

**Business Paper**

**Council Meeting**

**15 April 2025**



# OUR VISION, MISSION AND VALUES



# CALENDAR OF MEETINGS

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Meeting Dates	Time	Meeting	Location
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## April 2025

Friday, 11	9.00am	REROC	Wagga
Tuesday, 15	6.30pm	Council Meeting	Council Chambers
Wednesday, 16	8.30am	Minister Aitchison visit	Council Chambers
Tuesday, 29	6.00pm	Council Workshop	Council Chambers

## May 2025

Tuesday, 6	6.00pm	Council Workshop	Council Chambers
Friday, 9	9.00am	NSW Country Mayors	Sydney
Tuesday, 20	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 Council Meeting held on 18 March 2025

5.2 Matters arising from Minutes

**6. REPORTS FROM STAFF**

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## **7. REPORTS OF COMMITTEES**

## **8. CONFIDENTIAL REPORTS**

### **8.1 Sale of Land – 23 – 27 Central Road Wyalong**

*Local Government Act 1993 (Section 10A(2))*

*This matter is considered to be confidential, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

### **8.2 Sale of Land for Unpaid Rates**

*Local Government Act 1993 (Section 10A (2))*

*The matters and information are the following:*

*(b) the personal hardship of any resident or ratepayer,*

### **8.3 Aboriginal Land Claim 35588, 35570 & 35829**

*Local Government Act 1993 (Section 10A(2))*

*This matter is considered to be confidential, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

## REPORTS FROM STAFF

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### Section 1 – Executive Services

#### 6.1 Monthly Status Report – Council Meeting Actions: April 2025



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: April 2025.

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## 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: 1. endorse the closure of the public road known as Gordons Lane between Clear Ridge Road and Blands Lane 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 3. receive a further report to consider any submissions lodged during the notification period to determine the approval for the proposal 4. receive a further report to consider the property valuers report and determination of any sale price.	Director Technical Services	Letters sent to adjoining landowners. 12/02/25 Council continues to seek written acceptance from all parties.
<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. 5/3/25 Discussions with BCCI continuing following draft MoU. Discussions centre on provision of financial support for community improvements.
<b>AUGUST 2024</b>		
<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.	Director Technical Services	Design work to commence in 2025.



## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<b>Strengthening Communities Grant Policy</b> 19082024 RESOLVED that Council: 1. Review the strengthening community grant policy to include a maximum per annum funding of \$5000 per group. 2. Any in kind support be included in this allocation. 3. Any joint ventures be approved by a majority of Councillors. 4. Any funding greater than that allowed in the strengthening community fund must be included in the approved budget set for the year.	Director Corporate & Community Services	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, 5/3/25 - Workshop scheduled for 22/4/25 to establish grant areas and limits. 31/3/25 - Workshop to be held 29/4/25 to establish grant areas and limits.
<b>OCTOBER 2024</b>		
<b>Part Day Public Holiday Application – West Wyalong Show 2025-2026</b> 21102024 RESOLVED 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.	Director Corporate & Community Services	Application made to NSW Industrial Relations. Letters sent to the schools & Evolution requesting feedback. Submissions will be received until 5pm 2/12/24 with a summary of those submissions to be sent to NSWIR by 4/12/24. 5/3/25 - Application awaiting Ministerial Approval.
<b>Endorsement of Revised Revenue Policy 2024/25 - Underground Petroleum Storage Systems (UPSS)</b> 23102024 RESOLVED 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	Manager Development & Regulatory Services	COMPLETE.
<b>NOVEMBER 2024</b>		
<b>Endorsement of the Bland Shire Code of Conduct</b> 11112024 RESOLVED that Council: 1. endorse the existing Bland Shire Council Code of Conduct 2020 and Procedures for the Administration of the Code of Conduct 2020 until the completion of the Councillor Conduct Framework Review by the Office of Local Government. 2. seek Expressions of Interest from suitably qualified persons to be included on Council's Panel of Conduct Reviewers.	Director Corporate & Community Services	5/3/25 - Confirmation to be sought of Conduct Reviewers Panel endorsed by Riverina Eastern Regional Organisation of Councillors prior to seeking Expressions of Interest.

## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<b>DECEMBER 2024</b>		
<b>Animal Pound Tender</b> 08122024 RESOLVED: 1. That Council delegates to the General Manager the authority to enter into a contract with the successful tenderer for the construction of the animal pound where the contract value is contained within the funding allocation in the adopted budget and grant funding allocation. 2. That should the tender process not result in identifying a successful tenderer, that the Council delegates to the General Manager the authority to reject all tender submissions and enter into negotiations with suppliers for completion of the works in accordance with the Local Government (General) Regulation 2021 s 178(3)(e) as Council must have the works completed prior to the funding deadline. 3. That Council delegates to the General Manager, subject to the requirements of the Local Government Act 1993 section 377 and the adopted budget, the authorities of Council to take action required to ensure the delivery of the Pound project within the grant funding timeframe. 4. That should the General Manager exercise any delegated authority in relation to the construction of the Pound, that a further report be provided to the next Council meeting, outlining the details of the authority	Acting Director Technical Services	11/02/25 Letter of Award issued, and Contractor engaged. Report to be prepared for March Council meeting.
<b>JANUARY 2025</b>		
<b>Girral Road Project</b> 03012025 RESOLVED That Council approve an additional funding allocation of \$3.5m for the Girral Road project, consisting of \$2m from Council's Roads to Recovery program (\$0.5m - 2024-25 and \$1.5m 2025-26) with a supplementary vote of \$1.5m through the March quarterly budget review.	Acting Director Technical Services	
<b>FEBRUARY 2025</b>		
<b>MA2025/0002 - S4.55(2) Modification of approved DA2022/0022 Electricity Generating Works (Solar Farm) - Alterations to the approved site layout</b> 15022025 RESOLVED that Council approves MA2025/0002 - S4.55(2) Modification of approved Electricity Generating Works (Solar Farm) to alter the approved site layout subject to the conditions contained within the report.	Manager Development & Regulatory Services	COMPLETE
<b>Girral Road Project</b> 17022025 RESOLVED that Council receive a detailed report at the March Council meeting that includes an updated scope, budget and timeline for the Girral Road project; and that a progress report be included in the monthly Council report.	Acting Director Technical Services	Report to March 2025 Council meeting.

## Monthly Status Report – Council Meeting Actions

Resolution	Responsible Person	Progress Update
<b>Sale of Land – 2 Shamrock Street Wyalong</b> 22022025 RESOLVED that that the sale of land at 2 Shamrock Stret Wyalong be deferred to the March 2025 Council meeting.	General Manager	21/02/2025 - Request for further information made.
<b>MARCH 2025</b>		
03032025 RESOLVED that Council reschedule the additional Council Workshop proposed for April 22 to April 29 2025.	General Manager	
<b>Employee Council Agreement 2024-2027</b> 06032025 RESOLVED that Council endorse the revised Employee's Council Agreement for the period from 1 December 2024 to 30 November 2027 covering all Bland Shire Council staff employed under the Local Government (State) Award and that the Agreement be submitted to the relevant unions for execution.	General Manager	
<b>ARIC Independent Chair and Members Fee Reduction for Extraordinary Meetings</b> 08032025 RESOLVED that Council adopts a 50% reduction in the daily rate for ARIC members attending extraordinary ARIC meetings to only review financial statements where it is not possible to align meetings with other Internal Audit Alliance councils.	Director Corporate & Community Services	COMPLETED
<b>Audit, Risk and Improvement Committee Strategic Plan and Internal Audit Charter</b> 09032025 RESOLVED: 1. That Council adopts the amended Internal Audit Charter 2. That Council adopts the ARIC Strategic Plan	Director Corporate & Community Services	COMPLETED
<b>Parking &amp; Enforcement</b> 13032025 RESOLVED that further information in relation to a parking education program be presented to Council ahead of re-endorsement of the enforcement of existing parking signage.	Manager Development & Regulatory Services	Education has already taken place. Councillors need to resolve whether they support parking enforcement or not. If not, they need to motion to remove all parking signage they don't want and get Traffic management Committee support to remove parking signage.
<b>DA2024/0058 - Multi Dwelling Housing (9 dwellings) and Consolidation of 2 lots into 1 lot</b> 14032025 RESOLVED that consideration of DA2024/0058 be deferred for further information to be provided at the April Council Workshop.	Manager Development & Regulatory Services	No request for further information has come to MDRS. Development Assessment report and business paper was comprehensive. Unable to provide further information without a detailed request.
<b>DA2025/0023 – Dual Occupancy (Detached) under State Environmental Planning Policy (Housing) 2021, Division 1 In-fill affordable housing</b> 15032025 RESOLVED that consideration of DA2025/0023 be deferred for further information to be provided at the April Council Workshop.	Manager Development & Regulatory Services	No request for further information has been received by MDRS. Development Assessment report and business paper was comprehensive. Unable to provide further information without a detailed request.

## 6.2 Risk, Work Health and Safety Quarterly Report



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

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

**Author:** WHS Officer, Risk and Insurance Officer

### **Introduction**

This report has been prepared to update Council on Risk, Work Health and Safety activities and performance for the quarter ending March 2025.

### **Financial Implications**

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

### **Update from Statewide Mutual**

The following information has been provided by Statewide Mutual for the Audit Risk and Improvement Committee and has been edited by Council Staff for clarity and conciseness.

- Property Workshop (Leeton 6<sup>th</sup> May).
- Risk Initiatives, Tier 1 fully funded service delivery Tier 1 October 25, April 26. and Tier 2 co-contribution, service delivery at Councils request.
- Regional Risk Group meetings (Wagga and Narrandera, 11<sup>th</sup> and 12 June).
- Bland Council engagement projects for quarter 1.
- Pre-renewal meetings with JLT Account Manager.
- Councillors workshop, Risk Appetite statement.
- Review and update to Strategic Risk Register.
- Review of Business Continuity Plans.
- Review of Section 355 Committee Manual.
- Engagement with Coordinator Internal Audit, Risk and Governance.

### Enterprise Risk Management (ERM)

The Risk Management policy and procedures have been reviewed and updated and endorsed by Council in December 2024.

The Business Continuity Plan has been reviewed, updated and endorsed by MANEX. It was noted that communication with Councillors should be included in the document, and this will be undertaken.

### Statewide Risk Meetings

The last Riverina Risk Group meeting was in February 2025. The meeting had updates from Statewide Mutual and StateCover.

A presentation from Statecover's Besafe implementation team was provided with updates to Council requirements and engagement from member councils utilising the Besafe system.

### Insurance update

Council has completed the provision of information for the 2025/2026 insurance renewal process. This involved the completion of 11 questionnaires. These have been approved and submitted to Insurer.

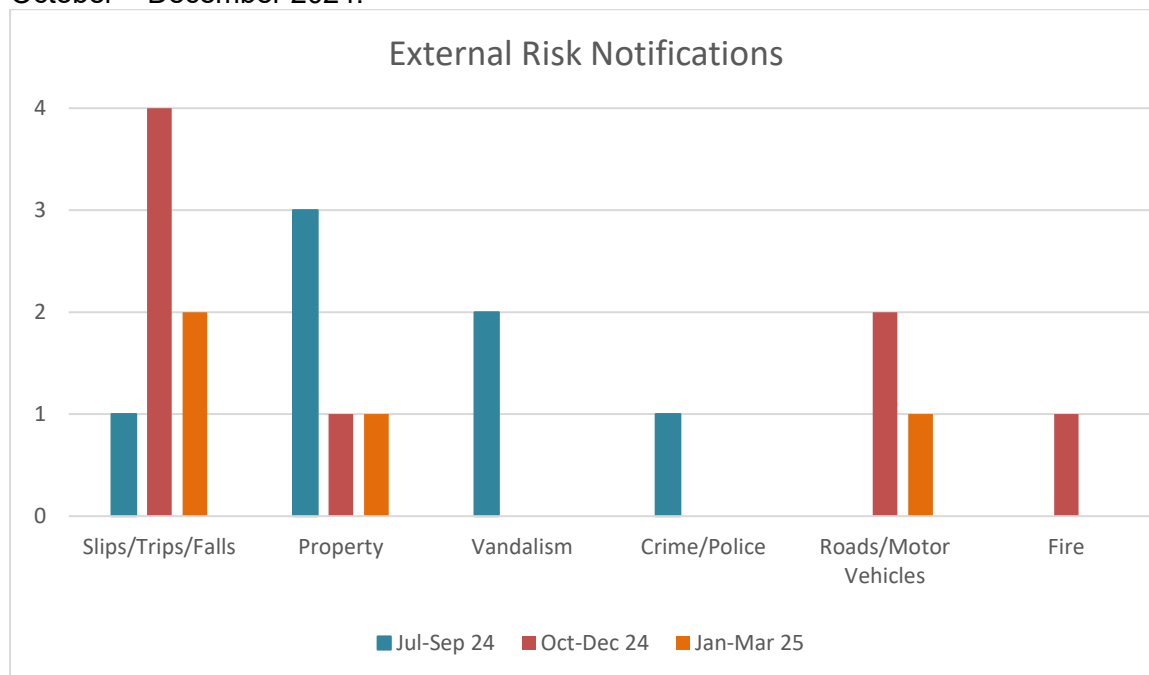
### Risk appetite Statement review

Statewide Mutual Risk Manager facilitated a session with Councillors and reviewed and updated our risk appetites statements. The changes have been updated in the risk register. To assist with the reviewed risk appetites, we will be conducting sessions with Risk owners to brief on changes to risk appetites and risk. Sessions will be supported by the Statewide Mutual Risk Manager.

### **Notifications**

#### External Incident Notifications submitted 1 January 2025 – March 2025

The following graph identifies the number of external incident notifications over the period October – December 2024.



Staff have promptly actioned complaints and incidents.

### Contractors Database

The database continues to be updated as required and is currently up to date.

### StateCover

Statecover have provided a new software package that replaces Damstra (Council's Digital WHS Management system). WHS & Risk Staff have attended workshops and are migrating information to the new 'Besafe' system. The system captures workers digital daily prestarts, incident and hazard reports as well as contractor details. Workers and contractors will now have the ability to update information automatically onto the system, which will reduce data entry volume on WHS & Risk Staff.

Besafe will allow all workers to input data from their work location via phone or tablet and access information such as Safe Work Method Statements, Risk Assessments and various reports.

StateCover's new BeSafe platform will:

- Give Members improved core module functionality
- Enhance functionality, including a mobile-friendly, browser-based application
- Have vendor-funded development
- Provide aggregated reporting for StateCover to help monitor and assess our services.

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

Date	Directorate	Type	Liability	Status
15/01/2025	Corporate Services	Cuts/Abrasions	Accepted	Finalised
16/09/2024	Technical Services	Manual Handling	Accepted	Finalised

Work Health and Safety meetings are held quarterly, with a meeting held on 20 February, the next Work Health and Safety Meeting will be held on Thursday 15 May 2025. Actions arising from meetings continue to be addressed and completed.

#### WHS Wellbeing Initiatives

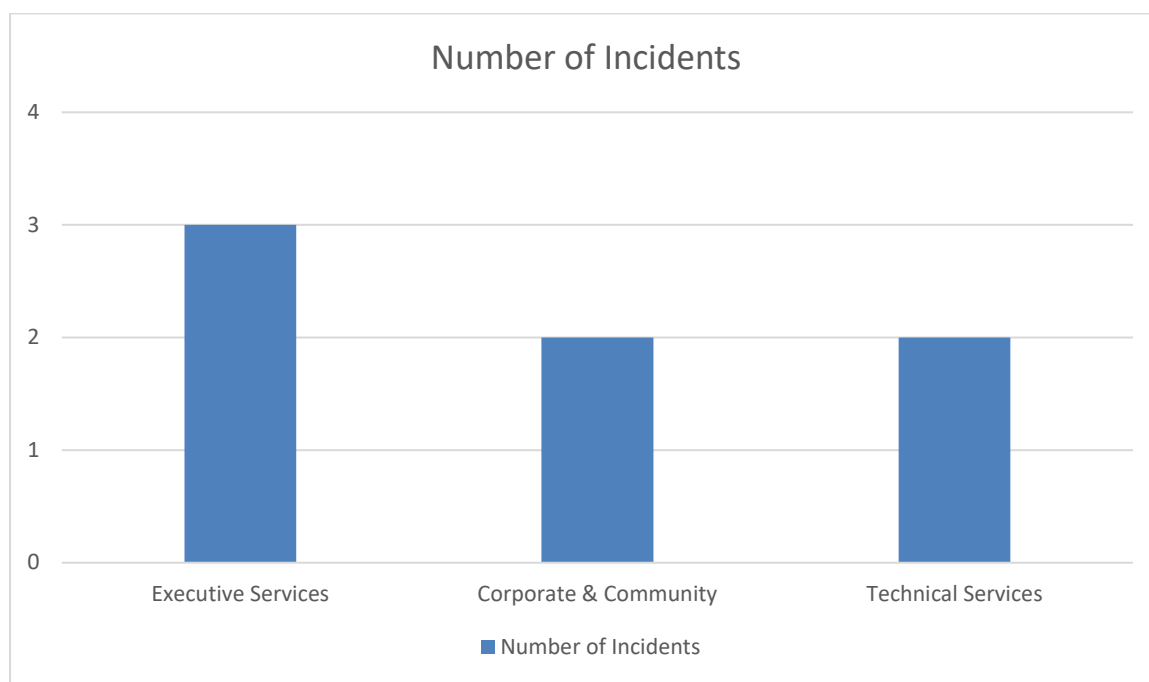
WHS Staff engaged an Occupational therapist to work with at risk workers in performing manual tasks correctly.

#### WHS Incident Notifications

There were no Notifiable Incidents to be reported to Safework NSW in Quarter 1 2025

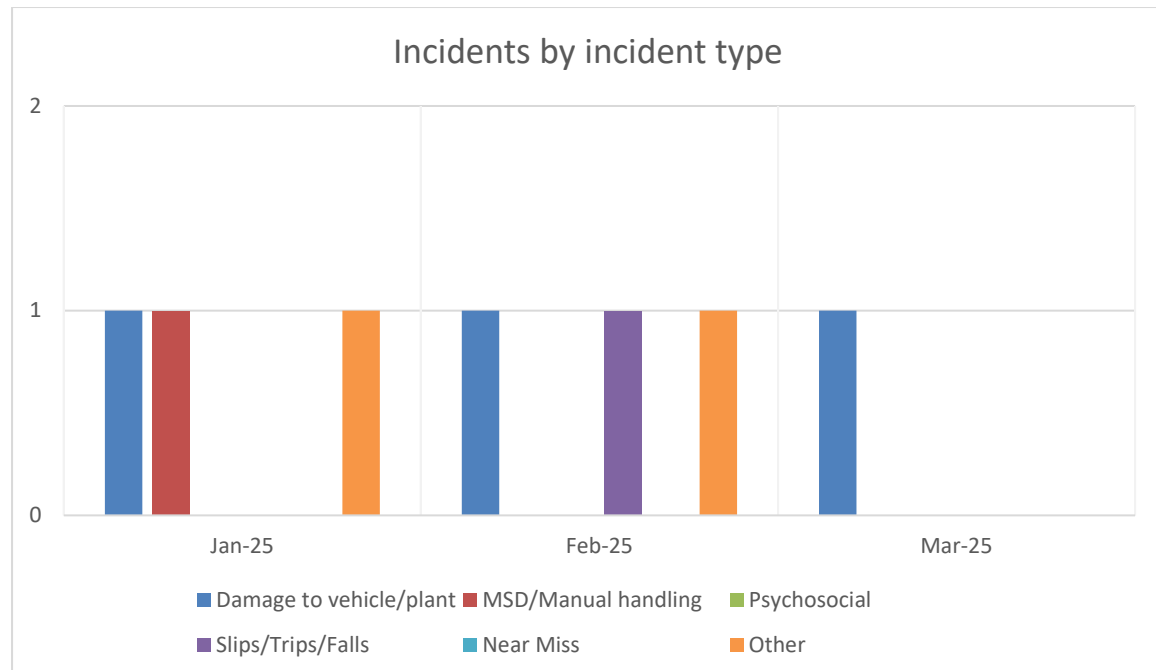
#### WHS Incident Notifications by Directorate submitted 1 January – 31 March 2025

The following graph identifies the source directorate where WHS incidents occurred over the period January 2025 – March 2025.



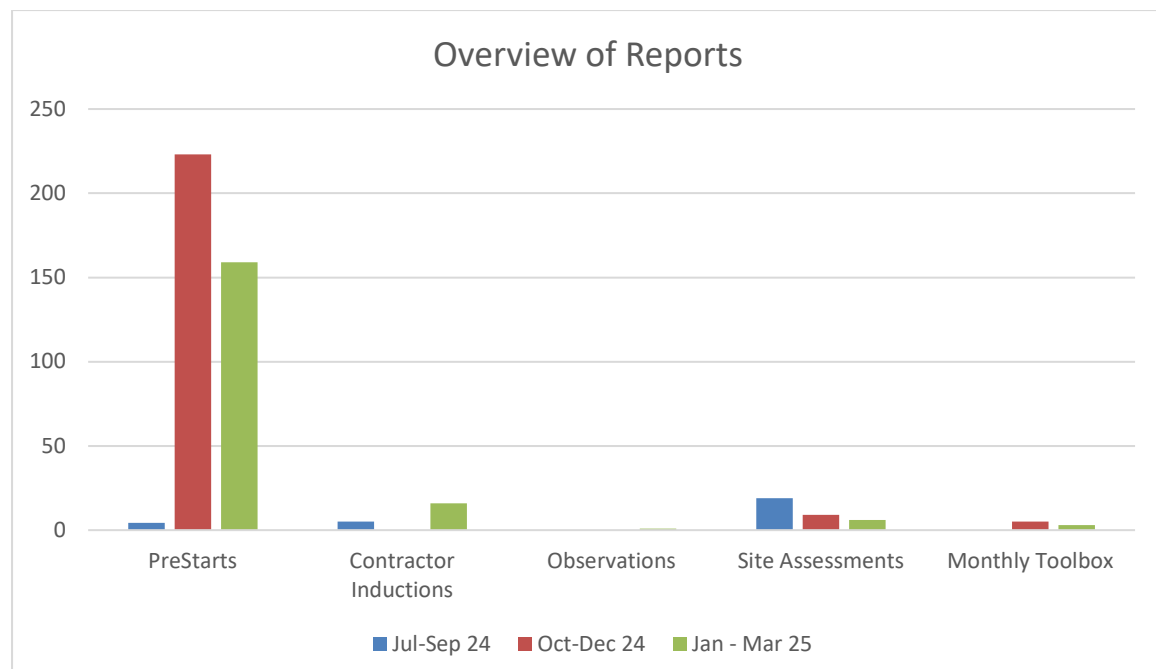
#### WHS Incident Notifications submitted 1 January – 31 March 2025

The following graph identifies the type of WHS incidents over the period January 2025 – March 2025.



#### Internal WHS Documents 1 January – 31 March 2025

The following graph identifies the number of internally generated WHS documents over the period January 2025 – March 2025, and the previous period also.



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#### **Recommendation:**

That Council receive and note the Risk, Work Health and Safety Report for the quarter ending March 2025.

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## 6.3 Public Exhibition – Draft Main Street Revitalisation Plan



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

*9.5. Identify and plan for new infrastructure*

**Author:** General Manager

### Introduction

The draft Main Street Revitalisation Plan (the Plan) is presented for Council's consideration and endorsement of a 28 day public exhibition period. The Plan has been prepared by Sala4D and Council.

The Plan provides for an evidenced based and open approach to the future planning, delivery, and allocation of resources to secure internal and external funding for future projects along the main street (Main and Neeld Streets).

The Main Street Revitalisation Plan will provide for a vibrant, economically viable, high quality and safe town centre, offer strategies that address the tired public space, and define quick win and long term strategies for the public space.

The Plan focusses on the main street extending from Goldfields Way to Ungarie Road and includes the key entry interfaces in the vicinity of the saleyards, toward the West Wyalong Hospital, and Goldfields Way.

An initial meeting was held with Council staff in May 2024, and provided the opportunity for Sala4D to undertake a detailed walk through of the project area.

Community engagement commenced in July 2024.

Two rounds of community engagement have now been undertaken.

If approved for public exhibition the draft plan will be made available on Council's website and at the Council offices.

### Community and Stakeholder Engagement

Council engaged Sala4D in April 2024.

Community and stakeholder engagement has contributed to the development of the draft Plan.

Council has informed the community by providing information on Council's website, posting on social media, and undertaking "letter box drops".

Sala4D and Council staff undertook a first round of community engagement in July 2024 to inform the Plan, including preparation of a discussion paper, to create a shared aspiration for the main street, and included:

- A community visioning workshop and drop in session to develop an overarching vision for the Plan, where attendees:-



- were asked a series of questions aimed at building a shared understanding,
- undertaking an image exercise to identify preferences for elements they may not have thought about,
- analyse site plans, offering a chance to discuss opportunities, constraints and challenges in the streetscape.
- An online survey over a two week period following the workshop to allow other interested members of the community who were unable to attend to participate.

Approximately 35 people attended the workshop or drop in session, with some attending both.

Following the first round of engagement Sala4D utilised the findings to develop ideas and draft plans which were then reviewed by Council staff and presented to Councillors on 25 February and at a second community workshop and drop in session on 26 - 27 March 2025.

The second round of community engagement resulted in approximately 40 people either attending the workshop or drop in session , with some one-on-one discussions also occurring to consider specific matters.

Outcomes from the second round of engagement were:-

- Participants were generally very happy with the initiatives of the masterplan.
- There is some conjecture about which paving type will be best. Most people like the look of Bluestone but some are concerned that it will get hotter than a lighter coloured paver.
- The location of the accessible parking on Main Street was a big issue, with the result being three different locations.
- The median to create a service road to the Service Station has been modified to allow access by tankers and people travelling from the West.

Council has now received the final concept documentation. Due to the large size, only the report has been included as an attachment. The full drawing set can be made available upon request.

As part of Council's commitment to transparency and openness, it is therefore recommended that Council endorse the draft concept Main Street Revitalisation Plan, and it be placed on public exhibition for 28 days.

### **Risk Considerations**

Council owns and manages all of the roads included within the project scope area, with the exception of the following (travelling lanes from 1m outside the edge lines) which are maintained by Transport for NSW:-

- Neeld Street (State) Wyalong from the intersection with Compton Road and extending beyond Goldfields Way.
- Newell Highway (State) West Wyalong South from the intersection with Showground Road.
- Mid Western Highway (State) West Wyalong between Ungarie Road and Showground Road.

Council also owns and maintains the parcel of land (White Tank block) located between Camp and Grenfell Streets.

Other “main street” assets that feature in the Plan include private landscaping elements such as that located between Roundabout Bakery and Duncans Chainsaw and Mower Centre, and the Star Lane pedestrian area.

The Main Street Revitalisation Plan has been developed in consultation with the community, and provides Council with clear direction on what the community seeks in the town centres of Wyalong (Neeld Street) and West Wyalong (Main Street), in between and intersecting streets. It provides evidence for the development of future projects that can be designed and then considered shovel ready for grant applications, and where to target future expenditure of funds.

It is proposed that upon successful completion of the Public Exhibition period and adoption of the Final Main Street Revitalisation Plan, that it be used to plan for future main street improvements to carparking, street furniture, landscaping, and signage including interpretive signage.

### **Financial Implications**

The Main Street Revitalisation Plan was funded by the NSW Government Resources for Regions – Round 9 program, which also funded development of the Bland Shire Sport and Recreation Master Plan project.

Council currently has no funding allocated to the delivery of infrastructure works associated with the Plan except for the supply and installation of digital community noticeboards which are also provided for under the same funding program.

### **Summary**

Council and its consultant Sala4D have developed the Main Street Revitalisation Plan in conjunction with the community and is seeking endorsement for the plan to be placed on public exhibition.

### **Attachment(s)**

Draft Main Street Revitalisation Plan – April 2025

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### **Recommendation:**

1. That Council endorse the draft Main Street Revitalisation Plan and place it on public exhibition for a period of 28 days.
  2. Following the period of exhibition and submission period to allow for written submissions to be made, any suggested amendments to the plan be made and a further report be presented to Council prior to its formal adoption.
-

## Section 2 – Corporate & Community Services

### 6.4 Finance and Investment Report for February 2025



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 MARCH 2025.**

#### **BANK BALANCES AS AT 31<sup>ST</sup> MARCH 2025**

ACCOUNT	BALANCE
General Fund	\$5,921,430.65
Business Card	\$16,856.41
	<b>\$5,938,287.06</b>
<i>Invested Funds</i>	
Fixed Deposits	\$81,200,000.00
Deposits at Call	\$4,289,401.61
	<b>\$85,489,401.61</b>
Net Balance	<b>\$91,427,688.67</b>
Percentage of Invested Funds to Net Balance	93.50%

**STATEMENT OF BANK BALANCES AS AT 31.3.25**

**SUBMITTED TO THE ORDINARY MEETING APRIL 15, 2025**

<b>Balance as at 01 March 2025</b>	<b>\$6,698,392.99</b>
<i>Plus Receipts for March 2025</i>	<i>\$3,961,155.73</i>
<i>Less Payments for March 2025</i>	<i>-\$4,738,118.07</i>
<b>CASH BALANCE</b>	<b>\$5,921,430.65</b>

Limit of Overdraft Arranged with Bank

\$ 350,000.00

**ACCOUNTS CERTIFICATION**

I CERTIFY,

That the accounts totalling \$4,738,118.07

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> April 2025, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

.....  
General Manager

## CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING

I certify that this accounts summary, covering amounts totalling **\$4,738,118.07** was submitted to the Ordinary Meeting on the 15<sup>th</sup> April 2025 and that the amounts are presented to Council for confirmation of payment.

.....  
Chairman of Ordinary Meeting

## INVESTMENTS

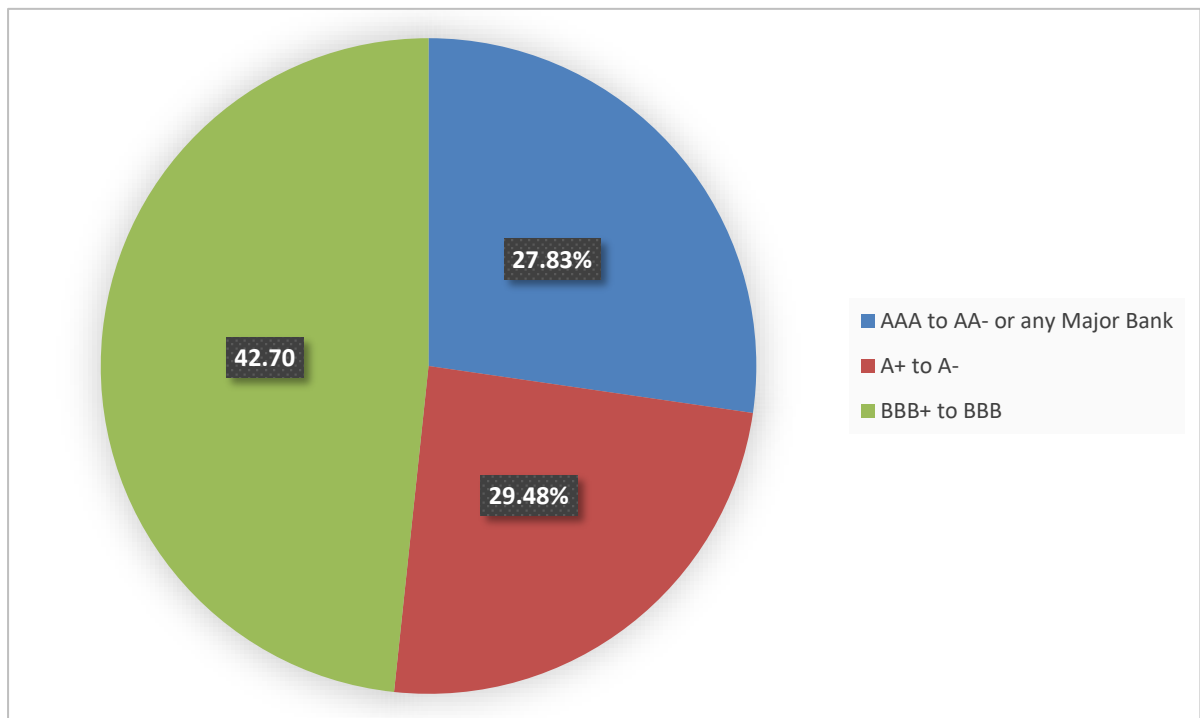
The following table gives details of Council's Funds invested at 31<sup>st</sup> March 2025. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

INSTITUTION	RATING	DATE	DATE DUE	TERM	YIELD	INVESTED AMOUNT
Northern Territory Treasury	AA-	30/09/2020	15/12/2025	1902	1.20%	2,000,000.00
Auswide Bank	BBB+	3/04/2024	2/04/2025	364	5.05%	1,000,000.00
ING Bank	A	10/04/2024	10/04/2025	365	5.09%	1,000,000.00
Bank of QLD	A-	30/04/2024	23/04/2025	358	5.10%	1,000,000.00
Judo Bank	BBB	16/05/2024	14/05/2025	363	5.30%	1,000,000.00
Great Southern Bank	BBB+	22/05/2024	30/04/2025	343	5.17%	1,000,000.00
ING Bank	A	27/05/2024	21/05/2025	359	5.27%	2,000,000.00
MyState Bank	BBB+	29/05/2024	27/05/2025	363	5.25%	1,000,000.00
Auswide Bank	BBB+	13/06/2024	11/06/2025	363	5.30%	1,000,000.00
Defence Bank	BBB+	20/06/2024	18/06/2025	363	5.20%	2,000,000.00
ING Bank	A	26/06/2024	25/06/2025	364	5.25%	2,000,000.00
Beyond Bank	BBB+	26/06/2024	15/04/2025	293	5.20%	1,000,000.00
Australian Unity	BBB+	5/07/2024	1/05/2025	300	5.30%	1,000,000.00
ING Bank	A	8/07/2024	6/05/2025	302	5.27%	1,000,000.00
ING Bank	A	8/07/2024	2/07/2025	359	5.37%	2,000,000.00
NAB	AA-	8/07/2024	4/06/2025	331	5.30%	1,000,000.00
NAB	AA-	8/07/2024	8/07/2025	365	5.35%	2,000,000.00

AMP	BBB+	11/07/2024	13/05/2025	306	5.20%	1,000,000.00
ING Bank	A	17/07/2024	15/07/2025	363	5.33%	1,000,000.00
Police Bank	BBB+	31/07/2024	31/07/2025	365	5.25%	2,000,000.00
AMP	BBB+	7/08/2024	5/06/2025	302	5.20%	1,000,000.00
NAB	AA-	15/08/2024	12/08/2025	362	5.05%	1,000,000.00
NAB	AA-	22/08/2024	22/07/2025	334	5.00%	1,000,000.00
NAB	AA-	29/08/2024	19/08/2025	355	4.95%	1,000,000.00
ING Bank	A	5/09/2024	2/09/2025	362	4.93%	1,000,000.00
Bendigo Bank	A-	8/09/2024	8/09/2025	365	4.65%	400,000.00
Bendigo Bank	A-	8/09/2024	8/09/2025	365	4.65%	400,000.00
Bendigo Bank	A-	8/09/2024	8/09/2025	365	4.65%	400,000.00
NAB	AA-	12/09/2024	10/09/2025	363	4.90%	2,000,000.00
NAB	AA-	20/09/2024	17/09/2025	362	4.90%	1,000,000.00
Bank of QLD	A-	26/09/2024	25/06/2025	272	4.85%	2,000,000.00
NAB	AA-	3/10/2024	7/04/2025	186	5.05%	1,500,000.00
NAB	AA-	9/10/2024	8/10/2025	364	4.95%	2,000,000.00
Commonwealth Bank	AA-	16/10/2024	24/09/2025	343	4.71%	2,000,000.00
ING Bank	A	17/10/2024	15/10/2025	363	5.03%	2,000,000.00
Police Bank	BBB+	24/10/2024	21/10/2025	362	5.00%	2,000,000.00
NAB	AA-	24/10/2024	26/08/2025	306	4.95%	2,000,000.00
Beyond Bank	BBB+	30/10/2024	30/04/2025	182	5.00%	1,000,000.00
ING Bank	A	8/11/2024	4/11/2025	361	5.09%	1,000,000.00
BankVic	BBB+	14/11/2024	15/10/2025	335	5.10%	1,000,000.00
Auswide Bank	BBB+	21/11/2024	20/11/2025	364	5.00%	2,000,000.00
MyState Bank	BBB+	28/11/2024	28/10/2025	334	5.00%	2,000,000.00
MyState Bank	BBB+	3/12/2024	3/12/2025	365	5.10%	1,000,000.00
Beyond Bank	BBB+	10/12/2024	10/12/2025	365	5.10%	1,000,000.00
AMP	BBB+	18/12/2024	18/06/2025	182	5.20%	1,000,000.00
Defence Bank	BBB+	9/01/2025	8/01/2026	364	4.95%	1,000,000.00
AMP	BBB+	15/01/2025	15/07/2025	181	5.10%	1,000,000.00
AMP	BBB+	21/01/2025	21/01/2026	365	4.95%	1,000,000.00
Great Southern Bank	BBB+	30/01/2025	30/09/2025	243	4.86%	2,500,000.00
ING Bank	A	6/02/2025	4/02/2026	363	4.75%	1,000,000.00
AMP	BBB+	6/02/2025	6/08/2025	181	4.85%	1,000,000.00
NAB	AA-	12/02/2025	12/11/2025	273	4.80%	1,000,000.00
ING Bank	A	18/02/2025	18/02/2026	365	4.81%	1,000,000.00
Rabobank	A+	20/02/2025	11/02/2026	356	4.80%	2,000,000.00
ING Bank	A	26/02/2025	25/02/2026	364	4.80%	1,000,000.00
ING Bank	A	5/03/2025	4/03/2026	364	4.68%	1,000,000.00
Defence Bank	BBB+	6/03/2025	4/03/2026	363	4.65%	1,000,000.00
Judo Bank	BBB	11/03/2025	10/09/2025	183	4.80%	2,000,000.00
Bank of QLD	A-	18/03/2025	12/03/2026	359	4.55%	2,000,000.00
ING Bank	A	20/03/2025	19/03/2026	364	4.65%	1,000,000.00
Bank of QLD	A-	20/03/2025	17/12/2025	272	4.65%	1,000,000.00

Auswide Bank	BBB+	26/03/2025	25/03/2026	364	4.65%	1,000,000.00
ANZ Deposit at Call	AA-					50,967.31
CBA Deposit at Call	AA-					4,238,434.30
<b>TOTAL:</b>						<b>85,489,401.61</b>

Long Term Credit Rating	Policy Maximum (%)	Current Holding (%)	Current Holding (\$)
AAA to AA- or any Major Bank	100	27.83	23,789,401.61
A+ to A-	80	29.48	25,200,000.00
BBB+ to BBB	70	42.70	36,500,000.00
BBB- and Unrated	10	-	-
			<b>85,489,401.61</b>



Individual Institution Limit	Rating	Policy Maximum (%)	Current Holding (%)	Current Holding (\$)
AMP	BBB+	25	7.02	6,000,000.00
ANZ	AA-	40	0.06	50,967.31
Australian Unity	BBB+	25	1.17	1,000,000.00
Auswide Bank	BBB+	25	5.85	5,000,000.00
Bank of QLD	A-	30	7.02	6,000,000.00
BankVic	BBB+	25	1.17	1,000,000.00
Bendigo Bank	A-	30	1.40	1,200,000.00
Beyond Bank	BBB+	25	3.51	3,000,000.00
Commonwealth Bank	AA-	40	7.30	6,238,434.30
Defence Bank	BBB+	25	4.68	4,000,000.00
Great Southern Bank	BBB+	25	4.09	3,500,000.00
ING Bank	A	30	21.06	18,000,000.00
Judo Bank	BBB	25	3.51	3,000,000.00
MyState Bank	BBB+	25	4.68	4,000,000.00
NAB	AA-	40	18.13	15,500,000.00
Northern Territory	AA-	40	2.34	2,000,000.00
Police Bank	BBB+	25	4.68	4,000,000.00
RaboBank	A+	30	2.34	2,000,000.00
				<b>\$85,489,401.61</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**

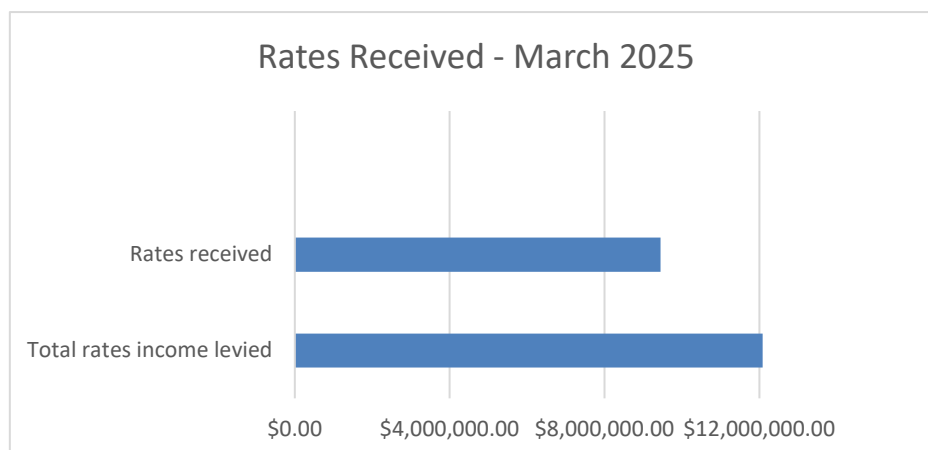


## RATES REPORT

### Below is a summary of outstanding rates

Total rates income levied (2024/25)	\$ 12,080,132.02
Rates received as at 31/3/2025	\$ 9,443,281.25
% of rates received to date	78.17%

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.

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### Recommendation:

1. That Council receive and note the information contained within the Finance and Investment Report for the month of March 2025.
  2. That Council confirms the payment of accounts, for the period 01 March to 31 March 2025, totalling \$4,738,118.07.
-

## 6.5 Review of Delegations 2025



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

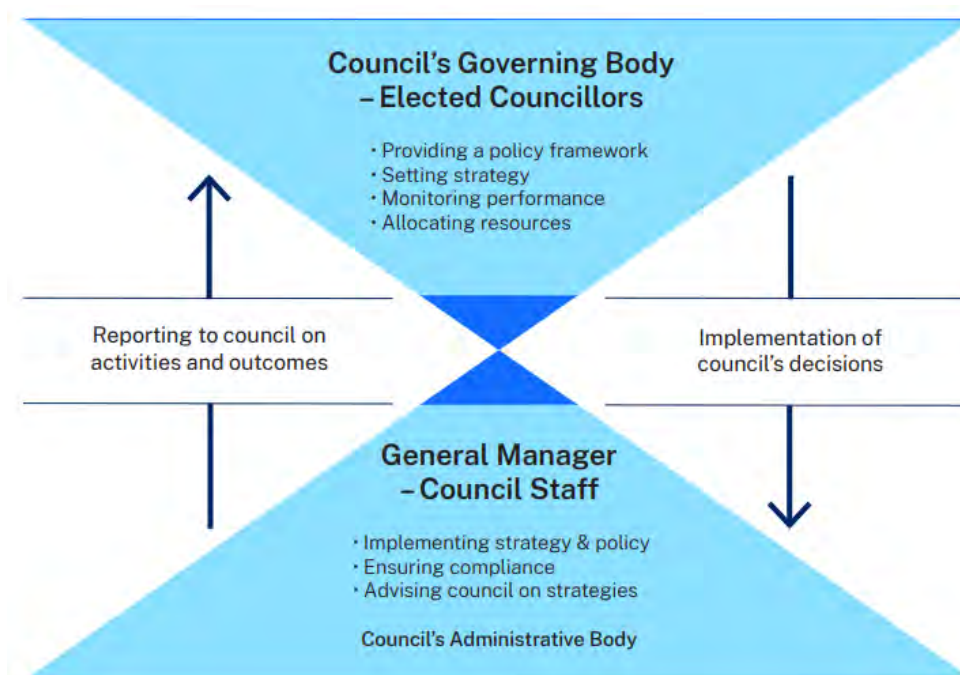
*DP10.1 Ensure Councillors are provided with appropriate support and resources to carry out their civic duty.*

**Author:** Coordinator Internal Audit, Governance and Risk

### Introduction

This report seeks Council's review and endorsement of the Delegations register. This report is required for consideration within 12 months of an election in accordance with the *Local Government Act 1993* ('the Act') Section 380. The last endorsement of these delegations was in September 2022 from the first 12 months of the previous term of Council (Minute 12112022). There are minor changes to the register to update the legislative references and operational matters however the delegation framework remains consistent with past practice.

Delegations allow the normal, day to day functioning of the Council, and provides the authority to the General Manager and Mayor to perform actions under the legislation. The register gives effect to the structure of Councils in NSW by the Council delegating its authorities for operational functions to the General Manager, and the General Manager delegating specific authorities to staff who will carry out these functions.



*Diagram 1: Council Structure diagram from the OLG Councillor Handbook*

### Financial Implications

There are no unbudgeted financial implications arising from the recommendations in this report.

BUSINESS PAPER FOR THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON 15 APRIL 2025

## **Risk Implications**

Council must ensure that appropriate authorities are provided to the operations of Council to enable the functions of Council to be delivered. Inappropriate delegations present an inherent 'high' risk to Council, and this report provides the controls to bring the risk to a negligible level.

Delegations allow the normal, day to day functioning of the Council, and provides the authority to the General Manager and Mayor to perform actions under the legislation.

## **Summary**

This report recommends that Council endorse the delegations in the attached delegations manual, which is consistent with legal advice received, past practice and as well as the existing delegation by the General Manager to staff, noting that updates have been made to legislative references since the last review in 2022. Council utilises a software system to roll out the delegations to make sure staff are aware of, and act in accordance with, their allocated delegation.

The manual attached to this report provides the manual for delegations, detailing any delegations to the Mayor (page 7), Joint Organisations (nil) Committees of Council (nil) and the General Manager (page 9). Part 2 of the report provides the delegations that will be issued to staff, commensurate with their role as determined by the General Manager. Staff may have further restrictions on their delegations (e.g. financial limitations) as required for each position.

The matters that cannot be delegated are outlined as follows from the Act:

### **377 General power of the council to delegate**

- 1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following—*
  - (a) the appointment of a general manager,*
  - (b) the making of a rate,*
  - (c) a determination under section 549 as to the levying of a rate,*
  - (d) the making of a charge,*
  - (e) the fixing of a fee,*
  - (f) the borrowing of money,*
  - (g) the voting of money for expenditure on its works, services or operations,*
  - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
  - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,*
  - (j) the adoption of an operational plan under section 405,*
  - (k) the adoption of a financial statement included in an annual financial report,*
  - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
  - (m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
  - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
  - (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
  - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*

- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
  - (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
  - (s) the making of an application, or the giving of a notice, to the Governor or Minister,
  - (t) this power of delegation,
  - (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—
- (a) the financial assistance is part of a specified program, and
  - (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
  - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
  - (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.
- 2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.
- 3) A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.

### **Role of the General Manager**

The statutory role of the General Manager as defined in Section 335 of the Act is as follows:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- (a) to implement, without undue delay, lawful decisions of the council,
- (b) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- (c) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- (d) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (e) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- (f) to exercise any of the functions of the council that are delegated by the council to the general manager,
- (g) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- (h) to direct and dismiss staff,
- (i) to implement the council's workforce management strategy,
- (j) any other functions that are conferred or imposed on the general manager by or under this or any other Act

Section 378 of the Act then provides the power to the General Manager to:

- (1) The general manager may delegate any of the functions of the general manager, other than this power of delegation.*
- (2) The general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council).*
- (3) Subsection (2) extends to a function sub-delegated to the general manager by the council under section 377(2) The Delegations for the General Manager detailed in the attached report are consistent with the statutory requirements of the role*

#### Attachment One: Bland Shire Council Delegations Register 2025

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**Recommendation:**

1. That, in accordance with Section 377 of the Local Government Act 1993, the Bland Shire Council delegates its powers, authorities, duties and functions as set in the attachment to this report, to the Mayor, Brian Monaghan.
  2. That, in accordance with Section 377 of the Local Government Act 1993 the Bland Shire Council delegates its powers, authorities, duties and functions as set in the attachment to this report to the General Manager, Grant Baker.
  3. That the delegation to the Mayor, Brian Monaghan and the General Manager, Grant Baker, be subject to the following limitations:
    - a. The delegated power, authority, duty or function being performed in accordance with Council policy; and
    - b. The delegated power, authority, duty or function being performed in accordance with the Law.
  4. That the delegations of Council will remain in force until they are revoked or amended by a resolution of Council or the persons no longer hold their position.
  5. Council notes that the General Manager may delegate their powers, authorities, duties and functions at their discretion for the purposes of fulfilling the role of General Manager.
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# Delegations Register



[www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)  
PO Box 21, West Wyalong NSW 2671  
PH: 02 6972 2266  
Email: [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)





## COUNCIL'S AUTHORITY TO DELEGATE

Section 377 of the *Local Government Act 1993* (the Act) provides:

1. *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*
  - (a) *the appointment of a general manager,*
  - (b) *the making of a rate,*
  - (c) *a determination under Section 549 as to the levying of a rate,*
  - (d) *the making of a charge,*
  - (e) *the fixing of a fee,*
  - (f) *the borrowing of money,*
  - (g) *the voting of money for expenditure on its works, services or operations,*
  - (h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
  - (i) *the acceptance of tenders to provide services currently provided by members of staff of the council,*
  - (j) *the adoption of an operational plan under section 405,*
  - (k) *the adoption of a financial statement included in an annual financial report,*
  - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
  - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
  - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
  - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under Section 82A of the Environmental Planning and Assessment Act 1979,*
  - (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under Section 194,*
  - (q) *a decision under Section 356 to contribute money or otherwise grant financial assistance to persons,*
  - (r) *a decision under Section 234 to grant leave of absence to the holder of a civic office,*
  - (s) *the making of an application, or the giving of a notice, to the Governor or Minister;*
  - (t) *this power of delegation,*



- (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
- 
- 1A. *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*
    - (a) *the financial assistance is part of a specified program, and*
    - (b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
    - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
    - (d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the person within the council's area.*
  - 2. *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.*
  - 3. *A council may delegate functions to a joint organisation only with approval, by resolution, of the board of the joint organisation.*

## INTRODUCTION

In accordance with Section 377 of the *Local Government Act 1993* the Bland Shire Council by resolution at its meeting of #date (following endorsement) delegated its powers, authorities, duties and functions as set out under the Delegations from Council to Committees of Council, joint organisations, the Mayor, and the General Manager.

All Council delegations are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council policy; and
2. The delegated power, authority, duty or function being performed in accordance with the Law.

The delegations of Council will remain in force until they are revoked or amended by a resolution of Council or the Mayor or General Manager no longer holds their position for any reason.

Council notes that the General Manager, in accordance with the Act, may delegate their powers, authorities, duties and function.

## **PART 1**

### **DELEGATION TO COMMITTEES OF COUNCIL**

Committees of Council have no delegations except for those provided by resolution of Council.

DRAFT

## DELEGATION TO JOINT ORGANISATIONS

Joint Organisations have no delegations except for those provided by resolution of Council.

DRAFT

## DELEGATION TO THE MAYOR

The Mayor (and in the absence of the Mayor, the Acting Mayor for the period of the Mayor's absence) is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the Council the following powers, authorities, duties and functions:

### **Conferring Powers or Duties under the *Local Government Act 1993***

To give effect to the Law, Council's own adopted policies, resolutions and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.

### **Powers or Duties under other legislation**

If, under any other Act other than the *Local Government Act 1993* a function is conferred or imposed on the Mayor of Council, the function is taken to be conferred or imposed on the Council and the Mayor of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.

### **Preside at Meetings and Functions of Council**

To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Mayor is present unless the Mayor otherwise appoints another Councillor or person to perform this function.

### **Negotiations on Behalf of Council**

In conjunction with the General Manager, to participate in negotiations on behalf of the Council with third parties and in connection with the sale, purchase and lease of land and buildings. This function is subject to the limitation that no contractual agreement is to be entered into without a resolution of Council.

### **Represent Council – Government and Other Forums**

To represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level. To represent the Council, in conjunction with the General Manager, at other forums where it is appropriate that the Mayor should present the Council's position.

### **Sign and Execute Documents**

To sign correspondence and other documents - this function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Regulation 400 of the *Local Government (General) Regulation 2005*.

### **Issue Media Releases**

To make media statements and issue media releases in respect of Council Resolutions, Recommendations and decisions subject to prior consultation with the General Manager. Councillors are at liberty to make personal comment at any time.

### **Manage the General Manager's Contract**

To act as Council's delegate for the purpose of the day-to-day management of the General Manager's contract.

### **Appoint the Acting General Manager**

On the recommendation of the General Manager, to appoint one of the Council's Directors to the temporary position of Acting General Manager for a period no longer than to the date of the next Council Meeting, when the Council will either endorse the temporary appointment for such additional time as is necessary, or appoint another Director to the temporary position.

## DELEGATION TO THE GENERAL MANAGER

The General Manager (and in the absence of the General Manager their nominee as the Acting General Manager for the period of the General Manager's absence) is delegated authority under section 377 of the Act, to exercise and/or perform on behalf of Council the powers, authorities, duties and functions of the Council subject to the following:

1. The General Manager is restrained from carrying out any of those functions of Council excluded from delegation by operation of section 377(1) of the Act; and
2. The General Manager is entitled to carry out any functions delegated to the Council by the Departmental Chief Executive or the Minister, subject to any express limitations imposed by the Departmental Chief Executive or Minister.

If a function is conferred or imposed on an employee of Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the General Manager.

## **PART 2**

### **DELEGATIONS FROM THE GENERAL MANAGER TO STAFF**

All delegations made by me as General Manager in this Part 2 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy. Where anomalies exist between the Council Policy and/or Procedure and the Delegations of Authority from the General Manager to Staff, the Delegations of Authority from the General Manager to Staff will prevail.
2. The delegated power, authority, duty or function being performed in accordance with the Law.
3. Any limitations or qualifications on the scope of function delegated expressed within Part 2.
4. Any limitations on the scope of the power, authority, duty or function delegated to the General Manager by Council.
5. The delegated power, authority, duty or function being performed so as to not exceed monetary, Expenditure Level Delegations of Authorisation and Payment, to this Part 2. Should performance of the delegated function exceed the applicable monetary threshold, the delegate must obtain the approval of their respective superior Team Leader, Manager, Director or General Manager.
6. The delegated power, authority, duty or function is subject to any limitations contained within a Certificate of Authority issued to the delegated Council officer, if any.

The delegations made as General Manager will remain in force until they are revoked or amended by the General Manager.

Notwithstanding these delegations the General Manager retains authority to exercise all functions listed as delegated by Council.

Grant Baker

**General Manager**

**Bland Shire Council**



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG001		Obtain Quotations and Authorise Purchase Orders	<p>To obtain quotations and to authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to:</p> <p>a) due provision has been made in the approved Budget for the incurring of such expenditure; or</p> <p>b) the incurring of such expenditure is otherwise authorised as per Council's policy.</p> <p>This delegation does NOT permit the delegate to:</p> <p>(c) accept tenders which are required by the Local Government Act 1993 to be invited by Council; or</p> <p>(d) execute or sign any Contracts, Deeds or Agreements that create a legally binding commitment upon Council (as separately delegated pursuant to DEG058)</p>		
DEG001	KM0001	Award Contracts, Obtain Quotations and Authorise Purchase Orders	To obtain quotations and to authorise the purchase of, and issue official orders for goods, works and	Part 8	Systems Administration Officer Executive Assistant

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<p>services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to:</p> <p>a) due provision has been made in the approved Budget for the incurring of such expenditure;</p> <p>b) or the incurring of such expenditure is otherwise authorised as per Council's policy; and</p> <p>c) the delegate not accepting tenders which are required by the Local Government Act 1993 to be invited by Council.</p>		<p>Coordinator Human Resources Director Corporate and Community Services Media and Communications Officer Community Development Officer Coordinator Community Care Director Technical Services Administration Officer - Engineering Assets &amp; Engineering Services Projects Officer Coordinator Financial Services Manager Development &amp; Regulatory Services Building, Environment &amp; Health Surveyor Ranger Administration Officer – CSU</p>

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Coordinator Children's Services Senior Early Childhood Teacher Coordinator Library Services Coordinator Assets Foreman - Environmental Services Workshop & Plant Coordinator Senior Fitter & Welder Workshop Foreman Purchasing Officer Manager Operations Senior Design and Assets Engineer Risk & Insurance Officer Foreman Urban Coordinator Rural WHS Officer Foreman Rural Manager Customer & Financial Services Coordinator Internal Audit,

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Governance and Risk
DEG002	KM0002	Award or decline Tenders to a Value of \$250,000 in accordance with Section 377(1)(i) of the Local Government Act 1993	Award or decline Tenders to a Value of \$250,000 in accordance with Section 377(1)(i) of the Local Government Act 1993	Part 8	Director Technical Services Director Corporate and Community Services
DEG003	KM0003	Authorise Payment of Salaries and Wages	To authorise the payment of salaries and wages subject to two signatories for each authorisation.	Part 2	Director Corporate and Community Services Director Technical Services Manager Customer & Financial Services Coordinator Financial Services
DEG004	KM0004	Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Council's Bank Account	Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Council's Bank Account	Part 2	Manager Customer & Financial Services Director Corporate and Community Services Director Technical Services Coordinator Financial Services
DEG005	KM0005	Approve Payment to Contractors and Creditors	Approve Payment to Contractors and Creditors including the release of any retention money, bank guarantee or	Part 2	Director Corporate and Community Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			bond held by Council as security.		Director Technical Services Manager Development & Regulatory Services Manager Customer & Financial Services Manager Operations Coordinator Financial Services
DEG006	KM0006	Check and Certify the Annual Statutory Accounts	Check and Certify the Annual Statutory Accounts	Part 2	Director Corporate and Community Services Manager Customer & Financial Services
DEG007	KM0007	Authorise Expenditure for Urgent Works outside Budget Approved by Council	To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.	Part 2	Director Corporate and Community Services Director Technical Services
DEG008	KM0008	Authority to Require the Lodgement of a Cash Bond or Bank Guarantee	Authority to Require the Lodgement of a Cash Bond or Bank Guarantee Including the authority for the release of Cash Bonds or Bank Guarantees	Part 2	Director Corporate and Community Services Director Technical Services
DEG009	KM0009	Negotiate Council's Overdraft Limit	Negotiate Council's Overdraft Limit	Part 2	Director Corporate and Community Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Manager Customer & Financial Services
DEG010	KM0010	Sell or Dispose of Old Materials, Spoilt or Obsolete Equipment	Sell or Dispose of Old Materials, Spoilt or Obsolete Equipment	Part 2	Director Corporate and Community Services Director Technical Services Workshop & Plant Coordinator
DEG011	KM0011	Write-Off Uncollectable Debt (for Charges and Sundry Debtors)	To authorise the writing off of uncollectable debts (for charges and sundry debtors) up to a maximum amount of \$20,000.	Part 9	General Manager Only
DEG012	KM0012	Authorise the Issue of Accounts for Services provided by Council	Authorise the Issue of Accounts for Services provided by Council	Part 9	Director Corporate and Community Services Director Technical Services Manager Customer and Financial Services Admin Officer – Technical Coordinator Financial Services Senior Finance Officer Finance Officer – Revenue

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Development Services Officer
DEG013	KM0013	Apply for Borrowings from Financial Institutions	To apply for borrowings from financial institutions following a Resolution of Council in accordance with section 377(1)(f) of the Local Government Act 1993.	Part 2	General Manager Only
DEG014	KM0014	Engage Consultants to assist Council projects	Engage Consultants to assist Council projects subject to compliance with the Local Government Act 1993 and the Law.	Part 8	Director Corporate and Community Services Director Technical Services Manager Development & Regulatory Services Manager Customer & Financial Services Manager Operations Coordinator Internal Audit, Governance and Risk
DEG015	KM0015	Arrange the Investment of Money not immediately required by Council	Arrange the investment of money as per Council's Investments Policy that is not for the time being required by the Council for any other purpose. Any money may only be invested in a form of	Part 2	Manager Customer & Financial Services Coordinator Financial Services Director Corporate and

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			investment notified by order of the Minister and published in the Government Gazette.		Community Services
DEG016	KM0016	Write off Accrued Interest on Rates and Charges	Write off accrued interest on rates and charges in accordance with section 567 of the Local Government Act 1993.	Part 9	Director Corporate and Community Services Director Technical Services Manager Customer & Financial Services Coordinator Financial Services Finance Officer - Revenue
DEG017	KM0017	Arrange for Payment by Instalment - Accounts Receivable	To make arrangements with debtor for payment to be made by reasonable and satisfactory instalments.	Part 9	Director Corporate and Community Services Manager Customer & Financial Services Coordinator Financial Services Finance Officer - Revenue
DEG018	KM0018	Refund of Over-Payments	To authorise the refund of all over-payments subject to appropriate certification.	Part 9	Manager Customer & Financial Services Director Corporate and Community Services



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Coordinator Financial Services Finance Officer - Revenue
DEG019	KM0019	Authorise the Refund of Development Application/Construction Certificate Application Fees	To authorise the refund of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment and where that application has been the responsibility of a more junior officer. Note: Authorising officer is not to be the officer recommending refund.	Part 9	Director Corporate and Community Services Director Technical Services Manager Customer & Financial Services
DEG020	KM0020	Grant Rebate of Rates	To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Local Government Act 1993.	Part 9	Manager Customer & Financial Services Director Corporate and Community Services Coordinator Financial Services Finance Officer - Revenue
DEG021	KM0021	Approve Credit Notes	To Approve Credit Notes	Part 9	Director Corporate and Community Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Director Technical Services Manager Customer & Financial Services Coordinator Financial Services Finance Officer - Revenue
DEG022	KM002 2	Refund Trust Fund Deposits	To refund trust fund deposits upon appropriate certification and recommendation.	Part 2	Manager Customer & Financial Services Director Corporate and Community Services Director Technical Services
DEG023	KM002 3	Complete all Financial Certifications	To complete all financial certifications required by the Local Government Act 1993 and Local Government Act (General) Regulation 2021.	Part 2	Manager Customer & Financial Services Director Corporate and Community Services
DEG024	KM002 4	Authorise the waiver or reduction of non-business activity fees up to a maximum of \$20,000 in any one transaction	To waive or reduce non-business activity fees (pursuant to 610E of the Local Government Act 1993) up to a maximum of \$20,000.00 in any one transaction in accordance with those categories	Part 9	Director Corporate and Community Services Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			described in the current adopted Operational Plan and in line with the requirements of any applicable Council policy.		
DEG025	KM0025	Authorise the reduction for water and wastewater consumption charges up to a maximum amount of \$10,000	To reduce water and wastewater consumption charges in accordance with the Undetected Leak Policy for Water and Wastewater Charges up to a maximum of \$10,000.00	Part 9	Director Technical Services
DEG026	KM0026	Recruitment	<ul style="list-style-type: none"> <li>• Approve or refuse the appointment, engagement, or promotion of staff</li> <li>• Approve or refuse the use of a recruitment consultant.</li> </ul>	Part 4	General Manager Only
DEG027	KM0027	Approve or Refuse Payment of Allowances and Employment Entitlements and Benefits	Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2023 and applicable employment contracts.	Part 4	General Manager Only
DEG028	KM0028	Approve Salary Step Progressions for Staff	Approve salary step progression for staff in accordance with the Agreement and Council's Reward and Recognition Framework Policy and	Part 4	General Manager Only

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			the Local Government (State) Award 2023		
DEG029	KM0029	Approve Performance Bonus Payments for Staff	Approve Performance Bonus payments for staff in accordance with Council's Policies.	Part 4	General Manager Only
DEG030	KM0030	Dismiss Employees	To dismiss employees or consultants/contractors on such terms that the General Manager and/or CEO deems appropriate	Part 4	General Manager Only
DEG031	KM0031	Approve or Refuse Career Enhancement Support	Approve or refuse education assistance to staff in accordance with Council's Career Enhancement Procedure.	Part 4	General Manager Only
DEG032	KM0032	Approve or Refuse Flexible Work Arrangements	Approve or refuse flexible work arrangements for staff in accordance with Council's Policies.	Part 4	General Manager Only
DEG033	KM0033	Approve a Report of Injury to Council's Workers Compensation Insurer	Approve a Report of Injury to Council's Workers Compensation Insurer	Part 4	Director Technical Services Director Corporate and Community Services
DEG034	KM0034	Approve Leave	Approve or refuse leave having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public and compliance with	Part 4	Coordinator Human Resources Executive Assistant Director Corporate and Community Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<p>Council's Policies including:</p> <p>(a) Long service (all types);</p> <p>(b) Annual;</p> <p>(c) Sick (Full Pay);</p> <p>(d) Carers;</p> <p>(e) Bereavement;</p> <p>(f) Jury service;</p> <p>(g) Trade union training leave;</p> <p>(h) Union conference leave;</p> <p>(i) Parental/maternity leave;</p> <p>(j) Emergency services (up to 5 days per calendar year);</p> <p>(k) Defence Force Reserve;</p> <p>(l) Study leave (if education assistance already approved);</p> <p>(m) Leave without pay;</p> <p>(n) Concurrent parental leave;</p> <p>(o) Purchased annual leave;</p> <p>(p) Approved leave of absence;</p> <p>(q) Sick (Half Pay);</p> <p>(r) Health and Wellbeing leave; and</p> <p>(s) Special leave</p>		<p>Manager Development &amp; Regulatory Services</p> <p>Coordinator Library Services</p> <p>Coordinator Children's Services</p> <p>Senior Early Childhood Teacher</p> <p>Coordinator Community Care</p> <p>Coordinator Financial Services</p> <p>Director Technical Services</p> <p>Foreman Urban Foreman Rural</p> <p>Workshop &amp; Plant</p> <p>Coordinator Coordinator Rural</p> <p>Foreman Environmental Services</p> <p>Assets Coordinator</p> <p>Manager Customer &amp; Financial Services</p> <p>Manager Operations</p>

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Community Development Officer Building Maintenance Officer
DEG035	KM0035	Approve Professional Development	Approve attendance at professional development programs and reasonable out of pocket expenses, with pay in the following cases: (a) Position related training resulting from skill set assessments or skills development (b) Position related training for trainees and apprentices (c) Specialist technical/skill related training, for example, First Aid, Forklift (d) Conferences and seminars (e) Corporate/organisational programs (f) Professional development where staff are full members of a relevant professional body and are required to maintain a number of PD hours per annum (g) Field days/Trade events where it is considered relevant to Council operations (h) Executive or	Part 4	Manager Operations Manager Customer & Financial Services Director Corporate and Community Services Director Technical Services Manager Development & Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			professional board meetings.		
DEG036	KM0036	Approve Travelling and Subsistence Expenses	(a) To approve or refuse the payment of domestic travel and subsistence expenses to staff in accordance with Council's Policies. (b) To approve or refuse the payment of international travel and subsistence expenses to staff in accordance with Council's Policies. (c) To approve or refuse overseas travel where it relates to training, operational or professional activities.	Part 4	Director Corporate and Community Services (a only) Director Technical Services (a only)
DEG037	KM0037	Approve Claims for the Loss of Personal Property – Staff	To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the staff member's duties in terms of Council's policy and practice and the personal property was lost or destroyed in the course of employment through no fault or negligence of the employee.	Part 4	Director Corporate and Community Services Director Technical Services
DEG038	KM0038	Approve Employment Outside of Council	To approve or refuse staff to engage, for remuneration, in private employment or contract work	Part 4	General Manager Only

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			outside of the Council.		
DEG039	KM0039	Authorise Personal Use of Council Equipment by Staff	To determine any requests for personal use of Council equipment for the undertaking of any work, and to determine in consultation with the relevant executive officer appropriate rental/hire charges for such use.	Part 4	Director Corporate and Community Services Director Technical Services
DEG040	KM0040	Refuse, Approve or Conditionally Approve the Use of Intellectual Property Created in the Course of Employment with Council	To refuse, approve or conditionally approve any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of their employment with Council, providing there is no monetary or commercial benefit to the employee.	Part 4	Director Technical Services Director Corporate and Community Services
DEG041	KM0041	Approve Variations to Industrial Instruments for Leave, Allowances or Conditions of Employment for not less than conditions in the Local Government (State) Award 2023	Approve variations to the relevant industrial agreements for leave, allowances or conditions of employment for staff employed under the Local Government (State) Award 2023 in accordance with the relevant industrial relations legislation.	Part 4	General Manager Only
DEG042	KM0042	Approve Council Employment	Approve Council Employment	Part 4	General Manager Only



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		Agreements in accordance with the Local Government (State) Award 2023	Agreements in accordance with the Local Government (State) Award 2023		
DEG043	KM0043	Approve or Refuse a Standard Appointment Recruitment Process	Approve the appointment, engagement, or promotion of staff in accordance with Council's Policies.	Part 4	General Manager Only
DEG044	KM0044				
DEG045	KM0045	Approve the Reclassification of Staff	To reclassify all staff in accordance with Council's Reward and Recognition Framework or equivalent policies.	Part 4	General Manager Only
DEG046	KM0046	Approve Job Status Change/Higher Grade Salary for Short Term	Approve job status change/higher grade pay in short term acting situations in accordance with Council's Policies.	Part 4	General Manager Only
DEG047	KM0047	Approve Overtime Payments	Approve or refuse the payment of overtime in accordance with the Local Government (State) Award 2023.	Part 4	Manager Development & Regulatory Services Director Corporate and Community Services Coordinator Library Services Community Development Officer Coordinator Children's Services Senior Early Childhood Teacher

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Coordinator Community Care Coordinator Human Resources Workshop & Plant Coordinator Director Technical Services Coordinator Rural Coordinator Urban Foreman Rural Coordinator Assets Manager Customer & Financial Services Coordinator Financial Services Manager Operations Building Maintenance Officer
DEG048	KM0048	Deal with Industrial Disputes	To deal with industrial disputes within the terms of existing Industrial Instruments.	Part 4	Coordinator Human Resources
DEG049	KM0049	Hear Appeals by Employees regarding Employee Relations Issues	To hear appeals by employees against decisions of other employees, in accordance with Council's Employee	Part 4	Coordinator Human Resources

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			Grievance Procedure or similar policies.		
DEG050	KM0050	Employ Staff to fill Short Term Casual Vacancies	Employ Staff to fill Short Term Casual Vacancies	Part 4	General Manager Only
DEG051	KM0051	Provide a Reference to a Potential Employer	<p>To provide a reference to a potential employer with the consent of a current or former employee:</p> <p>(a) Verbal references can be provided to a potential employer.</p> <p>(b) Written references on Council letterhead can only be provided by the General Manager and/or CEO and Directors.</p> <p>Without the consent of a current or former employee the only information that can be provided to a potential employer, is confirmation that the person has worked for Council, the duration of that work and the position occupied during that time.</p>	Part 4	<p>Director Corporate and Community Services</p> <p>Director Technical Services</p>
DEG052	KM0052	Authorise and Co-authorise Tax File Number (TFN) Declaration Forms	Authorise and Co-authorise Tax File Number (TFN) Declaration Forms	Part 4	<p>Manager Customer &amp; Financial Services</p> <p>Director Corporate and Community Services</p>

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Coordinator Financial Services Senior Finance Officer
DEG053	KM0053	Make or Authorise Public and Media Statements involving Council in line with Council's Media Policy	(a) To make or authorise public statements (b) Issue media releases on matters involving the Council.	Part 3	Director Corporate and Community Services Director Technical Services Media and Communications Officer
DEG056	KM0056	Reply to and Sign all Routine Correspondence and Other Forms	(a) To reply to all routine correspondence that does not require the prior consideration of Council. (b) To exercise discretion in regard to referring correspondence to various Council officers for attention.	Part 3	Senior Design and Assets Engineer Community Development Officer Coordinator Children's Services Coordinator Human Resources Human Resources Officer Director Corporate and Community Services Manager Development & Regulatory Services Risk & Insurance Officer Building, Environment

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					& Health Surveyor Foreman Urban Director Technical Services Executive Assistant Coordinator Assets Workshop & Plant Coordinator Coordinator Rural Foreman Environmental Services Assets & Engineering Services Projects Officer Purchasing Officer Coordinator Library Services Coordinator Community Care Community Development Officer Manager Customer & Financial Services Systems Administration Officer Coordinator Internal Audit,

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Governance and Risk Coordinator Financial Services Senior Finance Officer, Finance Officer – Revenue Accounting Officer Payroll Officer
DEG058	KM0058	Sign Contracts, Deeds and Agreements (including the termination of such documents) that do not require the Council Seal	To sign Contracts, Deeds and Agreements, including Memorandums of Understanding (including the termination of such documents), that do not require the Council Seal. Please Note: this delegation does <u>not</u> limit the power or function of Council officers under DEG001 to process operational purchase orders.	Part 3	Director Corporate and Community Services Director Technical Services Manager Customer and Financial Services Manager Development and Regulatory Services Manager Operations
DEG059	KM0059	Sign Funding Applications once approved by Council	Sign Funding Applications once approved by Council	Part 3	Director Technical Services Director Corporate and Community Services Manager Customer and

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Financial Services
DEG060	KM0060	Negotiate and Enter into Leases, Licences, Memorandums of Understanding and other Legal Transactions	Authority to negotiate and enter into any form of Lease, Licence, Memorandum of Understanding or other transaction for use of land or assets, subject to compliance with the Local Government Act 1993, and subject to the General Manager and/or CEO making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.	Part 5	Director Technical Services Director Corporate and Community Services
DEG062	KM0062	Act as Council's Public Officer	To act as the Public Officer in relation to functions contained within section 343 of the Local Government Act 1993.	Part 3	Director Corporate and Community Services
DEG063	KM0063	Approve the Destruction of Corporate Documentation	Authority to approve the destruction of corporate documentation or the transfer of corporate documentation to State Records in accordance with Council's Records Disposal Schedule and the State Records Act 1998.	Part 3	Director Corporate and Community Services Manager Customer and Financial Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG064	KM0064	Manage the Renewal and Maintenance of Domain Names and IP Addresses	Manage the Renewal and Maintenance of Domain Names and IP Addresses	Part 3	Director Corporate and Community Services Systems Administration Officer
DEG065	KM0065	Manage the renewal and maintenance of Australian Communications and Media Authority radio transmission licences	Manage the renewal and maintenance of Australian Communications and Media Authority radio transmission licences as they apply to Council and in accordance with the Radiocommunications Act 1992 (Cth), and Administer the provisions and functions as they apply to Council and in accordance with the Radiocommunications Act 1992.	Part 3	Director Technical Services
DEG066	KM0066	Appoint Staff to Consultative Committee and Health and Safety Committee	(a) Appoint management/employer representatives to the Staff Consultative Committee and the Health and Safety Committee (b) Consider and determine matters arising from the Staff Consultative Committee and the Health and Safety Committee.	Part 3	General Manager Only
DEG067	KM0067	Respond to and Liaise with the Minister and the Department	To respond and liaise with the Minister and his/her representatives and	Part 3	Director Corporate and Community Services



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			the department in relation to correspondence, inquiries or requests for information.		Director Technical Services
DEG068	KM0068	Determine Applications under the Government Information (Public Access) Act 2009	Determine Applications under the Government Information (Public Access) Act 2009 (a) Proactive release of information; (b) Informal access to information; (c) To determine formal applications for access to Council information under the Government Information (Public Access) Act 2009. (d) Review formal applications.	Part 3	Director Corporate and Community Services Coordinator Internal Audit, Governance and Risk
DEG069	KM0069	Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator	Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator	Part 3	Director Corporate and Community Services
DEG070	KM0070	Receive and Investigate Complaints under the Internal Reporting – Public Interest Disclosures Policy	To receive and Investigate Complaints under the Internal Reporting (Public Interest Disclosures Policy) and to authorise action to be taken by the appropriate officer in regard to any complaints or requests received.	Part 3	Director Corporate and Community Services Coordinator Internal Audit, Governance and Risk
DEG071	KM0071	Receive and Investigate Privacy Complaints	Receive and Investigate Privacy Complaints	Part 3	Director Corporate and Community Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Coordinator Internal Audit, Governance and Risk
DEG072	KM007 2	Receive Complaints and Authorise Investigation under Child Protection Policy	To receive complaints and authorise investigation under the Child Protection Policy and to determine the action to be taken by the appropriate officer in regard to any complaints or requests received.	Part 3	Director Corporate and Community Services Coordinator Children's Services
DEG073	KM007 3	Investigate Complaints about Staff under Child Protection Policy	Investigate Complaints about Staff under Child Protection Policy	Part 3	Director Corporate and Community Services Coordinator Human Resources
DEG074	KM007 4	Investigate Complaints about Family Day Carers under Child Protection Policy	Investigate Complaints about Family Day Carers under Child Protection Policy. Note: Carers are also known as Educators	Part 3	Director Corporate and Community Services Coordinator Children's Services
DEG075	KM007 5	Authorise Action on General Complaints about Staff from an Internal Source	To authorise action to be taken by the appropriate officer in regard to any complaints or requests received, where the complaint is from an internal source.	Part 3	Director Corporate and Community Services Director Technical Services Coordinator Human Resources
DEG076	KM007 6	Authorise Action on General Complaints about Staff from an External Source	To authorise action to be taken by the appropriate officer in regard to any complaints or	Part 3	Coordinator Human Resources

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			requests received, where the complaint is from an external source.		
DEG077	KM0077	Installation, operation and retrieval of CCTV cameras and their footage	(a) Approve the viewing and/or retrieval of stored CCTV footage; (b) Approve installation of new CCTV cameras; (c) Maintain the register of fixed CCTV camera locations.	Part 6	Director Technical Services Manager Development & Regulatory Services
DEG078	KM0078	Issue or Carry on Proceedings (including prosecutions), and to act and negotiate on behalf of Council on Legal issues	(a) To lay information, to initiate or carry on, to act on behalf of Council and to negotiate on matters in issue between parties in any proceedings in any Court or Tribunal, including but not limited to, the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court; and (b) To instruct and engage Council's Solicitors and Counsel where considered necessary. (c) To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of	Part 5	General Manager Only

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation.		
DEG081	KM008 1	Authorise the Issue of On-the-Spot Penalty Notices	To authorise the issue of 'on-the-spot' penalty infringement notices and to commence Court proceedings where necessary.	Part 1	Manager Development & Regulatory Services Director Technical Services
DEG082	KM008 2	Determine the Fee for the Provision of Council Employees as Witnesses and Information in Court Cases	To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases in accordance with Council's fees and charges adopted by Resolution of Council.	Part 5	Director Corporate and Community Services
DEG083	KM008 3	Issue Notices of Intention to Issue Orders and Orders under the Local Government Act 1993	Issue Notices of Intention to Issue Orders under section 124 and section 132 the Local Government Act 1993	Part 1	Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG084	KM0084	Issue Notices of Intention to Issue Orders and Orders under the Environmental Planning and Assessment Act 1979	Issue Notices of Intention to Issue Orders and Development Control Orders under the Environmental Planning and Assessment Act 1979	Part 1	Director Technical Services Manager Development & Regulatory Services Ranger Building , Environment & Health Surveyor
DEG085	KM0085	Issue Prevention Notices, Clean up Notices or Prohibition Notices under the Protection of the Environment Operations Act 1997	Issue Prevention Notices, Clean up Notices or Prohibition Notices under the Protection of the Environment Operations Act 1997	Part 1	Director Technical Services Manager Development & Regulatory Services Ranger Environmental Health Officer Building , Environment & Health Surveyor
DEG086	KM0086	Issue Notices of Intention, Notices and Declarations under the Companion Animals Act 1998	Issue Notices of Intention, Notices and Declarations under the Companion Animals Act 1998	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger
DEG087	KM0087	Issue Orders, Directions and Notices under the Roads Act 1993.	Issue Orders, Directions and Notices under the Roads Act 1993.	Part 11	Director Technical Services Senior Design and Assets Engineer

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Manager Operations
DEG088	KM0088	Determine Development Applications (including Section 4.55 and Modification Applications) and Complying Development Applications made under the Environmental Planning and Assessment Act 1979 and relevant Regulations	To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, Complying Development Applications and Subdivision applications) that comply with relevant Acts and Regulations together with Council's LEP and DCP, any other relevant DCP and Council policies.	Part 7	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor
DEG089	KM0089	Approve Storm Water Drainage Works Connections that Revert to Council	Where the Council has approved a subdivision/development subject to the construction of a storm water drainage works that revert to the care, control and management of Council by the applicant, to approve such works upon submission of all necessary plans and documentation.	Part 7	Director Technical Services Manager Operations
DEG090	KM0090	Approve Storm Water Drainage Work Connections from Private Property to	To approve or refuse all connections from private property to Council's storm water systems where those	Part 7	Manager Operations Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		Council's Storm Water Systems	works are for the sole benefit of the development and do not revert to the core control and management of the Council.		
DEG091	KM009 1	Implement the Adopted Operational Plan and Four-Year Delivery Program	To implement any work, service or action provided for in the adopted Delivery Program / Operational plan without further reference to Council except for: <ul style="list-style-type: none"> <li>• the acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council, and</li> <li>• the determination of project priorities where lump sum funding for a program has been provided.</li> </ul>	Part 3	Director Technical Services Director Corporate and Community Services
DEG092	KM009 2	Engage Contractors for the Removal of Derelict Vehicles from Roads, Road Reserves and Public Places	Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places in accordance with the Public Spaces (Unattended Property) Act 2021 .	Part 10	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger
DEG093	KM009 3	Approve Applications for Street Activities, Street Stalls and Issue Bussing Permits	• To approve applications for street stalls, button days, appeals but excluding door-knock appeals.	Part 6	Director Technical Services Director Corporate and

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<ul style="list-style-type: none"> <li>• To approve applications for street stalls within the area in accordance with Council's policy and practice.</li> <li>• To issue busking permits subject to Council's policies and conditions.</li> </ul>		Community Services
DEG094	KM0094	Approve Applications for Filming/Photographing in Parks, Reserves and Public Places	To approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.	Part 6	Director Technical Services Director Corporate and Community Services
DEG095	KM0095	Approve the Casual Use of Council Parks and Properties	To approve or refuse applications for the casual use of parks in accordance with policies and subject to approved fees (if any).	Part 6	Director Technical Services Foreman Urban Director Corporate and Community Services Manager Customer & Financial Services Manager Operations Administration Officer - Engineering Services
DEG096	KM0096	Enforce the Payment of Rates	To issue notices under the Local Government Act 1993 Act for the recovery of rates.	Part 9	Director Corporate and Community Services



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Local Government Act 1993.		Manager Customer & Financial Services
DEG097	KM0097	Authorise Amendments to the Rate Register	Authority to: (a) amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address; (b) insert in the rate book the name of a rate or person whose land has not been valued because of an omission by the Valuer General in terms of the provisions of the Local Government Act 1993; (c) insert the name of any person who ought to have been rated or who since the making of the rate has become liable to be rated; (d) strike out the	Part 9	Director Corporate and Community Services Manager Customer & Financial Services Coordinator Financial Services Finance Officer – Revenue

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			name of any person who ought not to have been rated; (e) raise or reduce the sum of rates owing due to error; (f) include any land which ought to have been rated; (g) to write off accrued interest to a maximum of \$50.		
DEG098	KM0098	Take Legal Action for the Recovery of Unpaid Rates and Charges and Unpaid Sundry Debtors	To take all necessary legal action at any time for the recovery of unpaid rates and charges and unpaid sundry debtors in accordance with the Local Government Act 1993	Part 9	Director Corporate and Community Services Manager Customer & Financial Services Coordinator Financial Services
DEG099	KM0099	Issue Notices to require the Payment of Rent in lieu of Rates	To issue notices under the Local Government Act 1993 for the recovery of outstanding rates by requiring the payment of rent to Council in lieu of rates.	Part 9	Director Corporate and Community Services Manager Customer & Financial Services Coordinator Financial Services Finance Officer – Revenue
DEG100	KM0100	Resolve or Authorise Settlement of Liability Claims	To resolve claims on Council's behalf a) up to the excess on insurance policies b) above the level of	Part 5	Director Corporate and Community Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			the excess applicable to each insurance policy where an insurance claim is not made or an insurance claim is not accepted by the insurer, or c) there is no insurance in place.		
DEG101	KM010 1	Authorise and Sign Notices to Quit to Tenants of Council Properties	To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.	Part 6	General Manager Only
DEG102	KM010 2	Approve or Refuse to grant Council's consent to a third party development application that may traverse or Impact upon Council Land	Approve or Refuse to grant Council's consent to a third party development application that may traverse or Impact upon Council Land	Part 6	General Manager Only
DEG103	KM010 3	Authorise the Maintenance and Repair of Council Properties	To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.	Part 6	Director Technical Services Manager Development & Regulatory Services
DEG104	KM010 4	Authorise Expenditure for Maintenance and Replacement of Council Motor Vehicles and Plant	To requisition and authorise the expenditure of funds for the repair, maintenance and replacement of Council's plant, equipment and vehicles.	Part 8	Director Technical Services Workshop & Plant Coordinator

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG105	KM0105	Let or Hire Council Plant and Equipment and Determine Plant and Equipment Hire Rates	To let or hire any of the Council's public works, plant, machinery and equipment in accordance with rates determined by Council.	Part 8	Director Technical Services Workshop & Plant Coordinator
DEG106	KM0106	Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Local Government Act 1993.	Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Local Government Act 1993.	Part 10	General Manager Only
DEG107	KM0107	Authorise Contribution to Cost of Dividing Fences on Council Property	Authority to contribute on behalf of Council half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management subject to two quotations being obtained and subject to compliance with the Dividing Fences Act 1991, where applicable.	Part 6	Director Technical Services
DEG108	KM0108	Operate and Maintain the Council Airport in accordance with all applicable legislative requirements and Council's applicable operation manual	Operate and Maintain the Council Airport in accordance with all applicable legislative requirements and Council's applicable operation manual	Part 6	Director Technical Services Foreman Urban Manager Operations
DEG109	KM0109	Operate and Maintain Council's Waste Management Centre (Landfill) in accordance with all	Operate and Maintain Council's Waste Management Centre (Landfill) in accordance with all	Part 6	Manager Operations Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		applicable legislative requirements	applicable legislative requirements		Coordinator Assets
DEG110	KM0110	Operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements	Operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements	Part 6	Director Technical Services Foreman Urban Administration Officer - Engineering
DEG111	KM0111	Operate and Maintain Council's Children's Services in accordance with all applicable legislative requirements	Operate and Maintain Council's Children's Services in accordance with all applicable legislative requirements	Part 6	Director Corporate and Community Services Coordinator Children's Services
DEG112	KM0112	Exercise the Powers of Council's Impounding Officer	Exercise the Powers of Council's Impounding Officer	Part 10	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger
DEG113	KM0113	Approve or refuse applications for pruning or removal of trees	Approve or refuse an application for the clearing of native vegetation under the State Environmental Planning Policy (Biodiversity and Conservation) 2021, or an application under any other applicable Environmental	Part 10	Director Technical Services Foreman Urban Manager Operations Manager Development & Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			Planning Instrument, to prune, top, lop or remove trees or vegetation either on the applicant's property or Council's property, subject to the payment of any required fee.		Building , Environment & Health Surveyor
DEG114	KM0114	Issue General Infringement/Penalty Notices for parking offences under the Local Government Act 1993 or Road Transport Act 2013	Issue General Infringement/Penalty Notices for parking offences under the Local Government Act 1993 or Road Transport Act 2013	Part 1	Director Technical Services Manager Development & Regulatory Services Ranger
DEG115	KM0115	Authorise Withdrawal of Penalty Infringement – Leniency	(a) To withdraw Penalty Infringement Notices where those notices are technically flawed. (b) To withdraw from prosecution proceedings relating to penalty infringement notices following consideration of representations. Note – Not to be the originator or signatory to the Penalty Notice.	Part 5	Director Technical Services Manager Development & Regulatory Services
DEG116	KM0116	Approve Temporary Road Closures	To approve temporary road closures where: • The temporary road closure is not more than two consecutive days. • Transport for NSW	Part 11	Director Technical Services Senior Design and Assets Engineer Manager Operations

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<p>approves the Traffic Management Plan and grants a road occupancy licence (as required).</p> <ul style="list-style-type: none"> <li>• The NSW Police approve the closure.</li> <li>• The application complies with Council's Conditions of Closure.</li> </ul>		
DEG117	KM0117	Make Sign Adjustments	<p>To undertake the following sign adjustments:</p> <ul style="list-style-type: none"> <li>• Change existing parking restriction times to Council's standard times;</li> <li>• Move existing signs to a more visible location (for example, move a sign hidden behind a tree trunk);</li> <li>• Install "repeater"/additional signs (for example, where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions).</li> <li>• Change old "No Standing" signs to "No Parking" signs as per the Australian Road Rules</li> </ul>	Part 11	Director Technical Services
DEG118	KM0118	Install and Refuse Applications in Special Use Zones	<p>To install and refuse an application for the following Special Use Zones:</p> <ul style="list-style-type: none"> <li>• Works Zones</li> <li>• Loading Zones</li> </ul>	Part 11	Director Technical Services Senior Design and Assets Engineer

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<ul style="list-style-type: none"> <li>• Mail Zones</li> <li>• Motorcycle Parking</li> <li>• Bus Zone</li> <li>• Taxi Zone</li> <li>• Police Vehicles Zone</li> <li>• Disabled Parking</li> <li>• Temporary Bus Zones (for example, railway buses).</li> </ul> <p>Approval for the installation of all these Special Use Zones will be granted only where the NSW Police agree to the installation. In addition, approval for the installation of Mail Zones will be granted only where Australia Post agree to the installation; and approval for the installation of Bus Zones will be granted where Transport for NSW agree to the installation.</p>		Manager Operations
DEG119	KM0119	Approve the Installation of Traffic Facilities	<p>To approve the installation of individual Traffic Facilities projects, where:</p> <ul style="list-style-type: none"> <li>• the individual Traffic Facility project forms part of that financial year's Traffic Facilities Program which has previously been approved.</li> <li>• after conducting a survey of local residents, the majority favours the</li> </ul>	Part 11	Director Technical Services



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			proposed traffic facility design. • Subject to compliance with any applicable Council policies.		
DEG120	KM0120	Approve the Installation of Warning Signs	To approve the installation of warning signs, where: • The definition of warning sign is as defined in the Australian Standard (AS1742.1-2021) • The proposed sign can be found in Section 3 Warning Signs of the Australian Standard (AS1742.1-2021) • The NSW Police agree with the installation.	Part 11	Director Technical Services
DEG121	KM0121	Approve or Refuse an Application for Signs across Driveways	To approve or refuse an application for signs or line marking across a driveway, where the NSW Police agree with the approval or refusal.	Part 11	Director Technical Services
DEG122	KM0122	Approve or Refuse an Application for Traffic Bollards	Approve or Refuse an Application for Traffic Bollards	Part 11	Director Technical Services
DEG123	KM0123	Approve the Construction of Vehicular Crossings and Footpath Restorations	To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.	Part 11	Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG124	KM0124	Approve the Installation of Additional Street Lighting	To approve the installation of additional street lighting facilities and associated charges.	Part 11	Director Technical Services
DEG125	KM0125	Endorse/Sign Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act 1919	<ul style="list-style-type: none"> <li>• To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919</li> <li>• To suspend the operation of any regulatory instrument in reliance upon section 3.16 of the Environmental Planning and Assessment Act 1979 and subject to any Council Policy and the Law.</li> </ul>	Part 7	General Manager Only
DEG126	KM0126	Determine Public Notification of Applications	<p>To determine public notification of applications: (a) To determine whether an application should be exempted from notification in accordance with Council policy.</p> <p>(b) To determine such persons who own land or who reside in properties that may be detrimentally affected by the development and to ensure such persons</p>	Part 7	Director Technical Services Manager Development & Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			are notified in accordance with Council's policy.		
DEG128	KM0128	Act as registered certifier in accordance with the Building and Development Certifiers Act 2018	Act as registered certifier in accordance with the Building and Development Certifiers Act 2018	Part 7	Building, Environment & Health Surveyor
DEG129	KM0129	Exercise Council's Power to Carry out Work on Private Land for an Amount fixed by Council	To exercise Council's power to carry out work on private land, subject to the consent of the owner and/or a legal right for Council to carry out the works.	Part 7	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor Ranger Foreman - Environmental Services Manager Operations
DEG130	KM0130	Authorise One-off Variations of Working Hours on Building Work Sites where the Matter is one of Public Safety	To authorise a one-off variation to the restricted hours of building works where: (a) urgent building works to be carried out; (b) large cranes have to stand on streets; (c) the loading/unloading of materials and pouring of the concrete which would otherwise cause interference to traffic; and (d) the erection or	Part 7	Director Technical Services Manager Development & Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			removal of hoarding tower cranes, awnings and the like.		
DEG133	KM0133	Manage the Council's Motor Vehicle Fleet	To control Council's motor vehicle fleet in the following matters: (a) Authority to drive; (b) Private use of vehicles; (c) Council and user records; (d) Allocation of vehicles (e) Alternative user procedures initial equipment including tyres, general maintenance and cleaning of cars.	Part 6	Director Technical Services Workshop & Plant Coordinator
DEG134	KM0134	Issue of Permits, Certificates or Approvals	To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 or related legislation; including, but not limited to: • Section 68 Approvals under the Local Government Act 1993; • all building information certificates, construction	Part 7	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			certificates, subdivision certificates, certificates of classifications and occupation certificates.		
DEG135	KM0135	Determine Extensions of Development Consent	To determine applications for extensions of time in regard to use or development consent in accordance with the provisions of the Environmental Planning and Assessment Act 1979 where the proposal generally complies with current planning controls.	Part 7	Director Technical Services Manager Development & Regulatory Services
DEG136	KM0136	Issue General Infringement/Penalty Notices relating to Local Government Act 1993	Issue General Infringement/Penalty Notices relating to Local Government Act 1993	Part 1	Director Technical Services Manager Development & Regulatory Services Environmental Health Officer
DEG137	KM0137	Issue General Infringement/Penalty Notices relating to Road Rules 2014	Issue General Infringement/Penalty Notices relating to Road Rules 2014	Part 11	Director Technical Services
DEG138	KM0138	Issue General Infringement/Penalty Notices relating to Companion Animals Act 1998	Issue General Infringement/Penalty Notices relating to Companion Animals Act 1998	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					& Health Surveyor Ranger Environmental Health Officer
DEG139	KM0139	Issue General Infringement/Penalty Notices relating to Companion Animals Regulation 2018	Issue General Infringement/Penalty Notices relating to Companion Animals Regulation 2018	Part 1	Director technical Services Manager Development & Regulatory Services Building , Environment & Health Ranger Environmental Health Officer
DEG140	KM0140	Issue General Infringement/Penalty Notices relating to Road Transport (General) Regulation 2021	Issue General Infringement/Penalty Notices relating to Road Transport (General) Regulation 2021	Part 11	Director Technical Services
DEG141	KM0141	Issue General Infringement/Penalty Notices relating to Roads Act 1993	Issue General Infringement/Penalty Notices relating to Roads Act 1993	Part 11	Director Technical Services Manager Operations
DEG142	KM0142	Issue General Infringement/Penalty Notices relating to Public Spaces (Unattended Property) Act 2021	Issue General Infringement/Penalty Notices relating to Public Spaces (Unattended Property) Act 2021	Part 1	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Ranger

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Environmental Health Officer
DEG143	KM0143	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations Act 1997	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations Act 1997	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger Environmental Health Officer
DEG144	KM0144	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Clean Air) Regulation 2022	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Clean Air) Regulation 2022	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer Ranger
DEG145	KM0145	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Noise Control) Regulation 2017	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Noise Control) Regulation 2017	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Environmental Health Officer
DEG146	KM0146	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Waste) Regulation 2014	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Waste) Regulation 2014	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Ranger Environmental Health Officer
DEG147	KM0147	Issue General Infringement/Penalty Notices relating to Swimming Pools Act 1992	Issue General Infringement/Penalty Notices relating to Swimming Pools Act 1992	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer Ranger
DEG151	KM0151	Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Act 1979	Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Act 1979	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Environmental Health Officer
DEG152	KM015 2	Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.	Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer
DEG153	KM015 3	Issue General Infringement/Penalty Notices relating to Food Act 2003	Issue General Infringement/Penalty Notices relating to Food Act 2003	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer
DEG154	KM015 4	Issue General Infringement/Penalty Notices relating to Food Regulation 2015	Issue General Infringement/Penalty Notices relating to Food Regulation 2015	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG155	KM0155	Issue General Infringement/Penalty Notices relating to Graffiti Control Act 2008 and Graffiti Control Regulation 2021	Issue General Infringement/Penalty Notices relating to Graffiti Control Act 2008 and Graffiti Control Regulation 2021	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor
DEG156	KM0156	Issue General Infringement/Penalty Notices relating to Crown Land Management Act 2016	Issue General Infringement/Penalty Notices relating to Crown Land Management Act 2016	Part 1	Director Technical Services Foreman - Environmental Services
DEG158	KM0158	Issue General Infringement/Penalty Notices relating to Public Health Act 2010	Issue General Infringement/Penalty Notices relating to Public Health Act 2010	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer
DEG159	KM0159	Issue General Infringement/Penalty Notices relating to Public Health Regulation 2022	Issue General Infringement/Penalty Notices relating to Public Health Regulation 2022	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Environmental Health Officer
DEG160	KM0160	Issue General Infringement/Penalty Notices relating to Boarding Houses Act 2012	Issue General Infringement/Penalty Notices relating to Boarding Houses Act 2012	Part 1	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer
DEG161	KM0161	Issue General Infringement/Penalty Notices relating to Roads Regulation 2018	Issue General Infringement/Penalty Notices relating to Roads Regulation 2018	Part 11	Director Technical Services Manager Operations
DEG162	KM0162	Issue General Infringement/Penalty Notices relating to Biosecurity Act 2015	Issue General Infringement/Penalty Notices relating to Biosecurity Act 2015	Part 1	Director Technical Services Manager Operations Foreman - Environmental Services Biosecurity Officer Manager Development & Regulatory Services Environmental Health Officer
DEG163	KM0163	Act on Council's behalf in all matters relating to the	(a) To act on Council's behalf in all matters relating to the administration of	Part 10	Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		Companion Animals Act 1998	Impounding contracts and service provisions in accordance with Council policy and guidelines.(b) To administer the provisions of the Companion Animals Act 1998 including the authorisation of prosecutions and consideration of appeals for leniency from on the spot fines.		Manager Development & Regulatory Services Building , Environment & Health Surveyor Environmental Health Officer Ranger
DEG167	KM0167	Approve, Refuse or Condition Applications for School/Community Groups Visitation to Council Properties	To approve, refuse or condition any application for school and community group visitation to Council owned or controlled properties.	Part 6	General Manager Only
DEG168	KM0168	Approve Applications for Charity Collections	To approve applications for charity collections in the local business district(s).	Part 6	Director Corporate and Community Services Director Technical Services
DEG169	KM0169	Order Supplies, Plant and Equipment Authorised under Requisition	To order all supplies, materials, plant, equipment and vehicles upon the issue of an appropriate authorised requisition.	Part 8	Director Technical Services Director Corporate and Community Services Manager Customer & Financial Services
DEG170	KM0170	Manage Issues relating to Numbering of Buildings	To require owners or occupiers of land on which buildings are erected and which	Part 11	Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			have frontages/entrances from roads, to mark the building, fence or road frontage with such numbers and in the manner and form that may from time to time be required.		Manager Development & Regulatory Services
DEG171	KM017 1	Approve Applications for the Removal of Vehicular Crossings	To approve or refuse applications for the removal of vehicular crossings.	Part 11	Director Technical Services
DEG172	KM017 2	Sign as Owner of Council Properties for Applications for Development/Building Consent	Sign as Owner of Council Properties for Applications for Development/Building Consent	Part 6	General Manager Only
DEG173	KM017 3	Determine the Disposal Price and Time of Council Plant and Equipment by Auction	To determine the disposal price and time of disposal for Council's plant and equipment.	Part 8	Director Technical Services Director Corporate and Community Services Workshop & Plant Coordinator Manager Customer and Financial Services
DEG174	KM017 4	Determine the Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in	Authority to: (a) approve a sale price for Council plant, equipment or vehicles by public auction, tender or trade-in if: • the best offer is more than 10% below the reserve price; and / or	Part 8	Director Technical Services Director Corporate and Community Services Workshop & Plant Coordinator

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<ul style="list-style-type: none"> <li>the reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and / or</li> <li>results from previous auctions for similar plant, equipment or vehicles has been considered</li> </ul> <p>(b) determine the reserve price and disposal method for IT equipment.</p>		
DEG175	KM0175	Approve or Refuse an Application for Road Rules 2014 Compliance Signs	To approve or refuse an application for Road Rules 2014 compliance signs (for example, 10m "No Stopping" restrictions at intersections), where the NSW Police agree with the approval or refusal.	Part 11	Director Technical Services Manager Operations
DEG176	KM0176	To Administer the Provisions of the Roads Act 1993 and Road Transport Act 2013, and any subordinate legislation, including the Road Rules 2014, as they apply to Council	To Administer the Provisions of the Roads Act 1993 and Road Transport Act 2013, and any subordinate legislation, including the Road Rules 2014, as they apply to Council, subject to any applicable standards, protocols and directions from State Government departments and/or NSW Police, and inclusive of any delegation made to	Part 11	Director Technical Services Manager Operations

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			Council and/or its officers by the State Government, a Minister, Department or Agency under such Acts or Regulations, subject to any conditions imposed on that delegation.		
DEG177	KM0177	Exercise Authority under the Roads Act 1993 in connection with the assessment of Development Applications, Construction Certificates and Complying Development Certificates	Exercise Authority under the Roads Act 1993 in connection with the assessment of Development Applications, Construction Certificates and Complying Development Certificates (a) Fix the levels of the public roads. (b) Determine levels of public roads after considering public submissions. (c) Direct restoration of road works. (d) Regulate traffic by means of barriers or notices. (e) Enter upon any land subject to the requirements of the Roads Act 1993. (f) Carry out inspections and investigations upon any land subject to the requirements of the Roads Act 1993. (g) Remove, place guard around any matter or thing within	Part 11	Director Technical Services Manager Operations

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<p>a road which in his opinion may be a danger to the public.</p> <p>(h) Direct any person causing an obstruction or danger in a road to remove such obstruction or danger (including the removal of redundant gutter crossing, kerbs and footpaths).</p> <p>(i) To approve or refuse the construction of vehicular crossings and/or restoration works.</p> <p>(j) Prevent the damage of or interface with any public road</p> <p>(k) Determine applications for hoarding permits.</p>		
DEG178	KM0178	Issue Approvals under Section 138 of the Roads Act 1993 where Public Safety is an Issue	Issue Approvals under Section 138 of the Roads Act 1993 where Public Safety is an Issue	Part 11	Director Technical Services Manager Operations
DEG181	KM0181	Approve or Refuse Applications for Construction Certificates	(a) To approve or refuse applications for Construction Certificates which comply in all respects with the requirements of the Building Code of Australia, the Local Government Act 1993, the Environmental Planning and	Part 7	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor Environmental Health Officer



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			<p>Assessment Act 1979, Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, Council's Planning Controls and Policies and do not depart from the conditions and plans of the development consent.</p> <p>(b) To refuse an application for Construction Certificate proposing the erection of a building which does not comply with the requirements of either Council's LEP, the Building Code of Australia, the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation</p>		

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			2021, there under or relevant conditions of development consent.		
DEG182	KM0182	Issue Building Information Certificates, Classification / Occupancy Certificates	To approve, refuse and sign all building information certificates and certificates of classifications and certificates of occupancies required under the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2021, Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 and/or the Building Code of Australia.	Part 7	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor Environmental Health Officer
DEG183	KM0183	Accept Structural and Mechanical Ventilation Drawings	To accept structural drawings, mechanical ventilation and other detailed drawings which comply with the requirements of the Building Code of Australia, Local Government Act 1993, the Environmental Planning and Assessment Act 1979,	Part 10	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			Environmental Planning and Assessment Regulation 2021, Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 and related Australian Standards where an Engineers certification has been submitted (by a practising Engineer or accredited certifier) certifying the design criteria used, and compliance with the relevant statutory codes.		
DEG184	KM0184	Approve Applications for Strata/Subdivision Plans	To approve applications for strata/subdivision that comply with the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2021, Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 and the relevant provisions of	Part 7	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			the Strata Schemes Development Act 2015 and associated regulations; and any development consent issued (including release of the Subdivision plans and Certificates), including signature/endorsement of linen plans.		
DEG185	KM0185	Review Notice of Determinations	<p>To review Notice of Determinations issued under delegated authority in accordance with the requirements of the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.</p> <p>Note: Reviewer is not to be original determiner or subordinate of original determiner in accordance with limitation imposed by Section 377(1)(o) of the Local</p>	Part 7	Director Technical Services Manager Development & Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			Government Act 1993.		
DEG187	KM0187	Exercise all powers of Council under the Library Act 1939	Exercise all powers of Council under the Library Act 1939	Part 6	Director Corporate and Community Services Coordinator Library Services
DEG188	KM0188	Authorise the Purchase, De-commissioning and Donation of Library Books	Authorise the Purchase, De-commissioning and Donation of Library Books	Part 6	Director Corporate and Community Services Coordinator Library Services
DEG190	KM0190	Approve the Use of Community Buses	To approve all requests for the use of Council's community buses in accordance with Council's policy and fees and to grant discounts/rebates in accordance with policy.	Part 8	Director Corporate and Community Services Coordinator Community Care
DEG191	KM0191	Approve the Consumption of Alcohol for Special Events at Council's Premises	Approve the Consumption of Alcohol for Special Events at Council's Premises	Part 6	General Manager Only
DEG192	KM0192	Perform the Functions in relation to Local Environment Plans	Perform the Functions in relation to Local Environmental Plans subject to the Minister delegating functions under Section 3.36 of the Environmental Planning and Assessment Act 1979 and subject to Council resolving to accept	Part 7	Director Technical Services Manager Development & Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			the Ministerial delegation. Only those functions identified in the Ministerial delegation may be carried out.		
DEG193	KM0193	Exercise the Powers of the State Emergency and Rescue Management Act 1989	Exercise the Powers of the State Emergency and Rescue Management Act 1989 as delegated under Section 378 of the Local Government Act 1993, to be the Chairperson of the Local Emergency Management Committee	Part 10	Director Technical Services Senior Design and Assets Engineer Coordinator Assets
DEG194	KM0194	Administer the Provisions and Functions of the Boarding House Act 2012 and associated Regulation	Administer the Provisions and Functions of the Boarding House Act 2012 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor Environmental Health Officer
DEG195	KM0195	Administer the Provisions and Functions of the Children and Young Persons (Care and Protection) Act 1998 and associated Regulation	Administer the Provisions and Functions of the Children and Young Persons (Care and Protection) Act 1998 and associated Regulation	Part 10	Director Corporate and Community Services Coordinator Children's Services Community Development Officer

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Youth Development Officer
DEG196	KM0196	Administer the Provisions and Functions of the Children (Education and Care Services National Law Application) Act 2010 and associated Regulation	Administer the Provisions and Functions of the Children (Education and Care Services National Law Application) Act 2010 and associated Regulation	Part 10	Director Corporate and Community Services Coordinator Children's Services
DEG197	KM0197	Administer the Provisions and Functions of the Community Land Development Act 2021 and associated Regulation	Administer the Provisions and Functions of the Community Land Development Act 2021 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services
DEG198	KM0198	Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation	Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Ranger
DEG199	KM0199	Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation	Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation	Part 10	Director Technical Services Director Corporate and Community Services
DEG200	KM0200	Administer the Provisions and Functions of the Crown Land Management Act 2016 and associated Regulation	Administer the Provisions and Functions of the Crown Land Management Act 2016 and associated Regulation	Part 10	Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG201	KM0201	Administer the Provisions and Functions of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.	Administer the Provisions and Functions of the Environmental Planning and Assessment Act 1979 Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.	Part 7	Director Technical Services Manager Development & Regulatory Services
DEG202	KM0202	Administer the Provisions and Functions of the Fire and Rescue NSW Act 1989 and associated Regulation	Administer the Provisions and Functions of the Fire and Rescue NSW Act 1989 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor
DEG204	KM0204	Administer the Provisions and Functions of the Food Act 2003 and associated Regulation	Administer the Provisions and Functions of the Food Act 2003 and associated Regulation	Part 10	Manager Development & Regulatory Services Building, Environment & Health Surveyor Environmental Health Officer
DEG205	KM0205	Administer the Provisions and Functions of the Government Information (Public	Administer the Provisions and Functions of the Government Information (Public	Part 3	Director Corporate and Community Services



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		Access) Act 2009 and associated Regulation	Access) Act 2009 and associated Regulation		Manager Customer & Financial Services Governance and Corporate Planning Officer. Coordinator Internal Audit, Governance and Risk
DEG206	KM0206	Administer the Provisions and Functions of the Graffiti Control Act 2008 and associated Regulation	Administer the Provisions and Functions of the Graffiti Control Act 2008 and associated Regulation	Part 10	Director Technical Services Manager Operations Foreman Urban Manager Development & Regulatory Services
DEG207	KM0207	Administer the Provisions and Functions of the Health Records and Information Privacy Act 2002 and associated Regulation	Administer the Provisions and Functions of the Health Records and Information Privacy Act 2002 and associated Regulation	Part 10	Director Corporate and Community Services Director Technical Services Governance and Corporate Planning Officer. Coordinator Internal Audit, Governance and Risk
DEG208	KM0208	Administer the Provisions and Functions of the Heritage Act 1977 and associated Regulation	Administer the Provisions and Functions of the Heritage Act 1977 and associated Regulation	Part 10	Director Technical Services Manager Development

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					& Regulatory Services
DEG209	KM0209	Administer the Provisions and Functions of the Public Spaces (Unattended Property) Act 2021 and associated Regulation	Administer the Provisions and Functions of the Public Spaces (Unattended Property) Act 2021 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Ranger Environmental Health Officer
DEG210	KM0210	Administer the Provisions and Functions of the Library Act 1939 and associated Regulation	Administer the Provisions and Functions of the Library Act 1939 and associated Regulation 2018	Part 6	Director Corporate and Community Services Coordinator Library Services
DEG211	KM0211	Administer the Provisions and Functions of the Liquor Act 2007 and associated Regulation	Administer the Provisions and Functions of the Liquor Act 2007 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor
DEG212	KM0212	Administer the Provisions and Functions of the Local Government Act 1993	Administer the Provisions and Functions of the Local Government Act 1993	Part 10	Director Technical Services Director Corporate and Community Services Manager Customer & Financial Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG213	KM0213	Administer the Provisions and Functions of the Local Government (General) Regulation 2021	Administer the Provisions and Functions of the Local Government (General) Regulation 2021	Part 10	Director Technical Services Director Corporate and Community Services Manager Customer & Financial Services
DEG214	KM0214	Administer the Provisions and Functions of the Native Title (New South Wales) Act 1994 and associated Regulation and Native Title Act 1993 (Cth)	Administer the Provisions and Functions of the Native Title (New South Wales) Act 1994 and associated Regulation together with the Native Title Act 1993 (Cth) to the extent of any inconsistency	Part 10	Director Technical Services Manager Operations Foreman - Environmental Service
DEG215	KM0215	Administer the Provisions and Functions of the Plumbing and Drainage Act 2011 and associated Regulation	Administer the Provisions and Functions of the Plumbing and Drainage Act 2011 and associated Regulation	Part 7	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor
DEG216	KM0216	Administer the Provisions and Functions of the Privacy and Personal Information Protection Act 1998 and associated Regulation	Administer the Provisions and Functions of the Privacy and Personal Information Protection Act 1998 and associated Regulation	Part 3	Director Corporate and Community Services Manager Customer & Financial Services Governance and Corporate

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Planning Officer. Coordinator Internal Audit, Governance and Risk
DEG217	KM0217	Administer the Provisions and Functions of the Protection of the Environment Operations Act 1997 and associated Regulations	Administer the Provisions and Functions of the Protection of the Environment Operations Act 1997 and associated Regulations	Part 7	Director Technical Services Manager Development & Regulatory Services Environmental Health Officer
DEG218	KM0218	Administer the Provisions and Functions of the Public Health Act 2010 and associated Regulation	Administer the Provisions and Functions of the Public Health Act 2010 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor Environmental Health Officer
DEG219	KM0219	Administer the Provisions and Functions of the Radiocommunications Act 1992 (Cth) and associated Regulation	Administer the Provisions and Functions of the Radiocommunications Act 1992 (Cth) and associated Regulation	Part 10	Director Technical Services
DEG222	KM0222	Administer the Provisions and Functions of the Road Transport Act 2013 and Road Transport (General) Regulation 2021	Administer the Provisions and Functions of the Road Transport Act 2013 and Road Transport (General) Regulation 2021	Part 11	Director Technical Services Manager Operations

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG223	KM0223	Administer the Provisions and Functions of the Rural Fires Act 1997 and associated Regulation	Administer the Provisions and Functions of the Rural Fires Act 1997 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Manager Operations
DEG224	KM0224	Administer the Provisions and Functions of the State Emergency and Rescue Management Act 1989 and associated Regulation	Administer the Provisions and Functions of the State Emergency and Rescue Management Act 1989 and associated Regulation	Part 10	Director Technical Services Senior Design and Assets Engineer Coordinator Assets
DEG225	KM0225	Administer the Provisions and Functions of the State Records Act 1998 and associated Regulation	Administer the Provisions and Functions of the State Records Act 1998 and associated Regulation	Part 3	Director Corporate and Community Services Coordinator Internal Audit, Governance and Risk Governance and Corporate Planning Officer.
DEG226	KM0226	Administer the Provisions and Functions of the Swimming Pools Act 1992 and Swimming Pools Regulation 2018	Administer the Provisions and Functions of the Swimming Pools Act 1992 and Swimming Pools Regulation 2018	Part 10	Director Technical Services Manager Development & Regulatory Services Building, Environment & Health Surveyor Environmental Health Officer

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG227	KM0227	Administer the Provisions and Functions of the Unclaimed Money Act 1995 and associated Regulation	Administer the Provisions and Functions of the Unclaimed Money Act 1995 and associated Regulation	Part 10	Director Corporate and Community Services Manager Customer & Financial Services
DEG228	KM0228	Administer the Provisions and Functions of the Waste Avoidance and Resource Recovery Act 2001 and associated Regulation	Administer the Provisions and Functions of the Waste Avoidance and Resource Recovery Act 2001 and associated Regulation	Part 10	Director Technical Services Manager Operations Coordinator Assets
DEG229	KM0229	Administer the Provisions and Functions of the Water Management Act 2000 and associated Regulation	Administer the Provisions and Functions of the Water Management Act 2000 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Building , Environment & Health Surveyor Foreman - Environmental Services Coordinator Assets Manager Operations
DEG230	KM0230	Administer the Provisions and Functions of the Work Health and Safety Act 2011 and associated Regulation	Administer the Provisions and Functions of the Work Health and Safety Act 2011 and associated Regulation	Part 10	All staff
DEG231	KM0231	Administer the Provisions and Functions of the Workers	Administer the Provisions and Functions of the Workers	Part 10	Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		Compensation Act 1987 and associated Regulation	Compensation Act 1987 and associated Regulation		Coordinator Human Resources
DEG232	KM023 2	Administer the Provisions and Functions of the Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation	Administer the Provisions and Functions of the Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation	Part 10	Director Technical Services Coordinator Human Resources
DEG233	KM023 3	Administer the Provisions and Functions of the Biosecurity Act 2015 and associated Regulation	Administer the Provisions and Functions of the Biosecurity Act 2015 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Foreman - Environmental Services Biosecurity Officer Environmental Health Officer
DEG234	KM023 4	Administer the Provisions and Functions of the Public Interest Disclosures Act 2022 and associated Regulation	Administer the Provisions and Functions of the Public Interest Disclosures Act 2022 and associated Regulation	Part 10	Director Corporate and Community Services Coordinator Internal Audit, Governance and Risk
DEG235	KM023 5	Administer the Provisions and Functions of the Building and Development Certifiers Act 2018 and associated Regulation	Administer the Provisions and Functions of the Building and Development Certifiers Act 2018 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Building, Environment

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					& Health Surveyor
DEG236	KM0236	Administer the Provisions and Functions of the Biodiversity Conservation Act 2016 and associated Regulation	Administer the Provisions and Functions of the Biodiversity Conservation Act 2016 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services Foreman - Environmental Services Manager Operations
DEG237	KM0237	Administer the Provisions and Functions of the Recreation Vehicles Act 1983 and associated Regulation	Administer the Provisions and Functions of the Recreation Vehicles Act 1983 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services
DEG238	KM0238	Administer the Provisions and Functions of the State Emergency Service Act 1989 and associated Regulation	Administer the Provisions and Functions of the State Emergency Service Act 1989 and associated Regulation	Part 10	Director Technical Services Foreman Environmental Services Coordinator Assets
DEG239	KM0239	Administer the Provisions and Functions of the Strata Schemes Development Act 2015 and Strata Schemes Development Regulation 2016	Administer the Provisions and Functions of the Strata Schemes Development Act 2015 and Strata Schemes Development Regulation 2016	Part 10	Director Technical Services Manager Development & Regulatory Services
DEG240	KM0240	Administer the Provisions and Functions of the Community Land Management Act	Administer the Provisions and Functions of the Community Land Management Act	Part 10	Director Technical Services Manager Operations



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		2021 and associated Regulation	2021 and associated Regulation		
DEG241	KM024 1	Administer the Provisions and Functions of the Contaminated Land Management Act 1997 and associated Regulation	Administer the Provisions and Functions of the Contaminated Land Management Act 1997 and associated Regulation	Part 10	Manager Operations Director Technical Services Coordinator Assets
DEG242	KM024 2	Administer the Provisions and Functions of the Cemeteries and Crematoria Act 2013 and associated Regulation	Administer the Provisions and Functions of the Cemeteries and Crematoria Act 2013 and associated Regulation	Part 10	Director Technical Services Manager Operations Foreman Urban Administration Officer - Engineering
DEG243	KM024 3	Administer the Provisions and Functions of the Fines Act 1996 and associated Regulation	Administer the Provisions and Functions of the Fines Act 1996 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services
DEG244	KM024 4	Administer the Provisions and Functions of the Heavy Vehicle National Law (NSW) and associated Regulation	Administer the Provisions and Functions of the Heavy Vehicle National Law (NSW) and associated Regulation	Part 10	Director Technical Services Manager Operations Assets and Engineering Services Project Officer Assets Administration Officer
DEG245	KM024 5	Administer the Provisions and Functions of the Land Acquisition (Just Terms Compensation) Act	Administer the Provisions and Functions of the Land Acquisition (Just Terms Compensation)	Part 10	General Manager Only

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		1991 and associated Regulation	Act 1991 and associated Regulation		
DEG246	KM0246	Administer the Provisions and Functions of the Land and Environment Court Act 1979 and associated Regulation	Administer the Provisions and Functions of the Land and Environment Court Act 1979 and associated Regulation	Part 10	Director Technical Services Manager Development & Regulatory Services
DEG248	KM0248	Administer the Provisions and Functions of the Ombudsman Act 1974 and associated Regulation	Administer the Provisions and Functions of the Ombudsman Act 1974 and associated Regulation	Part 10	Director Corporate and Community Services
DEG249	KM0249	Administer the Provisions and Functions of the Public Works and Procurement Act 1912 and associated Regulation	Administer the Provisions and Functions of the Public Works and Procurement Act 1912 and associated Regulation	Part 10	Director Technical Services Manager Operations
DEG250	KM0250	Administer the Provisions and Functions of the Real Property Act 1900 and associated Regulation	Administer the Provisions and Functions of the Real Property Act 1900 and associated Regulation	Part 10	Director Technical Services Director Corporate and Community Services
DEG251	KM0251	Administer the Provisions and Functions of the Protection of the Environment Operations (Clean Air) Regulation 2022	Administer the Provisions and Functions of the Protection of the Environment Operations (Clean Air) Regulation 2022	Part 7	Manager Development & Regulatory Services Building, Environment & Health Surveyor Environmental Health Officer
DEG252	KM0252	Administer the Provisions and Functions of the	Administer the Provisions and Functions of the	Part 7	Director Technical Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
		Protection of the Environment Operations (Waste) Regulation 2014	Protection of the Environment Operations (Waste) Regulation 2014		Manager Development & Regulatory Services Environmental Health Officer
DEG259	KM0259	Authority to exercise and/or perform on behalf of the Council the Council's delegable functions as an airport operator and/or an aviation industry participant under the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005	Authority to exercise and/or perform on behalf of the Council the Council's delegable functions as an airport operator and/or an aviation industry participant under the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005	Part 6	Director Technical Services Foreman Urban Manager Operations
DEG260	KM0260	Authority on behalf of the Council as an aviation industry participant to undertake all functions in relation to a transport security program in accordance with Part 2 of the Aviation Transport Security Act 2004 and in particular sections 18, 22, 23A and 26A.	Authority on behalf of the Council as an aviation industry participant to undertake all functions in relation to a transport security program in accordance with Part 2 of the Aviation Transport Security Act 2004 and in particular sections 18, 22, 23A and 26A.	Part 6	Manager Operations Director Technical Services Foreman Urban
DEG261	KM261	Administer the Provisions and Functions of the Road Rules 2014	Administer the Provisions and Functions of the Road Rules 2014	Part 11	Director Technical Services Coordinator Rural Foreman Urban Manager Operations

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG263	KM0263	Administer the Provisions and Functions of the Children's Guardian Act 2019 and associated Regulation	Administer the Provisions and Functions of the Children's Guardian Act 2019 and associated Regulation	Part 10	Director Corporate and Community Services Coordinator Children's Services Coordinator Human Resources
DEG264	KM0264	Administer the Provisions and Functions of the Surveying and Spatial Information Act 2002	Administer the Provisions and Functions of the Surveying and Spatial Information Act 2002	Part 10	Director Technical Services Manager Development and Regulatory Services GIS Officer
DEG266	KM0266	Administer the Community Land Development Act 2021	Administer the Community Land Development Act 2021	Part 10	Director Technical Services Manager Operations
DEG267	KM0267	Administer the Design and Building Practitioners Act 2020	Administer the Design and Building Practitioners Act 2020	Part 10	Director Technical Services Manager Development and Regulatory Services
DEG268	KM0268	Administer the Provisions and Functions of the Disability Inclusion Act 2014	Administer the Provisions and Functions of the Disability Inclusion Act 2014	Part 10	Director Corporate and Community Services Manager Developments and Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG269	KM0269	Administer the Provisions and Functions of the Annual Holidays Act 1944 and Annual Holidays Regulation 2021	Administer the Provisions and Functions of the Annual Holidays Act 1944 and Annual Holidays Regulation 2021	Part 10	General Manager only
DEG270	KM0270	Consider and approve or decline a written request by an applicant for an exception from a development standard (variation) under clause 4.6 of Council's Local Environmental Plan	Consider and approve or decline a written request by an applicant for an exception from a development standard (variation) under clause 4.6 of Council's Local Environmental Plan	Part 7	Director Technical Services Manager Development and Regulatory Services
DEG271	KM0271	Installation of IT surveillance and Tracking surveillance and the operation and retrieval of their footage and data	Installation of IT surveillance and Tracking surveillance and the operation and retrieval of their footage and data in accordance with, but not limited to, the following legislation:- (a) Surveillance Devices Act 2007; (b) Workplace Surveillance Act 2005.	Part 6	General Manager only
DEG272	KM0272	Installation and operation of body worn cameras and the retrieval of their footage	Installation and operation of body worn cameras and the retrieval of their footage in accordance with Surveillance Devices Act 2007	Part 6	Director Technical Services Director Corporate and Community Services
DEG273	KM0273	Funding agreements	To submit any funding applications and/or execute any documents associated with funding applications	Part 2	Director Technical Services Director Corporate and

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			made for and on behalf of Council for funding from State Government, Federal Government or any third parties		Community Services
DEG274	KM0274	Firearms	To use a firearm in the course of employment by Council (and strictly in accordance with any limitations or directions contained within the delegate's employment contract and/or position description) where the delegate is exercising a power or function of Council, and subject to holding an appropriate licence/permit and complying with the Firearms Act 1996 and the Firearms Regulation 2017	Part 6	General Manager only Coordinator Rural Ranger
DEG275	KM0275	Administer the provisions and functions of the Modern Slavery Act 2018	Administer the provisions and functions of the Modern Slavery Act 2018	Part 10	Director Corporate and Community Director Technical Services
DEG276	KM0276	Administer the provisions and functions of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021	Administer the provisions and functions of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021	Part 10	Director Technical Services Manager Development and Regulatory Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG277	BSC001	Authorise Expenditure - Limit up to \$1,000.00	To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$1,000.00		WHS Officer Administration Officer – CSU Risk & Insurance Officer
DEG278	BSC004	Authorise Expenditure - Limit up to \$5,000	To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$5,000.00		Coordinator Rural Foreman Rural Foreman Environmental Services Foreman Urban Building , Environment & Health Surveyor Engineer Technical Services Coordinator Purchasing Officer Coordinator Internal Audit Governance and Risk Executive Assistant Coordinator Human Resources Media and Communications Officer Community

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
					Development Officer Assets & Engineering Services Projects Officer Administration Officer - Engineering Coordinator Assets Ranger Coordinator Community Care Senior Early Childhood Teacher Coordinator Children's Services Coordinator Library Services Coordinator Financial Services Systems Administration Officer Workshop Foreman Senior Fitter & Welder
DEG280	BSC006	Authorise Expenditure - Limit up to \$25,000	To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of		Senior Design and Assets Engineer Workshop & Plant Coordinator



Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			other delegations, and in accordance with Council policies. Limit up to \$25,000.00		
DEG281	BSC007	Authorise Expenditure - Limit up to \$50,000	To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$50,000.00		Manager Development & Regulatory Services Manager Operations Manager Customer & Financial Services
DEG282	BSC008	Authorise Expenditure - Limit up to \$250,000	To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$250,000.00		Director Technical Services Director Corporate and Community Services
DEG283	BSC009	Authorise Expenditure - Limit up to \$1,000,000	To commit and authorise expenditure within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies. Limit up to \$1,000,000.00		General Manager Only

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
DEG284	BSC011	Authorise Expenditure	To authorise any committed expenditure within the area of operation and adopted budget, subject to the limitations of other delegations, and in accordance with Council policies.		General Manager Only
DEG285	BSC015	Corporate Credit Card	To hold a corporate credit card and use within approved limit in accordance with relevant guidelines and council policies.		Director Technical Services Director Corporate and Community Services Executive Assistant Coordinator Human Resources Workshop & Plant Coordinator Coordinator Children's Services Mayor Purchasing Officer Systems Administration Officer Coordinator Internal Audit, Governance and Risk
DEG286	BSC016	Obtain Quotations	To obtain quotations for goods, works and services required for the functioning of the Council and to incur expenditure for such	Part 8	Senior Finance Officer Accounting Officer Administration Officer

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; b) or the incurring of such expenditure is otherwise authorised as per Council's policy; and c) the delegate not accepting tenders which are required by the Local Government Act 1993 to be invited by Council.		Customer Service Officer Governance and Corporate Planning Officer
DEG287	BSC017	Write-Off Uncollectable Debt (for Charges and Sundry Debtors)	To authorise the writing off of uncollectable debts (for charges and sundry debtors) up to a maximum amount of \$500.	Part 9	Director Corporate and Community Services Manager Customer and Financial Services Finance Officer - Revenue
DEG288	BSC018	Provide a Reference to a Potential Employer	To provide a reference to a potential employer with the consent of a current or former employee: (a) Verbal references can be provided to a	Part 4	Manager Development & Regulatory Services Director Corporate and Community Services

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.
			potential employer. Without the consent of a current or former employee the only information that can be provided to a potential employer, is confirmation that the person has worked for Council, the duration of that work and the position occupied during that time.		Coordinator Library Services Community Development Officer Coordinator Children's Services Senior Early Childhood Teacher Coordinator Community Care Coordinator Human Resources Workshop & Plant Coordinator Director Technical Services Coordinator Rural Foreman Urban Foreman Rural Assets Coordinator Manager Customer & Financial Services Coordinator Financial Services Manager Operations Building Maintenance Officer

Delegation	Law Firm Code	Delegation Name	Delegation Description	Category Code	Position No.

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## 6.6 Policy Review – Fraud Control Policy



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

*DP12.4 Review and implement Council policies and comply with WHS and Risk Management requirements*

**Author:** Coordinator Internal Audit, Governance and Risk

### **Introduction**

Council has established a Fraud Control Policy that was last endorsed in June 2022. Guidance from the NSW Audit Office has recommended that this Policy be reviewed every two years to ensure that it is up to date and managing the current risk profile of Fraud.

The Policy is supported by a Fraud Control Plan, provided in confidential papers to Councillors in accordance with the *Local Government Act 1993* s10A(2)(f) as it contains matters affecting the security of the council, councillors, council staff or council property. This plan is not for Council endorsement as it relates to operational staffing matters, but is provided to Councillors for information to support consideration of the Fraud Control Policy.

### **Financial Implications**

There are no unbudgeted financial implications arising from the recommendation in this report.

### **Risk Implications**

A Fraud Control Policy sets the leadership and culture of Council's approach to Fraud Control and is a necessary element of reducing the risk of Fraud at Bland Shire. The NSW Audit Office Fraud Control Improvement Kit has been used to develop a comprehensive policy and framework for managing the 10 attributes of effective Fraud Control.

There are limited changes to the previously endorsed policy proposed in this report. The proposed changes to the Policy are made for clarity.

### **Summary**

This report recommends that Council endorse the revised Fraud Control Policy.

Attachments:

1. Revised Fraud Control Policy

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### **Recommendation:**

That Council adopts the revised Fraud Control Policy.

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# POLICY STATEMENT

# DRAFT

## FRAUD CONTROL POLICY

### AUTHORISATION

<b>POLICY TYPE:</b> <i>(Council or Operational)</i>	Council
<b>POLICY LOCATION:</b> <i>(eg. Corporate, Engineering, etc.)</i>	Governance & 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>	Manex
<b>DATE ADOPTED:</b>	
<b>ADOPTED BY:</b> <i>(Manex or Council)</i>	Council
<b>MINUTE NO:</b> <i>(If required)</i>	
<b>REVIEW DUE DATE:</b> <i>(Four years unless statutorily required sooner)</i>	December 2026
<b>REVISION NUMBER:</b>	4
<b>RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN</b>	This Policy supports Council's Delivery Program Strategy 13.2 Develop, implement and promote best practice governance policies and procedures.

### 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>
4	August 2024	Updated information in line with legislative and Australian Standards change	Director Corporate and Community
3	July 2022	Reformat and updated information	Governance & IP&R Officer
2	16 June 2020		
1	16 May 2018		
0	24 August 2010		

### REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other

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. Policy Statement:**

Fraud prevention is about working and managing better to ensure honesty, professionalism and fairness in all our dealings. Fraud control is the responsibility of all staff; staff play an essential part in managing our potential exposure to fraudulent activity by ensuring that they behave in an ethical way consistent with the Code of Conduct and reporting any incidents of suspected fraud.

The 2024 Bland Shire Council Fraud Control Plan contains a risk assessment of its identified fraud risks and outlines the activities that the Council is undertaking to ensure fraudulent activity is minimised.

Council has followed the Audit Office's Fraud Control Framework from its Fraud Control Improvement Kit in developing its approach to ensure that its commitment to managing fraud risks is embedded in the organisation's culture and is integrated within the core business of Council.

The fraud control framework has ten key attributes, being:

- Leadership
- Ethical framework
- Responsibility structures
- Fraud control policy
- Prevention systems
- Fraud awareness
- Third party management systems
- Notification systems
- Detection systems
- Investigation systems.

In accordance with the *Public Interest Disclosures Act 2022*, any person who reports a suspected incident of fraud can be assured that any information that they provide will be treated confidentially and followed up diligently. Further information is available in Council's Public Interest Disclosure Policy.

The act of committing fraud within Bland Shire Council is a very serious matter. Any such acts will be dealt with thoroughly within existing legislative arrangements. This includes reporting cases of fraud to the NSW Police and ICAC for investigation and prosecution under State legislation as appropriate.

All Staff must ensure that incidences of fraud in Council are prevented. All instances of suspected fraud should be reported to the General Manager without delay.

## **2. Background:**

Council is committed to a work environment that is resistant to fraud and is dedicated to implementing effective measures to minimise fraud risks. The Council does not tolerate fraudulent behaviour and will take appropriate action against those who have participated in such behaviour and those who allowed it to occur.



### 3. Objectives:

The main objectives of this document are:

1. To demonstrate the commitment of the Councillors, General Manager, Directors and all staff to combat fraud.
2. To establish the responsibilities for managers and staff in relation to fraud control.
3. To ensure existing policies and procedures aimed at encouraging ethical behaviour and combating fraud are integrated in an holistic framework.

### 4. Definitions:

#### 4.1 Fraud

The Australian Standard AS8001-2021 definition of fraud is:

*“Dishonest activity causing actual or potential loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.”*

This also includes the intellectual property and other intangibles, such as information, deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

While conduct must be dishonest for it to meet the definition of “fraud” the conduct need not necessarily represent a breach of the criminal law.

The concept of fraud can involve fraudulent conduct by internal and/or external parties targeting the organisation or fraudulent or corrupt conduct by the organisation itself targeting external parties.

#### 4.2 Council officer

Where used in this document, the term “council officer” refers to:

- Councillors;
- Council staff;
- Individuals who are engaged as contractors working for the Council; and
- Other people who perform public official functions for the council such as volunteers.

### 5. Framework for Fraud Control:

The fraud control framework has ten key attributes which sit within the themes of prevention, detection and response.

Details of these attributes and Council’s strategy for implementing this framework to counter the identified fraud risks at Bland Shire Council are set out below.

#### A. Leadership

A successful fraud control framework is led by a committed and accountable leadership team to provide the organisation with a model to follow.

The General Manager and Directors at Bland Shire Council are both demonstratively committed to the organisation’s fraud control activities and are directly accountable and responsible for fraud control.

## **B. Ethical Framework**

An organisation's fraud control framework is part of a much bigger ethical framework that guides the values of the organisation and provides standards of behaviour and decision making.

Council's Code of Conduct guides Councillors, employees, contractors and volunteers in what is accepted practice and behaviour and sets our ethical standards at a level above the law.

Council's values also reinforce ethical behaviour.

Council officers will always:

- Act with fairness;
- Act with honesty and integrity;
- Act openly.

Council recognises that fraud prevention requires the maintenance of an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of accepted standards.

Managers must be mindful of their responsibility to foster and develop in their areas the highest standards of ethical behaviour and commitment to a highly ethical workforce culture.

## **C. Responsibility Structures**

Council has introduced a structure that ensures that there is clear accountability and responsibility for the implementation and monitoring of the Fraud Control Plan, as well as all supporting policies, procedures and initiatives. It is also important that all staff know this accountability and that there is a common understanding that everyone in the Council has a key role to play in effective fraud control management.

The **General Manager** is responsible for the corporate governance of Council and has overall responsibility for fraud control. The General Manager is the Fraud Control Officer.

The **Audit Risk and Improvement Committee** is responsible for the ongoing monitoring and review of the fraud control framework, including the actions agreed to in this Fraud Control Plan.

**Management** must exhibit to staff and clients a genuine and strong commitment to fraud control, and to good practices. They are responsible for identifying and managing individual fraud risks across the organisation, and for implementing the treatments identified in this Fraud Control Plan.

Management must also adopt a firm approach to dealing with fraudulent activity and penalising unacceptable behaviours, to retain the commitment of honest staff and to deter those who may be tempted to commit fraud. With the risk of detection, the severity of punishment must be seen to outweigh the possible gains from fraud.

The Council's **Corporate Services Team** is responsible for ensuring that the appropriate processes are in place to ensure that the risk of fraud in Council is well managed.

**All Employees** have the responsibility of reporting any fraudulent activity within Council that they become aware of or suspect. Reporting can be done through line management or the Fraud Control Officer. All employees are encouraged to become familiar with the Fraud Control Plan and contribute to its effective implementation, thereby assisting in minimising the incidence of fraud against Council.

Fraud risk management will form part of the business planning at Bland Shire and will contribute to business performance through minimisation of Council risks. It provides senior management and the Audit Risk and Improvement Committee with solid evidence that fraud risk management is occurring within Council.

**D. Fraud Control Policy**

The Council's fraud control policy is the overarching document setting the framework for the Fraud Control Plan and is supplemented by the Council's Code of Conduct, Procurement Policy and Public Interest Disclosures Policy.

**E. Prevention Systems**

Council undertakes a Fraud Risk Assessment which will quantify the level, nature and form of the risks to be managed and leads to the identification of actions to mitigate the risks identified. These fraud risk assessments will be undertaken at least once every two years.

The risk ratings are in accordance with Council's Enterprise Risk Management Policy and associated procedures,

Key controls must be listed against each individual risk. The list of controls is not intended to be an exhaustive list of the controls in place. The controls listed represent those controls which together form the framework for controlling the sources of each individual risk.

Assessments regarding the effectiveness of each control in mitigating the risks have been determined based on the views of key staff and our experience with similar environments. Overall risk ratings have also been determined in this way.

Council will be constantly improve on its fraud control activities including the regular review of both this Plan and the associated Risk Assessment as well as facilitating the employment of staff who possess values similar to those of the organisation and the means to ensure protection of its information technology.

**6. Fraud awareness**

Council aims to ensure that all employees understand the ethical behaviour required of them in the workplace and that adequate training programs are in place and briefings are conducted covering ethical behaviour and fraud and corruption risks. The extent of training may relate to the duties performed by individual staff. Those in senior positions of operating areas considered more susceptible to fraud and corruption may receive training that is more involved.

The types of training and briefings would include:

- Code of Conduct training and briefings to be included in Council induction programs for new staff, temporary staff, contractors etc.
- Public interest disclosures training
- Emails from the General Manager highlighting relevant policy changes
- Fraud prevention training for key staff in high risk areas.

Additionally, Council will also ensure that its customers, the community and its contractors understand that Council will not tolerate fraudulent or corrupt behaviour in its dealings with them and that they are aware of the consequences of such behaviour. In this regard, Council's Fraud Control Policy and Procurement Policy are available on Council's website to reinforce its message.

#### **7. Third party management systems**

Where services are being provided by third parties, Council must ensure that there are clear lines of accountability to those with responsibility for managing fraud as well as raising awareness of fraud committed by and against third parties.

Council will therefore, on a risk basis:

- Provide specific training for those staff responsible for dealing with contractors and third parties;
- Ensure that the contractors and third parties with which the Council conducts business, have the highest levels of fraud awareness including structured checking of third party processes; and
- Communicate to contractors and third parties that Council will not tolerate fraudulent activities, including use and promotion of its Procurement Policy.

#### **8. Notification Systems**

Employees and those outside of the Council are encouraged to report any incidents of unethical behaviour including fraud.

Council will ensure that policies and procedures are in place to encourage the reporting of suspect behaviours and those employees who do so can have their identity protected and are protected from reprisals. This protection is legislated in the *Public Interest Disclosures Act 2022*. Such disclosures can also be made externally to investigating authorities, the details of which are contained in the Council's Public Interest Disclosures Policy.

#### **9. Detection systems**

Council will implement adequate detection systems to monitor data and identify irregularities and warning signals. In addition to management's own monitoring and review, the Council has established a plan of risk based internal audits to provide assurance on the effectiveness of internal controls established by management including those to prevent and detect fraud.

As part of this process:

- Available data will be thoroughly monitored and reviewed to ensure that irregularities and warning signals are picked up at a very early stage and flagged for further detailed review.

- Audits regularly examine samples of medium and high-risk financial decision making across the organisation; and
- Outcomes of audits are reported to executive management on a regular basis.

#### **10. Investigation systems**

Council will appoint internal resources for the initial investigation of reported or detected instances of fraud against it, except where it must be referred to another agency. The internal fraud investigator will provide a report recommending further actions.

For the purposes of this policy, the internal fraud investigator is Council's Director Corporate and Community Services or their delegate.

Where the initial investigation discloses a complex situation beyond Council's capability to investigate, the matter will be referred to the Police and/or ICAC for further investigation. In this instance Council will have little control of the investigation process (including timing and resources) once the investigation has been handed over.

The Internal Fraud Investigator will be the operational liaison point with the relevant authority.

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

- Access to Information Policy
- Code of Conduct
- Complaints Handling Policy
- Enforcement Policy
- Fraud Control Plan
- Gathering Information Policy
- Public Interest Disclosure Policy
- Procurement Policy
- Delegations Register
- Tenders and Contract Management Procedure
- Payment of Expenses and Provision of Facilities to Councillors Policy
- Risk Management Policy

### **G. Attachments:**

Nil.

## 6.7 Policy Review - Public Interest Disclosures



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

*DP12.4 Review and implement Council policies and comply with WHS and Risk Management requirements*

**Author:** Coordinator Internal Audit, Governance and Risk

### **Introduction**

The *Public Interest Disclosures Act 2022* ('**PID Act**') is the NSW legislative framework governing protections available to people who report wrongdoing. This is commonly referred to as 'whistleblower protections'. Under the PID Act, Council must have a current PID Policy, which takes into account the provisions of a model code. Council has an existing Policy that is due for review and is the subject of this report.

There are three types of Public Interest Disclosures ('**PIDs**') that Council should have clear systems to deal with in the policy:

#### 1. Voluntary PID

A voluntary PID Report is the most common form of a PID. A voluntary PID is made when any public official reports information that honestly, and on reasonable grounds, they believe shows or tends to show serious wrongdoing.

#### 2. Mandatory PID

A mandatory PID occurs when a public official is bound to report serious wrongdoing by the nature of their role (e.g. ICAC s 11 reports by the General Manager).

#### 3. Witness PID

A witness PID arises when a person provides information during an ongoing investigation.

Serious wrongdoing is defined in the PID Act as:-

- Corrupt conduct
- Serious maladministration
- Government information contravention
- Local government pecuniary interest contravention
- A privacy contravention
- A serious and substantial waste of public money.

### **Financial Implications**

There are no unbudgeted financial implications arising from the recommendation in this report.

### **Risk Implications**

There are wide legal protections for makers of PIDs, such as the legal right to protection from detrimental action, the right to seek an injunction from certain actions and the right to compensation if detrimental action occurs. Primarily, the revised policy aims to provide controls that limit the risk of detrimental action occurring to a person resulting from their PID. It is a criminal offence to do any act or omission that negatively affects a person who has made a PID as a result of their PID. The PID Act creates a duty on Council to ensure that there is an effective policy framework to manage PIDs. There is a risk that Council may incur liability if it does not handle a PID appropriately.

Council should note that Bland Shire Council, like most small rural councils has had very few PIDs since the PID Act was first introduced in 1994, however guidance from the NSW ICAC and NSW Ombudsman has recently suggested that zero PIDs over a long period is not an effective indicator of a corruption-free organisation, but an indicator that there may be poor reporting frameworks. To manage this risk, following Council endorsement of the Policy, additional staff communications and training will be established to communicate the PID Framework and encourage a 'speak up' culture.

### **Summary**

This report recommends that Council endorse the revised Public Interest Disclosure Policy for public exhibition.

### **Attachments:**

Revised Public Interest Disclosures Policy

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### **Recommendation:**

1. That, Council endorses the revised Public Interest Disclosure Policy and places the Policy on public exhibition for a period of 28 days commencing 17 April 2025.
  2. Should there be comments received from the community on the proposed amendments to the revised Public Interest Disclosure Policy, a further report be prepared and presented to Council.
  3. That should no submissions on the Policy be received during the Public Exhibition Period, that Council adopts the revised Public Interest Disclosure Policy.
-

## POLICY STATEMENT

# Public Interest Disclosure (PID) Policy

### AUTHORISATION

<b>POLICY TYPE:</b> <i>(Council or Operational)</i>	Council
<b>POLICY LOCATION:</b> <i>(eg. Corporate, Engineering, etc.)</i>	Governance
<b>RESPONSIBLE OFFICER:</b>	Director Corporate and Community Services
<b>AUTHORISED BY:</b> <i>(GM or Director Title)</i>	General Manager
<b>DATE ADOPTED:</b>	17 October 2023
<b>ADOPTED BY:</b>	Council
<b>MINUTE NO:</b> <i>(If required)</i>	10102023
<b>REVIEW DUE DATE:</b>	September 2024
<b>REVISION NUMBER:</b>	3
<b>RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN</b>	CSP Objective 13 - Plans and Policies provide open and transparent information. DP13.2 – Develop, implement and promote best practice governance policies and procedures.

### DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
4	10/03/2025	Minor typographical amendments and review of appendix positions	Coordinator Internal Audit, Governance and Risk
3	1/10/23	Amendments following changes to legislation to incorporate Model Policy elements	Director Corporate and Community Services
2	25/3/21	Inclusion of additional disclosure officer Adapt to new policy framework template	Governance and Integrated Planning Officer
1	22/6/2020	Policy Drafted and Adopted	Director Corporate and Community Services

### REVIEW OF THIS POLICY

This Policy will be reviewed within Twelve months 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.

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## **Purpose**

All agencies in NSW are required to have a Public Interest Disclosure (**PID**) Policy under section 42 of the *Public Interest Disclosures Act 2022* (**PID Act**).

At Bland Shire Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- how Bland Shire Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

This policy should be read in conjunction with Bland Shire Council's Model Code of Conduct, Bullying and Harassment Policy, Complaints Handling Policy, Enterprise Risk Management Framework, Fraud Control Policy, Grievance – Disputes Policy and their associated procedures.

This policy replaced Council's Internal Reporting Policy when adopted in October 2023.

## **Accessibility of this policy**

This policy is available on Bland Shire's publicly available website as well as on the staff intranet home page and Council's Records Management System - Magiq. A copy of the policy is also sent to all staff of Bland Shire Council on their commencement. A hard copy of the policy can be requested from Council's Director Corporate and Community Services.

## **Who does this policy apply to?**

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by an agency or otherwise in the service of an agency
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate

- an individual in the service of the Crown
- a statutory officer
- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer, including Committee members.
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (**MP**), including a Minister
- a person employed under the *Members of Parliament Staff Act 2013*.

The General Manager, Disclosures Coordinator (Director Corporate and Community Services), other nominated disclosure officers and managers within Bland Shire Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Bland Shire Council may use this policy if they want information on who they can report wrongdoing to within Bland Shire Council.

### **Who does this policy not apply to?**

This policy does not apply to:

- people who have received services from an agency and want to make a complaint about those services
- people, such as contractors, who provide services to an agency. For example, employees of a company that sold computer software to an agency.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

However, you can still make a complaint to Bland Shire Council through Council's Code of Conduct or Complaints Management policies and procedures.

You can also make a complaint directly to the General Manager as follows:

*General Manager  
Bland Shire Council  
6 Shire Street  
West Wyalong NSW 2671*

### **Compliance with the PID Act**

This policy has been prepared in accordance with the Public Interest Disclosures Act 2022 and has been based on the PID Model Policy. Under section 42 of the PID Act, all agencies must have a PID policy having regard to the Ombudsman's guidelines.

This policy will be reviewed a minimum of once per Council term (4 years). Council policies are presented to Council for adoption and, where required, placed on public

exhibition for a minimum period of 28 days. As this policy relates to Council officials, there are no requirements for it to be subject to a period of public exhibition.

Responsibility for the monitoring and implementation of this policy sits with the Director Corporate and Community Services. The Director can be contacted to discuss any issues in relation to this policy.

## **What is contained in this policy?**

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Bland Shire Council under the PID Act
- the names and contact details for the nominated disclosure officers in Bland Shire Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Bland Shire Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Bland Shire Council procedures for dealing with disclosures
- Bland Shire Council procedures for managing the risk of detrimental action and reporting detrimental action
- Bland Shire Council record-keeping and reporting requirements
- how Bland Shire Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Bland Shire Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au), or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

## **How to make a report of serious wrongdoing Reports, complaints and grievances**

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our Bland Shire's relevant policies.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain

protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

Council officials are encouraged to report all wrongdoing and misconduct, not only reports of serious wrongdoing as defined under the PID act. Council will deal with these appropriately and in accordance with established policies and procedures, even if they are not a PID. It should be noted that a complaint or grievance may also be a PID.

### When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

**Voluntary PID:** This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.

**Mandatory PID:** This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.

**Witness PID:** This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

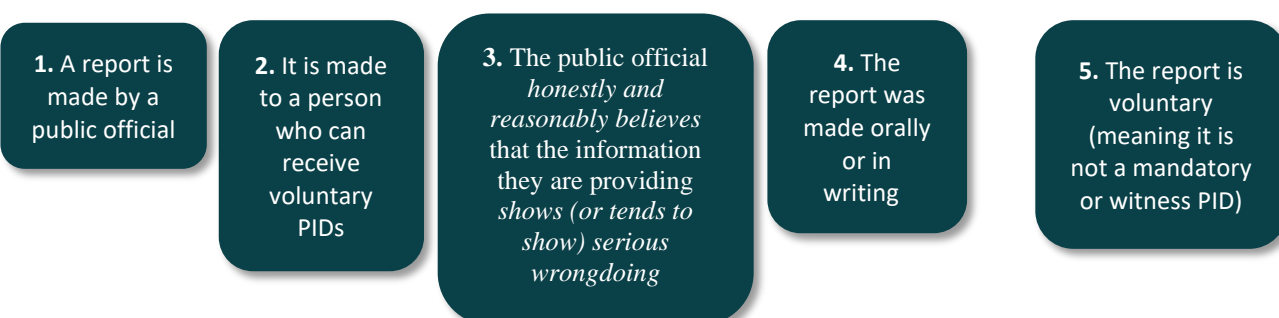
This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing'.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this policy.

### **Who can make a voluntary PID?**

Any public official can make a voluntary PID — see ‘Who this policy applies to’. You are a public official if:

- you are employed by Bland Shire Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Bland Shire Council, or
- you work for an entity (such as a non-government organisation) who is contracted by Bland Shire Council to provide services or exercise functions on behalf of Bland Shire Council — if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

### **What is serious wrongdoing?**

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* — such as a public official accepting a bribe
- *serious maladministration* — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* — such as unlawfully accessing a person’s personal information on an agency’s database

- a *serious and substantial waste of public money* — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

Additional information of what can be considered as serious wrongdoing can be obtained from the Ombudsman's Guideline "What is serious wrongdoing". It can be found at the following:

<https://www.ombo.nsw.gov.au/Find-a-publication/publications/guidelines/public-interest-disclosures-2022/what-is-serious-wrongdoing>

When you make your report, you do not need to state what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

### **Who can I make a voluntary PID to?**

For a report to be a voluntary PID, it must be made to certain public officials.

### **Making a report to a public official who works for Bland Shire Council**

You can make a report inside Bland Shire Council to:

- General Manager
- The Disclosures Coordinator – this role is undertaken by the Director Corporate and Community Services
- a disclosure officer for Bland Shire Council — a list of disclosure officers for Bland Shire Council and their contact details can be found at Annexure A of this policy
- your manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

### **Making a report to a recipient outside of Bland Shire Council**

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the *head of another agency* — this means the head of any public service agency
- an *integrity agency* — a list of integrity agencies is located at Annexure B of this policy
- a *disclosure officer for another agency* — ways to contact disclosure officers for other agencies is located in an agency's PID policy which can be found on their public website
- a Minister or a member of a Minister's staff but the report must be made in writing.



If you choose to make a disclosure outside of Bland Shire Council, it is possible that your disclosure will be referred back to Council so that appropriate action can be taken.

### **Making a report to a Member of Parliament or journalist**

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Bland Shire Council:
  - a. notification that Bland Shire Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - b. the following information at the end of the investigation period:
    - notice of Bland Shire Council decision to investigate the serious wrongdoing
    - a description of the results of an investigation into the serious wrongdoing
    - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

### **What form should a voluntary PID take?**

You can make a voluntary PID:

- *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
- *orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for Council to investigate the matter(s) you have disclosed if we cannot contact you for further information.

### **What should I include in my report?**

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting
- how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

### **What if I am not sure if my report is a PID?**

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Bland Shire Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of the agency's policies for dealing with reports, allegations or complaints.

### **Deeming that a report is a voluntary PID**

The General Manager and/or Disclosures Coordinator can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to General Manager and/or Disclosures Coordinator to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager and/or Disclosures Coordinator. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

### **Who can I talk to if I have questions or concerns?**

- General Manager
- Director Corporate and Community Services
- Director Technical Services
- Manager Customer and Financial Services
- Coordinator Internal Audit, Governance and Risk

## Protections

### How is the maker of a voluntary PID protected?

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

- *Protection from detrimental action*

A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.

Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, Bland Shire Council will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.

It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.

A person may seek compensation where unlawful detrimental action has been taken against them.

A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- *Immunity from civil and criminal liability*

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

- *Confidentiality*

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

- *Protection from liability for own past conduct*

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

## Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- *A mandatory PID*: This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- *A witness PID*: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
<b>Detrimental action</b> — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
<b>Right to compensation</b> — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
<b>Ability to seek injunction</b> — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
<b>Immunity from civil and criminal liability</b> — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"><li>• breaching a duty of secrecy or confidentiality, or</li><li>• breaching another restriction on disclosure.</li></ul>	✓	✓

## Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Council's General Manager, Disclosure Coordinator or Disclosure Officers, or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

If you report reprisal action, you will be kept informed of the progress of any investigations and the outcome of the same.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, you may contact the NSW Ombudsman. Contact details are included at the end of this document.

## **General support**

Bland Shire Council will provide support to those who have made a report through giving access to any professional support they may need as a result of the reporting process including, but not limited to, providing information about Council's Employee Assistance Program.

A key contact person will be allocated to the report maker and this person will be the key point of contact for inquiries and updates in relation to the report. They will also be responsible for taking required steps to protect the interests of the report maker, if they are at risk of detrimental action.

The General Manager or Disclosure Coordinator are to be notified if a person who has made the report is suffering any detrimental action as a result of disclosing any wrongdoing.

For inquiries about the PID Act and reporting generally, please refer to the NSW Ombudsman at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

## **Roles and responsibilities of Bland Shire Council employees**

Certain people within Bland Shire Council have responsibilities under the PID Act.

### **General Manager**

**The General Manager is responsible for:**

- fostering a workplace culture where reporting is encouraged
- receiving disclosures from public officials
- ensuring there is a system in place for assessing disclosures
- ensuring the Bland Shire Council complies with this policy and the PID Act
- ensuring that the Bland Shire Council has appropriate systems for:
  - overseeing internal compliance with the PID Act
  - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
  - implementing corrective action if serious wrongdoing is found to have occurred
  - complying with reporting obligations regarding allegations or findings of detrimental action
  - complying with yearly reporting obligations to the NSW Ombudsman.

### **Disclosures Coordinator**

The disclosures coordinator has a central role in Bland Shire Council's internal reporting system. The disclosures coordinator can receive and assess reports, and is the primary point of contact in Bland Shire Council for the reporter. Council's Disclosure Coordinator is the Director Corporate and Community Services.

The disclosures coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager)

- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- coordinate Bland Shire Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- ensure Bland Shire Council complies with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

### **Disclosure officers**

Disclosure officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)
- ensuring that any oral reports that have been received are recorded in writing.

### **Managers**

The responsibilities of managers include:

- receiving reports from persons that report to them or that they supervise
- passing on reports they receive to a disclosure officer.

### **All employees**

All employees must:

- report suspected serious wrongdoing or other misconduct
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Bland Shire Council
- treat any person dealing with or investigating reports of serious wrongdoing with respect.

All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

## **How we will deal with voluntary PIDs**

When a disclosure officer in Bland Shire Council receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment that the report has been received. This acknowledgement will:

- state that the report will be assessed to identify whether it is a PID
- state that the PID Act applies to how Bland Shire Council deals with the report
- provide clear information on how you can access this PID policy
- provide you with details of a contact person and available supports.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
  - that we are investigating the serious wrongdoing
  - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
  - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
  - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
    - a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
    - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
  - Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
- If you have made an anonymous report, in many cases we may not be able to provide this information to you.

Council will engage with the maker of the report to establish whether they are at risk of detrimental action, whether they need support networks to be put in place and how this will be assessed on an ongoing basis.

### **How Bland Shire Council will deal with voluntary PIDs**

Once a report that may be a voluntary PID is received Bland Shire Council will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.



Council officials who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- An acknowledgement that your disclosure has been received
- The timeframe for when you will receive further updates
- The name and contact details of those who can providing you with information as to what is taking place.

This information will be given to you within two working days from the date you make your report.

- After a decision is made about how your report will be dealt with, you will be given:
- Information about the action that will be taken in response to your report and timeframes for any investigation.
- information about the resources available to you to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be provided within 10 working days from the date you make your report.

During any investigation, you will be given:

- Information on the ongoing nature of the investigation
- Information about the progress of the investigation and reasons for any delay
- Advice if your identity needs to be disclosed for the purpose of investigating the matter, an opportunity to discuss this

At the end of any investigation you will be provided with:

- Enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem which was identified
- Advice about whether you will be involved as a witness in any further matters such as disciplinary or criminal proceedings.

### **Report not a voluntary PID**

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our relevant internal complaints or grievance handling processes or through an alternate process.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer, request an internal review or request that the matter be conciliated. Bland Shire Council can, but do not have to, request the NSW Ombudsman to conciliate the matter.



## **Cease dealing with report as voluntary PID**

Bland Shire Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

Council will advise the maker of a voluntary PID of the reasons it has ceased dealing with the report as a voluntary PID.

The PID Act requires agencies to provide reasons to the maker of a purported PID if the agency has ceased dealing with the report as a voluntary PID. A purported PID is one that is made to one of the recipients of voluntary PIDs as set out in the Act and it is not a witness of mandatory PID and the maker has stated that it is a voluntary PID.

## **Where the report is a voluntary PID**

If the report is a voluntary PID:

- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the *Independent Commission Against Corruption Act 1988*.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

There may be an occasion to appoint an external investigator to investigate a report. In this instance, Council's appointed Disclosures Coordinator will continue to make contact with the maker of the report.

## **How Bland Shire Council will protect the confidentiality of the maker of a voluntary PID**

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure

- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Bland Shire reasonably considers it necessary to disclose the information to protect a person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. We will do this by:

- Limiting the number of people who are aware of the maker's identity or information that could identify them.
- If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so.
- We will ensure that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential.
- We will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker.
- We will undertake an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation.
- We will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, Bland Shire Council will:

- Advise the person whose identity may become known
- Implement strategies to minimise the risk of detrimental action

- Provide additional supports to the person who has made the PID

### **How Bland Shire Council will assess and minimise the risk of detrimental action**

Bland Shire Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

Bland Shire Council will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

Bland Shire Council will take steps to assess and minimise the risk of detrimental action by:

- Explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- Providing details of the unit/role that will be responsible for undertaking a risk assessment
- Explaining how the agency will communicate with the maker to identify risks
- Listing the protections that will be offered, that is, the agency will discuss protection options with the maker which may including remote working or approved leave for the duration of the investigation
- Outlining what supports will be provided.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

## **How Bland Shire Council will deal with allegations of a detrimental action offence**

If Bland Shire Council become(s) aware of an allegation that a detrimental action offence has occurred or may occur, Bland Shire Council will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

Bland Shire Council's Disclosures Coordinator will be responsible for making referrals on alleged detrimental action offences as well as providing advice and support to the person against whom alleged detrimental action has been taken. This will include provision of updates in relation to action being undertaken to address the detrimental action allegations.

## **What Bland Shire Council will do if an investigation finds that serious wrongdoing has occurred**

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, Bland Shire Council will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

## **Review and dispute resolution**

### **Internal review**

People who make voluntary PIDs can seek internal review of the following decisions made by Bland Shire Council:

- that Bland Shire Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because Bland Shire Council decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency

- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Bland Shire Council will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Council's decision. The application should state the reasons why you consider the decision should not have been made. You may also submit any other relevant material with your application.

Applications for internal review should be sent to the General Manager.

### **Voluntary dispute resolution**

If a dispute arises between [us/agency name] and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where Bland Shire Council and the maker of the report are willing to resolve the dispute.

### **Other agency obligations**

#### **Record-keeping requirements**

Bland Shire Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Bland Shire Council complies with its obligations under the *State Records Act 1998*.

### **Reporting of voluntary PIDs and Bland Shire Council annual return to the Ombudsman**

Each year Bland Shire Council provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Bland Shire Council during each return period (yearly with the start date being 1 July)
- action taken by Bland Shire Council to deal with voluntary PIDs during the return period
- how Bland Shire Council promoted a culture in the workplace where PIDs are encouraged.

Council also provides information in relation to an Annual Return on PIDs is prepared by the Disclosures Coordinator and included in Bland Shire Council's Annual Report. Information gathered in relation to PIDs is securely stored within Magiq, Council's records management system.

### **How Bland Shire Council will ensure compliance with the PID Act and this policy**

Council's General Manager will be responsible for monitoring the effectiveness of Council's PID policy and compliance with the PID Act. Any audits of the PID processes at Bland Shire Council will be undertaken as part of Council's Internal Audit Schedule and reported through the Audit, Risk and Improvement Committee to Council.

**Annexure A — Names and contact details of disclosure officers for Bland Shire Council**

*Available internally to staff.*

## **Annexure B — List of integrity agencies**

<b>Integrity agency</b>	<b>What they investigate</b>	<b>Contact information</b>
<b>The NSW Ombudsman</b>	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
<b>The Auditor-General</b>	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
<b>Independent Commission Against Corruption</b>	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
<b>The Inspector of the Independent Commission Against Corruption</b>	<b>Serious maladministration</b> by the ICAC or the ICAC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> PO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a>
<b>The Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the NSW Police Force or the NSW Crime Commission	<b>Telephone:</b> 02 9321 6700 or 1800 657 079 <b>Writing:</b> GPO Box 3880, Sydney NSW 2001 <b>Email:</b> <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
<b>The Inspector of the Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the LECC and LECC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> GPO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:olecc_executive@olecc.nsw.gov.au">olecc_executive@olecc.nsw.gov.au</a>
<b>Office of the Local Government</b>	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>The Privacy Commissioner</b>	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

<b>The Information Commissioner</b>	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
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## **Annexure C - DEFINITIONS**

**General Manager** means the General Manager of Bland Shire Council and includes their delegate or authorised representative. References to the General Manager are references to the General Manager appointed under the *Local Government Act 1993* (NSW).

**Bland Shire Council** means the Council.

**Council** means the elected Council.

**Bland Shire Official** means a: Councillor; Bland Shire Officer (including part time, temporary and casual officers); individuals engaged by Bland Shire under a contract to provide services to or on behalf of Bland Shire (such as consultants and contractors); or individuals having public official functions where their conduct could be investigated by an Investigating Authority (such as members of Bland Shire committees and volunteers).

**Corrupt Conduct** means dishonest or partial exercise of official functions by a Bland Shire Official. For example:

- improperly using knowledge, power or position for personal gain or the advantage of others;
- acting dishonestly or unfairly, or breaching public trust; or
- using their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the [NSW Ombudsman's guideline on what can be reported](#).

**Detrimental Action** means action causing, comprising or involving:

- injury, damage or loss;
- intimidation or harassment;
- discrimination, disadvantage or adverse treatment in relation to employment;
- dismissal from or prejudice in employment; and
- disciplinary proceedings.

**Government Information Contravention** means a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (**GIPA Act**). For example:

- destroying, concealing or altering records to prevent them from being released;
- knowingly making decisions that are contrary to the legislation; or
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the [NSW Ombudsman's guideline on what can be reported](#).

**Investigating Authority** means an authority listed in Annexure A. Bland Shire Officials can contact the relevant authority for advice about how to make a disclosure.

**Local Government Pecuniary Interest Contravention** means the failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. A pecuniary interest is an interest that a person has in a matter because of a reasonable

likelihood or expectation of appreciable financial gain or loss to the person. For example:

- a senior Bland Shire Officer recommending a family member for a Bland Shire contract and not declaring the relationship;
- a senior Bland Shire Officer holding an undisclosed shareholding in a company competing for a Bland Shire contract.

For more information about local government pecuniary interest contravention, see [NSW Ombudsman's guideline on what can be reported](#)

**Maladministration** means conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example:

- making a decision and/or taking action that is unlawful; or
- refusing to grant an approval for reasons that are not related to the merits of their application.

For more information about maladministration, see [NSW Ombudsman's guideline on what can be reported](#).

**PID Act** means the *Public Interest Disclosure Act 1994* (NSW).

**Serious and Substantial Waste** means the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of BLAND SHIRE. For example:

- poor project management practices leading to projects running over time; or
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see [NSW Ombudsman's guideline on what can be reported](#).

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

## 6.8 Barmedman Community Centre Incorporated



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

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

**Author:** Director Corporate and Community Services

### Introduction

This report seeks Council's endorsement of a Memorandum of Understanding (MoU) with the Barmedman Community Centre Incorporated (BCCI) to carry out improvement works within Barmedman as well as to determine an annual funding means to facilitate this process. At a meeting of Bland Shire Council in July 2024, Councillors resolved the following:

### **Barmedman Community Section 355 Committee**

**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.

McGlynn/Funnell

**CARRIED**

(Unanimously: Crs Clark, Crowe, Funnell, Keatley, Lord, McGlynn, Monaghan and Moore voting for)

Since that time, the Community Centre committee has undertaken several projects designed to improve the amenity of the village as well as organised a highly successful Back to Barmedman event in October 2024.

Throughout this period, work has occurred to develop a MoU between the committee and Council. This document forms **Attachment One** to this report.

Preliminary discussions with the Barmedman Community Centre Inc indicated this committee may be prepared to assist in certain matters which had previously been undertaken by the Section 355 committee.

### **Financial Implications**

For Section 355 Committees, which are committees that undertake functions on behalf of Council, all assets including cash are considered Council's assets and there is a requirement to provide regular financial reporting to the Council as well as forward minutes of their regular and annual general meetings. As an incorporated body, the committee falls outside the constraints of being a Section 355 Committee with the BCCI only report required to be made to NSW Fair Trading.

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

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

### **Summary**

At a public meeting held at the Barmedman Bowling Club on 15 May 2024 the Barmedman Community Centre Inc. (BCCI) determine it would further investigate options to undertake activities for the improvement of Barmedman. There were no objections expressed at the meeting to continuing dialog with the Bland Shire Council to achieve a suitable outcome.

Several informal conversations have occurred between the committee's chair and Council with an MoU document prepared detailing areas of responsibility between the two organisations. In an effort to finalise the matter, the support of the elected body is now being formally sought to enter into arrangements which would provide some surety around ongoing financial assistance.

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

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

Councilors may recall that in June 2022 steps commenced so the Barmedman Community Centre Committee was incorporated to implement more appropriate governance arrangements for the Community Centre – which was not a Council-owned facility.

Since then, funds which had been previously raised by the former Section 355 committee were transferred to BCCI to assist in the maintenance of the centre.

There is currently an amount of \$7,179.01 held by the Council from the Barmedman Community (formally Tidy Towns) Section 355 Committee. These funds could, with the approval of the Council, be transferred to the Barmedman Community Centre Inc.

Any additional funding allocations would require the Council's approval, and it is proposed that an allocation similar to that for the Rose Garden group be made to support the work undertaken within the Barmedman community by the BCCI.

Under Section 356 of the Local Government Act 1993 "*A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions*". In doing so, there is a requirement for Council to advertise its intention prior to the allocation of the additional \$5,000 in funds.

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**Recommendation:**

That Council:

- a) Endorse the negotiations with the Barmedman Community Centre Incorporated and the signing of a Memorandum of Understanding with Council.
  - b) Funds remaining within the Barmedman Community Committee account be utilised to undertake improvement works within the village of Barmedman.
  - c) Allocate an amount of \$5,000 per annum to the Barmedman Community Centre Incorporated to assist it in undertaking the requirements of the Memorandum of Understanding.
  - d) Advertise its intention to provide the funding allocation for a period of 28 days from Thursday, 17 April 2025 and, should there be no objections received, distribute the funds accordingly.
  - e) Following the September 2028 Local Government Election, review the Memorandum of Understanding and the financial arrangements prior to entering a new agreement with the Barmedman Community Centre Incorporated.
-

## **ATTACHMENT ONE:**



# **BLAND SHIRE COUNCIL MEMORANDUM OF UNDERSTANDING WITH BARMEDMAN COMMUNITY CENTRE Inc.**

## **1. Purpose**

- 1.1 Bland Shire Council (known as "the Council") will enter into a Memorandum of Understanding (known as "MoU") with Barmedman Community Centre Incorporated to ensure that both Committee representatives, user groups and the Council have a clear understanding of their rights and obligations in relation to the facilities.
- 1.2 The breakup of the obligations regarding the main maintenance items are outlined in Schedule 1.

## **2. Use of Facility**

- 2.1 Council grants the Barmedman Community Centre Incorporated Committee (known as "the Committee") certain rights and responsibilities in relation the maintenance of the amenity of Barmedman Village and, in particular, the specific facilities of the Barmedman Recreation Ground (BRG) and the Barmedman Courthouse (BC).
- 2.2 The Committee acknowledges that Council may also permit use of the BRG and BC when not in use by the committee.
- 2.3 Council will not allow access to another party in relation to the BRG and BC without first informing the Committee in writing, except in the case of emergency.

## **3. Term of MoU**

- 3.1 This MoU is in force until the Committee ceases to exist as an organisation or until it is terminated by the Committee or the Council.

## **4. Standard Conditions**

- 4.1 The Committee must comply with all relevant conditions in the attached Schedule of Responsibilities.

## **5. Bookings**

- 5.1 All bookings for the facilities nominated in clause 2.1 are to be handled by the Committee

## **6. Insurance and Indemnity**

6.1 The Committee should insure its own contents or other assets which are located in or on the facility from time to time.

6.2 The Committee shall not do anything or allow anything to be done which might result in any insurance relating to the facilities becoming void or voidable.

## **7. Termination**

7.1 The Committee may terminate this MoU by giving four weeks' notice in writing to the Council of its intention to terminate.

7.2 Such notice is to be accompanied by a copy of a resolution of the whole Committee carried at an Ordinary or Extraordinary meeting of the Committee.

7.3 The Council may withdraw the right to occupy at any time (hence terminate this MoU), subject to giving four weeks' notice in writing to the Committee.

7.4 Such notice is to be accompanied by a copy of a resolution to that effect of the whole Council carried at an Ordinary or Extraordinary meeting of the Bland Shire Council.

7.5 This MoU may be terminated upon receipt of a notice in the event of a breach.

## **8. Communication**

8.1 Communication between Bland Shire Council and the Committee will be by way of the identified Committee Liaison Officer/s and Council's Risk and Insurance Officer.

## **9. Authorisation**

Signed as an agreement between Bland Shire Council and Barmedman Community Centre Committee Incorporated.

### **BARMEDMAN COMMUNITY CENTRE INCORPORATED**

NAME: \_\_\_\_\_ COMMITTEE POSITION: \_\_\_\_\_

NAME: \_\_\_\_\_ COMMITTEE POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

### **BLAND SHIRE COUNCIL**

NAME: \_\_\_\_\_ COUNCIL POSITION: \_\_\_\_\_

NAME: \_\_\_\_\_ COUNCIL POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## **SCHEDULE 1**

MEMORANDUM OF UNDERSTANDING  
Between  
Bland Shire Council and Barmedman Community Centre Incorporated

<b>Barmedman Sport &amp; Recreation Ground</b>	<b>Committee responsibilities</b>	<b>Council responsibilities</b>
Fees and charges for the use of the facility	To recommend the amount and collect fees set by Council.	To set the fees and charges
Mains supply of gas and electricity	No responsibility	Pays all bills
Vandalism	Report any issue to Council	Remove and repair as required
Fences	Repair any minor damage. Report major damage or misuse	Undertake major maintenance and replace when necessary
Sporting fields	Report any issue to Council	Repair as required
Toilets/showers	Provide keys to campers. Report issues to Council	Cleaning Maintain septic systems Building maintenance
<b>Former Courthouse Building</b>		
Fees and charges for the use of the facility	To recommend the amount and collect fees set by Council.	To set the fees and charges
Mains supply of gas and electricity	No responsibility	Pays all bills
Vandalism	Report any issue to Council	Remove and repair as required
Fences	Repair any minor damage. Report major damage or misuse	Undertake major maintenance and replace when necessary
Cleaning/Maintenance	Cleaning and minor maintenance/repairs. Report major issues to Council	General major maintenance
<b>Barmedman Village</b>		
Township	To make recommendations to Council in relations to works and programs to maintain, improve and develop the amenity of Barmedman, including the Barmedman Cemetery	To consider the recommendations made
	To carry out works by voluntary labour where appropriate	



## Section 3 – Technical Services

### 6.9 DA2024/0058 - Multi Dwelling Housing (9 dwellings) and Consolidation of 2 lots into 1 lot



#### Our Prosperity - Growing our population and jobs

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

**Author:** Town Planner - Contractor

#### Introduction

The Applicant is seeking consent to construct Multi-Dwelling Housing comprising - Nine (9) x Two (2) bedroom attached Dwelling Houses. The multi-dwelling housing is proposed to be constructed in two (2) separate buildings with a central driveway located between the buildings.

The subject site is known as 79 Main Street, West Wyalong and comprises Lot 376 DP 753135 and Lot 735 DP 753135 with a combined area of approximately 1376 m<sup>2</sup>. The proposal also includes the consolidation of these lots. The site is located within close proximity of the town centre of West Wyalong.

The site is zoned E1 - Local Centre pursuant to the Bland Local Environmental Plan (BLEP) 2011. Development for the purposes of Residential Accommodation, including multi dwelling housing is permissible with development consent within the E1 Zone.

The current use of the site is vacant land. Land use in the vicinity of the site is a mix of commercial and residential accommodation. Immediately adjoining the site are Tattersalls Hotel on the western side and Vinnies on the eastern side of the site. On the opposite side Main Street are a mix of commercial developments and residential accommodation, being Aberline Apartments. At the rear of the site and on the opposite side of Gladstone Lane are a series of garages and high fences associated with residential dwellings located on Gladstone Street.

The proposed Multi-Dwelling Housing development has been amended throughout the Development Application phase. The original proposal was for the construction of ten (10) x one (1) bedroom dwellings with two-way access at either end of the site. The revised plans include a reduction in the number of units on the site to nine (9) units and a one-way access arrangement throughout the site. The new design was initiated in response to neighbour concerns and Council advice. In broad terms, the revised iteration of plans are considered to be preferred and have design merit particularly in the reference to the impact on the adjoining Item of Environmental Heritage being Tattersalls Hotel.

Council's Heritage Advisor visited the site and reviewed the current design. The Advisor described the revised proposal as consisting of single storey "traditional" style accommodation, with the units facing Main Street being described as "house and verandah typology".

Various recommendations relating to openings, fencing and entrances were made by the Heritage Advisor to ensure that the new work responds to the heritage context through an informed analysis of the area's character, quality and heritage value. These recommendations

were marked up on the plans, sent to the Applicant and the plans were subsequently revised. As amended, Council's Heritage Advisor considers the proposed development to be appropriate within the heritage context of the area.

The proposed development, as amended, has utilised design cues that allow the development to be read as positively contributing to the streetscape and the adjoining buildings on Main Street. The amended design of the development as presented to Main Street draws on the Federation era, with single gable ends, vertically oriented fenestration, verandas and finial detailing. Materials specified for the external walls are prefinished and painted an off white to grey cladding. The palette selected for the external finishes will compliment rather than interrupt the streetscape. Pleasingly, no parking areas or garages/carports are visible from the primary road frontage, being Main Street. New landscaping will visually soften the development in the streetscape. The proposed redesigned fencing is of an open design and will attain a maximum height of 1.2 metres above existing natural ground level, thereby providing a residential scale and allowing the landscaping beyond to be viewed from the street alignment.

The revised site layout and one way driveway will potentially ameliorate traffic issues associated with the development and the provision of undercover parking for each dwelling is considered to be an improvement to the original open car park.

Upon assessment, one non-compliance was apparent. Chapter 11 of the Bland Shire Development Control Plan requires that a multi-unit dwelling containing 2 bedrooms is required to provide one covered and one uncovered parking space. Visitor parking is to be provided at a rate of one (1) space per three dwellings or part thereof (may be uncovered). One (1) car parking space is proposed per unit in each of the proposed carports, being a total of nine (9) spaces. Three (3) visitor parking spaces are proposed.

It is acknowledged that one uncovered space per unit is not provided per unit. However, the proposed shortfall is considered to be acceptable for the following reasons:

- One (1) undercover space is available for the use of each dwelling.
- The second bedrooms in each unit are small and may only ever be used as a study.
- Vehicles will be able to move on and off the property in a forward direction to ensure safe ingress and egress to the property. Adequate sight distances are available in both directions for both crossovers.
- With a street frontage of 27.46m and a wide road width on Main Street, there is sufficient space to also accommodate overflow parking off-site along Main Street.
- There are no covered or uncovered parking spaces forward of the building line. Therefore, garages and carports are not visually dominating in the streetscape.
- Adequate visitor parking has been provided to comply with the DCP.
- Dual-occupancy development only require 1 space for a 2 bedroom unit, as per the DCP. As such, there is a potential inconsistency in Council policy.
- Rear lane access is only used for egress.

For these reasons, the proposal is considered to be satisfactory in this regard.

Furthermore, it is recognised that the proposal will provide housing to accommodate for the current growth and housing demands within the LGA. The proposal may be described as infill housing, which is one of the key outcomes defined as a need from the Bland Housing Strategy.

Six (6) submissions were received for the original design however on the second notification following the changed design, one (1) written submission was received in relation to the revised development proposal. No further consideration is considered necessary for the matters raised in the submission.

**Financial Implications**

Council has received payment of Development Application fees totalling \$3,439.60.

**Summary**

Under the *Bland Local Environmental Plan 2011*, multi dwelling housing is permitted with consent within the subject zone, E1 Local Centre. The proposed development is consistent with the objectives of the zone, by providing variety by way of multi dwelling housing to accommodate the current housing demands of the community. The site is located in close proximity to the CBD, medical and sporting facilities, schools and early childcare centre, offering a variety of conveniences to the community. The proposed development is consistent with Council's Bland Shire Development Control Plan 2011 (DCP). Proposed variations to any acceptable solutions of the DCP are justifiable and have planning merit. The development achieves the performance outcomes sought under the plan. A section 4.15 assessment of the proposal indicates that the development is acceptable in this instance and, as such, the proposal is recommended for conditional approval.

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**Recommendation:**

That Council approve DA2024/0058 - Multi Dwelling Housing (9 dwellings) and Consolidation of 2 into 1 lots, subject to development consent conditions.

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## CONDITIONS

### PART A - ADMINISTRATIVE CONDITIONS

#### General

1. This consent relates to **Multi Dwelling Housing (9 dwellings) and Consolidation of Two (2) lots into One (1) lot** as illustrated on the plans, specifications and supporting documentation stamped with reference to this consent, as modified by the following conditions. The development shall be carried out in accordance with this consent.

#### Notes:

- *Any alteration to the plans and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act, or a fresh development application. No works, **other than those approved under this consent**, shall be carried out without the prior approval of Council.*
  - *Where there is an inconsistency between the documents lodged with this application and the following conditions, the conditions shall prevail to the extent of that inconsistency.*
2. The **Multi Dwelling Housing (9 dwellings)** is not to be occupied, or the use is not to commence until all relevant conditions of development consent have been met or unless other satisfactory arrangements have been made with council (i.e. a security).

#### Building Code of Australia

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

**Note:** *This condition is prescribed under the Environmental Planning and Assessment Regulation 2021.*

#### Erection of signs

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

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

## **Documents**

5. A copy of the stamped plans and development consent is to be available on site and available for inspection at the request of an authorised officer for the duration of the development.

## **PART B - REQUIREMENTS PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE**

### **Construction Certificate Application**

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

### **Engineering Plans**

7. Engineering plans, showing details of all proposed work and adhering to any conditions of development consent are to be submitted to, and approved by Bland Shire Council or an Accredited Certifier prior to issuing of the Construction Certificate.

### **Stormwater Management Plan**

8. The peak stormwater runoff from the site for all rainfall events is not to be greater than the current stormwater runoff from the site. A Stormwater Management Plan including hydrological modelling of both the predevelopment and post development conditions is to be submitted prior to issuing of the Construction Certificate.

### **Section 94A Contribution Condition**

9. Pursuant to section 4.17(1) of the *Environmental Planning and Assessment Act 1979*, and the Bland Section 94A Development Contributions Plan 2011, a contribution of \$1,437.50 shall be paid to Council.  
The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the provisions of the Bland Section 94A Development Contributions Plan. The contribution is to be paid before a Construction Certificate is issued.

### **Section 68**

10. A Section 68 Approval under the *Local Government Act 1993* is required prior to the issue of a Construction Certificate for the development for:
  - Sewerage work, and
  - Stormwater drainage work.

### **Water Supply – Goldenfields Water County Council**

11. Developer to submit an application to Goldenfields Water County Council (GWCC) for water supply, and obtain a Certificate of Compliance prior to the Construction Certificate being issued.

### **Sewer Headwork's Charge**

12. Headwork's charge for the new connections shall be paid to Council, being a fee of \$46,845.00. Payment shall be paid to Council prior to any sewer services works being carried out.

Please contact Council's sewer services for an inspection.

### **Car Park Layout Standards**

13. Prior to the release of the Construction Certificate a revised parking plan shall be submitted that demonstrates compliance with the following standards. Swept path analysis is to be included in the revised parking plan.
  - (a) AS2890.1 2004
  - (b) AS2890.2 2002
  - (c) AS2890.3 2003
  - (d) AS/NZS2890.6.2009

### **Garbage Area**

14. Prior to the issue of the Construction Certificate, details of the proposed garbage/bin storage area at the rear of the development must be submitted for assessment and approval by the Director Technical Services. The development shall be carried out in accordance with the approved details.

### **Landscaping - Construction**

15. Prior to the release of the Construction Certificate, detailed construction plans for the landscape treatments as documented in this Development Application shall be submitted for approval.

Detailed plans are to show all landscape treatments that include but are not limited to: Entry treatments, signage, tree planting, carparks, shrub planting, turfing, signage, paths, pavement treatments etc. A Plant Schedule indicating all plant species, pot sizes, spacings and numbers to be planted within the development shall be submitted. Plant species are to be identified by full botanical name. All plants proposed are to be detailed in the plant schedule. The detailed landscape construction plans are to include the quantity and location of any and all Street Trees proposed for installation as part of this development.

### **Essential Energy and Telecommunications**

16. Prior to the issue of Construction Certificate, satisfactory arrangements for Essential Energy and the relevant telecommunications authority, for both the provision of electrical power and telecommunications lines respectively, to fully service the development, shall be made. The developer must furnish documentary evidence that such arrangements have been made. The services of a Level 2 Electrician/Accredited Service Provider (ASP) are required to be engaged in order to disconnect the existing service from the network and then remove the private pole. The Applicant is required to contact Essential Energy in this regard.

### **Relocate Services**

17. If the development is likely to disturb or impact upon telecommunications, power or water infrastructure, written confirmation from the service provider that they have agreed to the

proposed works must be submitted to the Principal Certifying Authority prior to the issue of a Construction Certificate. The arrangements and costs associated with any adjustment to infrastructure shall be borne in full by the applicant/developer.

### **Check Underground Services**

18. No works are to take place to any services without prior written approval from the relevant authority.

NOTE: Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Before you dig at [www.byda.com.au](http://www.byda.com.au) or telephone on 1100 before excavating or erecting structures.

## **PART C - REQUIREMENTS PRIOR TO COMMENCEMENT OF WORK**

### **Notice of Commencement**

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

### **Erosion and Sediment Control**

20. Erosion and sediment control measures shall be installed and maintained until all disturbed areas have revegetated in accordance with the Bland Development Control Plan 2012.

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

### **Residential Building Work**

21. Any licensed contractor(s) *performing **residential building work valued at \$20,000 or more*** must obtain indemnity insurance as required by the *Home Building Act 1989*. Evidence of such insurance must be provided to the Principal Certifying Authority (PCA) before building works commence.

**Notes:**

- *This condition is prescribed under the Environmental Planning and Assessment Regulation 2021.*
- *If appointment as PCA, **Bland Shire Council WILL NOT INSPECT any building work unless evidence of indemnity insurance has been provided.** A copy of the Certificate of Insurance will suffice.*

### **Temporary Onsite Toilet**

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

### **Damage to Public Assets**

23. The developer or their agent must undertake a site inspection of the adjacent kerbs, gutters, footpaths, walkways, carriageway, reserves and the like, prior to commencement of work and document evidence of any damage to existing assets. Failure to identify existing damage will



result in all damage detected after completion of the building work being repaired at the applicant's expense.

#### **Public Infrastructure Fronting the site**

24. Prior to works commencing on site, Council must be notified of any damage to kerb and gutter and footpath fronting the site. The absence of such notification shall indicate that no damage exists and the applicant shall be responsible for the repair of any damage to kerb and gutter or footpath fronting the site. Satisfactory protection for existing public infrastructure must be provided and maintained throughout the construction period.

#### **Access Levels**

25. If a vehicular crossing over the footway must be constructed, access levels must be confirmed from Council's Technical Services Department. The vehicular crossing must be constructed in accordance with Council's Engineering Guidelines.

#### **Soil and Water Management Plan**

26. No building, engineering, or excavation work, or topsoil stripping or vegetation removal, is to be carried out in relation to this development until a Soil and Water Management Plan for the site shall be submitted to the appointed certifier confirming compliance with Council's Engineering Guidelines and Soils and Construction Volume 1, Managing Urban Stormwater. Once approved, the measures in the Soil and Water Management Plan are to be implemented during the course of the development.

#### **Clearance from Powerlines**

27. Prior to the commencement of any works, a letter from Essential Energy indicating that satisfactory clearances and minimum distances from power lines will be maintained during and after all construction works must be provided to Council.

### **PART D - REQUIREMENTS DURING WORKS**

#### **Approved Hours of Construction**

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

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

#### **Uncovering relics or Aboriginal objects**

29. All works must cease immediately if a relic or Aboriginal object is unexpectedly discovered. The applicant must notify the Heritage Council of NSW in respect of a relic and report the finding to the Local Aboriginal Land Council (LALC) in the area or to Northern Tablelands Local Land Services for an aboriginal object. In this condition:



- “relic” means any deposit, artefact, object or material evidence that:
  - a. relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and
  - b. is of State or local heritage significance; and
- “Aboriginal object” means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains.

Call West Wyalong LALC on 02 6972 3493 or Northern Tablelands Local Land Services on 02 6728 8020 to be directed to someone who can help with your enquiry.

### **Vehicular Access**

30. Any upgrades to Vehicular access within the road reserve must be constructed to Council standards, at full cost to the developer, Driveway design and grades shall comply with AS2890.1: 2004 (or as amended). All vehicles are to enter and leave the site in a forward direction, to ensure traffic and pedestrian safety. Wayfinding signage is required to be erected to enforce the one-way traffic arrangement on site.

### **Fencing**

31. Fencing forward of the front building setback of Unit 1 shall not exceed a height of 1.2 meters.

### **Installation of Smoke Alarms**

32. A smoke alarm complying with Part 3.7.2 of the Building Code of Australia and AS 3786 is to be installed between the remainder of the dwelling, be connected to the consumer mains power where consumer power is supplied to the building and be interconnected where there is more than one alarm.

### **Ponding to Neighbours**

33. All earthworks, filling, building, driveways or other works, must be designed and constructed (including stormwater drainage if necessary) so that at no time, will any ponding of stormwater occur on adjoining land as a result of this development.

### **Onsite Water Storage**

34. Any proposed Water Storage Tanks shall be no closer to side and rear boundaries than 900mm and if adjacent to the dwelling it is servicing, not on the north side of the dwelling.

### **Stormwater Drainage Constructed and Maintained**

35. Stormwater drainage must be constructed and maintained so as to provide a satisfactory overland flow path and not adversely affect adjacent properties. Overland flow path shall be directed to Main Street only. No stormwater shall be directed to the Rear Lane.

### **Collect and Convey Surface Runoff**

36. All storm water runoff from the proposed development must be collected on site and conveyed to Main Street, in a manner consistent with AS 3500.

## **Building Waste**

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

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

## **Building Materials, Plant and Equipment**

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

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

## **Soil and Water Management**

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

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

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

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

## **Upgrade Council Infrastructure**

40. Any upgrades or alterations to existing Council infrastructure required as a result of the development shall be at the full cost of the applicant. Contact Council's Development Engineer to confirm what approval is required prior to commencing work on any Council infrastructure. Such work includes (but is not limited to) upgrade or connection to sewer or stormwater mains, and alteration of stormwater pits and sewer manhole levels, amendments to kerbing or drainage channels or roads.

## **Disturbed Areas Stabilised**

41. All disturbed development areas shall be progressively stabilised and/or revegetated so that no development areas remain exposed to potential erosion damage for a period of greater than 14 days.

## **Public Road Maintained Clean**

42. The developer is to maintain all adjoining public roads to the site in a clean and tidy state, free of excavated "spoil" material.

## **Overhead Wires**

43. The new entrance and exit are to have adequate clearance from the top surface of the footway crossings as constructed to the underside of any overhead electricity or telephone wires, to the satisfaction of Essential Energy and/or relevant telecommunications authority respectively. Written evidence of compliance with the authorities' requirements must be provided to Council.

## **Trees**

44. Trees indicated on the submitted plans for removal, shall be removed from the site in accordance with the proposed development. The approved works shall be executed so as to comply with the NSW Work Cover Code of Practice – amenity tree industry 1998 No. 034. Any works associated with tree removal shall be carried out in Accordance with Australian Standards - AS 4373-2007, Pruning of Amenity Trees. All tree stumps shall be removed below ground level and the surface area reinstated to prevent potential injury. All waste material from the subject tree/s shall be removed from site in conjunction with clearing. Any trees removed from site will be replaced with a suitable species of similar height and size.

## **PART E - REQUIREMENTS PRIOR TO OCCUPATION CERTIFICATE**

### **Occupation Requirements**

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

### **Evidence of Consolidation**

46. The applicant shall demonstrate that Lot 376 DP 753135 and Lot 735 DP 753135 have been consolidated, prior to the issue of the Occupation Certificate.

### **Public Infrastructure**

47. The applicant shall rectify any damage to public infrastructure (including roads, gutters, footpaths, street trees, etc.) prior to the issue of the Occupation Certificate at no cost to Council.

### **Replace Redundant Kerb Layback**

48. Prior to issue of occupation certificate the redundant kerb layback in Main Street shall be replaced with conventional barrier kerbing, and Council's footway rehabilitated, in accordance with Council's Engineering Guidelines.

### **Paving of Vehicular Movement Areas**

49. Prior to the issue of Occupation Certificate, the paving of all vehicular movement areas must be either a minimum of 150mm thick flexible pavement and sealed or 150mm thick reinforced concrete.

### **Entrance and Exit Signs**

50. Prior to the issue of Occupation Certificate, signs must be erected that clearly indicate to drivers of vehicles, both on and off the subject land, the driveway by which they are to enter or leave the subject land.

### **Provision of Formal Address Number**

51. The person having the benefit of this consent is to contact Bland Shire Council and request formal property address numbers for each dwelling. The property number is to be provided in a visible place on or near the entrance for the convenience of visitors, emergency services

and postal services prior to the issue of a Final Occupation Certificate. Numbers shall be 100mm high x 50mm wide (minimum) and of a colour contrasting with the surface to which they are affixed.

### **Smoke Alarms**

52. A Compliance Certificate certifying the installation of smoke alarms in every dwelling is to be provided to Council.

### **BASIX Certificate**

53. Commitments listed in BASIX Certificate number 1746120M relating to the development must be fulfilled prior to the issue of an Occupation Certificate.

### **Ground Levels**

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

### **Letterboxes**

55. Letterboxes are to be installed fronting Main Street prior to the issuing of an Occupation Certificate.

### **Completion Requirements**

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

### **Landscaping Completion**

57. Prior to the issue of an Occupation Certificate for the dwellings, the proposed development is to be landscaped to enhance the development's appearance within the streetscape and provide shade and environmental benefits in accordance with the approved landscaping plan for the development.

### **Outdoor Lighting**

58. Any lighting used on site in connection with the development is to comply with AS 4282 – Control of the Obtrusive Effects of Outdoor Lighting (current version), to protect the amenity of the locality.

## **PART G – REASONS FOR CONDITIONS**

### ***Conditions of consent have been imposed to:***

59. Ensure the proposed development:
- a) achieves the objectives of the *Environmental Planning and Assessment Act 1979*;
  - b) complies with the provisions of all relevant environmental planning instruments;

- c) is consistent with the aims and objectives of Council's Development Control Plan, Codes and Policies.
60. Ensure that the relevant public authorities and the water supply authority have been consulted and their requirements met or arrangements made for the provision of services to the satisfaction of those authorities.
61. Meet the increased demand for public amenities and services attributable to the development in accordance with Section 7.11 of the *Environmental Planning and Assessment Act 1979*.
62. Ensure the protection of the amenity and character of land adjoining and in the locality of the proposed development.
63. Minimise any potential adverse environmental, social or economic impacts of the proposed development.
64. Ensure that all traffic, carparking and access requirements arising from the development are addressed.
65. Ensure the development does not conflict with the public interest.

## **PART G – OTHER COUNCIL APPROVALS**

### **Section 68 *Local Government Act 1993* and Section 138 *Roads Act 1993***

#### **Section 138 Roads Act**

66. For all construction work required on Council road reserves (e.g. vehicular footpath crossings utilities and stormwater work, footpath paving, kerb and gutter etc.), the Applicant is to submit an Application to Council as the roads authority pursuant to s138 of the *Roads Act 1993* and obtain approvals for all such proposed work. These Application(s) must be approved prior to the issue of a Construction Certificate, to ensure that pedestrian and vehicular safety during construction has been addressed and that the work meets Council's relevant Engineering Code and other design standards for work in road reserves.

The proposal which will involve work/activity over public land, is to be protected by public liability insurance with a minimum cover of \$10 million, or such other amount as may be advised by Council.

#### **Notification of Final Restoration Works**

67. The applicant is responsible for undertaking final restoration of the work area as soon as practicably possible, but within 14 days after work has been completed. Council must be notified of the final restoration works.

#### **Pedestrian Access**

68. Pedestrian Access past the site is to be available at all times. Access past the site must be no less than 1.5 metres wide of footpath and must be maintained and free of obstruction to pedestrians at all times. Traffic Controllers must be on site and available to escort pedestrians as required.

### **Comply with all Conditions of Consent**

69. The applicant is responsible for complying with ALL conditions of consent. It is the Applicants responsibility to note the expiry date and ensure the approval is extended and appropriate fees paid if the work must continue. Extension of approval must be arranged prior to expiry of current approval. Failure to renew the approval may result in issue of infringement notice.

### **Contractors Require Public Liability Insurance**

70. The Applicant/Principal Contractor of this road occupancy consent must ensure all sub-contractors working within the approved area have current public liability insurance to the value of 20 million dollars. The public liability insurance must be valid for the duration of the work.

### **Restoration of Nature Strip / Footpaths**

71. Any area within the road reserve disturbed by trenching / installation works must be filled and suitably compacted. The areas shall be levelled with suitable debris free topsoil.

Topsoil fill must be flush with existing footpaths and top of kerbs and returfed to ensure area is immediately stabilised. Note: Topsoil and seeding is not supported unless express approval is given by Council.

Any hardstand footpaths disturbed by works shall be restored to Council standard. Restoration of paths must incorporate complete segments. Partial restoration is not permitted.

**Note:** The roadway must be reopened at the end of each shift. The work shall be arranged to ensure all trenching is backfilled at the end of each shift and / or slip-free steel plates are placed over the work area to provide safe, hazard free passage past the work site. In situations where work is incomplete due to emergency or unforeseen circumstance, traffic control must remain in place and the worksite must be supervised under 24hr traffic control personnel.

### **Environmental Sediment Controls**

72. Environmental sediment controls must be in place prior to work commencing and maintained as required to ensure compliance with current Environmental Standards and Legislation.

### **Before you dig**

73. Beware: Damage to cables and conduits can disrupt services and cost YOU money. For prompt location of cables and conduits, please ring 1100. Calls to this number are free.

## **PART H – GENERAL ADVICE**

### **BOUNDARY ENCROACHMENTS**

Consent given to build in close proximity to the allotment boundary is in no way to be construed as permission to build on, or encroach over, the allotment boundary. Your attention is directed to the provisions of the *Dividing Fences Act 1991*, which gives certain rights to adjoining owners, including use of the common boundary. In the absence of the structure standing well clear of the common boundary, it is recommended that you make yourself aware of your legal position. This may necessitate a survey to identify the allotment boundary.

## **LAPSING OF DEVELOPMENT CONSENT**

Development consent does not lapse if the approved use has actually commenced or the proposed work is physically commenced before the consent lapse date, except where a condition specifies a limit to the duration of the consent.

## **RIGHT OF APPEAL**

If you are the applicant:

You can appeal against this decision in the Land and Environment Court within twelve (12) months of the date of this notice (section 8.7 of the *Environmental Planning and Assessment Act 1979*). You cannot appeal, however, if a Commission of Inquiry was held and the development is designated development or state significant development.

## **REVIEW OF DETERMINATION**

An applicant may request the Council to review this determination within one (1) year after the date the applicant received this notice. The prescribed fee must be paid with the request for a review. Once the review is completed the Council may confirm or change the determination.

If there is an appeal, the period of time within which Council may undertake a review is extended up to the time the Court hands down its decision.

A Review cannot be requested for:

- a determination to issue or refuse to issue a complying development certificate, or
- a determination in respect of designated development, or
- a determination in respect of integrated development, or
- a determination in respect of integrated development, or a determination made by Council under Section 116E in respect of an application by the Crown.



## 6.10 DA2025/0023 – Dual Occupancy (Detached) under State Environmental Planning Policy (Housing) 2021, Division 1 In-fill affordable housing



**Our Prosperity - Growing our population and jobs**

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

**Author:** Manager of Development & Regulatory Services

### **Introduction**

Development Application, DA2025/0023, was submitted to Council by Toner Design Pty Ltd, seeking consent for Dual Occupancy (detached), being two (2) detached dwelling houses on one (1) Lot at 63 Church Street, West Wyalong. Each dwelling is a single storey, 2 bedroom, 2 bathroom, 1 carport unit. Neighbour notification was undertaken and no submissions were received.

Please note the application was assessed under Chapter 2 Affordable housing of the *State Environmental Planning Policy (Housing) 2021 (Housing SEPP)*. Residential development carried out by or on behalf of the Aboriginal Housing Office (the landowner) is taken to be used for the purposes of affordable housing. The objective of *Division 1 In-fill affordable housing* of the *Housing SEPP* is to facilitate the delivery of new in-fill affordable housing to meet the needs of very low, low and moderate income households.

The Bland Housing Strategy identified there is an undersupply of Social and Affordable Housing in our LGA. This proposed development will increase housing supply and reduce waiting times for those who need it.

The subject site (the site) is known as Lot B DP 349272, street address 63 Church Street, West Wyalong. The site is approximately 540.2 meters square and located within 400m of the town centre of West Wyalong.

The site is zoned R1 General Residential (R1) under the Bland Local Environmental Plan 2011. Development for the purposes of Residential Accommodation, including Dual Occupancy (detached) is permissible with development consent within the R1 Zone.

The previous existing dwelling house was demolished under DA2018/0034. The subject site is currently vacant with no structures on it.

The site is located amongst other residential dwelling houses, with other unit developments along Stranger Street and England Street. The site is located in close proximity to the CBD, sporting facilities and schools, offering a variety of conveniences to different demographics.

The position of the proposed dwellings retains the single dwelling character of the streetscape along Church Street and utilises the narrow nature of the site. The style and character of the development is consistent with existing surrounding dwelling houses.



The proposed development is consistent with Council's Bland Shire Development Control Plan 2011 (DCP). Proposed variations to any acceptable solutions of the DCP have been reasonable and have planning merit. The development achieves the performance outcomes sought under the plan.

### **Financial Implications**

Council has received payment of Development Application fees totalling \$2,792.12.

### **Summary**

The development application for Dual Occupancy (detached), assessed under *Chapter 2 Affordable housing* of the *State Environmental Planning Policy (Housing) 2021*, is consistent with the Bland Shire Development Control Plan 2011 (DCP) and the objectives of the R1 zone, providing variety by way of affordable housing and will assist with the current growth and housing demands within the LGA.

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### **Recommendation:**

That Council approves DA2025/0023 – Dual Occupancy (detached) subject to the conditions of consent.

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## CONDITIONS OF CONSENT

### PART A - ADMINISTRATIVE CONDITIONS

#### General

74. This consent relates to **Dual Occupancy (detached)** as illustrated on the plans, specifications and supporting documentation stamped with reference to this consent, as modified by the following conditions. The development shall be carried out in accordance with this consent.

**Notes:**

- *Any alteration to the plans and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act, or a fresh development application. No works, **other than those approved under this consent**, shall be carried out without the prior approval of Council.*
- *Where there is an inconsistency between the documents lodged with this application and the following conditions, the conditions shall prevail to the extent of that inconsistency.*

75. The **Dual Occupancy (detached)** shall not be occupied or the use shall not commence until all relevant conditions of development consent have been met or unless other satisfactory arrangements have been made with council (i.e. a security).

#### Building Code of Australia

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

**Note:** *This condition is prescribed under the Environmental Planning and Assessment Regulation 2021.*

#### Erection of signs

77. A sign must be erected in a prominent position on the site:

- a. showing the name, address and telephone number of the principal certifying authority for the work, and
- b. showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- c. stating that unauthorised entry to the work site is prohibited.

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

## PART B - REQUIREMENTS PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

### Construction Certificate Application

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

### Engineering Plans

79. Engineering plans, showing details of all proposed work and adhering to any conditions of development consent are to be submitted to, and approved by Bland Shire Council or an Accredited Certifier prior to issuing of the Construction Certificate.

### Section 68 Local Government Approval

80. A Section 68 Local Government Approval Application is required to be submitted to and issued by Council under Section 68 of the *Local Government Act 1993* - Part B Water supply, sewerage, and stormwater drainage work prior to issuing of the Construction Certificate.

### Water Supply – Goldenfields Water County Council

81. A Certificate of Compliance is required to be obtained from Goldenfields Water County Council for the new water service prior to the issue of a Construction Certificate.

## PART C - REQUIREMENTS PRIOR TO COMMENCEMENT OF WORK

### Approval for Works within the Road Reserve

82. Prior to any works commencing within the road reserve of Church Street, the applicant must apply for and obtain approval under Section 138 of the *Roads Act 1993* from the road authority (Council). The developer is responsible for all public utility adjustment/ relocation works, necessitated by the proposed development and as required by the various public utility authorities and/or their agents.

### Notice of Commencement

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

### Erosion and Sediment Control

84. Erosion and sediment control measures shall be installed and maintained until all disturbed areas have revegetated in accordance with the Bland Development Control Plan 2012.

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

### Residential Building Work

85. Any licensed contractor(s) **performing residential building work valued at \$20,000 or more** must obtain indemnity insurance as required by the *Home Building Act 1989*. Evidence of

such insurance must be provided to the Principal Certifying Authority (PCA) before building works commence.

**Notes:**

- *This condition is prescribed under the Environmental Planning and Assessment Regulation 2021.*
- *If appointment as PCA, **Bland Shire Council WILL NOT INSPECT any building work unless evidence of indemnity insurance has been provided.** A copy of the Certificate of Insurance will suffice.*

### Temporary Onsite Toilet

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

### Damage to Public Assets

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

## PART D - REQUIREMENTS DURING WORKS

### Approved Hours of Construction

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

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

### Plans

89. A copy of stamped plans and development consent is to be available on site and available for inspection at the request of an authorized officer for the duration of the development.

### Vehicular Access

90. Any upgrades to Vehicular access within the road reserve must be constructed to Council standards, at full cost to the developer, Driveway design and grades shall comply with AS2890.1: 2004 (or as amended).

Refer to Councils standard drawing for more information.

## **Fencing**

91. Fencing forward of the front building setback of Unit 1 shall not exceed a height of 1.2 meters.

## **Installation of Smoke Alarms**

92. A smoke alarm complying with Part 3.7.2 of the Building Code of Australia and AS 3786 is to be installed between the remainder of the dwelling, be connected to the consumer mains power where consumer power is supplied to the building and be interconnected where there is more than one alarm.

## **Ponding to Neighbours**

93. All earthworks, filling, building, driveways or other works, must be designed and constructed (including stormwater drainage if necessary) so that at no time, will any ponding of stormwater occur on adjoining land as a result of this development.

## **Stormwater Drainage Constructed and Maintained**

94. Stormwater drainage must be constructed and maintained as to provide a satisfactory overland flow path and not adversely affect adjacent properties. Overland flow path shall be directed to Church Street only. No stormwater shall be directed to the Rear Lane.

## **Collect and Convey Surface Runoff**

95. All storm water runoff from the proposed development must be collected on site and conveyed to Church Street, in a manner consistent with AS 3500.

## **Building Waste**

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

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

## **Building Materials, Plant and Equipment**

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

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

## **Soil and Water Management**

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

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

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

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

### **Upgrade Council Infrastructure**

99. Any upgrades or alterations to existing Council infrastructure required as a result of the development shall be at the full cost of the applicant. Contact Council's Development Engineer to confirm what approval is required prior to commencing work on any Council infrastructure. Such work includes (but is not limited to) upgrade or connection to sewer or stormwater mains, and alteration of stormwater pits and sewer manhole levels.

### **Disturbed Areas Stabilised**

100. All disturbed development areas shall be progressively stabilised and/or revegetated so that no development areas remain exposed to potential erosion damage for a period of greater than 14 days.

### **Public Road Maintained Clean**

101. The developer is to maintain all adjoining public roads to the site in a clean and tidy state, free of excavated "spoil" material.

### **Uncovering relics or Aboriginal objects**

102. During construction, all works must cease immediately if a relic or Aboriginal object is unexpectedly discovered. The applicant must notify the Heritage Council of NSW in respect of a relic and report the finding to the Local Aboriginal Land Council (LALC) in the area or to Northern Tablelands Local Land Services for an aboriginal object.

In this condition:

- "relic" means any deposit, artefact, object or material evidence that:
  - a. relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and
  - b. is of State or local heritage significance; and
- "Aboriginal object" means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains.

Call West Wyalong LALC on 02 6972 3493 or Northern Tablelands Local Land Services on 02 6728 8020 to be directed to someone who can help with your enquiry.

## **PART E – ESSENTIAL ENERGY CONDITIONS**

103. If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment.

104. Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with.

105. Any activities in proximity to electrical infrastructure must be undertaken in accordance with the latest industry guideline currently known as ISSC 20 Guideline

for the Management of Activities within Electricity Easements and Close to Infrastructure.

106. Prior to carrying out any works, a “Before You Dig Australia” enquiry should be undertaken in accordance with the requirements of *Part 5E (Protection of Underground Electricity Power Lines)* of the *Electricity Supply Act 1995* (NSW); and

107. It is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)) has publications that provide guidance when working close to electricity infrastructure. These include the Code of Practice – Work near Overhead Power Lines and Code of Practice – Work near Underground Assets.

## **PART F - REQUIREMENTS PRIOR TO OCCUPATION CERTIFICATE**

### **Occupation Requirements**

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

### **Public Infrastructure**

109. The applicant shall rectify any damage to public infrastructure (including roads, gutters, footpaths, street trees, etc.) prior to the issue of the Occupation Certificate at no cost to Council.

### **Provision of Formal Address Number**

110. The person having the benefit of this consent is to contact Bland Shire Council and request formal property address numbers for each dwelling. The property number is to be provided in a visible place on or near the entrance for the convenience of visitors, emergency services and postal services prior to the issue of an Occupation Certificate. Numbers shall be 100mm high x 50mm wide (minimum) and of a colour contrasting with the surface to which they are affixed.

### **Smoke Alarms**

111. A Compliance Certificate certifying the installation of smoke alarms is to be provided to Council.

### **BASIX Certificate**

112. Commitments listed in BASIX Certificate number 1770288M relating to the development must be fulfilled prior to the issue of an Occupation Certificate.

### **Ground Levels**

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

## **Letterboxes**

114. Letterboxes are to be installed fronting Church Street prior to the issuing of an occupation certificate.

## **Completion Requirements**

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

## **PART G – REASONS FOR CONDITIONS**

### ***Conditions of consent have been imposed to:***

116. Ensure the proposed development:
- a) achieves the objectives of the *Environmental Planning and Assessment Act 1979*;
  - b) complies with the provisions of all relevant environmental planning instruments;
  - c) is consistent with the aims and objectives of Council's Development Control Plan, Codes and Policies.
117. Ensure that the relevant public authorities and the water supply authority have been consulted and their requirements met or arrangements made for the provision of services to the satisfaction of those authorities.
118. Meet the increased demand for public amenities and services attributable to the development in accordance with Section 7.11 of the *Environmental Planning and Assessment Act 1979*.
119. Ensure the protection of the amenity and character of land adjoining and in the locality of the proposed development.
120. Minimise any potential adverse environmental, social or economic impacts of the proposed development.
121. Ensure that all traffic, carparking and access requirements arising from the development are addressed.
122. Ensure the development does not conflict with the public interest.

## **PART H – OTHER COUNCIL APPROVALS**

### **Section 68 *Local Government Act 1993*, Section 138 *Roads Act 1993***

## **Section 68 Local Government Act**

Refer LG2025/0041



## **Section 138 Roads Act**

Refer RA2025/0010

### **PART I – GENERAL ADVICE**

#### **ADVISORY NOTE**

Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets, please contact Before You Dig Australia at [www.byda.com.au](http://www.byda.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW).

If alterations are required to the configuration, size, form or design of the development upon contacting the Before You Dig Australia service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets on the relevant property. Contact the Before You Dig Australia service in advance of any construction or planning activities.

#### **BOUNDARY ENCROACHMENTS**

Consent given to build in close proximity to the allotment boundary is in no way to be construed as permission to build on, or encroach over, the allotment boundary. Your attention is directed to the provisions of the *Dividing Fences Act 1991*, which gives certain rights to adjoining owners, including use of the common boundary. In the absence of the structure standing well clear of the common boundary, it is recommended that you make yourself aware of your legal position. This may necessitate a survey to identify the allotment boundary.

#### **LAPSING OF DEVELOPMENT CONSENT**

Development consent does not lapse if the approved use has actually commenced or the proposed work is physically commenced before the consent lapse date, except where a condition specifies a limit to the duration of the consent.

#### **RIGHT OF APPEAL**

If you are the applicant:

You can appeal against this decision in the Land and Environment Court within twelve (12) months of the date of this notice (section 8.7 of the *Environmental Planning and Assessment Act, 1979*). You cannot appeal, however, if a Commission of Inquiry was held and the development is designated development or state significant development.

#### **REVIEW OF DETERMINATION**

An applicant may request the Council to review this determination within one (1) year after the date the applicant received this notice. The prescribed fee must be paid with the request for a review. Once the review is completed the Council may confirm or change the determination.

If there is an appeal, the period of time within which Council may undertake a review is extended up to the time the Court hands down its decision.

Under Division 8.2 Reviews of the *Environmental Planning and Assessment Act, 1979*, a determination or decision in connection with an application relating to the following is not subject to review-

- a) a complying development certificate,
- b) designated development,
- c) Crown development (referred to in Division 4.6).

## 6.11 Girral Road Project



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

**Author:** Manager, Operations

### Introduction

This report seeks Councils consideration for the allocation of additional funds to address design challenges and mitigate risks associated with overland drainage that were identified through community engagement, as outlined in the report.

### Financial Implications

Council successfully obtained \$5 million from the NSW Fixing Local Roads Program – Round 4 for the upgrade of Girral Road.

At an extraordinary February meeting of Council an additional vote of \$3.5m was allocated to the project.

A further \$350,000 is sought to address drainage issues identified as necessary to complete intended upgrade works for Girral Road.

### Summary

Councilors will recall that following its extraordinary meeting of 28 January 2025, a determination was made to direct \$2 million, in the as yet uncommitted, four (4) year, Roads to Recovery - Federal funding allocation and an additional \$1.5 million, in funds, necessary to complete intended upgrade works for Girral Road.

Following its meeting on site with stakeholders, including residents of Girral Road and Councilors, Technical Services staff reviewed the number of concerns raised, with a view to completing construction as efficiently and cost effectively as possible, while giving consideration to the concerns raised. The plan was to address the mainly drainage related issues post-construction and to continue to monitor the site.

It became clear however, following further consultation with property owners, that the risk associated with some issues would need to be addressed during construction. These related to potential financial risks, cited by farmers, pertaining to negative impacts which may be realized, as a result of some elements of the overall design, particularly relating to overland flow of water.

As a result, the project team have reviewed certain aspects of work and in coordination with the Contractor, have developed a change to the existing scope that addresses risks and challenges of the previously adopted design, particularly those pertaining to drainage and overland flow.

A determination is sought in allocating an additional \$350,000,00 in funds, necessary to complete the intended upgrade works for Girral Road, following consultation with residents of Girral Road.

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**Recommendation:**

That Council adopt the recommendations outlined by Technical Services, by allocating \$350,000.00 of Council funds to address the identified design challenges and mitigate identified risks.

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## 6.12 Bland Shire Council Managing its Wastewater Assets



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

*DP7.2 Effectively manage and maintain existing stormwater and sewerage infrastructure*

**Author:** Environmental Health Officer

### Introduction

Bland Shire Council's Sewer Supply assets are critical to the removal and treatment of wastewater and wastewater products which is vital to the economic, social and physical well-being of our community. Their effective management is crucial to the sustainable delivery of those services to meet community needs and aspirations now and in the future. Local Governments exercise their duties to maintain, operate and improve their infrastructure networks under increasing pressures that include:

- Limited budgets;
- Limited resources;
- Mature networks;
- Increased accountability;
- Increasing public expectations.

Despite these challenges, Council is responsible for effectively accounting for and managing its assets and having regard to long term and cumulative effects of its decisions. This is a core function of local government authorities and is reflected in the Local Government Act. Furthermore, a strong and sustainable local government system requires a robust planning process to ensure that these assets are managed in the most appropriate way on behalf of local communities.

### Future Demand

The objective of asset management is to create, operate, maintain, rehabilitate, and replace assets at the required level of service for present and future customers in a cost effective and environmentally sustainable manner.

### Demand Management Strategy

The current projected demands on Wastewater Assets are as follows:

- Complete and implement a sewer services strategy
- Prepare long term wastewater asset maintenance and renewal programs according to priorities and funding availability.
- Review asset criticality, inspection programs and maintenance programs to identify improvements.
- Ensure that the Financial Plan and Asset Plan are integrated and reflect future asset needs.
- Ensure design standards take into consideration climate change, local conditions, increasing demand, ongoing maintenance costs and depreciation of the asset (whole of life costings).

### Long Term Resource Planning

Council officers will be developing an Asset Management Plan integrating with Councils Strategic and Financial Plan, as well as a Disaster/Contingency Plan for the West Wyalong/Wyalong Sewage Treatment Plant. These plans will inform the long-term financial planning of this vital asset.

Knowledge of the current condition of our asset is an important consideration in determining whether our asset can meet and will continue to maintain our customer service level.

### Budget Implications

Timeframe	Item	Amount
2025/2026	1. Completion of the Sewage Treatment Plant Asset Management Plan integrating with Councils Strategic and Financial Plan 2. Engage a consultant for a Sewage Treatment Plant Redevelopment – Concept Design and Review of Environmental Factors	\$300,000
2026/2027	Stage 1 – Sewage Treatment Plant Upgrade – West Wyalong & Wyalong	\$5 Million
2027/2028	Stage 2 - Sewage Treatment Plant Upgrade – West Wyalong & Wyalong	\$15 Million

Please note: The NSW Government Safe and Secure Water Program is presently being reviewed. This program has provided valuable support to councils undertaking augmentation/upgrade works of the sewage treatment plants in regional NSW. Shall this program be reopened by the state government; the funding guidelines will be evaluated by council officers.

### Conclusion

Council is being asked to consider the future and long-term asset management of the Sewage Treatment Plant servicing the West Wyalong and Wyalong townships.

It is recommended that Council review for inclusion the above budget implications with proposed timeframes.

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### Recommendation:

That Council receive and note the report on managing Council wastewater assets and progress development of a future sewer strategy.

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## Section 4 – Reports for Information

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**Recommendation:**

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

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- 6.13 Community Development Report
  - 6.14 Youth Services Report
  - 6.15 Bland Shire Library Monthly Update - March 2025
  - 6.16 Children Services Update March 2025
  - 6.17 Bland Community Care Services Update March '25
  - 6.18 Bland Shire Council Museum Advisor Report March 2025
  - 6.19 Technical Services Report
  - 6.20 Development Services Activity Report – March 2025
-

## 6.13 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

### Mornings Melodies and Memories



On Monday 17 March 2025, to celebrate St. Patrick's Day, Mornings, Melodies and Memories Program held at Barmedman saw participants celebrate with a fun-filled green-themed morning. The group enjoyed a delicious morning tea, shared plenty of Irish jokes, and tested their knowledge with some fun Irish trivia.



The Mornings, Melodies and Memories session scheduled to take place in West Wyalong on Monday 24 March was cancelled due to unforeseen circumstances.

Monday 31 March 2025, session was held at Mirrool with five participants in attendance. Participants enjoyed morning tea and participated in some trivia and mind games.

Program dates for April/May:

- Barmedman – 28 April
- Tallimba – 5 May
- Ungarie – 12 May
- Weethalle – 19 May
- Barmedman – 26 May

### Youth Week & April School Holiday Program



The schedule has been set for Bland Shire Youth Week (9-17 April 2025) and April School Holidays to include the following activities/events:



### NRMA Driving School

Council has booked the NRMA Driving Instructor to provide free one-hour driving lessons for L plate drivers who reside in the Bland Shire. These lessons will take place on Tuesday 22, Wednesday 23 and Thursday 24 April 2025. This has been made possible due to a successful grant application through the NSW Government Department of Communities and Justice. Due to popular demand, the NRMA driving lessons are fully booked out.



### Heaps Decent DJ Workshop

Local Youth were encouraged to unleash their inner DJ at the Heaps Decent DJ Workshop at the Bland Shire Youth Centre on Saturday, April 12, from 10am to 12noon! This workshop provided the perfect opportunity for aspiring DJs to learn the basics of mixing, scratching, and creating beats from experienced industry professionals.

The workshop covered everything from understanding DJ equipment and software to practical techniques for creating smooth transitions and unique soundscapes. Participants were given the chance to experiment with real DJ gear and learn valuable tips and tricks to enhance their skills.

### Golden Leaves Music Festival

The Golden Leaves Music Festival was to follow the Heaps Decent DJ Workshop. The festival was scheduled for McCann Park from 5pm-9pm, with live music conducted by professional Heaps Decent DJ and participants of the workshop were invited to showcase their skills in front of a live audience.

Garden Games were provided along with Festival Glitter Body Art by local business, Glow for Beauty. This festival was made possible due to funding provided by the NSW Government Department of Primary Industries.

### Two-day Hospitality Camp

Participants taking part in the 2-day Hospitality Camp will receive their formal qualification for Food Safety Handler course, learnt waiter skills and took part in the 'hands-on' Barista course. The camp provided youth with practical experience in the hospitality industry to include on their Personal Resume to assist in job readiness.

Held on Tuesday 15 and Wednesday 16 April at the Bland Shire Youth Centre, this activity was made possible due to grant funding provided by the NSW Government Department of Communities and Justice.



## 6.14 Youth Services Report



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

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

**Author:** Youth Services Officer

Bland Shire Council was able to facilitate a range of activities at the youth centre since its reopening on the 19<sup>th</sup> of February 2025. Since then, there's been a total of 95 participants, ranging from the ages of 12 to 19 years of age; some of whom had never been to the youth centre before. These participants were granted opportunities and social outlets that they would otherwise not have access to. The youth centre is widely perceived to be a safe space where youth can come to socialise and connect with their peers.

### **Board and Card Game days**

Bland Shire Council hosted many board game days which sparked the interest of several young people within the community. Many new games were played and several young people found the opportunity to communicate and explain games to their peers promoting communication and leadership. Having a total of 30 participants, Monopoly, Uno Flip and Kids against Maturity, proved to be the most popular games with several of each being played. The Board games encouraged Youth to strategise, cooperate, and think in ways they hadn't before in a fun and engaging environment. There was a clear interest in these activities as youth attended regularly and recounted stories of previous games.



### **Just Dance and Physical Activity**

Due to high demand many afternoons were spent playing Just Dance. Just Dance is a video game where people follow instructions on the screen on how to complete simple dance moves. Through passionate participation many people found extensive physical activity in such games and many inclusive conversations arose on physical activity and local sports facilities.

### **Ungarie School Visit**

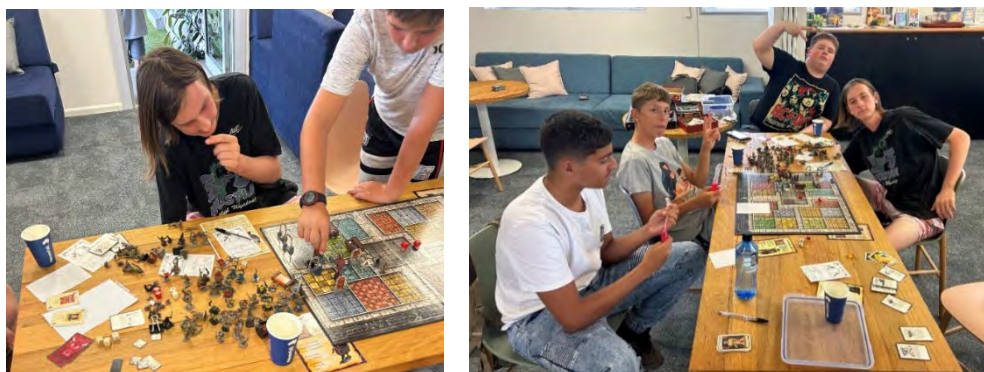
Bland Shire Council was able to facilitate an Ungarie Central School, leadership day. Though run by Ungarie teachers, many students were surprised and intrigued by the Youth Centre, the activities it hosted and the spaces it provided. Helping students realise opportunities available in the Shire.



BUSINESS PAPER FOR THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON 15 APRIL 2025

### Hero Quest

Hero Quest is a much more involved board game not dissimilar to Dungeons and Dragons. In a similar sense it encourages people to use their imagination but most importantly work as a team to complete certain tasks and challenges. The first session on the 2<sup>nd</sup> of March allowed the participants to understand the game, choose a character and begin their first challenge. Another session took place the following Sunday the 9<sup>th</sup> of March where new challenges were faced, and more people were introduced to the game. Some youth found the opportunity to run said games challenging their peers and leading them through obstacles. This event will be continuing throughout the year so that participants can continue the story, their characters, and continue building teamworking skills.



### Video Games

Bland Shire Council hosted two video Game Days, Wednesday 26 February, and Friday 28 March, with a total of 3+M participants. The day allowed youth to either play on personal devices or those provided by the Youth Centre. Youth proved to be very competitive, whilst simultaneously helping each other with game mechanics and helpful tips. In some Game modes participants worked in two separate teams cooperating amongst themselves to turn out victorious. The simplicity and wide popularity of video games allowed Youth to more easily socialise, relate and connect.

In the time since reopening, the Youth Centre has provided opportunities and a safe space for young people in the community. From a safe space to study to a social outlet, it has had an impact on those who have attended many of whom would have no alternative space to develop interpersonal relationships or a sense of belonging. Many first-timers and new arrivals attended during this time; proving that the Youth Centre is known about and perceived as a safe and inclusive place.

### Participation

19/2/2025 – 5/3/2025	36
5/3/2025 – 2/4/2025	52



## 6.15 Bland Shire Library Update – March 2025



**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

### **Community Expo – March 12**

Bland Shire Library was pleased to take part in the Bland Shire Community Expo, held at the Services & Citizens Club on Wednesday, March 12. A variety of library services, programs, and equipment tailored for seniors were showcased, with notable interest from residents in the library's free home delivery service.

### **NSWPLA Meeting – April 10**

A meeting of the NSW Public Libraries Association South-West Zone took place at Junee Library on Thursday, April 10, 2025. The Coordinator of Library Services and library delegate, Cr Brooks, participated in the meeting via teleconference.

### **Kids Easter Activity Book**

Following the success of last year's Easter activity book for children, Bland Shire Library has created another one for this year's April school holidays. Available for a small gold coin donation, the book provides entertainment for children and raises funds for local charitable causes.

This year, the beneficiary of the library's current Easter activity book, is Jayden Pope's family. Losing a loved one, especially a child, is an unimaginable tragedy. Yet, despite their grief, families affected by such a loss must find a way to navigate the daily challenges of life. Jayden, 14, passed away unexpectedly from medical complications on March 9. Given the library's long-standing connection to Jayden through his schooling and visits to the library, these funds, along with other contributions, will provide financial support to his family, allowing them the space to grieve without the additional burden of financial stress.

It is important to note that the library obtained approval from the Pope family before publicising the Easter activity book. Thus far, nearly 200 booklets have been taken.

### **2024-25 Summer Reading Club Presentation and Finale Party**

After a COVID-related postponement, Bland Shire Library wrapped up its 2024-25 Summer Reading Club 40-Day Challenge with a presentation and finale party on Wednesday, March 19, 2025. The event saw an incredible turnout, with 103 children and their parents attending. The Coordinator of Library Services extended a heartfelt thanks to participants, parents, and sponsors for their invaluable support before presenting participants with their book awards and other prizes.

A total of 118 children, aged five to sixteen years, registered for the 40-day reading challenge, with an impressive sixty-eight per cent of participants successfully completing it. All participants who completed the 40-day reading challenge received a book of their choice up to the value of thirty dollars. Additionally, twelve individuals exceeded the forty-day mark, and of those, six participants read every day for the entire sixty-two days throughout December and January, earning them each a fifty dollar Why Leave Town gift card. The other six participants each received a thirty dollar Why Leave Town gift card.

All those participants who didn't quite reach their reading goal but still handed their reading logs in, each received a minor prize in the form of a milkshake & cake voucher from Thom Dick and Harry's, West Wyalong, for their effort and commitment.

In addition to the reading challenge, participants enjoyed a Bingo Challenge, weekly prize draws, and a lolly guessing competition for added entertainment. Thirty-five participants completed the Bingo Challenge, which comprised of thirty mini challenges including a fort building activity, with another twenty-three participants almost reaching the mark. Each successful bingo participant received a twenty dollar Why Leave Town gift card for their effort.

To encourage youth participation in the 40-day reading challenge, Bland Shire Library offered a Meta Quest 3S virtual reality headset as the grand prize. A highlight of the presentation was the virtual spinning wheel, which ultimately landed on Will Grimshaw's name.

Special recognition goes to Evolution Mining – Cowal Gold Operations, The L & R Group – Holland Park Pool, French Hot Bread Bakery, and Bernardi Group for their generous sponsorship, which was appreciated by Bland Shire Library, and greatly contributed to the success of the incentive-driven reading program.

The Bland Shire Library Summer Reading Club 40-Day Challenge, which was awarded a Community Recognition Statement from Steph Cook MP in 2021, is an annual event that runs officially from December 1 to January 31. Its goal is to encourage daily reading habits among children and young people, promoting lifelong learning and literacy. By focusing on the number of days spent reading rather than the number of books read, the program fosters inclusivity, inviting children of all ages and reading abilities to participate.

Additional activities for participants throughout December and January were centred around an annual theme, with this year's being "Reading is Out of This World." Bland Shire Library is now excited to begin preparations for the launch of the 2025-26 Summer Reading Club 40-Day Challenge in November.



### **Author (Gus Gordon) Visit Postponed**

After months of planning, Bland Shire Library was disappointed to inform schools that the author visit scheduled for March 10 - 14, 2025, had been postponed. Unfortunately, Mr Gordon, who had recently relocated to Brisbane, was affected by Cyclone Alfred, which disrupted his travel plans. After careful consideration, the library decided to postpone his visit to prioritise his safety. A new date for the event will be announced once confirmed.

### **Library Assessment – State Library to Visit – May 5**

The State Library of NSW partners with all councils across the state to ensure residents have access to high-quality public libraries. This collaboration involves offering funding, advisory services, and support for collections and systems.

On Monday, May 5, 2025, the State Library's Public Library Services team will visit Bland Shire Library as part of its Library Assessment Program, in accordance with Section 5 of the Library Act 1939.

The visit is an opportunity for the State Library to assess the library's needs and learn more about how the library serves the community.

During the visit, the team will use the NSW Public Library Statistics and NSW Public Library Standards and Guidelines as primary discussion points with public library and council staff.

### **Cowal Partnering Program - Application Unsuccessful**

Unfortunately, Bland Shire Library's application for funding through the Cowal Partnering Program to support a 2025 'Book with a Twist' Photo Competition was not successful. The inaugural photo competition, held in 2023 to celebrate Library and Information Week, was made possible through a National Backyard Cricket grant.

### **April School Holiday Program – Update**

A positive response to the library's April school holiday program, where spots for activities are quickly being booked. Activities include ceramic mug decorating, STEM Construction using confectionary, toothpicks and other assorted items, and No Bake Baking (recipes not requiring an oven). The library also has a take-home activity in the form of a drink holder to decorate.

### **Membership - Update**

20 new members registered in March, bringing the total number of members to 1764 – which equates to almost thirty per cent of the Bland Shire population – with 212 members active in March.

### **Storytime - Attendance**

From July 1, 2024, to the end of March 2025, Storytime saw 844 participants, marking a notable increase from 656 during the same period in 2023-24.

Storytime takes place every Thursday during the school term, starting at 10:30 am. The free early literacy program, designed for preschool-aged children, does not require booking and features storytelling, songs, music and dance, games, and crafts — all centred around a theme. At the end of each session, the library offers a morning tea, with options available for those with gluten and lactose intolerances.





### **GOLD Club - Attendance**

From July 1, 2024, to the end of March 2025, GOLD Club for seniors recorded 179 participants, marking a notable increase from 123 during the same period in 2023-24.

GOLD Club (GOLD an acronym for Growing Old & Living Decisively) takes place every second Monday from 2pm. The free program, specifically designed for seniors, does not require booking and features cognitive activities such as word and picture puzzles, quizzes, etc. As part of the session, the library offers afternoon tea, which makes for a most enjoyable outing.



### **Tech Savvy Seniors - Attendance**

From July 1, 2024, to the end of March 2025, Tech Savvy Seniors recorded 162 participants. 152 participants were recorded for the same period in 2023-24.

Tech Savvy Seniors is an open forum held every Tuesday during the school term, with no booking required. Seniors who need help with digital technology are welcome to drop in with their enquiries.



### **Baby Bounce - Attendance**

From July 1, 2024, to end of March 2025, Baby Bounce saw 255 participants, marking a notable increase from 128 participants during the same period in 2023-24.

The free early literacy program, designed for babies aged 0 to 24 months, focuses on introducing children to literacy at an early age and fostering a love for the library through action songs, books, reading, and interactive play. The session also provides a fun social outing for mothers and their babies, with partners, siblings, and grandparents all invited to join in.



**RRL Newsletter Promotion**

Riverina Regional Library is hosting a competition to promote its monthly online newsletter. Open to all library members across the region (ie. Member Councils), participants can enter the draw for a chance to win a day at Altina Wildlife Park by simply signing up for the RRL newsletter. A \$250 voucher is up for grabs, and everyone who subscribes before the end of April will be entered into the draw.



## 6.16 Children Services Update March 2025



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 – Sharon Glasgow

There goes March, as we near the end of first term.  
It was a busy month spent settling children into another year of Preschool.

### **Funding**

Preschool was approved for \$6000 funding from NSW Department of Education to go toward a Health and Development program. With additional funds raised by the parent committee and preschool funding, it will be great to have the Speech program revisited in 2025. More information to come over the next few months.

### **Regulatory Authority**

Melissa Nesbitt, the assessing officer (AO) completed a monitoring visit on MRU and Preschool. Melissa toured the service ensuring the building/playground was maintained and safe for all. During the tour, the AO advised the outdoor soft fall required immediate attention/replacing. Fortunately, the Coordinator was aware of this, and the replacement process had previously commenced, as well as having been presented to WHS committee, Building Maintenance Officer and Director. This satisfied the AO; so long as the Coordinator updates the AO of progress. The Coordinator has since scheduled the contractor to commence work in May and Council's Foreman Urban Services has completed patching of the damage sections for the interim.

During the visit the AO requested to view regulated documents, qualifications and emergency drills. The AO was impressed with both services and commented "I always enjoy coming here as I know you are well informed and have all as required".

The Coordinator used this time to discuss recruitment challenges with the AO pending the departure of an ECT in June (Maternity Leave). The AO advised options and steps to take in various scenarios.

### **International Women's Day**

CSU celebrated the wonderful educators and staff for International Women's Day with a coffee gifted from Council's Executive (thank you). In a profession predominantly female we acknowledged the dynamic CSU team and how each lady brings an individual



uniqueness and flare to CSU which is valued and respected by all. Diversity, individuality and acceptance are just a few characteristics that are role modelled by educators to children, families, community and each other at CSU.



### **Bland Preschool – Senior Early Childhood Teacher**

In March, the children had a wonderful time learning and growing in a variety of ways! They experienced Healthy Harold, where they learned important lessons about emotions. The children engaged in activities that helped them recognise and express their feelings.

In celebration of Veggie Month, the preschool participated in exciting hands-on activities, including chopping, cooking, and tasting a rainbow of fruits and vegetables. The children enjoyed trying new flavours and learning about the nutritional value of different veggies, promoting healthy eating habits. Parents provided great feedback about the “taste the rainbow” program and commented how their children were willing to try new foods at home or talk about the nutritional value of foods.

To strengthen our community connections, we welcomed family and friends for a lovely afternoon tea. This special event allowed parents and caregivers to connect with the preschool, share experiences, and build meaningful relationships within our school community.





### **Mobile Resource Unit/Ungarie Preschool – Room Leader**

March was an exciting month at Ungarie Preschool, filled with engaging activities and special events.

One of the highlights was the excursion to Ungarie Central School to visit Healthy Harold. The children thoroughly enjoyed this experience, learning about health and well-being in an interactive and fun way.

A special Family and Friends Afternoon Tea was hosted, where each child had the opportunity to share this time with a special person or people. It was wonderful to see families and friends come together, enjoying afternoon tea and engaging in fun activities with the children.

Babies and Dress-Ups was the children's activity of the month, this sparked imaginative play and meaningful discussions among the children. They loved exploring role-play scenarios, dressing up, and caring for baby dolls.

Additionally, the children embraced outdoor sensory play, engaging in various hands-on experiences that stimulated their senses and creativity.



### **It Takes a Village (ITAV) – Service Leader**

#### **Playgroups**

This month, we held two playgroups in Ungarie and one through Children's Services. Unfortunately, the Tallimba session was cancelled due to unavailable staff.

Attendance remained steady, which reinforced the value these sessions provide for both children and parents. The consistent participation suggests families appreciate the opportunity to connect, engage in play, and build relationships in a supportive environment. These sessions continue to foster a strong sense of belonging and community connection.

*Following are photos from the March Playgroup in West Wyalong.*



### **Toy Library**

Toy Library membership remained steady, reflecting continued interest and engagement from families utilising this resource.

### **Educational Packs**

Several educational packs were requested by CSU educators for students in their classes, highlighting the ongoing demand for learning materials to support children's development.



## 6.17 Bland Community Care Services Update March '25



**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

Bland Community Care clients were busy this month attending several Seniors Festival events in West Wyalong including a Bland Blokes excursion to the Lake Cowal Conservation Centre, the Community Expo and the Seniors Luncheon. The Community Care Coordinator attended each of these events and observed clients, and community members, having a wonderful time.

Several members of the community have attended 'Come and Try' days for the Centre's Group activities. This is a great initiative to showcase to the community what activities are available at Bland Community Care. If an individual enjoys the activity and wishes to attend on a permanent basis, they can then commence the registration process.

The Community Care Coordinator assisted Council's Community Development Officer, in organising the Seniors Luncheon. At the Luncheon Bland Community Care employee, Vicki Barber, (pictured at right) was recognised at the Seniors Lunch for her hard work and dedication to the elderly members of our community.



### Service Update

Intakes under Commonwealth Home Support Program (CHSP) have slowed down due to the large waitlist and staffing constraints. Bland Community Care Services (BCCS) is currently accepting referrals for Community Packages – Out of Hospital Care (COMPACKS) and Transitional Aged Care Program (TACP) clients. These services are short term (six to twelve weeks) programs that aim to assist patients recovering from a hospital stay.

The My Aged Care portal continues to be closed for Domestic Assistance, Personal Care, Flexible Respite, Social Support, Goods & Equipment and Yard Maintenance. This is due to the large waitlists and staffing availability.

Staff are currently working through the CHSP Yard Maintenance and Social Support Groups waitlists and are slowly onboarding new clients. The service waitlist is continually growing as clients are inquiring about services directly to us rather than through the My Aged Care portal. All clients on the waitlist are aware of the situation.

### **Staff Training**

One Staff member continues her training in the Certificate III Individual Support. The Bland Community Care Services Coordinator and Team Leader, continued to attend the fortnightly People Leader Sessions to improve their management skills.

Bland Community Care Services Team Leader continues to complete her Certificate III in Local Government.

### **New Equipment**

This month Bland Community Care has purchased an air fryer to assist with Wednesday Activity Day lunches, and six sets of 1kg hand weights for Exercise Groups.



### **Group Updates:**

#### **Bland Blokes**

Bland Blokes continue 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 five regular attendees.

On Wednesday 4<sup>th</sup> March, the Bland Blokes Group attended an excursion to the Lake Cowal Conservation Centre. This was run in conjunction with this year's Seniors Festival, and members of the public were invited to attend. Twelve participants took part in this event. On arrival at the Centre the group enjoyed morning tea followed by a presentation by Malcolm Carnegie. Mr Carnegie showed the group a slide show and spoke about the Lake, the mine and conservation. The group was very interested and asked a lot of questions. Following the presentation, the group headed to the shore of the Lake for a BBQ lunch prepared by Sally Russell. Here the attendees were provided with binoculars to get a closer look at the wildlife and the mine. The group was also given a tour of the new accommodation by the Lake. The return to West Wyalong toured past the Gold Mine – with members in the group in awe of how large it had grown over the years.



#### **Wednesday Activity Group**

Wednesday Activity Day continues weekly – Wednesdays 10am. Group numbers have been lower than usual this month. A lot of regular clients are away or unwell.

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):

## **MARCH 2025**

Wednesday 5<sup>th</sup> March 2025 – 7 attendees

Wednesday 12<sup>th</sup> March 2025 – 4 attendees

Wednesday 19<sup>th</sup> March 2025 – 2 attendees

Wednesday 26<sup>th</sup> March 2025 – 7 attendees

Clients are provided with morning/afternoon tea and a “home cooked” meal for lunch. Sweets are also served after the main meal.

On Wednesday 12<sup>th</sup> March Staff and clients attended the Community Expo held at the Services and Citizens Club. Clients enjoyed browsing the stalls and gathering information on services in the local area. Staff took all Bland Community Care walkers to the Expo to have free maintenance checks provided at the Open Mobility stall. Bland Community Care staff also manned an information stall at the Community Expo.



## **Gentle Exercise Group**

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 hand weights, Pilates balls, Pilates step and pool noodles. Clients also go for a walk around the courtyard during the session.

As mentioned above, six sets of hand weights were purchased this month for clients to use in Exercise Group.

## 6.18 Bland Shire Council Museum Advisor Report March 2025



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

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

**Author:** Museum Advisor

**Weethalle Museum - Monday 10 March**

Unfortunately Michelle and I were on our own this morning.

Michelle continues to improve the building. Graham Read and Michelle put in tape to seal the gaps around the new solid back door. This will finally stop the dust and insects being able to come through the large gaps. It might sound like a small thing.

As the museum is only open when there are visitors and volunteers available, regular cleaning and good dust and insect exclusion is very important. Opening is happening less and less due to the continuing closure of the Whistle Stop Café. Insects can do terrible damage to museum objects, especially moths. Dust is also an enemy of collections and insects thrive in it.

I am hoping to assist Michelle in bringing together the committee for the Whistle Stop Arts & Crafts Inc. to work on a way forward to ensure the viability of the Museum.

At this point there is one volunteer meeting with me regularly. This volunteer does not live in the village and travel a good distance to clean and monitor the collection.

**Wyalong Museum - Monday 10 March**

Communications with the Council were again an important topic. There are issues with the building that are affecting the long term integrity of the west wall. The Museum has communicated to the Council about the ineffective water management around the main Courthouse building. Water gathering where it shouldn't and has caused timber boards to rot and is traveling under the foundations, when it should be drawn away.

This issue is also affecting the new building, at the rear of the site. A down pipe cannot drain into the catchment as it is covered with gravel and dirt.

The Council needs to look after these issues so long-term damage is not done to a heritage building.

As the Council has not been timely, I have suggested getting a quote for a gravel drain to draw water away from the building and presenting it for consideration to the council.

There have been new additions to the collection including a well provenanced wedding dress, with images of the wedding party.

The team continues to changeup the displays keeping it interesting for the staff and visitors.



## Ungarie Museum - Tuesday 11 March



Don and I continue to work on the collection. Vanessa and Mary cleaned, one of the most important jobs in a museum.

It is great to see visitor coming through Ungarie to see the Big Footy! One couple were a part of a team raising money for MND. They had not know about the connection to Ungarie until they had a chat to fellow travellers in Temora the previous evening.

I am preparing a document on the transportable gaol. This building has been at the rear of the site for over 40 years. And it is not in good shape. There have been suggestions that work be done by keen volunteers. I am wary of this without the supervisor of a conservation experienced builder. Unfortunately, the basic integrity of the structure has been compromised due to a poor foundation and lack of basic maintenance. The building has not been a priority of the committee in the past, but the discussion needs to happen now as the building is becoming a danger to itself.

Next visit will be 7 & 8 April 2025

## 6.19 Technical Services Report



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

*13. Ensure that public places and facilities are well maintained and easily accessible*

**Author:** Acting Director – Technical Services

### **ROADS MAINTENANCE**

#### **Works Undertaken March 2025**

##### **Maintenance Wet Grading**

Wilga Plains Rd  
Rankins Lane  
Minogues Lane  
Bradbury's Lane

##### **Flood Damage Repairs**

Halls Lane  
Minogues Lane  
Alkaville Rd

##### **Sealed Road Patching Works**

Work has been on going on all Regional/Rural sealed Roads ( Jet patcher )  
Urban roads in West Wyalong & Wyalong

##### **Gravel Re-sheeting**

Tyndall's Lane RTR  
Prep work for Re-sheeting on Naradhan Rd  
Mud Hut East

##### **Heavy Patching**

New program to be released.

##### **Re-sealing**

New Program to be released.

#### **WORKS PLANNED APRIL 2025**

##### **Flood Damage Repairs**

Burrangong Lane  
Tait's Lane  
Lemons Lane

##### **Maintenance Grading/Wet Grade**

Bradbury's Lane  
Gibbons Lane  
Jacksons Lane  
Greaves Lane

## **Sealed Road Patching Works**

On going.

## **Gravel Re-sheeting**

Beattie's Lane  
Martens Lane  
Mud Hut Road  
Naradhan Road

## **Heavy Patching**

New Program to be released

## **Sewerage Treatment Works**

Toilets in Barmedman and Ungarie Cleaned Monday, Wednesday and Friday.

## **Villages / Works Undertaken – April**

Monday's – Weethalle, Tallimba + Naradhan

- Clean toilets
- Prune suckers around street tress
- Cut up fallen trees around town and take them to the tip
- Whipper snip and Mow town surrounds
- Spray for weeds
- Mow and whipper snip park at Tallimba
- Clean toilet mow, whipper snip and spray around the town of Naradhan
- Mow and Whipper snip Tallimba and Weethalle cemetery

Tuesday's – Ungarie

- Mow and whipper snip sporting field
- Mow and whipper snip around town entrances
- Prune suckers around street trees
- Cut up fallen trees around town and take them to the tip
- Mow and whipper snip park
- Spray small patches of weeds around town
- Mow and whipper snip cemetery
- Mow and whipper snip pre-school

Wednesday's - Barmedman

- Mow and whipper snip parks
- Mow and whipper snip town entrances
- Cut up fallen trees and take them to the tip
- Mow and whipper snip cemetery
- Pune suckers around town street trees
- Mow around the bland shire council boundary

Thursday's - Ungarie

- Mow and trim nature strips around town
- Spray paper wasps nest around playground and sporting field
- Pressure wash the netball courts seats
- Back fill graves at cemetery

Friday's – Weethalle (one person works)

- Clean toilets
- Mow whipper-snip, playground and town entrance.

### **Park Maintenance**

- Mow whipper-snip and edge all Parks
- Check irrigation
- Park inspection
- Trim trees
- Fix water leaks
- Spray weeds in park gardens
- Mow whipper-snip pre-school
- Fix irrigation at topky museum
- Picked up fallen branches around parks
- Watered trees at McCann park
- Mulched middle 2 gardens at McCann park
- Fill up McCann park dam
- Empty bins in the parks (Monday & Fridays)
- Empty fat trays from barbeques in all parks (once a month)
- Broad leaf spray all small parks
- Council has taken on the maze over the back of McCann park

### **Cemetery Maintenance**

- Mow whipper snip and edge cemetery
- Check graves once dug
- Check backfill once back filled
- Check irrigation
- Back fill graves when they sink
- Fix irrigation pipes when they have been hit
- Move shelters for funerals
- Attached plaques at the cemetery
- Weeded Garden beds
- Sprayed broad leaf
- Grave check Tallimba
- Grave check Weethalle

### **Sporting Fields Maintenance**

- Round up McAlister Oval surrounds
- Replace tap at Ron Crowe
- Mow McAlister Oval
- Line mark cricket field boundary, Perseverance and Redman Ovals.
- Over sow McAlister Oval
- Mow skate park
- Mow McAlister Oval surrounds
- Fertilise the McAlister Oval
- Broadleaf Perseverance touch ground and surrounds
- Mow Ron Crowe Oval
- Mow Ron Crowe surrounds
- Mow Perseverance Oval surrounds
- Mow Perseverance Street Cricket Oval
- Line mark for touch football
- Replace sprinklers at Perseverance Oval
- Broadleaf Ron Crowe surrounds
- Round up Ron Crowe surrounds
- Round up around the outdoor basketball stadium

- Primo Ron Crowe Oval
- Round up netball courts

#### **Town Maintenance - General**

- Mow and whipper snip Main Street
- Mow and whipper snip Pre School
- Spray weeds around town
- Spray weeds up the Main Street
- Blow down the Main Street once a week for the street sweeper
- Mow and whipper snip back lane of Cassin streets
- Trim street trees
- Mow and whipper snip Council Chambers
- Airport inspection (Tuesday & Thursday)
- Mow whipper snip Rotary Park
- Traffic control to replace water hydrant in Church Street
- Dropped traffic signs out to Tallimba for a funeral

#### **Street Sweeper**

- West Wyalong and surrounding streets
- Street sweeper went to Barmedman on Monday the 24 March
- street sweeper went to Weethalle and Tallimba on the 25 March.

#### **Projects underway**

- Lady's garden beautification has been completed
- Tanks have been installed at the union ground, just waiting to get 3 phase power to a shed and pump and GWCC to do a pressure test for fresh water connection
- McCann Park footpath has started toilets section is almost completed. There's a few events in McCann park the start of April, after these events are done the rest of the park will be completed.

#### **Capital Projects**

- Industrial Estate
- Town Entrance Signage
- DC3

## 6.20 Development Services Activity Report – March 2025



*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 DA applications were approved during March 2025

Application No	Location	Description	Consent Authority	Approval Date
DA2025/0038	130 Main Street West Wyalong	Change of Use - Butchery to Food and Drink Premises	Staff	12/03/2025
DA2025/0045	133-137 Main Street West Wyalong	Commercial Alterations & Additions - Repair Awning, Timber Frame, Paint Heritage Building Façade and Replace Signage.	Staff	25/03/2025
DA2025/0028	56 Court Street West Wyalong	Residential Alterations & Additions - Demolition - Demolition of Existing Structure - Construction of Two (2) New Dwellings Houses	Staff	27/03/2025
DA2025/0041	64 Court Street West Wyalong	Residential Alterations & Additions - Storage Shed (with amenities)	Staff	27/03/2025

Other applications approved during March 2025:

- Two (2) Construction Certificates
- Four (4) Local Government Act Applications
- Five (5) Occupation Certificates

The following inspections were carried out during March 2025:

Type	Number
Swimming Pool Compliance	3
Building	40
Food	19
Overgrown & Untidy Blocks	4

Number of enquiries and meetings during March 2025:

Type	Number
Building and Planning	20
Public Health	1
UPSS Providers	2
Swimming Pools	3
Complaints	1
OSSM – AWTs follow up for quarterly service reports	6
Other	11
<b>Meetings</b>	
Pre-Lodgement	4
Planning Portal Integration	3
Other	15

### GIS Update

Completed the transition of our spatial data to the new Geodetic Datum of Australia (GDA2020).

Initiated a grant application to fund the installation of 55-inch interactive kiosks along Main Street.

Actively updating our sewer and bushfire spatial data sets to ensure that they reflect the most current and accurate information available.

### Regulatory Activities Update

#### Companion Animal Seizure and Impound Activities March 2025

Seizure Activities:	Dogs	Cats
Seized	6	1
Returned to Owner	6	

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

<b>Outgoing Animals</b>		
Released to Owner	6	
Euthanised		1
Rehoused (Rescued)	1	1
<b>Total Animals Leaving Pound</b>	<b>7</b>	<b>2</b>
<b>Animals in Pound at end of Month</b>		
	<b>0</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*

Committees	Date/s	Minutes Attached
ARIC	25 March 2025	✓
NSW Country Mayors Association	15 November 2024	✓
MERC	27 March 2025	✓

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### **Recommendation:**

That Council endorse the Committee meeting minutes as presented.

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**ATTENDANCE:**

Nick Tobin (Independent Chair and Member), Chris Weber (Independent Member and A/Chairperson), Ray D'Angelo (Independent Member), Cr Lisa Minogue (Cr Observer), Grant Baker (General Manager), Alison Balind (Director Corporate and Community Services), Josh Jongma (Internal Audit Coordinator)

Guests: Dannielle MacKenzie (External Audit, Crowe) Stephen Prowse (National Audits Group) and Craig Richardson (National Audits Group)

**1. WELCOME**

The Chair, Mr Nick Tobin opened the meeting at 9:35AM and advised that he is not eligible to chair the meeting in accordance with the *Local Government (General) Regulation 2021* s 216D(k) as he has been recently appointed as an employee of a NSW Local Council in an interim capacity. Therefore, Mr Tobin advised that he would hand the chair role to a member of the Committee and remain as a member for this meeting.

**ELECTION OF CHAIRPERSON**

It was moved by Nick Tobin that the Committee appoint an independent chairperson for the meeting of 24 March 2025.

Ray D'Angelo joined the meeting at 9:37AM.

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**RESOLVED** That the Committee appoint an independent chair for the meeting of 24 March 2025.

**CARRIED (unanimous)**

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It was moved by Nick Tobin that the Committee appoint Chris Weber as an independent chairperson for the meeting of 24 March 2025.

---

**RESOLVED** That the Committee appoint Chris Weber as an independent chairperson for the meeting of 24 March 2025.

**CARRIED (unanimous)**

---

**2. APOLOGIES**

No apologies were received.

**3. DISCLOSURES OF INTEREST**

Ray D'Angelo advised that he has previously worked with CivicRisk Mutual and this may give rise to a potential conflict of interest relating to insurance matters.

Nick Tobin advised that approximately ten years ago he chaired Statewide Mutual which may give rise to a potential conflict of interest in insurance matters.

The Chair, Mr Christopher Weber noted the potential conflicts of interest raised by the

members and confirmed that at this time these matters do not give rise to a conflict based on items contained within the current agenda.

#### **4. CONFIRMATION OF MINUTES**

It was moved by Nick Tobin and seconded Ray D'Angelo that Minutes from the Audit, Risk and Improvement Committee Meeting held 3 December 2024 be confirmed.

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**RESOLVED that the minutes of the Audit, Risk and Improvement Committee meeting held 3 December 2024 be confirmed.**

**CARRIED (unanimous)**

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#### **5. MATTERS ARISING**

Nil

#### **6. GENERAL MANAGER UPDATE**

The General Manager provided the Committee with an update on key matters for Council.

#### **7. INTERNAL AUDIT – ACCOUNTS PAYABLE**

Stephen Prowse provided an overview of the Internal Audit on accounts payable and sundry creditors.

It was moved by Nick Tobin and seconded Ray D'Angelo that:

1. The Internal Audit Report on Accounts Payable is noted.
2. That the ARIC supports the recommendations accepted by Management to be enacted and implemented in accordance with the listed timeframes.
3. That the ARIC notes that the actions will be included in the Internal Audit Action register.

---

**RESOLVED**

1. **The Internal Audit Report on Accounts Payable is noted.**
2. **That the ARIC supports the recommendations accepted by Management to be enacted and implemented in accordance with the listed timeframes.**
3. **That the ARIC notes that the actions will be included in the Internal Audit Action register.**

**CARRIED (unanimous)**

---

#### **8. INTERNAL AUDIT – WORKERS COMPENSATION**

Craig Richardson provided an overview of the Internal Audit on workers compensation.

It was moved by Nick Tobin and seconded Ray D'Angelo that:

1. The Internal Audit Report on Workers Compensation is noted.
2. That the ARIC supports the recommendations accepted by Management to be enacted and implemented in accordance with the listed timeframes.
3. That the ARIC notes that the actions will be included in the Internal Audit Action register.

---

**RESOLVED**

1. **The Internal Audit Report on Workers Compensation is noted.**
2. **That the ARIC supports the recommendations accepted by Management to be enacted and implemented in accordance with the listed timeframes.**
3. **That the ARIC notes that the actions will be included in the Internal Audit Action register.**

---

**CARRIED (unanimous)**

Stephen Prowse and Craig Richardson left the meeting at 10:04AM.

The Chair moved the external audit engagement update forward in the agenda.

**9. EXTERNAL AUDIT ENGAGEMENT UPDATE**

Dannielle MacKenzie provided an overview of the Engagement Letter.

It was moved by Nick Tobin and seconded by Ray D'Angelo that the ARIC notes the External Audit Engagement letter.

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**RESOLVED**

**That the ARIC notes the External Audit Engagement letter.**

---

**CARRIED (unanimous)**

Dannielle MacKenzie left the meeting at 10:15AM.

**10. INTERNAL AUDIT PLAN FOR CONSULTATION**

The Internal Audit Coordinator provided a brief overview of the audit plan and development.

The recommendation was moved by Nick Tobin and seconded by Ray D'Angelo.

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**RESOLVED**

1. **That the ARIC provides feedback on the draft Internal Audit Plan to the Internal Audit Coordinator.**
2. **That the ARIC endorses the consultation draft to be circulated to management of the Audit Alliance for comment.**
3. **That the plan be amended based upon feedback received and brought back to the ARIC in at the June 2025 meeting for endorsement with a report outlining the consultation and any amendments.**

**CARRIED (unanimous)**

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**11. INTERNAL AUDIT SCOPE – WASTE FACILITY OPERATIONS**

The recommendation was moved by Nick Tobin and seconded by Ray D'Angelo.

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**RESOLVED**

**That the ARIC provides advice and endorses the Internal Audit scope of Waste Management Facility Operations.**

**CARRIED (unanimous)**

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**12. INTERNAL AUDIT ACTIONS UPDATE**

The recommendation was moved by Nick Tobin and seconded by Ray D'Angelo.

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**RESOLVED**

**That the ARIC notes the updated actions register.**

**CARRIED (unanimous)**

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**13. DELEGATIONS REGISTER**

The recommendation was moved by Nick Tobin and seconded by Ray D'Angelo

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**RESOLVED**

**That the ARIC notes the delegations register and provides advice to Council on the register.**

**CARRIED (unanimous)**

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**14. RISK REPORT UPDATE**

The recommendation was moved by Nick Tobin and seconded by Ray D'Angelo.

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**RESOLVED**

- 1. That the ARIC notes the risk and insurance update.**
- 2. That the ARIC notes the high risk actions from the CIP Program and advises Council if the ARIC considers it appropriate to track these actions as a standing item.**

**CARRIED (unanimous)**

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**15. AUDITOR GENERAL REPORT TO PARLIAMENT**

The recommendation was moved by Nick Tobin and seconded by Ray D'Angelo.

---

**RESOLVED**

**That ARIC notes the correspondence.**

**CARRIED (unanimous)**

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**16. NOTIFIABLE INCIDENTS**

No matters were reported.

**17. CLOSE OF MEETING**

The meeting closed at 10:56AM.



# THE COUNTRY MAYORS ASSOCIATION OF NSW INC

*"What we want is nothing more than equity"*

**Chairman:** Cr Rick Firman OAM  
C/- Temora Shire Council,  
PO Box 262, Temora NSW 2666  
Email: [admin@nswcountrymayors.com.au](mailto:admin@nswcountrymayors.com.au)

## MINUTES

The GENERAL MEETING of the Country Mayors Association of NSW Inc was held on **Friday 15 November 2024**, in the Theatre, Parliament House, Macquarie Street from **8:20am until 1pm**. The meeting had a **Skills and Education** theme.

**Acting Chairman Cr. Rick Firman OAM** extended the official Welcome.

**Guest Speaker;**

**NSW Opposition Leader & Liberal Leader, the Hon Mark Speakman MP**

Opposition Leader Speakman congratulated recently elected mayors. He described the regional connectedness of the NSW Coalition Opposition.

"Our shadow skills and education ministers are regionally based."

"There's a lot of pain and frustration in the regions. Pressures including difficulties getting skilled staff are a real challenge, as are the accommodation shortages. I was recently in Cowra with Local Member Steph Cooke and the increasing water costs was a pressure on agribusiness there."

"The issue with common planning assumptions (which understate growth projections and thus, funding) was another issue in Cowra and Parkes. There are dramatic reductions in funding. Councils have to repair the roads after floods and we are determined to support them."

"Prefabricated, smaller homes is one of the alternative approaches floated that will help address the housing needs of country NSW."

**Introduction of new Mayors, who were presented with CMA pins. There was also acknowledgement of those who were not re-elected and recognition for retiring Executive Board Members. Three former CMA Executive Board members were presented with plaques which acknowledged their service:**

Cr. Firman again paid tribute to the work of former CMA Chairman and Mayor of Gunnedah Shire, Mr Jamie Chaffey, who was pleased to take a break from campaigning for the Federal Seat of Parkes to support the CMA. Mr Chaffey encouraged Mayors to make the most of their time as Mayors and highlighted the value of the CMA.

Former CMA Executive Member and Mayor of Narromine Shire Cr. Craig Davies reiterated the importance of the bio-conservation Act issue and the CMA.

Former CMA Executive Member and Mayor of Federation Council, Cr. Patrick Bourke reiterated how he valued the CMA and the relationships from it.

## Attendance 150

Cr. Kevin Mack	Mayor	Albury City Council
Frank Zaknich	CEO	Albury City Council
Cr. Todd Redwood	Deputy Mayor	Armidale Regional Council
James Roncon	GM	Armidale Regional Council
Linda Scott	Former President	ALGA
Cr. Robert Taylor	Mayor	Bathurst Regional Council
David Sherley	GM	Bathurst Regional Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Stephen Allan	Mayor	Bellingen Shire Council
Cr. Julia Cornwell McKean	Mayor	Berrigan Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Cr. Lachlan Ford	Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Bradley Byrnes	GM	Cabonne Shire Council
Sharon Houlihan	EO	Canberra Region JO
Greg Hill	GM	Central Darling Shire Council
Cr. Daniel Watton	Mayor	Cessnock City Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Laura Black	GM	Clarence Valley Council
Gary Fry	Secretariat	CMA
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Cr. Nikki Williams	Mayor	Coffs Harbour City Council
Cr. David McCann	Mayor	Coolamon Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Paul Gallagher	GM	Coonamble Shire Council
Dirk Wymer	Acting GM	Cowra Shire Council
Cr. Paul Smith	Mayor	Cowra Shire Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Murray Wood	CEO	Dubbo Regional Council
Gareth Curtis	GM	Dungog Shire Council
Cr. Digby Rayward	Mayor	Dungog Shire Council
Gary Arnold	CEO	Edward River Council

Cr. Ashley Hall	Mayor	Edward River Council
Cr. Mathew Hatcher	Mayor	Eurobodalla Shire Council
Cr. Cheryl Cook	Mayor	Federation Council
	Council and past CMA Executive	
Cr. Patrick Bourke	Member	Federation Council
Adrian Butler	GM	Federation Council
Cr. Phyllis Miller OAM	Mayor	Forbes Shire Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
Cr. Nicholas White	Councillor	Gilgandra Shire Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Marina Hollands	Acting CEO	Goulburn Mulwaree Council
Cr. Ben Hooper	Deputy Mayor	Greater Hume Council
Evelyn Arnold	GM	Greater Hume Council
Cr. Doug Curran	Mayor	Griffith City Council
Brett Stonestreet	GM	Griffith City Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Max Eastcott	GM	Gwydir Shire Council
	Executive Manager Economic	
Alison McLean	Development & Tourism	Hay Shire Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anothony O'Reilly	GM	Hilltops Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Craig Milburn	GM	Kempsey Shire Council
Stephen Mitchell	Director Corporate and Commercial	Kempsey Shire Council
Cr. Cameron McDonald	Mayor	Kiama Municipal Council
Jane Stroud	CEO	Kiama Municipal Council
Cr. Danielle Mulholland	Mayor	Kyogle Council
Cr. John Medcalf OAM	Mayor	Lachlan Shire Council
Greg Tory	GM	Lachlan Shire Council
Cr. George Weston	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Cr. Steve Krieg	Mayor	Lismore City Council
John Gibbons	GM	Lismore City Council
Ross Gurney	GM	Lithgow City Council
Cr. Cass Coleman	Mayor	Lithgow City Council
Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Gary Murphy	GM	Liverpool Plains Shire Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Claire Pontin	Mayor	MidCoast Council
Cr. Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Kelvin Tytherleigh	GM	Moree Plains Shire Council
Sarah Ryan	Acting CEO	Murray River Council



Cr. John Harvie	Mayor	Murray River Council
Cr. Ruth McRae OAM	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Jeff Drayton	Mayor	Muswellbrook Shire Council
Derek Finnigan	GM	Muswellbrook Shire Council
Cr Darrell Tiemens	Mayor	Narrabri Shire Council
Eloise Chaplain	GM	Narrabri Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council
Cr. Craig Davies	Councillor and past CMA Executive	Narromine Shire Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Phil Johnston	Director	Narromine Shire Council
Jamie Chaffey	Past CMA Chariman	Nationals Candidate for Parkes
Jonathan Malota	Policy Advisor – Transport & Data	NRMA
Cr. Katie Graham	Deputy Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Erica Van Den Honert	Executive Director	OLG
Sharne Colefax	Manager, Council Engagement Council Engagement Manager, North Coast and Eastern Sydney	OLG
Anita Gambhir		OLG
Cr. Tony Mileto	Mayor	Orange City Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Marg Applebee	Deputy Mayor	Parkes Shire Council
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Yvonne Lingua	Executive Officer	RAMJO
Julie Briggs	CEO outgoing	REROC
Megan Mulrooney	CEO incoming	REROC
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Chris Homer	Mayor	Shellharbour City Council
Cr. Patricia White	Mayor	Shoalhaven City Council
James Ruprai	Acting GM	Shoalhaven City Council
Cr. Sue Moore	Mayor	Singleton Council
Justin Fitzpatrick-Barr	GM	Singleton Council
Cr. Chris Hanna	Mayor	Snowy Monaro Regional Council
Cr. Julia Ham	Mayor	Snowy Valleys Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Rick Firman OAM	Mayor (CMA Acting Chairman)	Temora Shire Council
Melissa Boxall	GM	Temora Shire Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. Robert Bell	Mayor	Uralla Shire Council
Toni Averay	GM	Uralla Shire Council
Cr. Eric Noakes	Mayor	Walcha Council
Megan Dixon	GM	Walgett Shire Council
Cr. Jasen Ramien	Mayor	Walgett Shire Council
Gary Woodman	GM	Warren Shire Council

Cr. Greg Whiteley	Mayor	Warren Shire Council
Lindsay Mason	Acting GM	Warrumbungle Shire Council
Cr. Paul Best	Mayor	Weddin Shire Council
Noreen Vu	GM	Weddin Shire Council
Ken Ross	GM	Wentowrth Shire Council
Cr. Daniel Linklater	Mayor	Wentowrth Shire Council
Cr. Jesse Fitzpatrick	Mayor	Wingecaribee Shire Council
Lisa Miscamble	GM	Wingecaribee Shire Council

### **Apologies**

Adrian Panuccio	MidCoast Council	GM
Cr. Bob Callow	Junee Shire Council	Mayor
James Davis	Junee Shire Council	GM
Cr. Abb McAlister	Cootamundra-Gundagai Regional Council	Mayor
Steve McGrath	Cootamundra-Gundagai Regional Council	Acting GM
Cr. Dallas Tout	Wagga	Mayor
Steve Loane OAM	Forbes Shire Council	GM
Cr. Russell Webb	Tamworth Regional Council	Mayor
Lord Mayor Tania Brown	Wollongong City Council	
Cr. Glen Neill	Bogan Shire Council	Mayor
Cr. Andrew McKibbobb	Oberon Mayor	
Cr. Kathryn Rindfleish	Warrumbungle Shire Mayor	
Cr. Sam Coupland	Armidale Regional Council Mayor	
George Cowan	Narrandera Shire	
Cr. Carol Oataway	Hay Shire Mayor	
David Waddell	Orange City Council CEO	
	Central Darling Shire	
Bob Stewart	Administrator	
Phil Hood	Walcha Council GM	
Jay Nankivell	Broken Hill City Council GM	
Steve Pinnuck	Snowy Valleys Council	

Apologies moved by Snowy Monaro Regional Council Mayor Cr. Chris Hanna and seconded by Bellingen Shire Council Mayor Cr. Steve Allan.

### **Guest Speaker**

#### **Minister for Skills, TAFE & Tertiary Education, the Hon. Steve Whan MP**

Minister Whan spoke of the linkages between educational institutions, training providers and industry that are being developed. “The Educational Partnerships program is doing that (linking) with Careers advisors in schools.”

“Raising awareness of the options available is important. A NSW Skills Plan will be released later this year.”

“Increased visibility of options at TAFE campuses has been called for, as with increased links between TAFE and communities.

1,300 apprenticeships place for LG was announced by Minister Hoenig and other initiatives are underway.”

“A strong investment in skill development like fee-free courses in VET has been undertaken by the Government. This includes encouraging people to upskill in trade skills. Doing a VET course can be financially far better than a university degree and leaves someone with a lot less debt.”

“Skilled Migration is also important. NSW Government does have State nominated visa programs and we are working with the Australian Government on that. The process of assessing skills can be complicated or slow. School fees will no longer be required certain visa holders and that will make NSW more attractive for skilled migrants.”

“TAFE teachers will be made less casual, more permanent and we’ve seen 500 transition to permanency already.”

Q. Cr. Sarah Ndiaye from Byron Shire: Southern Cross University is cutting the Arts – face to face creative arts is being cut out in our education institutions, including high schools.

A The previous Federal Government introduced policy that increased Arts fees and I will follow up with the Government.

My daughter is a drama teacher, so I am certainly looking into the discussion paper.

Q. Cr. Neville Kschenka (Narrandera Shire Mayor). Doctors from overseas take too long to get their skills assessed.

A. Unfortunately, that is a Federal issue and licensing in the medical sector is very complex.

Q. Cr. Robert Bell (Mayor of Uralla Shire). Speaking from the New England REZ, there is a need for training. There are great opportunities for trades with renewable energy projects. An electrician gets \$70/hr in town and \$180/hr at a solar farm.

A. Our Skills Plan will hopefully incorporate that. The challenge is that a solar farm construction does not last long enough for an apprenticeship.

Q. Cr. George Weston (Mayor of Leeton Shire). Commented on the difficulty skilled migrants have in traveling to distant TAFE courses.

Q. Armidale Regional Council (Deputy Mayor Todd Redwood) also highlighted the New England REZ challenges.

Q. Cr. Kinny Ring (Mayor of Kempsey Shire Council). What are you doing about key skill shortage areas?

A. We are teaching more nursing in TAFE. RPL is difficult with skilled migrants. It often involves industry bodies, Government and it can be cumbersome. Keep an eye out for the Government’s Skills Plan.

Q. Cr. Cass Coleman (Lithgow City Council Mayor), our TAFE students have to travel to Sydney or Orange. We need trade TAFEs and we need to make them more accessible to regional communities.

A. We cannot make all trades available at all campuses but some online components does help. We are looking at how we can reduce travel demands.

**Morning tea in the Fountain Court of the NSW Parliament building was a brief respite that was a welcomed chance to relax and network with peers from around the State.**

## **General Business:**

### **CMA Constitution. Proposed amendments have been supplied.**

RECOMMENDATION: That the proposed amendments be endorsed and that the resultant constitution for the CMA be accepted by members as the currently endorsed version (15 November 2024).

Moved – Cr. Danielle Mulholland (Mayor Kyogle Council)

Seconded – Cr. John Medcalf OAM (Mayor Lachlan Shire Council)

Carried unanimously.

### **Membership**

RECOMMENDATION: That Coffs Harbour City Council be endorsed as a Member of the Country Mayors Association of NSW.

Moved – Cr. Stephen Allan (Mayor Bellingen Shire Council)

Seconded – Cr. Mathew Hatcher (Mayor Eurobodalla Shire Council)

Carried unanimously.

RECOMMENDATION: That the Riverina and Murray Joint Organisation (RAMJO) be endorsed as an Associate Member of the Country Mayors Association of NSW.

Moved – Cr. Russell Fitzpatrick (Mayor Bega Valley Shire Council)

Seconded – Cr. Phyllis Miller OAM (Mayor Forbes Shire Council)

Carried unanimously.

### **Setting of Meeting Dates for 2025**

RECOMMENDATION: That the meeting dates for 2025 be set to coincide with NSW Parliament sitting dates, as was the case in 2024 – the Friday of the first week of each parliamentary session. [It was stated that these dates would be communicated to members as soon as they are ascertained].

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Chris Hanna (Mayor Snowy Monaro Regional Council)

Carried unanimously.

### **Signatories.**

RECOMMENDATION: That signatories from the former Chairman's Council [Gunnedah Shire] be removed from the Country Mayors Association account and that the new Chairman and two staff members from their Council be authorised as signatories.

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Steve Krieg (Mayor Lismore City Council)

Carried unanimously.

### **Hosting Non-Metropolitan Meetings in 2025**

Submissions to host a non-metropolitan meeting in 2025 have been received from Orange City Council, Ballina Shire Council and Inverell Shire Council.

RECOMMENDATION: That members vote to determine if there will be one CMA member hosted meeting in 2025 or two. Further, that new CMA Executive Board assess the applications and make the selection/s and choose the optimal date.

That One CMA Regional Meeting be held in 2025.

Moved – Cr. Sue Moore (Mayor Singleton Council)

Seconded – Cr. Phyllis Miller (Mayor Forbes Shire Council)

Carried unanimously.

CMA Executive Board to determine

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Steve Krieg (Mayor Lismore City Council)

Carried unanimously.

### **Member motions.**

Mayor of Tenterfield Shire Council Cr. Bronwyn Petrie moved “That the Country Mayors Association writes to the Premier of NSW requesting an urgent ban of importation of turf product into NSW from Queensland and increased border surveillance, and b) requests of the Premiers of NSW and Queensland and the Federal government an urgent improvement in the eradication measures delivered by Biosecurity Queensland and the National Management Group governing the National Fire Ant Eradication Program.”

Seconded - Mayor Stephen Allan (Mayor of Bellingen Shire Council).

Carried unanimously.

### **Final Guest Speaker**

The **Premier, the Hon. Chris Minns MP** was originally scheduled to speak at 9:15am, he requested a change to 12:30pm days before the meeting and had to send an apology halfway through the meeting. He sent **Minister for Regional Roads and Transport, the Hon. Jenny Atchinson MP** as his representative.

Minister Atchinson spoke of the Government’s current priorities, which included housing and essential workers. A focus has been on increased staffing of health professionals and Police with the Academy seeing the largest intake as a result of the introduction of paid study.

Like Minister Whan, she highlighted the \$252 million funding for cadets, apprentices and trainees across all NSW Councils – which will (it is hoped) result in an additional 1300 staff.

Three new TAFE Centres of excellence across NSW was announced.

There was also an announcement of 100 new preschools to be built near schools (with 49 in regional areas) to help improve literacy and numeracy.

**Meeting closed at 12:55pm**

Cr Rick Firman OAM  
Chairman

[www.nswcountrymayors.com.au](http://www.nswcountrymayors.com.au)

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCIL'S (NSW) INCORPORATED, HELD ON 27<sup>th</sup> MARCH 2025. ONLINE VIA MICROSOFT TEAMS & IN PERSON.**

**Present**

Cr Kevin Duffy (Chair)  
Cr Tony Lord

Orange City Council  
Bland Shire Council

**By Video Link**

Cr Dennis Brady (Dep Chair)  
Cr Scott Bailey

Lachlan Shire Council  
Walgett Shire Council

Greg Lamont  
Martin Rush  
Ingrid Moores (as Minute Taker)  
Andrew Callow

MERC - Executive Officer  
FTG – Director Policy  
FTG – Policy Officer  
FTG - Intern

**1. Welcome**

The Chair, Councillor Kevin Duffy welcomed Executive Committee members, Executive Officer, Greg Lamont and FTG key persons Martin and Ingrid and opened the meeting at 9.10am

**2. Acknowledgement of Country**

The Chair acknowledged the traditional owners of the land that the meeting was held on and paid his respects to the Elders past, present & emerging.

**3. Apologies**

**EM 1/2025 Resolved** (Cr Lord/Cr Brady) That the apologies of Cr Miller and Cr Hickey be received and noted.

**4. Disclosure of Interests**

**EM 2/2025 Resolved** (Cr Lord/Cr Brady) that the Disclosure of Interests be received and noted.

**5. Executive Officer Report**

Greg Lamont, Executive Officer provided an information update and outlined the need for decisions to be made on the following:

**(i) Meeting Schedule & Speaker List**

**EM 3/2025 Resolved** (Cr Bailey/Cr Lord) that the meeting schedule outlined be adopted for 2025 and the list of speakers in priority order be sought for future meetings – Hon Paul Scully (Proposed Planning Changes), Hon Steve Kamper (Management of Crown Lands & Leases), Hon Penny Sharpe (Renewable Energy) and Hon Courtney Houssos (Natural Resources).

**(ii) Sub Committees**

**EM 4/2025 Resolved** (Cr Lord/Cr Brady) that the matter be discussed at the Ordinary Meeting.

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCIL'S (NSW) INCORPORATED, HELD ON 27<sup>th</sup> MARCH 2025. ONLINE VIA MICROSOFT TEAMS & IN PERSON.**

**(iii) Visitation Schedule**

**EM 4/2025 Resolved** (Cr Lord/Cr Bailey) that the Executive Committee note the two trips to date, the third one as organised and approve a fourth trip to include member councils that were not available for the earlier visits.

**EM 6/2025 Resolved** (Cr Brady/Cr Bailey) that the Executive Officer Report be received and noted.

**6. Policy Officer Report**

Martin Rush, Policy Director FTG provided an update on policy initiatives –

**EM 4/2025 Resolved** (Cr Lord/Cr Bailey) that the Policy Officer Report be received and noted.

**7. General Business**

**(a) Visitation Schedules**

**EM 5/2025 Resolved** (Cr Lord/Cr Brady) that the efforts of FTG be acknowledged for the visitation schedules and campaign preparation that was undertaken and the feedback therein be noted.

**10. Close** – the meeting closed at 10.50am.

**The minutes were confirmed at the Ordinary General Meeting held on 27<sup>th</sup> March 2025 and are a full and accurate record of proceedings of the Executive Committee meeting held earlier on 27th of March 2025.**

.....  
**Cr Kevin Duffy,**  
**Chairperson**