



AGENDA

Ordinary Council Meeting Tuesday, 19 October 2021

Date: Tuesday, 19 October 2021

Time: 5pm

Location: Council Chambers, Market Street Balranald

**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 Administrator. 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.

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 Administrator 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.

Our Vision

To create a better, more vibrant, more resilient and more engaged community, by capitalising upon its human, cultural, environmental and business assets and encouraging a strong sense of civic participation and pride.

Our Mission

"Committed to Balranald Shire, Providing for our People, Protecting our Heritage, and Planning for our Future."

Our Values

Honesty:	We will be transparent, frank and truthful to ourselves, each other and with other people we deal with.
Respect:	We will treat others as we want to be treated ourselves, we will be tolerant of each other and accept that people have different opinions.
Enjoyment:	We will create a pleasant and enjoyable working environment with satisfying jobs.
Teamwork:	We will cooperate and support each other to achieve common goals.
Openness:	We will collaborate openly and provide opportunities to communicate and network regularly with each other.
Leadership:	We will provide a clear strategy and direction and support all to achieve organisational and community goals.
Customer Focus:	We will constantly strive to be responsive to our customers' needs and preferences by providing high quality services.

Notice is hereby given that an Ordinary Meeting of Council will be held in the
Council Chambers, Market Street Balranald on:
Tuesday, 19 October 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****4.1 MINUTES OF THE COUNCIL MEETING HELD ON 21 SEPTEMBER 2021**

**File Number:** D21.57387

**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 21 September 2021 be received and noted.

**ADOPTION OF MINUTES**

Minutes of Ordinary Council Meeting held on 21st September 2021 be adopted by Council at the Ordinary Meeting held on 19 October 2021.

**ATTACHMENTS**

- 1. Minutes of the Council Meeting held on 21 September 2021**



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 21 September 2021**

**Order Of Business**

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Nil

15 Confidential Matters ..... 12

Nil

**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 21 SEPTEMBER 2021 AT 5PM**

**1 OPENING OF MEETING**

**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:**

Glen Wilcox (Acting General Manager), Ray Davy (Director Infrastructure & Development), Hodi Beauliv (Director Corporate & Community Services) and Carol Holmes (Senior Executive Officer),

**3 APOLOGIES**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 AUGUST 2021**

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**RESOLUTION 2021/145**

Moved: Administrator Mike Colreavy

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

**CARRIED**

**5 DISCLOSURE OF INTEREST - Nil**

**6 ADMINISTRATOR MINUTE/REPORT - Nil**

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

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**RESOLUTION 2021/146**

Moved: Administrator Mike Colreavy

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

**CARRIED**

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

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**RESOLUTION 2021/147**

Moved: Administrator Mike Colreavy

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

**CARRIED**

**RESOLUTION 2021/148**

Moved: Administrator Mike Colreavy

That the late item 7.3 Youth Council held on 16 September 2021 be admitted to the agenda.

**CARRIED**

**7.3 YOUTH COUNCIL HELD ON 16 SEPTEMBER 2021**

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**RESOLUTION 2021/149**

Moved: Administrator Mike Colreavy

That Council

1. Receives and notes the Minutes of the Youth Council Advisory Committee meeting held on 16 September 2021.
2. Approach all schools in Balranald Shire and ask them to establish Youth Council representatives
3. Write to the Aboriginal Lands Council and ask them to nominate representatives for the Youth Council Committee.
4. Purchase a vacuum cleaner and cleaning products specifically for the use at Theatre Royal Facility.

**CARRIED**

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

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**RESOLUTION 2021/150**

Moved: Administrator Mike Colreavy

That Council notes and endorses 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.

**CARRIED**



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

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**RESOLUTION 2021/151**

Moved: Administrator Mike Colreavy

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.

**CARRIED**

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

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**RESOLUTION 2021/152**

Moved: Administrator Mike Colreavy

That Council delegates 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.

**CARRIED**

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

---

**RESOLUTION 2021/153**

Moved: Administrator Mike Colreavy

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.

**CARRIED**

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

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**RESOLUTION 2021/154**

Moved: Administrator Mike Colreavy

(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.

**CARRIED**

### **10.3 INFRASTRUCTURE UPDATE**

#### **PURPOSE OF REPORT**

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

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#### **RESOLUTION 2021/155**

Moved: Administrator Mike Colreavy

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.

**CARRIED**

**10.4 BALRANALD WESTERN BYPASS****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).

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**RESOLUTION 2021/156**

Moved: Administrator Mike Colreavy

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That 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 including of the environmental impacts and public consultation, 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.

**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 August 2021 Ordinary Meeting.

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**RESOLUTION 2021/157**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

## 11.2 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 2021/158

Moved: Administrator Mike Colreavy

That Council receives and notes this report.

**CARRIED**

## 11.3 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 2021/159

Moved: Administrator Mike Colreavy

1. That the report be received and noted.
2. Any outstanding actions arising from 2020/75 be included in the future outstanding actions reports.

**CARRIED**

## 12 CORPORATE & COMMUNITY SERVICES REPORTS

### 12.1 STATEMENT OF FUNDS - 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.
- 

### RESOLUTION 2021/160

Moved: Administrator Mike Colreavy

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

**CARRIED**

**12.2 BIDGEE HAVEN RETIREMENT HOSTEL EXPANSION PROJECTION****PURPOSE OF REPORT**

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

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**RESOLUTION 2021/161**

Moved: Administrator Mike Colreavy

That Council receives and notes the update on the Bidgee Haven Hostel Expansion Project.

**CARRIED**

**13 INFRASTRUCTURE & DEVELOPMENT REPORTS****13.1 PLANNING ADMINISTRATION****PURPOSE OF REPORT**

To advise Council of activities in the Planning area

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**RESOLUTION 2021/162**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

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

Nil

**15 CONFIDENTIAL MATTERS**

Nil

**The Meeting closed at 5.55pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 19 October 2021.**

.....  
**ADMINISTRATOR**

.....  
**GENERAL MANAGER**

**5 DISCLOSURE OF INTEREST**

**6 ADMINISTRATOR MINUTE/REPORT****6.1 MAYORAL MINUTE - FINANCIAL MANAGEMENT - STATE OF ACCOUNTS WORK**

**File Number:** D21.57415

**Reporting Officer:** Mike Colreavy, Administrator

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

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**ADMINISTRATOR RECOMMENDATION**

1. Council is to be provided with ongoing assurance that transactions are up-to-date and correct in the Practical and subsidiary ledger systems;
2. A Statement is to be submitted to each Ordinary Council Meeting, in a form acceptable to Council, certified by the General Manager and the Responsible Accounting Officer, confirming the status of the following work to the end of the preceding month, indicating if the work is up-to-date, or the extent of any arrears:
  - All payroll, stores, plant hire, creditors, rates, debtors, asset, liability and journal transactions are correctly entered into the Practical and subsidiary financial management systems;
  - All subsidiary ledgers/financial management systems have been balanced with the general ledger;
  - The asset management system is up-to-date;
  - Bank reconciliations have been completed for all bank accounts; and
  - Ratepayers and other debtors have been invoiced/charged for all monies due to Council.

**FINANCIAL MANAGEMENT – STATE OF ACCOUNTS WORK**

In Order to provide Council with ongoing assurance that accounting transactions are kept up to date and correct, I propose to resolve as follows;

1. Council is to be provided with ongoing assurance that transactions are up-to-date and correct in the Practical and subsidiary ledger systems;
2. A Statement is to be submitted to each Ordinary Council Meeting, in a form acceptable to Council, certified by the General Manager and the Responsible Accounting Officer, confirming the status of the following work to the end of the preceding month, indicating if the work is up-to-date, or the extent of any arrears:
  - All payroll, stores, plant hire, creditors, rates, debtors, asset, liability and journal transactions are correctly entered into the Practical and subsidiary financial management systems;
  - All subsidiary ledgers/financial management systems have been balanced with the general ledger;
  - The asset management system is up-to-date;
  - Bank reconciliations have been completed for all bank accounts; and
  - Ratepayers and other debtors have been invoiced/charged for all monies due to Council.



**ATTACHMENTS**

Nil

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 STRENGTHENING COMMUNITY ACCESS, INCLUSION & 23 SEPTEMBER 2021**

**File Number:** D21.57441

**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 23 September 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 23 September 2021.

The SCAIW Advisory Committee meeting was held in Council Chambers and via zoom on 23 September with Courtney McIntyre from MacKillop Community Services as guest speaker.

- Courtney shared her work history, Senior Constable, Youth Justice Conference Convenor, Child Protection Caseworker and Casework Support, Safety Action Meeting Coordinator, Family Preservation Reunification Practitioner (currently).
- Courtney's current role is based in Balranald, although operates only in Victoria.
- Courtney focussed her discussions on DVSAT tool (Domestic Violence Safety Assessment Tool)
- Courtney concluded with the SCAIW simply needs to be prepared to set up in 'the space' and continue to hold conversations about family violence.

Some other topics for discussions at the meeting were;

- Lyn Flanagan reported to the committee of a Balranald Buddies meeting convened by Helen Dalton.
- Rachael advised that she had participated in a zoom meeting with Sarah Artist, Consultant for Community Strategic Plan.
- Correspondence from Big Brothers Big Sisters.
- Review of Service Directory Development
- Distribution of My Health Notebook – Western NSW PHN
- Coordination of Hampers in case C19 hits Balranald
- DV Interagency Group is looking at having a forum in White Ribbon Week in November, Glenn is happy to provide a building and the group may require support from SCAIW.
- Replacement of Danielle at MaariMa is unsure at the moment.

It was recommended that SCAIW have a dedicated zoom meeting with Sarah Artist, Rachael will contact Carol with some possible dates.

**ATTACHMENTS**

Nil

**7.2 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING  
HELD ON 5 OCTOBER 2021****File Number: D21.57440****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 5 October 2021;
2. Meet with the GBITAC to review the final Discovery Centre Upgrade Plans prior to being presented to Council;
3. Note the suggestion of an Arts, Heritage and Culture Advisory Committee when reviewing the Committee structure;
4. Approves the GBITAC Chairperson invite representatives from Water Infrastructure NSW and Windlab-Burrawong Wind Farm to the November GBIT Meeting to update members on their respective projects; and
5. Approve the GBIT Chairperson to invite representatives of the Waugh family to meet with GBIT to determine what assistance can be offered in planning Clare Station 150th Annual Shearing Celebrations.

**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 5 October 2021.

The GBIT Advisory Committee meeting was held in Council Chambers on 5 October 2021 and discussed the following items;

- Ray Davy gave an update on Discovery Centre Plans and advised the committee that these would be presented to the October Council Meeting.
- Public Art Master Plan
- David Eastburn Proposal on memorial plaques
- Kyalite Masterplan
- Guest Speakers for November GBIT Meeting – Windlab have requested to address the committee
- GBIT Annual Plan
- Executive of Chairs – September Meeting Report
- Communication and Information Issues
- Clare Station 150th Annual Shearing Celebrations

The following Actions were made for the Committee to attend to;

- Council to convene a special meeting of GBITAC to review the final Discovery Centre Upgrade plans before they go before Council.
- Investigate community interest in forming an Arts, Heritage and Culture Sub-committee to progress current public arts project ideas.
- A copy of David Eastburn's proposal be emailed to GBITAC Chairperson

- The committee to review David Eastburn's proposal.
- Annual Plan be emailed to all committee members.
- Discussions with Balranald Inc, regarding combining Australia Day events with Council and Balranald Inc.
- Investigate the possibility of a representative from GBITAC to join the RDA Murray MSEAT.

The following motions were made for consideration of Council;

- Council to convene a special meeting of GBITAC to review the final Discovery Centre Upgrade plans before they go before council
- GBITAC recommends that an Arts, Heritage & Culture Advisory Committee be established at the next review of the Advisory Committee structure focusing on developing a public art strategy for the Shire.
- GBITAC recommends that representatives from Water Infrastructure NSW (Balranald Weir Project) and Windlab – Burrawong Wind Farm be invited by the Chair to address the November meeting of the GBITAC to update the members on their respective projects.
- GBITAC recommends that GBITAC Chair invite representatives of the Waugh family to address the committee to determine what assistance the committee can offer in planning Clare Station 150th Annual Shearing Celebrations.

## **ATTACHMENTS**

1. **Draft Minutes - GBITAC - October 2021** [!\[\]\(9a53fe79a03d38d8322f7a2c5a875b36\_img.jpg\)](#) 

CHAIR: Iain Lindsay-Field

MINUTES OFFICER: Simone Carmichael

| AGENDA ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DISCUSSION                                                                                             |                                                |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------|
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Meeting commenced at 5:35pm<br>Attendees:                                                              |                                                |                             |
| COMMITTEE MEMBERS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                        |                                                |                             |
| ✓ Iain Lindsay-Field (Chair)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                        | ✓ Peter Lawler                                 |                             |
| ✓ Simone Carmichael (Secretary)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                        | ✓ Sam Papa                                     |                             |
| ✓ Guy Fielding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                        | ✓ Adrian Gorman                                |                             |
| ✓ Dianne Williams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                        | ✗ Linda Nelson                                 |                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                        | ✗ Bronwyn Brougham                             |                             |
| COUNCIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                        |                                                |                             |
| ✓ Glenn Wilcox (BSC A/GM)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                        | ✓ Ray Davy (BSC Director Infrastructure)       |                             |
| ✓ Mike Colreavy (BSC Administrator)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                        | ✓ Hodi Beauliv (BSC Director Corp & Comm Dev.) |                             |
| GUESTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                        |                                                |                             |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Acknowledgement of country: Iain L-F                                                                   |                                                |                             |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Apologies: Linda Nelson                                                                                |                                                |                             |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Disclosures of Interest: Nil                                                                           |                                                |                             |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Confirm Previous Minutes are True & Correct:<br>Sept Minutes confirmed, (Moved: Di W, Seconded: Guy F) |                                                |                             |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Business Arising from Minutes                                                                          |                                                |                             |
| 6.1 Update on the Discovery Centre plans (past minutes).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                        |                                                |                             |
| Ray Davy informed the group he is expecting the updated drawings & costings by the end of the week, these will be presented at the Oct council meeting with a recommendation that they go to tender by the 26 <sup>th</sup> Oct. The quantity survey for the construction is \$800,000 (total budget \$950K).                                                                                                                                                                                                                                                                     |                                                                                                        |                                                |                             |
| Iain asked if the existing reference group would be consulted before new plans go to council? Simone reported that the initial consultation with the reference group resulted in a number of constructive alterations to the designs and that attendees were told that the final designs would be reviewed by the group before they went to council for endorsement.                                                                                                                                                                                                              |                                                                                                        |                                                |                             |
| Peter previously emphasized the need to consult with the current lessees in the café around what design and equipment is required. There was lengthy discussion and council confirmed their position that this project will not include any changes to the current facilities at the café other than to ensure all the services (power, drainage, etc.) are adequate for a commercial catering space. It is normal practice for council to provide a vacant space and the lessees to fit it out including cooking equipment and dishwashers etc.                                  |                                                                                                        |                                                |                             |
| Glenn apologized on behalf of council that the plans hadn't been reviewed by the group and this can be done when they are received. Mike reassured the attendees that he would not be comfortable supporting the final plans at council unless they had been reviewed by the GBIT Advisory Committee. Iain suggested the VIC staff should also be consulted, council agreed this can be done through internal processes. Adrian considers the Discovery Café is the biggest drawcard to the precinct and it should be appropriately resourced to provide good quick food service. |                                                                                                        |                                                |                             |
| MOTION with ACTION REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Council to convene a special meeting of GBITAC to review the final plans before they go before         | Who: Glenn                                     | When: upon receipt of final |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | council. Moved Peter, 2 <sup>nd</sup> Sam, passed unanimous.                                                                                                                                                                                                                                                    |                         | plans.                           |
| <b>6.2 Public Art Master Plan Discussion (Sept 7.1)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| <p>Glenn provided Iain with the councils Public Art Masterplan which was distributed to the GBIT members. The general consensus was the document offers a comprehensive summary of the different forms of public art and includes some great examples and opportunities. However, it does not provide the councils policy on public art or the process required to progress ideas for public art.</p> <p>Guy sees an opportunity for Euston with a mural on the water towers depicting Regent Parrots, he also would like to see promotion of Euston’s Salami Festival. Iain also reiterated for Balranald’s Five Rivers Outback Festival. Glenn advised the purpose of the master plan is to activate the community through examples and be used to support grant applications and the like, there is no specific council policy regarding public art as it is a very fluid concept that crosses over many policies. Each project is considered on a case-by-case basis.</p> <p>Mike said he was very surprised that there was not a committee covering the arts formed during the formal restructure of the council advisory committees. Ray Davy is on the Board of Management for South West Arts and was also surprised that there wasn’t an advisory committee for this sector. He believes that there needs to be community driven, structured entity to pull all ideas together. This sentiment was echoed amongst the committee.</p> <p>Motion: This committee recommends that an Arts, Heritage &amp; Culture Advisory Committee be established at the next review of the Advisory Committee structure focusing on developing a public art strategy for the shire. In the interim GBITAC should investigate the public interest in forming a sub-committee to progress current project proposals such as murals and pastoral station plaques.</p> <p>Moved: Adrian Gorman, 2<sup>nd</sup> Peter Lawler</p> |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Investigate community interest in forming an Arts, Heritage & Culture sub-committee to progress current public arts project ideas.                                                                                                                                                                              | <b>Who: TBA</b>         | <b>When: TBA</b>                 |
| <b>RECOMMENDATIONS TO COUNCIL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | GBITAC recommends that an Arts, Heritage & Culture Advisory Committee be established at the next review of the Advisory Committee structure focusing on developing a public art strategy for the shire. While this Recommendation was strongly held by the Committee it will be put to Council at a later time. |                         |                                  |
| <b>6.3 David Eastburn Proposal (Sept 7.2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| Held over. Yet to be received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Email copy of David Eastburn’s proposal to GBITAC Chair                                                                                                                                                                                                                                                         | <b>Who: Glenn</b>       | <b>When: ASAP</b>                |
| <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Review David Eastburn’s proposal.                                                                                                                                                                                                                                                                               | <b>Who: All members</b> | <b>When: Before next meeting</b> |
| <b>6.4 Kyalite Masterplan (Sept 10.1)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| <p>Simone advised that Murray River Council responded to the Kyalite Progress Association’s request for co-funding for the Kyalite master plan asking the committee to apply through their Community Grants program. No response has been received from the Balranald Council. The GM and Administrator visited Kyalite yesterday for a meet-and-greet with the Progress Association. A report has been prepared for consideration at the next council meeting regarding the request for funds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| <b>6.5 Guest speakers at Nov meeting (Sept 5.0 &amp; 9.1 Oct New Business)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| <p>Water Infrastructure NSW (Balranald Weir Project) and Windlab – Burrawong Wind Farm have requested to address the committee at the November meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                 |                         |                                  |
| <b>RECOMMENDATIONS TO COUNCIL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | GBITAC recommends that representatives from Water Infrastructure NSW (Balranald Weir Project) and Windlab – Burrawong Wind Farm be invited by the chair to address the November meeting of the GBITAC to update the members on their respective projects. Proposed Iain Seconded Mon. Carried                   |                         |                                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                        |             |                           |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                        |             |                           |
| 7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Reports from Council                                                                                                                                                                                                                   |             |                           |
| <b>RESOLUTION 2021/147</b><br>Moved: Administrator Mike Colreavy<br>That Council receives and notes the Minutes of the Growing Business Industry & Tourism Advisory Committee (GBITAC) meeting held on 7 September 2021.<br>CARRIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                        |             |                           |
| 8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | GBITAC Annual Plan check-in                                                                                                                                                                                                            |             |                           |
| The 2021 annual plan (attached) was unable to be implemented due to senior council staff changes and COVID-19 restrictions. Mike would like to see a plan incorporating the whole shire (Euston, Kyalite, Hatfield, etc.). Simone suggested the plan be workshopped and presented to council for endorsement in early 2022, including budget requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                        |             |                           |
| ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Email GBITAC Annual Plan to A/GM                                                                                                                                                                                                       | Who: Simone | When: ASAP                |
| 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | New Business                                                                                                                                                                                                                           |             |                           |
| 9.1 Addressed in 6.5 above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                        |             |                           |
| 9.2 <u>Executive of Chairs – Sept Meeting Report</u><br>Council have requested that 2 representatives each of the Council Advisory Committee's, as well as any interested members of the general public form a new committee to organise a community driven Australia Day event in 2022.<br>This year Balranald Inc. held a separate community event following the Australia Day awards ceremony. This raft float and music in the park, which was very successful, but insurance was problematic. Dianne is chair of Balranald Inc. and suggested it may be beneficial to combine the events under the auspice of the council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                        |             |                           |
| ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Consult with Balranald Inc. regarding combining the events.                                                                                                                                                                            | Who: Di     | When: ASAP                |
| 10. Items Without Notice (General Business)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                        |             |                           |
| 10.1 <u>Communication &amp; Information Issues</u><br>Di advised the committee of a <i>Destination Riverina Murray</i> Zoom Session which was extremely useful but Iain & Di were the only attendees from the Balranald area highlighting issues with getting info out about these resources. Di suggested the council create a chamber of commerce or some other stream to disseminate information.<br>Hodi informed the group that the vacant position for tourism manager has been changed to a "Tourism, Communication & Events Coordinator". This follows discussions with Peter as per Sept meeting action and interviews have been conducted. It is hoped an offer will be made to the successful candidate by the end of the week. This new position should help alleviate the issue Di identified.<br>Ray also advised of a fortnightly zoom think-tank presented by RDA Murray, called Murray Socio-Economic Activation Taskforce (MSEAT). <a href="https://www.rdamurray.org.au/index.php/news/regional-intelligence/">https://www.rdamurray.org.au/index.php/news/regional-intelligence/</a> bringing a broad range of stakeholders together to "ensure that issues of importance from across the vast geographical expanse of the Murray Region are accurately conveyed to the Federal Government". |                                                                                                                                                                                                                                        |             |                           |
| ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Investigate the possibility of someone from GBITAC to join the RDA Murray MSEAT                                                                                                                                                        | Who: Ray D  | When: Before next meeting |
| 10.2 <u>Clare Station 150<sup>th</sup> Annual Shearing Celebrations</u><br>Ray advised the committee that 2023 will be the 150 <sup>th</sup> anniversary of shearing at Clare Station. Ewan & Barb Waugh are planning a big celebration and Ray has offered to help. Adrian advised that David Eastburn has done a full history on Clare Station.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                        |             |                           |
| RECOMMENDATIONS TO COUNCIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | GBITAC recommends that GBITAC Chair invite representatives of the Waugh family to address the committee to determine what assistance the committee can offer in planning these celebrations. Proposed Dianne seconded Adrian. Carried. |             |                           |



|     |                                                                     |
|-----|---------------------------------------------------------------------|
|     |                                                                     |
| 11. | MEETING CLOSED – 7:37pm Next Meeting Tues 9 <sup>th</sup> November. |

## GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE ANNUAL PLAN 2021

| ACTIVITY                                                                                                                                                                                                                                                                                                                             | PROPOSED DATE                                      | COMPLETE                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------|
| <b>Project HQ</b>                                                                                                                                                                                                                                                                                                                    | <b>(depends on BSC strategic plan development)</b> | <input type="checkbox"/> <b>Date:</b> |
| Committee members and council staff conduct a “shop front drop-in center” over a 4-week period where community can call in and discuss business, industry & tourism ideas.<br>Deliver a social media and newsletter survey also asking for ideas.<br>These are recorded on maps and in a database for discussion at community forum. |                                                    |                                       |
| Where: Senior Citizens Building or Theatre Royal Shop next to CanAssist<br>When: July/Aug, set and be well advertised the days & hrs (eg 11am-1pm, 4 times per week.<br>Who: GBITAC volunteers & BSC Snr Staff<br>Survey & Media: Get a survey done as a starting point? After four weeks...?                                        |                                                    |                                       |
| <b>Community Forum</b>                                                                                                                                                                                                                                                                                                               | <b>(depends on BSC strategic plan development)</b> | <input type="checkbox"/> <b>Date:</b> |
| A facilitated community forum where all Project HQ ideas are discussed and prioritised.<br>The outcomes of the forum feed directly into BSC Master Plans & Community Strategic Plan                                                                                                                                                  |                                                    |                                       |
| Where: Theatre Royal<br>When: July/Sept<br>Facilitator: Rachael Williams or outside facilitator (Office of Local Government person that GM is aware of)                                                                                                                                                                              |                                                    |                                       |
| <b>Fact-Finding Field Trips</b>                                                                                                                                                                                                                                                                                                      | <b>Two a year (Autumn &amp; Spring)</b>            | <input type="checkbox"/> <b>Date:</b> |
| Committee members & key BSC executive visit a town in the region to experience and discuss success stories relating to growing business, industry & tourism. The types of industry in the town may determine where.<br>E.g. Moulamein, Deniliquin, Swan Hill, Mildura, Echuca,                                                       |                                                    |                                       |
| Autumn, Where: (Barham or Ouyen, Iain to compile)<br>Autumn, When: To be decided                                                                                                                                                                                                                                                     |                                                    | Spring, Where:<br>Spring, When:       |
| <b>Guest speakers</b>                                                                                                                                                                                                                                                                                                                | <b>April, July, Oct,</b>                           | <input type="checkbox"/> <b>Date:</b> |
| Identify guest speakers from ideas identified through the Project HQ & community forum.<br>I.e. similar projects done successfully elsewhere.                                                                                                                                                                                        |                                                    |                                       |
| <del>May Speaker: Business – Potters Excavations (hopefully locked in for June)</del><br>July Speaker: Industry – Nut Farms, Solar, Mining, Table Grapes<br>October Speaker: Tourism – Paul Gorman e-tourism                                                                                                                         |                                                    |                                       |
| <b>Local Industry Familiarisation tour</b>                                                                                                                                                                                                                                                                                           | <b>Two a year (Summer &amp; Winter)</b>            | <input type="checkbox"/> <b>Date:</b> |
| Tour a local industry operation (committee members and open to community) to gain a better understanding of the operation, the current and potential benefits to the community. E.g. Almonds, solar, pastitsios, mineral                                                                                                             |                                                    |                                       |

sand mines. Local Industry; sheep, wheat, wool, wood.

Conduct GBITAC Meeting on-site. Write-up in BSC Newsletter.

Winter Famil, Where: Aust Farming Services  
(Almonds)

Winter Famil, When: To be decided

Winter Famil, Who to organize: To be decided

Summer Famil, Where: Euston Homestead/Table  
Grape Industry

Summer Famil, When: To be decided

Summer Famil, Who to organize: To be decided

### **BSC Community Plan Review**

**Review date/s:**  
**2022**

☐ **Date:**

Committee members and relevant council staff review the Community Strategic Plan to see how it is tracking. Select a project for the celebration event. Requires Advocacy Strategy, a Housing Policy and an Attraction & Investment Policy in lead up to Community Plan

Plan Review Meeting, Date:

### **Project Celebration Event**

**Celebration depending on Project  
completion**

☐ **Date:**

Community celebration event for a project that has been delivered as a result of the Project HQ and incorporated in the Community Strategic Plan.

Project Celebration Event, Date: To be decided

**7.3 AGEING WELL AGED CARE AND FACILITIES ADVISORY COMMITTEE MEETINGS  
HELD ON 14 OCTOBER 2021**

**File Number:** D21.57587

**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 Ageing Well, Aged Care and Facilities Advisory Committee (AWACAFAC) meeting held on 14 October 2021;
2. Proceed with the expansion of Bidgee Haven whilst council investigate the possibility of negotiating a sale of the “whole” Bidgee Haven Retirement Hostel complex – i.e Aged Care, Dementia Care and Independent Living Units.

**REPORT**

The AWACAF meetings were held on 14 October 2021 and discussed the following items;

- Discussions with Strengthening Community Access, Inclusion and Wellbeing Advisory Committee regarding amalgamating the two committees.
- Discussions regarding an update on Hostel Expansion – Hodi provided advise on the ongoing costs for the Hostel continuing to operate with 15 bed extension. Advised that will need 83% occupancy to cover costs, then take into account depreciation, occupancy will need to be 90%. Glenn advised that due to the length of time that has passed by and planning not thorough enough to gauge accurate costings for the build. New tenders will need to be called.
- Resignation from a committee member
- Appointment of new secretary
- Australia Day Organising committee – 2 nominations being Tony Conway and Doreen Greenham

The only recommendation to council was;

Balranald Shire Council proceed with the expansion of Bidgee Haven whilst council investigate the possibility of negotiating a sale of the “whole” Bidgee Haven Retirement Hostel complex – i.e Aged Care, Dementia Care and Independent Living Units.

**ATTACHMENTS**

1. Minutes - Ageing Well aged Care and Facilities - AWACAFAC - October 14th, 2021 [↓](#) 

**Location:** Balranald Council Chambers.

**Start Time:** 6.05pm

1. Opening of Meeting Tony Conway – Chairperson.
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.*

Terms of Reference:

- i. Provide a platform to positively promote and support all community members to age well in the setting of their choice.
- ii. Advise Council on remedies for key service gaps to better support ageing well, including advocacy strategies.
- iii. Identify and encourage opportunities which showcase the qualities, assets and skills of our ageing community and provide opportunities for the sharing of these with younger community members.
- iv. Develop a Term and annual (or biennial) Action Plan to guide Advisory Committee priorities and action

3. Apologies; Sue Balshaw.

4. Present. Tony Conway, Mia Zaffina, Karen Norfolk, Doreen Greenham, Helen Murphy, Therese Comitti, Rebecca Stevens, Toni Tyrer, **Council Representatives:** Administrator - Mike Colreavy, Acting General Manager - Glenn Wilcox, Director Corporate & Community Services - Hodi Beauliv.

5. Disclosures of Interest N/A

6. Previous minutes: Moved Karen Norfolk, Seconded Doreen Greenham **Accepted.**

7. Business arising from Previous Minutes:

- Tony has had interim discussions with Chairperson Rachel Williams of the Strengthening Community Access, Inclusion and Wellbeing Advisory Committee regarding amalgamating the two committees. Will follow up. Consensus from the committee that this would be a good idea. Helen will add to SCAIW agenda.

8. General Business/Committee Priorities.

- **Hostel Update/Expansion.**

Discussion regarding the results stated in the Hostel expansion report.

Hodi – provided advice on ongoing costs for the Hostel continuing to operate with 15 bed extension.

Will need 83% occupancy to cover costs, then take into account depreciation, occupancy will need to be 90%.

Given that high care dementia care may attract extra government funding streams, Council still needs to cover any capital works that may arise.

Grant body advice – suggested council investigate exploring the option of seeing if another organisation would be interested in taking on Hostel operations.

Tony – Maybe council should go ahead with starting the build process and then sell, may be a more attractive proposition for perspective buyers?

Hodi – gain advice from other councils who have dealt with similar scenario. How have they gone about the process? What worked well? What didn't work well?

Glenn – Due to the length of time that has passed by and planning not thorough enough to gauge accurate costing for the build, Council will need to call for new tenders for the build. Pre-construction cost go towards making sure the tender process is done correctly. If the project goes over budget, council will not apply for a loan to finish the job.

Toni – Is council in danger of losing the grant money?

Mike – Reassured, council is not in danger of losing the Grant money.

### **Resignation from committee – Helen Murphy.**

Tony thanked Helen for her assistance and stated she is welcome back anytime.

Mike – reiterated Tony's words.

Helen wished the council and committee luck going forward.

Mia has agreed to take on the role of secretary – nominated by Tony, second Karen – **Accepted.**

### **Australia Day Organising Committee.**

Council is keen to for at least two volunteers from each advisory committee to form a committee to help organise an Australia Day event for the community. In the hope of attracting a broader spectrum of the community.

Tony Conway and Doreen Greenham have agreed to join this committee.

### **Recommendation to Council:**

Balranald Shire Council proceed with the “build” whilst council investigate the possibility of negotiating a sale of the “whole” Bidgee

Haven Retirement Hostel complex i.e., Aged Care, Dementia Care, and Independent living units.

Moved Doreen Greenham, Second Toni Tyrer **Accepted.**

- Meeting Closed at 7:32pm, Next Meeting December 9th, 2021  
Venue TBA,

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 CHRISTMAS/NEW YEAR OFFICE CLOSURE****Record Number:** D21.50794**Authorising Officer:** Glenn Wilcox, Acting General Manager**Operational Plan Objective:** Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.**OFFICER RECOMMENDATION**

1. That Council approves the closure of its office and operations over the Christmas /New Year period commencing 3pm on Friday 24th December and re-opening on Tuesday 2nd January 2022.
2. That adequate staffing be maintained for normal essential services and emergency call outs from Christmas to New Year, and throughout January.
3. The General Manager advertises Council's closure over the Christmas/New Year Period.

**PURPOSE OF REPORT**

To advise Council of the proposed arrangements for Council offices and staff over Christmas and New Year period.

**REPORT**

Council's office and depot have traditionally closed down between the Christmas and New Year period, which normally results in closure for three working days.

These 3 days leave are provided to staff, at the discretion of their Director, in lieu of additional hours worked and not remunerated throughout the year.

The office and depot closure will be from Friday 24th December 2021 to Tuesday 2nd January 2022 exclusive.

The majority of works staff are usually on block annual leave for four weeks over this period and January, however, arrangements will be in place for normal essential services and emergency call outs over this period.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil



**RISK RATING**

Low

**ATTACHMENTS**

Nil

**8.2 LOCAL GOVERNMENT PICNIC DAY**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.56825</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 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

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**OFFICER RECOMMENDATION**

1. That Council approve the Local Government Picnic Day in accordance with the NSW State Award on Monday 1st November 2021,
2. That Council close its Office to the public on Monday 1<sup>st</sup> November 2021, and
3. Council advertise the closure of the office on its website and other media.

**PURPOSE OF REPORT**

Under the NSW Local Government Award 2021, members of various unions can hold a picnic day and request leave.

**REPORT**

Annually, Council has permitted an annually picnic day to be undertaken following a request from the Union groups.

Council has received a written request from the USU to hold an annual picnic day on Monday 1st November 2021. Council should approve a combined union picnic day for staff that are within the three union groups on a single day as requested.

Council staff is represented by three union groups.

Staff members who are not union members shall be required to attend work on the 1st November and undertake duties as required. Council's workforce will be depleted at the Depot and the Office and the Office will need to be closed to the public on this day.

Council can request to the union to select an alternative day, however the selected day will not impact on Council.

**FINANCIAL IMPLICATION**

Council plans to allow staff members who are in unions to have an annual picnic day.

**LEGISLATIVE IMPLICATION**

The NSW Local Government Award allows staff in unions to have a picnic day.

**POLICY IMPLICATION**

Timely and accurate reporting for efficient management and accountability.

**RISK RATING**

No known risks, Council will have non-union staff available to work and undertake emergency services.

**ATTACHMENTS**

Nil

**8.3 REVIEW OF COUNCIL POLICIES**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57341</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</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> |

**OFFICER RECOMMENDATION**

That Council

1. Note the review of its Local Policies in accordance with section 165 Local Government Act 1993,
2. Advertise all policies for a period of 40 days to allow for public for comment; and
3. Consider all public comments at the time of adopting any policy.

**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, this should not remove the requirement for a review as required by the Act. Council is required to advertise the policies to the public.

**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.

**REPORT**

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. A full review of policies should be undertaken regularly to ensure compliance with legislation and general procedures for employment or within a work place.

A completed review of relevant policies is listed below.

**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**

There are no options but to develop the policy and procedures required under the Act, the Regulations or Standards applicable to Council. Some operational areas have had policies developed to ensure that staff are aware of issues around employment, bullying and harassment or general use of plant and other items.

**CONCLUSION**

Attached is 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.

**FINANCIAL IMPLICATION**

Council staff has prepared the policies and procedures in house and will seek support of our insurers and auditor to review and provide advice.

**LEGISLATIVE IMPLICATION**

Many of the policies are requirements of the Local Government Act or Regulations or standards that apply to Council. Council should not dismiss the requirements of the Act.

Policies have been reviewed by Councils internal Auditor Mr Keith Coates.

**POLICY IMPLICATION**

As attached

**RISK RATING**

Council is required to have many of the local policies listed below. Councils recent audit review process has been undertaken to ensure that Council follows all relevant State Government requirements. The policies as listed will assist Council to comply with the Act, regulations or standards expected.

**ATTACHMENTS**

1. **Draft Policies List - October 2021** [!\[\]\(f6ec0429e2f15dbd4a39b612501b6fa4\_img.jpg\)](#) 
2. **Section 165-167 of Local Government Act 1993** [!\[\]\(7af7f378eb8a73ac86e99d0b616ca2dd\_img.jpg\)](#) 

**Draft Policies for Reviewing – October 2021**

1. Draft Appointment and Oversight of the General Manager Policy
2. Draft Communication Devices Policy
3. Draft Complaints Management Policy
4. Draft Contractor WHS Management Policy
5. Draft Corporate Credit / Debit Card Policy
6. Draft Councillor Access to Information Policy
7. Draft Councillor Expense Policy
8. Draft Equal Employment Opportunity Policy
9. Draft Fraud and Corruption Policy
10. Draft Gifts and Benefits Policy
11. Draft Interaction Between Councillors and Staff Policy
12. Draft Internal Reporting Policy
13. Draft Investment Policy
14. Draft Privacy Management Plan
15. Draft Procurement and Disposal Policy
16. Draft Records Management Policy
17. Draft Risk Management Policy
18. Draft Secondary Employment Policy
19. Draft Smoke Free Workplace Policy
20. Draft Social Media Policy
21. Draft Staff Education and Training Policy
22. Draft Statement of Ethics Policy
23. Draft Volunteer Risk Management Procedure
24. Draft Volunteer Management Procedure
25. Draft Volunteer Manual
26. Draft Workplace Surveillance Policy
27. Employee Assistance Program

**Section 165 – 167 Local Government Act 1993****165 Amendment and revocation of local policy**

- (1) A council may amend a local policy adopted under this Part by means only of a local policy so adopted.
- (2) An amending local policy may deal with the whole or part of the local policy amended.
- (3) A council may at any time revoke a local policy adopted under this Part.
- (4) A local policy (other than a local policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election.

**166 Public notice of adoption of local policy**

The council must give public notice, in a form and manner prescribed by the regulations (or, if no form and manner are so prescribed, in a form and manner determined by the council), of the adoption or revocation (other than by section 165(4)) of a local policy.

**167 Public availability of local policy**

- (1) A local policy adopted under this Part by a council must be available for public inspection free of charge at the office of the council during ordinary office hours.
- (2) Copies of the local policy must also be available free of charge or, if the council determines, on payment of the approved fee.

**8.4 BETTER PRACTICE REVIEW**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57355</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</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**

1. That Council take immediate action to comply with the Recommendations made from the Better Practice Review to ensure compliance with the Local Government Act 1993 and associated legislation, and
2. That a rolling monthly report is prepared to Council as to compliance with the recommendations.

**PURPOSE OF REPORT**

This report is to provide advice on the outcomes of the Better Practice Review undertaken by Council, as reported to Councils September 2021 Ordinary Meeting.

**REPORT****BACKGROUND**

The operation of Council is subject to regulations that direct how and when Council must act. A review of Councils overall administration functions as part of the voluntary Better Practice Review process has been undertaken during September and October to identify areas that need to be addressed by Council to improve and ensure compliance with its legislative requirements.

**REPORT**

Council has taken 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. The review has also included an assessment of the directions order and compliance with Section 463F of the Local Government Act 1993.

A review of Councils overall Administration, policies, procedures and legislative requirements was reported to the Councils Internal Audit and Risk Committee and a copy of the final report by the internal auditor is attached.

This report identifies areas that require Council to act to ensure compliance with its administrative roles and to ensure that the community is aware of policies and process.

The report has been provided as an open public document to ensure that community transparency is being maintained and that Council is aware of administration and structural changes required.

**STAKEHOLDER CONSULTATION**

The Better Practice Review is attached to this report for public transparency.

**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.

### **CONCLUSION**

Council has undertaken a voluntary review of its Administration under the Better Practice Review audit process and identified areas requiring attention.

The Better Practice Review has been submitted to Councils Internal Audit and Risk Committee for review to ensure that Council manages its operations as per legislation.

### **FINANCIAL IMPLICATION**

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

### **LEGISLATIVE IMPLICATION**

Council has 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

### **ATTACHMENTS**

1. **BSC Promoting Better Practice Review 2021 - Keith Coates - October 2021** [!\[\]\(e04a2df4a948cc496cda3a868d1e74be\_img.jpg\)](#) 





# Promoting Better Practice Review 2021

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- **1. Introduction**

- 1.1 Between 2004 and 2014, the Office of Local Government conducted Promoting Better Practice Reviews (PBP) of the vast majority of Councils within NSW.

- 1.2 The PBP was designed to assess an individual council's performance and provide a "*health check*" to examine and determine whether the council had appropriate strategies, policies and systems and procedures in place within the following areas:

- Governance
- Strategic Planning
- Planning and Regulatory
- Asset and Finance
- Community and Consultation
- Workforce

- 

- 1.3 Council's Acting General Manager has requested IA (who had previously carried out a number of such reviews as a Senior Investigator/Solicitor for the then Department of Local Government) to undertake a modified PBP.

- 1.4 The BPB review was modified to exclude the topics of Strategic Planning and Community and Consultation as these areas were superseded by the introduction of the Integrated Planning and Reporting Framework (IP&R). IP&R has been a topic/area covered by IA in previous reports submitted to the ARIC.

- 1.5 It is noted that new IP&R Guidelines have been released in September 2021, which state Council's new Statutory and Regulatory requirements in relation to IP&R. These new Guidelines will provide Council with the information for the completion and implementation of the relevant processes to complete the various IP&R plans and sub-plans and community consultation process (Community Engagement Strategy).

- 1.6 Further, this report will focus on the areas of non-compliance or areas where a new policy or control has been drafted or implemented.

- 

- **2. Governance**

- 2.1 “Corporate governance refers to all the means by which entities are directed and controlled.” (Standards Australia, HB401-2004:12). Corporate governance is important because it enhances organisational performance, manages and minimises risks, increases the confidence of the community, ensures that an organisation is meeting its legal and ethical obligations, and assists in the prevention and detection of dishonest or unethical behaviour.

- 2.2 IA has previously examined Governance as part of the IA program and subsequently reported its findings to the ARIC. Thus, this report will focus on the areas identified within the PBP checklist/template that Council does not comply with or new control processes being designed and/or implemented.

- ***Values***

- 2.3 Council does not have a set of values that have been determined after consultation with its staff and elected body/administrator.

- 2.4 Council should consider conducting a survey that canvasses the values of the organisation and formalise them expressly in a formal values document.

- (Recommendation 1)

- ***Organisation Structure***

- 2.5 Pursuant to section 333 of the *Local Government Act 1993* (LGA) Council has determined its structure within the prescribed timeframes. It should be noted that the Acting General Manager is currently reviewing the structure of BSC.

- ***Code of Conduct***

- 2.6 Council has adopted the OLG Model Code of Conduct, Council has not added supplementary provisions. The Code is provided to staff at induction.

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- 2.7 Code of Conduct training was undertaken for all staff approximately 2 years ago. Council is conducting Code of Conduct training for all staff on the 14<sup>th</sup> of October 2021.
- 2.8 Council's Code of Conduct is available to members of the public via the OLG Model Code of Conduct Link on its website.

### ***Gifts and Benefits***

- 2.9 The Acting General Manager has drafted a Gifts and Benefits Policy. This new Policy will be put up for adoption at the next Council Meeting. The Policy is consistent with the core definitions and requirements prescribed under the Model Code of Conduct.
- 2.10 Council has a Gifts and Benefits Register (hard copy controlled Senior Executive Assistant). However, IA asked several staff members as to where it was located and the staff in question could not locate it or knew where it is housed.
- 2.11 BSC must ensure that its staff and the elected body are familiar with the Register and the requirements prescribed within the Policy for making an entry in it.
- (Recommendation 2)

### ***Communications Devices***

- 2.12 The Acting General Manager has drafted a Communications Devices Policy that sets forth the control for communication devices within BSC. The Policy will be put up for adoption at the next Council Meeting and then implemented across BSC.

***Business Ethics***

- 2.13 The Acting General Manager has drafted a Communications Devices Policy that sets forth the control for communication devices within BSC. The Policy will be put up for adoption at the next Council Meeting and then implemented.

***Risk Management***

- 2.14 The Acting General Manager has drafted a new Risk Policy. The Policy expressly states how Risk will be managed within BSC and provides examples of the key risks within the local government environment.
- 2.15 The Risk Policy prescribes the responsibilities for risk management within BSC. Council has enterprise-wide risk registers. However, these have not been updated for a number of months and need updating as soon as is practicable. (Recommendation 3)

***Fraud***

- 2.16 The Acting General Manager has drafted a new Fraud and Corruption Policy. IA has reviewed a number of higher risk (fraud) activities within BSC and reported its findings. However, BSC has not undertaken a systematic fraud risk assessment across BSC.
- 2.17 BSC should consider undertaking a systematic fraud risk assessment across the entire Council as soon as is practicable. (Recommendation 4)

***Legislative Compliance***

- 2.18 Council does not have a system to ensure its legislative and regulatory compliance obligations are met. IA conducted a review of this process and reported its findings in 2018.

- 2.19 The recommendations which included non-compliance registers and reporting procedures have now been addressed by the Acting General Manager who has drafted a suitable policy, procedure and register. These will be implemented as soon as is practicable.

***Procurement, Disposal and Tendering***

- 2.20 The acting GM has designed and drafted a comprehensive Procurement, Disposal and Tendering Policy.

- 2.21 The Policy will be put up for adoption at the next Council meeting.

***Privacy Management***

- 2.22 Council did not have a Privacy Management Plan (despite the fact that it is a legislative requirement).

- 2.23 The Acting General Manager has drafted a legislative compliant policy/plan and this will be put up for adoption and implementation.

***Records Management***

- 2.24 Records Management within BSC has been the subject of an IA review within the last 6 months. The recommendations contained within that report need to be addressed as soon as is practicable.

***Policy Register***

- 2.25 Council does not have a formal policy register. Policy documents have been housed in the main, within the HPE Content Manager System, however, other policies were located within other document systems.

- 2.26 Once the new policies (being drafted by the Acting General Manager) are formally implemented, Council should design a suitable policy register. (Recommendation 5)

***Delegations***

2.26 Council's Acting General Manager has drafted new delegations for BSC staff. These will be implemented as soon as is practicable.

***Expenses and Facility Policy***

2.27 The Acting General Manager has drafted an Expenses and Facility Policy. This policy is legislatively compliant and will be formally adopted in due course.

***Councillor and Staff Interaction***

2.28 The Acting General Manager has drafted an Interaction between Councillors and Staff Policy. This policy is consistent with Code of Conduct requirements and the policy will be adopted at the next Council meeting.

***Complaints Handling Policy***

2.29 The Acting General Manager has drafted a suitable Complaints Handling Policy. The Policy includes a tiered complaints review system and prescribes responsibility for the management of complaints.

***Public Interest Disclosure and Internal Reporting***

2.30 The Acting General Manager has drafted a Public Interest Disclosure and Internal Reporting Policy. This policy is consistent with the legislative requirements. The policy will be adopted at the next Council meeting.

***Information Technology***



2.31 Council does not have a formal overarching Communication Technology Plan. Council has not undertaken a thorough risk assessment and evaluation of its IT System.

2.32 Council must consider undertaking a review and risk assessment of its IT System by qualified persons and then consider the implementation of any recommendations made.  
(Recommendation 6)

- **3. Planning and Regulatory**

- 

- ***Strategic Land Use Plan Instruments***

- 3.1 Council has a strategic land use plan 2010 (on its G-drive). This document is 11 years old and should be reviewed as soon as is practicable.

- (Recommendation 7)

- 3.2 Council has an LEP (2010). There is no formal program to review and update the LEP. IA is advised that the LEP is updated only when required. I note that the OLG considers it best practice to review planning instruments once every 5 years. Council should consider the utility in undertaking a review of its LEP.

- (Recommendation 8)

- 3.3 The LEP identifies exempt and complying development within the council area.

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- ***Development Application Process***
- 3.4 Council does not have a procedures manual to assist staff when assessing DAs. However, a checklist is used during the assessment process that provides statutory compliance guidance. Council management should determine the utility in designing and implementing a full procedures manual for DA assessments.
- (Recommendation 9)
- 3.5 Council does not have a documented pre-lodgement advice process for development applicants. Advice is provided only if requested. The pre-lodgement advice is considered to be best practice by the OLG. BSC management should consider the utility in implementing a formal advice process.
- (Recommendation 10)
- 3.6 At the local level, Council does not have an independent assessment panel for DAs. A statutory threshold for referral is stated within the EP&A Act that triggers the use of a joint regional planning panel. That panel consists of an independent and two Sydney based consultants.
- 3.7 Council has not formally evaluated its development assessment processes or undertaken a risk assessment of the process. Council should consider undertaking such an assessment as soon as is practicable.
- (Recommendation 11)
- 3.8 Turnaround times for DAs are not reported to Council or Senior Management. This should be reported on a quarterly basis to the senior management team and the elected body.
- (Recommendation 12)
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- 3.9 Approximately 90% of DAs are assessed under delegated authority. The criteria for referral to Council is not formalised and is ad-hoc based on what Council has historically looked at. Council should determine specific referral criteria.
- (Recommendation 13)
- 3.10 Pursuant to section 375 of the LGA, Council must keep a register of planning decisions (identification of councillors who support or oppose a planning decision). IA is advised Council does not have a register for planning decisions.
- Council should implement a compliant register as soon as is practicable.
- (Recommendation 14)
- 3.11 Council does not have a formal reporting mechanism for regular reporting to senior staff and the elected body in relation to development matters before a court or tribunal. Council should consider implementing a formal reporting requirement for such matters.
- (Recommendation 15)
- 
- ***Contribution Plans***
- 3.12 Council does not currently have in place any form of developer contribution plan (such as s94 plans). Council should consider this as soon as practical as this process could provide another source of revenue.
- (Recommendation 16)
- 
- ***Enforcement***
- 3.13 Council does not have a program for monitoring compliance with environmental requirements. Council does not have an enforcement and prosecution policy.

- 3.14 BSC should consider implementing a program and an enforcement and prosecution policy.

- (Recommendation 17)

- 3.15 Council does not have a system for reporting and investigating reports of non-compliance or unauthorised development. Council should implement such a system as soon as is practicable.

- (Recommendation 18)

- 3.16 Council does not have a formal compliance program for operations it is required to monitor under the public health legislation. Council checks food premises pursuant to the legislation but does not monitor skin penetration businesses within the LGA. Council should formalise these requirements and undertake all public health requirements it is mandated to under statute.

- (Recommendation 19)

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- ***Environmental Management***

- 3.17 Council does not have a stormwater management plan or a waste management strategy. There is a statutory requirement to have a formal stormwater management plan prior to levying an annual stormwater charge (within Council's rate structure). BSC should draft and implement suitable plans as soon as is practicable.

- (Recommendation 20)

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- ***Companion Animals***

- 3.18 Council does not have a companion animals management plan in place. This is a high risk. If a serious dog attack took place within the LGA, Council is vulnerable to legal action. Council should implement a formal companion animal plan as soon as possible. Council does not have ranger position within

its structure. Council should determine the need for the position as it is IAs view that it is a high risk not to have this position within the LGA.

- (Recommendation 21)

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- ***Water Safety***

- 3.19 Council has a pool inspection program. The Pool Register is currently being updated. IA is advised that the inspection process has finalised approximately 50% to 60% of mandatory inspections. This is due to a lack of resources. This issue of resourcing should be considered by senior management.

- (Recommendation 22)

- 

- **4. Workforce**

- 4.1 The Workforce component was completed with the assistance of Human Resources Support Contractor (HR).

- ***Workforce Plan and Strategy***

- 4.2 Council's Acting General Manager has prepared and drafted a comprehensive Workforce Plan and Strategy (the Plan), which is ready for adoption and implementation.

- 4.3 The Plan addresses the following key areas:

- Current workforce challenges.
- Safety and wellbeing of staff.
- Building staff career paths.
- Developing a succession planning program.
- Attraction and recruitment processes.
- Leadership capabilities.

- Maintaining a diverse workforce.
  - Forecasting workforce requirements (in relation to the current delivery program needs and future needs).
  -
- 4.4 The Plan identifies the current positions within the staff structure as approved by Council in March 2021.
- 
- 
- ***Human Resources Policy & Procedure Manual***
- 4.5 The Acting General Manager, in conjunction with the HR Support Contractor, have designed and drafted policies in relation to the HR requirements of BSC.
- 4.6 The policies are to be adopted and implemented within a short time-frame and these policies and procedures will form the BSC Human Resources Policy & Procedure Manual.
- 
- ***Succession Planning***
- 4.7 BSC does not currently have succession plans nor has BSC conducted a risk assessment of its key positions and identified vulnerable areas of operations (in relation to losing key staff members).
- 4.8 As stated above, the new Workforce Plan and Strategy, states the requirement of developing a succession planning program. BSC must ensure that adequate resources are provided to undertake this program as soon as is practicable.
- (Recommendation 23)
- 
- ***Employee Surveys***

- 4.9 Council conducted a staff survey in February 2021. The results and findings were collated. However, no work has been undertaken in relation to progressing the results into identifiable actions/strategies.
- 4.10 BSC should review the findings of its Staff Survey (February 2021) and determine what actions should be undertaken/addressed.
- (Recommendation 24)
- 
- 
- ***Consultative Committee***
- 4.11 BSC has an operational Consultative Committee. The Committee has met each quarter over the previous 12 months (minutes sighted). The committee composition appears sound/adequate for BSC.
- 4.12 The Consultative Committee has a formal Constitution. However, the Constitution has not been reviewed in over 5 years. BSC should review the Constitution as soon as is practicable.
- (Recommendation 25)
- ***Recruitment and Selection***
- 4.13 Council does not have a current recruitment policy or formalised process. There is an old Recruitment Policy dated 2006.
- 4.14 Council should develop a recruitment policy/procedure and implement it as soon as is practicable.
- (Recommendation 26)
- ***Equal Employment Opportunity***
- 4.15 The Acting General Manager has drafted a EEO Policy/Plan pursuant to section 345 of the LGA. The Plan is to be adopted at the next Council meeting.

- ***Induction Program***

- 4.16 Council formalised its induction checklist in 2021 (sighted by IA and a number of processes).
- 4.17 BSC is working on an induction manual to be provided to new staff as part of the process.

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- ***Training Plan***

- 4.18 Pursuant to the Local Government (State) Award, Council must develop a training plan for its staff members and a budget to undertake the Plan's requirements.
- 4.19 This issue has been canvassed within the HR Audit of 2019. Council still has not developed this key document. BSC should draft and implement a suitable plan as soon as is practicable.

- (Recommendation 27)

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- ***Grievance Management***

- 4.20 The Acting General Manager has drafted a Grievance Management Policy/Plan. The Plan is to be adopted.

- 

- ***Work Health and Safety***



- 4.21 The Acting General Manager has drafted a WHS System Policy. The new System is to be adopted.
- 4.22 At present Council does not conduct systematic work place risk assessments. Council should undertake such assessments as a matter of urgency.
- (Recommendation 28)
- 4.23 Council does not include health and safety responsibilities/demands within Position Descriptions (PDs). Council should include these requirements within PDs.
- (Recommendation 29)
- 
- 
- ***Workplace Injury and Lost Time***
- 4.24 Information is currently reported to Council's insurer, StateCover. On a quarterly basis, StateCover provides a report to BSC on all injuries, lost time and incidents. The information was presented to the ARIC by the then Risk and Human Resources Officer.
- 4.25 This financial year (year to date), new claims/net insured has reached \$296,857 as compared to \$6925 in the previous financial year.
- 4.26 Hours lost in the current financial year (year to date) is 414 as compared to 68 for the previous financial year.
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- ***Secondary Employment***
- 4.27 The Acting General Manager has drafted a Secondary Employment Policy. The Policy is to be adopted at the next Council meeting.
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- ***Exit of Staff***

- 4.28 Formally interviewing staff via an exit interview is *ad-hoc*. BSC should implement a suitable process to capture such information.

- (Recommendation 30)

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- **5. Asset and Financial Management**

- ***Long-term Asset Strategy***

- 5.1 Council has a long-term asset strategy. However, the strategy expires in 2021. Council should update the strategy as soon as is practicable.

- (Recommendation 31)

- ***Asset Maintenance Program***

- 5.2 Council does not have a formal asset maintenance program. Asset maintenance is currently *ad-hoc*. Council should implement an appropriate asset maintenance program as soon as is practicable.

- (Recommendation 32)

- 5.3 Council does not have an unplanned maintenance budget. Council should consider the utility in having an unplanned maintenance budget.

- (Recommendation 33)

- 5.4 Council does not have a plant replacement policy. Council should implement an appropriate policy in due course.

- (Recommendation 34)
- 
- ***Land Assets***
- 5.5 Council does not have a land register (s53 LGA). Council must implement a suitable land register as soon as is practicable.
- (Recommendation 35)
- 5.6 Council does not have plans of management of all of its community land (s36 LGA). Council must implement plans of management for all of its community land.
- (Recommendation 36)
- 5.7 Council does not keep a register for leases and licences for land it owns or controls. BSC should implement a suitable register as soon as is practicable.
- (Recommendation 37)
- 
- ***Crown Reserve Funds***
- 5.8 Council does not deposit income generated for crown lands into a trust account/fund (section 411 LGA and Clause 204 LG Regs). Such monies are deposited into Council's general revenue fund. Council should ensure monies from crown lands under its control are deposited into an appropriate trust account.
- (Recommendation 38)
- 
- ***Policy on Borrowing***

- 5.9 Council does not have a policy on borrowing or the use of loans. Council should consider the need for such a policy and if required, BSC should implement a suitable policy as soon as is practicable.

- (Recommendation 39)

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- ***Debt Recovery Strategy***

- 5.10 Council does not have a formal debt recovery strategy. Council should consider implementing a suitable strategy as soon as is practicable.

- (Recommendation 40)

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- **NOTE:**

- IA has not rated the priority of the recommendations within this report. Management should look at the matters raised and determine if BSC is capable of undertaking the recommendation in question, determine the resources required, state the action proposed and state an approximate time-frame for completion/implementation.

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| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (2) ACTION PROPOSED                                | (3) TIME FRAME                                     | (4) RESPONSIBILITY                                 | (5) PROGRESS REPORT                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <ul style="list-style-type: none"> <li>1</li> <li>Council should consider conducting a survey that canvasses the values of the organisation and formalise them expressly in a formal values document.</li> <li></li> </ul>                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> |
| <ul style="list-style-type: none"> <li>2</li> </ul> <p>Council has a Gifts and Benefits Register (hard copy controlled Senior Executive Assistant). However, IA asked several staff members as to where it was located and the staff in question could not locate it or knew where it is housed.</p> <p>BSC must ensure that its staff and the elected body are familiar with the Register and the requirements prescribed within the Policy for making an entry in it.</p> | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                | (2) ACTION PROPOSED                                | (3) TIME FRAME                                     | (4) RESPONSIBILITY                                 | (5) PROGRESS REPORT                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <ul style="list-style-type: none"> <li>3</li> <li>The Risk Policy prescribes the responsibilities for risk management within BSC. Council has enterprise-wide risk registers. However, these have not been updated for a number of months and need updating as soon as is practicable.</li> </ul> |                                                    |                                                    |                                                    |                                                    |
| <ul style="list-style-type: none"> <li>4</li> <li>BSC should consider undertaking a systematic fraud risk assessment across the entire Council as soon as is practicable.</li> <li></li> </ul>                                                                                                    | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> |

| (1) RECOMMENDATION                                                                                                                                                                                                                                            | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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|                                                                                                                                                                                                                                                               |                     |                |                    |                     |
| <ul style="list-style-type: none"> <li>5</li> <li>Once the new policies (being drafted by the Acting General Manager) are formally implemented, Council should design a suitable policy register.</li> </ul>                                                  | •                   | •              | •                  | •                   |
| <p>6</p> <p>Council must consider undertaking a review and risk assessment of its IT System by qualified persons and then consider the implementation of any recommendations made.</p> <ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                        | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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| •                                                                                                                                                                                                                                                                                                                                                                                         |                     |                |                    |                     |
| <p><b>7</b></p> <p>Council has a strategic land use plan 2010 (on its G-drive). This document is 11 years old and should be reviewed as soon as is practicable.</p>                                                                                                                                                                                                                       | •                   | •              | •                  | •                   |
| <p><b>8</b></p> <ul style="list-style-type: none"> <li>Council has an LEP (2010). There is no formal program to review and update the LEP. IA is advised that the LEP is updated only when required. I note that the OLG considers it best practice to review planning instruments once every 5 years. Council should consider the utility in undertaking a review of its LEP.</li> </ul> | •                   | •              | •                  | •                   |



| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                |                    |                     |
| <p><b>9</b></p> <ul style="list-style-type: none"> <li>Council does not have a procedures manual to assist staff when assessing DAs. However, a checklist is used during the assessment process that provides statutory compliance guidance. Council management should determine the utility in designing and implementing a full procedures manual for DA assessments.</li> </ul> <p><b>10</b></p> <ul style="list-style-type: none"> <li>Council does not have a documented pre-lodgement advice process for development applicants. Advice is provided only if requested. The pre-lodgement advice is considered to be best practice by the OLG. BSC management should consider the utility in implementing a formal advice process.</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                |                    |                     |
| <p><b>11</b></p> <ul style="list-style-type: none"> <li>Council has not formally evaluated its development assessment processes or undertaken a risk assessment of the process. Council should consider undertaking such an assessment as soon as is practicable.</li> </ul> <p><b>12</b></p> <ul style="list-style-type: none"> <li>Turnaround times for DAs are not reported to Council or Senior Management. This should be reported on a quarterly basis to the senior management team and the elected body.</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                        | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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|                                                                                                                                                                                                                                                                                                                                                           |                     |                |                    |                     |
| <p><b>13</b></p> <ul style="list-style-type: none"> <li>Approximately 90% of DAs are assessed under delegated authority. The criteria for referral to Council is not formalised and is ad-hoc based on what Council has historically looked at. Council should determine specific referral criteria.</li> </ul>                                           | •                   | •              | •                  | •                   |
| <p><b>14</b></p> <ul style="list-style-type: none"> <li>Pursuant to section 375 of the LGA, Council must keep a register of planning decisions (identification of councillors who support or oppose a planning decision). IA is advised Council does not have a register for planning decisions.</li> <li>Council should implement a compliant</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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| register as soon as is practicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                |                    |                     |
| <p><b>15</b></p> <ul style="list-style-type: none"> <li>Council does not have a formal reporting mechanism for regular reporting to senior staff and the elected body in relation to development matters before a court or tribunal. Council should consider implementing a formal reporting requirement for such matters.</li> </ul> <p><b>16</b></p> <ul style="list-style-type: none"> <li>Council does not currently have in place any form of developer contribution plan (such as s94 plans). Council should consider this as soon as practical as this process could provide another source of revenue.</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                 | (2) ACTION PROPOSED                                 | (3) TIME FRAME                                      | (4) RESPONSIBILITY                                  | (5) PROGRESS REPORT                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| <ul style="list-style-type: none"> <li>•</li> <li>• <b>17</b></li> <li>• Council does not have a program for monitoring compliance with environmental requirements. Council does not have an enforcement and prosecution policy.</li> <li>• BSC should consider implementing a program and an enforcement and prosecution policy.</li> <li>•</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p><b>18</b></p> <ul style="list-style-type: none"> <li>• Council does not have a system for reporting and investigating reports of non-compliance or unauthorised development. Council should implement such a system as soon as is practicable.</li> </ul>                                                                                                       | <ul style="list-style-type: none"> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                     | (2) ACTION PROPOSED                               | (3) TIME FRAME                                    | (4) RESPONSIBILITY                                | (5) PROGRESS REPORT                               |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                   |                                                   |                                                   |                                                   |
| <p><b>19</b></p> <ul style="list-style-type: none"><li>• Council does not have a formal compliance program for operations it is required to monitor under the public health legislation. Council checks food premises pursuant to the legislation but does not monitor skin penetration businesses within the LGA. Council should formalise these requirements and undertake all public health requirements it is mandated to under statute.</li></ul> | <ul style="list-style-type: none"><li>•</li></ul> | <ul style="list-style-type: none"><li>•</li></ul> | <ul style="list-style-type: none"><li>•</li></ul> | <ul style="list-style-type: none"><li>•</li></ul> |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                 | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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| <p><b>20</b></p> <ul style="list-style-type: none"> <li>Council does not have a stormwater management plan or a waste management strategy. There is a statutory requirement to have a formal stormwater management plan prior to levying an annual stormwater charge (within Council's rates). BSC should draft and implement suitable plans as soon as is practicable.</li> </ul> |                     |                |                    |                     |
| <p><b>21</b></p> <ul style="list-style-type: none"> <li>Council does not have a companion animals management plan in place. This is a high risk. If a serious dog attack took place within the LGA, Council is vulnerable to legal action. Council</li> </ul>                                                                                                                      | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                  | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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| should implement a formal companion animal plan as soon as possible. Council does not have ranger position within its structure. Council should determine the need for the position as it is IAs view that it is a high risk not to have this position within the LGA.                                                                                              |                     |                |                    |                     |
| <b>22</b> <ul style="list-style-type: none"> <li>Council has a pool inspection program. The Pool Register is currently being updated. IA is advised that the inspection process has finalised approximately 50% to 60% of mandatory inspections. This is due to a lack of resources. This issue of resourcing should be considered by senior management.</li> </ul> | •                   | •              | •                  | •                   |
| <b>23</b> <ul style="list-style-type: none"> <li>As stated above, the new Workforce Plan and</li> </ul>                                                                                                                                                                                                                                                             | •                   | •              | •                  | •                   |



| (1) RECOMMENDATION                                                                                                                                                                                                                               | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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| Strategy, states the requirement of developing a succession planning program. BSC must ensure that adequate resources are provided to undertake this program as soon as is practicable.                                                          |                     |                |                    |                     |
| <b>24</b> <ul style="list-style-type: none"> <li>BSC should review the findings of its Staff Survey (February 2021) and determine what actions should be undertaken/addressed.</li> </ul>                                                        | •                   | •              | •                  | •                   |
| <b>25</b> <ul style="list-style-type: none"> <li>The Consultative Committee has a formal Constitution. However, the Constitution has not been reviewed in over 5 years. BSC should review the Constitution as soon as is practicable.</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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| <p><b>26</b></p> <ul style="list-style-type: none"> <li>Council should develop a recruitment policy/procedure and implement it as soon as is practicable.</li> </ul> <p><b>27</b></p> <ul style="list-style-type: none"> <li>Pursuant to the Local Government (State) Award, Council must develop a training plan for its staff members and a budget to undertake the Plan's requirements.</li> <li>This issue has been canvassed within the HR Audit of 2019. Council still has not developed this key document. BSC should draft and implement a suitable plan as soon as is practicable.</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                               | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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| <p><b>28</b></p> <ul style="list-style-type: none"> <li>At present Council does not conduct systematic work place risk assessments. Council should undertake such assessments as a matter of urgency.</li> </ul>                 | •                   | •              | •                  | •                   |
| <p><b>29</b></p> <ul style="list-style-type: none"> <li>Council does not include health and safety responsibilities/demands within Position Descriptions (PDs). Council should include these requirements within PDs.</li> </ul> | •                   | •              | •                  | •                   |
| <p><b>30</b></p> <ul style="list-style-type: none"> <li>Formally interviewing staff via an exit interview is <i>ad-hoc</i>. BSC should implement a suitable process to capture such information.</li> </ul>                      | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                   | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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|                                                                                                                                                                                                                                                      |                     |                |                    |                     |
| <p><b>31</b></p> <ul style="list-style-type: none"> <li>Council has a long-term asset strategy. However, the strategy expires in 2021. Council should update the strategy as soon as is practicable.</li> </ul>                                      | •                   | •              | •                  | •                   |
| <p><b>32</b></p> <ul style="list-style-type: none"> <li>Council does not have a formal asset maintenance program. Asset maintenance is currently <i>ad-hoc</i>. Council should implement an appropriate asset maintenance program as soon</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                              | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|--------------------|---------------------|
| as is practicable.                                                                                                                                                                                                              |                     |                |                    |                     |
| <b>33</b> <ul style="list-style-type: none"> <li>Council does not have an unplanned maintenance budget. Council should consider the utility in having an unplanned maintenance budget.</li> <li></li> <li></li> <li></li> </ul> | •                   | •              | •                  | •                   |
| <b>34</b> <ul style="list-style-type: none"> <li>Council does not have a plant replacement policy. Council should implement an appropriate policy in due course.</li> </ul>                                                     | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                           | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                |                    |                     |
| <p><b>35</b></p> <ul style="list-style-type: none"> <li>Council does not have a land register (s53 LGA). Council must implement a suitable land register as soon as is practicable.</li> </ul>                                                                                                                                                                                                                                                               | •                   | •              | •                  | •                   |
| <p><b>36</b></p> <ul style="list-style-type: none"> <li>Council does not have plans of management of all of its community land (s36 LGA). Council must implement plans of management for all of its community land.</li> </ul> <p><b>37</b></p> <ul style="list-style-type: none"> <li>Council does not keep a register for leases and licences for land it owns or controls. BSC should implement a suitable register as soon as is practicable.</li> </ul> | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                        | (2) ACTION PROPOSED | (3) TIME FRAME | (4) RESPONSIBILITY | (5) PROGRESS REPORT |
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|                                                                                                                                                                                                                                                                                                                                                                           |                     |                |                    |                     |
| <p><b>38</b></p> <ul style="list-style-type: none"> <li>Council does not deposit income generated for crown lands into a trust account/fund S411 LGA and Clause 204 LG Regs). Such monies are deposited into Council's general revenue fund. Council should ensure monies from crown lands under its control are deposited in to an appropriate trust account.</li> </ul> | •                   | •              | •                  | •                   |
| <p><b>39</b></p> <ul style="list-style-type: none"> <li>Council does not have a policy on borrowing or the use of loans. Council should consider the need for such a policy and if required, BSC should implement a suitable policy as soon as is</li> </ul>                                                                                                              | •                   | •              | •                  | •                   |

| (1) RECOMMENDATION                                                                                                                                                                                           | (2) ACTION PROPOSED                              | (3) TIME FRAME                                   | (4) RESPONSIBILITY                               | (5) PROGRESS REPORT                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| practicable.                                                                                                                                                                                                 |                                                  |                                                  |                                                  |                                                  |
| <b>40</b> <ul style="list-style-type: none"><li>Council does not have a formal debt recovery strategy.</li><li>Council should consider implementing a suitable strategy as soon as is practicable.</li></ul> | <ul style="list-style-type: none"><li></li></ul> | <ul style="list-style-type: none"><li></li></ul> | <ul style="list-style-type: none"><li></li></ul> | <ul style="list-style-type: none"><li></li></ul> |

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**8.5 DISCLOSURE OF INTEREST RETURNS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Record Number:</b>              | <b>D21.57442</b>                                                                                                                     |
| <b>Authorising 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 Council notes the disclosure of interest register as tabled.

**PURPOSE OF REPORT**

In accordance with the Code of Conduct, Clause 4.21 and Schedule 2 it is a requirement to disclose pecuniary interests and other matters by designated personnel.

**REPORT**

Pecuniary interest returns for the period 1 July 2020 to 30 June 2021 were due for submission to Council by 30 September 2021 for the Administrator and relevant staff that held office at 30 June 2021.

The disclosure of interest register is available upon request and Pecuniary Interest forms are available on our website for public viewing.

Under Clause 4.21, Schedule 2 of the Code of Conduct designated persons holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed in the regulations.

[Disclosure of interests in written returns](#)

A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor or designated person, and
- (b) 30 June of each year, and
- (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Code of Conduct

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**9 CORPORATE & COMMUNITY SERVICES REPORTS****9.1 REQUEST FOR EXTENSION OF EXTERNAL AUDIT**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57347</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</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

1. Note that an extension of time has been requested under Section 416 Local Government Act 1993 due to Council not being able to complete the 2020/2021 financial audit of its accounts;
2. Advertise for suitably qualified persons to contract to Council to maintain, report and undertake the management of Councils 2021/22 budget and financial process; and
3. Have controls in place to require monthly reporting to Council on the financial outcomes being undertaken to comply with future internal and external audit.

**PURPOSE OF REPORT**

This report is to provide advice that Council has been required to seek approval from the Office of Local Government under s416 Local Government Act 1993 for an extension to the external auditing of its 2020/21 financial accounts.

**BACKGROUND**

Council is required under section 416 Local Government Act 1993 to have its financial accounts and procedures examined and reported by an external auditor to the NSW Audit Office annually. This is a second consecutive year that Council has not been able to meet the requirements under the Act.

**REPORT**

Council has been required to self-report to the NSW Office of Local Government that it cannot meet the reporting time frames required under the Local Government Act 1993 for an external audit.

This is a second year that this failure to meet the legal time frames has occurred at Balranald Shire due to the end of year financial information not being complete for submission to the external auditors.

Further, that Council has not met its legal obligations to address the issues raised by the external auditors in their audit letters and a number of outstanding matters remain unsolved.

As this appears to be a systemic problem in Council due to knowledge and ability of the present and past staff, it is recommended that Council needs to take immediate steps to seek external assistance on a permanent basis to have all its financial information and processes conducted outside of the organisation by persons with a complete understanding of local government finances, reporting and audit functions in NSW.

This step is a necessary action to support Council and to ensure that it remains financially viable. Councils are not required by legislation to have in-house services and recent staffing changes at Balranald have indicated that staff knowledge and abilities are not to the standards required to

continue in-house financial management. Further, that this trend has been occurring over time and that Balranald Shire will not be able to have appropriate people undertake this process with any confidence.

If adopted, Council will make the required changes to its Workforce Plans and discuss these changes with all required staff organisations.

Covid has taught all organisations that they can remain viable with staff working remotely. As Council will not be able to attract the experienced staff required for the long-term management of finances, the Council should look for external assistance.

This report has been provided as an open public document to ensure that community transparency is being maintained and that Council is aware of administration and structural changes required.

### **RISK IMPLICATIONS**

Council has made the legal requests required to seek an extension to the external audit time frames.

Council is under Administration and as such it is subject to a higher level of review than many other Council's. Council has not met past time frames for external audits and has not completed the required advice from past audits or worked towards satisfying the required directions.

The Office of Local Government may wish to implement further reviews or actions to bring Council into future compliance.

### **STAKEHOLDER CONSULTATION**

This report has been provided for public transparency.

### **OPTIONS**

The Council has taken action to self-report and request an extension of time as permitted under S416 Local Government Act 1993.

No other option exists.

The recommendation included in this report is to move Councils financial management to an external person or group that can manage the financials, budget process, variations and required reporting to comply with the Australian Accounting Standards and the legislative requirements.

Council can determine to continue the status quo and keep in house staff financial services.

### **CONCLUSION**

Council has been required to self-report its inability to meet legislative requirements as to the auditing of its end of year financial accounts and process.

Recommendations have been put forward to seek alternative assistance for long term financial management from external parties.

### **FINANCIAL IMPLICATION**

Council has been required to self-report that it cannot meet the required periods established by legislation for the 2020/21 financial audit.

To complete the budgets and reporting, Council has employed external consultants to manage the process and to report its finances.

The cost of the financial audit process will exceed the budgeted cost due to the delays and the costs associated with the employment of external consultants.

**LEGISLATIVE IMPLICATION**

Council has self-reported to the Office of Local Government under S416 Local Government Act 1993 that it cannot meet the external audit time frames and has sought approval for an additional three months to undertake this work.

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate

**ATTACHMENTS**

Nil

**9.2 RATES REVIEW - MINING OCTOBER 2021**

|                                    |                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57344</b>                                                                        |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</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

1. Undertake a review of its rating structure and look at the introduction of a Mining Rate in the 2022/23 financial year;
2. That Council contact Ipart to discuss the development of a Special Rate Variation to allow a new mining rate to be included outside the General Rate levies that presently exist, to ensure that any changes to mining or State Significant developments does not require the general rates to cover the loss of mining rate income, and
3. That Council contact the NSW Valuer Generals Office to request advice on the introduction of a mining rate, the means of valuation for metalliferous and non-metalliferous mines that may exist in Balranald Shire Council.

**PURPOSE OF REPORT**

This report is to seek Councils approval to introduce a Mining Rate from 2022/23.

**BACKGROUND**

Council as part of its improvement process was required to undertake a review into its rating structure and look at the introduction of a mining rate. Council had undertaken a review by Morrison and Lowe as part of an SRV submission in 2017 and determined not to introduce a mining rate.

**REPORT**

Council has undertaken a number of reviews into its rating structure since 2017, which have resulted in a general Special Rate Variation across all rate categories. Council had previously received a report on the creation of a new rate category for mining. This report was never adopted and mining was placed under a Business category.

This report has been prepared to initiate a review of a mining category and to discuss the proposal with Ipart to create a Special Rate Variation for mining that operates outside the general rating categories.

The reason to isolate mining from the general rate categories is due to the periods that mines operate within and the boom and bust nature of metalliferous mining across western NSW. By operating outside general rate categories it allow the general rates to move as per normal valuation standards and assessment from the Valuer Generals Office and not include the mining component that can artificially lessen general rates (when the mine is operational) or artificially increase general rates at the closure of a mine.

As part of this review all categories of mining shall be examined in the shire and the correct rating structure applied with the assistance of the Valuer Generals office.

A request to Ipart will need to be made in November 2021 to allow the assessment process to be undertaken and the rate categories to be advertised with the Operational Plan 2022/23 in March 2022.

The report has been provided as an open public document to ensure that community transparency is being maintained and that Council is aware of administration and structural changes required.

**RISK IMPLICATIONS**

Council shall undertake an assessment with Ipart to determine a mine rate. Mine rates are a permissible rate under the Local Government Act 1993 and regulations subject to community notification process.

The risk will be minimal if Council complies with the Rating requirements under the Act.

**STAKEHOLDER CONSULTATION**

Council will be required to notify mines or persons that are to be reclassified into the mining rate category.

**OPTIONS**

The Council may decide to develop a mining category or to not create a mining category.

**CONCLUSION**

This report is to request Council to commence a review into the inclusion of a mining rate category and to commence negotiations with Ipart to allow a stand-alone Special Rate Variation to exist for mining that is outside the general rate categories.

**FINANCIAL IMPLICATION**

Council is required to review its financial base including rates to ensure that it is receiving the correct income as permitted under the Local Government Act 1993

**LEGISLATIVE IMPLICATION**

Council will prepare reports and applications to Ipart to request a Special Rate Variation.

**RISK RATING**

Moderate

**ATTACHMENTS**

Nil

**9.3 INVESTMENT POLICY**

**Record Number:** D21.57400

**Authorising 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 adopts the Draft Investment Policy.

**PURPOSE OF REPORT**

To advise Council of the results of the public exhibition and advertising of the Investment Policy.

**REPORT**

Council at the August Ordinary Council Meeting resolved to advertise the Draft Investment Policy for review and comments from our community.

The Investment Policy was placed on public exhibition on Council's website and advertised in The Guardian.

Council has not received any comments in regards to the advertised policy.

The Draft Investment Policy has been developed to provide guidelines for Council's:

- investment philosophy
- overall risk philosophy
- investment objectives and expectations
- staff roles and responsibilities in the investment process
- requirements for compliance with the policy's goals and procedures

**FINANCIAL IMPLICATION**

The investment policy guides Council's investments, which impacts on the amount of investment revenue received.

**LEGISLATIVE IMPLICATION**

*Local Government Act 1993*

*Local Government Regulation General 2012*

**POLICY IMPLICATION**


Investment Policy

**RISK RATING**

Low

**ATTACHMENTS**

1. Investment Policy Council Reviewed October 2021 [↓](#) 

|                                                                                   |                   |  |              |              |
|-----------------------------------------------------------------------------------|-------------------|--|--------------|--------------|
|  | INVESTMENT POLICY |  | Doc No. 1    |              |
|                                                                                   |                   |  | Version      | Date         |
|                                                                                   |                   |  | 2            | October 2021 |
| Controller                                                                        | Approved by:      |  | Review Date  |              |
|                                                                                   | Council           |  | October 2023 |              |
| Finance Manager                                                                   | Minute Number TBC |  |              |              |

## POLICY OBJECTIVE

The objectives of this policy are to:

- Provide a framework for investing Council's funds at the most favourable rate, whilst
- Ensuring consideration is given to the preservation of capital, liquidity, level of risk and security

## SCOPE

This policy applies to all Council investments.

## POLICY STATEMENT

This policy is to ensure Council:

1. Protects Council/rate payers' capital whilst earning an acceptable income from investments.
2. Have appropriate working capital funds available to carry out its strategic objectives as outlined in the Delivery Program and Resourcing Strategies.
3. Holds a reasonable level of funds that are immediately accessible in the event of a disaster or unexpected failure of infrastructure.
4. Meets its liability commitments as they fall due.
5. Legally restricted funds are appropriately accounted for and invested to earn reasonable income towards their purposes. Legally restricted funds include unexpended grants, etc.
6. Resolves to set aside investments for particular purposes and these funds earn interest towards those purposes and are readily available when called upon (it should be recognised that these funds are by policy of Council only and have no enduring legal status that would bind a future Council).

### Prudent Person Standard

The investment portfolio will be managed with the care, diligence, and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.



### Risk Management Guidelines

Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance and are to be considered in the light of the following considerations:

- Preservation of Capital - the requirement for preventing losses in an investment portfolio's total value (the time value of money)
- Diversification - the requirement to place investments in a broad range of products so as not to be over exposed to an entity or sector of the market
- Credit Risk - the risk that a council has invested in fails to pay interest and/ or principal on maturity
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period
- Maturity Risk - the risk relating to the length of term to maturity of the investment, the larger the term, the greater the length of exposure and risk to market volatilities
- Leveraging Risk - the magnification of an investor's risk and return that occurs when the investor takes on financial leverage through an investment product

### Approved Investments

Investments are limited to those allowed by the Ministerial Investment Order (2011) issued by the NSW Minister of Local Government. This policy limits the types of investments to:

- Interest-bearing deposits or senior bonds issued by an authorised deposit taking institution (ADI)
- Securities issued by the Commonwealth Government, any State of the Commonwealth, or a Territory
- Any debentures or securities issued by a Council (within the meaning of the Local Government Act 1993)
- A bill of exchange where the maturity date is not greater than 200 days' duration and is issued by an authorised deposit taking institution (ADI)
- A deposit with NSW Treasury Corporation or investments in an hour-glass investment facility of the NSW Treasury Corporation

Authorised investments allowed under this policy include the following examples:

- Bonds and Debentures
- Term Deposits
- On-Call/ Cash Accounts
- Bills of exchange
- Negotiable Certificate of Deposit

All examples above must only be issued by ADIs (such as banks, credit unions and building societies) or by the Commonwealth, State, or Territory Governments.

### Credit and Maturity Guidelines

Investments are to comply with four key criteria.

**Criteria 1: Overall Portfolio and Institutional Credit Framework**

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category. Further, exposure to an individual institution will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

| S & P Rating* (or equivalent)                                                                    |                   | Overall Portfolio - Maximum % | Individual portfolio - Maximum % |
|--------------------------------------------------------------------------------------------------|-------------------|-------------------------------|----------------------------------|
| Long Term Rating                                                                                 | Short Term Rating |                               |                                  |
| Securities issued by the commonwealth of Australia or any state of the Commonwealth or Territory |                   | 100%                          | 100%                             |
| TCorpIM Funds                                                                                    |                   | 100%                          | 60%                              |
| AAA/AA+/AA/AA-                                                                                   | A-1+              | 100%                          | 40%                              |
| A+/A                                                                                             | A-1               | 90%                           | 30%                              |
| A- / BBB+                                                                                        | A-2               | 50%                           | 20%                              |
| BBB/BBB/Unrated*                                                                                 | A-3 – Unrated^    | 30%                           | 10%                              |

\* Only Applies to Approved ADI institutions. The Trustee Act provides for investments with building societies and credit unions; however, they are not rated. The maximum amount of funds allowed to be invested in total with building societies/ credit unions is 30 per cent.

^ Only Applies to Approved ADI institutions. The Trustee Act provides for investments with building societies and credit unions; however, they are not rated. The maximum amount of funds allowed to be invested with an individual building society/ credit union is 10 per cent.

**Criteria 2: Maturity Terms Framework**

Terms of maturity shall be limited to the following maximums:

| Types of Investments               | Terms of Maturity                    |
|------------------------------------|--------------------------------------|
| On - Call / Cash Accounts          | No Limit if on-call                  |
| Term Deposits                      | See criteria in the table below:     |
| Bills of Exchange                  | Not more than 200 days               |
| Negotiable Certificate of Deposits | Not more than 185 days or six months |

**Criteria 3: Portfolio Maturity Constraints Framework**

With regards to term deposits, the investment portfolio is to be invested within the following maturity constraints:

| Overall Portfolio Term to Maturity Limits | Min Term | Maximum |
|-------------------------------------------|----------|---------|
| Portfolio Under 1 year                    | 50%      | 100%    |
| Portfolio Under between 1 to 2 years      | 0%       | 40%     |
| Portfolio Under between 3 to 5 years      | 0%       | 10%     |

**Criteria 4: Quotation Framework**

A minimum of three (3) quotations must be obtained prior to placing any new or renewal investment.

**Prohibited Investments**

In accordance with the Ministerial Investment Order, this investment policy prohibits, but is not limited to, the following investments:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

#### Investment Advisor

Another option council may pursue is the appointment of an Investment Advisor who is licensed by the Australian Securities and Investment Commission. Council may also engage NSW Treasury Corporation (TCorp) to provide financial advice about investment strategies.

The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed, unless such remuneration is rebated 100% to Council.

#### Measurement and Performance Benchmarking

It is expected that the performance of each investment will be greater than or equal to the applicable benchmark in the table below:

| Investment                   | Performance Benchmark            | Time Horizon          |
|------------------------------|----------------------------------|-----------------------|
| At Call, Short Term Deposits | Official RBA Cash Rate           | 3 months or less      |
| Term Deposits & Bank Bills   | S&P/ASX Bank Bill Index - 1 Year | 3 months to 12 months |
| Term Deposits & Bank Bills   | S&P/ASX Bank Bill Index - 3 Year | 12 months to 3 years  |

#### Reporting and Reviewing of Investments

Documentary evidence must be held for each investment including:

- Details maintained in the investment register
- Provide legal title to the investment
- Certificates must confirm the amounts of the investment held on Council's behalf as at 30 June each year and must be reconciled to the investment register
- This investment Policy is to be reviewed every two years or as required in the event of legislative changes or change of Council
- All investments must be recorded in Council's financial records
- Reconciled monthly with a monthly report provided to Council

The General Manager or their delegated representative is authorised to approve variations to this Policy if the investment is to Council's advantage and/or due to revised legislation or statutory guidance.

### Definitions

Nil

### Exceptions

Nil

## LEGISLATIVE REQUIREMENTS

All investments are to comply with the following

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Ministerial Investment Order (2011)
- The Trustee Amendment (Discretionary Investments) Act (1997) – Section 14
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Investment Policy Guidelines
- Office of Local Government Circulars

### Related Documents

- Balranald Shire Council's Integrated Planning and Reporting Framework
- Investment Checklist

## POLICY HISTORY AND VERSION CONTROL

|                      |                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Title         | Investment Policy                                                                                                                                                                                                                                                                                                                                       |
| Directorate          | Corporate and Community Services                                                                                                                                                                                                                                                                                                                        |
| Department           | Finance                                                                                                                                                                                                                                                                                                                                                 |
| Policy Group         | Finance                                                                                                                                                                                                                                                                                                                                                 |
| Responsible Officer  | Finance Manager                                                                                                                                                                                                                                                                                                                                         |
| History              | 2.0                                                                                                                                                                                                                                                                                                                                                     |
| Relevant Legislation | <ul style="list-style-type: none"> <li>• Local Government Act 1993</li> <li>• Local Government (General) Regulation 2005</li> <li>• Ministerial Investment Order (2011)</li> <li>• The Trustee Amendment (Discretionary Investments) Act (1997) – Section 14</li> <li>• Local Government Code of Accounting Practice and Financial Reporting</li> </ul> |

|  |                                                                                                                                                                                                    |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Australian Accounting Standards</li><li>• Office of Local Government Investment Policy Guidelines</li><li>• Office of Local Government Circulars</li></ul> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**9.4 DONATION REQUEST - COMBINED CHURCH'S COMMUNITY CAROLS**

|                                    |                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57392</b>                                                                                                 |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                  |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                 |
| <b>Operational Plan Objective:</b> | <b>Pillar 4: Our Culture – A community that respects and celebrates its diverse cultures, heritage and arts.</b> |

**OFFICER RECOMMENDATION**

That Council

1. Approve the request from the Combined Church's Community Carols for a donation of waiving of Greenham Park Hall costs totalling \$270.
2. Advise the Combined Church Community Carols that the hall hire costs have been waived and the hall must be left clean and tidy.

**PURPOSE OF REPORT**

To advise Council of a donation request received seeking Greenham Park Hall hire costs to be waived on the evening of 12 December 2021 for Christmas Carols.

**REPORT**

Combined Church's Community Carols hold an evening for Community members to join in singing Christmas Carols each year. They intend to hold this year's Christmas Carols for all community members to celebrate the joy of Christmas on Sunday 12 December 2021 from 5pm – 9pm. A donation request has been received for Council to waive the Fees of Greenham Park Hall.

Greenham Park Hall Hire costs for the evening would be as follows

Hall Hire for 4 hours \$270

Cleaning Deposit \$350 – refunded if left clean

The guide lines in Councils Donation Policy are as follows;

- Organisations must be incorporated and formally structured to service the residents in Balranald Shire Council area and be based in Balranald Shire or alternatively have a regional focus that will benefit the residents within the Shire.
- Organisations must be a non-profit group involved in cultural, tourism, sporting, educational, health or community affairs.
- Requests for donations to charities/organisations registered outside the Balranald Shire area will not be considered.
- Council will consider one off contributions to other areas as a result of natural disaster.
- Organisations are required to complete Council's donation application form to have their request considered.
- A maximum of \$500 per annul applies for organisations.

Officers have made an assessment of this request in line criteria set out within Councils Donation Policy and are recommending approval of this request.

**FINANCIAL IMPLICATION**

Should Council approve the request of \$270, it will leave a remaining balance of \$6,460.00 within the Community Donation funding.

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Donation Policy

**RISK RATING**

Nil

**ATTACHMENTS**

Nil

**10 INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1 DA 10/2022 - THREE LOT SUBDIVISION - 21 MURRAY TERRACE EUSTON**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57203</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Officer</b><br><b>Nikkita Manning-Rayner, Administration Assistant</b>    |
| <b>Responsible Officer:</b>        | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Applicant:</b>                  | <b>Mr L Follett</b>                                                                                                 |
| <b>Owner:</b>                      | <b>LR Follett Investments Co Pty Ltd</b>                                                                            |
| <b>Proposal:</b>                   | <b>3 Lot Subdivision</b>                                                                                            |
| <b>Location:</b>                   | <b>Lot 6 Section 18 DP 758402, 21 Murray Terrace Euston</b>                                                         |
| <b>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b> |

**OFFICER RECOMMENDATION**

That Council approves Development Application 10/2022 for a three (3) lot subdivision of Lot 6 Section 18 DP 758402, 21 Murray Terrace 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 levee infrastructure to the benefit of Balranald Shire Council is to be created over the existing infrastructure.
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. Alterations to existing or additional accesses are to be to the satisfaction of Council or its delegate, and at the applicant's full cost.
6. 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.
7. Any adjustments required to existing services for the allotments are to be at the full cost of the proponent.
8. Water and sewer connection fees and charges to be at the applicant's full cost.
9. 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 three (3) lot subdivision of 21 Murray Terrace, Euston.

**REPORT**

A development application has been lodged by Mr L Follett for a three (3) lot subdivision of Lot 6 Section 18 DP 758402, 21 Murray Terrace Euston.



|                             |                               |
|-----------------------------|-------------------------------|
| Description of Land:        | 6/18/758402                   |
| Proposed Lot Configuration: | Lot 1      600m <sup>2</sup>  |
|                             | Lot 2      600m <sup>2</sup>  |
|                             | Lot 3      1380m <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

This proposal was approved in 2012 (DA 68/2012), however the approval was not acted upon in the 5-year approval period, therefore the development consent has lapsed.

The location of the project is proposed in the township of Euston and has river frontage.

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, however, flood protection infrastructure exists on the allotment and should be protected via creation of an official easement.

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

Access to the allotment is currently off Murray Terrace over an existing driveway. Access to the proposed rear allotments is to be provided via an access easement over proposed Lot 3 utilising the existing driveway and gutter crossing.

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

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 mixed character of the area and is in keeping with the bulk, scale and density of nearby 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 (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 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 urban purposes, such as caravan park, greenspace and residential. The proposal is considered in keeping with the mixed use characteristics of the area. Additionally, the use of the site is not likely to impede the use of the surrounding activities.

*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 or flood 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 29<sup>th</sup> September 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 10/2022 be approved subject to conditions.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

Balranald Local Environmental Plan 2010

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

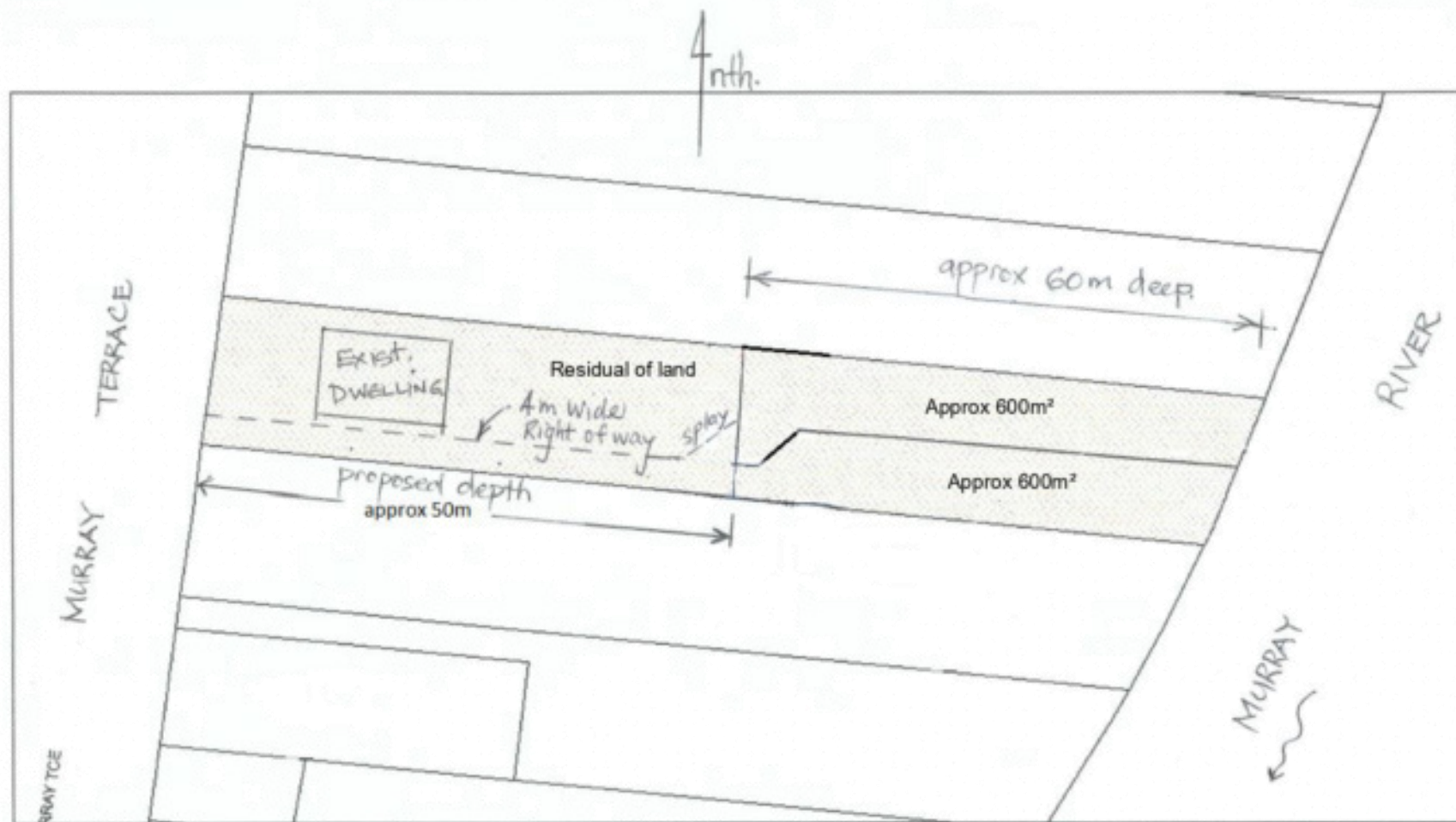
State Environmental Planning Policy 55 (Remediation of Land)

**POLICY IMPLICATION**

Nil

**ATTACHMENTS**

1. DA 10/2022 - Subdivision Plan [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9\_img.jpg\)](#) 



Plan of proposed subdivision  
of Lot 6 DP 758402  
No 21 Murray Terrace Euston.

**10.2 DA 26/2017 MOD 1 - PROPOSED ADDITIONAL WASH BAY & PARTIAL DEMOLITION OF BUILDING - 80 MARKET STREET BALRANALD**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57204</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Officer</b><br><b>Nikkita Manning-Rayner, Administration Assistant</b>    |
| <b>Responsible Officer:</b>        | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Applicant:</b>                  | <b>Balranald One Stop Wash Pty Ltd</b>                                                                              |
| <b>Owner:</b>                      | <b>Balranald One Stop Wash Pty Ltd</b>                                                                              |
| <b>Proposal:</b>                   | <b>Modification of approved DA 26/2017 to include an additional wash bay and partial demolition of the building</b> |
| <b>Location:</b>                   | <b>80 Market Street, Balranald NSW 2715</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 26/2017 Mod 1 for an additional wash bay and partial demolition of the building on Lot 9 Section 13 DP 758048, 80 Market Street Balranald, subject to the following conditions:

1. No alteration to approved plans and specifications is allowed unless separately approved by Council.
2. All building work shall be carried out in accordance with the provisions of the Local Government Act 1993, The Building Code of Australia, and The Environmental Planning & Assessment Act 1979, regardless of any omission in the documentation submitted for approval.
3. The applicant must ensure that a copy of the plans, specifications, Consultant Engineers Report and other documents approved by Council are available on the site during the 24 hours following any compulsory notification.
4. Suitable hoardings to ensure the protection of the public are to be erected prior to commencement of work.
5. No building materials shall be stored on the road reserve. All deliveries are to be placed immediately behind the property boundary.
6. All external metal cladding shall be colourbond, suitable colour and finish so as not to cause reflection or glare.
7. The applicant is responsible for the supply and maintenance of temporary toilet accommodation for use by persons working on the site.
8. Building work shall not commence on the site before 7.00 am Monday to Saturday and 8.00am on Sundays and Public Holidays and cease by 8.00 pm daily.
9. A sign must be erected in a prominent position on the work site showing:
  - a) The name address and telephone number of the Principal Certifying Authority for the work.
  - b) The name of the principle contractor and a telephone number on which that person may be contacted on outside working hours.
  - c) That unauthorised entry to the work site is prohibited.

- Any such sign must be maintained while the building work is being carried out, but must be removed when the work has been completed.
10. No work is to be carried out which would cause nuisance by way of emission of noise, vibration, smell, fumes, smoke vapour, steam, soot, ash, dust, grit, oil, waste-water, waste products or otherwise.
  11. 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.
  12. The applicant is responsible to ensure that the buildings are sited on the allotment as specified on the approved site plan and constructed to the design levels approved by Council.
  13. The applicant is required to ensure that any easements registered over the title to the land are complied with.
  14. All work must be carried out in accordance with the Building/ Development Approval and any connections required to any:-
    - a) public electricity supply
    - b) water supply
    - c) septic tank and drainage system, or
    - d) public telecommunications system,must be made in accordance with the requirements of the relevant authority.
  15. No second hand materials are to be used unless separately approved by Council and then made available for inspection and prior to use.
  16. The building shall NOT BE USED OR OCCUPIED for any purpose other than the building class approved, without the prior consent of Council.
  17. A site drainage diagram is to be provided prior to an occupation certificate being issued. This diagram is to be to scale and include sub-floor or under slab drain layout, together with measurements for drains taken to permanent corners or lines.
  18. Roof water drainage is to be disposed to the street drainage system.
  19. The building shall NOT BE USED OR OCCUPIED until completed or until approval has been granted by Council to occupy an incomplete building.
  20. Any damage to Council's services is the full responsibility of the proponent.
  21. Driveway access to the development, or alteration to existing access, is to be to the satisfaction of Council or its delegate, and at the applicants full cost.
  22. A Construction Certificate must be issued in relation to the car wash cover structure prior to the commencement of construction.
  23. An approval under Section 68 of the Local Government Act 1993 to discharge trade waste into Council's sewer must be obtained.
  24. The hours of operation are restricted to between the hours of 7.00am and 6.00pm Monday – Saturday and 8.00am to 6.00pm on Sunday and public holidays.
  25. The 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.

## PURPOSE OF REPORT

To seek Council consent under Part 4 of the Environmental Planning & Assessment Act 1979 for the modification of an existing development consent (DA 26/2017 – Two Bay Car Wash) to include an additional wash bay and partial demolition of the building at 80 Market Street, Balranald.

## REPORT

A application has been lodged by Balranald One Stop Wash Pty Ltd for the modification of DA 26/2017 to include an additional car wash bay and partial demolition of the building at 80 Market Street Balranald.

|                      |                    |
|----------------------|--------------------|
| Description of Land: | 9/13/758048        |
| Area:                | 2023m <sup>2</sup> |
| Zone:                | RU5 (Village)      |

### Background

Council resolved at the February 2017 Council Meeting to approve DA 26/2017 for a two bay car wash at 80 Market Street Balranald subject to specific conditions. This modification application proposes to add an additional automatic bay and requires the demolition of part of the building to facilitate the overall project.

The location of the project is proposed in the township of Balranald and is the site of the former Shell service station which was closed to allow site remediation. The allotment is currently being used for commercial purposes. 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 flood prone

The site has historically been used a service station and significant remediation works have been undertaken to mitigate hydrocarbon contamination associated with the historical use, verified by Sunraysia Environmental Validation Report dated 27 Feb 2015.

Access to the allotment is currently provided via concrete vehicle crossings from River and Market Street, the documentation indicates that primary access to the wash bays is via River Street. Access is not proposed to be upgraded and added to as part of the project.

Adjoining allotments are Zoned RU5 (Village) and are of a variety of uses such as accommodation, commercial purposes, elements of residential and public administration.

The proposal is planned to be setback 20m from the Market Street boundary and 0.9m from the River Street boundary. Council has no specific setback requirements for commercial proposals, however, these setbacks would not appear to adversely impact on traffic sight lines due to the depth of nature strip, distance from Market St intersection and slow speed nature of the short section of River St adjacent to the proposal

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 enhances services available in the town while not impairing the surrounding land uses due to the location and scale of the proposal. Utility infrastructure is not likely to be unduly impacted by this proposal with appropriate conditions.

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 traffic generation thresholds to require referral to Transport for NSW.

##### *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*

The site has historically been used as a service station and significant remediation works have been undertaken to mitigate hydrocarbon contamination associated with the historical use, verified by Sunraysia Environmental Validation Report dated 27 Feb 2015.

##### *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 allotment has historically been used as a service station site for a substantial period of time and the site is not likely to support threatened species due to the urbanisation of the area.

The proposal is not likely to contribute towards soil erosion, pollution or contamination of soil/water/air, due to siting, covering and waste water treatment measures. Additionally there are no wilderness areas, relevant recovery plans, critical habitat threatened species, habitat or communities adjoining the allotment.

*Built Environment:*

The proposal will not adversely impact on the built environment. The surrounding area is substantially developed for commercial and residential purposes and the proposal is considered in keeping with the characteristics of the area.

The proposal will contribute to a minor increase in traffic volumes along River Street, however will be within the capacity of the road infrastructure.

The proposal is in within a reasonable bulk and scale as other land uses in the area.

*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.

The washer units are not expected to generate excessive noise due to the construction of the units and distance to residential receptors. It is expected that the units would generate in the order of 60 dB(A), with attenuation over distance to the nearest sensitive receptor reducing the noise level to around 33 dB(A). Daytime background noise levels in a quiet residential street are in the order of 35-40 dB(A), indicating that the carwash noise generation would not be of significant impact.

Restrictions on the operational hours of the site would ensure noise impacts are mitigated.

*Economic Impacts:*

The economic impact of the development is not considered to have a detrimental impact on the area. The proposal augments the services currently available in the wider commercial precinct.

*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. flood.

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 development is consistent with the characteristics of the area and the development will not adversely lead to increased pressure on public infrastructure or recreational areas. The proposal therefore is not considered likely to adversely impact the public interest.

The adjoining property landholders have been notified in accordance with Councils Community Participation Plan 2019, the submission period concluded on the 23<sup>rd</sup> September 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 26/2017 Mod 1 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

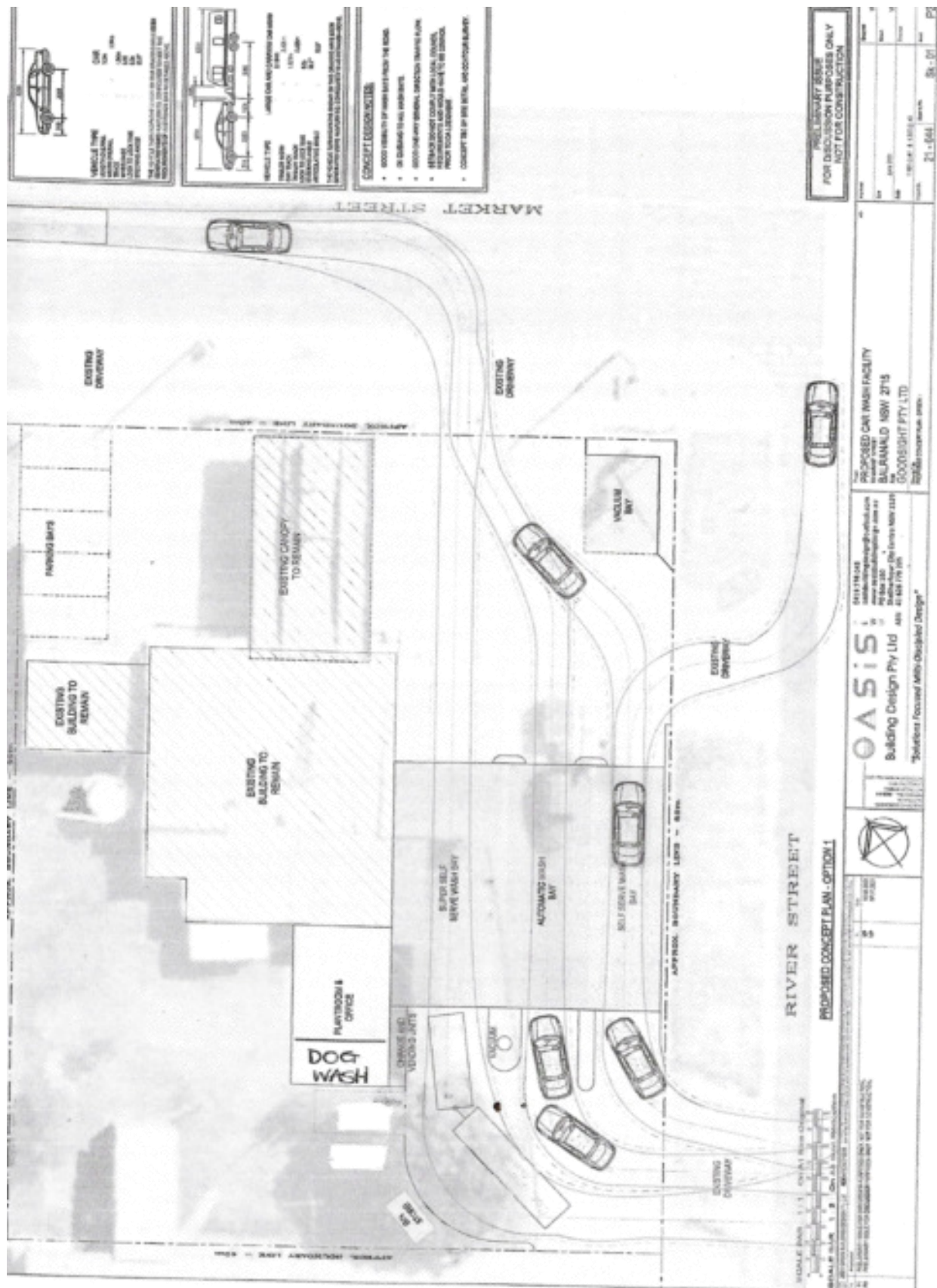
State Environmental Planning Policy 55 (Remediation of Land)

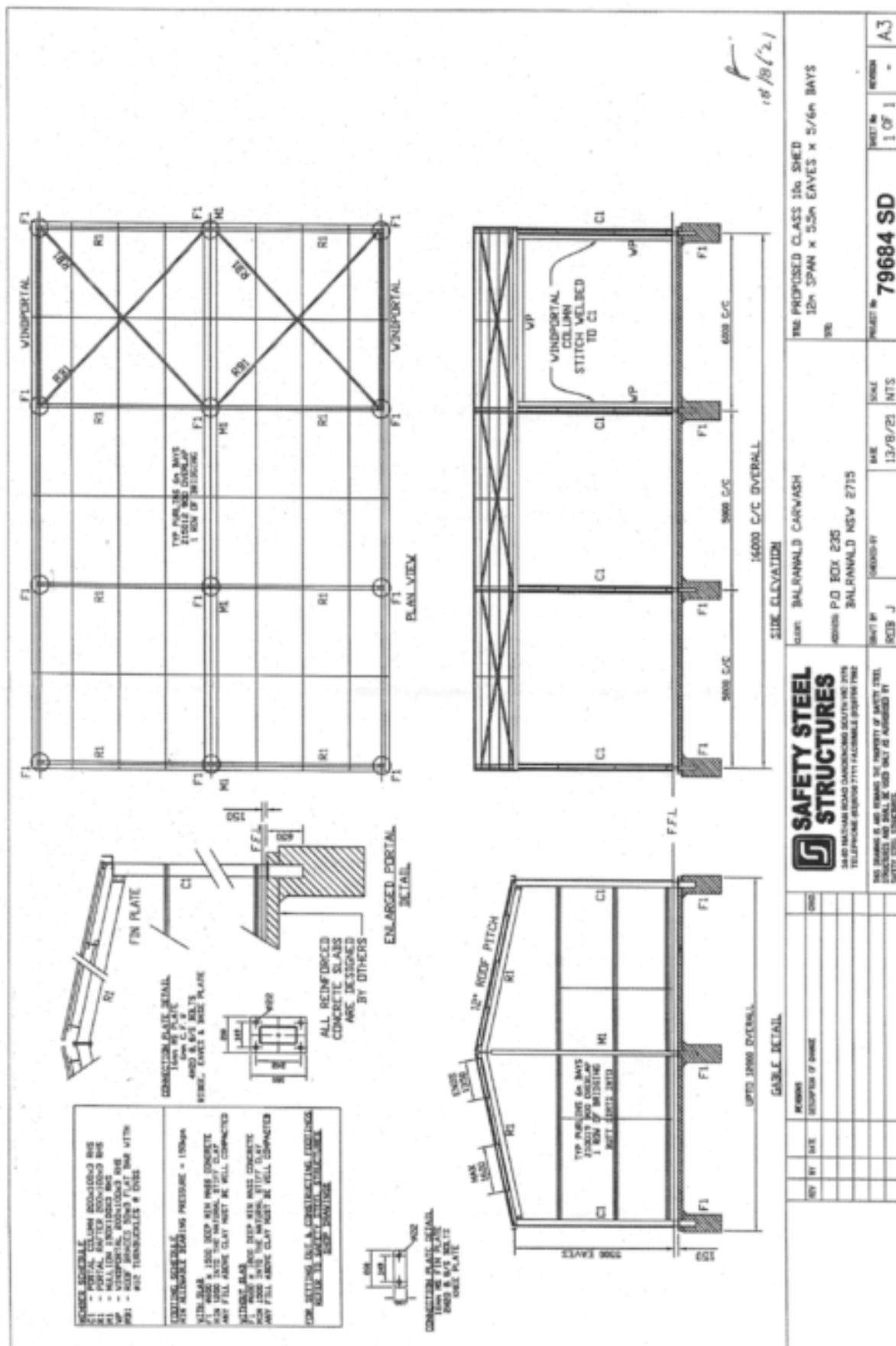
**POLICY IMPLICATION**

Nil

**ATTACHMENTS**

1. DA 26/2017 Mod 1 - Site Plan [!\[\]\(e1bdc70a9006e3802acd56af7aa337d8\_img.jpg\)](#) 
2. DA 26/2017 Mod 1 - Elevations [!\[\]\(78e56d5e55225fd4f2631cbf51155cb8\_img.jpg\)](#) 
3. DA 26/2017 Mod 1 - Statement of Environmental Effects [!\[\]\(c6f6d57a129076a6832f54877ae1bdb5\_img.jpg\)](#) 





## STATEMENT OF ENVIRONMENTAL EFFECTS

If unsure about any of the details required it is recommended that you contact Council's Infrastructure and Development Department by calling (03) 5020 1300 and make an appointment to discuss your proposal with an assessment officer.

## Property Details

|                 |                    |        |           |
|-----------------|--------------------|--------|-----------|
| Lot(s)          | 9                  | DP     | 758048    |
| House Number(s) | 80                 | Street | MARKET ST |
| Town            | BALRANALD NSW 2715 |        |           |

## Description of the Site and Locality

80 MARKET ST, BALRANALD NSW 2715  
 CORNER MARKET + RIVER ST  
 EX SERVICE STATION W/- EXISTING BUILDING  
 (FUEL TANKS HAVE BEEN REMOVED)

## Details of the Proposed Development

AUTO WASH BAY  
 DEMOLISH PART OF EXISTING BUILDING

## Matters for Consideration

(Matters for consideration pursuant of the Environmental Planning & Assessment Act 1979 Section 4.15)

## a) Compliance with relevant environmental planning instruments

(ie Local Council Plans, draft LEPs).

(i) Is the land zoned residential?

YES

☐

NO

☒

(ii) Is the proposal permissible within the zone?

☒
☐

Note: If unsure check with Council's Infrastructure and Development Department or obtain a s10.7 Certificate from Council.

b) Likely impacts of the development, including environmental impacts on both the natural and built environments of the locality.

(i) Will the proposal result in the loss of any vegetation from the site?

YES

☐

NO

☒

(ii) If yes, outline details and identify on site plan.

(iii) Are any landscaping works proposed on the land?

☐☒

(iv) If yes, please describe the proposed works and detail what existing trees/vegetation to be removed/ retained or show details on the site plan.

(v) Does the proposal involve excavation or filling of the site?

☒☐

(vi) If yes, outline details and / or identify on plans.

EXCAVATE FOR SEWERAGE WORKS

(vii) Is vehicular access available from the street?

☒☐

(viii) Outline details of vehicular access and parking arrangements (location, car parking, etc)

PRIMARY ENTRY AND EXIT OFF RIVER ST

1x LOADING BAY

10x CARPARKS

(ix) Will the proposal impact on adjoining residences?

☐☒

(x) If yes, outline where possible building works are proposed to be sited on the land to demonstrate the relationship to existing building (ie distances from the boundaries, etc). These details should be shown on the site plan.

## c) Suitability of the site for the development

- (i) Is the area an established residential area?
- (ii) Are existing utility services available and adequate to serve the development (ie water, sewerage, telephone, gas, stormwater and garbage)?
- (iii) If no, what alternative arrangements are proposed?

YES

☐

NO

☒☒☐

- (iv) Are there any other matters relating to your proposed development or use, such as Management details, operating or construction hours, noise etc?

☒☐

- (v) If yes, please specify.

ALL CONSTRUCTION OF CARWASH DURING  
BUSINESS HOURS.



**10.3 INFRASTRUCTURE UPDATE**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57456</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**

That

1. That the monthly update of infrastructure projects be received and noted.
2. That Council approves the calling of public tenders for the construction of roadworks at Tapalin Mail Road and at Kilpatrick Road and Leslie Drive, Euston as detailed in section 1.4 of this report

**PURPOSE OF REPORT**

To update Council on infrastructure works currently in hand, updated to 11 October 2021.

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

Council is currently planning its programme of works including bitumen reseals and heavy patching. 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.

Design and planning are in hand for 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 largely complete on the reconstruction and sealing of approximately 13km of the Weimby-Kyalite Road with bitumen sealing scheduled for the week commencing 25<sup>th</sup> October 2021. A short section of the road cannot be completed until power line adjustments are carried out by Essential Energy.

Works have recommenced on a further extension of the bitumen pavement on Marma-Box Creek Road. Bitumen sealing of a 1.5km section is scheduled for the week commencing 25<sup>th</sup> October 2021. It is hoped that the available funding will allow the bitumen to be extended to the Wampo intersection. Funding has been approved under Round 3 of the Fixing Local Roads programme to extend the bitumen a further 5km westwards from the intersection and this work will follow on from the current works.

Work on improvements to the Hatfield-The Vale Road at Binda is complete, and preliminary works are under way for pavement rehabilitation on Kilpatrick Road and the widening of Leslie Drive in Euston, with the intention as noted in section 1.4 below that Council hire contractors for this work.

Funding has been approved under Round 3 of the Fixing Local Roads programme to extend the bitumen on Euston-Prungle Road a further 2km north from the intersection with Benanee Road but this work is unlikely to proceed until the 2022-23 financial year. Funding has also been received under Round 3 of the Fixing Local Roads programme to reconstruct and seal a section of Tapalin Mail Road on an improved alignment eastwards from the Shire boundary with Wentworth Shire. As noted in section 1.4 below, it is proposed to have this work carried out by contractors as Council lacks the immediate resources to carry out the project given other commitments for its workforce.

## **1.2 Unsealed road maintenance**

Maintenance grading on unsealed roads is complete for the time being. Recent works include sections of the Oxley-Clare Road, Euston-Prungle Road and Hatfield-The Vale Road.

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.

## **1.4 Tenders for Road Construction**

As noted above, Council has received funding for the reconstruction of a section of Tapalin Mail Road and for the widening of Leslie Drive, Euston. In addition, the rehabilitation of Kilpatrick Road in Euston has been identified as a project under the current Roads to Recovery programme of works. Details of the proposed projects are as follows:

### *Tapalin Mail Road*

Scope of works: Construct and seal a 2km section of the road eastwards from the Shire boundary, including realignment around two curves, replacement of a double grid and installation of two culverts.

Estimated project cost: \$550,0000

Funding: Fixing Local Roads \$412,500; Roads to Recovery \$110,000; Council \$27,500

### *Leslie Drive*

Scope of works: Widen formation and extend seal to 7.2 metres width between Kilpatrick Road and Taylor Road, including the section of Taylor Road between Leslie Drive and the Sturt Highway.

Estimated project cost: \$290,0000

Funding: Fixing Local Roads \$246,500; Roads to Recovery \$29,000; Council \$14,500

*Kilpatrick Road*

Scope of works: Rehabilitation of deformed pavement between Morris Road and Leslie Drive

Estimated project cost: \$156,000

Funding: Roads to Recovery \$156,000

These projects are considered to be better suited to being constructed by contractors than by Council's own resources. It is therefore recommended that tenders be invited for the works as two separate packages:

- Reconstruction of Tapalin Mail Road, estimated cost \$550,000 plus GST
- Widening of Leslie Drive and rehabilitation of Kilpatrick Road, estimated cost \$446,000 plus GST

**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, with a focus on refining the future growth in demand for both Balranald and Euston. As previously reported and noted below, Council is in consultation with DPIE to discuss funding for upgrading the Balranald water supply system..

**2.2 Balranald Sewerage Program**

The current round of sewer relining has been completed. Estimates and scoping reports for completion of the project have been received and will be considered for funding over the next two years. The switchboard upgrade for Pump Station No 2 is in hand. A replacement for a failed pump at Pump Station No 1 is being sourced.

**2.3 Balranald Water Network**

Work is continuing on compilation of the information required to support the case for funding an upgrade to the system, including the water treatment plant

A switchboard upgrade and pump replacement pump for the main raw water intake are currently in hand.

A contract has been awarded for a further round of AC mains replacement and for research into upgrades to irrigation control system to reduce unnecessary water use on public spaces.

**2.4 Euston Sewerage Program**

An order has been placed for a replacement switchboard for Pump Station No 1.

**2.5 Euston Water Network**

A contract has been awarded 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.

**3. Civic enhancement projects****3.1 Riverfront precinct**

Work on an additional 1.9km loop of the ecotrail walkway is currently delayed by water levels. Modifications to the existing swing bridge are scheduled to occur in November. The toilet and barbecues to be installed at the River Bend have been purchased and installation works will proceed when the river level reduces to improve site access.

**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**

Demolition work is under way and construction of the new facility will commence in coming weeks.

**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.

**4.3 Bidgee Haven Hostel**

This project is the subject of a separate report.

**4.4 Aerodrome**

As reported previously, upgrading the perimeter fence has been held up by material supply delays and work on site will commence in November.

**4.5 Visitor Centre/Discovery Centre**

This project is the subject of a separate report.

**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. A contract has been awarded for preparation of a conservation plan and upgrading of underutilised spaces in the building will be carried out following receipt of the plan.

**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 shortly.

**4.10 Euston Recreation Reserve**

Orders have been placed for new playground equipment and funding is being sought for replacement change sheds for netball.

**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.

Stormwater drainage is problematic at various locations around the town and options for remedial action are being investigated.

**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 (General) Regulation 2005*

**POLICY IMPLICATION**

Access to Town Water Supply Policy  
Footpath Policy  
Grids Policy  
Recreation Areas Policy  
Roads Policy

**RISK RATING**

Project based risks have been individually assessed

**ATTACHMENTS**

Nil

**10.4 BALRANALD VISITOR INFORMATION CENTRE**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57474</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Ray Davy, Director Infrastructure &amp; Development</b>                                                          |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</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**

That

1. Plans for the redevelopment of the Balranald Visitor Information Centre complex and a Review of Environmental Factors for the proposed works be placed on public display, inviting submissions for a period of 28 days; and
2. Tenders be invited for the construction of the proposed works

**PURPOSE OF REPORT**

To recommend that Council proceed with the invitation of tenders for the redevelopment of the Balranald Visitor Information Centre complex and give consideration to public submissions on the proposed works prior to proceeding with the works.

**REPORT***Background*

Council has received funding of \$1 million from the Far West Joint Organisation (FWJO) for a tourism development project and has previously determined through consultation with the Growing Business, Industry and Tourism Advisory Committee (GBIT Committee) that these funds should be devoted to a redevelopment of the Balranald Visitor Information Centre complex, commonly referred to as the Discovery Centre. A proposal for the three existing buildings of the complex to be integrated into a single building had previously been submitted to the FWJO for “in principle” approval and has been the subject of prior public consultation at the concept stage.

Under current arrangements with the FWJO, Council is required to acquit this funding by 30 June 2022. Although a request can be made to extend that deadline, there is no guarantee that an extension will be forthcoming as the decision may require State concurrence.

A design team led by C4 Architects was appointed to develop the concept plans to readiness for planning approval and ultimately for construction. Designs for the proposed works, consistent with the earlier general concept, were prepared in 2020 but were found to have an estimated cost exceeding Council’s available funding. The design team was then asked to revisit the design in order to reduce the estimated cost to within the available budget.

*Planning*

As a public facility the project is technically exempt from the requirement for a formal Development Approval (DA) under the relevant State Environmental Planning Policy. Council is, however, required to prepare a Review of Environmental Factors (REF) to a standard consistent with the environmental assessment provisions applicable to a DA. In line with Council’s Community Participation Plan, it is proposed that the concept plans and

the REF be publicly advertised for a period of 28 days, inviting public submissions. The concept plans have also been made available to the GBIT Committee for comment.

It is proposed that any public submissions received in relation to the REF be reported to Council as part of Council's deliberations in relation to the potential award of a contract for the works.

### *Tenders*

Fully developed architectural and structural plans have now been received for review by Council. Building services requirements are being finalised and it is anticipated that complete documentation including specifications and contract conditions etc will be finalised by 26 October 2021. The independent quantity surveyor's assessment of the project cost based on these plans is \$796,000 excluding GST, fees and a contingency allowance of \$100,000.

Subject to Council's approval to proceed, tenders will then be invited through the TenderLink procurement system, with a closing date tentatively of 25 November 2021. Following the evaluation of tenders a report will be submitted to Council with a recommendation as to the award of a contract for the works, incorporating a summary of public submissions received in relation to the REF as described above.

### **FINANCIAL IMPLICATION**

\$896,000 inclusive of \$100,000 contingency

### **LEGISLATIVE IMPLICATION**

*Local Government (General) Regulation 2005*

### **POLICY IMPLICATION**

Community Participation Plan

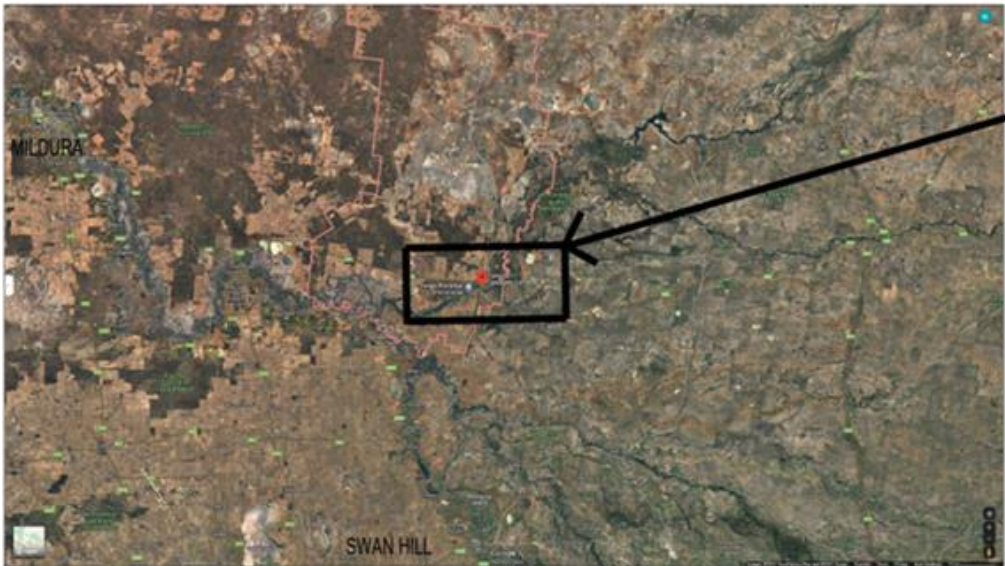
### **RISK RATING**

High

### **ATTACHMENTS**

1. VISITOR INFORMATION CENTRE PRELIMINARY PLANS [↓](#) 





PROPOSED  
DEVELOPMENT SITE



PROPOSED  
DEVELOPMENT SITE



PROPOSED  
DEVELOPMENT SITE

LOCALITY PLANS

Proposed Alterations to  
Balranald Visitor Centre  
83-85 Market Street Balranald NSW 2715  
Lot. 71 DP1127975 & Lot. 2 DP700753 & Lot. 3  
DP1017869 & Lot. 2 DP1017869  
for  
Balranald Shire Council  
Development Application  
August 2021

DRAWING REGISTER

ARCHITECTURAL

| 000 SERIES - GENERAL    |                               | ISSUE NO |
|-------------------------|-------------------------------|----------|
| PL00                    | COVER PAGE & LOCALITY PLAN    | D1       |
| 100 SERIES - PLANS      |                               |          |
| PL100                   | EXISTING SITE PLAN 1:250      | D1       |
| PL101                   | EXISTING FLOOR PLAN 1:100     | D1       |
| PL102                   | DEMOLITION PLAN 1:100         | D1       |
| PL103                   | PROPOSED SITE PLAN 1:250      | D1       |
| PL104                   | PROPOSED FLOOR PLAN 1:100     | D1       |
| PL120                   | PROPOSED LANDSCAPE PLAN 1:200 | D1       |
| 200 SERIES - ELEVATIONS |                               |          |
| PL200                   | EXISTING ELEVATIONS 1:100     | D1       |
| PL201                   | PROPOSED ELEVATIONS 1:100     | D1       |

| SCHEDULE OF AREAS            |                            |
|------------------------------|----------------------------|
| BUILDINGS                    |                            |
| EXISTING VISITOR CENTRE      | 86 M <sup>2</sup>          |
| EXISTING CAFE & AMENITIES    | 146 M <sup>2</sup>         |
| EXISTING INTERPRETIVE CENTRE | 101 M <sup>2</sup>         |
| PROPOSED FOYER               | 171 M <sup>2</sup>         |
| TOTAL BUILDING               | 504 M <sup>2</sup>         |
| SITE SIZE                    | APPROX 8770 M <sup>2</sup> |

PRELIMINARY

01 DEVELOPMENT APPLICATION 26 08 2021  
ISSUE COMMENTS DATE

DEVELOPMENT APPLICATION

PROPOSED  
BALRANALD VISITOR CENTRE  
ALTERATIONS  
BALRANALD  
NEW SOUTH WALES

FOR  
BALRANALD SHIRE COUNCIL

COVER PAGE & LOCALITY PLAN

DATE: AUGUST 2021 PAPER SIZE: A1 SCALE: 1:250  
Do not scale off drawings. Check all dimensions on site. Contractor to verify all dimensions and levels prior to commencing the works. Report all discrepancies to the architect for design.

DRAWING NO: PL000

ISSUE NO: D1

c4a  
C4 Architects Pty Ltd

Level 2, 300 Currie Street | PO Box 8306 Station Arcade | Adelaide South Australia | 5000  
T 08 8410 4551 | F 08 8410 4552 | E info@c4architects.com.au | W www.c4architects.com.au





EXISTING SITE PLAN  
SCALE 1:250 @A1

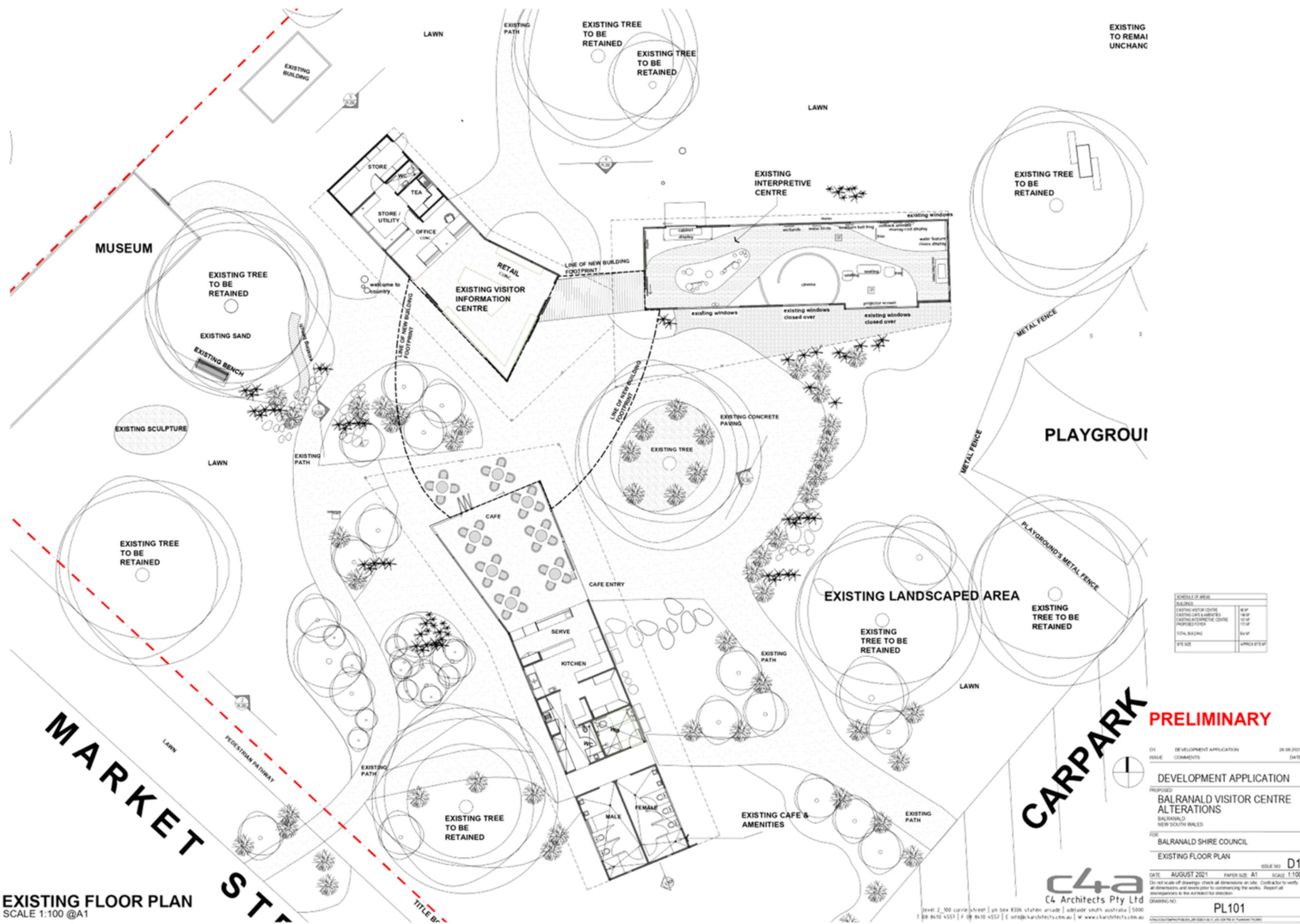
PRELIMINARY



|                                                                                                                                                                                              |                         |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------|
| D1                                                                                                                                                                                           | DEVELOPMENT APPLICATION | 26 08 2021   |
| ISSUE                                                                                                                                                                                        | COMMENTS                | DATE         |
| DEVELOPMENT APPLICATION                                                                                                                                                                      |                         |              |
| PROPOSED                                                                                                                                                                                     |                         |              |
| BALRANALD VISITOR CENTRE ALTERATIONS                                                                                                                                                         |                         |              |
| BALRANALD NEW SOUTH WALES                                                                                                                                                                    |                         |              |
| FOR                                                                                                                                                                                          |                         |              |
| BALRANALD SHIRE COUNCIL                                                                                                                                                                      |                         |              |
| EXISTING SITE PLAN                                                                                                                                                                           |                         |              |
| DATE                                                                                                                                                                                         | AUGUST 2021             | ISSUE NO. D1 |
| PAPER SIZE                                                                                                                                                                                   | A1                      | SCALE 1:250  |
| Do not scale off drawings. Check all dimensions on site. Contractor to verify all dimensions and levels prior to commencing the works. Report all discrepancies to the Architect for design. |                         |              |
| DRAWING NO.                                                                                                                                                                                  | PL100                   |              |

**c4a**  
C4 Architects Pty Ltd

level 2, 300 currie street | po box 8336 station arcade | adelaide south australia | 5000  
T 08 8410 4551 | F 08 8410 4552 | E info@c4architects.com.au | W www.c4architects.com.au

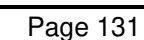








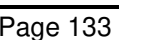




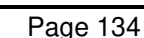














**PART B – ITEMS FOR INFORMATION****11 GENERAL MANAGER’S REPORTS****11.1 OUTSTANDING ACTIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57561</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  

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date       | Officer       | Title                                                           | Target     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|-----------------------------------------------------------------|------------|
| Council 19/05/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 19/05/2020 | Beauliv, Hodi | ADMINISTRATOR'S MINUTE - SOUND FINANCIAL MANAGEMENT FOR COUNCIL | 30/06/2021 |
| <b>Notes</b><br>13 Nov 2020 - 11:52 AM - Peter Kozlowski<br>Revised Target Date changed by: Kozlowski, Peter From: 2 Jun 2020 To: 30 Jun 2021<br>Reason: There are various components with individual timelines. All items are progressing.<br>12 May 2021 - 2:16 PM - Peter Kozlowski<br>Action completed by: Holmes, Carol<br>Instruction by GM completed 12.5.2021<br>28 Sep 2021 - 2:51 PM - Carol Holmes<br>Action reassigned to Wilcox, Glenn by: Holmes, Carol for the reason: Peter no longer works for Council<br>29 Sep 2021 - 1:46 PM - Carol Holmes<br>Action reassigned to Beauliv, Hodi by: Holmes, Carol for the reason: Director Corporate & Community Services division |            |               |                                                                 |            |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Date       | Officer       | Title                         | Target     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|-------------------------------|------------|
| Council 17/11/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 17/11/2020 | Holmes, Carol | 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<br>28 Sep 2021 - 2:53 PM - Carol Holmes<br>Action reassigned to Holmes, Carol by: Holmes, Carol for the reason: Gavin no longer works for Council |            |               |                               |            |

| Meeting                                                                                                                                                                                                                                                                                                                                       | Date       | Officer       | Title                                                                                                | Target     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|------------------------------------------------------------------------------------------------------|------------|
| Council 17/11/2020                                                                                                                                                                                                                                                                                                                            | 17/11/2020 | Wilcox, Glenn | 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<br>28 Sep 2021 - 2:52 PM - Carol Holmes<br>Action reassigned to Wilcox, Glenn by: Holmes, Carol for the reason: Peter no longer works 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 | Wilcox, Glenn | 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<br>28 Sep 2021 - 2:52 PM - Carol Holmes<br>Action reassigned to Wilcox, Glenn by: Holmes, Carol for the reason: Oliver no longer works for Council |            |               |                                                   |            |

| 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<br>15 Oct 2021 - 9:12 AM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 30 Sep 2021 To: 30 Sep 2021<br>Reason: Advertised and in progress |            |           |                            |            |

| 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 |
| <b>Notes</b>       |            |               |                                                                              |            |

| Meeting            | Date       | Officer       | Title                                   | Target     |
|--------------------|------------|---------------|-----------------------------------------|------------|
| Council 21/09/2021 | 21/09/2021 | Holmes, Carol | Youth Council held on 16 September 2021 | 19/10/2021 |
| <b>Notes</b>       |            |               |                                         |            |

| Meeting                                                                                                                                                                             | Date       | Officer       | Title                  | Target     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|------------------------|------------|
| Council 21/09/2021                                                                                                                                                                  | 21/09/2021 | Wilcox, Glenn | BETTER PRACTICE REVIEW | 19/10/2021 |
| <b>Notes</b><br>28 Sep 2021 - 3:27 PM - Carol Holmes<br>Action reassigned to Wilcox, Glenn by: Holmes, Carol for the reason: Glenn wrote the report and Carol put it in infocouncil |            |               |                        |            |

| Meeting            | Date       | Officer       | Title                             | Target     |
|--------------------|------------|---------------|-----------------------------------|------------|
| Council 21/09/2021 | 21/09/2021 | Beauliv, Hodi | Draft Annual Financial Statements | 19/10/2021 |
| <b>Notes</b>       |            |               |                                   |            |

| Meeting            | Date       | Officer   | Title                    | Target     |
|--------------------|------------|-----------|--------------------------|------------|
| Council 21/09/2021 | 21/09/2021 | Davy, Ray | BALRANALD WESTERN BYPASS | 19/10/2021 |
| <b>Notes</b>       |            |           |                          |            |

| Meeting                                         | Date       | Officer       | Title                                                                                | Target    |
|-------------------------------------------------|------------|---------------|--------------------------------------------------------------------------------------|-----------|
| Audit Risk and Improvement Committee 17/06/2021 | 17/06/2021 | Holmes, Carol | Minutes of the Audit Risk and Improvement Committee Meeting held on 25 February 2021 | 1/07/2021 |
| <b>Notes</b>                                    |            |               |                                                                                      |           |

| Meeting                                         | Date       | Officer       | Title                    | Target    |
|-------------------------------------------------|------------|---------------|--------------------------|-----------|
| Audit Risk and Improvement Committee 17/06/2021 | 17/06/2021 | Holmes, Carol | RECORD MANAGEMENT REVIEW | 1/07/2021 |
| <b>Notes</b>                                    |            |               |                          |           |

**11.2 CIRCULARS FROM OFFICE LOCAL GOVERNMENT**

**File Number:** D21.57563  
**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 21-29 Release of the Guidelines on the use and management of Credit Cards.
2. Circular 21-30 Pre-election Guide for Councils
3. Circular 21-31 Post-Election Guide on Key decisions and activities for councils, country councils and joint organisations following the local government elections.
4. Circular 21-32 Government endorses new rate peg methodology to support growing councils.

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

**ATTACHMENTS**

Nil

**11.3 ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS**

**File Number:** D21.57564  
**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 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 following repeat meetings regarding Covid-19 response and Cross Border control issues since the last monthly update:

DID and EA attended LEMC meetings on 24 September, 7, 11, 12, 13, 14, 15 October

DID and EA attended LEMC/Resilience NSW Welfare Group meetings on 22, 29 September, 6, 13, 15 October

DID attended NSW/Victoria border coordination meetings on 23, 27, 30 September, 7, 11, 14 October

**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**

1. Meetings Report - Executive Staff and Administrator - October 2021 [!\[\]\(723a37e46f3c754ef97346200f7c029c\_img.jpg\)](#) 

| DATE         | Meeting                                                                 | Topic                                                         | Who was involved                |
|--------------|-------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------|
| 14 September | State cover Meetings                                                    | Updates                                                       | GM                              |
| 15 September | Big Brother Big Sister                                                  | Planning meeting reL Early Intervention Youth Suicide Program | DCCS                            |
| 15 September | Resilience NSW                                                          | COVID Wellbeing Subcommittee                                  | DID, EA                         |
| 15 September | Administrator/Executive                                                 | Weekly meeting                                                | Administrator<br>GM DID, DCCS,  |
| 16 September | State cover Meetings                                                    | Updates                                                       | GM                              |
| 16 September | Youth Council                                                           | Monthly Meeting                                               | GM                              |
| 17 September | Jacobs Consultants                                                      | Balranald Weir scoping study                                  | DID                             |
| 21 September | Council Meeting                                                         | Ordinary Meeting                                              | Administrator,<br>GM, DID, DCCS |
| 21 September | Executive of Chairs                                                     | Chirs                                                         | GM &<br>Administrator           |
| 21 September | Efex                                                                    | IT Accounts                                                   | GM                              |
| 22 September | DPIE                                                                    | Wyangala Dam/Lachlan Valley stakeholder liaison group         | DID                             |
| 22 September | OLG                                                                     | Update                                                        | GM                              |
| 22 September | Our Region Our Rivers                                                   | Quarterly PCG                                                 | DID                             |
| 22 September | Sarah Artist                                                            | CSP                                                           | Administrator                   |
| 22 September | Strengthening Community Access Inclusion & Wellbeing Advisory Committee | Monthly Meeting                                               | GM, DCCS<br>(partial only)      |
| 23 September | Community Strategic Plan Consultant – Sarah Artist                      | Preliminary discussions for new Community Strategic Plan      | DID                             |
| 23 September | SCAIW Advisory Committee                                                | Monthly Meeting                                               | GM &<br>Administrator           |
| 23 September | State cover Meetings                                                    | Updates                                                       | GM                              |
| 23 September | BLAC/Maari Ma                                                           | Planning meeting – welfare hamper distribution                | DID                             |
| 24 September | OLG Reps                                                                | Amanda Bowman & Karen Purser Intro                            | Administrator                   |
| 24 September | Tronox                                                                  | Atlas Campaspe haul road update                               | DID                             |
| 24 September | FWJO Board                                                              | Ordinary Meeting                                              | GM &<br>Administrator           |
| 27 September | Tronox/Maas Civil                                                       | Atlas Campaspe site access issues                             | DID                             |
| 27 September | Euston Progressive AC                                                   | Monthly meeting                                               | DID                             |

|                                                               |                                            |                                            |                                 |
|---------------------------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------|
| 29 September                                                  | Executive Leadership Team Meeting          | Weekly Meeting                             | GM, Administrator, DID & DCCS   |
| 30 September                                                  | Peter Waterman                             |                                            | GM                              |
| 30 September                                                  | Murray Socio-Economic Activation Taskforce | Fortnightly meeting                        | DID                             |
| 4 October                                                     | Kyalite Progress Association               | Local Issues for Kyalite                   | GM & Administrator              |
| 5 October                                                     | Growing Business, Industry and Tourism AC  | Monthly meeting                            | Administrator, GM, DID, DCCS    |
| 5 October                                                     | FWJO & FSWJO Joint                         | Housing Issues                             | GM & Administrator              |
| 6 October                                                     | Executive Leadership Team Meeting          | Weekly meeting                             | Administrator, GM, DID, DCCS    |
| 6 October                                                     | Balranald Beautification AC                | Monthly meeting                            | GM, DID                         |
| 7 October                                                     | Adrian Wells, Petaurus Education Trust     | Euston walking trails                      | DID                             |
| 7 October                                                     | P. Morton, Balranald Gypsum                | Road maintenance issues                    | DID                             |
| 8 October                                                     | Regional Arts NSW                          | Board meeting                              | DID                             |
| 8 October                                                     | LGNSW Teleconference                       | Public Health Orders & Managing Staff      | Administrator                   |
| 11 October                                                    | Library Site Visit                         | Site Visit                                 | DCCS, Administrator & Librarian |
| 13 October                                                    | Executive Leadership Team Meeting          | Weekly meeting                             | Administrator, GM, DID, DCCS    |
| 14 October                                                    | Code of Conduct                            | All Staff Training                         | GM & All Staff                  |
| 14 October                                                    | AWACAF Advisory Committee                  | Monthly Meeting                            | GM, DCCS & Administrator        |
| 15 October                                                    | Hay Shire Council                          | Liaison re contract and procurement issues | DID                             |
| 15 October                                                    | Sarah Artist                               | CSP                                        | GM                              |
| 19 October                                                    | Burrawong Wind Farm                        | Development Issues                         | GM & Administrator              |
| 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                            |                                            |                                            |                                 |

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 BIDGEE HAVEN RETIREMENT HOSTEL EXPANSION PROJECT**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.54886</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Hodi Beauliv, Director Corporate &amp; Community Services</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 Council:-

1. That Council not proceed with the tendering and construction of the 15 bed extension; and
2. Call for expressions of interest for the potential sale of the Bidgee Haven Aged Care Complex and seek advice as to transfer of grant funding to a future Hotel operator.

**PURPOSE OF REPORT**

This report provides information on the future development and financial sustainability of the Bidgee Haven Hostel, to help determine if Council should proceed with the extension, given Council's Performance Improvement Order requires it to provide a path to achieve a break-even result or an operating surplus in the future.

**BACKGROUND**

Council has considered the development and operation of the Bidgee Haven Hostel on a number of occasions.

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. Tenders were invited for the construction of the facility in October 2020. Five tenders were received ranging from \$4.5 million to \$5.6 million. As the tenders were over the anticipated cost for the works, no tenders were accepted.

Council has sought independent advice as to the financial viability of the Hostel.

**Report**

This report has been prepared to allow the Council to make an assessment as to the financial and operational viability of the Bidgee Haven Hostel under Council, prior to taking any further action to call for new tenders for an additional 15 beds in a high care addition.

Council previously considered the operation of the Hostel in 2017 based on staff advice. At this time, Council determined to retain the Hostel as a Council operational area and undertake to fund its operation and depreciation from within its budget.

Council has applied for grant funding to develop an additional 15 high care beds.

**FUNDING GRANT**

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 through the 2018-19 Aged Care Approvals Round



(ACAR). Tenders were invited for the construction of the facility in October 2020. Five tenders were received ranging from \$4.5 million to \$5.6 million. As the tenders were over the anticipated cost for the works, no tenders were accepted.

It was estimated up to \$1.38 million of additional funds would be required for a fully functional facility. Council applied for a further ACAR grant to complete this project. Results of the funding were announced in August 2021 and Council was advised they were successful.

The funding body was delayed in contacting Council regarding the revised contract for funding due to the current Covid-19 Pandemic. When the funding body contacted Council, they advised there is no urgency for Council to return the forms related to the funding, until Council is in a position to go forward with the capital works.

The Department also advised that it is possible for Council to novate the grant agreement to another provider if it chooses to transfer ownership of the Hostel. The Department is currently dealing with a number of other Council's exploring similar issues at different stages of the funding process including:

- an Aged Care provider who has transferred ownership of their facility, but decided not to progress with the build
- a Council that is in the process of transferring ownership of their facilities that will consider novating the grant agreement to the new owners as part of the process
- a Council that has novated a grant agreement to a new provider who is yet to commence the capital works

## **BUSINESS CASE**

While waiting for the funding announcement, Council contracted HSPlus Accountants & Advisory to conduct a review of the financial sustainability of the extension, based on audited financial statements and current year financials. They developed a business case model and projections of income and expenditure and risk profile for the future expansion project.

HSPlus Accountants & Advisory's opinion of future construction viability was positive provided that the second ACAR application for funding is successful for the completion of the project and maintaining a minimum occupancy of 25 beds (83.33% occupancy) to cover future anticipated costs. These costs, however, do not cover the cost of depreciation. Taking into account depreciation, the Hostel would need to maintain an occupancy rate of approximately 90% or equivalent to 27 beds. The new facility would incorporate a total of 30 beds.

The report also identified a range of potential future risks, including changes to legislative instruments that dictate funding and income models, demographic changes to the Balranald region and potential for increased competition in the aged care market.

## **HOSTEL OWNERSHIP**

The Bidgee Haven Hostel was constructed in 1994. Since that time the Hostel has always been Council owned.

In 2014 and 2017, options were considered regarding the outsourcing of the service.

In 2017, the Minister for Local Government issued a Performance Improvement Order (PIO) on the Balranald Shire Council. One of the recommendations generated from this order was that Council

consider divesting the management and possibly ownership of the Bidgee Haven Hostel in Balranald to ensure income losses do not impact on Council's limited budget and risks to Council are minimized.

As advised by the funding body, many Council's are looking to divest their interest in operating aged care facilities.

Snowy Monaro Council is an example of this, currently operating two aged care facilities Yallambee Lodge (40 beds) and Snowy River Hostel (14 beds) at a substantial loss each year. Following community consultation sessions Snowy Monaro Council went out to the market to seek Expressions of Interest (EOI's) for the purchase of the facilities, including approaching 53 non-profit organisations with an interest in this industry. Two EOI's were received, one of which was non-conforming as it did not wish to maintain the facilities in their current service model. They are now in conversations with the conforming tenderer for the purchase of the facilities, including conversations to expand the services to Jindabyne.

Feedback was sought from the organisations they approached to determine why they had not submitted an Expression of Interest. The main response was the facilities were too small for the larger operators to consider.

Bidgee Haven may be more attractive, however, as the annual deficit is much less and because the geographical location may be more attractive to nearby providers.

By undertaking conversations with potential providers prior to committing to the 15-bed extension, will widen the number of potential operators interested in the Hostel's operations.

This report has been provided as an open public document to ensure that community transparency is being maintained and that Council is aware of administration and structural changes required.

## **RISK IMPLICATIONS**

If Council commits to the construction of the 15-bed extension, it risks further increasing the financial costs to Council of operating the Hostel. Council is also at risk of breaching the Performance Improvement Order, which requires it to provide a path for the Hostel to achieve a break-even result or an operating surplus in future.

## **STAKEHOLDER CONSULTATION**

Council staff and the Administrator attended the Ageing Well, Aged Care and Facilities Advisory Committee on 14 October 2021. The attached discussion paper was tabled for discussion at this meeting. The Advisory Committee minutes are attached to the business paper and they have recommended that the 15 bed extension proceed as designed and that Council commence investigations as to the sale of the hostel complex.

## **OPTIONS**

Council may decide to proceed with the construction of the 15 bed high dependency extension wing of the Bidgee Haven Aged Care Hostel, request further information prior to proceeding or determine not to proceed with the extension. The Council may also decide to authorise Council staff to explore options to sell the Hostel or to continue to operate the Hostel internally.

**CONCLUSION**

This report is to request Council to commence exploring options for the potential sale of the Bidgee Haven Aged Care Hostel to secure the financial sustainability of the Hostel into the future and to ensure Council complies with the requirements of the Performance Improvement Order issued in 2017.

**FINANCIAL IMPLICATION**

As per the attached Discussion Paper, the Hostel has not been able to break-even or generate a surplus in the past. While between 2003 and 2011 the Hostel made modest profits averaging around \$72,000 per year, over the last 10 years the cost to Council of operating the Hostel, including depreciation and capital costs, has been an average loss of \$140,000 per year. For the future sustainability of the hostel, Council needs to consider its options regarding selling the Hostel to another authorised Aged Care provider to make it more financially sustainable into the future.

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**ATTACHMENTS**

1. **Bidgee Haven Retirement Hostel Expansion Projection - By HSPLUS Accountants and Advisory** [!\[\]\(1e63609ed98a835f4eb8c01936fe5abe\_img.jpg\)](#) 
2. **AWACAF Advisory Committee Hostel Expansion Discussion Paper 14 October 2021** [!\[\]\(667a6241441d64e420cc3455b8ca30eb\_img.jpg\)](#) 



## Balranald Shire Council

# Bidgee Haven Retirement Hostel Expansion Projection

Prepared for:

Oliver McNulty, General Manager

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## Executive Summary

### Scope of Work

HSPPlus Accountants & Advisory was engaged, through Community Business Australia, to review the current income and expenditure of the Bidgee Haven Hostel and assess the viability of an expansion of this facility. The Bidgee Haven Hostel is managed and operated by the Balranald Shire Council.

We understand that this expansion is intended to accommodate higher needs residents, in addition to the current mix of low care residents. The aim of this review was to evaluate how this expansion and case mix, would impact future cashflows. The resulting scenarios were developed to assist Balranald Shire Council to assess the viability of expanding the facility.

HSPPlus Accountants & Advisory's scope of work included:

- Review of financial statements (both historical audited statements and current unaudited statements) provided; noting that these would be used as part of the Council's Aged Care Approvals Round (ACAR) application;
- Developing a business case model and projections of income and expenditure; and
- Developing a risk profile for future consideration of risks present to the expansion project.
- 

### Assumptions used in Business Case

The assumptions used to formulate our opinion on the viability of this project include:

- Estimates of how income and expenditure will scale with the expansion of the facility;
- Relationship with Consumer Price Index (CPI) increases or decreases in the future;
- Estimates of Capital Expenditure; and
- Depreciation/amortisation of the facility.
- 

Note: The above were contingent on the successful receipt of the ACAR funding.

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Other assumptions included:

- the overall resident mix (a ratio of low care and high care needs);
- the receipt of future Refundable Accommodation Deposits (RADs); and
- interest received from these deposits.

This Executive Summary is to be read in conjunction with the Cashflow Projection Explanatory Notes and appendices. All information included in this report has been provided by the Balranald Shire Council based on historic performance, and all assumptions, used to forecast future performance after the expansion, have been agreed upon with the Balranald Shire Council.

#### **Opinion of Future Viability**

On the basis of the financial data provided and the assumptions listed above, our opinion is that the expansion of the Bidgee Haven Hostel is a viable proposition, subject to the following provisos:

- i. Receipt of ACAR funding for the capital expenditure of the expansion of the project; and
- ii. Maintaining a minimum occupancy of at least 25 (83.33% occupancy) beds is reached, as it was found that 24 beds (80% occupancy) would not sufficiently cover projected costs.

Current and future risks include:

- Changes to legislative instruments that dictate funding and income models;
- Demographic changes in the Balranald region; and
- Potential for increased competition in the aged care market.

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In light of the above, and the supporting information in this report, our recommendation is that the Balranald Shire Council should only proceed with the expansion of the Bidgee Haven Retirement Hostel if viability provisions noted above are met. Further, we note that Council-operated aged care facilities are increasingly becoming uncommon across the sector.

Regards

**HSPLUS ACCOUNTANTS & ADVISORY**



John Stubbings  
Managing Director



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## Cashflow Projection Explanatory Notes

To facilitate the decision-making process and provide the Balranald Shire Council with instruments to assist in planning and “what-if” scenarios, three cashflow projection models have been developed, as follows:

- **Scenario 1 - Base model scenario**
  - o No CPI applied to income and expenses; and
  - o No economies of scale included in calculation of expansion.
  
- **Scenario 2 – CPI scenario**
  - o With input provided by members of the Balranald Shire Council of projected performance and expenses we have deemed this the most likely projected scenario;
  - o The following analysis, in this report, is based on the figures generated by this projection model; and
  - o This model focuses on an occupancy of 80% (24 beds) after the expansion has been completed.
  
- **Scenario 3 – Worst case scenario**
  - o This scenario features “what-if” analysis based around a reduction in the accommodation fees received by the council by way of a higher ratio of residents paying Refundable Accommodation Deposits (RADs).

Note: Each of the above scenario models have been provided to the Balranald Shire Council, in a non-static version, so that the Council can alter inputs for variations in occupancy, RADs’ estimates, staffing numbers and on-costs, and CPI ratios applied to income and expenditure.

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| Cashflow Forecast                                              | Year 1 - 2018-19 Actuals | Year 2 - 2019-20 Actuals |
|----------------------------------------------------------------|--------------------------|--------------------------|
| <b>Gross Income</b>                                            |                          |                          |
| <b>Hostel Fees</b>                                             |                          |                          |
| Daily Fees                                                     | \$ 358,000.00            | \$ 266,977.00            |
| Accommodation Fees * Foregone where interest received on bonds | \$ -                     | \$ -                     |
| Means Tested Fees                                              | \$ -                     | \$ 95,878.00             |
| Medicare Subsidies                                             | \$ 941,000.00            | \$ 818,000.00            |
| Interest Received on Bonds paid                                | \$ 7,000.00              | \$ 12,000.00             |
| Other                                                          | \$ 23,000.00             |                          |
| <b>Total Income</b>                                            | <b>\$ 1,329,000.00</b>   | <b>\$ 1,192,855.00</b>   |
| <b>Operating Costs*</b>                                        |                          |                          |
| Employee Costs                                                 | \$ 906,000.00            | \$ 973,000.00            |
| Consultancy Costs                                              | \$ 6,000.00              | \$ 1,000.00              |
| Care and catering Costs                                        | \$ 58,000.00             | \$ 59,000.00             |
| Cleaning and Laundry Expenses                                  | \$ 12,000.00             | \$ 10,000.00             |
| Administration Cost                                            | \$ 54,000.00             | \$ 60,000.00             |
| Repairs and Maintenance                                        | \$ 47,000.00             | \$ 48,000.00             |
| Insurance                                                      | \$ 13,000.00             | \$ 10,000.00             |
| Utilities                                                      | \$ 38,000.00             | \$ 37,000.00             |
| General Expenses                                               | \$ 20,000.00             | \$ 17,000.00             |
| <i>*Expense increase assumptions have been made</i>            |                          |                          |
| <b>Total Costs</b>                                             | <b>\$ 1,154,000.00</b>   | <b>\$ 1,215,000.00</b>   |
| <b>Yearly Operational Costs</b>                                | <b>\$ 1,154,000.00</b>   | <b>\$ 1,215,000.00</b>   |
| <b>Yearly Net Cash Surplus / Deficit</b>                       | <b>\$175,000.00</b>      | <b>(\$22,145.00)</b>     |
| <b>% Surplus/Deficit</b>                                       | <b>13.17%</b>            | <b>-1.86%</b>            |
| <b>Cumulative Net Cash Surplus / Deficit</b>                   | <b>\$175,000.00</b>      | <b>\$152,855.00</b>      |
| <b>Capital Expenses</b>                                        |                          |                          |
| <b>Construction Works</b>                                      |                          |                          |
| Construction and Building Works                                | \$ -                     | \$ -                     |
| Depreciation                                                   | \$ 58,000.00             | \$ 54,000.00             |
| <b>Total Development Costs</b>                                 | <b>\$ 58,000.00</b>      | <b>\$ 54,000.00</b>      |

#### Projection Breakdown and Assumptions

- Year 1 (2018-19 Actuals) and Year 2 (2019-20 Actuals) taken from Bidgee Haven Hostel financial statements. 2018-19 was delivering a cash surplus of \$175,000 whereas 2019-20 delivered a deficit of (\$22,145.00). Please see the table which follows for the calculation of these figures.

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- Year 3 (2020-21) projection of income forecast using a combination of unaudited actual 2020-21 Year to Date (YTD) data, with March to June projection calculated using average monthly income totals, delivering a cash deficit of (\$9,474.63). The Year 3 (2020-21) projection can be seen in the following table.
- Year 3 (2020-21) projection of expenses forecast using a combination of actual 2019-20 data, with CPI applied (as referenced in Appendix 2 – CPI Indexation for Price Increase on 10 Year Projection).

| Cashflow Forecast                                              | Year 3-2020-21         |
|----------------------------------------------------------------|------------------------|
| <b>Gross Income</b>                                            |                        |
| <b>Hostel Fees</b>                                             |                        |
| Daily Fees                                                     | \$ 270,821.47          |
| Accommodation Fees * Foregone where interest received on bonds | \$ 37,525.65           |
| Means Tested Fees                                              | \$ 97,258.64           |
| Medicare Subsidies                                             | \$ 819,015.60          |
| Interest Received on Bonds paid                                | \$ 15,000.00           |
| Other                                                          |                        |
| <b>Total Income</b>                                            | <b>\$ 1,239,621.36</b> |
| <b>Operating Costs*</b>                                        |                        |
| Employee Costs                                                 | \$ 998,539.19          |
| Consultancy Costs                                              | \$ 6,086.40            |
| Care and catering Costs                                        | \$ 59,849.60           |
| Cleaning and Laundry Expenses                                  | \$ 10,144.00           |
| Administration Cost                                            | \$ 60,864.00           |
| Repairs and Maintenance                                        | \$ 48,691.20           |
| Insurance                                                      | \$ 10,144.00           |
| Utilities                                                      | \$ 37,532.80           |
| General Expenses                                               | \$ 17,244.80           |
| <i>*Expense increase assumptions have been made</i>            |                        |
| <b>Total Costs</b>                                             | <b>\$ 1,249,095.99</b> |
| <b>Yearly Operational Costs</b>                                | <b>\$ 1,249,095.99</b> |
| <b>Yearly Net Cash Surplus / Deficit</b>                       | <b>(\$9,474.63)</b>    |
| <b>% Surplus/Deficit</b>                                       | <b>-0.76%</b>          |
| <b>Cumulative Net Cash Surplus / Deficit</b>                   | <b>\$143,380.37</b>    |
| <b>Capital Expenses</b>                                        |                        |
| <b>Construction Works</b>                                      |                        |
| Construction and Building Works                                | \$ -                   |
| Depreciation                                                   | \$ 50,000.00           |
| <b>Total Development Costs</b>                                 | <b>\$ 50,000.00</b>    |

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- Projection of Interest Received and Medicare payments for 2020-21 was calculated as follows, and with reference to *Appendix 3 – Refundable Accommodation Deposit (RAD) Estimation*.

**Medicare Subsidy Payments 2021**

|         | Permanent     | Respite      | Accommodation Supplement | Viability Supplement | Means Test   | Total         | Less Overpayment | Advance       | Overpayment | Total Paid   | GL            |
|---------|---------------|--------------|--------------------------|----------------------|--------------|---------------|------------------|---------------|-------------|--------------|---------------|
| Jul-20  | \$ 55,006.71  | \$ 5,493.20  | \$ 268.77                | \$ 14,578.06         | -\$ 5,305.98 | \$ 54,602.32  | -\$ 15,438.44    | \$ 40,416.82  |             | \$ 14,185.50 | \$ 54,602.32  |
| Aug-20  | \$ 55,562.52  | \$ 5,493.20  | \$ 268.77                | \$ 14,578.06         | -\$ 5,057.76 | \$ 70,850.79  | -\$ 6,712.94     | \$ 58,329.71  |             | \$ 5,808.14  | \$ 64,137.85  |
| Sep-20  | \$ 60,995.40  |              | \$ 260.10                | \$ 14,107.80         | \$ 853.50    | \$ 76,216.80  |                  | \$ 67,781.38  |             | \$ 26,869.74 | \$ 94,651.12  |
| Oct-20  | \$ 61,625.64  |              | \$ 268.77                | \$ 14,578.06         | \$ 881.95    | \$ 77,354.42  |                  | \$ 70,850.79  | \$ 2,599.52 | \$ -         | \$ 70,850.79  |
| Nov-20  | \$ 65,402.09  | \$ 2,099.79  | \$ 260.10                | \$ 13,839.08         | -\$ 7,924.76 | \$ 73,676.30  |                  | \$ 67,350.87  |             | \$ 6,325.43  | \$ 73,676.30  |
| Dec-20  | \$ 60,234.86  | \$ 5,917.59  | \$ 268.77                | \$ 14,578.06         | -\$ 8,256.54 | \$ 72,742.74  | -\$ 2,599.52     | \$ 65,651.75  |             | \$ 4,491.47  | \$ 70,143.22  |
| Jan-21  | \$ 60,880.89  | \$ 3,626.91  | \$ 268.77                | \$ 14,544.47         | -\$ 7,470.07 | \$ 71,850.97  |                  | \$ 70,715.38  |             | \$ 1,135.59  | \$ 71,850.97  |
| Feb-21  | \$ 56,050.12  |              | \$ 242.76                | \$ 13,167.28         | -\$ 6,747.16 | \$ 62,713.00  |                  | \$ 65,703.12  | \$ 2,990.12 |              | \$ 65,703.12  |
| Mar-21* | \$ 59,469.78  | \$ 4,526.14  | \$ 263.35                | \$ 14,246.11         | -\$ 4,878.35 | \$ 73,627.02  |                  | \$ 63,349.98  |             |              | \$ 63,349.98  |
| Apr-21* | \$ 59,469.78  | \$ 4,526.14  | \$ 263.35                | \$ 14,246.11         | -\$ 4,878.35 | \$ 73,627.02  |                  | \$ 63,349.98  |             |              | \$ 63,349.98  |
| May-21* | \$ 59,469.78  | \$ 4,526.14  | \$ 263.35                | \$ 14,246.11         | -\$ 4,878.35 | \$ 73,627.02  |                  | \$ 63,349.98  |             |              | \$ 63,349.98  |
| Jun-21* | \$ 59,469.78  | \$ 4,526.14  | \$ 263.35                | \$ 14,246.11         | -\$ 4,878.35 | \$ 73,627.02  |                  | \$ 63,349.98  |             |              | \$ 63,349.98  |
|         | \$ 713,637.35 | \$ 40,735.24 | \$ 3,160.22              | \$ 170,953.31        | \$ 58,540.23 | \$ 854,515.44 | -\$ 24,750.90    | \$ 760,199.73 | \$ 5,589.64 | \$ 58,815.87 | \$ 819,015.60 |

Monthly YTD Average used to project March - June 2021 Income

Monthly YTD Average    \$    59,469.78    \$    4,526.14    \$    263.35    \$    14,246.11    -\$    4,878.35

\$ 63,349.98

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- Year 4 (2021-22) projection of income forecast using 2020-21 data with CPI applied to income and expenses, as referenced in *Appendix 2 – CPI Indexation for Price Increase on 10 Year Projection*. This financial year also includes projected capital expenditure to mark the start of the expansion project, however, as this capital will be funded from grants received, it has not been included as an impact on cash reserves for the centre. This capital treatment has also been used for depreciation in future year projections. Under these assumptions, a deficit of **(\$10,151.43)** was delivered as per the calculations shown in the following table:

| Cashflow Forecast                                              | Year 4 - 2021-22       |
|----------------------------------------------------------------|------------------------|
| <b>Gross Income</b>                                            |                        |
| <b>Hostel Fees</b>                                             |                        |
| Daily Fees                                                     | \$ 274,721.30          |
| Accommodation Fees * Foregone where interest received on bonds | \$ 37,525.65           |
| Means Tested Fees                                              | \$ 98,659.17           |
| Medicare Subsidies                                             | \$ 830,809.42          |
| Interest Received on Bonds paid                                | \$ 15,216.00           |
| Other                                                          |                        |
| <b>Total Income</b>                                            | <b>\$ 1,256,931.54</b> |
| <b>Operating Costs*</b>                                        |                        |
| Employee Costs                                                 | \$ 1,012,918.16        |
| Consultancy Costs                                              | \$ 6,174.04            |
| Care and catering Costs                                        | \$ 60,711.43           |
| Cleaning and Laundry Expenses                                  | \$ 10,290.07           |
| Administration Cost                                            | \$ 61,740.44           |
| Repairs and Maintenance                                        | \$ 49,392.35           |
| Insurance                                                      | \$ 10,290.07           |
| Utilities                                                      | \$ 38,073.27           |
| General Expenses                                               | \$ 17,493.13           |
| <i>*Expense increase assumptions have been made</i>            |                        |
| <b>Total Costs</b>                                             | <b>\$ 1,267,082.98</b> |
| <b>Yearly Operational Costs</b>                                | <b>\$ 1,267,082.98</b> |
| <b>Yearly Net Cash Surplus / Deficit</b>                       | <b>(\$10,151.43)</b>   |
| <b>% Surplus/Deficit</b>                                       | <b>-0.81%</b>          |
| <b>Cumulative Net Cash Surplus / Deficit</b>                   | <b>\$133,228.93</b>    |
| <b>Capital Expenses</b>                                        |                        |
| <b>Construction Works</b>                                      |                        |
| Construction and Building Works                                | \$ 3,120,000.00        |
| Depreciation                                                   | \$ 50,000.00           |
| <b>Total Development Costs</b>                                 | <b>\$ 3,170,000.00</b> |

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- Year 5 (2022-23) projection of income forecast using 2020-21 data combined with a half-year apportionment of estimated income, referenced at *Appendix I – Income Dissection – Projected Income Streams*. This also includes projected capital expenditure to finalise the expansion project with the same treatment of these expenses as per previous year. Under these assumptions a net deficit was delivered of **(\$255,036.79)** as per the calculations shown in the following table:

| Cashflow Forecast                                              | Year 5 - 2022-23       |
|----------------------------------------------------------------|------------------------|
| <b>Gross Income</b>                                            |                        |
| <b>Hostel Fees</b>                                             |                        |
| Daily Fees                                                     | \$ 504,890.30          |
| Accommodation Fees * Foregone where interest received on bonds | \$ 151,405.65          |
| Means Tested Fees                                              | \$ 147,988.75          |
| Medicare Subsidies                                             | \$ 1,089,874.34        |
| Interest Received on Bonds paid                                | \$ 15,435.11           |
| Other                                                          |                        |
| <b>Total Income</b>                                            | <b>\$ 1,909,594.15</b> |
| <b>Operating Costs*</b>                                        |                        |
| Employee Costs                                                 | \$ 1,781,025.23        |
| Consultancy Costs                                              | \$ 6,262.95            |
| Care and catering Costs                                        | \$ 92,378.52           |
| Cleaning and Laundry Expenses                                  | \$ 15,657.38           |
| Administration Cost                                            | \$ 93,944.26           |
| Repairs and Maintenance                                        | \$ 75,155.40           |
| Insurance                                                      | \$ 15,657.38           |
| Utilities                                                      | \$ 57,932.29           |
| General Expenses                                               | \$ 26,617.54           |
| <i>*Expense increase assumptions have been made</i>            |                        |
| <b>Total Costs</b>                                             | <b>\$ 2,164,630.94</b> |
| <b>Yearly Operational Costs</b>                                | <b>\$ 2,164,630.94</b> |
| <b>Yearly Net Cash Surplus / Deficit</b>                       | <b>(\$255,036.79)</b>  |
| <b>% Surplus/Deficit</b>                                       | <b>-13.36%</b>         |
| <b>Cumulative Net Cash Surplus / Deficit</b>                   | <b>(\$121,807.86)</b>  |
| <b>Capital Expenses</b>                                        |                        |
| <b>Construction Works</b>                                      |                        |
| Construction and Building Works                                | \$ 1,560,000.00        |
| Depreciation                                                   | \$ 125,000.00          |
| <b>Total Development Costs</b>                                 | <b>\$ 1,685,000.00</b> |

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- Year 6 (2023-24) – Year 12 (2029-30) projection of expenses forecast using full year apportionment of the increase in operating costs, due to the expansion. The annual deficit can be seen in the calculations on the table on the following page.
- Refundable Accommodation Deposits (RADs) are projected using mean property price in the Balranald area as an estimated bond deposit. Approximately 1/3<sup>rd</sup> of residents are expected to pay a RAD in lieu of Accommodation fees



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| Cashflow Forecast                                              | Year 6 - 2023-24       | Year 7 - 2024-25       | Year 8 - 2025-26       | Year 9 - 2026-27       | Year 10 - 2027-28      | Year 11 - 2028-29      | Year 12 - 2029-30      |
|----------------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Gross Income</b>                                            |                        |                        |                        |                        |                        |                        |                        |
| <b>Hostel Fees</b>                                             |                        |                        |                        |                        |                        |                        |                        |
| Daily Fees                                                     | \$ 466,966.87          | \$ 473,691.19          | \$ 480,512.34          | \$ 487,431.72          | \$ 494,450.74          | \$ 501,570.83          | \$ 508,793.45          |
| Accommodation Fees * Foregone where interest received on bonds | \$ 231,039.74          | \$ 234,366.72          | \$ 237,741.60          | \$ 241,165.08          | \$ 244,637.85          | \$ 248,160.64          | \$ 251,734.15          |
| Means Tested Fees                                              | \$ 200,159.72          | \$ 203,042.02          | \$ 205,965.82          | \$ 208,931.73          | \$ 211,940.35          | \$ 214,992.29          | \$ 218,088.18          |
| Medicare Subsidies                                             | \$ 1,546,489.51        | \$ 1,568,758.96        | \$ 1,591,349.09        | \$ 1,614,264.52        | \$ 1,637,509.93        | \$ 1,661,090.07        | \$ 1,685,009.77        |
| Interest Received on Bonds paid                                | \$ 15,657.38           | \$ 15,882.84           | \$ 16,111.56           | \$ 16,343.56           | \$ 16,578.91           | \$ 16,817.65           | \$ 17,059.82           |
| Other                                                          |                        |                        |                        |                        |                        |                        |                        |
| <b>Total Income</b>                                            | <b>\$ 2,460,313.22</b> | <b>\$ 2,495,741.73</b> | <b>\$ 2,531,680.41</b> | <b>\$ 2,568,136.61</b> | <b>\$ 2,605,117.78</b> | <b>\$ 2,642,631.47</b> | <b>\$ 2,680,685.37</b> |
| <b>Operating Costs*</b>                                        |                        |                        |                        |                        |                        |                        |                        |
| Employee Costs                                                 | \$ 1,997,078.39        | \$ 2,025,836.31        | \$ 2,055,008.36        | \$ 2,084,600.48        | \$ 2,114,618.72        | \$ 2,145,069.23        | \$ 2,175,958.23        |
| Consultancy Costs                                              | \$ 6,353.14            | \$ 6,444.62            | \$ 6,537.42            | \$ 6,631.56            | \$ 6,727.06            | \$ 6,823.93            | \$ 6,922.19            |
| Care and catering Costs                                        | \$ 123,171.36          | \$ 124,945.03          | \$ 126,744.23          | \$ 128,569.35          | \$ 130,420.75          | \$ 132,298.81          | \$ 134,203.91          |
| Cleaning and Laundry Expenses                                  | \$ 20,876.50           | \$ 21,177.12           | \$ 21,482.07           | \$ 21,791.42           | \$ 22,105.21           | \$ 22,423.53           | \$ 22,746.43           |
| Administration Cost                                            | \$ 125,259.01          | \$ 127,062.74          | \$ 128,892.44          | \$ 130,748.49          | \$ 132,631.27          | \$ 134,541.16          | \$ 136,478.55          |
| Repairs and Maintenance                                        | \$ 100,207.21          | \$ 101,650.19          | \$ 103,113.95          | \$ 104,598.79          | \$ 106,105.02          | \$ 107,632.93          | \$ 109,182.84          |
| Insurance                                                      | \$ 20,876.50           | \$ 21,177.12           | \$ 21,482.07           | \$ 21,791.42           | \$ 22,105.21           | \$ 22,423.53           | \$ 22,746.43           |
| Utilities                                                      | \$ 77,243.05           | \$ 78,355.35           | \$ 79,483.67           | \$ 80,628.24           | \$ 81,789.28           | \$ 82,967.05           | \$ 84,161.77           |
| General Expenses                                               | \$ 35,490.05           | \$ 36,001.11           | \$ 36,519.52           | \$ 37,045.41           | \$ 37,578.86           | \$ 38,120.00           | \$ 38,668.92           |
| *Expense increase assumptions have been made                   |                        |                        |                        |                        |                        |                        |                        |
| <b>Total Costs</b>                                             | <b>\$ 2,506,555.20</b> | <b>\$ 2,542,649.60</b> | <b>\$ 2,579,263.75</b> | <b>\$ 2,616,405.15</b> | <b>\$ 2,654,081.39</b> | <b>\$ 2,692,300.16</b> | <b>\$ 2,731,069.28</b> |
| <b>Yearly Operational Costs</b>                                | <b>\$ 2,506,555.20</b> | <b>\$ 2,542,649.60</b> | <b>\$ 2,579,263.75</b> | <b>\$ 2,616,405.15</b> | <b>\$ 2,654,081.39</b> | <b>\$ 2,692,300.16</b> | <b>\$ 2,731,069.28</b> |
| <b>Yearly Net Cash Surplus / Deficit</b>                       | <b>(\$46,241.98)</b>   | <b>(\$46,907.87)</b>   | <b>(\$47,583.34)</b>   | <b>(\$48,268.54)</b>   | <b>(\$48,963.61)</b>   | <b>(\$49,668.69)</b>   | <b>(\$50,383.91)</b>   |
| <b>% Surplus/Deficit</b>                                       | <b>-1.88%</b>          | <b>-1.88%</b>          | <b>-1.88%</b>          | <b>-1.88%</b>          | <b>-1.88%</b>          | <b>-1.88%</b>          | <b>-1.88%</b>          |
| <b>Cumulative Net Cash Surplus / Deficit</b>                   | <b>(\$168,049.84)</b>  | <b>(\$214,957.71)</b>  | <b>(\$262,541.06)</b>  | <b>(\$310,809.60)</b>  | <b>(\$359,773.21)</b>  | <b>(\$409,441.89)</b>  | <b>(\$459,825.81)</b>  |
| <b>Capital Expenses</b>                                        |                        |                        |                        |                        |                        |                        |                        |
| <b>Construction Works</b>                                      |                        |                        |                        |                        |                        |                        |                        |
| Construction and Building Works                                | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| <b>Depreciation</b>                                            | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   |
| <b>Total Development Costs</b>                                 | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   | <b>\$ 150,000.00</b>   |



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Capital Expenses Projection Breakdown and Assumptions

- Capital Expenses are not included in calculation of Cash Surplus/Deficit – this is due to construction costs for expansion being funded entirely from receipt of a grant, and depreciation having no tangible impact on Cashflow.
- Depreciation figures used are those provided by the Council.

## Aged Care Approvals Round (ACAR) Application

In addition to the above Cashflow projections, HSPlus Accountants & Advisory assisted with completing the financials sections of the Aged Care Approvals Round (ACAR) Application:

- Part A - Section 2; and
- Part B - Sections 5.4 and 5.6.

Actual data was used for the 2019-20 Financial year of the ACAR application, with Cashflow and balance sheet projections calculated, forming the basis for the remainder of the application. The net cash position was taken from the net surplus/deficit on page 7.

*Note: The ACAR application was provided based on prior information of 100% occupancy. The figures below will not reflect the information provided in the ACAR application, and this may need to be updated as per the advice of the Council.*

The decrease in cash at bank is calculated based on the net cash deficit in each year of the cashflow forecast. The increase in Land and Buildings is based on the completion of the expansion project, with the grant funding the total expansion. Accumulated depreciation is calculated based on figures provided by the Council.

The increase in current liabilities is attributed to additional Refundable Accommodation Deposits (RADs) being held; due to the increase in beds at the new facility. As it was estimated that resident turnover would be approximately 2-4 weeks upon vacancy, there was no change calculated in RADs from year to year.

The table on the following page shows the balance sheet figures as they stand with the above data and methodology used.

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| '000                                 | Year 3 - 2020-21 | Year 4 - 2021-22 | Year 5 - 2022-23 | Year 6 - 2023-24 | Year 7 - 2024-25 | Year 8 - 2025-26 |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Assets</b>                        |                  |                  |                  |                  |                  |                  |
| <b>Current Assets</b>                |                  |                  |                  |                  |                  |                  |
| Cash at bank                         | \$ 1,609         | \$ 1,066         | \$ 1,590         | \$ 1,176         | \$ 1,190         | \$ 1,083         |
| Investments/term deposits            | \$ 1,557         | \$ 1,775         | \$ 1,775         | \$ 1,775         | \$ 1,775         | \$ 1,775         |
| Other                                | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             |
| <b>Total Current Assets</b>          | <b>\$ 3,166</b>  | <b>\$ 2,841</b>  | <b>\$ 3,365</b>  | <b>\$ 2,951</b>  | <b>\$ 2,965</b>  | <b>\$ 2,858</b>  |
| <b>Non-Current Assets</b>            |                  |                  |                  |                  |                  |                  |
| Land and Buildings                   | \$ 2,728         | \$ 7,358         | \$ 7,308         | \$ 7,183         | \$ 7,083         | \$ 6,883         |
| Less Accum. Dep                      | -\$ 50           | -\$ 50           | -\$ 125          | -\$ 150          | -\$ 150          | -\$ 150          |
| <b>Total Land and Buildings</b>      | <b>\$ 2,678</b>  | <b>\$ 7,308</b>  | <b>\$ 7,183</b>  | <b>\$ 7,033</b>  | <b>\$ 6,933</b>  | <b>\$ 6,733</b>  |
| Plant and Equipment                  | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            |
| Intangibles                          | \$ 300           | \$ 300           | \$ 300           | \$ 300           | \$ 300           | \$ 300           |
| <b>Total Non-current Assets</b>      | <b>\$ 3,028</b>  | <b>\$ 7,658</b>  | <b>\$ 7,533</b>  | <b>\$ 7,383</b>  | <b>\$ 7,233</b>  | <b>\$ 7,083</b>  |
| <b>Total Assets</b>                  | <b>\$ 6,194</b>  | <b>\$ 10,499</b> | <b>\$ 10,898</b> | <b>\$ 10,334</b> | <b>\$ 10,198</b> | <b>\$ 9,941</b>  |
| <b>Liabilities</b>                   |                  |                  |                  |                  |                  |                  |
| <b>Current Liabilities</b>           |                  |                  |                  |                  |                  |                  |
| Accommodation Bonds/RADS             | \$ 1,557         | \$ 1,775         | \$ 1,775         | \$ 1,775         | \$ 1,775         | \$ 1,775         |
| Creditors and Accruals               | \$ 557           | \$ 557           | \$ 557           | \$ 557           | \$ 557           | \$ 557           |
| Other                                | \$ 54            | \$ 54            | \$ 54            | \$ 54            | \$ 54            | \$ 54            |
| <b>Total Current Liabilities</b>     | <b>\$ 2,168</b>  | <b>\$ 2,386</b>  | <b>\$ 2,386</b>  | <b>\$ 2,386</b>  | <b>\$ 2,386</b>  | <b>\$ 2,386</b>  |
| <b>Non-current Liabilities</b>       |                  |                  |                  |                  |                  |                  |
| Other                                | \$ 19            | \$ 19            | \$ 19            | \$ 19            | \$ 19            | \$ 19            |
| <b>Total Non-current Liabilities</b> | <b>\$ 19</b>     | <b>\$ 19</b>     | <b>\$ 19</b>     | <b>\$ 19</b>     | <b>\$ 19</b>     | <b>\$ 19</b>     |
| <b>Total Liabilities</b>             | <b>\$ 2,187</b>  | <b>\$ 2,405</b>  | <b>\$ 2,405</b>  | <b>\$ 2,405</b>  | <b>\$ 2,405</b>  | <b>\$ 2,405</b>  |
| <b>Net Assets</b>                    | <b>\$ 4,007</b>  | <b>\$ 8,094</b>  | <b>\$ 8,493</b>  | <b>\$ 7,929</b>  | <b>\$ 7,793</b>  | <b>\$ 7,536</b>  |

## Conclusion

In conclusion, it is recommended that this report be read in conjunction with the four appendices to gain a comprehensive understanding of the Cashflow Projection results.

As stated in the Executive Summary and the Cashflow Projection, the expansion of the Bidgee Haven Hostel is projected to deliver a cash deficit each year based on 80% occupancy. The break-even point is, therefore, calculated to be reached at 83.33% occupancy (i.e. 25 beds), based on the Cashflow projection and information provided by the Council.

Although it is impossible to forecast future occupancy with certainty, it is prudent to conservatively assume occupancy of between 80% - 90%, as per the historic performance of the facility, to be the baseline adopted.

Accordingly, based on current operating conditions and the above assumptions, the expansion would not be viable based on expected performance, unless the break-even point (of 83.3.3% or 25 bed occupancy) is met.

Further, it is noted that such an operation and expansion would usually be out of the scope of normal operations of a shire council. Therefore, additional consultation and expertise may be required regarding this project.

The Cashflow Projection on pages 5 -12 was agreed upon as the most likely scenario of three projected, with input provided by the Council to assist in attaining a realistic estimate of results, should you proceed with the expansion.

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## Appendix 1 – Income Dissection – Projected Income Streams

|                                  | Daily rate | Number of Residents | Daily total | Annual Totals   | Apportioned Total |                                   |
|----------------------------------|------------|---------------------|-------------|-----------------|-------------------|-----------------------------------|
| Daily Fees                       | \$ 52.55   | 30                  | \$ 1,576.50 | \$ 575,422.50   | \$ 460,338.00     |                                   |
| *Accommodation Fees (No bond)    | \$ 39.00   | 20                  | \$ 780.00   | \$ 284,700.00   | \$ 227,760.00     | Enter: # Of filled beds <b>24</b> |
| Existing Residents               | \$ 149.59  | 15                  | \$ 2,243.88 | \$ 819,015.60   | \$ 655,212.48     |                                   |
| **New residents Care Level (HHL) | \$ 170.28  | 7                   | \$ 1,191.96 | \$ 435,065.40   | \$ 348,052.32     | % Occupancy <b>80.00%</b>         |
| **New residents Care Level (HHH) | \$ 223.15  | 8                   | \$ 1,785.18 | \$ 651,589.24   | \$ 521,271.39     |                                   |
| Means Tested fees                | \$ 17.51   | 30                  | \$ 525.36   | \$ 191,756.00   | \$ 153,404.80     |                                   |
|                                  |            |                     | \$ 7,577.51 | \$ 2,957,548.74 | \$ 2,366,038.99   | CPI to be applied                 |

\*Assumption made that 1/3 of all residents will pay RAD and therefore not be subject to daily accom. Fees

\*\*Rates gained from MIRUS Australia calculator

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## Appendix 2 – CPI Indexation for Price Increase on 10 Year Projection

\* Data taken from Australian Bureau of Statistics CPI Data

### All groups CPI, quarterly change

| Quarter                            | Change from previous quarter (%) |
|------------------------------------|----------------------------------|
| Sep-18                             | 0.40%                            |
| Dec-18                             | 0.50%                            |
| Mar-19                             | 0.00%                            |
| Jun-19                             | 0.60%                            |
| Sep-19                             | 0.50%                            |
| Dec-19                             | 0.70%                            |
| Mar-20                             | 0.30%                            |
| Jun-20                             | -1.90%                           |
| Sep-20                             | 1.60%                            |
| Dec-20                             | 0.90%                            |
| <b>Ave. quarterly CPI Increase</b> | <b>0.360%</b>                    |
|                                    | 1.440%                           |

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### Appendix 3 – Refundable Accommodation Deposit (RAD) Estimation

Current estimate provided by Balranald Shire Council is that 1/3 of all residents after expansion will pay RAD

Amounts are means tested so median property price and median balranald property price used - data collected from <https://www.realestate.com.au/neighbourhoods/balranald-2715-nsw>

|                          |    | 2012       | 2013          | 2014          | 2015          | 2016          | 2017          | 2018          | 2019          | 2020          |
|--------------------------|----|------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Mean property price      | \$ | 135,000.00 | \$ 102,500.00 | \$ 133,500.00 | \$ 142,500.00 | \$ 140,000.00 | \$ 171,500.00 | \$ 180,000.00 | \$ 173,500.00 | \$ 177,500.00 |
| % Change from prior year | -  |            | -32%          | 23%           | 6%            | -2%           | 18%           | 5%            | -4%           | 2%            |
| Average % Change         |    | 2%         |               |               |               |               |               |               |               |               |

Using estimation that 1/3 residents will pay RAD bond we can assume the amount held will be the mean property price multiplied by the average increase in mean price for new residents multiplied by current/projected cash rate for interest

|                                   |    |                     |                                                             |                     |
|-----------------------------------|----|---------------------|-------------------------------------------------------------|---------------------|
|                                   |    | Mean property price |                                                             | Number of residents |
| Therefore bonds held =            |    | \$ 177,500.00       | x                                                           | 30                  |
| = \$                              |    | 1,775,000.00        |                                                             |                     |
| Current RBA Interest rate - 0.10% |    | 0.10%               |                                                             |                     |
| Estimated Real interest rate      |    | 0.845%              | Interest estimate to reach annual projection of \$15,000.00 |                     |
| Estimated annual interest         | \$ | 15,000.00           |                                                             |                     |

RAD calculated for ACAR application as 1/10th of Bonds held estimated. Cash in/out for bonds equal to turnover of one resident per year

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## Appendix 4 - Project Risk Profile

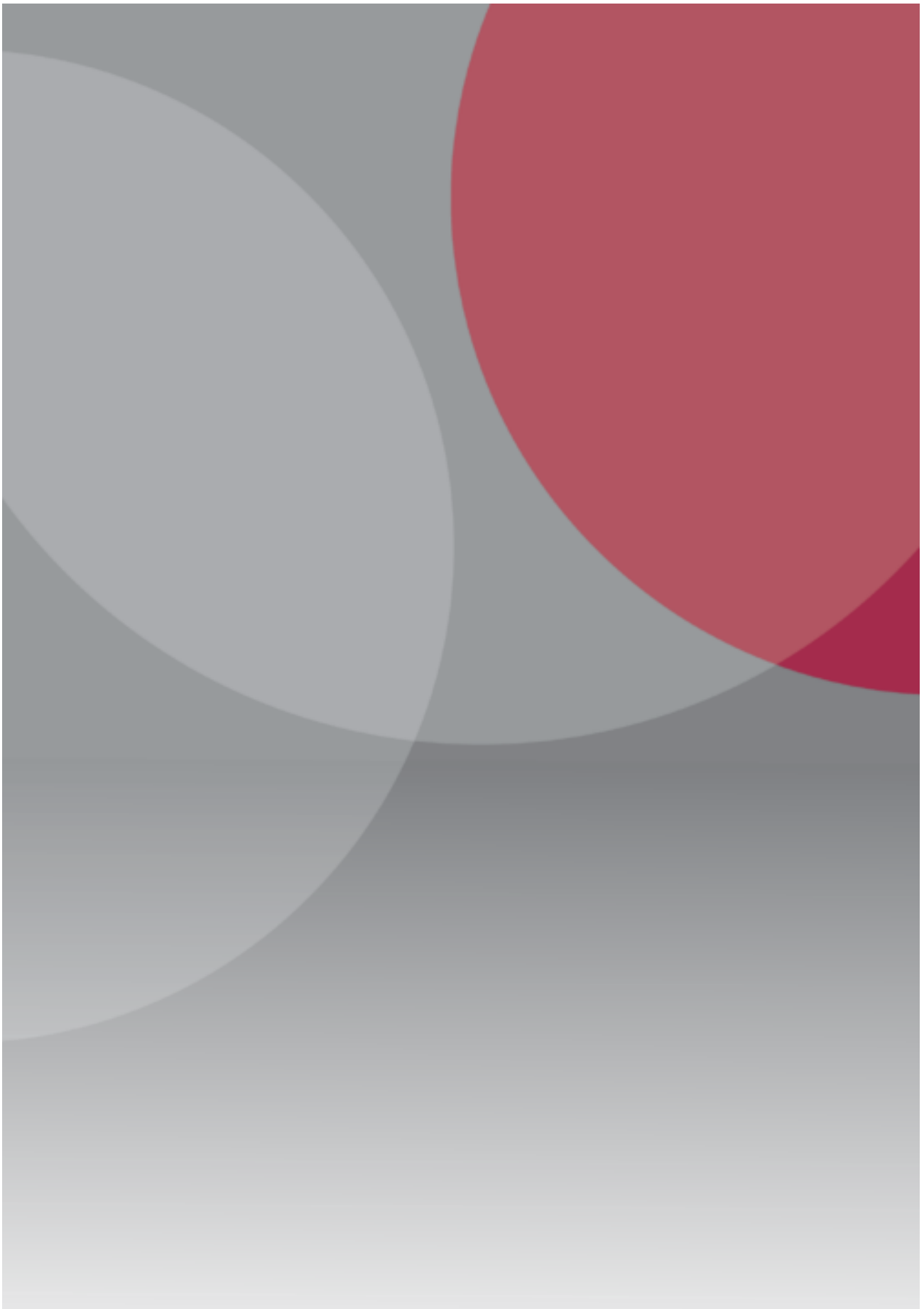
Risks involved with the expansion of the Bidgee Haven Hostel will require thorough consideration despite Aged Care accommodation being deemed reasonably low-risk due to community demand and requirements. Risks that we have identified include but are not limited to the following. Risk ratings and Mitigation strategies are included as follows:

| Key Business Risks                                                                                                       | Risk Ratings   |                          |              |                          | Strategies to minimise or mitigate business risks                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------|--------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                          | Likelihood     |                          | Consequences |                          |                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Financial Support Variations</u></b> <ul style="list-style-type: none"><li>Changes in government policy</li></ul>  | Certain        | ✓                        | Trivial      | <input type="checkbox"/> | <ul style="list-style-type: none"><li>Identify key sources of funding and rebates receivable to hostel</li><li>Identify break-even point where income covers all running costs and relevant occupancy required</li></ul>                                                                                                                   |
|                                                                                                                          | Almost Certain | <input type="checkbox"/> | Minor        | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                          | Likely         | <input type="checkbox"/> | Moderate     | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                          | Unlikely       | <input type="checkbox"/> | Substantial  | ✓                        |                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                          | Rare           | <input type="checkbox"/> | Intolerable  | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Regional Demographic Changes</u></b> <ul style="list-style-type: none"><li>Long term shifts in occupancy</li></ul> | Certain        | <input type="checkbox"/> | Trivial      | <input type="checkbox"/> | <ul style="list-style-type: none"><li>Current demand experienced for aged care may decrease over course of operations with increased vacancies resulting</li><li>Contingency plans may include pivoting into respite for non-aged care residents or decreased staffing to reduce operating costs in the event of lower occupancy</li></ul> |
|                                                                                                                          | Almost Certain | <input type="checkbox"/> | Minor        | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                          | Likely         | ✓                        | Moderate     | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                          | Unlikely       | <input type="checkbox"/> | Substantial  | ✓                        |                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                          | Rare           | <input type="checkbox"/> | Intolerable  | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                            |



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|                                                                                                                                                                                               |                                                                                                                                                                                                 |                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Legislative changes to staffing requirements</u> <ul style="list-style-type: none"> <li>Increase in ratio of staff to residents required, resulting in additional running costs</li> </ul> | Certain <input type="checkbox"/><br>Almost Certain <input type="checkbox"/><br>Likely <input checked="" type="checkbox"/><br>Unlikely <input type="checkbox"/><br>Rare <input type="checkbox"/> | Trivial <input type="checkbox"/><br>Minor <input type="checkbox"/><br>Moderate <input type="checkbox"/><br>Substantial <input checked="" type="checkbox"/><br>Intolerable <input type="checkbox"/> | <ul style="list-style-type: none"> <li>Legislative instruments are subject to change and could significantly impact the number of residents required to cover costs and break-even</li> <li>Ensure mitigation strategies such as the above are actionable</li> </ul>                                                                          |
| <u>Operation of Aged-care Facility outside the scope of normal council operations</u> <ul style="list-style-type: none"> <li>Aged Care operation may require expertise</li> </ul>             | Certain <input checked="" type="checkbox"/><br>Almost Certain <input type="checkbox"/><br>Likely <input type="checkbox"/><br>Unlikely <input type="checkbox"/><br>Rare <input type="checkbox"/> | Trivial <input type="checkbox"/><br>Minor <input type="checkbox"/><br>Moderate <input type="checkbox"/><br>Substantial <input type="checkbox"/><br>Intolerable <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> <li>Normal council operations would not include the running of an aged-care facility as this would usually be a commercial operation</li> <li>Additional expertise may be sought from external sources to ensure facility is meeting all commercial and legislative requirements</li> </ul>                |
| <u>Competitors may enter region</u> <ul style="list-style-type: none"> <li>Based on viability and demand, competition with other operators may increase</li> </ul>                            | Certain <input type="checkbox"/><br>Almost Certain <input type="checkbox"/><br>Likely <input type="checkbox"/><br>Unlikely <input checked="" type="checkbox"/><br>Rare <input type="checkbox"/> | Trivial <input type="checkbox"/><br>Minor <input type="checkbox"/><br>Moderate <input checked="" type="checkbox"/><br>Substantial <input type="checkbox"/><br>Intolerable <input type="checkbox"/> | <ul style="list-style-type: none"> <li>If expansion of Bidgee Haven is profitable and viable, commercial operators may seek to compete with facility</li> <li>If performance and demand post expansion exceed expectations further expansion to meet these requirements may need to be considered to mitigate regional competition</li> </ul> |



### Purpose of the Discussion Paper

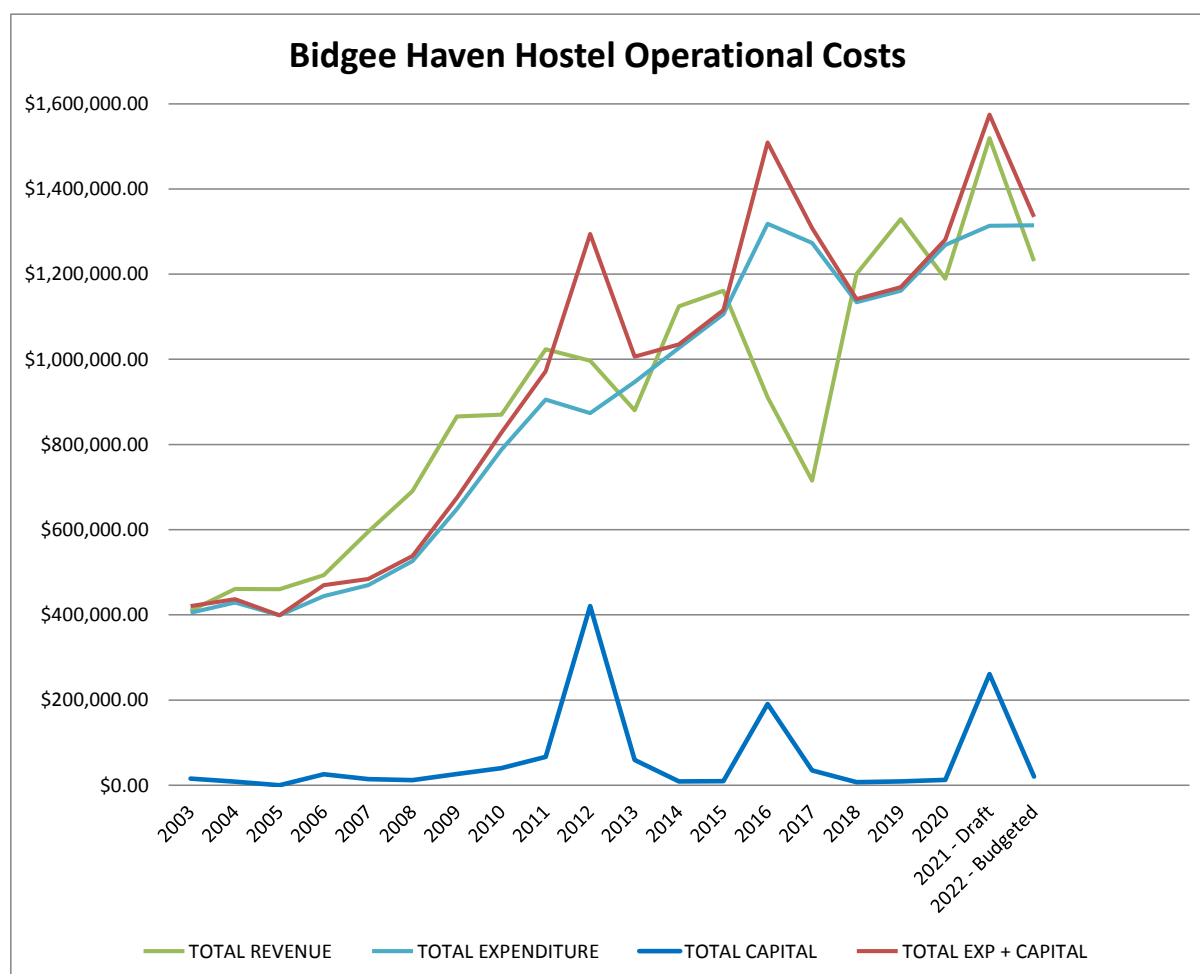
Council has received grant funding for an extension to the Bidgee Haven Hostel. In determining whether to proceed with the extension, further information has been requested on the financial sustainability of the Hostel with the extension, given the Performance Improvement Order requires Council to provide a path to achieve a break-even result or an operating surplus in the future. This discussion paper provides the relevant information to assist with a Workshop with the Ageing Well, Aged Care and Facilities Advisory Committee to look at how to progress the issue.

### History

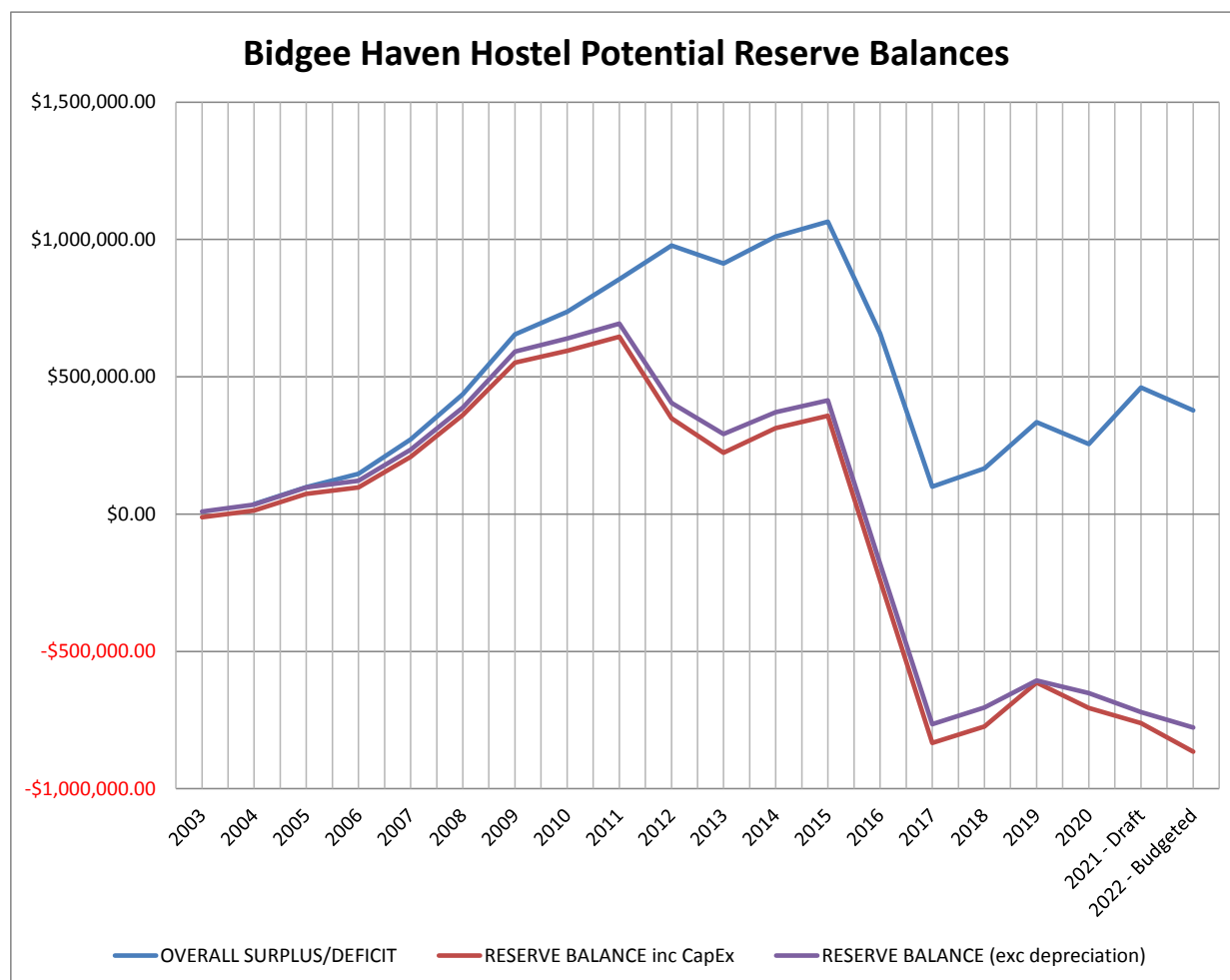
The Bidgee Haven Hostel was constructed in 1994. During this time the Hostel has always been Council owned. In 2014 and 2017 options were considered regarding the outsourcing of the service. Appendix A provides a detailed timeline of key dates in the Hostel's history.

### Financials

In November 2020, the previous Director of Corporate & Community Services provided a report to Council on the historical costs of the Hostel's operations. This report did not include any capital costs associated with the Hostel. The financials for 2020/2021 are still to be complete, but currently they show a deficit for the Hostel of \$55,500. The below table takes into account all costs associated with the Hostel, including the capital costs.



If Council is to introduce a reserve for the Hostel, the below graph shows what this would look like under three different scenarios: operational expenditure and depreciation, all expenditure including depreciation or all expenditure excluding depreciation.



For the operation of the hostel to be sustainable into the future, the cost of capital works and depreciation need to be considered. For the Hostel to be sustainable in its own right, Council cannot be expected to cover capital or depreciation costs from general rate revenue.

In early 2021 HSPlus Accountants and Advisory prepared a report to Council to review the current income and expenditure of Bidgee Haven Hostel and assess the viability of an expansion of the facility. It included cash flow projections for the Hostel based on three “what if” scenarios: a base model, CPI and worst case scenario. The report is included in Appendix B. This report indicates Council would need to reach an occupancy rate of 83.33% to reach break-even, but this does not include depreciation. With depreciation the occupancy rate would need to be approximately 90%.

### Grant Funding

Council was awarded a \$4.68 million grant for the construction of a 15 bed high dependency extension wing for the Bidgee Haven Aged Care Hostel in the 2018-19 Aged Care Approvals Round (ACAR). Tenders were invited for construction in October 2020 and five were received ranging from \$4.5 million to \$5.6 million. All were over the anticipated cost for the works. It was estimated up to \$1.38 million additional funds would be required for all components of a fully functional facility.

In mid-2021, Council applied for a further ACAR grant for \$1.38 million to complete this project. Council was advised in August 2021 they were successful. Departmental staff were seconded to the current COVID-19 pandemic, so they have only just contacted Council at the end of September to start preparing the agreement. The Department has advised Council it is OK not to rush into signing the agreement if they need more time to determine how they will proceed.

To date Council has already expended approximately \$265,000 on this project. The Department has advised if Council decides not to proceed, an application could be made for the grant funding to cover these costs and any further costs incurred in making the decision whether or not to proceed.

Conversations with the Department have indicated it is possible for Council novate the grant agreement to another provider if it chooses to transfer ownership of the Hostel. The Department is currently dealing with a number of Council's exploring this same issue:

- Lockhart & District Aged Care Association transferred their Woodhaven service to the Respect Group, the project had commenced but didn't progress
- Snowy Monaro Regional Council also plans to transfer their aged care services to Sapphire Coast Community Aged Care (SCCAC) (Appendix D), if the transfer goes ahead they will novate the grant agreement
- Another Shire Council in WA has novated a grant agreement to a new provider, but no progress has been made on the capital works

#### Snowy Monaro Council

In conversations with Snowy Monaro Council, they advised they currently operate two aged care facilities Yallambee Lodge (40 beds) and Snowy River Hostel (14 beds). Across the two sites they are currently running a deficit of approximately \$2.5 million per year.

Following community consultation sessions Snowy Monaro Council went out to the market to seek Expressions of Interest (EOI's) for the purchase of the facilities. To draw attention to the opportunity, Ernst & Young contacted 53 non-profit organisations with an interest in this industry. Two EOI's were received, one of which was non-conforming as it did not wish to maintain the facilities in their current service model. They are now in conversations with the conforming tenderer for the purchase of the facilities, including conversations to expand the services to Jindabyne.

Ernst & Young sought feedback from the organisations they approached to determine why they had not submitted an Expression of Interest and the main response was the facilities were too small. Bidgee Haven may be more attractive, however, as the annual deficit is much less than \$2.5 million.

#### **Summary**

Council has \$6.06 million in funding to build a 15 bed high dependency extension wing for the Bidgee Haven Aged Care Hostel. The income currently generated by the Hostel does not cover the cost of its operations. Doubling the size of the current operations is likely to double the current loss to Council. Council needs to decide if it wishes to proceed with the extension.

**Recommendations**

1. Explore options to sell the Hostel, with or without the grant to build the extension
2. Engage with the community early to seek their input
- 1.

| Date       | Details                                                                                                                                                                                                                                                                                                                | Document                                                                                       |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 5/9/1994   | First Resident entered Hostel<br>Hostel opened (12 beds) – Community got together to raise money to build. Shire got grant for rest – filled up very quickly<br>4 PCA's when first started working 24hr shifts with staff sleepover room                                                                               | Hostel Admission Book                                                                          |
| 7/2/2005   | General Manager looked into upgrading fire services using capital grant of \$43,000 received last year                                                                                                                                                                                                                 | Report & Recommendations Balranald Shire Council Retirement Hostel Committee, 7 February 2005  |
| 5/6/2006   | Double Room finished<br>Kitchen renovations in progress                                                                                                                                                                                                                                                                | Minutes 31 <sup>st</sup> July 2006<br>Ref. BC:SB:374                                           |
| 12/2/2007  | DCS reported that extra places had been allocated and that the revised surplus for this year was a result of running the hostel at full capacity                                                                                                                                                                       | Report & Recommendations Balranald Shire Council Retirement Hostel Committee, 12 February 2007 |
| 30/7/2007  | Donation of \$500 from Oxley Gymkhana                                                                                                                                                                                                                                                                                  | Minutes 30 July 2007<br>Ref. DC:SB:374                                                         |
| 30/11/2009 | Employed first Registered Nurse 1 day week                                                                                                                                                                                                                                                                             | Minutes 30 <sup>th</sup> November 2009 Ref. CL:SB:374                                          |
| 7/2/2011   | Donation of \$700 from Oxley Gymkhana                                                                                                                                                                                                                                                                                  | Retirement Hostel Committee Meeting<br>Minutes 7 February 2011 Ref. RR:CH:374                  |
| 29/3/20211 | 2 extra bed licences approved                                                                                                                                                                                                                                                                                          | Retirement Hostel Committee Meeting<br>Minutes 29 March 2011<br>Ref. RR:CH:374                 |
| 26/6/2011  | Dementia Garden Grant \$52,000<br>Palliative Care Grant \$150,000                                                                                                                                                                                                                                                      | Retirement Hostel Committee Meeting<br>Minutes 26 June 2011<br>Ref. RR:CH:374                  |
| 27/9/2012  | Completion of Hostel Palliative Room and Offices build                                                                                                                                                                                                                                                                 | Retirement Hostel Committee Meeting<br>Minutes 27 September 2012 Ref. RR:CH:374                |
| 2/12/2013  | Won award for Positive living in Aged Care - \$10,000 (used for Gazebo)                                                                                                                                                                                                                                                | Retirement Hostel Committee Meeting<br>Minutes 2 December 2013 Ref. RR:CH:374                  |
| 28/1/2014  | Hostel purchased 11 metres of Land from the Anglican Church to enable further expansion of the Hostel.<br>Quote requested to prepare a business case for an extra 10 bed licences for the Council and a grant for the addition of a wing of 12 new beds through the March/April 2014 Aged Care Approval Rounds (ACAR). | Retirement Hostel Committee Meeting<br>Minutes 28 January 2014 Ref. RR:CH:374                  |
| 13/10/2014 | ACAR application submitted for new dementia wing<br>Discussion re: proposed staff re-structure and new Residential Aged Care agreements                                                                                                                                                                                | Report & Recommendations Balranald Shire Council Retirement                                    |

| Date       | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Document                                                                                              |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|            | Director met with Alan Carter of St. Anne's Broken Hill re bed licences and other issues<br>Investigated selling Hostel to NSW Health, Broken Hill – Community uproar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Hostel Committee, 13 October 2014                                                                     |
| 11/11/2014 | Donation \$9,000 for new BBQ area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | EW:CM:370 - D20.30065<br>Letter to Mr Bish                                                            |
| 2015       | Successful ACAR Application for \$1,999,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                       |
| 13/4/2015  | The Committee Welcomed Acting Hostel Co-Ordinator to Balranald.<br>Extension to Hostel approved by Council. Tenders for architect called.<br>Committee advised of the resignations of the Hostel Co-Ordinator, Gen Mc Connell and RN, Pam Martin.<br>Council has set accommodation bonds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Report & Recommendations<br>Balranald Shire Council Retirement Hostel Committee, Monday 13 April 2015 |
| 2015-2017  | Restructured – RN placed in charge, refurbishment undertaken when Gen wasn't there                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                       |
| 24/8/2016  | Capital Works Deed Agreement Termination – in relation to the provision of funding to contribute towards costs of residential aged care services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | D20.38812                                                                                             |
| Feb 2017   | Gen McConnell returned as Acting Coordinator in preparation for Accreditation in June 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                       |
| 24/7/2017  | DCCD advised Committee a paper had been requested on future options for the operations of Bidgee Haven Hostel for Council consideration. Council's Performance Improvement Order requires Council to consider and make a decision regarding the future ownership and management of the Hostel. DCCD outlined five options being considered: <ul style="list-style-type: none"> <li>- continue to operate the Hostel either under the current or a revised management structure</li> <li>- establish a Section 355 Committee to operate the Hostel within defined budget parameters</li> <li>- seek an incorporated community group to operate the hostel</li> <li>- seek another aged care provider to take over the hostel on a long term lease arrangement</li> <li>- sell the bed licences, hostel building and infrastructure</li> </ul> In response to questions from the Committee DCCD outlined some of the major issues facing the hostel in terms of difficulties attracting staff, financial viability because of the size of the hostel and financial losses.<br>Helen suggested visiting Haydays Retirement Hostel to discuss their management structure and if they could assist. It was agreed the Chairperson, DCCD, and Councillors would visit this facility at a time to be arranged. | Report Balranald Shire Council Retirement Hostel Committee at Council Chambers on 24 July 2017        |
| 18/3/2019  | Balranald Shire Council allocated provisional allocation of 15 places and a capital grant of \$4,680,000 to provide residential care at Balranald Retirement Hostel, 24 Mayall Street, Balranald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | D19.14692                                                                                             |
| 2/8/2021   | 2020 Aged Care Approvals Round Residential Care Places and Capital Grant Allocation – successful funding \$1,380,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | D21.54866                                                                                             |



Separate attachment.

**12.2 STATEMENT OF FUNDS - SEPTEMBER 2021**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57443</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> |

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**OFFICER RECOMMENDATION**

That Council receives and notes the Statement of Funds for the period ending 30<sup>th</sup> September 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 are moving towards compliance with Council's Investment Policy, which was adopted by Council on the 17 October 2017

**REPORT**

Council's total investments including cash as at 30 September 2021 is \$16,827,299. This is a decrease of \$1,213,460 on the previous month's total of \$17,756,932. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for September 2021 included:-

- Grants – Change Rooms \$250,000
- Medicare Rebate - \$63,883

Payments for September 2021 included:-

- Plant Hire - \$254,212
- Contractors – Roads - \$171,085
- Sealing Works - \$199,613
- Contractors - \$66,228
- Architects \$15,064
- Arts Centre – 3<sup>rd</sup> instalment - \$63,750
- Sewer relining - \$110,372

Total interest received on investments for September 2021 is \$12,704.42.

Council's cash and at call accounts are used for the purpose of day to day operations of Council. Term Deposit investments are \$12,501,726 as at 30 September 2021.

A summary of Council's investment and cash balances as at 30 September 2021 is as follows:

## MONTHLY BANK &amp; INVESTMENT REPORT

30/09/2021

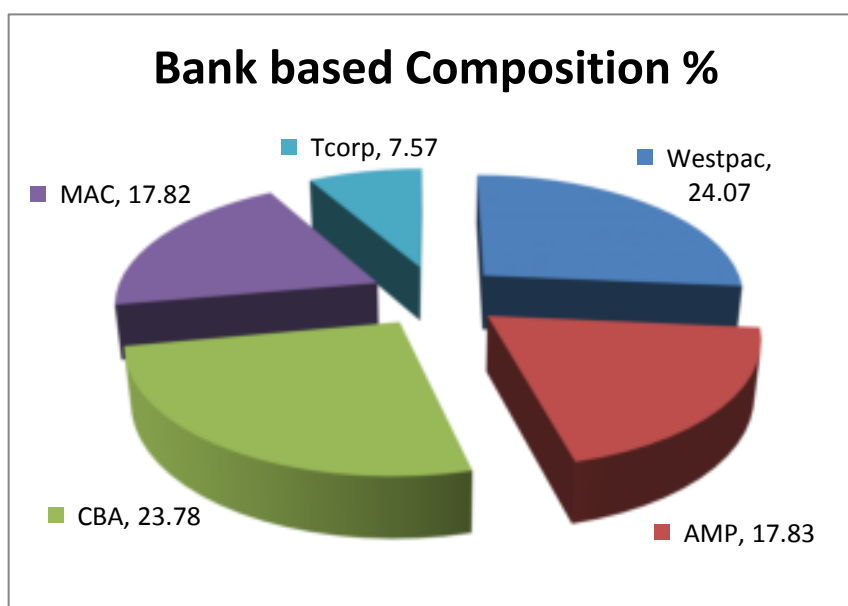
| Term Deposits                                     | Reference | S&P Rating | Term (Days) | Start Date | Maturity Date | Interest Rate/<br>Rate of Return | Investment Value  |
|---------------------------------------------------|-----------|------------|-------------|------------|---------------|----------------------------------|-------------------|
| <a href="#">Westpac Bank A/C 176-576</a>          | INV12     | A-1+       | 371         | 10/11/2020 | 16/11/2021    | 0.60%                            | 1,000,000         |
| <a href="#">Westpac Bank A/C 176 840</a>          | INV14     | A-1+       | 182         | 30/12/2020 | 30/06/2021    |                                  | -                 |
| <a href="#">Westpac Bank A/C 177 237</a>          | INV       | A-1+       | 365         | 3/09/2020  | 3/09/2021     |                                  | -                 |
| <a href="#">Westpac Bank A/C 177616</a>           | INV       | A-1+       | 92          | 29/03/2021 | 29/06/2021    |                                  | -                 |
| <a href="#">NAB Bank A/C 98-074-9382</a>          | INV19     | A-1+       |             |            |               |                                  |                   |
| <a href="#">AMP - 045970</a>                      | INV20     | A-2        | 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        | 180         | 2/09/2021  | 1/03/2022     | 0.40%                            | 500,000           |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 180         | 17/03/2021 | 13/09/2021    |                                  |                   |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 180         | 17/03/2021 | 13/09/2021    |                                  |                   |
| <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    |                                  |                   |
| <a href="#">Me Bank - 051499</a>                  |           | A-2        | 182         | 25/03/2021 | 23/09/2021    |                                  |                   |
| <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    |                                  |                   |
| <a href="#">Me Bank - 051568</a>                  |           | A-2        | 182         | 1/04/2021  | 30/09/2021    |                                  |                   |
| <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           |
| <a href="#">Macquarie Bank - 053986</a>           |           | A-1        | 180         | 2/09/2021  | 1/03/2022     | 0.40%                            | 500,000           |
| <a href="#">Macquarie Bank - 054099</a>           |           | A-1        | 180         | 9/09/2021  | 8/03/2022     | 0.40%                            | 500,000           |
| <a href="#">Macquarie Bank - 054394</a>           |           | A-1        | 365         | 28/09/2021 | 28/09/2022    | 0.40%                            | 500,000           |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 179         | 13/09/2021 | 11/03/2022    | 0.27%                            | 500,863           |
| <a href="#">Commonwealth Bank</a>                 |           | A-1+       | 179         | 13/09/2021 | 11/03/2022    | 0.27%                            | 500,863           |
| <a href="#">Bank of Queensland - 054317</a>       |           | A-2        | 181         | 24/09/2021 | 24/02/2022    | 0.33%                            | 1,000,000         |
| <a href="#">Bank of Queensland - 053999</a>       |           | A-2        | 244         | 7/09/2021  | 9/05/2021     | 0.33%                            | 500,000           |
| <b>Total Term Deposits</b>                        |           |            |             |            | Avg Rate      | 0.45%                            | <b>12,501,726</b> |
| <b>At Call Accounts</b>                           |           |            |             |            |               |                                  |                   |
| <a href="#">Westpac Cash Reserves A/C 162 975</a> |           | A-1+       |             |            | At Call       | 0.01%                            | 603,408           |
| <a href="#">Tcorp A/C 1268</a>                    |           | A-1+       |             |            | At Call       | 0.01%                            | 1,274,382         |
| <b>Total At Call Accounts</b>                     |           |            |             |            |               |                                  | <b>1,877,790</b>  |
| <b>Total Investment Accounts</b>                  |           |            |             |            |               |                                  | <b>14,379,516</b> |
| <b>Cash Accounts</b>                              |           |            |             |            |               |                                  |                   |
| <a href="#">Westpac Bank A/C 000 060</a>          |           | A-1+       |             |            | Cash at Bank  | 0.01%                            | 2,447,783         |
| <b>TOTAL CASH AT BANK</b>                         |           |            |             |            |               |                                  | <b>2,447,783</b>  |
| <b>TOTAL INVESTMENTS PORTFOLIO INCLUDING CASH</b> |           |            |             |            |               |                                  | <b>16,827,299</b> |

The table and graph below show the composition of investments (including cash) with financial institutions.

| Ratings  | Composition % | Amount ('000) |
|----------|---------------|---------------|
| A-1+     | 55.42         | 9,327         |
| A-1      | 17.82         | 3,000         |
| A-2      | 26.74         | 4,500         |
| <b>0</b> | <b>91.07</b>  | <b>16,827</b> |

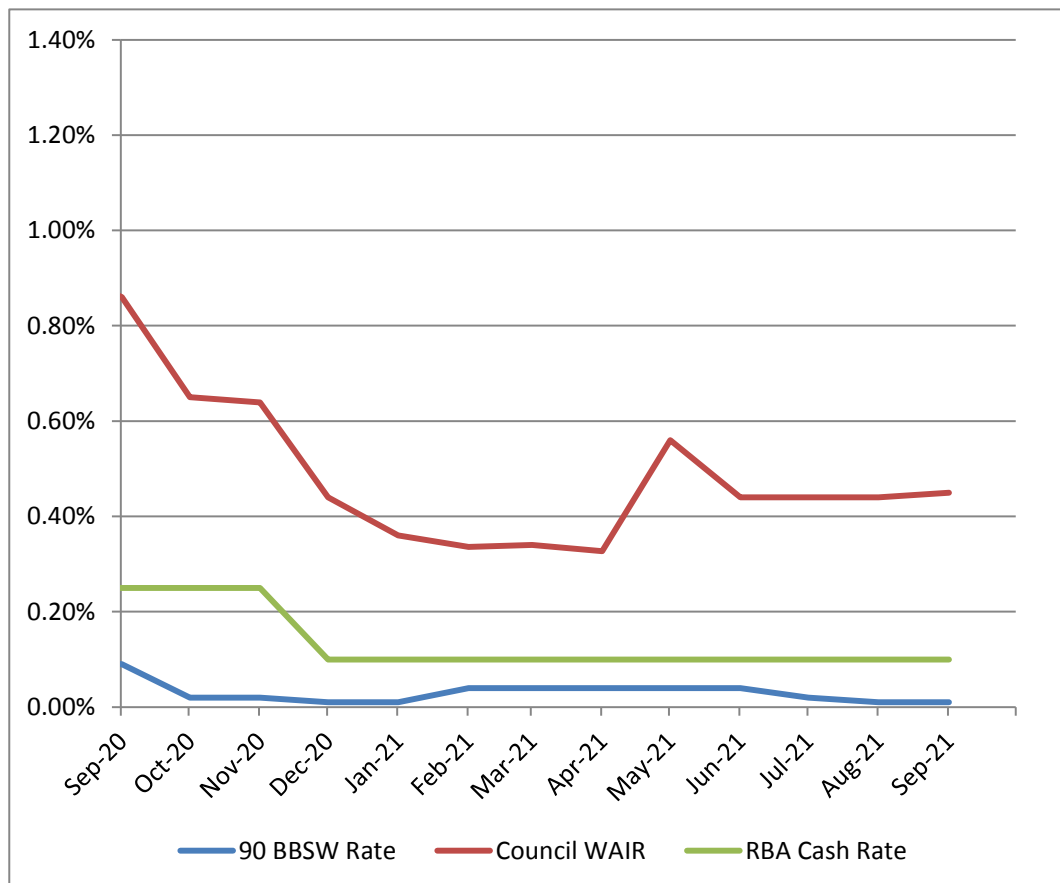
In preparing this report, it was identified that the current investment mix is not in compliance with Council's Investment Policy. Council is not compliant with the portfolio credit limit of 20% for A-2 short term rated investments. In September 2020, AMP was downgraded and is now classified as an A-2 short term investment under the Standard & Poor rating system.

The Investment policy also has a credit limit of 10% for any individual A-2 rated financial institution. Currently the funds invested with AMP are in excess of this amount. This will be rectified as the next two investments fall due. Council is expected to be compliant by the end of January 2021.



Council's weighted average return for all investments and cash accounts for the month is 0.34%, which is above the required 90 day bank bill swap reference rate of 0.01% as at 30 September 2021. Note the official cash rate stayed at 0.10% for September. 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.

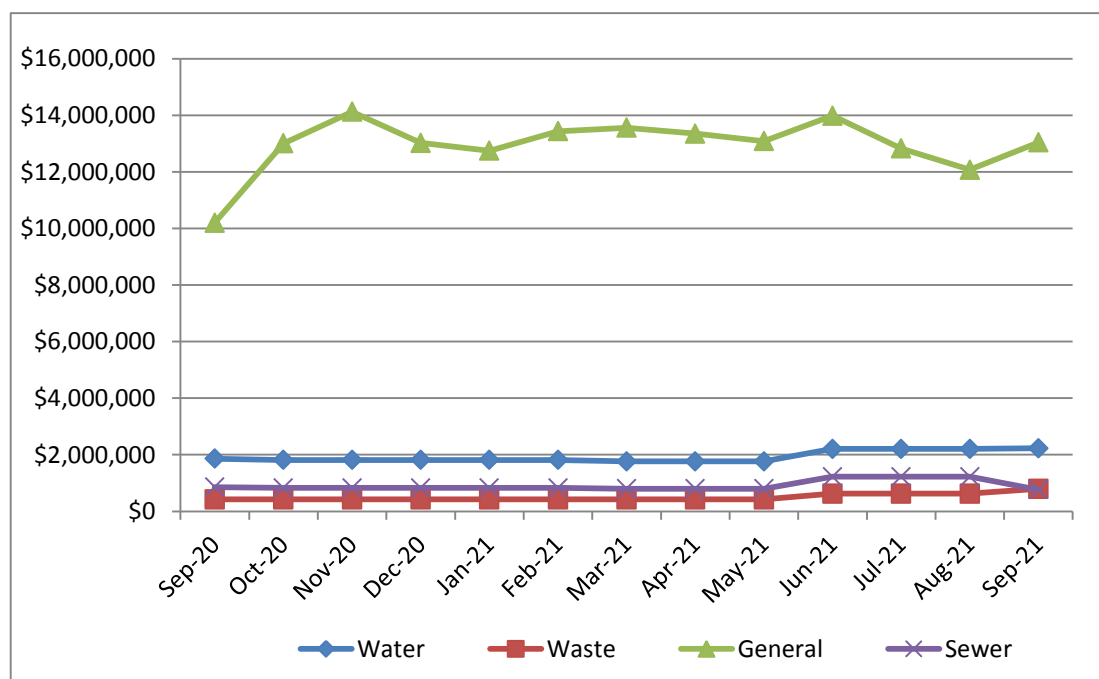
### Month End Return on Investments for Past 12 Months



Council's total investment and cash accounts balance of \$16,827,230 across the funds as listed below:

| FUNDS HELD              | General Fund      | Waste Fund     | Water Fund       | Sewer Fund       |
|-------------------------|-------------------|----------------|------------------|------------------|
| Restricted              | 4,023,238         | 627,130        | 2,207,195        | 1,221,868        |
| Unrestricted            | 8,747,799         | 0              | 0                | 0                |
| <b>TOTAL FUNDS HELD</b> | <b>12,771,037</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 \$7,789,804 at end of month:

| RESTRICTED FUNDS                                   | External         | Internal         | 30/09/2021<br>Total |
|----------------------------------------------------|------------------|------------------|---------------------|
| Specific Purpose Unexpended Grants                 | 255,000          |                  | 255,000             |
| Domestic Waste Management                          | 792,264          |                  | 792,264             |
| Water Supplies                                     | 2,207,195        |                  | 2,207,195           |
| Sewerage Service                                   | 767,108          |                  | 767,108             |
| 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>4,071,567</b> | <b>3,718,238</b> | <b>7,789,804</b>    |

The internal reserves above are based on historical information from last financial year. A full review and adjustment will be conducted as a part of the 2020-21 end of financial year process.

The bank reconciliation on the Westpac cash account, or operating account, has been reconciled as at 30 September 2021 and is shown below:

|                                                    |                  |
|----------------------------------------------------|------------------|
| <b>Cashbook Summary</b>                            |                  |
| Opening Cashbook Balance                           | 3,629,242        |
| Plus Receipts                                      | 3,198,704        |
| Less Payments                                      | (4,380,162)      |
| <b>Cashbook Balance at 30 September 2021</b>       | <b>2,447,783</b> |
| <b>Statement Summary</b>                           |                  |
| Opening Statement Balance                          | 3,614,223        |
| Plus Receipts                                      | 3,216,969        |
| Less Payments                                      | (4,380,162)      |
| <b>Bank Statement Balance at 30 September 2021</b> | <b>2,451,030</b> |
| Plus Unpresented Receipts                          | 178              |
| Less Unpresented Payments                          | (3,425)          |
| <b>Reconciliation Balance at 30 September 2021</b> | <b>2,447,783</b> |

**SUMMARY**

Council currently holds \$16,827,299 in Cash and Investments. The average interest rate trend has decreased for September 2021 being 0.34% 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, subject to the changes required above with respect to the investments with AMP.

**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

**13 INFRASTRUCTURE & DEVELOPMENT REPORTS****13.1 PLANNING ADMINISTRATION****File Number:** D21.56171**Reporting Officer:** Ray Mitchell, Health & Development Officer  
Nikkita Manning-Rayner, Administration Assistant**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 September meeting of Council.

| Application | Owner/Applicant                                           | Locality                                                                                     | Description                                                   |
|-------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| DA 02/2022  | James Golsworthy Consulting for Lazzara                   | Crown Land on southern bank of the Murray River, off Happy Valley Landing Road, Happy Valley | Irrigation Pump Station                                       |
| DA 03/2022  | James Golsworthy Consulting for Grapeland                 | Crown Land on southern bank of the Murray River, off Happy Valley Landing Road, Happy Valley | Irrigation Pump Station                                       |
| DA 06/2022  | Mr Robert Griffiths for Mr Robert & Mrs Deborah Griffiths | 179 Church Street, Balranald                                                                 | Shed                                                          |
| DA 08/2022  | Ashtyn Potter for Mrs Sylvia Comitti                      | 9619 Balranald Ivanhoe Road, Balranald                                                       | Workers Accommodation, Shed & Onsite Sewage Management System |
| DA 09/2022  | Mr Francesco Chirchiglia                                  | 21 Tayla Court, Euston                                                                       | Dwelling, Garage & Alfresco                                   |
| CC 02/2022  | Potter Excavations for Mrs Sylvia Comitti                 | 9619 Balranald Ivanhoe Road,                                                                 | Workers Accommodation &                                       |



|             |                                              |                                   |                        |
|-------------|----------------------------------------------|-----------------------------------|------------------------|
|             |                                              | Balranald                         | Shed                   |
| CDC 02/2022 | Teina Lusty for Mr John & Mrs Sonia Jolliffe | 81-83 Piper Street, Balranald     | Swimming Pool          |
| OC 02/2022  | Mr David Fuller for Mr Wayne Beer            | 149 Ballandella Street, Balranald | Transportable Dwelling |

The following numbers of certificates relating to conveyancing have been issued since the September 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 September 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**