

**Business Paper**  
**Council Meeting**  
**15 October 2024**



# OUR VISION, MISSION AND VALUES



# CALENDAR OF MEETINGS

Meeting Dates	Time	Meeting	Location
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<b>October 2024</b>			
Tuesday 8	6:00pm	Councillor Workshop	Council Chambers
Tuesday 15	5:30pm	Official Portraits	Council Chambers
Tuesday 15	6:30pm	Council Meeting	Council Chambers
Tuesday 22	6:00pm	Councillor Workshop	Council Chambers
Thursday 24	10:00am	Goldenfields Water	Temora

<b>November 2024</b>			
Tuesday 5	6:00pm	Councillor Workshop	Council Chambers
Saturday 9	9:00am	Councillor Facilities Familiarisation Tour	Council Office
Thursday 14	9:00am	Councillor Training – Code of Conduct & Code of Meeting Practice	Council Chambers
Friday 15	8:20am	Country Mayors Assoc	Sydney
Tuesday 19	6:30pm	Council Meeting	Council Chambers
Wednesday 27	9:00am	CEMCC	EVN Town Office

<b>December 2024</b>			
Tuesday 3	6:00pm	Councillor Workshop	Council Chambers
Tuesday 3	after workshop	Australia Day Awards Committee	Council Chambers
Tuesday 17	6:30pm	Council Meeting	Council Chambers

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## ORDER OF BUSINESS

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**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 13 August 2024

5.2 Minutes of the Extraordinary Council Meeting held on 10 September 2024

5.2 Matters arising from Minutes

**6. REPORTS FROM STAFF**

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# REPORTS FROM STAFF

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## Section 1 – Executive Services

### 6.1 Councillor Oath or Affirmation of Office



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

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

**Author:** General Manager

#### **Introduction**

This report is to enable each Councillor to take the Oath or Affirmation of Office which will be included in Council Minutes for the public record.

This will be the first agenda item for the Bland Shire Council following the election of the new Council on Saturday 14 September 2024.

In accordance with the *Local Government Act 1993* s 233A, all newly elected Councillors are required to take an Oath or Affirmation of Office. The prescribed words of the oath of affirmation must be taken by each Councillor, at or before the first meeting of Council after being elected.

The General Manager will invite each Councillor to take the oath or affirmation, and this will be recorded in the minutes of the Council Meeting.

#### Oath

I (**Councillor Name**) swear 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.

#### Affirmation

I (**Councillor Name**) 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.

#### **Risk Considerations**

In accordance with s233A of the *Local Government Act (1993)*, if a Councillor is unable to attend the first Council meeting, they may take the oath or affirmation of office at another location in the presence of the General Manager and another staff member, before an Australian legal practitioner or a Justice of the Peace.

However, Council must publicly record the taking of the oath or affirmation should it not be undertaken as part of a Council meeting.

A Councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a Councillor (other than the first meeting of the Council after being elected) until the Councillor has taken the oath or made the affirmation.

Any absence of a Councillor from an ordinary meeting of Council that the Councillor is not entitled to attend because of not taking the oath or making the affirmation is taken to be an absence without prior leave.

**Financial Implications**

There are no unbudgeted financial implications associated with the recommendation in this report.

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**Recommendation:**

The General Manager will invite each Councillor to take the Oath or Affirmation of Office which will be recorded in the Council Meeting Minutes.

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## 6.2 Election of Mayor



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

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

**Author:** General Manager

### **Introduction**

The Mayor presides over Council and Committee meetings and is the primary liaison/advocate with state and federal members of parliament. The Mayor supervises the General Manager's day to day activities, approving leave and facilitates the General Manager's contract and annual performance reviews (alongside the Deputy Mayor and two other Councillors), with support from an independent facilitator.

The Mayor represents Council on Regional Organisations, intergovernmental bodies and other organisations. The Bland Shire Council Mayor is a voting delegate on the Riverina Eastern Regional Organisation of Councils (REROC), Riverina Joint Organisation (RIVJO) Board, NSW Country Mayors Association and LGNSW (Local Government NSW).

The Mayor elected will hold their office in accordance with section 230 of the Local Government Act (1993) for a period of 2 years, until September 2026, at which time a mid-term Mayoral election will be held.

Therefore, Bland Shire Council will receive nominations and elect from its Councillors a Mayor who will undertake the roles and responsibilities of this position for the next two years.

### **Risk Considerations**

Section 290 of the Local Government Act (1993) requires that Council must elect a Mayor within 3 weeks of the ordinary election.

Chapter 9, Part 2, Division 2 (s225-230) of the Local Government Act (1993) details the role and election of the Mayor by the elected body. At Bland Shire Council, the election of a person to the office of Mayor is by the Councillors from among their number.

Clause 394 of the NSW Local Government (General) Regulation (2021) notes that if the Mayor and Deputy Mayor are to be elected by the councillors of an area, the election is to be in accordance with Schedule 7. Schedule 7 prescribes the procedure for conducting an election of the Mayor by Councillors. A copy of which has been provided to Councillors along with a blank nomination form for completion.

### **Financial Implications**

There are no unbudgeted financial implications associated with the recommendation in this report.

### **Summary**

In accordance with Schedule 7 of the Local Government (General) Regulation (2021) Part 1 the General Manager is the returning officer.

Councillors may be nominated without notice for election as Mayor and must be made in writing by 2 or more Councillors (1 of whom may be the nominee) and is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination is to be delivered to or sent to the General Manager and the names of the nominees will be announced at the Council meeting.

If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

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**Recommendation:**

1. That Council accept the nomination(s) for Mayor, and
  2. That if more than one nomination is received for the position of Mayor the method of voting is by open means (such as on voices or show of hands).
-

## 6.3 Election of Deputy Mayor



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

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

**Author:** General Manager

### **Introduction**

Bland Shire Council will receive nominations and elect from its Councillors a Deputy Mayor who will undertake the roles and responsibilities of this position for the next twelve months.

The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise or if there is a casual vacancy in the office of Mayor.

The Deputy Mayor is Council's alternate voting delegate on Riverina Eastern Regional Organisation of Councils (REROC), Riverina Joint Organisation Board, NSW Country Mayors Association.

### **Risk Considerations**

Chapter 9, Part 2, Division 2 s 231 of the Local Government Act (1993), states Council may elect a Deputy Mayor and that this may be for the same or shorter term as the Mayor.

It is recommended that should Council choose to appoint a Deputy Mayor that the term be the same as that of the Mayor, which is for a period of 2 years.

Clause 394 of the NSW Local Government (General) Regulation (2021) notes that if the Mayor and Deputy Mayor is to be elected by the councillors of an area, the election is to be in accordance with Schedule 7. Schedule 7 prescribes the procedure for conducting an election of the Mayor by Councillors. A copy of which has been provided to Councillors along with a blank nomination form for completion.

### **Financial Implications**

There are no unbudgeted financial implications associated with the recommendation in this report.

### **Summary**

In accordance with Schedule 7 of the Local Government (General) Regulation (2021) Part 1 the General Manager is the returning officer.

Councillors may be nominated without notice for election as Deputy Mayor and must be made in writing by 2 or more Councillors (1 of whom may be the nominee) and is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination is to be delivered to or sent to the General Manager and the names of the nominees will be announced at the Council meeting.

If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

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**Recommendation:**

1. That Council elect a Deputy Mayor for the same term of office as the Mayor.
  2. That Council accept the nomination(s) for Deputy Mayor, and if more than one nomination is received for the position of Deputy Mayor the method of voting is by open means (such as on voices or show of hands).
-

## 6.4 Countback to fill casual vacancies



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

**Author:** General Manager

### Introduction

This report is to formally resolve on the method by which casual vacancies of Councillors are filled, within the first 18 months of the local government election, held on 14 September 2024. A countback election has no impact on the election of sitting Councillors and is only to fill vacancies that arise.

Amendments to the Local Government (General) Regulation (2021) gave effect to the 2014 amendments to the Local Government Act (1993);

- providing Council the option of holding a countback election to fill casual vacancies in the first 18 months of the council term instead of holding a costly by-election; and
- prescribing the administrative requirements for countback elections.

Following the December 2021 ordinary council elections, Councils can fill casual vacancies in civic office that arise in the first 18 months following the election by a countback election, saving the expense of a by-election. For this to occur, Council must resolve to adopt this approach at the first meeting following the ordinary election of councillors.

A Council retains the option of applying to the Minister for Local Government to dispense with a by-election, in the last 18 months of a Council term should the situation arise.

The candidates for the countback election are those who were unelected at the ordinary election. Those candidates are invited to participate but are not required to participate. If there are more candidates participating in the countback than vacant positions, then a countback election is conducted. The process for the election is to use the preferences from votes in the ordinary election and votes for the vacated Councillor are redistributed to the candidate with the next highest preference on the ballot. The first 'elected' candidate that is not already a sitting Councillor and is participating in the countback is elected as Councillor. If a non-participating candidate is elected, then their preferences are redistributed, and the process continues until a participating candidate is elected.

Countback elections can be attended in person or remotely and are facilitated by the NSW Electoral Commission.

### Risk Considerations

Section 291A of the Local Government Act prescribes the application of a countback to be held instead of by-election when there is a casual vacancy in the office of a Councillor if:

- (a) the casual vacancy occurs within 18 months after the date of the last ordinary election of Councillors for the area, and
- (b) Council has at its first meeting following that ordinary election of Councillors, by resolution, declared that any such casual vacancy is to be filled by a countback of votes cast at the last election for that office.

**Financial Implications**

The NSWEC has not published an estimated cost of a countback election, however there is significantly less required from the NSWEC for a countback election and therefore costs would be expected to be significantly lower.

**Summary**

To exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Council must resolve, at the first meeting after the election, to use a countback to fill casual vacancies.

If Council does not resolve this at the first meeting after the election, it will be required to fill casual vacancies through a by-election.

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**Recommendation:**

That pursuant to section 291A(1)(b) of the Local Government Act 1993 (the Act) Bland Shire Council declares that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election of Councillors for the Council on 14 September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the General Manager to notify the NSW Electoral Commission of the Council's decision within 7 days of the decision.

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## 6.5 Audit, Risk and Improvement Committee (ARIC)



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:** General Manager

### Introduction

Bland Shire Council must appoint an Audit, Risk and Improvement Committee (ARIC) under the *Local Government Act* (the Act) s 428A(1). The ARIC must meet the *Guidelines for Risk Management and Internal Audit for Local Government in NSW* (the Guidelines) issued by the NSW Office of Local Government.

The role of the ARIC set out in the adopted terms of reference is to provide assurance to Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

The Act, Guidelines and Terms of Reference for the ARIC set the following matters that will be reviewed by the ARIC:

- a) compliance,
- b) risk management,
- c) fraud control,
- d) financial management,
- e) governance,
- f) implementation of the strategic plan, delivery program and strategies,
- g) service reviews,
- h) collection of performance measurement data by the council,
- i) any other matters prescribed by the regulations, which includes the Internal Audit function.

Council adopted the Terms of Reference for the Committee that is compliant with the Guidelines on 18 June 2024 (**Minute 07062024**) and appointed the Independent Members and Chairperson for a term of four years to 30 June 2028.

In accordance with the requirements of the *Local Government (General) Regulation 2021* s216C a Councillor may be appointed to the Committee as a non-voting member. The Guidelines refer to this position as the Councillor Observer.

The following are the members of the ARIC appointed by Council:

- Nick Tobin, Independent Chairperson
- Chris Weber, Independent Member
- Ray D'Angelo, Independent Member
- Councillor Non-Voting Member (to be determined by Council following this report)

The ARIC meets quarterly, with at least one in person meeting annually and other meetings being by Teams, with optional attendance at Council Chambers. Staff attend ARIC's to assist the Committee and answer questions including the General Manager, Director Corporate and Community Services, Internal Audit Coordinator and other staff as required.

### **Risk Considerations**

Council's Strategic Risk Register noted in the previous financial year that non-compliance with the Guidelines was a risk to be mitigated. As Council has effectively ensured compliance within adopted budget and resources this risk has been appropriately treated.

Council should consider that the benefits of the ARIC will be achieved by effective communication and collaboration with the elected body. The non-voting observer is a key mechanism for this, and it is supported by regular reports from the Committee to Council and a strategic plan and annual report for the ARIC that will be received by Council.

### **Financial Implications**

The requirement for the establishment of ARICs creates additional expenditure for Council that is contained within existing resources. Council has adopted an innovative approach to manage costs while obtaining the benefits of the ARIC through a shared internal audit co-ordinator and a shared chair with five other Councils in the region, including Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora.

The six Councils form an 'internal audit alliance' where a shared internal audit program significantly reduces each Council's individual expenditure. There are additional benefits to this approach where shared learnings can be implemented across the Councils to achieve continuous improvement without additional expenditure.

### **Summary**

The use of the expertise on the ARIC to provide Council assurance on the functions outlined in this report is part of Council's broader governance framework and strong collaboration by the elected Council and the ARIC will ensure benefits are achieved.

### **Attachments**

Terms of Reference - Audit Risk and Improvement Committee

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### **Recommendation:**

That Council determines a representative to be appointed as the non-voting Councillor to attend the Audit, Risk and Improvement Committee.

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# Terms of Reference for Bland Shire Council's Audit, Risk and Improvement Committee

**AUTHORISATION**

<b>POLICY TYPE:</b> <i>(Council or Operational)</i>	Council
<b>POLICY LOCATION:</b> <i>(eg. Corporate, Engineering, etc.)</i>	Governance and Risk
<b>RESPONSIBLE OFFICER:</b> <i>(by position title)</i>	Director Corporate and Community Services
<b>AUTHORISED BY:</b> <i>(GM or Director Title)</i>	Council
<b>DATE ADOPTED:</b>	18 June 2024
<b>ADOPTED BY:</b> <i>(Manex or Council)</i>	Council
<b>MINUTE NO:</b> <i>(If required)</i>	07062024
<b>REVIEW DUE DATE:</b>	June 2025
<b>REVISION NUMBER:</b>	1.0
<b>RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN</b>	12.1 Monitor and review Council services to confirm they are provided in a professional, timely and friendly manner and are responsive to community needs 12.4 Review and implement Council policies and comply with WH&S and Risk Management requirements

**DOCUMENT HISTORY**

<b>VERSION NO.</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
1.0	18 June 2024	Adopted by Council	

**REVIEW OF THIS POLICY**

This Policy will be reviewed within one year 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 amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution.

## 1. Purpose

Bland Shire Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, Division 6A – Auditing and Audit, Risk and Improvement Committees of the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

## 2. Scope

This policy document applies to all elected representatives and Council employees, including contractors and volunteers.

## 3. Outcomes

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Bland Shire Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

## 4. Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Bland Shire Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Bland Shire Council. The committee will provide independent advice to the Bland Shire Council that is informed by the Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

## 5. Authority

Bland Shire Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from the Bland Shire Council
- use any Bland Shire Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of the Bland Shire Council
- seek the General Manager's permission to meet with any other Bland Shire Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and
- obtain external legal or other professional advice in line with councils' procurement policies.

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Bland Shire Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## 6. Composition and tenure

The committee consists of an independent chair and two independent members who have voting rights and one non-voting councillor, as required under the *Guidelines for risk management and internal audit for local government in NSW*.

The governing body is to appoint the chair and members of the committee. Current committee members are:

Nick Tobin	Independent chair (voting)
Chris Weber	Independent member (voting)
Raffaele D'Angelo	Independent member (voting)
Cr Lord	Councillor member (non-voting) [cannot be the mayor]

All committee members must meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit for local government in NSW*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chair of the committee. Members who have served an eight-year term (either as a member or as chair) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the Bland Shire Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chair's or an independent member's term, the governing body is to undertake an assessment of the chair's or committee member's performance. Reappointment of the chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Bland Shire Council, the environment in which the Bland Shire Council operates, and the contribution that the committee makes to the Bland Shire Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the committee's consideration of the Council's annual financial statements.

Bland Shire Council, as a member of an Alliance of six Councils within the Riverina Region, intends to share its chair with the ARICs of the remaining Alliance Councils being Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora.

The role of the Chair will be to provide independent assurance and assistance on the governance, risk control and compliance frameworks for each of the Councils.

While each Council will have its own separate committee, it is anticipated that the appointed chair will preside over all six committees.

The appointment of Chair, to commence from 1 July 2024, will be undertaken in accordance with the Office of Local Government's: Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines).

## 7. Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the Bland Shire Council regarding the following aspects of the Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Bland Shire Council, and
- internal audit.

The committee must also provide information to the Bland Shire Council for the purpose of improving the Council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The committee will act as a forum for consideration of the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Bland Shire Council rests with the governing body and the General Manager.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

## 8. Responsibilities of members

### Independent members

The chair and members of the committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it

- apply good analytical skills, objectivity and judgement
- act in the best interests of the Bland Shire Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Bland Shire Council
- have strong leadership qualities (chair)
- lead effective committee meetings (chair), and
- oversee the Council's internal audit function (chair).

### **Councillor members**

To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the Bland Shire Council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the Bland Shire Council that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the Councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chair of the committee may recommend to the Bland Shire Council, that the Councillor member be removed from membership of the committee. Where the Bland Shire Council does not agree to the committee chair's recommendation, the Bland Shire Council must give reasons for its decision in writing to the chair.

### **Conduct**

Independent committee members are required to comply with the Council's code of conduct.

Complaints alleging breaches of the Council's code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council's code of conduct.

### **Conflicts of interest**

Once a year, committee members must provide written declarations to the Bland Shire Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the Council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or

as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

## **Standards**

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards, where applicable.

## **9. Work plans**

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

## **10. Assurance reporting**

The committee must regularly report to the Bland Shire Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the Bland Shire Council or the achievement of the Council's goals and objectives.

The committee will provide an update to the governing body and the General Manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how the Bland Shire Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the chair of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by

the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

## **11. Administrative arrangements**

### **Meetings**

The committee will meet at least four times per year, including a special meeting to review the Council's financial statements.

The committee can hold additional meetings when significant unexpected issues arise, or if the chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chair has the casting vote.

The chair of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The General Manager, Director Corporate and Community Services and the head of the internal audit function should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chair can request the attendance of other Council staff, Councillors or contractors of the Council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chair at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the head of the internal audit function and the Council's external auditor at least once each year.

### **Dispute resolution**

Members of the committee and the Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

### **Secretariat**

The General Manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chair at least one week before the meeting and ensure that

minutes of meetings are prepared and maintained. Minutes must be approved by the chair and circulated within one week of the meeting to each member.

### **Resignation and dismissal of members**

Where the chair or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give four months notice to the chair and the governing body prior to their resignation to allow the Bland Shire Council to ensure a smooth transition to a new chair or committee member.

The governing body can, by resolution, terminate the appointment of the chair or an independent committee member before the expiry of their term where that person has:

breached the council's code of conduct  
performed unsatisfactorily or not to expectations  
declared, or is found to be in, a position of a conflict of interest which is unresolvable  
been declared bankrupt or found to be insolvent  
experienced an adverse change in business status  
been charged with a serious criminal offence  
been proven to be in serious breach of their obligations under any legislation, or  
experienced an adverse change in capacity or capability.

The position of a Councillor member on the committee can be terminated at any time by the governing body by resolution.

### **Review arrangements**

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

### **Further information**

For further information on Council's audit, risk and improvement committee, contact Director Corporate and Community Services on [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au) or by phone (02) 6972 2266.

## **12. Legislation and Supporting Documents:**

- Local Government Act 1993 – Section 428A
- *Local Government (General) Regulation 2021* - Division 6A – Auditing and Audit, Risk and Improvement Committees
- Departmental Chief Executive's Guidelines for risk management and internal audit for local government in NSW

## **13. Attachments:**

Internal Audit Charter



# Internal Audit Charter

Bland Shire Council has established the Audit, Risk and Improvement Committee (ARIC) as a key component of the Council's governance and assurance framework, in compliance with the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of internal audit functions at Bland Shire and has been approved by the governing body taking into account the advice of the Council's audit, risk and improvement committee.

## Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps Bland Shire Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes<sup>1</sup>.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and audit, risk and improvement committee about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Bland Shire to improve its business performance.

## Independence

Council's internal audit function is to be independent of Bland Shire Council so it can provide an unbiased assessment of the Council's operations and risk and control activities.

The internal audit function reports functionally to the Council's audit, risk and improvement committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the Director Corporate and Community Services to facilitate day-to-day operations. Internal audit activities are not subject to direction by the Bland Shire Council and Council's management has no role in the exercise of the internal audit activities.

The audit, risk and improvement committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

The General Manager must consult with the chair of the audit, risk and improvement committee before appointing or making decisions affecting the employment of the head of internal audit function. If the head of internal audit function is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

Where the chair of the audit, risk and improvement committee has any concerns about the treatment of the head of internal audit function, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The head of internal audit function is to confirm at least annually to the audit, risk and improvement committee the independence of internal audit activities from the Bland Shire Council.

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<sup>1</sup> As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

## Authority

Bland Shire Council authorises the internal auditor to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the head of internal audit function considers necessary for the internal auditor to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The head of internal audit function and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Bland Shire Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the [name of the internal audit function] are not to be made publicly available. The head of the internal audit function may only release Bland Shire Council information to external parties that are assisting the internal auditor to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## Role

The Internal Audit Coordinator is to support the Council's audit, risk and improvement committee to review and provide independent advice to the Bland Shire Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Bland Shire Council and monitoring the implementation of corrective actions.

The Internal Audit Coordinator is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The Internal Audit Coordinator has no direct authority or responsibility for the activities it reviews. The Internal Audit Coordinator has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Bland Shire Council functions or activities (except in carrying out its own functions).

## Internal Audit Function

Council's internal audit function is to be led by a member of Bland Shire Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the Bland Shire Council and the audit, risk and improvement committee. The head of internal audit function must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the head of internal audit function include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the audit, risk and improvement committee
- acting as a liaison between the external provider and the audit, risk and improvement committee
- monitoring the Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee, and
- assisting the audit, risk and improvement committee to ensure the Council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

As the internal audit function will be provided on behalf of the six Audit Alliance Councils, the head of internal audit function will be required to liaise with the general manager and senior staff for the Councils of Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora during the establishment and delivery of each internal audit process.

Bland Shire Council, on behalf of the Audit Alliance, is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the head of internal audit function is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years
- is not the same provider conducting the Councils' external audit
- is not the auditor of any contractors of the Councils that may be subject to the internal audit, and
- can meet the Councils' obligations under the Guidelines for risk management and internal audit for local government in NSW.

The Internal Audit Coordinator must consult with the audit, risk and improvement committees and General Managers regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged.

## Performing internal audit activities

The work of the internal audit function is to be thoroughly planned and executed. The Council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards.

The contracted internal auditor is to provide the findings and recommendations of internal audits to the audit, risk and improvement committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The Internal Audit Coordinator is to assist each Council to establish an ongoing monitoring system to follow up progress in implementing corrective actions.

The General Manager, in consultation with the audit, risk and improvement committee, is to develop and maintain policies and procedures to guide the operation of the Council's internal audit processes.

The Internal Audit Coordinator is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

## Conduct

Internal audit personnel must comply with the Council's code of conduct. Complaints about breaches of Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the audit, risk and improvement committee before any disciplinary action is taken against the Internal Audit Coordinator in response to a breach of the code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

## Administrative arrangements

### Audit, risk and improvement committee meetings

The Internal Audit Coordinator will attend audit, risk and improvement committee meetings as an independent non-voting observer. The Internal Audit Coordinator can be excluded from meetings by the committee at any time.

The Internal Audit Coordinator must meet separately with the audit, risk and improvement committee at least once per year.

The Internal Audit Coordinator can meet with the chair of the audit, risk and improvement committee at any time, as necessary, between committee meetings.

## **External audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

## **Dispute resolution**

Name of internal audit function should maintain an effective working relationship with the Bland Shire and Alliance Councils and the audit, risk and improvement committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the name of internal audit function and Bland Shire Council, the dispute is to be resolved by the general manager and/or the audit, risk and improvement committee. Disputes between the name of internal audit function and the audit, risk and improvement committee are to be resolved by the governing body, that being the elected Council.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

## **Review arrangements**

The Council's audit, risk and improvement committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the name of internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the Council.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

## **Further information**

(NB. Sections to be updated following Council endorsement and recruitment to specified positions)

For further information on Council's internal audit activities, contact Joshua Jongma on [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au) or by phone 6972 2266

Reviewed by Internal Audit Coordinator

[sign and date]

Reviewed by chair of Council's audit, risk and improvement committee

[sign and date]

Reviewed by General Manager

[sign and date]

Reviewed by Bland Shire Council in accordance with a resolution of the governing body

[sign and date]

[resolution reference]

# Schedule 1 – internal audit function responsibilities

## Audit

### Internal audit

- Conduct internal audits as directed by Bland Shire's audit, risk and improvement committee.
- Implement the Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by the Bland Shire Council of corrective actions.
- Assist the Bland Shire Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

### External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Bland Shire's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

## Risk

### Risk management

Review and advise:

- if Bland Shire Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Council's risk management framework is adequate and effective for identifying and managing the risks Bland Shire faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Bland Shire Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Bland Shire Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Bland Shire Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how Council's risk management approach impacts on its insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

## **Internal controls**

Review and advise:

- whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Bland Shire Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

## **Compliance**

Review and advise of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Bland Shire Council has appropriately considered legal and compliance risks as part of Council's risk management framework
- how the Bland Shire Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

## **Fraud and corruption**

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether the Bland Shire Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

## **Financial management**

Review and advise:

- if the Bland Shire Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Bland Shire Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations
- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
  - management compliance/representations
  - significant accounting and reporting issues
  - the methods used by the Bland Shire Council to account for significant or unusual transactions and areas of significant estimates or judgements
  - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions

- adequate segregation of duties
- timely reconciliation of accounts and balances
- review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Bland Shire Council are adequate
- if the Council's grants and tied funding policies and procedures are sound.

## **Governance**

Review and advise of the adequacy of the Bland Shire Council governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

## **Improvement**

### **Strategic planning**

Review and advise:

- of the adequacy and effectiveness of the Councils integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Bland Shire Council is successfully implementing and achieving its IP&R objectives and strategies.

### **Service reviews and business improvement**

Review and advise:

- if the Bland Shire Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the Bland Shire Council can improve its service delivery and the Council's performance of its business and functions generally

### **Performance data and measurement**

Review and advise:

- if the Bland Shire Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Bland Shire Council uses are effective, and
- of the adequacy of performance data collection and reporting.



## 6.6 Australia Day Awards Committee



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:** General Manager

### **Introduction**

Bland Shire Council has established an Australia Day Awards Committee which meets in late November/early December to consider and recommend to Council the successful nominees in each category for the annual Australia Day Awards.

The committee of 11 members includes:-

- Bland Shire Councillors (9)
- The current year's Bland Shire Citizen of the Year recipient
- Bland Shire Council General Manager

It is important that council is well represented on the various committees and organisations that council deals with on a regular basis. It is also equally important to ensure that the best use of councillor and staff time is effective and rewarding.

### **Risk Considerations**

Section 355(b) of the *NSW Local Government Act 1993* notes that Council may establish a Committee of Council to exercise its function on Council's behalf.

The current Terms of Reference are attached.

### **Financial Implications**

Councillors travel expenses in undertaking their duties, roles and responsibilities include representing Council and are addressed in Council's Payment of Expenses and Provisions of facilities to Mayors and Councillors Policy.

### **Attachments**

Terms of Reference – Bland Shire Australia Day Awards Committee

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### **Recommendation:**

That Council confirm the Bland Shire Awards Committee membership in accordance with the current Terms of Reference.

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# AUSTRALIA DAY AWARDS COMMITTEE

## Terms of Reference

### NAME

Australia Day Awards Committee

### PURPOSE

The purpose of the Australia Day Awards Committee is to acknowledge the achievement of outstanding individuals, young and old who have made a valuable contribution to the Bland Shire community through the Australia Day Awards. The awards will help inspire and encourage accomplishment in community service and volunteering, sport, education, arts and culture and be inclusive of all.

### OBJECTIVE

The Australia Day Awards are held in conjunction with the National Australia Day Council. The objective of the Committee is to consider nominations, select annual award recipients and facilitate celebratory Australia Day events.

### TERMS OF REFERENCE

- To assist with the identification of appropriate Bland Shire Australia Day award categories
- To consider nominations and recommend to Council successful nominees for the Bland Shire Australia Day Awards in accordance with the selection process
- To consider the appointment of a Bland Shire Council Ambassador in accordance with the Bland Shire Council Ambassador Guidelines.
- To assist with the promotion of the Bland Shire Australia Day Awards and celebrations within the community
- The Australia Day Awards Committee will have no formal delegations to act on behalf of Bland Shire Council

### MEMBERSHIP

Committee Membership shall consist of:-

- Bland Shire Councillors (9)
- The current year's Bland Shire Citizen of the Year recipient
- General Manager

### VACANCIES

A vacancy on the Australia Day Awards Committee shall be filled in the same manner as the original appointment was made.

### CHAIRPERSON

The position of Chairperson shall be the Mayor or their delegate.

## **QUORUM**

The quorum for the Australia Day Awards Committee shall be six (6) voting members and include at least five (5) Councillors.

## **MEETINGS**

1. Meetings of the Australia Day Awards Committee are to be held at a time to be determined by the Committee and meetings are to be held in the Council Chambers.
2. Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.
3. Staff are authorised to disclose award recipients to third parties in order to plan for the Awards event.

## **AGENDA AND MINUTES**

Agendas and Minutes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

Due to the nature and role of this Committee, minutes shall remain confidential.

## **ROLES AND RESPONSIBILITIES**

In performing the role of Committee member, a person must:

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons; and
- commit to attendance at meetings.

## **CONFLICT OF INTEREST PROVISIONS**

Where a member has an interest or a Conflict of Interest (as defined in Council's Code of Conduct) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the member must disclose the matter to the group before the matter is considered or discussed.

Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

## **AUSTRALIA DAY AWARD CATEGORIES**

Nominations will be invited on an annual basis for the following Award categories:

- a. Citizen of the Year
- b. Young Citizen of the Year
- c. Sportsman of the Year
- d. Young Sportsman of the Year
- e. Community Event of the Year
- f. Community Service Award

All Australia Day Award nominees who meet the eligibility criteria and who, based on the assessment criteria are considered worthy, shall receive an Australia Day Award.

The Committee shall not:-

- select joint recipients in the Citizen of the Year Award
- allocate more than one Citizen of the Year Award in any given year
- create additional categories or sub-categories for assessment.

## ELIGIBILITY

Nominees for all categories must:-

- a. Be an Australian Citizen
- b. Reside in the Bland Shire at the time of nomination or if not living in the Shire must have contributed to the Shire for a period of twelve (12) months or longer and who has demonstrated a record of providing beneficial services, to the Bland Shire community.
- c. Fall within the following age categories for the respective Awards:  
Young Citizen (Sportsperson) of the Year: 25 years and under  
Citizen (Sportsperson) of the Year: 26 years and over

Note: the age of the nominee must fall into the applicable category as at 26 January in the year the Award is given.

Unsuccessful nominees may be re-nominated in subsequent years.

Self-nominations will not be accepted.

Sitting state and federal politicians and current councillors are not eligible.

Retired politicians and former councillors are eligible however consideration of their nomination would be for their work over and above their official duties.

Persons who have been awarded a Citizen of the Year Award may not be re-nominated.

Awards will not be granted posthumously.

## ASSESSMENT CRITERIA

In determining recipients of the Australia Day Citizen of the Year and Young Citizen of the Year Awards, nominees will be assessed against the following criteria:

- a. The activities undertaken which have a positive purpose and benefit to the community.
- b. Outstanding achievement in a specific field, including but not limited to environmental, community engagement, welfare, arts and culture, leadership, charitable activities and civic responsibility.
- c. The level of voluntary contribution beyond paid employment.
- d. The length of activity or service.
- e. The degree of challenges faced in a role and ability to go above and beyond.

The Australia Day Sportsperson of the Year and Young Sportsperson of the Year, nominees will be assessed against the following criteria:

- a. Demonstrated achievement in one or more sports
- b. Good practice in sport and being a positive role model in sporting and recreational pursuits
- c. Encouraging membership and participation in sport
- d. Contributing to the outstanding management or administration of sporting activities
- e. Participating in official sporting or recreational duties in a voluntary capacity

The Community Event of the Year, nominees will be assessed against the following criteria:

- a. Demonstrated contribution to the community or to specific community groups, both in terms of quality of the event and scope of the impact of the event on the local government area

The Community Service Award, nominees will be assessed against the following criteria

- a. Demonstrated achievement in advancing the profile of the Bland Shire
- b. Outstanding contribution to making Bland Shire a great place to live and visit
- c. Demonstrated evidence as an inspirational role model in the community
- d. Special achievements, awards, qualities or efforts that demonstrate a strong contribution to the Bland Shire

## **DECISION MAKING PROCEDURES**

Nominations will be assessed by the Committee. Selection is based upon the information provided in the Nomination Form plus a written statement.

Committee members will be asked to first discuss the category under consideration.

A show of hands will be taken by the Committee. In the event of an equality of votes, the Committee must reach consensus through discussion and further consideration of the nominees.

The Committee may, through consensus, elect: not to select an award recipient in a particular category; and/or may award it to more than one recipient in a particular category.

Discussion and voting on each category will be facilitated by the Mayor of the day and recommendations for each award recipient/s made to Council.

The decisions of the Committee are final and no correspondence will be entered into in relation to the selection of award recipients.

The Committee's recommendations shall be presented to the December Council meeting preceding Australia Day.

The Award recipients shall be determined by resolution of Council in closed session.

## **LEGISLATION AND SUPPORTING DOCUMENTS**

Bland Shire Council Ambassador Guidelines

## **REVIEW**

These Terms of Reference may be amended or repealed by resolution of the Council in consultation with or upon the recommendation of the Australia Day Awards Committee,

## 6.7 Bland Shire Local Traffic Committee



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**

This report is to appoint a Bland Shire Council Councillor as delegate and an alternate to the Bland Shire Local Traffic Committee.

Transport for NSW (TfNSW) is legislated as the organisation responsible for the control of traffic on all roads in NSW. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians. TfNSW delegates certain aspects of the control of traffic on Regional and Local Roads.

Traffic committees are a requirement of the delegation process.

The Bland Shire Traffic Committee has no decision-making power and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

Meetings are currently held on an as needed basis in an electronic format, however this is under review. Agenda items range from installation of regulatory signage e.g. stop signs and parking restrictions, street closure requests, major events, road safety concerns, changes to traffic conditions.

Committee members include:

- 1 Councillor representative (and 1 alternate)
- 1 NSW Police Force Representative
- 1 Local State Member (or their delegate)
- 1 Transport for NSW Representative

The Chair of the Local Traffic Committee will be determined at the first meeting.

Council provides administrative and secretarial support to this Committee, the minutes of which are presented to Council for adoption or otherwise.

The Four Shires Road Safety Officer, Council's Director Technical Services, and administrative staff attend providing reports and information.

If Council changes, alters or rejects a recommendation from the Local Traffic Committee, then Council must advise TfNSW and NSW Police, in writing and then must refrain from taking any action for 14 days. TfNSW and NSW Police in this instance will refer the matter to the Regional Traffic Committee, whose decision is binding and final.

**Risk Considerations**

The Transport Administration Act (1988) provides Transport for NSW the power to exercise the functions relating to safety and traffic management, delegate its functions to other public agencies (such as local councils) and to give directions to public authorities in relation to TfNSW functions.

**Financial Implications**

Councillors travel expenses in undertaking their duties, roles and responsibilities include representing Council are addressed in Council's Payment of Expenses and Provisions of facilities to Mayors and Councillors Policy.

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**Recommendation:**

That Council determine to appoint a Councillor and their alternate as delegates to the Bland Shire Local Traffic Committee.

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## 6.8 Cowal Gold Project Community Environmental Monitoring & Consultative Committee



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:** General Manager

### Introduction

Bland Shire Council is a member of the Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) and requires the appointment of a council delegate.

The project is located within three local government areas, and therefore has a large membership, comprising of:

- Two company representatives
- One Bland Shire Council delegate
- One Lachlan Shire Council delegate
- One Forbes Shire Council delegate
- One Lake Cowal Foundation Ltd representative (but not a Trust representative of the company)
- Four local community representatives (including a representative from the Lake Cowal Landholders Association)
- One Wiradjuri Condobolin Corporation representative
- One Independent Chairperson.

The company provides information at CEMCC meetings on the progress of work and environmental matters, updates on modification applications, any expansion project underway, and other activities such as:-

- Community sponsorships and donations
- Community engagement activities

Environmental matters may include:-

- Monitoring results (air quality, blasting activities, rainfall, water quality and availability (surface, lake and ground water), operational noise, flora and fauna)
- Environmental Management Plan updates
- Fauna Incidents (deaths, etc.)
- Lake Cowal levels
- Rehabilitation
- Reportable Incidents
- Complaints Report
- Bush Fire Management

The CEMCC committee meets quarterly either at one of the Councils, or on the mine site.

For information purposes only, the most recent Minutes of the CEMCC have been provided as an **Attachment**.



It is important that council is well represented on the various committees and organisations that council deals with on a regular basis. It is also equally important to ensure that the best use of councillor and staff time is effective and rewarding.

### **Risk Considerations**

While Section 377 of the *Local Government Act 1993* provides for Council to delegate functions to others to act on its behalf, this representative position does not bind Council to any expenditure, decision making or action and is purely advisory in its capacity.

The CEMCC resolved to operate under the NSW Department of Planning, Industry & Environment's Community Consultative Committee Guidelines for State Significant Developments, when they were introduced in November 2018.

### **Financial Implications**

There are no unbudgeted financial implications associated with the recommendation.

### **Attachment(s)**

Meeting Minutes – 4 September - CEMCC

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### **Recommendation:**

That Council determine to appoint a Councillor and their alternate as delegates to the Cowal Gold Project Community Environmental Monitoring & Consultative Committee.

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

**Date:** Wednesday 4 Sept 2024  
**Time:** 9.02am, Forbes Shire Council Chambers.

**Attendees:**

Independent Chairperson: David Ross (LA)  
Evolution: Greg Coase (GC), Renee Pettit (RP), Zach Murphy (ZM).  
Wiradjuri Condobolin Corporation: Ally Coe (AC), Nicole Smith (NS), Vicki Swadling (VS).  
Community Members: Lucy Buttenshaw (LB)\*, Bruce Dent (BD), Kate Dean (KD)\*, Angus Stitt (AS).  
Forbes Shire Council: Cr Brian Matiske (BM)  
Bland Shire Council: NA  
Lachlan Shire Council: Cr Dennis Brady (DB)

**Apologies:** Chris Roylance (CR), Cr Elizabeth McGlynn.

*\*Attended meeting remotely*

ITEM	ACTION
<p><b>1. Welcome</b></p> <p>Independent Chair, DR, opened the meeting at 9.02am. DR welcomed all in attendance and welcomed new meeting attendee ZM. ZM gave a short introduction and background of role at Evolution.</p>	
<p><b>2. Declaration of Interest</b></p> <p>DR advised there were no changes to previous declarations by CEMCC members, nor to his; Independent Chair of the CEMCC, appointed by the Secretary of the NSW Department of Planning, Housing and Infrastructure and receives payment via a Trust established by the Bland Shire Council. BM declared interest around pipeline agreement in place with Evolution.</p>	
<p><b>3. Business Arising from Previous Minutes.</b></p> <p>The last meeting of the CEMCC was held 12 June at the Wiradjuri Condobolin Centre. The minutes were finalised and sent to the members with the presentation on 3 July 2024. There were two action items from that meeting:</p>	

1	Send Cowal Update digital edition to CEMCC members	
2	CEMCC members to provide DR feedback on chairing style.	
<p>All actions completed.</p> <p>No other Business Arising from the previous minutes.</p> <p>Minutes moved by DB Seconded by GT.</p>		
<p><b>4. Correspondence:</b></p> <p>Both GC and RP informed members that Evolution had not had any correspondence of note with relevant government organisations.</p>		
<p><b>5. Reports (See presentation for summary, photographs and monitoring graphs)</b></p> <p>GC provided a detailed account of Cowal Gold Operations (CGO's) Environment Department's activities over the last quarter and a status of the underground project along with an update of the OPC.</p> <ul style="list-style-type: none"> <li>○ Legal Obligations.</li> <li>○ External ISO14001 Recertification Audit July 2024 – completed zero non-conformances and recertification issued in August</li> <li>○ Environmental Incidents: All fauna deaths associated with misadventure.</li> <li>○ Air Quality: Further trials have commenced regarding longer term dust mitigation. Dust control medium to be reapplied NTSF, with wind break control trails to be applied STSF. GC communicated dust mitigation techniques to be utilised.</li> <li>○ Blasting &amp; Vibration: 9 blasts required further investigation of overpressure, after analysis, results were found to be likely related to localised environmental factors rather than blasting practices.</li> <li>○ Operational Noise: Attended noise monitoring completed by Spectrum Acoustics from May 2024. No operational noise limits were exceeded at any location.</li> <li>○ Rainfall: See graph.</li> </ul>		<p><b>Slide 4</b></p> <p><b>Slide 5</b></p> <p><b>Slide 6</b></p> <p><b>Slide 7</b></p> <p><b>Slide 8</b></p> <p><b>Slide 10</b></p>

<ul style="list-style-type: none"> <li>○ Surface Water &amp; Lake Water: Water level of Lake Cowal has remained steady since October 2023.</li> <li>○ Groundwater: No complaints.</li> <li>○ Fauna &amp; Flora</li> <li>○ Cyanide</li> <li>○ Open Pit Continuation Project Update: Timeline presented. GC gave a quick broad overview around Biodiversity offsetting.</li> <li>○ CGO Exploration Update: Geophysical survey completed October 2023 Drilling activities in the South Cowal area were completed. mid-January 2024. Surface geochemical surveying of the Western Corridor area was completed late January 2024</li> </ul> <p>RP provided details of community complaints and the activities and support undertaken by the Cowal Community and External Relations team in the previous quarter:</p> <ul style="list-style-type: none"> <li>○ Community Relations (Complaints, Sponsorships, Donations, Scholarships &amp; Employee Achievements: One complaint received during last quarter: Resident of the UG accommodation village had entered nearby neighbour's property causing damage. Contractor was disciplined in accordance with policy. Detailed CPP, Cowal Cares &amp; Scholarship program update. Detailed further community engagement &amp; investment. Celebrated EVN employee achievements.</li> </ul>	<p><b>Action 1: EVN to provide slide on EVN's Biodiversity offsetting at next CEMCC meeting.</b></p> <p><b>Action 2: ZM to present exploration update in CEMCC March 2025 meeting.</b></p> <p><b>Action 3: CR team to provide documentation/presentation around assessment of CPP applications at next CEMCC meeting.</b></p>
<p><b>6. General Business</b></p> <p>DR gave CEMCC members five minutes to discuss chairing style of the meeting and provide feedback. CEMCC all agreed DR chairing style was warmly welcomed. DR informed CEMCC members to allow 90 minutes for the meeting as there would be a whole-of-committee discussion then on what members wish to get out of our 2025 meetings.</p>	
<p><b>7. Meeting Schedule for 2024:</b></p> <ul style="list-style-type: none"> <li>◆ Wednesday 27<sup>th</sup> of November Evolution Town Office</li> </ul>	
<p><b>8. Meeting Closed</b> – 10.14 am with DR thanking all for their attendance and contribution.</p>	

**ACTION ITEMS**

ITEM	ISSUE	RESPONSIBILITY
1	EVN to provide include a slide on EVN's Biodiversity offsetting in next CEMCC meeting.	GC
2	EVN to provide exploration update in March 2025 CEMCC meeting.	ZM
3	EVN CR team to provide documentation/presentation around assessment of CPP applications.	RP/LR

## 6.9 Goldenfields Water County Council



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

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

**Author:** General Manager

### **Introduction**

This report is to provide notice of the election of one Council Delegate on Goldenfields Water County Council is required by Bland Shire Council and that nominations will be received by the General Manager.

Goldenfields Water (GW) is the trading name adopted by Goldenfields Water County Council, a regional water authority constituted under NSW Local Government Legislation. GW was first proclaimed in 1997 and now provides a potable water supply to properties within Temora Shire Council, Junee Shire Council, Bland Shire Council, Narrandera Shire Council, Coolamon Shire Council, and a bulk water supply to Hilltops Council and Cootamundra-Gundagai Regional Council (Constituent Councils).

The governing body is responsible for managing the affairs of the County Council and for GW this includes one Councillor from each of the Constituent Councils, excluding Hilltops Council who have two representatives (due to the merger of the former Young and Harden Councils, which were previously constituent councils of GW).

Councillors who serve as Delegates on County Councils are required to undertake the same responsibilities as for the Council they represent as well as the County Council's Policies. Delegates to County Councils receive a councillor remuneration and reimbursement of costs as established by the NSW Local Government Remuneration Tribunal; and determined in the County Council payment of expenses and provision of facilities Policy.

Meetings for GW are usually scheduled on the fourth Thursday of alternate months, commencing in February of each year and held at the Goldenfields Water Temora office. Unless specifically excluded a County Council is bound by the same provisions of NSW Local Government legislation, reporting and compliance requirements as per a General Purpose Council.

### **Risk Considerations**

The *Local Government Act 1993* details those who comprise the governing body of a County Council in Chapter 12, Part 5 s 390 (3).

Councillors from a constituent Council are eligible to be elected as members of the governing body of the County Council, in accordance with the Regulations.

The *Local Government (General) Regulation 2021* Part 11, Division 12 refers to Schedule 9 (s 396) to conduct the election of members of County Councils by the respective constituent Council.

In summary the key points from Schedule 9 include:

- The General Manager is the returning officer
- Nominations must be in writing delivered to the returning officer and are not valid unless the nominee has indicated consent to the nomination
- The names of the nominees will be announced at the Council meeting
- If the number of nominees is not more than the number to be elected, those nominees are to be declared elected
- If there are more nominees than the number to be elected, an election is to be held, determined by preferential ballot, conducted in the presence of Council
- The votes are counted in accordance with Schedule 4 of the Regulation

Schedule 4 (s 3-6) of the Regulation, prescribes the counting of an election for only one candidate:

- The candidate elected is the one who first receives an absolute majority of first preferences
- If no candidate receives an absolute majority, the candidate with the lowest number of first preferences is eliminated and their second preference is counted as a first preference vote for that candidate
- The process of elimination continues if necessary, until a candidate receives an absolute majority

Councillors have been provided with a blank nomination form for completion.

### **Financial Implications**

There are no unbudgeted financial implications associated with the recommendation.

### **Summary**

In accordance with Schedule 9 of the Local Government (General) Regulation (2021) Part 2 the General Manager is the returning officer.

Councillors may be nominated without notice for election as a Delegate and must be made in writing by 2 or more Councillors (1 of whom may be the nominee) and is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination is to be delivered to or sent to the General Manager and the names of the nominees will be announced at the Council meeting.

### **Attachments**

“Getting on Board” Cover Letter - GWCC

“Getting on Board” Information Sheet – GWCC

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### **Recommendation:**

That Council:-

1. accept the nomination for position of Delegate to Goldenfields Water County Council; and if more than one nomination is received an election be held in accordance with the Regulations.
  2. nominate an Alternate Delegate to Goldenfields Water County Council.
-

Reference: 24/12406

3 September 2024

**Grant Baker**  
**General Manager**  
**Bland Shire Council**  
**PO Box 21**  
**WEST WYALONG NSW 2671**

Dear Grant

**Re: Getting on 'Board' with Goldenfields Water**

The attached information guide *Getting on 'Board' with Goldenfields Water* is provided for those Councillors that may be considering becoming a member of the Board of Goldenfields Water County Council.

The information has been developed to provide an overview of Goldenfields' functions, what to expect in relation to time commitment and remuneration, and the responsibility of Goldenfields Councillors to make decisions based on the best outcomes for Goldenfields Water.

We request that this information be provided to your newly elected Councillors as soon after their election as possible, and prior to committee selections and nominations being made. This may be best provided as part of the Board paper for the first Council meeting, or by any other manner your Council sees fit.

The first meeting of our new Board will be held on Thursday 31 October 2024. This meeting will commence with the new board members undertaking the Oath or Affirmation of Office and a Chairperson and Deputy Chairperson will also be elected.

The new Board will decide a schedule of meetings for the remainder of 2024 and 2025 including commencement time and dates.

Thank you for facilitating this matter, we trust that the provision of this information will assist your Councillors understanding of Goldenfields Water and how they may contribute.

Yours faithfully



Aaron Drenovski  
**General Manager**





# Getting on 'Board' with Goldenfields Water

An information guide to help councillors understand the role of Goldenfields Water and its Board Members

## Who is Goldenfields Water?

Goldenfields Water is a single-purpose county council that has been responsible for providing water supply services to many communities in the South West Slopes and Riverina regions of NSW since 1997.

As a county council Goldenfields Water is a unique organisation given it is made up of seven constituent councils that each depend on it to deliver essential drinking water for their communities.

Goldenfields Water's seven constituent councils are:

- Hilltops Council
- Narrandera Shire Council
- Temora Shire Council
- Coolamon Shire Council
- Junee Shire Council
- Cootamundra-Gundagai Regional Council
- Bland Shire Council

## Who is Goldenfields Water's governing body?

The Goldenfields Water Board is the governing body responsible for managing the affairs of Goldenfields Water County Council.

Goldenfields Water's constituent councils elect the board members from amongst their councillors, who hold the position for the term of council. The Board currently comprises of eight members - one elective representative from six of the constituent councils and two representatives from Hilltops Council (this is due to the merger of the former Harden and Young councils, which were previously constituent councils of Goldenfields Water).

## Key stats



46,000 customers  
11,523 water connections



Covering 22,500km<sup>2</sup>



Over 2370 km of water mains (longest network in regional NSW)



Over 70 staff members



Head office & workshop located in Temora



2023 Customer Survey  
95% satisfied with service delivery



2023 Customer Survey  
87% satisfied with water quality



\$18.5 million invested into capital works for 2023/24



In 2023/24 GWCC donated \$186K to schools, community groups & service organisations



Produced 8,979ML of water in 2023/24



CWCC board members at the official opening of the West Wyalong Water Reliability Project

## What water supply services does Goldenfields Water deliver?

Currently Goldenfields Water supplies drinking water directly to all residential, commercial and some rural properties in the LGA of Bland, Coolamon, Temora, Junee and parts of Narrandera Shire.

Goldenfields Water supplies water in bulk to Cootamundra-Gundagai and Hilltops Councils, which then distribute water directly to their residents.

Goldenfields also provides non-potable water directly to 250 properties as well as water in bulk to Riverina Water County Council.

## What is the role of a GWCC Councillor?

As a Board Member, it is required that you will provide:

- Leadership in guiding and governing the development of the Integrated Planning and Reporting framework
- Play a key role in the creation and review of Council's plans and policies
- Review the performance of Council's delivery and services
- Represent your community and make decisions that are in the best interest of Goldenfields Water overall
- Attend Council's meetings - currently held six times a year (on the fourth Thursday of every second month)
- The Chairperson and Deputy Chair will be required to speak to the media on behalf of Council when required

## Key considerations

- The Board elects a chairperson and deputy chairperson from amongst its members and they hold office for two years.
- All Goldenfields Water board members are remunerated. These annual fees are determined by the Local Government Remuneration Tribunal.
- Rates for 2024/25 are:
  - Chairperson - \$18,062.80
  - Councillor - \$10,997
- Given the scheme's extensive network, travel will be required well beyond Board member's own local government areas.
- Goldenfields Water will reimburse Board members for all reasonable travel expenses related to defined county council business.

## From our current Chairperson...

"Holding the position of Goldenfields Water's Chairperson since 2022 and working alongside my fellow seven Board members to responsibly manage the community's precious water resources has been a privilege and I'd encourage every councillor to consider representing their local government area."



## 6.10 Mining and Energy Related Councils NSW



**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**

This report is to seek Council's determination of Bland Shire Council representation to the Association of Mining and Energy Related Councils (MERC).

Bland Shire Council is a member of the MERC and was most recently represented on the Executive Committee by a single (elected Councillor) delegate.

The Association currently represent a diverse number of NSW local government councils and their communities with an interest in mining and/or energy.

The Association's mission is to advocate on behalf of members and their communities on mining related issues and to ensure that mining activity is conducted in accordance with the principles of Ecologically Sustainable Development. The breadth of issues now includes renewable energy.

Meetings are held quarterly, either online, in Sydney or hosted by a member Council which includes a tour of that region's mining activities.

Council membership provides for 2 voting delegates as nominated by the Council. Bland Shire Council has been a long-term member of this organisation and to date a single delegate has been determined from amongst Bland Shire Council elected representatives.

The Association provides a cost-effective solution for a local government area that has mining and energy in its shire boundary that have the need for the support and a voice in the association and the need of support for the associated ongoing negotiations with government and the private sector.

### **Risk Considerations**

The Local Government Act (1993) s377 provides for Council to delegate functions to others to act on their behalf. This is a representative position, and does not bind Council to any expenditure, decision making or action. In accordance with the Code of Conduct, Councillors representing Council must consider any resolved position of Council when representing the Council.

The MERC Constitution (2018) currently provides for a member council to be represented by two delegates.

### **Financial Implications**

The annual membership fee to Mining and Energy Related Councils is included in the 2024/25 Operational Plan. Councillors travel expenses in undertaking their duties, roles and responsibilities include representing Council are addressed in Council's Payment of Expenses and Provisions of facilities to Mayors and Councillors Policy.

---

**Recommendation:**

That Council:-

1. determine to appoint a Councillor and their alternate as delegates to Mining and Energy Related Councils; and
  2. confirm the General Manager as Bland Shire Council's second delegate.
-

## 6.11 Newell Highway Taskforce



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:** General Manager

### **Introduction**

Bland Shire Council is a member of the Newell Highway Taskforce and requires the appointment of a councillor delegate. The term of appointment is for the council term from this meeting until September 2028.

The Newell Highway is managed and maintained by Transport for NSW (TfNSW) with funding for major infrastructure and maintenance provided by the Federal and State Governments through various programs.

At 1,060 kilometres long and passing through two TfNSW Regions, with 68% (720km) in West Region and 32% (340km) in South Region, the Newell Highway corridor forms the economic backbone of regional NSW.

It is a key National Highway link to domestic and export markets for agricultural products, other freight and general passenger traffic including tourists.

The Newell Highway Taskforce was established in 2009 and consists of Council representatives from along the corridor, that meet to discuss current works, updates, concerns and upcoming projects as well as promoting the Newell and destinations along the Newell Highway.

The Newell Highway Taskforce meets bi-monthly at various locations.

It is important that council is well represented on the various committees and organisations that council deals with on a regular basis. It is also equally important to ensure that the best use of councillor and staff time is effective and rewarding.

### **Risk Considerations**

Section 377 of the *Local Government Act 1993* provides for Council to delegate functions to others to act on its behalf. This representative position does not bind Council to any expenditure decision making or action.

### **Financial Implications**

There are no unbudgeted financial implications associated with the recommendation.

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### **Recommendation:**

That Council determine to appoint a Councillor and their alternate as delegates to the Newell Highway Taskforce.

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## 6.12 NSW Public Libraries Association



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:** General Manager

### **Introduction**

Bland Shire Council is a member of the NSW Public Libraries Association (NSWPLA) and requires the appointment of a council delegate.

### Public Libraries Association

NSWPLA is the peak body for public libraries in NSW and has both Full and Associate members.

Full membership is open to Local Government Councils in NSW that have adopted the *NSW Library Act 1939*.

Representation from a member Council, may be elected Councillors of the Council; and/or administrative officers who are senior professional officers of the Council; and/or the Library Director/Manager or Library Officer-in-Charge of the Council's library service.

Only one delegate is entitled to vote.

Observer status is extended to other elected or professional officers of a member Council.

The NSWPLA purpose is to:

- advocate effectively
- initiate partnerships
- champion the public library cause
- build trust and support
- provide relevant information
- foster cooperation and collaboration
- strengthen the public library network

The NSW Public Libraries Association meets quarterly at various locations.

It is important that council is well represented on the various committees and organisations that council deals with on a regular basis. It is also equally important to ensure that the best use of councillor and staff time is effective and rewarding.

### Riverina Regional Libraries (RRL)

Councillors may note an additional report has been presented on the RRL Advisory Committee.

As individual organisations, separate reports have been prepared, but it is recommended that Council consider this report alongside the report entitled, *Riverina Regional Library*, and determine the same councillor delegate (and alternate) for each.

**Risk Considerations**

Section 377 of the *Local Government Act 1993* provides for Council to delegate functions to others to act on its behalf. This representative position does not bind Council to any expenditure decision making or action.

Section 378 of the *Local Government Act 1993* provides for the General Manager to delegate any functions of the General Manager (other than the power of delegation).

**Financial Implications**

There are no unbudgeted financial implications associated with the recommendation.

**Attachment(s)**

Information Package 2024 - NSWPLA

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**Recommendation:**

That Council

1. determine to appoint a Councillor and their alternate as delegates to the NSW Public Libraries Association; and,
  2. confirm the Library Services Coordinator as Bland Shire Council's observer.
-

A young woman with long brown hair and black-rimmed glasses is sitting cross-legged on a wooden floor in a library. She is holding a large, open, red book in front of her face, with only her eyes and the top of her head visible. She is wearing a grey and white plaid shirt and blue jeans. The background shows white bookshelves filled with books.

**NSW PUBLIC  
LIBRARIES  
ASSOCIATION  
2024**

**COUNCILLOR  
INFORMATION KIT**



**The peak body  
for public  
libraries across  
NSW providing  
Advocacy,  
Network  
Opportunities,  
Professional  
Development,  
Collaboration  
and  
Recognition**

## About NSWPLA

NSWPLA is the only state based library association in Australia that was formed by councillors, includes councillors in its executive committee, and has a membership exclusively of councils. 100% of NSW councils are currently members of NSWPLA. This point of difference provides NSWPLA with a broader political focus, including a strong relationship with Local Government NSW.

The Association depends on councillors for its ongoing prosperity, and strongly encourages the engagement of councils and councillors to support the betterment of the 362 libraries across the state.

The Renew Our Libraries funding campaign in 2018/19 resulted in an additional \$60m funding for NSW libraries over the 4-year period 2019/20–2022/23, the largest single increase in funding for NSW libraries since the introduction of the NSW Library Act in 1939.

## History

NSWPLA was formed in July 2014 when the former New South Wales Metropolitan Public Libraries Association (NSWMPLA) and the country association, Public Libraries New South Wales (PLNSW), amalgamated. The amalgamation was undertaken to strengthen the voice for public libraries in New South Wales.

PLNSW and NSWMPLA were based on two very different philosophies. The former was a political association that was established in 1989 (as the NSW Country Public Libraries Association – CPLA) when councillors voted to form an association to lobby the state government for a more equitable funding model for country libraries. NSWMPLA emerged from the Metropolitan Chief Librarians' Committee that had previously been the Sydney Chief Librarians' Committee. It was an association that provided professional support to the network through its working parties and publications.

NSWPLA was based largely on the constitution of PLNSW, as one of the main reasons for the amalgamation was to engage metropolitan councillors to add strength to the political voice for lobbying and advocacy – at that time a funding campaign prior to the 2015 NSW election.

NSWPLA is the only Australian state based library association that includes councillors in the structure of its Executive. Other state associations are professional organisations with a membership of library services rather than councils, reflecting the unique genesis of NSWPLA (through the formation of the CPLA). This point of difference provides NSWPLA with a closer affiliation with the 128 councils across NSW, and the advantage of the associated local government lobbying capacity to support political campaigns

## Role

NSWPLA is the peak body for public libraries across NSW. The role of the Association is to:

- Advocate and lobby for the NSW public library network
- Initiate strategic partnerships
- Champion the public library cause
- Build trust and support
- Provide relevant information
- Foster cooperation and collaboration
- Strengthen the public library network

## Membership

Full membership to the Association is open to all Local Government Councils in NSW that have adopted the NSW Library Act 1939. Whilst libraries and their services are a key focus of NSWPLA, it is Councils that are the members of the association. Councils provide the vast majority of funding for the provision of library services, and campaigning for better funding is a key role of NSWPLA. The Association currently enjoys 100% membership of NSW Councils, which provides a clear imprimatur for NSWPLA to represent the interests of NSW libraries as their recognised peak body.

## Membership Representation

There are three levels of NSWPLA representation:

- Elected representatives: Councillors, who can lobby government and make political comment to strengthen advocacy campaigns. They are also a key to strengthening the partnership of the Association with Local Government New South Wales (LGNSW).
- Council Management representatives, who provide the link from the Association into Council and can inform council of the work of the Association.
- Library Managers, who provide the professional advice that forms the basis for the work of the Association.

The membership is key to the success of the Association.

## Associate Membership

Associate Membership is open to any individual or organisation with an interest in the public library sector and community development.

# NSWPLA Executive Structure

As outlined in the [NSWPLA Constitution](#) Part 3 Clause15, the Executive comprises of:

- President
- Two Vice Presidents
- Two Library Managers
- Secretary/Treasurer

The Executive is elected from the member representatives in accordance with Clause 15(1) of the constitution. The President and Executive Officer represent NSWPLA on the [NSW Public Libraries Consultative Committee](#), a sub-committee of the Library Council of NSW.

## Executive Priorities

Executive continues to focus on the strategic growth and development of the Association. Key areas of attention are:

- Fostering higher levels of engagement and participation by metropolitan councillors who had little involvement in the previous Metropolitan Public Libraries Association, which was primarily a professional organisation for library managers until its merger with the NSW Country Public Libraries Association in 2014 to form NSWPLA.
- Maintaining the current 100% membership of the Association by NSW councils through representation of the Executive at all meetings of the 8 NSWPLA Zones.
- Strengthening the strategic alliance between NSWPLA and Local Government NSW to further political capacity of the Association.
- Activating the key strategies of the NSWPLA Strategic Plan 2021-2025, Identity, Advocacy and Connections:
  - Identity – Strengthen the NSWPLA identity so that it projects one voice to members, stakeholders and communities raising the profile of public libraries across NSW.
  - Advocacy – Public libraries offer vibrant spaces in which all community members can meet, learn and play. They provide essential community learning and social services to every community in NSW.
  - Connections – Create and facilitate opportunities for members and stakeholders to collaborate, cooperate, and share experiences, knowledge, and ideas to ensure that NSW libraries have the capacity to meet the future needs of members and communities.
- Better articulating the Association's value proposition to its membership under the key headings of Professional Development, Advocacy and Strategic Partnerships by including opportunities for our member councils and their staff:

### **Professional Development**

- Annual SWITCH Conference
- Colin Mills Scholarship (biennial)
- Kath Knowles Emerging Leaders Award (biennial)
- Multicultural Excellence Awards (annual)
- Innovation and Outreach Services Awards (annual)
- Life Membership awards (annual)
- Recognition of retiring Library Managers (annual)

- The Reading Hour
- Summer Reading Club
- Provision of the Inclusion Resources Program for NSWPLA members
- Provision of the Basecamp electronic communications program to support more effective and inclusive interactions within NSWPLA Zones
- Provision of professional development support to staff of NSWPLA member councils to attend SLNSW offsite training opportunities

### **Advocacy**

- Establishment and maintenance of a strong network of 8 geographic zones
- An Executive Committee that provides scope to include both elected and library manager representatives from across the state
- An Executive Officer who is employed to undertake a range of administrative, strategic, and support activities on behalf of the Executive Committee and broader membership
- Various campaigns as required including the Renew Our Libraries funding campaign

### **Strategic Partnerships**

- Alliance with Local Government NSW
- State Library of NSW via representation on Public Libraries Consultative Committee
- Representation on the Australian Public Library Alliance (Sub Committee of Australian Library and Information Association)
- Membership of the Australian Libraries Copyright Council

## **Executive Officer**

NSWPLA contracts an Executive Officer to undertake the administration of the Association, including convening the annual SWITCH Conference. The Executive Officer role provides support to the Executive Committee and is a conduit between the Association and its members. There is an increasing focus on member services, acknowledging that NSWPLA members are the strength of the Association.

# NSWPLA Zones

The Association comprises eight (8) zones across the state:

- Central East Zone
- Central West Zone
- North East Zone
- South East Zone
- South West Zone
- Sydney North Zone
- Sydney South Zone
- Sydney West Zone

Each zone consists of member Councils as follows:

## Central East Zone

Central Coast Council  
Cessnock City Council  
Dungog Shire Council  
Lake Macquarie City Council  
Maitland City Council  
Muswellbrook Shire Council  
Newcastle City Council  
Port Stephens Council  
Singleton Shire Council  
Upper Hunter Shire Council

## Central West Zone

Bathurst Regional Council  
Blayney Shire Council  
Bogan Shire Council  
Bourke Shire Council  
Brewarrina Shire Council  
Broken Hill City Council  
Cabonne Shire Council  
Central Darling Shire Council  
Cobar Shire Council  
Coonamble Shire Council  
Cowra Shire Council  
Dubbo Regional Council  
Forbes Shire Council  
Gilgandra Shire Council  
Lachlan Shire Council  
City of Lithgow Council  
Mid-Western Regional Council

Moree Plains Shire Council  
Narromine Shire Council  
Oberon Council  
Orange City Council  
Parkes Shire Council  
Walgett Shire Council  
Warren Shire Council  
Warrumbungle Shire Council  
Weddin Shire Council

## North East Zone

Armidale Regional Council  
Ballina Shire Council  
Bellingen Shire Council  
Byron Shire Council  
Clarence Valley Council  
Coffs Harbour City Council  
Glen Innes Severn Council  
Gunnedah Shire Council  
Gwydir Shire Council  
Inverell Shire Council  
Kempsey Shire Council  
Kyogle Council  
Lismore City Council  
Midcoast Council  
Liverpool Plains Shire Council  
Nambucca Shire Council  
Narrabri Shire Council  
Port Macquarie– Hastings Council  
Richmond Valley Council

Tamworth Regional Council  
Tenterfield Shire Council  
Tweed Shire Council  
Uralla Shire Council  
Walcha Council

### **South East Zone**

Bega Valley Shire Council  
Eurobodalla Shire Council  
Goulburn Mulwaree Council  
Kiama Municipal Council  
Queanbeyan–Palerang Regional Council  
Shellharbour City Council  
Shoalhaven City Council  
Snowy Monaro Regional Council  
Upper Lachlan Shire Council  
Wingecarribee Shire Council  
Wollondilly Shire Council  
Wollongong City Council  
Yass Valley Council

### **South West Zone**

Albury City Council  
Balranald Shire Council  
Berrigan Shire Council  
Bland Shire Council  
Carrathool Shire Council  
Coolamon Shire Council  
Cootamundra–Gundagai Regional Council  
Edward River Council  
Federation Council  
Greater Hume Shire Council  
Griffith City Council  
Hay Shire Council  
Hilltops Council  
Junee Shire Council  
Leeton Shire Council  
Lockhart Shire Council  
Murray River Council  
Murrumbidgee Council  
Narrandera Shire Council  
Temora Shire Council  
Snowy Valleys Council  
Wagga Wagga City Council  
Wentworth Shire Council

### **Sydney Northern**

City of Ryde Council  
Hornsby Shire Council  
Hunters Hill Council  
Ku-ring-gai Council  
Lane Cove Council  
Mosman Municipal Council  
North Sydney Council  
Northern Beaches Council  
Willoughby City Council

### **Sydney Southern**

Bayside Council  
Burwood Council  
City of Canada Bay  
Canterbury–Bankstown Council  
Georges River Council  
Inner West Council  
Randwick City Council  
Strathfield Municipal Council  
Sutherland Shire Council  
Sydney City Council  
Waverley Council  
Woollahra Municipal Council

### **Sydney Western**

Blacktown City Council  
Blue Mountains City Council  
Camden Council  
Campbelltown City Council  
City of Parramatta Council  
Cumberland Council  
Fairfield City Council  
Hawkesbury City Council  
The Hills Shire Council  
Liverpool City Council  
Penrith City Council

# NSWPLA Zone Contacts

## Central East

### **Mala Scorse**

City of Newcastle

Secretary

[mscorse@ncc.nsw.gov.au](mailto:mscorse@ncc.nsw.gov.au)

## South West

### **Carina Clement**

Albury City Library and Museum

Secretary

[cclement@alburycity.nsw.gov.au](mailto:cclement@alburycity.nsw.gov.au)

## Central West

### **Katherine McAlister**

Macquarie Regional Library

Secretary

[Kathryn.McAlister@mrl.nsw.gov.au](mailto:Kathryn.McAlister@mrl.nsw.gov.au)

## Sydney North

### **Rebecca Browning**

Willoughby City Council

Secretary

[rebecca.browning@willoughby.nsw.gov.au](mailto:rebecca.browning@willoughby.nsw.gov.au)

## North East

### **Kathryn Breward**

Clarence Regional Library

Joint Secretary

[kathryn.breward@clarence.nsw.gov.au](mailto:kathryn.breward@clarence.nsw.gov.au)

## Sydney South

### **Heather Davis**

City of Sydney

Secretary

[HDavis@cityofsydney.nsw.gov.au](mailto:HDavis@cityofsydney.nsw.gov.au)

## South East

### **Margie Kirkness**

Shellharbour City Council

Secretary

[margie.kirkness@shellharbour.nsw.gov.au](mailto:margie.kirkness@shellharbour.nsw.gov.au)

## Sydney West

### **Vicki Edmunds**

Blue Mountains City Library

Secretary

[vedmunds@bmcc.nsw.gov.au](mailto:vedmunds@bmcc.nsw.gov.au)

Each Zone has a Chairperson and Secretary. The roles of the Chair and Secretary are pivotal to the success of the organisation and duties of the positions vary across the state depending on the zone requirements. In general, the Chair is the spokesperson for the Zone; is a strong advocate for libraries at local and state levels; works with the NSWPLA Executive on matters that require the input of the wider Association; and is a positive ambassador for the Zone, NSWPLA and libraries in general. The Secretary facilitates Zone meetings; acts as a contact and liaison point between the NSWPLA Executive and the Zone; provides information and support to the NSWPLA executive as required; represents libraries at the Zone level; and is also a strong advocate for the NSW public library network.

It is imperative that Zone Presidents and Zone Secretaries are positive ambassadors for libraries within their electorates and zones, and across the wider library network supporting the purpose and values of NSWPLA.



## Legislative Framework

NSW public libraries are managed by local authorities (Councils) that have adopted the Library Act 1939. The State Library provides a range of services to public libraries including support and consultancy, as well as being the conduit between the NSW public library network and the state government through the NSW Public Library Consultative Committee.

If the local authority has adopted the Act, and operates its library service in accordance with the requirement of the Act, it is eligible for a subsidy administered by the Library Council of New South Wales. By observing the principles the legislation embodies, local authorities may also be eligible for other financial assistance from the State Government's funding programs. Local Libraries receive State subsidies and Library Infrastructure grants approved by the Minister on the recommendation of the Library Council.

## Amendments to the Library Act 1939, Section 10

The Library Amendment Act 1992 amended section 10 of the Library Act 1939. This section deals with the provisions in relation to public libraries. These amendments were introduced "to make further provisions with respect to the services to be provided free of charge by local libraries; and for related purposes". The amendments ensure that core educational and information services remain free of charge

## Public Library Funding

NSW Councils receive funds from the State Government to support the provision of library services across the state in accordance with the Library Act 1939 (NSW), however funding gradually declined over the 38 year period 1980 - 2018. In 1980, state funding met 23.6% of the total cost of operating the 373 public libraries across NSW. By 2016/17 the state contribution had reduced to meet just 7.04% of library operating costs. This was the lowest per-capita contribution of all states in Australia. The level of State Government funding for NSW public libraries reached crisis point in 2017 because the ongoing attrition of state funding for libraries had been ignored by successive NSW governments, leaving local government to bear an ever increasing funding burden.

NSWPLA launched its Renew Our Libraries Campaign in early August 2018 in partnership with Local Government NSW, NSW councils, their libraries and communities. NSW Labor had already committed to a \$50m increase in state funding at its election campaign launch in March 2018. The Liberal Party pledged a \$60m pledge by the end of August 2018, to be rolled out over the next term of government (2019-20 to 2022-23). Renew Our Libraries continued until the state election in May 2019 and relaunched in August 2019 with phase two of the campaign, focusing on the future sustainability of library funding through cost of living indexation and protection via inclusion of the new funding arrangements in library legislation.

As a result of the Renew Our Libraries funding campaign, the NSW Library Act 1939 legislates that \$2.85 per capita will be provided (by 2022/23) to each NSW Council to support its library services. Although this part of the funding formula is not indexed to population growth or the consumer price index (CPI), lobbying is currently underway to index and protect the funding (as discussed above).

Significantly, libraries have become a recognised default access point for online state, federal and often private enterprise services for communities across the state. With a 373-strong network of libraries across the state that all provide internet access, it is not surprising that libraries have assumed this role. In effect, public libraries are subsidising access and support to online services for a broad range of government and non-government enterprises in the absence of any financial contribution for staffing or infrastructure. Accordingly, the problem for NSW communities is that as online services grow and the capacity of libraries to meet the demand for online support diminishes, people who are socially, financially and/or digitally disadvantaged find themselves further isolated from online services.



## Contact

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Executive Officer  
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For more information go to:  
[\*\*NSWPLA.ORG.AU\*\*](http://NSWPLA.ORG.AU)



## 6.13 Riverina Regional Library



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:** General Manager

### **Introduction**

Bland Shire Council is a member of the Riverina Regional Library and requires the appointment of a council delegate.

#### Riverina Regional Library (RRL)

The RRL was established in 1978 and is the largest regional library service in NSW in terms of participating member Councils, and the second largest in terms of population served.

It provides library services across 11 local government areas, those being the Councils of Berrigan, Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Leeton, Lockhart, Snowy Valleys and Temora.

The service consists of 21 branch libraries, as well as a mobile library serving 18 communities. RRL has grown from its initial membership through the admission of additional Councils throughout its history with Bland Shire Council joining in 2015.

Each member Council is entitled to nominate two persons, one of which must be an elected member, to be members of the RRL Advisory Committee. An alternate delegate shall also be nominated.

Each member Council has two votes.

Coolamon Shire Council is the Executive Council of RRL. The Riverina Regional Library Advisory Committee meets twice per year to make recommendations to the Executive Council.

It is important that council is well represented on the various committees and organisations that council deals with on a regular basis. It is also equally important to ensure that the best use of councillor and staff time is effective and rewarding.

#### NSW Public Libraries Association

Councillors may note an additional report has been presented on the NSW Public Libraries Association.

As individual organisations, separate reports have been prepared, but it is recommended that Council consider this report alongside the report entitled, *NSW Public Libraries Association*, and determine the same delegate (and alternate) for each.

### **Risk Considerations**

Section 377 of the *Local Government Act 1993* provides for Council to delegate functions to others to act on its behalf. This representative position does not bind Council to any expenditure decision making or action.

Section 378 of the *Local Government Act 1993* provides for the General Manager to delegate any functions of the General Manager (other than the power of delegation).

The Riverina Regional Library Deed of Agreement currently provides for a member council to be represented by two delegates on the Advisory Committee.

**Financial Implications**

There are no unbudgeted financial implications associated with the recommendation.

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**Recommendation:**

That Council

1. determine to appoint a Councillor and their alternate as delegates to the Riverina Regional Library Advisory Committee; and,
  2. confirm the Director Corporate and Community Service as Bland Shire Council's second delegate.
-

## 6.14 NSW Rural Fire Service Bland Temora Zone Bushfire Management and Liaison Committees



**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:** General Manager

### **Introduction**

#### Bland Temora Zone

The NSW Rural Fire Service is made up of 47 zones, grouped into 7 Area Commands.

The Bland Temora Zone, is part of the South Western Area Command and is comprised of two local government areas (Rural Fire Districts), Bland and Temora.

The Bland Temora Zone operates various Committees to undertake its business, to which Council representation is sought.

The Bland Temora Zone Bushfire Management and Liaison Committees meet bi-annually in Temora or West Wyalong

#### Bushfire Management Committee

The Bland Temora Zone Bush Fire Management Committee (BFMC) provides a forum for cooperative and coordinated bushfire management within the zone. It provides for community involvement in the Bush Fire Risk Management process and assists the Bush Fire Coordinating Committee to consider issues relevant to the protection of life, property and the environment from bushfires.

The BFMC is a group of people with technical expertise, experience and local knowledge who work together for bush fire management purposes, and who can collaboratively develop better bush fire management decisions than anyone acting alone.

BFMCs are made up of local and agency representatives and are legislatively (Rural Fires Act 1997 (the Act) and the Rural Fires Regulation 2013 (the Reg)) responsible to prepare a Bush Fire Risk Management Plan, a Fire Access and Fire Trail Plan and an Operations Coordination Plan for their area.

Under the Reg, the following are eligible for membership of the Bland Temora Zone BFMC:-

- 1 Councillor from each local government area in the Zone
- 1 representative from each of the following:-
  - Forestry Corporation of NSW
  - Property NSW
  - Fire and Rescue NSW
  - NSW Police
  - Essential Energy
  - Transgrid
  - Local Land Services
  - National Parks and Wildlife Service
  - Crown Land NSW
  - NSW Planning, Industry and Environment

- Nature Conservation Council of New South Wales
- NSW Farmers Association
- Local Aboriginal Land Council
- Up to 2 people from Rural Fire Brigades (volunteers)

#### Liaison Committee

The Rural Fires Act 1997 enables the NSW Rural Fire Service to enter into a Service agreement with any local government area responsible for a rural fire district.

The Bland Temora Zone Liaison Committee reviews the performance of the Service Agreement between the Councils and the NSW Rural Fire Service.

The Liaison Committee also reviews the annual budget, business plan and the quarterly financial and performance reports prepared by the Zone Manager prior to submission to, and consideration by, the Councils.

Representation on the Liaison Committee consists of:-

- One Councillor from each local government area in the Zone
- The General Manager of each local government area in the Zone (or their delegate)
- One volunteer rural fire fighter from each of the Rural Fire Districts in the Zone
- One member of the Service staff assigned to the Zone
- The Zone Manager who will be the Liaison Committee Executive Officer.

It is important that council is well represented on the various committees and organisations that council deals with on a regular basis. It is also equally important to ensure that the best use of councillor and staff time is effective and rewarding.

#### **Financial Implications**

There are no unbudgeted financial implications associated with the recommendation.

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#### **Recommendation:**

That Council determine to appoint a Councillor and their alternate as delegates to the NSW Rural Fire Service Bland Temora Zone Bushfire Management and Liaison Committees.

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## 6.15 LGNSW Annual Conference 2024 – Confirmation of Attendees



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

*DP10.1 Councillors are provided with appropriate support and resources to carry out their civic duty.*

**Author:** Executive Assistant

### **Introduction**

This year's annual LGNSW Conference is being held at the Tamworth Regional Entertainment & Convention Centre from Sunday 17 – Tuesday 19 November 2024.

It has been the practice that Bland Shire Council is represented at this conference by the mayor of the day, the general manager and interested councillor/s (up to two).

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

The draft conference program is available at: <https://lgnswconference.org.au/program/>

Early bird registrations closed on 24 September. Council has already secured conference registrations and accommodation for the mayor of the day, the general manager and a councillor representative.

### **Financial Implications**

Funds for this purpose have been allocated in the current budget.

The average cost per delegate for accommodation, meals and conference registration for this particular Conference is estimated at \$3,000.00.

### **Summary**

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

In order to finalise registrations and accommodation it would be convenient if council could identify the representative/s at this meeting.

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### **Recommendation:**

1. That council identifies the representative/s to attend the LGNSW Annual Conference being held in Tamworth from 17 – 19 November 2024; and
  2. That the Mayor be nominated as Council's voting delegate.
-



## 6.16 Councillor Workshops and Ordinary Council Meetings



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

*DP10.1 Councillors are provided with appropriate support and resources to carry out their civic duty.*

**Author:** Executive Assistant

### **Introduction**

The purpose of this report is to confirm the normal meeting cycle for the Councillor Workshops and Ordinary Council Meetings.

### Councillor Workshops

Councillor workshops are an informal gathering of Council and the formal requirements of Council's Code of Meeting Practice do not apply, meaning that workshops are not recorded or webcast on Council's website.

The workshops and briefings are conducted by the General Manager to provide information to councillors and inform Council's effective and strategic decision making at formal meetings of Council. Councillor Workshops are an important avenue for Councillors to receive information from Council staff. The information sharing enables staff to prepare sound and well-informed reports which informs Council's strategic decisions at subsequent Council meetings.

The Councillor Workshops are held on the first Tuesday of each month (except January). In September 2022 the Council determined to amend the commencement time of Councillor Workshops to 4:00pm. To maximise Councillor availability it is proposed to amend the commencement time and revert to a 6:00pm starting time.

### Ordinary Council Meetings

Council meetings are the mechanism through which Councillors make decisions in accordance with the Code of Meetings Practice.

Ordinary Council meetings are held on the third Tuesday of each month (except January) and commence at 6:30pm.

### **Financial Implications**

There are funds allocated within the existing budget for this purpose. Council staff attending may seek to claim overtime or take time in lieu should they attend these workshops and/or meetings.

### **Summary**

It is appropriate that council meetings and workshops are scheduled at suitable times to maximise Councillor availability, particularly for those who may also have other personal or full time work commitments. The above information is for the information and endorsement of councillors.

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### **Recommendation:**

That Council confirm the Councillor Workshops and Council Meetings cycle including the commencement time of 6:00pm for the Councillor Workshops.

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## 6.17 Monthly Status Report – Council Meeting Actions: October 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 monthly 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.

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### **Recommendation:**

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

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## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<b>OCTOBER 2023</b>		
<p><b>Renovation Costs - Community Care Building</b> 09102023 RESOLVED that Council:</p> <p>a) Notes the information contained within the report on Renovation Costs for the Community Care Building.</p> <p>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.</p>	<p>Director Corporate &amp; Community Services</p>	<p>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.</p> <p>28/3/24 - Discussions held with new contractor to undertake the works. Date for completing yet to be finalised.</p> <p>29/7/24 - Drainage works completed to clear blockages at western end of the building. Installation of irrigation system and plantings to be scheduled with contractor.</p> <p>30/9/24 - COMPLETED Contractor has finalised the landscaping component of the project.</p>
<p><b>Additional Permitted Use, West Wyalong Airport Planning Proposal - Drag Strip Project</b> 15102023 RESOLVED that Council:</p> <p>1) endorse the Additional Permitted Use, West Wyalong Airport Planning Proposal for referral to the Department of Planning and Environment for Gateway Determination;</p> <p>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</p> <p>3) delegate the General Manager to commence public exhibition of the Planning Proposal if required by the Department of Planning and Environment.</p>	<p>Director Technical Services</p>	<p>7/11: Planning Proposal has received a gateway determination from Dept of Planning. Council is working through the next steps</p> <p>31/7/2024 Planning Proposal currently with Department of Planning – Biodiversity, Conservation and Science for comment. Expected completion end of July. This will enable Exhibition of proposal to both the public and statutory authorities. Planning advice indicates with the successful modification to the LEP through the Planning Proposal, the works can undertaken as exempt development meaning that a Development Application will not be required. This means that Council will need to develop a detailed REF, which is underway. To support the REF noise studies were undertaken as well as the Biodiversity studies. These are completed and will be incorporated into the document along with the Contamination study which was required for the Planning Proposal. In the background, Council staff will commence preparation of tender documentation to go to market enabling construction to begin in early 2025.</p>

## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<b>MARCH 2024</b>		
<b>Proposed Road Closure – Gordons Lane</b> RESOLVED that Council: <ol style="list-style-type: none"> <li>1. endorse the closure of the public road known as Gordons Lane between Clear Ridge Road and Blands Lane</li> <li>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</li> <li>3. receive a further report to consider any submissions lodged during the notification period to determine the approval for the proposal</li> <li>4. receive a further report to consider the property valuers report and determination of any sale price.</li> </ol>	Director Technical Services	Letters sent to adjoining landowners.
<b>MAY 2024</b>		
<b>Bland Shire Australia Day Awards Committee</b> 04052024 RESOLVED: <ol style="list-style-type: none"> <li>1. That the minutes of the Australia Day Awards Committee meeting held on 23 April 2024, be received, and noted.</li> <li>2. That Council:-               <ol style="list-style-type: none"> <li>a. make available Citizen of the Year citations prior to future Australia Day events.</li> <li>b. hold a Mayoral Reception on the evening prior to Australia Day 2025 at Wyalong Hall.</li> <li>c. make application for Australia Day Council funding for the undertaking of the Australia Day Breakfast and pool activities.</li> <li>d. continue to be involved in the Australia Day Ambassador Program.</li> </ol> </li> </ol>	General Manager	Noted for 2025 event planning 25/09/24: Promotion for 2025 nominations has commenced. With nominations opening October. COMPLETE
<b>JUNE 2024</b>		
<b>Request for Donation – Southern Sports Academy</b> 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	29/7/24: Applicants advised of successful outcome. Awaiting invoices for payment of funds. COMPLETED

## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<b>JULY 2024</b>		
<b>Barmedman Community Section 355 Committee</b> 06072024 RESOLVED 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.	Director Corporate & Community Services	29/7/24: Committee members advised of Council decision to disband Section 355 Committee. Meeting held with Barmedman Community Centre Inc on maintenance and funding options with Memorandum of Understanding to be finalised for signing.
<b>Draft Contaminated Land Policy</b> 09072024 RESOLVED: 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	Director Technical Services	31/7/2024 - On display
<b>Audio/Visual System</b> 12072024 RESOLVED 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.	Director Corporate & Community Services	29/7: Preliminary investigations undertaken to determine existing equipment for use in the audio-visual recording and streaming of Council meetings, including testing of quality. Trial to be undertaken at Councillor workshop on 30/7/24. COMPLETED – see Resolution No. 03082024.
<b>AUGUST 2024</b>		
<b>Audio/Visual System</b> 02082024 RESOLVED that the motion passed at the Council meeting on July 16 2024 regarding the Audio/Visual system be rescinded.	Director Corporate & Community Services	COMPLETED – see Resolution No. 03082024.

## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p><b>Audio/Visual System</b> 03082024 RESOLVED that an Audio or Audio/visual system for recording of Council Meetings be reviewed following the submission of full costing of the purchase and installation of a system, and to identify within the current budget, where amendments can be made to maintain the current bottom line, as approved by Council.</p>	Director Corporate & Community Services	30/9/24 - Testing of audio/visual system to continue with existing equipment.
<p><b>Christmas 2024 – Council Closure</b> 06082024 RESOLVED: 1. That Council note the closure of council offices from 3.00pm on Friday 20 December 2024 and reopen on Monday 6 January 2025. 2. That the Mayor and General Manager are delegated authority to deal with any urgent matters during the Christmas and New Year period for 2024 – 2025.</p>	General Manager	Noted for action prior to the closure period. COMPLETE
<p><b>Endorsement of Revised Revenue Policy 2024/25 - Stadium Fees</b> 08082024 RESOLVED that Council: 1. Endorses the amended fees and charges as part of the Revenue Policy 2024/25 and place it on public exhibition for a period of 28 days commencing 14 August 2024. 2. Should there be comments received from the community on the proposed amendment to the Bland Shire Council Revenue Policy 2024/25, 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 amendment to the Bland Shire Council Revenue Policy 2024/25</p>	Manager Customer & Financial Services	
<p><b>Community Benefit Fund Endorsement</b> 09082024 RESOLVED that Council: 1. Endorse the Community Benefit Fund guidelines, and; 2. Authorise the General Manager to sign the agreement between Council and the Developer of the Wyalong Solar Farm.</p>	Director Corporate & Community Services	30/9/24 COMPLETED – Signed agreement returned to Council on 30 September 2024.
<p><b>Strengthening Communities Application – Barmedman Community Centre Incorporated</b> 11082024 RESOLVED that Council approve the application for funding of the Barmedman Community Centre Incorporated under the Strengthening Communities Fund in the amount of \$8,995 consisting of: a. \$6495 to go towards the purchase and installation of a projection screen and audio equipment at the Centre. b. \$2500 to go towards the hire and delivery of VMS Message Boards on the approaches to Barmedman for the 150 Year celebrations weekend.</p>	Director Corporate & Community Services	30/9/24 COMPLETED – Advice sent to applicants of successful submission.

## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p><b>Request for Financial Assistance – West Wyalong Charity Campdraft Committee</b>            12082024 RESOLVED that Council approve the application for funding of the West Wyalong Charity Campdraft Committee under the Strengthening Communities Fund in the amount of \$4,000 to assist with the stock transport costs for the 2024 event.</p>	Director Corporate & Community Services	30/9/24 COMPLETED – Advice sent to applicants of successful submission.
<p><b>Sealing Central Road – Funding Contribution</b>            13082024 RESOLVED that Council:            1. Accept the contribution of \$100,000 (inc GST) from Graincorp towards the sealing of Boundary Street from the Graincorp exit to Compton Road.            2. That Council fund the remainder of the works from the Roads to Recover allocation in the 2025/2026 financial year.</p>	Director Technical Services	
<p><b>Endorsement of Revised Revenue Policy 2024/25 - Gravel Pit Royalties</b>            14082024 RESOLVED that Council:            1. Propose an amended royalty payment for gravel pit extraction of \$0.80 per cubic metre within Council's Revenue Policy and place on public exhibition for a period of 28 days commencing 14 August 2024.            2. Should there be comments received from the community on the proposed amendment to the Bland Shire Council Revenue Policy 2024/25, 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 amendment to the Bland Shire Council Revenue Policy 2024/25</p>	Director Technical Services	
<p><b>Access Incentive Scheme Grant – 194 Main Street, West Wyalong</b>            16082024 RESOLVED that Council approve the Access Incentive Scheme Grant application for Micson Constructions Pty Ltd at 194 Main Street, West Wyalong for \$5,000 to install accessible toilet and ramps to increase accessibility to and within the premises.</p>	Manager Development & Regulatory Services	

## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<p><b>RFT Tender Girral Road Surface Upgrade</b> 17082024 RESOLVED that Council:</p> <ol style="list-style-type: none"> <li>1. Reject current offers based on the significant, additional costs associated with likely variations and additions to scope.</li> <li>2. Not invite fresh tenders.</li> <li>3. Pursuant to Clause 178 (3) (e) of the Local Government (General) Regulation 2021 enter negotiations with suitable contractors for the Girral Road Surface Upgrade.</li> <li>4. Authorises the General Manager to award the contract after the completion of the negotiation process.</li> <li>5. That any extra funds required to complete the project be sourced from a suitable external funding option.</li> </ol>	<p>Manager Operations</p>	<p>Subsequent to the aforementioned negotiations, Council as the Principal has accepted the Tender dated 01 August 2024, subject to negotiated adjustments dated 03 September 2024, and awards the Tender: VP415577 for the Girral Road Major Upgrade to Fulton Hogan Industries Pty Ltd.</p>
<p><b>Strengthening Communities Grant Policy</b> 19082024 RESOLVED that Council:</p> <ol style="list-style-type: none"> <li>1. Review the strengthening community grant policy to include a maximum per annum funding of \$5000 per group.</li> <li>2. Any in kind support be included in this allocation.</li> <li>3. Any joint ventures be approved by a majority of Councillors.</li> <li>4. Any funding greater than that allowed in the strengthening community fund must be included in the approved budget set for the year.</li> </ol>	<p>Director Corporate &amp; Community Services</p>	<p>30/9/24 - Further discussions and review of the policy to be undertaken with new Council to determine a consistent approach to requests for funding,</p>
<p><b>General Manager Annual Performance Review for the period ending 30 June 2024</b> 21082024 RESOLVED:</p> <ol style="list-style-type: none"> <li>1. That the Council note this Mayor's Minute which includes the General Manager's Performance Review Panel's position following the Annual Review for 2023/24.</li> <li>2. Endorse the 2024/2025 Performance Agreement.</li> <li>3. The General Manager's Total Remuneration Package be increased by 3.5% as a permanent increase to the TRP recognising the level of performance of the General Manager and Award increases for other staff.</li> </ol>	<p>General Manager</p>	<p>Noted and payroll administrator advised</p>



## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<b>SEPTEMBER 2024</b>		
<p><b>Draft Council Financial Statements 2023-24 – Referral For Audit</b> 01092024 RESOLVED that:</p> <p>1. Pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that it has prepared the General Purpose Financial Statements for the 2023/24 financial year ending 30 June 2024 and has formed an opinion, based on the advice of Council officers, that these reports;</p> <p style="padding-left: 40px;">(a) Have been prepared in accordance with;</p> <p style="padding-left: 80px;">(i) The Local Government Act 1993 (as amended) and the Regulations made thereunder;</p> <p style="padding-left: 80px;">(ii) The Australian Accounting Standards and professional pronouncements; and</p> <p style="padding-left: 80px;">(iii) The Local Government Code of Accounting Practice and Financial Reporting.</p> <p style="padding-left: 40px;">(b) Present fairly the operating result and financial position of the Bland Shire Council for the year ended 30 June 2024; and</p> <p style="padding-left: 40px;">(c) Accords with Council's accounting and other records and policies.</p> <p>2. The Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.</p> <p>3. The General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act.</p> <p>4. The Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2024 be reviewed by Bland Shire Council's Audit, Risk and Improvement Committee at an extraordinary meeting on 16 September 2024.</p> <p>5. Pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2024 be referred for audit.</p>	<p>Manager Customer &amp; Financial Services</p>	<p>30/9/24 COMPLETED:- Audit process commenced and onsite visit by auditors held week commencing 30/9/24. Final audited statements to be presented to the November meeting of Council.</p>
<p><b>Tivoli Theatre – Sewer System Update</b> 02092024 RESOLVED that Council contribute up to \$25,500 (including GST) to the West Wyalong Community Theatre for the expenses incurred in the repair of the sewer connection from the revised sewer maintenance budget, payable on presentation of invoice.</p>	<p>Director Technical Services</p>	

## 6.18 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 and Work, Health and Safety activities and performance for the quarter ending September 2024.

### **Financial Implications**

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

### **Summary**

#### Quarter 3 2024 program:

- Continuous Improvement Pathway audits (July -October), Enterprise Risk Management (ERM), Swimming pools and footpath management.
- Statewide Mutual Risk Conference (Completed and a great success)

#### Insurance claims

Council continues to work with its insurer on an unresolved insurance claim following a footpath incident.

#### Business Continuity Plan

Council's Statewide Mutual Regional Risk Manager is undertaking an exercise with staff to test the BCP and modify where needed. This will be finalised by early October.

#### Enterprise Risk Management Framework

The ERM framework is in draft form and will be presented to senior managers for approval. Work with risk owners to ensure the risk registers are updated is ongoing.

#### Chain of Responsibility

Council recently delivered a Chain of Responsibility workshop to its operational staff.

#### Aviation Compliance & Risk Management (AVCRM) Software package

Council has activated its AVCRM to manage its aviation compliance and risk management including its drone management and links back to (CASA).

#### Community Events

Council officers continue working with representatives from Weethalle and Barmedman in preparation for their upcoming local celebrations.

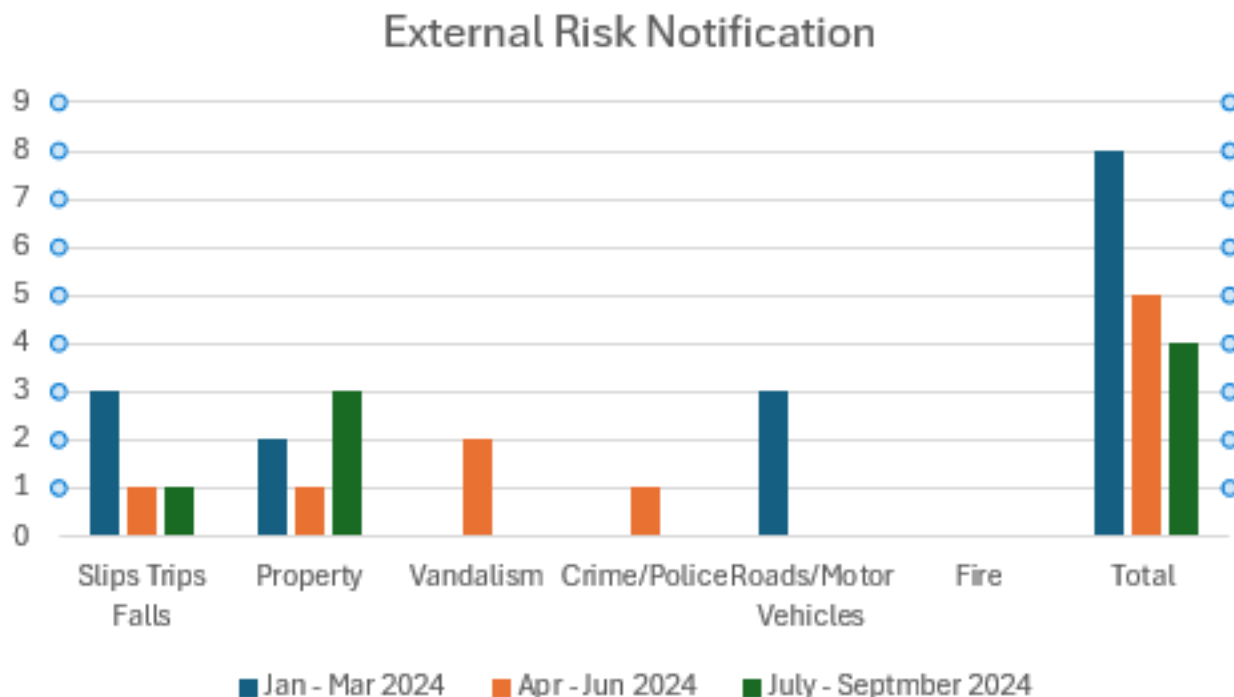
#### Contractor Data Base

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

### **Incident notifications**

External Incident Notifications submitted 1 July 2024 – 30 September 2024

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



Staff have promptly actioned complaints or incidents.

#### StateCover

Work Health and Safety staff attended an information session ‘Surfing the Tsunami of Compliance – Psychological Safety’ on 31 July looking into the new legislative requirements regarding psychological wellbeing in the workplace.

WHS staff and the General Manager were presented with the General Managers report from Statecover (**attached**) which discussed Bland Shire Council’s WHS and Claims Management performance.

Overall Council is performing satisfactorily with a low rate of workers compensation claims and better than average early Return to Work outcomes.

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

Date	Directorate	Type	Liability	Status
27/10/2023	Technical Services	Manual handling	Accepted	Ongoing

Work Health and Safety meetings are held quarterly, with a meeting held on 29 August, the next Work Health and Safety Meeting will be held on Thursday 21 November. Actions arising from meetings continue to be addressed and completed.

WHS Wellbeing Initiatives

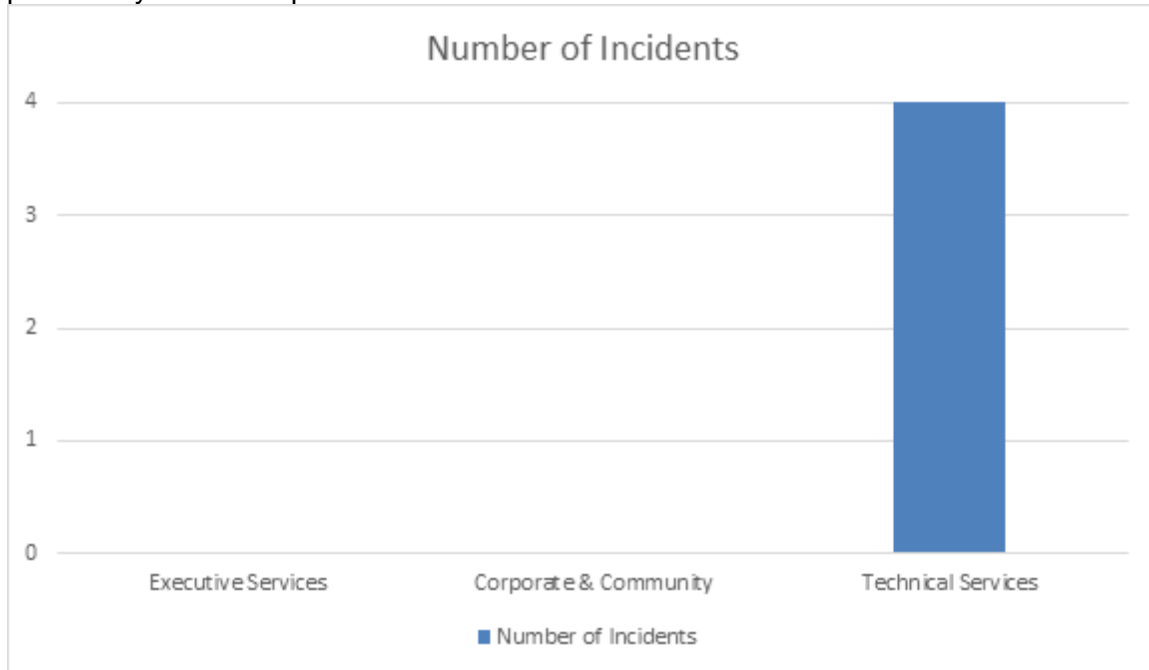
WHS Staff organised Patrizia Cassiniti from the ‘Touched by Christopher Foundation’ to discuss safety in the workplace with Council’s outdoor staff on 26 September. John Harper from ‘Mate Helping Mate’ also presented a session to staff in dealing with mental health issues.

WHS Incident Notifications

There were no Notifiable Incidents to be reported to Safework NSW in Quarter 3 2024

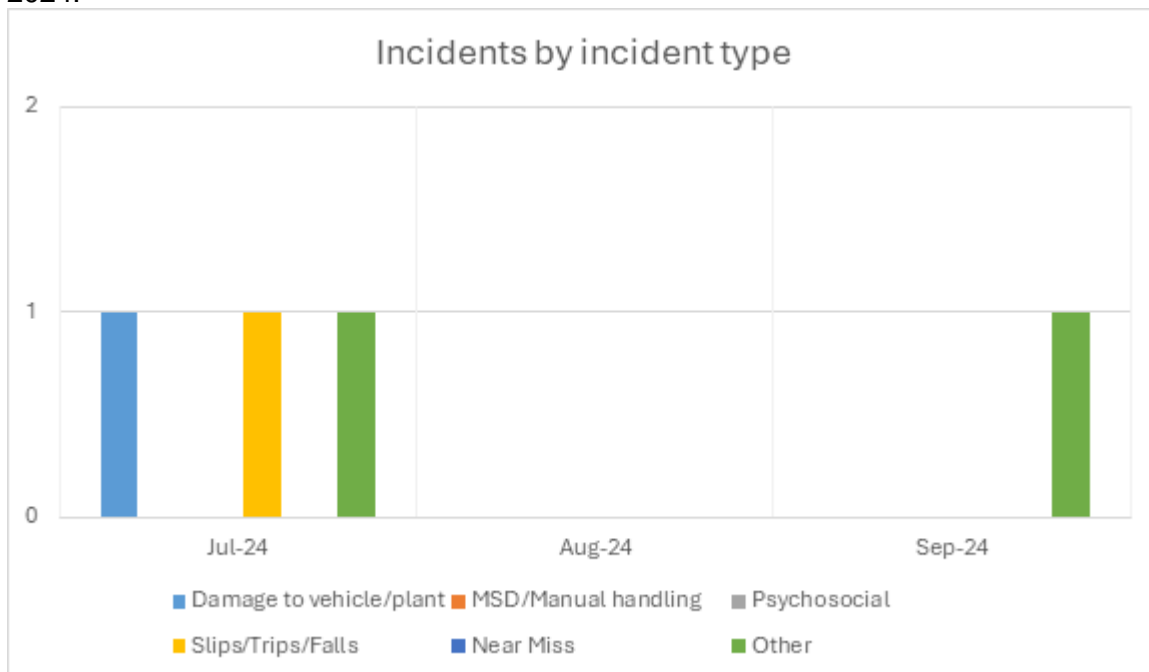
WHS Incident Notifications by Directorate submitted 1 July – 20 September 2024

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



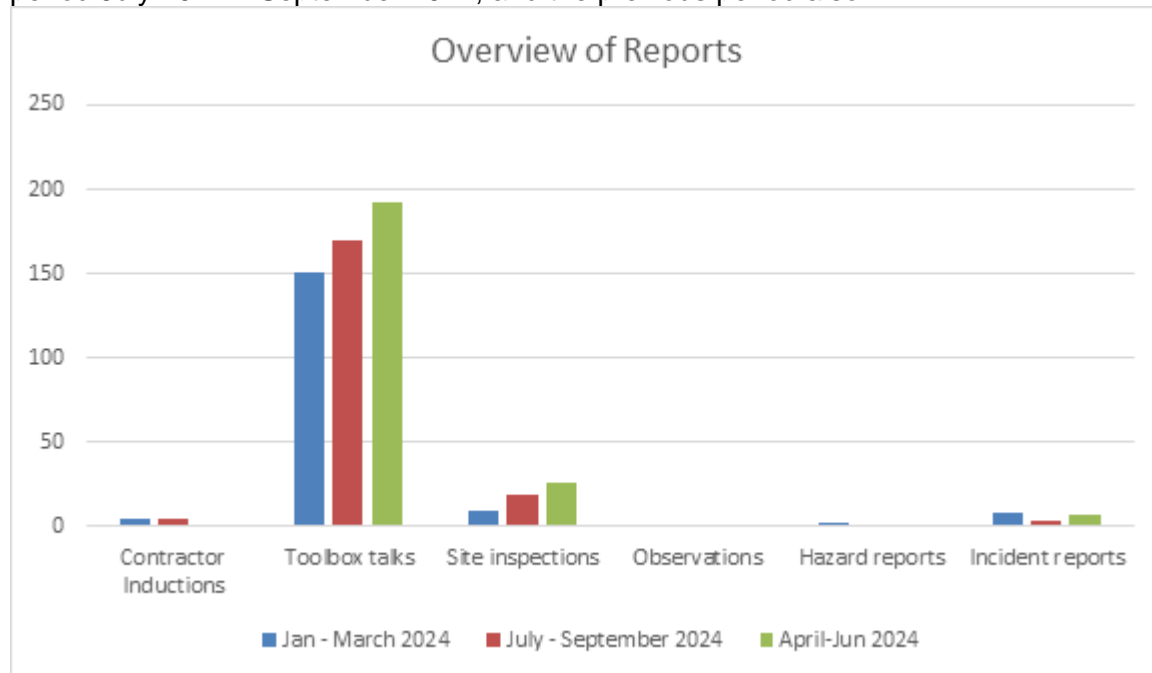
WHS Incident Notifications submitted 1 July – 20 September 2024

The following graph identifies the type of WHS incidents over the period July 2024 – September 2024.



### Internal WHS Documents 1 July – 20 September 2024

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



(Reporting period concludes 20 September due to earlier reporting deadline)

### Attachment(s)

GM Report – 2023-2024 – Statecover Mutual

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### Recommendation:

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

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# 2023-2024 GM REPORT

## BLAND SHIRE COUNCIL



# Contents

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## Safety

## Claims

- Cause of Injury
- Type of Injury
- Claim Frequency
- Injury Reporting
- Return to Work
- Costs

## Premium

## Our Partnership

## Stay in Touch



# Safety





## Self-Audit and Safety & Wellbeing Incentive Process Review

The StateCover Safety Services team, in consultation with our Safety Innovation Member Consultation Group, is completing an end-to-end Self-Audit and Safety & Wellbeing Incentive Process Review. As a result the self-audit will be optional this year. This will enable members to focus on priority action completion from the 2023 self-audit.

Improvements to the Safety & Wellbeing Incentive processes will be announced later in the year. The self-audit will remain an important benchmarking tool to understand WHS maturity and identify priority investment areas to improve safety and wellbeing in the workplace.

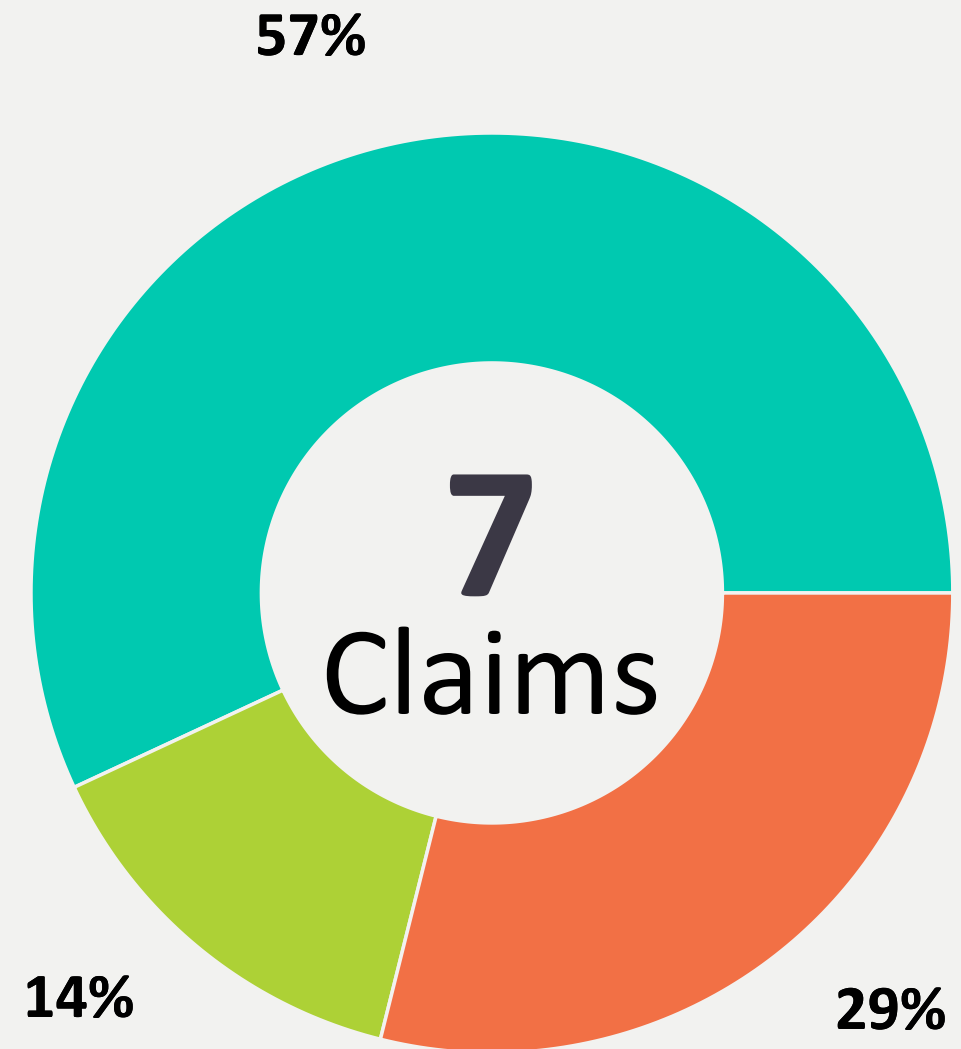
# Claims

# Cause of Injury

Understanding the type and proportion of injuries occurring will assist you to target your WHS efforts.

Typically, sprains and strains represent the highest proportion of claims for most councils.

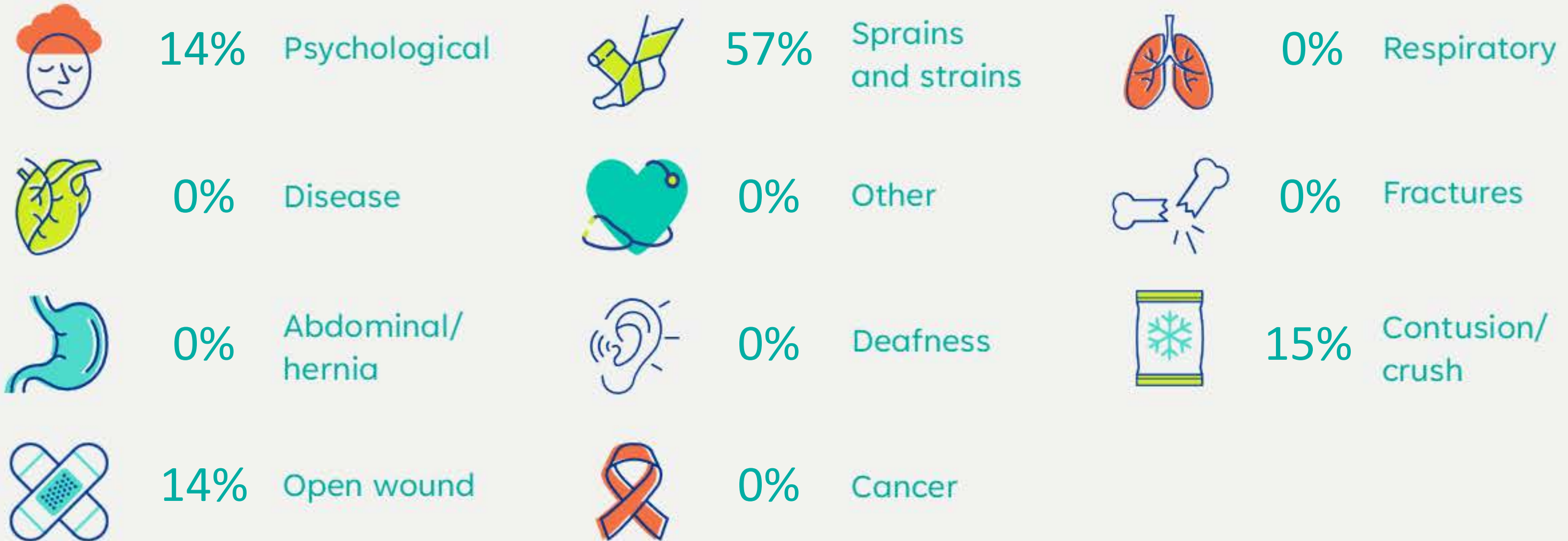
Psychological injuries are the fastest growing cohort of claims across the Mutual.



- Body stressing
- Hit by moving objects
- Sound and pressure
- Vehicle incidents and other causes
- Mental stress
- Hitting objects
- Falls, trips and slips
- Chemicals and other substances
- Biological factors
- Heat, electricity and environmental factors

# Type of Injury

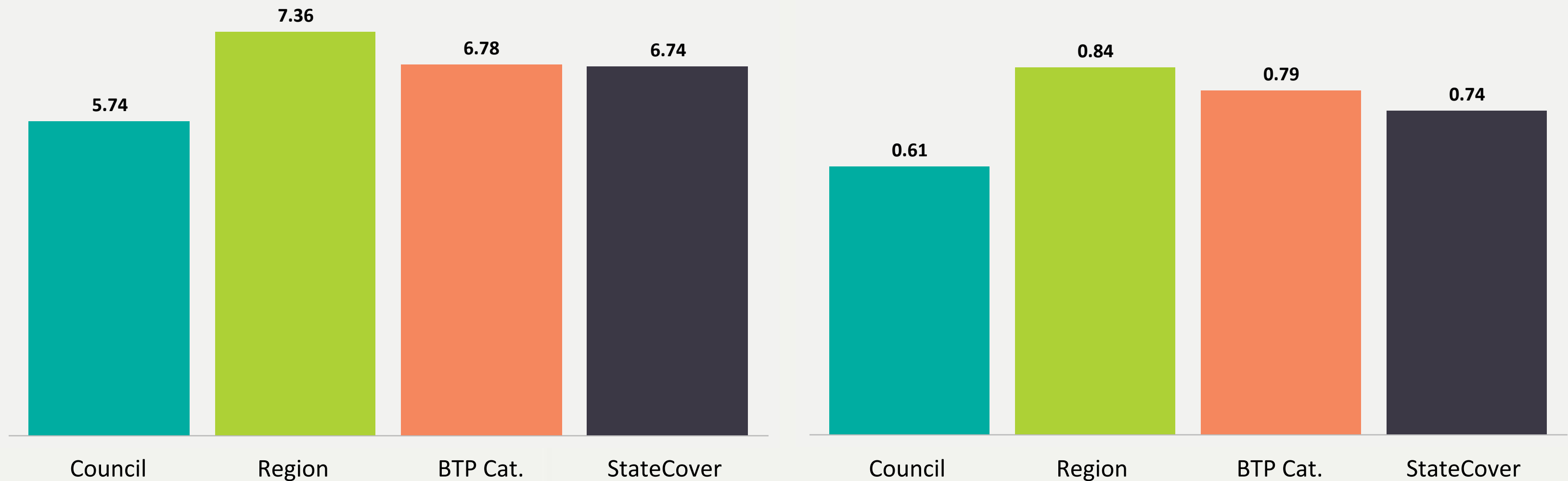
Physical injuries resulted in 6 claims during 2023/2024 which accounts for 86% of your total claims



# Claim Frequency Comparison

Monitoring claim frequency using employee numbers\*

Monitoring claim frequency using Council wages\*

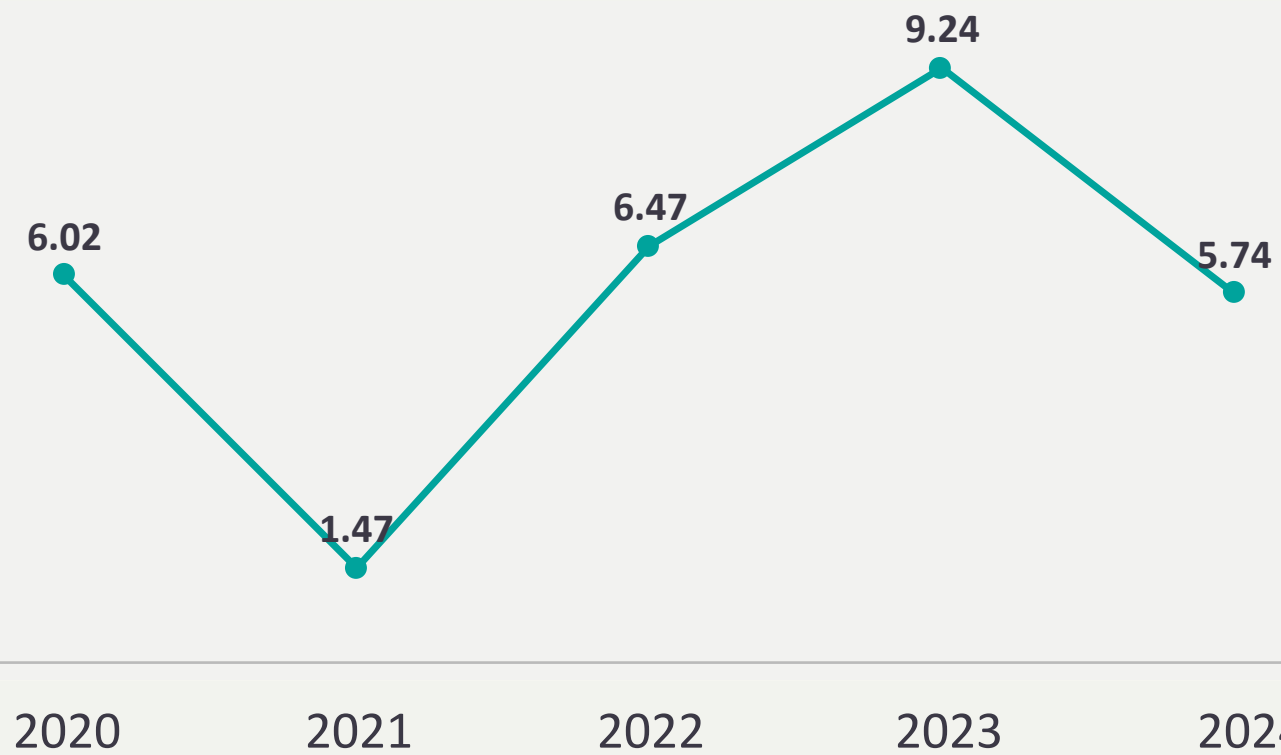


\*Claim frequency is calculated as the number of claims lodged relating to injuries in 2023/2024 per 100 employees and per \$1 million of Council wages as declared to StateCover. It is a measure of Council's WHS performance and should be considered in conjunction with injury severity and claim cost.

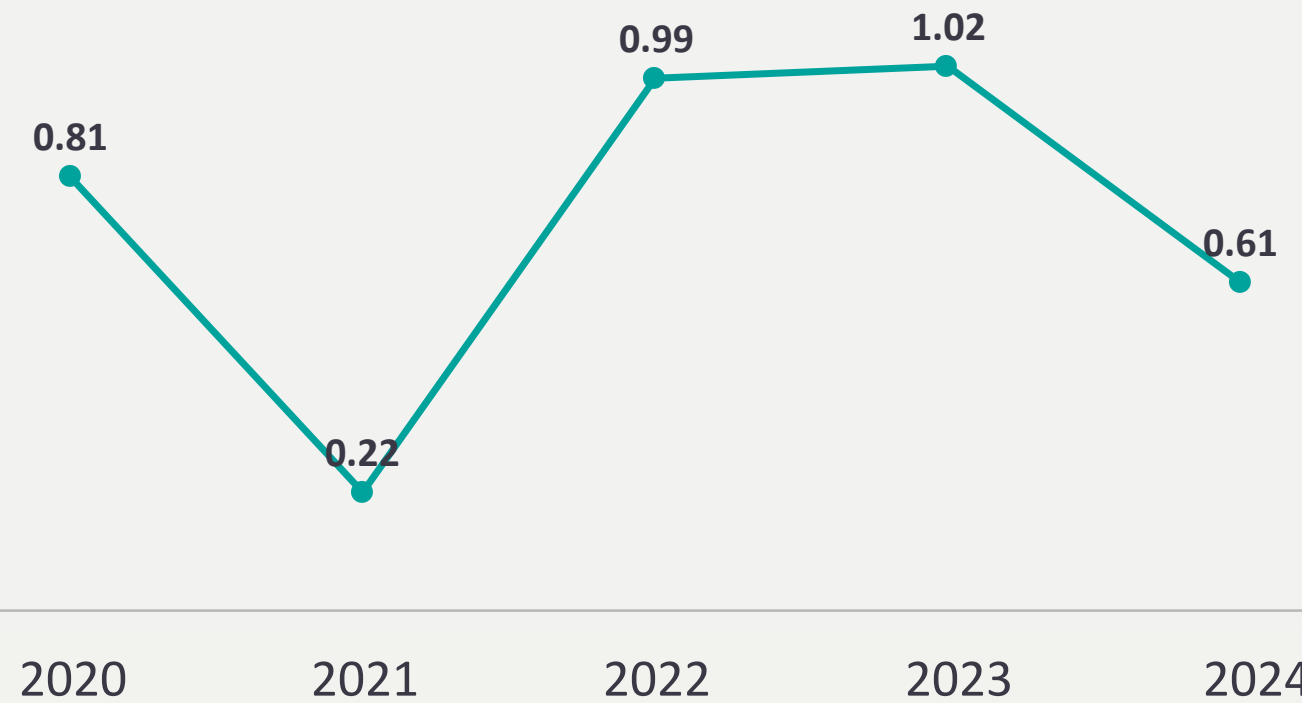
# Claim Frequency Trend

Effect of WHS efforts over time: 2020-2024

Monitoring claim frequency using employee numbers\*



Monitoring claim frequency using Council wages\*



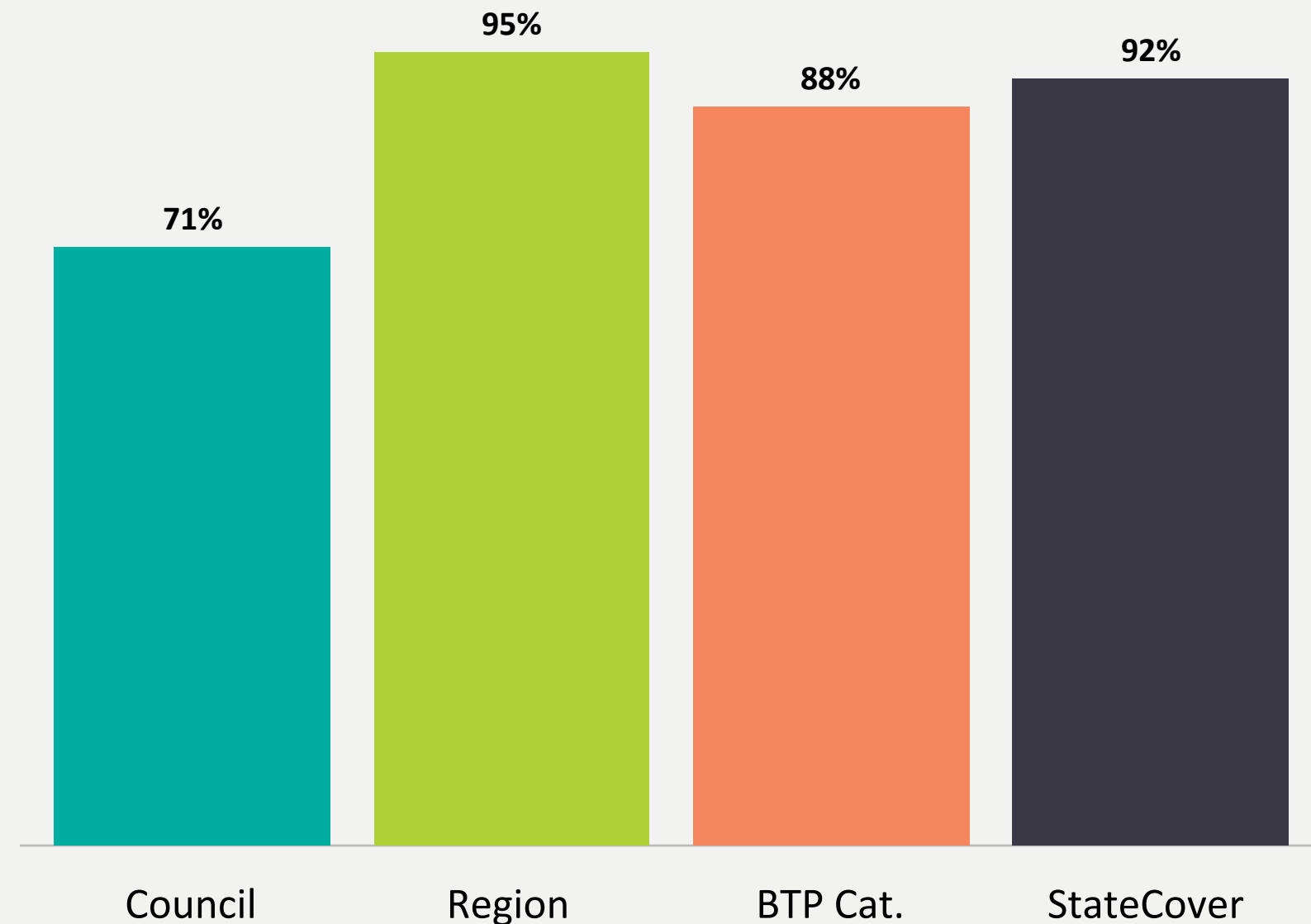
\*Claim frequency is calculated as the number of claims lodged relating to injuries in 2023/2024 per 100 employees and per \$1 million of Council wages as declared to StateCover.

# Injury Reporting

Percentage of claims reported to StateCover within 48 hours

Reporting injuries to StateCover within 48 hours of Council becoming aware of the injury is a legislative requirement.

Prompt reporting allows for early intervention and assists with swift recovery and return to work.



# Return to Work Performance

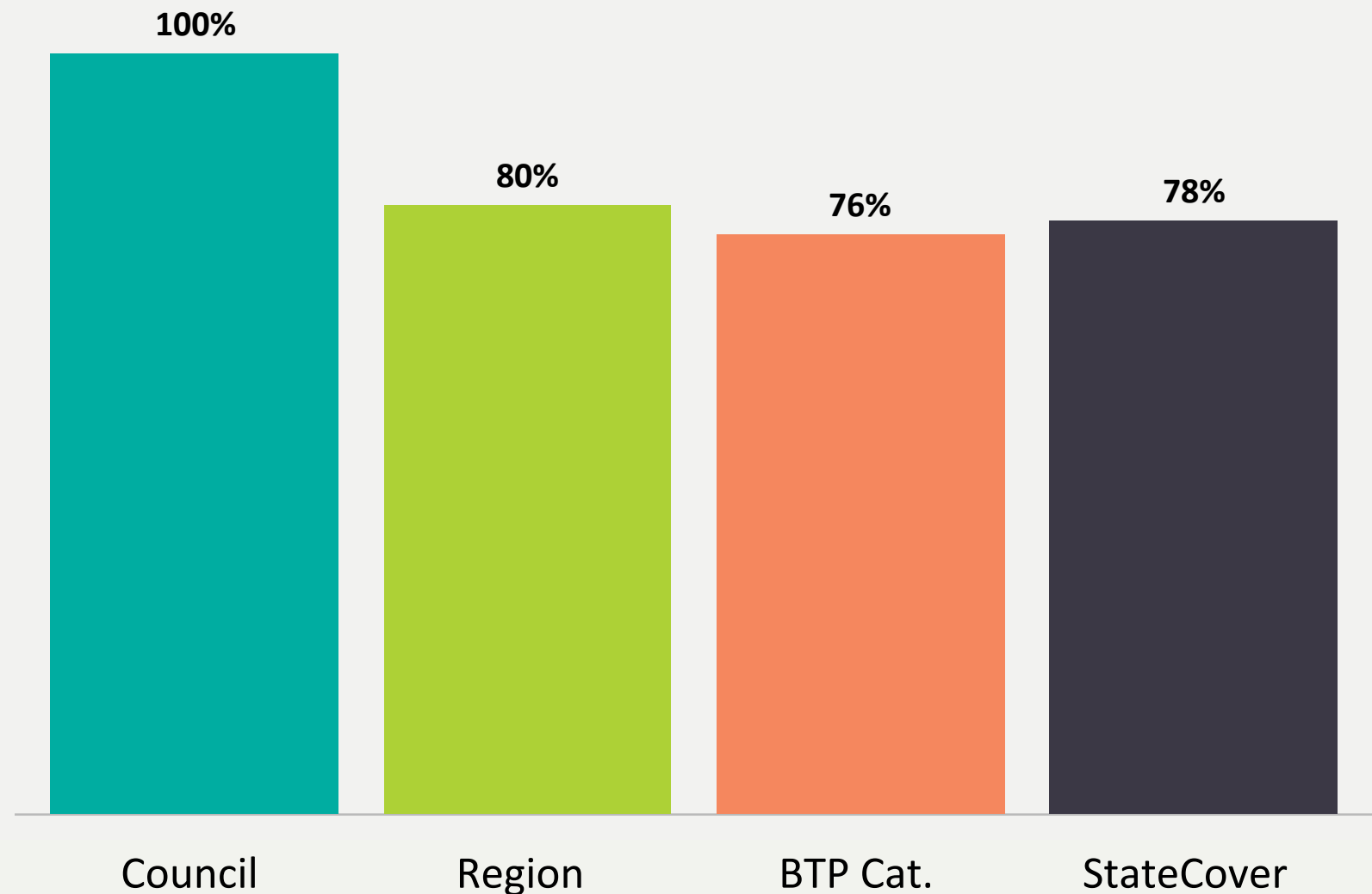
Your Council's average four-week RTW performance in 2023/2024

Number of claims: 7

Number of time lost claims: 3

The return to work (RTW) rate measures the proportion of injured workers who have experienced time loss due to their injury, and have resumed work in any capacity within four weeks from the date the claim was entered into StateCover's system.

The measure is used to demonstrate the overall injury management effectiveness. StateCover adopts a collaborative approach to RTW and understands the mutual benefits that early intervention and returning to work have on a worker's recover and wellbeing, as well as on Council's efficacy.





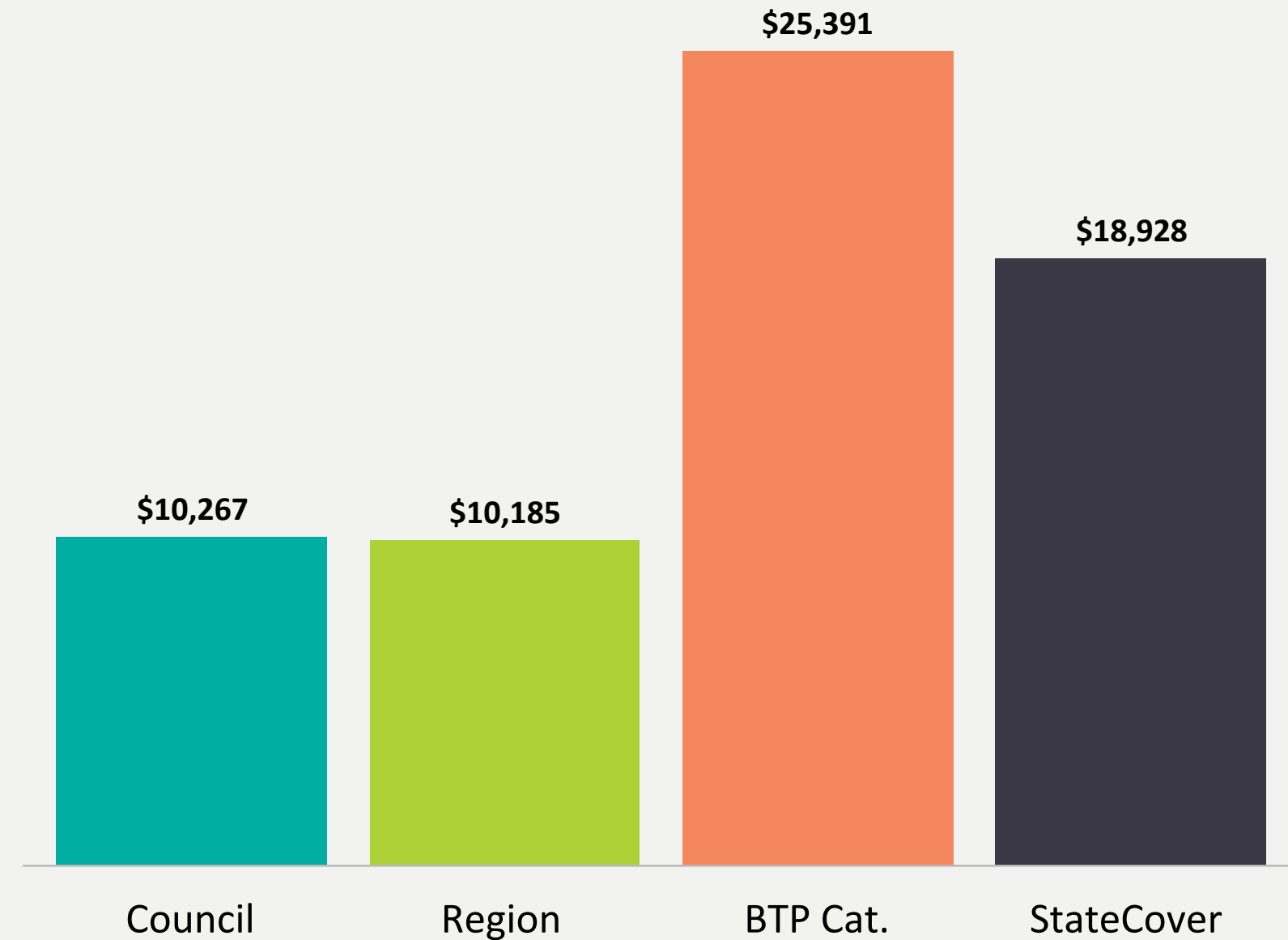
# Average Claims Cost

## Comparison of your average incurred claims costs in 2023/2024

Claims costs may increase over time as further entitlements are paid, e.g. whole person impairment lump sums or workplace injury damages.

The amount paid on a claim will either directly or indirectly impact Council's premium.

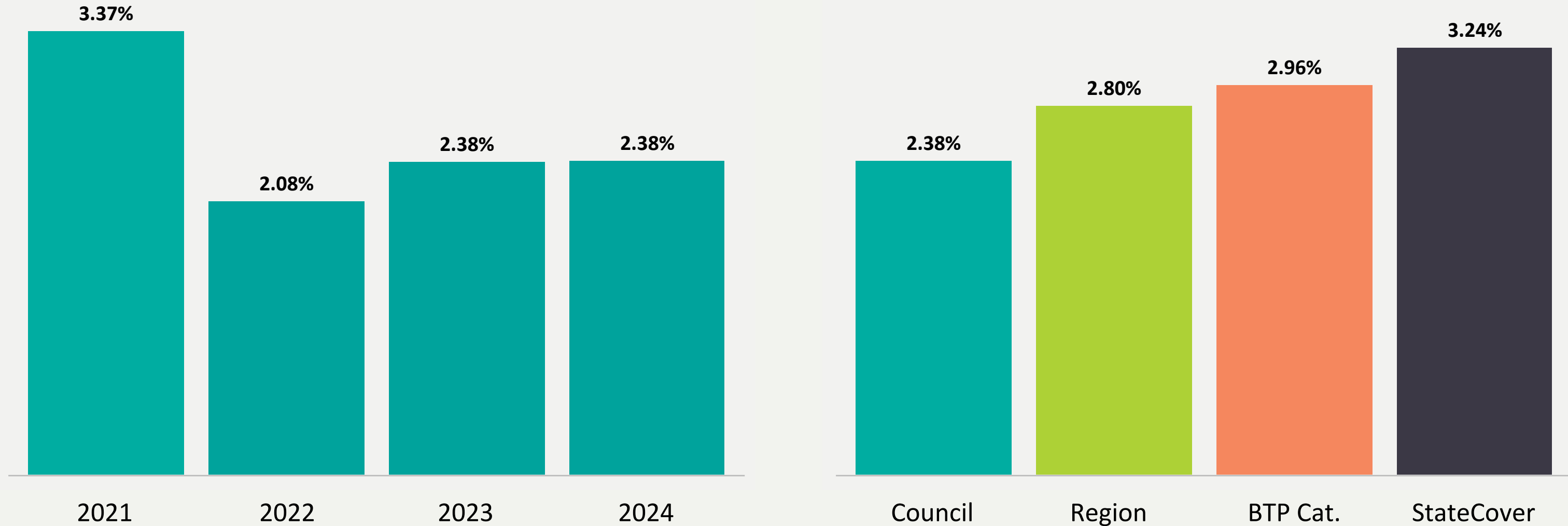
The most effective way to minimise either type of impact is to return the injured worker to work in suitable employment.



# Premium

# Your Premium

Your premium rate is a blended measure of the risk profile of the Local Government industry, the broader scheme and Council's WHS and return to work performance



Councils can influence their premium through providing a safe workplace and, when a worker is injured, proactively assisting them to recover at work. Council's premium is "experience-rated," with the past three years of specific claim costs impacting the premium payable – the better the experience, the lower the premium.



# Our Partnership

# Working Together to Keep Your People Safe, Well and Working

As your needs evolve, our team of local government workforce risk solutions experts are here to support you and your team

## Wellbeing and Return to Work Services

StateCover offer a self-paced, step-by-step guide, supported by our experts to help Members create a meaningful, measurable, and integrated wellbeing program that makes the best use of Members' existing resources and aligns with their business objectives and strategic plans.

Our Return to Work team delivers essential training programs, keep our Members informed of best practice and regulatory requirements, and provides tailored support to Member personnel to assist them in returning your people to work safely and sustainably.

StateCover continues to work with industry leading experts in delivering high quality, impactful preventative health services to our Members, from skin checks through to audiometric screening. The StateCover Wellbeing and Return to Work team can assist you at whatever stage you are at with your Return to Work and Wellbeing journey.

# Working Together to Keep Your People Safe, Well and Working

## Targeted Safety Services

We're developing targeted safety offerings to be more effective in partnering with you to reduce injuries.

Our new offerings focus on addressing injury and claims trends, including musculoskeletal disorders and psychological injuries.

The following programs and service are under development and will be available in 2025:

- Psychosocial Hazard Management Program
- Hazardous Manual Tasks Program
- WHS Planning and Review Service
- WHS Mentoring Program.

# Stay in Touch





## Ben O'Halloran

MEMBER SERVICES MANAGER

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Mobile: 0459 327 190

[ben.ohalloran@statecover.net.au](mailto:ben.ohalloran@statecover.net.au)





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## Section 2 – Corporate & Community Services

### 6.19 Finance And Investment Report For August 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 AUGUST 2024.**

#### **BANK BALANCES AS AT 31<sup>ST</sup> AUGUST 2024**

ACCOUNT	BALANCE
General Fund	\$7,538,606.60
Business Card	\$19,618.08
	<b>\$7,558,224.68</b>
<i>Invested Funds</i>	
Fixed Deposits	\$81,700,000.00
Deposits at Call	\$4,201,919.88
	<b>\$85,901,919.88</b>
Net Balance	<b>\$93,460,144.56</b>
Percentage of Invested Funds to Net Balance	91.91%

**STATEMENT OF BANK BALANCES AS AT 31.08.2024**

**SUBMITTED TO THE ORDINARY MEETING OCTOBER 15, 2024**

<b>Balance as at 01 August 2024</b>	<b>\$6,667,968.50</b>
<i>Plus Receipts for August 2024</i>	<i>\$7,150,013.92</i>
<i>Less Payments for August 2024</i>	<i>-\$6,279,375.82</i>
<b>CASH BALANCE</b>	<b>\$7,538,606.60</b>

Limit of Overdraft Arranged with Bank \$ 350,000.00

**ACCOUNTS CERTIFICATION**

I CERTIFY,  
That the accounts totalling \$6,279,375.82

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 15<sup>th</sup> October 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 **\$6,279,375.82** was submitted to the Ordinary Meeting on the 15<sup>th</sup> October 2024 and that the amounts are presented to Council for confirmation of payment.

.....  
Chairman of Ordinary Meeting

## INVESTMENTS

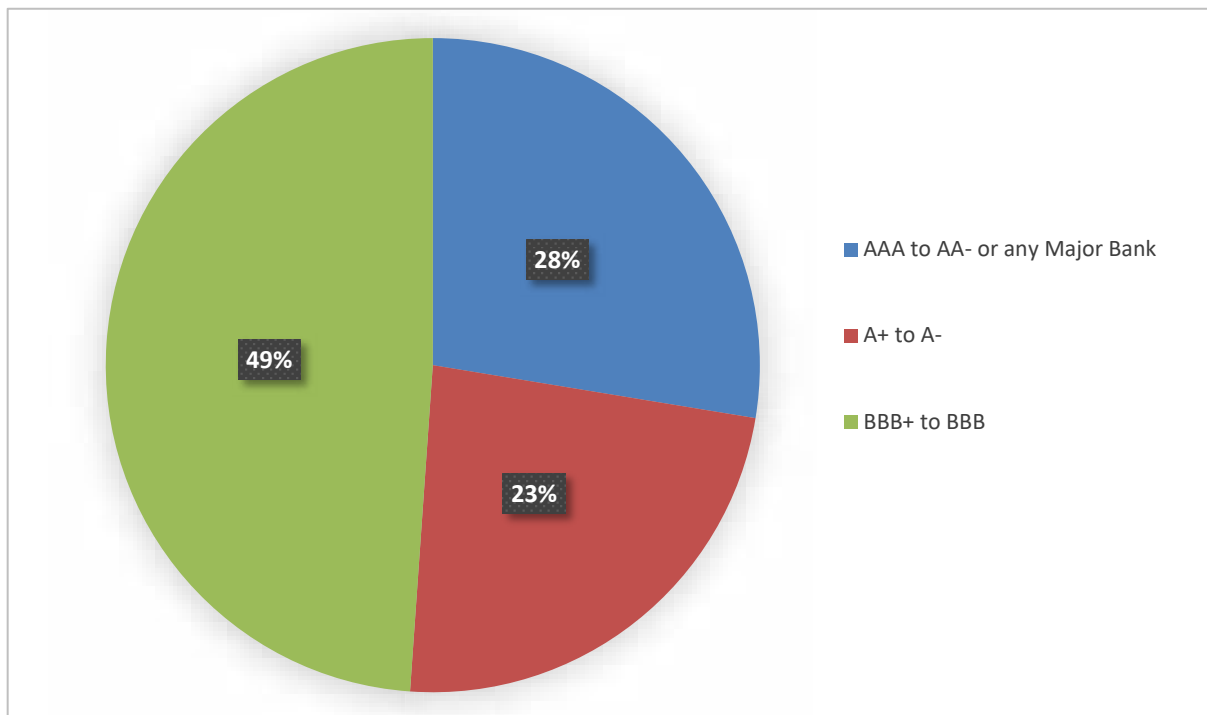
The following table gives details of Council's Funds invested at 31<sup>st</sup> August 2024. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

INSTITUTION	RATING	DATE	DATE DUE	TERM (DAYS)	YIELD	INVESTED AMOUNT
Northern Territory Treasury	AA-	30/09/2020	15/12/2025	1902	1.20%	2,000,000
Bendigo Bank	A-	8/09/2023	8/09/2024	365	4.90%	400,000
Bendigo Bank	A-	8/09/2023	8/09/2024	365	4.90%	400,000
Bendigo Bank	A-	8/09/2023	8/09/2024	365	4.90%	400,000
NAB	AA-	14/09/2023	12/09/2024	364	5.15%	2,000,000
NAB	AA-	21/09/2023	20/09/2024	365	5.30%	1,000,000
Bank of QLD	A-	28/09/2023	26/09/2024	364	5.20%	2,000,000
NAB	AA-	5/10/2023	3/10/2024	364	5.25%	1,500,000
NAB	AA-	11/10/2023	9/10/2024	364	5.15%	2,000,000
NAB	AA-	19/10/2023	17/10/2024	364	5.20%	2,000,000
Police Bank	BBB+	24/10/2023	24/10/2024	365	5.05%	2,000,000
AMP	BBB+	9/11/2023	7/11/2024	364	5.35%	1,000,000
BankVic	BBB+	16/11/2023	14/11/2024	364	5.45%	1,000,000
Auswide Bank	BBB+	23/11/2023	21/11/2024	364	5.45%	2,000,000
MyState Bank	BBB+	30/11/2023	28/11/2024	364	5.40%	2,000,000

Australian Unity	BBB+	30/11/2023	24/10/2024	329	5.45%	2,000,000
Commonwealth Bank	AA-	7/12/2023	16/10/2024	314	5.09%	2,000,000
Beyond Bank	BBB+	12/12/2023	30/10/2024	323	5.35%	1,000,000
Bank of QLD	A-	14/12/2023	17/09/2024	278	5.15%	2,000,000
MyState Bank	BBB+	20/12/2023	18/12/2024	364	5.15%	1,000,000
Judo Bank	BBB	9/01/2024	3/12/2024	329	5.10%	1,000,000
Defence Bank	BBB+	10/01/2024	9/01/2025	365	5.10%	1,000,000
AMP	BBB+	19/01/2024	21/01/2025	368	5.15%	1,000,000
Great Southern Bank	BBB+	31/01/2024	30/01/2025	365	5.05%	2,500,000
ING Bank	A	1/02/2024	16/01/2025	350	5.13%	1,000,000
Defence Bank	BBB+	8/02/2024	6/02/2025	364	5.00%	1,000,000
ING Bank	A	16/02/2024	18/02/2025	368	5.18%	1,000,000
NAB	AA-	15/02/2024	12/02/2025	363	5.15%	1,000,000
ING Bank	A	28/02/2024	26/02/2025	364	5.08%	1,000,000
Australian Unity	BBB+	5/03/2024	5/03/2025	365	5.10%	1,000,000
Defence Bank	BBB+	6/03/2024	6/03/2025	365	5.10%	1,000,000
Bank of QLD	A-	13/03/2024	12/09/2024	183	5.12%	1,000,000
Defence Bank	BBB+	20/03/2024	20/03/2025	365	5.00%	1,000,000
Auswide Bank	BBB+	28/03/2024	26/03/2025	363	5.20%	1,000,000
Auswide Bank	BBB+	3/04/2024	2/04/2025	364	5.05%	1,000,000
ING Bank	A	10/04/2024	10/04/2025	365	5.09%	1,000,000
Bank of QLD	A-	30/04/2024	23/04/2025	358	5.10%	1,000,000
Judo Bank	BBB	16/05/2024	14/05/2025	363	5.30%	1,000,000
Great Southern Bank	BBB+	22/05/2024	30/04/2025	343	5.17%	1,000,000
ING Bank	A	27/05/2024	21/05/2025	359	5.27%	2,000,000
MyState Bank	BBB+	29/05/2024	27/05/2025	363	5.25%	1,000,000
Auswide Bank	BBB+	13/06/2024	11/06/2025	363	5.30%	1,000,000
Defence Bank	BBB+	20/06/2024	18/06/2025	363	5.20%	2,000,000
ING Bank	A	26/06/2024	25/06/2025	364	5.25%	2,000,000
Beyond Bank	BBB+	26/06/2024	10/12/2024	167	5.20%	1,000,000
Beyond Bank	BBB+	26/06/2024	15/04/2025	293	5.20%	1,000,000
Judo Bank	BBB	2/07/2024	11/03/2025	252	5.30%	2,000,000
Australian Unity	BBB+	5/07/2024	1/05/2025	300	5.30%	1,000,000
ING Bank	A	8/07/2024	6/05/2025	302	5.27%	1,000,000
ING Bank	A	8/07/2024	2/07/2025	359	5.37%	2,000,000
NAB	AA-	8/07/2024	4/06/2025	331	5.30%	1,000,000
NAB	AA-	8/07/2024	8/07/2025	365	5.35%	2,000,000
AMP	BBB+	11/07/2024	13/05/2025	306	5.20%	1,000,000
ING Bank	A	17/07/2024	15/07/2025	363	5.33%	1,000,000
Police Bank	BBB+	31/07/2024	31/07/2025	365	5.25%	2,000,000
AMP	BBB+	7/08/2024	5/06/2025	302	5.20%	1,000,000

Bank of QLD	A-	8/08/2024	6/02/2025	128	4.95%	1,000,000
NAB	AA-	15/08/2024	12/08/2025	362	5.05%	1,000,000
AMP	BBB+	16/08/2024	15/01/2025	152	5.15%	1,000,000
AMP	BBB+	21/08/2024	20/02/2025	183	4.90%	2,500,000
NAB	AA-	22/08/2024	22/07/2025	334	5.00%	1,000,000
NAB	AA-	29/08/2024	19/08/2025	355	4.95%	1,000,000
ANZ Deposit at Call	AA-					50,964.77
CBA Deposit at Call	AA-					4,150,955.11
<b>TOTAL:</b>						<b>85,901,919.88</b>

Long Term Credit Rating	Policy Maximum (%)	Current Holding (%)	Current Holding (\$)
AAA to AA- or any Major Bank	100	27.59	23,701,919.88
A+ to A-	80	23.52	20,200,000.00
BBB+ to BBB	70	48.89	42,000,000.00
BBB- and Unrated	10	-	-
			<b>85,901,919.88</b>



<b>Individual Institution Limit</b>	<b>Rating</b>	<b>Policy Maximum (%)</b>	<b>Current Holding (%)</b>	<b>Current Holding (\$)</b>
AMP	BBB+	25	8.73	\$7,500,000.00
ANZ	AA-	40	0.06	\$50,964.77
Australian Unity	BBB+	25	4.66	\$4,000,000.00
Auswide Bank	BBB+	25	5.82	\$5,000,000.00
Bank of QLD	A-	30	8.15	\$7,000,000.00
BankVic	BBB+	25	1.16	\$1,000,000.00
Bendigo Bank	A-	30	1.40	\$1,200,000.00
Beyond Bank	BBB+	25	4.66	\$4,000,000.00
Commonwealth Bank	AA-	40	7.16	\$6,150,955.11
Defence Bank	BBB+	25	6.98	\$6,000,000.00
Great Southern Bank	BBB+	25	5.24	\$4,500,000.00
ING Bank	A	30	13.95	\$12,000,000.00
Judo Bank	BBB	25	4.66	\$4,000,000.00
MyState Bank	BBB+	25	4.66	\$4,000,000.00
NAB	AA-	40	15.72	\$13,500,000.00
Northern Territory	AA-	40	2.33	\$2,000,000.00
Police Bank	BBB+	25	4.66	\$4,000,000.00
				<b>\$85,901,919.88</b>

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

**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.**

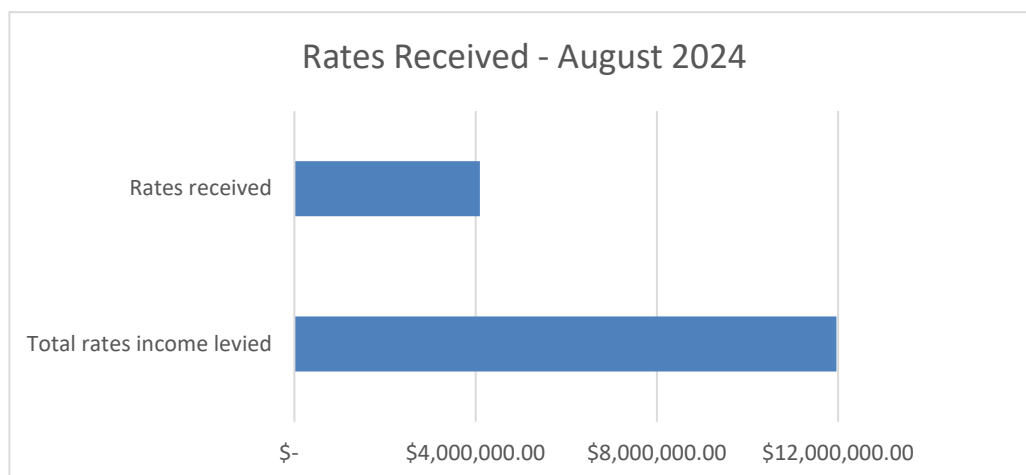
**GENERAL MANAGER**

## RATES REPORT

### Below is a summary of outstanding rates

Total rates income levied (2024/25)	\$ 11,965,637.76
Rates received as at 31/08/2024	\$ 4,091,200.43
% of rates received to date	<b>34.19%</b>

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 August 2024
  2. That Council confirms the payment of accounts, for the period 01 August to 31 August 2024, totalling \$6,279,375.82
-



## 6.20 Finance And Investment Report For September 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 SEPTEMBER 2024.**

#### **BANK BALANCES AS AT 30<sup>TH</sup> SEPTEMBER 2024**

<b>ACCOUNT</b>	<b>BALANCE</b>
General Fund	\$5,945,229.99
Business Card	\$40,000.00
	<b>\$5,985,229.99</b>
<i>Invested Funds</i>	
Fixed Deposits	\$82,700,000.00
Deposits at Call	\$4,216,726.85
	<b>\$86,916,726.85</b>
Net Balance	<b>\$92,901,956.84</b>
Percentage of Invested Funds to Net Balance	93.56%

**STATEMENT OF BANK BALANCES AS AT 30.09.2024**

**SUBMITTED TO THE ORDINARY MEETING OCTOBER 15, 2024**

<b>Balance as at 01 September 2024</b>	<b>\$7,538,606.60</b>
<i>Plus Receipts for September 2024</i>	<i>\$1,437,324.11</i>
<i>Less Payments for September 2024</i>	<i>-\$3,030,700.72</i>
<b>CASH BALANCE</b>	<b>\$5,945,229.99</b>

Limit of Overdraft Arranged with Bank

\$ 350,000.00

**ACCOUNTS CERTIFICATION**

I CERTIFY,

That the accounts totalling \$3,303,700.72

7. Are fully supported by vouchers and invoices and have been fully registered.
8. 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.
9. 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.
10. The prices and computations of every account are correct.
11. 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.
12. 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 15<sup>th</sup> October 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 **\$3,030,700.72** was submitted to the Ordinary Meeting on the 15<sup>th</sup> October 2024 and that the amounts are presented to Council for confirmation of payment.

.....  
Chairman of Ordinary Meeting

### INVESTMENTS

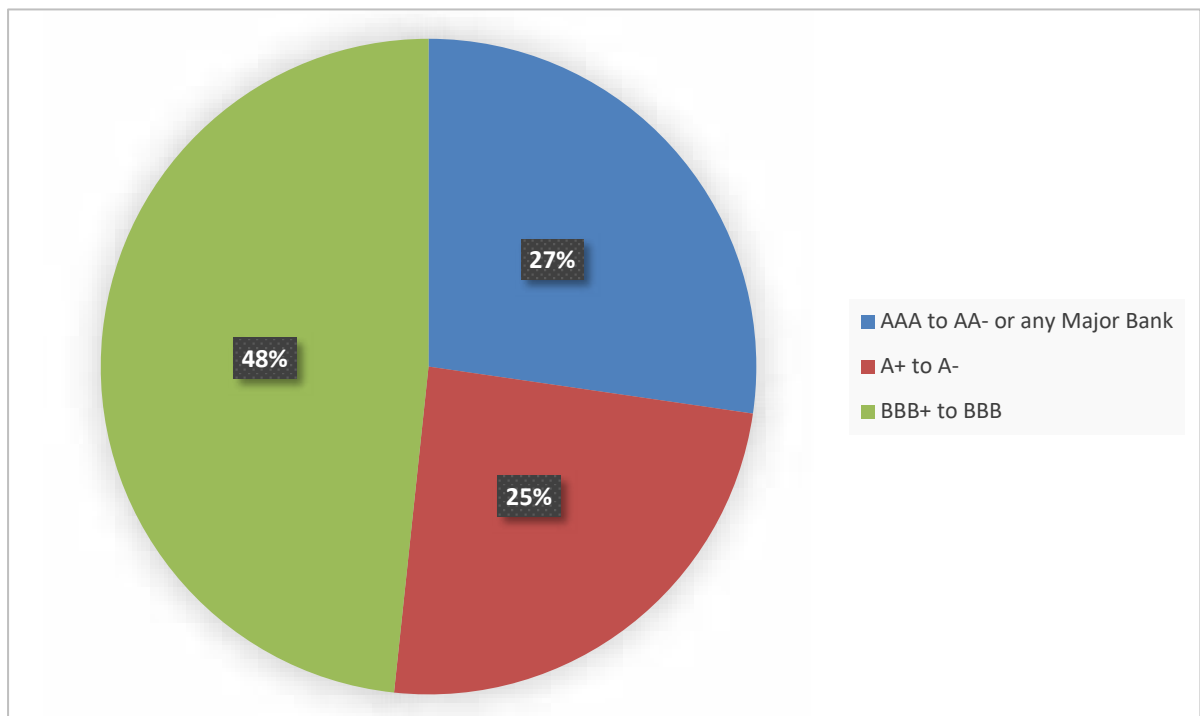
The following table gives details of Council's Funds invested at 30<sup>th</sup> September 2024. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

INSTITUTION	RATING	DATE	DATE DUE	TERM	YIELD	INVESTED AMOUNT
Northern Territory Treasury	AA-	30/09/2020	15/12/2025	1902	1.20%	2,000,000
NAB	AA-	5/10/2023	3/10/2024	364	5.25%	1,500,000
NAB	AA-	11/10/2023	9/10/2024	364	5.15%	2,000,000
NAB	AA-	19/10/2023	17/10/2024	364	5.20%	2,000,000
Police Bank	BBB+	24/10/2023	24/10/2024	365	5.05%	2,000,000
AMP	BBB+	9/11/2023	7/11/2024	364	5.35%	1,000,000
BankVic	BBB+	16/11/2023	14/11/2024	364	5.45%	1,000,000
Auswide Bank	BBB+	23/11/2023	21/11/2024	364	5.45%	2,000,000
MyState Bank	BBB+	30/11/2023	28/11/2024	364	5.40%	2,000,000
Australian Unity	BBB+	30/11/2023	24/10/2024	329	5.45%	2,000,000
Commonwealth Bank	AA-	7/12/2023	16/10/2024	314	5.09%	2,000,000
Beyond Bank	BBB+	12/12/2023	30/10/2024	323	5.35%	1,000,000
MyState Bank	BBB+	20/12/2023	18/12/2024	364	5.15%	1,000,000
Judo Bank	BBB	9/01/2024	3/12/2024	329	5.10%	1,000,000
Defence Bank	BBB+	10/01/2024	9/01/2025	365	5.10%	1,000,000
AMP	BBB+	19/01/2024	21/01/2025	368	5.15%	1,000,000

Great Southern Bank	BBB+	31/01/2024	30/01/2025	365	5.05%	2,500,000
ING Bank	A	1/02/2024	16/01/2025	350	5.13%	1,000,000
Defence Bank	BBB+	8/02/2024	6/02/2025	364	5.00%	1,000,000
ING Bank	A	16/02/2024	18/02/2025	368	5.18%	1,000,000
NAB	AA-	15/02/2024	12/02/2025	363	5.15%	1,000,000
ING Bank	A	28/02/2024	26/02/2025	364	5.08%	1,000,000
Australian Unity	BBB+	5/03/2024	5/03/2025	365	5.10%	1,000,000
Defence Bank	BBB+	6/03/2024	6/03/2025	365	5.10%	1,000,000
Defence Bank	BBB+	20/03/2024	20/03/2025	365	5.00%	1,000,000
Auswide Bank	BBB+	28/03/2024	26/03/2025	363	5.20%	1,000,000
Auswide Bank	BBB+	3/04/2024	2/04/2025	364	5.05%	1,000,000
ING Bank	A	10/04/2024	10/04/2025	365	5.09%	1,000,000
Bank of QLD	A-	30/04/2024	23/04/2025	358	5.10%	1,000,000
Judo Bank	BBB	16/05/2024	14/05/2025	363	5.30%	1,000,000
Great Southern Bank	BBB+	22/05/2024	30/04/2025	343	5.17%	1,000,000
ING Bank	A	27/05/2024	21/05/2025	359	5.27%	2,000,000
MyState Bank	BBB+	29/05/2024	27/05/2025	363	5.25%	1,000,000
Auswide Bank	BBB+	13/06/2024	11/06/2025	363	5.30%	1,000,000
Defence Bank	BBB+	20/06/2024	18/06/2025	363	5.20%	2,000,000
ING Bank	A	26/06/2024	25/06/2025	364	5.25%	2,000,000
Beyond Bank	BBB+	26/06/2024	10/12/2024	167	5.20%	1,000,000
Beyond Bank	BBB+	26/06/2024	15/04/2025	293	5.20%	1,000,000
Judo Bank	BBB	2/07/2024	11/03/2025	252	5.30%	2,000,000
Australian Unity	BBB+	5/07/2024	1/05/2025	300	5.30%	1,000,000
ING Bank	A	8/07/2024	6/05/2025	302	5.27%	1,000,000
ING Bank	A	8/07/2024	2/07/2025	359	5.37%	2,000,000
NAB	AA-	8/07/2024	4/06/2025	331	5.30%	1,000,000
NAB	AA-	8/07/2024	8/07/2025	365	5.35%	2,000,000
AMP	BBB+	11/07/2024	13/05/2025	306	5.20%	1,000,000
ING Bank	A	17/07/2024	15/07/2025	363	5.33%	1,000,000
Police Bank	BBB+	31/07/2024	31/07/2025	365	5.25%	2,000,000
AMP	BBB+	7/08/2024	5/06/2025	302	5.20%	1,000,000
Bank of QLD	A-	8/08/2024	6/02/2025	128	4.95%	1,000,000
NAB	AA-	15/08/2024	12/08/2025	362	5.05%	1,000,000
AMP	BBB+	16/08/2024	15/01/2025	152	5.15%	1,000,000
AMP	BBB+	21/08/2024	20/02/2025	183	4.90%	2,500,000
NAB	AA-	22/08/2024	22/07/2025	334	5.00%	1,000,000
NAB	AA-	29/08/2024	19/08/2025	355	4.95%	1,000,000
ING Bank	A	5/09/2024	2/09/2025	362	4.93%	1,000,000
Bendigo Bank	A-	8/09/2024	8/09/2025	365	4.65%	400,000
Bendigo Bank	A-	8/09/2024	8/09/2025	365	4.65%	400,000

Bendigo Bank	A-	8/09/2024	8/09/2025	365	4.65%	400,000
NAB	AA-	12/09/2024	10/09/2025	363	4.90%	2,000,000
Bank of QLD	A-	12/09/2024	20/03/2025	189	4.90%	1,000,000
Bank of QLD	A-	17/09/2024	18/03/2025	182	5.00%	2,000,000
NAB	AA-	20/09/2024	17/09/2025	362	4.90%	1,000,000
Bank of QLD	A-	26/09/2024	25/06/2025	272	4.85%	2,000,000
ANZ Deposit at Call	AA-					50,964.77
CBA Deposit at Call	AA-					4,165,762.08
<b>TOTAL:</b>						<b>86,916,726.85</b>

Long Term Credit Rating	Policy Maximum (%)	Current Holding (%)	Current Holding (\$)
AAA to AA- or any Major Bank	100	27.29	23,716,726.85
A+ to A-	80	24.39	21,200,000.00
BBB+ to BBB	70	48.32	42,000,000.00
BBB- and Unrated	10	-	-
			<b>86,916,726.85</b>



<b>Individual Institution Limit</b>	<b>Rating</b>	<b>Policy Maximum (%)</b>	<b>Current Holding (%)</b>	<b>Current Holding (\$)</b>
AMP	BBB+	25	8.63	\$7,500,000.00
ANZ	AA-	40	0.06	\$50,964.77
Australian Unity	BBB+	25	4.60	\$4,000,000.00
Auswide Bank	BBB+	25	5.75	\$5,000,000.00
Bank of QLD	A-	30	8.05	\$7,000,000.00
BankVic	BBB+	25	1.15	\$1,000,000.00
Bendigo Bank	A-	30	1.38	\$1,200,000.00
Beyond Bank	BBB+	25	3.45	\$3,000,000.00
Commonwealth Bank	AA-	40	7.09	\$6,165,762.08
Defence Bank	BBB+	25	6.90	\$6,000,000.00
Great Southern Bank	BBB+	25	4.03	\$3,500,000.00
ING Bank	A	30	14.95	\$13,000,000.00
Judo Bank	BBB	25	4.60	\$4,000,000.00
MyState Bank	BBB+	25	4.60	\$4,000,000.00
NAB	AA-	40	17.83	\$15,500,000.00
Northern Territory	AA-	40	2.33	\$2,000,000.00
Police Bank	BBB+	25	4.60	\$4,000,000.00
				<b>\$86,916,726.85</b>

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

**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.**

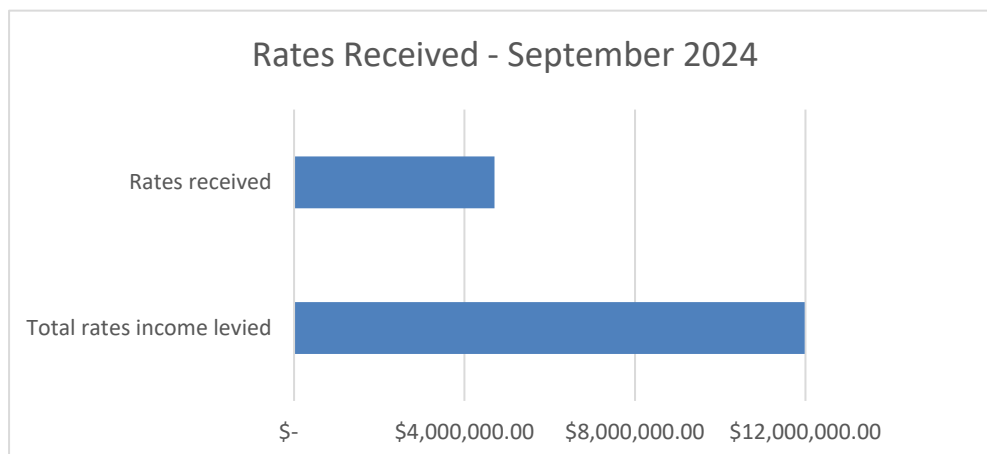
**GENERAL MANAGER**

## RATES REPORT

### Below is a summary of outstanding rates

Total rates income levied (2024/25)	\$ 11,984,086.11
Rates received as at 30/09/2024	\$ 4,705,142.61
% of rates received to date	<b>39.26%</b>

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 September 2024
  2. That Council confirms the payment of accounts, for the period 01 September to 30 September 2024, totalling \$3,030,700.72
-

## 6.21 Part Day Public Holiday Application – West Wyalong Show 2025-2026



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

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

**Author:** Director Corporate and Community Services

### **Introduction**

The West Wyalong Show Society has asked Council to apply to the NSW Industrial Relations Office for a part day public holiday between the hours of 12 noon and 6pm to facilitate attendance by the community for its annual shows scheduled on Wednesday 3 September 2025 and Wednesday 2 September 2026.

Any application from Council for a local public holiday requires a formal Council resolution and must include the history of the event, an outline and evidence of extensive community consultation including written correspondence to stakeholders such as banks, schools and chambers of commerce, details of alternatives considered and transport arrangements for school students.

For a biennial application, applicants must also include additional information focusing on the economic and social importance of the event for the designated holiday area.

Should Council be in support of an application to gazette a localised public holiday to coincide with the West Wyalong Shore, such application is required to be lodged by 5 November 2024.

### **Financial Implications**

While there is a cost to Council to provide staff with an additional half day's leave, these costs are accounted for during the preparation of the annual budget and are not considered to be significant.

### **Summary**

Council was required to undertake a widespread community consultation process to support any application for a local public holiday or local event day in the West Wyalong/Wyalong and Tallimba Town Improvement Districts.

An online survey was published on Council's website and promoted through social media and press advertisements in the West Wyalong Advocate.

A total of 75 responses were received of which 73 (97.33 per cent) believe a holiday is necessary for the survival of the Show. In accordance with the requirements of any future application from Council to Industrial Relations, the survey posed all available options by asking residents to indicate their preference for either a part day public holiday (noon-6pm), a half day public holiday (noon-midnight), a full day public holiday, a local event day (where banks, schools and businesses have the option to close but are not required to) or neither. The results were as follows, noting respondents could indicate more than one option:

Part Day Public Holiday (noon-6pm): 34 (45.3%)

Half Day Public Holiday (noon-midnight): 24 (32%)

Full Day Public Holiday: 29 (38.6%)

Local Event Day: 4 (5.3%)



Two respondents indicated they did not support either a public holiday or a local event day.

Survey respondents favour a part day holiday over a full day holiday with the part day holiday being less burdensome on local business and in particular the hospitality industry.

After previously supporting a half day holiday (noon-midnight), Council has applied for a part day public holiday (noon-6pm) each year since 2014 after receiving correspondence from the Australian Hotels Association (AHA) on behalf of its local members. The AHA expressed concern at the impact of a local half day public holiday and the payment of penalty rates for employees after 6pm when the Show had concluded. The Show Society has supported this stance.

Meanwhile, most survey respondents also identified positive community, social, local economy, tourism, employment and business impacts associated with the Show with 81% indicating the event was very important to the social fabric and 78% stating the Show as very important for the community.

Comments received from community as part of the survey process for the consideration of Councillors were:

#### **Comments from respondents in favour of a public holiday for the West Wyalong Show Day**

- *Totally essential for the Show to continue.*
- *The West Wyalong Show contributes greatly to the social wellbeing of residents of the Bland Shire.*
- *The show needs volunteers to run the event. It needs people to come to the show to support it. The show provides community spirit and a chance to catch up and support each other, it allows local business to promote themselves and market people to have a venue to sell their wares. Please keep the show going.*
- *The show brings exhibitors from other shires as well as other states. It is important for the mental health of the shire as a whole as was demonstrated by the record numbers at this year's event. No other event brings the town together like the show and helps businesses across the board. Helps youth learn the value of volunteering and adds to their skill sets.*
- *I wish for the show to continue for many years to come. Please grant a public holiday so everyone can enjoy the show. I am from West Wyalong but I feel the public holiday should be extended to include the villages so they can support the show too.*
- *Gives community chance to come together for fellowship, relaxation share and promote friendship, products and enter activities to find out how you compare to others and to learn.*
- *Any Village that does not have their own Show should be included in our 1/2-day Public Holiday. I would actually prefer to just have a Bland Shire Show each year. Better for the hip pocket!*
- *I believe all of the shire should be involved as not all of the smaller towns hold their own show. The families in those areas of the shire want to come and join and spend our money taking our children to the show but we can't as they remain at school the entire day. Bland shire represent all of bland shire and therefore should look to include ALL!*

One comment received from a respondent who did not favour a local event day or public holiday was:

- *Why not have it on a weekend I understand how the show circuit works and the time that goes into a show having been a secretary of a local Show. Weekends are easier. A very expensive day for families, gate price is ridiculous it doesn't really support locally either with majority money going to the rides etc. I don't believe a half day holiday or full day is profitable for the town I think the whole event needs to be evaluated and changing to a weekend considered.*

In addition to the survey, individual letters outlining the application process and seeking feedback were also sent to local banks, schools and Business West Wyalong. No return correspondence had been received at the time of writing this report.

The local public holiday has traditionally been declared in the Wyalong/West Wyalong and Tallimba Town Improvement Districts. However, feedback was sought from the community on the views to extend the geographical location of the holiday. Of the 75 responses received, 63 indicated support for other communities within Bland Shire local government area to be the beneficiary of the Show Day holiday while 12 were not in favour of this.

There are several options which Council could consider including:

- a) Decide to make application for a single year part Shire Public Holiday, being for 2025. It could then utilise the time to further consult with regards to expanding the area covered by the public holiday declaration. However, it is the view of staff that to undertake a thorough investigation into support for a whole of shire public holiday would take some time to complete to be able to provide Councillors with all the relevant information required ahead of determining whether to extend the area beyond the current boundaries.
- b) Make application for a two-year local part day holiday from midday to 6pm for those within the Wyalong/West Wyalong and Tallimba Town Improvement Districts. When Council resolved to make such an application in November 2022, the second part of the resolution was that Council undertake community engagement and consultation for the purposes of consideration of the half day public holiday for the entire Bland Shire area for future years. While this question was asked of survey respondents Councillors would need to consider whether this was sufficient feedback.
- c) Apply for a half day holiday for the whole of Bland Shire. Should Councillors agree with the sentiment to expand the public holiday coverage area, it would be prudent for further discussions to be held with key stakeholders who would be impacted by such a move. The survey would indicate there is support from the community for the public holiday area to be expanded.

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**Recommendation:**

That Council make application for a local part day public holiday between the hours of 12noon and 6.00pm for the purpose of the West Wyalong Show on Wednesday 3 September 2025 and Wednesday 2 September 2026 covering the whole of the Bland Shire area.

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## Section 3 – Technical Services

### 6.22 Planning Proposal (PP-2023-2372) – Additional Permitted Use – Recreational Facility (Outdoor) at the West Wyalong Airport – 13510 Newell Highway, West Wyalong



Our Prosperity - Growing our population and jobs

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

**Author:** Planning and Compliance Officer

#### Introduction

At the April 2023 Ordinary Meeting of Council, it was resolved that Council prepare a Planning Proposal (PP) to permit recreation facilities (outdoor) on Lot 10 and 11 DP 1145109,13150 Newell Highway, West Wyalong (West Wyalong Airport) as an additional permitted use in Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011 (BLEP 2011) to allow construction of a drag strip. The resolution stated:

*That Council prepare a Planning Proposal for Lots 10 and 11 DP 1141509 for the addition of a recreational facility (outdoor) to Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011.*

The PP was prepared under Section 3.33 of the Environmental Planning and Assessment Act 1979 (EP&A Act 1979) and the Local Environmental Planning Making Guideline (DPIE 2021) seeking an amendment to the BLEP 2011. At the October 2023 Ordinary Meeting of Council, it was resolved to endorse the PP. The resolution stated:

*That Council:*

- a) endorse the Additional Permitted Use, West Wyalong Airport Planning Proposal for referral to the Department of Planning and Environmental for Gateway Determination;*
- b) 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*
- c) delegate the General Manger to commence public exhibition of the Planning Proposal if required by the Department of Planning and Environment.*

The PP was referred to the now Department of Planning, Housing and Infrastructure (DPHI) for a Gateway Determination via the NSW Planning Portal, with PP given a unique identification number (PP-2023-2372).

The DPHI issued a Gateway Determination on 1 November 2023 which allowed the PP to proceed to public exhibition. A full copy of the original Gateway Determination dated 1 November 2023 is provided in Attachment 1.

Prior to commencing public exhibition, Council was required to consult with DPHI Biodiversity Conservation and Science (BCS) and update the PP as outlined in conditions 1 and 2 of the Gateway Determination, which are stated in full as follows:

1. *Prior to commencing public exhibition, the planning proposal is to be updated to:*
  - a. *Include a preliminary site contamination assessment to Council's requirements, and*
  - b. *Include a project timeline to reflect the milestones to complete the proposal by 22 July 2024.*
2. *Prior to commencing public exhibition, consultation is required with Department of Planning and Environment – Biodiversity Conservation and Science (BCS) under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9.1 of the Act. The planning proposal should be amended, if required, to address comments provided during this consultation.*

The PP was amended to address conditions 1 and 2 of the Gateway Determination. The amendments included the recommendations of the Preliminary Site Investigation Assessment completed by NGH Consulting dated February 2024 as well as the advice received from BCS. The project timeline was also amended to reflect the milestones for completion. The amended PP is provided as Attachment 2 to this report.

Following the conditions of the Gateway Determination being met, the PP was placed on public exhibition as outlined in conditions 3, 4 and 5, which are stated in full as follows:

3. *Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:*
  - a. *the planning proposal is categorised as standard as described in the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2023) and must be made publicly available for a minimum of 20 working days; and*
  - b. *the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in Local PP-2023-2372 (IRF23/2836) Environmental Plan Making Guidelines (Department of Planning and Environment, 2023).*
4. *Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9.1 of the Act:*
  - *Rural Fire Service*
  - *Transport for NSW*
5. *A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).*

The PP was placed on public exhibition from 23 August 2024 until 19 September 2024 in accordance with the DPIE 2021. During the exhibition period, no submissions from members of the public were received. The Rural Fire Service and Transport for NSW were consulted in accordance with Section 3.342(2)(d) of the EP&A Act 1979, with no specific issues being raised in relation to the PP. A public hearing was not required to be held into any matters raised by any person or body under the EP&A Act 1979. A copy of the government agencies responses are provided in Attachment 3.

Council as the PP authority has satisfied the conditions of the Gateway Determination, and it is now proposed to proceed to referring the application to DPHI for finalisation of the amendment to the BLEP 2011.

### **Financial Implications**

Nil.

### **Summary**

This report seeks determination on the finalisation of the Planning Proposal to permit recreation facilities (outdoor) on Lot 10 and 11 DP 1145109, 13150 Newell Highway, West Wyalong (West Wyalong Airport) as an additional permitted use in Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011. Council as the Planning Proposal authority has satisfied the conditions of the Gateway Determination, and it is proposed that Council proceed to referring the application to the Department of Planning, Housing and Infrastructure for finalisation of the amendment to the Bland Local Environmental Plan 2011.

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### **Recommendation:**

1. That Council authorise the General Manager to proceed to finalise and implement Planning Proposal (PP-2023-2372) for an additional permitted use for recreational facility (outdoor) at West Wyalong Aerodrome, 13510 Newell Highway, West Wyalong, under delegated plan making authority.
  2. The Minister be requested to endorse the revised Planning Proposal and determine that further community consultation is not required.
-

## Gateway Determination

**Planning proposal (Department Ref: PP-2023-2372):** Additional permitted use for recreational facility (outdoor) at West Wyalong Aerodrome, 13510 Newell Highway, West Wyalong.

I, the Director, Western Region, at the Department of Planning and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Bland Local Environmental Plan 2011 to include an additional permitted use should proceed subject to the following conditions:

The Council as planning proposal authority is authorised to exercise the functions of the local plan-making authority under section 3.36(2) of the Act subject to the following:

- (a) the planning proposal authority has satisfied all the conditions of the gateway determination;
- (b) the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the Act or the Secretary has agreed that any inconsistencies are justified; and
- (c) there are no outstanding written objections from public authorities.

The LEP should be completed before 22 July 2024.

### Gateway Conditions

1. Prior to commencing public exhibition, the planning proposal is to be updated to:
  - a. Include a preliminary site contamination assessment to Council's requirements, and
  - b. Include a project timeline to reflect the milestones to complete the proposal by 22 July 2024.
2. Prior to commencing public exhibition, consultation is required with Department of Planning and Environment – Biodiversity Conservation and Science (BCS) under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9.1 of the Act. The planning proposal should be amended, if required, to address comments provided during this consultation.
3. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
  - (a) the planning proposal is categorised as standard as described in the *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2023) and must be made publicly available for a minimum of 20 working days; and
  - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local*

*Environmental Plan Making Guidelines* (Department of Planning and Environment, 2023).

4. Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9.1 of the Act:
  - Rural Fire Service
  - Transport for NSW

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.

5. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).



Dated 1 November 2023.

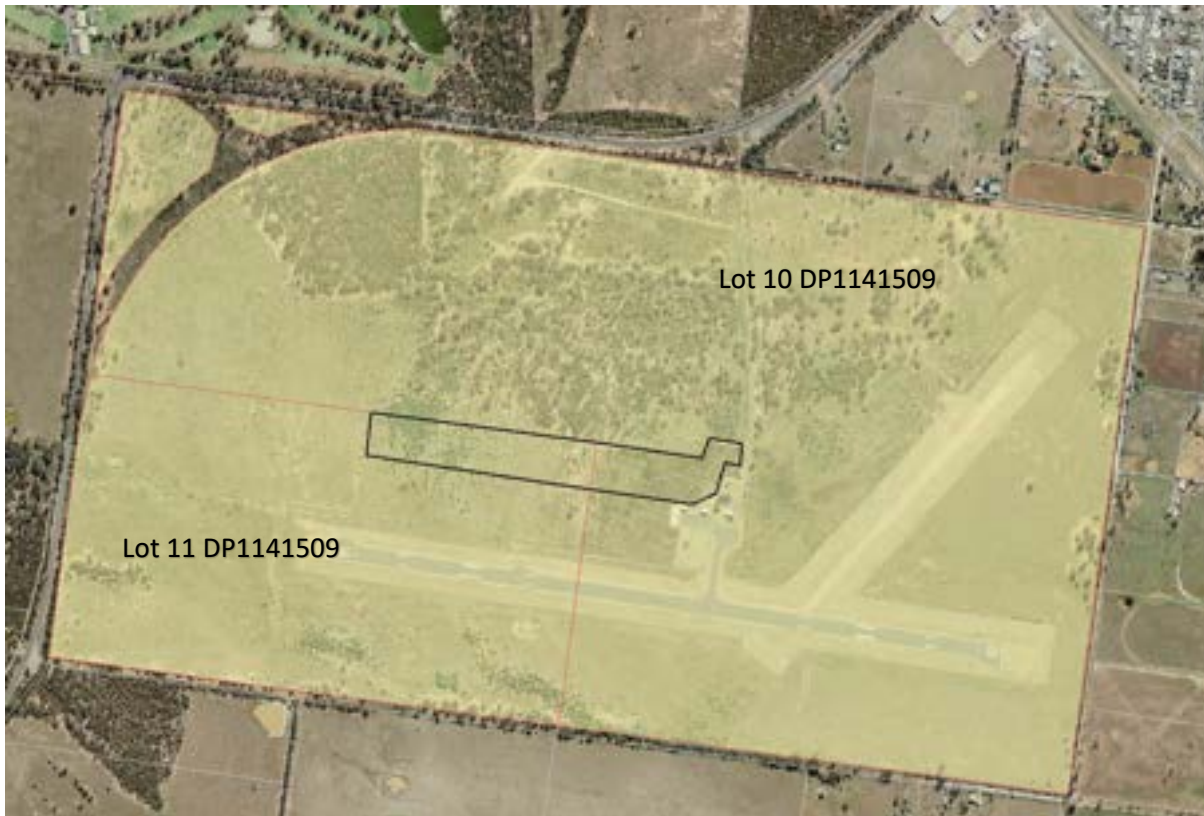
**Kate Hanson**  
**Acting Director, Western Region**  
**Local and Regional Planning**  
**Department of Planning and Environment**

**Delegate of the Minister for Planning and**  
**Public Spaces**

## PLANNING PROPOSAL

This Planning Proposal (PP) was prepared under Section 3.33 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) to seek an amendment to the Bland Local Environmental Plan 2011 (Bland LEP). The PP would enable an additional permitted use on land at 13510 Newell Highway, West Wyalong. The West Wyalong Airport is also located on this land.

The subject land is legally described as Lots 10 and 11 DP1141509 as shown in Figure 1.



**FIGURE 1: LAND APPLICATION FOR THIS PP (IDENTIFIED BY BLACK LINE) ON LOTS 10 & 11 DP1141509**

The PP requires the PP Authority, Bland Shire Council (Council) to exercise its function under Division 3.4 of the EP&A Act in relation to the land and amend Schedule 1 of the Bland LEP to include:

***Use of certain land at 13510 Newell Highway, West Wyalong***

- (1) The use would apply to part of Lot 10 DP1141509 and part of Lot 11 DP1141509, Newell Highway, West Wyalong***
- (2) That development for the purpose of a recreation facility (outdoor) be permitted with development consent.***

The PP does not seek to amend the land use zone or development standards applying to the land.

The PP was prepared in accordance with the Local Environmental Planning Making Guideline (DPIE, 2021) and outlines the effect of, and provides justification for, the proposed amendment to the Bland LEP. The PP demonstrates consistency with the applicable regional and local strategic framework,



State Environmental Planning Policies, and the Local Planning Directions under Section 9.1 of the EP & A Act.

### Background

The legal description of the subject land and land ownership is described in Table 1.

<b>Table 1 Subject Land and Land Ownership</b>	
<b>Subject Land</b>	<b>Landholder</b>
13510 Newell Highway, West Wyalong Lots 10 & 11 DP 1141509	Bland Shire Council

The subject land is located on the Newell Highway approximately 1.5 kilometres south of West Wyalong. The land is the site of the West Wyalong Airport which is in use for commercial operations which includes charter flights for FIFO workers to support the Lake Cowal Gold mine, agricultural aerial spraying operations, recreational aviation including private light aircraft, and emergency services flights which includes Rural Fire service aerial water bombing and Royal Flying Doctors

The land is zoned SP2 Infrastructure (Air Transport Facility) and does not have a minimum lot size for subdivision. The proposed dragstrip is located towards the centre of the subject land as shown in Figure 1 above. The adjoining areas to the south and west of the land are zoned RU1 Primary Production. To the west of the site the land is zoned R5 Large Lot Residential. The West Wyalong Golf Club is located to the north of the site and is zoned RE2 Private Recreation, as shown in Figure 2.

The total area of the land subject to this PP is 318.7 hectares (Lot 10 – 237.8 ha and Lot 11 80.9 ha). The area of land that would be subject to the development of the drag strip is 9.38 hectares). Existing features on the land include the airport terminal, tarmac runway, gravel runway, 3 hangars, refuelling facility and car parking. The facility is also utilised by the local motorsports club (for events such as show and shine) which have approval to run some restricted drag racing activities from the existing runway.

Entry to the Airport site is gained from existing access location on the Newell Highway. A sealed internal access road connects to site facilities (including the proposed dragstrip).

The environmental values of the land are shown in Figure 3. Parts of the site are covered in native vegetation and are mapped as terrestrial biodiversity in the Bland LEP. There are several surface water dams and natural drainage corridors, but the site is not flood prone and there are no significant overland stormwater drainage issues.

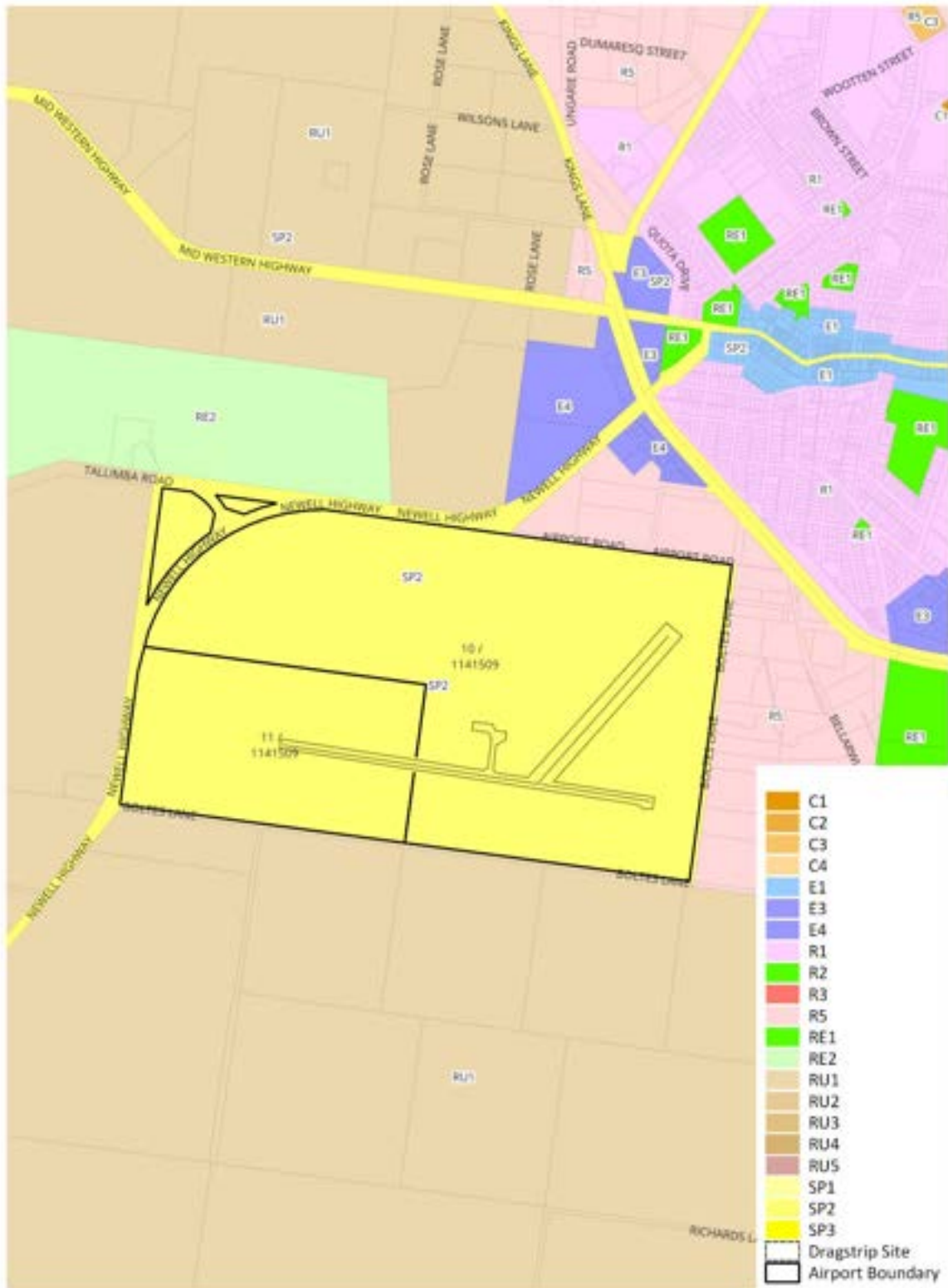


FIGURE 2: ZONING MAP - LOTS 10 & 11 DP1141509

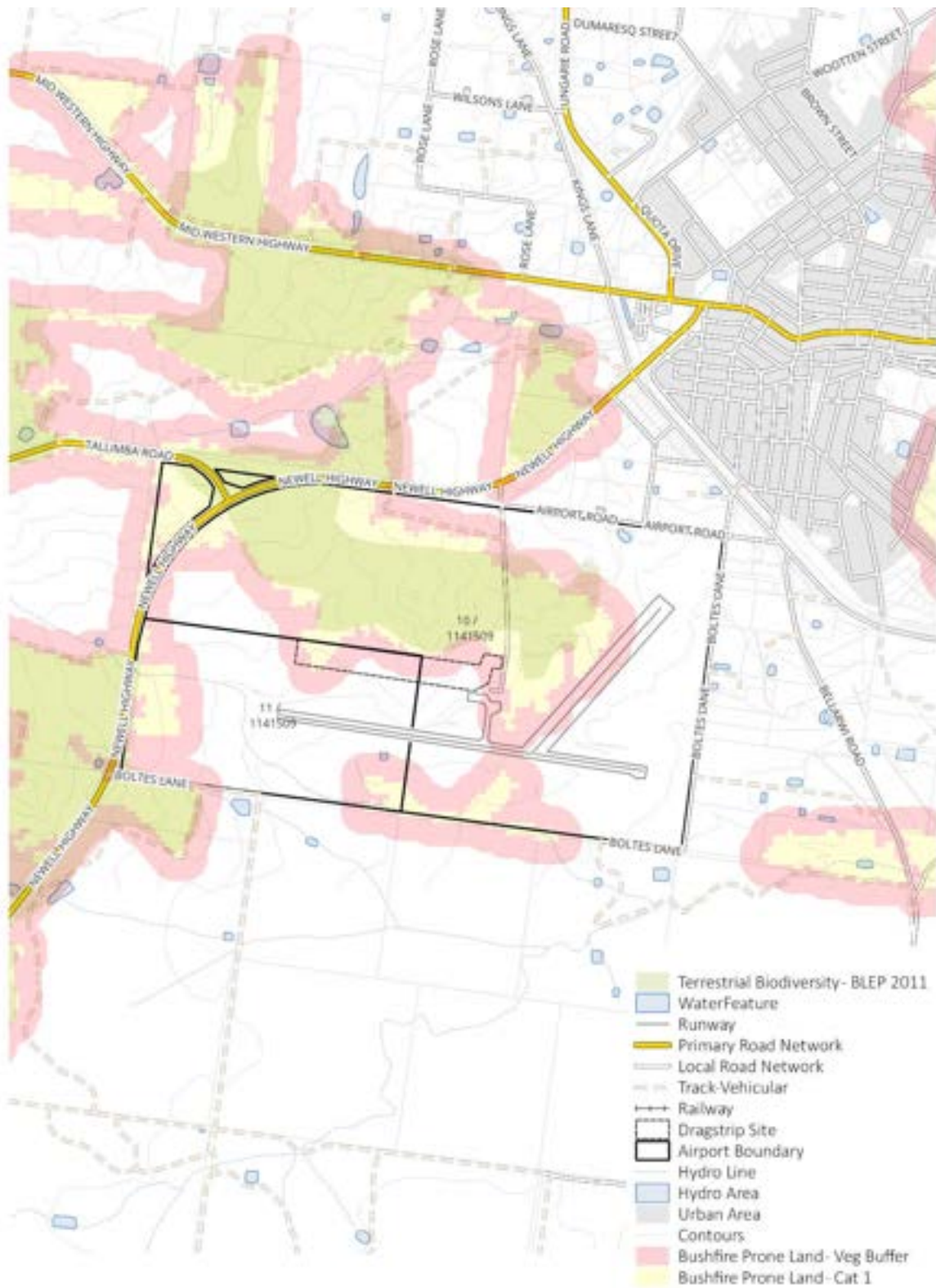


FIGURE 3: ENVIRONMENTAL VALUES MAP - LOTS 10 & 11 DP1141509

## **PART 1 OBJECTIVE OR INTENDED OUTCOMES**

The intent of this PP is to amend the Bland LEP 2011 to enable the development of a recreation facility (outdoor) on part of the subject land.

Furthermore, the PP seeks to achieve the following objectives:

- Provide a unique sports tourism opportunity within the region to attract visitors to the Bland Shire.
- Makes use of under-utilised council owned land. with potential for recreational uses that require open spaces such as motorsport in a safe and controllable manner

## **PART 2 EXPLANATION OF PROVISIONS**

The proposed outcome of the PP would be achieved by amending Schedule 1 Additional permitted uses of the Bland LEP 2011, to insert as an additional item the following:

**3      *Use of certain land at 13510 Newell Highway, West Wyalong***

- 1) *This clause applies to Lot 10 and Lot 11 DP1141509, 13510 Newell Highway, West Wyalong, shown as 3 on the Additional Permitted Uses Map.*
- 2) *Development for the purpose of a recreation facility (outdoor) is permitted with development consent.*

The proposed outcome of the PP would also include amendment to the Additional Permitted Uses Map within the Bland LEP 2011, to identify the applicable land as shown in Appendix 1.

## **3 JUSTIFICATION**

### **3.1 SECTION A – NEED FOR THE PLANNING PROPOSAL**

#### **3.1.1 Is the PP a result of an endorsed LSPS, strategic study or report**

The PP is not the result of an endorsed LSPS, strategic study or report. The PP, however, is not inconsistent with:

- Bland Shire Housing Strategy (Habitat Planning, 2022)
- Bland Shire Local Strategic Planning Statement (Bland Shire Council, 2020)
- Bland Community Strategic Plan (Bland Shire Council, 2022)

Specifically, the following provisions show the proposal would be compatible with the Bland Community Strategic Plan 2017 -2027 and the strategic objectives of the Riverina Murray Destination Management Plan 2022 - 2030:

#### **Bland Community Strategic Plan**

- *14.2 Attract a diverse range of visitors to the Shire*
  - The proposed development of a motorsports park on the subject land would provide an opportunity to for the Bland Local Government Area to attract motorsports enthusiasts to the region. The nearest similar facility is located in Shepparton, Victoria.

#### **Riverina Murray Destination Management Plan**

- *Support the development and delivery of contemporary events and festival across the Riverina Murray to attract new visitors*
  - The proposed dragstrip has the potential to attract new visitors to the region. There is the potential of the site to host national events in the future which would attract visitors to the region from across Australia.

It is considered that current permissible uses prevent the best outcomes for the site being realised. Amendment of the Bland LEP 2011 is the only means to deliver the project.

#### **3.1.2 Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?**

An amendment to Schedule 1 of the Bland LEP 2011 to enable a currently prohibited land use on the subject land is considered the best means to giving effect to the objectives of the PP (and enable determination of a subsequent Development Application consistent with the Concept Design in Appendix A).

The applicable land is within Zone SP2 Infrastructure (Air Transport Facility) under the Bland LEP 2011. The whole site area is over 300 hectares most of which is superfluous to current airport operations.

Rezoning of the land to an alternative zone where both an air transport facility and recreation facility (outdoor) is permissible was considered, however a suitable zone could not be identified, as shown in Table 2 below:

<b>Table 2 Permissibility in Existing Bland LEP zones</b>		
<b>Zone</b>	<b>Recreation Facility (Outdoor)</b>	<b>Air Transport Facility</b>
RU1 Primary Production	Permitted with Consent	Permitted with Consent
RU3 Forestry	Prohibited	Prohibited
RU5 Village	Permitted with Consent	Prohibited
R1 General Residential	Permitted with Consent	Prohibited
R5 Large Lot Residential	Permitted with Consent	Prohibited
E1 Local Centre	Permitted with Consent	Prohibited
E3 Productivity Support	Permitted with Consent	Prohibited
E4 General Industrial	Prohibited	Prohibited
SP2 Infrastructure	Prohibited	Permitted with Consent
RE1 Public Recreation	Permitted with Consent	Prohibited
RE2 Private Recreation	Permitted with Consent	Prohibited
C1 National Parks and Nature Reserves	Prohibited	Prohibited
C3 Environmental Management	Permitted with Consent	Prohibited

The only zone where both uses are permitted with consent is the RU1 Primary Production zone. It is not considered that this zone is appropriate for the future use of the site as an air transport facility. A number of sites were considered for the proposed new recreation facility however as the project is grant funded the purchase of private land was not economically viable.

**3.2 SECTION B – RELATIONSHIP TO STRATEGIC PLANNING FRAMEWORK**

**3.2.1 Will the Planning Proposal give effect to the objectives and actions of the applicable regional or district plan or strategy (including any exhibited draft plans or strategies)?**

**Riverina Murray Regional Plan 2041**

The Riverina Murray Regional Plan 2041 (NSW Government 2023) establishes a framework for land uses over the next 20 years for the Riverina and Murray region. The subject land is located within Bland Local Government Area on the northern fringe of the Riverina region. The plan includes objectives, strategies and actions across three themes - environment, communities and places, and the economy to guide land use planning priorities and decision-making. The following provisions from the plan are relevant to the PP, as outlined in Table 33.

<b>Table 33: Considerations under the Riverina Murray Regional Plan 2041</b>	
<b>Part 1 Environment</b>	
<b>Objectives</b>	<b>Comment</b>
1: Protect, connect and enhance biodiversity	<p>A Biodiversity Development Assessment Report (BDAR), prepared by AREA accompanies the PP. A BDAR is required as the current scope of work would require clearing of native vegetation which exceeds the area threshold as provided by section 7.2 of the Biodiversity Conservation Regulation 2017.</p> <p>The BDAR was referred to the NSW Department of Climate Change, Energy, the Environment and Water (Biodiversity, Conservation and Science Group) – hereafter referred to as DECCEW.</p> <p>DECCEW has commented that:</p> <ul style="list-style-type: none"> <li>- The Planning Proposal should be supported by evidence that there is no flood risk for the site.</li> <li>- The BDAR does not properly consider how the proposed development (use of the land for a recreation facility (outdoor)) can be designed and located to avoid and minimise impacts to threatened species.</li> <li>- It is not recommended that the BDAR be provided in support of the anticipated DA for the recreational facility (outdoor) until it has been revised to avoid and minimise impacts to threatened species.</li> </ul> <p>The comments from DECCEW are noted by Council. It is intended to progress the Planning Proposal on the basis of the assessment work completed in the current BDAR.</p> <p>The preparation and lodgement of a DA for the proposed recreation facility (outdoor) will provide Council with an opportunity to revisit the BDAR and ensure potential impacts to</p>



	biodiversity are adequately considered as part of the assessment process.
2: Manage development impacts within riverine environments	Not applicable – the site is not located within or near a riverine environment.
3: Increase natural hazard resilience	The land is mapped as bushfire prone land. Appropriate consultation with the Rural Fire Service will be undertaken as part of the public exhibition of the Planning Proposal.
<b>Part 2 Communities and Places</b>	
<b>Objectives</b>	<b>Comment</b>
4: Support Aboriginal aspirations through land use planning	Not applicable to this proposal – the land is not subject to an Aboriginal Land Claim or Native Title Claim.
5: Ensure housing supply, diversity, affordability and resilience	Not applicable – the proposal does not relate to housing.
6: Support housing in regional cities and their sub-regions	Not applicable – the proposal does not relate to housing.
7: Provide for appropriate rural residential development	Not applicable – the proposal does not relate to rural residential development.
8: Provide for short-term accommodation	Not applicable – the proposal does not relate to short-term accommodation.

9: Plan for resilient places that respect local character	The site is not located within a heritage conservation area and there have been no heritage items identified on the site. Appropriate conditions can be applied as part of a Development Application in relation to the protection of Aboriginal Heritage and Non-Aboriginal Heritage that may be encountered during the construction phase of the development.
10: Improve connections between Murray River communities	Not applicable to the Bland LGA.
11: Plan for integrated and resilient utility infrastructure	The proposed use of the site will not require infrastructure to that already available at the existing air transport facility.
<b>Part 3 Economy</b>	
<b>Objectives</b>	<b>Comment</b>
12: Strategically plan for rural industries	Not applicable – the proposal does not relate to rural industries or rural zoned land.
13: Support the transition to net zero by 2050	Not applicable – the proposal does not relate to renewable energy projects or the South West Renewable Energy Zone.
14: Protecting and promoting industrial and manufacturing land	Not applicable – the proposal does not relate to employment lands

15: Support the economic viability of CBDs and main streets	Not applicable – the proposal will not impact the CBD of West Wyalong.
16: Support the visitor economy	The PP supports Strategy 16.1 by providing a sports tourism facility that will attract visitors to West Wyalong at a regional level with the potential for the staging of National events.
17: Strategically plan for health and education precincts	Not applicable – the proposal does not relate to health or education precincts.
18: Integrated transport and land use planning	Not applicable – the PP will not impact on the use of the air transport facility and will not prevent access to air freight opportunities should they arise.

**3.2.2 Is the Planning Proposal consistent with a council LSPS that has been endorsed by the Planning Secretary or GSC, or another endorsed local strategy or strategic plan?**

**Local Strategic Planning Statement**

The Bland Local Strategic Planning Statement (Bland LSPS) is applicable to the subject land. The following themes, planning priorities and actions from the Bland LSPS are relevant to the PP as discussed in Table 4.

<b>Table 4: Considerations under Bland Local Strategic Planning Statement</b>	
<b>Priority 1: Community</b>	
There are no actions identified in this priority that are relevant to this PP	
<b>Priority 2: Economy</b>	
The PP is consistent with the planning priority in that it provides a unique recreational facility which provides an opportunity to attract visitors to the local area and the wider region.	
<b>Priority 3: Agriculture</b>	
There are no actions identified in this priority that are relevant to this PP.	
<b>Priority 4: Environment</b>	
There are no actions identified in this priority that are relevant to this PP.	
<b>Priority 5: Infrastructure</b>	
There are no actions identified in this priority that are relevant to this PP.	

### Bland Community Strategic Plan

The Bland Community Strategic Plan (Bland CSP) is applicable to the subject land. The objective and relevant actions from the Bland CSP are discussed in Table 5.

<b>Table 5: Considerations under the Community Strategic Plan 2017-2027</b>	
<b>Our People – A strong, healthy, connected and inclusive community</b>	
<b>Objective</b>	<b>Comment</b>
1. Health and support services address the needs of the community	Not relevant to this PP.
2. Partner with organisations to strengthen community health and safety	Not relevant to this PP.
3. Nurture a strong sense of community and enrich the cultural life of the residents	Not relevant to this PP.
4. Services are accessible for all residents	Not relevant to this PP.
<b>Our Places – Maintain and improve the Shire’s assets and infrastructure</b>	
<b>Objective</b>	<b>Comment</b>
5. Work in partnership with key stakeholders to provide equitable access to Council’s road infrastructure, services and facilities	Not relevant to this PP.
6. Manage waste and recycling to improve utilisation of existing resources, including exploring new technologies	Not relevant to this PP.
7. Manage water and sewerage resources	Not relevant to this PP.
8. Public places and facilities are well maintained and easily accessible	Not relevant to this PP.
9. Appropriate programs, plans and budgets are developed, implemented and monitored for the effective and efficient management of Council’s assets and infrastructure	Not relevant to this PP.
<b>Our Leadership – A well run Council acting as the voice of the community</b>	
<b>Objective</b>	<b>Comment</b>
10. Quality leadership, governance and management helps develop strong community partnerships	Not relevant to this PP.

11. Provide opportunities for all stakeholders to contribute to Council's decision	Not relevant to this PP.
12. Lead the community	Not relevant to this PP.
13. Develop and maintain a framework of plans and policies that provides open and transparent Council information	Not relevant to this PP.
<b>Our Prosperity – Growing our population and jobs</b>	
<b>Objective</b>	<b>Comment</b>
14. Visitors and tourists are welcomed	Action 14.2- Increase Visitors to the Shire is applicable to this PP. The proposed development of a motorsports park on the subject land would provide an opportunity to for the Bland Local Government Area to attract motorsports enthusiasts to the region. The nearest similar facility is located in Shepparton, Victoria.
15. Bland Shire is promoted as a place to do business	Not relevant to this PP.
16. Work with communities and businesses to use resources in a sustainable way for the future of the Bland Shire	Not relevant to this PP.

**3.2.3 Is the Planning Proposal consistent with any other applicable State and regional studies or strategies?**

There are no further applicable State and regional studies or strategies, other than those addressed elsewhere within this PP.

**3.2.4 Is the Planning Proposal consistent with applicable SEPPs?**

<b>Table 6 Considerations under the relevant State Environmental Planning Policies</b>	
<b>Relevant SEPP</b>	<b>Comment/consistency with SEPP</b>
<b>SEPP (Biodiversity and Conservation) 2021</b>	Applies to this PP.
<b>Chapter 2 Vegetation in non-rural areas</b>	A Biodiversity Development Assessment Report (BDAR), prepared by AREA accompanies the PP. A BDAR is required as the current scope of work would require clearing of native vegetation which exceeds the area threshold as provided by section 7.2 of the Biodiversity Conservation Regulation 2017.  The BDAR was referred to DECCEW.

	<p>DECCEW has commented that:</p> <ul style="list-style-type: none"> <li>- The Planning Proposal should be supported by evidence that there is no flood risk for the site.</li> <li>- The BDAR does not properly consider how the proposed development (use of the land for a recreation facility (outdoor)) can be designed and located to avoid and minimise impacts to threatened species.</li> <li>- It is not recommended that the BDAR be provided in support of the anticipated DA for the recreational facility (outdoor) until it has been revised to avoid and minimise impacts to threatened species.</li> </ul> <p>The comments from DECCEW are noted by Council. It is intended to progress the Planning Proposal on the basis of the assessment work completed in the current BDAR.</p> <p>The preparation and lodgement of a DA for the proposed recreation facility (outdoor) will provide Council with an opportunity to revisit the BDAR and ensure potential impacts to biodiversity are adequately considered as part of the assessment process.</p>
<b>SEPP (Building Sustainability Index: BASIX) 2004</b>	Not relevant to this PP.
<b>SEPP (Exempt and Complying Development Codes) 2008</b>	Not relevant to this PP.
<b>SEPP (Housing) 2021</b>	Not relevant to this PP.
<b>SEPP (Industry and Employment) 2021</b>	Not relevant to this PP.
<b>SEPP No. 65 – Design Quality of Residential Apartment Development</b>	Not relevant to this PP.
<b>SEPP (Planning Systems) 2021</b>	Not relevant to this PP.
<b>SEPP (Precincts – Central River City) 2021</b>	Not applicable to the Bland LGA.
<b>SEPP (Precincts – Eastern Harbour City) 2021</b>	Not applicable to the Bland LGA.
<b>SEPP (Precincts – Regional) 2021</b>	Not applicable to the Bland LGA.
<b>SEPP (Precincts – Western Parkland City) 2021</b>	Not applicable to the Bland LGA.

<b>SEPP (Primary Production) 2021</b>	Not applicable to this PP.
<b>SEPP (Resilience and Hazards) 2021</b>	Applies to this PP.
<b>Ch 4 Remediation of land</b>	<p>A Preliminary Site Investigation (PSI) Report prepared by NGH Consulting dated February 2024 supports the Planning Proposal.</p> <p>The purpose of the PSI was to summarise the history of the site, provide up to date site information, a CSM and recommendations for further investigation.</p> <p>The PSI identified two Areas of the Environmental Concern (AECs), referred to as AEC1 and AEC 2. AEC1 relates to an area within the West Wyalong Airfield (WWA) that was used to stockpile soil, bitumen and gravels during the construction of formalised runways and ancillary facilities. AEC2 relates to a piece of Asbestos Containing Material (ACM) that was found during a site walkover.</p> <p>Aside from the two AEC's, the PSI did not identify any other significant contamination risks for the site that may affect the suitability of the land to accommodate the proposed recreation facility (outdoor).</p> <p>The PSI recommends that:</p> <ul style="list-style-type: none"> <li>- further sampling (and analysis) work be undertaken in relation to AEC1 and an updated report be prepared for consideration as part of the assessment of a Development Application for the proposed recreation facility (outdoor), and</li> <li>- An Unexpected Finds Procedure should be developed for asbestos, prior to the commencement of construction works.</li> </ul> <p>Subject to the implementation of the PSI recommendations as part of the preparation and lodgement of a DA for the recreation facility (outdoor), the Planning Proposal is consistent with the requirements of the SEPP.</p>
<b>SEPP (Resources and Energy) 2021</b>	Not applicable to this PP.
<b>SEPP (Sustainable Buildings) 2022</b>	Not applicable to this PP.
<b>SEPP (Transport and Infrastructure) 2021</b>	Not applicable to this PP.

**3.2.5 Is the Planning Proposal consistent with applicable Ministerial Directions (section 9.1 Directions)?**

The following Ministerial Directions (dated 20 February 2023) are applicable to the PP, as outlined in Table 7.

<b>Table 7: Consideration of Ministerial Directions</b>	
<b>Focus Area 1: Planning Systems</b>	
<b>Direction</b>	<b>Comment</b>
1.1 Implementation of Regional Plans	The Riverina Murray Regional Plan is applicable to this proposal. It is considered that the PP achieves the overall intent of the Regional Plan and does not undermine the achievement of the Regional Plan's vision, land use strategy, goals, directions or actions.
1.2 Development of Aboriginal Land Council Land	Not applicable to this PP.
1.3 Approval and Referral Requirements	No new unnecessary referral or concurrent conditions are proposed as part of the PP.
1.4 Site Specific Provisions	This PP seeks to amend the Bland LEP 2011 in order to allow a particular land use to be carried out on the land consistent with subsection (1)(c).
<b>Focus Area 1: Planning Systems Place-based</b>	
Directions 1.5 to 1.22 are not applicable to the Bland LGA	
<b>Focus Area 2: Design and Place</b>	
At the time of writing this PP, there were no directions issued for Focus Area 2.	

<b>Focus Area 3: Biodiversity and Conservation</b>	
<b>Direction</b>	<b>Comment</b>
3.1 Conservation Zones	<p>Direction 3.1 aims to protect and conserve environmentally sensitive areas.</p> <p>A Biodiversity Development Assessment Report (BDAR), prepared by AREA accompanies the PP. A BDAR is required as the current scope of work would require clearing of native vegetation which exceeds the area threshold as provided by section 7.2 of the Biodiversity Conservation Regulation 2017.</p> <p>The BDAR was referred to DECCEW. DECCEW has commented that:</p> <ul style="list-style-type: none"> <li>- The Planning Proposal should be supported by evidence that there is no flood risk for the site.</li> <li>- The BDAR does not properly consider how the proposed development (use of the land for a recreation facility (outdoor)) can be designed and located to avoid and minimise impacts to threatened species.</li> <li>- It is not recommended that the BDAR be provided in support of the anticipated DA for the recreational facility (outdoor)</li> </ul>

	<p>until it has been revised to avoid and minimise impacts to threatened species.</p> <p>The comments from DECCEW are noted by Council. It is intended to progress the Planning Proposal on the basis of the assessment work completed in the current BDAR.</p> <p>The preparation and lodgement of a DA for the proposed recreation facility (outdoor) will provide Council with an opportunity to revisit the BDAR and ensure potential impacts to biodiversity are adequately considered as part of the assessment process.</p> <p>It is considered that any inconsistency with this direction is of minor significance.</p>
3.2 Heritage Conservation	<p>Direction 3.2 aims to conserve items, areas, objects and places of environmental heritage significance and indigenous heritage significance.</p> <p>The PP does not propose changes to the LEP clause or Maps relating to Heritage.</p> <p>All future Development Applications submitted will be required to comply with the relevant provisions within the LEP, <i>National Parks and Wildlife Act 1974</i> and <i>Heritage Act 1977</i>.</p> <p>The Planning Proposal is consistent with this Direction.</p>
3.3 Sydney Drinking Water Catchments	Not applicable to the Bland LGA.
3.4 Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs	Not applicable to the Bland LGA.
3.5 Recreational Vehicle Areas	Not applicable to this PP.
3.6 Strategic Conservation Planning	Not applicable to the Bland LGA.
3.7 Public Bushland	Not applicable to the Bland LGA.
3.8 Willandra Lakes Region	Not applicable to the Bland LGA.
3.9 Sydney Harbour Foreshores and Waterway Area	Not applicable to the Bland LGA.
3.10 Water Catchment Protection	Not applicable to the Bland LGA.
<b>Focus Area 4: Resilience and Hazards</b>	
<b>Direction</b>	<b>Comment</b>



4.1 Flooding	There are several surface water dams and natural drainage corridors on the land, but the site of the proposed recreation facility (outdoor) is not flood prone and there are no significant overland stormwater drainage issues. The nearest mapped watercourse is located approximately 230 metres to the southwest, which is an unnamed second order waterway under the Strahler Classification System. This waterway feeds into Yiddah Creek, a third order waterway, approximately 1.1 kilometres southeast of the land.
4.2 Coastal Management	Not applicable to the Bland LGA.
4.3 Planning for Bushfire Protection	Part of the land is mapped as being bushfire prone land. The NSW Rural Fire Service will be consulted in accordance with a gateway determination
4.4 Remediation of Contaminated Land	<p>A Preliminary Site Investigation (PSI) Report prepared by NGH Consulting dated February 2024 supports the Planning Proposal.</p> <p>The purpose of the PSI was to summarise the history of the site, provide up to date site information, a CSM and recommendations for further investigation.</p> <p>The PSI identified two Areas of the Environmental Concern (AECs), referred to as AEC1 and AEC 2. AEC1 relates to an area within the West Wyalong Airfield (WWA) that was used to stockpile soil, bitumen and gravels during the construction of formalised runways and ancillary facilities. AEC2 relates to a piece of Asbestos Containing Material (ACM) that was found during a site walkover.</p> <p>Aside from the two AEC's, the PSI did not identify any other significant contamination risks for the site that may affect the suitability of the land to accommodate the proposed recreation facility (outdoor).</p> <p>The PSI recommends that:</p> <ul style="list-style-type: none"> <li>- further sampling (and analysis) work be undertaken in relation to AEC1 and an updated report be prepared for consideration as part of the assessment of a Development Application for the proposed recreation facility (outdoor), and</li> <li>- An Unexpected Finds Procedure should be developed for asbestos, prior to the commencement of construction works.</li> </ul> <p>Subject to the implementation of the PSI recommendations as part of the preparation and lodgement of a DA for the recreation facility (outdoor), the Planning Proposal is consistent with the requirements of Direction 4.4.</p>
4.5 Acid Sulfate Soils	Not applicable to the Bland LGA.
4.6 Mine Subsidence and Unstable Land	Not applicable – the land is not within a declared mine subsidence district. There is no evidence that mining has taken place in the vicinity of the site.

<b>Focus Area 5: Transport and Infrastructure</b>	
<b>Direction</b>	<b>Comment</b>
5.1 Integrating Land Use and Transport	The PP seeks to add recreational facility (outdoor) as an Additional Permitted Use in the current SP2 Infrastructure zone. It is considered that any inconsistency with this direction is of minor significance.
5.2 Reserving Land for Public Purposes	The PP does not seek to reserve land for public purposes.
5.3 Development Near Regulated Airports and Defence Airfields	Council is the operator of the West Wyalong Airport. It is considered that the use of land adjoining the airport is suitable for a drag strip and will not affect the operation of the airport.  Any inconsistency with this direction is of minor significance.
5.4 Shooting Ranges	Not applicable - The subject land is not located in the vicinity of a shooting range.
<b>Focus Area 6: Residential Zones</b>	
6.1 Residential Zones	Not applicable – The subject land is not within an existing or proposed residential zone.
6.2 Caravan Parks and Manufactured	The proposed development is not a caravan park or manufactured home estate.
<b>Focus Area 7: Industry and Employment</b>	
7.1 Business and Industrial Zones	Not applicable – The PP does not affect land in an existing or proposed employment zone.
7.2 Reduction in non-hosted short-term rental accommodation period	Not applicable to the Bland LGA.
7.3 Commercial and Retail Development along the Pacific Highway, North Coast	Not applicable to the Bland LGA.
<b>Focus Area 8: Resources and Energy</b>	
8.1 Mining, Petroleum Production and Extractive Industries	Mining, Petroleum Production and Extractive Industries are prohibited in the existing SP2 Infrastructure zone of the Bland LEP 2011.
<b>Focus Area 9: Primary Production</b>	
9.1 Rural Zones	Not applicable – the PP does not seek to rezone land from a rural zone.
9.2 Rural Lands	Not applicable – the PP does not seek to rezone land in an existing or proposed rural or conservation zone.
9.3 Oyster Aquaculture	Not applicable to the Bland LGA.

9.4 Farmland of State and Regional Significance on the NSW Far North Coast	Not applicable to the Bland LGA.
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### 3.3 SECTION C – ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT

#### 3.3.1 Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be affected because of the Planning Proposal?

A Biodiversity Development Assessment Report (BDAR), prepared by AREA accompanies the PP. A BDAR is required as the current scope of work would require clearing of native vegetation which exceeds the area threshold as provided by section 7.2 of the Biodiversity Conservation Regulation 2017. The BDAR was referred to DECCEW and the following comments were received:

- The BDAR does not properly consider how the proposed development (use of the land for a recreation facility (outdoor)) can be designed and located to avoid and minimise impacts to threatened species.
- It is not recommended that the BDAR be provided in support of the anticipated DA for the recreational facility (outdoor) until it has been revised to avoid and minimise impacts to threatened species.

The comments from DECCEW are noted by Council. It is intended to progress the Planning Proposal on the basis of the assessment work completed in the current BDAR.

The preparation and lodgement of a DA for the proposed recreation facility (outdoor) will provide Council with an opportunity to revisit the BDAR and ensure potential impacts to biodiversity are adequately considered as part of the assessment process.

#### 3.3.2 Are there any other likely environmental effects of the Planning Proposal and how are they proposed to be managed?

A Preliminary Site Investigation (PSI) Report prepared by NGH Consulting dated February 2024 supports the Planning Proposal. The purpose of the PSI was to summarise the history of the site, provide up to date site information, a CSM and recommendations for further investigation.

The PSI identified two Areas of the Environmental Concern (AECs), referred to as AEC1 and AEC 2. AEC1 relates to an area within the West Wyalong Airfield (WWA) that was used to stockpile soil, bitumen and gravels during the construction of formalised runways and ancillary facilities. AEC2 relates to a piece of Asbestos Containing Material (ACM) that was found during a site walkover.

Aside from the two AEC's, the PSI did not identify any other significant contamination risks for the site that may affect the suitability of the land to accommodate the proposed recreation facility (outdoor).

The PSI recommends that:

- further sampling (and analysis) work be undertaken in relation to AEC1 and an updated report be prepared for consideration as part of the assessment of a Development Application for the proposed recreation facility (outdoor), and
- An Unexpected Finds Procedure should be developed for asbestos, prior to the commencement of construction works.

The potential contamination risks will be managed by ensuring the PSI recommendations are implemented as the preparation and lodgement of a DA for the recreation facility (outdoor).

Aside from potential land contamination, there are no other environmental issues identified on the site. All potential environmental effects associated with any future construction and operation would be addressed at the development application stage.

### **3.3.3 Has the Planning Proposal adequately addressed any social and economic effects?**

The PP is unlikely to result in adverse social or economic impacts.

## **3.4 SECTION D: Infrastructure (Local, State and Commonwealth)**

### **3.4.1 Is there adequate public infrastructure for the Planning Proposal?**

The site has access to a classified road, however, the proposed additional use is not considered to be traffic generating development as provided in Schedule 3 of State Environmental Planning Policy (Transport and Infrastructure) 2021.

The proposal is unlikely to have any significant impacts on the demand for, or provision of, infrastructure.

## **3.5 Section E – State and Commonwealth Interests**

### **3.5.1 What are the views of State and Federal public authorities and government agencies consulted in order to inform the Gateway determination?**

Consultation had not yet been carried out with any State or Commonwealth public agencies or service providers. Consultation will be undertaken in accordance with the requirements of the Gateway Determination.

## **PART 4 Mapping**

The Planning Proposal will result in an amendment to the Additional Permitted Uses Map (Sheet APU\_007D), in the Bland LEP 2011.

The proposed amendment is shown in Appendix 1.

## **PART 5 Community Consultation**

Community consultation will be undertaken by Council in accordance with the conditions of the Gateway Determination.

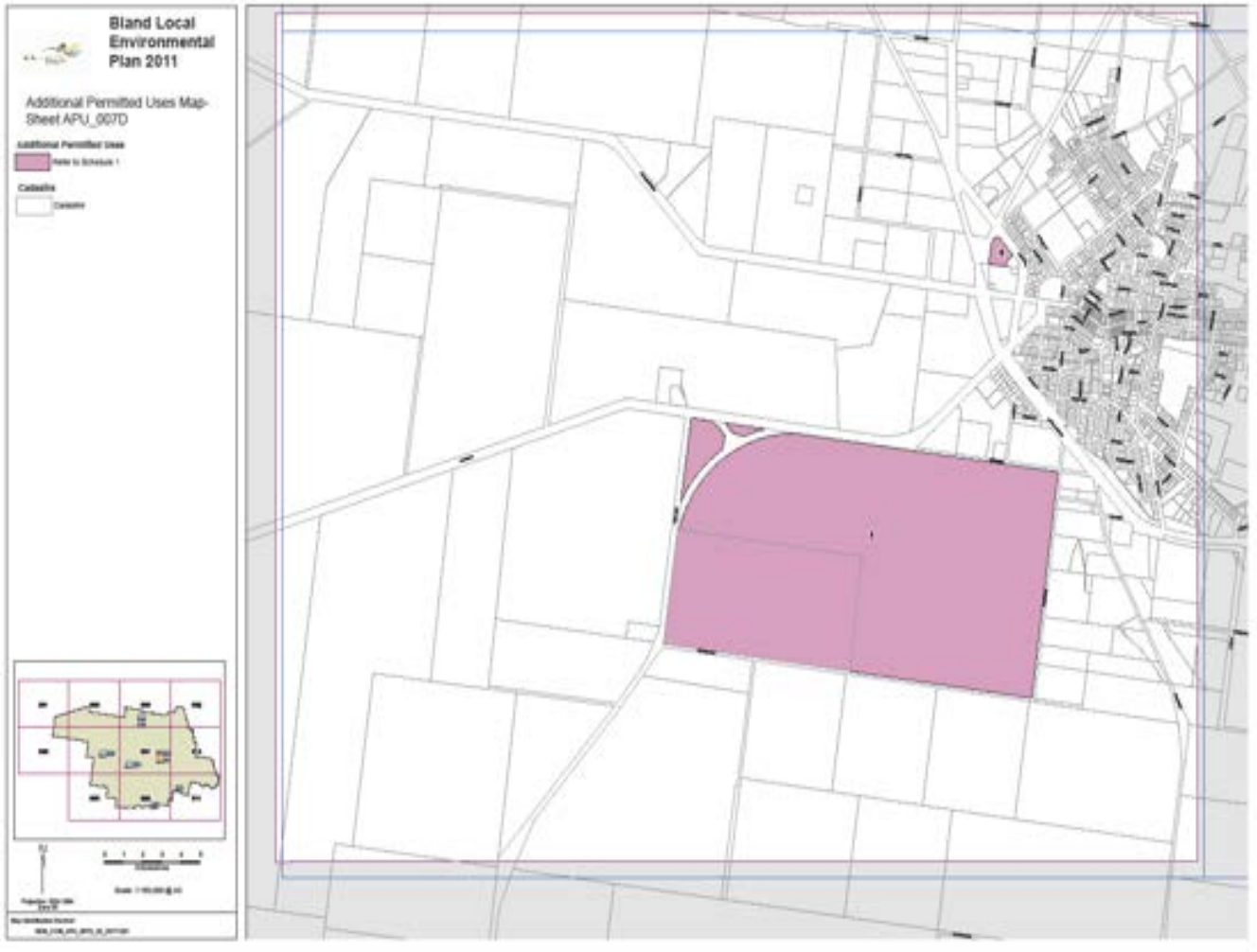
## PART 6 Project Timeline

The project timeline includes the following:

<b>Table * Project Timeline</b>	
<b>Stage</b>	<b>Timeframe</b>
Consideration by Council	April 2023
Council Decision	October 2023
Gateway Determination	November 2023
Pre-Exhibition	November – July 2024
Commencement and Completion of Public Exhibition Period	August - September 2024
Consideration of Submissions	August – September 2024
Post Exhibition Review and Additional Studies	September - October 2024
Submission to the Department for Finalisation	October 2024
Gazettal of LEP Amendment	November - December 2024

## APPENDIX 1

### Additional Permitted Uses Map



Bland Shire Council  
PO Box 21  
WEST WYALONG NSW 2671

Your reference: (REF-3067) PP-2023-2372  
Our reference: SPI20240822000154

**ATTENTION:** Erin Green

Date: Wednesday 4 September 2024

Dear Sir/Madam,

**Strategic Planning Instrument  
LEP Amendment – Planning Proposal**

Addition of a recreation facility (outdoor) to Schedule 1 Additional Permitted Uses in the Bland Local Environmental Plan 2011 to allow the construction of a drag strip, which Council has received grant funding for.

I refer to your correspondence dated 20/08/2024 inviting the NSW Rural Fire Service (NSW RFS) to comment on the above Strategic Planning document.

The NSW RFS has considered the information submitted and provides the following comments.

Based upon an assessment of the information provided, NSW RFS raises no objections to the proposal.

The NSW RFS recommends that the proposed dragstrip facility prepares a Bush Fire Emergency Management and Evacuation Plan that is consistent with the NSW RFS document: A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan and include the following:

- planning for the early relocation of occupants.
- detailed plans of all emergency assembly areas, including on-site and off-site arrangements as stated in AS 3745 '*Planning for emergencies in facilities*'. These should be clearly displayed, and regular emergency evacuation drills are conducted.

A copy of the Bush Fire Emergency Management and Evacuation Plan should be provided to the Local Emergency Management Committee for its information prior to the occupation of the development.

For any queries regarding this correspondence, please contact David Webster on 1300 NSW RFS.

Yours sincerely,

Anna Jones  
**Supervisor Development Assessment & Plan  
Built & Natural Environment**

**Postal address**

NSW Rural Fire Service  
Locked Bag 17  
GRANVILLE NSW 2142

**Street address**

NSW Rural Fire Service  
4 Murray Rose Ave  
SYDNEY OLYMPIC PARK NSW 2127

**T** (02) 8741 5555  
**F** (02) 8741 5550  
[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

18 September 2024

TfNSW reference: STH24/00603  
Your reference: PP-2023-2372 (Ref-3068)

Planning and Compliance Officer  
Bland Shire Council  
By Email: [egreen@blandshire.nsw.gov.au](mailto:egreen@blandshire.nsw.gov.au)  
CC: [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)

Attention: Erin Green

**PP-2023-2372 (REF-3068) – Planning Proposal – Additional Permitted Use, West Wyalong Airport, Drag Strip Project – LOTS 10 & 11 DP1141509 – Newell Highway, WEST WYALONG**

Dear Erin,

Transport for NSW (TfNSW) is responding to the PP-2023-2372 referred on 20 August 2024.

TfNSW has reviewed the information and has no objections to the Planning Proposal on the basis that traffic implications to the surrounding road network due to future development for recreational purposes is appropriately assessed and mitigated. Comments on the Planning Proposal are set out in Attachment 1.

If you have any questions, please contact me on 0417 508 107 or email [development.south@transport.nsw.gov.au](mailto:development.south@transport.nsw.gov.au).

Yours faithfully



**Maurice Morgan**  
Team Leader, Development Services South

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**PP-2023-2372 (REF-3068) – Planning Proposal – Additional Permitted Use, West Wyalong Airport, Drag Strip Project – LOTS 10 & 11 DP1141509 – Newell Highway, WEST WYALONG**

**Context**

TfNSW notes:

- The subject site has frontage to the Newell Highway, which is a classified “state” road within a 110km/h speed zone. The Newell Highway is also an approved road train route;
- Access to the site is via the local road network (Airport Road) but relies on the intersection of Airport Drive with the Newell Highway. This intersection is located within a 110km/h speed zone;
- Council is seeking advice from TfNSW under section 3.34(2)(d) of the *Environmental Planning and Assessment Act 1979*;
- The Planning Proposal seeks to amend Bland Local Environmental Plan 2011 through the following:
  - Amend Schedule 1 Additional permitted uses of the Bland LEP 2011, to insert as an additional item the following:

**3 Use of certain land at 13510 Newell Highway, West Wyalong**

1) *This clause applies to Lot 10 and Lot 11 DP1141509, 13510 Newell Highway, West Wyalong, shown as 3 on the Additional Permitted Uses Map.*

2) *Development for the purpose of a recreation facility (outdoor) is permitted with development consent.*

The project area is specifically marked in red below on the land zoning map found in **Attachment 2**.

- The proposal is supported by a Preliminary Site Investigation Report prepared by NGH Pty Ltd dated February 2024. This report does not appear to address traffic or transport related matters;
- Traffic generated as a result of development subsequent to this proposal will utilise the intersection of Airport Road with the Newell Highway. The surrounding local road network may provide opportunity for alternative access to the subject site for large events related to a future recreational facility. Appropriate measures to address future traffic impacts will need to be assessed and implemented.

**TfNSW Comments**

To ensure safety and efficiency of the road network including the Newell Highway, and to ensure that any necessary upgrades to the network occur in a timely manner, TfNSW wishes to advise Council of the following particulars:

1. Any development application for a recreational facility (outdoor) is to be supported by a detailed traffic impact assessment report (TIA) which considers the full potential of the

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traffic generation from the facility on the subject land. For guidance in the preparation of the TIA, please refer particularly to Austroads Guide to Traffic Management Part 12 - Traffic Impacts of Development and Part 3 - Traffic Studies and Analysis and the “Guide to Traffic Generating Developments” prepared by TfNSW and similar documentation. The TIA needs to include, but not be limited to:

- Traffic generation rates;
  - Trip distributions;
  - Turn warrant assessments of the nearby Newell Highway intersections;
  - Traffic Management Plans for significant traffic generating events.
2. Should the TIA recommend any mitigation measures (e.g. such as an upgrade of an intersections with the Newell Highway), TfNSW will also require that a strategic design be prepared of the intersection to be compliant with the Austroads Guide to Road Design: *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections* for a road train route. TfNSW requirements for this strategic design can be found at [Strategic design requirements for DAs - February 2022 \(nsw.gov.au\)](https://www.transport.nsw.gov.au/strategic-design-requirements-for-das) .



## 6.23 Endorsement of Revised Revenue Policy 2024/25 - Underground Petroleum Storage Systems (UPSS)



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:** Manager of Development & Regulatory Services

### Introduction

When the *Protection of the Environment Operations (Underground Petroleum Storage Systems (UPSS)) Regulation* was first made on 1 June 2008 under the *Protection of the Environment Operations (POEO) Act 1997*, the NSW Environmental Protection Authority (EPA) was declared to be the Appropriate Regulatory Authority (ARA) for all UPSS-related matters. The EPA was responsible for assisting the fuel industry to implement and comply with the new regulatory requirements. It was always envisaged that local councils would resume regulatory responsibility after an implementation period for the new regulatory requirements.

From 01 September 2019 the EPA handed over the responsibilities of regulating UPSS to Local Councils. Section 6 (2) and (3) of the *Protection of the Environment Operations Act 1997* states Local Councils are the appropriate regulatory authority, responsible for inspections of UPSS within their local areas.

The EPA remains responsible for regulating UPSS sites that are:

- operated by a public authority, or
- subject to an Environment Protection Licence, or
- in the unincorporated areas of NSW where there is no local council, or
- subject to a notice, direction or requirement made, issued or given by the EPA before 1 September 2019 for a matter under the Regulation until the actions in that notice, direction or requirement have been complied with.

### Draft Contaminated Lands Policy

At Councils July 2023 Meeting, Council resolved to endorse the Draft Contaminated Lands Policy and place the policy on public exhibition for a period of 28 days from 17 July 2024. No comments were received from the community on the draft Contaminated Lands Policy. Further, no comment from the community was received within the 42-day commentary period, therefore the Contaminated Land Policy was formally adopted.

With the recruitment of a dedicated and suitably qualified Environmental Health Officer in July this year, Council is now resourced to meet the objectives of the Contaminated Land Policy and comply with its legislative responsibilities to undertake inspections and ongoing monitoring of UPSS premises in its local government area.

### What is an Underground Petroleum Storage System – UPSS

A UPSS is an underground storage facility that holds petroleum products. This refers to all components of the system, including pipes, valves and any apparatus that aids in the storage of petroleum products. They are generally found at service/petrol stations, however, can also be present at car dealerships, mechanical garages, golf courses, depots and airports.

### Why is it important to monitor UPSS?

UPSS can leak and cause soil and groundwater contamination. They pose a significant threat to the environment and human health if unmonitored and leaking. Soils or groundwater impacted by fuels may result in the property being classified as contaminated. Leaks that are undetected have the potential to cost a considerable amount of money and resources to clean up. A small leak can cost tens of thousands of dollars to remediate, whereas a large leak can cost into the millions.

Failure to uphold our responsibilities as the ARA is not only in contravention of NSW legislation, should the EPA become aware of an event where any substance is leaking, spilling or otherwise escaping; an individual who committed the offence wilfully may be issued a maximum penalty of \$2 million, or if committed negligently, \$1 million. For a Corporation, a maximum penalty of \$10 million if committed wilfully and \$4 million if committed negligently.

### Financial Implications

To cover the cost of implementing an inspection program in accordance with the UPSS Regulation, Council proposes an inspection fee of \$280 per inspection to cover the costs incurred by Council in meeting its legislative obligations. This fee would be payable by the UPSS Operator, to be introduced into our current Revenue Policy 2024/25.

The UPSS fee proposed is comparable to other regional and rural Councils and this Council's existing regulatory processes.

Council	2024/25 Fee (\$)	
Coolamon Shire Council	311	Per inspection
Temora Council	220	Annual inspection Fee
Cootamundra-Gundagai Regional Council	420	Inspection fee
	200	Registration fee
Junee Shire Council	260	Per inspection
Bathurst Regional Council	207	Annual Inspection Fee
	114.50	Follow-Up Compliance Inspection
Lithgow City Council	284	Per inspection

### Summary

To comply with the UPSS Regulation, Council is mandated to undertake regular inspections of UPSS within our LGA. This additional and ongoing responsibility on Council should be included in our current Revenue Policy 2024/25 to cover the cost of implementing the program.

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### Recommendation:

That Council

1. endorse the new charge of \$280 per Underground Petroleum Storage System inspection to be included in Councils Revenue Policy 2024/25 and place it on public exhibition for a period of 28 days commencing 16 October 2024
  2. should there be comments received from the community on the proposed amendment to the Bland Shire Revenue Policy 2024/25, 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 amendment to the Bland Shire Council Revenue Policy 2024/25
-

## Section 4 – Reports for Information

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**Recommendation:**

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

6.24 - Community Development Report

6.25 - Bland Shire Library Monthly Update

6.26 - Children Services August/September Update

6.27 - Bland Community Care Services Update Aug/Sept '24

6.28 - Technical Services Report

6.29 - Development Services Activity Report – August 2024

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## 6.24 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 & Youth Services Officer

### Youth Centre

The Bland Shire Youth Centre has continued to be utilised by the young people with 79 people visiting the centre within the month of August. With a variety of creative and cognitive activities the Youth Centre has served its purpose for facilitating a safe environment for young people to come, hang out and connect.

### Exterior Art Project

The exterior youth art mural has been in progress since January this year through the financial support of Evolution Mining. Bland Shire Youth was able to deliver a series of workshops run by Wagga Wagga artist, Emily Shannon, to start the process of creating the artwork. The prospect for this Art Project is to mount a series of nine panes in between the beams and windows on the exterior of the Youth Building. Each panel will have a digitised artwork printed by West Wyalong Signs, Shannon McDonell.

On 3 August, Emily Shannon delivered the initial workshop to gauge ideas of what the youth's vision was for the mural. Through a series of prompts and activities the you people were able to create drawings of how they see the Bland Shire. These drawings were then scanned and digitalised by Emily, ready for the next workshop.

On 17 August the youth came back to decide colour and extra creations for the final product. As the project was completely youth led, it is hoped this process reinforces the ownership the youth have for the building. Through this ownership, it is hoped to encourage young people to continue to use the facility whilst also having a sense of pride to look after the building. The ultimate product is in the process of being completed, with the aim to have the project finished before the end of the year.

### Youth Activities

Different activity prompts were advertised to draw a variety of youth demographics to the centre to engage and connect. Some of these activities included; charades, card game afternoons, video game competitions, scavenger hunts and our monthly jam sessions.



### **Wear it Purple Day**

Inclusiveness of the variety of youth within the Bland Shire is a major priority to ensure all have a sense of belonging. On 30 August, Bland Shire partnered with Evolution Mining to facilitate a *Wear it Purple Day* event at the West Wyalong High School. The day was a success with a sausage sizzle, bake sale with goods provided by the West Wyalong High School Hospitality team, Wear it Purple Day merchandise and educational tools provided. This event enabled young people to become aware of the LGBTQIA+ community within their school and promote inclusiveness.



### **RUOK Day**

September 12 was National RUOK Day, Bland Shire Council's Community Development and Youth Officers participated in RUOK Day at West Wyalong High School, by providing ice blocks to students during their lunch break to spark an initial conversation around RUOK day principles.



### **Study Sessions**

With senior school students enduring their trial HSC, year 10 and 11 exams, Bland Shire Youth Centre hosted a series of study sessions held on a Wednesday evening from 5-7pm, for those students who need a quiet place outside of home to study. Divine Souls Yoga provided a session with the Bland Shire Youth as part of the study sessions, focusing on relaxation and meditation. The Bland Shire Youth Centre will also be made available for HSC students to utilised for study in the lead up and during their HSC exam period.

### **Career Information Sessions**

Each Monday throughout September, Bland Shire hosted a series of Career Information Sessions. Commencing on 2 September, we were joined by Barb Last from What's Cooking, Gail Platz from the Cameo Inn, Valerie Burgess form West Wyalong Jewellers and Pete Charpentier, to share their experience and give insight into how to enter their specific career path.

Monday 9 September was focused around Health and Education careers with Kylie Holland, Co-Facility Manager, West Wyalong Health Service providing her story as to how she got to where she is today, within the health industry followed by stories and information from Jodie Penfold from West Wyalong Public School, Brent Heydon from West Wyalong High School and Melissa Ryan from TAFE, talking about their experiences within the educational sector.



Monday 16 September was all about Trades. Year 9 students from West Wyalong High School were able to hear about different Trades and what potential employers may be looking for in an Apprentice. Students were joined by Brandon Wiencke, Josh Cunningham, Beau Shire and co-worker Dean who all provided valuable advice regarding pursuing a Trades career.

Monday 23 September, Council Staff attend the West Wyalong High School to talk about their employment with Council and the career opportunities provided by Council. Bland Shire Council's Media and Communications Officer, Corporate Services Administration Officer, Assets Officer, Library Assistant, Plant Operator Town and Village, Rural Foreman and Community Development Officer participated in this session.

**September/October School Holiday Activities**

Bland Shire Council was successful in receiving funding from the NSW Government Department of Communities and Justice to provide a jam-packed school holiday program, with the following scheduled throughout the two weeks:

- Monday 30 September, PCYC Colour Run
- Tuesday 1 October, KYUP Workshop
- Tuesday 8 and Thursday 10 October, Youth Gym Session at Bull Rush Gym
- Wednesday 9, Thursday 10 & Friday 11 October, NRMA Driving Lessons
- Sunday 13 October, Gone Fishing Day.



**Australian Skin Cancer Truck**

Bland Shire Council has partnered with Evolution Mining Cowal Gold Operations to bring the Australian Skin Cancer Foundation Skin Check Truck to the Bland Shire. This vital service is free, with no bookings needed. The Skin Check Truck will visit Barmedman on Friday 11 October and Mirrool Saturday 12 October 2024.



## 6.25 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

### **Special Baby Bounce – August 2**

Bland Shire Library hosted a special Baby Bounce session on Friday, 2nd August, featuring Caroline Barber, Project Officer, and Katie Heath, Massage Therapist, from the Wagga Women's Health Centre. The eight mum's and their babies enjoyed some lively action songs before Caroline gave a brief talk about the Centre and its support services for women. Katie then demonstrated a variety of baby massage techniques. The Centre provided free information packs, which included massage oil and other bonuses. The session concluded with a morning tea.



### **Baby Bounce – Increased Attendance**

The early literacy program for babies aged 0 to 24 months, held every second Friday at 10:30 am, experienced strong attendance in August and September. On Friday, August 16, fourteen parents and fifteen babies participated in Baby Bounce, followed by twelve parents and thirteen babies on Friday, August 30. September recorded similar numbers.

### **Day Book Club**

Last year, the library's Day Book Club, which meets the first Monday of each month, focused on Australian literature. This year, the group has been exploring a wider variety of literary works.

In August, the Day Book Club enjoyed a full house with all twelve members present to discuss *Horses* by Australian author Geraldine Brooks. In September, it was another full house with the group discussing *Three Sisters* by Heather Morris, the acclaimed author of *The Tattooist of Auschwitz*, and celebrated a group member's 90th birthday. The group is currently reading *The Good Sister*, by Sally Hepworth, to be discussed at the October meeting.

In addition, Bland Shire Library supports several local community Book Clubs, as well as its own Day Book Club, as they inspire a passion for reading and provide a welcoming, inclusive environment where people can connect, express their thoughts and feelings, and build meaningful relationships. Engaging in social activities like Book Clubs enhances memory and cognitive skills, contributing to greater happiness and overall well-being.

### **GOLD Club**

Following the Christmas in July celebration, the seniors' group, which meets fortnightly, took part in an Olympic Games themed event, featuring a touch of French flair. Attendees participated in a variety of cognitive activities, including a picture quiz to identify Olympic sports, arranging the Olympic rings in the correct order, and answering Olympic Games trivia. An afternoon tea concluded the event.

The Gold Club met twice in August, with the second session aligning with Book Week. Hence, a range of literature-inspired activities were offered. The two gatherings held in September featured Spring, and Geography, with 22 participants in total. The group also celebrated a long-term member's 95th birthday in September.



### **LEGO Club**

In August, Lego Club, held the first Wednesday of each month after school, drew a large crowd as participants were tasked with creating and building projects themed around the Olympic Games. To enhance the fun, the event featured a Lego guessing competition and lolly guessing competition. There was no Lego Club held in September due to the annual West Wyalong Show. The library's Lego Legends Facebook group, which is run in conjunction with its Lego Club, held a Lego challenge to coincide with Book Week. Participants were challenged to build something from a fairytale. Despite only twelve entries across four age divisions, there were some standout entries with Lego kits and books awarded as prizes.



### **Membership**

Bland Shire Library registered 37 new members in July and August bringing the total number of registered members to 1659. A new report on Spydus (Library Management System) revealed that 464 members were active during August.

### **Home Library Service**

Bland Shire Library currently has eleven clients receiving its fortnightly Home Delivery Service, which caters for people housebound by age-related frailty, illness, and or disability.

### Knit n Knatter

Pictured with library assistant Heidi Robinson is Wendy Power from the Linking Communities Network, Griffith NSW. Wendy visited the library in August and collected a large consignment of knitted items destined for the Griffith Women's Refugee. The library was delighted to receive an invitation to join a community open day at Bears' Cottage in Sydney. Sadly, the invite was declined due to work obligations and the distance involved. Bears' Cottage expressed their heartfelt appreciation for the library's support and Knit n Knatter's donation of knitted teddies.



### Kurrajong Visit – August 1

A highlight of Library and Information Week was a visit from Kurrajong Lifestyle Choices. A wonderful afternoon was spent with the clients and their carers who, after devouring a light but delicious lunch, tried their hand at Salt Art.



### Children's Book Week 17 – 23 August

August was a busy month for the library, which hosted visits from the West Wyalong Public School, Bland Preschool, and St. Mary's War Memorial School. The students engaged in a range of Book Week activities, including story-time sessions for the younger children, text appreciation exercises for lower primary students, and the eagerly awaited Amazing Race for middle and upper primary students.

This year, The Amazing Race showcased fairy tales and popular children's books. The activity involved searching the library for hidden picture clues and figuring out the titles of the books. Approximately 300 students and educators took part in the library's Book Week program, giving the library a chance to highlight its services, programs, and resources, and emphasise the importance of reading. As a bonus and to highlight this year's theme, each student received a special "Reading is Magic" cookie.



## Storytime

In August and September, the library's regular Thursday morning Storytime for preschool age children experienced a noticeable increase in attendance. Themes featured included Circus, Farms, Koalas, Superheroes, Bees, Wombats, and All Things Royal. For Book Week, the children dressed-up as their favourite book character.



The library continues to support the West Wyalong High School's student volunteer program. In August and September, sixteen Year 9 students attended the library to assist with Storytime. The students assist by reading stories, leading activities, handing out craft, and prepping morning tea.



## Little Wattle Visit – September 25

In September, Bland Shire Library was delighted to host a visit from Little Wattle Preschool & Long Day Care Centre. The library organised a lively Storytime session with a pirate theme for the group of twenty-four three-to-five-year-olds. Additional library visits by Little Wattle are planned for Friday, November 15, and Friday, November 29. These visits are part of the preschool's 'connecting with the community' program.

## School Holiday Program - October

The library's October school holiday program proved popular with all activities booked out. The program included Kite Decorating (kit supplied by Riverina Regional Library), Lego, Birdhouse Decorating & Bird Feeder, Balloon Antics (a family show for all ages), and Mosaic Flowerpots.

## Gamble Aware – October 21

Bland Shire Library will host a visit from Gamble Aware, Murrumbidgee, on Monday, October 21. The visit is part of a tour, coordinated by Claire Thomas, Community Educator. An information booth will be set up in the library from 11am to 12pm for the public. In addition, Claire will present a talk to students from the West Wyalong High School on gambling among young people, which is widespread and on the increase.

### **Cuppa Time for Dementia – October 30**

An estimated 421,000 Australians are living with dementia. To help raise funds to help meet Dementia Australia's growing demand for services, support, and research, Bland Shire Library will host a morning tea on Wednesday, November 30, from 10.30am with Joanne Mayberry from the RFBI and local resident Fran Mitchell engaged as speakers. As a nurse, Joanne has had extensive experience caring for dementia patients, while Fran has had first-hand experience with a family member suffering dementia. Council staff and the general community are invited to attend. An invitation will also be extended to Bland Shire's Community Care (CC) services. Cost to attend is a minimum \$5 donation.

### **Aged Care Talk – November 6**

Bland Shire Library will host an aged care talk by Marathon House on Wednesday, November 6. The talk will be open to the public with an invite extended to Council's CC services.

### **Summer Reading Club Launch – November 20**

Bland Shire Library will launch its annual Summer Reading Club 40-Day Challenge on Wednesday, November 20. The incentive-based reading program, for children and young people aged 5 to 16 years, will officially run from December 1 to January 31, with a presentation and finale party held in February. Although sponsors for the program have yet to be finalised, Bland Shire Library is pleased to once again have the support of The L & R Group (Holland Park Pool) and French Hot Bread.

### **HSC Lock-in - November**

As in previous years, Bland Shire Library will host its annual HSC Lock-in for Year 11 students starting the Higher School Certificate in 2025. This after-hours event, scheduled for Thursday, November 7, will feature a presentation by library staff on HSC resources available through the public library network, a talk on healthy eating and the connection between the gut and the brain, along with study tips from past students. To lighten the evening, students will engage in stress-relief exercises aimed at promoting relaxation. Organised in collaboration with the West Wyalong High School, the event will also include a presentation by the school's student support officer. The night will conclude with pizza and the distribution of handouts.

### **Work Placement Students**

Annually, Bland Shire Library offers work placements for secondary students with special needs. In 2024, the library welcomed two students for placements, one completing Year 11 and the other Year 12. The students attend the library one day a week during the school term to do work experience. Both students have made significant contributions. Hence, it was with great sadness that the library staff bid farewell to Mackayla Kelly-Erdman, who has been with the library for the past three years and is now completing her high school journey.



### **RRL Mobile Library**

The RRL Mobile Library, which visits the villages of Ungarie and Weethalle fortnightly, and Barmedman and Tallimba monthly, recorded the following statistics (ie. people through the door) in August.

<u>Ungarie:</u>	<u>Weethalle</u>	<u>Barmedman</u>	<u>Tallimba</u>
12/08: 62	12/08: 9	16/08: 16	16/08: 16
26/08: 77	26/08: 16		

## **Recruitment**

- Bland Shire Library has welcomed a new Library Services Trainee, Laura Messner. Laura commenced September 30 and will complete a Cert IV in Library Services over the next two years.
- The library has also recruited a permanent part-time library assistant with an anticipated start date in November.

## 6.26 Children Services August/September 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

August and September zipped by in a blur. Term 3 was jam packed full of fun events and activities. No time to rest at the Children Services Unit. We had Mini Olympics, West Wyalong Show, Library visits, School visits, Speech Sessions, OT sessions, Book Week, Health & Development checks, StePs vision screening, School photos and Footy Colours Day. Needless to say we are looking forward to the school holidays for a well-earned rest.

The Coordinator, Educational Leader and Senior Early Childhood Teacher attended the 'Culture' workshop held at Council. It was refreshing to learn the culture at CSU is positive and that goals are achieved through hard work and teamwork. The team at CSU has worked very hard over the past few years to create a safe, positive and enjoyable workplace environment and team members are excited for the years ahead.

Enrolments for 2025 were opened in August, and within three days the West Wyalong MRU service and Bland Preschool service were full, with a waiting list. Ungarie preschool also showed positive numbers for 2025 during enrolment week. After close consultation with Ungarie families and the CWA president it was decided to change Ungarie preschool days in 2025 to Tuesday and Wednesday, from current days of Wednesday and Thursday. Reasons for the change allowed children to attend both Ungarie preschool and Bland preschool if they wish, and it also streamlined our staffing structure for a consistent classroom approach.

**Work Placement** – Bland Preschool welcomed a year 10 student from Ungarie Central School in August for a week of work placement. The student showed great awareness and understanding of the Early Childhood profession. This student continues to attend Ungarie Preschool fortnightly as part of our commitment to support local schools.

**Annual Preschool Census** – The Coordinator submitted the Annual Preschool Census in August. The census revealed enrolments had increased by 40 places from the previous year due to a change in classroom structure. CSU work closely with the community and enrolled families, therefore from previous survey results and parent feedback the structure change was implemented. As enrolments increased dramatically, the Coordinator submitted a funding adjustment to the Department, and received "top up" payments to meet these changes.

**Staffing & Recruitment** – Illness continued to be an ongoing battle for staff at CSU but like always, we banded together to ensure all children and classroom needs were met. CSU employed three new educators in August/September. Two temporary positions and one permanent part time. 2025 positions are being finalised, with advertising for required roles to go out in October.



**Staff awards & Milestones** – The General Manager (GM) attended two CSU staff meetings in August/September. On Educator Day, the GM presented the Educational Leader and Senior Early Childhood Teacher with a recognition award for ‘extra efforts and positive leadership skills’ demonstrated during the unexpected absence of the Coordinator earlier in 2024. An Educator also received acknowledgement for 30 years of service at CSU, where the GM presented a certificate and gift.



**Speech Pathologist and Occupational Therapist program** – The Speech and OT program ended in September. The preschool is privileged to have these services attend and provide developmental programs to support and encourage the preschool children and Educators. Each family that participated in the program received a “where to next” letter from the specialist to advise the next steps to continue to support their child’s developmental needs. It is a long-term goal of CSU Educators to provide this service every year. The entire program was funded thanks to the Community Partnership program from Evolution and the Health & Development funding grant from the Department. Watch this space as we research for 2025.

**Educator Day** – Educator Day was celebrated on Wednesday 4 September. The wonderful Bland Shire Parent Committee gifted the Educators with Yeti travel mugs (always used in the classrooms) to acknowledge their ongoing hard work, dedication and thanks for all the Educators do day in and out. The coordinator gifted Educators with an Educator Day shirt, afternoon tea and cookies. Due to the Public Holiday and everyone’s eagerness to attend the show the Educators had a quick coffee and chat to celebrate the day.

The Coordinator, Educators and children also visited Little Wattle Long Day Care Centre and Aspire Early Learning Centre to deliver ‘Educator Day’ cookies as a thanks for their continued collaboration and support.



**Bland Preschool – Senior Early Childhood Teacher**

What an extremely active 2 months has been experienced over August and September at Preschool. Three new staff have joined Preschool, Lilli Smith (Trainee Cert III), Emma McGee (Bachelor of Education, working towards Cert III to be recognised as an ECT), and Tahnee Ward (Part-Time Diploma). They have all proven to be welcomed members of the team.

Our transition to school program was implemented for our Pre-Kindy children, with the children visiting Wyalong Public, St Mary’s War Memorial and West Wyalong Public school to familiarise themselves with each school’s environment and expose them to a snippet of their upcoming school lives.

We immersed ourselves in book week and welcomed West Wyalong Public School and St Mary’s Year 5 students into our classrooms, who shared in literacy rich experiences with the Preschoolers. The children and educators came dressed as their favourite book character and the Junior preschools thoroughly enjoyed a visit to the library where the Library Services Coordinator provided activities to extend the children’s literacy connections.

The Preschool children prepared numerous artworks for the West Wyalong Show and celebrated with ample opportunities for the children to showcase their art and creativity for their family and community.

To support the Fight Cancer Foundation Preschool hosted “Footy Colours Day”, where the children were invited to come dressed in their favourite footy merchandise for a gold coin donation.

**Mobile Resource Unit (MRU) –  
Ungarie Preschool – Room Leader**

Ungarie preschool was busy preparing its vegetable patch ready to plant some vegetables to enjoy in the coming months.

During indoor play, the kitchen and baby areas were set up. This was a huge hit with the children, feeding and caring for babies.

As spring approached, children were busy creating beautiful butterflies and looking at different bugs around the preschool.

During a group discussion, snake safety was the subject of discussion with the warmer months approaching.

With a new enrolment and our numbers increasing, there is now have a third staff member both Wednesday and Thursday.



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

During the monthly monitoring visits, the children enjoyed a variety of experiences. At one service the children learned about emotions with pictures of faces showing happy, sad and angry. Visuals are a learning tool used with children, and these pictures are a great way to help children recognise and support their emotional development and feelings.

Drawing and gluing enhances fine motor skills and as can be seen by the photos, increases concentration while having fun.

A visit to the park was a fun outing for the Support Officer with an Educator and children to enjoy this beautiful weather. The children loved exploring the play equipment along with some toy trucks the Educator had brought with them. We also chatted to some people travelling through town, with them commenting on how well behaved the children were. How lucky we are to have such dedicated Educators.

### **FDC Enrolments:**

Permanent enrolments – 10 children

Casual enrolments – 3 children



### **It Takes a Village (ITAV) – Service Leader**

**Playgroups:** In Ungarie, Tallimba and Bland Children Services Unit (CSU Playgroup). Out of town playgroups (Ungarie and Tallimba) continued to be small in size (1 to 4 families approximately), with mostly regular participants attending. In comparison, West Wyalong playgroup continued to grow in size, for example, 52 participated in the last playgroup.

**Toy Library:** On the final day of this reporting period there were 52 toys on loan. During this reporting period the toy library issued 47 loans. There were 40 members at the end of the month. 16 current members this time last year. 2 new members. On the agenda for Toy Library: new advertising methods.

**Facebook: Bland Shire it Takes a Village:** Followers: 317 Post engagement: 179

**Material Aid Packs:** (Educational packs) 3 x packs given out by request.

Below are some photos from our most recent Bland Shire CSU Playgroup:



## 6.27 Bland Community Care Services Update Aug/Sept '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**

September numbers are up until 23 September only.

Intakes under CHSP have slowed down due to staff restraints. The My Aged Care portal is open for Community Packages – Out of Hospital Care (COMPACKS) and Transitional Aged Care Program (TACP) clients. The My Aged Care portal is 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. We are currently working our way through the CHSP Yard Maintenance and Social Support Groups waitlists and are slowly onboarding new clients. The waitlist is continually growing as clients are inquiring about services directly rather than through the My Aged Care portal. All clients on the waitlist are aware of the situation.

Recruiting for a new Staff member has still been unsuccessful – advertisement of position is ongoing.

Feedback surveys were distributed to our Gentle Exercise Group this month. Feedback from the clients was all positive.

### **Staff Training**

The Team Leader Community Care travelled to Sydney in early August to attend a 'Stepping into Supervision' Conference.

All Staff completed training in 'Person-Centred Care.

Management Staff completed five Health Care Australia (HCA) training modules in relation to managers and governance.

All Staff attended mandatory Cultural Workshops "Doing Better" held at the Council Chambers.

### **Group Updates:**

#### **Bland Blokes**

Bland Blokes group continues to meet on a weekly basis – Tuesdays 9:30am. 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. Discussion are currently being held with the Bland Blokes regulars about where they would like to go for future excursions.

#### **Wednesday Activity Group**

Wednesday Activity Day continues weekly – Wednesdays 10am. Group numbers remain steady at regular 8 attendees, one of these attends on a fortnightly basis rather than weekly.

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.

Attendance (excluding our volunteer):

## **AUGUST**

Wednesday 7 August 2024 – 8 attendees

Wednesday 14 August 2024 – 8 attendees

Wednesday 21 August 2024 – 10 attendees

Wednesday 28 August 2024 – 6 attendees

## **SEPTEMBER up until 23rd**

Wednesday 4 September 2024 – No WAD – Local Show P/H

Wednesday 11 September 2024 – 10 attendees

Wednesday 18 September 2024 – 8 attendees

Clients are provided with morning/afternoon tea and a “home cooked” meal for lunch. Recent lunch menu has consisted of –

- Beef Stroganoff & Rice
- Banners & Mash
- Meatloaf
- Roast Chicken
- Silverside
- Chicken Schnitzel

All meals served with vegetables or salad.

Sweets are also served after the main meal. Recent sweets have consisted of –

- Apple Crumble & Custard/Ice-cream
- Jellied Fruit & Ice-cream
- Sticky Date Pudding & Ice-Cream
- Chocolate Pudding & Ice-Cream

On 7<sup>th</sup> August one of the service’s clients brought in her Knitting Loom and gave a demonstration of how to use it. The clients were very impressed at how quickly she knitted a beanie. Following this demonstration we held a Mini Olympics – the group was split into 2 teams ‘Ungarie’ and ‘West Wyalong’. The group played numerous games to earn points for their team. At the end of the day ‘West Wyalong’ were crowned the gold medal winners. There was lots of laughter and chit chat.



Wednesday 21 August we held a Wedding Theme Day. Clients and Staff were invited to bring in their Wedding, Debutant and Bridesmaid dresses, as well as their wedding photos. We invited Staff from the Council to join in our day too. A group of High School students volunteered to model the gowns for us – with our General Manager as the groom to escort the models down the runway.



Vicki Barber's Wedding gown

Julie Sharpe's Wedding gown

Client, Claire Devaney's Wedding gown

On Wednesday 28 August and 25 September, the children from Aspire Daycare visited our Centre. The children sang and danced for the clients. They then completed some craft activities for the clients. The children had Morning Tea with the clients. There was lots of laughter and chatter.





Wednesday 11 September saw our Activity Group attend the 'Little Wattle Daycare Centre'. The clients enjoyed watching the children sing and dance for them. The Centre provided morning tea for the clients. The children and our clients completed craft work together. Upon returning to BCCS, clients commented that they had a wonderful time, and all of the children were very well behaved.



On Wednesday 18 September the Activity Group travelled to Barmedman. Here they enjoyed morning tea at the Barmedman school with the children providing entertainment. Our clients helped the children with their reading, some Maths and craft work. A local community member opened the Post Office for us to look at the displays of Barmedman memorabilia. Clients then had a drive around Barmedman and viewed the displays in the shop fronts – these have been decorated for the upcoming 150-year celebrations. Last stop was lunch at the Barmedman Craft and Coffee Shop. Here we enjoyed a lovely meal prepared by the locals followed by some shopping at the Op Shop.



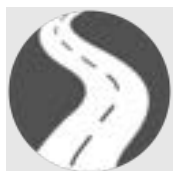
### Gentle Exercise Groups

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.

Feedback Forms were given to clients that attend Exercise Group this month. We have received a lot of positive feedback with clients stating that the group is both beneficial and social. Several clients have observed improved mobility as a result of attending this group.



## 6.28 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 September 2024**

Road maintenance works including pothole patching, gravel patching works and wet grading continue across the network with Naradhan Streets, West Wyalong laneways, Fosters Lane, Back Creek Road, Troys Lane, Youngareen Road, Jansens Lane, Henleys Lane, Lake Cowal Road, Moores Lane and Pynes Road.

Gravel Resheeting works have continued in the last month on Brennans Tank Road and Nobbys Road.

Flood Damage works were undertaken on Nobbys Road.

Firebreak clearing works were undertaken around the villages of Naradhan, Gubatta, Ungarie, Weethalle, Barmedman and Kikiora.

### **Works Planned October 2024**

Road maintenance works will continue on Back Creek Road, Troths Lane, Unsealed urban lanes, Euaratha Road, Jansens Lane, Fishers Lane, Harts Lane, Hannan Lane and Brennans Lane

Gravel Resheeting works programmed for October will include Nobbys Lane, Bodel Lane

Heavy Patching will commence on Hatelys Lane, Lake Road and Mary Gilmore Way (East).

The Fire breaks at Tallimba will be completed.

### **Biosecurity Weeds February, March, April Report**

Biosecurity staff attended the West Wyalong Show where they were awarded the ribbon for best commercial display. The Biosecurity staff also attended Henty field days where they assisted the Riverina Weeds display.

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

<b>Property Type</b>	<b>Number of Inspections</b>
Travelling Stock Routes	51
High Risk Pathway Inspections	9
Private Property	11
Public Land Inspection (forests, crown land etc)	11

Biosecurity staff undertook sucker spraying of roadsides at the following locations being Alleena Road, Williams Crossing Road, Greens Lane, Kildary Road, Bena Road, Merrengreen Road, Crown Camp Road, Kikiora Road, Kolkibertoo Road, Lake Road, Quandialla Road, Condobolin Road.

Staff also undertook mowing at Mandamah Forest Road as well as weed control of Wild Radish during the period at West Wyalong-Condobolin Road, Lake Road, Fiegerts Lane, Gunn Road and Greaves Lane

Stem Injection of Cactus was undertaken on Condobolin Road, Lake Road, Alleena Road and around the West Wyalong Area.

Coolatai Grass control has been undertaken on the Newell Highway

Spraying has been undertaken around the townships and villages of Barmedman, Weethalle, Ungarie and Wyalong / West Wyalong.

### 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 village maintenance team has been undertaking weekly maintenance activities at the villages including Weethalle, Tallimba, 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.

Council's street sweeper has been around the West Wyalong / Wyalong streets as well as Barmedman and Weethalle.

### Projects Update

#### **Rose Garden**

Footpaths have been placed and footbridge is in place.

#### **Industrial Estate**

The contractor has finalised the civil works for the project with the final seal being placed. Electrical connections are currently being worked through with Essential Energy. Sales contracts are currently being developed by Council's solicitor.

#### **DC3 Refurbishment**

The wings have been removed and one has been resprayed, the other wing has been stripped and is ready to be painted. Historic Aircraft Restoration Society (HARS) has donated a replacement cowling. Issues with transport approvals for the main body are still being worked through with the transport company and the National Heavy Vehicle Regulator.

## 6.29 Development Services Activity Report – August 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:** Manager of Development & Regulatory Services

### Planning and Building Activities Update

The following Development Applications (DA's) were approved during August 2024:

Application No	Location	Description	Consent Authority	Approval Date
DA2024/0059	24 Victory Street West Wyalong	Residential Alterations and Additions - Construction of a patio	Staff	1/08/2024
DA2024/0038	664 Mulga Lane West Wyalong	Two (2) Lot Subdivision	Staff	5/08/2024
DA2024/0055	Ariah Street Mirrool	Residential Alterations & Additions - Installation of a Shipping Container.	Staff	15/08/2024
DA2024/0057	18-22 Cassin Street Wyalong	Residential Alterations & Additions - Demolition of Existing Storage Shed - New Storage Shed (with amenities)	Staff	21/08/2024
DA2024/0062	76 George Bland Avenue Wyalong	Residential Alterations & Additions - Storage Shed (with amenities)	Staff	27/08/2024
DA2025/00001	9 Maitland Street West Wyalong	Residential Alterations & Additions - Demolition of Existing Storage Shed - New Storage Shed	Staff	28/08/2024

Other applications approved during August 2024:

- Five (5) Construction Certificates
- Seven (7) *Local Government Act* Applications
- Three (3) Occupation Certificates

The following inspections were carried out during August 2024:

Type	Number
Swimming Pool Compliance	1
Swimming Pool Public Health	
Building	55
On-site Sewer Management	1
Public Health	
Compliance	
Food	6

## Number of enquiries and meetings during August 2024

Type	Number
Building and Planning	33
Public Health	2
Compliance	1
Food	1
Swimming Pools	2
Complaints	1
Other	1
<b>Meetings</b>	
Pre-Lodgement	4
Planning Portal Integration	5

### **NSW Planning Portal Update**

Since the introduction of the NSW Planning Portal in July 2020, the Department of Planning, Housing and Infrastructure has invested in NSW Councils to support the digital integration of Council's IT systems with the Portal. After a very lengthy process and many meetings, the Planning team has completed the integration of online digital services for Development Consents, including Development Applications, Modifications and Reviews. A huge achievement to finalise this stage of the integration process with the goal of minimising the administrative manual data entry of processing Development Applications.

### **Environmental Health Update**

#### *Onsite Sewage Management Systems (Aerated Wastewater Treatment Systems)*

Council's Environmental Health Officer has undertaken an audit of Council records in relation to high-risk onsite sewage management systems. More than seventy (70) properties were identified as being serviced by an Aerated Wastewater Treatment System (AWTS). Councils EHO has written to Property owners advising them of their responsibilities to have their AWTS serviced quarterly by a suitably qualified technician and to submit service reports to Council.

#### *Public Health*

Councils EHO attended the NSW Health Workshop in Wagga. Topics included discussions around public health issues including general water issues, Arbovirus, illegal distribution of tobacco, environmental sustainability and climate resilience and networking with other NSW EHO officers.

### **GIS Updates**

#### *Road to Recovery Mapping for Asset Management.*

GIS provided support to the assets team by supplying detailed, up-to-date GIS data, aiding in effective maintenance planning for roads to recover work for the year.

### Regulatory Activities Update

Councils Ranger attended the 2024 Australian Institute of Local Government Rangers (AILGR) Workshop. The annual ranger conference is a great opportunity for all NSW rangers to keep up to date with ever changing legislation, discuss issues faced by enforcement officers and receive interagency updates from Revenue NSW, Local Land Services, RSPCA, Office of Local Government, NSW EPA, Community Justice Centres and Transport for NSW.

The Conference is always well received, informative and another great networking opportunity.

### Companion Animal Seizure and Impound Activities August 2024

Dog Attacks - 0

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

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

<b>Outgoing Animals</b>		
Released to Owner		
Euthanised		
Rehoused (Rescued)	3	
Sold		
Died at Pound		
Stolen		
Escaped		
<b>Total Animals Leaving Pound</b>	<b>3</b>	<b>0</b>
<b>Animals in Pound at end of Month</b>	<b>3</b>	<b>1</b>

## REPORTS OF COMMITTEES

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

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

<b>S.355 Committees</b>	<b>Date/s</b>	<b>Minutes Attached</b>
Ungarie Advancement Group	21 August 2024	✓
Wyalong School of Arts & Hall Committee	21 August 2024	✓

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**Recommendation:**

That Council endorse the Committee meeting minutes as presented.

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# **UNGARIE ADVANCEMENT GROUP GENERAL MEETING**

**WEDNESDAY 21<sup>st</sup> August 2024**

**held in the Ungarie C.W.A. Rooms**

**Meeting Opened:** 7.00pm

**Present:** Vanessa Williams, Robyn Sherd-McVey, Tayfun (Omer Tulunay), Rob Anderson, Brony Mason, Nicole Lewis, Jason Lewis, Alvian Tam.

**Apologies:** nil

**Copies of Minutes of the Previous Meeting were shared around and read.**

**Moved that the Minutes be accepted as read:** Vanessa Williams, 2<sup>nd</sup>: Rob Anderson  
Carried.

## **BUSINESS ARISING FROM THE MINUTES:**

Discussion:

- Jim Lamb attended the Ungarie RSL 100th/Vietnam Veteran's Service and lunch on Sunday (19<sup>th</sup> August). Amongst other things he donated a tapestry (done by his father) of the old Ungarie Swinging Bridge. He spoke at length with Don Duncan.
- Post Office – see correspondence
- Community Forum – no date given as yet for the next one (presumably will occur after the Council elections)
- CPA surplus funds have been transferred to the Hall Committee (thank you from Jason on behalf of the Hall) and is finalised, apart from 18cents interest which occurred before closing. Vanessa will sort that out.
- Council elections:
  - Mark Hoskinson is the only Ungarie representative standing
  - Cannot do absentee votes for local elections, but can do postal votes if you are more than 8km from a voting centre.
  - Elections are on the same day as the P&C Big Footy Kick/Bush Dance at the Showgrounds
- Prickly Pear – any marked plants have been injected with herbicide (council trying out different sorts to see which is the most effective
  - Hospital paddock full of it
- Village
  - Have not had any confirmation of what is happening with the closing of the “driveway”
  - **Letter to council needs to sent regarding the driveway issue.**
  - Robyn had asked for a list of contact numbers for residents in case of emergency/need for maintenance
  - Several issues were raised as needing urgent maintenance (footpaths being one of them)

## **TREASURER'S REPORT:**

As at the end of July:

- Advancement Committee: closing balance of \$11,989.30
  - Includes full 355 committee payment of \$5,000 from Council for being up to date with financial reporting
- Historical Society: closing balance remains the same at \$6,821.56
- Garden Club: closing balance remains the same at \$1044.86
- CPA: closing balance of \$0.18

MOVED Vanessa Williams, 2<sup>nd</sup> Robyn Sherd-McVey that Treasurer's Report be accepted. Carried.

## CORRESPONDENCE

- Museum Volunteer Grants brochures (won't worry about applying for any at this point as Margot Jolly is working on a grant for the Story Board)
- Michael McCormack MP reply (dated 8/7/24)
  - Robyn's rang his office requesting information on the Post Office (back when the ABC TV article went to air in April), saying the Advancement Committee was very unhappy that they had not been kept informed of the developments that led to the loss of the LPO and downgrade to a permanent CPA.
  - McCormack's reply was very light on detail and his comment that "as you are likely aware, on 29 May 2023 there was a community meeting held in Ungarie" evoked dismayed laughter, given that it was the Advancement Committee that organised the meeting...

## GENERAL BUSINESS

- **Letters need to be written to the Council re:**
  - The continued failure to relocate the tap in Bing Wallder Park
  - The need for better pigeon control – they are worse than ever at Bing Wallder Park
    - Brad Frost from Council saw it and was speaking to Vanessa about it, and said he will also deal with the crack in the Museum wall
    - Councils can apparently employ professional shooters/rangers to reduce numbers
    - Parks and Garden employees should be cleaning up the mess the pigeons make?
  - Closure of the Village "driveway"
  - Reconnection of the water supply to the North side of the oval/rodeo yards.
    - The pipes were broken two years ago when the transformer was shifted for the netball courts, and Council was supposed to fix them, but hasn't, despite several requests
    - The site affected is a designated "Bush Fire Neighbourhood Safer Place", and as such urgently requires a reliable water supply.
    - **Moved Nicky Lewis, 2<sup>nd</sup> Vanessa Williams that letter be written to Council requesting that the pipes be fixed.**
- Modified Tractor Pull for 2025
  - Jason spoke about the South West Antique Engine Society (based in Temora, of which he is a member) being keen to run a modified tractor pull on what would normally be Ungarie Show Day.
  - Marina at Council had given them the heads-up
  - The ATPA from Quambatook, Vic, was keen to put on a show (will cost, but the SWAES would deal with that)
  - Jason suggested if there was no show next year, it could be run in the same way as the Burcher "Poppers in the Pines" where the community runs the gate, canteen, etc.
  - **MOVED: that the Advancement Committee was keen to support the SWAES with their Modified Tracto Pull Day next year. Robyn Sherd-McVey, 2<sup>nd</sup> Rob Anderson Carried.**

**NEXT MEETING Wednesday 20<sup>th</sup> of November**

MEETING CLOSED at 8.15pm



AGENDA

WYALONG SCHOOL OF ARTS & HALL COMMITTEE

MINUTES OF ANNUAL GENERAL MEETING

DATE OF MEETING: 21 AUGUST 2024

VENUE: WYALONG HALL

MEETING OPENED: 6.15 pm

APOLOGIES: Heather Good, Chris Butcher

PRESENT: Gerard Payne, Des Lamb, Bev Fury, Michelle Lamb, Ron Good, Amanda Stitt

MINUTES OF PREVIOUS MEETING:

Read by Des Lamb

Moved: Des Lamb

Seconded: Ron Good

PRESIDENT'S REPORT:

Gerard thanked everyone for their support throughout the year.

President's report was presented by Gerard Payne

TREASURER'S REPORT:

Read by Bev Fury

Moved: Bev Fury

Seconded: Amanda Stitt

BUSINESS ARISING FROM PREVIOUS MINUTES:

There was no business arising from previous minutes

GENERAL BUSINESS:

Bev Fury moved that we write a letter of thanks to Bland Shire Council for \$5,000 for S355 funding.

Seconded: Michelle Lamb

All positions were declared vacant and Michelle Lamb acted as interim Chair for remainder of AGM and election of Executive Committee.

President: Ron Good nominated Gerard Payne

Seconded: Amanda Stitt

Gerard accepted the nomination and was elected



1<sup>st</sup> Vice President: Bev Fury nominated Ron Good  
Seconded: Gerard Payne  
Ron accepted the nomination and was elected

2<sup>nd</sup> Vice President: Ron Good nominated Amanda Stitt  
Seconded: Des Lamb  
Amanda accepted the nomination and was elected

Secretary: Bev Fury nominated Des Lamb  
Seconded: Gerard Payne  
Des was accepted the nomination and was elected

Treasurer: Gerard Payne nominated Bev Fury  
Seconded: Des Lamb  
Bev accepted the nomination and was elected

Booking Officer: Gerard advised that he and Shanay would be happy to continue acting as the booking officers for the Hall

Hall Inspectors: Hall inspectors would remain as current committee members

Michelle congratulated the new committee

AGM closed at 6.38 pm



WYALONG SCHOOL OF ARTS & HALL COMMITTEE

DATE OF MEETING: 26 AUGUST 2024

VENUE: WYALONG HALL

Meeting opened at: 6.40 pm

**PRESENT:** Gerard Payne, Des Lamb, Bev Fury, Michelle Lamb, Amanda Stitt, Ron Good

**APOLOGIES:** Heather Good, Chris Butcher

**MINUTES OF PREVIOUS MEETING:**

Read by Des Lamb

Moved: Des Lamb

Seconded: Amanda Stitt

**TREASURER'S REPORT:**

Read by Bev Fury.

Moved: Bev Fury

Seconded: Michelle Lamb

**CORRESPONDENCE:**

1. Letter to Bland Shire Council 27 May 2024 enclosing Minutes of Meeting and referring to previous letters of 27 November 2023 and 26 February 2024 re:
  - a. Ceiling tiles;
  - b. Painting of stage area;
  - c. Sealing of outdoor area;
  - d. service of air conditioning
  - e. Advising lock box will be installed next to defibrillator and a sensor light installed.
2. Email from Ray Graham dated 11 June 2024 advising:
  - a. Council's electrical contractor looking at rectification methods for installation of cabling and will carry out work when this has been addressed.
  - b. To asphalt the outdoor area Council has a quote for \$80,000. Suggested we look at this under a grant funding application process.
  - c. Painting of hall – quotes being obtained for external painting of hall.
  - d. Lock box completed.
  - e. Air conditioner serviced in April.

**BUSINESS ARISING FROM PREVIOUS MINUTES AND CORRESPONDENCE:**

Bev advised that Brad from Bland Shire Council had telephoned her and advised:

1. The flooring in the School of Arts building had been completed;



2. The exterior of both the Hall and School of Arts were being painted. The Hall by Jamie Adams and the School of Arts by Nathan Player. Brad was expecting that both these works would be completed by Christmas 2024.
3. Brad is obtaining a quote to paint the stage area inside the Hall.
4. Brad also advised that he believed there would be no further works carried out on either the Hall or the School of Arts for the remainder of this financial year as all funding had been expended.

The lock box has been installed by Gerard and is now operational.

Chris has also installed the sensor light in the area of the lock box and defibrillator.

Bev to write a further letter to Council in relation to sealing of outdoor area as it is believed that Council may have misunderstood the area that we are requesting to be sealed. Amanda advised that she was aware of a grant coming up later in the year that might be suitable for us in relation to the sealing of the outdoor area and will forward the information to Bev.

Bev has spoken to Chris about projector and he was going to chase up his supplier in relation to quote. Bev will follow up with Chris.

Bev also advised that she has registered on Council's grant guru.

Bev now has access to pay outgoings through internet banking with Gerard to authorise payment after Bev has logged it in.

#### **GENERAL BUSINESS:**

Ron Good mentioned that the front lawn area needs some maintenance as weeds (creeping oxalis) have not been killed by spraying. He suggested we approach Council to remove the top layer of soil and we then lay fresh turf.

Moved: Ron Good

Seconded: Des Lamb

Ron and Des will slash/spray back area and Ron will mow front lawns.

Discussion was had in relation to bookings and access to calendar on Facebook page. Amanda said that there were continual problems with calendar on Facebook and suggested we get a free calendar app that all committee members could access. Amanda/Gerard will look into this.

Moved: Amanda Stitt

Seconded: Gerard Payne

Discussion was had in relation to upgrading the whole PA system in the Hall. It was agreed that Bev would speak to Chris about this and ask him to quote on upgrading the system.

Moved: Amanda Stitt

Seconded: Michelle Lamb

Amanda raised the question of purchasing a dishwasher for the kitchen. Discussion was had in relation to this and it was moved that Ron Good obtain quotes into the purchase of a commercial grade dishwasher for the kitchen.

Moved: Amanda Stitt

Seconded: Des Lamb



Discussion was had in relation to area in front of verandah, where mining staff sit to wait for their bus, no longer facilitates the growth of any lawn. It was also noted that the walkway at the far side of the School of Arts (side of old post office, where fence and gate are located) becomes a bit of a mud pit in wet weather. It was suggested we write to Council asking if it would be possible for those two areas to be concreted.

Moved: Ron Good

Seconded: Bev Fury

Discussion was had in relation to the laying of pavers from the front footpath to the location of the lockbox and defibrillator. Ron Good to obtain pricing for pavers.

Moved: Gerard Payne

Seconded: Bev Fury

Next meeting: 25 November 2024

Meeting closed: 7.10 pm

A handwritten signature in black ink, consisting of a stylized, cursive letter 'B' followed by a horizontal line extending to the right.