u>Hydrocarbons</u> – for example, BTEX <u>Chlorinated organics</u> – for example, tetrachloroethene (perchloroethylene) trichloroethene, trichloroethane, dichloroethane, carbon tetrachloride, methylene chloride |
| <i>Council depots</i> | | Hydrocarbons, PAH, asbestos, heavy metals, pesticides, herbicides, <i>PFAS</i> |
| Defence works | | Hydrocarbons, <i>PFAS</i> , asbestos <i>See also</i> – ‘chemical manufacture and use’ (‘explosives’), ‘foundries’, ‘engine works’, ‘service stations and fuel storage facilities (depots)’ |
| Dry-cleaning | Chlorinated solvents | Tetrachloroethene (perchloroethylene), trichloroethylene, 1,1,1-trichloroethane, carbon tetrachloride, white spirit (mixed hydrocarbons) |
| Electrical manufacturing | Solvents, metals | PCBs (transformers and capacitors), solvents, tin, lead, copper, mercury |
| Engine works | Hydrocarbons, metals, solvents, | <u>Refrigerants</u> – chlorofluorocarbons, hydro chlorofluorocarbons, hydrofluorocarbons |

| Industry or activity | Main chemical group | Associated chemicals |
|---|------------------------------|---|
| | acids, alkalis, refrigerants | |
| | Antifreeze | Particularly aluminium, manganese, iron, copper, nickel, chromium, zinc, cadmium, lead, and oxides, chlorides, fluorides and sulfates of these metals |
| Foundries | Metals | Particularly aluminium, manganese, iron, copper, nickel, chromium zinc, cadmium, lead, and oxides, chlorides, fluorides and sulfates of these metals |
| <i>Firefighting training and the use of firefighting foam</i> | PFAS | Hydrocarbons, solvents, chlorinated solvents, inorganics |
| Gas works | Inorganics | Asbestos, ammonia, cyanide, nitrate, sulfide, thiocyanate, aluminium, antimony, arsenic, barium, cadmium, chromium, copper, iron, lead, manganese, mercury, nickel, selenium, silver, vanadium, zinc |
| | Organics | BTEX, phenolics, PAHs and coke |
| <i>Hospitals</i> | Waste | Asbestos, various |
| | Radioactive material | Diagnostic and therapeutic isotopes |
| Iron and steel work | Organics, metals | BTEX; phenolics; PAHs; metals and oxides of iron, nickel, copper, chromium, magnesium, manganese and graphite |
| Landfill sites | Gases, metals, organics | Methane, carbon dioxide, ammonia, sulfides, heavy metals, organic acids, hydrocarbons, asbestos |
| Marinas | Antifouling paints | Copper, tributyltin <i>See also – ‘engine works’, ‘metal treatments’ (‘electroplating’ metals)</i> |
| Metal treatment | Electroplating | <u>Metals</u> – nickel, chromium, zinc, aluminium, copper, lead, cadmium, tin <u>Acids</u> – sulfuric, hydrochloric, nitric and phosphoric acids <u>General</u> – sodium hydroxide, 1,1,1-trichloroethane, tetrachloroethylene, toluene, ethylene glycol, cyanide compounds |
| | Liquid carburising baths | Sodium, cyanide, barium, chloride, potassium chloride, sodium chloride, sodium carbonate, sodium cyanate |
| Mining and extractive industries | | Arsenic, mercury and cyanides. <i>See also – ‘chemical manufacture and use’ (‘explosives’)</i> . Aluminium, arsenic, copper, chromium, cobalt, lead, manganese, nickel, selenium, zinc and radio radionuclides. The list of heavy metals should be decided according to the composition of the deposit and known impurities. Consideration should be given to chemicals associated |

| Industry or activity | Main chemical group | Associated chemicals |
|---|---|---|
| | | with any mineral processing that also occurred on the mine site. PFAS chemicals associated with firefighting equipment to protect mining infrastructure |
| Oil production and storage | | See – ‘service stations and fuel storage facilities (depots)’ |
| Paint formulation and manufacture | | See – ‘chemical manufacture and use’ (‘paints’) |
| Pesticide manufacture, formulation and use | | See – ‘chemical manufacture and use’ (‘pesticides’) |
| Power stations | | Asbestos, PCBs, fly ash metals, water treatment chemicals |
| Printing shops | | Acids, alkalis, solvents, chromium, trichloroethene, methyl ethyl ketone See also – ‘chemical manufacture and use’ (‘photography’) |
| Railway yards | | Hydrocarbons, asbestos, arsenic, phenolics (creosote), heavy metals, nitrates, ammonia |
| <i>Research Institutions (laboratories)</i> | | Various, depending on the nature of work being carried out. A case-specific evaluation is required. |
| Scrap yards | | Hydrocarbons, metals, solvents, asbestos |
| Service stations and fuel storage facilities (depots) | Petroleum hydrocarbons, PAHs and lead | Aromatic hydrocarbons, BTEX, naphthalene, PAHs, phenols, lead |
| Sheep and cattle dips | | Arsenic, organochlorines, organophosphates, carbamates, synthetic pyrethroids |
| Smelting and refining | | Metals, fluorides, chlorides and oxides of copper, tin, silver, selenium lead, and aluminium |
| Tanning and associated trades | Various | <u>Metals</u> – chromium, manganese, aluminium <u>General</u> – ammonium sulfate, ammonia, ammonium nitrate, arsenic phenolics, formaldehyde, sulfide, tannic acid |
| Water and sewerage treatment plants | Metals and chemicals used in water treatment and wastewater and biosolids treatment | Aluminium, arsenic, cadmium, chromium, cobalt, lead, nickel, fluoride, lime, zinc |

| Industry or activity | Main chemical group | Associated chemicals |
|--|----------------------------|---|
| <i>Waste processing, storage and treatment</i> | Fire retardants, plastics | Polybrominated diphenyl ethers, PFAS, plasticisers |
| Wood preservation | Metals | Chromium, copper, arsenic, naphthalene, ammonia, pentachlorophenol, dibenzofuran, anthracene, biphenyl, ammonium sulfate, quinoline, boron, creosote, organochlorine pesticides |

Note: PFAS = per- and polyfluoroalkyl substances; BTEX = benzene, toluene, ethylbenzene, xylene; PAH = polycyclic aromatic hydrocarbons; PCB = polychlorinated biphenyl.

Source: Table 2 in Appendix 1 of the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*.

The use of *italics* indicates an activity not identified in these guidelines but is known to cause site contamination.

¹ <https://trade.maps.arcgis.com/apps/PublicInformation/index.html?appid=87434b6ec7dd4aba8cb664d8e646fb06>

3 Appendix 3 – Artefacts generated in the process of managing contaminated land

Table A3.1 lists artefacts either prepared by or for Council in a process to consider and assess site contamination. These artefacts should be retained in Council’s electronic document and records management system and also linked to the respective record in Council’s contaminated land site register.

These artefacts can also be provided with section 10.7 planning certificates under the *EP&A Act*.

Table A3.1: Artefacts generated in a process to assess site contamination

| Process | Artefact | Prepared by | Description |
|--------------------------------|--|-------------|--|
| Initial evaluation | Checklist | Council | To guide Council's consideration of the potential for site contamination. |
| Preliminary site investigation | Report on the preliminary site investigation | Consultant | Reports the possibility of potential contamination based on historical land use. It includes the development of the conceptual site model. |
| | Checklist | Council | Confirms whether the requirements of the investigation have been met. |
| Detailed site investigation | Report on the detailed site investigation | Consultant | Defines the extent and degree of contamination and assesses potential risks posed to health and the environment by contaminants. The investigation is also used to obtain sufficient information for the development of a remediation action plan if required. |
| | Checklist | Council | Confirms whether the requirements of the investigation have been met. |
| Remediation | Remediation action plan | Consultant | A plan that sets out remediation objectives and documents the proposed remediation process. |
| | Validation report | Consultant | Reports on whether the objectives for remediation and any conditions of development consent have been achieved. |
| Site audit | Site audit report | Consultant | A summary of information reviewed by the accredited site auditor. |
| | Site audit statement | Consultant | An outline of the conclusions of a site audit. |
| Environmental management plan | | Consultant | Outlines the mitigation measures and/or monitoring requirements where the full clean-up of a site is not feasible or where onsite containment of contamination has been proposed. |

Table A3.2 lists key artefacts generated in a process to regulate contaminated land and underground petroleum storage systems.

These artefacts should be retained in Council's electronic document and records management system, and also linked to the respective record in Council's contaminated land site register.

These artefacts may also be included on section 10.7 planning certificates under the *EP&A Act*.

Table A3.2: Artefacts generated in a process to regulate contaminated land and underground petroleum storage systems

| Process | Artefact | Prepared by |
|--|--|--|
| EPA notices and orders under the <i>CLM Act</i> | Preliminary investigation order | EPA |
| | Significant contaminated land notice | EPA |
| | Management order | EPA |
| | Voluntary management proposal | Landowner, or person managing an activity that caused the site contamination |
| | Environmental management plan | EPA/landowner |
| | Revocation of orders under the <i>CLM Act</i> | EPA |
| Pollution prevention | Waste classification report | Person responsible for remediation |
| | UPSS inspection form | Council |
| | Contaminated land investigation form | Council |
| | <i>POEO Act</i> section 91 clean-up notice | Council/EPA |
| | <i>POEO Act</i> section 96 prevention notice | Council/EPA |
| | Leak notification under the <i>POEO Act</i> Part 5.7 | Council / UPSS operator |
| | Fuel system operation plan | Council / UPSS operator |
| | Loss monitoring reports | Council / UPSS operator |
| | Leak detection reports | Council / UPSS operator |
| Decommissioning of a UPSS (category 2 remediation works) | Development application | |
| | Notifications (leak notification) | UPSS owner |
| | Validation report | Consultant |
| Information management | <i>POEO Act</i> section 192 and 193 requests for information | Council |
| | Survey of UPSS operators | Council |
| Compliance | Penalty infringement notices | Council |

Note: UPSS = underground petroleum storage system.

4 Appendix 4 – Annotations for section 10.7 planning certificates on contaminated land

Council is required to include contaminated land information on section 10.7 planning certificates. This requirement is anchored in:

- the *EP&A Act*
 - section 10.7(2), as elaborated by the *Environmental Planning and Assessment Regulation 2021*
 - section 10.7(5), in relation to advice on other matters affecting the land
 - section 10.7(6), in relation to furnishing of contaminated land information in good faith with Schedule 6 of the *EP&A Act*
- section 10(1) in schedule 2 of the *Environmental Planning and Assessment Regulation 2021* in relation to whether an adopted Council policy restricts the development of land because of site contamination
- the *CLM Act*
 - section 10(1)(a)–(b), in relation to preliminary investigation orders issued by the EPA for the land
 - section 44, in relation to the EPA's repeal or revoking of orders and notices issued under section 10 of the *CLM Act*
 - section 59(2), in relation to matters that are to be included in section 10.7 planning certificates.

The information required to be included on a planning certificate is outlined in Table A4.1. Council must note that information prescribed under section 59(2) of the *CLM Act* pertains to land that 'is' subject – not 'was' subject – to the prescribed regulatory processes. However, Council can elect to include this historical information on planning certificates in accordance with its *Contaminated Land Policy*.

Table A4.1: Contaminated land information required on section 10.7 planning certificates

| Planning certificate | Contaminated land information |
|----------------------|--|
| Section 10.7(2) | <p>A statement that Council has adopted a policy to restrict the development of land because of the actual or potential likelihood of that land being contaminated.</p> <p>See Table A4.2 for annotations that Council can use.</p> <p>At the date of issue of the planning certificate, a statement that the land to which the planning certificate relates is:</p> <ul style="list-style-type: none"> • significantly contaminated land within the meaning of the <i>CLM Act</i>, including whether only part or all of the land is significantly contaminated • subject to a management order under the <i>CLM Act</i> • the subject of an approved voluntary management proposal under the <i>CLM Act</i> • subject to an ongoing maintenance order under the <i>CLM Act</i> • the subject of a site audit statement under the <i>CLM Act</i>. <p>Council may elect to include information on the potential of site contamination because the historical use of that land is known or reasonably suspected by Council to be an activity identified in Appendix 2.</p> <p>See Table A4.2 for annotations that Council can use.</p> |
| Section 10.7(5) | <p>Information provided on section 10.7(2) planning certificates and additional information Council may elect to disclose pertaining to the actual or potential contamination of the land.</p> <p>See Table A4.2 for annotations that Council can use.</p> |

Table A4.2: Annotations for additional information on section 10.7 planning certificates for land that is or may be contaminated

| Situation | Annotation |
|-----------|------------|
|-----------|------------|

| | |
|---|--|
| <p>Council has identified that the land:</p> <ul style="list-style-type: none"> • has a previous land-use history that could have involved the use of contaminants on the site (for example, the land may have been used for an activity listed in Appendix 2) • is known to be contaminated but has not been remediated. | <p>'Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that have previously been used for certain purposes.</p> <p>Consideration of Council's adopted policy and the application of provisions under relevant State legislation is warranted.'</p> |
| <p>Council has identified that the land is known to contain contaminants but that it has been remediated for a particular use or range of uses, and some contamination remains on the site (for example, encapsulated).</p> | <p>'Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that are considered to be contaminated or on lands that have been remediated for a specific use.</p> <p>Consideration of Council's adopted policy and the application of provisions under relevant State legislation is warranted.'</p> |
| <p>Council records do not contain a clear site history without significant gaps in information, and Council cannot determine whether the land is contaminated and, therefore, the extent to which Council's policy should apply.</p> | <p>'Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that have previously been used for certain purposes. Council records do not have sufficient information about the previous use of this land to determine whether the land is contaminated.</p> <p>Consideration of Council's adopted policy and the application or provisions under relevant state legislation is warranted.'</p> |

Note: The information in this table applies where Council has adopted a policy to restrict the development of land because of the actual or potential likelihood of that land being contaminated.

5 Appendix 5 – Site management provisions for remediation works

Council can impose site management provisions for proposed remediation works. Council will request that these provisions be included in a remediation action plan that is to be lodged to Council prior to commencing these works. Council will require remediation works to be carried out in accordance with the remediation action plan.

The site management provisions listed in Table A5.1 are taken from the *Resilience and Hazards SEPP* and amended to reflect best practice site management, as included in the draft *Contaminated Land Planning Guidelines* and in other Council contaminated land policies.

Remediation work must comply with the requirements of the:

- *CLM Act*
- *Contaminated Land Planning Guidelines*
- *Resilience and Hazards SEPP*
- *POEO Act*.

Council will also require the validation report to be lodged with Council within 60 days of the completion of remediation works and, where applicable, prior to the issuance of a subdivision or construction certificate.

Table A5.1: Site management provisions to be included in a remediation action plan

| Parameter | Provision to be included in a remediation action plan |
|---|--|
| Air quality | <p>Emissions of dust, odour and fumes from a remediation site are to be appropriately controlled and in accordance with relevant regulations and guidelines made or approved by the EPA.</p> <p>These may include but are not limited to:</p> <ul style="list-style-type: none"> • ensuring no onsite burning of material • maintaining equipment in a functional manner to minimise exhaust emissions • covering vehicles transporting soil (including contaminated soil) and/or infill onsite or offsite • establishing dust suppression and control measures to minimise windborne emissions of dust, having regard to site-specific wind conditions • monitoring and managing odours, including the use of a hydrocarbon mitigating agent on the impacted areas and materials • covering stockpiles of contaminated soil that remain onsite for more than 24 hours (see 'stockpiles' for additional provisions) • regularly monitoring air quality throughout remediation work. |
| Bunding | <p>Any areas used for remediation or the stockpiling of construction materials or contaminated soils shall be controlled to contain surface water run-off and run-on and be designed and constructed so as to prevent the leaching of contaminants into the subsurface or groundwater.</p> <p>Locate stockpiles and construction materials away from drainage lines and provide bunding of disturbed areas and excavations to prevent run-off to waterways or stormwater where necessary.</p> <p>All surface water discharges from the banded areas to Council's stormwater system shall not contain detectable levels of the contaminants of concern and must comply with the relevant EPA and ANZECC standards for water quality.</p> <p>Any discharge must satisfy the provisions of the <i>POEO Act</i>.</p> |
| Capping or containment of contaminated soil | <p>Capping of contaminated soil should occur only after alternative remediation works have been investigated, particularly in urban zoning or areas identified as future growth in Council's local environment plan or development control plan.</p> |

| Parameter | Provision to be included in a remediation action plan |
|--|---|
| | <p>Contaminated soil is only permitted to be capped if it does not prevent any permitted use of the land and if it can be demonstrated that there will be no ongoing impacts on human or environmental health.</p> <p>Capping of contaminated soil that exceeds zoning permissible levels is classified as category 1 remediation work and may only be permitted with development consent.</p> <p>The soil investigation levels for urban redevelopment in NSW are contained in <i>National Environment Protection (Assessment of Site Contamination) Measure 1999</i> (as amended).</p> <p>Where the proposed remediation involves the onsite containment of contaminated material, the need for a continuing monitoring program should be assessed by both the 's consultants and Council. To ensure that future owners of the site are aware of the contaminated material and any ongoing maintenance and monitoring, Council may impose a consent condition on any subsequent development application for the subject site, requiring a covenant to be registered on the title of the land that gives notice of the existence of onsite containment of the contaminated soil. The covenant may also bind the owners or any future owners to the responsibility of ongoing monitoring and maintenance (as described in an environmental management plan) and any future remediation works required.</p> <p>Records of any maintenance undertaken on the site shall be kept for future reference and provided to Council annually.</p> <p>The cost of preparing the covenant is borne by the applicant.</p> |
| Consultants | <p>Ensure consultants (or contractors) undertaking the remediation works have the required competencies and qualifications.</p> <p>Remediation work requiring validation by a site auditor (that is, a statutory site audit) must use a site auditor accredited under Part 4 of the <i>CLM Act</i>.</p> <p>Validation of remediation work that is not a statutory site audit is to be undertaken by a consultant with the necessary competencies and qualifications.</p> |
| Consultation | <p>Written notification to adjoining owners and occupants is to occur at least two days prior to commencing remediation works.</p> <p>This notification is to include:</p> <ul style="list-style-type: none"> • the estimated length of remediation work • the hours of remediation work • the contact details of the site manager. <p>Signage visible from the road and adjacent to site access is to display the site manager and remediation contractor contact details for the duration of the works.</p> |
| Decommissioning of underground petroleum storage systems | <p>The removal of all UPSSs is to be undertaken in accordance with the:</p> <ul style="list-style-type: none"> • <i>UPSS Regulations</i> • SafeWork NSW requirements • <i>Australian Standard AS 4976-2008: The Removal and Disposal of Underground Petroleum Storage Tanks.</i> <p>Decommissioning of an underground petroleum storage tank or system must be undertaken by a duly qualified person who holds a demolition licence from SafeWork NSW and is competent and experienced in the task.</p> |

| Parameter | Provision to be included in a remediation action plan |
|------------------------------|--|
| | <p>Following the removal of an underground petroleum storage tank or system, the site area, which includes bowser lines and fuel lines, shall be assessed, remediated if need be and validated in accordance with the requirements above and with guidelines made or approved by the NSW EPA.</p> <p>All documents must be submitted to Council, including (but not limited to) a validation report (or tank pit validation) prepared in accordance with relevant guidelines made or approved by the EPA.</p> |
| Erosion and sediment control | <p>An erosion and sediment control plan (ESCP) shall be prepared and submitted to Council for approval prior to commencing remediation works.</p> <p>The ESCP shall be developed with regard to the requirements detailed in Council's <i>Soil and Water Management Policy</i> and Council's <i>Engineering Guidelines and Technical Specifications</i> and must include leachate collection and disposal.</p> <p>Sediment control structures shall be provided to prevent sediment from entering drainage systems, particularly where surfaces are exposed or where soil is stockpiled.</p> <p>All erosion and sediment control measures must be maintained in a functional condition throughout the remediation works.</p> <p>Vehicles are to be cleaned prior to leaving the site.</p> <p><i>Also see – 'soil and water management' for related provisions.</i></p> |
| Hazardous material | <p>Hazardous and industrial wastes arising from the remediation work shall be removed and disposed of in accordance with the requirements of the NSW EPA and SafeWork NSW, together with the:</p> <ul style="list-style-type: none"> • <i>Workplace Health and Safety Act 2011</i> • <i>Workplace Health and Safety Regulation 2017</i> • <i>CLM Act</i> and subordinate regulations • <i>Environmentally Hazardous Chemicals Act 1985</i> and subordinate regulations. <p>Under the <i>POEO Act</i>, the transportation of Schedule 1 hazardous waste is a scheduled activity and thereby required by the EPA to be carried out by a transporter licensed by the NSW EPA.</p> <p><i>Also see – 'waste' for additional related site management provisions.</i></p> |
| Health and safety | <p>All works associated with remediation works must comply with workplace health and safety legislation and other applicable SafeWork NSW requirements.</p> <p>This requires:</p> <ul style="list-style-type: none"> • the preparation of a health and safety plan • site fencing, public safety warning signs and security surveillance (where applicable) to be established for the remediation site. |
| Hours of work | <p>All remediation work (including the delivery and removal of materials or equipment) shall be limited to the following hours of work (unless through an alternative mutual agreement in writing with Council):</p> <ul style="list-style-type: none"> • Monday to Saturday – 7.00 am to 5.00 pm • Sunday and Public Holidays – no remediation work is permitted <p>Note: The hours of work listed above are in accordance with the <i>Exempt and Complying Development Codes SEPP</i>.</p> |

| Parameter | Provision to be included in a remediation action plan |
|--------------------------------|---|
| Importation of infill | <p>All fill imported to the site shall be validated as virgin excavated natural material as defined in the <i>POEO Act</i> to ensure that it is:</p> <ul style="list-style-type: none"> • suitable for the proposed land use from a contamination perspective • compatible with the existing soil characteristics for site drainage purposes. <p>Council may, in certain instances, require the details of the appropriate validation of imported fill material to be submitted with any application for the future development of the site. Hence, all fill imported onto a site is to be validated by one or both of the following methods during remediation works:</p> <ul style="list-style-type: none"> • Imported fill should be accompanied by documentation from the supplier that certifies that the material is not contaminated, based upon analyses of the material or the known past history of the site where the material is obtained. • Sampling and analysis of the fill material should be conducted in accordance with the NSW EPA <i>Sampling Design Guidelines</i> to ensure that the material is not contaminated. <p>Fill should be imported and exported in accordance with the provision of a virgin excavated natural material exemption or an NSW resource recovery order and exemption.</p> <p>Fill is permitted for use provided that it:</p> <ul style="list-style-type: none"> • is not itself contaminated, particularly with waste material (including asbestos) • is weed and pest free • is compatible with the existing soil characteristics so as not to adversely affect site drainage. |
| Landscaping and rehabilitation | <p>The remediation work site must be stabilised to ensure that no offsite impacts occur on the site after completion. This requires:</p> <ul style="list-style-type: none"> • the preparation of a landscaping plan • landscaping of the site in accordance with the landscape plan • the progressive stabilisation and revegetation of disturbed areas in accordance with the landscape plan. <p>There shall be no removal or disturbance to trees or native understorey without prior written consent obtained through Council's tree preservation order process.</p> <p>All trees that will be retained on the site must be suitably protected from damage during remediation works. This includes the provision of protective fencing to protect the root zone of these trees. The fencing must extend, at a minimum, to the drip line of each tree.</p> <p>No stockpiling, storage, excavation, vehicle parking or vehicle movement is to occur within the root zone protection area. Tree protection fencing must remain in place until the end of remediation works.</p> <p>All exposed areas shall be progressively stabilised and revegetated upon the completion of remediation works.</p> |
| Noise and vibrations | <p>Any noise and vibrations from the site shall be limited by complying with the NSW EPA's <i>Noise Policy for Industry (2017)</i> and the <i>Interim Construction Noise Guideline</i>.</p> |

| Parameter | Provision to be included in a remediation action plan |
|-----------------------------|--|
| | <p>All equipment and machinery shall be operated in an efficient manner to minimise noise from the site on adjoining properties, including (when necessary) ensuring that plant equipment noise is suppressed.</p> <p>The use of any plant or machinery shall not, on any premises, cause vibrations in excess of the relevant NSW EPA guidelines and Australian Standards.</p> |
| Rodents and vermin | Rodents and vermin are to be adequately controlled and disposed of in an environmentally appropriate manner. |
| Site access and vehicle use | <p>Vehicle access to the site shall be designated to prevent the tracking of sediment onto public roadways and footpaths. Soil, earth, mud or similar material must be removed from the roadway by sweeping, shovelling or a means other than washing on a daily basis or as required by an appropriate authority. Soil residue from vehicle wheels shall be collected and disposed of in an appropriate manner.</p> <p>All vehicles are to:</p> <ul style="list-style-type: none"> • enter and exit the site in a forward motion • comply with all road rules, including vehicle weight limits • minimise the use of local roads by using state roads where available • be cleaned pre-work and post-work to prevent the movement of weed seeds • have all loads securely covered or sealed to prevent the release of any dust, fumes, soil or liquid emissions during transportation • conduct deliveries of soil, materials, equipment or machinery during the hours of remediation work (see 'hours of work'). |
| Site security and lighting | <p>The site shall be secured to ensure against all unauthorised access by using appropriate fencing.</p> <p>It is recommended that security lighting be used to deter unauthorised access. If security lighting is used, it shall be shielded to protect the amenity of adjoining landowners.</p> |
| Soil and water management | <p>All remediation works shall be conducted in accordance with a site-specific soil and water management plan prepared in accordance with the requirements of LANDCOM's <i>Managing Urban Stormwater: Soils and Construction</i>.¹</p> <p>The plan should aim to segregate and manage both contaminated and non-contaminated areas in a manner that minimises the potential dispersal of contaminants and any cross-contamination of contaminated and non-contaminated materials. In some cases, standard erosion and sediment control requirements will be inadequate for managing contaminated soils and water.</p> <p>Where remediation work involves the excavation of soil, the person responsible for the remediation work shall consult Council's flood mapping. Where works are proposed to be undertaken within an area identified by Council as having the potential to be impacted by flood waters (that is, inundation), such works shall be undertaken in alignment with the responsive actions for such potential site inundation as described in the site-specific soil and water management plan.</p> <p>A copy of the remediation action plan and the soil and water management plan shall be kept onsite and made available to Council officers on request.</p> |

| Parameter | Provision to be included in a remediation action plan |
|---|---|
| | <p>Soil and water management measures for remediation work in relation to stockpiles, site access, excavation pump-out, landscaping and rehabilitation, and bunding are discussed elsewhere in this table.</p> <p>See – ‘erosion and sediment control’ for related provisions.</p> |
| Stockpiles | <p>No stockpiles of soil or other materials shall be placed on public land (for example, footpaths, reserves or nature strips).</p> <p>All stockpiles shall be placed away from drainage lines, gutters or stormwater pits or inlets. All stockpiles of soil or other material shall be maintained to prevent dust, odours or seepage. All stockpiles of contaminated soils shall be secured to prevent dust, odour or seepage if being stored for more than 24 hours.</p> <p>Stockpiling of contaminated materials requires special measures to manage the generation of leachate, run-off, vapours, odours and airborne particulates.</p> <p><u>Store any temporary stockpiles of contaminated soil in a secure area.</u></p> |
| Unexpected finds during remediation works | <p>Council is required to be notified of any new information that comes to light during remediation works that has the potential to alter previous conclusions regarding site contamination.</p> |
| Validation report | <p>The validation report is to be prepared in accordance with relevant guidelines made by the NSW EPA.</p> <p>A copy of the validation report is to be provided to Council within 60 days of completing the remediation works and prior to commencing development works at the site.</p> <p>The validation report is to:</p> <ul style="list-style-type: none"> • contain a copy of any reports or records taken during remediation or following the completion of validation works • contain a validation statement detailing that all works have been undertaken and completed satisfactorily and in accordance with relevant guidelines made or approved by the EPA • demonstrate that the objectives of the remediation action plan have been achieved, any conditions of development consent have been complied with and whether any further remediation work or restrictions on land use are required • provide evidence confirming that all NSW EPA, SafeWork NSW and other regulatory authorities’ license conditions, approvals and/or regulatory requirements have been met, including in respect of managing contaminated soil and other waste material generated by the remediation works • identify the need for continued monitoring in situations where clean-up is not feasible or onsite containment has occurred • state the suitability of the site for its current or proposed use. <p>Successful validation is the statistical confirmation that the remediated site complies with the clean-up criteria set for the site.</p> <p>The full cost of the validation is borne by the applicant.</p> |
| Vertical mixing (on agricultural land) | <p>The <i>Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land</i> relates to the remediation of large agriculture properties with low-level but broad-spread contamination.</p> <p>The relevant NSW EPA guidelines are not designed or suitable for use in the remediation of contamination, including lead contamination, on small allotments. Therefore, Council will not support remediation action plans</p> |

| Parameter | Provision to be included in a remediation action plan |
|---|---|
| | relying on this methodology, and an alternative remediation methodology shall be used for small allotments. |
| Waste | <p>If contaminated soil and other waste material generated by the remediation works are to be treated and managed onsite, the treatment and management of each is to be in accordance with relevant guidelines made or approved by the EPA.</p> <p>If contaminated soil and other waste material generated by the remediation works are to be removed from the site, then this must be in accordance with the <i>POEO Act</i> and its waste regulation. This includes:</p> <ul style="list-style-type: none"> • the preparation of a waste management plan • that the waste classification process complies with the <i>Protection of the Environment Operations (Waste) Regulation 2014</i> and is undertaken by an appropriately qualified consultant • record-keeping for waste going to a licensed landfill or a resource recovery facility regarding <ul style="list-style-type: none"> ○ how the waste is to be treated and transported ○ evidence that the landfill is licensed to accept this waste • the requirement that transport of the waste to or from a site must be by a licensed waste transport contractor. <p>Any enquiries associated with the offsite disposal of waste from a contaminated site should be referred to the EPA helpline (phone 131 555).</p> <p>If contaminated soil or other waste generated by the remediation works is to be transported to Council's landfill or waste management facility:</p> <ul style="list-style-type: none"> • Council's Waste Management Facility only accepts waste in accordance with its Environment Protection Licence (number XXXX). • Section L5 Waste requires that waste be general solid waste. Analysis of the contaminated soil is to be undertaken to verify that the waste is general solid waste. • All documentation is to be provided to Council's Waste Management Team and approved prior to the waste entering the landfill. <p>See – 'hazardous material' for related site management provisions.</p> |
| Water quality: dewatering – excavation and groundwater pump-out | <p>Only clean and unpolluted waters are to be discharged to Council's stormwater system or any watercourse. Any discharge must satisfy the provisions of the <i>POEO Act</i>.</p> <p>Prior to any dewatering commencing, a dewatering management plan shall be submitted to Council.</p> <p>All pump-out water must be analysed for concentrations of suspended solids, pH and any contaminants of concern. The analytical results must comply with the relevant NSW EPA and ANZECC standards for the quality of water discharged to stormwater. If necessary, the water shall be treated prior to discharge.</p> <p>If the water quality does not comply with the identified criteria, then it cannot be discharged to stormwater. Alternative arrangements for the disposal of water shall be provided, if necessary (for example, offsite disposal by a licensed liquid waste transporter for treatment or disposal at an appropriate waste treatment or processing facility).</p> <p>Dewatering may require a licence from the NSW Office of Water.</p> |

| Parameter | Provision to be included in a remediation action plan |
|----------------------------|---|
| Water quality: groundwater | <p>Any contamination assessment, carried out in accordance with the requirements of the relevant guidelines made or approved by NSW EPA in accordance with the <i>CLM Act</i>, shall address the potential for contamination of groundwater at the site.</p> <p>Any work below the water table may require a licence from the NSW Office of Water. Such works include bores for water supply, testing and monitoring, and any dewatering or extraction.</p> <p>If the groundwater at the site is found to be contaminated, then Council, the NSW Office of Water and the NSW EPA are to be notified</p> |

Note: ANZECC = Australian and New Zealand Environment and Conservation Council; UPSS = underground petroleum storage system; ESCP = erosion and sediment control plan.

¹ <https://www.environment.nsw.gov.au/research-and-publications/publications-search/managing-urban-stormwater-soils-and-construction-volume-1-4th-edition>

Section 4 – Reports for Information

Recommendation:

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

6.9 - Community Development Report

6.10 - Youth Services Report

6.11 - Bland Shire Library Monthly Update

6.12 - Children Services June Update

6.13 - Community Care Services – June 2024

6.14 - Bland Shire Museum Advisor Report – June 2024

6.15 - Technical Services Report

6.16 - Development Services Activity Report – June 2024

6.9 Community Development 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 Development Officer

School Holiday Program – Winter 2024



NRMA Safer Driver Course

Bland Shire Council has secured the NRMA Safer Driver Course to be in West Wyalong throughout the Winter School Holidays. This course consists of a Theory Session and a 2 hour in vehicle coaching session with another learner driver which will give participants 20 hours off their log books once completed.

The theory session will be held on Tuesday 9 July 2024, 9am-12pm at the Bland Shire Youth Centre and practical driving components taking place Tuesday 9 and Wednesday 10 July 2024.

This has been offered free of charge to L plate drivers aged 16-24 years and is currently booked out.

Mocktails & Masterpieces

Bland Shire Youth will be hosting a Mocktails and Masterpieces afternoon on Friday 12 July 2024, a version of paint and sip for under 18s. Guidance will be provided from Clairre from Splatter Gallery, creating a masterpiece whilst enjoying a refreshing mocktail.

Ice Skating Excursion – Wagga

An excursion to Wagga to enjoy Skate Wagga Wagga as part of the Festival of W on the outdoor pop-up ice rink, this excursion is available for youth aged 12-24, bookings are essential.



Mornings, Melodies & Memories

The popular Mornings, Melodies and Memories Program recommenced on Monday 15 April 2024 at the CWA Rooms in Ungarie. This program remains popular with participation numbers remaining steady. Below is a list of locations visited and number of attendees at each session:

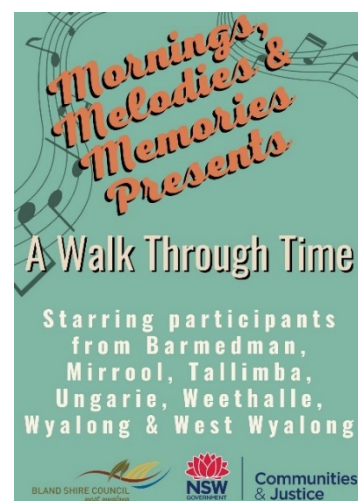
| Date | Location | Number of participants |
|---------|-----------|------------------------|
| 17 June | Ungarie | 5 |
| 24 June | Weethalle | 8 |
| 1 July | Mirrool | 6 |

One of the outcomes of the Mornings, Melodies and Memories events was an audio-visual storytelling about the early years and people's experiences growing up in the communities of the Bland Shire. 'A Walk Through Time' is now available for viewing on Council's website:

<https://www.blandshire.nsw.gov.au/Community/Mornings-Melodies-Memories-Program>

Upcoming dates and Locations for Mornings, Melodies and Memories:

| Date | Location |
|---------|------------------|
| 8 July | Barmedman |
| 15 July | Ungarie |
| 22 July | Weethalle |
| 29 July | West Wyalong TBC |



6.10 Youth 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: Youth Services Officer

The Bland Shire Youth Centre has continued to be utilised by the young people with 26 people visiting the centre in the month of June. With continuous consultation with the youth through discussion at the Centre, our recommendations box and visits to the school, Bland Shire Youth sector continues to adapt to ensure that the youth are catered for.

Activity prompts have created more structure for the young people visiting the centre. These small inexpensive activities not only entice the young people to come to the youth centre but also allow them to interact with people they wouldn't otherwise. These activities have consisted of charades, board games afternoons, handball and card games.



Sunday afternoons are our most popular day with 7-10 young people visiting each week, aged 12-17. With this being the case, more structured activities have been held on these days such as our 'Just Dance' competition, music jam session and fort making. Each activity has been promoted from the recommendations of the young people.

Music jam session



Just dance competition



Fort making



Through the collaboration of Bland Shire Council and West Wyalong High School, an expression of interested was put out to the young people to see who would be interested in being a part of a Youth Advisory Committee. A lunch time meeting was held to grasp more of an idea what the young people need. With 20 students attending the informal meeting, the young people brainstormed ideas of what else they would like to see at the youth centre and other ideas of how to create a more 'Youth Friendly' Shire.



Youth Leadership Summit

Bland Shire Council and West Wyalong High School also attended the Youth leadership summit in Hay, with 10 students, the High School's Wellbeing Officer and Bland Shire Council's Youth Services Officer bused over to the event. This day was facilitated by the Hay Youth Task force and the Youth Leadership Academy. The young people got to experience an amazing presentation and various activities on how to be a leader and implement change in a regional area. With several other Council's attending, this allowed for the young people and their supervisors to network with others in similar circumstances.



6.11 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: Library Services Coordinator

Riverina Regional Library – Mobile Library Service

The inaugural visit of the Riverina Regional Library's Mobile Library Service to the Bland Shire took place on Monday, 1 July. The mobile library made stops in Ungarie from 10:00am to 11:15am and in Weethalle from 1:00pm to 2:15pm. Representatives from the Riverina Regional Library, Bland Shire Library, Bland Shire Council, and the media were present to greet library users and introduce them to this new service.

The mobile library, stationed outside the grounds of Ungarie and Weethalle schools, drew a modest crowd of local residents all of whom provided positive feedback. Both students and faculty at Ungarie Central School and Weethalle Public School were highly enthusiastic about the mobile library and its offerings.

Moving forward, Ungarie and Weethalle can expect the mobile library to return every two weeks, while Barmedman and Tallimba, will receive a monthly visit commencing 19 July.



Riverina Regional Library – Reservation Fees

Starting 1st July 2024, RRL members will no longer incur reservation fees. In addition, all existing reservation fees prior to 1st July have been waived. RRL has however modified their reservation policies to accommodate these changes.

- Members can reserve a maximum of 10 items at any given time.
- Members will have 14 days to collect their reserved items.
- Members will receive an additional reminder notification if the item has not been collected 3 days before they expire.

Author Talk

Bland Shire Library was pleased to host an engaging presentation by author Pauline Wilson on Tuesday, 2 July from 10:30am. Pauline, a writer and family historian from Yarrawonga, Victoria, delivered an intriguing and motivational talk. Despite the modest audience, attendees found the event highly enjoyable. To enhance the occasion, the library provided morning tea and offered a gourmet hamper as a lucky door prize.

Bland Shire Library remains committed to showcasing authors from across the country, sharing their personal narratives and their enthusiasm for literature, often introducing readers to exciting new books. Pauline's visit was coordinated by Riverina Regional Library.



Little Wattle Visit

Little Wattle Preschool & Long Day Care Centre brought 18 children, aged 3 to 5 years, to the library on Wednesday, 5 June. The library hosted a themed Storytime session specifically for the Little Wattle group. These visits are integral to the centre's community engagement approach, allowing the library to foster a passion for libraries, books, and reading among young children.



Programs Update for June

During the month of June, the library experienced a quieter period as some staff were on leave and recruitment was ongoing. However, the library's regular programs maintained strong attendance numbers, with overwhelmingly positive feedback received.

- Baby Bounce held every second Friday from 10:30am, received strong support in June, with a total of 20 adults and 21 infants attending across two sessions. The early literacy program is tailored for babies aged 0 to 24 months, and features nursery rhymes, action songs, interactive play, books, and reading within a 30-minute format. It serves as a fun social morning for mothers and their babies to enjoy together.



- In June, the Lego Club session, scheduled on the first Wednesday of each month after school, attracted 25 participants. Additionally, the library organised a Lego challenge in May, with prizes awarded in June.



- Storytime held every Thursday, from 10:30am, had a total of 38 adults and 50 children attend across four sessions in June. The early literacy program designed for children 3 – 5 years, features activities connected to a theme. Activities include storytelling, singing, music and dance, games, and craft. Morning tea is offered as an affable conclusion to the session, providing a relaxed opportunity for parents to unwind and browse the library shelves after what can be a busy time. The library also continues to engage student volunteers to assist with Storytime.



- GOLD Club (GOLD an acronym for Growing Old, Living Decisively) is held every second Monday from 2pm. Unfortunately, due to the public holiday, only one session of GOLD Club was held in June, attracting 10 participants. The program provides brainteasers, puzzles, and other mind games with the aim of keeping seniors' minds active.
- Day Book Club held the first Monday of each month from 10:30am had only six of its eleven members attend in June, due to unwanted illnesses.
- Tech Savvy Seniors held every Tuesday from 10am to 12 noon provides one-on-one technology help in a friendly atmosphere. 27 seniors received assistance across the four sessions held in June.



- Knit 'n' Knatter, held every second Tuesday at 2pm, actively engaged in knitting for various charitable organisations including Ronald McDonald House, Country Hope, the Michael O'Reilly Pharmacy's Angel Program, Canberra Hospital Foundation (just to name a few). Additionally, the group joyously celebrated the birthdays of three members during the month.



Pals of the Pen

The group, which has faced difficulties in attracting new members and currently has only two regular participants, will be reviewed with the possibility of being discontinued starting in 2025. This change would allow the library to host its Baby Bounce program weekly instead of biweekly, due to increased demand. Despite this, the group is compiling a book of their works from the past ten years.

Reading Incentive Program

Bland Shire Library's reading incentive program, in collaboration with the West Wyalong High School, is demonstrating success. This initiative, designed to foster literacy and lifelong learning habits among Year 7 to Year 10 students with special needs, involves weekly visits to the library. During these visits, students read for at least 30 minutes, followed by 30 minutes of free time. After five weeks of participation, the students earned a reward from the library.



July School Holiday Program

Bland Shire Library has another fun-packed school holiday program planned for July. Activities include

- Boomerang decorating and an Australian animal foam dot craft to celebrate NAIDOC Week.
- Biscuit decorating with Dagmar McIntyre with both sessions fully booked.
- Water Pistol Art will be held Tuesday 16th July, from 10.30am. Due to the nature of the activity, numbers have been limited with all places currently filled.
- Sweet Science will be held Thursday 18th July, from 10.30am. Again, due to the nature of the activity, numbers have been limited with all places currently filled. Participants will share in a variety of easy fun science experiments including making elephant toothpaste, bouncing bubbles, exploring diffusion with skittles and water, and more.
- The library also has a range of other activities for children and young people to participate in during the school holidays. These include free colouring pages, jigsaw puzzles, Lego, virtual reality gaming, board games such as chess and scrabble, and other entertainment options such as Jenga and Twister.

Future Programs

Library & Information Week, 29 July – 4 August

Library & Information Week is celebrated annually across the nation, recognising the contributions of library and information workers.

The week is an opportunity for libraries and information services throughout Australia to showcase their resources and services to their communities, through programs and events, highlighting the important roles they play in our local community, work and personal lives. This year the theme for Library & Information week is 'Roots of Democracy'.

Last year, to highlight Library & Information Week, Bland Shire Library held a Book with a Twist Photo Competition. Based on its success, the library plans to hold the competition bi-annually.

This year, however, the library has a full week of programs and activities planned, including,

- Book Kamikaze, a fun roll the dice game for both adults and children. Participants roll the dice and receive a surprise book that matches the number they rolled.
- Tuesday 30th July, 10am – 12pm – Tech Savvy Seniors
- Wednesday 31st July, 10.30am – Little Wattle's Bottlebrush Class to visit the library
- Wednesday 31st July, 11am – West Wyalong High School, Special Needs Students, Reading Incentive Program
- Thursday 1st August, 10.30am – Storytime
- Friday 2nd August, 10.30am – Baby Bounce

Children's Book Week, 17 – 23 August

Children's Book Week is an initiative of the Children's Book Council of Australia. Held annually, schools and public libraries across Australia spend a week celebrating books, and Australian authors and illustrators, with activities connecting to a theme to highlight the importance of reading. The theme this year is 'Reading is Magic'.

Invitations for participation in Book Week activities at the library have been extended to all schools in the Bland Shire, with West Wyalong Public School already confirmed.

6.12 Children Services June 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 Resource Unit, It Takes a Village and Toy Library services)

Author: Children Services Coordinator

June!! Halfway through the Preschool year. Crazy!! It has been an enjoyable month at CSU with so many wonderful opportunities provided by all services – Biggest Morning Tea, Glow Disco, OT sessions, speech sessions, park excursions, high school volunteers, movie nights, First Aid training for the community, not to mention the fantastic experiences and opportunities provided daily within the classrooms.

June has not been without its struggles though, as Educators and families battle the dreaded winter cold and flu season.

Staff shortages continued throughout June, however the CSU team once again rallied to support each other and persisted, providing all these experiences and adventures mentioned above.

Thanks to an amazing team, your efforts are well recognised and appreciated.

Professional Development: The Senior Early childhood teacher, and three-room leaders set off to Dubbo on Saturday 29 June to participate in the “Inspiring remarkable Practice: When inspiration becomes possible” regional conference, provided by Semann and Slattery (Early Childhood training specialists).

Topics included empowerment, communication, technology in the early years and guiding children’s behaviour. The Educators found the conference motivating and inspiring. Each Educator will present their thoughts in the July staff meeting.

A Preschool room leader participated in NESAs training during June. She can now oversee Bachelor trained teachers at CSU to move from provisional teachers to proficient teachers.

Cowal Partnering Program – Occupational therapy (OT) sessions continued. Esther provided small group experiences, encouraging children to cross their mid-line. Crossing the mid-line is the ability to reach across the middle of the body with arms and legs.



The children drew large rainbows, working from left to right (without swapping hands or lifting from the page) and paddled a pretend canoe, steered left and right, which required children to think about direction.

The Speech Therapist commenced in June and was a welcomed resource for parents. CSU received great feedback from families about providing these vital services.

The Speech Pathologist screened 89 children over June with 46 of these children displaying a speech or language delay that required ongoing intervention. That is over 50% of children enrolled at CSU.

The OT and Speech Pathologist will return in Term 3 to continue the intervention program. The CSU committee will host fund raising events to support this program where possible, and the CSU Coordinator will continue to seek grants and liaise with Evolution representatives.



CSU Trainees – The Training and Development Officer from ECTARC (Early Childhood Education Services & Training) visited the CSU trainees. She was extremely impressed with the high standard of work captured in the trainees’ assessments.

Her comment to the coordinator “I always enjoy reading their assessments as they are informative, knowledgeable and a joy to read. It is even better when you see trainees display their knowledge and passion in the classroom. They are clearly learning from a great team”. The training officer is due to return next term.

Bland Preschool – Senior Early Childhood Teacher

June was filled with many activities and good times. All Preschool classes visited McCann Park, participated in OT sessions, speech sessions and enjoyed the entertainment of Dr Bethany’s Tooth Tales.

The most exciting event was the “Glow Disco” held at the Bowling club on Friday 28th June. What an overwhelming response from CSU families, with standing room only. The club was packed with glow products, families enjoying a meal and children dancing up a storm on the dance floor. Children were invited to request a song prior to the disco, and from these requests alone, it created a playlist 3 hours long. This has been shared with families to enjoy at home.

Many thanks to the Bowling Club staff who were a fantastic support to make this disco a success. Next year’s disco has already been pencilled in the calendar. A snippet of the night was shared on the Bland Shire Children Services social pages, showing all the moves and grooves from the children.



Mobile Resource Unit (MRU) – Service Leader

Playgroup – Playgroup hosted a “Biggest Morning Tea” on Monday 24 June, which was the coldest morning this winter. The Maybe Maybel coffee van provided hot drinks and each Preschool class and Educators baked yummy morning tea treats to purchase. With every coffee sold, The Bland Shire CSU Parent Committee donated \$1 to Cancer Council. A total of 81 coffees were sold, with a total amount of \$619.35 to donate to The Cancer Council.

Thanks so much to the families that attended and participated in the morning events, including community members, businesses and schools that took part (Little Wattle, Davies auto, Lemon’s Service & repairs, Brad Glasgow Plumbing, Micson constructions, Wyalong and West Wyalong Public School and many more).

The enormous effort from Alison Flint (Trainee Educator) must be recognised as she planned, prepared and executed the event perfectly.



Ungarie Preschool – It was a busy month at Ungarie Preschool. The children learned about all things “Under the Sea” and participated in various activities, arts and crafts to decorate the room. These experiences provide spontaneous learning opportunities and self-expression, as well as develop fine motor skills.

Ungarie Preschool went on excursion into CSU to participate in Dr Bethany Toothtales incursion. The morning was spent watching the show and children having their teeth checked, followed by a play in the big playground before heading back to Ungarie for lunch. The children enjoyed the CSU equipment and meeting many children and Educators on the day. This is a day out we will definitely do again.

Ungarie Preschool received three new enrolments in June. Classes are now –
Wednesday – 7 children
Thursday – 8 children



Bland/Temora Family Day Care (FDC) – Service Leader

Playgroup

Unfortunately, FDC playgroup was cancelled this month due to the cold weather and sickness within the FDC services.

Monitoring Visits

The Support Officer conducted monitoring visits with all Educators. The children were observed participating in a variety of experiences including puzzles, colour sorting, and sensory rice play. These fun activities also provide educational learning through open ended play.

FDC Enrolments:

Permanent enrolments – 32 children

Casual enrolments – 9 children

FDC Closure: Three Educators continued the transition process to Intereach. These Educators are expected to be fully transitioned early July. The remaining two Educators will be supported by Bland/Temora FDC until 20th December 2024.

It Takes a Village (ITAV) - Service Leader

Playgroups: In Ungarie, Tallimba and Bland Children Services Unit (CSU Playgroup), which was our largest West Wyalong playgroup yet with 19 families attending. MRU playgroup hosted The Biggest Morning Tea which no doubt led to more families attending.

Parenting Programs: The Baby + First Aid Workshop was held on 29 June (Saturday) in the Bilby room at CSU. 15 places were available, which filled quickly, with one cancellation prior to the day leaving 14 participants attending. Aaron, a paramedic, ran this valuable course which covered a multitude of topics such as - How to recognise a sick child, choking, CPR, febrile convulsions and much more. Feedback from the day included - “Really good overview of the basics. I’ve done first aid in the past, so it was a good refresher on all the essentials for babies and children. Presenter was lovely and informative. Thanks!”, and “I thought it was brilliant! Fast, easy demonstrations, easy to understand. Great concept, and more people need to do it. Thanks for having us”, and finally, “Thank you very much, I really liked the relaxed environment and smaller group size. I would love a session on speech therapy if that was offered”.

Toy Library: The sign in issues, previously mentioned as being an issue were resolved. A local school recently joined toy library to aid additional needs children. Future toys purchased will likely have a focus on support for children with special need requirements.

Biennial Event: The movie nights went very well. The first showing was ‘IF’ and the second was ‘GARFIELD’. There were only a few no shows on each night, otherwise the cinema was full, which made these two nights the biggest so far this season. The volunteers could not be more accommodating, and it was wonderful to see some young people experience movies for the first time ever, in West Wyalong! We are so lucky! The feedback received so far: “It was perfect! Our family loved going to the movies. Thank you so much for the opportunity”.

Please enjoy some photos from the recent Tivoli Theatre Community Nights.



6.13 Bland Community Care Services Update – June '24



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

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

Author: Community Care Coordinator

General Update:

Intakes under CHSP have slowed down due to staff restraints. My Aged Care portal is closed for Community Packages (ComPacks) and Transitional Aged Care Program (TACP) as the service is currently under staffed. The My Aged Care portal has been closed for Domestic Assistance, Personal Care, Flexible Respite, Social Support Groups, Goods & Equipment and Yard Maintenance due to the large waitlist. Social Support Individual referrals are now being accepted through the portal onto the waitlist. Staff are currently working through the CHSP Yard Maintenance and Social Support Groups waitlists and slowly onboarding new clients. The waitlist is continually growing as clients are inquiring about services directly to Community Care rather than through the My Aged Care portal. All clients on the waitlist are aware of the situation.

With the closing of the 3G network, many clients have been requesting new personal alarms. Staff continue to work very hard to get through these requests and should successfully have all new alarms to clients before the 3G network closes in August 2024.

New Equipment

This month Community Care purchased 10 Pilates balls for the Gentle Exercise Groups. These balls can be integrated into many different exercises and are also used for massage.



Donations

Community Care has received several donations for its Bingo prize cupboard. Donations have been made from the West Wyalong Pharmacy, volunteers, clients and family members.

Clients enjoy choosing from a variety of items when they win an afternoon session of Bingo. Prizes on offer include handmade beanies, scarves & coat hangers, photo frames, handbags, wallets, candles, coffee cups and much more.



Staff Training

1 x Staff has been completing Maggie Beer Food Handling Training.

Staff have commenced training sessions on the Bland Shire's Go1 Online Training Platform.

1 x Staff continues her training in the Certificate III in Aged Care.

HCA – Health Care Australia Online Training Platform – Staff training scheduled for early July.

Group Updates:

Bland Blokes continue to meet on a weekly basis. New members are welcome to attend and join in for Morning Tea and conversation with like-minded people. The Bland Blokes has 5 regular attendees. We are currently in talks with the Bland Blokes about where they would like to go for upcoming excursions.

Wednesday Activity Day continues weekly. Group numbers remain steady at regular 8 attendees, one of these attends on a fortnightly basis rather than weekly.

Attendance (excluding our volunteer):

Wednesday 5 June 2024 – 11 attendees

Wednesday 12 June 2024 – 7 attendees

Wednesday 19 June 2024 – 8 attendees

Wednesday 26 June 2024 – 8 attendees

Throughout Wednesday Activity Day participants enjoy a mix of cognitive and physical activities – such as trivia, quizzes, 'The Price is Right', hooky, bowls, quoits, magnetic darts, crafts etc – excursions, visiting groups – such as entertainers and school/daycare groups, and themed days – such as Valentines Day, Kings Birthday, Easter etc. Clients are provided with morning/afternoon tea and a "home cooked" meal for lunch. Recent lunch menu has consisted of Lasagne & Potato Gems, Roast Chicken and Cottage Pie. All meals served with vegetables or salad. Sweets are also served after the main meal. Recent sweets have consisted of Bread & Butter Pudding, Apple Pie & Custard and Creamed Rice and Ice-Cream.

On Wednesday 5 June the clients were entertained by local artist Kerry Cattle. Kerry played his guitar and sang old time Country songs. The clients enjoyed the morning singing along with Kerry, who also recited some poetry before joining the group for lunch. After lunch, clients enjoyed an afternoon of card making. The service's clients created a lovely array of cards using ribbon, stickers and pre-cut verses. The group enjoyed creating individualised cards for give family and friends.



On Wednesday 12 June a special High Tea was held for the King's Birthday. The tables were decorated with crowns and flags. Clients enjoyed hot finger foods, scones and slices. Royal trivia and quizzes were held throughout the morning.



On Wednesday 19 June, clients enjoyed a visit from the children of Aspire Learning Centre with 9 children and 4 educators attending the Centre. The children were aged 1 -2 years old. The children sang and danced for the clients. Educators brought along toys and games for the children to interact with our clients. There was lots of laughter and smiling faces and it is intended to make this a regular occurrence to Wednesday Activity Day.



On Wednesday 26 June, clients participated in an excursion to the local Museum. Clients enjoyed a beautiful morning tea prepared by the museum volunteers. Clients then wandered around the museum browsing the old wares and learning about local history. All stated that it was a wonderful morning.

Following the museum visit, Staff and clients attended the Top Town Tavern for lunch. Everyone enjoyed chicken schnitzel, vegetables and gravy before returning to BCCS for afternoon activities.



Gentle Exercise Groups are held each Monday 10am & Thursday x 2 groups – 11am & 1.30pm, with participants enjoying the gentle exercise program followed by Morning or Afternoon Tea and chat. The sessions include both seated and standing exercises. Various equipment is used during these sessions such as floor pedals, small weights, balls and pool noodles. Clients also go for a walk around the courtyard during the session.

6.14 Bland Shire Council Museum Advisor Report - June 2024



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: Museum Advisor

Weethalle Museum (Monday 17 June, Morning)

It was good to catch up with Michelle and see the work she has been able to complete. There is now a solid back door – with no holes to let in the weather and the bugs. Enhanced security is also a big plus.

The old full gutters have been removed. This will ensure that no water overflow will enter the ceiling space. This has been an issue for quite a while, causing the ceiling in the second room to collapse several years ago. As the ceiling is made of a very old fibrous plaster board moisture is bad, encouraging pests and mould.

The ceiling in the second room has been repaired. This was a difficult and very disruptive job as it caused a lot of debris to fall into the building (I do not envy the builder!).

Thankfully the lovely Lyall chose to come and assist this morning, which meant we could get a lot of cleaning done. Lyall and Michelle were able to begin assembling the new display of rabbit traps and tools on the new shelves put together by Lyall and Chris at the last working bee.

Over the last few months, we have been able to move out some of the old furniture pieces that were not really telling a story, allowing us to work on making the displays less cluttered and easier to clean. Part of this process is also putting smaller objects that are fragile and easier to pocket into secure display cabinets.

Wyalong Museum (Afternoon)

After grabbing a quick lunch with Lyall, I caught up on Wyalong Museum's news. Stuart had some fantastic feedback from a visitor complimenting the museum on not being full of objects and telling good stories! All their hard work is not in vain!



First job was to check out the new coffin display. This coffin was made by the local undertaker for his own use. Unfortunately, when the time came for it to be used, it was too small!

The coffin was donated to the museum and has been put on display with its interesting story. Apparently, the story was a huge hit with the primary school students from St Marys. In fact, the entire school visit was a big hit with the students and the teachers.

Diane had brought out some framed paintings and photographs for assessment and packaging. Several works had either missing or broken glass. Diane is planning to create a better storage system to ensure better identification, better wrapping and safer storage.

Several works were set aside for future deaccessioning, one work will have new glass and the others were photographed, wrapped in bubble wrap and tagged.

One work was disassembled so the inside of the glass could be cleaned.

Wyalong Museum (Tuesday 18 June, Morning)

This morning's task was to inventory the hats in preparation for an upcoming temporary exhibition on the museum's hat collection. Working with Lavinia in the collection store was very comfortable - warm and plenty of space.

3 Large costume boxes were already down so we went through each one in turn. We noted the box number then the contents of each box were photographed, while a short description was taken, also checking on condition while doing any cleaning that was needed. The boxes were repacked carefully, making sure that original shapes are supported.

The collection has many women's hats plus a selection of men's and children's hats.



Barmedman 150 Anniversary Committee (Afternoon)

I had my first visit to Barmedman to meet with the Barmedman 150 anniversary Committee. I was asked to do so by David Wardell from Council. I met with David, Nikki Taylor, John Minogue, Shirley Clay and Pat Wells.

The committee wanted to discuss heritage displays for the long weekend in October to tell the story of Barmedman. They already have ideas for displays in shop windows on the main street and for the courtroom in the Barmedman Courthouse.

Themes – we talked about thinking about each window as a theme and using objects to illustrate the history, whether agricultural, railway, sport etc.

How to collect objects – As they will need to borrow objects from people and local museums (Temora and Wyalong) they need to ensure that good records are kept of details – owner's name and contact details, when it arrived and when it needs to be returned, basic description, provenance (story of object). It would be good to take a photograph for condition/ damage recording. It would be useful to use a carbonated receipt book as owners would have a copy, a copy could stay with the object and there would remain a copy in the book.

Stories – Now is an opportunity to start gathering the stories that will go with the themes and the objects.

Text – Writing the text so it is easy to understand and read on panel inside a shop window, will be a labour-intensive job as it may need research, gathering in one spot (computer file) formatting and editing. Also, if images are to be added, scanning.

Production of panels – could be done cheaply with foamcore once printed at least at A3 size, preferably A2 or A1

Shop Windows – List each window, theme, who is contact for access, who is overseeing bump in and bump out. Cleaning roster. Think about lighting (extra needed?)

Brochure – for walking tour also record of event, take away for visitors. Include contact details etc.

Next visit 8 & 9 July

6.15 Technical 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 – Technical Services

Roads Maintenance Works June 2024

Road maintenance works including pothole patching, gravel patching works and wet grading continue across the network with Bartels Lane, Harts Lane, Talleeban Road, Bootoowa Road, Bena Lane, Howes Lane.

Gravel Resheeting works have continued in the last month on Gibsonvale Lane.

Gravel Patching works were undertaken on Judds Lane and Paynes Lane

The Heavy Patching program and reseal programs being delivered under contract by Fulton Hogan were completed.

Works Planned July 2024

For June there are Flood Damage repairs programmed for Nobbys Road, Langes Road

Urban Services

The Urban Services team continues to undertake routine maintenance including mowing, whipper snipping, irrigation system inspections and repairs, and weeding/spraying across Councils sporting fields, parks, and town/village locations.

The Urban Services village maintenance team has been undertaking weekly maintenance activities at the villages including Weethalle, Talimba, Ungarie and Barmedman and a monthly visit to Naradhan. The works undertaken in the villages include mow and whipper snip of parks and sporting fields

Routine inspections continue to be undertaken at West Wyalong Airport, and across the parks, playgrounds and cemeteries.

Biosecurity Weeds February, March, April Report

Biological Control – Biosecurity Staff continue to monitor release sites for cochineal as a biological control agent for Wheel cactus, and Pencil cactus control.

Council's biosecurity officers have undertaken the following inspections

| Property Type | Number of Inspections |
|---|------------------------------|
| Private Property | 2 |
| High Risk Sites (e.g. Saleyards, aerodrome, grain dump sites etc) | 8 |
| High Risk Pathway Inspections | 9 |

Biosecurity staff also undertook Sucker Spraying of roadsides at the following locations being Watts Lane, Bellarwi Road, Quandong Lane, Buralyang Road, Kolkilbertoo Road, Womboyne Road.

Biosecurity staff also undertook mowing at the following locations being Clear Ridge Road, Morangorel Road, Mary Gilmore Road, Euroka Road, Bygoo Road.

Within the townships spraying was undertaken at the West Wyalong cemetery.

The Weed of the Month is now published on Council's Facebook page.

The Biosecurity staff undertook weed control of Wild Radish during the period at Lake Road, West Wyalong-Condobolin , Kikoira Road, Boramble Road, Fullers Lane, Greaves Lane, Hatelys Lane, Charcoal Tank Road, Lemons Lane, Quilties Corner Road, Aria Park Road, Jillets Road, Pursehouse Lane, Lucas Lane, Gunn Road, South Yalgogrin Road, Langs Lane, Dunlops Lane, Brennans Tank Road, Heaslips Lane, McCartens Lane..

Other Environmental Services Projects:

The Bland Shire Local Emergency Plan was reviewed and forwarded to the Regional Emergency Management Committee for endorsement.

The annual Weeds Action Plan (WAP) grant application was lodged, with Council receiving \$61,597 in funding to assist with weed coordination and control.

The Rural Fire Service hazard reduction grant application was lodged and is awaiting assessment.

Projects Update

DC3 Refurbishment

The refurbishment of the DC3 is well underway with the wings being removed and transported to the Council Hanger at the West Wyalong Aerodrome. The fuselage was programmed to be removed and transported to the hanger on 17 July, however a delay with the Heavy Vehicle approvals through the NHVR has held that up. When in the hanger, preparation works will begin.

Girral Road

The designs are completed and Review of Environmental Factors (REF) underway. The drainage products order has been placed with materials in stock and delivery to commence prior to construction. The tender documentation is currently being developed for advertising in early July with a view to have the contract awarded for the construction at the August Council meeting prior to caretaker period.

Industrial Estate

The contractor has finalised the placement of the final layer of road base, with the seal to be placed. Electrical connections are currently being worked through with Essential Energy.

6.16 Development Services Activity Report – June 2024



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: Development Services Officer

Planning and Building Activities Update

The following DA applications were approved during June 2024

| Application No | Location | Description | Consent Authority | Approval Date |
|----------------|---------------------------------|---|-------------------|---------------|
| DA2024/0051 | 33 Grenfell Street West Wyalong | Residential Alterations & Additions - Demolition - Demolition of a Small Section of house - Dwelling Extensions | Staff | 12/06/2024 |
| DA2024/0046 | 14 Racecourse Road West Wyalong | Subdivision – Creation of One (1) Additional Lot | Staff | 28/06/204 |

Other applications approved during June 2024:

- Three (3) Construction Certificates
- Two (2) Local Government Act Applications
- Two (2) Occupation Certificates

The following inspections were carried out during June 2024:

| Type | Number |
|-----------------------|--------|
| Building and Planning | 31 |
| Public Health | 2 |
| Compliance | 3 |
| Food | 2 |
| Swimming Pools | 1 |
| Complaints | 3 |
| Other | 6 |

Number of enquiries during June 2024

| Type | Number |
|-----------------------------|--------|
| Swimming Pool Compliance | 0 |
| Swimming Pool Public Health | 0 |
| Building | 31 |
| On-site Sewer Management | 0 |
| Public Health | 2 |
| Compliance | 0 |
| Food | 23 |

GIS Update

Identifying Locations for EV Charging Stations:

Actively searching for suitable locations within the West Wyalong hub to install EV charging poles. This initiative is being carried out in close collaboration with EVX Tech, aiming to increase support for electric vehicles in the area.

Finalising Bush Fire Prone Land Data:

Completing the bush fire prone land data collection and analysis to be provided to the Rural Fire Service (RFS). This critical information supports fire management and prevention strategies.

Expanding Security Access Systems:

Successfully integrated the youth centre into the card system for enhanced security and access control. Plans are underway to extend this system to additional key sites, including the local stadium, HACC, and CSU

Regulatory Activities Update

Companion Animal Seizure and Impound Activities June 2024

| Impounding Activities: | Dogs | Cats |
|---|-------------|-------------|
| Animals in pound at start of month | 4 | 8 |
| Incoming Animals | | |
| Transferred from Seizure Activities | 2 | 4 |
| Dumped at Pound | 0 | 0 |
| Surrendered | 2 | 0 |
| Total Animals in Pound | 8 | 12 |
| Outgoing Animals | | |
| Released to Owner | 2 | 0 |
| Euthanised | 0 | 0 |
| Rehoused (Rescued) | 3 | 6 |
| Sold | 1 | 2 |
| Died at Pound | 0 | 1 |
| Stolen | 0 | 0 |
| Escaped | 0 | 0 |
| Total Animals Leaving Pound | 6 | 9 |
| Animals in Pound at end of Month | 2 | 3 |

REPORTS OF COMMITTEES



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

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

| Committees | Date/s | Minutes Attached |
|-----------------------------------|--------------|------------------|
| Goldenfields Water County Council | 27 June 2024 | ✓ |

Recommendation:

That Council endorse the Committee meeting minutes as presented.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 June 2024**

The meeting commenced at 10:00am

PRESENT

Cr A McAlister, Cr J Piper, Cr G Sinclair, Cr M Stadtmiller, Cr Alan White.

ALSO IN ATTENDANCE

Mr G Veneris (Acting General Manager), Mr A Dahlenburg (Operations Manager), Mrs M Carr (Corporate Services Manager) Miss S Jung (Engineering Manager), Mr S Baldry (Acting Production and Services Manager), Miss A Burnett (Executive Assisant).

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

24/036 RESOLVED on the motion of Crs Sinclair and White that a leave of absence be granted to Cr B Callow, Cr K Morris and Cr L McGlynn.

2. ATTENDANCE OF COUNCILLORS BY AUDIO VISUAL LINK

Nil

3. WEBCASTING OF COUNCIL MEETINGS

Attendees of this meeting are reminded that:

- a) The meeting is being recorded and made publicly available on Council's website, and
- b) Persons attending the meeting should refrain from making any defamatory statements.

4. STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of the oath or affirmation of office they have taken under section 233A of the Act.

The governing body of a county council is responsible for managing the affairs of the county council. Each Councillor as a member of the governing body has a responsibility to make considered and well-informed decisions to ensure that the exercise of the functions of Goldenfields Water are performed to benefit the whole of the area of operations of Goldenfields Water.

In addition Councillors are reminded of their obligations under council's code of conduct to disclose and appropriately manage conflicts of interest.

5. 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.

6. PRESENTATIONS

Nil

7. DECLARATION OF PECUNIARY INTERESTS

Nil

8. DECLARATION OF NON PECUNIARY INTERESTS

Nil

9. CONFIRMATION OF MINUTES OF MEETING HELD ON 11 APRIL 2024,

BOARD RESOLUTION

24/037 RESOLVED on the motion of Crs Piper and McAlister that the minutes of the meeting held on the 11 April 2024, having been circulated and read by members be confirmed.

10. BUSINESS ARISING FROM MINUTES

Nil

11. CORRESPONDENCE

Nil

12. MATTERS OF URGENCY

Nil

13. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

14. CHAIRPERSON'S MINUTE

Nil

15. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

15.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

15.1.1. COUNCIL CASH AND INVESTMENTS – APRIL 2024

BOARD RESOLUTION

24/038 RESOLVED on the motion of Crs Sinclair and McAlister that the report detailing Council Cash and Investments at 30 April 2024 be received and noted

Report prepared by Corporate Services Manager

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 June 2024**

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments at 30 April 2024 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

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.

REPORT

Council's cash and investment portfolio decreased by \$1,337,726.18 from \$32,160,478.18 at 31 March 2024 to \$30,822,752 at 30 April 2024.

Cash and Investment Portfolio

| Type | LT Rating | ST Rating | Issuer | Frequency | Purchase | Maturity | Days | Rate | Percentage of Portfolio | Principal |
|---------------|-----------|-----------|-------------------------|-----------------|------------|------------|------|-------|-------------------------|---------------------|
| TD | BBB+ | A-2 | Australian Unity Bank | Annually | 9/02/2023 | 9/05/2024 | 455 | 4.80% | 3% | \$1,000,000 |
| TD | AA- | A-1+ | NAB | At maturity | 26/06/2023 | 25/06/2024 | 365 | 5.48% | 3% | \$1,000,000 |
| TD | BBB- | A-3 | Judo Bank | Annually | 24/01/2023 | 25/07/2024 | 548 | 4.45% | 3% | \$1,000,000 |
| TD | AA- | A-1+ | NAB | Annually | 24/02/2023 | 16/08/2024 | 539 | 4.95% | 6% | \$2,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 2/08/2023 | 4/09/2024 | 399 | 5.45% | 6% | \$2,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 15/03/2023 | 19/09/2024 | 554 | 4.80% | 3% | \$1,000,000 |
| TD | A+ | A-1 | Macquarie Bank | At maturity | 3/04/2024 | 2/10/2024 | 182 | 4.68% | 5% | \$1,500,000 |
| TD | BBB | A-2 | Credit Union Australia | At maturity | 17/04/2024 | 16/10/2024 | 182 | 5.13% | 3% | \$1,000,000 |
| TD | BBB | A-2 | Defence Bank | Annually | 1/12/2023 | 29/11/2024 | 364 | 5.50% | 13% | \$4,000,000 |
| TD | NR | NR | NT Treasury Corp | Annually | 28/09/2020 | 15/12/2024 | 1539 | 1.10% | 3% | \$1,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 12/01/2023 | 13/01/2025 | 732 | 4.55% | 6% | \$2,000,000 |
| TD | AA- | A-1+ | NAB | Annually | 24/02/2023 | 24/02/2025 | 731 | 4.93% | 3% | \$1,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 1/09/2023 | 4/03/2025 | 550 | 5.05% | 6% | \$2,000,000 |
| TD | BBB | A-2 | Police Financial Svcs | Annually | 1/03/2023 | 13/03/2025 | 743 | 5.15% | 3% | \$1,000,000 |
| TD | BBB | A-2 | Defence Bank Summerland | Annually | 8/03/2023 | 27/03/2025 | 750 | 4.90% | 3% | \$1,000,000 |
| TD | NR | NR | CU | Annually | 22/03/2023 | 8/05/2025 | 778 | 4.80% | 3% | \$1,000,000 |
| CASH | AA- | A-1+ | Commonwealth Bank | At Call Account | | 1/03/2024 | 1 | 4.20% | 22% | \$6,796,552.30 |
| CASH | AA- | A-1+ | Commonwealth Bank | Cash Account | | 1/03/2024 | 1 | 1.00% | 2% | \$526,199.70 |
| TOTAL: | | | | | | | | | | \$30,822,752 |

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 27 June 2024

Portfolio Performance

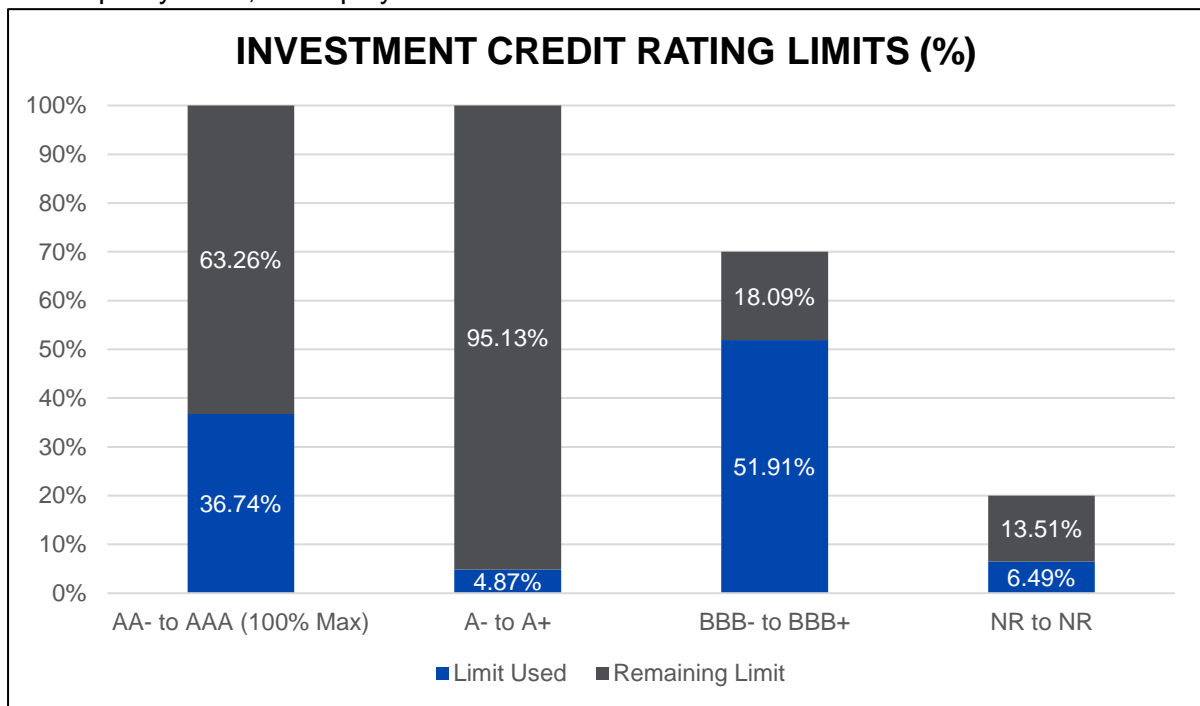
Goldenfields Water County Council's investment portfolio weighted average interest for April 2024 was 4.23%. Performance indicators for comparison are:

- BBSW 4.4086% RBA Cash Rate 4.35% AusBond Bank Bill 4.354%

Interest received in the period totalled \$77,915, with \$1,028,696 received for the year to date.

Credit Quality Compliance

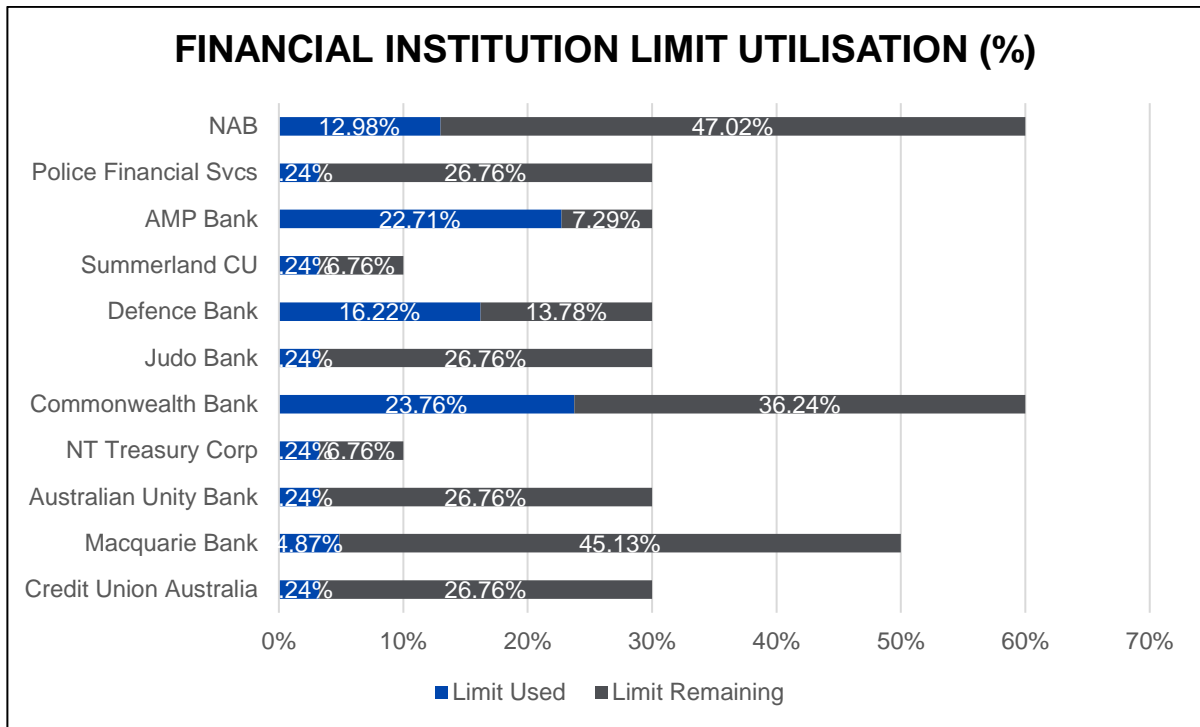
Council's investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



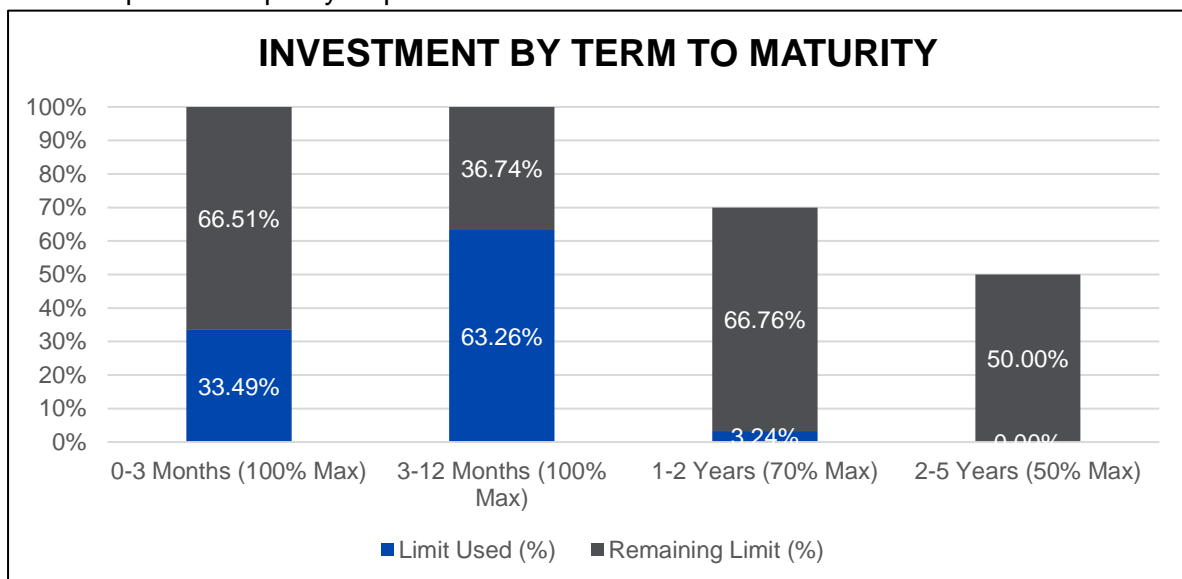
Financial Institution Compliance

As at the end of April, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.

Overall, the portfolio is diversified across a variety of credit ratings, including some exposure to unrated authorised deposit-taking institutions (ADIs).



Term to Maturity Council's investment portfolio maturities shown graphically below were also compliant with policy requirements.



Application of Investment Funds

The table below details the allocation of cash balances in terms of restricted funds, noting restrictions are all internal rather than external.

| | |
|---|---------------------|
| Restricted Funds: | |
| Employee Leave Entitlements | \$2,551,897 |
| Plant & Vehicle Replacement | \$1,462,793 |
| Infrastructure Replacement | \$1,349,640 |
| Section 64 Developer Contribution Reserve | \$5,000,000 |
| | |
| Unrestricted Funds | \$20,458,422 |
| TOTAL | \$30,822,752 |

Declaration

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy PP004.

Signed

Melody Carr

Corporate Services Manager

FINANCIAL IMPACT STATEMENT

Council's cash and investment portfolio decreased by \$1,337,726.18 from \$32,160,478.18 as at 31 March 2024 to \$30,822,752 as at 30 April 2024.

ATTACHMENTS: Nil

TABLED ITEMS: Nil.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 June 2024**

15.1.2. COUNCIL CASH AND INVESTMENTS – MAY 2024

BOARD RESOLUTION

24/039 RESOLVED on the motion of Crs Sinclair and White that the report detailing Council Cash and Investments at 31 May 2024 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments at 31 May 2024 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

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.

REPORT

Council's cash and investment portfolio decreased by \$2,356,815.31 from \$30,822,752 at 30 April 2024 to \$28,465,936.69 at 31 May 2024.

Cash and Investment Portfolio

| Type | LT Rating | ST Rating | Issuer | Frequency | Purchase | Maturity | Days | Rate | Percentage of Portfolio | Principal |
|---------------|-----------|-----------|------------------------|-----------------|------------|------------|------|-------|-------------------------|---------------------|
| TD | AA- | A-1+ | NAB | At maturity | 26/06/2023 | 25/06/2024 | 365 | 5.48% | 4% | \$1,000,000 |
| TD | BBB- | A-3 | Judo Bank | Annually | 24/01/2023 | 25/07/2024 | 548 | 4.45% | 4% | \$1,000,000 |
| TD | AA- | A-1+ | NAB | Annually | 24/02/2023 | 16/08/2024 | 539 | 4.95% | 7% | \$2,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 2/08/2023 | 4/09/2024 | 399 | 5.45% | 7% | \$2,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 15/03/2023 | 19/09/2024 | 554 | 4.80% | 4% | \$1,000,000 |
| TD | A+ | A-1 | Macquarie Bank | At maturity | 3/04/2024 | 2/10/2024 | 182 | 4.68% | 5% | \$1,500,000 |
| TD | BBB | A-2 | Credit Union Australia | At maturity | 17/04/2024 | 16/10/2024 | 182 | 5.13% | 4% | \$1,000,000 |
| TD | BBB- | A-3 | Judo Bank | At maturity | 9/05/2024 | 7/11/2024 | 182 | 5.20% | 4% | \$1,000,000 |
| TD | BBB | A-2 | Defence Bank | Annually | 1/12/2023 | 29/11/2024 | 364 | 5.50% | 14% | \$4,000,000 |
| TD | NR | NR | NT Treasury Corp | Annually | 28/09/2020 | 15/12/2024 | 1539 | 1.10% | 4% | \$1,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 12/01/2023 | 13/01/2025 | 732 | 4.55% | 7% | \$2,000,000 |
| TD | AA- | A-1+ | NAB | Annually | 24/02/2023 | 24/02/2025 | 731 | 4.93% | 4% | \$1,000,000 |
| TD | BBB | A-2 | AMP Bank | Annually | 1/09/2023 | 4/03/2025 | 550 | 5.05% | 7% | \$2,000,000 |
| TD | BBB | A-2 | Police Financial Svcs | Annually | 1/03/2023 | 13/03/2025 | 743 | 5.15% | 4% | \$1,000,000 |
| TD | BBB | A-2 | Defence Bank | Annually | 8/03/2023 | 27/03/2025 | 750 | 4.90% | 4% | \$1,000,000 |
| TD | NR | NR | Summerland CU | Annually | 22/03/2023 | 8/05/2025 | 778 | 4.80% | 4% | \$1,000,000 |
| CASH | AA- | A-1+ | Commonwealth Bank | At Call Account | | 1/03/2024 | 1 | 4.20% | 15% | \$4,321,267.74 |
| CASH | AA- | A-1+ | Commonwealth Bank | Cash Account | | 1/03/2024 | 1 | 1.00% | 2% | \$644,668.95 |
| TOTAL: | | | | | | | | | | \$28,465,937 |

This is Page 7 of the Minutes to the Goldenfields Water County Council meeting held on 27 June 2024

Portfolio Performance

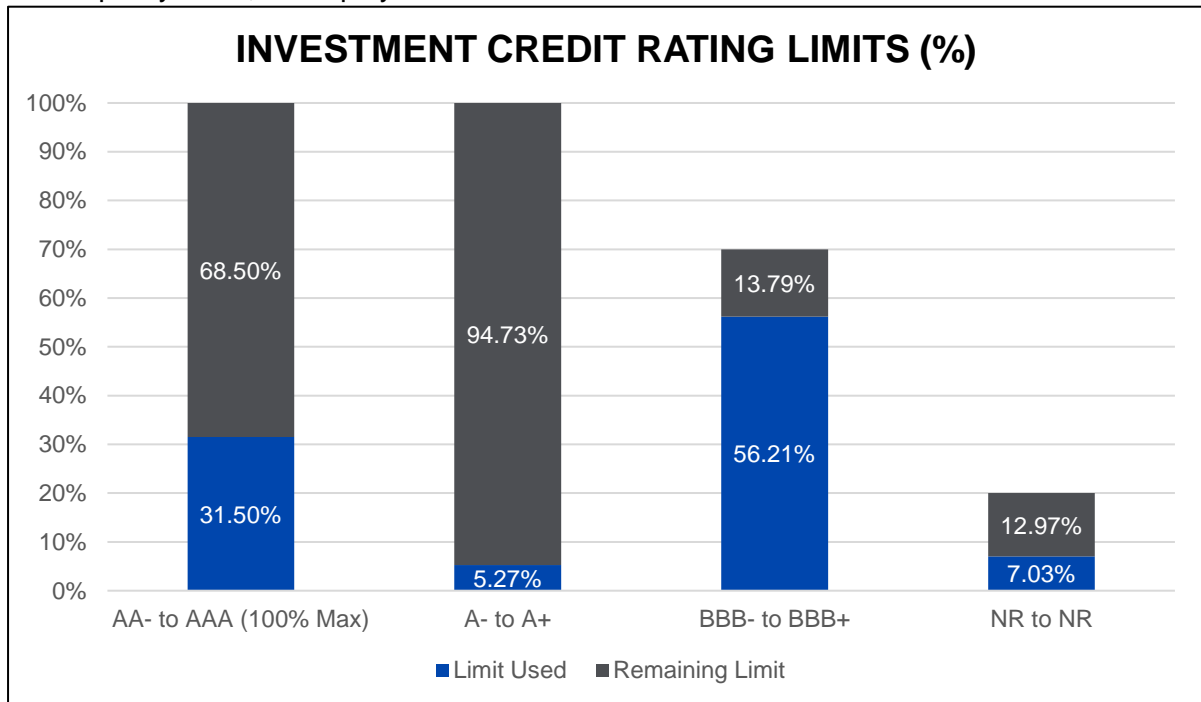
Goldenfields Water County Council's investment portfolio weighted average interest for May 2024 was 4.24%. Performance indicators for comparison are:

- BBSW 4.35% RBA Cash Rate 4.35% AusBond Bank Bill 4.322%

Interest received in the period totalled \$11,836, with \$1,040,532 received for the year to date.

Credit Quality Compliance

Council's investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.

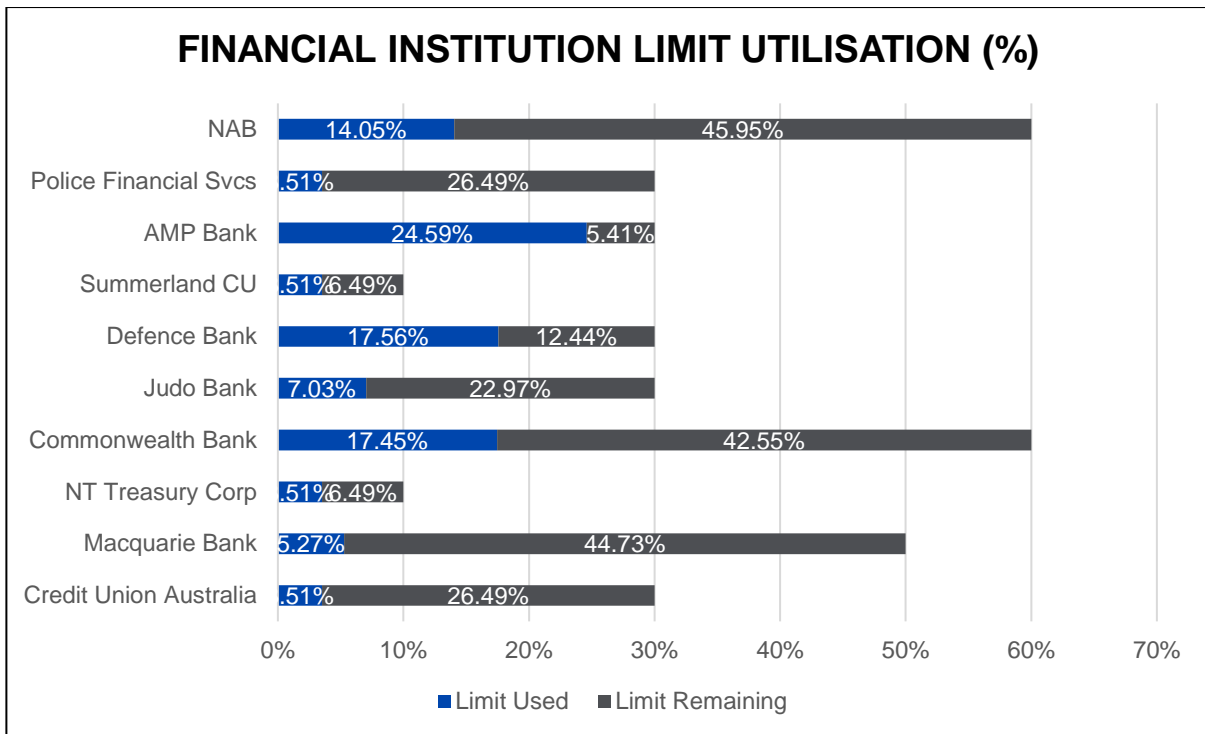


Financial Institution Compliance

As at the end of May, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.

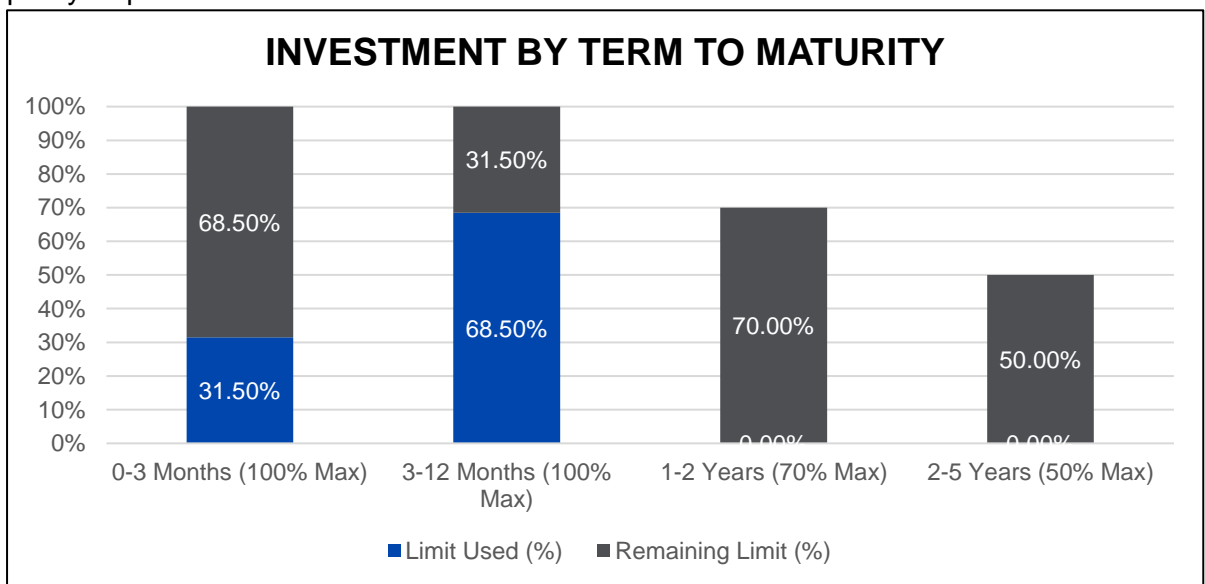
Overall, the portfolio is diversified across a variety of credit ratings, including some exposure to unrated authorised deposit-taking institutions (ADIs).

Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 27 June 2024



Term to Maturity

Council's investment portfolio maturities shown graphically below were also compliant with policy requirements.



Application of Investment Funds

The table below details the allocation of cash balances in terms of restricted funds, noting restrictions are all internal rather than external.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 June 2024**

| | |
|---|--------------|
| Restricted Funds: | |
| Employee Leave Entitlements | \$2,551,897 |
| Plant & Vehicle Replacement | \$1,462,793 |
| Infrastructure Replacement | \$1,349,640 |
| Section 64 Developer Contribution Reserve | \$5,000,000 |
| | |
| Unrestricted Funds | \$18,101,607 |
| TOTAL | \$28,465,937 |

Declaration

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy PP004.

Signed

Melody Carr

Corporate Services Manager

FINANCIAL IMPACT STATEMENT

Council's cash and investment portfolio decreased by \$2,356,815.31 from \$30,822,752 at 30 April 2024 to \$28,465,936.69 at 31 May 2024.

ATTACHMENTS: Nil

TABLED ITEMS: Nil.

15.1.3. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

24/040 RESOLVED on the motion of Crs White and McAlister that the Capital Works Progress Report as at 17 June 2024 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Capital Works Progress Report as at 17 June 2024 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

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

REPORT

The Capital Works financial report provides a "snapshot" of Council's Capital Works Program on 17 June 2024. Capital Works expenditure is reviewed on a weekly basis and discussed with relevant managers and by the Management team.

The Capital Works Report **Attachment A** includes the budget variations previously approved throughout the quarterly budget review process.

A detailed report on Council's Major Projects over multiple years is included in this report as **Attachment B** for your information.

A commentary report on Council's Major Projects with the expected completion dates for the current financial year is included in **Attachment C** for your information.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS:

ATTACHMENT A: Capital Works Progress Report as at June 2024.

ATTACHMENT B: Commentary on Major Capital Works on projects over multiple years as at 17 June 2024

ATTACHMENT C: Commentary on Major Capital Works commentary – current year

TABLED ITEMS: Nil.

15.1.4. AUDIT RISK AND IMPROVEMENT COMMITTEE

BOARD RESOLUTION

24/041 RESOLVED on the motion of Crs Sinclair and Piper that the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 3 June 2024.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 3 June 2024.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

Goldenfields Water County Council Audit, Risk and Improvement Committee is an advisory committee in accordance with section 355 of the Local Government Act 1993, and the Local Government Regulations 2012.

The Committee was established by Council Res 17/008 on 23 February 2017. In accordance with the Audit, Risk and Improvement Committee Charter, the Committee will report regularly to Council.

REPORT

The Goldenfields Water County Council Audit, Risk and Improvement Committee met on 3 June 2024. Minutes of the meeting are attached for the information of the Board.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Minutes of ARIC Meeting 3 June 2024.

TABLED ITEMS: Nil.

15.1.5. COUNCILLORS AND CHAIRPERSON FEES FOR 2024/2025

BOARD RESOLUTION

24/042 RESOLVED on the motion of Crs White and McAlister that:

- 1. Councillors and Chairpersons Fees be increased by 3.75% for the 2024/2025 financial year as per the Local Government Remuneration Tribunal Determination dated 29 April 2024.**
- 2. The annual remuneration for 2024/2025 is: Councillor \$10,997 and Chairperson \$18,062.80.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That:

1. Councillors and Chairpersons Fees be increased by 3.75% for the 2024/2025 financial year as per the Local Government Remuneration Tribunal Determination dated 29 April 2024.
2. The annual remuneration for 2024/2025 is: Councillor \$10,997 and Chairperson \$18,062.80

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

Section 241 of the *Local Government Act 1993* states that annual fees are to be paid to councillors and chairpersons in accordance with categories determined by the Local Government Remuneration Tribunal (the Tribunal), while the setting of the fees is contained within sections 248 and 249 of the *Local Government Act 1993*.

REPORT

The Local Government Remuneration Tribunal Annual Report and Determination dated 29 April 2024 determined an increase of 3.75% to mayoral and councillor fees for the 2024/2025 financial year, with effect from 1 July 2024.

For **Table 4: County Councils – Water** the fees are as follows:

| | Minimum | Maximum |
|--------------------------|----------------|----------------|
| Councillor | \$2,030 | \$11,280 |
| Chairperson – additional | \$4,360 | \$18,520 |

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil.

15.1.6. WATER BILLING & DEBT RECOVERY REPORT

BOARD RESOLUTION

24/043 RESOLVED on the motion of Crs Sinclair and White that receives and notes the update on Water Billing, Developer Contributions and Debt Recovery.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and notes the update on Water Billing, Developer Contributions and Debt Recovery.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

Water Billing

Water billing occurs on a quarterly basis for the majority of Goldenfields Water customers however there are some customers that are billed monthly. This includes automatic meter reads along with some manual re-reads due to several anomalies.

WATER BILLING REPORT

We engaged specialised consultancy for our utility billing module and meter reading for both Quarter 3 and Quarter 4 programs for the financial year 2023-24 as a result of a significant demand of utility billing maintenance required. The Quarter 3 bills were delayed as a result but we are now on track.

The Quarter 3 water billing for the 2023-2024 financial year was delayed due the level of required utility billing maintenance. 11,616 accounts were levied for a total amount of \$4.598m.

Whilst there are still a number of maintenance issues to address prior to Quarter 4 water billing we are on track to levy the third week in July.

DEBT RECOVERY REPORT

Debt recovery action figures for 31 May:

| NOTICES ISSUED | No. Customers | Outstanding Account (\$) |
|------------------------------------|---------------|--------------------------|
| Final Notice (Bill period 2023 Q3) | 2925 | \$2,198,499.74 |

This is Page 14 of the Minutes to the Goldenfields Water County Council meeting held on
27 June 2024

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 June 2024**

| | | |
|---|-----|--------------|
| Debt Recovery Action: | | |
| Pending Restriction Notice | 300 | \$533,863.47 |
| Restriction Warning Card | 5 | \$70,860.65 |
| Physical Restriction / Disconnection | 5 | \$70,860.65 |
| Total Payments Received (Following Debt Recovery Action) | | \$281,818.54 |
| RESTRICTION DETAILS | | |
| Properties paid prior to restriction | 147 | \$217,706.15 |
| Properties Unrestricted | 0 | \$0.00 |
| Properties Remaining Restricted | 5 | \$40,412.18 |
| Properties Referred to Debt Recovery Agent | 21 | \$193,813.33 |

FINANCIAL IMPACT STATEMENT

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.1.7. ENTERPRISE RISK MANAGEMENT POLICY

BOARD RESOLUTION

24/044 RESOLVED on the motion of Crs McAlister and Sinclair that the Board adopts the revised PP022 Enterprise Risk Management Policy.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopts the revised PP022 Enterprise Risk Management Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

Council adopted PP022 Enterprise Risk Management Policy in June 2021. The policy review schedule has been brought forward to align with updated requirements legislated via amendments to the Local Government (General) Regulation 2021, effective 1 July 2024.

REPORT

PP022 Enterprise Risk Management Policy has been reviewed and re-written to provide greater alignment to the NSW Office of Local Government guidelines in support of Goldenfields Water's enterprise risk management functions.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP022 Enterprise Risk Management Policy.

TABLED ITEMS: Nil.

15.2. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

15.2.1. WATER PRODUCTION REPORT

BOARD RESOLUTION

24/045 RESOLVED on the motion of Crs Sinclair and White 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

Priority 3 A Healthy Natural Environment

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 parts of Narrandera and Wagga Wagga.

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

REPORT

Jugiong drinking Water Scheme

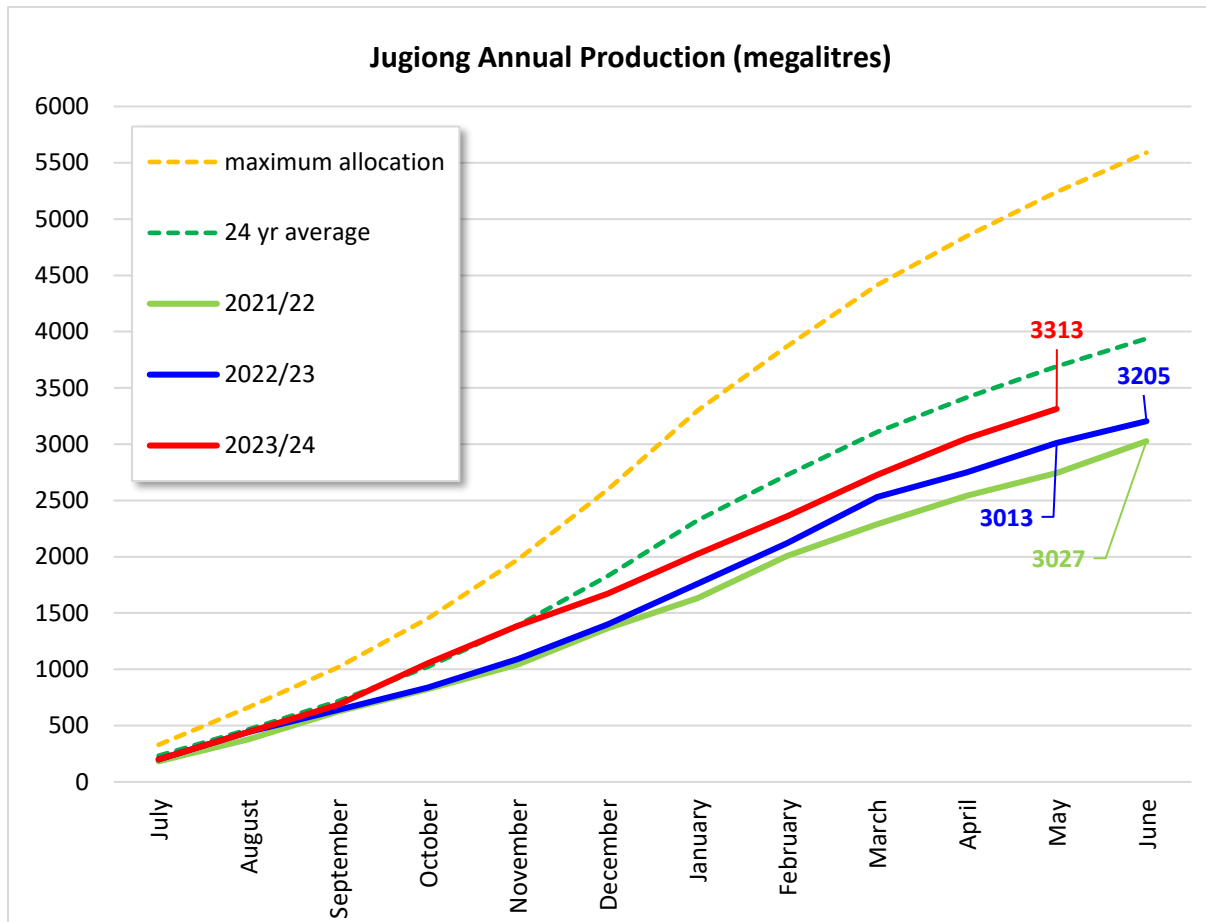
The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation.

The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

Goldenfields Water also provides additional retail supply to approximately 600 customers in the villages of Stockinbingal, Wallendbeen and Springdale.

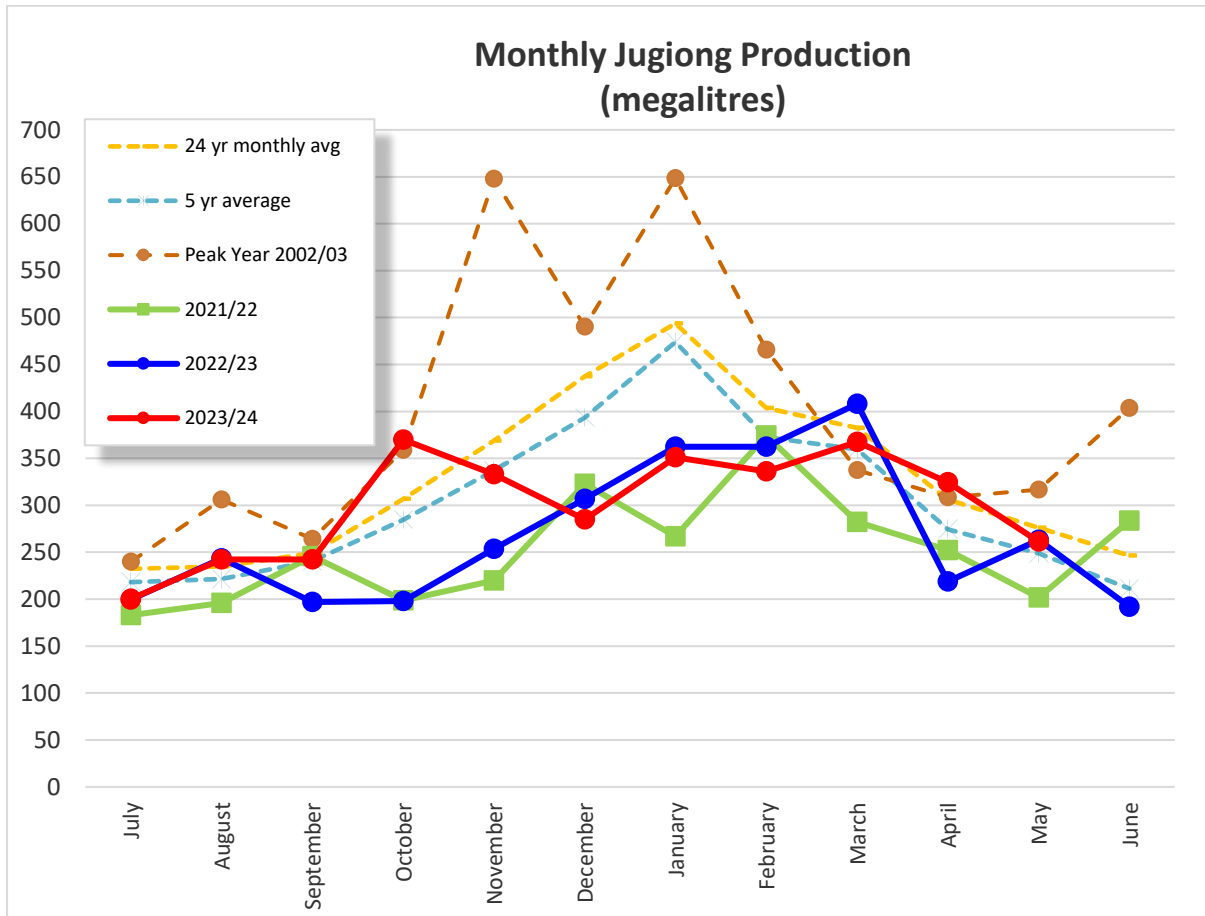
**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 June 2024**

For the 11 months of the 2023/24 financial year, 3313ML of water had been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is slightly higher than for the 2022/23 FY where 3013ML was extracted. An increase of 300ML. This is illustrated in the graph below.



**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 27 June 2024**

Jugiong monthly production started slightly higher in July with 200ML extracted and treated for the month. August saw a further increase in production with 242ML and September was like August with 242ML extracted and treated. Some warm dry weather saw 370ML extracted in October before some stormy wet periods saw a decrease for the month of November with 333ML extracted and treated. December also saw a decrease in production with 294ML extracted before an increase in January with 356ML extracted and treated. A slight decrease in production for February with 336ML extracted before an increase in Production in March saw 368ML extracted and treated. As we move into the cooler months water production has decreased in the months of April and May with 325ML and 261ML respectively extracted and treated through the Jugiong Water Treatment Plant.



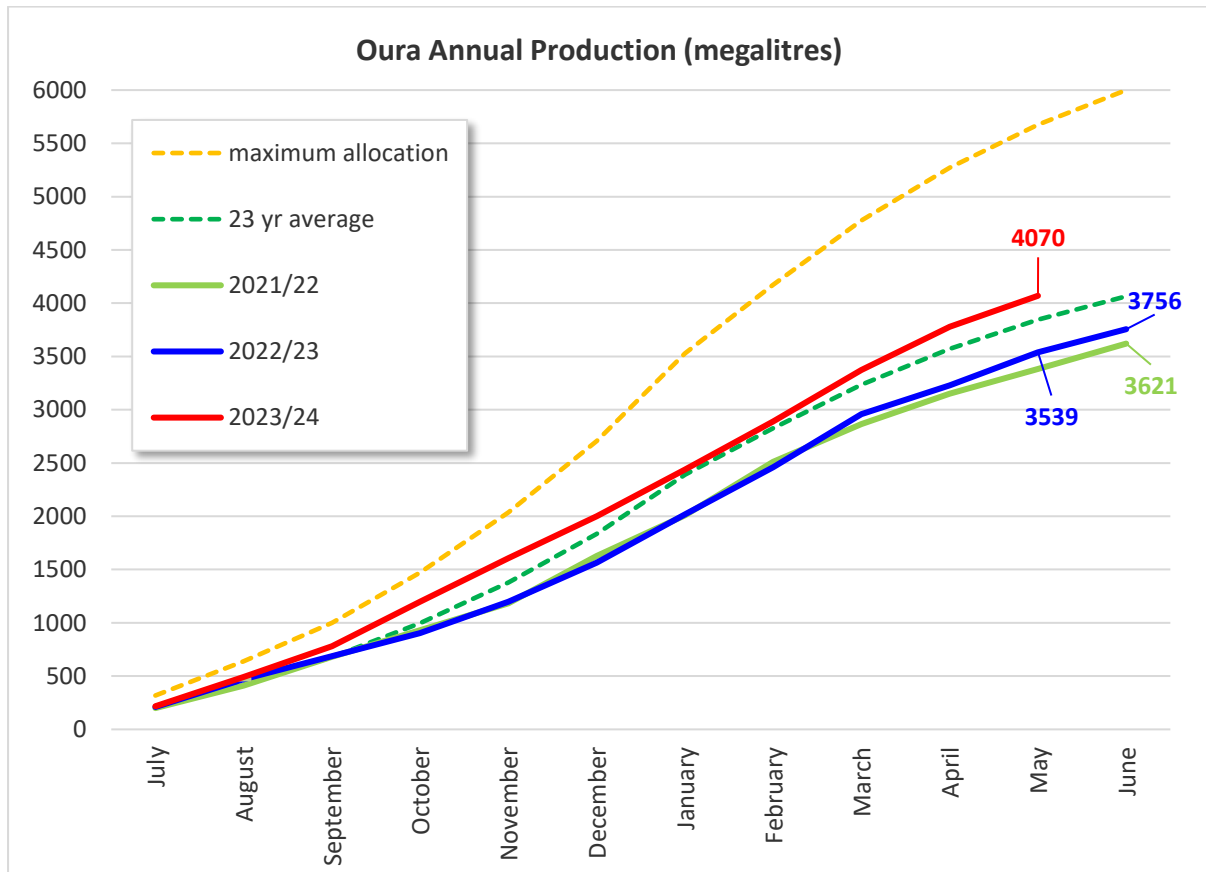
Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 27 June 2024

Oura Drinking Water Scheme

The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 4 bores namely: Bores 2, 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.

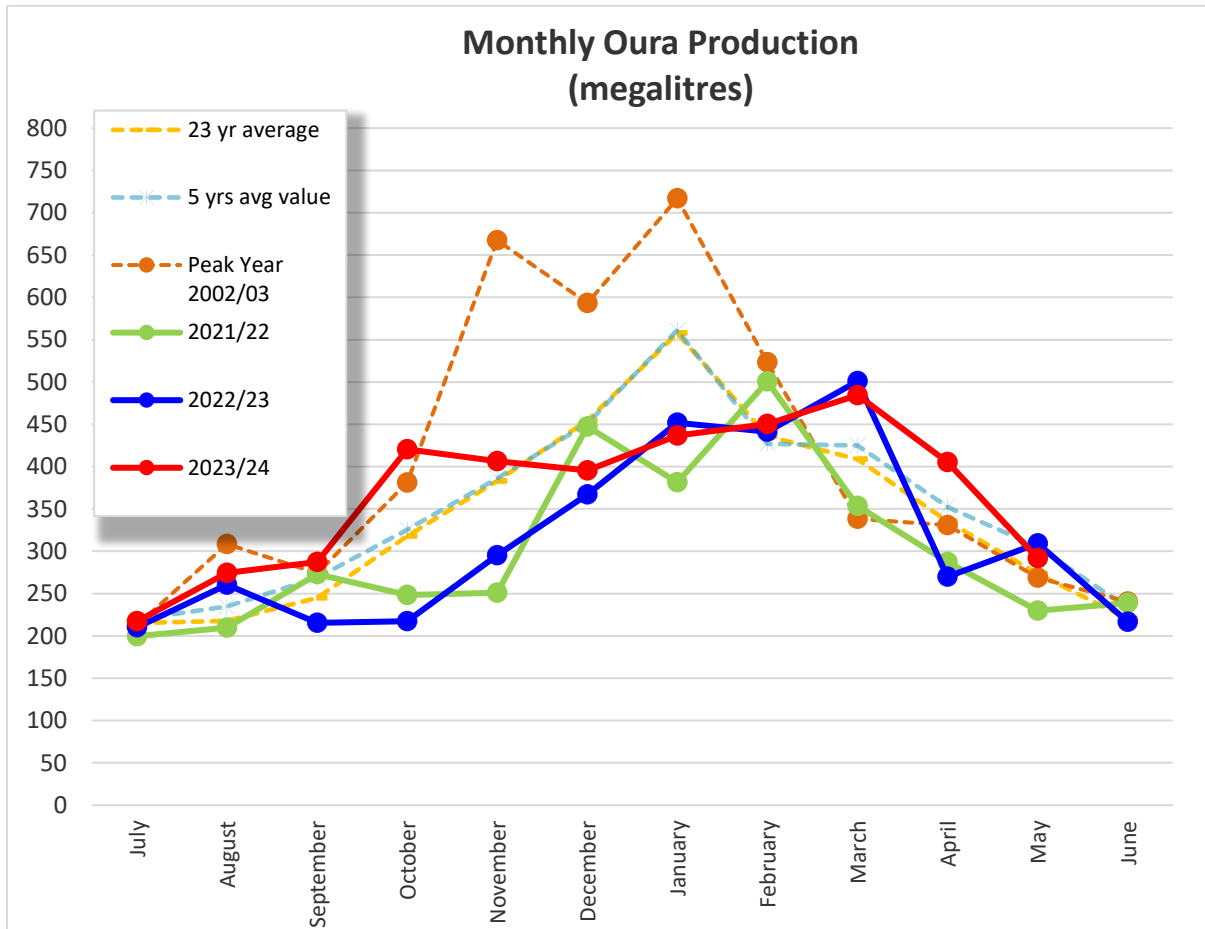
The Oura scheme has 33 sets of reservoirs, and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the first 11 months of the 2023/24 financial year, 4070ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is an increase in production compared to 2022/23 FY where 3539ML of water was extracted for the same period. An increase in production of 531ML. This is depicted in the graph below.



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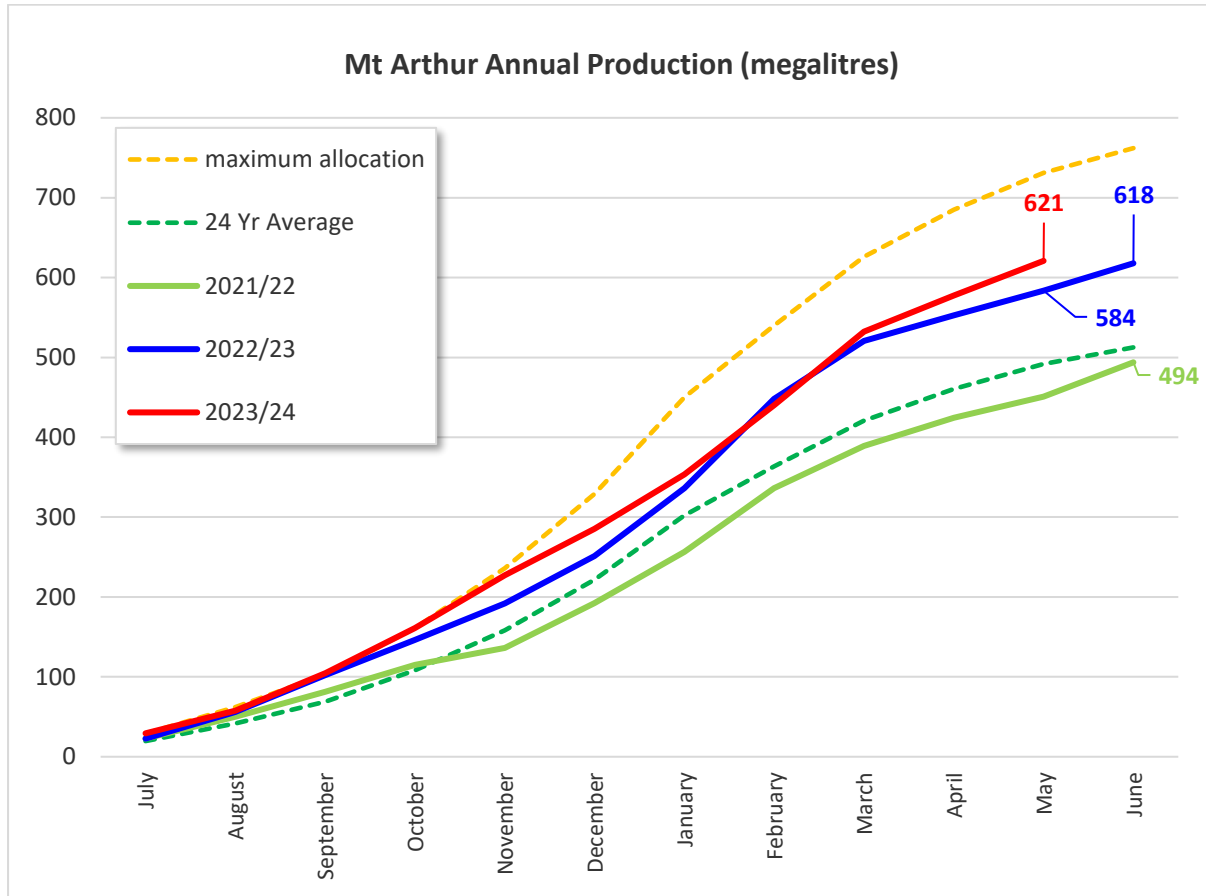
Oura monthly water production has started slightly higher in July where 217ML was extracted from the Oura bores. August saw an increase in production where 274ML was extracted, a further increase in production for September saw 287ML extracted. As with Jugiong a warm dry period saw a further increase in production for October 420ML before some stormy wet periods in November saw a slight decrease in production for the month with 406ML extracted in November. December saw a slight decrease to 395ML before an increase in production in January 437ML, further increases in production have been observed for February 450ML and March 484ML. As we move into the cooler months water production has decreased in the months of April and May with 405ML and 292ML respectively extracted and treated through the Oura Water Treatment Plant.



Mount Arthur Drinking Water Scheme

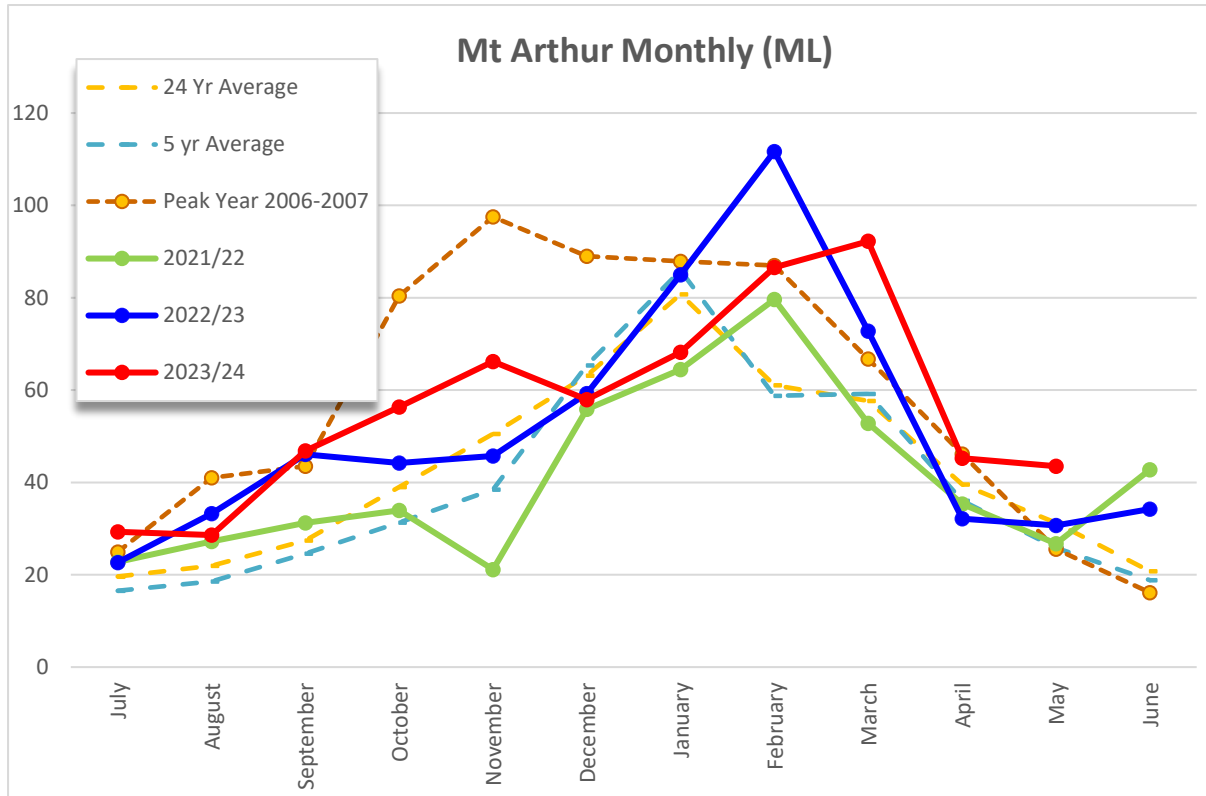
The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with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

For the first 11 months of the 2023/24 financial year, 621ML of water has been extracted from the Mt Arthur Borefield. This is an increase compared to the 2022/23 FY where 584ML was extracted from the Mt Arthur bores for the same period. An increase of 37ML. As can be seen in the graph below, production is trending slightly higher to previous years.



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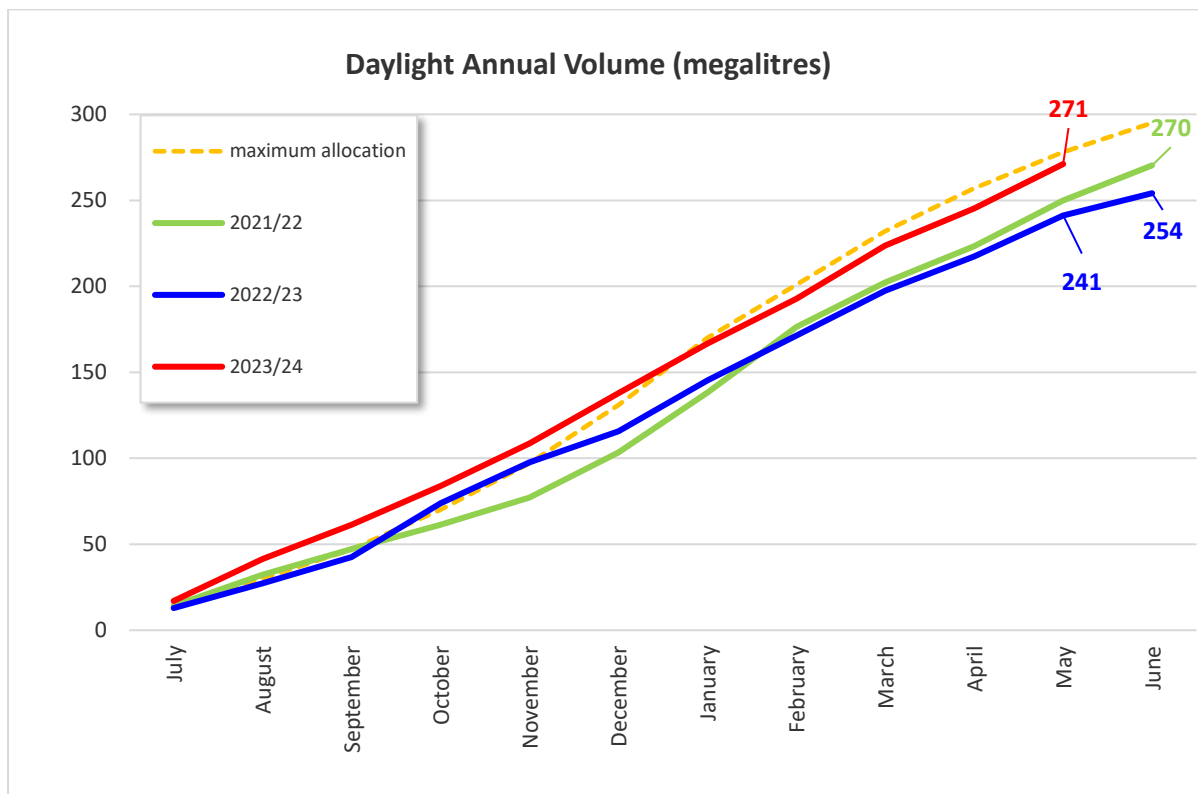
Mt Arthur monthly water production started slightly higher to previous years with 29ML of water extracted from the bores in July. August saw a slight decrease to 28ML extracted and September a further increase to 47ML extracted. Production for the period of September through to November has been steadily increasing every month with September 47ML, October 56ML and November 66ML extracted. December saw a decrease in Production to 68ML for the month. January 68ML, February 87ML and March 92ML have all recorded steady increases in production. As we move into the cooler months water production has decreased in the months of April and May with 45ML and 44ML respectively extracted and treated through the Mt Arthur Scheme.



Mount Daylight Drinking Water Scheme

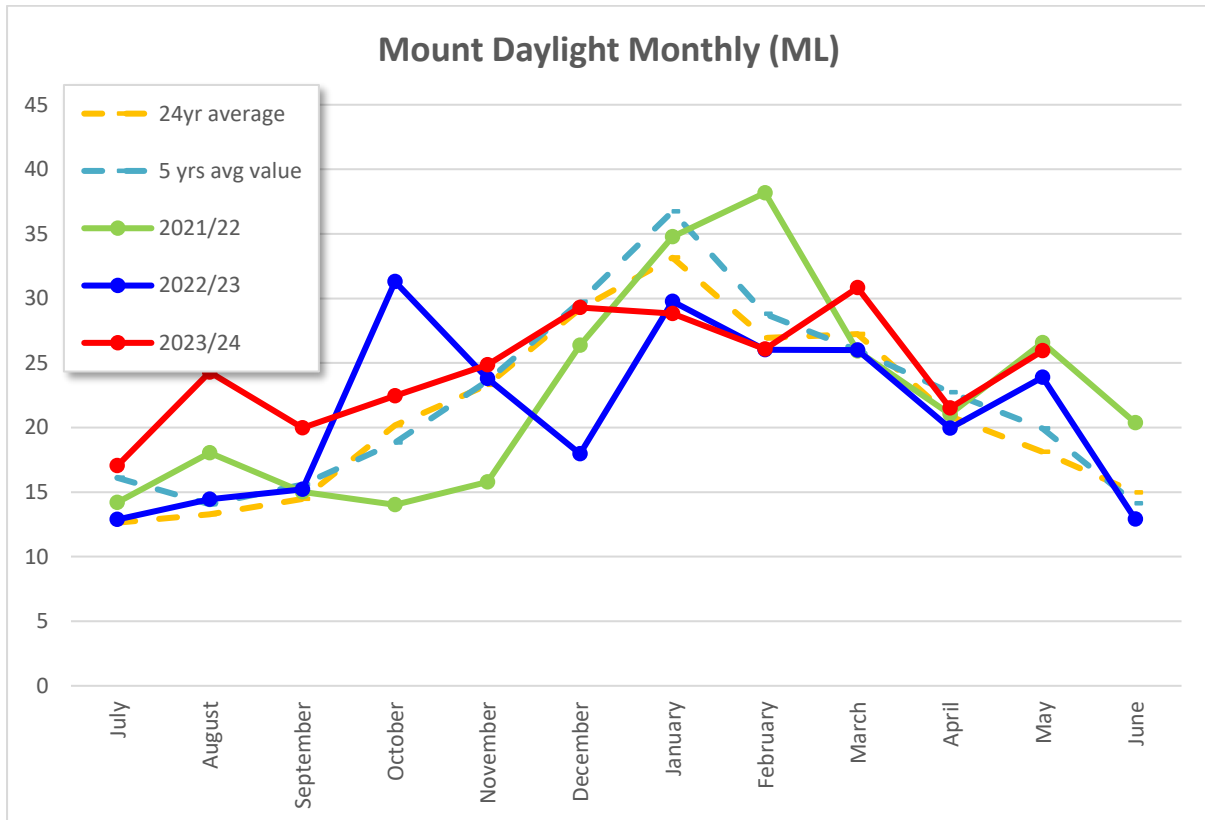
The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately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

For the first 11 months of the 2023/24 financial year 271ML of water has been extracted from the Mt Daylight Borefield. This is an increase in volume of 30ML compared to the 2022/23 FY where 241ML was produced over the same period.



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The monthly extraction totals for the Mt Daylight bores started very consistently with July seeing 17ML extracted with slight increases in August 24ML, September was slightly lower in production with 20ML extracted, the period September through to November seen consistent increases in production every month with September 20ML, October 22ML and November 25ML extracted from the Mt Daylight Bores. December saw a further decrease in production to 29ML, January was similar with just under 29ML extracted for the month. February 26ML saw a decrease in production before an increase in March where 31ML was extracted. As we move into the cooler months water production has decreased in April (22ML) before a slight increase in May (26ML). This is a similar trend to the last 2 years as can be seen in the graph below.

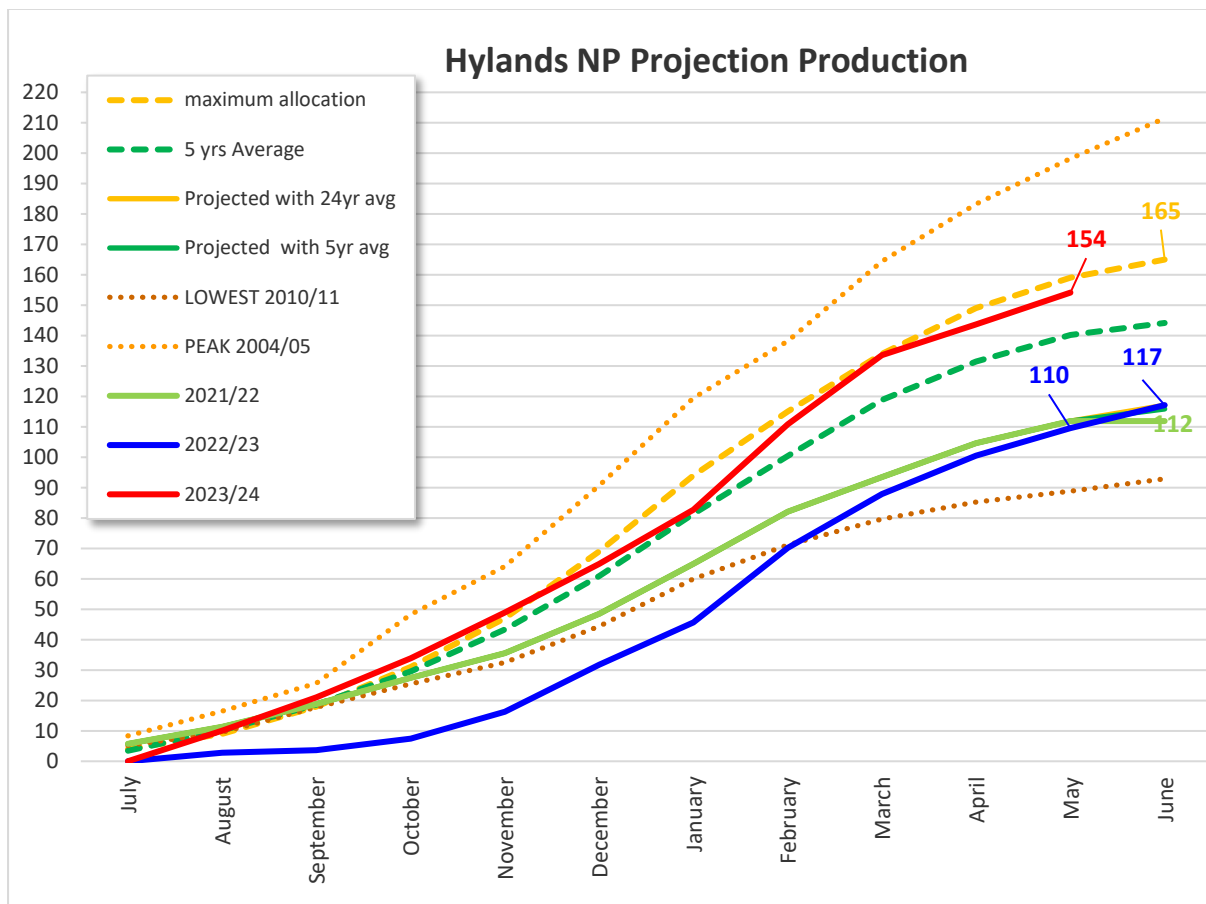


Hylands Bridge - Non-Potable

Hylands Bridge supplies Non-Potable water to Barellan and Binya. The water is sourced through the Murrumbidgee Irrigation Area where Goldenfields Water holds 165ML shareholding for water entitlement.

For the first 11 months of the 2023/24 financial year 154ML of water has been extracted from the Hylands Bridge Raw Water Scheme. This is a large increase compared to the same period last year where only 110ML had been extracted. Currently projecting to exceed our maximum allocation.

Note: A comparison between GWCC Production meter and Murrumbidgee Irrigation (MI) Production meter has indicated that there is a discrepancy between the two meters. GWCC will replace our old meter with a new meter as soon as one becomes available. GWCCs meter is reading between 30-35% higher than MI meter.



FINANCIAL IMPACT STATEMENT

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

LOCAL PREFERENCE

N/A

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.3. MATTERS SUBMITTED BY ENGINEERING MANAGER

15.3.1. PP039 HYDRANTS CONDITIONS OF USE POLICY

BOARD RESOLUTION

24/046 RESOLVED on the motion of Crs White and Piper that the Board adopt the draft policy.

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopt the draft policy

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

As a County Council, Goldenfields Water is required to install hydrants in its urban water mains as may be necessary for the ready supply of water to extinguish fires, and to maintain the hydrants in effective working order as per the Local Government (General) Regulation 2021.

Goldenfields Water has hydrants located at approximately 60 metre interval spacing within their urban townships.

REPORT

The attached policy provides Goldenfields Water and the public with information regarding the purpose of hydrants, approval to access hydrants, illegal use and the available alternatives Goldenfields Water provides for water access.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Draft PP039 Hydrants – Conditions of Use Policy

TABLED ITEMS: Nil

**15.3.2. PP001 PROCUREMENT AND DISPOSAL OF GOODS, SERVICES AND
MATERIALS POLICY**

BOARD RESOLUTION

24/047 RESOLVED on the motion of Crs McAlister and Sinclair that the Board adopt the draft policy.

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopt the draft policy

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

Goldenfields Water maintains a public policy regarding the procurement of disposal of goods, services and materials.

REPORT

PP001 Procurement and Disposal of Goods, Services and Materials Policy is due for review. The following updates have been made:

- Review timeframe changed to 4 yearly to align with other policies
- Clarification of the Goldenfields Water area of operation
- Additional definition of a contract
- Update to the Prescribed Agencies
- Update to the quotation threshold

The quotation thresholds were reviewed and a comparison to a random selection of NSW Councils is provided below. The proposed changes are in line with other Councils and enable staff to undertake procurement of goods, services and materials in an efficient manner, particularly in a regional setting where there are lower volumes of contractors and suppliers available.

| | Verbal | 1 Quote | 2 Quotes | 3 Quotes | Formal Quotation |
|------------------------|------------|-------------|------------|------------------------------|------------------|
| Inner West Council | | | | 10k and above | |
| Wollongong Council | | Up to \$10k | \$10-\$50k | \$50k-\$150k | \$150k-\$250k |
| Lake Macquarie Council | | Up to \$10k | \$10-50k | \$50-\$250k | |
| Hills Shire Council | | Up to \$25k | | \$25-227k tender over \$227k | |
| Ballina Council | | Up to \$2k | \$10-\$50k | \$50k-\$250k | |
| Shellharbour Council | | Up to \$5k | \$5k-\$25k | \$25k-\$100k | \$100k-\$250k |
| Hilltops SC | Up to \$1k | \$1k-\$5k | \$5k-\$20k | \$20k to \$50k | \$50k-\$250k |

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| | | | | | |
|-----------------------------|------------|------------|-------------|--------------|--------------|
| Temora CS | Up to \$5k | \$5-10k | \$10-50k | \$50-\$150k | \$150-\$250k |
| Riverina Water | Up to \$2k | \$2k-\$10k | \$10k-\$20k | \$20k-\$250k | |
| Goldenfields Water existing | Up to \$1k | \$1k-\$5k | \$5k-\$25k | \$25k-\$250k | |
| Goldenfields Water proposed | Up to \$2k | \$1k-\$10k | \$10k-\$50k | \$50k-\$250k | |

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP001 Procurement and Disposal of Goods, Services and Materials Policy

TABLED ITEMS: Nil

15.4. MATTERS SUBMITTED BY GENERAL MANAGER

15.4.1. LOCAL GOVERNMENT NSW WATER MANAGEMENT CONFERENCE

BOARD RESOLUTION

24/048 RESOLVED on the motion of Crs McAlister and Sinclair that the Board approve the attendance of the General Manager, Chair and Deputy Chair.

Report prepared by Acting General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board approve the attendance of the General Manager, Chair and Deputy Chair.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

The annual Local Government NSW Water Management Conference presents a broad range of information from a local government perspective on water management, issues associated with water supply and sewerage services provided by water utilities.

REPORT

The Local Government NSW Water Management Conference will be held in Goulburn from Tuesday 23 July to Thursday 25 July 2024.

Nominations for attendance are sought from the Board to allow registration and booking arrangements to be made.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: 2024 LGNSW Water Management Conference Draft Program

TABLED ITEMS: Nil

15.4.2. ADOPTION OF 2024/2025 OPERATIONAL PLAN

BOARD RESOLUTION

24/049 RESOLVED on the motion of Crs White and Sinclair that:

- 1. Council adopts the 2024-2025 Operational Plan, as exhibited on public display.**
- 2. Council notes and adopts the minor adjustments as detailed in this report and reflected in the attached Draft 2024/2025 Operational Plan.**
- 3. The fees and charges be made for the 2024-2025 financial year, as detailed in the adopted 2024-2025 Operational Plan Fees and Charges Schedule.**

Report prepared by Acting General Manager

COUNCIL OFFICER RECOMMENDATION

That:

1. Council adopts the 2024-2025 Operational Plan, as exhibited on public display.
2. Council notes and adopts the minor adjustments as detailed in this report and reflected in the attached Draft 2024/2025 Operational Plan.
3. The fees and charges be made for the 2024-2025 financial year, as detailed in the adopted 2024-2025 Operational Plan Fees and Charges Schedule.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure & Efficient Water Supplies

BACKGROUND

The 2022-2026 Delivery Program was adopted by Council in June 2022 in accordance with Chapter 13, part 2 of the Local Government Act 1993, and Section 196A of the Local Government (General) Regulation 2021.

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.

REPORT

In accordance with legislative requirements the Draft 2024/2025 Operational Plan incorporating the 2024/2025 budget and annual fees and charges has been on public exhibition for 28 days. No public submissions have been received.

Minor amendments to the exhibited document are required to cover a recent circular release by the Office of Local Government, incorrect quarterly and monthly tabulations within the document and the rounding of fees and charges. The amendments are as follows:

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- As per attached Office of Local Government (OLG) Circular, Circular 24-05 / 19 April 2024 / A894200, Councils Interest rate will increase from 9% to 10.5% and the s603 application costs will go from a charge of \$95 to \$100 for 2024-25.
- Updated the quarterly and monthly tabulated columns within the document to reflect the 2024-25 annual rates.
- Amended the non-residential high volume 20mm connection to \$354 from \$353 so the monthly charge is a round number of \$29.50.
- Amended the non-residential high volume 25mm connection to \$546 from \$548 so the monthly charge is a round number of \$45.50.
- Amended the vacant unconnected properties 25mm connection to \$366 from \$365 to match the residential 25mm connection charge.

The Draft 2024-2025 Operational Plan, incorporating 2024-2025 Fees and Charges and 2024-2025 Budget Summaries is now re-presented to Council for adoption.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Draft 2024/2025 Operational Plan
Circular 24-05 / 19 April 2024 / A894200

TABLED ITEMS: Nil

15.4.3. PP020 COMPLAINTS MANAGEMENT POLICY

BOARD RESOLUTION

24/050 RESOLVED on the motion of Crs Piper and McAlister that the Board adopts the revised PP020 Complaints Management Policy.

Report prepared by Acting General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopts the revised PP020 Complaints Management Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

BACKGROUND

PP020 Complaints Management Policy establishes an effective complaints management system in accordance with the best practice model as provided by the NSW Ombudsman.

REPORT

PP020 Complaints Management Policy sets a complaints management system which ensures complaints regarding Goldenfields Water County Council are received, recorded and resolved in a timely and appropriate manner and dealt with fairly and impartially.

This document has been revised in accordance with its review schedule and no changes have been made.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP020 Complaints Management Policy.

TABLED ITEMS: Nil.

15.4.4. AUGUST EXTRA ORDINARY COUNCIL MEETING

BOARD RESOLUTION

24/051 RESOLVED on the motion of Crs Sinclair and White that the Board consider holding an Extra Ordinary Council Meeting on 14 August 2024.

Report prepared by Acting General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board consider holding an Extra Ordinary Council Meeting on 14 August 2024.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

Goldenfields Water County Council meetings are held on the fourth Thursday of every second month at the Temora Office, commencing at 10.00am. The August Ordinary Council Meeting has been resolved to be held 22 August 2024.

With anticipated acceptance for the Oura Pump Station and Dosing Design and Construct Tender in August and the caretaker period commencing 16 August, staff are seeking approval to host an Extraordinary Council Meeting, to be held on 14 August to facilitate the approval of this Tender.

REPORT

Oura Pump Station and Dosing Design and Construct Tender (RFT 01/2024) was released on 28 May 2024 with a closing date for tender submissions of 10 July 2024. As such, acceptance of a successful tender will require approval at the August 2024 Council Meeting.

Due to caretaker period commencing 16 August 2024, it is Council officers' recommendation that the Board consider an Extraordinary Council Meeting, to be held on 14 August 2024.

Failing to resolve a successful tender prior to the caretaker period, via an Extraordinary Council Meeting, may risk the price submissions to be null and void, as contractors may not be able to hold their prices firm by the next available council meeting outside of the caretaker period. In addition to this, the project will be delayed for a period of at least two months

Staff are seeking Board approval to assist with the timely delivery of this contract via the attendance of an Extraordinary Council Meeting, which is recommended to be held on the 14 August, or the consideration of an alternate date that may achieve a Quorum.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

15.4.5. ENERGY MARKET UPDATE

BOARD RESOLUTION

24/052 RESOLVED on the motion of Crs McAlister and White that the Board:

- 1. Pursuant to s55(3)(i) of the Local Government Act 1993, the Board considers that a satisfactory result would not be achieved by inviting tenders before entering into a contract for the purchase of energy, due to extenuating circumstances, being:
 - a. current energy market volatility and significant risk in entering into a fixed agreement**
 - b. flexibility in purchasing processes is required for speed of acting on low price demands within the National Energy Market (NEM)****
- 2. provide the General Manager or their delegate the delegation to negotiate the purchase of energy and enter into any such Agreements necessary to continue the efficient operations of Goldenfields Waters supply network.**
- 3. Note that staff will report back to the Board if any negative variation to the 2024/25 budgetary provisions will be expected.**

Report prepared by Acting General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Pursuant to s55(3)(i) of the Local Government Act 1993, the Board considers that a satisfactory result would not be achieved by inviting tenders before entering into a contract for the purchase of energy, due to extenuating circumstances, being:
 - a. current energy market volatility and significant risk in entering into a fixed agreement
 - b. flexibility in purchasing processes is required for speed of acting on low price demands within the National Energy Market (NEM)

2. provide the General Manager or their delegate the delegation to negotiate the purchase of energy and enter into any such Agreements necessary to continue the efficient operations of Goldenfields Waters supply network.
3. Note that staff will report back to the Board if any negative variation to the 2024/25 budgetary provisions will be expected.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

Council has historically undertaken the purchase of energy contracts via the Local Government Procurement panel process; however, in 2022 Council sort to engage the market in conjunction with Riverina Water. Council has two current energy contracts relating to around 53 small sites and 17 large sites. Both contracts are currently awarded to Shell Energy since 1st January 2023. Expiry of existing contracts are set for 1st January 2025.

Council at its September 2022 meeting resolved:

BOARD RESOLUTION

22/085 RESOLVED on the motion of Crs McAlister and McGlynn that the Board

1. *Pursuant to s55(3)(i) of the Local Government Act 1993, the Board considers that a satisfactory result would not be achieved by inviting tenders before entering into a contract for the purchase of energy, due to extenuating circumstances, being:
 - a. *current energy market volatility and significant risk in entering into a fixed agreement*
 - b. *multiple options for purchasing energy, such as wholesale purchasing*
 - c. *flexibility in purchasing processes is required for speed of acting on low price demands within the National Energy Market (NEM)**
2. *authorise the General Manager or their delegate the delegation to negotiate the purchase of energy and enter into any such Agreements necessary to continue the efficient operations of Goldenfields Waters supply network.*

REPORT

Goldenfields staff were successful in entering a value for money contract through the last energy market approach which provided the best rate on offer that had been seen over the previous 3 year period.

It is hopeful that staff will be able to achieve similar success to the contracts entered into in 2022.

The existing two Shell energy contracts expire in December 2024 and staff will be looking to negotiate with the market to achieve the best value for money result possible. Current energy market and futures are showing higher costs at the moment; however, staff are hoping these highs start to trend down prior to the end of year before our contracts look to expire.

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Staff are using the current contract price level as our basis for target. Staff are seeking to achieve better than this rate if possible; however, will look to negotiate a rate similar to the existing if the market remains volatile.

This report is seeking approval to proceed with the same process entered into in 2022 where a successful energy price was sort. This request is for an exemption of tendering pursuant to s55(3)(i) of the Local Government Act 1993, where the Board considers that a satisfactory result would not be achieved by inviting tenders before entering into a contract for the purchase of energy, due to extenuating circumstances. Those being:

- a. current energy market volatility and significant risk in entering into a fixed agreement
- b. flexibility in purchasing processes is required for speed of acting on low price demands within the National Energy Market (NEM)

FINANCIAL IMPACT STATEMENT

Energy prices are volatile at present and results of negative or positive financial impacts will not be known until negotiations within the market have been completed. If a higher cost will be expected, staff will report back to the Board with estimated costs compared to the 2024/25 budgetary provisions.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

**15.4.6. OURA RESERVOIRS AND AERATOR DESIGN & CONSTRUCT PROJECT
UPDATE – JUNE**

BOARD RESOLUTION

24/053 RESOLVED on the motion of Crs Sinclair and McAlister that the report be received and noted.

Report prepared by Acting General Manager

COUNCIL OFFICER RECOMMENDATION

That the report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 1 High Quality, Secure and Efficient Water Supplies

BACKGROUND

Council at its April 2023 meeting, 23/015 – RESOLVED, on the motion of Crs Callow and McGlynn that the Board approve:

- a. To award the Design & Construction lump sum contract for the Oura Reservoirs and Aerator Tender to Quay Civil Pty Ltd for \$10,536,418.92 ex GST*
- b. Authorise the General Manager or their delegate to enter into a contract with Quay Civil Pty Ltd

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- c. Approve an updated budget allocation of \$12,643,702.70 noting an allowance of 20% contingency as detailed in the report.

A further report was provided at the February 2024 providing an update on the contract and some additional variations to contract. Specifically the provision of council procuring pipeline materials and insurance. The report noted that Council had directly engaged the pipe supplier through a local government panel contract after a request for quotation was carried out and that extensive negotiations had been occurring regarding the supply and manufacture of the aeration system to ensure that the manufacture of the aerator component is completed locally to guarantee quality requirements.

The Oura reservoirs and aerator are components of the Oura Water Treatment Plant (WTP) which supplies approximately half of all Goldenfields Water's network, including the townships of Junee, Temora and West Wyalong. This project will address the concerns of assets at end of life, redundancy and growth.

REPORT

At the February 2024 meeting, the progress reported to Council was:

- Earthworks for new reservoirs and geotechnical investigations completed;
- Overland flood assessment completed;
- Over 100 metres of DICL DN750 and DN600 pipe laid for the inlet and outlet pipework;
- Reservoir concrete slabs poured and fully tensioned;
- 5 reservoir concrete wall slabs poured.

Since the February meeting, the project has continued to progress with all 48 wall panels having been poured and vertically tensioned, another 50 metres of DN600 DICL pipe has been laid and the milestone of lifting the wall panels was completed across two separate weeks. The next stages of construction involve pouring concrete between the wall panels, horizontally tensioning the reservoir and completing piling for the aerator works.

The engagement that Council took on for the supply of pipework required for the project is completed, with final delivery having been received 31st May, 2024. The total spend for all pipework has come in under the engaged contract amount following the negotiation of variations.

Following discussions with Council staff, Quay Civil have secured a local manufacturer for the aerator system with fabrication expected to commence imminently. Piling for the aerator and tower is to commence in the near future to support the structure.

Quay Civil have proposed to use an unconventional methodology for pouring the concrete infills between panels whereby the concrete is filling from the bottom up, which has resulted in delays to completing the infills while the design of the formwork was confirmed to be fit for purpose. Despite this, no change is anticipated to the program and the project is still programmed for completion by the end of 2024.

The overall project has been budgeted at a total cost of \$12.6 million. As it stands, \$6.1 million has been expensed to this project with a further \$5.6 million committed to contractors. At the April Board meeting, the March QBR increased the FY23/24 budget to \$7.2 million based off forecasting of where the project would be at by the end of the financial year. Due to design hold ups, fabrication of the aerator and associated tower has not commenced and construction of the piles to support the structure has also been delayed. This has resulted in the cashflow shortfall of \$1.1 million.

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With the Principal Contractor, Council have only executed four (4) variations to date, in the form of both positive and negative variations resulting in a net zero difference. The project, despite some contractual changes/negotiations and design hold ups, is progressing well.

FINANCIAL IMPACT STATEMENT

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

For FY23/24, a total \$6.2 million is anticipated to be expensed to the project compared to the expected \$7.2 million accepted at the last QBR.

For FY 24/25, a total of \$5.4 million is allowed. The project is expected to be fully expensed by the end of FY 24/25

ATTACHMENTS: Nil

TABLED ITEMS: Nil

16. NEXT MEETING

The next extra ordinary meeting of Council is scheduled to be held on Wednesday 14 August 2024 at 10:00am

The next ordinary meeting of Council is scheduled to be held on Thursday 22 August 2024 at 10:00am.

17. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was declared closed at 10:55am

NOTICE OF MOTION

Author: Cr Moore

The following Notice of Motion has been received from Cr Moore (attached):

Motion

That the Council source, fund and install a new Audio/Visual system in the Council Chambers.

- a) As a minimum the system has one microphone per Councillor. One on the lectern, and one each for the Mayor, General Manager and Directors.
- b) That cameras be installed that will facilitate a visual recording of the meeting, along with the ability to livestream the meeting.
- c) That after this equipment is installed, a full and complete recording be given to local media so that accurate reporting can occur.
- d) That Council source a software program or independent body, that can transcribe the audio as required/needed.

General Manager's Comment

This matter relates to the Local Government (General) Regulation (Section 236) which states:-

Councils to broadcast meetings online

- (1) *Each meeting of a council or council committee is to be recorded by means of an audio or audio visual device.*
- (2) *The recording is to be made publicly available on the council's website—*
 - (a) *at the same time as the meeting is taking place, or*
 - (b) *as soon as practicable after the meeting.*
- (3) *The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.*
- (4) *At the start of each meeting of a council or council committee, the chairperson must inform the persons attending the meeting that—*
 - (a) *the meeting is being recorded and made publicly available on the council's website, and*
 - (b) *persons attending the meeting should refrain from making any defamatory statements.*
- (5) *This section does not apply to—*
 - (a) *any part of a meeting that has been closed to the public in accordance with section 10A of the Act, or*
 - (b) *a joint organisation, unless the joint organisation otherwise resolves.*
- (6) *In this section, council committee means a committee of a council all the members of which are councillors.*

And Council's Code of Meeting Practice (clauses 5.33 – 5.38)

- 5.33 *Each meeting of the council or a committee of the council is to be recorded by means of an audio or audiovisual device.*
- 5.34 *At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:*
 - (a) *the meeting is being recorded and made publicly available on the council's website, and*
 - (b) *persons attending the meeting should refrain from making any defamatory statements.*
- 5.35 *The recording of a meeting is to be made publicly available on the council's website:*

(a) at the same time as the meeting is taking place, or

(b) as soon as practicable after the meeting.

5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.37 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

5.38 Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Neither the Regulation or Code of Meeting Practice require Council to utilise an audiovisual solution and an audio only solution satisfies the requirements.

Council staff can source systems from suitable suppliers for a variety of solutions that Council may wish to consider.

NOTICE OF MOTION – JULY 2024 MEETING

Following the meeting on the 18th June 2024, especially referencing Section 6.6 – Strengthening Communities Application – Hearts of Gold Committee, myself and Councillor Furnell were confused and somewhat unsure of what happened and how that section became out of control.

The following morning, Councillor Furnell and I requested some clarification as to what happened and certain aspects of meeting procedure.

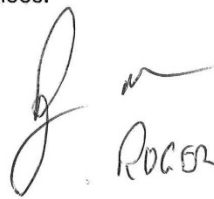
Our questions were, I feel, adequately answered by Council Senior Staff, with only one aspect of our discussion not being adequately addressed. That being the audio recording of the meeting to be sub-standard and of poor quality.

As a consequence, we both feel that the AV system in the chambers needs a major update. So, the motion we wish to be considered at the next Council meeting is that the Council source, fund and install a new Audio/Visual system in the Council Chambers.

- a) As a minimum the system has one microphone per Councillor. One on the lectern, and one each for the Mayor, General Manager and Directors.
- b) That cameras be installed that will facilitate a visual recording of the meeting, along with the ability to livestream the meeting.
- c) That after this equipment is installed, a full and complete recording be given to local media so that accurate reporting can occur.
- d) That Council source a software program or independent body, that can transcribe the audio as required/needed.

We both feel these improvements would aid the Council, General Public and media in several ways.

- a) It may lead to improved and modified meeting behaviour.
- b) Recording visuals will make it easier for people to understand meeting procedure and may increase public interaction with our Council by enabling remote access to this forum.
- c) A visual recording would allow for the education of inexperienced Councillors in meeting procedures and protocols whilst also providing a way for them to review and improve their performance and participation in chambers.
- d) Many members of the Council often refer to 'transparency in Council', almost as a catchphrase. The installation of an updated system would provide the biggest leap forward in transparency that Council has had in many years and provide reassurance to the Community that Council has this principle as a cornerstone of its policies and practises.


ROGER MOORE
COUNCILLOR