



AGENDA

Ordinary Council Meeting Tuesday, 21 September 2021

Date: Tuesday, 21 September 2021

Time: 5pm

Location: Council Chambers

**Glenn Wilcox
Acting General Manager**

BALRANALD SHIRE COUNCIL

AGENDA

In Case of an emergency, for example a fire, please evacuate the building following the direction of the Mayor. The order to evacuate may be signified by a council officer or myself. Please proceed to the assembly area (in front of police station) or in the car park across the road. An instruction to evacuate to an area should be followed without delay to assist Council in ensuring the Health and Safety of all staff and visitors.

All mobile telephones of Councillors, Council Officers and visitors shall be switched off during the meeting. Recording of the proceedings is not to be carried out without the prior authority of Council.

LIVE STREAMING OF COUNCIL MEETINGS PLEASE NOTE: This Council meeting is being streamed live, recorded, and broadcast online via Facebook. To those present in the gallery today, by attending or participating in this public meeting you are consenting to your image, voice and comments being recorded and published. The Mayor and/or General Manager have the authority to pause or terminate the stream if comments or debate are considered defamatory or otherwise inappropriate for publishing. Attendees are advised that they may be subject to legal action if they engage in unlawful behaviour or commentary

Notice is hereby given that an Ordinary Meeting of Council will be held in the
Council Chambers on:
Tuesday, 21 September 2021 at 5pm

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1 OPENING OF MEETING

The Council's Charter

(Chapter 3. Section 8 (1) Local Government Act 1993)

(1) A Council has the following charter:

- To provide directly or on behalf of other levels of government, after due consultation, adequate and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively;
- To exercise community leadership;
- To exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism;
- To promote and to provide and plan for the needs of children;
- To properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development;
- To have regard to the long term and cumulative effects of its decisions;
- To bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible;
- To facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government;
- To raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants;
- To keep the local community and the State government (and through it, the wider community) informed about its activities;
- To ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected;
- To be a responsible employer.

(2) A council, in the exercise of its functions, must pursue its charter but nothing in the charter or this section gives rise to, or can be taken into account in, any civil cause of action.

2 ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country

We pay our respect to the Traditional Custodians of the Lands where we hold this meeting to Elders past, present and emerging.

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## 3 APOLOGIES

**4 CONFIRMATION OF MINUTES**

|                                                                  |
|------------------------------------------------------------------|
| <b>4.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 AUGUST 2021</b> |
|------------------------------------------------------------------|

**File Number: D21.56322**

**Reporting Officer: Carol Holmes, Senior Executive Assistant**

**Responsible Officer: Glenn Wilcox, Acting General Manager**

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**OFFICER RECOMMENDATION**

That the Minutes of the Council Meeting held on 26 August 2021 be received and noted.

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 AUGUST 2021.****ATTACHMENTS**

- 1. Minutes of the Council Meeting held on 26 August 2021**



# **MINUTES**

**Ordinary Council Meeting  
Thursday, 26 August 2021**

**Order Of Business**

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|           | Nil                                                    |           |
| <b>15</b> | <b>Confidential Matters .....</b>                      | <b>15</b> |
|           | Nil                                                    |           |

**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON THURSDAY, 26 AUGUST 2021 AT 10AM**

**1 OPENING OF MEETING**

Mr Glenn Wilcox, Acting General Manager opened the meeting and advised that due to Covid restrictions Council's Administrator, Mr Mike Colreavy, will be attending this meeting via webcast.

**2 ACKNOWLEDGMENT OF COUNTRY**

We pay our respect to the Traditional Custodians of the Lands where we hold this meeting to Elders past, present and emerging.

**PRESENT:**

Administrator Mike Colreavy

**IN ATTENDANCE:**

Ray Davy (Director Infrastructure & Development), Carol Holmes (Senior Executive Officer), Hodi Beauliv (Member), Glenn Wilcox (General Manager)

**3 APOLOGIES**

Nil

**4 CONFIRMATION OF MINUTES****4.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 JULY 2021**

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**RESOLUTION 2021/124**

Moved: Administrator Mike Colreavy

That the Minutes of the Council Meeting held on 20 July 2021 be received and noted.

**CARRIED**

**4.2 MINUTES OF THE COUNCIL MEETING HELD ON 17 AUGUST 2021**

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**RESOLUTION 2021/125**

Moved: Administrator Mike Colreavy

1. That the Minutes of the Council Meeting held on 17 August 2021 be received and noted.

**CARRIED**

**5 DISCLOSURE OF INTEREST**

The Administrator declared an interest in Item 13.1 – Planning and Administration because he is a landowner listed in the report.

**6 ADMINISTRATOR MINUTE/REPORT - Nil****7 COMMITTEE REPORTS FOR ADOPTION****7.1 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING HELD ON 28 JUNE 2021**

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**RESOLUTION 2021/126**

Moved: Administrator Mike Colreavy

That Council receives and notes the Minutes of the Euston Progressive Advisory Committee (EPAC) meeting held on Monday 28 June 2021.

**CARRIED**

**7.2 BALRANALD BEAUTIFICATION ADVISORY COMMITTEE HELD ON 7 JULY AND 4 AUGUST 2021**

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**RESOLUTION 2021/127**

Moved: Administrator Mike Colreavy

That Council:

1. Receives and Notes the Minutes of the Balranald Beautification Advisory Committee (BBAC) meeting held on 7 July and 4 August 2021.
2. Review the locations of bins along Market Street, Balranald in consultation with members of Balranald Beautification Advisory Committee.
3. Investigate the purchase and storage of Christmas decorations for Balranald, in consultation with Growing Business Industry & Tourism Advisory Committee and Balranald Inc.

**CARRIED**

**7.3 STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE HELD ON 22 JULY 2021**

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**RESOLUTION 2021/128**

Moved: Administrator Mike Colreavy

That Council:

1. Receives and notes the Minutes of the Strengthening Community Access Inclusion & Wellbeing Advisory Committee Meeting held on Thursday 22 July 2021.
2. Investigate and consider the process to become an accredited White Ribbon Organisation.

**CARRIED**

**7.4 LOCAL TRAFFIC COMMITTEE - 10 AUGUST 2021**

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**RESOLUTION 2021/129**

Moved: Administrator Mike Colreavy

1. That the Minutes of the Local Traffic Committee meeting held on 10 August 2021 be received and the following recommendations be adopted:
  - (i) That Council write to Transport for NSW to advocate for an 80 kmh buffer speed zone on the western approach to Balranald
  - (ii) That Council make representations to Transport for NSW for the installation of overtaking lanes on SH14 between Euston and Gol Gol

**CARRIED**

**7.5 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING HELD ON 10 AUGUST 2021**

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**RESOLUTION 2021/130**

Moved: Administrator Mike Colreavy

That Council:

1. Receives and notes the Minutes of the Growing Business Industry & Tourism Advisory Committee (GBITAC) meeting held on 10 August 2021.
2. Invite Celeste Swain, Water Infrastructure NSW to address the GBITAC September meeting with the purpose of updating the committee on Balranald Weir Project.

**CARRIED**

**7.6 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING HELD ON 26 JULY 2021****PURPOSE OF REPORT**

To update Council on the Euston Progressive Advisory Committee meeting held on 26 July 2021

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**RESOLUTION 2021/131**

Moved: Administrator Mike Colreavy

That Council:

1. Receives and notes the Minutes of the Euston Progressive Advisory Committee (EPAC) meeting held on Monday 28 June 2021; AND
2. Approach Transport for NSW regarding heavy vehicles using engine brakes in residential areas.

**CARRIED**

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 DELEGATION OF APOINTMENT OF INTERIM ACTING GENERAL MANAGER****PURPOSE OF REPORT**

To appoint an Acting General Manager for a period of at least 6 months.

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**RESOLUTION 2021/132**

Moved: Administrator Mike Colreavy

1. That the General Manager be delegated authority to perform the functions required under the Local Government Act 1993 and any other Act, and in accordance with Council's Delegations of Authority Policy Dated 28 October 2020 (Resolution Number 2020/175) Part 2 Delegations to the General Manager, which may impact on the business of Council, other than those matters which are specifically reserved by law for decision by Council.
2. The General Manager can exercise any functions so delegated on any particular matter, but nothing in this instrument of delegation operates to prevent the Council from exercising a function concurrently with the delegate, if the General Manager is notified by resolution of the Council's intention to do so the General Manager will refrain from exercising the particular delegated power.
3. That Council delegate the additional legislation and functions of Section 60 (Prohibition Orders) and Section 114 (Appointment of Authorised Officers) of the Food Act 2003 to the General Manager of Balranald Shire Council.
4. That Council delegate authority to the General Manager to issue consent for works and structures to be carried out in public road reserves pursuant to Section 138 of the Roads Act 1993.
5. That the General Manager be delegated authority to decide on the method of tendering, i.e. Open or Selective as per the Local Government (General) Regulation 2005 – Part 7 Tendering.

**CARRIED**

**8.2 CEMETERY POLICY****PURPOSE OF REPORT**

To advise Council of the results of public exhibition in relation to the advertising of the Cemetery Policy and Operating Manual

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**RESOLUTION 2021/133**

Moved: Administrator Mike Colreavy

That Council:

1. Adopts the Cemetery Management Policy as attached to this report.
2. Remove the large statue currently located within the lawn cemetery that is not in keeping with the style and intent of the Lawn Cemetery.
3. Consult with the family that has erected the large statue to return that item to the family.

**CARRIED**

**8.3 DONATION REQUEST - LODGE BALRANALD NO. 214.****PURPOSE OF REPORT**

To advise Council of a donation request received seeking financial assistance of \$500 towards the Rates for 2021-2022.

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**RESOLUTION 2021/134**

Moved: Administrator Mike Colreavy

That Council approves the request for a donation of \$500 to Balranald Lodge No. 214 Incorporated.

**CARRIED**

**8.4 DONATION REQUEST - CANASSIST****PURPOSE OF REPORT**

To advise Council of a donation request received from CanAssist seeking funding of \$500.

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**RESOLUTION 2021/135**

Moved: Administrator Mike Colreavy

That Council approves the donation request of \$500 to Balranald branch CanAssist.

**CARRIED**

## **9 CORPORATE & COMMUNITY SERVICES REPORTS**

### **9.1 DRAFT INVESTMENT POLICY**

#### **PURPOSE OF REPORT**

Council last reviewed its Investment Policy in October 2017. The policy is due to be reviewed every two years. In October 2020 the Internal Auditor provided a report to the Internal Audit and Risk Committee recommending a number of changes to the Investment Policy. As a result, the Draft Policy is presented for endorsement and approval to place on public exhibition for public comment.

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#### **RESOLUTION 2021/136**

Moved: Administrator Mike Colreavy

1. That Council endorses the Draft Investment Policy,
2. That the Draft Investment Policy be placed on exhibition and advertised for a period of 28 days for public comment and any public comments be reported back to the October Ordinary Council Meeting.

**CARRIED**

### **9.2 MANAGING FINANCIAL HARDSHIP FROM COVID-19**

#### **PURPOSE OF REPORT**

The purpose of this report is to consider options for providing relief for ratepayers, businesses and organisations experiencing hardship due to the current COVID-19 Regional NSW Lockdown, and to give ratepayers an extended time to pay given Council's administration office is closed for payment of rates over the counter.

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#### **RESOLUTION 2021/137**

Moved: Administrator Mike Colreavy

That Council approve the following measures to provide relief for ratepayers, businesses and organisations suffering hardship as a result of the current COVID-19 coronavirus pandemic (COVID-19) Regional NSW Lockdown:

That Council

1. Allows an extended period for the payment of the first quarter rates instalment and current water usage notice, without accruing interest to the 30<sup>th</sup> September 2021, and
2. Approves the modification of debt recovery procedures under Council's Debt Recovery Policy, as outlined below until 30<sup>th</sup> October 2021:
  - a. not send any Final notices from Council
  - b. not commence any new legal actions with Council's debt collection agency to recover unpaid debts, unless a final notice from Council has already been issued, and the Ratepayer does not apply for consideration under Council's financial hardship; and
3. Advise Ratepayers experiencing financial hardship to apply for consideration under Council's Financial Hardship policy.

- 
4. Write to our businesses especially the Tourism industry to advise of the provisions under the Hardship Policy; and
  5. Advise via Social Media and Council's Newsletter that the Hardship Policies can be accessed for all Ratepayers.

**CARRIED**

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## **10 INFRASTRUCTURE & DEVELOPMENT REPORTS**

### **10.1 DA 15/2021 - PROPOSED STEPS AND PONTOON - 3 BATES DRIVE EUSTON**

#### **PURPOSE OF REPORT**

To seek Council's approval to install a floating pontoon and steps on the bank of the Murray River, Lot 3 DP 1123942, 3 Bates Drive Euston.

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#### **RESOLUTION 2021/138**

Moved: Administrator Mike Colreavy

(Division)

That Council approves Development Application 15/2021 for the installation of steps on the river bank and a floating pontoon on Lot 3 DP 1123942, 3 Bates Drive Euston, subject to the following conditions:

#### **Balranald Shire Council:**

1. The development authorised by this consent must be carried out in accordance with the conditions of this consent and the listed approved documents:
  - a. Site Plan
  - b. Tonkin Consulting Plans – Project Number 202625, Revision 1, Sheets S00, S01, S02, S03, S04 & S05
  - c. Statement of Environmental Effects – Construction of New Steps
  - d. Statement of Environmental Effects – Proposed Pontoon

Where there is inconsistency between the Statement of Environmental Effects and supporting documentation and the conditions of approval, the conditions of approval prevail to the extent of the inconsistency.

Reason: To confirm and clarify the terms of consent

2. No alteration to approved plans and specifications is allowed unless separately approved by Council.

Reason: Statutory Compliance

3. This approval does not authorise the damage, destruction, altering, moving or other harms to any aboriginal cultural heritage in relation to carrying out the proposal.

A separate application under Part 6 of the National Parks & Wildlife Act 1974 must be made where harm to an Aboriginal object or Aboriginal place cannot be avoided. This application must be approved by Heritage NSW prior to any harm occurring.

Reason: Statutory Compliance



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4. If any Aboriginal object is discovered and/or harmed in, or under the land, while undertaking the proposed development activities, the proponent must:
- Not further harm the object
  - Immediately cease all work at the particular location
  - Secure the area so as to avoid further harm to the Aboriginal object
  - Notify Heritage NSW as soon as practical on 131555, providing any details of the Aboriginal object and its location
  - Not recommence any work at the particular location unless authorised in writing by Heritage NSW.

In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorised access and NSW Police and Heritage NSW contacted.

Reason: Statutory Compliance

5. All building work shall be carried out in accordance with the provisions of the Local Government Act 1993, The National Construction Code 2019, and The Environmental Planning & Assessment Act 1979, regardless of any omission in the documentation submitted for approval.

Reason: Statutory Compliance

6. In addition to meeting any specific performance criteria established under other conditions of this consent, the Applicant shall implement all reasonable and feasible measures to prevent and/or minimise any material harm to the environment that may result from the construction and operation of the development.

Reason: Environmental Amenity

7. All possible and practical steps shall be taken to prevent nuisance to the inhabitants of the surrounding area from windblown dust, debris, noise and the like during the works and operation of the development.

Reason: Health and Amenity

8. The proposed use of the premises and the operation of all plant and equipment shall not give rise to an 'offensive noise' as defined in the Protection of the Environment Operations Act 1997 and Regulations.

Reason: Statutory Compliance

9. Any waste or excavated material removed from the site is to be taken to an authorised site for disposal. No fill is to be deposited on other land without the prior consent of council.

Reason: Statutory Compliance

#### **NSW Department of Primary Industries - Fisheries:**

10. The applicants will need to obtain a permit under the Fisheries Management Act or the Water Management Act if there is to be any excavation within or filling of the waterway.
11. If any ground disturbance is to take place, erosion and sediment mitigation devices are to be erected in a manner consistent with currently accepted Best Management Practice (ie Managing Urban Stormwater: Soils and Construction 4th Edition Landcom, 2004) to prevent the entry of sediment into the waterway prior to any earthworks being undertaken. These are to be maintained in good working order for the whole duration of the works and subsequently until the site has been stabilised and the risk of erosion and sediment movement from the site is minimal. Exposed soil is to be reseeded or turfed.

Reason – To ensure that sediment generated by the exposure of soil is not transported into the main water body.

- 
12. On completion of the works, the site is to be rehabilitated and stabilised. Surplus construction materials and temporary structures (other than silt fences and other erosion and sediment control devices) installed during the course of the works are to be removed.

Reason – To ensure that habitats are restored as quickly as possible, public safety is not compromised and aesthetic values are not degraded.

13. Machinery is not to enter, or work from the waterway unnecessarily.

Reason – To ensure minimal risk of water pollution from oil or petroleum products and to minimise disturbance to the streambed substrate.

14. No snags (tree trunks, root balls, limbs, branches or other woody debris) in the channel or on the bank of the river are to be moved, removed or otherwise interfered with either during the construction phase or at any time subsequently, without the concurrence of Department of Primary Industries Fisheries.

Reason - "Removal of Large Woody Debris" is listed as a Key Threatening Process under the provisions of the Fisheries Management Act 1994 and there are significant penalties for harming the habitat of threatened species.

15. Native vegetation (including trees such as River Red Gum, Black Box and River Coobah, shrubs, reeds such as Phragmites and grasses) on or adjacent to the river bank is not to be cleared, modified or otherwise harmed at any time during the construction or at any time subsequently. This does not include control of noxious or other recognised weeds.

Reason – "Decline in native riparian vegetation" is listed as a Key Threatening Process under the provisions of the Fisheries Management Act 1994 and there are significant penalties for harming the habitat of threatened species.

16. The District Fisheries Officer at Dareton (Mobile: 0427 429 579, Email: <peter.heath@industry.nsw.gov.au>) is to be notified at least 3 days prior to the commencement of construction (email or fax preferred).

Reason - To ensure that the local Fisheries Officer is aware that work on the river bank is about to commence.

17. NSW Department of Primary Industries Fisheries is to be notified immediately if any fish kills occur in the vicinity of the works. In such a case all works are to cease until the issue is rectified and approval is given to proceed.

Reason – Department of Primary Industries Fisheries needs to be aware of fish kills so that it can assess the cause and mitigate further incidents in consultation with relevant authorities. They are also potentially contentious incidents from the public perspective. Work practices may need to be modified to reduce the impacts upon the aquatic environment.

#### **Natural Resources Access Regulator – General Terms of Approval:**

18. A controlled activity approval (CAA) under the Water Management Act 2000 will be required from Natural Resources Access Regulator prior to any work commencing. Once received the CAA will then be assessed and will be required to be issued prior to any works proceeding on site.

#### **NSW EPA:**

19. The proponent must take all necessary precautions and implement all practical measures that could be taken to prevent, control, abate or mitigate water pollution and protect human health and the environment from harm during the construction phase.

#### **Transport for NSW (formerly RMS):**

20. Each side of the pontoon orientated in the direction of the navigable channel must have red reflective material (e.g. discs) affixed.
21. A port top mark, in full compliance with IALA System A, must be placed on structure.

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Note: A licence may be required from Transport for NSW Maritime Division for the proposed occupation of water by the structure pursuant to Clause 22 of the Marine Safety Regulation 2016 which includes provision to apply a fee equivalent to the market rate for the use of the waters.

**CARRIED**

## **PART B – ITEMS FOR INFORMATION**

### **11 GENERAL MANAGER’S REPORTS**

#### **11.1 ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS**

##### **PURPOSE OF REPORT**

To advise Council of the meetings undertaken on behalf of Council by the Administrator, General Manager and Directors since July 2021 Ordinary Meeting.

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##### **RESOLUTION 2021/139**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

#### **11.2 OUTSTANDING ACTIONS**

##### **PURPOSE OF REPORT**

To bring forward for information the Action Report with actions taken on previous Council resolutions.

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##### **RESOLUTION 2021/140**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

#### **11.3 CIRCULARS FROM OFFICE LOCAL GOVERNMENT**

##### **PURPOSE OF REPORT**

To provide Council with copies of the circulars received from Office Local Government during the month of July 2021.

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##### **RESOLUTION 2021/141**

Moved: Administrator Mike Colreavy

That Council receive and note this report.

**CARRIED**

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 STATEMENT OF FUNDS - JULY 2021****PURPOSE OF REPORT**

The purpose of this report is to:

1. Advise Council of the balance of funds and investments held for the month ending 31<sup>st</sup> July 2021;
  2. Certify that Council's investments have been made in accordance with the *Local Government Act 1993 (Section 625)*, the Local Government (General) Regulation 2005 (Section 212) and Council's Investment Policy, which was adopted by Council on the 17 October 2017.
- 

**RESOLUTION 2021/142**

Moved: Administrator Mike Colreavy

That Council receives and notes the Statement of Funds for the period ending 31<sup>st</sup> July 2021.

**CARRIED**

**13 INFRASTRUCTURE & DEVELOPMENT REPORTS****13.1 PLANNING ADMINISTRATION**

The Administrator, Mike Colreavy declared an interest in this item as owner of 151 Ballandella Street, Balranald.

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**PURPOSE OF REPORT**

To advise Council of activities in the Planning area

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**RESOLUTION 2021/143**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**13.2 INFRASTRUCTURE UPDATE**

**PURPOSE OF REPORT**

To update Council on infrastructure works currently in hand and in planning, updated to 9 August 2021.

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**RESOLUTION 2021/144**

Moved: Administrator Mike Colreavy

That the monthly update of Infrastructure projects be received and noted.

**CARRIED**

**14 NOTICE OF MOTION / QUESTIONS ON NOTICE**

Nil

**15 CONFIDENTIAL MATTERS**

Nil

**The Meeting closed at 10.54am.**

**The minutes of this meeting were confirmed at the Council Meeting held on 21 September 2021.**

.....  
**ACTING GENERAL MANAGER**

.....  
**ADMINISTRATOR**



- 5        DISCLOSURE OF INTEREST**
- 6        ADMINISTRATOR MINUTE/REPORT**

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE MEETING HELD ON THURSDAY 26 AUGUST 2021**

**File Number:** D21.56318

**Reporting Officer:** Carol Holmes, Senior Executive Assistant

**Responsible Officer:** Glenn Wilcox, Acting General Manager

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**OFFICER RECOMMENDATION**

That Council

Receives and notes the Minutes of the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIW) meeting held on 26 August 2021.

**STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE**

The purpose of this report is to update Council on the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIW) meeting held on 26 August 2021.

The SCAIW Advisory Committee meeting was held via zoom on 26 August 2021 with Inspector Darren Brand from NSW Police as the guest speaker and discussed the Impacts of domestic and family violence in our community.

- White Ribbon Night, with white balloons being mailed out by this group.
- Domestic Violence (DV) is not just physical domestic violence; there is also a lot of emotional abuse.
- Police officers are tied up 4-5 hours a day dealing with domestic violence.
- Lockdowns may be creating more pressure, although have not seen an increase of reporting for DV locally.
- People tend to come forward seeking assistance and now have confidence to speak up.
- Mallee Domestic Violence & Sexual Assault, the Orange Door, Dareton Family Domestic Violence and Abuse Committee and police are some people out there for help.
- If reported, police will stop it and seek help for both parties.
- Data for our Shire – advocacy
- Once the DV is reported to police, they would seek all the information, they are able to have a support with them. Legislation requires a video recording of questioning; this can be used in court therefore the victim does not have to recount information.
- There is emergency accommodation available when needed.

The committee also noted that Oliver McNulty had resigned and will forward him a letter of thanks.

There were positives around the town with the White Ribbon Event, white balloons all around the town, media was also very positive. Baskets of balloons will be left at supermarkets, newsagency for people to grab next time. The Committee will look for further information in hosting a social media event in the future.

Rachael will contact the new General Manager regarding the process of Shire becoming registered for White Ribbon.

There were no recommendations for Council.



**ATTACHMENTS**

1. Minutes - SCAIWAC Meeting 26 August 2021 [↓](#)

## Meeting Agenda

### Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, Thursday 26 August 2021



**Location:** Zoom      **Start Time:** 4.00-5:30 pm

Join Zoom Meeting <https://us02web.zoom.us/j/82640341641?pwd=UW9UTGIXLzBqODdWaWZRYRhdKSFEzZz09>

Meeting ID: 826 4034 1641    Passcode: 730443

#### 1. Opening of Meeting

#### 2. Acknowledgement of Country

*We pay our respect to the Traditional Custodians of the Lands where we hold this meeting and pay our respects to Elders past, present and emerging.*

GUEST SPEAKER - Inspector Darren Brand, NSW Police

Impact of domestic and family violence on our community. White Ribbon Night – community members who may have experienced or experiencing coercive control is significant. Mail out of white balloons from group. What services are available? Not just physical domestic violence there is a lot of emotional abuse. Common in many communities. Insidious intimidation occurs frequently. Police officers are tied up 4-5 hours a day dealing with domestic violence. Lockdowns may be creating more pressure. Have not seen an increase of reporting of DV locally. Now more than ever many ways for people to come forward and get help. People have the confidence to speak up. Shame and stigma often prevent people getting help. Mallee Domestic Violence and Sexual Assault, The Orange Door, Dareton family Domestic Violence and abuse committee. Police,

"If you report it, we will make it stop" (priority) Not always charged but can get in touch with support agencies. Need holistic response.

- Data for our shire – advocacy. Track the difference. Darren will forward information regularly. Rachael to email him so he puts it in calendar.
- Victim approaches police – what does the journey look like? Police would gain information – able to have a support person there. (evidence gathering) Legislation – video recording of questioning. (evidence in court – played so victim doesn't have to recount information) Police determine if there is sufficient information to charge. Provide support. AVO can be requested that day. Link with agencies.
- Far West – safety action meetings. How does data flow. Meetings run in Broken Hill every 3 weeks. Clinicians unsure of cross border. RAM progress – Scott Olsen. Swan Hill data – Darren will follow up to check process.
- What happens if there are no police rostered on in Balranald in a crisis? Fully support overtime. Will not decline recall of police.
- If person was in a safe location would police still be contacted/recalled? Decision urgency will be made. Weigh it up at the time. Can still make report. At Maari Maar, people have to wait all day for Euston police to come over.
- Service gaps? None that Darren is aware is. Not all DV is reported. Emergency accommodation available.

## Meeting Agenda

### Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, Thursday 26 August 2021



Memo – victim of crime (support person) moral support of the group if needed. Darren will contact local members to let them know.

In a family kids witnessing more as they are home schooling. Don't get a break as a release.

Both schools open to support families. Reported to Crimestoppers for not following COVID rules (claims are unfounded).

3. Apologies: Sue Balshaw, Jedda Kelly  
Present: Rachael Williams, Darren Brand, Helen Murphy, Lea Lawrie, Emma Moore, Lyn Flannagan, Mandy Haley, Natalie Lay, Balranald Shire
4. Previous Minutes (July 2021) True and accurate record, moved Lyn, 2nded Lea, carried
5. Disclosures of Interest - none
6. Reports from Council / Chair
  - Senior Citizens update (not available)
  - Used earlier this month for Aging Well committee, no gas in cylinders.
  - Day Care at the centre – use, \$100 a week. Leanne and Toni - meeting with new GM today
  - Oliver said they would be likely to waive fees for community groups. Needs basis.
  - Far West may need to budget money for Daycare
  - Balranald has done fundraising in the past to run Daycare
  - Grant for Seniors Week? Is there other funding?
7. Correspondence / Connections of note  
Thank you letter to Oliver McNulty. Send letter of thanks to Oliver from committee.
8. Follow-up from White Ribbon event  
Positives – saw balloons around town – drive around, Media was positive,  
Challenges – thought that there would be more, letterbox drop did not work as well as expected many didn't get them. No feedback from Euston – few balloons, display at club, Hash tag was not public if you weren't friends on facebook (learning curve – public post)  
What we have learned for next time – basket of balloons at supermarket, newsagency for people to grab, stigma around flying a balloon, Social media event – learn more about this.  
  
White Ribbon website – training as individuals, group.  
Process for the shire to become registered. Oliver resigned – Rachael will contact new manager.  
Worthwhile doing an event in November. Moved – Lyn, 2<sup>nd</sup> – Helen (Carried)  
Emma did a great job with window display.
9. Review of potential guest speakers to support priorities and workplan  
Courtney McIntyre, McKillop Community Services, (Swan Hill procedures, DV CAS NSW)

**Meeting Agenda**  
**Strengthening Community Access, Inclusion & Wellbeing**  
**Advisory Committee, Thursday 26 August 2021**



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Kris McIntyre (currently on leave, does not have a return date)  
Far West Mental Health speaker (Dareton Mental Health Leader resigned)  
Orange Door – intake service

Follow up with Courtney and manager from Far West re mental health

**10. Items without Notice**

Emma Moore: I am on the Balranald Violence and Abuse Interagency Group. They are also concerned about the lack of crisis accommodation in Balranald and access to that elsewhere etc, so they are looking at writing a letter to Helen Dalton for support in the pursuit of something. SCAIWAC is interested also supporting. Moved – Emma, Helen – 2<sup>nd</sup>, carried  
Balranald Shire working on this also.  
Emma will email more information.

Division, as a result of COVID in the community. Ongoing need for support. Rumours of a bus to Wilcannia.

Hodi – Far West Walking Challenge – Raise awareness of staying connected at a distance with community. Different choices. Find out information.

Pay it forward. Random Acts of Kindness. (Messenger brainstorm) Across shire compassion and getting through COVID together but apart

Council – All inclusive playground at the park. Ideas for people with disabilities. Timeframe. List for consultation. Hopefully our group will be included. Fencing along highway side would be important.

Health Services Brochure. Slow progress. Questions formatted into an online service. Email link to services. Revisit at next meeting. Priority after guest speaker.

Comments and check in around the group.

Stay safe and we will get through COVID.

**11. Next Meeting (23<sup>rd</sup> September 2021)**

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**7.2 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING  
HELD ON 7 SEPTEMBER 2021**

**File Number:** D21.56403

**Reporting Officer:** Carol Holmes, Senior Executive Assistant

**Responsible Officer:** Glenn Wilcox, Acting General Manager

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**OFFICER RECOMMENDATION**

That Council

1. Receives and notes the Minutes of the Growing Business Industry & Tourism Advisory Committee (GBITAC) meeting held on 7 September 2021.

**GROWING BUSINESS, INDUSTRY AND TOURISM ADVISORY COMMITTEE**

The purpose of this report is to update Council on the Growing Business Industry & Tourism Advisory Committee (GBIT) meetings held on 7 September 2021.

The GBIT Advisory Committee meeting was held in Council Chambers on 7 September 2021 and discussed the following items;

- Celeste Swain and Mel Tranter attended via zoom to update the committee and discuss Yanga and Millewa SDL-AM Supply Project and Balranald Weir.
- Murals around the town, the committee were informed by Glenn that there are processes regarding murals and public art, and he will provide the relevant council policy to GBIT Chairperson.
- Pastoral Stations Commemorative Plaques and David Eastburn proposal. Glenn advised the committee that council had received correspondence from David and this will be forwarded to Iain for distribution to GBIT.
- Recruitment update, Manager Tourism. It was noted that Directors are reviewing all staffing needs and identify any gaps in the current structure. Peter Lawler agreed to meet with Hodi to discuss the Tourism position.
- GBIT Annual Plan – it was noted that this will be emailed to Glenn for his information.
- Kyalite Progress Association – Strategic Plan Development – Simone explained her involvement as Secretary/Treasurer of this committee and the significant tourism and industry growth in the Kyalite area.

A meeting between Glenn, Iain and Simone be arranged to discuss Kyalite Progress Associations request for contribution towards developing a strategic Plan at a time suitable to all.

- Correspondence from Adrian Gorman – a letter had been received from Adrian voicing his frustration with his perceived lack of action on projects discussed at GBITAC. It was noted by the committee that they have made 16 recommendations to Council with past meetings while 14 of these actions have been adopted; there are 2 outstanding actions to be completed.

There were no recommendations to Council for this month.

**ATTACHMENTS**

1. Minutes - September 2021 [↓](#)

**MEETING MINUTES**  
**GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE**  
**7<sup>th</sup> September 2021**



CHAIR: Iain Lindsay-Field

MINUTES OFFICER: Simone Carmichael

| AGENDA ITEM                      | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                               | <p><b>Meeting commenced at 5:33pm – Online ZOOM</b></p> <p><b>Attendees:</b> Iain Lindsay-Field (Chair), Simone Carmichael, Guy Fielding, Dianne Williams, Peter Lawler, Sam Papa, Glenn Wilcox (BSC A/GM), Mike Colreavy (BSC Administrator), Ray Davy (BSC Director Infrastructure), Hodi Beauliv (BSC Director Corporate and Community Development), Celeste Swain (DPI-Water Infrastructure), Melanie Tranter (3 Rivers/Jacobs).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.                               | <b>Acknowledgement of country:</b> Iain L-F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.                               | <b>Apologies:</b> Adrian Gorman, Linda Nelson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4.                               | <b>Disclosures of Interest:</b> Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5.                               | <p><b>Guest Speakers – Celeste Swain &amp; Mel Tranter – Yanga &amp; Millewa SDL-AM Supply Project &amp; Balranald Weir.</b></p> <p>After introductions of all present, Celest &amp; Mel gave a presentation explaining the current project on water management infrastructure on Yanga NP. The speakers also explained how the Balranald Weir fits into this project. A copy of this presentation is included as <a href="#">attachment 1</a>.</p> <p>Questions from the Floor;</p> <ol style="list-style-type: none"> <li>1. Ray Davy – What are the meeting invites I have received regarding the weir project?           <ol style="list-style-type: none"> <li>A. Mel answered that they have asked for a one-on-one with Ray to cover off on local gov, social, economic impacts. Also a reference group formed to review the feasibility report they have prepared to make sure all contingencies have been covered.</li> </ol> </li> <li>2. Iain L-F – Why was the Weir project dropped in 2017?           <ol style="list-style-type: none"> <li>A. It was never completely off the table but several projects, including the raising of the Balranald Weir, stalled for several years, mainly due to the Basin Plan Enquiry but also staff and departmental changes.</li> </ol> </li> <li>3. Iain L-F –Are there other similar projects being considered as part of the SDL-AM Supply Projects?           <ol style="list-style-type: none"> <li>A. Celeste answered – Yes. Another project around Yanco/Narrandera. Also a number on the Murray. There are 36 projects nation-wide and 10 or 11 in NSW. The Yanga Millewa project is very prominent on the list.</li> </ol> </li> </ol> |
| 6.                               | <p><b>Confirm Previous Minutes are True &amp; Correct:</b></p> <p>August Minutes confirmed, (Moved: Di W, Seconded: Guy F)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7.                               | <b>Business Arising from Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7.i (August 9.3) – <u>Murals</u> | <p>Linda not present to discuss. Glenn informed the committee that there are council processes regarding murals and public art and he will provide the relevant council policy to GBIT Chair to be considered at the next</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



**MEETING MINUTES**  
**GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE**  
**7<sup>th</sup> September 2021**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                    |                         |                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------|----------------------------------|
| meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    |                         |                                  |
| <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Review the council report relating to murals and report at GBIT Oct meeting.</b>                | <b>Who: Iain</b>        | <b>When: Before next meeting</b> |
| <b>7.ii (July 10.1) – Pastoral Stations Commemorative Plaques – David Eastburn proposal.</b><br>Glenn advised there was correspondence received from David Eastburn and he would forward it to Iain for GBIT consideration. <a href="#">Attachment 2 (pending)</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |                         |                                  |
| <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Review David Eastburn’s proposal.</b>                                                           | <b>Who: All members</b> | <b>When: Before next meeting</b> |
| <b>7.iii (Ongoing) – Recruitment update, Manager Tourism</b><br>Hodi advised the Tourism and Economic Development Managers position has reached interview stage but stalled as they prefer to do face-to-face. Glenn has asked all the directors to review their staffing needs to try and identify any gaps in the current structure. Recruitment will continue and vacant positions will be filled. Simone made the point that the lockdowns are actually helping in the current situation, giving BSC some breathing space in the tourism sector. However, when they lift there will be a lot of visitors and we need to be in a position to be able to build on the shire’s tourism offer and capitalize on visitation. Peter Lawler understands the impacts of the COVID lockdowns and is pleased to hear things are still progressing to recruit and fill positions. He also supports the review of positions. Hodi asked if there was any particular skill-set required to incorporate into in the Tourism Directorship. Pete agreed to meet with Hodi to discuss. |                                                                                                    |                         |                                  |
| <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Meet with Peter L to discuss Tourism &amp; Economic Development Manager skills requirements</b> | <b>Who: Hodi B</b>      | <b>When: TBA</b>                 |
| <b>8.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Reports from Council</b>                                                                        |                         |                                  |
| <b>RESOLUTION 2021/130</b><br>Moved: Administrator Mike Colreavy<br>That Council<br>1. Receives and notes the Minutes of the Growing Business Industry & Tourism Advisory Committee (GBITAC) meeting held on 10 August 2021.<br>2. Invite Celeste Swain, Water Infrastructure NSW to address the GBITAC September meeting with the purpose of updating the committee on Balranald Weir Project.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                    |                         |                                  |
| <b>9.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>GBITAC Annual Plan check-in</b>                                                                 |                         |                                  |
| The annual plan is currently stalled due to COVID. Iain asked if Glenn was familiar with the GBIT Annual Plan which he responded he would endeavor to do so.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                    |                         |                                  |
| <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Email GBITAC Annual Plan to A/GM</b>                                                            | <b>Who: Simone</b>      | <b>When: ASAP</b>                |
| <b>10.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>New Business</b>                                                                                |                         |                                  |
| <b>10.1 – Kyalite Progress Association – Strategic Plan Development (Simone)</b><br>Simone explained her involvement as secretary/treasurer of the Kyalite Progress Association and the significant tourism and industry growth in the Kyalite area. Kyalite is in a unique position with private and public infrastructure on both sides of the Wakool River and subsequently in two LGA’s, Balranald and Murray River Councils.<br>The Kyalite Progress Association have engaged the services of local consultant, Rachael Williams, to develop a strategic plan for Kyalite. The Association has written to both council’s requesting a \$500 contribution towards the strategic plan thus forming a three-way alliance to progress development in the area.<br>Simone is asking the GBITAC for support for the Kyalite Progress Association’s request to council.<br>Ray Davv explained Kyalite is very much a growth area in the shire and he has met several times with the                                                                                         |                                                                                                    |                         |                                  |

## MEETING MINUTES

## GROWING BUSINESS INDUSTRY &amp; TOURISM ADVISORY COMMITTEE

7<sup>th</sup> September 2021

Progress Association to discuss development of a town water supply and other initiatives. He supports the development of a strategic plan for Kyalite. Hodi suggested the \$500 would need to come under a donation from council. Iain expressed a wish to discuss further with Simone & Glenn before making a recommendation.

|               |                                                                                                                                           |                    |                   |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|
| <b>ACTION</b> | <b>Meet with Iain &amp; Simone to discuss Kyalite Progress Associations request for contribution towards developing a strategic plan.</b> | <b>Who - Glenn</b> | <b>When – TBA</b> |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|

**11. Items Without Notice (General Business)****11.1 – Correspondence from Adrian Gorman**

Correspondence has been received from Adrian Gorman ([Attachment 3](#)) voicing his frustration with his perceived lack of action on projects discussed at GBITAC. He questioned the relevance of the committee and suggested a list of priorities be compiled and passed on to Balranald Inc. for action. Lengthy discussion was held and the general consensus was that the Advisory Committee current structure is extremely effective at getting the communities voice heard in council and having recommendations adopted as resolutions of council. It was thought that Adrian does not fully understand the advisory role of the GBITAC or it's limitations to directly act unless endorsed by council. Since the inception of new advisory committee's GBITAC has made 16 recommendations to council, 14 have been adopted. See list attached, this will continue to be collated by the secretary.

|                                   |            |            |             |
|-----------------------------------|------------|------------|-------------|
| <b>ACTION</b>                     | <b>NIL</b> | <b>Who</b> | <b>When</b> |
| <b>RECOMMENDATIONS TO COUNCIL</b> | <b>NIL</b> |            |             |

|            |                                                                          |
|------------|--------------------------------------------------------------------------|
| <b>12.</b> | <b>MEETING CLOSED – 6:59pm Next Meeting Tues 5<sup>th</sup> October.</b> |
|------------|--------------------------------------------------------------------------|



Attachment 1



**Murray and Murrumbidgee Valley  
National Parks SDL Adjustment Supply Measure Project  
(Yanga NP and Millewa Forest)**

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**Growing Business, Industry and Tourism  
Advisory Committee**

Project Overview, 7 September 2021

## Today's Discussion

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- Program objectives
- Governance
- Yanga Project Overview
- Balranald Weir Project – and other lower Yanga watering options being considered
- Next steps



## Murray-Darling Basin Plan



<https://vimeo.com/328092214>



## Supply Project Objectives

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### OBJECTIVE 1

ACHIEVE A SIGNIFICANT CONTRIBUTION  
TOWARDS THE 605 GL NATIONAL TARGET  
BY ACHIEVING 170 GL BY



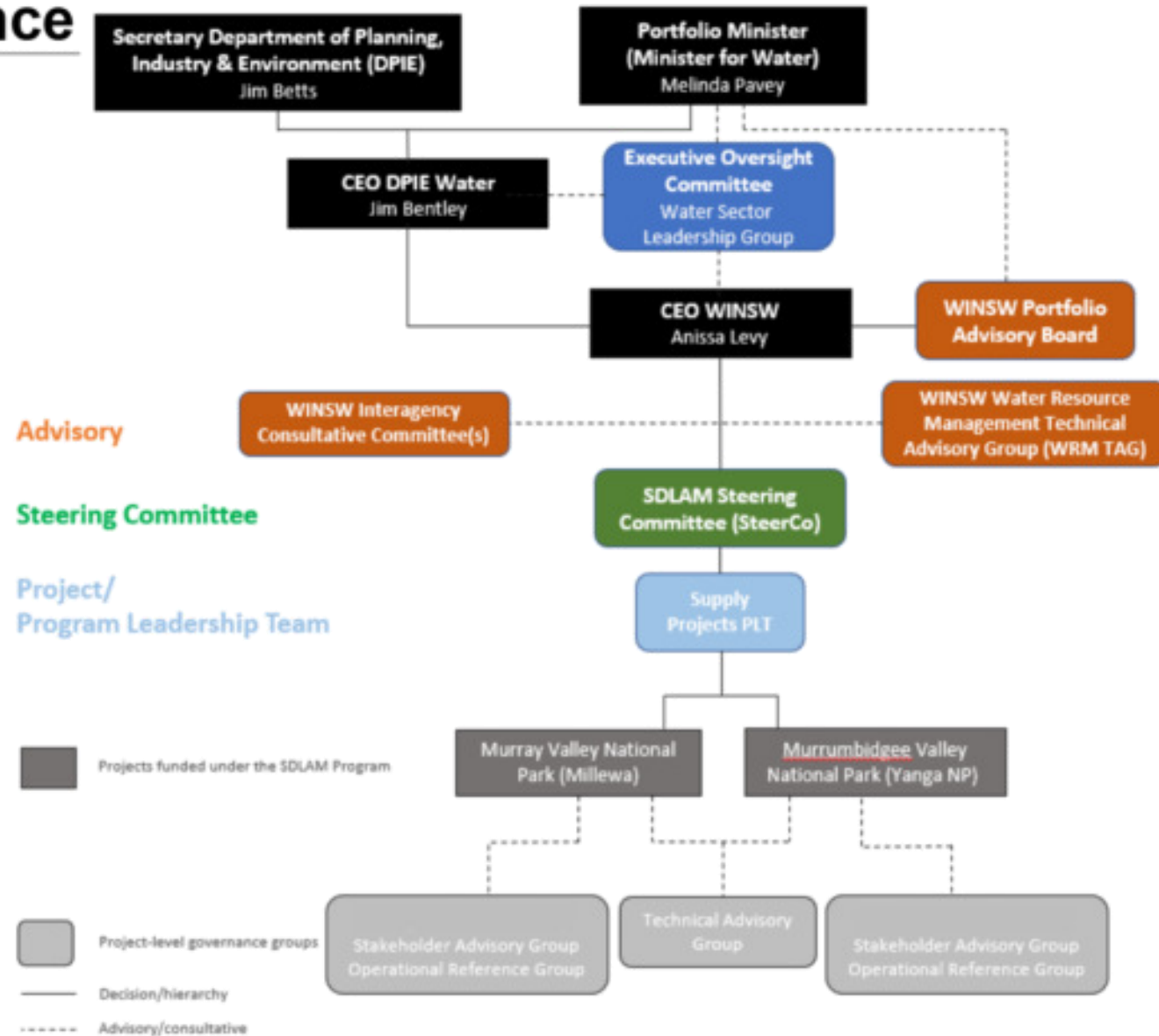
### OBJECTIVE 2

PROTECT + WHERE POSSIBLE ENHANCE  
THE SIGNIFICANT ECO, CULTURAL + SOCIAL  
+ ECONOMIC VALUES THAT EXIST IN THESE  
PROJECT LOCATIONS

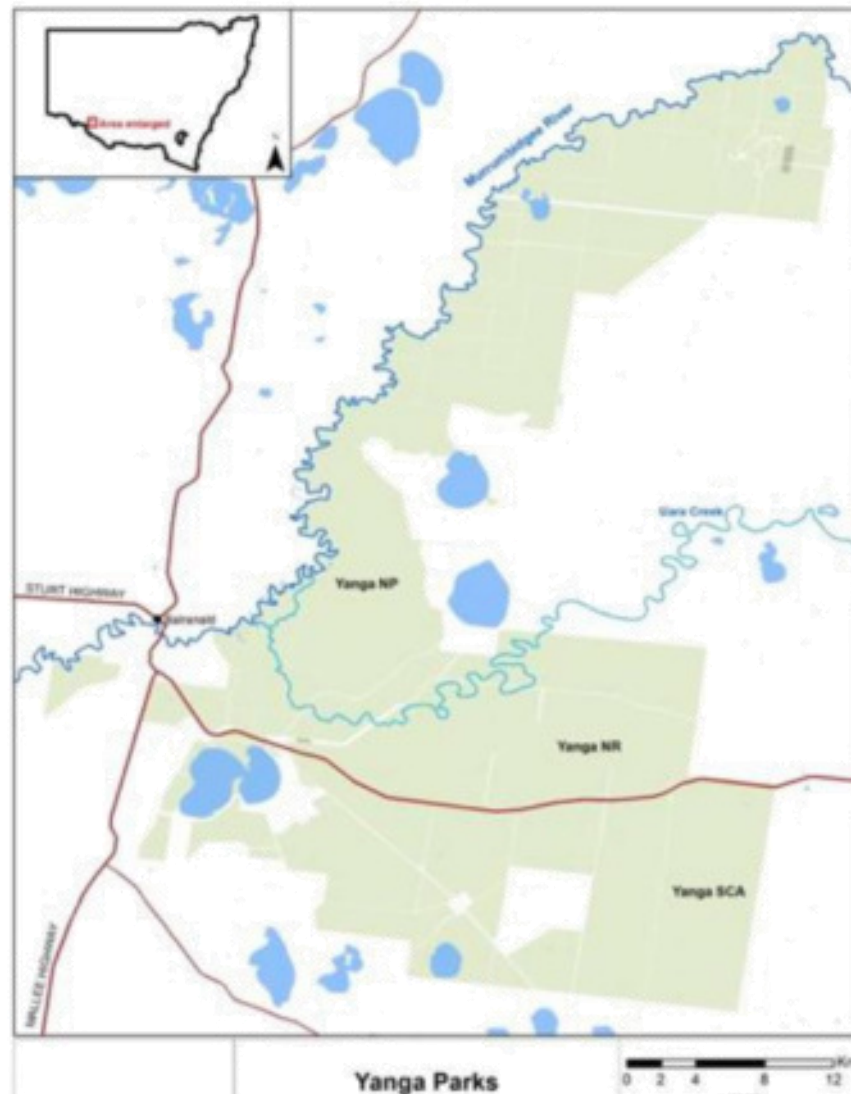
- NSW is delivering five accelerated projects by June 2024.
- Yanga National Park is one of these projects.



# Governance



# Yanga National Park



## Yanga NP Objectives and Outcomes

| Objectives                                                                                                                                                                                                                                                                                                                                                                         | Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provide a more efficient and effective use of water currently diverted from the Murrumbidgee River</li><li>• Receive proposed environmental watering from Nimmie-Caira (Gayini) into Yanga to achieve improved environmental outcomes.</li><li>• Improve fish passage</li><li>• Improve ability to target environmental watering</li></ul> | <ul style="list-style-type: none"><li>• Significant increase in the area, frequency and duration of environmental flows to river redgum forest, sedgeland and lignum shrubland, particularly in the Yanga National Park. This will significantly improve the health of these key environmental assets.</li><li>• Improved foraging and breeding habitat quality for colonial nesting waterbirds</li><li>• Provision of drought refuge sites for native wetland fauna, sustaining and improving dispersal between riverine, wetland and floodplain habitat, maintaining ecological connectivity, and increasing structural diversity of habitats.</li><li>• Improved movement of fish, and fish habitat and refuge</li></ul> |



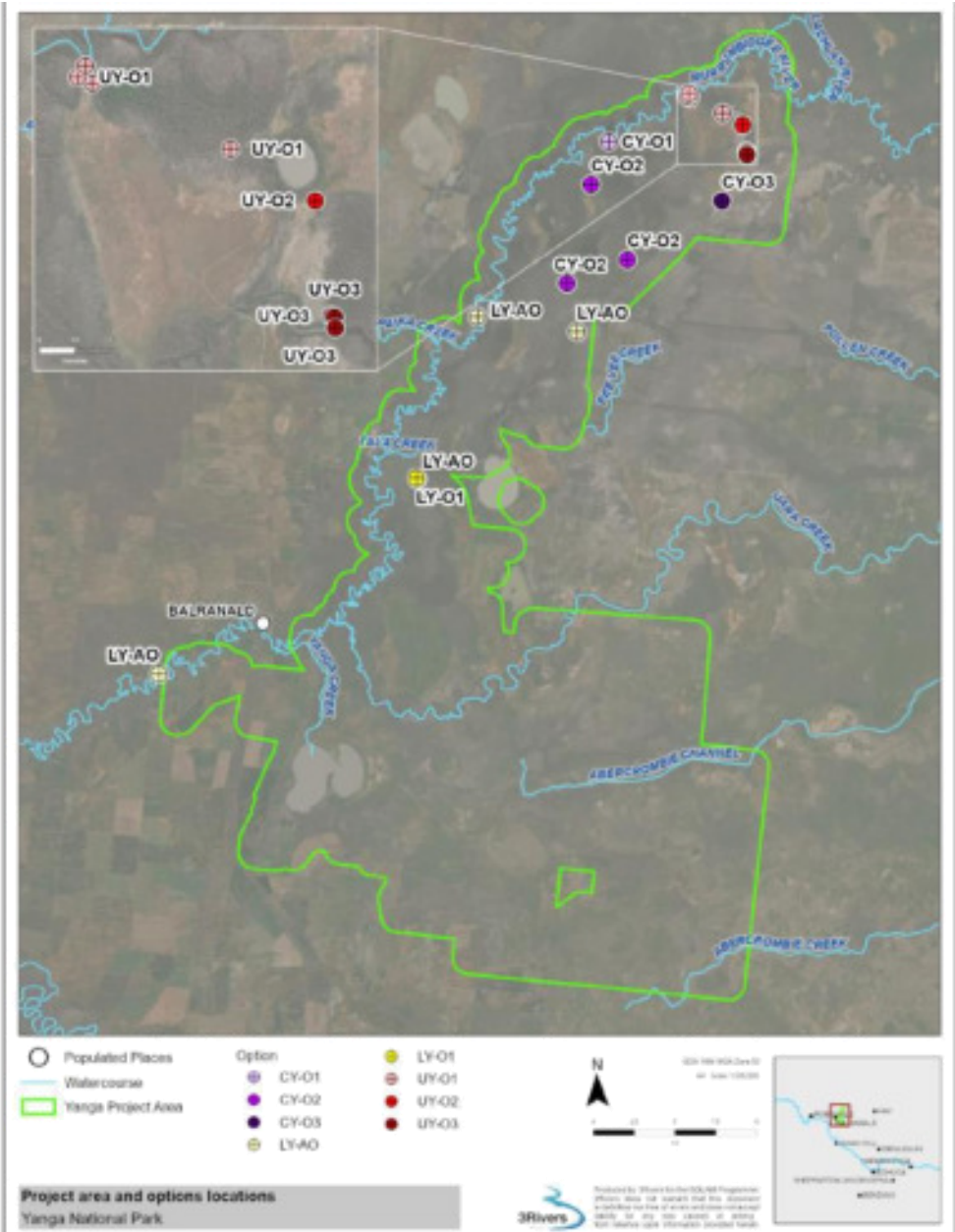
## Project Plan

| NSW SDLAM Supply Project                                   | FY 2021/22   |              |              |              | FY 2022/23   |              |              |              | FY 2023/24   |              |              |              |
|------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Yanga National Park & Millewa Forest                       | Q1 Jul - Sep | Q2 Oct - Dec | Q3 Jan - Mar | Q4 Apr - Jun | Q1 Jul - Sep | Q2 Oct - Dec | Q3 Jan - Mar | Q4 Apr - Jun | Q1 Jul - Sep | Q2 Oct - Dec | Q3 Jan - Mar | Q4 Apr - Jun |
| Strategic Assessment                                       |              |              |              |              |              |              |              |              |              |              |              |              |
| Concept Design                                             |              |              |              |              |              |              |              |              |              |              |              |              |
| Approvals (incl. Environmental and Regulatory)             |              |              |              |              |              |              |              |              |              |              |              |              |
| Delivery Readiness (incl. Detailed Design and Procurement) |              |              |              |              |              |              |              |              |              |              |              |              |
| Delivery – Construction                                    |              |              |              |              |              |              |              |              |              |              |              |              |
| Delivery - Commissioning and Handover                      |              |              |              |              |              |              |              |              |              |              |              |              |

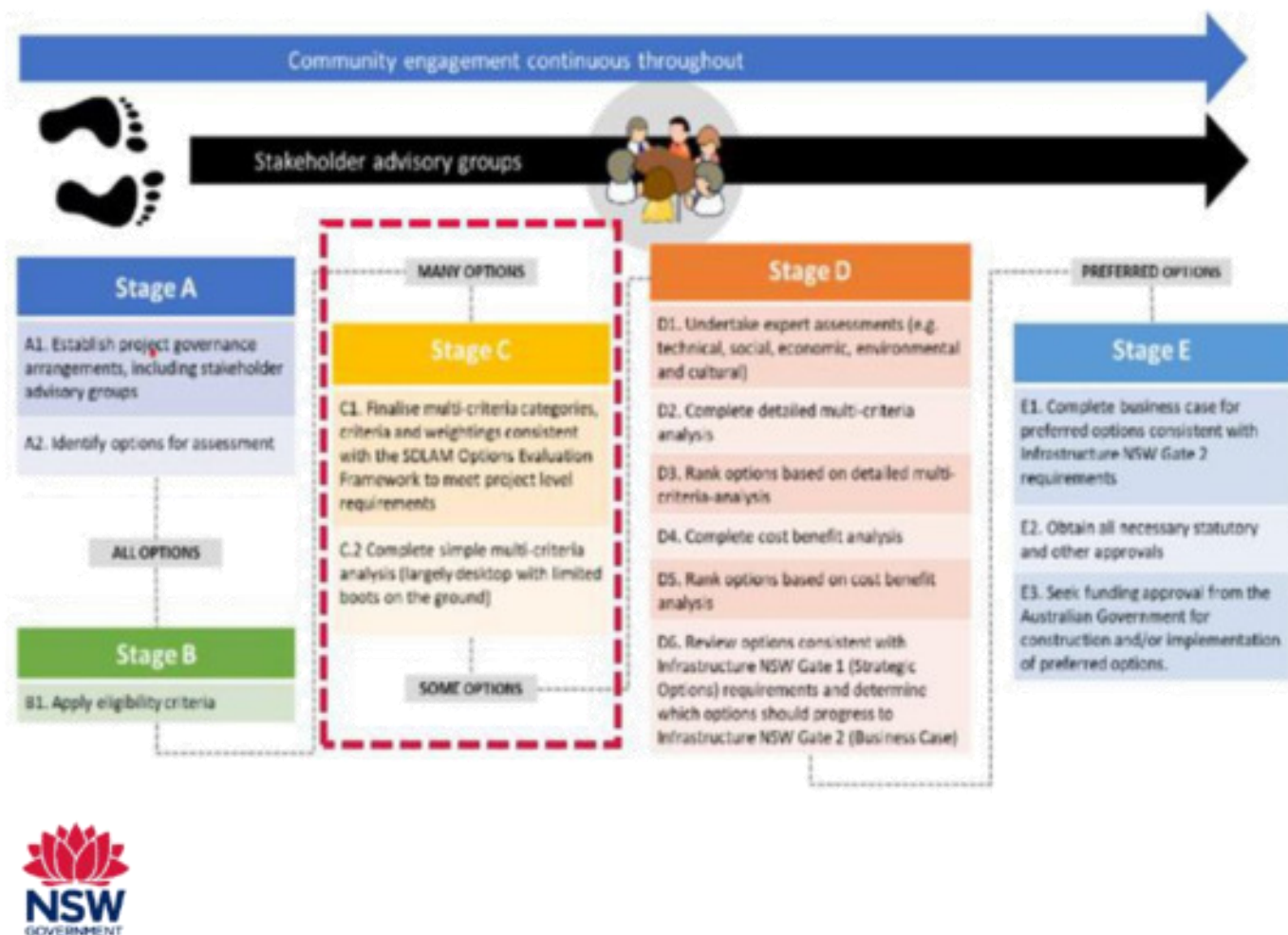




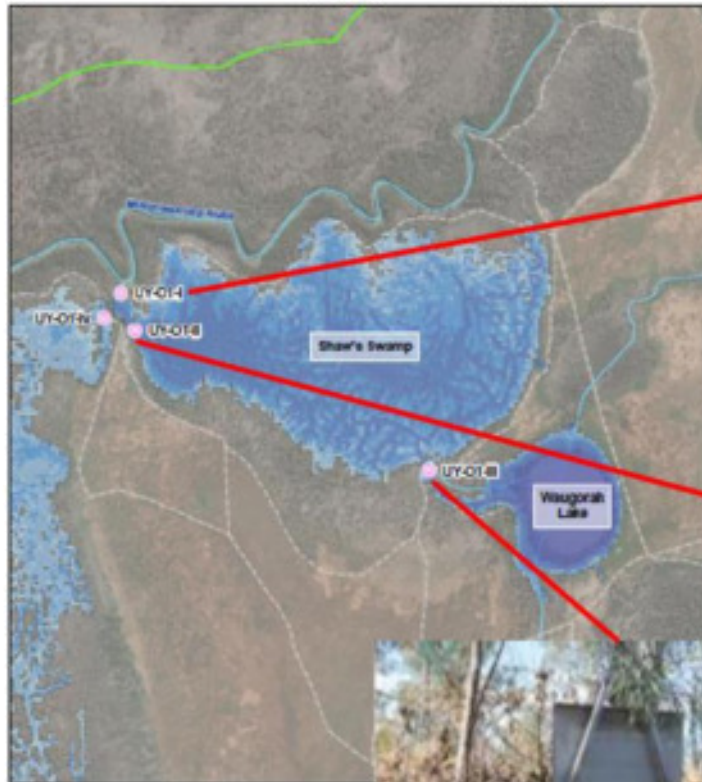
# Options



# Options Assessment Process



## UY-01: 1ES Regulator to Waugorah Lake



1ES Regulator



Shaw's Regulator



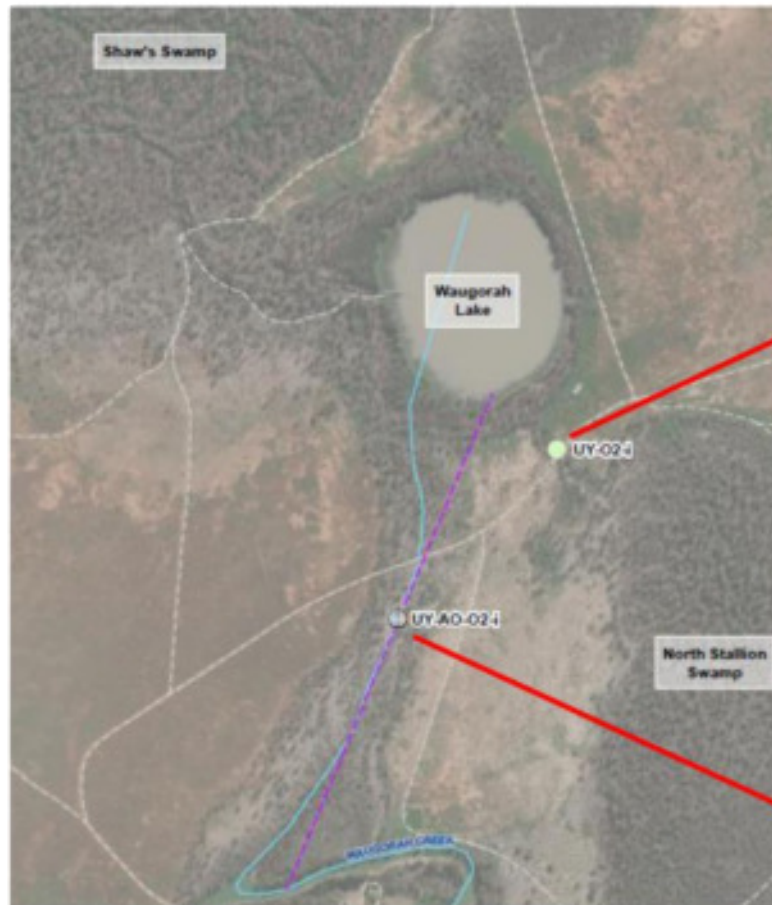
Waugorah Lake Inlet

Bruton's Regulator





## UY-02: Waugorah Lake to Waugorah Lagoon



Existing culvert between Waugorah Lake and North Stallion Swamp



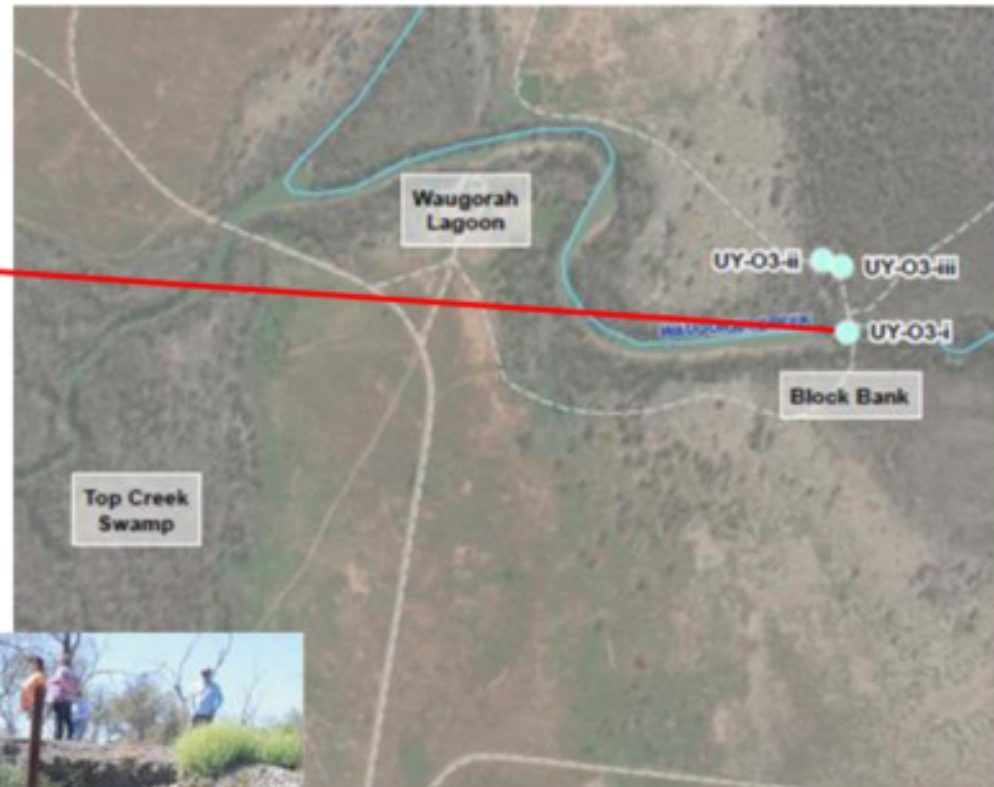
Proposed pipeline alignment



## UY-03: Reinstatement of Waugorah Creek flow paths



Waugorah Creek block bank



Piped culvert downstream  
outlet of North Stallion





## CY-01: 1AS regulator, including weir pool raising



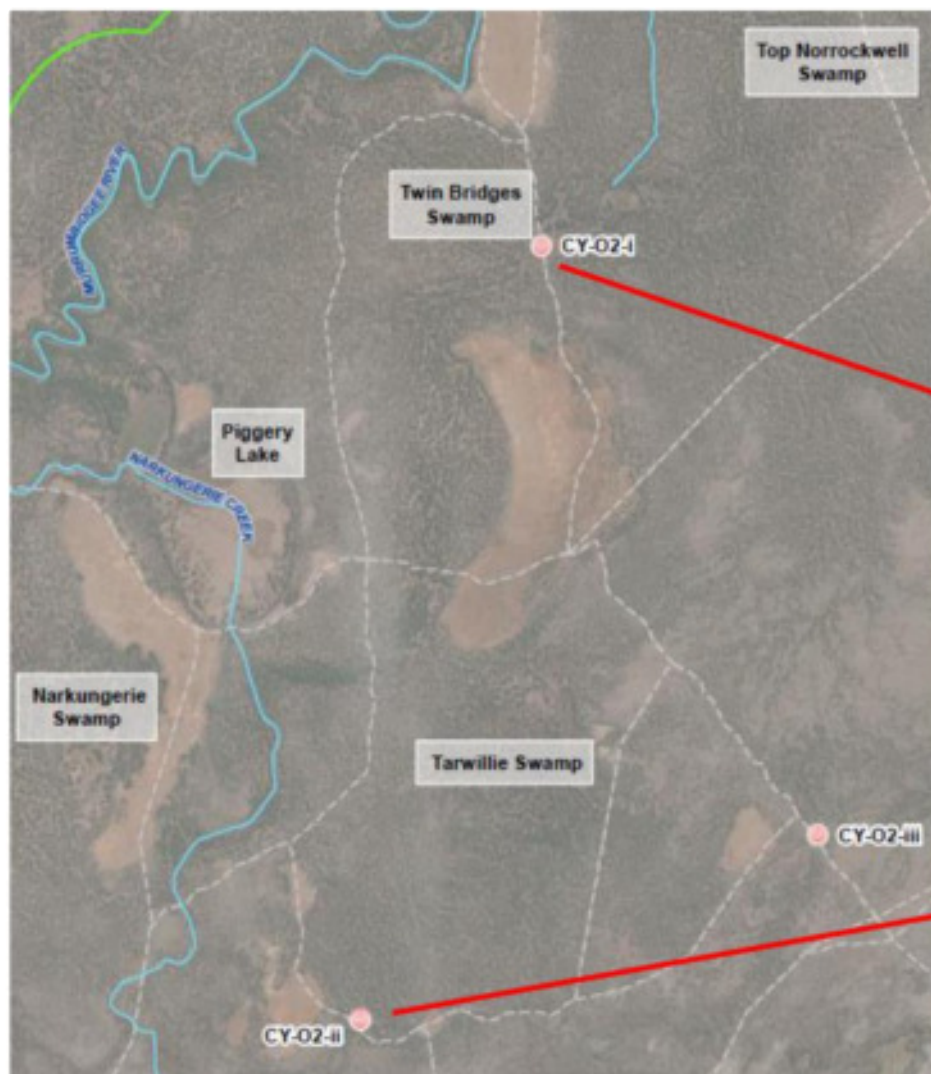
1AS Regulator



Redbank Weir



## CY-02: Twin Bridges Swamp and Tarwillie Swamp regulators



Twin Bridges



Road levee with culvert south of Tarwillie Swamp



## CY-03: Historical Duck's Nest Creek and Waugorah road crossing

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## LY-01: Woolshed Floodway regulator and sills



Woolshed regulator



Woolshed Creek looking upstream from regulator



## LY-01: Woolshed Floodway regulator and sills



Woolshed regulator

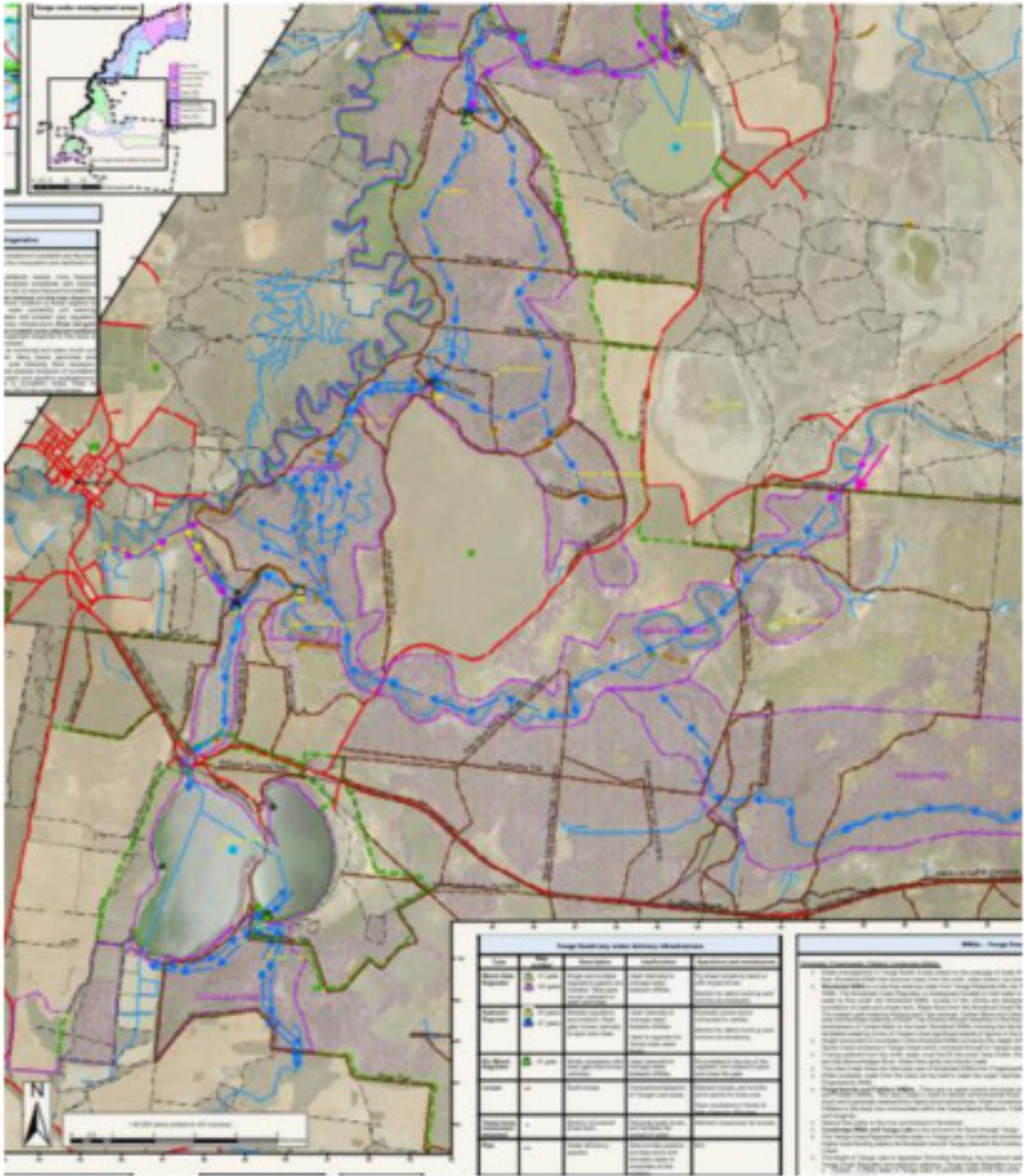


Woolshed Creek looking upstream from regulator





**LY-A0-03:  
Reopening  
floodways  
downstream of  
Redbank Weir**



## LY-A0-02: Balranald Weir

|        |                                                                                                                                                             |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Task 1 | <b>Project concept and problem definition</b><br><b>Proof of concept</b><br><b>Desk top analysis and stakeholder interviews</b><br><b>Alternate options</b> |
| Task 2 | <b>Assessment of ecological benefit</b><br><b>Assessment of EE and compliance with EWRs</b><br><b>Rationale for investment</b>                              |
| Task 3 | <b>Options for progressing the project</b><br><b>Possible delivery mechanisms/funding sources</b>                                                           |
| Task 4 | <b>Feasibility study and preliminary business case</b><br><b>High level work plan and costings</b>                                                          |
| Task 5 | <b>Reporting</b><br><b>Review workshop</b>                                                                                                                  |



## LY-A0-02: Balranald Weir



**Kick off meeting: Thursday 2 September 2021**

- ☒ Check in of preliminary findings
- ☒ Gap analysis
- ☒ Best sources of information
- ☒ Confirmation of where we can add value

**Draft Report Submission: Tuesday 14 September 2021**

**Review Workshop: Friday 17 September 2021**

**Final Report Submission: Tuesday 21 September 2021**



## Next Steps

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Attachment 3

THE CHAIRMAN.  
B&T.

TUESDAY  
20200350  
AJ GORMAN  
COMMITTEE B&T

DEAR IAN

I WOULD LIKE TO SUBMIT MY  
THOUGHTS REGARDING THIS COMMITTEE  
FOR TONIGHT'S MEETING.

1. IN A LONG INTERVIEW WITH THE  
ADMINISTRATOR 'MIKE COLCAGHY'  
THE FOLLOWING POSITION WAS  
MADE CLEAR;

- A/ THE B&T, IS SOLELY ~~AN~~ ADVISORY.
- B/ ALL RECOMMENDATIONS ARE THE  
SOLE RESPONSIBILITY FOR COUNCIL  
ACTION OR INACTION.

HAVING IDENTIFIED OVER 90  
DISTRICT IMPROVEMENT POSSIBILITIES  
ANY FURTHER PROGRESS COMES FROM  
COUNCIL ACTION!

CONCLUSION  
THIS COMMITTEE IS IRRELEVANT!

- I SUGGEST YOUR COMMITTEE CONSIDER
- A) WE IDENTIFY THE TEN PROJECTS MOST  
LIKELY TO SUCCEED, IN ORDER OF MERIT.
  - B WE REQUEST BAL. INC. TO CONSIDER  
AND TAKE ACTION ON THEIR  
SELECTION AND PRIORITY OF THIS LIST.
  - C WE COOPERATE FULLY WITH THEM.

I CANNOT HEAR OR SPEAK CLEARLY  
TO TAKE PART, TONIGHT

*AJ Gorman*

|            | Info | Reply       | Report | Discuss |
|------------|------|-------------|--------|---------|
| GM         |      |             |        | GM      |
| DVD        |      |             |        |         |
| Received   |      | 08 SEP 2021 |        |         |
| DCCD       |      |             |        |         |
| File No.   |      |             |        |         |
| LETTER No. |      |             |        |         |

10-1 Sam  
Kedra  
Helm



**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 BETTER PRACTICE REVIEW**

**File Number:** D21.56441

**Reporting Officer:** Carol Holmes, Senior Executive Assistant

**Responsible Officer:** Glenn Wilcox, Acting General Manager

**Operational Plan Objective:** Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.

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**OFFICER RECOMMENDATION**

That Council note the review being undertaken as part of its better practice considerations and that the review will look at the community strategic planning process, its policies, procedures and general requirements across council to ensure compliance with the Local Government Act 1993.

**PURPOSE OF REPORT**

In accordance with the Local Government Act 1993, a Council is required to review its local policies and other documents following a general election. Council is under Administration; however, it should follow the requirements of the Local Government Act 1993 and undertake regular reviews of the procedures, policies and compliance needs under the various Acts and Regulations.

**BACKGROUND**

The operation of Council is subject to regulations that direct how and when Council must act. A review of Councils policies and procedures is required after each general election to identified local policy relevance and updates or at other times, a Council wishes to review a local policy. The Local Government Act requires that policies are displayed for public comment and allow public submissions to be received.

Council has commenced a review of its organisation, its policies, and procedures and to ensure that it remains compliant with legislation.

**REPORT**

Council has begun a proactive review of all areas of its operations and these include the consideration of community-based areas such as the Community Strategic Plan (CSP), the Delivery Plans, its policies, procedures and critical areas such as work health and safety and financial compliance. Council commenced this review by undertaking a self-assessment process or better practice review, that allows council to identify areas of improvement as well as reassess its current and future community policy and direction needs.

A review of Councils policies and procedures has identified that Council is required to update its governance areas to comply with the Local Government Act and Regulations and to ensure that the Councillors, staff and public are aware of the requirements that govern Council.

The Act requires Council to review its policies within 12 months of a general election or from time to time as required. Although Council is under Administration the Council should continue to follow the processes required by legislation to ensure that its documentation and community information remains accurate.

Over the next few months, Council will report on the reviews that have been undertaken, the review or development of policies and procedures, the updating of asset management plans, financial changes to prepare its long term financial plans and to report against the required IP&R process including revised community strategic plans.

### **FINANCIAL AND RESOURCE IMPLICATION**

Council staff will prepare the policies and procedures in house and will seek support of consultants, our insurers and auditors to review and provide advice.

### **LEGAL IMPLICATION**

Council is undertaking a voluntary review of its organisation to ensure it meets the requirements of the Local Government Act and Regulations or standards that apply to Council.

### **RISK IMPLICATIONS**

Council's recent audit review process has been undertaken to ensure that Council follows all relevant State Government requirements.

Future policies and procedures will assist Council to comply with the Act, regulations or standards expected.

### **STAKEHOLDER CONSULTATION**

All Policies must be publicly displayed as per the Local Government Act 1993. Council will display all finalised policies on its web site.

### **OPTIONS**

The Council has undertaken a voluntary review of its organisation under the Better Practice Review process to improve its community functions and to provide future advice to the Minister for Local Government around the administration of Council.

Council is required to develop the policies and procedures required under the Act, the Regulations or Standards applicable to Council. Council will also review the Ministers requirements whilst under Administration.

Some operational areas will have policies developed to ensure that staff is aware of issues around employment, Code of Conduct, bullying and harassment or general use of plant and other items.

### **CONCLUSION**

Future meetings of council will include a list of policy and procedure items that have been prioritised to ensure compliance with the laws that govern local councils.

Council is required under s165 to review its policies within 12 months of a general election or as necessary to ensure compliance. Council is acting pro-actively to ensure compliance in a similar period to other general-purpose councils and to improve its operational services to the community.

### **POLICY IMPLICATION**

Nil

### **RISK RATING**

Moderate

**ATTACHMENTS**

Nil

**9 CORPORATE & COMMUNITY SERVICES REPORTS****9.1 DRAFT ANNUAL FINANCIAL STATEMENTS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56097</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

1. That Council's Draft Financial Statements for the year ended 30 June 2021 be referred to audit with authorisation from the Administrator, Interim General Manager and the Responsible Accounting Officer.

**PURPOSE OF REPORT**

The purpose of this report is to refer the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for the year ending 30 June 2021 to audit.

**REPORT**

Section 413 of the *Local Government Act 1993 (NSW)* (the Act) requires Council to prepare its year end Annual Financial Statements as soon as practicable after year end and to refer those statements to audit.

Balranald Shire Council's audit of the 2020/2021 Annual Financial Statements is being conducted by Nexia Australia on behalf of the NSW Audit Office.

In preparing the annual financial statements the Act requires Council to comply with the:

- (i) *Local Government Act 1993 (NSW)*
- (ii) *Local Government (General) Regulations 2005 (NSW)*
- (iii) Australian Accounting Standards and other relevant publications issued by the Australian Accounting Board
- (iv) Local Government Code of Accounting Practice and Financial Reporting

To the best of our knowledge and belief, these statements present fairly the Council's operating result and financial position for the 2020/21 financial year. They also concur with Council's accounting and other records. Council is not aware of any matter that would render these Statements false or misleading in any way.

**FINANCIAL IMPLICATION**

The Financial Statements reflect Council's financial operations during 2020-2021 and Council's financial position at 30 June 2021. Cost to undertake the audit are included in the budget and no additional costs are anticipated.

**LEGISLATIVE IMPLICATION**

Local Government Act 1993

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate

**ATTACHMENTS**

**Nil**

**9.2 BALRANALD SHIRE COUNCIL AND SERVICE NSW PARTNERSHIP AGREEMENT**

|                                    |                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56275</b>                                                                        |
| <b>Reporting Officer:</b>          | <b>Danika Dunstone, Customer Service Officer</b>                                        |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                        |
| <b>Operational Plan Objective:</b> | <b>Pillar 3: Our Economy – A community that ensures a strong and resilient economy.</b> |

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**OFFICER RECOMMENDATION**

That Council delegate authority to the General Manager to enter into an updated Partnership Agreement with Service NSW for the provision of one front door for businesses to access NSW government information and services.

**PURPOSE OF REPORT**

The purpose of this report is to provide background information and seek support to renew Council's partnership agreement with Service NSW.

**REPORT**

Service NSW is a New South Wales government executive agency within the Department of Customer Service. It provides one-stop access to government services online, over the telephone or in-person at its service centres.

The agency is the single point of contact for a number of New South Wales government agencies including Transport for NSW, Fair Trading NSW and Births, Deaths and Marriages. It provides services such as applications for licences and permits, registration of births and payment of fines.

The Shire Council previously had a memorandum of understanding with Service NSW, which was signed on 28 June 2018, for Council to provide a Service Centre to Balranald and the surrounding community.

Under the Service NSW Act 2013, Service NSW is required to ensure that a Partnership Agreement is in place with all partners who promote and deliver Service NSW for Business services on their behalf. A copy of the agreement is attached. It is also a requirement that all new and existing agreements address Service NSW's compliance requirements.

An additional clause has been added to the Agreement to further meet compliance requirements in relation to the secure collection, use, retention and disposal of personal information.

**OPTIONS**

1. To provide delegated authority to enter into a partnership agreement with Service NSW.
2. Not enter into a partnership agreement and advise Service NSW we are no longer able to provide this service.

**CONCLUSION**

By Council entering into a Partnership Agreement with Service NSW, the local community and businesses can have confidence that Council is supportive of services being provided locally. This will benefit locals and businesses within the Shire and the surrounding community.

**FINANCIAL IMPLICATION**

This Agreement is at no cost to council to participate. Support material, training and advice are provided by services NSW at no cost. Implementation of the program should lead to reduced processing times and costs relating to applications to Council.

**LEGISLATIVE IMPLICATION**

Council would still undertake all assessments as per appropriate legislation

**POLICY IMPLICATION**

Nil

**RISK RATING**

Nil

**ATTACHMENTS**

1. Partnership Agreement - Service NSW and Balranald Shire Council [↓](#)

## PARTNERSHIP AGREEMENT

Between **Service NSW** (ABN 37 552 837 401) and the Balranald Shire Council (the '**Council**)  
(the '**Parties**')

Last Updated: 27 July 2021

### 1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered;
- C. Document the responsibilities of Service NSW and the Council on the provision of Services;
- D. Provide mechanisms to manage the relationship between the Parties;
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith.

This Agreement is not legally binding.

### 2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('**CEO**').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) Service NSW partners with the Council to promote and deliver the services of Service NSW for Business to businesses across NSW.



7) the purpose of this collaboration is to ensure awareness and access to Government services to all businesses in NSW.

8) the Services of Service NSW for Business are free for the Council and for customers.

9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.

10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of any other Act, including the PPIP Act and the HRIP Act.

11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.

12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the council concerned. The responsibilities of Agencies under the *State Records Act 1998* include making and keeping full and accurate records of their office.

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating the terms on this Agreement..

### 3. Guiding Principles

#### 3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives;
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability;
- C. Ensure that each of its Personnel complies with this Agreement and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*;
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services;
- E. Work together to identify and manage shared risks;
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

### 4. Roles and Responsibilities

#### 4.1. Service NSW will:

- 
- A. Provide the Services in accordance with the terms of this Agreement, subject to any Change Request;
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services;
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

4.2. The Council will:

- 
- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement;
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

4.3. The Parties undertake to maintain open channels of communication by:

- 
- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues;
- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

## 5. Services

A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the Service NSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access Service NSW for Business services.

B. the Council will:

- (i) refer eligible customers to the Program;
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries;
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program;
- (v) identify local opportunities to inform customers of the program;
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

## 6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly

by the business in connection with the Service NSW for Business service.

## 7. Data and Data Security

7.1. Each party retains ownership of its Data.

7.2. Except as required by law, neither party must, and must ensure that its Personnel will not:

- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement; or
- B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data. or
- C. Make the other party's Data available to a third party including another government agency or body, other than an approved Subcontractor, and only to the extent required under this Agreement.

7.3 Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are is consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.

7.4 In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

## 8. Confidential Information

8.1. The Parties must, in respect of any Confidential Information:

- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services;
- B. Use the Confidential Information solely for the purpose of carrying out its obligations;
- C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations;
- D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
- E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

## 9. Privacy

9.1 Each party and its Personnel must:

- A. Comply with Privacy Laws; and
- B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties;

9.2. In particular, Service NSW acknowledges that:

- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and
- B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.

Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.

9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.

9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement (**'Data Incident'**):

- A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention;
- B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach;
- C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
- D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
- E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.

9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a **'Complaint'**), the following will apply:

- A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct;
- B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct;
- C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation, to the other party, no later than 20 days after receipt of the original Complaint;
- D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This

response may include an internal review of conduct.

## 10. Intellectual Property

- 
- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
  - A. Their Existing Material; and
  - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
  - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the provision of the Services, including any solution and service design.

## 11. Performance Management and Continuous Improvement

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council.
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

## 12. Reporting

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

## 13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.

- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

## **14. Governance**

- 14.1 The parties agree to comply with the Governance Framework.

## **15. Business Continuity and Disaster Recovery**

- 15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

## **16. Dispute Resolution**

- 16.1 In the event of a dispute between the parties, a party will:
- Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute;
  - If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
  - If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- 16.2 Despite the existence of a dispute, each party must continue to perform its obligations.

## **17. Termination**

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.
- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

## **18. Miscellaneous**

- 18.1 Entire Agreement

This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.

18.2 Survival

The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.

18.3 Notices

A notice under this Agreement must be in writing and delivered to the address or email address of the recipient party.

18.4 Variation

All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

18.5 Waiver

If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.

10.6. Applicable law

The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.

18.7 Counterparts

The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.

## 19. Execution

Council has reviewed and accepts this Agreement

| Signed for and on behalf of Council by its authorised signatory | Signed for and on behalf of <b>Service NSW</b> by its authorised signatory |
|-----------------------------------------------------------------|----------------------------------------------------------------------------|
| Name:                                                           | Name:                                                                      |
| Title:                                                          | Title:                                                                     |
| Date:                                                           | Date:                                                                      |
| Signature:                                                      | Signature:                                                                 |
| Witness:                                                        | Witness:                                                                   |
| Signature:                                                      | Signature:                                                                 |



## Schedules

### Schedule 1 - Definitions

In these Partnership Agreement, except where a contrary intention appears:

**Business Continuity and Disaster Recovery Plan** means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs;

**Change Request** means the request for a change to the scope of Services in the form set out in Schedule 4;

**Commencement Date** means the date of start of this Agreement.

**Confidential Information** of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
  - a. is or becomes public knowledge other than by breach of this Agreement; or
  - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
  - c. is required to be disclosed by Law, government policy or legal process.

**Contact Centre** has the meaning set out in Schedule 2;

**Continuous Improvement Principles** have the meaning set out in Schedule 2;

**Continuous Improvement Process** has the meaning set out in Schedule 2;

**Data** means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information;

**Disaster** means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity;

**Existing Material** means any material that is developed prior to entering into a Partnership Agreement, or developed independently of a Partnership Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Partnership Agreement;

**HRIP Act** means the *Health Records and Information Privacy Act 2002* (NSW);

**Instrument of Delegation** means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

**Intellectual Property Rights** includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or elsewhere;

**Middle Office** has the meaning set out in Schedule 2;

**Moral Rights** means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in the world, whether in existence before or after the Commencement Date;

**New Contract Material** means new data created, other than the solution or service design;

**Partnership Agreement** means these terms and conditions and includes Schedules 1, 2, 3 and 4.

**Personal Information** has the meaning given to it in the Privacy Laws, as amended from time to time;

**Personnel** means the person or persons employed or otherwise contracted by either party under this Agreement, as the context requires;

**PIIP Act** means the *Privacy and Personal Information Protection Act 1998* (NSW);

**Privacy Law** means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PIIP Act; and
- B. the HRIP Act.

**Program** means the Easy to do Business program;

**Quarterly Forecast** has the meaning set out in Schedule 2;

**Relationship Manager** means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time;

**Service Act** means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

**Service Centre** has the meaning set out in Schedule 2;

**Service NSW Standard Operating Conditions** means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 2;

**Subcontractor** means a third party to which Service NSW has subcontracted the performance or supply of any Services;

## Schedule 2

### 1. Service NSW Standard Operating Conditions

In addition to the Partnership Agreement this section covers the standard omnichannel service inclusions.

#### 1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

| Inclusion                               | Description                                                                                                                                                                                                                                                  |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Concierge and digital assisted services | A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction |
| Customer sentiment surveys              | Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal                                                                                                                                                   |

#### 1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

| Inclusion                     | Description                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual hold call back system | During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator |
| Inbound number                | Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'                                                                                                                                                                                                  |
| Call coding                   | A Customer Service Representative will record the customer's reason for calls and the outcome                                                                                                                                                                               |
| Customer sentiment surveys    | Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system                                                                                                                                                             |

#### 1.3. Middle Office

| Inclusion | Description |
|-----------|-------------|
|-----------|-------------|

|                |                                                                                                                                                                                                                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enquiry triage | Service NSW will triage enquiries received to <a href="mailto:info@service.nsw.gov.au">info@service.nsw.gov.au</a> or via Service NSW website 'Contact Us' page and <ul style="list-style-type: none"> <li>- Resolve these enquiries or;</li> <li>- Refer it to the appropriate business area at the Council</li> </ul> |
| Enquiry coding | A Customer Service Representative will record the customer's reason for enquiring and the outcome                                                                                                                                                                                                                       |

#### 1.4. Service NSW Website and Mobile App

| Inclusion                                 | Description                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scheduled maintenance and planned outages | Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance<br><br>Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Council |

#### 1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

| Inclusion                                 | Description                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Relationship management                   | Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys. |
| Scheduled Maintenance and Planned Outages | Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.                                                                                                                                                                                                                                |

#### 1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

#### 1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

### 1.8. Branding

Unless otherwise set out in the Partnership Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

### 1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

### 1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Partnership Agreement is deemed to be out of scope for Service NSW.

## 2. Operational Framework

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

| Operational Support                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledge Management                  | Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Council for endorsement of content accuracy bi-annually                                                                                                                                                                                                                                                                                                                                                                   |
| Complaints Management                 | Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Council where assistance is required                                                                                                                                                                                                                                                                                                                                                                                 |
| Issues Management                     | Issues relating to existing products and services should be raised via <a href="mailto:partnerships@service.nsw.gov.au">partnerships@service.nsw.gov.au</a> or directly with the Relationship Manager<br><br>The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates                                                                                                                                                                                                              |
| Quality control framework/ compliance | Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding<br><br>The framework includes: <ul style="list-style-type: none"> <li>– Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call</li> <li>– Daily quality checks of transactions undertaken by the service centre</li> <li>– Quarterly compliance reviews and certifications provided by all service delivery channels</li> </ul> |

### 2.1. IT Operations & Support

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or [servicedesk@service.nsw.gov.au](mailto:servicedesk@service.nsw.gov.au)

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

| Priority Code | Service Level Target Response/Resolution Time                                                                                                           |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| P1 - Critical | Response: Immediate response, action/update within 15 minutes<br>Resolution: 2 hours                                                                    |
| P2 - High     | Response: Immediate response, action/update within 30 minutes<br>Resolution: 4 hours                                                                    |
| P3 - Medium   | Response: 8 hours<br>Target Resolution: 10 working days                                                                                                 |
| P4 - Low      | Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days<br>Target Resolution: 20 working days |

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

## 2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Council's specific activities.

## 3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Council which include:

- A. Credit T+2 value for cash, cheques\* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Council

Cheque payments received over \$50,000 will be remitted back to the Council once the funds clear the Service NSW remitting bank account.

## 4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

## Definitions

**Recovery Point Objectives** means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down as a result of a hardware, program, or communications failure.

**Recovery Time Objectives** means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

## 5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

‘Continuous Improvement’ refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn’t take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don’t add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

### 5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on whether it can be implemented as:

- A. part of the ongoing 'business as usual' services (cost and resourcing to be absorbed by Service NSW; or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Council may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Council policy, system or regulatory changes is requested by Service NSW from the Council, these should be conducted within timeframes agreed between the respective Relationship Managers.



## Schedule 3 – Privacy and Data Security

### (a) General

- (i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:
- (ii) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

### (b) Access to Agency Systems

- (i) The Parties agree that Service NSW will not have access to the Council's information system.

### (c) Collection of information

- (i) Service NSW may incidentally collect Personal Information via call recordings in the course of answering queries on behalf of Council or referring customers to Council. Personal Information collected may include: full name, address, contact number or email address.
- (ii) Service NSW will take reasonable steps to ensure that the Personal or Health Information it collects on behalf of the Council is, relevant, accurate, up-to-date and complete.
- (iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.
- (iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PPIP Act* in light of section 15(3) of the *Service Act*.
- (v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Council.

### (d) Internal records maintained by Service NSW

- (i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:
  - Details of transactions between customers and Service NSW
  - The preferences of customers for transacting matters with Service NSW and Council, and
  - Other information about customers.
- (ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:
  - Details of transactions between customers and Service NSW
  - The preferences of customers for transacting matters with Service NSW and Council and

- Other information about customers.

**(e) Use of information**

- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Service NSW uses Personal Information for the purposes of assisting customers in directing queries to Council, training and quality purposes.

**(f) Disclosure**

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency,

**(g) Retention**

- (i). Personal Information collected via call recordings is stored in Genesys. The length of data retention will be directly related to the purpose for which it was collected and retained. Data is maintained for the minimum period required. Call recordings are available for 3 months and subsequently archived. **(h)**

**(h) Data Security**

- (i). Personal Information stored in Genesys follows a comprehensive User Access Matrix controlled by Government Technology Platforms Virtual Contact Centre Team. Role based access to the system is granted to users at the minimum level required to perform their duties and to protect against unauthorised access, use, modification or disclosure. Access vi SSO with [dfsi.okta.com](https://dfsi.okta.com). The Genesys PureCloud environment is whitelisted and only users on the corporate network or VPN can access the platform. The User Access Matrix is reviewed monthly and a detailed review is conducted every 6 months. The User Access Matrix is a comprehensive document that shows details such as the time of last login, date the account was disabled, date of termination, date of extension, date of role review, name of the reviewer.

A.

**(i) Privacy Management plans**

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

**(j) Access to and amendment of Personal Information**

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

**(k) Privacy Officer**

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

**Service NSW:**

Privacy Officer

Service NSW

2-24 Rawson Place, Sydney NSW 2000

Phone: 13 77 88

Email: [privacy@service.nsw.gov.au](mailto:privacy@service.nsw.gov.au)

***[Name of Council Privacy Officer ]:***

## Schedule 4- Change Management

### 1. Change Management Process

Change is defined as any alteration to services, process, technology or product. Changes may be initiated by Service NSW or the Council. Where a change to the Services is requested by a party, set out below is the following process:

- 1.1. The party requesting the change will notify the other party's Relationship Manager as soon as possible;
- 1.2. The Relationship Managers will meet within 5 days to discuss the requested change;
- 1.3. The Relationship Managers will work collaboratively to conduct a high-level change assessment of the change, and agree and draft a Change Request, considering the following factors:
  - A. Current state and desired future state outcomes;
  - B. Impacts on customers and both parties informed by end-to-end customer journey;
  - C. Additional resource effort; potential cost and timing of implementation;
  - D. Implementation and testing requirements;
  - E. Legislation/policy that may be required;
  - F. Whether variation to the Partnership Agreement will be required; and
  - G. Continuous Improvement Principles
- 1.4. The parties will sign the Change Request, which will be incorporated into this Agreement.

Where a change relates to Service NSW's IT systems, the Council will notify Service NSW within a reasonable period to outline the proposed change and requested timeframes. Service NSW will consider the change and advise whether an increased cost to implement the change is required.

Service NSW will assess the results and implement corrective action to ensure sustainability of the change to the Services. Changes to the Services will be reported on in the monthly management meeting between Relationship Managers.

### 2. Change Request Template

| This Change Request is created in accordance with the Partnership Agreement |        |
|-----------------------------------------------------------------------------|--------|
| Date of Change Request                                                      |        |
| Originator of Change Request                                                |        |
| Proposed Implementation Date                                                |        |
| Cost                                                                        | <Cost> |
| Summary and scope:                                                          |        |
|                                                                             |        |

Service NSW responsibilities:

Council responsibilities:

Change plan:

Change impact (Including the effect on service levels):

Assumptions and exclusions:

List of documents forming part of this change request:

Clauses affected by this change request:

**10 INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1 BALRANALD SWIMMING POOL**

|                                    |                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56075</b>                                                                                                                       |
| <b>Reporting Officer:</b>          | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                                             |
| <b>Responsible Officer:</b>        | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                                             |
| <b>Operational Plan Objective:</b> | <b>Pillar 2: Our Place – A liveable and thriving community that maintains lifestyle opportunities and addresses its disadvantages.</b> |

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**OFFICER RECOMMENDATION**

1. That the opening hours for Balranald Swimming Pool for the 2021-22 and subsequent seasons be fixed as follows:
  - Other than during school holidays:\*  
Monday closed, except public holidays 11 am – 6 pm  
Tuesday to Friday 3 pm - 6 pm  
Saturday and Sunday 11 am – 6 pm  
  
\* duty staff to have discretion to extend the closing time to 8 pm on very hot evenings
  - During school holidays: as above but closing at 8 pm each opening day
2. That no admission charge be applied for casual entry to Balranald Swimming Pool for the 2021-22 and subsequent seasons.

**PURPOSE OF REPORT**

To propose that Balranald Swimming Pool be operated for the 2021-22 and subsequent seasons with fixed opening hours with no entry fee for casual admission.

**REPORT**

Prior to the 2019-20 summer seasons the Janelle Masters Pool was opened on an irregular basis, largely depending on weather conditions. This limited the ability of users, and especially families and any swimmers interested in training, to plan excursions to the pool in advance. There was no particular benefit to Council in this arrangement, other than that it enabled the pool to be staffed by a single part-time employee who is no longer employed by the Council.

In August 2019 Council resolved to open the pool for fixed hours and to abolish the entry charge for casual users, applicable for the 2019-20 season only. The rationale for the abolition of casual entry charges was, in part, that the risks associated with cash handling and the administrative costs of managing the cash receipts were not justified by the level of revenue raised. Actual revenue from entry charges in previous years had been in the vicinity of \$5000 per season.

The following benefits of such a policy were suggested:

- The swimming pool should be regarded as a "community good" that assists in the adoption of a healthy lifestyle for residents;

- Free entry would encourage more use of the pool by young people who have limited alternative entertainment options;
- Free entry for casual use might encourage passing travellers to stop in Balranald, however briefly, during the summer months;
- The low revenue earned from casual entry fees was being consumed by the associated administrative costs while increasing the risk of fraud or theft.

It was also proposed that where schools within the Shire wanted exclusive use of the facilities, there would be no charge on the basis that the schools provided their own lifeguard.

Following a survey of residents, the opening hours for the 2019-20 season were fixed as follows:

Monday: closed for maintenance, except public holidays 11 am – 8 pm

Tuesday to Friday: 3 pm - 8 pm

Saturday and Sunday: 11am – 8 pm

A post-season review concluded that the predominant users of the pool after 6pm were temporary workers with few alternative leisure options, and that very few local residents took advantage of the extended hours other than during the summer school holidays. Council subsequently resolved to adopt the following opening hours for the 2020-21 season:

Monday closed, except public holidays 11 am – 6 pm\*

Tuesday to Friday 3 pm - 6 pm\*

Saturday and Sunday 11 am – 6 pm\*

\* Extended during school holidays to 8 pm

Based on the experience of the past two seasons, it is submitted that the adoption of fixed opening hours and the abolition of casual user charges is the appropriate policy setting. Rather than revisit this annually in future, it is recommended that the opening hours for the 2020-21 season now be adopted for the 2021-22 and subsequent seasons, with staff on duty outside of school holidays to have discretion to extend closing times to 8 pm on very hot evenings.

Nothing in this recommendation prevents Council from revisiting the policy at any time in the future should circumstances change.

#### **FINANCIAL IMPLICATION**

Annual operating costs of approximately \$140,000 with no offsetting revenue

#### **LEGISLATIVE IMPLICATION**

Nil

#### **POLICY IMPLICATION**

Nil

#### **RISK RATING**

Low

#### **ATTACHMENTS**

Nil





**10.2 DA 04/2022 - PROPOSED FOUR LOT SUBDIVISION**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Record Number:</b>              | <b>D21.56172</b>                                                                                                    |
| <b>Authorising Officer:</b>        | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Applicant:</b>                  | <b>Andrew Merrett (Price Merrett Consulting)</b>                                                                    |
| <b>Owner:</b>                      | <b>Rocky Lamattina &amp; Sons P/L</b>                                                                               |
| <b>Proposal:</b>                   | <b>Four Lot Subdivision</b>                                                                                         |
| <b>Location:</b>                   | <b>11 Cary St, Euston NSW 2711</b>                                                                                  |
| <b>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b> |

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**OFFICER RECOMMENDATION**

(Division)

That Council approves Development Application 04/2022 for a four (4) lot subdivision of Lot 8 DP 1123942, 11 Cary Street Euston, subject to the following conditions:

1. No alteration to approved plans and specifications is allowed unless separately approved by Council.
2. The subdivision must conform with the plan as submitted, other than where varied by conditions of this consent.
3. An easement for drainage to the benefit of Balranald Shire Council is to be created 3m wide over the existing and proposed alignment of the sewer main.
4. Plans prepared by an appropriately qualified surveyor must be submitted to Council via the NSW Planning Portal prior to the release of the Subdivision Certificate.
5. No access is permitted from the Sturt Highway or Cary St. All accesses must be from Luke Road only.
6. Alterations to existing or additional accesses are to be to the satisfaction of Council or its delegate, and at the applicant's full cost.
7. Any such adjustments to access to the proposed allotments require a road opening permit to be obtained from Council prior to the commencement of any works in the road reserve. The proponent is responsible for full cost of repairs to rectify any damage to public infrastructure.
8. Any adjustments required to existing services for the allotments are to be at the full cost of the proponent.
9. Water and sewer connection fees and charges to be at the applicant's full cost.
10. This approval does not constitute consent for the erection of any dwellings or other structures on the subject lands. Separate applications must be made for any buildings in accordance with the Environmental Planning and Assessment Act 1979.

**PURPOSE OF REPORT**

To seek Council consent under Part 4 of the Environmental Planning & Assessment Act 1979 for a four lot subdivision of 11 Cary Street, Euston.

**REPORT**

A development application has been lodged by Andrew Merrett of Price Merrett Consulting for a four lot subdivision of 11 Cary Street Euston.

|                             |                               |
|-----------------------------|-------------------------------|
| Description of Land:        | 8//1123942                    |
| Proposed Lot Configuration: | Lot 1      1325m <sup>2</sup> |
|                             | Lot 2      1368m <sup>2</sup> |
|                             | Lot 3      1200m <sup>2</sup> |
|                             | Lot 4      965m <sup>2</sup>  |
| Zone:                       | RU5 (Village)                 |

The proposal was submitted to Council as a development application because the proposal does not constitute exempt development in accordance with clause 2.75 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP) and is not complying development in accordance with Part 6 of the Codes SEPP.

**Background**

The location of the project is proposed in the township of Euston and forms part of the area subject to the Batesy's land development. The allotment was considered for commercial development in the original concept in 2004, however, low demand for commercial oriented land has changed the focus for the owner of the allotment towards filling residential need. The land is held in freehold.

The application for development has been assessed in accordance with Section 4.15 of the EP&A Act and relevant local and state environmental planning instruments. The application was notified to neighbours in accordance with Council's Community Participation Plan 2019. Nil public submissions were received.

**Site Analysis**

There is no apparent landslip, creep or requirement for native or significant vegetation removal to facilitate the proposal. The site is not identified as bushfire or flood prone.

Contaminating activities are not known by Council to have been carried out on the land.

Access to the allotment is generally off Luke Road, however, this is not formalised.

Adjoining allotments are Zoned RU5 (Village) and are of a variety of uses such as accommodation, service station and a number of residential allotments.

A Statement of Environmental Effects has been submitted as part of the development application.

**DEVELOPMENT APPLICATION ASSESSMENT**

Under Section 4.15 of the EPA Act 1979,

(1) Matters for consideration—general

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

(a) the provisions of:

- (i) any environmental planning instrument, and
- (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the

Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

- (iii) any development control plan, and
- (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
- (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

that apply to the land to which the development application relates,

- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,
- (c) the suitability of the site for the development,
- (d) any submissions made in accordance with this Act or the regulations,
- (e) the public interest.

## Planning Instruments

### *Balranald Local Environmental Plan 2010*

The proposal is permissible in accordance with the land use table for RU5 zoned land under the Balranald Local Environmental Plan 2010 (LEP). The proposal is considered consistent with the objectives of the zone in that the proposal maintains the mainly residential character of the area and will not likely increase the bulk, scale or density of occupation. Utility infrastructure is not likely to be unduly impacted by this proposal.

The proposal meets the minimum lot size for the RU5 zone of 600m<sup>2</sup>.

Additionally the proposal is not likely to impact on biodiversity values or impact on other sensitive land overlays under the LEP due to the urban nature of the land.

The land subject to the proposal is not identified as flood prone on the Flood Planning overlay of the LEP.

The proposal is not located in close proximity to items identified on the Heritage Schedule of the LEP and there are no sites or items of cultural heritage identified on the site.

### *State Environmental Planning Policy (Infrastructure) 2007*

The proposal does not trigger the 50 lot threshold requiring state agency consideration.

### *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017*

The proposed development does not include the removal of any native or significant vegetation.

### *State Environmental Planning Policy 55 – Remediation of Land*

Potentially contaminating uses have not been identified as being carried out on the land historically.

Additionally, a search of Council's records does not identify other events or uses that could lead to potential site contamination. Therefore, no further investigation was required.

### *Development Control Plans*

There are no Development Control Plans that apply to the land.

## Impact of Development

### *Natural Environment:*

The proposal is not likely to have significant impact on the natural environment of the area. The area has historically been used for urban and urban fringe purposes and has been cleared of endemic vegetation for a substantial period of time. The proposal is not likely to impact threatened species due to the small area of the activity and the use of the wider area for urban purposes.

The proposal is not likely to contribute towards soil erosion, pollution or contamination of soil/water/air, due to minor nature of the proposal.

*Built Environment:*

The surrounding area is substantially developed for residential purposes and the proposal is considered in keeping with the characteristics of the area. Additionally, the use of the site is not likely to impede the use of the surrounding activities.

The site is in close proximity to the Sturt Highway and access arrangements should be restricted to Luke Road to minimise traffic impact to the highway and roundabout.

*Social Impacts:*

There are no known areas/items of heritage significance likely to be impacted upon in the immediate area. The proposal is not likely to lead to significantly increased pressure on public infrastructure.

*Economic Impacts:*

No significant economic impacts are expected due to the nature and small scale of the project.

*Site Suitability:*

The proposal is suitable for the site. Councils planning instrument does not prohibit this proposal and the land is not subject to any known significantly impacting risk factors, eg. bushfire risk.

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality due to the location of the project being in an urban area.

*Public Interest:*

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality. The proposal will not likely adversely impact public infrastructure.

The adjoining property landholders have been notified in accordance with Councils Community Participation Plan 2019, the submission period concluded on the 27th August 2021. No submissions have been received.

**Conclusion**

The application has been assessed under the provision of the Environmental Planning and Assessment Act 1979. The evaluation of this development has concluded that the proposed development application is compliant with the legislative requirements for this type of proposal and it is recommended that DA 04/2022 be approved subject to conditions.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

Balranald Local Environmental Plan 2010

State Environmental Planning Policy (Infrastructure) 2007

State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

State Environmental Planning Policy 55 (Remediation of Land)

**POLICY IMPLICATION**

Nil

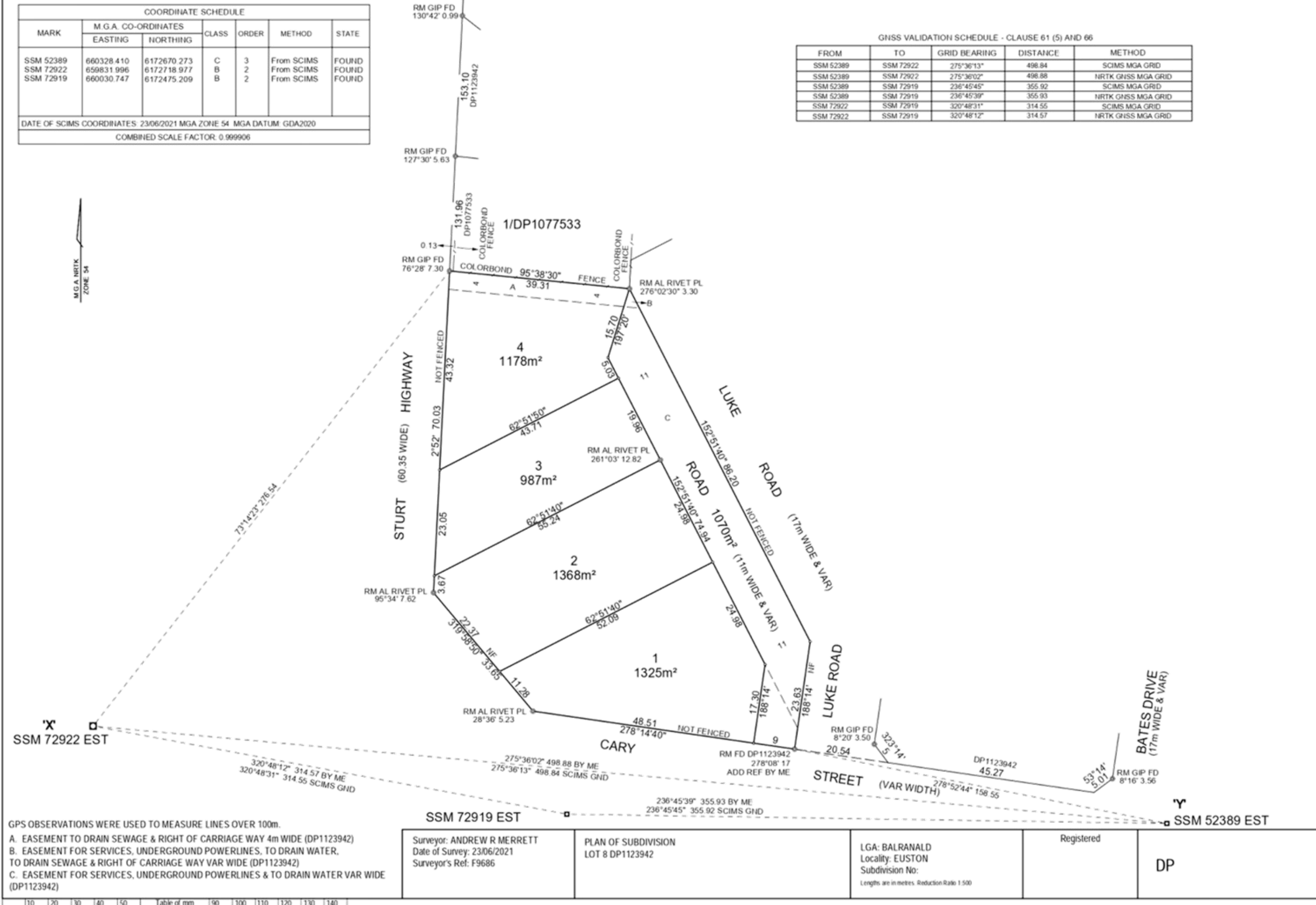
**ATTACHMENTS**

1. 04/2022 Plan of Subdivision [↓](#)

PLAN FORM 2 (A2)

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet 1 of 1 sheets



**10.3 INFRASTRUCTURE UPDATE**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56219</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Responsible Officer:</b>        | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b> |

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**OFFICER RECOMMENDATION**

1. That the monthly update of infrastructure projects be received and noted.
2. That Resolution 2021/115 adopted at the July 2021 Ordinary Council Meeting be rescinded
3. That Council notes and approves variations and an amended contract sum of \$279,863.04 excluding GST for contract RFT20/21-06 as detailed at Item 4.2 of this report.

**PURPOSE OF REPORT**

To update Council on infrastructure works currently in hand and in planning, updated to 10 September 2021.

**REPORT****1. Road construction and maintenance****1.1 Construction***Regional roads*

Council is currently planning its programme of works including bitumen reseals. Work is in hand on culvert extensions and upgraded signage on MR67 (Balranald-Ivanhoe Road).

Preliminary planning continues for formation widening on MR67 north of Homebush and road realignment projects on MR67 at Hatfield and MR514 (Oxley Road) at Juanbung. Once the design, costings and land acquisition negotiations have been completed, funding for these projects will be sought to enable the works to be carried out in 2022-23

*Local roads*

Work is continuing on the reconstruction and sealing of approximately 13km of the Weimby-Kyalite Road with completion expected in October. Earthworks will recommence within the next two weeks for a further extension of the bitumen pavement on Marma-Box Creek Road.

Work on improvements to the Hatfield-The Vale Road at Binda is nearing completion, and preliminary works are under way for pavement rehabilitation on Kilpatrick Road and the widening of Leslie Drive in Euston. Minor improvements to formation and drainage have been undertaken on Benanee Road but the majority of these works are being delayed until the outcome is known of a funding application to do a more substantial reconstruction

Council is awaiting the outcome of funding applications for four projects:

- Tapalin Mail Road alignment improvements at the Shire boundary with Wentworth Shire
- 2km extension of bitumen on Euston-Prungle Road
- Reconstruction of 3km of Benanee Road to eliminate recurrent flooding problems
- Extension of bitumen sealing on Marma-Box Creek Road westwards from Wampo intersection

## **1.2 Unsealed road maintenance**

Maintenance grading on unsealed roads is continuing. Recently completed works include the Tin Tin-Bidura (Burke and Wills) Road, Tapalin Mail Road, Tammit Road, Wintong Road and Glen Emu Road. Sections of the Oxley-Clare Road, Euston-Prungle Road and Hatfield-The Vale Road are now in progress.

Council is still awaiting the outcome of its submission for reclassification of the Mildura-Ivanhoe Road to regional road status.

## **1.3 Sealed road maintenance**

Bitumen reseals, edge maintenance and heavy patching works for the year are currently being evaluated.

## **2. Water, sewerage and drainage**

### **2.1 Integrated Water Cycle Management (IWCM) Plan**

Engineering staff continue to liaise with Public Works Advisory and DPIE (Water) to finalise the Strategy. At this stage the focus is on refining the future growth in demand for both Balranald and Euston. However work to date supports the case for investment in upgrading the Balranald water supply system. As noted below, Council has had a preliminary meeting with DPIE to discuss potential funding for such a project.

### **2.2 Balranald Sewerage Program**

The current round of sewer relining continues. The switchboard upgrade for Pump Station No 2 is ready to proceed as soon as the contractor is available. A replacement for a failed pump at Pump Station No 1 is also required and this will be added to the budgeted programme of works

### **2.3 Balranald Water Network**

A meeting was held with DPIE (Water) on 3 September to discuss potential funding for an upgrade to the Balranald water supply system. Council is compiling further information in support of the case for funding, with the expectation that the project will be undertaken in 2022-23

As previously reported, a switchboard upgrade and replacement pump for the main raw water intake are awaiting contractor availability. This upgrade is necessary to allow the planned inspection and desludging of the raw water reservoir. Inspection and minor remedial works to the filtered water reservoir is expected to take place in mid-2022.

Orders are being place for a further round of AC mains replacement and for upgrades to control systems for irrigation to reduce unnecessary water use on public spaces.



## **2.4 Euston Sewerage Program**

Quotations are awaited, closing on 30 September, for a replacement switchboard for Pump Station No 1.

## **2.5 Euston Water Network**

Orders are being place for a further round of AC mains replacement

## **2.6 Kyalite Water Supply**

Council continues to investigate the viability of consolidating the supply of raw water to the village, and potential for future supply of potable water.

## **2.7 Stormwater drainage**

Stormwater drainage is problematic at various locations around Balranald due to flat kerb gradients and tree root uplift. Options for remedial action are being investigated.

# **3. Civic enhancement projects**

## **3.1 Riverfront precinct**

As previously reported, contracts have been awarded for an additional 1.9km loop of the ecotrail walkway and for modifications to the existing swing bridge to improve accessibility. Orders have also been placed for the toilet and barbecues to be installed at the River Bend.

## **3.2 Streetlights**

A project to replace existing luminaires throughout Balranald with more efficient LED units is scheduled to take place in November. This work is being co-funded by Council and Essential Energy.

# **4. Buildings and Facilities**

## **4.1 Football Club**

A contract has been awarded for construction of new change rooms for the football club. Off-site fabrication of the building is well advanced while on site construction, commencing with demolition of the existing building, will commence shortly following the end of the current football season.

## **4.2 Tennis Courts**

The subgrade for the upgrading of four of the tennis courts to sand-filled artificial turf has been completed, Placement of the playing surface will take place in coming weeks.

It was previously reported to Council in July that there was likely to be sufficient scope within the budget for the cabling and poles for lighting two courts, and Council resolved (**RESOLUTION 2021/115**) to approve the relevant variations to the contract (**Contract RFT20/21-06**). However, due to unsatisfactory ground conditions being encountered it has been found necessary to undertake excavation, removal and replacement of additional subgrade material at an additional cost of \$54,723.90. With the removal of 5 trees and an offset for "in kind" works by the Tennis Club, the amended contract price becomes \$279,863.04 excluding GST. As a consequence, the lighting infrastructure can no longer be accommodated within the approved budget.

Accordingly, it is recommended that Resolution 2021/115 be rescinded and an amended contract price of \$279,863.04 excluding GST incorporating the abovementioned variations be approved in lieu. The amended contract value remains within the project budget of \$287,510.00 excluding GST

#### **4.3 Bidgee Haven Hostel**

No update since last report. Although Council's application for additional funding has been provisionally approved, a number of details remain to be resolved before construction proceeds.

#### **4.4 Aerodrome**

Work on upgrading the perimeter fence has been held up by material supply delays. It is now expected that work on site will commence in November.

#### **4.5 Visitor Centre/Discovery Centre**

Contract documentation is currently being prepared and tenders for construction will be invited as soon as these have been approved.

#### **4.6 Balranald Library**

Preliminary planning is in hand for some minor capital works at the library.

#### **4.7 Theatre Royal**

Commissioning of upgraded heating in the Theatre is still delayed by some metering issues, which are being worked through with Essential Energy. Funds have been allocated in the current budget for a conservation plan and some upgrading of underutilised spaces in the building.

#### **4.8 Balranald Landfill**

No change since the last report. Planning is in hand to establish improved security and recycling facilities, with recyclables to be transported periodically to a regional facility in Hay.

#### **4.9 Balranald Cemetery**

A new modular toilet building has been purchased and will be erected in coming months.

#### **4.10 Euston Recreation Reserve**

Orders have been placed for new playground equipment and funding is being sought for replacement change sheds for netball. Enhancements to the reserve and the potential upgrading of the Max Willis Reserve as a visitor "arrival point" will be assessed following the adoption of the masterplan for public spaces in Euston generally.

#### **4.11 Euston Riverfront Reserve and Walking Trails**

A number of enhancements to signage and amenities are in hand, including seating, picnic tables, outdoor gym equipment and drinking fountains.

**4.12 Balranald Creative Learning Centre**

Construction of this facility is currently under way.

**4.13 Kyalite Riverside Reserve**

Work is proceeding to develop a parking area adjacent to Anzac Park, led by the local Progress Association with Council assistance. The construction of a path and steps linking Anzac Park to the Riverfront Reserve will be carried out later this year.

**5. Town Maintenance Works****5.1 Balranald town maintenance**

The Operations team continue to carry out routine town maintenance tasks and specific works as required from time to time.

**5.2 Euston town maintenance**

The Operations team continue to carry out routine town maintenance tasks and specific works as required from time to time. Landscaping of the main entries to the town has been identified by the Euston Progressive Advisory Committee and is being addressed as part of the proposed masterplan for public spaces in Euston generally.

**FINANCIAL IMPLICATION**

As per budgeted works program unless otherwise noted

**LEGISLATIVE IMPLICATION**

Local Government Act  
Roads Act  
Water Act  
Environmental Protection Act

**POLICY IMPLICATION**

Road Maintenance Policy  
Access to Town Water Supply Policy  
Footpath Policy  
Recreation Areas Policy  
Roads Policy

**RISK RATING**

Low - project based risks are individually assessed

**ATTACHMENTS**

Nil

**10.4 BALRANALD WESTERN BYPASS**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56315</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Responsible Officer:</b>        | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b> |

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**OFFICER RECOMMENDATION**

Council:

1. Acknowledges the potential impact of increased heavy vehicle volumes in residential areas of Balranald arising from industrial scale developments north of Balranald, including but not limited to the Balranald West Mineral Sands Project;
2. Approves in principle the development of a bypass route to the west and north of Balranald, to carry heavy vehicles directly between the Sturt Highway and Main Road 67 (Balranald-Ivanhoe Road);
3. Endorses in principle the proposed corridor shown in the Attachment to this report for further investigations as a heavy vehicle bypass route;
4. Requests that future strategic plans, amendments to the Balranald LEP and other road documents include the proposed bypass road; and
5. Authorises the further detailed investigation of the planning, environmental, social and infrastructure implications of such a bypass road, and the expenditure of up to \$50,000 for this purpose, to be incorporated in the September 2021 Quarterly Budget Review if funds permit.

**PURPOSE OF REPORT**

To initiate the process for development of a heavy vehicle bypass route to the west and north of Balranald, to carry heavy vehicles directly between the Sturt Highway and Main Road 67 (Balranald-Ivanhoe Road).

**REPORT**

Heavy vehicles travelling through Balranald from west to north and vice versa predominantly use either Mayall Street or Moa Street, Mayall Street being a designated regional road (Main Road 67). Both streets pass through residential areas and require heavy vehicles including road trains to negotiate a right-angle turn to join the Sturt Highway. In the case of Mayall Street this occurs in the main shopping area of the town.

The Local Traffic Committee has endorsed in principle a proposal for Main Road 67 to be re-routed to the McCabe Street heavy vehicle bypass route, which is more convenient for traffic travelling to the most frequent destinations to the east and south, and takes heavy traffic away from any residential area. However this is unlikely to be utilised by traffic between the north and west, which will predominantly use Moa Street.

The volume of heavy vehicles requiring a north-to-west link is currently fairly low but will increase significantly when the West Balranald Mineral Sands project comes into production in 2024. This project will generate some 500,000 tonnes per annum of mineral

concentrate being transported to western Victoria in road trains. As these vehicles cannot cross Toolybuc Bridge, their only option will be to cross the Murray River either at Robinvale or Mildura. Furthermore, a reconfiguration of the McCabe Street-Market Street intersection to accommodate right turning road trains from the north poses challenges and also raises questions about the desirability of channelling these movements through Market Street. Consequently there is a need to start planning for a bypass route linking north and west.

Preliminary assessment of corridor options for such a link has identified a route that is considered to have minimal impact on existing productive land and has the potential to open up development opportunities for light industry uses such as transport logistics. The latter has previously been identified as an economic development opportunity for Balranald with the further upgrading of the northern route via Cobar and Bourke to western Queensland.

Council approval “in principle” of the concept and the proposed corridor will enable the further detailed investigations to be undertaken before the project proceeds to implementation. This will encompass environmental impact assessment, geotechnical investigations (as the proposed route crosses a former landfill site), consultation with landowners and Crown Lands, preliminary traffic analysis and indicative cost estimates. These investigations will culminate in amendments to the Local Environmental Plan (LEP) and formal submissions to Government for design approval and funding support.

#### **FINANCIAL IMPLICATION**

Up to \$50,000 in preliminary costs subject to budgetary considerations.

#### **LEGISLATIVE IMPLICATION**

Numerous environmental, planning and roading legislative instruments will be relevant as the project proceeds

#### **POLICY IMPLICATION**

Local Environmental Plan

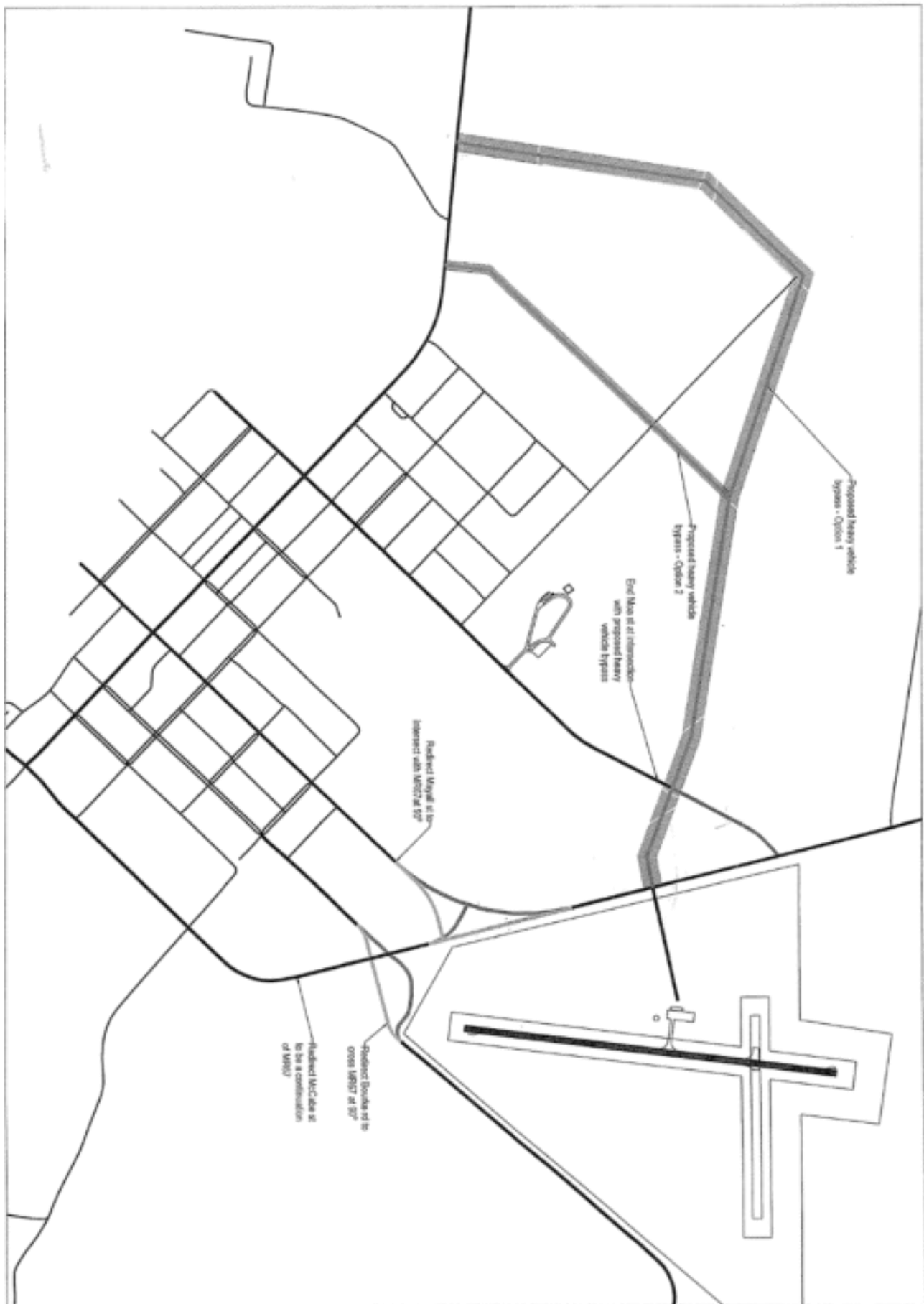
Community Engagement Policy

#### **RISK RATING**

Low

#### **ATTACHMENTS**

1. Bypass Options [↓](#)



**PART B – ITEMS FOR INFORMATION****11 GENERAL MANAGER’S REPORTS****11.1 ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.52043</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Oliver McNulty, General Manager</b>                                                                                               |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of the meetings undertaken on behalf of Council by the Administrator, General Manager and Directors since August 2021 Ordinary Meeting.

**REPORT**

In addition to meetings shown in the table below, the DID has attended the following repeat meetings regarding Covid-19 response and Cross Border control issues since the last monthly update:

| <b>DATE</b> | <b>Meeting</b>          | <b>Topic</b>                     | <b>Who was involved</b>                               |
|-------------|-------------------------|----------------------------------|-------------------------------------------------------|
| 26 August   | Council                 | Ordinary Meeting                 | DID, GM, DCCS Administrator                           |
| 27 August   | Tronox Ltd              | Road closures                    | DID                                                   |
| 28 August   | Ratepayer               | Road maintenance issues          | DID                                                   |
| 31 August   | Zoom Meeting            | Meet & Greet – Insurance Company | GM                                                    |
| 1 September | Resilience NSW          | COVID Wellbeing Subcommittee     | EA                                                    |
| 1 September | Equipment Solutions     | Tennis Courts contract           | DID                                                   |
| 1 September | Administrator/Executive | Weekly meeting                   | Administrator<br>GM DID,<br>DCCS,                     |
| 2 September | John Batchelor          | Contractual Works                | GM                                                    |
| 2 September | Hostel Meeting          | Hostel Upgrade                   | GM, DCCS,<br>Gen, Pam and<br>Kylie &<br>Administrator |

|                                                               |                                                      |                                          |                                    |
|---------------------------------------------------------------|------------------------------------------------------|------------------------------------------|------------------------------------|
| 2 September                                                   | Helen Dalton                                         | Catch Up                                 | GM                                 |
| 2 September                                                   | Central Murray Regional Transport Forum              | Quarterly meeting                        | DID                                |
| 3 September                                                   | DPIE (Water)                                         | Balranald water supply issues            | GM DID,                            |
| 6 September                                                   | NSW Grants Management Office                         | Stronger Country Communities Fund grants | GM DID, DCCS,                      |
| 7 September                                                   | MANEX                                                | Monthly Meeting                          | GM, DCCS, DID, EA, Gen, Ray M.     |
| 7 September                                                   | Hostel Meeting                                       | Hostel Upgrade                           | GM, DCCS, Administrator, Gen Kylie |
| 7 September                                                   | Executive Team                                       | Weekly Catchup                           | Administrator, GM, DCCS & DID      |
| 7 September                                                   | Growing Business Industry and Tourism Advisory C'tee | Monthly meeting                          | Administrator GM DID, DCCS,        |
| 8 September                                                   | Resilience NSW                                       | COVID Wellbeing Subcommittee             | DID, EA                            |
| 8 September                                                   | Administrator/Executive                              | Weekly meeting                           | Administrator GM DID, DCCS         |
| 9 September                                                   | Essential Energy                                     | Tree clearing MOU                        | DID                                |
| 9 September                                                   | Jacobs Consultants                                   | Balranald Weir scoping study             | DID                                |
| 10 September                                                  | Regional Arts NSW                                    | Quarterly Board meeting                  | DID                                |
| 10 September                                                  | FWJO                                                 | Ordinary Meeting                         | Administrator                      |
| 10 September                                                  | Water Infrastructure NSW                             | Water utility support measures           | DID                                |
| 15 September                                                  | Resilience NSW                                       | COVID Wellbeing Subcommittee             | DID, EA                            |
| 15 September                                                  | Administrator/Executive                              | Weekly meeting                           | Administrator GM DID, DCCS,        |
| 17 September                                                  | Jacobs Consultants                                   | Balranald Weir scoping study             | DID                                |
| 21 September                                                  | Council Meeting                                      | Ordinary Meeting                         | Administrator, GM, DID, DCCS       |
| Administrator - Mike Colreavy                                 |                                                      |                                          |                                    |
| General Manager (GM)- Glenn Wilcox(from 16/09/21)             |                                                      |                                          |                                    |
| Director Infrastructure & Development (DID) - Ray Davy        |                                                      |                                          |                                    |
| Director Corporate & Community Services (DCCS) - Hodi Beauliv |                                                      |                                          |                                    |
| Executive Assistant (EA) – Carol Holmes                       |                                                      |                                          |                                    |
| Health Officer (HO) – Ray Mitchell                            |                                                      |                                          |                                    |



- Joint Balranald Shire-Wentworth Shire Local Emergency Management Committee – daily from 16th until 20th August, and each Monday/Wednesday Friday thereafter with the EA
- Western NSW Regional Emergency Management situation briefings – daily from 6th September
- Cross Border Commissioners and border local governments - briefings on cross border issues each Monday and Thursday.

**FINANCIAL IMPLICATION**

Budgetted

**LEGISLATIVE IMPLICATION**

N/A

**POLICY IMPLICATION**

Payment of Expenses and Provisions for Administrator, Mayor and Councillors Policy

Code of Conduct

Conferences Seminar Attendance Policy

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**11.2 CIRCULARS FROM OFFICE LOCAL GOVERNMENT**

**File Number:** D21.56327  
**Reporting Officer:** Carol Holmes, Senior Executive Assistant  
**Responsible Officer:** Glenn Wilcox, Acting General Manager  
**Operational Plan Objective:** Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.

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**OFFICER RECOMMENDATION**

That Council receive and note this report.

**PURPOSE OF REPORT**

To provide Council with copies of the circulars received from Office Local Government during the month of July 2021.

**REPORT**

Council receives circulars from Office of Local Government with updates and information relevant to our Council. Whilst many of the circulars are of an administrative nature, there may be matters that are of interest to Community members.

Circulars Council has received since the August Council Meeting;

1. Circular 21-24 September 2021 Mayoral Elections.
2. Circular 21-25 Retention Allowance 2021-22
3. Circular 21-26 New Risk Management and Internal Audit Framework for Councils and Joint Organisations
4. Circular 21-27 Review of the tendering provisions of the Local Government (General) Regulation 2005
5. Circular 21-28 Updated Integrated Planning and Reporting Guidelines and Handbook.

All the circulars can be found on OLG's website <https://www.olg.nsw.gov.au/circulars/>

**ATTACHMENTS**

Nil

**11.3 OUTSTANDING ACTIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56324</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To bring forward for information the Action Report with actions taken on previous Council resolutions.

**REPORT**

A list of the Outstanding actions from previous Council meetings are attached to this report.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate

**ATTACHMENTS**

1. Outstanding Actions [↓](#)

| ACTIONS REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                    |                                                                                                      |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------|------------------------------------------------------------------------------------------------------|------------|
| Outstanding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Division:  | Printed: 10 September 2021 5:00 PM |                                                                                                      |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Committee: | Date From:                         |                                                                                                      |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Officer:   | Date To:                           |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |
| Council 17/11/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 17/11/2020 | Helgeland, Gavin                   | Disability Action Plan Review                                                                        | 21/09/2021 |
| <b>Notes</b><br>23 Nov 2020 - 10:08 AM - Peter Kozlowski<br>This matter is delegated to Gavin for action in conjunction with relevant Advisory Committees.<br>23 Nov 2020 - 10:16 AM - Peter Kozlowski<br>Action reassigned to Helgeland, Gavin by: Kozlowski, Peter for the reason: The Manager Strategic Development is the most appropriate person to coordinate this task.<br>15 Jul 2021 - 2:37 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 1 Dec 2020 To: 21 Sep 2021<br>Reason: Given to AWACAF Advisory Committee for their review and comments. Report back to Council after viewing and updating |            |                                    |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |
| Council 17/11/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 17/11/2020 | Kozlowski, Peter                   | Strategy to Deal with Road Network Damage due to Unauthorised Vehicle Movements During Road Closures | 21/09/2021 |
| <b>Notes</b><br>15 Jul 2021 - 2:38 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 1 Dec 2020 To: 21 Sep 2021<br>Reason: A further report will be made for Council                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                                    |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |
| Council 15/12/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 15/12/2020 | Davy, Ray                          | Purchase of Land from Balranald Club                                                                 | 30/09/2021 |
| <b>Notes</b><br>15 Jul 2021 - 2:45 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 29 Dec 2020 To: 30 Sep 2021<br>Reason: Working in progress, arranging surveyors and pricings and have discussions with Club.                                                                                                                                                                                                                                                                                                                                                                                                |            |                                    |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |
| Council 15/06/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 15/06/2021 | McNulty, Oliver                    | ESTABLISHMENT OF BIDGEE HAVEN BOARD OF MANAGEMENT                                                    | 30/09/2021 |
| <b>Notes</b><br>2 Jul 2021 - 3:51 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 29 Jun 2021 To: 30 Sep 2021<br>Reason: Report deferred to September Council Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                    |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |
| Audit Risk and Improvement Committee 17/06/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 17/06/2021 | Holmes, Carol                      | RECORD MANAGEMENT REVIEW                                                                             | 30/09/2021 |
| <b>Notes</b><br>15 Jul 2021 - 3:18 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 1 Jul 2021 To: 30 Sep 2021<br>Reason: Report back to ARIC at the next ARIC Meeting of the recommendations and implementations                                                                                                                                                                                                                                                                                                                                                                                               |            |                                    |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |
| Council 20/07/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20/07/2021 | Holmes, Carol                      | BALRANALD BEAUTIFICATION ADVISORY COMMITTEE HELD ON 9 JUNE 2021                                      | 29/10/2021 |
| <b>Notes</b><br>10 Aug 2021 - 2:13 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 3 Aug 2021 To: 30 Sep 2021<br>Reason: Waiting for quotes for gates<br>10 Sep 2021 - 4:57 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 30 Sep 2021 To: 29 Oct 2021<br>Reason: Due to Covid lock down, tradesmen unable to come to balranald and quote the gates                                                                                                                                                                                                                                  |            |                                    |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |
| Council 20/07/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20/07/2021 | Davy, Ray                          | Disposal of Surplus Assets                                                                           | 30/09/2021 |
| <b>Notes</b><br>12 Aug 2021 - 5:17 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 3 Aug 2021 To: 30 Sep 2021<br>Reason: In Progress - Outdoor Team reviewing                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                                    |                                                                                                      |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer                            | Title                                                                                                | Target     |

| ACTIONS REPORT     |            |                                    |                                                                              |            |
|--------------------|------------|------------------------------------|------------------------------------------------------------------------------|------------|
| Outstanding        | Division:  | Printed: 10 September 2021 5:00 PM |                                                                              |            |
|                    | Committee: | Date From:                         |                                                                              |            |
|                    | Officer:   | Date To:                           |                                                                              |            |
| Meeting            | Date       | Officer                            | Title                                                                        | Target     |
| Council 26/08/2021 | 26/08/2021 | Holmes, Carol                      | BALRANALD BEAUTIFICATION ADVISORY COMMITTEE HELD ON 7 JULY and 4 AUGUST 2021 | 23/09/2021 |
| Notes              |            |                                    |                                                                              |            |

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 STATEMENT OF FUNDS - AUGUST 2021**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56310</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Kristy Cameron, Finance Officer</b>                                                                                               |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That Council receives and notes the Statement of Funds for the period ending 31<sup>st</sup> August 2021.

**PURPOSE OF REPORT**

The purpose of this report is to:

1. Advise Council of the balance of funds and investments held for the month ending 31 August 2021;
2. Certify that Council's investments have been made in accordance with the *Local Government Act 1993 (Section 625)*, the Local Government (General) Regulation 2005 (Section 212) and Council's Investment Policy, which was adopted by Council on the 17 October 2017.

**REPORT**

Council's total investments including cash as at 31 August 2021 is \$17,756,932. This is an increase of \$874,780 on the previous month's total of \$16,882,152. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for August 2021 included:-

|                                     |           |
|-------------------------------------|-----------|
| • Block Grant                       | \$649,000 |
| • FAGS – QTR 1                      | \$607,708 |
| • RTR                               | \$187,788 |
| • Aged Care Benefits                | \$ 72,271 |
| • Euston Fitness Track Contribution | \$ 63,055 |

Payments for August 2021 included:-

|                               |           |
|-------------------------------|-----------|
| • Line Marking                | \$296,888 |
| • Plant Hire                  | \$125,595 |
| • Software Subscription       | \$ 42,823 |
| • Art Gallery Learning Centre | \$ 63,750 |
| • Insurance                   | \$428,153 |

No term deposits have fallen due as at 31 August 2021, so nil interest has been received on investments year to date.

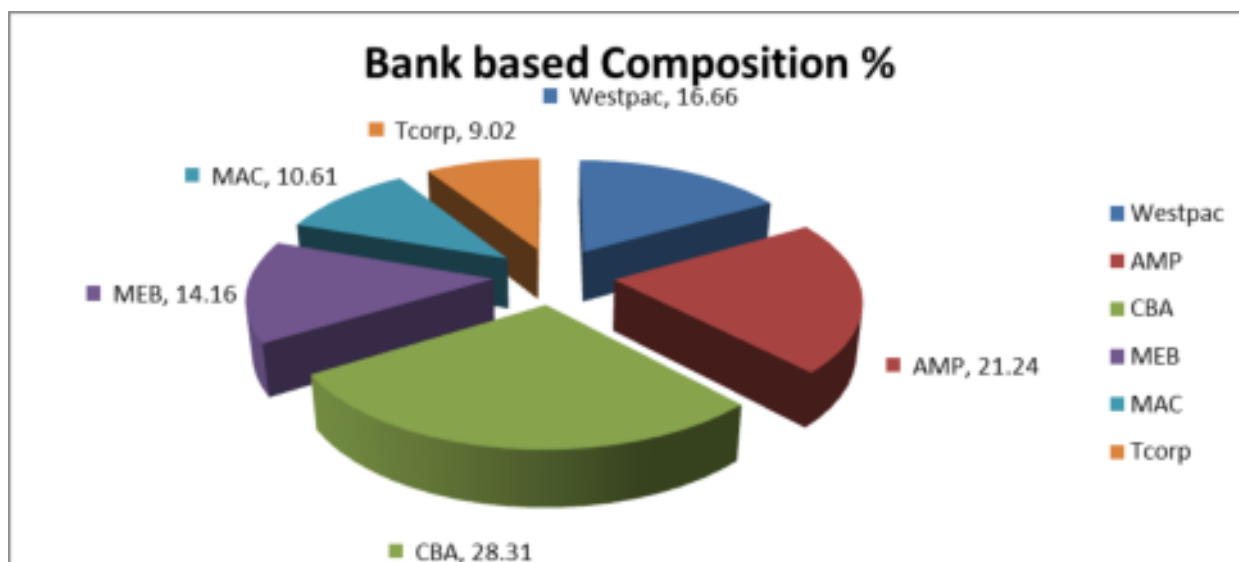
Council's cash and at call accounts are used for the purpose of day to day operations of Council. Term Deposit investments are \$12,250,000 as at 31 August 2021.

A summary of Council's investment and cash balances as at 31 August 2021 is as follows:

| MONTHLY BANK & INVESTMENT REPORT                  |           |            |             | 31/08/2021 |               |                                  |                  |
|---------------------------------------------------|-----------|------------|-------------|------------|---------------|----------------------------------|------------------|
|                                                   | Reference | S&P Rating | Term (Days) | Start Date | Maturity Date | Interest Rate/<br>Rate of Return | Investment Value |
| <b>Term Deposits</b>                              |           |            |             |            |               |                                  |                  |
| <a href="#">Westpac Bank A/C 176-57</a>           | INV12     | A-1+       | 371         | 10/11/2020 | 16/11/2021    | 0.60%                            | 1,000,000        |
| <a href="#">Westpac Bank A/C 176 84</a>           | INV14     | A-1+       | 182         | 30/12/2020 | 30/06/2021    | 0.25%                            | -                |
| <a href="#">Westpac Bank A/C 177 23</a>           | INV       | A-1+       | 365         | 3/09/2020  | 3/09/2021     | 0.80%                            | 750,000          |
| <a href="#">Westpac Bank A/C 17761</a>            | INV       | A-1+       | 92          | 29/03/2021 | 29/06/2021    | 0.10%                            | -                |
| <a href="#">NAB Bank A/C 98-074-9382</a>          | INV19     | A-1+       |             |            |               |                                  |                  |
| <a href="#">AMP - 045970</a>                      | INV20     | BBB+       | 0           |            |               |                                  |                  |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 365         | 4/03/2021  | 4/03/2022     | 0.46%                            | 500,000          |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 365         | 4/03/2021  | 4/03/2022     | 0.46%                            | 1,000,000        |
| <a href="#">Macquarie Bank - 051049</a>           |           | A-1        | 170         | 16/03/2021 | 2/09/2021     | 0.40%                            | 500,000          |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 180         | 17/03/2021 | 13/09/2021    | 0.35%                            | 500,000          |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 180         | 17/03/2021 | 13/09/2021    | 0.35%                            | 500,000          |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 300         | 19/03/2021 | 13/01/2022    | 0.39%                            | 500,000          |
| <a href="#">AMP - 51396</a>                       |           | A-2        | 340         | 19/08/2021 | 25/07/2022    | 0.75%                            | 500,000          |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 365         | 22/03/2021 | 18/03/2022    | 0.42%                            | 500,000          |
| <a href="#">Macquarie Bank - 051476</a>           |           | A-1        | 244         | 24/03/2021 | 23/11/2021    | 0.45%                            | 500,000          |
| <a href="#">Me Bank - 051498</a>                  |           | A-2        | 180         | 25/03/2021 | 21/09/2021    | 0.40%                            | 500,000          |
| <a href="#">Me Bank - 051499</a>                  |           | A-2        | 182         | 25/03/2021 | 23/09/2021    | 0.40%                            | 500,000          |
| <a href="#">Macquarie Bank - 051553</a>           |           | A-1        | 268         | 30/03/2021 | 23/12/2021    | 0.40%                            | 500,000          |
| <a href="#">Me Bank - 051548</a>                  |           | A-2        | 177         | 30/03/2021 | 23/09/2021    | 0.40%                            | 500,000          |
| <a href="#">Me Bank - 051568</a>                  |           | A-2        | 182         | 1/04/2021  | 30/09/2021    | 0.40%                            | 500,000          |
| <a href="#">AMP - 53454</a>                       |           | A-2        | 240         | 20/07/2021 | 17/03/2022    | 0.60%                            | 500,000          |
| <a href="#">AMP - 53473</a>                       |           | A-2        | 243         | 21/07/2021 | 21/03/2022    | 0.60%                            | 500,000          |
| <a href="#">AMP 52049</a>                         |           | A-2        | 183         | 29/04/2021 | 29/10/2021    | 0.65%                            | 1,000,000        |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 180         | 25/06/2021 | 22/12/2021    | 0.35%                            | 500,000          |
| <a href="#">AMP - 53356</a>                       |           | A-2        | 180         | 14/07/2021 | 10/01/2022    | 0.50%                            | 500,000          |
| <b>Total Term Deposits</b>                        |           |            |             |            |               | Avg Rate                         | 12,250,000       |
| <b>At Call Accounts</b>                           |           |            |             |            |               |                                  |                  |
| <a href="#">Westpac Cash Reserves A/C 162 975</a> |           |            |             |            |               | At Call                          | 603,377          |
| <a href="#">Tcorp A/C 1268</a>                    |           |            |             |            |               | At Call                          | 1,274,313        |
| <b>Cash Accounts</b>                              |           |            |             |            |               |                                  |                  |
| <a href="#">Westpac Bank A/C 000 060</a>          |           |            |             |            |               | Cash at Bank                     | 3,629,242        |
| <b>TOTAL BANK</b>                                 |           |            |             |            |               |                                  | 5,506,932        |
| <b>TOTAL INVESTMENTS PORTFOLIO INCLUDING CASH</b> |           |            |             |            |               |                                  | 17,756,932       |

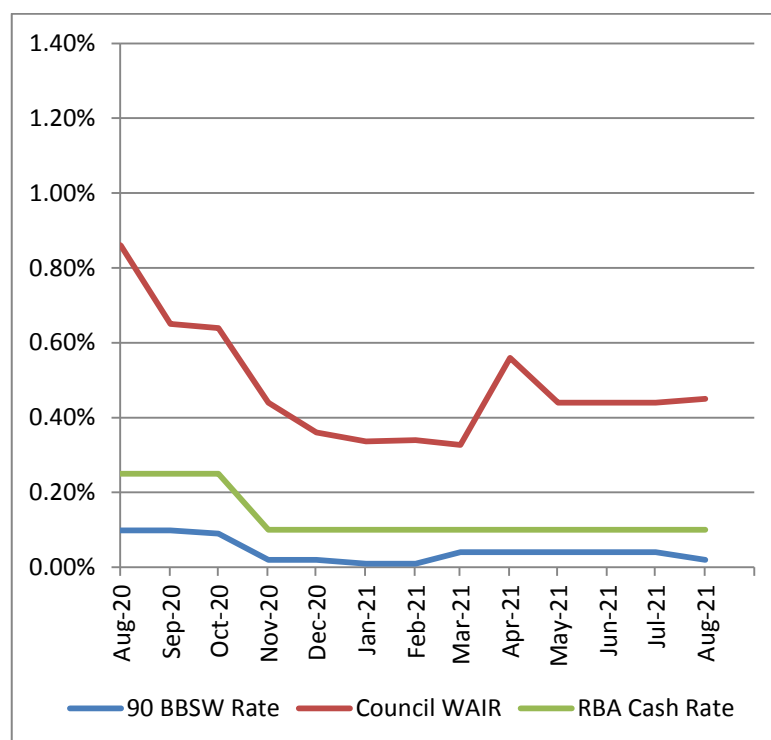
The table and graph below show the composition of investments with financial institutions.

| Ratings  | Composition % | Amount ('000) |
|----------|---------------|---------------|
| A-1+     | 53.99         | 7,627         |
| BBB+     | 21.24         | 3,000         |
| A-1      | 10.61         | 1,500         |
| A-2      | 14.16         | 2,000         |
| <b>0</b> | <b>100.00</b> | <b>14,127</b> |



Council's weighted average return for all investments and cash accounts for the month is 0.46%, which is above the required 90 day bank bill swap reference rate of 0.01% as at 31 August 2021. Note the official cash rate stayed at 0.10% for August. The weighted average return rate is the rate which considers the size of the investment as well as the interest rate of the investment. The graph below shows Council's performance for the past 12 months against the 90 day bank bill swap reference rate.

#### Month End Return on Investments for Past 12 Months

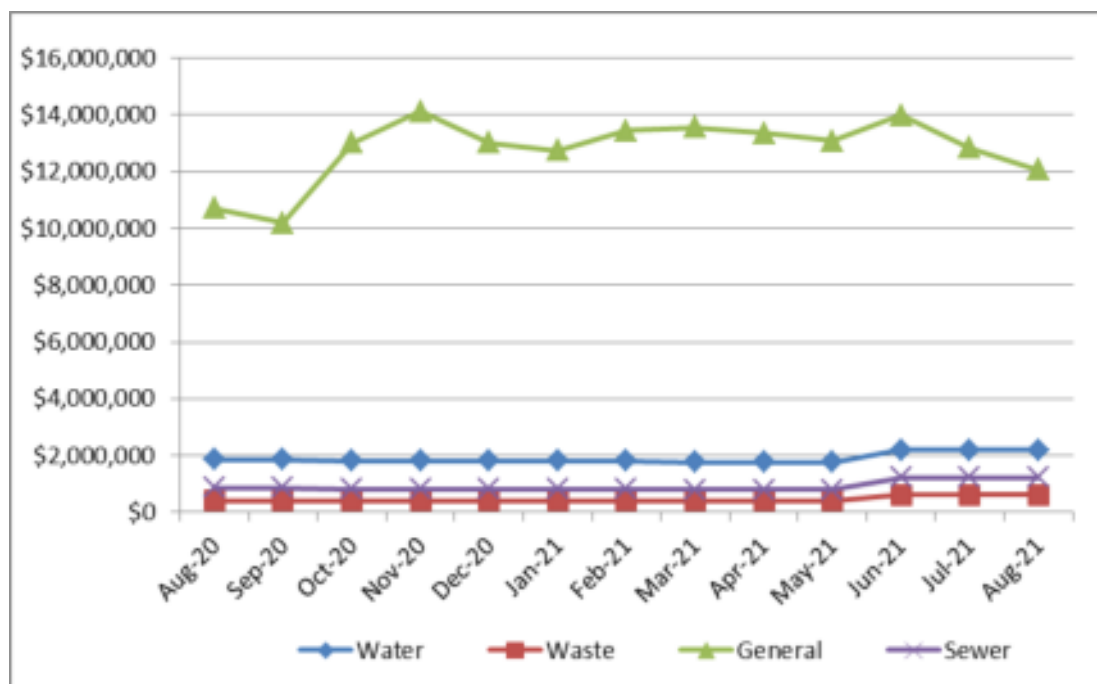


Council's total investment and cash accounts balance of \$17,756,932 across the funds as listed below:

| FUNDS HELD              | General Fund      | Waste Fund     | Water Fund       | Sewer Fund       |
|-------------------------|-------------------|----------------|------------------|------------------|
| Restricted              | 4,023,237         | 627,130        | 2,207,195        | 1,221,868        |
| Unrestricted            | 9,677,502         | 0              | 0                | 0                |
| <b>TOTAL FUNDS HELD</b> | <b>13,700,739</b> | <b>627,130</b> | <b>2,207,195</b> | <b>1,221,868</b> |



## Balance by Funds for Past 12 Months



The table below shows the individual make-up of the restricted amounts that combine to a total of \$8,079,430 at end of month:

| RESTRICTED FUNDS                                   | External         | Internal         | August 2021 Total |
|----------------------------------------------------|------------------|------------------|-------------------|
| Specific Purpose Unexpended Grants                 | 255,000          |                  | 255,000           |
| Domestic Waste Management                          | 627,130          |                  | 627,130           |
| Water Supplies                                     | 2,207,195        |                  | 2,207,195         |
| Sewerage Service                                   | 1,221,868        |                  | 1,221,868         |
| Other (Unexpended Cont. Euston)                    | 50,000           |                  | 50,000            |
| Future Development Reserve                         |                  | 414,864          | 414,864           |
| Plant & Vehicle Replacement                        |                  | 366,104          | 366,104           |
| Infrastructure Replacement                         |                  | 214,000          | 214,000           |
| Employee Leave Entitlements                        |                  | 269,000          | 269,000           |
| Deposits, Retentions & Bonds                       |                  | 127,842          | 127,842           |
| Caravan Park                                       |                  | 133,458          | 133,458           |
| Euston Cemetery                                    |                  | 14,466           | 14,466            |
| Health Reserve                                     |                  | 6,000            | 6,000             |
| Hostel Bonds                                       |                  | 1,473,377        | 1,473,377         |
| Hostel Reserve                                     |                  | 32,935           | 32,935            |
| Market Street Improvements                         |                  | 140,000          | 140,000           |
| Town Clock                                         |                  | 3,000            | 3,000             |
| Gravel Pit Rehabilitation                          |                  | 234,065          | 234,065           |
| Lake Benanee Capital Improvements                  |                  | 1,126            | 1,126             |
| Other Assets Replacement                           |                  | 286,000          | 286,000           |
| Berrett Park Revitalisation (Council Contribution) |                  | 2,000            | 2,000             |
| <b>TOTAL RESTRICTED FUNDS</b>                      | <b>4,361,193</b> | <b>3,718,237</b> | <b>8,079,430</b>  |

The reserves are to be adjusted as a part of the 2020-21 end of financial year processes.

The bank reconciliation on the Westpac cash account, or operating account, has been reconciled as at 31 August 2021 and is shown below:

|                                                   |                  |
|---------------------------------------------------|------------------|
| <b>Cashbook Summary</b>                           |                  |
| Opening Cashbook Balance                          | 2,754,462        |
| Plus Receipts                                     | 3,228,266        |
| Less Payments                                     | (2,353,487)      |
| <b>Cashbook Balance at 31st August 2021</b>       | <b>3,629,242</b> |
| <b>Statement Summary</b>                          |                  |
| Opening Statement Balance                         | 2,754,601        |
| Plus Receipts                                     | 3,213,574        |
| Less Payments                                     | (2,353,953)      |
| <b>Bank Statement Balance at 31st August 2021</b> | <b>3,614,223</b> |
| Plus Unpresented Receipts                         | 18,444           |
| Less Unpresented Payments                         | (3,425)          |
| <b>Reconciliation Balance at 31st August 2021</b> | <b>3,629,242</b> |

### SUMMARY

Council currently holds \$17,756,932 in Cash and Investments. The average interest rate trend has risen for August 2021 being 0.46% overall.

As with all financial reports, the reported figures are based on a point of time only and vary daily. However, Council is in a reasonable financial position but it is essential that all expenditure is kept within the approved budget to achieve a breakeven point or better position for this financial year.

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



### FINANCIAL IMPLICATION

Nil

### LEGISLATIVE IMPLICATION

The Local Government Act 1993  
 The Local Government (General) Regulation 2005  
 Ministerial Investment Order (Gazetted 11 February 2011)

### POLICY IMPLICATION

Council's Investment Policy (Approved 17<sup>th</sup> October 2017)

### RISK RATING

Low

### ATTACHMENTS

Nil

**12.2 BIDGEE HAVEN RETIREMENT HOSTEL EXPANSION PROJECTION**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56409</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That Council receive and note the update on the Bidgee Haven Hostel Expansion Project.

**PURPOSE OF REPORT**

This report provides an update on the status of the Hostel Expansion Project.

**REPORT**

In 2018-19, Council received a \$4.68 million grant for the construction of a 15 bed, high dependency extension wing for the Bidgee Haven Aged Care Hostel. Due to an increase in construction costs, Council applied for a further grant of \$1.38 million to complete this project. In late August Council was advised by the Hon Sussan Ley MP this application was successful. Council is awaiting the formal notification and contract documentation from the department.

In the interim, Council staff have been collating information to support the future occupancy demand and workforce requirements of the expanded service. It is expected that it will take a period of up to 18-months for the service to reach the 83.3% capacity to breakeven. A detailed cash flow document and workforce management plan, based on scaling up the workforce over the initial 18-month period, is currently being developed.

A workshop will be held with the Administrator to discuss these reports the week commencing Monday 27 September. Following this a workshop will be held with the Ageing Well, Aged Care and Facilities Advisory Committee in early October, so that a full Council report can be provided to the October Council meeting.

**SUMMARY**

The Bidgee Haven Retirement Hostel Expansion project continues to progress. A more detailed report on its progress will be provided at the October Council meeting.

**FINANCIAL IMPLICATION**

Nil at this stage

**LEGISLATIVE IMPLICATION**

*Nil*

**POLICY IMPLICATION**

Nil

**ATTACHMENTS**

**Nil**

**13 INFRASTRUCTURE & DEVELOPMENT REPORTS****13.1 PLANNING ADMINISTRATION****File Number:** D21.54890**Reporting Officer:** Nikkita Manning-Rayner,  
Administration Assistant**Ray Mitchell, Health & Development Officer****Responsible Officer:** Ray Davy, Director Infrastructure & Development**Operational Plan Objective:** Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of activities in the Planning area

**REPORT**

The following Notices of Determination, Construction Certificates, Complying Development Certificates, Section 68 Certificates, Subdivision Certificates and / or Occupation Certificates have been issued under delegated authority since the August meeting of Council.

| Application | Owner/Applicant                                               | Locality                                                                                     | Description                                                                                       |
|-------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| DA 54/2021  | Regional Building Consultants for Duxton Dried Fruits Pty Ltd | Tillara Road, Balranald                                                                      | Workers Accommodation – Four Transportable Dwellings & Associated Onsite Sewage Management System |
| DA 55/2021  | James Golsworthy Consulting for Romeo Farms                   | Crown Land on southern bank of the Murray River, off Happy Valley Landing Road, Happy Valley | Irrigation Pump Station Upgrade                                                                   |
| DA 56/2021  | James Golsworthy Consulting for Lazzara                       | Crown Land on southern bank of the Murray River, off Happy Valley Landing Road, Happy Valley | Irrigation Pump Station Upgrade                                                                   |
| DA 57/2021  | James Golsworthy Consulting for Grapeland                     | Crown Land on southern bank of the Murray River, off Happy Valley Landing Road,              | Irrigation Pump Station Upgrade                                                                   |

|             |                                          |                                                |                             |
|-------------|------------------------------------------|------------------------------------------------|-----------------------------|
|             |                                          | Happy Valley                                   |                             |
| DA 07/2022  | Warrick Fisher for Mario Chirchiglia     | 17-19 Tayla Court, Euston                      | Dwelling, Garage & Alfresco |
| CC 01/2022  | Peter Murphy for Balranald Shire Council | 51 Mayall Street, Balranald                    | Storage Workshop Building   |
| CDC 01/2022 | Angelina Allen                           | 20 Garreffa Parade, Euston                     | Alfresco Area               |
| SDC 01/2022 | Duxton Vineyards                         | 1029 Tillara Road, Balranald                   | Two Lot Subdivision         |
| SDC 02/2022 | Wes Pye for Barry Carter                 | 150 Market Street, Balranald                   | Two Lot Subdivision         |
| SDC 03/2022 | Andrew Merrett for Lance Howley          | Woodmount, 1099 Weimby Kyalite Road, Balranald | Two Lot Subdivision         |

The following numbers of certificates relating to conveyancing have been issued since the August meeting of Council.

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Environmental Planning & Assessment Act 1979<br>Planning Information Certificates (10.7) | 13 |
| Environmental Planning & Assessment Act 1979<br>Building Certificates (6.24)             | 0  |
| Environmental Planning & Assessment Act 1979<br>Outstanding Orders (121ZP)               | 0  |
| Local Government Act 1993<br>Outstanding Orders (735A)                                   | 0  |
| Local Government Act 1993<br>Drainage Diagram                                            | 7  |
| Biosecurity Act 2015<br>Outstanding Orders (Noxious Weeds)                               | 0  |

The following Section 4.6 Variations have been issued under delegated authority since the August meeting of Council.

| Application | Owner/Applicant | Locality | Description |
|-------------|-----------------|----------|-------------|
| Nil         | -               | -        | -           |

## FINANCIAL IMPLICATION

Nil

## LEGISLATIVE IMPLICATION

Environmental Planning & Assessment Act 1979

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Local Government Act 1993

Biosecurity Act 2015

Conveyancing Act 1919

**POLICY IMPLICATION**

Nil

**ATTACHMENTS**

Nil

**14 NOTICE OF MOTION / QUESTIONS ON NOTICE**

Nil

**15 CONFIDENTIAL MATTERS**

Nil

**16 CLOSURE OF MEETING**