



AGENDA

Ordinary Council Meeting Tuesday, 16 November 2021

Date: Tuesday, 16 November 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, 16 November 2021 at 5pm

Order Of Business

1	Opening of Meeting	5
2	Acknowledgement of country	5
3	Apologies	5
4	Confirmation of Minutes	6
4.1	MINUTES OF THE COUNCIL MEETING HELD ON 19 OCTOBER 2021	6
5	Disclosure of Interest	25
6	Administrator Minute/Report	25
7	Committee Reports for Adoption	26
7.1	MINUTES OF THE WORKS COMMITTEE MEETING HELD ON 8 NOVEMBER 2021	26
7.2	EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 27 SEPTEMBER & 25 OCTOBER 2021.....	34
7.3	BALRANALD BEAUTIFICATION ADVISORY COMMITTEE HELD ON 6 OCTOBER 2021	37
7.4	STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE HELD ON 4 NOVEMBER 2021	39
7.5	LOCAL TRAFFIC COMMITTEE MEETING HELD ON TUESDAY 9 NOVEMBER 2021	40
	General Manager's Reports (incorporating all staff reports)	41
	Part A – Items Requiring Decision	41
8	General Manager's Reports	41
8.1	ADOPTION OF MODEL CODE OF MEETING PRACTICE	41
9	Corporate & Community Services Reports	43
9.1	QUARTERLY BUDGET REVIEW - SEPTEMBER 2021	43
9.2	TENDERS – RFT 20/21-07 - IT TRANSFORMATION AND MANAGED SERVICES.....	45
9.3	BALRANALD SHIRE COUNCIL 2020-21 ANNUAL REPORT AND END OF TERM REPORT	49
9.4	ADVICE FROM DEPARTMENT OF HEALTH REGARDING GRANT FUNDING FOR THE BALRANALD RETIREMENT HOSTEL	51
10	Infrastructure & Development Reports	52
10.1	INFRASTRUCTURE UPDATE	52
	Part B – Items for Information	58
11	General Manager's Reports	58
11.1	BETTER PRACTICE RECOMMENDATIONS	58
11.2	OUTSTANDING ACTIONS	59

11.3	ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS	60
11.4	CIRCULARS FROM OFFICE LOCAL GOVERNMENT	61
11.5	DRAFT COMMUNITY STRATEGIC PLAN.....	62
12	Corporate & Community Services Reports.....	64
12.1	BALRANALD CARAVAN PARK FINANCIAL REPORT	64
12.2	BIDGEE HAVEN QUARTERLY REPORT	66
12.3	STATEMENT OF FUNDS - OCTOBER 2021.....	69
12.4	MONTHLY FINANCE REPORT - OCTOBER 2021	74
12.5	QUARTERLY TOURISM REPORT - JULY TO SEPTEMBER 2021	77
13	Infrastructure & Development Reports	81
13.1	PLANNING ADMINISTRATION	81
14	Notice of motion / Questions on Notice	83
	Nil	
15	Confidential Matters	83
	Nil	
16	Closure of Meeting.....	83

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.

~~~~~

**3 APOLOGIES**

**4 CONFIRMATION OF MINUTES**

|                                                                   |
|-------------------------------------------------------------------|
| <b>4.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 OCTOBER 2021</b> |
|-------------------------------------------------------------------|

**File Number: D21.58676**

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

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

---

**OFFICER RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 19 October 2021 be received and noted.

**ADOPTION OF MINUTES**

Minutes of Ordinary Council Meeting held on 19 October 2021 be adopted by Council at the Ordinary Meeting held on 16 November 2021.

**ATTACHMENTS**

1. Minutes of the Council Meeting held on 19 October 2021



# MINUTES

**Ordinary Council Meeting  
Tuesday, 19 October 2021**

**Order Of Business**

|           |                                                                                                                       |           |
|-----------|-----------------------------------------------------------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>Opening of Meeting</b> .....                                                                                       | <b>4</b>  |
| <b>2</b>  | <b>Acknowledgment of country</b> .....                                                                                | <b>4</b>  |
| <b>3</b>  | <b>Apologies</b> .....                                                                                                | <b>4</b>  |
| <b>4</b>  | <b>Confirmation of Minutes</b> .....                                                                                  | <b>4</b>  |
| 4.1       | MINUTES OF THE COUNCIL MEETING HELD ON 21 SEPTEMBER 2021 .....                                                        | 4         |
| <b>5</b>  | <b>Disclosure of Interest – There were no Disclosures of Interest.</b> .....                                          | <b>4</b>  |
| <b>6</b>  | <b>Administrator Minute/Report</b> .....                                                                              | <b>5</b>  |
| 6.1       | MAYORAL MINUTE - FINANCIAL MANAGEMENT - STATE OF ACCOUNTS<br>WORK.....                                                | 5         |
| <b>7</b>  | <b>Committee Reports for Adoption</b> .....                                                                           | <b>5</b>  |
| 7.1       | STRENGTHENING COMMUNITY ACCESS, INCLUSION & 23 SEPTEMBER<br>2021 .....                                                | 5         |
| 7.2       | GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE<br>MEETING HELD ON 5 OCTOBER 2021 .....                        | 5         |
| 7.3       | AGEING WELL AGED CARE AND FACILITIES ADVISORY COMMITTEE<br>MEETINGS HELD ON 14 OCTOBER 2021 .....                     | 6         |
|           | <b>General Manager’s Reports (incorporating all staff reports)</b> .....                                              | <b>6</b>  |
|           | <b>Part A – Items Requiring Decision</b> .....                                                                        | <b>6</b>  |
| <b>8</b>  | <b>General Manager’s Reports</b> .....                                                                                | <b>6</b>  |
| 8.1       | CHRISTMAS/NEW YEAR OFFICE CLOSURE .....                                                                               | 6         |
| 8.2       | LOCAL GOVERNMENT PICNIC DAY.....                                                                                      | 7         |
| 8.3       | REVIEW OF COUNCIL POLCIES.....                                                                                        | 7         |
| 8.4       | BETTER PRACTICE REVIEW .....                                                                                          | 7         |
| 8.5       | DISCLOSURE OF INTEREST RETURNS .....                                                                                  | 8         |
| <b>9</b>  | <b>Corporate &amp; Community Services Reports</b> .....                                                               | <b>8</b>  |
| 9.1       | REQUEST FOR EXTENSION OF EXTERNAL AUDIT .....                                                                         | 8         |
| 9.2       | RATES REVIEW - MINING OCTOBER 2021 .....                                                                              | 9         |
| 9.3       | INVESTMENT POLICY .....                                                                                               | 9         |
| 9.4       | DONATION REQUEST - COMBINED CHURCH'S COMMUNITY CAROLS .....                                                           | 9         |
| <b>10</b> | <b>Infrastructure &amp; Development Reports</b> .....                                                                 | <b>10</b> |
| 10.1      | DA 10/2022 - THREE LOT SUBDIVISION - 21 MURRAY TERRACE EUSTON.....                                                    | 10        |
| 10.2      | DA 26/2017 MOD 1 - PROPOSED ADDITIONAL WASH BAY & PARTIAL<br>DEMOLITION OF BUILDING - 80 MARKET STREET BALRANALD..... | 11        |
| 10.3      | INFRASTRUCTURE UPDATE .....                                                                                           | 13        |
| 10.4      | BALRANALD VISITOR INFORMATION CENTRE .....                                                                            | 13        |
| 10.5      | KYALITE PROGRESS ASSOCIATION - REQUEST FOR FINANCIAL<br>CONTRIBUTION.....                                             | 14        |
|           | <b>Part B – Items for Information</b> .....                                                                           | <b>14</b> |
| <b>11</b> | <b>General Manager’s Reports</b> .....                                                                                | <b>14</b> |



---

|           |                                                             |           |
|-----------|-------------------------------------------------------------|-----------|
| 11.1      | OUTSTANDING ACTIONS .....                                   | 14        |
| 11.2      | CIRCULARS FROM OFFICE LOCAL GOVERNMENT .....                | 15        |
| 11.3      | ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS ..... | 15        |
| <b>12</b> | <b>Corporate &amp; Community Services Reports.....</b>      | <b>15</b> |
| 12.1      | BIDGEE HAVEN RETIREMENT HOSTEL EXPANSION PROJECT .....      | 15        |
| 12.2      | STATEMENT OF FUNDS - SEPTEMBER 2021.....                    | 17        |
| <b>13</b> | <b>Infrastructure &amp; Development Reports .....</b>       | <b>17</b> |
| 13.1      | PLANNING ADMINISTRATION .....                               | 17        |
| <b>14</b> | <b>Notice of Motion / Questions on Notice .....</b>         | <b>18</b> |
|           | Nil                                                         |           |
| <b>15</b> | <b>Confidential Matters .....</b>                           | <b>18</b> |
|           | Nil                                                         |           |

**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON TUESDAY, 19 OCTOBER 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:**

Glenn Wilcox (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 21 SEPTEMBER 2021**

---

**RESOLUTION 2021/163**

Moved: Administrator Mike Colreavy

That the Minutes of the Council Meeting held on 21 September 2021 be received and noted.

**CARRIED**

**5 DISCLOSURE OF INTEREST – There were no Disclosures of Interest.**

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

---

**RESOLUTION 2021/164**

Moved: Administrator Mike Colreavy

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.

**CARRIED**

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

---

**RESOLUTION 2021/165**

Moved: Administrator Mike Colreavy

That Council receives and notes the Minutes of the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIW) meeting held on 23 September 2021.

**CARRIED**

**7.2 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING HELD ON 5 OCTOBER 2021**

---

**RESOLUTION 2021/166**

Moved: Administrator Mike Colreavy

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. Approves 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.

**CARRIED**

---

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

---

**RESOLUTION 2021/167**

Moved: Administrator Mike Colreavy

That item 7.3 be deferred until later in this meeting and discussed in conjunction with item 12.1 (Bidgee Haven Retirement Hostel Expansion Project).

**CARRIED**

**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**

**PURPOSE OF REPORT**

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

---

**RESOLUTION 2021/168**

Moved: Administrator Mike Colreavy

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 4th 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.

**CARRIED**

**8.2 LOCAL GOVERNMENT PICNIC DAY****PURPOSE OF REPORT**

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

---

**RESOLUTION 2021/169**

Moved: Administrator Mike Colreavy

1. That Council approves 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.

**CARRIED**

**8.3 REVIEW OF COUNCIL POLCIES****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.

---

**RESOLUTION 2021/170**

Moved: Administrator Mike Colreavy

That Council

1. Notes 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.

**CARRIED**

## 8.4 BETTER PRACTICE REVIEW

### 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.

---

### RESOLUTION 2021/171

Moved: Administrator Mike Colreavy

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 based on the template attached to this report.

**CARRIED**

## 8.5 DISCLOSURE OF INTEREST RETURNS

### 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.

---

### RESOLUTION 2021/172

Moved: Administrator Mike Colreavy

That Council notes the disclosure of interest register as tabled.

**CARRIED**

## 9 CORPORATE & COMMUNITY SERVICES REPORTS

### 9.1 REQUEST FOR EXTENSION OF 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.

---

### RESOLUTION 2021/173

Moved: Administrator Mike Colreavy

That Council

1. Notes 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.

**CARRIED**

## **9.2 RATES REVIEW - MINING OCTOBER 2021**

### **PURPOSE OF REPORT**

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

---

### **RESOLUTION 2021/174**

Moved: Administrator Mike Colreavy

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.

**CARRIED**

## **9.3 INVESTMENT POLICY**

### **PURPOSE OF REPORT**

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

---

### **RESOLUTION 2021/175**

Moved: Administrator Mike Colreavy

That Council adopts the Draft Investment Policy.

**CARRIED**

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

### **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.

---

### **RESOLUTION 2021/176**

Moved: Administrator Mike Colreavy

That Council

1. Approves 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.

**CARRIED**

## **10 INFRASTRUCTURE & DEVELOPMENT REPORTS**

### **10.1 DA 10/2022 - THREE LOT SUBDIVISION - 21 MURRAY TERRACE EUSTON**

#### **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.

---

#### **RESOLUTION 2021/177**

Moved: Administrator Mike Colreavy

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.

**CARRIED**



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

**RESOLUTION 2021/178**

Moved: Administrator Mike Colreavy

(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 Councils 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.

**CARRIED**

### 10.3 INFRASTRUCTURE UPDATE

#### PURPOSE OF REPORT

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

---

#### RESOLUTION 2021/179

Moved: Administrator Mike Colreavy

That

1. That the monthly update of infrastructure projects be received and noted;
2. That Council establish a Works Committee comprising the Administrator (Chair), General Manager, Director Infrastructure & Development, and a Senior Engineer to prioritise and review all capital works and major maintenance projects on Council infrastructure;
3. That tendering for the Tapalin Mail Road, Leslie Drive, and Kilpatrick Road projects be placed on hold until full project plans, specifications and tender documents are presented to the Works Committee for consideration; and
4. That a review be undertaken of Council's annual budget to determine if full costings and funding are available to meet the project costs for the Tapalin Mail Road, Leslie Drive, and Kilpatrick Road projects.

**CARRIED**

### 10.4 BALRANALD VISITOR INFORMATION CENTRE

#### 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.

---

#### RESOLUTION 2021/180

Moved: Administrator Mike Colreavy

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. Staff provide additional advice to council covering project management costs, insurance and other known costs before going to tender.

**CARRIED**

**RESOLUTION 2021/181**

Moved: Administrator Mike Colreavy

That the late item 10.5 Kyalite Progress Association - request for financial contribution be admitted to the agenda.

**CARRIED**

**10.5 KYALITE PROGRESS ASSOCIATION - REQUEST FOR FINANCIAL CONTRIBUTION****PURPOSE OF REPORT**

To inform Council of an initiative by the Kyalite Progress and Recreation Reserve Association to undertake the preparation of a strategic plan to guide future development in Kyalite Village and recommend that Council makes a financial contribution towards the cost of the project.

---

**RESOLUTION 2021/182**

Moved: Administrator Mike Colreavy

That Council makes a donation of \$500.00 to the Kyalite Progress and Recreation Reserve Association to assist in the preparation of a strategic plan for Kyalite Village.

**CARRIED**

**PART B – ITEMS FOR INFORMATION****11 GENERAL MANAGER'S REPORTS****11.1 OUTSTANDING ACTIONS****PURPOSE OF REPORT**

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

---

**RESOLUTION 2021/183**

Moved: Administrator Mike Colreavy

1. That the report be received and noted.
2. That un-actioned resolution 2021/133 be restored to the list and actioned.

**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.

---

**RESOLUTION 2021/184**

Moved: Administrator Mike Colreavy

That Council receive and note this report.

**CARRIED**

**11.3 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.

---

**RESOLUTION 2021/185**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

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

---

**RESOLUTION 2021/186**

Moved: Administrator Mike Colreavy

1. Noting that:

- a) The Ministerial Performance Improvement Order imposed on Council in 2017 envisages Council following a path to financial sustainability;
- b) Requirement No 16 of the Performance Improvement Order Action Plan 2018 originally required Council to consider divesting the management and possibly ownership of the Bidgee Haven Hostel to ensure losses do not impact on Council's limited budget and risks to Council are minimized. Although consideration was given by Council in

---

September 2017 to various alternate management arrangements, in-house management arrangements for the Hostel have continued up to now;

- c) Until today's report, the Administrator's requests to successive General Managers to demonstrate categorically that the proposed Bidgee Haven Hostel extension project can be delivered within the funding approved by the Commonwealth Government and Council have not received a positive answer;
- d) Under Council in-house management:
  - (i) Bidgee Haven Hostel operates at a loss when all operating expenses (including depreciation) and capital costs are factored in; and
  - (ii) financial viability of the expanded Hostel will, at best, only be marginal and permanently reliant on continuing occupancy rates around 90%, - at worst the Hostel will not be financially viable;
- e) Council's governance framework is already overstretched, and it lacks the kind of project management expertise required to deliver this project successfully, as is readily apparent from the report on the Better Practice Review in today's Council Meeting Agenda and other information under consideration by Council's Audit Risk & Improvement Committee;
- f) Council's current and predicted long-term financial position is not sufficiently robust to assume the risks associated with expanding and operating the Bidgee Haven Hostel complex in-house;
- g) Other crucial Council services, particularly roads, are already overstretched and cannot absorb further losses if they are incurred by the Bidgee Haven Hostel;
- h) The expansion of Bidgee Haven Hostel could eventually proceed, in line with community expectations, but under the ownership/stewardship of a specialist operator with demonstrated capability in efficiently operating similar facilities elsewhere, and Council can act immediately to seek a suitable purchaser;
- i) A proposed sale will be more attractive to a specialist operator if there is an opportunity to modify the project design to satisfy their operational requirements prior to the construction phase;
- j) The recommendation of the Ageing Well, Aged-Care & Facilities Advisory Committee to proceed with the build immediately, while simultaneously investigating the possibility of negotiating a sale of the Hostel complex, is a clear indication that community sentiment supports the Bidgee Haven Hostel's expansion proceeding;
- k) The recommendation of the responsible Director and the Acting General Manager is not to proceed with the tendering and construction of the 15-bed extension, and instead to call for expressions of interest for the potential sale of the Hostel complex and seek advice as to the transfer of grant funding to a future Hostel operator; and
- l) The two recommendations referred to in (j) and (k) above are incompatible – they cannot coexist and it would be financially irresponsible for Council not to follow Management's recommendation in this case.

2. That tendering and construction of the 15-bed extension be placed on hold, at this stage.

3. That advice be sought from the funding body about the potential to transfer the approved grant funding to a future hostel operator.
4. That expressions of interest be called for the sale of the Bidgee Haven Hostel complex to an experienced, specialist aged-care operator.
5. That the pre-construction design and planning work, and preparation of tender documents currently underway, be finalised by Council for inclusion with the sale of the complex.
6. That Council receives and notes the Minutes of the Ageing Well, Aged Care and Facilities Advisory Committee (AWACAFAC) meeting held on 14 October 2021.

**CARRIED**

## **12.2 STATEMENT OF FUNDS - 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
- 

### **RESOLUTION 2021/187**

Moved: Administrator Mike Colreavy

That Council receives and notes the Statement of Funds for the period ending 30<sup>th</sup> September 2021.

**CARRIED**

**13 INFRASTRUCTURE & DEVELOPMENT REPORTS**

**13.1 PLANNING ADMINISTRATION**

**PURPOSE OF REPORT**

To advise Council of activities in the Planning area

---

**RESOLUTION 2021/188**

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 6.50pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 16 November 2021.**

.....  
**ADMINISTRATOR**

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



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

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 MINUTES OF THE WORKS COMMITTEE MEETING HELD ON 8 NOVEMBER 2021**

**File Number:** D21.58466

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

**Responsible Officer:** Ray Davy, Director Infrastructure & Development

---

**OFFICER RECOMMENDATION**

That Council

1. Receives and notes the Minutes of Works Committee Meeting held on Monday 8 November 2021;
2. Approve the Terms of Reference for the Works Committee as set out in the report.
3. Proceed with the calling of tenders to undertake construction works on Tapalin Mail Road as detailed in the report to the Committee.
4. Proceed with the calling of tenders to undertake construction works on Kilpatrick Road and Leslie Drive, Euston as detailed in the report to the Committee.
5. Notes the actions taken to progress the Visitor Information Centre project.
6. Endorses in principle the ten-year road construction programme as described in the report to the Committee, with the inclusion of the proposed Balranald Western Bypass, for the purposes of prioritising forward planning, design and grant applications; and requests that the programme be updated to reflect funding opportunities as and when they become available, and be reviewed annually on a ten year rolling basis.

**REPORT**

At the Ordinary Council Meeting held on 19 October 2021 it was resolved to establish a Works Committee comprising of Administrator, General Manager, Director Infrastructure & Development, and a Senior Engineer to prioritise and review all capital works and major maintenance projects on Council infrastructure.

At the October meeting it was also resolved to hold some projects until the project plans, specifications and tender documentation had been presented to the Works Committee for consideration.

A Works Committee has been established and held the first meeting on Monday 8th November 2021 and considered the following reports;

1. Terms of Reference
2. Tapalin Mail Road – tenders for construction works
3. Kilpatrick Road and Leslie Drive Euston – Tenders for construction works
4. VIC – Upgrade
5. Ten year road construction program
6. Grant Status and Opportunities.

The committee made recommendations to council as follows;

1. Terms of Reference - The Committee recommends to Council that the Terms of Reference for the Works Committee as set out in the report.

2. Tapalin Mail Road – Tenders for Construction works – The Committee recommends to council that approval be given to proceed with the calling of tenders to undertake construction works on Tapalin Mail Road as detailed in the report.
3. Kilpatrick Road and Leslie Drive Euston – Tenders for Construction Works - The Committee recommends to Council that approval be given to proceed with the calling of tenders to undertake construction works on Kilpatrick Road and Leslie Drive, Euston as detailed in the report.
4. VIC – Upgrade – The committee recommends to Council that it notes the actions taken to progress the project.
5. Ten Year Road Construction Program - The Committee recommends to Council
  - a. that it endorse in principle the ten-year road construction programme as described in the report, with the inclusion of the proposed Balranald Western Bypass, for the purposes of prioritising forward planning, design and grant applications; and
  - b. that the programme be updated to reflect funding opportunities as and when they become available, and be reviewed annually on a ten year rolling basis.
6. Grant Status and Opportunities – That the committee receive and note the information.

**ATTACHMENTS**

1. **Minutes of the Works Committee Meeting held on 8 November 2021**



# **MINUTES**

## **Works Committee Meeting Monday, 8 November 2021**

**Order Of Business**

|          |                                                                                    |          |
|----------|------------------------------------------------------------------------------------|----------|
| <b>1</b> | <b>Open .....</b>                                                                  | <b>3</b> |
| <b>2</b> | <b>Present .....</b>                                                               | <b>3</b> |
| <b>3</b> | <b>Apologies .....</b>                                                             | <b>3</b> |
| <b>4</b> | <b>Business Arising .....</b>                                                      | <b>3</b> |
| <b>5</b> | <b>Action List.....</b>                                                            | <b>3</b> |
| <b>6</b> | <b>Reports.....</b>                                                                | <b>3</b> |
| 6.1      | TERMS OF REFERENCE.....                                                            | 3        |
| 6.2      | TAPALIN MAIL ROAD - TENDERS FOR CONSTRUCTION WORKS.....                            | 4        |
| 6.3      | KILPATRICK ROAD AND LESLIE DRIVE, EUSTON - TENDERS FOR<br>CONSTRUCTION WORKS ..... | 4        |
| 6.4      | VIC - UPGRADE .....                                                                | 4        |
| 6.5      | TEN YEAR ROAD CONSTRUCTION PROGRAMME .....                                         | 5        |
| 6.6      | GRANT STATUS & OPPORTUNITIES .....                                                 | 5        |
| <b>7</b> | <b>Next Meeting .....</b>                                                          | <b>5</b> |
| <b>8</b> | <b>Close.....</b>                                                                  | <b>5</b> |

**MINUTES OF BALRANALD SHIRE COUNCIL  
WORKS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON MONDAY, 8 NOVEMBER 2021 AT 3PM**

**1 OPEN**

The meeting opened at 3.04pm

**2 PRESENT**

**In attendance:**

Mike Colreavy (Chairperson), Mr Glenn Wilcox (Acting General Manager), Ray Davy (Director Infrastructure & Development), and Mr Craig Maffescioni (Engineering Manager)

**3 APOLOGIES**

Nil

**4 BUSINESS ARISING**

This being the initial meeting of the Committee, there was no Business Arising

**5 ACTION LIST**

This being the initial meeting of the Committee, there was no Action List

**6 REPORTS**

**6.1 TERMS OF REFERENCE**

**PURPOSE OF REPORT**

To establish Terms of Reference for the Balranald Shire Council Works Committee.

---

**COMMITTEE RECOMMENDATION**

The Committee recommends to Council that the Terms of Reference for the Works Committee as set out in the report be approved.

**6.2 TAPALIN MAIL ROAD - TENDERS FOR CONSTRUCTION WORKS****PURPOSE OF REPORT**

To brief the Committee on the scope, design, costing and funding of the proposed reconstruction of a section of Tapalin Mail Road and to seek authorisation to proceed to the invitation of tenders from suitably qualified contractors to undertake the works.

The Committee considered a report on proposed construction works on a 2km section of Tapalin Mail Road with an estimated cost of \$526,290.

---

**COMMITTEE RECOMMENDATION**

The Committee recommends to Council that approval be given to proceed with the calling of tenders to undertake construction works on Tapalin Mail Road as detailed in the report.

**6.3 KILPATRICK ROAD AND LESLIE DRIVE, EUSTON - TENDERS FOR CONSTRUCTION WORKS****PURPOSE OF REPORT**

To brief the Committee on the scope, design, costing and funding of the proposed pavement rehabilitation of Kilpatrick Road, Euston and the widening of Leslie Drive Euston, which are proposed to be undertaken as a single project, and to seek authorisation to proceed to the invitation of tenders from suitably qualified contractors to undertake the works.

The Committee considered a report on proposed construction works on Kilpatrick Road, Leslie Drive and a portion of Taylor Road, Euston with an estimated cost of \$423,400.

---

**COMMITTEE RECOMMENDATION**

The Committee recommends to Council that approval be given to proceed with the calling of tenders to undertake construction works on Kilpatrick Road and Leslie Drive, Euston as detailed in the report.

**6.4 VIC - UPGRADE****PURPOSE OF REPORT**

To provide the Committee with an update on plans for the redevelopment of the Balranald Visitor Information Centre complex.

---

**COMMITTEE RECOMMENDATION**

That the Committee recommends to Council that it notes the actions taken to progress the project.

## 6.5 TEN YEAR ROAD CONSTRUCTION PROGRAMME

### PURPOSE OF REPORT

The purpose of this Report is to establish an aspirational programme of road construction projects covering the years 2021-22 to 2029-30 to guide prioritisation of resources for planning, land acquisition (where necessary), survey and design, budget planning and grant applications. Delivery of the programme will be wholly dependent on Council's success in attracting external funding, recognising that this will also require some level of co-funding from Council's own sources in the case of local roads.

The intended consequence of the adoption of this programme will be for Council to have completed and have readily available at any given time the business case, survey, design and documentation (to 75%) for projects programmed over the following two years, in order to be able to respond rapidly to funding opportunities and make provision for co-funding requirements in the annual budget process.

The Committee considered a report setting out a proposed series of road construction projects to be undertaken in the next ten years, subject to available funding, so as to establish priorities for the forward planning and design of projects and the preparation of grant applications.

---

### COMMITTEE RECOMMENDATION

The Committee recommends to Council

1. that it endorse in principle the ten-year road construction programme as described in the report, with the inclusion of the proposed Balranald Western Bypass, for the purposes of prioritising forward planning, design and grant applications; and
2. that the programme be updated to reflect funding opportunities as and when they become available, and be reviewed annually on a ten year rolling basis.

## 6.6 GRANT STATUS & OPPORTUNITIES

### PURPOSE OF REPORT

To update the Committee on the situation with current and potential grants for infrastructure projects.

The Director Infrastructure and Development tabled a schedule of current infrastructure grants and the status of grant funded projects. This information was provided to assist the Committee in considering the funding context of reports presented, but was not intended for presentation to Council.

---

### COMMITTEE RECOMMENDATION

That the report be received and that the Committee note the information tabled.

## 7 NEXT MEETING – Friday 4th February 2022 commencing at 9am.



**8 CLOSE**

The Meeting closed at 5.05pm.

The minutes of this meeting were confirmed at the Works Committee Meeting held on 4th February 2022.

.....  
**CHAIRPERSON**

**7.2 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 27 SEPTEMBER & 25 OCTOBER 2021**

**File Number:** D21.58385

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

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

---

**OFFICER RECOMMENDATION**

That Council

1. Receives and notes the Minutes of the Euston Progressive Advisory Committee (EPAC) meetings held on Monday 27 September and 25 October 2021;
2. Council investigate funding options to enable insulating the Club Rooms.
3. Make the conversion of the netball court to a covered Multipurpose court facility a priority;
4. Consider the leasing of soon to be vacant shop front in Murray Terrace for the purpose of Council staff being present in Euston on a regular basis.
5. Send the Euston Progressive Advisory Committee an email with updates on all the previous recommendations from the Committee to Council.

**PURPOSE**

To update Council on the Euston Progressive Advisory Committee meeting held on 27 September 2021.

**REPORT**

The Euston Progressive Advisory Committee (EPAC) meeting was held on Monday 27 September 2021. The matters arising from previous minutes being:

- Drinking fountains and soap dispensers are in progress
- Completing the top ups for speed humps on Bertram Rd and Taylor Rd
- Tapaulin Mail Road has been gravelled
- Address on curbs and rubbish bins at Euston Spot & Recreation Club are still progressing
- Entrance signs and Master plan still in discussion
- Truck brake noise approaching the township, needs signage
- Netball- Multipurpose courts need to be finalised
- Copy of the playground to be sent through to the committee
- Committee being disappointed as not receiving written correspondence as requested from any recommendation made to council from the meetings, and there has not been any progress on Euston Master Plan.

The committee's priorities listing of works has been submitted and funding will be sources to achieve these priorities. Once an item has been achieved, other items will move up the list.

It was noted that no works have been done at 37 Perry Street, Euston.

Investigations of installing a defibrillator at Euston Sport & Recreation Reserve will be undertaken.

The committee also made suggestions of a vacant shop front in Murray Terrace, will be a great location for Shire to utilise for the Shire Office presence in Euston.

The also requested if the wharf could be made accessible for houseboats to use. And could the nature strip where truck tyres have sunk when emptying skip bins be repaired.

The committee asked if council had other zoned land for development.

The committee at its meeting on 27 September 2021 made the following recommendations to Council;

1. Council to attend to insulation to the club rooms;
2. Conversion of the netball court to a covered Multipurpose Court facility to be made a priority; and
3. Council to consider leasing the soon to be vacant shop front in Murray Terrace to provide a council presence in Euston including Service NSW.



The Euston Progressive Advisory Committee (EPAC) meeting was held on Monday 25 October 2021. The matters arising from previous minutes being:

- Drink Fountains have arrived and will be installed
- Soap Dispensers & Property Numbers still ongoing
- Truck Brake noise signage to be investigated
- Council meeting in March 2022 will be held in Euston
- Proposed Playground plans to be forwarded to committee
- Committee investigating grant opportunities for a defibrillator for Euston Rec. Club Rooms.
- The Committees priorities list, items being completed, and in progress

The committee discussed the previous recommendations to council for the 2021 calendar year – these being and would like an update from Council of the status of these recommendations.

- **February 2021 Meeting:** Committee puts a recommendation to Council, from Ray's suggestion to repurpose the budget item for the upgrade of the Recreation Reserve Entrance to the master plan.
- **March 2021 Meeting:** Committee puts to council, to tile the toilets at Lake Benanee.
- **June 2021 Meeting:** That the grading of Tapalin Mail Rd be put to Council in their July meeting.
- That Council investigate installing address numbers to curbs so it is easier for emergency vehicles to find street addresses.
- **July 2021 Meeting:** Council requested to approach TFNSW regarding heavy vehicles using engine brakes in residential area.
- **September 2021 Meeting:**
  - \* Council to attend to insulation to club rooms.
  - \* Conversion of the netball court to a covered multipurpose court facility, to be made a priority.
  - \* Council to consider leasing soon to be vacant shop front in Murray Terrace as to provide a council presence in Euston including Service NSW.
- **October 2021 Meeting:** Council to send email to Euston Progressive Advisory Committee on updates on all the previous recommendations.

## ATTACHMENTS

1. Minutes - Euston Progressive (EPAC) - September 2021 
2. Minutes - Euston Progressive Advisory Committee - 25 October 2021 Meeting 



**7.3 BALRANALD BEAUTIFICATION ADVISORY COMMITTEE HELD ON 6 OCTOBER 2021**

**File Number:** D21.58497

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

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

---

**OFFICER RECOMMENDATION**

That Council

1. Receive and Note the Minutes of the Balranald Beautification Advisory Committee (BBAC) meeting held on 6 October 2021.
- 2.

**PURPOSE**

To update Council on the Balranald Beautification advisory Committee meeting held on 6 October 2021.

**REPORT**

The Balranald Beautification Advisory Committee (BBAC) meeting was held in Council Chambers on Wednesday 6 October 2021.

The committee discussed the following;

- Priority 1 – Windmill Water Features – source funding for a windmill water feature to be placed at Discovery Centre.
- The Committee have also advised they need to be involved in the planning of the Water Feature and Landscaping of the Discovery Centre once the upgrades have been completed. Council to bring the Discovery Centre Plans to BBAC Meeting when completed.
- The Christmas Tree, which Balranald Inc. gifted to the Committee, is to be stored at Royal Theatre and is to be put up on 1st December at the Royal Theatre grass area.
- The Committee members have nominated Lea Lawrie and Karen Norfolk for the Australia Day Committee.
- BBAC Would like to have an input into the Lions Park Upgrade.

The following recommendations were made to Council;

- Balranald Shire Council consider a windmill water feature at the Discovery Centre once the Discovery Centre upgrade is finished. Council to source the costings for this project and liaise with Tourism Group in regards to the Water feature.
- The BBAC 2021 budget be retained if the water feature doesn't get done by 30 June 2022.
- The twin palms located at the Discovery Centre, be relocated to one of the following locations;
  - Swimming Pool Entrance;
  - Lions Park;
  - Caravan Park;
  - Greenham Park (near the entrance leading into Greenham Park Hall; or
  - Adjacent to ABC/SBS satellite dishes, if will not interfere with signals

**ATTACHMENTS**

1. Minutes - Balranald Beautification Advisory Committee 2021 - 6 October 2021 

**7.4 STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE HELD ON 4 NOVEMBER 2021**

**File Number:** D21.58563

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

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

---

**OFFICER RECOMMENDATION**

That Council

1. Receives and notes the Minutes of the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIW) meeting held on 4 November 2021.
2. Notes the SCAIW Advisory Committee decision of merging was declined unanimously.

**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 4 November 2021.

The SCAIW Advisory Committee meeting was held in Council Chambers and via zoom on 4 November with the following items being discussed;

- Merging of SCAIW and Ageing Well, Aged Care & Facilities (AWACAF) Advisory Committees;
- Sale of Bidgee Haven Retirement Hostel;
- Big Brothers Big Sisters – correspondence;
- Meeting arranged to meet with Sarah Artist regarding Community Strategic Plan;
- Review of the Service Directory Development;
- November White Ribbon Event;
- Review of potential guest speakers to support priorities and work plan – No hold until 2022;
- PHNs My Health Book – promoting of the book through BSC Newsletter

The Committee agreed not to meet in December 2021, and consideration will be given whether to hold the next meeting 27 January 2022.

It was resolved at the meeting that the SCAIW Advisory Committee would not merge with the AWACAF Advisory Committee.

**ATTACHMENTS**

1. **Minutes - Strengthening Community Access Inclusion & Wellbeing - 4 Nov 2021** 

**7.5 LOCAL TRAFFIC COMMITTEE MEETING HELD ON TUESDAY 9 NOVEMBER 2021**

**File Number:** D21.58476

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

**Responsible Officer:** Ray Davy, Director Infrastructure & Development

---

**OFFICER RECOMMENDATION**

1. That the Minutes of the Local Traffic Committee meeting held on Tuesday 9 November 2021 be received and noted.

**REPORT**

Local Traffic Committee held a meeting on Tuesday 9 November 2021 and discussed the following;

The following items discussed have actions for committee members to follow up on;

1. Traffic Management measures in Euston
2. Urban Speed Limit on SH14 – request for 80km buffer zone
3. Atlas-Campaspe Mineral Sands Project – Road Closures
4. Safety Upgrades on MR 67
5. Overtaking lanes on SH14

The following items discussed were for the Committee's information only;

6. Iluka West Balranald Mineral Sands Project update
7. Balranald Gypsum – proposed new development
8. Road Construction projects
9. Strategic Road Upgrade – Marma Box Creek Road and Arumpo Road
10. Emergency Management Incident (truck fire and highway closure on 7 November)
11. Community Engagement

**ATTACHMENTS**

1. **Minutes - Traffic Committee - 9 November 2021** 



**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 ADOPTION OF MODEL CODE OF MEETING PRACTICE**

**Record Number:** D21.58431

**Authorising 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.

**OFFICER RECOMMENDATION**

That the Draft Model Code of Meeting Practice be placed on exhibition and advertised for a period of 28 days for public comment and any public comments be reported back to the February Ordinary Council Meeting.

**PURPOSE OF REPORT**

To seek Council agreement to formally adopt the revised Model Code of Meeting Practice 2021 for Local Councils in NSW presented by Office of Local Government.

**REPORT**

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2005 (the Regulation).

The Model Code of Meeting Practice provides a uniform set of meeting rules for councils across the State to help ensure more accessible, orderly, effective and efficient meetings. The code applies to all meetings of councils and committees of councils.

The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audiovisual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.

Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.

An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be

amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.

**What this will mean for our Council;**

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.
- Under section 361 of the Local Government Act 1993, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Local Government Act 1993.

Local Government (General) Regulation 2005

**POLICY IMPLICATION**

Code of Meeting Practice 2021

**RISK RATING**

low

**ATTACHMENTS**

1. Draft Model Code of Meeting Practice 

**9 CORPORATE & COMMUNITY SERVICES REPORTS****9.1 QUARTERLY BUDGET REVIEW - SEPTEMBER 2021**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Record Number:</b>              | <b>D21.58133</b>                                                                                                                     |
| <b>Authorising Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

1. That the Officers Report be received and noted;
2. That the proposed budget adjustments to reflect Council decisions since budget and quarterly budget adjustments be endorsed; and
3. That the Council endorses the Statement acknowledging the financial position is considered satisfactory.

**PURPOSE OF REPORT**

To advise Council of the Quarterly budget review and financial position as at 30 September 2021.

**REPORT**

The Local Government (General) Regulation 2005 requires the Council to prepare and consider a budget review statement each quarter which shows:

- Estimates of Income and Expenditure
- Appropriate revision of these estimates

The statement must also include a report indicating changes in estimates for income and expenditure. This is completed in consultation with the responsible Director or Manager of the relevant department. The statement must comply with the Local Government Code of Accounting Practice and be considered by the Council no later than 2 months past the conclusion of the quarter.

The attached financial reports comply with the Council's statutory responsibilities and are presented to comply with Australian Accounting Standards format, as presented in end of year financial reports, and the organisational structure approved by the Council.

The Statement includes:

- Budget Review Summary, including actuals to date, original budget, revised estimates, if applicable and remaining balance.
- Summary of significant variations and budget adjustments.
- Summary of cash restrictions and available cash.

**Budget Adjustments Included in Quarterly Budget Report**

Budget adjustments are listed in the attached quarterly budget report. Net result of the budget review at 30 September 2021 is a projected surplus of \$228,316 as at 30 June 2022.

**Summary**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

As Council's Responsible Accounting Officer, it is my opinion that the Quarterly Budget Review Statement for Balranald Shire Council for the quarter ended 30 September 2021 indicates that Council's financial position as at 30 June 2022 is considered satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

In making this statement, it should be noted that Council's Financial Reports for the 2020/21 Financial Year are yet to be finalised and works are in progress that need to be brought forward. It should be noted that only grant funded expenditure will be brought forward, no revenue funded programs will be brought forward.

This Quarterly Report is based purely on Council's adopted budget, which shows a budget surplus of \$376,273. Taking into account the budget variations to Income and Expenditure in this Quarterly Budget Review, a budget surplus of \$228,316 is projected.

**FINANCIAL IMPLICATION**

If adopted the Budget will be amended to a projected surplus of \$228,316

**LEGISLATIVE IMPLICATION**

Local Government (General) Regulations 2005

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate

**ATTACHMENTS**

1. September 2021 Quarterly Budget Review Statement 

**9.2 TENDERS – RFT 20/21-07 - IT TRANSFORMATION AND MANAGED SERVICES**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58135</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> |

---

**OFFICER RECOMMENDATION**

That Council

1. Accept the tender received from Eflex for the Contract RFT 20/21-07 IT Transformation and Managed Service in the amount of \$620,645.45 excluding GST for a 3-year contract with the ability to extend for a further 2 year term and then another 1 year term
2. Authorise the General Manager and Administrator to sign and affix the Common Seal of Balranald Shire Council to the Contract documentation for the IT Transformation and Managed Services

**PURPOSE OF REPORT**

To recommend acceptance of the successful tender for Balranald Shire Council's IT Transformation and Managed Services.

**REPORT***Background*

Council currently hosts its IT Infrastructure, including corporate applications, on premise. This service is managed by a third-party Managed Services Provider under a short term temporary arrangement.

BSC called a Tender to seek proposals from suitably skilled and experienced providers to transition their current IT infrastructure (including corporate application hosting and management) from the current incumbent, with the view of improving overall reliability and system performance to end users as per the attached tender brief.

The Tender consisted of three phases:

- Phase 1 – Develop the ICT Strategy – comprising:
  - a fully costed roadmap of improvements and innovations to be undertaken over the next 3 years
  - IT Security Policy
  - IT Management Policy
  - Disaster Recovery and Business Continuity Plan
- Phase 2 – Moving Council to Office 365 and upgrading on premise infrastructure, network and PCs as required
- Phase 3 – Migrating corporate apps to a cloud environment (Azure preferred)

The tender also included providing support for a period of up to 3 years (with an option to extend this for a further 2 years and a further 1-year as agreed between BSC and the Provider). These Managed Services would commence during Phase 2 of the project (at an appropriate time agreed by Council).

Requests for tenders closed on 30 July 2021. Assessment of tenders was undertaken with external IT specialist support.

The project is fully funded by Council over a period of 3 financial years. The budget for the project is \$620,645.45 excluding GST.

The following eight tenders were received:

- Allcom Networks
- Centerrino Technologies
- Charlie Mac and Associates
- Eflex
- Fourier Technologies
- Milan Industries Group
- Sabervox
- Thomas Duryea Logicalis

#### *Tender assessment*

A selection panel was established to assess the tenders against the tender evaluation criteria. The selection panel consisted of:

- Glenn Wilcox, Acting General Manager, Balranald Shire Council
- Hodi Beauliv, Director Corporate & Community Services, Balranald Shire Council
- Mark Siena, Manager Information Management, Edward River Shire Council
- Damian Cummins, Independent IT Consultant with previous experience at Swan Hill Rural City Council and Gannawarra Shire Council

The written tender proposals were assessed against the tender evaluation criteria set out in the Request for Tenders. These were:

#### **Professional competence**

Includes compliance with specifications, past performance and current work, customer services, scalability and adaptability of the tenderer, and technical capability. In addition, includes resources and relevant experience, being: required skilled and experienced resources to complete this project. Tenderers also are required to demonstrate their experience in delivering similar projects.

#### **Commercial**

Financial viability, commercial risk and insurance, compliance with the proposed contract, and conflict of interest.

#### **Financial Benefit - Price**

Total Cost / Whole of Life Cost (The tendered price and price structure; as well as any other potential costs to Council that may be identified for each stage of the works).

#### **Transition and support approach**

Demonstration of methodology to efficiently and effectively utilise the resources to deliver the project working to the nominated timeframes. Also includes governance and personnel management, and support and maintenance services.

### **Environmental commitments**

Including environmental policy, and environmental management system and environmental approach.

Based on the results of the assessment of the written proposals, the selection panel agreed the following three tenderers should be shortlisted for interview:

- Centerrino Technologies
- Charlie Mac and Associates
- Efex

Shortlisted candidates were notified on Friday 22 October and interviews were held on Thursday 28 October, either in person or via video conference.

At the interview the applicants were given the opportunity to provide a brief presentation and provide further information to assist the selection panel to assess the applicants against the following evaluation criteria:

- Professional Competence
- Financial Benefit-Price
- Transition and Support Approach

Based on the interviews, the selection panel scored Efex the highest and the best value for money, as detailed in the attachment under separate cover (due to the confidential nature of the information under section 10A(2)(c) of the *Local Government Act 1993*). As Efex currently provides IT Managed Services to Council, referee checks were not deemed necessary.

### **FINANCIAL IMPLICATION**

The total cost of the project over the 3 year period is \$620,645.45 excluding GST. The project is Council funded.

In the 2021/22 Budget Council has allocated capital funding of \$200,000 for the IT Architecture Refresh and \$50,000 for the Website re-development. There is also \$90,000 of operational funding for the computer maintenance contract.

As the project will cross over three financial years, funding will need to be allocated in the next two budgets to cover the remaining costs of the contract.

### **LEGISLATIVE IMPLICATION**

*Local Government Act 1993*

*Local Government (General) Regulation 2005*

### **POLICY IMPLICATION**

Procurement Policy



**RISK RATING**

High – Council’s IT system is failing and no longer able to support Council staff to perform their functions. Council is also at risk of not being able to operate effectively under its Business Continuity Plan and at higher risk of cyber-attack given many of the systems Council operates on are no longer supported.

**CONCLUSION**

Based on the evaluation of the written proposals and the interview process, the selection panel believes the tender submitted by Eflex represents the best offer and value for money. As it is within Council’s budget for the project, it is recommended that Eflex’s tender be accepted for a period of 3 years with the option to extend (2 years in the first instance and 1 year following this).

**ATTACHMENTS**

1. **RFT 20/21-07 IT Transformation and Managed Services - Tender Specifications - June 2021** 
2. **CONFIDENTIAL RFT 20/21-07 IT Transformation and Managed Service Tender Assessment Report (under separate cover)** 



**9.3 BALRANALD SHIRE COUNCIL 2020-21 ANNUAL REPORT AND END OF TERM REPORT**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58211</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

---

**OFFICER RECOMMENDATION**

That Council receive the Balranald Shire Council 2020-21 Annual Report and the 2017-2021 End of Term report and place copies on Council's Website.

**PURPOSE OF REPORT**

To provide a copy of the Balranald Shire Council 2020-21 Annual Report and the 2017-2021 End of Term report to Council for adoption.

**BACKGROUND**

The *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation) require all Council's within NSW to prepare an annual report within five months after the end of the financial year. Section 428(1) of the Act and clause 413H of the Regulation requires Council to place a copy of the annual report on the Council website and provide a copy to the Minister for Local Government (section 428(5) of the Act).

**REPORT**

The Annual Report and End of Term Report have been prepared in accordance with the NSW Office of Local Government Integrated Planning and Reporting Guidelines. The Annual Report focusses on Council's implementation of its Delivery Program and Operational Plan for the 2020-21 financial year. The End of Term report includes Council's achievement with respect to the implementation and effectiveness of the Community Strategic Plan from 2017-2021.

An essential element of the annual report is Council's audited financial statements. At the October Council meeting, Council was advised under Section 416(5) of the Act an extension of time was requested for the lodgement of Balranald Shire Council's 2020-21 Financial Statements to February 2022. The Office of Local Government authorised this extension on 22 October 2021. Information has been included in the report to reflect this information and it will be included as soon as it is available.

All other information prescribed under Clause 217 of the Regulation has been included in the report. This will help give community members an understanding of how Council has been performing both as a business entity and a community leader.

Copies of the Reports are provided for Council's information. Following the meeting copies will be published on Council's website and sent to the Minister for Local Government, as per the requirements of the Act.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Council must prepare an annual report within five months after the end of the financial year according to the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation). This report satisfies that criteria, with the exception of the audited financial

statements, which will be completed prior to February 2022 in line with the extension provided by the Office of Local Government.

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

1. 2020/2021 Balranald Shire Council Annual Report 
2. 2017-2021 Balranald Shire Council - End of Term Report 

**9.4 ADVICE FROM DEPARTMENT OF HEALTH REGARDING GRANT FUNDING FOR THE BALRANALD RETIREMENT HOSTEL**

**File Number:** D21.58486

**Reporting Officer:** Hodi Beauliv, Director Corporate & Community Services

**Responsible Officer:** Hodi Beauliv, Director Corporate & Community Services

---

**OFFICER RECOMMENDATION**

1. That the attached letter from the Australian Government Department of Health on the funding for the Balranald Retirement Hostel be noted

**REPORT**

At the October Meeting of Council, the Administrator passed a resolution regarding the Bidgee Haven Hostel. This resolution included a request for advice to be sought from the funding body about the potential to transfer the approved grant funding to a future hostel operator. Attached is a copy of the advice received from the Department.

**ATTACHMENTS**

1. Letter Australian Government Department of Health re: Rural, Regional and Other Special Needs Building Fund Agreement - Balranald Shire Council 

**10 INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1 INFRASTRUCTURE UPDATE**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58657</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> |

---

**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

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

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

Work is in hand on formation widening on MR67 north of Homebush.

The Works Committee has approved a ten-year programme of future construction works on regional roads, subject to available funding. Identified works include:

- MR67 (Ivanhoe Road) – widening north of Homebush, realignment and widening at Hatfield and rectification of damage incurred from future mineral sands haulage; transfer the designation from Mayall Street to the McCabe Street bypass, and upgrade that route; development of the Balranald Western Bypass
- MR514 (Oxley Road) – extend the bitumen to Oxley; realignment at Juanbung
- MR431 (Arumpo Road) – bitumen sealing the road within Balranald Shire

*Local roads*

Work is substantially complete on the reconstruction and sealing of the Weimby-Kyalite Road as far as Junction Park Station, with only a short section of the road to be completed once power line adjustments are carried out by Essential Energy.



Bitumen sealing, Weimby-Kyalite Road

Works have recommenced on the reconstruction of Marma-Box Creek Road from the existing bitumen seal to the Wampo intersection. Funding has been approved under Round 3 of the Fixing Local Roads programme to reconstruct a further 5km westwards from the intersection, to follow on from the current works.

As noted in a separate report, the Works Committee has recommended to Council that tenders be invited for pavement rehabilitation on Kilpatrick Road and the widening of Leslie Drive in Euston, and to reconstruct and seal a section of Tapalin Mail Road on an improved alignment eastwards from the Shire boundary with Wentworth Shire.

As previously reported, funding has been approved to extend the bitumen on Euston-Prungle Road a further 2km north from the intersection with Benanee Road but this work will not proceed until the 2022-23 financial year.

The Works Committee has approved a ten-year programme of future construction works on local roads, subject to available funding. The programme proposes that Council seeks to extend bitumen pavements progressively as follows:

- Marma – Box Creek Road to the Turlee intersection
- Tapalin Mail Road over the remaining unsealed length
- Mildura - Ivanhoe Road from the Clare crossroads to Manfred Station
- Euston – Prungle Road to the Prungle Mail Road intersection
- Oxley – Clare Road – from Oxley to Tarwong Bridge

## **1.2 Unsealed road maintenance**

Maintenance grading on unsealed roads is complete for the time being. Further works will be commissioned in response to priority needs within budget constraints.

## **1.3 Sealed road maintenance**

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

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

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

Engineering staff continue to liaise with Public Works Advisory and DPIE (Water) to finalise the Strategy, with a focus on refining the future growth in demand for both Balranald and Euston.

### **2.2 Water Security Project**

A report on water security issues for Balranald has been finalised and forwarded to DPIE to underpin potential funding for upgrading the Balranald water supply system. Representations are being made for a similar assessment of the future needs of Euston.

## **2.2 Balranald Sewerage Program**

Work is in hand on switchboard and pump upgrades as previously reported.

## **2.3 Balranald Water Network**

Work is in hand on switchboard and pump upgrades as previously reported.

## **2.4 Euston Sewerage Program**

No change since the last report.

## **2.5 Euston Water Network**

No change since the last report.

## **2.6 Kyalite Water Supply**

No change since the last report.

## **3. Civic enhancement projects**

### **3.1 Riverfront precinct**

Work continues to be delayed by high river levels.

### **3.2 Streetlights**

Replacement of existing luminaires throughout Balranald with more efficient LED units is scheduled to take place later this month.

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

Enhancements to signage and amenities are in hand. New seats and picnic tables to be installed at key locations have been received and are awaiting installation. Outdoor gym equipment has been installed, and drinking fountains ordered.



Euston outdoor gym equipment

### **3.4 Kyalite Riverside Reserve**

Work is proceeding to develop a parking area adjacent to Anzac Park, led by the local Progress Association with Council assistance. Quotations have been received for the construction of steps linking Anzac Park to the Riverfront Reserve. This work will be partially funded by in-kind contributions from the Association and local business.

## **4. Buildings and Facilities**

### **4.1 Football Club Change rooms**

Demolition of the existing building has been completed and work has commenced on footings for the new facility.

### **4.2 Tennis Courts**

The contractor has resumed work on site. Placement of the playing surface and all remaining works are scheduled to take place by the end of November.

### **4.3 Visitor Centre/Discovery Centre**

Plans for the proposed redevelopment and the Review of Environmental Factors have been advertised for public comment, along with referral to relevant Advisory Committees. Following the decision of Council in October, further work is in hand to assess delivery costs before proceeding to tenders.

### **4.4 Balranald Library**

Quotations have been obtained and funding is being sought for some minor capital works at the library.

### **4.5 Theatre Royal**

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

receipt of the plan. Commissioning of upgraded heating in the Theatre is still delayed by metering issues.

#### **4.6 Balranald Creative Learning Centre**

Construction of this facility is nearing completion. The building works are complete and internal fit out is now in hand.



The Creative Learning Centre under construction

#### **4.7 Aerodrome**

As reported previously, upgrading the perimeter fence has been held up by material supply delays and work on site is expected to commence shortly.

#### **4.8 Balranald Landfill**

No change since the last report. Planning is in hand and funding is being sought 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 but delivery has been delayed and is not now expected until December.

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

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

### **5. Town Maintenance Works**

#### **5.1 Balranald town maintenance**

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



**5.2 Euston town maintenance**

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

**FINANCIAL IMPLICATION**

As per individual project budgets

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Applicable policies are considered on an individual project basis

**RISK RATING**

Project based risks are individually assessed

**ATTACHMENTS**

Nil

**PART B – ITEMS FOR INFORMATION****11 GENERAL MANAGER’S REPORTS****11.1 BETTER PRACTICE RECOMMENDATIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58203</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> |

**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

Council at its October 2021 Meeting resolved to adopt the report on the Voluntary assessment of the organisation under the Office of Local Governments Better Practice Review assessment program.

**REPORT**

This report is to provide an update each month to Council and the community to indicate the internal improvements being made to ensure Council is compliant with legislation and to move towards an open and transparent council organisation.

**FINANCIAL IMPLICATION**

Funded through internal resources or budget provisions.

**LEGISLATIVE IMPLICATION**

This report is to identify changes in governance required to improve councils overall service and legislative delivery.

**POLICY IMPLICATION**

Various policies apply.

**RISK RATING**

Medium

**ATTACHMENTS**

- 1. Better Practice Review - Recommendations - October 2021** 

**11.2 OUTSTANDING ACTIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58411</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> |

---

**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 is attached to this report.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate

**ATTACHMENTS**

1. Outstanding Actions as at 11 November 2021 

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

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58413</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> |

**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 October 2021 Ordinary Meeting.

**REPORT**

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

DID and SEA attended Joint Wentworth and Balranald Shire LEMC extraordinary (Covid management) meetings on 20, 22, 25, 27 October, 1, 8, 15 November

DID and SEA attended Joint Wentworth and Balranald Shire LEMC Welfare Subcommittee meetings on 20, 27, 29 October, 3, 5 November

DID and SEA attended Joint Wentworth and Balranald Shire Recovery Committee meeting on 12 November

DID attended Far West Regional EMC meetings on 1, 8, 15 November

DID attended cross-border coordination meetings on 21, 28 October, 4, 11 November

**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 - Executive Staff and Administrator - 2021** 

**11.4 CIRCULARS FROM OFFICE LOCAL GOVERNMENT**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58429</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> |

---

**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 since October Council Meeting.

**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 October Council Meeting;

1. Circular 21-33 - Compliance with Records Management provisions and transfer of local government records to the State Archives Collection
2. Circular 21-34 - Updated Guidance on Covid-19 restrictions and council meetings
3. Circular 21-35 - Model code of Meeting Practice for Local Councils of NSW

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

**ATTACHMENTS**

Nil

**11.5 DRAFT COMMUNITY STRATEGIC PLAN**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58449</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 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

---

**OFFICER RECOMMENDATION**

That Council

1. Notes the development of the Draft Issues Paper and the survey; and
2. Advertise the survey on Councils website and monthly community newsletter.

**PURPOSE OF REPORT**

This report is to provide advice on the development of a new Community Strategic Plan as required under the Local Government Act 1993.

**REPORT****Background**

In accordance with the Local Government Act 1993, the council has employed Sarah Artist of LG Thinking to develop the future Community Strategic Plan 2032.

All Councils in NSW are required to prepare a Community Strategic Plan (CSP) to define the local community's vision and aspirations for the future.

A discussion paper has been prepared and aims to scope the issues and new directions which should be included into the new Balranald Shire 2032.

The paper outlines some high level and important issues for our area. It aims to put forward:

- Strengths, weakness, threats and opportunities for our area
- Issues that have emerged from recent Council and community projects and engagement
- Issues of most relevance and importance
- A framework that will inform more detailed action plans and future initiatives
- All aspects of community life, not just those within Council's control
- Some discussion questions regarding community priorities and preferences

A public survey (link below) has been developed to gain basic feedback for the issues paper and the development of the Community Strategic Plan.

<http://www.balranald.nsw.gov.au/uncategorized/community-survey-shaping-balranald-shire-2032/>

The public can also

1. Make a written submission and addressing the questions posed within this paper
2. Taking a survey to express your priorities for the future of Balranald Shire, or
3. Attend an event to discuss these issues

**FINANCIAL IMPLICATION**

Council has provided funding in the 2021/22 budget to cover the development of this plan.

**LEGISLATIVE IMPLICATION**

Council has undertaken this process to meet the requirements of the Local Government Act and Regulations that apply to Council.

**STAKEHOLDER CONSULTATION**

The Community are encouraged to undertake the survey, make a written submission or attend a meeting with the consultant.

**POLICY IMPLICATION**

Community Strategic Plan

Community Engagement Strategy

**RISK RATING**

Low

**ATTACHMENTS**

1. **Community Strategic Plan Issues Paper - November 2021** 

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 BALRANALD CARAVAN PARK FINANCIAL REPORT**

**Record Number:** D21.57047

**Authorising Officer:** Hodi Beauliv, Director Corporate & Community Services

**Operational Plan Objective:** Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.

---

**OFFICER RECOMMENDATION**

That Council receive and note the Balranald Caravan Park Financial Report for the period ended on 30 September 2021.

**PURPOSE OF REPORT**

The purpose of the Financial Review report is to provide Council with accurate and timely reporting of revenue and expenditure against the adopted Operational and Capital Works budget for the Balranald Caravan Park.

**REPORT**

Council's Income, Operating Expenditure and Capital Expenditure for the caravan park is reviewed monthly and presented to Council quarterly with variations required adjusted on a quarterly basis. Financial information to 30 September 2021 is presented to Council for information.

The actual income and expenses have been measured against the budget adopted by Council on 29 June 2021. 7.4% of the revenue budget has been received, and 11.5% of the operational expenditure budget has been expensed, with 0% of the Capital Works budget expensed as reported to 30 June 2021.

It should be noted revenue for the Caravan Park to 30 September 2021 is \$53,848.16 compared to the budgeted amount of \$730,850. This has been directly impact by Covid-19 restrictions between August and September. As expected this has impacted fees the hardest (9%), but washing machine fees (25%) and merchandise sales (46%) are at or above average for this time of year.

During this period, expenditure has also been reduced to minimise costs. The previous Caravan Park Caretakers ceased their contract on 31 July 2021, so management fees have been kept to 9%. Council has not been able to appoint new Caretakers, due to border restrictions and lockdowns, so internal staffing have managed operations with costs only slightly higher than budget (26%). Rates & Charges are also high (71.0%), as Council Rates are paid at the start of the year, but there are savings across most other expenditure items.

A comparison to last years figures are included below. While income for the same period last year was slightly higher, so were expenses. As a result the net operating deficit is only a quarter of the deficit at the same time last year. Now travel restrictions have lifted, staff are looking to increase bookings for the remainder of the year.



| Caravan Park Financial Comparison    |                     |                     |
|--------------------------------------|---------------------|---------------------|
|                                      | as at 30 Sep 2020   | as at 30 Sep 2021   |
| <b>REVENUE</b>                       |                     |                     |
| Revenue - Adopted Budget             | \$553,500.00        | \$730,850.00        |
| Revenue - Actual                     | \$72,894.00         | \$53,848.16         |
| Revenue - Actual vs Achieved         | 13.2%               | 7.4%                |
| <b>EXPENDITURE</b>                   |                     |                     |
| Expenditure - Adopted Budget         | \$545,350.00        | \$567,480.00        |
| Expenditure - Actual                 | \$115,879.00        | \$65,086.88         |
| Expenditure - Actual vs Achieved     | 21.2%               | 11.5%               |
| <b>NET OPERATING SURPLUS/DEFICIT</b> | <b>-\$42,985.00</b> | <b>-\$11,238.72</b> |

The following table represents detailed revenue and expenditure to 30 September 2021:

|                     | Adopted Budget | Actual to<br>30/09/2021 | %    | Anticipated 2021/22 |
|---------------------|----------------|-------------------------|------|---------------------|
| Revenue             | 604,000        | 53,848                  | 8.9  | 604,000             |
| Expenditure         | 515,780        | 65,086                  | 12.6 | 515,780             |
| Surplus / (Deficit) | 88,220         | 11,238                  |      | 88,220              |
| Less Depreciation   | 51,700         | 12,925                  |      | 51,700              |
| Surplus / (Deficit) | 36,520         | 24,163                  |      | 36,520              |
| Capital Income      | 126,850        | 0                       | 0    | 126,850             |
| Capital Expenditure | 126,850        | 0                       | 0    | 126,850             |
| Surplus / (Deficit) | 0              | 0                       | 0    | 0                   |

#### LEGISLATIVE IMPLICATION

*Crown Lands Management Act 2016*

*Crown Lands Management Regulation 2018*

#### POLICY IMPLICATION

Revenue Policy – Caravan Park Fees and Charges

#### RISK RATING

Moderate – High community interest in the operation of the caravan park.

#### ATTACHMENTS

Nil

**12.2 BIDGEE HAVEN QUARTERLY REPORT**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58132</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> |

**OFFICER RECOMMENDATION**

1. That Council receive and note the Bidgee Haven Retirement Hostel September 2021 Quarterly Report inclusive of financial information against the operational and capital budget.
2. That Council approves the appointment of an internal committee, consisting of the Administrator, General Manager, Director Corporate and Community Services and Hostel Coordinator for the oversight of the Balranald Bidgee Haven Retirement Hostel

**PURPOSE OF REPORT**

The purpose of the Bidgee Haven Retirement Hostel Quarterly Report and financial review is to provide Council with information regarding activity within the Hostel including reporting of revenue and expenditure against the adopted Operational and Capital Works budget.

**REPORT****Accreditation**

A site audit and performance report was undertaken by the Aged Care Quality and Safety Commission (ACQSA) at the Hostel in June 2018 to determine the accreditation status. A number of minor non-compliances were received following the audit including:

- Standard 2 – ongoing assessment and planning with consumers
- Standard 3 – personal care and clinical care
- Standard 8 – Ongoing assessment and planning with consumers

A comprehensive Continuous Improvement Plan was developed by Hostel and Council staff to address these issues and as a result the Hostel received accreditation for a further 2 years.

*Standard 2 & 3*

Actions from Standard 2 and 3 were actioned immediately by Hostel staff. The format for reporting family inclusion in care planning is now more evident, including details of when interviews and discussions have taken place. Families were informed of this change and stated they feel included, but happy to comply with the new system. Most do not want to discuss personal issues with their loved ones present and are requesting a separate interview, which has been done.

*Standard 8*

One of the concerns raised by the accreditation body in relation to Standard 8 was:

- the governing body does not always promote and ensure systems and processes are in place to effectively deliver safe, quality and inclusive care and services. Monthly reports to the governing body are not analysed or actioned regularly by the governing body.

To rectify this issue, Council has outlined in the Continuous Improvement Plan a new governing structure will be developed to allow more regular detailed reporting and communication, which will improve engagement of broader Council staff in Hostel operations.

It is proposed to achieve this that an internal committee be established to meet quarterly regarding Hostel issues. Following the meeting a report will be provided to the next Council meeting. Membership of the committee should include the Administrator, General Manager, Director Corporate and Community Services and the Hostel Coordinator.

Reports to these meetings will include information on occupancy status, work health and safety, quality assurance, maintenance, consumer and staff feedback, workload management, mandatory reporting, clinical indicators and resident information.

### Financial Information

The following table represents the revenue and expenditure for the Hostel to 30 September 2021.

|                     | Adopted Budget | Actual to<br>30/09/2021 | %    | Anticipated 2021/22 |
|---------------------|----------------|-------------------------|------|---------------------|
| Revenue             | 1,231,000      | 312,921                 | 25.4 | 1,231,000           |
| Expenditure         | 1,226,500      | 261,278                 | 21.3 | 1,226,500           |
| Surplus / (Deficit) | 4,500          | 51,643                  |      | 4,500               |
| Less Depreciation   | 88,100         | 22,025                  |      | 88,100              |
| Surplus / (Deficit) | 83,600         | 29,618                  |      | 83,600              |
| Capital Income      | 4,300,000      | 3,230                   | 0    | 4,300,000           |
| Capital Expenditure | 4,300,000      | 3,230                   | 0    | 4,300,000           |
| Surplus / (Deficit) | 0              | 0                       | 0    | 0                   |

As at 30 September 2021, the Hostel is operating at a cash surplus of \$29,618 after depreciation. Revenue including Resident Care Fees, Care Subsidies, Accommodation Fees and Daily Fees totalled \$312,921.44. At 25.4% of budgeted revenue, this is slightly above what was anticipated for the first quarter.

Expenses are below budget for the majority of items, except those where expenditure has been made up front such as, Council rates & charges and subscriptions & memberships. While salaries have been kept to 21.9% of the annual estimate, this does not include salaries for the fortnight ending on 1 October 2021.

Capital revenue and expenditure for the quarter was minimal, as the announcement regarding additional funding for the Hostel extension was not announced until mid-late August and at the Oc.

### SUMMARY

This report provides an insight into the financial operations during the September 2021 quarter of the Bidgee Haven Retirement Hostel. Revenue was slightly up on the budget for the first quarter at 25.4%, while operating expenditure was below budget at 21.3%. As the second component of funding wasn't announced until mid-late August, there was minimal capital expenditure at the Hostel during the first quarter.

### FINANCIAL IMPLICATION

Nil

### LEGISLATIVE IMPLICATION

*Local Government Act 1993*

*Local Government Regulation General 2012*

*Aged Care Act 1997*

*Fees and Payments Principles 2014 (No.2)*

**POLICY IMPLICATION**

Revenue Policy – Fees and Charges

Operational Plan

Delivery Plan

2020/21 Budget

**ATTACHMENTS**

**Nil**

**12.3 STATEMENT OF FUNDS - OCTOBER 2021**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58134</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Kristy Cameron, Finance Officer</b>                                                                                               |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That Council receives and notes the Statement of Funds for the period ending 31 October 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 October 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 31 October 2021 is \$17,090,130. This is an increase of \$262,831 on the previous month's total of \$16,827,299. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for October 2021 included:-

- Grant – Streetscape - \$618,631
- Grant – LRCI - \$308,370
- Medicare Rebate - \$68,522
- GST Refund - \$55,990
- Routine Maintenance Council Contract (RMCC) - \$38,876
- Weeds Grant - \$29,256

Payments for October 2021 included:-

- Contractors – Roads - \$244,923
- Consultants - \$96,650
- Emergency Services Levy - \$69,784
- Fuel - \$65,061
- Architects \$36,321
- Euston Fitness Track - \$18,810
- Surveying - \$15,662

Total interest received on investments for October 2021 is \$64.58.

Council's cash and at call accounts are used for the purpose of day to day operations of Council. Term Deposit investments are \$13,501,726 as at 31 October 2021.

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

## MONTHLY BANK &amp; INVESTMENT REPORT

31/10/2021

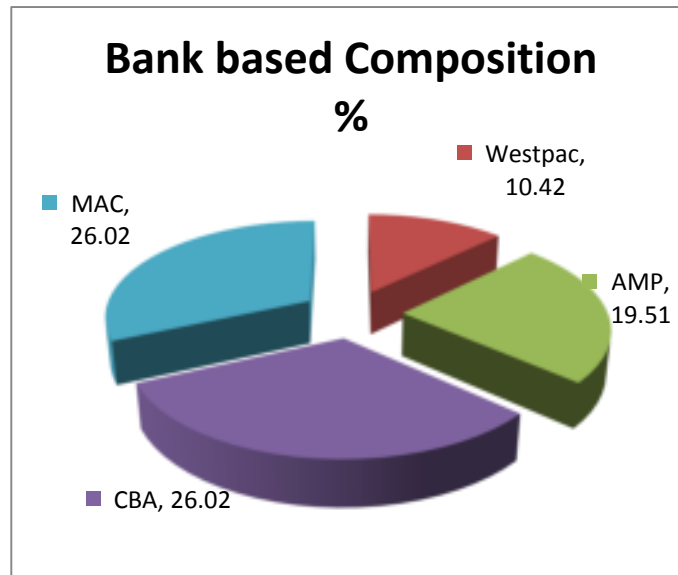
| Term Deposits                                     | S&P Rating | Term (Days) | Start Date | Maturity Date | Interest Rate/ Rate of Return | Investment Value  |
|---------------------------------------------------|------------|-------------|------------|---------------|-------------------------------|-------------------|
| <a href="#">Westpac Bank A/C 176-576</a>          | A-1+       | 371         | 10/11/2020 | 16/11/2021    | 0.60%                         | 1,000,000         |
| <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+       | 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="#">Macquarie Bank - 051553</a>           | A-1        | 268         | 30/03/2021 | 23/12/2021    | 0.40%                         | 500,000           |
| <a href="#">AMP - 53454</a>                       | A-2        | 240         | 20/07/2021 | 17/03/2022    | 0.60%                         | 500,000           |
| <a href="#">AMP - 53473</a>                       | A-2        | 243         | 21/07/2021 | 21/03/2022    | 0.60%                         | 500,000           |
| <a href="#">AMP 52049</a>                         | A-2        | 188         | 29/04/2021 | 3/11/2021     | 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           |
| <a href="#">Macquarie Bank - 055055</a>           | A-1        | 333         | 29/10/2021 | 27/09/2022    | 0.50%                         | 1,000,000         |
| <b>Total Term Deposits</b>                        |            |             |            | Avg Rate      | 0.45%                         | <b>13,501,726</b> |
| <b>At Call Accounts</b>                           |            |             |            |               |                               |                   |
| Westpac Cash Reserves A/C 162 975                 | A-1+       |             |            | At Call       | 0.01%                         | 603,417           |
| Tcorp A/C 1268                                    | A-1+       |             |            | At Call       | 0.01%                         | 1,273,373         |
| <b>Total At Call Accounts</b>                     |            |             |            |               |                               | <b>1,876,790</b>  |
| <b>Total Investment Accounts</b>                  |            |             |            |               |                               | <b>15,378,516</b> |
| <b>Cash Accounts</b>                              |            |             |            |               |                               |                   |
| Westpac Bank A/C 000 060                          | A-1+       |             |            | Cash at Bank  | 0.01%                         | 1,711,614         |
| <b>TOTAL CASH AT BANK</b>                         |            |             |            |               |                               | <b>1,711,614</b>  |
| <b>TOTAL INVESTMENTS PORTFOLIO INCLUDING CASH</b> |            |             |            |               |                               | <b>17,090,130</b> |

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

| Ratings      | Composition % | Amount ('000) |
|--------------|---------------|---------------|
| A-1+         | 44.72         | 6,878         |
| A-1          | 26.02         | 4,000         |
| A-2          | 29.26         | 4,500         |
| <b>TOTAL</b> | <b>100.00</b> | <b>15,378</b> |

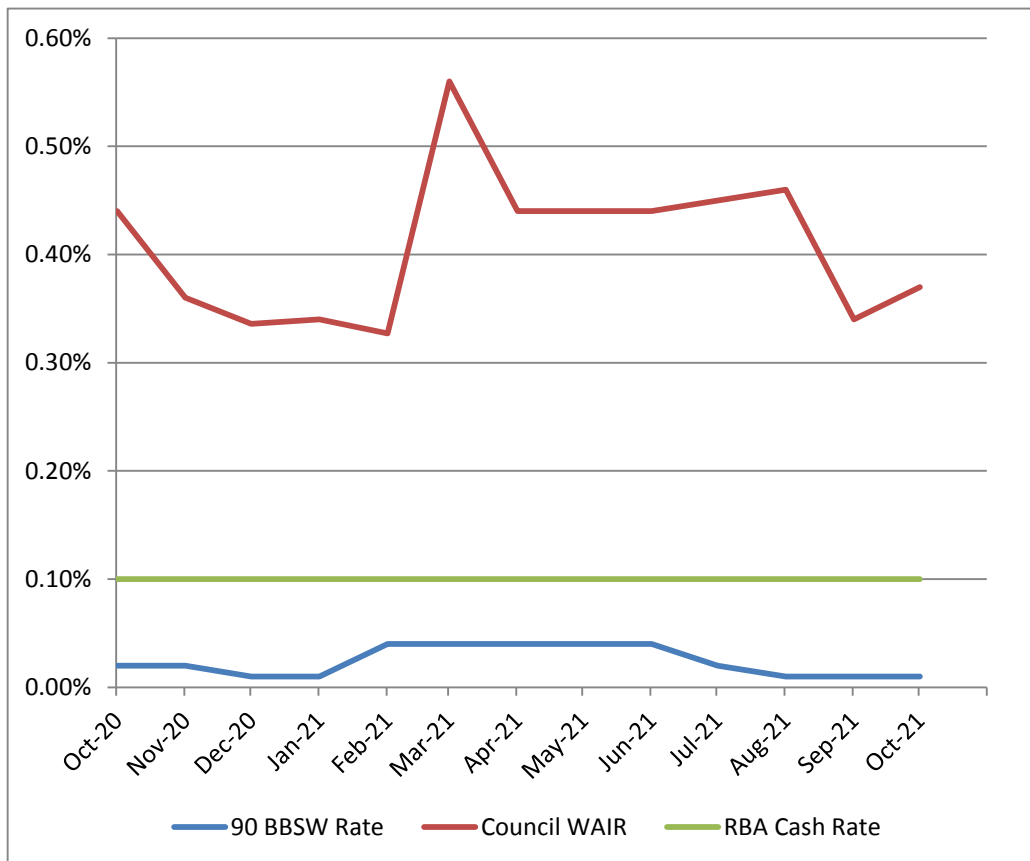
As advised in last month's report, it was identified that the current investment mix is not in compliance with Council's Investment Policy as Council is not compliant with the portfolio credit limit of 10% for any individual A-2 rated financial institution. Currently the funds invested with AMP (who are now rated as A-2 under the Standard & Poor rating system) 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 2022.



Council’s weighted average return for all investments and cash accounts for the month is 0.37%, which is above the required 90 day bank bill swap reference rate of 0.01% as at 31 October 2021. Note the official cash rate stayed at 0.10% for October. The weighted average return rate is the rate which considers the size of the investment as well as the interest rate of the investment. The graph below shows Council’s performance for the past 12 months against the 90 day bank bill swap reference rate.

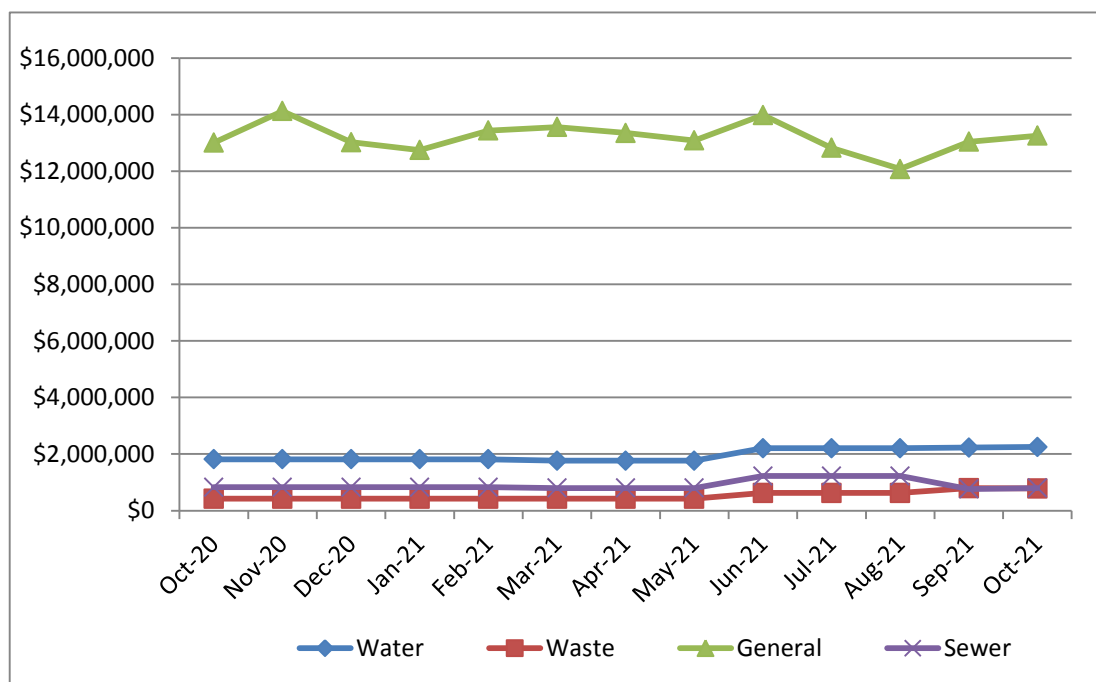
**Month End Return on Investments for Past 12 Months**



Council’s total investment and cash accounts balance of \$17,090,130 across the funds as listed below:

| FUNDS HELD              | General Fund      | Waste Fund     | Water Fund       | Sewer Fund     | TOTAL             |
|-------------------------|-------------------|----------------|------------------|----------------|-------------------|
| Restricted              | 4,299,148         | 783,503        | 2,252,721        | 800,700        | 8,136,071         |
| Unrestricted            | 8,954,059         | 0              | 0                | 0              | 8,954,059         |
| <b>TOTAL FUNDS HELD</b> | <b>13,253,206</b> | <b>783,503</b> | <b>2,252,721</b> | <b>800,700</b> | <b>17,090,130</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         | 31/10/2021 Total |
|------------------------------------|------------------|------------------|------------------|
| Specific Purpose Unexpended Grants | 255,000          |                  | 255,000          |
| Domestic Waste Management          | 783,503          |                  | 783,503          |
| Water Supplies                     | 2,207,195        |                  | 2,207,195        |
| Sewerage Service                   | 800,700          |                  | 800,700          |
| Other (Unexpended Cont. Euston)    | 50,000           |                  | 50,000           |
| Hostel Bonds                       |                  | 1,743,377        | 1,743,377        |
| Other Internal Restrictions        |                  | 2,296,296        | 2,296,296        |
| <b>TOTAL RESTRICTED FUNDS</b>      | <b>4,096,398</b> | <b>4,039,673</b> | <b>8,136,071</b> |

The internal reserves above are based on historical information from last financial year. A full review and adjustment is being 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 31 October 2021 and is shown below:

|                                                  |                  |
|--------------------------------------------------|------------------|
| <b>Cashbook Summary</b>                          |                  |
| Opening Cashbook Balance                         | 2,447,783        |
| Plus Receipts                                    | 1,475,224        |
| Less Payments                                    | (2,211,393)      |
| <b>Cashbook Balance at 31 October 2021</b>       | <b>1,711,614</b> |
| <b>Statement Summary</b>                         |                  |
| Opening Statement Balance                        | 2,451,030        |
| Plus Receipts                                    | 1,475,238        |
| Less Payments                                    | (2,211,393)      |
| <b>Bank Statement Balance at 31 October 2021</b> | <b>1,714,875</b> |
| Plus Unpresented Receipts                        | 163              |
| Less Unpresented Payments                        | (3,425)          |
| <b>Reconciliation Balance at 31 October 2021</b> | <b>1,711,614</b> |

### SUMMARY

Council currently holds \$17,090,130 in Cash and Investments. The average interest rate trend has increased for October 2021 being 0.37% 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

**12.4 MONTHLY FINANCE REPORT - OCTOBER 2021**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58136</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That Council receives and notes the report on the status of Council's financial operating systems and processes.

**PURPOSE OF REPORT**

The purpose of this report is to advise Council of the actions undertaken during October 2021 to ensure Council's transactions are up-to-date and correct in the Practical and subsidiary ledger systems for the month ending 31 October 2021

**REPORT***Background*

At the October Council meeting, to provide Council with ongoing assurance that accounting transactions are kept up to date and correct, Council resolved the following recommendations:

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:
  - o All payroll, stores, plant hire, creditors, rates, debtors, asset, liability and journal transactions are correctly entered into the Practical and subsidiary financial management systems;
  - o All subsidiary ledgers/financial management systems have been balanced with the general ledger;
  - o The asset management system is up-to-date;
  - o Bank reconciliations have been completed for all bank accounts; and
  - o Ratepayers and other debtors have been invoiced/charged for all monies due to Council.

*Review of current processes*

Since commencing in the role it has become apparent that many features of the Practical finance system are not being utilised to their full functionality. As a result, many tasks are undertaken manually by staff, which could be automated if the data in Practical and its subsidiary ledger systems were set-up appropriately and training was provided to staff on its effective operations.

Currently the following internal control processes are in place to ensure data entered into Practical and subsidiary ledger systems are up-to-date and correct:

- Payroll – processed fortnightly, reviewed by independent finance officer prior to processing
- Stores –
  - o Store Items (excluding fuel) – recorded manually on daily store sheet (in duplicate), entered into Practical by storeperson – current practice under review

- Fuel on-site – recorded using fob system, data uploaded to Practical – current practice under review
- Fuel Tankers off-site - recorded manually on daily stores sheet (in duplicate), entered into Practical by store person – current practice under review
- Plant Hire – processed through timesheet entry fortnightly with payroll after verified by Technical Officer, Practical data reviewed by Manager Finance or Senior Finance Officer
- Orders – created by various staff across Council, approved by relevant Manager with appropriate delegations, not always generated prior to commitment of funding
- Creditors – processed fortnightly and ad hoc special payment runs if required, reviewed by independent finance officer prior to processing
- Rates – processed annually and receipted quarterly, reviewed by Manager Finance
- Debtors – processed monthly and ad hoc as required, normally reviewed by Manager Finance but currently being reviewed by Director Corporate and Community Services
- Assets – processed annually at end of financial year, calculations determined through excel spreadsheet and manual journals processed, reviewed by Director Corporate and Community Services
- Journal transactions – processed as required, Council's Auditors, Nexia Australia, identified in their Management Letter no review process is in place

#### *Areas for improvement*

The external finance consultants appointed to assist with the completion of Council's annual financial statements have extensive experience in local government finances, reporting and audit functions in NSW. They are also well versed in the Practical finance system. As the statements are being prepared, business processes are being reviewed and business improvement opportunities are being identified to assist with the statements for next financial year.

These will be placed into an action plan and once the financials are finalised, a complete action plan for improvement will have been developed and will be used as the basis for future reports to Council across all financial areas.

To date, through the end of year financial process, the following areas have been identified as priorities for improvement:

- Restructuring General Ledger Chart of Accounts
- Assets Management
- Grants
- Bank Reconciliation
- Orders/Procurement
- Reporting
- GST/Business Activity Statement

#### **SUMMARY**

Substantial work is required to improve Council's internal financial systems and procedures. Until these processes are implemented, it is not possible for the General Manager and Responsible Accounting Officer to certify the status of the work is up-to-date. Each month a report will be provided to Council advising of the progress against these tasks.

By undertaking these improvements and the other business improvements identified through the end of year financial process, it will make this possible to certify in the near future. Improving these processes will also enable Council to better meet the statutory reporting timelines next financial year, including completing its annual financial statements on time, as the work will be spread throughout the year rather than having to be rushed prior to audit.

**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**

High

**ATTACHMENTS**

Nil

**12.5 QUARTERLY TOURISM REPORT - JULY TO SEPTEMBER 2021**

|                                    |                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.58137</b>                                                                                                 |
| <b>Reporting Officer:</b>          | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                 |
| <b>Responsible Officer:</b>        | <b>Hodi Beauliv, Director Corporate &amp; Community Services</b>                                                 |
| <b>Operational Plan Objective:</b> | <b>Pillar 4: Our Culture – A community that respects and celebrates its diverse cultures, heritage and arts.</b> |

**OFFICER RECOMMENDATION**

That Council receives and notes the Quarterly Tourism Report July – September 2021.

**PURPOSE OF REPORT**

To provide Council with an update on Tourism activity and provide the quarterly report on Revenue, Expenditure and Capital Works against the adopted Operational and Capital Works budget for the September 2021 quarter.

**REPORT****TOURISM ACTIVITY**

Balranald Shire had a decrease in visitation for the quarter of approximately 20.5% compared to the previous quarter. This was largely impacted by the lockdowns across NSW and the State border closures with South Australia and Victoria, particularly during the lockdown in the Balranald Shire, as the Visitor Information Centre was closed for a 4-week period from 15 August to 11 September.

| <b>Month</b> | <b>Total Walk Ins to Visitor Information Centre</b> | <b>NSW Total</b> | <b>% of NSW Visitation</b> |
|--------------|-----------------------------------------------------|------------------|----------------------------|
| July         | 554                                                 | 333              | 60.1%                      |
| August       | 161                                                 | 107              | 66.5%                      |
| September    | 128                                                 | 59               | 46.1%                      |

The Visitor Information Centre Merchandise sales only achieved 9.5% of budget in the first quarter. Sales were impacted by the COVID lockdowns and border restrictions, but most heavily during the 4 week closure. Frog figurines, Wilmot Harvey/Tea Towels and Koala Hill Cards and writing pads were the most popular purchases throughout this quarter.

Social Media

Engaging with some 4,046 social media followers and reaching almost 10,200 followers the social media posts up to this quarter included:

- New Balranald Historical Memorabilia Facebook Page
- Court Street Balranald
- Wintong School
- Malcolm Museum
- Sheep Sculptures
- Euston
- “Mosquito” River Steamer

- “I Do” Wedding Exhibition at The Gallery
- Stepping back in time: Essez Grove
- Days gone by: Bullock Teams at Balranald Wharf
- Days gone by: “Tupra” Wool Teams crossing Lachlan River in 1917
- Old Balranald Gaol
- St Barnabas Anglican Church in Oxley
- Days gone by: Shamrock Hotel
- Great News: We are open again
- Regatta Beach reopens to the Public
- Kyalite Hotel 1913

### COVID-safe

During the lockdown period in August and September, Destination Riverina Murray and Service NSW assisted local tourism providers with information and promotional material to help them operate within the COVID-safe guidelines. Where possible, Council helped facilitate the spread of this information through our email network.

### Destination Management Plan

Destination Riverina Murray is currently in the process of developing a new Destination Management Plan. The plan is due for completion by the end of the calendar year. It will include a list of priority projects for each Council area.

### Visitor Information Centre Accreditation

In October, Council received its NSW Certificate of Accreditation as an Accredited Visitor Information Centre. Accredited Visitor Information Centres (AVICs) are recognisable by their branding with the accredited logo. Only AVICs are able to display the exclusive ‘i’ sign, which serves to guarantee quality service and reliable information. Extensive marketing and promotion of the branding ensures visitors to New South Wales (NSW) recognise AVICs and the values they represent.

To maintain its accredited status, Council needs to participate in regular reviews of its operations. This has been delayed recently due to COVID restrictions. Now that these restrictions have eased, the next review is scheduled for mid-November.

## **TOURISM QUARTERLY FINANCIAL REPORT**

Council’s Income, Operating Expenditure and Capital Expenditure to 30 September 2021 for the Tourism Department is presented to Council for information. The Actual Revenue and Expenses have been measured against the original budget adopted at the Council meeting on 29 June 2021.

Only 12.3% of the revenue budget has been achieved and 15.8% of the operational expenditure budget has been expensed with minimal capital works expenditure to 30 September 2021 while the design stage of the Joint Organisation Discovery Centre Expansion is finalised for tender.

Sales have been hardest hit since Covid19 restrictions have been in place across NSW and state borders have been closed, with only 9.5% of the budget reached by September 2021.

Cleaning expenses for the quarter are up, as staff used the opportunity during the recent lockdown to give the museum and visitor centre a deep clean. To date Rates & Charges and Administration

Fees have yet to be charged to the program. This will be rectified by the next quarterly report as appropriate processes are reviewed.

The following table represents all revenue, expenditure and capital works to 30 September 2021.

|                     | Adopted Budget | Actual to<br>30/09/2021 | %     | Anticipated 2021/22 |
|---------------------|----------------|-------------------------|-------|---------------------|
| Revenue             | 88,700         | 10,869                  | 12.3% | 88,700              |
| Expenditure         | 316,240        | 49,900                  | 15.8% | 316,240             |
| Surplus / (Deficit) | 227,540        | 39,031                  |       | 227,540             |
| Less Depreciation   | 9,500          | 2,375                   |       | 9,500               |
| Surplus / (Deficit) | 237,040        | 41,406                  |       | 237,040             |
| Capital Income      | 950,000        | 0                       | 0     | 950,000             |
| Capital Expenditure | 950,000        | 13,695                  | 0     | 950,000             |
| Surplus / (Deficit) | 0              | 13,695                  | 0     | 0                   |

*Note capital income for project still to be received*

### Next Quarter

With the State opening up to travel, and the recent appointment of Connie Mallet to the role of Tourism, Communications & Events Coordinator, it is expected that next quarter will be much busier. Promotions are planned for a shop local campaign for Christmas, to maximise local spend in a time when freight may make it difficult for people to shop online and planning is underway on some potential events to help draw visitors back to the region. Council will also be looking to improve their data metrics, so they can better track the effectiveness of their activities.



### **SUMMARY**

The Quarterly Report on the Visitor Information Centre provides an insight of activities during the period, including advertising, statistics, social media information, merchandising, as well as

financial information. Overall the net result for the Visitor Information Centre was a deficit of \$39,031.00, which is less than the anticipated quarterly budget deficit of \$56,885. This was as a result of revenue and expenses both being reduced during this period.

**FINANCIAL IMPLICATION**

Budget implications has been addressed in the March 2021 Quarterly Budget Review

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate – High community interest in the operation of Tourism activities.

**ATTACHMENTS**

Nil



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

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D21.57403</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>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b> |

**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 October meeting of Council.

| Application                | Owner/Applicant                                                                    | Locality                                                | Description                                     |
|----------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------|
| DA 14/2022                 | Mr Andrew Griffiths for Mr Andrew & Mrs Wendy Griffiths                            | Market Street, Balranald                                | Shed                                            |
| DA 15/2022                 | Mr Michael Griffiths                                                               | 131 Boynton Street, Balranald                           | Shed                                            |
| DA 16/2022                 | Mr Chris Murphy                                                                    | 88 Dowling Street, Balranald                            | Shed                                            |
| CC 03/2022                 | Mr Andrew Griffiths for Mr Andrew & Mrs Wendy Griffiths                            | Market Street, Balranald                                | Shed                                            |
| CC 04/2022                 | Mr Chris Murphy                                                                    | 88 Dowling Street, Balranald                            | Shed                                            |
| SDC 04/2022                | Brian V O’Haire Solicitors for Mr Sam Zaffina and Mr Brendan & Mrs Jennifer Coates | Sturt Highway, Balranald & 211 Market Street, Balranald | Boundary Realignment to rectify an encroachment |
| SDC 05/2022                | Brian V O’Haire Solicitors for Mr Kane & Mrs Jayne Farnsworth                      | 112 Piper Street, Balranald                             | Two Lot Subdivision                             |
| OC 03/2022 (certificate of | Mr Gino Garreffa for Mrs Angelina Allen                                            | 20 Garreffa Parade, Euston                              | Sanitary plumbing for dwelling                  |

|             |  |  |  |
|-------------|--|--|--|
| completion) |  |  |  |
|-------------|--|--|--|

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

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Environmental Planning & Assessment Act 1979<br>Planning Information Certificates (10.7) | 12 |
| Environmental Planning & Assessment Act 1979<br>Building Certificates (6.24)             | 0  |
| Environmental Planning & Assessment Act 1979<br>Outstanding Orders (121ZP)               | 1  |
| Local Government Act 1993<br>Outstanding Orders (735A)                                   | 1  |
| Local Government Act 1993<br>Drainage Diagram                                            | 9  |
| Biosecurity Act 2015<br>Outstanding Orders (Noxious Weeds)                               | 0  |

The following Section 4.6 Variations have been issued under delegated authority since the October 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**