

# AGENDA

# Ordinary Council Meeting Tuesday, 15 February 2022

Date: Tuesday, 15 February 2022

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 of 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 price.

# **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.

CustomerFocus:We will constantly strive to be responsive to our customers' needs<br/>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, 15 February 2022 at 5pm

# **Order Of Business**

| 1                              | Openin   | Opening of Meeting5  |       |  |
|--------------------------------|----------|--|-------|--|
| 2                              | Acknow   | Acknowledgement of country   |       |  |
| 3                              | Apolog   | ies  | 5     |  |
| 4                              | Confirn  | Confirmation of Minutes6   |       |  |
|                                | 4.1      | MINUTES OF THE COUNCIL MEETING HELD ON 17 DECEMBER 2021  | 6     |  |
| 5                              | Disclos  | ure of Interest  | 21    |  |
| 6                              | Admini   | strator Minute/Report  | 22    |  |
|                                | 6.1      | MAYORAL MINUTE - AUSTRALIA DAY   | 22    |  |
| 7                              | Commi    | ttee Reports for Adoption  | 24    |  |
|                                | 7.1      | BALRANALD BEAUTIFICATION COMMITTEE HELD ON 10 NOVEMBER 2021                                    | 24    |  |
|                                | 7.2      | EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 22 NOVEMBER 2021 AND 31ST JANUARY 2022 | 27    |  |
|                                | 7.3      | GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE<br>MEETING HELD ON 9 NOVEMBER 2021      | 36    |  |
| Gene                           | eral Man | ager's Reports (incorporating all staff reports)   | 45    |  |
| Part                           | A – Item | s Requiring Decision   | 45    |  |
| 8                              | Genera   | I Manager's Reports  | 45    |  |
|                                | 8.1      | APPOINTMENT OF GENERAL MANAGER   | 45    |  |
|                                | 8.2      | SHARED SERVICES IN FAR WESTERN COUNCILS  | 48    |  |
|                                | 8.3      | DRAFT COMMUNITY STRATEGIC PLAN   | 68    |  |
| 9                              | Corpora  | ate & Community Services Reports   | 87    |  |
|                                | 9.1      | QUARTERLY BUDGET REVIEW - DECEMBER 2021  | 87    |  |
|                                | 9.2      | REQUEST TO INSTALL PLAQUE AT THE BALRANALD SKATE PARK  | 97    |  |
|                                | 9.3      | UNEXPENDED GRANTS WORKS TO BE BROUGHT FORWARD  | 98    |  |
|                                | 9.4      | BALRANALD CARAVAN PARK QUARTERLY REPORT  | . 102 |  |
| 10                             | Infrastr | ucture & Development Reports   | . 105 |  |
|                                | 10.1     | BALRANALD CARAVAN PARK CROWN LAND PLAN OF MANAGEMENT   | . 105 |  |
|                                | 10.2     | NOMINATIONS FOR THE WESTERN JOINT REGIONAL PLANNING PANEL.                                     | . 139 |  |
|                                | 10.3     | OFFICIAL NAMING OF DRY LAKE ROAD   | . 141 |  |
| Part B – Items for Information |          |  |       |  |
| 11                             | Genera   | I Manager's Reports  | . 146 |  |
|                                | 11.1     | BETTER PRACTICE RECOMMENDATIONS  | . 146 |  |
|                                | 11.2     | OUTSTANDING ACTIONS  | . 164 |  |

|    | 11.3     | ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS | . 169 |
|----|----------|---|-------|
| 12 | Corpora  | ate & Community Services Reports                      | . 172 |
|    | 12.1     | STATEMENT OF FUNDS - DECEMBER 2021                    | . 172 |
|    | 12.2     | STATEMENT OF FUNDS - JANUARY 2022                     | . 178 |
|    | 12.3     | MONTHLY FINANCE REPORT - JANUARY 2021                 | . 183 |
|    | 12.4     | BIDGEE HAVEN QUARTERLY REPORT                         | . 186 |
|    | 12.5     | QUARTERLY TOURISM REPORT - OCTOBER TO DECEMBER 2021   | . 188 |
|    | 12.6     | SALE OF LAND FOR UNPAID RATES                         | . 192 |
| 13 | Infrastr | ucture & Development Reports                          | . 194 |
|    | 13.1     | PLANNING ADMINISTRATION                               | . 194 |
|    | 13.2     | INFRASTRUCTURE UPDATE                                 | . 197 |
| 14 | Notice   | of motion / Questions on Notice                       | . 202 |
|    | Nil      |   |       |
| 15 | Confide  | ential Matters  | . 202 |
|    | Nil      |   |       |
| 16 | Closure  | e of Meeting  | . 202 |

#### 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

#### 4.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 DECEMBER 2021

File Number: D22.61350

Reporting Officer: Carol Holmes, Senior Executive Assistant

Responsible Officer: Glenn Wilcox, Acting General Manager

#### **OFFICER RECOMMENDATION**

That the Minutes of the Council Meeting held on 17 December 2021 be received and the recommendations therein be adopted.

#### HEADING

Minutes of Council Meeting held on 17 December 2021 being presented to Council for adoption.

#### ATTACHMENTS

#### 1. Minutes of the Council Meeting held on 17 December 2021



# MINUTES

# Ordinary Council Meeting Friday, 17 December 2021

#### **Order Of Business**

| 1    | Openin                           | Opening of Meeting4                                                                                       |  |  |
|------|----------------------------------|-----------------------------------------------------------------------------------------------------------|--|--|
| 2    | Acknowledgment of country4       |                                                                                                           |  |  |
| 3    | Apolog                           | ies4                                                                                                      |  |  |
| 4    | Confirm                          | nation of Minutes4                                                                                        |  |  |
|      | 4.1                              | MINUTES OF THE COUNCIL MEETING HELD ON 16 NOVEMBER 2021                                                   |  |  |
| 5    | Disclos                          | ure of Interest There were no Disclosure of Interests                                                     |  |  |
| 6    | Admini                           | strator Minute/Report There was no Administator Minute/Report                                             |  |  |
|      | 9.3                              | PRESENTATION OF THE ANNUAL FINANCIAL STATEMENTS TO COUNCIL AND THE PUBLIC FOR THE YEAR ENDED 30 JUNE 2020 |  |  |
| 7    | Commit                           | ttee Reports for Adoption5                                                                                |  |  |
|      | 7.1                              | EXECUTIVE OF CHAIRS COMMITTEE HELD ON 25 NOVEMBER AND 13<br>DECEMBER 2021                                 |  |  |
|      | 7.2                              | GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE<br>MEETING HELD ON 7 DECEMBER 2021                 |  |  |
| Gene | eral Man                         | ager's Reports (incorporating all staff reports)6                                                         |  |  |
| Part |                                  | s Requiring Decision6                                                                                     |  |  |
| 8    | Genera                           | I Manager's Reports6                                                                                      |  |  |
|      | 8.1                              | ADOPTION OF COUNCIL POLICIES                                                                              |  |  |
| 9    | Corpora                          | ate & Community Services Reports6                                                                         |  |  |
|      | 9.1                              | LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 3                                                  |  |  |
|      | 9.2                              | BIDGEE HAVEN RETIREMENT HOSTEL SECTION 355 COMMITTEE7                                                     |  |  |
|      | 9.4                              | REPORT ON EXTERNAL AND INTERNAL RESTRICTIONS HELD AS AT 30TH JUNE 2021                                    |  |  |
|      | 9.5                              | INTERNAL RESTRICTION BIDGEE HAVEN HOSTEL                                                                  |  |  |
|      | 9.6                              | DONATION REQUEST - ROBINVALE-EUSTON 80 SKI RACE<br>SPONSORSHIP REQUEST                                    |  |  |
|      | 9.7                              | UNEXPENDED GRANTS AS AT 30 JUNE 20219                                                                     |  |  |
| 10   | Infrastr                         | ucture & Development Reports10                                                                            |  |  |
|      | 10.1                             | TENDER RFT 21/22-001 TAYLOR-LESLIE ROAD WIDENING AND<br>KILPATRICK ROAD REHABILITATION                    |  |  |
|      | 10.2                             | TENDER - RFT 21/22-002 - TAPALIN MAIL ROAD CONSTRUCTION 10                                                |  |  |
| Part | Part B – Items for Information11 |                                                                                                           |  |  |
| 11   | Genera                           | I Manager's Reports11                                                                                     |  |  |
|      | 11.1                             | OUTSTANDING ACTIONS                                                                                       |  |  |
|      | 11.2                             | ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS                                                     |  |  |
|      | 11.3                             | CIRCULARS FROM OFFICE LOCAL GOVERNMENT                                                                    |  |  |
|      | 11.4                             | BETTER PRACTICE RECOMMENDATIONS 12                                                                        |  |  |
| 12   | Corpora                          | ate & Community Services Reports12                                                                        |  |  |

|    | 12.1     | 2020/21 REGIONAL ROAD REPAIR PROGRAM IMPLICATIONS OF DELAYED COMPLETION | . 12 |
|----|----------|-------------------------------------------------------------------------|------|
|    | 12.2     | STATEMENT OF FUNDS - NOVEMBER 2021                                      | . 12 |
|    | 12.3     | MONTHLY FINANCE REPORT - NOVEMBER 2021                                  | . 13 |
| 13 | Infrastr | ucture & Development Reports                                            | . 14 |
|    | 13.1     | PLANNING ADMINISTRATION                                                 | . 14 |
| 14 | Notice   | of Motion / Questions on Notice                                         | . 14 |
|    | Nil      |                                                                         |      |
| 15 | Confide  | ential Matters                                                          | . 14 |
|    | Nil      |                                                                         |      |

#### MINUTES OF BALRANALD SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD ON FRIDAY, 17 DECEMBER 2021 AT 12NOON

#### 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 (Acting General Manager), Hodi Beauliv (Director Corporate & Community Services) and Carol Holmes (Senior Executive Officer),

#### 3 APOLOGIES

Nil

The Acting General Manager advised Council of the resignation of Mr Ray Davy, Director Infrastructure & Development. The Administrator joined with the Acting General Manager in thanking Mr Davy for his service to Council and the community and wished him well for the future.

#### 4 CONFIRMATION OF MINUTES

#### 4.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 NOVEMBER 2021

#### **RESOLUTION 2021/215**

Moved: Administrator Mike Colreavy

That the Minutes of the Council Meeting held on 16 November 2021 be received and confirmed.

CARRIED

- 5 **DISCLOSURE OF INTEREST** There were no Disclosure of Interests.
- 6 **ADMINISTRATOR MINUTE/REPORT** There was no Administator Minute/Report.

#### MOTION

#### **RESOLUTION 2021/216**

Moved: Administrator Mike Colreavy

That Item 9.3 - Presentation of the Annual Financial Statements to Council and the Public for Year ended 30 June 2020, be brought forward and dealt with here in the Agenda.

# 9.3 PRESENTATION OF THE ANNUAL FINANCIAL STATEMENTS TO COUNCIL AND THE PUBLIC FOR THE YEAR ENDED 30 JUNE 2020

#### PURPOSE OF REPORT

To present Council's 2020/21 Annual Financial Statements, as audited by Nexia Australia on behalf of the NSW Audit Office, pursuant to the Local Government Act (1993).

#### **RESOLUTION 2021/217**

Moved: Administrator Mike Colreavy

1.That Council's audited Annual Financial Statements for the year ended 30 June 2021 be received and noted.

2. That the Financial Statements be displayed on Councils website with the Annual Report 2020/21

CARRIED

#### 7 COMMITTEE REPORTS FOR ADOPTION

# 7.1 EXECUTIVE OF CHAIRS COMMITTEE HELD ON 25 NOVEMBER AND 13 DECEMBER 2021

#### **RESOLUTION 2021/218**

Moved: Administrator Mike Colreavy

That Council

- 1. Receives and notes the Minutes of the Executive of Chairs Committee held on Tuesday 25 November and Tuesday 13 December 2021.
- 2. Advertise the extension of Australia Day Nominations until Tuesday 4th January 2022.

#### CARRIED

#### 7.2 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING HELD ON 7 DECEMBER 2021

#### **RESOLUTION 2021/219**

Moved: Administrator Mike Colreavy

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

#### GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)

#### PART A – ITEMS REQUIRING DECISION

#### 8 GENERAL MANAGER'S REPORTS

#### 8.1 ADOPTION OF COUNCIL POLICIES

#### 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 2021/220**

#### Moved: Administrator Mike Colreavy

That Council adopt the Local policies as listed below in this report with permission to change references to names, titles and other information that are subject to regular change as necessary, and to make other specific changes as recorded on the webcast of this meeting.

CARRIED

#### 9 CORPORATE & COMMUNITY SERVICES REPORTS

#### 9.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 3

#### PURPOSE OF REPORT

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further \$1 billion for the continuation of the Local Roads and Community Infrastructure (LRCI) Program Phase 3. Council has received an additional \$1,665,842 of grant funding in this Phase and need to identify how it will nominate for this funding to be expended.

#### **RESOLUTION 2021/221**

Moved: Administrator Mike Colreavy

That Council approve the list of projects for funding under Phase 3 of the Local Roads and Community Infrastructure Program

- 1. Euston Multi-Court Conversion and Shade Estimated Cost: \$250,000
- 2. Tennis Club Lights Estimated Cost \$150,000
- 3. Balranald Cricket Club Nets Estimated Cost \$40,000
- 4. Road upgrades All remaining funds and under expenditure will be put towards local and regional road upgrades Estimated Cost \$1,225,842

#### 9.2 BIDGEE HAVEN RETIREMENT HOSTEL SECTION 355 COMMITTEE

#### PURPOSE OF REPORT

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

#### **RESOLUTION 2021/222**

Moved: Administrator Mike Colreavy

- 1. That Council establish a Section 355 committee under the Local Government Act 1993 to manage the Bidgee Haven Hostel complex and to undertake the roles and functions determined by Council;
- 2. That the Section 355 Committee Constitution including the amendments referred to at this meeting be adopted as the roles and responsibilities for the section 355 Committee;
- 3. That Council call for public nominations to be a member of the Bidgee Haven Hostel Section 355 Committee and that the application process require the applicants to complete the nomination form as attached to this report as amended, and to provide details of experience to meet the identified committee positions, professional or industry qualifications and experience, in the management and operation of an aged care or public health facility; and
- 4. That all nominations are assessed and referee and background checks are undertaken by Council and/or commercial advisors, aiming for, the appointments, to be formally adopted at the February 2022 Council meeting.

CARRIED

# 9.4 REPORT ON EXTERNAL AND INTERNAL RESTRICTIONS HELD AS AT 30TH JUNE 2021

#### PURPOSE OF REPORT

The purpose of this report is to inform Council of external and internal restrictions held as at 30 June 2021 following completion of the 2020/21 Financial Statements.

A copy of all External and Internal Restrictions held as at 30 June 2021 is attached.

#### **RESOLUTION 2021/223**

Moved: Administrator Mike Colreavy

In accordance with Best Practice that -

- 1. The report be received and noted
- 2. Council resolves to internally restrict the following funds as at 1 July 2021 for future use:

| Discretionary | Use |
|---------------|-----|
|---------------|-----|

| Plant and Vehicle Replacement | 366,104 |
|-------------------------------|---------|
| Infrastructure Replacement    | 469,405 |
| Employee Leave Entitlements   | 269,000 |

| Gravel Pits Rehabilitation                     | 234,065            |                    |
|------------------------------------------------|--------------------|--------------------|
| Future Development Fund                        | 441,456            |                    |
| Bidgee Haven Hostel – Other                    | 63,530             | <u>\$1,843,560</u> |
| Financial Assistance Grant – operational reven | <u>\$2,290,600</u> |                    |
| Non Discretionary Use                          |                    |                    |
| Deposits, Retentions and Bonds                 | 127,842            |                    |
| Caravan Park                                   | 139,368            |                    |
| Bidgee Haven Hostel Bonds                      | 1,747,060          |                    |
| Self-Care Unit Bonds                           | <u>140,000</u>     | <u>\$2,154,270</u> |
| Total Internal Restrictions                    | <u>\$6,288,430</u> |                    |

3. Council resolves to release funds held as at 1 July 2021 in the Bidgee Haven Hostel - Other internal restriction (\$63,530) to partially offset losses incurred in 2019/20 and 2020/21.

#### CARRIED

#### 9.5 INTERNAL RESTRICTION BIDGEE HAVEN HOSTEL

#### PURPOSE OF REPORT

The purpose of this report is to inform Council of the position of the internal restriction for Bidgee Haven Hostel – Other as at 30 June 2021, following completion of the audited Financial Statements for 2020/21.

#### **RESOLUTION 2021/224**

Moved: Administrator Mike Colreavy

- 1. That the report on the Bidgee Haven Hostel internal restriction be received and noted;
- The balance of funds held in the Bidgee Haven Hostel Other internal restriction (\$63,530) be released to help offset losses being carried by the General Fund for the operation of the Bidgee Haven Hostel; and
- 3. A review of operations be undertaken and a strategic plan be developed for the Hostel that will deliver operational surpluses into the future.
- 4. A copy of this report and minute be supplied to the Chair of Council's Executive of Chairs Advisory Committee.

#### 9.6 DONATION REQUEST - ROBINVALE-EUSTON 80 SKI RACE SPONSORSHIP REQUEST

#### PURPOSE OF REPORT

To advise Council of a donation request for sponsorship of the Robinvale-Euston 80 Ski Race from the Robinvale/Euston 80 Ski Race Committee.

#### **RESOLUTION 2021/225**

Moved: Administrator Mike Colreavy

That Council approves the request from the Robinvale-Euston 80 Ski Race Committee for sponsorship of \$2,000 for the 2022 event.

CARRIED

#### **RESOLUTION 2021/226**

Moved: Administrator Mike Colreavy

That the late item 9.7 Unexpended Grants as at 30 June 2021 be admitted to the agenda.

CARRIED

#### 9.7 UNEXPENDED GRANTS AS AT 30 JUNE 2021

#### PURPOSE OF REPORT

To update Council on the detail of the unexpended operational grants as detailed in the reconciliation to Note C1-3 of the 2020/21 Financial Statements.

#### **RESOLUTION 2021/227**

Moved: Administrator Mike Colreavy

That a report be presented to the Works Committee on the status of each unexpended capital grant, and unexpended operational grant as detailed in the reconciliation to Note C1-3 of the 2020/21 Financial Statements.

#### 10 INFRASTRUCTURE & DEVELOPMENT REPORTS

# 10.1 TENDER RFT 21/22-001 TAYLOR-LESLIE ROAD WIDENING AND KILPATRICK ROAD REHABILITATION

#### PURPOSE OF REPORT

To recommend acceptance of the tender for the subject works.

#### **RESOLUTION 2021/228**

Moved: Administrator Mike Colreavy

That Council

- Approves the tender from CRS (NSW) PTY LTD 254 Copland St, Wagga Wagga NSW, 2650 for the subject works, for Taylor Road, Lesley Drive and Kilpatrick Road in the amount of \$456,938.00;
- 2. Authorises the General Manager and Administrator to sign and affix the Common Seal of Balranald Shire Council to the Contact documentation if required
- 3. Authorises the General Manager to approve variations on the Contact up to a maximum value of 10%.
- 4. That Council undertake a variation to increase the Roads to Recovery allocation for the Taylor Road, Lesley Drive and Kilpatrick Road allocation by \$15,000 subject to approval.

CARRIED

#### 10.2 TENDER - RFT 21/22-002 - TAPALIN MAIL ROAD CONSTRUCTION

#### PURPOSE OF REPORT

To recommend acceptance of the tender for the subject works

#### **RESOLUTION 2021/229**

Moved: Administrator Mike Colreavy

That Council

- 1. Approves the tender from Bott Earth Moving P/L Merbein Victoria 3505 for the subject works, for Tapalin Mail Road in the amount of \$202,554.00;
- 2. Authorises the General Manager and Administrator to sign and affix the Common Seal of Balranald Shire Council to the Contact documentation if required; and
- 3. Authorises the General Manager to approve variations on the Contact up to a maximum value of 10%.

#### 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 2021/230**

Moved: Administrator Mike Colreavy

That the report be received and noted.

CARRIED

#### 11.2 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 November 2021 Ordinary Meeting.

#### **RESOLUTION 2021/231**

Moved: Administrator Mike Colreavy

That the report be received and noted.

CARRIED

#### 11.3 CIRCULARS FROM OFFICE LOCAL GOVERNMENT

#### **PURPOSE OF REPORT**

To provide Council with copies of the circulars received from Office Local Government since November Council Meeting.

#### **RESOLUTION 2021/232**

Moved: Administrator Mike Colreavy

That Council receive and note this report.

#### 11.4 BETTER PRACTICE RECOMMENDATIONS

#### PURPOSE OF REPORT

Council at its November 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.

#### **RESOLUTION 2021/233**

Moved: Administrator Mike Colreavy

That the report be received and noted.

CARRIED

#### 12 CORPORATE & COMMUNITY SERVICES REPORTS

# 12.1 2020/21 REGIONAL ROAD REPAIR PROGRAM IMPLICATIONS OF DELAYED COMPLETION

#### PURPOSE OF REPORT

To advise Council on the implications of the delayed completion of the 2020/2021 Regional Road Repair Program.

#### **RESOLUTION 2021/234**

Moved: Administrator Mike Colreavy

That the report be received and noted.

#### 12.2 STATEMENT OF FUNDS - NOVEMBER 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 30 November 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 2021/235**

Moved: Administrator Mike Colreavy

That Council receives and notes the Statement of Funds for the period ending 30 November 2021.

#### CARRIED

#### 12.3 MONTHLY FINANCE REPORT - NOVEMBER 2021

#### PURPOSE OF REPORT

The purpose of this report is to advise Council of the actions undertaken during November 2021 to ensure Council's transactions are up-to-date and correct in the Practical and subsidiary ledger systems for the month ending 30 November 2021

#### **RESOLUTION 2021/236**

Moved: Administrator Mike Colreavy

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

#### CARRIED

#### 13 INFRASTRUCTURE & DEVELOPMENT REPORTS

#### 13.1 PLANNING ADMINISTRATION

#### **PURPOSE OF REPORT**

To advise Council of activities in the Planning area

#### **RESOLUTION 2021/237**

Moved: Administrator Mike Colreavy

That the report be received and noted.

#### 14 NOTICE OF MOTION / QUESTIONS ON NOTICE

Nil

#### 15 CONFIDENTIAL MATTERS

Nil

The Meeting closed at 1.48pm.

The minutes of this meeting were confirmed at the Council Meeting held on 15 February 2022.

.....

ACTING GENERAL MANAGER

.....

ADMINISTRATOR

## 5 DISCLOSURE OF INTEREST

#### 6 ADMINISTRATOR MINUTE/REPORT

#### 6.1 MAYORAL MINUTE - AUSTRALIA DAY

File Number: D22.62079

Reporting Officer: Mike Colreavy, Administrator

**Carol Holmes, Senior Executive Assistant** 

Responsible Officer: Glenn Wilcox, Acting General Manager

#### OFFICER RECOMMENDATION

That the Mayoral Minute regarding Australia Day be received and noted.

#### AUSTRALIA DAY

It is with great pleasure that I present this Mayoral Minute to Council and the community to thank the Australia Day Committees and volunteers at both Balranald and Euston for the marvellous work and support shown to host the 2022 Australia Day events.

The community has stepped up to delivery what I am sure is one of the best celebratory events in many years. It was good to see how the communities can come together and work towards a very positive event that was planned to meet the critical time frames around the Australia Day Ambassadors itinerary from Balranald to Euston.

I wish to formally thank our Ambassador Jay Allen and his daughter Charli for attending and making a very valuable contribution to the Day and giving us an insight into the issues he has face through melanoma and working to improve awareness.

I would also congratulate the Award winners and acknowledge the valuable contributions that they make to the Shire and formally list their names in the councils minutes and the award presented;

#### SPECIAL ACHIEVEMENT AWARDS

Colin Jacka, Peter Barrett and Vic Pope (Southern Cross Museum) Justin Griffiths Thomas Lister

**COMMUNITY EVENT OF THE YEAR** The Homebush Recreation Club Inc.

#### SPORTING TEAMS OF THE YEAR Balranald Football/Netball Club A Grade Netball Team Balranald Football/Netball Club Under 18's Netball Team

#### YOUNG SPORTSPERSONS OF THE YEAR

Grace Morton Matt Phajongdee

#### SPORTSPERSON OF THE YEAR

Jess Parry

#### YOUNG CITIZENS OF THE YEAR

Jackson Bialobrzeski Isla Taylor

#### CITIZEN OF THE YEAR

Jan Lawler

Congratulations, once again to all our recipients.

### ATTACHMENTS

Nil

#### 7 COMMITTEE REPORTS FOR ADOPTION

#### 7.1 BALRANALD BEAUTIFICATION COMMITTEE HELD ON 10 NOVEMBER 2021

File Number: D22.61351

Reporting Officer: Carol Holmes, Senior Executive Assistant

Responsible Officer: Glenn Wilcox, Acting General Manager

#### OFFICER RECOMMENDATION

1. That the Minutes of the Balranald Beautification Advisory Committee meeting held on 10 November 2021 be received and noted..

#### PURPOSE

To update Council on the Balranald Beautification Advisory Committee held on 10 November 2021.

#### REPORT

The Balranald Beautification Advisory Committee (BBAC) meeting was held in Council Chambers on Wednesday 10 November 2021.

The committee discussed the following;

- Meeting Bi-Monthly instead of monthly. The Committee agreed with their next meeting being held in February and then every 2 months.
- If something urgent came up, an extra meeting would be called to discuss.
- Christmas Tree The committee met at Discovery Centre to decide the best place for the Christmas Tree.
- The committee noted that the toilet for Cemetery should be shipped in December 2021 for installation.
- New bins should be arriving shortly and the new bin should be installed at Swing Bridge.
- Priority 1 Windmill Water Features The Tourism group is all in favour for the Windmill Water Feature, a few members are trying to source a windmill and a corrugated rainwater tank. Council will need to do a safety assessment before the project goes ahead.
- It was noted that Ken Spinks and Errol Bradbury will attend to any repairs to the windmill and water tank after installation.
- It was noted that the committee agreed to the purchase of some items for the Rose Garden within the Lawn Cemetery to enable Jill Bath and Mary Grisdale to continue the works.

#### ATTACHMENTS

1. Minutes - BBAC - November 2021 😃 🖆

#### Balranald Shire Council Beautification Advisory Committee - Balranald Minutes of Meeting held at the Balranald Shire Council Chambers Wednesday 10<sup>th</sup> November 2021



Meeting Opened with Acknowledge of Country recited by Toni Tyrer – Chairperson of the Balranald Shire Council Beautification Advisory Committee – at 17:05hrs

Present: Val Bradbury, Sue Morton, Gaye Renfrey, Toni Tyrer (Chairperson), Lea Lawrie, Michael Colreavy (BSC Administrator), Ray Davy (BSC Director Infrastructure and Development), Glenn Wilcox (Acting BSC General Manager) and Karen Norfolk (Secretary) Apologies: Lynne Carter and Penny Jolliffe

Minutes Read and Accepted: Moved by Lea Lawrie and Seconded by Val Bradbury

#### CORRESPONDENCE IN:

- · Email from Carol Holmes re BBAC October Minutes and November Agenda
- · Email from Sue Morton re BBAC October Minutes and November Agenda
- · Email from Gaye Renfrey re BBAC October Minutes and November Agenda

#### CORRESPONDENCE OUT:

- Email to BBAC Members, Carol Holmes, Karlie Rowe, Council and Ray Davy Postponement of BBAC Meeting
- · Email to Carol Holmes BBAC October Minutes and November Agenda
- Email to BBAC Members, Ray Davy, Karlie Rowe and Council BBAC October Minutes and November Agenda

#### Moved by Karen Norfolk and Seconded by Gaye Renfrey

#### BALRANALD BEAUTIFICATION FINANCIAL STATEMENT:

No Financial Report this meeting

#### AGENDA ITEMS:

Reports: No Beautification Report this Meeting Balranald

#### **Business Arising from Previous Minutes:**

- BBAC Meetings it was agreed that we would take our Meetings out to Bi-Monthly instead of Monthly. Will have our first Meeting for 2022 in February (2<sup>nd</sup> February) and then every two months after that. Still at 5:00pm at the Shire Chambers (unless notified of change). Toni Tyrer will call a Meeting if something is important and needs to be discussed before our scheduled meetings.
- Christmas Tree The Committee needs to set aside a date to go to the Discovery Centre Prescient to work out where we want to put the Christmas Tree up. Tree to go up on the 1<sup>st</sup> December 2021 and come down on the 6<sup>th</sup> January 2022 and then hopefully can be stored at the Royal Theatre.

#### Balranald Shire Council Update:

- The Toilet for the Balranald Cemetery should be shipped out from Western Australia some time in December 2021.
- The new bins for Balranald should be in Balranald soon and the bin to go near the Swing Bridge (town side) will be installed soon.

#### COMMITTEE PRIORITIES:

Priority 1: Windmill Water Feature – The Tourism Group is all in favour for the Windmill Water Feature; A few members are trying to source a windmill and a corrugated rainwater tank; Need the Shire to do a safety assessment before we go ahead with this project; Errol Bradbury and Ken Spinks are happy to do any repairs to the windmill and water tank once we get them; It was decided that the water tank will

go onto a small stand. Water Feature will be both visual and sound and the pump to work by solar and set up on a cemented area: Sue Morton suggested a water bird silhouette be added to the feature and maybe some old man saltbush.

#### RECOMMENDATIONS:

· No recommendations were made at the November Meeting

#### ITEMS WITHOUT NOTICE:

- Karen Norfolk to send a thank you letter to Balranald Inc., thanking them for the gifting of the Christmas Tree to the BBAC.
- Jill Bath and Mary Grisdale approached Carol Holmes to see if the BBAC would approve for them to purchase some rose feed, sprinkler heads a few other things that they need for the rose garden at the cemetery and charge it to the BBAC Budget. All were in favour for Jill and Mary to do this. Karen Norfolk to notify Carol f our decision, so Carol can then notify Jill and Mary of our decision.

Next Meeting: Wednesday 8<sup>th</sup> December 2021 at the Balranald Shire Chambers commencing at 17:00hrs (5:00pm)

Meeting Closed: 18:00hrs

#### 7.2 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 22 NOVEMBER 2021 AND 31ST JANUARY 2022

File Number: D22.61373

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 22 November 2021 and 31st January 2022;
- 2. Include unblocking gutters in front of Post Office in the works program;
- 3. Investigate options to repair the paving's on the corner of Murray Terrace and Perry Street (Pub Corner);
- 4. Provide Euston Progressive Committee written update on previous recommendations.

#### PURPOSE

To update Council on the Euston Progressive Advisory Committee meeting held on 22 November 2021.

#### REPORT

The Euston Progressive Advisory Committee (EPAC) meetings were held on Monday 22 November 2021 and 31st January 2022. The matters arising from these minutes were:

- Not receiving any responses from Council regarding recommendations to council.
- Australia Day, Connie working on funding for Euston.
- Euston Club has been accredited as a Visitor Information Centre;
- Some projects have been placed on hold due to Covid which will affect some works on the priority list;
- Request to Council regarding meeting with a consultant to produce a Master Plan;
- Hodi to liaise with Glenn in regards to presence in Euston;
- Sarah suggested re-evaluating the list of priorities, as some works have been completed.

The Committee's list of priorities which is being re-evaluated by Committee members;

- Footpaths
- Asset management planning including explicit criteria, asset classes and adjusted for population growth
- Sewerage and water
- Identify areas for residential growth
- Euston branding river, heritage and regent parrots
- Entry to Euston upgrading the roundabout, water tower parrot mural, signage
- Tourism strategy including developing new products
- Upgrading bus route roads
- Access to Council scheduling a Council meeting, regular predictable staff visits, contact details displayed in the new post office
- Promoting Euston voucher booklet or pamphlet
- Netball-basketball courts
- Euston Forest eco-trail walking and bike riding

- Water park e.g., fountains or water play equipment
- Economic development strategy for Robinvale-Euston
- Upgrade the Max Willis park
- Vocational training opportunities
- Identify and enhance heritage assets e.g., eucalyptus oil factory, courthouse
- Revitalize iconic local events e.g., New Year's Eve

The committee listed all the recommendations made to Council from February 2021 to January 2022:

#### 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 Tapaulin 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 of Euston Recreation Ground 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.

#### November 2021 Meeting:

- To unblock gutters in front of post office
- To have paving fixed on the corner of the Pub, (Murray Terrace & Perry Street)

#### January 2022 Meeting:

- Still waiting on a response from Council on all the recommendations that were made.
- Can the committee have a maintenance schedule on roughly when maintenance will take place?

#### ATTACHMENTS

- 1. Minutes EPAC November 2021 😃 🖺
- 2. Minutes EPAC January 2022 😃 🖼

# Euston Progressive Advisory Committee

Monday 22<sup>nd</sup> November 2021

Opening Meeting at 6.05pm

Acknowledgement of Country

**Present:** Guy Fielding, Jan Windmill, Rusty & Jenny Roberts, Santina Zappia, Geoff Windmill, Hodi Beauliv, Glen Stewart, Sarah Artist, Connie Mallet

**Apologies:** Louie Zaffina, Ray Davy, Glen Wilcox, Mike Colreavy

## Matters Arising:

- We still have not received any response of any of our recommendations to council.
- Australia Day; Connie working on getting funding for Euston
- Euston Club has been accredited as a Visitor Information Centre
- Hodi has informed us some projects have been put on hold due to covid, this affects some works on our priority list
- Question to council, when can we meet with a consultant to make our Master Plan?
- Hodi to catch up with Glen regarding shire presence in Euston
- Sarah suggests we need to reevaluate our List of priorities, as some works have been completed.

## **Committee Priorities Listing of works:**

After much discussion with committee and Sarah Artist from LG Thinking, we have revised the list. We ask all committee members to prioritize them from 1 (being the highest priority) to 18 (the lowest of priority). Once you have made your list, please forward the list on to Guy or Santina for collating the order of priorities.

# **List of Priorities**

- Footpaths
- Asset management planning including explicit criteria, asset classes and adjusted for population growth
- Sewerage and water
- Identify areas for residential growth
- Euston branding river, heritage and regent parrots
- Entry to Euston upgrading the roundabout, water tower parrot mural, signage
- Tourism strategy including developing new products
- Upgrading bus route roads
- Access to Council scheduling a Council meeting, regular predictable staff visits, contact details displayed in the new post office
- Promoting Euston voucher booklet or pamphlet
- Netball-basketball courts
- Euston Forest eco-trail walking and bike riding
- Water park e.g., fountains or water play equipment
- Economic development strategy for Robinvale-Euston
- Upgrade the Max Willis park
- Vocational training opportunities
- Identify and enhance heritage assets e.g., eucalyptus oil factory, courthouse
- Revitalize iconic local events e.g., New Year's Eve

**Correspondence:** Carols email asking for copies of minutes from previous meetings. Emailed Carol back saying Santina had sent all minutes to council after each monthly meeting.

## Items without notice:

Jenny: Is there an election for Balranald Council? Hodi said No

Jan: Gutters at the front of post office is blocked

**Santina:** Paving on the corner of Euston Hotel has lifted and is dangerous for pedestrians

# **Recommendations to Council:**

- To unblock gutters in front of post office
- To have paving fixed on the corner of the Pub, (Murray Terrace & Perry Street)

**Next Meeting:** 31<sup>st</sup> January 2022

# Meeting Closed at 8.10pm

# **Euston Progressive Advisory Committee**

Monday 31<sup>st</sup> January

Opening Meeting at 6.05pm

Acknowledgement of Country

**Present:** Glen Wilcox, Guy Fielding, Santina Zappia, Louie Zaffina, Bill Vandenberg, Gray Woodhead, Glen Stewart, Rusty Roberts.

(Ray Davey as an observer)

Apologies: Geoff and Jan Windmill

## Minutes of Previous Meeting: Moved by Gray Woodhead, 2<sup>nd</sup> Rusty Roberts. Carried

#### Matters Arising:

- No written response from Council for the individual recommendations that have been made to Council for all our previous meetings. Santina will list them again, Glen Wilcox will follow up on a response for each of the recommendations.
- Revisiting the priority list Guy spoke to the committee, to list the priorities as they see for the best interest for Euston. Once lists have been collected, Guy and Santina will collate them and put the list in a ranking.
- No funding in Council's budget for Euston, Glen Wilcox will keep looking for funding. Glen spoke to committee explaining councils working budget. The budget for next financial year is now being developed.
- There will be a recruitment process for the next General Manager.
- Balranald Council to have presentation here in Euston weekly,

Motion Moved Bill Vandenberg, 2<sup>nd</sup> Rusty Roberts. Carried

### **List of Priorities**

- Footpaths
- Asset management planning including explicit criteria, asset classes and adjusted for population growth
- Sewerage and water

- Identify areas for residential growth
- Euston branding river, heritage and regent parrots
- Entry to Euston upgrading the roundabout, water tower parrot mural, signage
- Tourism strategy including developing new products
- Upgrading bus route roads
- Access to Council scheduling a Council meeting, regular predictable staff visits, contact details displayed in the new post office
- Promoting Euston voucher booklet or pamphlet
- Netball-basketball courts
- Euston Forest eco-trail walking and bike riding
- Water park e.g., fountains or water play equipment
- Economic development strategy for Robinvale-Euston
- Upgrade the Max Willis park
- Vocational training opportunities
- Identify and enhance heritage assets e.g., eucalyptus oil factory, courthouse
- Revitalize iconic local events e.g., New Year's Eve

#### **Correspondence:**

Mike Colreavy: Email on the success of Australia Day in Euston

**Glen Wilcox:** Email if we want to change our meeting schedules, committee decided to leave the meetings monthly.

**Carolyn Holmes:** Email for an invitation to a meeting on the 10<sup>th</sup> February, in Balranald, for recruitment of the General Manager.

## **Recommendations to Council:**

#### 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.
 Moved by Glen Stewart, 2nd Gary Mannix. Carried

#### March 2021 Meeting:

• Committee puts to Council, to tile the toilets at Lake Benanee. Moved by Geoff Windmill, 2nd Rusty Roberts. Carried.

#### June 2021 Meeting:

- That the grading of Tapaulin Mail Rd be put to Council in their July meeting. Moved by Geoff Windmill, 2nd by Jan Windmill. Carried
- That council investigate installing address numbers to curbs so it is easier for emergency vehicles to find street addresses.

Moved by Geoff Windmill, 2nd by Jan Windmill. Carried.

#### 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 of Euston Recreation Ground 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.

#### November 2021 Meeting:

- To unblock gutters in front of post office
- To have paving fixed on the corner of the Pub, (Murray Terrace & Perry Street)

#### January 2022 Meeting:

- Still waiting on a response from Council on all the recommendations that were made.
- Can the committee have a maintenance schedule on roughly when maintenance will take place?

#### Items without notice:

**Louie:** Ask council as to where are they up to regarding the entrances to Bertram Rd & Taylor Rd; Glen will send details.

Garreffa Parade medium strip is all bare, needs lawn planting; Glen W, mentioned money will be put away for irrigation.

**Bill:** Euston is growing, we need to justify the growth.

**Gray:** If Council can put a letter to owners of empty blocks of land in Euston, to see what their intentions are with the land.

**Rusty:** Insulation in the club rooms still need to be spread out, as mentioned in September 2021 recommendation.

Need more bins around the Club rooms too, probably 5 bins.

**Glen Stewart:** Industry Forum came out for the Robinvale/Euston area. Glen S sent an email to Glen W, Guy and Santina regarding a position on the network committee.

**Guy:** Received feedback from Euston residents that the Lawn cemetery and areas surrounding town entrance signs requires maintenance. These requests could be answered if we are provided the maintenance schedule for Euston.

**Santina:** Proud on how Australia Day in Euston went, Congratulations to Council and the Euston people who put it all together.

### Next Meeting: Monday 28<sup>th</sup> February 2022

Meeting Closed at 7.35pm

#### 7.3 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING HELD ON 9 NOVEMBER 2021

File Number: D22.61435

Reporting Officer: Carol Holmes, Senior Executive Assistant

Responsible Officer: Glenn Wilcox, Acting General Manager

#### OFFICER RECOMMENDATION

That Council

Receives and notes the Growing Business Industry & Tourism Advisory Committee (GBITAC) Discussion Notes of the meeting held on 7 December 2021.

#### **GROWING BUSINESS, INDUSTRY AND TOURISM ADVISORY COMMTITEE**

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

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

- Meeting with Council staff to discuss Discovery Centre Plans;
- Public Art Master Plan;
- David Eastburn's proposal;
- An invitation to Waugh Family will be sent via Chairperson;
- Balranald Beautification Advisory Committee windmill proposal;
- Nature Strip maintenance in front of Telstra Tower in River Street
- Acciona, Keri Keri Wind Farm be invited to address GBITAC at the February 2022 meeting.
- Executive of Chairs Meeting regarding proposed sale of Bidgee Haven.
- BSC/Kyalite Progress Association Funding success.

Attachments 1. Notes - GBITAC Meeting Notes December 2021 U



#### CHAIR: Iain Lindsay-Field MINUTES OFFICER: Simone Carmichael

| AGENDA ITEM                         | DISCUSSION            |                             |                                              |  |  |
|-------------------------------------|-----------------------|-----------------------------|----------------------------------------------|--|--|
| 1.                                  | Meeting commen        | Meeting commenced at 5:40pm |                                              |  |  |
|                                     | Attendees:            | Attendees:                  |                                              |  |  |
| COMMITTEE MEMBER                    | ts                    |                             |                                              |  |  |
| ✓ Iain Lindsay-Field                | (Chair)               | ~                           | Peter Lawler                                 |  |  |
| ✓ Simone Carmichae                  | (Secretary)           | ~                           | Sam Papa                                     |  |  |
| × Guy Fielding                      |                       | ×                           | Adrian Gorman                                |  |  |
| × Dianne Williams                   |                       | ж                           | Linda Nelson                                 |  |  |
|                                     |                       | ×                           | Bronwyn Brougham                             |  |  |
| COUNCIL                             |                       |                             |                                              |  |  |
| ✓ Glenn Wilcox (BSC)                | A/GM)                 | ×                           | Ray Davy (BSC Director Infrastructure)       |  |  |
| × Mike Colreavy (BSC Administrator) |                       | ×                           | Hodi Beauliv (BSC Director Corp & Comm Dev.) |  |  |
| GUESTS                              |                       |                             |                                              |  |  |
| None                                |                       |                             |                                              |  |  |
| NO QUORUM – The fo                  | lowing are discussion | notes fi                    | rom those in attendance                      |  |  |
| 2. Acknowledgement of country: lain |                       |                             |                                              |  |  |

| 2. | Acknowledgement of country: lain                              |
|----|---------------------------------------------------------------|
| 3. | Apologies: Guy F, Di W, Linda N.                              |
| 4. | Disclosures of Interest: Nil                                  |
| 5. | Confirmation of Minutes – Held-over due to the lack of quorum |
| 6. | Business Arising                                              |

6.1 (Oct) Meeting to discuss Discovery Centre Plans

Resolution 2021/166-2 (Passed 19 Oct 2021) That Council meet with the GBITAC to review the final Discovery Centre Upgrade Plans prior to being presented to council. These plans were distributed to GBITAC members via email from Iain on 19/10/2021. There has not been a meeting with Council to discuss the plans. Glenn advised that comments can be forwarded to him directly.

lain suggests all members review the plans and pass comments to Glenn via mail or email gwilcox@balranald.nsw.gov.au .

#### 6.2 (Oct) Public Art Master Plan

Discussion held on how to progress developing public art in the shire. Glenn advised Euston are keen to paint the water towers with a mural and funding is being investigated. The Council resolution 2021/166-3 notes the suggestion of an Arts, Heritage & Culture Advisory Committee when reviewing the committee structure. This committee would be pivotal in developing a public art strategy for the shire. The current Master Plan is a high-level conceptual document aimed at attracting grant funding for art projects. A more detailed themed strategic plan is needed outlining specific project ideas that should be incorporated into the Community Strategic Plan. Pete to approach the Balranald Arts & Crafts Committee to gauge interest in the formation of an Arts, Heritage & Culture Advisory Committee.

Mon suggested likely candidates who might represent heritage interests (Adrian, Rusty Bodinnar, Linda) lain suggested calling a meeting in Jan/Feb to try to form a committee.

Page 1 of 8



6.3 (Oct) David Eastburn's proposal Discussion was held about David Eastburn's detailed proposal for developing signage about Balranald's Pastoral Heritage. He proposes to place a total of 8 signs within the Discovery Centre Complex as follows; 4 large contextual signs on the wall of the Malcom Building Museum (shown below), Balranald Service Town, Station Life, Balranald Streets, Celebrating Saltbush 4 smaller free-standing signs, 3 x showcasing 9 of the original stations and the 4th on pioneer ٠ pastoralists Contextual signage location position 2000 Celebratine Shad Service Saltbusk × 140 1.50 1.20 alraneld Streets Those present agreed, as at past meetings, that the proposal has great merit. The price quoted by David for the design and production of these sign is \$54,060.00. It is unclear if some of this will be covered by contributions from current property owners (as previously suggested by Adrian).

To progress procurement of this project it was suggested to request Council investigate funding options.

6.4 (Oct) Chair to invite Waugh family representative to address the GBITAC lain to action

6.5 (Nov) Beautification advisory committees windmill proposal Passed at Council, committee currently looking for a windmill of a suitable size for the location.

Page 2 of 8



| 7.                                                                                    | Report from council meeting RESOLUTION 2021/196                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GROW                                                                                  | VING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING HELD ON 9 NOVEMBER 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| RESOL                                                                                 | UTION 2021/196                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Move                                                                                  | d: Administrator Mike Colreavy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                       | council receives and notes the Minutes of the Growing Business Industry & Tourism Advisory Committee<br>AC) meeting held on 9 November 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                       | CARRIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8.                                                                                    | New Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Linda Centre<br>Counc<br>site.<br>8.2 <u>Ac</u><br>Simon<br>Yanga<br>but th<br>reques | ature strip maintenance in front of the Telstra tower in River Street. (Linda)<br>raised the issue of the untidy nature strip in front of the Telstra tower and its proximity to the Discovery<br>e. The land is unkept and overgrown and not a good look for visitors to the Centre. It was suggested that<br>il approach Telstra to request more regular mowing. GM to request Council maintenance staff mow the<br>cciona, Keri Keri Wind Farm request to address GBITAC Feb 2022. (Simone)<br>e advised those present of a second proposed wind (& solar) farm located on the eastern boundary of<br>on Keri Keri (See info attached). As with the Burrawong Wind Farm, this will be in the Murray-River Shire<br>e company, Acciona, is keen to engage with the Balranald community as the closest town and have<br>sted to address the GBITAC.<br>e will invite representatives from Acciona to speak at the February GBIT Advisory Committee meeting. |
| 9.                                                                                    | Executive of Chairs – Meeting Report (Iain)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| regard                                                                                | ecutive of Advisory Committee Chairs met with the Administrator on the 9th Nov. over concerns<br>ling the possible sale of Bidgee Haven to a specialist aged-care provider.<br>ead out the following;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| EXECU                                                                                 | ITIVE OF CHAIRS COMMITTEE HELD ON 21 SEPTEMBER AND 9 NOVEMBER 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| EXECU                                                                                 | ITIVE OF CHAIRS REQUEST - 9 NOVEMBER 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| ADMI                                                                                  | NISTRATORS REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| that C<br>negoti<br>Indepe                                                            | the Ageing Well Aged Care & Facilities Advisory Committee met on 14 October 2021, it recommended<br>ouncil proceed with the expansion of Bidgee Haven whilst Council investigates the possibility of<br>iating a sale of the "whole" Bidgee Haven Retirement Hostel complex – i.e. Aged Care, Dementia Care and<br>endent Living Units.<br>October Council resolved:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 63<br>16                                                                              | That Council receives and notes the Minutes of the Ageing Well, Aged Care and Facilities<br>Advisory Committee (AWACAFAC) meeting held on 14 October 2021.<br>That tendering and construction of the 15-bed extension be placed on hold, at this stage.<br>That advice be sought from the funding body about the potential to transfer the approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 8                                                                                     | grant funding to a future hostel operator.<br>That expressions of interest be called for the sale of the Bidgee Haven Hostel complex to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Page 3 of 8



currently underway, be finalised by Council for inclusion with the sale of the complex.

The Executive of Chairs requested to meet me on this subject. This occurred on 9 November 2021 – the majority of Chairs were present. During a lengthy discussion, the Chairs urged Council not to divest the Bidgee Haven Hostel under any circumstances expressing a strong sense of ownership and control of the Hostel among the community, as well as a very sentimental attachment to it. They unanimously rejected all the reasons for divestment to an experienced, specialist aged-care operator. They expressed fears that the Government may change its direction on aged care and remove the beds from Balranald. They implied that the safest option for retaining community control of the Hostel is for Council to retain it. They were unconcerned that in Council's hands, the Hostel is not financially viable in the long term, or about the impacts of that on other Council infrastructure.

The session with the Chairs ended with their recommendation to put the divestment on-hold:

- B The decision be put on hold and other scenarios be looked at for the operation of the Hostel.
- Continue discussions with the Chairs and invite two other community members (Mia Zaffina and Peter Lawler) who have extensive knowledge in this space.

In the absence of an elected governing body at Balranald, Council's advisory committees exist to provide community input into the appointed governing body's decision-making. When I met with them, the Chairs asked me to consider if the advisory committees are of any use if they are not listened to.

Please be assured that the advisory committees are listened to. This is exemplified by most recommendations coming to Council from these committees, up until now, being adopted by Council. That is not to say that Council accepts every comment made by individual committee members, or by an individual Chair. My responsibility is to judge what is in Council's best interests, what comments or advice to accept, and (sometimes) what to reject. For example, in that session, without offering any evidence at all, one Chair accused the Government of being 'corrupt' as a reason for not divesting the Hostel. That kind of unsubstantiated commentary has played no part in the decision I am about to relay to you. It is counter-productive because it triggers a higher level of alertness to everything that is said in these types of discussions, and it undermines the credibility of the person(s) who made the accusation.

Council is in a challenging overall financial position. We are currently still awaiting the Annual Financial Statements for the Year ended 30 June 2021. These are expected to be finalised by mid-January. Once they are received, I will be better placed to understand the relationship between our overall financial position, the risk implications attached to retaining the Hostel as a 15-bed facility, or the proposed extension to 30 beds, and the importance, or otherwise, to its continuing viability of divestment to a specialist aged-care provider.

Having listened carefully to the arguments of the Ageing Well, Aged Care & Facilities Advisory Committee and to those of the Executive of Chairs, I have decided that putting the divestment decision on hold for a brief period until February 2022 will not unduly expand the governance and financial risks to Council. Council will further review the matter at that time. Expressions of interest will therefore not be called for the sale of the Bidgee Haven Hostel complex to an experienced, specialist aged-care operator while the matter is on hold. In the interim, Council has been provided advice at Item 12.2 of today's Agenda on appropriate interim governance and management oversight arrangements for the Hostel.

#### RESOLUTION 2021/197

Moved: Administrator Mike Colreavy

- The decision to go to expressions of interest for the divestment of Bidgee Haven Hostel embodied in Clause 4 of Council Resolution No 2021/186 (19 October 2021) be placed on hold until February 2022;
- 2. There be a further report on this matter to the February 2022 Council Meeting;
- In the interim, the General Manager has provided advice to Council on the interim governance structure for the Hostel in the report at Item 12.2 on today's Agenda;

Page 4 of 8



- 4. That my opening remarks on this matter be recorded in the minutes of this meeting;
- Receives and notes the Minutes of the Executive of Chairs Committee Meeting held on Tuesday 21 September and 9 November 2021; and
- Continue discussions with the Chair's and invite two other community members (Mia Zaffina and Peter Lawler) who have extensive knowledge in this space.

#### CARRIED

lain expressed his view that when the Hostel financial details were reported to the Office of Local Government, the \$140,000/annum loss was not accurate. The \$1.4M loss over 10 years was averaged when the majority of the loss was over 2015/16/17, the rest of the time it has operated at a small profit or loss. Now that we are all aware of what caused the loss in the 2015/16/17 period it lowers the risk to Council considerably. Simone expressed the need for Advisory Committee members to be informed in the matter due to its highly contentious nature and our role as community representatives to council. Also in an effort to minimize possible hostility towards council (as has been the case in the past) through transparency and open communication. As well as the grant monies, substantial donations were made by local individuals and businesses to build the hostel. The local builders constructed the building virtually at cost price.

Pete made some astute points as a long-time local and past councilor. In his opinion the process of dismissing all councilors and appointing an administrator is flawed. Pete offered his thoughts that there should be a limit on how many terms a councilor can serve and there should be an age limit like judges to avoid cronyism. Pete explained that in order to care for our elders (especially dementia patients) requires specialised staff and facilities. It is imperative to have the service here in Balranald. Separating families when elders are at their most vulnerable is completely unacceptable.

|                          |                             |                                                                                                                                                                               | _ |
|--------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 10. Items Without Notice |                             | Items Without Notice                                                                                                                                                          | ٦ |
|                          | 10.1 BSC / Kyalite Progre   | I<br>Iss Association funding success                                                                                                                                          | t |
|                          |                             | ssful grant of \$32,572 through the Community Building Partnership Program. The<br>and submitted by BSC on behalf of the Kyalite Progress Association and will go             |   |
|                          | towards the further enhan   | cement of the ANZAC Park - River Reserve area including information and                                                                                                       |   |
|                          |                             | lighting and landscaping. This is in addition to \$30,000 for concrete stairs linking the<br>g agreement will need to be prepared and signed by council, Glenn indicated that |   |
|                          | once it comes across his de | esk they will go to Kyalite and discuss the details of the project with the committee.                                                                                        |   |

MEETING CLOSED – 7:15pm Next Meeting 1<sup>st</sup> February 2022.

Attachment - Acciona, Keri Keri Wind Farm Proposal.

Page 5 of 8



ACCIONA ENERGÍA IN AUSTRALIA



# Keri Keri RENEWABLE ENERGY PROJECT

- and 90kms west of Hay in southwest New South

- Energy Production: wind up to 700,000 households, solar up to 200,000 households
   Anticipated construction commencement: 2024



#### LEADERS IN RENEWABLE ENERGY

ACCIONA Energia is a world leader in the development, engineering, construction, operation and maintenance of renewable energy projects. The company has been developing renewable energy projects in Australia since 2002. We work together with farmers to develop renewable energy projects by leasing their land for the duration of the project.

GLOBAL LEADER IN THE INDUSTRY: ACCIONA Energia is a leading developer of renewable energy projects with over 13GW of capacity in operation and under construction. We have over 200 wind farms globally as of 2021. We only invest in clean energy technologies, and currently have renewable energy operations in over 20 countries. ACCIONA has also successfully developed its water and infrastructure businesses

STRONG PRESENCE IN AUSTRALIA: We currently have 600 MW of renewable energy capacity operational and under construction In New South Wales, Victoria and South Australia. We recently received planning approval for a 1 GW wind project in Queensland that is expected to be operational in 2024.

#### PROJECT OVERVIEW

The Keri Keri Renewable Energy Project is proposed for a site within the Murray River Council area. The site is located approximately SOlons east of Balzanald; and 90kms west of Hay in southwest New South Wales. The area is characterised by very large pastoral landholdings, and the current project boundary encompasses more than 18,000 ha of land. The site is flat and has good access to transport infrastructure via the Sturt Highway and other local reads. The proposed wind farm will be constructed on land predominately used for merino sheep farming.

The site is expessed to consistent winds and an excellent solar resource and is located within the proposed South-West Renewable Energy Zone, which is one of five areas identified by the New South Wales Government as a priority region for the development of renewable energy projects. It is proposed to connect. to the planned NSW/SA interconnector - Project EnergyConnect, which is anticipated to reach operational status in 2023/24.

Presence in more than 60 countries

Over 100 years of experience

Page 6 of 8





#### EXPERTS IN DESIGNING A BETTER PLANET

The proposed renewable energy project is currently envisaged in three parts: A wind farm of up to 1 GW

- Future option for up to 100 MW of Battery Energy Storage System (BESS);
- Future option for up to 400 MW of solar PV

Both the wind and solar elements of the project are considered State Significant Development under the Environmental Planning and Assessment Act 1979. ACCIDINA Energia intends to lodge separate Scoping Reports for the wind and solar aspects of the project in early-mid 2022 and start preparation of the Environment impact Statement (EIS) and Technical Assessments thereafter. Wind resource monitoring, environmental surveys and community engagement campaigns will continue throughout the development phase to inform project design.

The proposed project is anticipated to contain up to 125 wind turbine generators with anxillary infrastructure, including on-site substations, an operations and maintenance building, overhead and underground electrical cabling, and the potential for energy storage. Once operational, the 151W wind farm will generate anough dean energy to power up to 700,000 homes annually. The proposed selar farm element of the project would contain up to 900,000 panels and other encillary infrastructure. The 4004W solar PV is expected to power up to 200,000 households.

#### KERI KERI WIND FARM ANTICIPATED TIMELINE

It can take several years to develop a wind project. If the project is feasible and mosts approvals regularements, work could start in 2024, with full power around 2028. The operations phase of a wind farm is at least 30 years.

| Feasibility and | Lodgment of scoping report | Anticipated construction |
|-----------------|----------------------------|--------------------------|
| invertigations  | and ES preparation         | commencement             |
| 2021 - 2022     | 2022                       | 2024                     |
|                 |                            |                          |

Solar PV and battery storage construction timelines will be updated in due course once further studies have taken place.

#### COMMUNITY BENEFITS

- Provides sustainable, renewable energy in turn, reducing greenhouse gas omissions and the impacts of climate change
- Contribution to both State and Federal renewable energy targets
- Significant economic activity across the Murray River Council area and surrounds
- Up to 400 jobs during the wind farm construction phase and up to 12. full-time roles once the wind farm becomes operational.
- Providing a diversified income for project host landowners
- Employment and procurement appartunities for local residents and businesses
- Establishment of a community benefits program which will assist community organisations, community groups and local schools with financial grants to support community events, projects and activities.
- A Scholanship Program open to local students to provide support to further their education at University or TAFE

#### CONTACT US

We'd like to hear from you. If you have any questions or comments about the project, or for more information, please context us via: Community information hotline: 1900-283-550 Email: kerikeriwindfarm@acciona.com

Website: www.acciona.com.ou/keri-keri

For more information, www.acciona.com.au

Page 7 of 8





Gunning Wind Farm



Mt Geilbrand Wied Form



Cathedral Rocis Wind Form

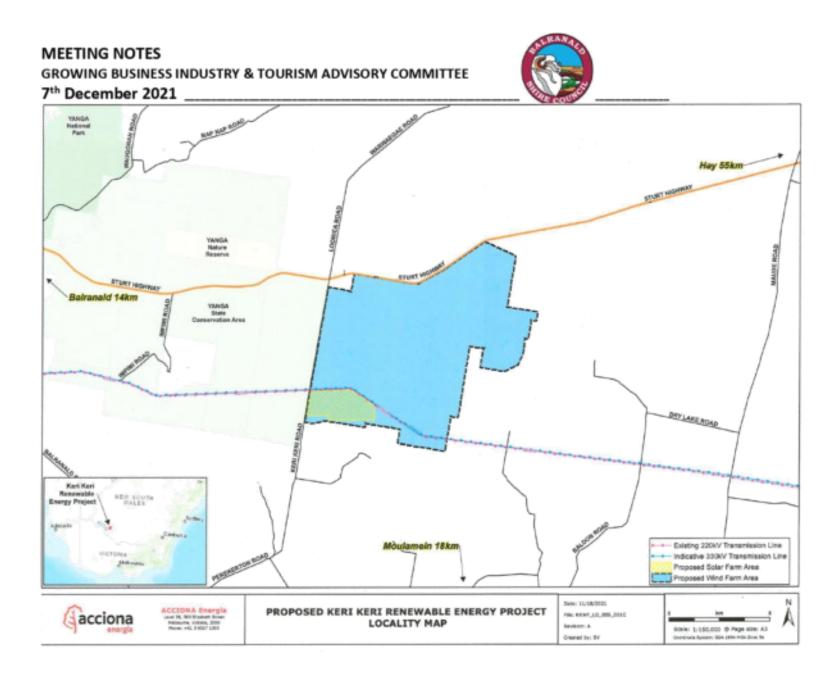


Woubro Wind Farm



Mortloke South Wind Form

© NCCUMA S.A. AS rights learned November 2003



## GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)

## PART A – ITEMS REQUIRING DECISION

## 8 GENERAL MANAGER'S REPORTS

## 8.1 APPOINTMENT OF GENERAL MANAGER

| File Number:                | D22.61783                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Glenn Wilcox, Acting General Manager                                                                                          |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                                          |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

## OFFICER RECOMMENDATION

That Council note the action taken to appoint a New General Manager and that Council has called on the warrantee conditions under the Appointment Contract with Local Government New South Wales (LGNSW) to undertake this appointment free of charge excluding advertising and requested personal assessment areas.

## PURPOSE OF REPORT

This report is to formalise action taken by the Administrator and Interim General Manager to seek to appoint a new General Manager in accordance with its policies.

#### BACKGROUND

Following the resignation of Mr McNulty in August 2021, Council appointed an Interim General Manager to review Councils operations and to prepare the Council for the appointment of a new General Manager.

Council has adopted a number of policies that relate to the appointment process.

## REPORT

Council has recently advertised for a new General Manager to take over the role that is presently being fulfilled by an Interim position as permitted under the Local Government Act 1993.

Council adopted several policies that relate to this appointment including its Procurement Policy and the Appointment and Oversight of the General Manager Policy. This report is to advise that variations have been made to these policies in consultation between the Administrator and Interim General Manager to enact provisions of a past contract and to reduce the costs of the appointment.

As part of the past appointment of Mr McNulty as Councils General Manager, LGNSW being the Councils Industry Association, had provisions within its contract for appointment clauses that allow for the reappointment process to be undertaken, free of costs excluding advertising and Council required testing or reference checks, where the appointed General Manager leaves in under twelve months of the appointment.

Council policies require that three or more quotes be sought. In this case, Council has initiated the contract clauses to reduce its costs and to seek new applications. This saving is estimated in the \$12,000 to \$15,000 vicinity.

Advertising for a new General Manager commenced on 31 January 2022 and closed on 28 February 2022. The Appointment is subject to a separate report to Council.

As part of Councils review process, the Appointment of the General Manager shall be reviewed by Councils Internal Auditors to ensure compliance with policies and legal process.

## FINANCIAL AND RESOURCE IMPLICATIONS

Council has required LGNSW comply with its contract of appointment process for a past general manager appointment to reduce the costs associated with seeking applicants, interviews and appointment.

Council will be required to pay for advertising and required testing or reference/ qualification checks external to LGNSW.

Funding for this process will come from Councils General Accounts.

## LEGAL IMPLICATIONS

Council has a Policy for the Appointment of a General Manager that follows the requirements of the Office of Local Government guidelines.

Council will review the process through its Internal Audit process.

#### **RISK IMPLICATIONS**

The appointment of staff process always comes with risks as to suitability, community interaction, professional and work back ground suitability and longevity of employment.

As part of the advertising process, Council has included psychometric testing to identify personal traits, qualification verification to prevent fraudulent statements, reference checking and an agreement for applicants to agree to all required checks as part of the application process.

#### STAKEHOLDER CONSULTATION

As part of the interview process, the Council has asked members of its Committees to attend an interview presentation stage and to supply advice back to the Administrator for consideration. This aspect of the interview process would be undertaken by a full Council but as Council is in administration, a community panel was asked to attend the process for advice only.

It must be noted that the Administrator is the only person who can make a decision to appoint a General Manager under the Act.

## OPTIONS

Council retains the option to continue to assess applicants and call for fresh applicants until it is satisfied that it has a person who can perform the role as required.

#### CONCLUSION

This report is to provide advice as to the process undertaken to appoint LGNSW as Councils consultant to undertake the advertising and interview process for a general manager.

## LEGISLATIVE IMPLICATION

Local Government Act 2020

#### POLICY IMPLICATION

Appointment of General Manager 2021

Community Strategic Plan

# **RISK RATING**

Moderate

# ATTACHMENTS

Nil

#### 8.2 SHARED SERVICES IN FAR WESTERN COUNCILS

| File Number:                | D22.61808                                                                               |
|-----------------------------|-----------------------------------------------------------------------------------------|
| Reporting Officer:          | Glenn Wilcox, Acting General Manager                                                    |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                    |
| Operational Plan Objective: | Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected. |

#### OFFICER RECOMMENDATION

That Council submit the Shared Services in Far Western Councils report to the Joint Regional Organisation and to The Minister for Local Government to consider noting the Recommendations contained in the report.

## PURPOSE OF REPORT

Balranald Shire Council has undertaken an organisational review and prepared a base document for the regional organisations to develop and share services into the future.

## BACKGROUND

Council through the appointment of the Interim General Manager has been able to undertake several reviews of its governance, process management and to look at its long term future. This report is an open report that considers a range of service areas that could be developed into the future that would support Balranald Shire Council and other Councils in the Western areas of NSW

#### REPORT

This document has been prepared as a discussion document to support Councils such as Balranald Shire to work towards a new structure that will allow cost savings, meet regulatory requirements and to work in a collaborative way with other western councils that have similar issues around staffing, governance and long-term sustainability.

The document is proposing that a shared service model be undertaken through the existing legal structure of a Regional Joint Organisation and that the shared services areas are contracted to each council to suit the requirements at a local level. The document recognises that individual councils need to maintain a level of autonomy and as such will have the ability to opt in or out of the services being purchased from the regional joint organisation.

The document discusses the need to enlarge the existing southern regional joint organisation and to develop a larger far west organisation to ensure regional efficiency as well as long term financial sustainability. This will be through a process of discussion; however, this proposal reflects the old western division area and the present councils remain committed to the operation and meetings within the division.

This document recognises that the Office of Local Government has recently released a review of joint organisations and that they are fully committed to ensure that the organisations grow and work to act as the regional co-ordination and discussion platforms between State and Local Government. This discussion paper and actions to develop shared services in the far western areas compliments the Office of Local Governments long term directions.

## FINANCIAL AND RESOURCE IMPLICATIONS

Balranald Shire Council has increased costs due to high senior staff turnovers and the inconsistent management of the organisation based on changes, directions and opinions that come with staff changes.

Future financial management will rely on a consistency of process and improved long term asset and strategic direction which may be achieved through a shared service outcome.

## LEGAL IMPLICATIONS

Shared services are permitted under the Local Government Act, Council policies and via a Regional Joint Organisation.

#### **RISK IMPLICATIONS**

Risk management relies on a consistent set of operating instructions, up to date policies and procedures and organisation stability. This can be achieved through shared services, contract management and internal resourcing.

## STAKEHOLDER CONSULTATION

This report recommends consultation with the Regional Joint Organisation, The Minister for Local Government and other persons.

## OPTIONS

Several options have been considered for the future delivery of services by Balranald Shire Council.

It has been concluded that Balranald Shire Council should remain as a Council to serve this sub regional area and that strategic and operational improvements such as shared services can support the community and the organisation into the future.

Council has found it difficult to employ people with the correct level of qualifications and experience required to operate the organisation. This has been reflected in the areas of finance and engineering where required deadlines and management practices have not been completed.

A service option could fill in the experience and regulatory gaps that the Council has experienced for many years and ensure that the organisation improves at the higher levels.

## CONCLUSION

This report has been prepared to allow future discussion with the Regional Joint Organisation, the Minister for Local Government and other persons. The report has been prepared to look at alternatives for the long term viability of Balranald Shire Council and to look at improved staffing opportunities, and shared service assistance into the future.

#### POLICY IMPLICATION

Work Health & Safety Related Parties Policy Records Management Policy EEO Policy Investment Policy Workplace Surveillance Policy Risk Management Policy Procurement and Disposal Policy Privacy Management Plan Gifts & Benefits Policy Fraud & Corruption Policy Communication Devices Policy

## **RISK RATING**

Low

## ATTACHMENTS

1. Shared Services Far Western Councils <u>J</u>

# SHARED SERVICES FAR WESTERN COUNCILS

**Balranald Shire Council** 

#### Recommendations

The following Recommendations for Shared Services are offered.

- That Balranald Shire Council contact the Board of the South western Regional Joint Organisation to discuss the concept of establishing a shared service arrangement under the Joint Organisation,
- To seek written support or a resolution of the Joint Organisation to support the concept development of shared services on a regional level,
- That Balranald Shire Council and other JO members undertake to meet with the Deputy Premier, The Minister for Western NSW and the Minister for Local Government and relevant Senior Departmental staff to discuss the shared service concept,
- The extension of the Shared Services area be reviewed to include other Regional Joint Organisations or Western Council areas
- That funding opportunities for the following are discussed as a partnership of State and Local Councils to:
  - Undertake an independent review of the shared service arrangement in the far western areas
  - b. To assist in the establishment of a decentralised office
  - c. To support the initial structure, contract development and staff retention requirements
  - d. To provide ongoing funding and support
- That Councils signing up for shared services need to commit to a long-term contract arrangement for service provision.
- That the State ensure that the JO can provide the service inhouse or through supplier service contract arrangements.

#### Introduction:

This document has been prepared as a discussion document to review the ability of Councils such as Balranald Shire to work towards a new structure that will allow cost savings, meet regulatory requirements and to work in a collaborative way with other western councils that have similar issues around staffing, governance and long-term sustainability.

The document is proposing that a shared service model be undertaken through the existing legal structure of a Regional Joint Organisation and that the shared services areas are contracted to each council to suit the requirements at a local level. The document recognises that individual councils need to maintain a level of autonomy and as such will have the ability to opt in or out of the services being purchased from the regional joint organisation.

The document discusses the need to enlarge the existing southern regional joint organisation and to develop a larger far west organisation to ensure regional efficiency as well as long term financial sustainability. This will be through a process of discussion; however, this proposal reflects the old western division area and the present councils remain committed to the operation and meetings within the division.

This document recognises that the Office of Local Government has recently released a review of joint organisations and that they are fully committed to ensure that the organisations grow and work to act as the regional co ordination and discussion platforms between State and Local Government. This discussion paper and actions to develop shared services in the far western areas compliments the Office of Local Governments long term directions.

#### Background

This document has been prepared to look at a new direction for Balranald Shire Council and to discuss changes that have been considered to ensure that the council remains viable for the next ten-year period and to discuss essential changes required for council and the community to work towards.

Balranald Shire Council is a traditional council in all forms and has operated along traditional lines of staffing, financial management, community interactions and a lackadaisical strategic direction which required staff to set and fund outcomes.

Over the last couple of years being 2020-2021, the world in which we all live has changed. Covid 19 has changed how business is undertaken worldwide and this has included Balranald Shire Council.

In 1993, the NSW Government introduced a new Local Government Act and this document was to make substantial changes to how Local Government was to operate and to enhance services for the communities they represented. The Local Government Act 1993 introduced greater flexibility and transparency for the community, however, it could never have recognised the changes brought about by Covid or the need to review our operations and lifestyle needs.

Over time, the Local Government Act has been amended to bring in improved community consultation and strategic directions with the introduction of the Integrated Planning and Reporting process and a need for greater community recognition. Like many remote rural councils, Balranald Shire undertook the required steps but never really moved far from its traditional roots as to management practices, and staff and councillor decision making. This had become very evident when investigations were carried out into Balranald Shire Council as to its decision-making, its governance practices, its financial management and its long-term sustainability. The Public Enquiry concluded that the Councillors should be dismissed and that an Administrator should be appointed to operate the Council until 2024. Further that the Council needed to make substantial changes to improve its operational outcomes and comply with financial management, look to improve its internal funding ability and to move the organisation from the traditional management practices to those required by all Councils in NSW.

This document discusses change to ensure that Balranald Shire Council can operate for its community, with a level of flexibility that brings the right people into the organisation or changes in process that allow greater use of the business and community resources available through a shared service arrangement and in this Shire Council area.

Balranald Shire Council recognises that other western council areas are or will experience similar issues as are presently occurring at Balranald.

#### Regional Joint Organisations (JO's)

In reviewing the future structure for Balranald Shire Council, recognition is made as to existing legal mechanisms that support the ability of a council to work collectively with its adjoining or member councils in a Regional Joint Organisation.

The NSW Government has legislated and funded heavily into the Joint Organisation process and made direct investments of funds into The Far South-western JO to develop and invest in tourism.

As shown in the attached map, JO's have been formed across NSW and several councils have not become members for political or local reasons.

This report has considered the development of a JO to assist or manage Balranald Shire Council, however it takes the view that the South-western JO, is not at a stage of maturity at which it can provide the required management, governance or financial support to assist in the management of Balranald Shire Council.

This report reviews the changes required to engage the JO and develop shared service support areas.

The principles on which the JO system is founded support the transitioning of Councils to a model that allows the development of shared service outcomes especially for the western areas. The model requires a collection of councils to share high level service areas, that will reduce long term costs, improve administration and governance outcomes and to simplify the local government process.

In assessing the long-term viability of this model, it is suggested that the Far North and Far South (western) JOs should consider merging to develop this model. The shared service component would be best served by all western remote rural councils who may then reduce costs by having one executive officer in place and developing the model to suit the needs of the western councils, the staffing resource requirements and cut administration costs. It is noted that these JOs are working collectively now and that the Office of Local Government management staff represent OLG in both these JO's. In principle the old Western Council division still exists and operates for political and consultation purposes.

Funding for the Far South JO has been provided from the State, and was targeted to support tourism outcomes. A portion of funding should have been directed towards the long-term sustainability and administration of the JO. The Far South Joint Organisation will not be able to support the outcomes required for Balranald Shire unless State funding is provided to establish a shared service platform that can be managed across the JO members or other councils wishing to join in the services being offered.

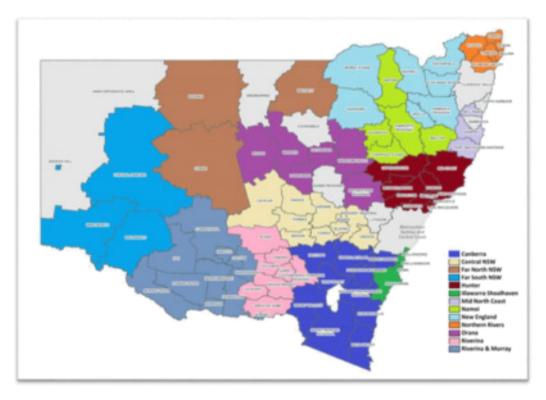


Image: Established Regional Joint Organisations of Councils in NSW

OLG 2021

#### Shared Services Model under a Joint Regional Organisation

As part of the review into the future of local councils undertaken by the NSW Government, it was proposed that rural and remote councils might take advantage of what was termed the Rural Council Model. This model did not gain government favour, but when hosted through a Regional Joint Organisation it could allow local representation whilst reducing the overall costs to a council through sharing staff or resources.

This shared services model remains a very attractive model for rural remote councils who would seek support from the Regional Joint Organisation to reduce the costs associated with back of house type functions. These would include,

- finance management and corporate accountancy,
- payroll management,
- Accounts payable and receivable,
- human resource management, recruitment and selection

- insurance,
- Asset management,
- Plant, property and equipment including fleet management,
- Development assessment (local and state significant)
- Food hygiene and health inspections (contractors)
- ARIC,
- Tender preparation and management,
- ICT infrastructure, hardware and software supply and management, and
- also, to allow access to more qualified staff to help set a strategic long-term outcome.

To progress this model it is proposed that an independent high-level analysis report should be prepared to;

- develop a project approach and a design to transition services on a cost benefit basis,
- determine the vision for the JO and management of shared services that creates a single provider of services and strategic direction for future service inclusion,
- look at the strategic support services and ability to establish a team of people and create career opportunities,
- create standard systems and process across the group of councils for shared service delivery,
- Investigate specialist services and direct field service areas required at each council,
- develop a business case to analyse the overall financial services including in house versus outsourced costs
- staff ability at the member councils to meet professional standards, and
- Assess the non-financial aspects of staffing through a shared service model where the council is the major employer.

Discussion needs to be held with the Office of Local Government and the Minister to determine if they will support this model.

#### Financing the Model

It is indicated that the State and the Local Councils will be required to make ongoing financial contributions, and this may require funding of the initial set up and long-term costs required to deliver the service needs.

It is determined that financial support over a five (5) year period would be required to allow the structure to be established and operational costs to offset the member councils funding abilities. Longer term funding may be required to continue this shared service arrangement based on the true value of declining land rates and the cash base of member councils.

Many shared service models have existed across local government under various names or functions, and these included Regional Organisations of Councils (ROC's) or as dedicated entities that provided specific services to their members e.g., Hunter Councils.

Several shared service groups have failed over time due to the personalities, general manager reluctance to share service outcomes or councillors withdrawing due to threats of amalgamation. Further, the NSW Government determined that these long-term existing models were not part of the future and formed the Regional Joint Organisations of Councils and have legislated JO's as the preferred functional shared service model. This report considers how the regional joint organisations can be used to deliver long term benefits to its members and adjoining councils.

A shared service model is considered a viable option for Balranald Shire Council into the future and maybe the only alternative over time to reduce costs and allow community input to the council. As the Council is in Administration, a proclamation to return to community representation should include a requirement that the Council cannot withdraw from Shared Service arrangements and must work to develop these improvements.

Many changes will need to be made at Balranald Shire including sharing IT (computer) platforms, sharing financial management, sharing plant or equipment, joint management of in-house functions such as administration, payroll, creditor, and debtor payments and strategic or governance work.

Transitional arrangements will need to apply and a move to additional shared service contracts would only result when staff vacancies are established. The shared services model will take several years to reach full viability as each council will have variations in service timing. State Government funding will need to be part of this long-term transition arrangement to retain JO shared service staff as the business grows to meet resource needs.

A member Council in the JO presently use external consultants and service providers to meet a range of functions that due to staffing levels cannot be managed in-house. The use of a regional organisation may improve the coordination of functions, tenders or outcomes required at each individual council.

#### Developing a Shared Services Model

Shared service models have worked for the council members advantage for many years. Generally utilising a larger organisation to host the resource needs and manage the functions. The development of a funded Regional Joint Organisation would allow the support needed and reduce the day-to-day politics that can result with competing councils.

In NSW, the regionalisation of shared services has not been used to a high level as the traditional thoughts about a council require it to be local and all staff must be located in the Shire Council area. The decentralisation model is used in Queensland and Western Australia and acknowledges that to have the right staff to operate the Council, that they and especially their families can live and work from a decentralised location to the Council they serve.

If Covid has taught business anything and especially local councils, the business can operate from any location, as occurred for Balranald Shire where its staff have been working from home in Adelaide, Melbourne, Mildura, Griffith, Albury, Armidale, etc.

This paper is to discuss the options of developing an office for the Joint Organisation, the senior executive and other staff whilst supporting local Council offices that remain available for local service needs. Further that service areas provided through the JO are contracted out of council to ensure compliance with Auditing (financial) standards and service needs that are not presently or in the future available at a local level. This process will reduce inhouse staff.

A large amount of debate has occurred in the establishment of JO's as to Councils being able to withdraw from the JO, and that services provided by the JO can be brought back inhouse if a Council determines this without any penalty. This report is requiring that the JO be established to provide shared services and that a minimum council contract period is required to ensure that the shared service does not fall over due to councils unilaterally removing themselves from the service based on political or personality reasoning. The shared service contract period should be a minimum period of 5 years with a roll-on contract period of 5 +5 years to create a long-term stable workforce and funding arrangement.

Moving away from a traditional Council structure to a Decentralised (shared service) structure is a complex process that will require a Council to accurately map its service needs, direction, and outcomes and to look at the employment options available. This will require the JO to take a lead role in the process and support all councils as they transition into an out of office management services. The JO may provide this managed service via in-house staff or through contract arrangements with providers that meet the needs of the council members and local government standards.

The need to deliver shared services has been considered due to the long-term failure of Balranald Shire to secure the right people to work in a council environment, which is in a remote area and faces challenges around the social needs of the individual or their family from the relocation.

#### Where to Establish the Regional JO?

As indicated above, the JO and member councils will determine the best location to undertake its activities. In considering the centralisation of a JO to employ the right people, it is formally proposed that the decentralised office is in the Dubbo Regional Council area or alternatively the Sydney City Council area, as being the two main commercial and administrative areas for the western region and access to State Government agencies.

The Dubbo location is accessible by many western councils via road or air services and allows travel to Sydney via air service connections. The Dubbo location does not support the Councils of Balranald or Wentworth as no direct air services exist, however technology can overcome a need to travel in most instances. Attendance at in person meetings does require travel, however western councils have been travelling long distances to meet Council commitments and the required JO meetings may be limited to the board meeting needs.

The Sydney location is also remote from all councils in the western area, but it does allow for the member councils an office and presence that will support long term access to the State agencies. It could allow a workspace for travelling staff to utilise and to remain productive whilst away from the normal office environment. During a normal year, many western councils attend meetings in Sydney such as the Country Mayors and LGNSW conferences and access to a Sydney Office would be of assistance.

To achieve the shared services plan, this document proposes that with support from the NSW Government, a single or combined western JO that represents a group of western rural remote councils can pool their resources to rent appropriate spaces in Dubbo or Sydney to operate from and support each other.



#### Source: Map Wikiwand 2021

It is considered that overtime the council areas shown west of the orange line above, will experience issues around staffing at a senior level, governance or financial sustainability issues that could be managed by a shared service model. If a group of councils could work under share administrative support, then costs could be reduced, and greater professional diversity could be achieved.

The appointment of an Executive Officer to a JO would be by agreement between the Councils and split funding of employment costs, and overheads would be negotiated. This process presently works where a General Manager of a council is also the General Manager of a County Council. The allocation of time and costs are established by contract between the participating council organisations. A Policy for the Appointment and Oversight of the Executive Officer would be required.

As part of the considerations as to this model, it is also evident that western councils are finding it hard to attract general managers, directors or key senior staff. The establishment of a shared services office could also allow a shared office space to be created, that may be used by a General Manager and other key staff to work at the JO office in either Dubbo or Sydney whilst still being responsible to the employing Shire Council.

The consideration of the Office location was to ensure that the best people are available to apply for the positions or contracts being made available through the shared service arrangements. Cost savings and improved performance are related to the quality of applicants and the reduction in locational costs such as cars, housing, locational salary allowances etc.

In recognising the office location being in the Dubbo area or Sydney CBD, it allows for staff or contractors to travel to the regional areas when needed. These costs when compared to the payment of higher salaries and other staff benefits should be lower as the day-to-day service needs can be achieved via online meeting services.

In local government's recent past, many Councils joined forces to share services to reduce the cost burden on the Councils and to bring in expertise in areas that a single council may not have been able to afford. Further, various models extended these shared service arrangements to allow larger councils to provide back of house services for a number of smaller council areas.

Since 2016 when the NSW Government undertook mergers of councils and introduced the Regional Joint Organisation groups, the shared service areas have slowly diminished, and smaller councils have been forced to provide services and develop support in house or via contract arrangements.

Examples of shared service areas that provided local and regional benefits included The Wellington Blayney Cabonne Shared service group and the New England Councils of Armidale Dumaresq, Guyra, Uralla and Walcha.

In the latter group, Armidale Dumaresq Council provided the services and support for IT, Finance, Governance, and Human Resources. This reduced the upfront cost of services, the need to provide individual staffing and the on costs around these service areas.

The proposed Shared Services Model is very similar to past models and if located in either Dubbo or Sydney where the attraction of staffing resources is greater, it would allow a group of rural remote councils to access services and have in house support without a need to compete against other councils for the limited pool of people willing to move to their areas.

The following diagram identifies service areas and functions that may be created to support a number of rural and remote council areas.

| Engineering Services                                                                                                                                                                                                                                                                                        | IT / GIS                                                                                                                                                                                                                                                                                                                             | Planning                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establish Asset<br>Planning and<br>Management<br>Provide inhouse<br>Design Services<br>Co Ordinate Plant<br>Programs<br>Contractor<br>Management<br>Review Asset Plans<br>and Long Term<br>Finandial Budgets and<br>Plan for On-ground<br>Works<br>Prepare Tender and<br>Contract Documents<br>for Projects | Provide IT Support<br>Provide GIS Services,<br>Updates and Layer<br>Creation<br>Prepare ITC Plans,<br>Security Strategies and<br>Compliance.<br>Co Ordinate IT Service<br>functions in the Cloud<br>Provide In House<br>support of IT<br>functions, Program<br>changes and<br>Upgrades, Manage<br>onsite and Remote IT<br>Functions. | Development<br>Application<br>Processing<br>LEP Reviews and<br>preparation<br>Development<br>Control Plan<br>Preparation<br>Contribution Plan<br>Preparation<br>Community<br>Strategic Planning<br>Housing Strategic<br>PLanning<br>Review of State<br>Significant<br>Developments | Human Resources<br>Insurance<br>Work Health and<br>Safety<br>Policy development<br>and review<br>Procedure creation<br>Manage Return to<br>Work functions and<br>WH&S Claims<br>Manage ARIC<br>Function and<br>Internal Audit<br>process<br>Provide all Back of<br>House Functions | Budget Preparation<br>Quarterly Budget<br>Reporting<br>Long Term Finacial<br>Planning<br>Rates Management<br>Asset and<br>Depreciation<br>Planning<br>Creditors and<br>Debtor<br>Management<br>Project Finacial<br>Management and<br>Reporting<br>External Audit<br>Functions |

#### Steps to Develop the Joint Organisation - Shared Service Outcomes

| ST | EPS                                                                                                     | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | DATES |
|----|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. | Settle the "Objectives<br>of the Joint<br>Organisation for<br>Shared Services"<br>Current draft below** | This is important to underpin the joint venture defence<br>against exclusive dealing, for activities undertaken for<br>the purpose of the JO and doesn't substantially lessen<br>competition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |
| 2. | Finalise the<br>commercial and<br>financial aspects                                                     | <ul> <li>Settle the business principles (ie vision and values)</li> <li>Settle the business plan (services to be provided) and budget (finances including policy re surpluses made by the Shared Service activities) - this will be annexed to the JO Members' Agreement</li> <li>Agree amount of funding required and how (loans, fees etc) it will be provided</li> <li>Agree the proportions in which funding to be provided (eg pro rata to ratepayers, total revenue etc)</li> <li>Agree to NSW Government support payments and time period</li> <li>Location and premises requirements</li> <li>Staffing strategy</li> <li>Transition plan</li> <li>Communications strategy and key messages (consultants?)</li> </ul> |       |
| 3. | Finalise governance<br>structure                                                                        | <ul> <li>Role for a chief executive</li> <li>Size and Membership of Business Review Committee</li> <li>Means of appointment of Committee Members</li> <li>Whether entitled to fees in addition to constituent councillor fees</li> <li>Other governance bodies – eg GM advisory committee</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |       |

|    |                                                                      | <ul> <li>Matters requiring unanimity at board level</li> <li>Rules for entry and exit of member councils<br/>(including recoup share of establishment costs?)</li> </ul>                                                                                         |  |
|----|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 4. | JO Board sign off                                                    | This will be a necessary step before going to individual councils.                                                                                                                                                                                               |  |
| 5. | Submit final details of<br>the proposal to<br>participating Councils | <ul> <li>The pack will include:</li> <li>The initial business plan and budget</li> <li>Memo explaining the structure, the risks and benefits</li> <li>Final draft documents</li> <li>A recommendation from the GMs. Should this be from the JO board?</li> </ul> |  |
| 6. | Council resolutions to<br>proceed                                    | This may be at the next meeting after the details were first presented                                                                                                                                                                                           |  |
| 7. | Sign documents                                                       | By Minister / Executive OLG, Mayors (Administrator) and GMs                                                                                                                                                                                                      |  |
| 8. | Lodge with OLG                                                       | Registration of Agreement with NSW Government                                                                                                                                                                                                                    |  |

\*\* Objectives draft:

"The objects of the Joint Organisation Shared Service Group (the Objects) are:

- (a) to achieve value for money for members through economies of scale and improved quality and consistency in the delivery of shared information collection, processing, administration, management, procurement and associated services to members; and
- (b) to provide such services to other parties where the board is satisfied that the provision of such services benefits the ability of the Joint Organisation to enhance the efficiency and effectiveness of provision of those services by or on behalf of members."

#### Conclusion

This paper has been prepared because of a review into the long term needs of Balranald Shire Council and the recognition that other western councils may have similar issues presently or into the future.

Balranald Shire Council will always struggle to have the best people apply for positions and will continue to have issues in retaining good staff. The review has highlighted a real need to work collaboratively with its neighbouring councils through a shared service arrangement to reduce costs and to bring about an improvement in on ground local services and legislative compliance.

A shared service model operated through a Regional Joint Organisation is the preferred model to assist Balranald Shire Council. Council is aware that other councils across the far west are also in a similar situation as Balranald and requires the NSW Government to provide assistance in the cost of setting up a shared service model. The NSW Government should undertake a review into the two far western JO's and look to establish a single combined Far Western Joint Organisation if it agrees to move to a shared service model to reduce costs of staffing and administration.

This document has made an assessment based on local operational knowledge of locations that are a best fit for the far western Councils being either Dubbo or Sydney. Although Dubbo is not accessible quickly from Balranald, it is the recognised service centre for all but two of the far western councils and the use of technology will ensure meetings and resource needs can be met.

If the Far Western councils are to be supported, then the review of the structure of the western JO's must be undertaken. Further that the NSW Government needs to invest into an independent review of the shared service needs and outcomes and investment needs to be made into establishing long term contractual arrangements with the JO and its councils to ensure that contracts and staffing resources are for fixed and defined periods.

Balranald Shire Council like a number of other western councils will benefit from a true-shared service model and this is presently achievable under the legislated Regional Joint Organisations.

Balranald Shire Council thanks you for the time taken to consider this document and allow it to make a long-term positive recommendation for the continuation of local government to the western communities.

#### **References and Readings**

A Guide to Managing Your (Newly) Remote Workers

https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers

A Guidance Paper Collaboration and Partnerships between Councils

https://www.olg.nsw.gov.au/wp-content/uploads/Collaboration-and-Partnerships-between-Councils-A-Guidance-Paper-2007.pdf

AIHW, Rural & Remote Health

https://www.aihw.gov.au/reports/rural-remote-australians/rural-remote-health/notes

Balranald shire Council 2014

http://www.balranald.nsw.gov.au/wp-content/uploads/2021/06/AGENDA-Council-Meeting-Report-Special-Agenda-January-2014.pdf

Balranald shire Council 2013

http://www.balranald.nsw.gov.au/wp-content/uploads/2013/10/March-2013.pdf

Balranald Shire Council Asset Management Policy 2021

http://www.balranald.nsw.gov.au/wp-content/uploads/2014/03/Asset-Management-Policy.pdf

Berrigan Shire Council, Fit for the Future - Rural Councils

https://www.berriganshire.nsw.gov.au/files/council/december/2014/Append%20F%20OLG%20FFTF -Rural-Councils-Workshop-Outcomes.pdf

Community brings big benefits to small business

https://www.smh.com.au/business/small-business/community-brings-big-benefits-to-smallbusiness-20181009-p508ku.html

Community Participation Plan

https://www2.health.vic.gov.au/Api/downloadmedia/%7B123030A3-AA13-42C8-8EF6-B890A07B915C%7D

Dismissal - how much notice? - Fair Work Ombudsman

http://www.fairwork.gov.au/ending-employment/notice-and-final-pay/dismissal-how-much-notice

Employment Downsizing

https://www.shrm.org/hr-today/trends-and-forecasting/special-reports-and-expertviews/Documents/Employment-Downsizing.pdf

Five Ways Local Gov HR Managers Can Keep Staff Engaged While Working Remotely

https://www.civicplus.com/blog/hr/local-gov-hr-keeping-staff-engaged-while-working-remotely

Five Reasons Local Government Must Embrace Remote Work

https://blog.polco.us/five-reasons-local-government-embrace-remote-work

Go Local First - Supporting Local Businesses

https://golocalfirst.com.au/

Human Rights, Striking the balance with work and family in rural Australia

https://humanrights.gov.au/about/news/speeches/striking-balance-work-and-family-rural-australia

How to Set Up, Manage and Maintain Remote Offices | CIO

https://www.cio.com/article/2390081/how-to-set-up--manage-and-maintain-remote-offices.html

If You Think Downsizing Might Save Your Company, Think Again

https://hbr.org/2017/04/if-you-think-downsizing-might-save-your-company-think-again

LGAssist

https://www.lgassist.com.au/employer/company/1185/Balranald-Shire-Council

Iluka Resources, Appendix O Social Assessment

https://iluka.com/iluka/media/balranald-documents/nsw%20eis%20docs/volume-7\_balranaldmineral-sands-project-eis\_appendix-o-social-assessment.pdf

Local Government Act 1993

https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030

Manager's checklist for supporting remote work | For government | Queensland Government

https://www.forgov.qld.gov.au/working-in-the-public-service/plan-your-workforce/flexiblework/flexible-work-and-covid-19/managers-checklist-for-supporting-remote-work

NSW Local Government Award 2020

https://www.industrialrelations.nsw.gov.au/assets/Uploads/publications/Local-Government-awardlisting-163/award\_0308.pdf

NSW Office Local Government, Central Darling public Enquiry

https://www.olg.nsw.gov.au/wp-content/uploads/Central-Darling-Public-Inquiry-Report.pdf

Office of Local Government Integrated Planning and Reporting Framework, 2021

https://www.olg.nsw.gov.au/wp-content/uploads/2021/09/IPR-Graphic.png

Office of Local Government Integrated Planning and Reporting Framework – Resourcing Strategy, 2021

https://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework/theresourcing-strategy/

Office of Local Government Community Strategic Plan 2021

https://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework/communitystrategic-plan/

Office, hybrid or home? The future of work for local governments - TechNative

https://technative.io/office-hybrid-or-home-the-future-of-work-for-local-governments/

Parliament NSW, Public Enquiry Balranald Shire Council

https://www.parliament.nsw.gov.au/tp/files/77157/Balranald%20-%20Public%20Inquiry%20-%20Dismissal%20-%20Public%20Inquiry%20Report.pdf

Quick Steps to Prepare a Remote Work Policy for Your Local Government | icma.org

https://icma.org/blog-posts/quick-steps-prepare-remote-work-policy-your-local-government Rural versus metropolitan lifestyle

https://www.careerone.com.au/career-advice/work-life-balance/rural-versus-metropolitan-lifestyle-1638-2100

The 'Hybrid Model' Of Working Remotely And In The Office Could Create Big Expenses For Companies And Give Rise To Two Classes Of Employees

https://www.forbes.com/sites/jackkelly/2021/02/22/the-hybrid-model-of-working-remotely-and-inthe-office-could-create-big-expenses-for-companies-and-give-rise-to-two-classes-of-employees/ The Beginners' Guide To Setting Up A Fully Remote Business

http://10to8.com/blog/how-to-set-up-a-remote-business/

The Future of Work in Local Governments Post Pandemic | IBM Center for The Business of Government

https://www.businessofgovernment.org/blog/future-work-local-governments-post-pandemic

The 10K Project: Developing community well-being approaches for aged care facilities | Western Sydney University

https://www.westernsydney.edu.au/schools/soss/archived\_content/developing\_compassionate\_co mmunities the caring at end of life research program/current projects/the 10k project devel oping community well-being approaches for aged care facilities

What Organizational Structure Is Right for Your SMB? - businessnewsdaily.com

https://www.businessnewsdaily.com/15798-types-of-organizational-structures.html

Wikiwand, Local Government Areas NSW accessed 2021

https://www.wikiwand.com/en/Local\_government\_areas\_of\_New\_South\_Wales

Work Life Balance

https://www.pasadenavilla.com/2019/05/08/work-life-balance-importance/

Work Life Balance

https://www.healthdirect.gov.au/work-life-balance

Work Life Balance

https://hbr.org/2021/01/work-life-balance-is-a-cycle-not-an-achievement

4 Ways Your Company Benefits From Giving Back

https://www.entrepreneur.com/article/241983

10 Ways Small Businesses Benefit Their Local Communities | by BBB | Medium https://medium.com/@BBBNWP/10-ways-small-businesses-benefit-their-local-communities-7273380c90a9

#### 8.3 DRAFT COMMUNITY STRATEGIC PLAN

| File Number:                | D22.62081                            |
|-----------------------------|--------------------------------------|
| Reporting Officer:          | Glenn Wilcox, Acting General Manager |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager |
| Operational Plan Objective: |                                      |

## OFFICER RECOMMENDATION

That

- 1. Council place the Draft Community Strategic Plan on Public Exhibition for a period of 28 days and seek community comments; and
- 2. following public exhibition that a further report to adopt the Plan and any adjustment be reported to Council.

## PURPOSE OF REPORT

The Community Strategy Plan describes the community's vision and aspirations for a period of ten of or more years.

## BACKGROUND

Councils are required to prepare a community strategic plan (CSP) every ten years and develop this plan with the community.

#### REPORT

The creation of the CSP is led by the Council and through engagement with the community. This is the community's plan for its future. Council will have a custodial role in engaging, refining and preparing the plan on behalf of its community. Council had engaged Ms Sarah Artist to prepare the draft document for Council after discussion and surveys through our community.

The community has identified many aspirations that are Councils responsibility and some that are not council's full responsibility role to implement, and council may need to partner with state government agencies and community groups to deliver the plan.

Key requirements:

- The plan must be for a minimum of 10 years
- Identify community priorities and aspirations
- Includes a vision, strategic objectives and strategies to achieve those objectives
- Must address the quadruple bottom line: social, environmental, economic and civic leadership issues
- Based on social justice principles: equity, access, participation and rights
- Give due consideration to the State Plan and other relevant state and regional plans
- The community must be engaged in the development of the plan in line with the Community engagement strategy created for the purpose.
- Must be endorsed by council after being on public exhibition for at least 28 days.

The Community Strategic Plan addresses four key questions for the community:

- Where are we now?
- Where do we want to be in ten years' time?
- How will we get there?
- How will we know when we have arrived?

The implementation of the CSP is supported by a suite of integrated plans that include actions to support the strategies identified in the CSP.

- Delivery program 4 year plan that sets out the strategies from the CSP that will be priorities for the current council term
- Operational plan annual plan containing detailed actions from the Delivery program
- Resourcing strategy a suite of 3 key plans that support the implementation of the CSP
  - Long term financial plan
  - Workforce management plan
  - Asset management plan

At the end of each council term a report is provided to the community outlining progress towards the achievement of outcomes identified in the Community Strategic Plan.

Reporting requirements including the Annual Plan and End of Term report are set out here.

## FINANCIAL IMPLICATION

Council has funded the draft plan from internal resources.

## LEGISLATIVE IMPLICATION

The Draft CSP has been prepared as to comply with the Office of Local Government Guidelines.

## STAKEHOLDER CONSULTATION

Community consultation has been undertaken to prepare the draft CSP and further advertising should be undertaken before Council adopts this plan.

#### POLICY IMPLICATION

Community Strategic Plan

## CONCLUSION

This Plan has been prepared as to the Office of Local Government guidelines and is submitted for further community consultation.

## ATTACHMENTS

1. Draft CSP - Community Strategic Plan - February 2022 😃 뾉



# **BALRANALD SHIRE**

DRAFT COMMUNITY STRATEGIC PLAN 2032

FEBRUARY 2022



# **TABLE OF CONTENTS**

| INTRODUCTION            |
|-------------------------|
| ABOUT BALRANALD SHIRE   |
| 1. OUR LIFESTYLE        |
| WHAT PEOPLE VALUE       |
| FUTURE DIRECTIONS       |
| 2. OUR COMMUNITY        |
| WHAT PEOPLE THINK       |
| 3. OUR ECONOMY          |
| WHAT PEOPLE SUGGESTED   |
| 4. OUR INFRASTRUCTURE11 |
| COMMUNITY RATINGS       |
| 5. OUR ENVIRONMENT      |
| PLACES PEOPLE VALUE     |
| 6. OUR COUNCIL          |
| WHAT PEOPLE SUGGESTED   |
| NEXT STEPS              |

Shaping Balranald Shire 2032 – Draft Community Strategic Plan

Page 2



# INTRODUCTION

Under the NSW Local Government Act 1993 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.

The Community Strategic Plan is the highest level of strategic planning undertaken by a council—all other plans must support achievement of CSP objectives. Under the Act the CSP must:

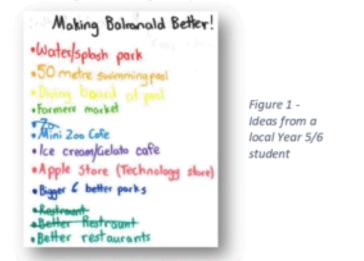
- Articulate the community vision and reflect aspirations.
- · Consider state and regional plans as they apply to the council.
- Contains, as a minimum, community vision, strategic directions and outcomes, and a means of measuring progress.
- Be based on social justice principles.

We need to think carefully about how we want Balranald Shire to evolve in the future. Shaping Balranald Shire 2022 outlines some high level and important issues for our area. It aims to put forward:

- Positives and negatives in our area
- Issues of most relevance and importance to the community
- A framework that will inform more detailed action plans and future initiatives
- All aspects of community life, not just those within Council's control

All Councils in NSW are required to report regularly to the community on all levels of their integrated plans. Balranald Shire Council's reporting on the progress of *Balranald Shire 2032* will be based on a set of indicators which will provide regular evidence of changes in priority areas within the plan. Reports will include:

- Progress reports at least every 6 months on the principal activities in the Delivery Program
- An annual report which includes the achievement of Council in implementing the Delivery Program
- An end-of-term report detailing Council's progress in implementing the Community Strategic Plan during the 4-year term



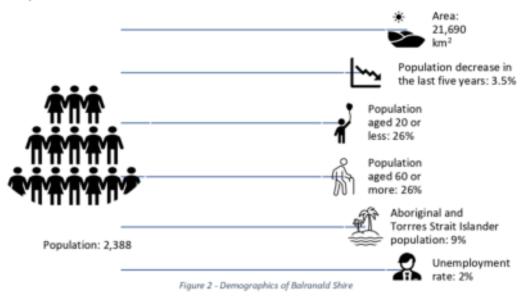
Shaping Balranald Shire 2032 - Draft Community Strategic Plan

Page 3



# **ABOUT BALRANALD SHIRE**

Balranald Shire is located 850km south west of Sydney and 450km north of Melbourne and boasts a progressive well serviced and vibrant community. The Shire's economy has traditionally relied upon dry-land and irrigated agricultural production of grains, wool, sheep meet and beef. Primary production is now diversifying to encompass horticulture, viticulture, organic agriculture and the growing of fruit and nut trees. Tourism is also an important economic driver.



This plan has been prepared in partnership with our community, and taking into account their views and aspirations. Thank you to the following individuals and groups who provided their thoughts and input:

- · Interview participants from Balranald Shire, Euston and Kyalite
- Council committees who participated in focus groups, including the Euston Progressive Advisory Committee, the Social Inclusion Committee and the Art Gallery Committee
- 35 people who responded to our survey, including
  - Around 75% who have lived in the Shire for over ten years
  - People living in Balranald township, Euston, and the western side of the Shire
  - People from all age groups including under 18s and over 65s

Our Community Vision Statement is what our community aspires to become, and expresses what we value most about our area:

"In Balranald Shire we grow and develop our lifestyle, our services, our businesses, our infrastructure, our natural environment and our Council to support a thriving, resilient and engaged community"

Shaping Balranald Shire 2032 - Draft Community Strategic Plan



# **1.OUR LIFESTYLE**

# What People Value

The community survey asked people "What do you like about living in Balranald Shire?"

"Balranald is community minded ... you are never alone"

"I like smaller towns and Balranald has all facilities for the older generation, it's a lovely tidy and green town"

"It has been a great place to bring up our family. There is a great hospital and health service."

"It's peaceful and surrounded by natural beauty and serenity"

"There are lots of well-meaning and hard-working people here and many folks are prepared to volunteer their time for a multitude of causes"

## **Current Issues**

The table below outlines some of the lifestyle issues raised in recent times and through community and staff consultation:

| Positives                                                                                                                                                                                                                                                                                                                   | Negatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Neat and attractive village</li> <li>Upgraded town centre</li> <li>Scenic river front</li> <li>On the highway, generates passing traffic</li> <li>Rich history – indigenous and European</li> <li>Great social life</li> <li>Public art</li> <li>It has a low crime rate, especially for serious crimes</li> </ul> | <ul> <li>Very hot in summer and cold in winter</li> <li>Covid rules have been difficult and<br/>confusing, especially cross border issues</li> <li>Land constraints to growth – flood<br/>prone or agricultural land</li> <li>Isolation</li> <li>Lack of variety of things to do for young<br/>people</li> <li>Hard to maintain sufficient professional<br/>services</li> <li>We don't have enough good quality<br/>housing</li> <li>Rental markets are limited and<br/>competitive</li> <li>We need more competition in the local<br/>building industry</li> <li>Perceptions of inequity outside<br/>Balranald eg Euston</li> </ul> |

Shaping Balranald Shire 2032 - Draft Community Strategic Plan



# **Future Directions**

## Objective 1.1 - Maintaining and beautifying our town centres

| Strategies                                                                             | Measures                                                                                                                 |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Developing the river front</li> <li>Maintaining public amenity and</li> </ul> | <ul> <li>Include river front projects into<br/>Council's long term capital works</li> </ul>                              |
| cleanliness of local streets                                                           | <ul> <li>program</li> <li>Levels of service for street amenity and<br/>cleanliness are published and achieved</li> </ul> |

## Objective 1.2 – Improving access to a diverse range of housing opportunities

| Strategies                                                                                                                                                  | Measures                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Host a housing summit to generate<br/>innovative ideas</li> <li>Develop a housing strategy</li> <li>Review the Local Environmental Plan</li> </ul> | <ul> <li>Housing summit is held and generates<br/>ideas that are followed through</li> <li>Housing Strategy is adopted by 2024</li> <li>LEP review facilitates community<br/>involvement and complies with<br/>planning laws</li> <li>Increase in developable land and<br/>housing</li> </ul> |

## Objective 1.3 - Improving local access to education and careers

| Strategies                                                                                                  | Measures                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Explore opportunities for vocational<br/>training, apprenticeships and<br/>traineeships</li> </ul> | <ul> <li>Vocational education pathways exist<br/>and are used by local people</li> <li>Career guidance, scholarships and local</li> </ul> |
| <ul> <li>Identify opportunities for local peo<br/>to work locally</li> </ul>                                | people                                                                                                                                    |
| <ul> <li>Identify and promote online trainin<br/>opportunities</li> </ul>                                   | <ul> <li>Increase in local uptake of online<br/>training</li> </ul>                                                                       |

## Objective 1.4 - Promoting community safety

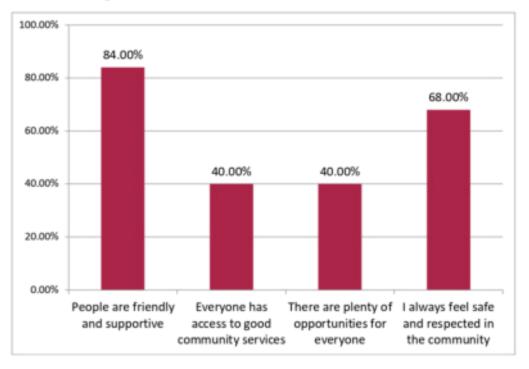
| Strategies                                                                                                                    | Measures                  |  |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------|--|
| <ul> <li>Work in partnership with the NSW<br/>Police to monitor and respond to<br/>incident occurrences and trends</li> </ul> | Response times for police |  |

Shaping Balranald Shire 2032 – Draft Community Strategic Plan



# 2.OUR COMMUNITY

# **What People Think**



## **Current Issues**

The table below outlines some of the community issues raised in recent times and through community and staff consultation:

Shaping Balranald Shire 2032 - Draft Community Strategic Plan



# **Future Directions**

## 2.1 Focus on community inclusion and wellbeing

| Strategies                                                                                                                                                                                                                                                                                                                           | Measures                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Work in partnership to deliver health,<br/>wellbeing and inclusion services and<br/>programs</li> <li>Identify and close any access gaps to<br/>community services</li> <li>Implement the Disability Inclusion<br/>Action Plan</li> <li>Work in partnership with the Balranald<br/>Local Aboriginal Land Council</li> </ul> | <ul> <li>Community survey shows upwards<br/>trend on feelings of inclusion and<br/>wellbeing</li> <li>Access to services improves</li> <li>Local spaces and buildings allow<br/>physical access for everyone</li> <li>Collaborative projects are undertaken<br/>to improve community wellbeing</li> </ul> |

## 2.2 Innovate and improve community services, activities and events

| Strategies                                                                                                                                                                                                                                                                         | Measures                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Facilitate and foster collaboration in<br/>delivering a program of community<br/>events</li> <li>Prepare a rolling service review<br/>program to refresh Council community<br/>services and facilities</li> <li>Council operates a dynamic library<br/>service</li> </ul> | <ul> <li>Support regular and new events</li> <li>Community events are well attended</li> <li>Service review program is developed<br/>and published</li> <li>Review availability of children's services</li> <li>Improvements are made to community<br/>services and facilities</li> </ul> |

#### 2.3 Provide opportunities for sport and recreation across the shire

| Strategies                                                                 | Measures                                                                                                                                                    |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Maintain and upgrade parks and<br/>sporting facilities</li> </ul> | <ul> <li>Capital improvements to sport and<br/>recreation facilities</li> <li>Community participation in facility<br/>maintenance and management</li> </ul> |

#### 2.4 Encourage local culture and opportunities for artistic expression

| Strategies                                     | Measures                                                  |
|------------------------------------------------|-----------------------------------------------------------|
| <ul> <li>Support the utilisation and</li></ul> | <ul> <li>Capital improvements to local cultural</li></ul> |
| development of the art gallery and local       | facilities <li>Community participation in arts and</li>   |
| theatre                                        | culture                                                   |

Shaping Balranald Shire 2032 – Draft Community Strategic Plan



# 3.OUR ECONOMY

# What People Suggested

The community survey asked people "Do you have any suggestions for improving economic development in Balranald Shire?"

"Tourism-supported businesses are struggling, we need tourism marketing strategies"

"Encourage new industries"

"Encourage local kids to explore opportunities to work in town with pathways to local businesses"

"Skills development is critical. It's the missing piece of the puzzle. If you can't attract skilled staff you don't grow economically and socially"

"Establish and grow our industrial precincts"

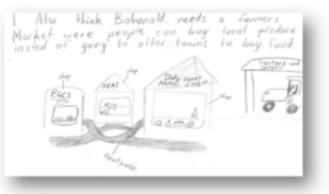


Figure 4 - Farmer's Market imagined by a local Year 5/6 student

## **Current Issues**

The table below outlines some of the economic issues raised in recent times and through community and staff consultation:

| Positives                                                                                                                                                                                                                                                                                                      | Negatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Diversity of industry types eg carrots, pistachios, grapes, wheat and sheep</li> <li>Solar and wind farms</li> <li>Growth of the almond industry</li> <li>Mineral sands industry</li> <li>Community support for new businesses, to make things easier</li> <li>Visitors Centre and Library</li> </ul> | <ul> <li>Covid and drought have been hard on<br/>local businesses</li> <li>Some pockets of underemployment in<br/>the community</li> <li>It's hard to recruit staff, or sometimes<br/>its hard to hold on to them</li> <li>We don't have enough builders and<br/>tradespeople</li> <li>Executive housing is a problem for<br/>recruiting professional staff</li> <li>Mungo has 60,000 visitors per year but<br/>only a sixth come through Balranald</li> <li>Fluid influx of workers as industries rise<br/>and fall eg mining</li> <li>The solar and nut farms offered high<br/>wages that drew people out of town</li> </ul> |

Shaping Balranald Shire 2032 - Draft Community Strategic Plan



# **Future Directions**

## 3.1 Support the expansion of our local industries

| Strategies                                                                         | Measures                                                                                                                                     |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Conduct local business networking and<br/>training initiatives</li> </ul> | <ul> <li>Local businesses attend training and<br/>networking initiatives</li> <li>Maximise regional development<br/>opportunities</li> </ul> |

#### 3.2Nurture local businesses

| Strategies                                                                                                                                                                                                                                                                                      | Measures                                                                                                                                                                                                                                                                                                                          |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul> <li>Monitor and communicate government<br/>funding opportunities for covid<br/>recovery</li> <li>Develop innovation facilities to<br/>encourage new and expanding<br/>businesses</li> <li>Support the growth of local industry<br/>sectors eg renewable energy,<br/>agriculture</li> </ul> | <ul> <li>Consultation with new businesses to<br/>set up in the Shire</li> <li>Creative use of existing facilities to<br/>develop innovation spaces</li> <li>Identify and promote funding for local<br/>businesses eg Covid Recovery</li> <li>Business development support is<br/>available for industry growth sectors</li> </ul> |  |

## 3.3 Increase tourism and visitation to the area

| St | rategies                                                        | Measures                                                                                   |  |
|----|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------|--|
| •  | Prepare and implement a local tourism<br>and marketing strategy | <ul> <li>Implementation of the local tourism<br/>and marketing strategy</li> </ul>         |  |
| •  | Maximise tourism to Mungo National<br>Park                      | <ul> <li>Regular consultation with key<br/>stakeholders eg Destination Riverina</li> </ul> |  |
| •  | Seek partners and funding to promote<br>the area                | <ul> <li>Murray, NPWS etc.</li> <li>Investment in signage and entrances to</li> </ul>      |  |
| •  | Improve signage and town entrances<br>for visitors              | <ul> <li>local towns</li> <li>Heritage assets are included in local</li> </ul>             |  |
| •  | Identify and promote local heritage                             | marketing initiatives                                                                      |  |

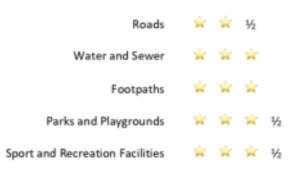
Shaping Balranald Shire 2032 – Draft Community Strategic Plan

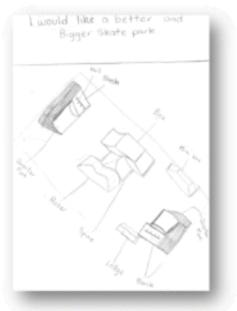


# 4.OUR INFRASTRUCTURE

# **Community Ratings**

The community survey asked people "How would you rate the infrastructure in Balranald Shire?"





## **Current Issues**

Figure 5 - Drawn by a local year 5/6 student

The table below outlines some of the infrastructure issues raised in recent times and through community and staff consultation:

| Positives                                                                                                                               | Negatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Walking trails and Ben Scott bridge</li> <li>Local hospital and schools</li> <li>Skate park and bike track for kids</li> </ul> | <ul> <li>Ageing water and sewer assets</li> <li>Enormous road network that is<br/>underfunded</li> <li>All standalone assets – VIC, library,<br/>council offices, theatre</li> <li>We have money for capital investment<br/>but not enough for improvement and<br/>maintenance</li> <li>Asset plans keep getting done and re-<br/>done</li> <li>Failing infrastructure</li> <li>Road closures affect tourism visitation</li> <li>Rural residents can't get into town in<br/>the rain because the roads are<br/>impassable</li> <li>Road to Mungo floods in poor weather</li> <li>Community facilities need to be made<br/>more accessible to all age groups</li> <li>Trucks drive too fast through the main<br/>street</li> </ul> |

Shaping Balranald Shire 2032 – Draft Community Strategic Plan



# **Future Directions**

## 4.1 Maximising grant funding to improve infrastructure

| Strategies                                                                                                                                                    | Measures                                                                                                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--|
| <ul> <li>Work with regional partners to identify<br/>and apply for new government funding</li> <li>Maximise opportunities to apply for<br/>funding</li> </ul> | <ul> <li>Grant funding attracted into the area</li> <li>Grant projects achieved on time and on<br/>budget</li> </ul> |  |

#### 4.2 Explore opportunities to better manage public buildings and facilities

| Strategies                                                                              | Measures                                                                                                                                                           |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Maximise opportunities to rationalise<br/>and combine public assets</li> </ul> | <ul> <li>Asset condition and building utilisation<br/>assessments are completed regularly</li> <li>Community service levels identified and<br/>achieved</li> </ul> |

## 4.3 Adequately plan for and maintain all Council assets

| Strategies                                                                                                                                                                                       | Measures                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Prepare a ten year Asset Management<br/>and Long Term Financial Plan to<br/>improve assets in the medium term</li> <li>Prepare a Water and Sewer facilities<br/>upgrade plan</li> </ul> | <ul> <li>Complete and update AMPs for all asset<br/>classes</li> <li>Capital works plans and reports<br/>published annually with the Operations<br/>Plan, including explicit funding criteria<br/>and project ranking</li> <li>Develop an up to date Water and Sewer<br/>facilities plan</li> </ul> |

Shaping Balranald Shire 2032 – Draft Community Strategic Plan



# 5.OUR ENVIRONMENT

# **Places People Value**

The community survey asked people "which are your favourite natural places in Balranald Shire? When and why do you go there?"

"I love the walking paths across the river and the swing bridge"

"Lake Paika - we go there as often as we can."

"Lake Yanga and Lake Benanee - I go to these places to relax and enjoy the scenery and peace and also the wildlife."

"Yanga National Park- particularly by the lake. We go as a family to enjoy some nature."

"The Murray River at Euston, twice a month."

"The River Bend, it is calming and peaceful and has history"

## **Current Issues**

The table below outlines some of the environmental issues raised in recent times and through community and staff consultation:

| Positives                                                                                                                                                                                                                                                                                 | Negatives                                                                                                                                                                                                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul> <li>Diverse and unique landscapes</li> <li>Beautiful river front, recreation on the river</li> <li>Mungo National Park</li> <li>Lake Paika, Yanga Lake and Lake Benanee</li> <li>Secure water supply</li> <li>Unique local species – Regent Parrot and Southern Bell Frog</li> </ul> | <ul> <li>Vulnerability to seasonal climate cycles eg drought, floods etc</li> <li>Blue-green algae in the Murray Darling River</li> <li>We need to make sure sacred sites aren't overwhelmed with visitors</li> <li>Wildlife is killed on the roads</li> </ul> |  |

Shaping Balranald Shire 2032 - Draft Community Strategic Plan



# **Future Directions**

## 5.1 Celebrate and promote our unique local environment

| Strategies                                                                                                                                                                                                                                                                                                                               | Measures                                                                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul> <li>Maintain and expand the walking trail<br/>network</li> <li>Refresh the marketing and public art<br/>around the Southern Bell Frog and the<br/>Regent Parrot</li> <li>Manage local trees to maximise public<br/>amenity and safety</li> <li>Work with relevant state agencies to<br/>enhance key environmental assets</li> </ul> | <ul> <li>Walking trail projects completed</li> <li>Undertake marketing of environmental assets</li> <li>Public trees are safe and attractive</li> <li>Environmental projects undertaken in partnership with state agencies</li> </ul> |  |

#### 5.2 Protect our water assets

| Strategies                                                                                                                                                                                                                                              | Measures                                                                                                                                                                              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul> <li>Encourage the installation of water<br/>tanks through education</li> <li>Explore the feasibility of a high level<br/>weir and fish ladder for Lake Yanga</li> <li>Advocate for our area through the<br/>Murray-Darling Basin debate</li> </ul> | <ul> <li>Increase in local water tanks</li> <li>Progress on the Lake Yanga weir project</li> <li>Active participation in regional water<br/>security forums and committees</li> </ul> |  |

## 5.3 Manage our waste sustainably

| Strategies                                                                                                  | Measures                                                          |  |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--|
| <ul> <li>Work with regional partners to develo<br/>and implement a Waste Management<br/>Strategy</li> </ul> | <ul> <li>Progress on the Waste Management<br/>Strategy</li> </ul> |  |

Shaping Balranald Shire 2032 - Draft Community Strategic Plan



# 6.OUR COUNCIL

# What People Suggested

The community survey asked people "Do you have any suggestions for Council in planning the future of Balranald Shire?"

"Continue with advisory groups and have a council rep there to get a feel for current community issues."

"Don't worry about winning more grant funding if you are struggling to manage existing funded infrastructure projects."

"Huge job involved in planning the future as who knows what the future will be. Good luck, we appreciate all that our council does for this Shire."

"Really listen to the community, don't just tick the box. Stop bringing people that don't care about the community."

"Encourage senior Council staff and the Administrator to mix with and participate in community activities to have a better understanding of our strengths and weaknesses and identify real local opportunities."

"Remember volunteers are scarce and you will find the volunteers are aging and volunteering on many different committees. Don't burn out what you have or there will be no one to take their place."

## **Current Issues**

The table below outlines some of the Council issues raised in recent times and through community and staff consultation:

| Positives                                                                                                        | Negatives                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Significant local employer</li> <li>Recent grant funds</li> <li>Regular community newsletter</li> </ul> | <ul> <li>Turnover has been high</li> <li>Rates are low compared to surrounding areas</li> <li>Very reliant on grant funding</li> <li>Limited customer service in Euston</li> <li>The shire is very large to drive across</li> <li>Ageing fleet of plant and equipment</li> </ul> |

Shaping Balranald Shire 2032 - Draft Community Strategic Plan



# **Future Directions**

## 6.1 Develop capabilities

| Strategies                              |                       | Measures |                                           |
|-----------------------------------------|-----------------------|----------|-------------------------------------------|
| <ul> <li>Develop communi</li> </ul>     |                       | •        | Support and celebrate local volunteers    |
| volunteer capacity                      |                       | •        | Provide community training and            |
| <ul> <li>Conduct a staff tra</li> </ul> | ining needs           |          | opportunities to develop and enable       |
| assessment to enh                       | ance skills and staff | I        | civic leadership                          |
| engagement                              |                       | •        | Roll out a regular staff training program |
| <ul> <li>Nurture local talen</li> </ul> | t for future          | •        | Provide constructive feedback to local    |
| employment oppo                         | rtunities             |          | applicants in recruitment processes       |

## 6.2 Engage and inform the local community

| Strategies                                                                                              | Measures                                                                                |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <ul> <li>Increase opportunities for Council to</li></ul>                                                | <ul> <li>Increase in opportunities to express</li></ul>                                 |
| listen to community views                                                                               | views and ideas between Council and                                                     |
| <ul> <li>Operate a system of community<br/>committees on issues of broad public<br/>interest</li> </ul> | <ul> <li>the community</li> <li>Annual survey of community committee members</li> </ul> |
| <ul> <li>Continue to publish a community</li></ul>                                                      | <ul> <li>Community newsletter and Council</li></ul>                                     |
| newsletter and an up to date website                                                                    | website are informative and up to date                                                  |

## 6.3 Address financial sustainability

| Strategies                                                                                                    | Measures                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Prepare a Long Term Financial Plan and<br/>resource its monitoring and<br/>implementation</li> </ul> | <ul> <li>Long Term Financial Plan is adopted and<br/>published</li> <li>Annual and six monthly reports provide<br/>the community with information about<br/>the finances of the Council</li> </ul> |

## 6.4 Develop and maximise strategic planning and partnerships

| Strategies                                                                                                                                                                                                                                                                            | Measures                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Advocate for our area within regional<br/>bodies such as Far West JO and<br/>Riverina-Murray RDA</li> <li>Work across the state border on cross-<br/>border initiatives</li> <li>Undertake village planning for areas<br/>outside Balranald eg Kyalite and Euston</li> </ul> | <ul> <li>Membership and participation in key<br/>advocacy committees and forums</li> <li>Village plans are implemented</li> <li>Works and projects completed in<br/>Euston, Kyalite, and rural areas</li> </ul> |

Shaping Balranald Shire 2032 – Draft Community Strategic Plan



# NEXT STEPS

This plan has been developed after a comprehensive community engagement process. The draft plan will be placed on public exhibition for 28 days, at which time the community are invited to make submissions. The Council will adopt the plan before June 2022.



Shaping Balranald Shire 2032 - Draft Community Strategic Plan

## 9 CORPORATE & COMMUNITY SERVICES REPORTS

## 9.1 QUARTERLY BUDGET REVIEW - DECEMBER 2021

| Record Number:              | D22.61762                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Authorising Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

## OFFICER RECOMMENDATION

- 1. That the report be received and noted;
- 2. That the proposed 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 31 December 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 31 December 2021 is a projected surplus of \$228,857 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 31 December 2021 indicates that Councils 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.

It should be noted that Council's Financial Reports for the 2020/21 Financial Year are now finalised. A separate report has been provided to this meeting to seek approval for those unexpended capital grant funds that need to be brought forward. If approved, these figures will be included in the March Quarterly Budget Review.

This Quarterly Report is based purely on Council's revised budget after the September quarterly budget review, 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 \$228,857 is projected.

## FINANCIAL IMPLICATION

If adopted the Budget will be amended to a projected surplus of \$228,857

## LEGISLATIVE IMPLICATION

Local Government (General) Regulations 2005

## POLICY IMPLICATION

Nil

## **RISK RATING**

Moderate

## ATTACHMENTS

1. December Quarterly Budget Review 😃 🖆

#### **Quarterly Budget Review Statement**

for the period 01/10/21 to 31/12/21

#### Report by responsible accounting officer

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

#### 31 December 2021

It is my opinion that the Quarterly Budget Review Statement for Balranald Shire Council for the quarter ended 31/12/21 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure. A budget surplus of \$228,857 is projected.

Signed:

date: 9/02/2022

Hodi Beauliv, Director Corporate & Community Services Responsible accounting officer

**Quarterly Budget Review Statement** 

for the period 01/10/21 to 31/12/21

Balranald Shire Council

#### Income & expenses budget review statement

Budget review for the quarter ended 31 December 2021

Income & expenses - Council Consolidated

| income a expenses - council consolidated        | Original |          | Appro      | wed chang | jes  |      | Revised | Variations |       | Projected | Actual  | Variance  |       |
|-------------------------------------------------|----------|----------|------------|-----------|------|------|---------|------------|-------|-----------|---------|-----------|-------|
| (\$000's)                                       | budget   | Carry    | Other than | Sep       | Dec  | Mar  | budget  | for this   | Notes | year end  | YTD     | Surplus   | Notes |
|                                                 | 2021/22  | forwards | by QBRS    | QBRS      | QBRS | QBRS | 2021/22 | Dec Qtr    |       | result    | figures | (Deficit) |       |
| Income                                          |          |          | 2          |           |      |      |         |            |       |           | -       |           |       |
| Administration                                  | 8,002    |          |            | 103       |      |      | 8,105   | -          | .1    | 8,105     | 5,526   | 69.1%     |       |
| Health Services                                 | 38       |          |            |           |      |      | 38      | -          | 2     | 38        | 31      | 81.6%     | £     |
| Public order & safety                           | 259      |          |            |           |      |      | 259     |            | 3     | 259       | 106     | 40.9%     | ¢     |
| Community services & education                  | 5,534    |          |            |           |      |      | 5,534   |            | -4    | 5,534     | 703     | 12.7%     | d     |
| Housing & community amenities                   | 794      |          |            | (71)      |      |      | 723     | -          | 5     | 723       | 496     | 62.5%     |       |
| Recreation & Culture                            | 2,745    |          |            |           |      |      | 2,745   | -          | 6     | 2,745     | 441     | 16.1%     | r.    |
| Building Control                                | 18       |          |            |           |      |      | 18      |            | 7     | 18        | 8       | 44.4%     | 9     |
| Transport & communication                       | 5,422    |          |            |           |      |      | 5,422   | -          | в     | 5,422     | 2,293   | 42.3%     | h     |
| Business Undertakings                           | 1,806    |          |            |           |      |      | 1,806   | -          | 9     | 1,806     | 194     | 10.7%     | 1     |
| Water supplies                                  | 1,594    |          |            |           |      |      | 1,594   | -          | 10    | 1,594     | 1,115   | 69.9%     |       |
| Sewer supplies                                  | 717      |          |            |           |      |      | 717     | -          | 11    | 717       | 697     | 97.2%     | 8     |
| Total income from continuing operations         | 26,929   |          |            | 32        |      |      | 26,961  |            |       | 26,961    | 11,610  | 43.1%     |       |
| Expenses                                        |          |          |            |           |      |      |         |            |       |           |         |           |       |
| Administration                                  | 3,533    |          |            | 65        |      |      | 3,598   |            | 12    | 3,598     | 2,492   | 70.5%     |       |
| Health Services                                 | 161      |          |            | 0.5       |      |      | 161     |            | 13    | 161       | 92      | 57.1%     |       |
| Public order & safety                           | 541      |          |            |           |      |      | 541     | -          | 14    | 541       | 205     | 37.9%     |       |
| Community services & education                  | 1,254    |          |            |           |      |      | 1.254   |            | 15    | 1,254     | 555     | 44.3%     |       |
| Housing & community amenities                   | 902      |          |            | 54        |      |      | 956     |            | 16    | 956       | 529     | 58.6%     |       |
| Recreation & Culture                            | 755      |          |            | 0.4       |      |      | 755     |            | 17    | 755       | 490     | 64.9%     | P     |
| Building Control                                | 78       |          |            | (4)       |      |      | 74      |            | 18    | 74        | 40      | 51.3%     |       |
| Transport & communication                       | 1,858    |          |            | (4)       |      |      | 1,858   |            | 19    | 1,858     | 764     | 41.1%     |       |
| Business Undertakings                           | 862      |          |            | 33        |      |      | 895     |            | 20    | 895       | 359     | 41.6%     |       |
| Water supplies                                  | 1,137    |          |            | 16        |      |      | 1,153   |            | 21    | 1,153     | 226     | 19.9%     |       |
| Sewer supplies                                  | 297      |          |            | 15        |      |      | 312     |            | 21    | 312       | 62      | 20.9%     |       |
| Total expenses from continuing operations       | 11,378   |          |            | 179       |      |      | 11,557  |            | -     | 11,557    | 5.814   | 51.1%     |       |
| roun expenses nom continuing operations         | 11,070   | -        |            |           | -    |      | 11,007  |            |       | 11,007    | 0,014   | 91.174    |       |
| Net operating result from continuing operations | 15,551   |          | -          | (147)     | •    |      | 15,404  |            |       | 15,404    | 5,796   | 37.3%     |       |

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/2021 and should be read in conjuction with the total QBRS report.

#### **Quarterly Budget Review Statement**

for the period 01/10/21 to 31/12/21

Income & expenses budget review statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

| Notes | Details | Adopted<br>Budget | Budget<br>Amended To | Variation +<br>or - |  |
|-------|---------|-------------------|----------------------|---------------------|--|
|       |         |                   |                      |                     |  |

N/A Nil

Quarterly Budget Review Statement for the period 01/10/21 to 31/12/21

Balranald Shire Council

#### Capital budget review statement

Budget review for the quarter ended 31 December 2021

#### Capital budget - Council Consolidated

|                                                    | Original |          |            | oved chang |      |      | Revised | Variations |       | Projected | Actual  | Variance             |       |
|----------------------------------------------------|----------|----------|------------|------------|------|------|---------|------------|-------|-----------|---------|----------------------|-------|
| (\$000°s)                                          | budget   |          | Other than | Sep        | Dec  | Mar  | budget  | for this   | Notes | year end  | YTD     | Surplus<br>(Deficit) | Notes |
| Capital expenditure                                | 2021/22  | forwards | by QBRS    | QBRS       | QBRS | QBRS | 2021/22 | Dec Qtr    |       | result    | figures | (Descal)             |       |
| New assets                                         |          |          |            |            |      |      |         |            |       |           |         |                      |       |
| - Plant & equipment                                | 338      |          |            |            |      |      | 338     |            | 1     | 338       | 61      | 18.0%                |       |
| - Land & buildings                                 | 5,470    |          |            |            |      |      | 5,470   |            | 2     | 5,470     | 227     | 4.1%                 | b     |
| <ul> <li>Roads, bridges, footpaths</li> </ul>      | 298      |          |            |            |      |      | 298     |            | 3     | 298       | 48      | 16,1%                | c     |
| - Water                                            | 10       |          |            |            |      |      | 10      | -          |       | 10        | 1       | 10.0%                | d     |
| - Sewer                                            |          |          |            |            |      |      |         | _          | 5     | ,         |         | 0.0%                 |       |
| - Other                                            | 957      |          |            |            |      |      | 957     | -          | 6     | 957       | 32      | 3.3%                 | 1     |
| Renewal assets (replacement)                       |          |          |            |            |      |      |         |            |       |           |         |                      |       |
| - Plant & equipment                                |          |          |            |            |      |      | -       | -          | 7     |           |         | 0.0%                 | 0     |
| - Land & buildings                                 | 1,935    |          |            |            |      |      | 1,935   | -          | 8     | 1,935     | 467     | 24.1%                | h     |
| <ul> <li>Roads, bridges, footpaths</li> </ul>      | 5,037    |          |            |            |      |      | 5,037   | -          | 9     | 5,037     | 2,453   | 48.7%                | 1     |
| - Water                                            | 410      |          |            |            |      |      | 410     | -          | 10    | 410       | 11      | 2.7%                 | 1     |
| - Sewer                                            | 420      |          |            |            |      |      | 420     | -          | 11    | 420       | 292     | 69.5%                | k     |
| - Other                                            | 111      |          |            |            |      |      | 111     | -          | 12    | 111       | -       | 0.0%                 | 1     |
| Loan repayments (principal)                        | 189      |          |            |            |      |      | 189     |            | 13    | 189       | 95      | 50.3%                | m     |
| Total capital expenditure                          | 15,175   |          |            |            |      |      | 15,175  | •          |       | 15,175    | 3,687   | 24.3%                |       |
| Capital funding                                    |          |          |            |            |      |      |         |            |       |           |         |                      |       |
| Rates & other untied funding                       | 2,112    |          |            |            |      |      | 2,112   | -          | 14    | 2,112     | 460     | 21.8%                |       |
| Capital grants & contributions                     | 12.846   |          |            |            |      |      | 12,846  |            | 15    |           | 3,215   | 25.0%                |       |
| Reserves:                                          |          |          |            |            |      |      |         |            |       |           |         |                      |       |
| <ul> <li>External restrictions/reserves</li> </ul> | 197      |          |            |            |      |      | 197     | -          | 15    | 197       | 12      | 6.1%                 | P     |
| <ul> <li>Internal restrictions/reserves</li> </ul> | 20       |          |            |            |      |      | 20      | -          | 17    | 20        |         | 0.0%                 | q     |
| New loans                                          |          |          |            |            |      |      | -       | -          | 18    | -         | -       | 0.0%                 |       |
| Receipts from sale of assets                       |          |          |            |            |      |      |         |            |       |           |         |                      |       |
| <ul> <li>Plant &amp; equipment</li> </ul>          |          |          |            |            |      |      | -       |            | 19    | -         |         | 0.0%                 | 5     |
| - Land & buildings                                 |          |          |            |            |      |      |         | -          | 20    |           |         | 0.0%                 | 1     |
| Total capital funding                              | 15,175   |          |            | -          | -    | -    | 15,175  |            |       | 15,175    | 3,687   | 24.3%                |       |
| Net capital funding - surplus/(deficit)            |          |          |            |            |      |      |         |            |       |           |         | 0                    |       |
|                                                    |          |          |            |            |      |      |         |            |       |           |         |                      |       |

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/2021 and should be read in conjuction with the total QBRS report

#### Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

#### Capital budget review statement Recommended changes to revised budget

Budget variations being recommended include the following material items:

#### Notes Details

All The majority of Capital projects are under expended as a moratorium was placed on all capital projects for the past 3 months, until Council's financials were completed and our cash position was known.

#### Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

#### Cash & investments budget review statement

#### Comment on cash & investments position

Not applicable

#### Investments

Investments have not been invested in accordance with Council's Investment Policy.

Reasons of non compliance include:

AMP is an A2 rated bank and Council has greater than 10% invested with them. This is in breach of the investment policy but will be rectified as the term deposit falls due in January

#### Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$3,060,507

This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 31/12/21

#### Reconciliation status

| The YTD cash & investment figure reconciles to the actual balances held as follows: | \$ 000's        |
|-------------------------------------------------------------------------------------|-----------------|
| Cash at bank (as per bank statements)<br>Inevstments on hand                        | 3,060<br>14,379 |
| Reconciled cash at bank & investments                                               | 17,439          |
| Balance as per December Monthly Statement of funds:                                 | 17,439          |

Difference:

#### **Quarterly Budget Review Statement**

Describer Description

for the period 01/10/21 to 31/12/21

#### Contracts budget review statement

Budget review for the quarter ended 31 December 2021 Part A - Contracts listing - contracts entered into during the quarter

| Contractor        | Contract detail & purpose                           | Contract<br>value | date     | of contract | Budgeted<br>(Y/N) | Notes |
|-------------------|-----------------------------------------------------|-------------------|----------|-------------|-------------------|-------|
| EFEX              | 2021-07 - IT TRANSFORMATION & MANAGED SERVICES      | 620,645           | 01/11/21 | 3 years     | Y                 |       |
| CRS (NSW) PTY LTD | 21/22-001 - TAYLOR-LESLIE ROAD WIDENING & KILPATRIC | 456,938           | 01/10/21 | 12 months   | Y                 |       |
| BOTT EARTHMOVING  | 21-22-002 - TAPALIN MAIL ROAD CONSTRUCTION          | 202,554           | 01/10/21 | 12 months   | Y                 |       |

**....** 

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/2021 and should be read in conjuction with the total QBRS report.

#### Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

#### Consultancy & legal expenses budget review statement

Consultancy & legal expenses overview

| Expense       | YTD expenditure<br>(actual dollars) | Bugeted<br>(Y/N) |
|---------------|-------------------------------------|------------------|
| Consultancies | 255,328                             | Y                |
| Legal Fees    | 9,907                               | Y                |

#### Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

#### Comments

Expenditure included in the above YTD figure but not budgeted includes:

#### Details

Nil

## 9.2 REQUEST TO INSTALL PLAQUE AT THE BALRANALD SKATE PARK

| File Number:                | D22.61812                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Sheridan Hammet, Administration Officer                                                                                         |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                           |
| Operational Plan Objective: | Pillar 2: Our Place – A liveable and thriving community that maintains lifestyle opportunities and addresses its disadvantages. |

## OFFICER RECOMMENDATION

That Council:

- 1. approves the installation of a plaque at the Balranald Skate Park to recognise the organisations involved in its development
- 2. approve the expenditure of funds for the plaque from Council's existing operational budget

## **PURPOSE OF REPORT**

To advise Council of a request to provide and install a plaque at the Balranald Skate Park in recognition of the contributions to the Skate Park made by the community and independent donations.

## REPORT

Council has received a letter from Mrs Tina Powis, a member of the now disbanded Balranald Skate Park Committee (SK8). Mrs Powis is seeking Council's approval to place a plaque at the Skate Park to recognise the contributions from community members, businesses and independent donors towards its construction.

## FINANCIAL IMPLICATION

The cost of the plaque and labour would be approximately \$500.

## LEGISLATIVE IMPLICATION

Nil

POLICY IMPLICATION

Nil

**RISK RATING** 

Nil

## ATTACHMENTS

Nil

## 9.3 UNEXPENDED GRANTS WORKS TO BE BROUGHT FORWARD

| File Number:                | D22.62012                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

## OFFICER RECOMMENDATION

That Council approve

- 1. the inclusion of the grants listed in this report in the 2021/22 Budget following consideration by the Works Committee, and
- 2. that the grants be included as Variations to the Budget in conjunction with consideration of the March 2022 Quarterly Budget Review (QBR)

## PURPOSE OF REPORT

This report is provided to seek Council's approval to carry forward and include in the 2021/22 Budget, unexpended grant works for Operational and Capital purposes.

## REPORT

During completion of the 2020/21 Financial Statements a number of grants were identified as being unexpended, or partly unexpended. A Report was subsequently provided to the December meeting and a resolution was passed recommending that responsible officers provide a report to Council's Works Committee on each of the unexpended Operational and Capital Grants. Details on these grants is included in the attached documents.

In addition to the grants listed in this report, Council has just received notification from NSW Crown Lands that a grant of \$771,500 (inclusive of GST) has been received for the Balranald Caravan Park for capital works, including upgrades to entry, reception and residence, amenities, sites and accommodation and guest facilities.

This grant will facilitate a number of improvement works at the Park and a further report on the scope of works under this Crown Reserves Improvement Fund grant will be presented to Council in the near future.

#### FINANCIAL IMPLICATION

Variations to the Budget will be considered in the March 2022 Quarterly Budget Review

## LEGISLATIVE IMPLICATION

Local Government (General) Regulation 2005 Clauses 201 & 203

## **POLICY IMPLICATION**

Nil

## **RISK RATING**

Low

## ATTACHMENTS

## 1. Unexpended Operational Grants as at 30 June 2021 😃 🖆

2. Unexpended Capital Grants as at 30 June 2021 😃 🖆

## 2020/21 Financial Statements - Note C1 - 3

#### UNEXPENDED OPERATIONAL GRANTS

|                                  | Ba | Balance 30 June |  |
|----------------------------------|----|-----------------|--|
|                                  |    | 2021            |  |
| Animal Control                   | \$ | 2,243.66        |  |
| Backing Balranald youth          | \$ | 18,122.60       |  |
| Beating Isolation                | \$ | 8,129.61        |  |
| Berrett Reserve Trust Euston     | \$ | 31,707.55       |  |
| Resourcing Balranald             | \$ | 340.00          |  |
| Crown Reserves                   | \$ | 64,298.99       |  |
| Resilience to Climate Change     | \$ | 5,863.64        |  |
| eLearning Program                | \$ | 14,043.62       |  |
| RFS OLG ESL Subsidy 2021/22      | \$ | 10,844.89       |  |
| RMS Block and Traffic Grant      | \$ | 39,857.24       |  |
| Roads to Recovery                | \$ | 107,241.95      |  |
| Rural Youth Participation        | \$ | 659.32          |  |
| ACRE 21 TWIG Residencies Project | \$ | 19,788.00       |  |
| Tourism Small Business Week      | \$ | 5,000.00        |  |
| WHS Rebate                       | \$ | 27,233.80       |  |
| Youth Week                       | \$ | 1,506.69        |  |
| RMS Repair Program               | \$ | 174,365.63      |  |
| Block Grants 3x3 Replacements    | \$ | 11,733.25       |  |
| Traffic Facilities Grant         | \$ | 5,537.04        |  |
| Total                            | \$ | 548,517.48      |  |

H:\QBR 31 December 2021\QBR 31 December 2021 - Unexpended Grants as at 30 June 2021

## 2020/21 Financial Statements - Note C1 - 3

|                                                             |    | Balance 30th<br>June 2021 |  |
|-------------------------------------------------------------|----|---------------------------|--|
| General Fund                                                | _  |                           |  |
| Euston Club Grant - Medley Wave Seats                       | \$ | 1,309.80                  |  |
| Fixing Local Roads Round 1                                  | \$ | 1,423,663.44              |  |
| Fixing Local Roads Round 2                                  | \$ | 172,550.00                |  |
| Greenham Park Football Change Rooms                         | \$ | 158,850.00                |  |
| Bidgee Haven Hostel Extension Grant                         | \$ | 238,917.36                |  |
| Library Subsidy                                             | \$ | 10,810.57                 |  |
| Lions Park Upgrade                                          | \$ | 534,537.27                |  |
| Our Rivers Our Region                                       | \$ | 520,597.88                |  |
|                                                             | \$ | 3,061,236.32              |  |
| <u>Water Fund</u><br>Integrated Management Strategy - Water | \$ | 5,965.40                  |  |
| Total                                                       | \$ | 3,067,201.72              |  |

## UNEXPENDED CAPITAL GRANTS

H:\QBR 31 December 2021\QBR 31 December 2021 - Unexpended Grants as at 30 June 2021

## 9.4 BALRANALD CARAVAN PARK QUARTERLY REPORT

| Record Number:              | D22.61759                                                                               |  |  |
|-----------------------------|-----------------------------------------------------------------------------------------|--|--|
| 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;

- 1. Council note the Balranald Caravan Park Financial Report for the period ended on 31 December 2021, and the Crown Reserves Improvement Fund announcement of \$771,500 for capital works at the Balranald Caravan Park
- 2. Council continue to manage the caravan park using permanent and casual staff.

## **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 31 December 2021 is presented to Council for information.

The following table represents the detailed revenue and expenditure to 31 December 2021:

|                                            | Original<br>Budget | Actual YTD<br>31 Dec 2021 | Remaining<br>Budget | Anticipated 30<br>June 2022 |
|--------------------------------------------|--------------------|---------------------------|---------------------|-----------------------------|
|                                            |                    |                           |                     |                             |
| Total Operating Revenue                    | \$604,000          | \$148,684                 | \$457,816           | \$606,500                   |
| Total Operating Expenditure                | \$567,480          | \$152,135                 | \$415,345           | \$567,480                   |
| Net Operating Surplus / (Deficit)          | \$36,520           | \$3,451                   | \$42,471            | \$39,020                    |
|                                            |                    |                           |                     |                             |
| Total Capital Revenue                      | \$126,850          | \$724                     | \$126,126           | \$126,850                   |
| Total Capital Expenditure                  | \$126,850          | \$724                     | \$126,126           | \$126,850                   |
| Net Capital Surplus/ (Deficit)             | \$0                | \$0                       | \$0                 | \$0                         |
| Net Result Surplus/ <mark>(Deficit)</mark> | \$36,520           | \$3,451                   | \$42,471            | \$39,020                    |

The actual income and expenses have been measured against the budget adopted by Council on 29 June 2021. As at 31 December 2021, 20.3% of the revenue budget was received, 28.4% of operational expenditure budget and 0.6% of the Capital Works budget had been expensed.

Revenue for the Caravan Park to 31 December 2021 is \$148,684 compared to the budgeted amount of \$730,850. This has been directly impacted by Covid-19 restrictions between August and September. Fees were impacted the hardest (24.1%), but washing machine fees (50%) and merchandise sales (461.6%) 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 9.2% and will not increase unless Council determines to reappoint Caretakers. Internal staffing have been used to manage operations, with costs only slightly higher than budget (65%). Rates & Charges are also high (70.8%), but this is because Council Rates are paid at the start of the year, other than water charges. There are savings across most other expenditure items.

Due to the uncertainty in the tourism sector due to the ever changing COVID-19 restrictions, it is difficult to predict the Caravan Park income and expenditure for the remainder of the financial year. At the March Quarterly Budget Review, Council will be better positioned to provide advice on any necessary budget variations for the Caravan Park.

## Cabin Bookings January – March 2022

Following the lifting of travel restrictions in December, bookings have started to increase, including multiple long term bookings for cabins. These long term bookings reduce costs, as cleaning is reduced, while maximising occupancy rates. The table below indicates the current occupancy rates for cabins for the January – March 2022 quarter.



## Crown Reserves Improvement Fund - Grant

On Tuesday 8 February Council was advised it was successful in securing a Crown Reserves Improvement Fund grant for \$771,500 to upgrade facilities at the Balranald Caravan Park. These upgrades include capital improvements to the entry, reception and residence; amenities, sites and accommodation and guest facilities. Funds will be made available to Council on signing of the Funding Deed. Funds must be spent within 12 months of receiving the grant.

## Caravan Park Management

In November 2020, Council endorsed an extension to the temporary Caravan Park Management for a period of 12 months from 1 January 2021. The purpose of this 12 month extension was to enable Council to research and ascertain the best operating model to maximise community benefit. Unfortunately the COVID-19 Pandemic continued to impact on the tourism industry throughout this time, with the majority of restrictions only starting to ease in December 2021. With the announcement of the new capital funding from the Crown Reserves Improvement Fund, now is not an ideal time to be looking to put in place an external management arrangement, due to the possible impacts and downtime from the capital works.

It is recommended that Council look to continue to manage the operations in house until June 2023. This will allow enough time for the capital works to be finalised and a smooth transition to new Managers during the quieter time of the year. Council will be able to demonstrate occupancy and will have substantially updated many facilities, making it a more attractive offer for potential operators.

## 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

## 10 INFRASTRUCTURE & DEVELOPMENT REPORTS

#### 10.1 BALRANALD CARAVAN PARK CROWN LAND PLAN OF MANAGEMENT

| File Number:                | D22.60483                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Ray Mitchell, Health & Development Coordinator                                                               |
|                             | Nikkita Manning-Rayner, Administration Officer - Health & Development                                        |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                         |
| Operational Plan Objective: | Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment. |

## OFFICER RECOMMENDATION

That Council:

- 1. Place the draft plan of management for the Balranald Caravan Park on public exhibition; and
- 2. Receive a further report following conclusion of public exhibition to consider any submissions.

## PURPOSE OF REPORT

Council is currently undertaking a project to adopt Plans of Management for Crown Land reserves that it manages in accordance with the Crown Lands Management Act 2016 (the CLM Act).

## REPORT

The Balranald Caravan Park is located on Crown Reserve R68009, gazetted for the purpose of public recreation and resting place in November 1938. The land is classified as Community Land in accordance with the Local Government Act 1993 (the LG Act).

Community land must be managed according to the provisions of the LG Act and the Local Government (General) Regulation, 2005. Community land is defined as land that must be retained for the use of the general community and cannot be sold. Community land is required to be managed in accordance with a Plan of Management and any other laws regulating the use of that land.

In accordance with the provisions of the CLM Act a plan of management has been drafted to address legal requirements for the management of the site, and to enable community engagement to ensure the future use of the space satisfies the broader community aims. The Plan of Management once adopted by council will provide a key framework to identify the values of the land, the proposed use of the space, its care and maintenance and assist in council's delivery of services by way of adequate performance monitoring and budget allocation.

Council's endorsement is sought to enable the public exhibition of the draft plan of management. The document will be placed on public exhibition for a period of 28 days. Following public consultation, a further report will be presented to council to review any submissions and further consider the draft plan of management prior to seeking ministerial consent to adopt the Plan of Management.

## FINANCIAL IMPLICATION

Council has received funding from Crown Lands to enable the preparation of the Plans of Management.

## LEGISLATIVE IMPLICATION

Crown Land Management Act 2016 Local Government Act 1993

## POLICY IMPLICATION

Nil

## **RISK RATING**

Low

## ATTACHMENTS

1. Draft Plan of Management - Balranald Caravan Park Reserve - 68009 (v2) 😃 🖆



Balranald Shire COUNCIL

# PLAN OF MANAGEMENT

# BALRANALD CARAVAN PARK RESERVE

# **RESERVE No. 68009**

Plan of Management Bairanald Caravan Park Reserve Reserve No. 68009

## PLAN OF MANAGEMENT DOCUMENT CONTROL

| Responsible | e Officer                 |  |        |        |                                        |
|-------------|---------------------------|--|--------|--------|----------------------------------------|
| Reviewed B  | У                         |  |        |        |                                        |
| Date Adopte | ed                        |  |        |        |                                        |
| Council Res | olution                   |  |        |        |                                        |
| Review Due  | Date                      |  |        |        |                                        |
| Current Ver | sion                      |  |        |        |                                        |
| Version     | Description of Amendments |  | Author | Review | Council<br>Minute No.<br>(If Relevant) |
|             |                           |  |        |        |                                        |
|             |                           |  |        |        |                                        |
|             |                           |  |        |        |                                        |
|             |                           |  |        |        |                                        |
|             |                           |  |        |        |                                        |
|             |                           |  |        |        |                                        |

- i -

| Conte | ents                                                                             |  |  |  |
|-------|----------------------------------------------------------------------------------|--|--|--|
| 1 KEY | KEY INFORMATION                                                                  |  |  |  |
| 2 INT | 2 INTRODUCTION                                                                   |  |  |  |
| 2.1   | Background2                                                                      |  |  |  |
| 2.2   | Strategic and Corporate Objectives                                               |  |  |  |
| 2.3   | Land to Which this Plan Applies                                                  |  |  |  |
| 2.4   | Land Ownership                                                                   |  |  |  |
| 2.5   | Categorisation of the Reserve                                                    |  |  |  |
| 3 REI | EVANT LEGISLATION, POLICIES AND PROCEDURES                                       |  |  |  |
| 3.1   | Local Government Act 1993 and Local Government (General) Regulations 2005        |  |  |  |
| 3.2   | Crown Land Management Act 2016                                                   |  |  |  |
| 3.3   | Native Title Act 1993 (Federal)                                                  |  |  |  |
| 3.4   | Aboriginal Land Rights Act 1983                                                  |  |  |  |
| 3.5   | Biodiversity Conservation Act 2016                                               |  |  |  |
| 3.6   | Environmental Planning and Assessment Act 1979 9                                 |  |  |  |
| 3.7   | Council Plans, Strategies, Policies and Procedures                               |  |  |  |
| 3.8   | Legislation and Statutory Control                                                |  |  |  |
| 3.9   | Reclassification of Reserves                                                     |  |  |  |
| 3.10  | Review of this Plan 11                                                           |  |  |  |
| 3.11  | Community Consultation                                                           |  |  |  |
| 4 CU  | LTURALLY SIGNIFICANT LAND                                                        |  |  |  |
| 4.1   | Aboriginal Significance                                                          |  |  |  |
| 4.2   | Non-indigenous Significance                                                      |  |  |  |
| 5 DE  | VELOPMENT AND USE                                                                |  |  |  |
| 5.1   | Overview                                                                         |  |  |  |
| 5.2   | Balranald Shire Community Strategic Plan 2027                                    |  |  |  |
| 5.3   | Condition of the Land and Structures on Adoption of the Plan of Management       |  |  |  |
| 5.4   | Use of the Land and Structures at the Date of Adoption of the Plan of Management |  |  |  |
| 5.5   | Permitted Use Strategic Objectives                                               |  |  |  |
| 5.6   | Further Development                                                              |  |  |  |
| 5.7   | Leases, Licences and other Estates                                               |  |  |  |
| 5.8   | Area containing the Balranald Caravan Park                                       |  |  |  |
| 5.9   | Native Title Assessment                                                          |  |  |  |
|       | - 11 -                                                                           |  |  |  |

| 6 | PLA  | N OF MANAGEMENT - OBJECTIVES AND ACTIONS                    | . 18 |
|---|------|-------------------------------------------------------------|------|
|   | 6.1  | Plan of Management Objectives                               | . 18 |
|   | 6.2  | Action Plan                                                 | . 19 |
| 7 | PLA  | N OF MANAGEMENT – MANAGEMENT AND ADMINISTRATION OF THE LAND | . 20 |
|   | 7.1  | Management Authority                                        | . 21 |
|   | 7.2  | Management Issues                                           | . 21 |
|   | 7.3  | Staff Resources                                             | . 21 |
|   | 7.4  | Environmental Assessment of Activities                      | . 21 |
|   | 7.5  | Role of Other Activities                                    | . 21 |
|   | 7.6  | Activities Carried Out by Other Authorities                 | . 21 |
|   | 7.7  | Principles for the Development of Adjoining Land            | . 21 |
|   | 7.8  | Community Involvement in Management                         | . 21 |
|   | 7.9  | Contract and Volunteer Labour                               | . 21 |
|   | 7.10 | Existing Assets                                             | . 22 |
|   | 7.11 | Public Liability Insurance                                  | . 22 |
|   | 7.12 | Commercial Activities                                       | . 22 |
|   | 7.13 | Emergencies                                                 | . 22 |
|   | 7.14 | Land Proposed for Future Development                        | . 22 |
|   | 7.15 | Undeveloped Land                                            | . 22 |
|   | 7.16 | Information Monitoring and Research                         | . 22 |
|   | 7.17 | Alcohol                                                     | . 23 |
|   | 7.18 | Companion Animals                                           | . 23 |
|   | 7.19 | Parking                                                     | . 23 |
|   | 7.20 | Buildings and Amenities                                     | . 23 |
|   | 7.21 | Infrastructure                                              | . 23 |
|   | 7.22 | General Maintenance                                         | . 23 |
|   | 7.23 | Development Activities                                      | . 23 |
|   | 7.24 | Pollution Control                                           | . 24 |
|   | 7.25 | Public Safety                                               | . 24 |
|   | 7.26 | Neighbours                                                  | . 24 |
|   | 7.27 | Trees, Vegetation and Landscape                             | . 24 |
|   | 7.28 | Weed Control                                                | . 24 |

- iii -

## Appendices

Appendix A Native Title Assessment

#### Figures

| Figure 1 | Balranald Council Local Government Area2                                                 |
|----------|------------------------------------------------------------------------------------------|
| Figure 2 | Aerial Photograph of Balranald Caravan Park Reserve (Reserve No. 68009                   |
| Figure 3 | Categories of Community Land referred to in Section 36 of the Local Government Act 19936 |
| Figure 4 | Land Use Zones for Reserve No. 68009                                                     |
| Figure 5 | Flowchart for Consultation and Approval of an Initial Plan of Management                 |
| Figure 6 | Integrated Planning and Reporting Framework17                                            |
| Figure 7 | A summary of the IP&R Framework                                                          |
| Tables   |                                                                                          |

## Table 3

- iv -

Plan of Management Balranald Caravan Park Reserve

Reserve No. 68009

#### 1 KEY INFORMATION

The Balranald Caravan Park Reserve Plan of Management (Plan of Management) has been prepared by Balranald Council (Council) to provide direction regarding the use and management of Balranald Caravan Park – Crown Reserve 68009. This Plan of Management is required in accordance with Section 3.23 of the *Crown Land Management Act 2016* and Section 36 of the *Local Government Act 1993*.

The Plan of Management outlines the way the reserve will be used and provides the framework for Council to follow in relation to the Leasing, Licensing and Permit processes for the land. The Plan may be used to determine the allocation of resources and funds.

Page 1 of 26

#### 2 INTRODUCTION

#### 2.1 Background

The name Balranald originates from Scotland and dates back to 1837. Balranald developed as a thriving inland port and was proclaimed a municipality in 1882, becoming the Shire of Balranald in 1956. Balranald is located approximately 850km south west of Sydney and 450km north of Melbourne. The Council is situated within the Western Riverina region of New South Wales. It shares borders with Hay Shire and Murray River Council to the east, Carrathool and Central Darling to the north and Wentworth to west.

The Council provides services and support to a community of approximately 2500 permanent residents across a region covering 20000 square kilometres, including the town of Balranald and the Euston rural villages of Kyalite and Oxley. A map of the local government area is shown below in **Figure 1**.



Figure 1 - Balranald Council Local Government Area

Balranald Council is responsible for care and control of many community land parcels. With the introduction of the Crown Land Management Act 2016, Council has been appointed the Crown Land Manager for all Crown reserves within its jurisdiction under the provisions of the Local Government Act 1993.

Page 2 of 26

Balranald Caravan Park Reserve Reserve No. 68009

#### 2.2 Strategic and Corporate Objectives

Balranald Council has set out several strategic objectives in the Council's Community Development Plan. The statement below is the intended outcome for the Balranald Shire through the implementation of the Balranald Shire 2022, the Shire's community strategic plan:-

"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".

The Community Vision Statement is based upon what the six community Pillars of Well Being that Balranald Shire 2022 identified as central to achieving the Shire's potential and designed state, namely –

- 1. A community that is proactive, engaged, inclusive and connected.
- A liveable and thriving community that maintains lifestyle opportunities and addresses levels of hardship and disadvantage experienced by some residents.
- 3. A community that ensures a strong and resilient economy.
- 4. A community that respects and celebrates its diverse cultures, heritage and arts.
- 5. A community that maintains and strengthens its natural and built environment.
- A community that values and fosters leadership, lifelong learning, innovation and good governance.

These Pillars of Well Being also are the source for the Shire's 18 Strategic Objectives, namely -

#### OUR PEOPLE

A community that is proactive, engaged, inclusive and connected.

- Create more opportunities for community members to socialise and connect in our community.
- Create and promote opportunities for greater community awareness and participation in the life of our community.
- · Involve, support and prepare our young people.

### OUR PLACE

A liveable and thriving community that maintains lifestyle opportunities and addresses levels of hardship and disadvantage experienced by some residents.

- Promote our community as a lifestyle, work and business destination.
- · Create opportunities to assist community members who are disadvantaged or at risk.
- Provide a wide range of passive and active recreation and sports events, clubs, facilities and opportunities.

#### OUR ECONOMY

A community ensures a strong and resilient economy.

- Strengthen the capacity and opportunities for our local business communities.
- Develop and promote our community as a desirable place to stop, stay and experience the Outback and river environments of Southern NSW.
- Increase the net number, quality and variety of employment and training opportunities for our community members.

#### OUR CULTURE

A community that respects and celebrates its diverse cultures, heritage and arts.

Page 3 of 26

Bairanald Caravan Park Reserve Reserve No. 68009

Promote opportunities to acknowledge and celebrate our diverse cultures and faiths.
 OUR INFRASTRUCTURE

- A community that maintains and strengthens its natural and built environment.
- To preserve and enhance our natural environments ensuring they remain sustainable, healthy and clean.
- Promote key communications and infrastructure improvements.
- · Undertake key transport and energy infrastructure improvements.

#### OUR LEADERSHIP

A community that values and fosters leadership, lifelong learning, innovation and good governance.

- Enhance our community capacity through building the local leadership base of the community.
- Maintain a lifelong learning focus in our Shire by providing an ever growing range of skill development, education and training opportunities and facilities.
- Strengthen interagency collaboration and partnerships and facilitate synergistic actions.
- Continually identify and service the necessary financial and technical support to achieve our community aspirations.
- Operate an effective and efficiently managed Council that provides strong civic leadership, sound governance and facilitates community participation and decision making.

The following Community Guiding Principles derived from Balranald Shire 2022 provide the context for the Community Plans. They are a product of the extensive community consultation process undertaken as part of the preparation of Balranald Shire 2022.

Any proposed community action should be measured against these ten guiding principles, namely -

- Social inclusiveness valuing and respecting the contribution of all community members, regardless of age, gender, ability, ethnicity, cultural background or length of residency.
- Partnership and collaboration all organisations committing to cooperate, collaborate and network to ensure maximum positive outcomes for the residents of the Shire.
- Sense of community retaining the unique sense of village, country feel, heritage, safety, freedom and family/community connection.
- Positive mindset fostering community attitudes that embrace change, proactive 'can do' behaviours, optimism, hopefulness, and the belief in the community being architects and builders of their social and economic future.
- Access and equity providing all residents with adequate health, educational, learning, housing and recreational opportunities, facilities and programs.
- Asset and Opportunity Focus building upon local assets, capacities, creativity, diversity
  and existing initiatives; and facilitating opportunities and experiences that enable all
  residents to see and experience their communities as places of potential and opportunity.
- Respect for the environment and sustainable practices respecting the natural environment, cultures and heritage and ensuring that the needs of the present are met without compromising the ability of future generations to meet their needs.
- Celebration encouraging pride and times of celebration relating to the community's heritage, uniqueness, cultures and achievements.
- Transparency and Accountability ensuring all initiatives, programs and services have transparent performance monitoring, review and evaluation.

Page 4 of 26

 Business Excellence – encouraging a strong, innovative, customer-focused, profitable and collaborative business environment.

#### 2.3 Land to Which this Plan Applies

The land to which this plan applies is Crown Reserve 6809 and includes Lot 7032 DP 1028233 Parish Balranald County Caira. The area of the reserve is 72,990.78m<sup>2</sup>. The Balranald Caravan Park is located within the reserve. There are no permanent residents within the reserve (**Figure 2**).

The Balranald Caravan Park Reserve was gazette on 25 November 1938 and was set aside for the purpose of Public Recreation; Resting Place. An aerial photograph, outlining the extents of the reserve, is shown below in **Figure 2**.



Figure 2 - Aerial Photograph of Balranald Caravan Park Reserve (Reserve No. 68009).

The Balranald Caravan Park Reserve is a popular waterfront area with locals and tourist using the reserve for recreational activities mainly relating to the Murrumbidgee River. The Balranald Caravan Park is situated within the reserve and popular with tourists. The use of part of the reserve by the Balranald Caravan Park is detailed in **Section 5.9** of this Plan of Management.

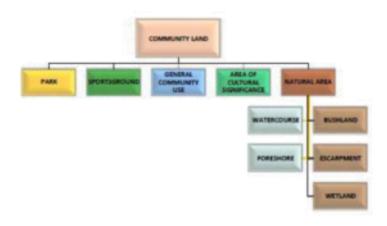
Page 5 of 26

#### 2.4 Land Ownership

Balranald Caravan Park Reserve 68009 is owned by the Crown and is managed by Balranald Council as Crown Land Manager under the Land Management Act 2016.

#### 2.5 Categorisation of the Reserve

Under Section 3.23(2) of the Crown Land management Act 2016, Council Crown Land managers must assign to all Crown Land under their management one or more initial categories of community land referred to in section 36 of the Local Government Act 1993 (Figure 3).



#### Figure 3 – Categories of Community Land referred to in Section 36 of the Local Government Act 1993

Council must assign a category that they consider to be most closely related to the purpose(s) that the land is dedicated or reserved. Multiple categories are assigned to Crown land where the Crown land is subject to multiple reservations and/or dedications.

The degree to which the reserve purpose relates to the assigned category of the land is important for ongoing management of the land. This is because Council must obtain Native Title Manager advice as to the validity of the activities that they wish to undertake on the land prior to dealing with it.

Both the Aboriginal Land Rights Act and the Native Title Act recognise the intent of the original reserve purpose of the land so that complying activities can be considered lawful or validated, particularly under Section J of the Native Title Act 1993.

In the case of Balranald Caravan Park, Council has requested and obtained initial categorisation of:

General Community Use for the purpose of Public Restoration; Resting Place

Page 6 of 26

The category was approved by the minister administering the Crown Land Management Act 2016 in relation to the reserve. Council does not propose to alter the initial categories assigned by the Minister by this Plan of Management because the assigned categories most closely align with the reserved purposed of the of the land and its usage.

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:

- a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and n
- b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

Activities of the land will reflect the intent of the public purpose and will be assessed for compliance with relevant Local Government and Crown Lands legislation. This includes assessment of that activity under the *Native Title Act 1996* and registered claims under the *Aboriginal Land Rights Act 1983*.

Use of the land for any activity is subject to the application and approval. Assessment will consider compliance with the objectives and relationship to that impact on the public purpose for the which the land was set aside. Other uses that do not comply with this Plan of Management or zoning of the land under Council's Local Environmental Plan will not be considered.

#### 3 RELEVANT LEGISLATION, POLICIES AND PROCEDURES

#### 3.1 Local Government Act 1993 and Local Government (General) Regulations 2005

Under section 36(1) of the Local Government Act 1993, Plans of Management must be prepared for all community land. Community land is land which is kept for use of the general public. Clause 101(2) of the Local Government General Regulation 2005 requires Council to have regard to the guidelines for categorisation of community land set out in Clauses 102 to 111 of that regulation.

This Plan of Management has been prepared in accordance with the Local Government Act 1993 using the land categories approved by the Minister administering the Crown Land Management Act 2016. The minimum requirements for a Plan of Management are set out under section 36(3) of the Local Government Act 1993.

A Plan of Management must identify

- the category of the land
- · the objective and performance targets of the plan with respect to the land
- the means by which Council proposes to assess its performance with respect to the plans objectives and performance targets

These conditions may require the approval of Council for the carrying out of any specified activity on the land.

Section 36 (3A) specifies that for Plans of Management that are specific to one area of land, must also describe

Page 7 of 26

Balranald Caravan Park Reserve Reserve No. 68009

- · the condition of the land as at the adoption of the plan
- the buildings on the land as at adoption, and
- the use of the buildings and the land as at adoption

Additionally, the Plan must also state the purposes for which the land will be allowed to be used and the scale and intensity of that use.

Sections 36E - 36N of the Local Government Act 1993 specifies the core objectives for the management of each category of community land.

#### 3.2 Crown Land Management Act 2016

Division 3.6 of the Crown Lands Management Act 2016 deals with the requirements that Council must meet in relation to Plans of Management and other Plans.

Section 3.23(6) of the Crown Land Management Act 2016 requires Council to adopt a Plan of Management for any Crown reserve for which it is appointed Crown Land Manager, and that is classified as community land under the Local Government Act 1993.

#### 3.3 Native Title Act 1993 (Federal)

All activities on the land must address the issue of native title. Whilst a successful claim for native title will lead to official recognition of native title rights, native title rights are considered to pre-date such recognition. Native title can therefore be relevant to activities carried out on the land even if no native title claim has been made or registered.

#### 3.4 Aboriginal Land Rights Act 1983

The native title process must be considered for each activity on the land and a native title assessment must be undertaken. Almost all activities and public works carried out on the land will affect native title and require validation of the future act procedures in Division 3 of the *Native Title Act* by Council's Native Title Manager.

In New South Wales, Aboriginal Land Rights sits alongside native title and allows Aboriginal Land Council's to claim 'claimable' Crown land.

Generally, the Aboriginal Land Rights Act is directed at allowing Council's to claim Crown land that is unlawfully used or occupied. If a claim is successful, the freehold estate of the land is transferred to the Land Council.

Council is mindful that any activity on Crown land is lawful in relation to the reserve purpose of the land and that it ensures that Crown land under its control is always lawfully used and occupied.

When planning an activity of the land such as the issue of a lease or licence or any public works, Council is expected to search to determine whether an Aboriginal Land Rights claim has been made in relation to the land. If a claim is registered, the activity must be postponed until the claim is resolved.

Strategies which allow Council to validly carry out a project or activity under the Native Title Act may not deal with project risks arising in relation to the Aboriginal Land Rights Act.

Page 8 of 26

#### 3.5 **Biodiversity Conservation Act 2016**

Council has legislative responsibility under this Act to appropriately manage Threatened Species Populations and Vulnerable or Endangered Ecological Communities and their habitats wherever they occur despite the categorisation of the land.

Where identified Council is bound by the Act to take any appropriate action necessary to implement measures and must not make decisions that are inconsistent with the provisions of any Threat Abatement or Recovery Plan.

#### 3.6 Environmental Planning and Assessment Act 1979

The land is zoned as follows under the Balranald Shire Council Local Environmental Plan 2010 (LEP):

- RU 1 Primary Production

Figure 4 - Land Use Zone for Reserve No. 68009

The objectives of the land use zones are noted below in Table 1.

Table 1 - Objectives of Land Use Zones for Reserve No. 68009

| Land Use Zone              | Objectives                                                                                                                                                                                                                  |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RU 1 Primary<br>Production | To encourage sustainable primary industry production by maintaining<br>and enhancing the natural resource base.                                                                                                             |
|                            | <ul> <li>To encourage diversity in primary industry enterprises and systems<br/>appropriate for the area.</li> </ul>                                                                                                        |
|                            | To minimise the fragmentation and alienation of resource lands.                                                                                                                                                             |
|                            | <ul> <li>To minimise conflict between land uses within this zone and land<br/>uses within adjoining zones.</li> </ul>                                                                                                       |
|                            | <ul> <li>To encourage development that is in accordance with sound<br/>management and land capability practices, and that takes into<br/>account the environmental sensitivity and biodiversity of the locality.</li> </ul> |
|                            | To support rural communities.                                                                                                                                                                                               |
|                            | To ensure the provision of accommodation for itinerant workers.                                                                                                                                                             |

Details regarding permitted developments in these land use zones is included in the Balranald Shire Council LEP 2010.

#### 3.7 Council Plans, Strategies, Policies and Procedures

This Plan of Management is to be used in conjunction with the appropriate Council plans, policies and procedures that govern the use and management of community land and any facilities located on the land.

Additional Council policies, plans and strategies adopted after the date of this plan that have relevance to the planning, use and management of community land will apply as though they were in force at the date of adoption of the Plan of Management.

#### 3.8 Legislation and Statutory Control

This Plan of Management does not overrule existing legislation that also applies to the management of community land.

Other legislation and policies to be considered in the management process include, but are not limited to:

- Public Works Act 1912 (as amended);
- Local Land Services Act 2013;
- Biodiversity Conservation Act 2016;
- Water Management Act 2000;
- Companion Animals Act 1998;
- Rural Fires Act 1997;

Page 10 of 26

Balranald Caravan Park Reserve Reserve No. 68009

- Rural Fires and Environmental Assessment Legislation Amendment Act 2002;
- Biosecurity Act 2015;
- Pesticides Act 1999;
- State Environmental Planning Policies;
- Balranald Local Environmental Plan 2010;
- Guidelines supporting development control plans; and
- · Council plans, strategies, policies, procedures and guidelines, generally, as amended.

#### 3.9 Reclassification of Reserves

From time to time certain parcels of Community land may be identified as surplus to the existing and future needs of the community. Section 3.21 of the *Crown Land Management Act 2016* outlines provisions of Management of dedicated or reserved Crown land within meaning of the *Local Government Act 1993*. Section 3.21 (2) advises that a Council manager is authorised to manage its dedicated or reserved Crown land as if it were community land or operational land but only as permitted or required by Division 3.4 of the *Crown Land Management Act 2016*.

#### 3.10 Review of this Plan

The use and management of Balranald Caravan Park is regulated by this Plan of Management. Whilst the guidelines and principles outlined in the plan may be suitable at present, the Plan should be reviewed from time to time, to confirm its relevance.

The review of this Plan of Management will take place within five (5) years of adoption of this plan.

#### 3.11 Community Consultation

Consultation with the community is an important part of the preparation of this Plan of Management. Consultation gives Council a better understanding of the range of local issues affecting the use and enjoyment of the land to which this Plan of Management applies and gives all sectors of the community the chance to have an input into the direction of policy development being undertaken by Council.

All stakeholders are given the opportunity to express their opinions and provide relevant information in relation to the planned management of the land, however, as the land is Crown land final approval for the Plan of Management rests with the Minister administering the *Crown Lands Act 2016* as owner of the land.

Council is required to submit the draft Plan of Management to NSW Department of Industry, as representative of the owner of the land under section 39 of the *Local Government Act*. As shown below in **Figure 5** - Flowchart for Consultation and Approval of an Initial Plan of Management, this process occurs prior to public exhibition and community consultation of the Plan of Management. Section 3.23(7)(d) of the CLM Act states that, if the draft first Plan of Management alters the initial categories assigned, the council must obtain the Minister's consent if the re- categorisation would require an addition to the purposes for which the land is dedicated or reserved. The Minister cannot give consent under section 3.23(7)(d) if it is considered that the alteration is likely to materially harm the use of the land for its reserve purpose.

Page 11 of 26

Balranald Caravan Park Reserve Reserve No. 68009

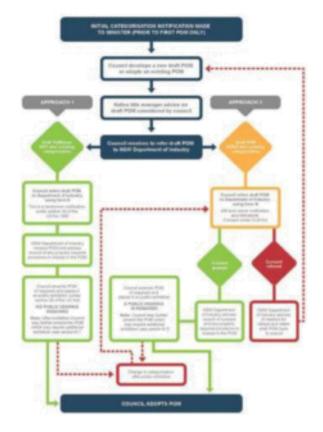


Figure 5 - Flowchart for Consultation and Approval of an Initial Plan of Management

If after public consultation there is no change to categorisation and no additional purpose needs to be added to the reserve, no additional ministerial consent is required, and Council can proceed to adopt the Plan of Management as per the process outlined under Approach 1 of the Flowchart for Consultation and Approval of an Initial Plan of Management.

If there is a proposed change to the categorisation of the land following public consultation the Plan of Management must again be referred to the Minister Administering the Crown Lands Act 2016 and the process outlined in Approach 2 of the Flowchart for Consultation and Approval of an Initial Plan of Management is followed. A change of categorisation will require a public hearing under Section 40A of the Local Government Act 1993.

#### 4 CULTURALLY SIGNIFICANT LAND

#### 4.1 Aboriginal Significance

Balranald is in the country of Muthi Muthi and Watti Watti Nations and members of the community are closely connected to the town and surrounding lands. The Muthi Muthi and Watti Watti people of this region developed a way of life over many generations. Approximately 6.8 per cent of the Shire's population is indigenous.

Page 12 of 26

Bairanald Caravan Park Reserve Reserve No. 68009

The Balranald Local Environmental Plan 2010 describes places of Aboriginal Heritage significance as an area of land, the general location of which is identified in an Aboriginal heritage study adopted by the Council after public exhibition and that may be shown on the Heritage Map, that is:

- the site of one or more Aboriginal objects or a place that has the physical remains of
  pre-European occupation by, or is of contemporary significance to, the Aboriginal
  people. It may (but need not) include items and remnants of the occupation of the land
  by Aboriginal people, such as burial places, engraving sites, rock art, midden deposits,
  scarred and sacred trees and sharpening grooves, or
- a natural Aboriginal sacred site or other sacred feature. It includes natural features such as creeks or mountains of long-standing cultural significance, as well as initiation, ceremonial or story places or areas of more contemporary cultural significance.

In addition, an Aboriginal object means any deposit, object or other material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of an area of New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains.

Reserve No. 68009 is not identified as having Aboriginal significance and is not declared under section 84 of the National Park and Wildlife Act 1974, however, any areas of Aboriginal significance that may be discovered are covered by this Plan of Management.

#### 4.2 Non-indigenous Significance

The Balranald Caravan park reserve was gazetted on the 25 November 1938 and was set aside for public recreation and resting place. Council commenced operating a modern caravan park on the site in the 1960s with the construction of a number of cabins and associated facilities. The site contains the lift span of the original Balranald bridge built in the 1880s and demolished following completion of the new highway bridge in the 1970s.

#### 5 DEVELOPMENT AND USE

#### 5.1 Overview

One of the primary responsibilities of Local Government is to provide an acceptable level of service for public assets to its community within budgetary constraints. Council's ongoing commitment to the development and maintenance of these areas depend on financial resources and forward planning. The implementation of actions identified in this Plan of Management are consistent with Balranald Council's corporate objectives as detailed in the following strategic documents:

- Balranald Community Strategic Plan 2027
- Local Strategic Planning Statement
- Balranald Community Engagement Report
- Balranald Economic Development Strategy
- Balranald Investment Attraction Plan
- Balranald Local Environmental Plan 2010

#### 5.2 Balranald Shire Community Strategic Plan 2027

All New South Wales local councils are required by the Local Government Act 1993 to develop a Community Strategic Plan. The CSP essentially addresses four key questions for the community:

1. Where are we now?

Page 13 of 26

Balranald Caravan Park Reserve Reserve No. 68009

- 2. Where do we want to be in 10 years time?
- 3. How will we get there? And,
- 4. How will we know when we have arrived?

Balranald Shire 2027 was developed as part of the Integrated Planning and Reporting Framework (IP&R)and is the overarching document that will be supported and integrated into all of Council's other planning documentation. The planning framework is shown in **Figure 6**.



Figure 6 - Integrated Planning and Reporting (IP&R) Framework

The IP&R framework recognises that communities share similar aspirations, a safe, healthy, and pleasant place to live, a sustainable environment, opportunities for education and employment, and reliable infrastructure. The difference is how each community responds to these needs.

This framework allows Balranald Shire to draw their various plans including state and federal plans together, understand how they interact so that the community can get the maximum benefits from their efforts by planning holistically and sustainably for the future. A Summary of the IP&R framework is given in **Figure 7**.

Page 14 of 26

Bairanald Caravan Park Reserve Reserve No. 68009

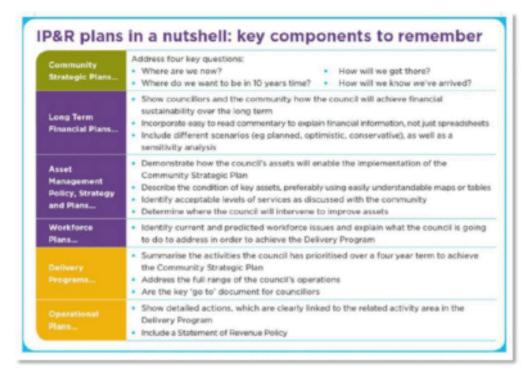


Figure 7. A summary of the IP&R Framework.

#### 5.3 Condition of the Land and Structures on Adoption of the Plan of Management

Section 36(3A)(a) of the Local Government Act requires the plan to include a description of the condition of the land and structures on adoption of the plan. The condition of the infrastructure on Balranald Caravan Park Reserve upon recent inspection is shown below in **Table 2**.

Table 2 - Condition of Council Assets Located on at Balranald Caravan Park Reserve

| BUILDING<br>DESCRIPTION | CATEGORY              | CONDITION         |  |
|-------------------------|-----------------------|-------------------|--|
|                         |                       | 1 – Good          |  |
|                         |                       | 5 - Unserviceable |  |
| Access Roads            | General Community Use | 3                 |  |
| Signage                 | General Community Use | 3                 |  |
| Car Parks               | General Community Use | 3                 |  |
| Toilet facilities       | General Community Use | 3                 |  |
| Fencing                 | General Community Use | 3                 |  |

Page 15 of 26

Bairanald Caravan Park Reserve Reserve No. 68009

| BUILDING<br>DESCRIPTION    | CATEGORY              | CONDITION<br>RATING<br>1 – Good<br>5 - Unserviceable |
|----------------------------|-----------------------|------------------------------------------------------|
| Barbecue and<br>Gazebo     | General Community Use | 2                                                    |
| Caravan Park<br>facilities | General Community Use | 4                                                    |
| Water infrastructure       | General Community Use | 3                                                    |
| Power                      | General Community Use | 3                                                    |
| Sewer infrastructure       | General Community Use | 3                                                    |
| Sheds                      | General Community Use | 3                                                    |

Balranald Caravan Park Reserve is currently functioning appropriately for the purposes of the area.

#### 5.4 Use of the Land and Structures at the Date of Adoption of the Plan of Management

Existing use of the reserve includes:

- Tourist and visitor accommodation
- Water recreational activities
- Public toilet
- Festivals

Council is willing to work with existing and potential users to expand the usage of Balranald Council and this Plan of Management will provide an operational and strategic framework to effectively take advantage of those opportunities.

#### 5.5 Permitted Use Strategic Objectives

As previously noted, the classification of Balranald Caravan Park is General Community Use with the intended purpose of recreation. This purpose aligns with the reserve's past and current use and the values identified in this plan.

Projects proposed by community groups and other users of the reserve must be in line with Council strategic plans and must align with the reserve purpose and core objectives for the Reserve.

Depending on the scope of the project Council may request a written proposal outlining the project and proposed location, estimated costs, scaled plans, justification for proposed works and future maintenance requirements.

Page 16 of 26

Balranald Caravan Park Reserve Reserve No. 68009

#### 5.6 Further Development

Whilst maintenance of existing infrastructure is a priority there is scope to improve the caravan park if the development is in line with the purposes for the reserve and relevant legislation such as the Local Government Act 1993, Crown Land Management Act 2016, Aboriginal Land Rights Act 1983 and the Native Title Act 1993. Any review of development would also be in conjunction with the Balranald redevelopment strategy. A comprehensive site development plan and a landscape management plan is recommended for larger projects to ensure a strategic approach to development.

#### 5.7 Leases, Licences and other Estates

Leases, licences and other estates formalise the use of community land by groups such as sporting clubs and non-profit organisations, or by commercial organisations and individuals providing facilities and services for public use. Activities should be compatible with the zoning and reservation purpose of the land and provide benefits and services for facilities to the users of the land.

Occupation of the land other than by lease or licence or other estate or for a permitted purposed listed in the Local Government Regulations 2005 is prohibited.

The terms of the authorisation for a lease licence or other estate should include Native Title assessment and validation under the Native Title Act 1993 and should include advice that the land is not subject to a claim under the Aboriginal Land Rights Act 1983. The authorisation should ensure the proper management and maintenance of the land and the interests of Council and the public are protected. A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short term licence or hire agreement will be issued.

This Plan of Management expressly authorises the issue of leases, licences and other estates over Balranald Caravan Park, provided that:

- the purpose is consistent with the core objectives for the category of the land;
- the lease, licence or other estate is for a permitted purpose listed in the Local Government Act 1993 or the Local Government Regulations 2005;
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the Native Title Act 1993;
- the land is not subject to a claim under the Aboriginal Land Rights Act 1983;
- the lease, licence or other estate is granted and notified in accordance with the provisions
  of the Local Government Act 1993 or the Local Government Regulations 2005;
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

Areas held under lease, licence or regular occupancy shall be maintained by the user. The user will be responsible for maintenance and outgoings as defined in the lease or licence or agreement for use.

#### 5.8 Area containing the Balranald Caravan Park

Part of the Balranald Caravan Park Reserve contains a caravan park currently owned and operated by the Balranald Shire Council.

Page 17 of 26

Plan of Management Balranald Caravan Park Reserve

Reserve No. 68009

The use of Lot 7032 DP 1028233 for a caravan park is consistent with the following:

- the purpose of the reserve, as detailed in Section 2.5 of this Plan of Management;
- the objectives of the RU1 Primary Production land use zone as detailed in the Balranald Local Environmental Plan 2010 and the use of the land for the purpose of caravan park is specified as permitted with consent.

Based on the above information, the parcel of land known as Lot 7032 DP 1028233 is approved under this Plan of Management to be utilised for the purpose of a caravan or holiday park. The area of land to be used as a caravan park is 3.5 hectares (unsurveyed) and precludes the area used for boat ramp and associated parking and bushland area adjacent.

In the future, Balranald Shire Council may seek to lease the caravan park to a private lease. If this is to occur, both the purpose and land zoning of the reserve will apply

#### 5.9 Native Title Assessment

The Crown Land Management Act 2016 – Section 8.7 (1) (d) requires that Council, as Crown Land Manager, obtains the written advice of its Native Title Manager prior to its approval or submission for approval of a plan of management for the land that authorises or permits any kinds of dealings referred to in Section 5.7.

A copy of the Native Title Assessment for this reserve is included in Appendix A.

#### 6 PLAN OF MANAGEMENT - OBJECTIVES AND ACTIONS

#### 6.1 Plan of Management Objectives

The general objectives of this Plan of Management are shown below in Table 3.

Table 3 – Plan of Management Objectives

|    | Plan of Management Objectives                                                                                       |
|----|---------------------------------------------------------------------------------------------------------------------|
| 1. | To ensure that relevant legislation is complied with in relation to the land.                                       |
| 2. | To inform Council staff and the community of the way the land will be managed.                                      |
| 3. | To implement specific policies, guidelines and works identified in the plan of<br>management.                       |
| 4. | To progressively improve the values of the land and to minimize the long-term cost of<br>maintenance to the Council |
| 5. | To make provisions for appropriate leases, licences and agreements in respect to the<br>land.                       |
| 6. | To identify and recognise existing uses and improvements on the land.                                               |
| 7. | To set in place and administrative structure to ensure the achievement of land<br>management objectives.            |

Page 18 of 26

Balranald Caravan Park Reserve Reserve No. 68009

 To ensure that the management of the land is not likely to materially harm the use of the land for any of the purposes for which it is dedicated or reserved.

#### 6.2 Action Plan

The Plan of Management specifies performance targets and priorities for actions to be taken in relation to the land to which the plan applies.

Assessment of achievement of the objectives of the plan is to be undertaken. A summary of indicators and targets for major objectives is outlined in the Table 4 below.

Table 4 - Indictors and Targets for Plan of Management Objectives

| OBJECTIVES AND<br>PERFORMANCE TARGETS<br>OF THE PLAN IN RESPECT<br>TO THE LAND                                         | MEANS BY WHICH THE<br>COUNCIL PROPOSES TO<br>ACHIEVE THE PLAN'S<br>OBJECTIVES AND<br>PERFORMANCE TARGETS                               | MANNER IN WHICH COUNCIL<br>PROPOSES TO ASSESS ITS<br>PERFORMANCE WITH<br>RESPECT TO THE PLAN'S<br>OBJECTIVES AND<br>PERFORMANCE TARGETS                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To ensure that relevant<br>legislation is complied with in<br>relation to preparation of Plans<br>of Management.       | The Plan is prepared in<br>accordance with the Act.<br>Native Title Manager advice<br>is sought during the<br>preparation of the Plan. | The Plan is reviewed by<br>Council's Native Title Manager<br>and Department of Industry<br>Crown Lands then exhibited<br>and adopted by Council if there<br>are no changes to the approved<br>plan. If changes are made<br>following exhibition the plan<br>must again be approved by<br>Department of Industry Crown<br>Lands. |
| To inform Council staff and the<br>community of the way the land<br>will be managed.                                   | The Plan is exhibited in<br>accordance with the Local<br>Government Act.                                                               | The Plan is exhibited and<br>adopted by Council.                                                                                                                                                                                                                                                                                |
| To implement the specific<br>policies, guidelines and works<br>identified in the plan of<br>management.                | Ensure that the Plan is<br>referenced to identify specific<br>policies, guidelines and<br>works.                                       | All works are carried out in<br>accordance with the Plan.                                                                                                                                                                                                                                                                       |
| To progressively improve the<br>values of the land to minimise<br>the long term cost of<br>maintenance to the Council. | Carry out all works identified<br>in Council's long term plan.                                                                         | All works are completed and<br>minimal maintenance of the<br>improvements is required.                                                                                                                                                                                                                                          |

Page 19 of 26

| OBJECTIVES AND<br>PERFORMANCE TARGETS<br>OF THE PLAN IN RESPECT<br>TO THE LAND                                                     | MEANS BY WHICH THE<br>COUNCIL PROPOSES TO<br>ACHIEVE THE PLAN'S<br>OBJECTIVES AND<br>PERFORMANCE TARGETS                    | MANNER IN WHICH COUNCIL<br>PROPOSES TO ASSESS ITS<br>PERFORMANCE WITH<br>RESPECT TO THE PLAN'S<br>OBJECTIVES AND<br>PERFORMANCE TARGETS                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To make provision for leases,<br>licences and agreements in<br>respect of the land.                                                | The Plan of Management<br>expressly authorises the<br>provision of leases, licences<br>and agreements where<br>appropriate. | Any leases are prepared,<br>exhibited and adopted in<br>accordance with the provisions<br>of the Local<br><i>Government Act 1993</i> and the<br><i>Crown Land Management Act<br/>2016</i> . Native Title Manager<br>advice and a check for a claim<br>under the Aboriginal Land<br>Rights Act is received for all<br>proposed leases and licences. |
| To identify and recognise<br>existing uses and<br>improvements on the land.                                                        | Physical inspection.                                                                                                        | The Plan is exhibited and<br>adopted by Council.                                                                                                                                                                                                                                                                                                   |
| To provide a reference and<br>data bank in relation to<br>information relevant to present<br>and future management of the<br>land. | Physical inspection and file<br>research.                                                                                   | The Plan is exhibited and<br>adopted by Council.                                                                                                                                                                                                                                                                                                   |
| To set in place an<br>administrative structure to<br>ensure the achievement of<br>land management objectives.                      | Ensure that all sections of<br>Council are aware of the<br>contents of the Plan.                                            | All future works are carried out<br>in accordance with the Plan.                                                                                                                                                                                                                                                                                   |
| To identify the major<br>management issues applying<br>to the land.                                                                | Consultation and staff<br>discussions.                                                                                      | The Plan is exhibited and<br>adopted by Council.                                                                                                                                                                                                                                                                                                   |
| To simplify the process of<br>management as far as<br>possible.                                                                    | Preparation of the Plan in<br>accordance with the Act.                                                                      | The Plan is exhibited and<br>adopted by Council.                                                                                                                                                                                                                                                                                                   |

#### 7 PLAN OF MANAGEMENT - MANAGEMENT AND ADMINISTRATION OF THE LAND

Page 20 of 26

Balranald Caravan Park Reserve Reserve No. 68009

#### 7.1 Management Authority

For the purposes of this plan, the management authority for the reserve is Balranald Council, in accordance with the provisions of the *Crown Land Management Act 2016* and the *Local Government Act 1993*. Where Council's responsibilities have been delegated, the provisions of this management plan continue to apply.

#### 7.2 Management Issues

The management of the land must consider the reserve purpose(s) of the land and the purpose for which the land is classified and categorized.

#### 7.3 Staff Resources

Council shall provide adequate staff resources for the management of the land in accordance with this Plan of Management. Staff shall have appropriate qualifications and/or experience.

#### 7.4 Environmental Assessment of Activities

The environmental impact of activities carried out on the land will be assessed having regard to the requirements under the Environmental Planning and Assessment Act.

#### 7.5 Role of Other Activities

Other government authorities may have responsibilities or involvement in the management of the land or of immediately adjacent land. This will be considered and, where appropriate, consultation will take place with relevant authorities.

#### 7.6 Activities Carried Out by Other Authorities

Where activities are carried out on the land by other authorities, Council will make the authorities aware of the provisions of this Plan of Management and will seek to ensure that any activities are compatible with the objectives and guidelines of this Plan of Management, and in in accordance with the provisions of the Crown Land Management Act 2016 and the Local Government Act 1993.

#### 7.7 Principles for the Development of Adjoining Land

Council's development control practices recognise and endeavor to minimize the impacts upon adjoining land parcels. Council will consider the impacts of activities carried out on the reserve on adjoining land.

#### 7.8 Community Involvement in Management

Where appropriate, Council will undertake community consultation subsequent to the making of this Plan of Management and may give community groups a role in management.

#### 7.9 Contract and Volunteer Labour

In managing the land Council may use contract and volunteer labour but shall ensure that supervisors and staff have appropriate qualifications and/or experience and are made aware of the requirements of this plan.

Page 21 of 26

Balranald Caravan Park Reserve Reserve No. 68009

#### 7.10 Existing Assets

Existing assets on the land shall be identified and measures taken to maintain them in a satisfactory manner. Council may make arrangement for community groups and users to undertake maintenance for specific facilities on Council's behalf.

#### 7.11 Public Liability Insurance

All users of the land, including lease and licence holders, must have public liability insurance coverage, incorporating the following:

- At least \$20M coverage for any one instance; and
- Balranald Council named in the policy as an interested party; and

A copy of the cover note for the insurance is to be provided to Council prior to use of the reserve. Where the use of the reserve is for longer than one year, as may be the case for leases and licences, up to date copies of the cover note shall be provided.

#### 7.12 Commercial Activities

Commercial activities may be carried out on the land, provided that the activity is consistent with the purpose of the land or for a purpose authorised under this Plan of Management. Any commercial activity is subject to Council approval prior to the commencement of the activity.

#### 7.13 Emergencies

This Plan of Management authorises necessary activities to be carried out during declared emergencies as may be decided by the General Manager or delegate. Following carrying out of any activities, periodic monitoring will be undertaken, and rehabilitation works undertaken if necessary.

#### 7.14 Land Proposed for Future Development

Land proposed in any of Council's plans for future development for a specific purpose may be utilized for other purposes on an interim basis until required for that purpose.

#### 7.15 Undeveloped Land

Land to which this Plan of Management applies that is undeveloped and unused for the purpose of the land may upon assessment, be used for any activity that does not prevent or inhibit future use for the purpose of the land, including tree planting and mowing.

#### 7.16 Information Monitoring and Research

Monitoring and collection of information relating to the land to which the Plan of Management applies are important to enable good management. Where a demonstrated need has been identified, an educational program shall be developed to encourage use appropriate to the purpose to all or part of the land to which this Plan of Management applies.

Management arrangements shall be implemented to regularly monitor the use of the land, environmental conditions and facilities. Surveys of visitation and/or satisfaction with the facilities may be undertaken to facilitate the management and use of the land.

Page 22 of 26

Balranald Caravan Park Reserve Reserve No. 68009

#### 7.17 Alcohol

The infrequent sale of alcohol by a sporting committee, club or user group requires the approval of the NSW Office of Liquor Gaming and Racing through the issue of a Limited Licence. The Licence should be provided to Council in each instance. When making application for the use of a passive recreational area, if the sale of alcohol is intended, applicants are required to comply with any requirements of both the Office of Liquor Gaming and Racing and Council.

#### 7.18 Companion Animals

Pets of patrons are permitted within the park area subject to management discretion and strict compliance with the park rules.

#### 7.19 Parking

Parking is available at the Reserve in designated parking areas. All parking is regulated and monitored for compliance within the council designated parking areas.

#### 7.20 Buildings and Amenities

Buildings and amenities may be provided where consistent with the need to facilitate the purpose of the land, provided that a Native Title assessment has been carried out by Council's Native Title Manager, the land is not subject to a claim under the *Aboriginal Land Rights Act 1983* and the provisions of the *Local Government Act 1993* and the *Crown Land Management Act 2016* have been complied with. Buildings and amenities are to be maintained in a safe condition for users and the public.

#### 7.21 Infrastructure

Any necessary infrastructure to service the purpose of the land may be constructed provided that a Native Title assessment has been carried out by Council's Native Title Manager, the land is not subject to a claim under the Aboriginal Land Rights Act 1983, and the provisions of the Local Government Act 1993 and the Crown Land Management Act 2016 have been complied with.

#### 7.22 General Maintenance

General maintenance will match the level and type of use and wherever possible users will be encouraged to help. Areas held under lease, licence or regular occupancy shall be maintained by the user where appropriate.

Existing assets on the land shall be identified and measures taken to maintain them in a satisfactory manner. The Council may decide for community groups to undertake maintenance for specific facilities on Council's behalf.

#### 7.23 Development Activities

Development activities shall be undertaken in a way that minimizes the area, degree and duration of disturbance, and areas are to be restored to the greatest extent practicable.

Page 23 of 26

Balranald Caravan Park Reserve Reserve No. 68009

#### 7.24 Pollution Control

Management should seek to ensure that no pollution is generated on the land, and that adequate measures are taken to prevent adverse impacts from adjoining land.

#### 7.25 Public Safety

Reasonable measures will be taken by Council to ensure and maintain the public safety of persons using the land.

#### 7.26 Neighbours

Council shall endeavor to be a good neighbor and as far as possible shall consult with adjoining owners in respect of management and other activities which may affect them.

#### 7.27 Trees, Vegetation and Landscape

Proper management of landscaping measures, trees and vegetation is important to provide a high degree of amenity on the land. Trees will be maintained, as will maintenance of appropriate growing conditions involving management of soil compaction and other encroachments, in accordance with Council's Tree Management Policy.

#### 7.28 Weed Control

Weed control shall be by both taking preventative measures and active control measures. Prevention of weed infestation shall be by minimising actions that disturb the ground surface and discouraging the conditions that encourage weeds.

Measures shall be taken to prevent the dispersion of weeds by fill or the transport of seeds on machinery. Control measures which are acceptable include physical removal or slashing, accepted biological control techniques, bush regeneration, or chemical spraying where Council is satisfied that there will be no adverse residual effects and no adverse effect on human health.

Page 24 of 26

Balranald Caravan Park Reserve Reserve No. 68009

# APPENDIX A NATIVE TITLE ASSESSMENT

The Crown Land Management Act 2016 – Section 8.7 (1) (d) requires that Council as Crown Land Manager obtains the written advice of its Native Title Manager prior to its approval or submission for approval of a plan of management for the land that authorises or permits any kinds of dealings referred to in Section 8.7.

#### 1. The Land to which this report applies

The land to which the Plan of Management applies is Crown Reserve 68009 and is contained in in Lot 7032 DP 1028233, Parish Balranald, County of Caira. The land is known as the Balranald Caravan Park. The Crown is the owner of the land.

Balranald Caravan Park Reserve was reserved from sale for the public purpose of Public Recreation; Resting Place and in the Government Gazette on 25 November 1938. Balranald Council is the Crown Land Manager of the Land. The management and use of the and is subject to the provisions contained in the Crown Land Management Act 2016.

#### 2. Details of activity on Crown Land

The Balranald Caravan Park Plan of Management has been prepared by Council and provides direction as to the use and management of Balranald Caravan Park – Reserve 68009.

The Plan of Management is required in accordance with Section 3.23 of the Crown Lands Management Act 2016 and Section 36 of the Local Government Act 1993.

The Plan of Management outlines the way the reserve will be used and provides the framework for Council to follow in relation to the Leasing, Licencing and Permit processes for the land.

The Plan of Management also provides for the granting of easements over the land and the further development of the land, buildings and infrastructure on the land.

The Plan of Management provides strict guidelines such that each activity requires a Native Title Assessment and validation under the Native Title Act 1993 to carried out by Council's Native Title Manager prior to the commencement or approval of that activity.

The Plan of Management is clear that the management of those activities that could be consider to a future act must take into account the reserve purpose for the land.

Accordingly, the activities authorised under the Plan of Management could be validated under Subdivision J of the Native Title Act 1993.

#### 2a. Is the activity a future act?

The Plan of Management provides authorisation for granting of leases, licences and other Estates over the land and the granting of easements and further development of the land, buildings and infrastructure on the land. These activities could be considered to be a future act within the meaning of Section 233 of the Native Title Act 1993.

#### 2b. If it is, why? if it is not, why not?

The activities authorised under the Plan of Management could be considered to be a future act within the meaning of Section 233 of the Native Title Act 1993.

Balranald Caravan Park Reserve Reserve No. 68009

#### If the activity is a future act, which of the following subdivisions of the future act regime under the Native Title Act 1993 validate it?

The authorisation of the activities that could be considered a future act within the Plan of Management provides for the activity to be carried out in accordance with the reserve purpose of the land.

The Plan of Management does not provide authorisation for any activity that is not in accordance with the reserve purpose of the land.

Accordingly, the activities could be validated under Subdivision J of the Native Title Act 1993.

#### 4. Requirements to notify any representative body.

The Plan of Management provides strict guidelines such that each activity requires a Native Title assessment and validation under the Native Title Act 1993 to be carried out by Council's Native Title Manager prior to the commencement or approval of that activity.

Notification will be assessed on a case by case basis and parties will be notifies when an activity is assessed.

As the Plan of Management authorises activities that could be considered to be future acts within the meaning of Section 233 of the Native Title Act 1993. Council will notify NTSCorp and the Balranald Aboriginal Land Council prior to adoption of the plan.

| Requirement                                                                                                                                                                                                                         | Section<br>24JA      | Requirement<br>satisfied |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| The reservation was created on or before 23 December<br>1996; and                                                                                                                                                                   | s.24JA(1)(a)         | Yes                      |
| The reservation was valid; and                                                                                                                                                                                                      | s.24JA(1)(b)         | Yes                      |
| The creation of the reservation was done by the Crown<br>(the Commonwealth or State); and                                                                                                                                           | s.24JA(1)(c)         | Yes                      |
| The whole or part of any land or waters under the<br>reservation was to be used for a particular purpose; and                                                                                                                       | s.24JA(1)(d)         | Yes                      |
| The issue of the licence is done in good faith under or<br>in accordance with the reservation, or                                                                                                                                   | s.24JA(1)(e)<br>(i)  | Yes                      |
| In the area covered by the reservation, so long as the<br>act's impact on Native Title is no longer greater than the<br>impact that any act that could have been done under or<br>in accordance with the reservation would have had | s.24JA(1)(e)<br>(ii) | Yes                      |

Summary:

The Plan of Management authorises activities that could be considered as future acts within the meaning of Section 233 of the Native Title Act 1993.

The Plan of Management guidelines provide that those activities are only to be authorised if they are in accordance with the reserve purpose of the land.

Those activities that are consistent with the reserve purpose of the land may be validated under Subdivision J if the land was subject to a reservation created prior to 23 December 1996 and the reservation was done by the Crown.

Therefore requirements of S24JA(1) (a)-(e) are met.

s.24JA(1)(a) is satisfied as the relevant land was subject to reservation created before 23 December 1996. Reserve 680009 was reserved from sale or lease for purpose of Public recreation; Resting Place, notified in the Government Gazette of 25 November 1938.

s.24JA(1)(b) is satisfied as the Reserve was notified in the Government Gazette of 25 November 1938.

s.24JA(1)(c) is satisfied as the reservation was carried out by the Crown under the provision of the Crown Lands Consolidation Act, such reservation has been carried out by a statutory power, exercised by the minister on behalf of the Crown.

s.24JA(1)(d) is satisfied as the land was to be used for a specific purpose being a reservation under the Crown Lands Consolidation Act which reserved the land from sale for the purpose of Public Recreation; Resting Place.

s.24JA(1)(e) (ii) is satisfied as the adoption of a Plan of Management that authorises activities to be done in accordance with the reservation purpose in the area covered by the reservation, so long as the act's impact on native title is no longer greater than the impact that any act that could have been done under or in accordance with the reservation would have had.

#### 10.2 NOMINATIONS FOR THE WESTERN JOINT REGIONAL PLANNING PANEL

| File Number:                | D22.61811                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Ray Mitchell, Health & Development Officer                                                                   |
|                             | Nikkita Manning-Rayner, Administration Assistant                                                             |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                         |
| Operational Plan Objective: | Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment. |

#### OFFICER RECOMMENDATION

That Council:

- 1. Nominate two (2) representatives as delegates to participate in the Western Joint Regional Planning Panel; and
- 2. Notify these nominations to the Planning Panels Secretariat with the period being up until the 2024 local government elections.

#### PURPOSE OF REPORT

To nominate Council representatives to the Western Joint Regional Planning Panel (Western JRPP).

#### REPORT

Around 20 years ago the State Government established Joint Regional Planning Panels (JRPPs), being five member panels comprised of three members appointed by the Minister and two members appointed by Council to determine development proposals of regional significance, such as:

- Development with a Capital Investment Value (CIV) over \$30 million;
- Development with a CIV between \$10 million and \$100 million referred to the panel by the applicant after 120 days;
- Public and private community infrastructure and ecotourism with a CIV of more than \$5 million, e.g., schools, community halls, libraries, etc;
- Specific Designated Development;
- Council development with a CIV of more than \$5 million.

Council's nominations of Administrator Colreavy and Ray Davy have lapsed and Council is required to call for fresh nominations. Council can make nominations for a maximum period of 3 (three) years.

Council would also need to consider Section 4.4 of the Sydney and Regional Planning Panel Operational Procedures, which states that two council members are appointed by each council. At least one council member must have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Council should consider appropriate nominations to the Western JRPP and notify the Planning Panels Secretariat of these nominations, with the nomination period being up to the 2024 elections.

#### FINANCIAL IMPLICATION

Nil

## LEGISLATIVE IMPLICATION

Environmental Planning & Assessment Act 1979

## POLICY IMPLICATION

Nil

## **RISK RATING**

Nil

## ATTACHMENTS

Nil

## 10.3 OFFICIAL NAMING OF DRY LAKE ROAD

| File Number:                | D22.62023                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Ray Mitchell, Health & Development Coordinator                                                               |
|                             | Nikkita Manning-Rayner, Administration Officer - Health & Development                                        |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                         |
| Operational Plan Objective: | Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment. |

## OFFICER RECOMMENDATION

That Council:

- 1. commence the process of road naming in accordance with the Roads Act 1993; and
- 2. undertake consultation in accordance with the NSW Address Policy and User Manual; and
- 3. report the results of such consultation to Council.

## PURPOSE OF REPORT

To commence the process of officially naming a road

### REPORT

Council has received correspondence from the owner of the land where the private road known as Dry Lake Road has been constructed. The owner has requested consideration of creating an official road name.

The road exists on an easement for services and right of way created to service allotments with frontage to Dry Lake near Euston.

Two (2) names have been suggested:

- Lakeside Drive
- Lakeview Drive

A Geographical Names Board road name evaluation report for both names do not indicate potential conflicts in the local area, using the 30km rural radius. The closest potential conflicting name, Lakeview Road, is located in Murray River Council at Koraleigh, 90km to the south east of this proposal. Either name could be considered acceptable in the locality.

Appropriate consultation would need to be undertaken in accordance with the Roads Act 1993 and the NSW Address Policy and User Manual prior to further consideration of the naming proposal. The results of such consultation would presented to a further meeting of Council for consideration.

#### FINANCIAL IMPLICATION

Nil

## LEGISLATIVE IMPLICATION

Roads Act 1993

## POLICY IMPLICATION

NSW Address Policy and User Manual

## **RISK RATING**

Low

## ATTACHMENTS

- 1. Geographical Names Board Dry Lake Road Renaming Lakeside-road nameevaluation <u>1</u>
- 2. ICOR Tangee Turner Road Naming Proposal of an Official Road Name Relates to road currently known as Dry Lake Road attachment for Council report <u>U</u>



# **Road Name Evaluation Report**

This is not a formal approval. It should be noted that a final evaluation by the GNB Secretariat needs to be undertaken.

#### Proposed Road Name

#### Road Name:

Lakeside

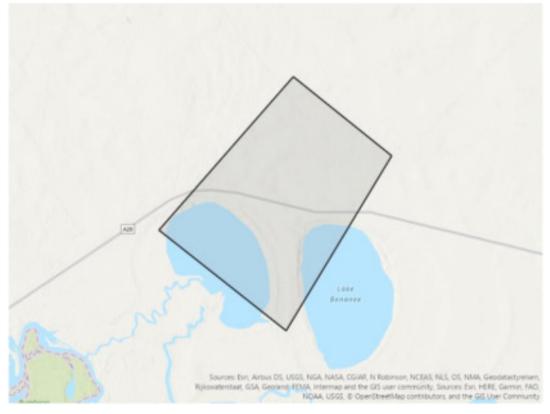
#### Road Location:

EUSTON

#### Radius:

30km - Rural

#### Extent:



Date of Evaluation: 9th of February, 2022

NSW Geographical Names Board - Road Name Evaluation Report

1

0 potential issues found

NSW Geographical Names Board - Road Name Evaluation Report

The General Manager

P.O Box 120

BALRANALD NSW 2715

Dear General Manager,

#### Re: Proposal of an Official Road Name.

As the owner of Lot 2 DP1244585 Sturt Highway, EUSTON NSW 2737, I would like to propose an official road name for a private road which is located within the boundary of my property. The road is approximately 2km long and services 14 LOTS. The road is used by residents, my family, our business and employees.

An official road name and rural address is extremely important and urgently required for residents of this Road. Emergency Services need an accurate address to be able to locate a family in need. Trades, suppliers, couriers, waste removal and government officials (e.g. Census) need to be able to locate families. Transport such as school buses and taxis also need to identify an official address. In our situation, our business also requires an official road name for customers, clients, trucks, employees, contractors and suppliers.

A sign reading 'Dry Lake Road' was erected on the road by an unknown person, at an unknown time. This person no longer has any connection with the area. I wouldn't say the road is commonly known by this name.

The problem I have with the name 'Dry Lake Road' as an official name, is that I think it has a negative vibe or energy associated with it.

Firstly, both lakes are not 'dry' and hopefully won't be ever again.

Secondly, the name reflects and associates with a very tragic time when both lakes were drained and were in fact 'dry'. As a result, this caused much distress to land owners, the township, wildlife and the environment. The name Dry Lake reminds me of this stressful time. I don't think the name 'Dry Lake Road' truly represents the environment of these beautiful lakes at all. It is just not relevant to the area. No-one wants to see them dry or called dry.

I would like to officially name the road something which is positive and one the residents and locals can be proud of. A name that represents the area and environment in a positive light. An attractive name that only adds to the desirability and value of the properties along it. A name that gives its residents something to smile about in tough times (and we've had a few of those this year!).

I would like to propose the following names. I have chosen two names just in case one can't be used or one is more appropriate.

- 1. Lakeside Drive.
- 2. Lakeview Drive.

I have chosen Lakeside or Lakeview, as Benanee Road already exists. I didn't want to cause confusion and would like Lake in the name.

I have chosen Drive instead of road as it means- A winding road that has its route shaped by natural features such as a lake or mountain.

Our private road is shaped by the lakes.

If possible, could the road/drive be acknowledged as a Private Road and a No Through Road? This would give residents privacy. Also, the road is dirt and isn't maintained by council. It deteriorates fast with a lot of traffic. Acknowledging it as a Private Road will hopefully limit cars to residents and resident's guests only and those providing services..

Looking forward to hearing from you.

Thank you, Tangee Turner tangee@benaneevineyards.com.au



# PART B – ITEMS FOR INFORMATION

# 11 GENERAL MANAGER'S REPORTS

### 11.1 BETTER PRACTICE RECOMMENDATIONS

| File Number:                | D22.61349                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Carol Holmes, Senior Executive Assistant                                                                                      |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                                          |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

#### OFFICER RECOMMENDATION

That the report be received and noted.

#### PURPOSE OF REPORT

Council at its November 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 - December 2021 😃 🖆

| 1<br>Council should consider conducting a survey that<br>canvasses the values of the organisation and<br>formalise them expressly in a formal values<br>document.                                                                                                                                                                                                                                                                                          |                                                                                                 |                                                          |                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>2</li> <li>Council has a Gifts and Benefits Register (hard copy controlled Senior Executive Assistant).</li> <li>However, IA asked several staff members as to where it was located and the staff in question could not locate it or knew where it is housed.</li> <li>BSC must ensure that its staff and the elected body are familiar with the Register and the requirements prescribed within the Policy for making an entry in it.</li> </ul> | Promotion of Gifts &<br>Benefits Register<br>through staff<br>meetings and office<br>promotions | Directors and all<br>Managers<br>Communications<br>staff | Staff advised of Gifts/Benefits<br>at Code of Conduct Training in<br>October 2021 - Flyers have<br>been displayed around the<br>offices and depots remind<br>staff. |

| <b>3</b><br>The Risk Policy prescribes the responsibilities for<br>risk management within BSC. Council has<br>enterprise-wide risk registers. However, these<br>have not been updated for a number of months<br>and need updating as soon as is practicable. |                          |                  |              |                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b><br>BSC should consider undertaking a systematic<br>fraud risk assessment across the entire Council as<br>soon as is practicable.                                                                                                                    |                          | isk March 2022   | DCCS and HR  |                                                                                                                                             |
| <b>5</b><br>Once the new policies (being drafted by the Acting<br>General Manager) are formally implemented,<br>Council should design a suitable policy register.                                                                                            | Develop a Po<br>Register | icy January 2022 | SEA and DCCS | Policies tabled at December<br>meeting for approval.<br>Currently reviewing possible<br>proprietary IT systems to<br>record policy register |

| <b>6</b><br>Council must consider undertaking a review and<br>risk assessment of its IT System by qualified<br>persons and then consider the implementation of<br>any recommendations made.                                                                                                                                         | IT Penetration<br>testing | Once new<br>system is<br>implemented<br>and then at<br>least annually | New ITC Service contract<br>approved at November Council<br>meeting. Contract to be signed<br>in December. IT Strategy and<br>roadmap for IT improvements in<br>the New Year once the<br>hardware is upgraded and staff<br>have been move to a cloud<br>based platform. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>7</li> <li>Council has a strategic land use plan 2010 (on its G-drive). This document is 11 years old and should be reviewed as soon as is practicable.</li> <li>8</li> <li>Council has an LEP (2010). There is no formal program to review and update the LEP. IA is advised that the LEP is updated only when</li> </ul> |                           |                                                                       |                                                                                                                                                                                                                                                                         |

| required. I note that the OLG considers it best         |  |  |
|---------------------------------------------------------|--|--|
| practice to review planning instruments once every      |  |  |
| 5 years. Council should consider the utility in         |  |  |
| undertaking a review of its LEP.                        |  |  |
|                                                         |  |  |
|                                                         |  |  |
| 9                                                       |  |  |
| Council does not have a procedures manual to            |  |  |
| assist staff when assessing DAs. However, a             |  |  |
| checklist is used during the assessment process         |  |  |
| that provides statutory compliance guidance.            |  |  |
| Council management should determine the utility in      |  |  |
| designing and implementing a full procedures            |  |  |
| manual for DA assessments.                              |  |  |
|                                                         |  |  |
| 10                                                      |  |  |
| Council does not have a documented pre-lodgement        |  |  |
| advice process for development applicants. Advice is    |  |  |
| provided only if requested. The pre-lodgement advice is |  |  |
| considered to be best practice by the OLG. BSC          |  |  |
| management should consider the utility in implementing  |  |  |
| a formal advice process                                 |  |  |

| <b>11</b><br>Council has not formally evaluated its development<br>assessment processes or undertaken a risk<br>assessment of the process. Council should<br>consider undertaking such an assessment as soon<br>as is practicable.                             |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>12</b><br>Turnaround times for DAs are not reported to<br>Council or Senior Management. This should<br>be reported on a quarterly basis to the senior<br>management team and the elected body.                                                              |  |  |
| 13<br>Approximately 90% of DAs are assessed under<br>delegated authority. The criteria for referral to<br>Council is not formalised and is ad-hoc based on<br>what Council has historically looked at. Council<br>should determine specific referral criteria. |  |  |

|                                                       |  | 1 |  |
|-------------------------------------------------------|--|---|--|
| 14                                                    |  |   |  |
| Pursuant to section 375 of the LGA, Council must      |  |   |  |
| keep a register of planning decisions (identification |  |   |  |
| of councillors who support or oppose a planning       |  |   |  |
| decision). IA is advised Council does not have a      |  |   |  |
| register for planning decisions.                      |  |   |  |
| Council should implement a compliant register as      |  |   |  |
| soon as is practicable.                               |  |   |  |
|                                                       |  |   |  |
|                                                       |  |   |  |
| 15                                                    |  |   |  |
| Council does not have a formal reporting              |  |   |  |
| mechanism for regular reporting to senior staff and   |  |   |  |
| the elected body in relation to development matters   |  |   |  |
| before a court or tribunal. Council should consider   |  |   |  |
| implementing a formal reporting requirement           |  |   |  |
| for such matters.                                     |  |   |  |
|                                                       |  |   |  |

| 1 | 5 | FE | BR | UA | RY | 2022 |
|---|---|----|----|----|----|------|
|---|---|----|----|----|----|------|

| <b>18</b><br>Council does not have a system for reporting and<br>investigating reports of non-compliance or<br>unauthorised development. Council should<br>implement such a system as soon as is<br>practicable. |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 19                                                                                                                                                                                                               |  |  |
| Council does not have a formal compliance                                                                                                                                                                        |  |  |
| program for operations it is required to monitor                                                                                                                                                                 |  |  |
| under the public health legislation. Council checks                                                                                                                                                              |  |  |
| food premises pursuant to the legislation but does                                                                                                                                                               |  |  |
| not monitor skin penetration businesses within the                                                                                                                                                               |  |  |
| LGA. Council should formalise these requirements                                                                                                                                                                 |  |  |
| and undertake all public health requirements it is                                                                                                                                                               |  |  |
| mandated to under statute.                                                                                                                                                                                       |  |  |

| 20                                                      |   |  |  |
|---------------------------------------------------------|---|--|--|
| Council does not have a stormwater management           |   |  |  |
| plan or a waste management strategy. There is a         |   |  |  |
| statutory requirement to have a formal stormwater       |   |  |  |
| management plan prior to levying an annual              |   |  |  |
| stormwater charge (within Council's rates). BSC         |   |  |  |
| should draft and implement suitable plans as soon       |   |  |  |
| as is practicable.                                      |   |  |  |
|                                                         |   |  |  |
|                                                         |   |  |  |
| 21                                                      |   |  |  |
| Council does not have a companion animals               |   |  |  |
| management plan in place. This is a high risk.          |   |  |  |
| If a serious dog attack took place within the LGA,      |   |  |  |
| Council is vulnerable to legal action. Council          |   |  |  |
| should implement a formal companion animal              |   |  |  |
| plan as soon as possible. Council does not have         |   |  |  |
| ranger position within its structure. Council should    |   |  |  |
| determine the need for the position as it is IAs view   |   |  |  |
| that it is a high risk not to have this position within |   |  |  |
| the LGA.                                                |   |  |  |
|                                                         | L |  |  |

| 22                                                    |                 |            |                |   |
|-------------------------------------------------------|-----------------|------------|----------------|---|
| Council has a pool inspection program. The Pool       |                 |            |                |   |
| Register is currently being updated. IA is            |                 |            |                |   |
| advised that the inspection process has finalised     |                 |            |                |   |
| approximately 50% to 60% of mandatory                 |                 |            |                |   |
| inspections. This is due to a lack of resources. This |                 |            |                |   |
| issue of resourcing should be considered by senior    |                 |            |                |   |
| management.                                           |                 |            |                |   |
|                                                       |                 |            |                |   |
| 23                                                    | Develop         | a February | HR – lead      |   |
| As stated above, the new Workforce Plan and           | Succession Plan | 2022       | GM & Directors |   |
| Strategy, states the requirement of developing        |                 |            | - assist       |   |
| a succession planning program. BSC must ensure        |                 |            |                |   |
| that adequate resources are provided to undertake     |                 |            |                |   |
|                                                       |                 | 1          |                | 1 |

| 24<br>BSC should review the findings of its Staff Survey<br>(February 2021) and determine what actions<br>should be undertaken/addressed.                                                                  | Review Staff survey<br>and develop Action<br>Plan | ELT |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----|--|
| <b>25</b><br>The Consultative Committee has a formal<br>Constitution. However, the Constitution has not<br>been reviewed in over 5 years. BSC should review<br>the Constitution as soon as is practicable. |                                                   |     |  |
| 26<br>Council should develop a recruitment<br>policy/procedure and implement it as soon as is<br>practicable.                                                                                              |                                                   |     |  |

| 27                                                                                                                                                                                               |  |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------|
| Pursuant to the Local Government (State) Award,                                                                                                                                                  |  | Annual Performance Appraisals   |
| Council must develop a training plan for its staff                                                                                                                                               |  | for all Council staff to be     |
| members and a budget to undertake the Plan's                                                                                                                                                     |  | undertaken in December,         |
| requirements.                                                                                                                                                                                    |  | including identification of any |
| This issue has been canvassed within the HR<br>Audit of 2019. Council still has not developed this<br>key document. BSC should draft and implement a<br>suitable plan as soon as is practicable. |  | staff training required.        |
| 28                                                                                                                                                                                               |  |                                 |
| At present Council does not conduct systematic                                                                                                                                                   |  |                                 |
| work place risk assessments. Council should                                                                                                                                                      |  |                                 |
| undertake such assessments as a matter of                                                                                                                                                        |  |                                 |
| urgency.                                                                                                                                                                                         |  |                                 |
|                                                                                                                                                                                                  |  |                                 |

| 29<br>Council does not include health and safety<br>responsibilities/demands within Position<br>Descriptions (PDs). Council should include these<br>requirements within PDs. |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>30</b><br>Formally interviewing staff via an exit interview is <i>ad-hoc</i> . BSC should implement a suitable process to capture such information.                       |  |  |
| <b>31</b><br>Council has a long-term asset strategy. However,<br>the strategy expires in 2021. Council should<br>update the strategy as soon as is practicable.              |  |  |

| <b>32</b><br>Council does not have a formal asset maintenance<br>program. Asset maintenance is currently <i>ad-hoc</i> .<br>Council should implement an appropriate asset<br>maintenance program as soon as is practicable. |                                         |                                                           |                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------|-----------------------------|--|
| <b>33</b><br>Council does not have an unplanned maintenance<br>budget. Council should consider the utility in<br>having an unplanned maintenance budget.                                                                    | Unplanned<br>Maintenance<br>Budget Item | December<br>2021 for<br>inclusion in<br>2022/23<br>Budget | DID – Lead<br>DCCS - Assist |  |
| 34<br>Council does not have a plant replacement policy.<br>Council should implement an appropriate policy in<br>due course.                                                                                                 | Plant Replacement<br>Policy             | December<br>2021 for<br>inclusion in<br>2022/23<br>Budget | 0 0                         |  |

| <b>35</b><br>Council does not have a land register (s53 LGA).<br>Council must implement a suitable land register as<br>soon as is practicable.                                    |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>36</b><br>Council does not have plans of management of all<br>of its community land (s36 LGA). Council<br>must implement plans of management for all of its<br>community land. |  |  |
| <b>37</b><br>Council does not keep a register for leases and licences for land it owns or controls. BSC should implement a suitable register as soon as is practicable.           |  |  |

| <b>38</b><br>Council does not deposit income generated for<br>crown lands into a trust account/fund S411 LGA<br>and Clause 204 LG Regs). Such monies are<br>deposited into Council's general revenue fund.<br>Council should ensure monies from crown lands<br>under its control are deposited in to an<br>appropriate trust account. | Establish Trust<br>Account/Fund for<br>each Crown Land<br>Reserve that<br>generates income | May 2022 | DCCS |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------|------|--|
| <b>39</b><br>Council does not have a policy on borrowing or the<br>use of loans. Council should consider the need for<br>such a policy and if required, BSC should<br>implement a suitable policy as soon as is<br>practicable.                                                                                                       | Develop policy on<br>borrowing or use of<br>loans                                          | -        | DCCS |  |

| 40                                              |                   |          |      |
|-------------------------------------------------|-------------------|----------|------|
| Council does not have a formal debt recovery    | Develop a Debt    | February | DCCS |
| strategy.                                       | Recovery Strategy | 2022     |      |
| Council should consider implementing a suitable |                   |          |      |
| strategy as soon as is practicable.             |                   |          |      |
|                                                 |                   |          |      |
|                                                 |                   |          |      |

### 11.2 OUTSTANDING ACTIONS

| File Number:                | D22.62044                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Carol Holmes, Senior Executive Assistant                                                                                      |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                                          |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

## 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

1. A list of the actions from previous Council meetings that are still outstanding is attached to this report.

2. The Implementation Plan updated as at 9 February is attached for information.

#### FINANCIAL IMPLICATION

Nil

LEGISLATIVE IMPLICATION

Nil

#### POLICY IMPLICATION

Nil

### **RISK RATING**

Moderate

### **ATTACHMENTS**

- 1. Outstanding Actions February 2022 😃 🖆
- 2. Performance Improvement Order Action Plan February 2022 😃 🖆

### **15 FEBRUARY 2022**

| Meeting            | Date       | Officer       | Title                                                              | Target     |
|--------------------|------------|---------------|--------------------------------------------------------------------|------------|
| Council 19/05/2020 | 19/05/2020 | Beauliv, Hodi | ADMINISTRATOR'S MINUTE - SOUND<br>FINANCIAL MANAGEMENT FOR COUNCIL | 30/06/2021 |
| Notes              |            |               |                                                                    |            |

13 Nov 2020 - 11:52 AM - Peter Kozlowski

Revised Target Date changed by: Kozlowski, Peter From: 2 Jun 2020 To: 30 Jun 2021

Reason: There are various components with individual timelines. All items are progressing.

12 May 2021 - 2:16 PM - Peter Kozlowski

Action completed by: Holmes, Carol

Instruction by GM completed 12.5.2021

28 Sep 2021 - 2:51 PM - Carol Holmes

Action reassigned to Wilcox, Glenn by: Holmes, Carol for the reason: Peter no longer works for Council

29 Sep 2021 - 1:46 PM - Carol Holmes

Action reassigned to Beauliv, Hodi by: Holmes, Carol for the reason: Director Corporate & Community Services division

| Meeting            | Date       | Officer       | Title                         | Target     |
|--------------------|------------|---------------|-------------------------------|------------|
| Council 17/11/2020 | 17/11/2020 | Holmes, Carol | Disability Action Plan Review | 21/09/2021 |

#### Notes

23 Nov 2020 - 10:08 AM - Peter Kozlowski

This matter is delegated to Gavin for action in conjunction with relevant Advisory Committees.

23 Nov 2020 - 10:16 AM - Peter Kozlowski

Action reassigned to Helgeland, Gavin by: Kozlowski, Peter for the reason: The Manager Strategic Development is the most appropriate person to coordinate this task.

15 Jul 2021 - 2:37 PM - Carol Holmes

Revised Target Date changed by: Holmes, Carol From: 1 Dec 2020 To: 21 Sep 2021

Reason: Given to AWACAF Advisory Committee for their review and comments. Report back to Council after viewing and updating 28 Sep 2021 - 2:53 PM - Carol Holmes

Action reassigned to Holmes, Carol by: Holmes, Carol for the reason: Gavin no longer works for Council

| Meeting            | Date       | Officer       | Title                                                                                                      | Target     |
|--------------------|------------|---------------|------------------------------------------------------------------------------------------------------------|------------|
| Council 17/11/2020 | 17/11/2020 | Wilcox, Glenn | Strategy to Deal with Road Network Damage<br>due to Unauthorised Vehicle Movements During<br>Road Closures | 21/09/2021 |

Notes

15 Jul 2021 - 2:38 PM - Carol Holmes

Revised Target Date changed by: Holmes, Carol From: 1 Dec 2020 To: 21 Sep 2021

Reason: A further report will be made for Council

28 Sep 2021 - 2:52 PM - Carol Holmes

Action reassigned to Wilcox, Glenn by: Holmes, Carol for the reason: Peter no longer works for council

| Meeting            | Date       | Officer   | Title                                   | Target     |
|--------------------|------------|-----------|-----------------------------------------|------------|
| Council 19/10/2021 | 19/10/2021 | Davy, Ray | BALRANALD VISITOR INFORMATION<br>CENTRE | 16/11/2021 |
| Notes              |            |           |                                         |            |

11 Feb 2022 - 10:43 AM - Carol Holmes

Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 16 Nov 2021

Reason: Discussion Architects to review to meet budget

| Meeting            | Date       | Officer       | Title                                               | Target     |
|--------------------|------------|---------------|-----------------------------------------------------|------------|
| Council 19/10/2021 | 19/10/2021 | Beauliv, Hodi | Bidgee Haven Retirement Hostel Expansion<br>Project | 15/02/2022 |

Notes

13 Dec 2021 - 3:56 PM - Carol Holmes

Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 15 Feb 2022

Reason: Placed on hold - report back to Ordinary Council Meeting in February 2022

| Meeting            | Date       | Officer       | Title                         | Target     |
|--------------------|------------|---------------|-------------------------------|------------|
| Council 16/11/2021 | 16/11/2021 | Beauliv, Hodi | BIDGEE HAVEN QUARTERLY REPORT | 14/12/2021 |
| Notes              |            |               |                               |            |

 ADOPTED
 Balranald Shire Council Implementation Plan

 OLG REPORT RECOMMENDATIONS
 PROPOSED OUTCOMES
 ACTION BY
 STATUS AT October 2021
 STATUS AT FEBRUARY 2022

| 1  | That Council finalise and resolve to<br>adopt a LTFP that has clear links to<br>Council's asset management plans.                                                                                                                                            | Creditable LTFP<br>(Long Term Financial Plan)                                                                                                                                                             | GM   | No evidence that LTFP is linked to asset<br>management plans.                                   | No evidence that LTFP<br>is linked to asset<br>management plans.                                                         |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 2  | That Council reviews its Quarterly<br>Budget Review Statement with<br>Councillors to ensure accuracy and<br>relevance for decision-making at a<br>strategic level.                                                                                           | Councillors review the Quarterly<br>Budget Review Statement at the<br>Extraordinary Meeting                                                                                                               | DCCD | September quarterly budget reviews have<br>been delayed.                                        | September quarterly<br>budget reviews still<br>delayed. New Financial<br>Consultants appointed t<br>improve the process. |
| 3  | That all elected Councillors undertake<br>financial and code of conduct training<br>directly after the next Council election.                                                                                                                                | Training Day on 10 March 2017.                                                                                                                                                                            | GM   | Complete                                                                                        | Completed                                                                                                                |
| 4  | and ensure they are submitted to<br>Council for adoption.                                                                                                                                                                                                    | All of Council Policies to be<br>reviewed and adopted by Council<br>at the February 2017 Council<br>meeting. In doing so identify any<br>critical outstanding policies and<br>included them for adoption. | GM   | Completed by Acting General Manager.                                                            | Completed by Acting<br>General Manager.                                                                                  |
|    | That Council develop a plan to improve<br>its document management processes<br>and system which will meet the<br>requirements of the State Records Act<br>1998.                                                                                              | Electronic Management System<br>installed, Dedicated staff member<br>appointed to manager the system<br>Staff provided training to utilise the<br>system.                                                 | DCCD | Complete at time - need improve IT to<br>upgrade system                                         | Complete at time - need<br>improve IT to upgrade<br>system                                                               |
| 6  | That until Council has an audit<br>committee, councilors review<br>responses to the issues raised in the<br>external auditor's management letters<br>on an annual basis at a Council<br>meeting.                                                             | External auditor's management<br>letters Reported to the February<br>2017 Council Meeting                                                                                                                 | DCCD | Completed                                                                                       | Completed                                                                                                                |
|    | That Council's progress in<br>implementing the recommendations<br>from the external auditor's<br>management letter is reported to<br>Council each month.                                                                                                     | A monthly progress report be<br>provided to Council up to and<br>including the December 2017<br>meeting.                                                                                                  | DCCD | Outstanding for approximately 2 years. No actions undertaken.                                   | Revised Management<br>letter from External<br>Auditors has been<br>delivered with new items<br>to concentrate on.        |
| 8  | Council should establish an audit<br>committee and an internal audit<br>framework pursuant to OLG's Internal<br>Audit Guidelines.                                                                                                                            | Internal audit framework<br>established and first Audit<br>Committee meeting held prior to 30<br>June 2017.                                                                                               | GM   | Audit committee going well. Audits going well<br>actions not being completed and work<br>needed | Audit committee going<br>well. Audits going well<br>actions not being<br>completed and work<br>needed                    |
| 9  | That Council develop a fraud and<br>corruption policy and conduct a fraud<br>risk assessment.                                                                                                                                                                | Fraud and corruption policy<br>adopted by Council – Resolution<br>No. 02.17.3924 and Consultant<br>undertake a fraud risk assessment<br>by 31 August 2017.                                                | GM   | Completed by Acting General Manager.                                                            | Completed by Acting<br>General Manager.                                                                                  |
| 10 | That in addition to the current<br>arrangements, credit card statements<br>for the Mayor and General Manager be<br>reviewed, approved and signed off by<br>another councillor in line with<br>expenditure that has been approved<br>within Council's budget. | Implement Report<br>Recommendation.                                                                                                                                                                       | GM   | Completed by Acting General Manager.                                                            | Completed by Acting<br>General Manager.                                                                                  |
| 11 | and approved by the General Manager<br>and the Finance Coordinator.                                                                                                                                                                                          | Implement Report<br>Recommendation.                                                                                                                                                                       | GM   | Completed by Acting General Manager.                                                            | Completed by Acting<br>General Manager.                                                                                  |
| 12 | That Council develop an end of year<br>plan to complete and finalise Council's<br>audited financial statements each year<br>and report regularly to a Council<br>meeting on its progress.                                                                    | End of year plan reported to the<br>June Council meeting with a<br>progress report to the following 3<br>Council meetings.                                                                                | DCCD | Incomplete – extension requested.                                                               | Completed and requires<br>ongoing annual<br>completion.                                                                  |
| 13 | That Council pursue unpresented<br>payments including several EFT<br>payments and cheques dating back to<br>August 2014 and February 2014,<br>respectively.                                                                                                  | As per report recommendation                                                                                                                                                                              | DCCD | To be examined.                                                                                 | To be examined.                                                                                                          |
|    | That Council ensure an authentic and<br>informed LTFP is presented to Council<br>in August 2017.                                                                                                                                                             | Adoption of Long-term Financial<br>Plan                                                                                                                                                                   | GM   | Incomplete. LTFP requires updating.                                                             | Incomplete                                                                                                               |
| 15 | That Council consider the future<br>operations of the Balranald Caravan<br>Park to ensure the Park continues to be<br>a major asset for the district and<br>produces realistic income with<br>minimum risk.                                                  | Options for future management of<br>the Caravan Park considered and<br>implemented by Council.                                                                                                            | GM   | Incomplete                                                                                      | Incomplete                                                                                                               |
| 16 | That Council consider divesting the<br>management and possibly ownership<br>of the Bidgee Haven Hostel in<br>Balranald to ensure income losses do<br>not impact on Council's limited budget<br>and risks to Council are minimized.                           | Options for the future ownership<br>and management of the facility<br>considered and Council decision<br>made.                                                                                            | DCCD | Report will be put up at the BSC October meeting.                                               | Still being considered                                                                                                   |
| 17 | That regardless of the success or<br>otherwise of the application for IWCM<br>business plans be prepared for the<br>Water and Sewer Funds.                                                                                                                   | Adoption of a IWCM strategy<br>including business plans for the<br>Water & Sewer Funds.                                                                                                                   | DID  | Ongoing.                                                                                        | Ongoing                                                                                                                  |

Shaded box indicates completed action

Note: GM - General Manager, DCCD – Director Corporate & Community Development, DID – Director of Infrastructure & Development

**Balranald Shire Council Implementation Plan** PROPOSED ACTION STATUS AT OLG REPORT RECOMMENDATIONS STATUS AT October 2021 OUTCOMES BY FEBRUARY 2022

| 18  | That the "sugar hit" from the sale of the<br>Caltex Service Station be applied to<br>current areas of deficiency (such as<br>staff levels) or modernisation of<br>approaches (such as a Document<br>Management System) or building up<br>Reserves. Council should determine a<br>plan of where the proceeds will be<br>applied or conserved. | Sale of site and funds reserved for specific purposes                                                                                 | DCCD | To be examined.                                                               | To be examined further.                                                                                                                                                            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19  | That Council undertake a rates review                                                                                                                                                                                                                                                                                                        | Review completed in this calendar<br>year                                                                                             | GM   | Incomplete. Mining rates need to be finalised.<br>IPART Application submitted | Ongoing                                                                                                                                                                            |
| 20  | of SRVs for mines and solar farms approved or planned.                                                                                                                                                                                                                                                                                       | and SRV application submitted                                                                                                         | GM   | Incomplete.                                                                   | Incomplete                                                                                                                                                                         |
| 21  | adopted Business Improvement Plan<br>into its operations.                                                                                                                                                                                                                                                                                    | and regularly reporting to Council.                                                                                                   | GM   | Incomplete                                                                    | Incomplete                                                                                                                                                                         |
| 22  | S.94A plans to ensure future income                                                                                                                                                                                                                                                                                                          | Council is in a position to readily<br>assess impacts of major<br>developments in the shire                                           | DID  | No action to date.                                                            | Incomplete                                                                                                                                                                         |
| 23  | be undertaken, before the next Budget,<br>with a view to establishing full cost<br>recovery or identifying the reasons for<br>not pursuing full cost recovery.                                                                                                                                                                               | Maximize Council's income from these sources.                                                                                         | DCCD | Annual review is required.                                                    | Ongoing                                                                                                                                                                            |
| L . | That a review of plant charges and on<br>costs be made, before the next Budget,<br>to ensure profitability is maximized and<br>all overheads are correctly charged and<br>recovered.                                                                                                                                                         | Maximize Council's income from these sources.                                                                                         | DID  | work required                                                                 | Incomplete                                                                                                                                                                         |
| 25  | cash position of Council and Council<br>commit to cash funding of depreciation.                                                                                                                                                                                                                                                              | Council's budgeting process allows<br>for depreciation to be funded.                                                                  | DCCD | Incomplete.                                                                   | Ongoing                                                                                                                                                                            |
| 26  | improvement plan be prepared for the                                                                                                                                                                                                                                                                                                         | Council adopts a precinct<br>management plan for the Visitor<br>Information Centre and surrounds                                      | DCCD | Incomplete.                                                                   | Incomplete                                                                                                                                                                         |
| 21  | That Council move quickly to fill staff<br>vacancies as identified in the latest<br>staff structures as presented to<br>Council.                                                                                                                                                                                                             | A full complement of suitability<br>qualified staff.                                                                                  |      | New structure is being developed by Acting GM.                                | New structure is being<br>developed by Acting<br>GM.                                                                                                                               |
| 28  | That Directors of Council be given more security of tenure.                                                                                                                                                                                                                                                                                  | Directors appointed permanently to<br>positions.                                                                                      | GM   | Reviewed                                                                      | To be reviewed.                                                                                                                                                                    |
| 29  | That Council consider a Staff Education<br>Assistance and Encouragement Policy.                                                                                                                                                                                                                                                              | Adoption of a formal Staff<br>Education policy                                                                                        | DCCD | complete                                                                      | Completed                                                                                                                                                                          |
| 30  | That Council look to a succession<br>planning approach with staff.                                                                                                                                                                                                                                                                           | Adopted Workforce Plan that<br>addresses staff succession issues                                                                      | DCCD | Commenced by Acting GM.                                                       | ongoing                                                                                                                                                                            |
| 31  | paramount, work obligations are not                                                                                                                                                                                                                                                                                                          | Ongoing monitoring &<br>development of a secondary<br>employment policy                                                               | DCCD | Completed by Acting GM.                                                       | Completed                                                                                                                                                                          |
| 32  |                                                                                                                                                                                                                                                                                                                                              | Profiling of General Manager and<br>Directors completed                                                                               |      | To be completed at time of interview for any future recruitment processes.    | To be completed at time<br>of interview for any<br>future recruitment<br>processes.                                                                                                |
| 33  | That Council's newly appointed<br>Performance Review Panel conduct<br>two formal assessments annually and<br>also meet quarterly for discussions with<br>the General Manager.                                                                                                                                                                | Action to be implemented                                                                                                              | GM   | ongoing                                                                       | ongoing                                                                                                                                                                            |
| 34  | That the General Manager's<br>Performance Agreement be a<br>meaningful agreement which reflects<br>the aspirations and obligations of<br>Council including subscribing to Fit for<br>the Future requirements, adherence to<br>the Business Improvement Plan,<br>strategic planning and community<br>engagement.                              | New Performance Agreement to<br>be established.                                                                                       | GM   | ongoing                                                                       | ongoing                                                                                                                                                                            |
|     | That Council undertake a definite and<br>sustained campaign of community<br>engagement.                                                                                                                                                                                                                                                      | Appointment of a 0.5FTE communication officer                                                                                         | DCCD | ongoing                                                                       | Ongoing, appointment of<br>Tourism, Communication<br>and Events Officer and<br>commenced Council<br>Newsletter. Completion<br>of Community<br>Engagement Strategy<br>adopted 2021. |
|     | That Council undertake a service level<br>review to inform the planning<br>documents.                                                                                                                                                                                                                                                        | Service Levels established for key delivery areas                                                                                     | GM   | Incomplete.                                                                   | Incomplete                                                                                                                                                                         |
| 37  | That Councillors recognise the dignity                                                                                                                                                                                                                                                                                                       | Awareness of the appropriate<br>relationships emanating from the<br>Code of Conduct, Code of Meeting<br>Practice and Councillor/Staff | GM   | NR                                                                            |                                                                                                                                                                                    |

ADOPTED

Shaded box indicates completed action

Note: GM - General Manager, DCCD - Director Corporate & Community Development, DID - Director of Infrastructure & Development

|    | OLG REPORT RECOMMENDATIONS                                                                                                                                                                                                                                                                                                                                                   | PROPOSED<br>OUTCOMES                                                                  | ACTION<br>BY | STATUS AT October 2021 | STATUS AT<br>FEBRUARY 2022 |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------|------------------------|----------------------------|
|    | at all times.                                                                                                                                                                                                                                                                                                                                                                | Interaction Policy.                                                                   |              |                        | NR                         |
| 38 | That the Mayor preside over all<br>gatherings where Councillors are<br>present. (Meetings and Workshops).<br>Further that the Mayor familiarise<br>himself with the respective Codes<br>governing behaviour by Councillors<br>and Staff (Code of Conduct, Code of<br>Meeting Practice and Councillor/Staff<br>Interaction Policy) and enforce good<br>behavioural practices. | Authority of Mayor established.<br>Training for Mayor and Training for<br>Councillors |              | NR                     | NR                         |
| 39 | That Council do more to "sell itself" by<br>promoting positive news and<br>achievements.                                                                                                                                                                                                                                                                                     | Improved communication and<br>public relation                                         | DCCD         | Ongoing.               | Ongoing                    |

ADOPTED Balranald Shire Council Implementation Plan

Shaded box indicates completed action

Note: GM - General Manager, DCCD - Director Corporate & Community Development, DID - Director of Infrastructure & Development

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

| File Number:                | D22.62047                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Carol Holmes, Senior Executive Assistant                                                                                      |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                                          |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

### 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 December 2021 Ordinary Meeting.

#### REPORT

The attachment shows the meetings which the Administrator, Acting General Manager, Director Corporate & Community Services and staff have undertaken during the past month.

#### 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 😃 🖆

| DATE               | Meeting                                                                | Торіс                                    | Who was involved            |
|--------------------|------------------------------------------------------------------------|------------------------------------------|-----------------------------|
| 22 December        | Executive Catch-Up                                                     | Weekly Meeting                           | Administrator, AGM, DCCS    |
| 17 December        | Council Staff Christmas<br>Party                                       | Staff Function                           | AGM & DCCS                  |
| 10 January         | Executive of Chairs<br>Committee                                       | Australia Day                            | Administrator and AGM       |
| 11 January<br>2022 | Pretaurus Education<br>Group                                           | Walking Trail from Euston to Robinvale   | AGM                         |
| 11 January         | Australia Day Committee<br>(Balranald)                                 | Australia Day Event                      | AGM                         |
| 13 January         | TRONOX                                                                 | Road Maintenance                         | AGM                         |
| 14 January         | Executive Catch-Up                                                     | Weekly Meeting                           | Administrator, AGM & DCCS   |
| 17 January         | Zoom Meeting with Mark<br>Anderson                                     | General Manager recruitment              | Administrator and AGM       |
| 18 January         | Zoom Meeting                                                           | Finance Issues                           | AGM                         |
| 19 January         | Limondale Solar Farm                                                   | Site Visit                               | Administrator and AGM       |
| 19 January         | Executive Catch-Up                                                     | Weekly Meeting                           | Administrator, AGM & DCCS   |
| 20 January         | Essential Energy                                                       | Draft Vegetation Management<br>Agreement | AGM                         |
| 20 January         | Roads Inspection                                                       | Rural Roads Inspection                   | AGM                         |
| 21 January         | Roads Inspection                                                       | Rural Roads Inspection<br>Continued      | AGM                         |
| 25 January         | Meeting in Euston                                                      | Inspections in Euston                    | AGM                         |
| 26 January         | Australia Day                                                          | Awards and Australia Day                 | Administrator, AGM and DCCS |
| 27 January         | MacKillop Family<br>Services                                           | Meeting                                  | AGM                         |
| 27 January         | Engineering Team<br>Meeting                                            | Monthly Catch-Up                         | AGM                         |
| 28 January         | Executive Catch-Up                                                     | Weekly Meeting                           | Administrator, AGM and DCCS |
| 31 January         | Euston Progressive<br>Advisory Committee                               | Monthly Meeting                          | AGM                         |
| 1 February         | Growing Business<br>Industry & Tourism<br>(GBIT) Advisory<br>Committee | Monthly Meeting                          | AGM                         |
| 2 February         | Roads Inspection                                                       | Rural Roads Inspection                   | AGM                         |
| 2 February         | Executive Catch-Up                                                     | Weekly Meeting                           | Administrator, AGM and DCCS |

# **15 FEBRUARY 2022**

| 2 February      | Microsoft Teams Meeting                                                                               | South West Renewable<br>Energy Zone Regional<br>Reference Group Meeting | AGM                         |
|-----------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------|
| 2 February      | FWJO                                                                                                  | Regional Transport Strategy                                             | AGM                         |
| 3 February      | Roads Inspection                                                                                      | Follow-Up Works Maintenance                                             | AGM                         |
| 4 February      | Tronox                                                                                                | Council Roads Closures                                                  | AGM                         |
| 7 February      | Tronox                                                                                                | Meet & Greet                                                            | AGM                         |
| 8 February      | Transport NSW                                                                                         | Community Partnering & Funding Update Meeting                           | AGM, DCCS                   |
| 8 February      | Traffic Committee                                                                                     | Quarterly Meeting                                                       | AGM                         |
| 8 February      | Sarah Artist                                                                                          | Community Strategic Plan                                                | Administrator, AGM          |
| 9 February      | Executive Catch-Up                                                                                    | Weekly Meeting                                                          | Administrator, AGM & DCCS   |
| 10 February     | All Staff Meeting                                                                                     | General Manager Recruitment                                             | Administrator and All Staff |
| 10 February     | Engineering Team<br>Meeting                                                                           | Monthly Catch-Up                                                        | AGM                         |
| 10 February     | Interviews                                                                                            | Executive Manager –<br>Engineering position                             | Administrator & AGM         |
| 10 February     | Charles Sturt University<br>Co-design Libraries<br>Project                                            | Information Session                                                     | DCCS                        |
| 10 February     | Community Meeting                                                                                     | General Manager Recruitment                                             | Administrator, AGM & DCCS   |
| 11 February     | OLG                                                                                                   | Catch-Up                                                                | Administrator and AGM       |
| 12 February     | Architect                                                                                             | Discovery Centre Upgrade                                                | AGM                         |
| 15 February     | Hostel Management<br>Meeting                                                                          | Monthly Meeting                                                         | Administrator, AGM & DCCS   |
| 15 February     | Council Meeting                                                                                       | Ordinary Meeting                                                        | Administrator, AGM and DCCS |
| Director Corpor | Mike Colreavy<br>er (AGM)- Glenn Wilcox<br>rate & Community Services (DC<br>tant (SEA) – Carol Holmes | CS) - Hodi Beauliv                                                      |                             |

# 12 CORPORATE & COMMUNITY SERVICES REPORTS

#### 12.1 STATEMENT OF FUNDS - DECEMBER 2021

| File Number:                | D22.61742                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Kristy Cameron, Finance Officer                                                                                               |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

#### OFFICER RECOMMENDATION

That Council receives and notes the Statement of Funds for the period ending 31 December 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 30 November 2021
- 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 December 2021 is \$17,439,900. This is a decrease of \$309,512 on the previous month's total of \$17,749,412. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for December 2021 included:-

- Fixing Local Roads Round 3 Euston-Prungle, Marma Box & Tapalin Mail Rd \$918,750
- NSW Rural Fire Service Repairs & Maintenance Reimbursement \$105,000
- Covid Payment \$90,000
- Medicare Rebate \$144,934

Payments for December 2021 included:-

- Contractors \$75,080
- Plant Hire \$414,299
- Resurfacing \$344,232
- Fuel \$36,622
- Tennis Court Upgrade \$62,593
- Fitness Equipment \$65,388
- Climate Change Water Supply \$46,600
- Balranald Football Change Rooms \$122,925
- Balranald Creative Learning Centre \$91,500

Total interest received on investments for December 2021 is \$2,548.24

Council's cash and at call accounts are used for the purpose of day to day operations of Council. Term Deposit investments are \$12,501,726 as at 31 December 2021.

31/12/2021

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

#### MONTHLY BANK & INVESTMENT REPORT

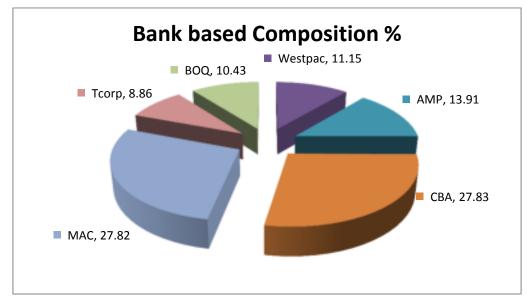
| Term Deposits                                        | S&P<br>Rating | Term<br>(Days) | Start Date | Maturity Date | Interest<br>Rate/ Rate<br>of Return | Investment<br>Value           |
|------------------------------------------------------|---------------|----------------|------------|---------------|-------------------------------------|-------------------------------|
| •                                                    |               |                |            |               |                                     |                               |
| Westpac Bank A/C 176-576                             | A-1+          | 371            | 16/11/2021 | 22/11/2022    | 0.25%                               | 1,000,000                     |
| Commonwealth Bank                                    | A-1+          | 365            | 4/03/2021  | 4/03/2022     | 0.46%                               | 500,000                       |
| Commonwealth Bank                                    | A-1+          | 365            | 4/03/2021  | 4/03/2022     | 0.46%                               | 1,000,000                     |
| Macquarie Bank - 051049                              | A-1           | 180            | 2/09/2021  | 1/03/2022     | 0.40%                               | 500,000                       |
| Commonwealth Bank                                    | A-1+          | 300            | 19/03/2021 | 13/01/2022    | 0.39%                               | 500,000                       |
| AMP - 51396                                          | A-2           | 340            | 19/08/2021 | 25/07/2022    | 0.75%                               | 500,000                       |
| Commonwealth Bank                                    | A-1+          | 365            | 22/03/2021 | 18/03/2022    | 0.42%                               | 500,000                       |
| Macquarie Bank - 055858                              | A-1           | 330            | 23/12/2021 | 18/11/2022    | 0.50%                               | 500,000                       |
| AMP - 53454                                          | A-2           | 240            | 20/07/2021 | 17/03/2022    | 0.60%                               | 500,000                       |
| AMP - 53473                                          | A-2           | 243            | 21/07/2021 | 21/03/2022    | 0.60%                               | 500,000                       |
| Commonwealth Bank                                    | A-1+          | 300            | 23/12/2021 | 19/10/2022    | 0.48%                               | 500,000                       |
| AMP - 53356                                          | A-2           | 180            | 14/07/2021 | 10/01/2022    | 0.50%                               | 500,000                       |
| Macquarie Bank - 053986                              | A-1           | 180            | 2/09/2021  | 1/03/2022     | 0.40%                               | 500,000                       |
| Macquarie Bank - 054099                              | A-1           | 180            | 9/09/2021  | 8/03/2022     | 0.40%                               | 500,000                       |
| Macquarie Bank - 054394                              | A-1           | 365            | 28/09/2021 | 28/09/2022    | 0.40%                               | 500,000                       |
| Commonwealth Bank                                    | A-1+          | 179            | 13/09/2021 | 11/03/2022    | 0.27%                               | 500,863                       |
| Commonwealth Bank                                    | A-1+          | 179            | 13/09/2021 | 11/03/2022    | 0.27%                               | 500,863                       |
| Bank of Queensland - 054317                          | A-2           | 181            | 24/09/2021 | 24/02/2022    | 0.33%                               | 1,000,000                     |
| Bank of Queensland - 053999                          | A-2           | 244            | 7/09/2021  | 9/05/202      | 0.33%                               | 500,000                       |
| Macquarie Bank - 055055                              | A-1           | 333            | 29/10/2021 | 27/09/2022    | 0.50%                               | 1,000,000                     |
| Macquarie Bank - 055370                              | A-1           | 332            | 23/11/2021 | 21/10/2022    | 0.50%                               | 500,000                       |
|                                                      |               | 002            | 20/11/2021 |               | 0.0070                              |                               |
| Total Term Deposits                                  |               |                |            | Avg Rate      | 0.44%                               | 12,501,726                    |
| At Call Accounts                                     |               |                |            |               |                                     |                               |
| Westpac Cash Reserves A/C 162 975                    | A-1+          |                |            | At Call       | 0.01%                               | 603,438                       |
| Tcorp A/C 1268 Total At Call Accounts                | A-1+          |                |            | At Call       | 0.01%                               | 1,274,254<br><b>1,877,692</b> |
|                                                      |               |                |            |               |                                     | 1,077,092                     |
| Total Investment Accounts                            |               |                |            |               |                                     | 14,379,418                    |
| Cash Accounts                                        |               |                |            |               |                                     |                               |
| Westpac Bank A/C 000 060                             | A-1+          |                |            | Cash at Bank  | 0.01%                               | 3,060,482                     |
| TOTAL CASH AT BANK<br>Total Investments Portfolio In |               |                |            |               |                                     | 3,060,482<br>17,439,900       |

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

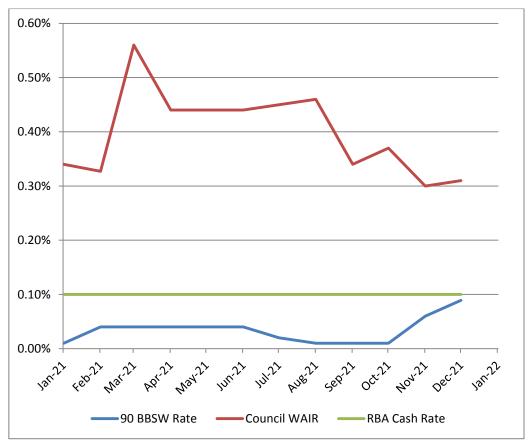
| Ratings | <b>Composition %</b> | Amount ('000) |
|---------|----------------------|---------------|
| A-1+    | 47.84                | 6,879         |
| A-1     | 27.82                | 4,000         |
| A-2     | 24.34                | 3,500         |
| TOTAL   | 100.00               | 14,379        |

As advised in October'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 investment falls due in January 2022. Council is expected to be compliant by the end of January 2022.



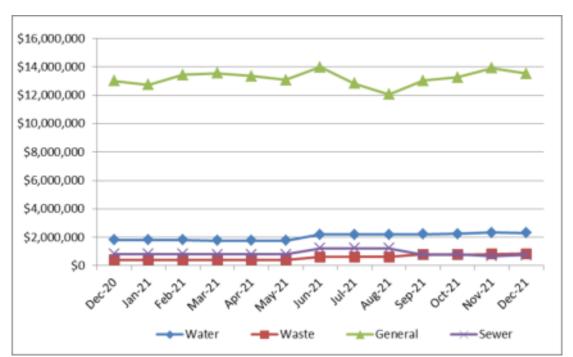
Council's weighted average return for all investments and cash accounts for the month is 0.31%, which is above the required 90 day bank bill swap reference rate of 0.09% as at 31 December 2021. Note the official cash rate stayed at 0.10% for December. The weighted average return rate is the rate which 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 \$17,439,900 is across the funds as listed below:

| FUNDS HELD       | General Fund | Waste Fund | Water Fund | Sewer Fund | TOTAL      |
|------------------|--------------|------------|------------|------------|------------|
| Restricted       | 9,897,000    | 616,000    | 2,204,000  | 1,028,000  | 13,745,000 |
| Unrestricted     | 3,694,900    | 0          | 0          | 0          | 3,694,900  |
| TOTAL FUNDS HELD | 13,591,900   | 616,000    | 2,204,000  | 1,028,000  | 17,439,900 |



# 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 \$13,745,000 at the end of month:

# **Details of Restrictions**

#### External Restrictions

| Specific Purpose Unexpended Capital Grants - Gen Fund     |                 | \$<br>3,061,000  |
|-----------------------------------------------------------|-----------------|------------------|
| Specific Purpose Unexpended Capital Grants - Water Fund   |                 | \$<br>6,000      |
| Specific Purpose Unexpended Operational Grants - Gen Fund |                 | \$<br>549,000    |
| Other - Water Fund                                        |                 | \$<br>2,198,000  |
| Other - Sewer Fund                                        |                 | \$<br>1,028,000  |
| Other - Domestic Waste Management                         |                 | \$<br>616,000    |
|                                                           |                 |                  |
| Internal Restrictions                                     |                 |                  |
| Caravan Park                                              |                 | \$<br>139,000    |
| Bidgee Haven Hostel Bonds                                 |                 | \$<br>1,743,000  |
| Other                                                     |                 | \$<br>4,405,000  |
| Tota                                                      | al Restrictions | \$<br>13,745,000 |
| Unrestricted Cash Investments                             |                 | \$3,694,900      |
| Tota                                                      | al Investments  | \$<br>17,439,900 |

The internal reserves above are based on historical information from last financial year. A report on the full review and adjustment has been provided as part of the December business papers. Once approved, these changes will be modified in the next monthly report.

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

| Cashbook Summary                     |             |
|--------------------------------------|-------------|
| Opening Cashbook Balance             | 3,370,222   |
| Plus Receipts                        | 2,085,023   |
| Less Payments                        | (2,398,387) |
| Cashbook Balance at 31 December 2021 | 3,056,858   |

| Statement Summary                          |             |
|--------------------------------------------|-------------|
| Opening Statement Balance                  | 3,344,253   |
| Plus Receipts                              | 2,126,071   |
| Less Payments                              | (2,409,842) |
| Bank Statement Balance at 31 December 2021 | 3,060,482   |
| Plus Unpresented Receipts                  | 15          |
| Less Unpresented Payments                  | (3,639)     |
| Reconciliation Balance at 31 December 2021 | 3,056,858   |

### SUMMARY

Council currently holds \$17,439,900 in Cash and Investments. The average interest rate trend has increased for December 2021 being 0.31% 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 (Adopted October 2021)

# **RISK RATING**

Low

ATTACHMENTS

Nil

#### 12.2 STATEMENT OF FUNDS - JANUARY 2022

| File Number:                | D22.61752                                                                                                                     |  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|--|
| Reporting Officer:          | Kristy Cameron, Finance Officer                                                                                               |  |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                         |  |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |  |

### OFFICER RECOMMENDATION

That Council receives and notes the Statement of Funds for the period ending 31 January 2022.

#### 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 30 November 2021
- 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 January 2022 is \$18,186,617. This is an increase of \$746,717 on the previous month's total of \$17,439,900. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for January 2022 included:-

- Stronger Country Communities Fund 2-0228 Market Street Claim 2 & 3 \$643,865
- Block Grant \$529,290
- BAS Refund \$44,746

Payments for January 2022 included:-

- Plant Hire \$55,802
- Pruning Trees \$27,060
- Toilet Riverbend \$25,524
- Concrete \$23,830
- Fuel \$25,496
- Electricity \$30,511
- Bore Pumps \$16,128
- New Sewer Pump \$29,975

Total interest received on investments for January 2022 is \$2853.

Council's cash and at call accounts are used for the purpose of day to day operations of Council. Term Deposit investments are \$13,001,726 as at 31 January 2022.

A summary of Council's investment and cash balances as at 31 January 2022 is as follows:

#### MONTHLY BANK & INVESTMENT REPORT

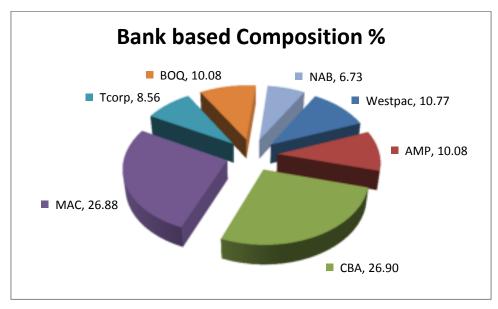
31/01/2022

| Term Deposits                     | S&P Rating   | Term<br>(Days) | Start Date | Maturity Date | Interest<br>Rate/ Rate<br>of Return | Investment<br>Value |
|-----------------------------------|--------------|----------------|------------|---------------|-------------------------------------|---------------------|
|                                   |              |                |            |               |                                     |                     |
| Westpac Bank A/C 176-576          | A-1+         | 371            | 16/11/2021 | 22/11/2022    | 0.25%                               | 1,000,000           |
| Commonwealth Bank                 | A-1+         | 365            | 4/03/2021  | 4/03/2022     | 0.46%                               | 500,000             |
| Commonwealth Bank                 | A-1+         | 365            | 4/03/2021  | 4/03/2022     | 0.46%                               | 1,000,000           |
| Macquarie Bank - 051049           | A-1          | 180            | 2/09/2021  | 1/03/2022     | 0.40%                               | 500,000             |
| Commonwealth Bank                 | A-1+         | 301            | 13/01/2022 | 10/11/2022    | 0.48%                               | 500.000             |
| AMP - 51396                       | A-2          | 340            | 19/08/2021 | 25/07/2022    | 0.75%                               | 500,000             |
| Commonwealth Bank                 | A-1+         | 365            | 22/03/2021 | 18/03/2022    | 0.42%                               | 500.000             |
| Macquarie Bank - 055858           | A-1          | 330            | 23/12/2021 | 18/11/2022    | 0.50%                               | 500,000             |
| AMP - 53454                       | A-2          | 240            | 20/07/2021 | 17/03/2022    | 0.60%                               | 500,000             |
| AMP - 53473                       | A-2          | 243            | 21/07/2021 | 21/03/2022    | 0.60%                               | 500,000             |
| Commonwealth Bank                 | A-1+         | 300            | 23/12/2021 | 19/10/2022    | 0.48%                               | 500,000             |
| Macquarie Bank - 053986           | A-1          | 180            | 2/09/2021  | 1/03/2022     | 0.40%                               | 500,000             |
| Macquarie Bank - 054099           | A-1          | 180            | 9/09/2021  | 8/03/2022     | 0.40%                               | 500,000             |
| Macquarie Bank - 054394           | A-1          | 365            | 28/09/2021 | 28/09/2022    | 0.40%                               | 500,000             |
| Commonwealth Bank                 | A-1+         | 179            | 13/09/2021 | 11/03/2022    | 0.27%                               | 500,863             |
| Commonwealth Bank                 | A-1+         | 179            | 13/09/2021 | 11/03/2022    | 0.27%                               | 500,863             |
| Bank of Queensland - 054317       | A-2          | 181            | 24/09/2021 | 24/02/2022    | 0.33%                               | 1,000,000           |
| Bank of Queensland - 053999       | A-2          | 244            | 7/09/2021  | 9/05/2022     | 0.33%                               | 500,000             |
| Macquarie Bank - 055055           | A-1          | 333            | 29/10/2021 | 27/09/2022    | 0.50%                               | 1,000,000           |
| Macquarie Bank - 055370           | A-1          | 332            | 23/11/2021 | 21/10/2022    | 0.50%                               | 500,000             |
| NAB Bank                          | A-1+         | 335            | 11/01/2022 | 12/12/2022    | 0.63%                               | 1,000,000           |
|                                   | <u></u>      |                | 11/01/2022 | 12/12/2022    | 0.0378                              | 1,000,000           |
| Total Term Deposits               |              |                |            | Avg Rate      | 0.45%                               | 13,001,726          |
| At Call Accounts                  |              |                |            |               |                                     |                     |
| Westpac Cash Reserves A/C 162 975 | A-1+         |                |            | At Call       | 0.01%                               | 603,448             |
| Tcorp A/C 1268                    | A-1+         |                |            | At Call       | 0.01%                               | 1,274,251           |
| Total At Call Accounts            |              |                |            |               |                                     | 1,877,700           |
| Total Investment Accounts         |              |                |            |               |                                     | 14,879,426          |
| Cash Accounts                     |              |                |            |               |                                     |                     |
| Westpac Bank A/C 000 060          | A-1+         |                |            | Cash at Bank  | 0.01%                               | 3,307,191           |
| TOTAL CASH AT BANK                |              |                |            |               | 0.0.70                              | 3,307,191           |
| TOTAL INVESTMENTS PORTFOLIO IN    | ICLUDING CAS | Н              |            |               |                                     | 18,186,617          |

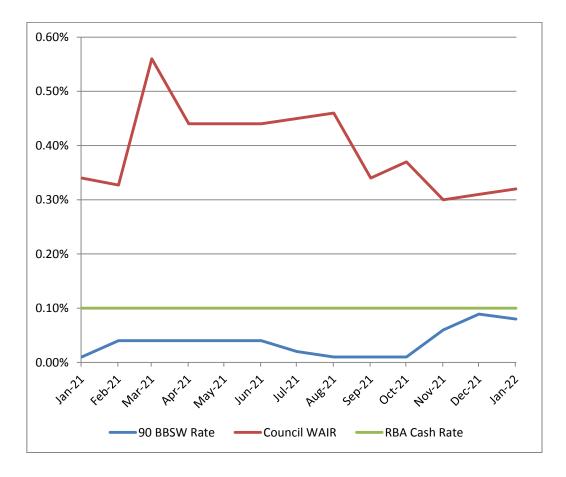
The table and graph below show the composition of investments (excluding cash at bank) with financial institutions.

| Ratings | <b>Composition %</b> | Amount ('000) |
|---------|----------------------|---------------|
| A-1+    | 46.23                | 6,879         |
| A-1     | 26.88                | 4,000         |
| A-2     | 20.16                | 3,000         |
| TOTAL   | 100.00               | 14,879        |

Council is now compliant with the Investment Policy, as the funds invested with AMP (an A-2 rated institution) are within Council's portfolio credit limit of 10% for any individual A-2 rated financial institution.



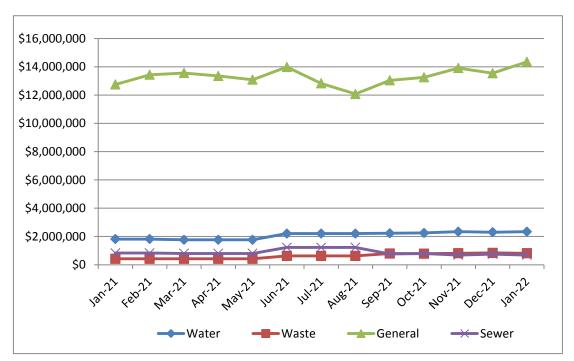
Council's weighted average return for all investments and cash accounts for the month is 0.32%, which is above the required 90 day bank bill swap reference rate of 0.08% as at 31 January 2022. Note the official cash rate stayed at 0.10% for December. The weighted average return rate is the rate which 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 \$18,185,035 across the funds as listed below:

| FUNDS HELD       | General Fund | Waste Fund | Water Fund | Sewer Fund | TOTAL      |
|------------------|--------------|------------|------------|------------|------------|
| Restricted       | 9,897,000    | 616,000    | 2,204,000  | 1,028,000  | 13,745,000 |
| Unrestricted     | 4,441,617    | 0          | 0          | 0          | 4,441,617  |
| TOTAL FUNDS HELD | 14,338,617   | 616,000    | 2,204,000  | 1,028,000  | 18,186,617 |



# 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 \$13,745,000 at end of month:

# **Details of Restrictions**

#### **External Restrictions**

| Specific Purpose Unexpended Capital Grants - Gen F        | und \$          | 3,061,000   |
|-----------------------------------------------------------|-----------------|-------------|
| Specific Purpose Unexpended Capital Grants - Water Fund   |                 | 6,000       |
| Specific Purpose Unexpended Operational Grants - Gen Fund |                 | 549,000     |
| Other - Water Fund                                        | \$              | 2,198,000   |
| Other - Sewer Fund                                        | \$              | 1,028,000   |
| Other - Domestic Waste Management                         | \$              | 616,000     |
|                                                           |                 |             |
| Internal Restrictions                                     |                 |             |
| Caravan Park                                              | \$              | 139,000     |
| Bidgee Haven Hostel Bonds                                 | \$              | 1,743,000   |
| Other                                                     | \$              | 4,405,000   |
| Total                                                     | Restrictions \$ | 13,745,000  |
| Unrestricted Cash Investments                             |                 | \$4,441,617 |
| Total                                                     | Investments \$  | 18,186,617  |

The bank reconciliation on the Westpac cash account, or operating account, has been reconciled as at 31 January 2022 and is shown below:

| Cashbook Summary                    |             |
|-------------------------------------|-------------|
| Opening Cashbook Balance            | 3,056,858   |
| Plus Receipts                       | 1,959,389   |
| Less Payments                       | (1,710,637) |
| Cashbook Balance at 31 January 2022 | 3,305,609   |

| Statement Summary                         |             |
|-------------------------------------------|-------------|
| Opening Statement Balance                 | 3,060,482   |
| Plus Receipts                             | 1,957,468   |
| Less Payments                             | (1,710,759) |
| Bank Statement Balance at 31 January 2022 | 3,307,191   |
| Plus Unpresented Receipts                 | 2,186       |
| Less Unpresented Payments                 | (3,768)     |
| Reconciliation Balance at 31 January 2022 | 3,305,609   |

#### SUMMARY

Council currently holds \$18,186,617 in Cash and Investments. The average interest rate trend has increased for January 2022 being 0.32% overall.

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

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

# **FINANCIAL IMPLICATION**

Nil

# LEGISLATIVE IMPLICATION

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

#### POLICY IMPLICATION

Council's Investment Policy (Adopted October 2021)

**RISK RATING** 

Low

# ATTACHMENTS

#### 12.3 MONTHLY FINANCE REPORT - JANUARY 2021

| File Number:                | D22.61758                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

# 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 December 2021 and January 2022 to ensure Council's transactions are up-to-date and correct in the Practical and subsidiary ledger systems for the months ending 31 December 2021 and 31 January 2022.

#### 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:
  - 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;
  - o Bank reconciliations have been completed for all bank accounts; and
  - Ratepayers and other debtors have been invoiced/charged for all monies due to Council.

#### Review of current processes

The following internal control processes are still 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
  - Store Items (excluding fuel) recorded manually on daily store sheet (in duplicate), entered into Practical– 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– 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
- Bank Reconciliation processed daily and reconciled at end of each month before being reported in Monthly Statement of Funds report to Council, procedure to be developed and back-up staff member trained

# Areas still requiring improvement

In order to get to a stage, where the General Manager and the Responsible Accounting Officer can certify that the systems for the preceding month are up to date, the following areas for improvement still need to be addressed:

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

# December & January tasks

During December a substantial amount of time was taken up responding to requests from the auditors for the completion of the Aged Care Financial Report. This report could not be completed until after the auditors had completed Council's Financial Statements.

A key focus in January was the completion of a stocktake and review of the processes related to the stores function. A number of continuous improvement opportunities have been identified, and staff are currently working through the development of a report on these issues so that they can discuss new processes in conjunction with the new finance consultants once they commence.

In January the General Manager extended the contract of the external finance consultants to provide finance expertise to Council. Following conversations with the consultant, Council has been able to confirm the work plan for the 2021/22 financial year and into the 2022/23 year. This includes clarification of the roles and responsibilities of the consultants and Council staff.

APV Valuers were also on site in January to undertake a revaluation of Council's Land, Buildings and Other Structure asset classes. This information is now complete and will assist Council to ensure the accuracy of its asset data, prior to it being placed back into Council's financial management system, Practical.

Staff have also established a grants register, with all key data stored in the one place to assist with the audit process at the end of financial year. The register includes links to all key documents, financial and project management information and funding details.

Payroll staff have also rectified the issue regarding Hostel staff backpay during January/early February. After reviewing the historical data it was identified that staff had not yet received the 2020 Award increase. This has now been calculated and processed, so staff could be reimbursed.

#### February Workplan

The following activities are planned to be undertaken during February to help work towards providing Council with assurance that transactions are up-to-date and correct:

- performance appraisals with all finance staff to confirm roles and responsibilities
- review of organisational structure of finance team, to match changes in responsibilities to the structure and position descriptions
- commence actions to respond to the Auditor's management letter
- liaison and provision of information to Council's Asset Management consultant, to conduct the revaluation of all Council's civil asset classes

#### SUMMARY

Key activities undertaken in December and January to work towards improving Council's internal financial systems and procedures include:

- completion of the 2020/21 Financials
- appointment of external financial consultants
- revaluations of building and other structure asset classes
- stocktake of stores including items stored in the Depot yard
- further refinement of business improvement processes

Substantial work is still 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.

#### FINANCIAL IMPLICATION

Nil

#### LEGISLATIVE IMPLICATION

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

#### **POLICY IMPLICATION**

Nil

#### **RISK RATING**

High

# ATTACHMENTS

#### 12.4 BIDGEE HAVEN QUARTERLY REPORT

| File Number:                | D22.61760                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

# OFFICER RECOMMENDATION

1. That Council receive and note the Bidgee Haven Retirement Hostel December 2021 Quarterly Report inclusive of financial information against the operational and capital budget.

#### 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

Following the site audit and performance report in June 2018, the Aged Care Quality and Safety Commission (ACQSA) issued a number of minor non-compliances including:

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

The comprehensive Continuous Improvement Plan developed by Hostel and Council staff to address these issues has now been implemented within the six month timeframe allocated by ACQSA. An unannounced site audit, or potentially a desktop audit due to current COVID-19 restrictions, will be undertaken in the near future to assess the Hostel and Council's performance to address the non-compliances. One of these issues raised in the audit was the governance arrangements for the Hostel.

#### Financial Information

As at 31 December 2021, the Hostel is operating at a cash surplus of \$54,454 after depreciation. Revenue including Resident Care Fees, Care Subsidies, Accommodation Fees and Daily Fees totalled \$693,532. At 56.3% of budgeted revenue, this is slightly above what was anticipated for the second 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 50.9% of the annual estimate, this does not include the payment of the annual Award increase of staff from October 2021 or the Award increase from October 2020, which Council has identified was not paid to staff in March 2021 when approved by the Industrial Relations Commission. This has been rectified this month, so will show up in the next quarterly report.

Capital revenue and expenditure for the quarter was minimal, as it was decided at the October Council meeting to put the Hostel extension project on hold.

The following table represents the revenue and expenditure for the Hostel to 31 December 2021.

|                                   | Original Budget | Actual YTD 31 Dec<br>2021 | Remaining<br>Budget | Anticipated<br>30 June 2022 |
|-----------------------------------|-----------------|---------------------------|---------------------|-----------------------------|
|                                   |                 |                           |                     |                             |
| Total Operating Revenue           | \$1,231,000     | \$693,532                 | \$539,668           | \$1,233,200                 |
| Total Operating Expenditure       | \$1,306,300     | \$639,078                 | \$667,322           | \$1,306,400                 |
| Net Operating Surplus / (Deficit) | -\$75,300       | \$54,454                  | -\$127,654          | -\$73,200                   |
| Total Capital Revenue             | \$4.280.000     | \$4,980                   | \$4,275,020         | \$4,280,000                 |
| Total Capital Expenditure         | \$4,300,000     | \$4,980                   | \$4,295,020         | .,,,                        |
| Net Capital Surplus/ (Deficit)    | -\$20,000       | \$0                       | -\$20,000           | -\$20,000                   |
| Net Result Surplus/ (Deficit)     | -\$95,300       | \$54,454                  | -\$147,654          | -\$93,200                   |

#### SUMMARY

This report provides an insight into the financial operations during the December 2021 quarter of the Bidgee Haven Retirement Hostel. Revenue was slightly up on the budget for the first quarter at 56.3%, while operating expenditure was below budget at 48.5%. As the Hostel Extension project has been placed on hold, there was minimal capital expenditure at the Hostel during the first two quarters.

# 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

#### 12.5 QUARTERLY TOURISM REPORT - OCTOBER TO DECEMBER 2021

| File Number:                | D22.61761                                                                                                 |  |  |
|-----------------------------|-----------------------------------------------------------------------------------------------------------|--|--|
| Reporting Officer:          | Connie Mallet, Tourism, Communications, & Events<br>Coordinator                                           |  |  |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                     |  |  |
| Operational Plan Objective: | Pillar 4: Our Culture – A community that respects and celebrates its diverse cultures, heritage and arts. |  |  |

# OFFICER RECOMMENDATION

That Council receives and notes the Quarterly Tourism Report for October - December 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 December 2021 quarter.

#### REPORT

#### TOURISM ACTIVITY

Balranald Shire had an increase in visitation for the quarter of approximately 45.7% compared to the previous quarter. This was largely impacted by the easing of restrictions across NSW and the opening of the South Australian State border.

| Month    | Total Walk Ins to<br>Visitor Information<br>Centre | NSW Total | % of NSW<br>Visitation |
|----------|----------------------------------------------------|-----------|------------------------|
| October  | 404                                                | 190       | 47.0%                  |
| November | 794                                                | 347       | 43.7%                  |
| December | 662                                                | 266       | 40.2%                  |

Visitor Information Centre Merchandise sales increased in the second quarter, but still only achieved 27.9% of budget in the first half of the year. Sales were impacted by a drop in sales in the first quarter due to 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.

#### Marketing & Communications Objectives

During this quarter the marketing and communications focus was on:

- Increasing brand awareness via Christmas promotions
- Increasing engagement to our page via Christmas promotions
- Sending traffic to the website page promoting all the Christmas specials and activities across the Shire
- Increasing posts and communications on the local community pages e.g. Balranald Link, Balranald Inc, Balranald Bulletin Board and the Robinvale Euston Bulletin Board

#### Website Performance

- Between October and December there were 5,828 new visitors to the website, an increase of 76% from the last quarter
- During the December Christmas promotions the Christmas Special's website page was the highest performing page behind the Road Conditions page

• During the December Christmas promotion period there were 4,097 new visitors to the website – an increase of 35% from the last period driven by a QR Code link to the Christmas Specials from print media (newspaper and flyers) and links from the social media pages

# Social Media – Discover Balranald & Surrounds Page

- During this period we posted 3 promotional/paid posts focusing on increasing awareness of what the shire had to offer by way of Christmas specials and activities and to help drive visitors to the website Christmas Specials page via links from the posts.
- The 3 paid promotional post at a total cost of approximately \$300 reached 15,378 people with 950 engaging directly with the posts (liking, sharing, comment etc.) as well as clicking on the link to the website Christmas Specials page
- During that period we had 7 organic posts which reached 7,307 people and approx. 589 engagements

# Social Media - Community Pages

- During this period we had a key objective of increasing communications of events and happening with the Balranald and Euston community via the key community pages
- During this period we posted approximately 28 posts on each of the 3 Balranald Community pages and approximately 13 on the Robinvale Euston Bulletin Board (which began on the 8<sup>th</sup> December 2021)

#### Print Media

• We put 2 full page adverts in the Guardian at a total promotion cost of \$600. This began our Christmas promotions and each advert included a QR code that was linked to the website Christmas Specials page

#### <u>Radio</u>

- Using credits from Council's monthly fee for Radio adverts a series of radio commercials aired throughout the month of December, promoting shopping in the Balranald Shire and call to action was to drive listeners to the website to view all the specials and happenings in the Balranald Shire for Christmas.
- For a cost of \$3000 we had the live broadcast during market day for 4 hours with a competition to drive traffic through the retailers doors to purchase goods and bringing the dockets to the broadcasting site for a draw after the 4 hours. The winner received a \$250 dollar voucher to be redeemed at any business or businesses within the Balranald Shire. Retailers reported high traffic and high sales on the day.

Note: The Radio commercials combined with the print media QR code link and the social media post links integrated together to drive traffic to the website. This culminated in 4,097 new visitors to the website during December, an increase of 35%, with the Christmas Specials page being the top performing page.

# Social Media

Engaging with some 1,546 social media users and reaching an audience of almost 23,642, the social media posts up to this quarter included:

- Robinvale Market
- Caravan Park
- The Maker
- Makers Shop Children's Christmas Craft Workshop
- Alistair Cox Book Launch
- Hospital Auxiliary Christmas Event

- New Christmas Tree at Discovery Centre
- Various Christmas Shopping Promotions
- Market Day

# TOURISM QUARTERLY FINANCIAL REPORT

Council's Income, Operating Expenditure and Capital Expenditure to 31 December 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 31.7% of the revenue budget has been achieved and 39.3% of the operational expenditure budget has been expensed with minimal capital works expenditure to 31 December 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 27.9% of the budget reached by December 2021.

Cleaning expenses for the quarter are up, as staff used the opportunity during the lockdown period to do a deep clean of the museum and visitor centre. Overall, however, the tourism budget is on track to come in either on budget or slightly under the projected deficit for this financial year.

The following table represents all revenue, expenditure and capital works to 31 December 2021.

|                                   | Original<br>Budget | Actual YTD<br>30 Dec 2021 | Remaining<br>Budget | Anticipated<br>30 June 2022 |
|-----------------------------------|--------------------|---------------------------|---------------------|-----------------------------|
|                                   |                    |                           |                     |                             |
| Total Operating Revenue           | \$88,700           | \$28,901                  | \$63,608            | \$91,700                    |
| Total Operating Expenditure       | \$325,744          | \$129,057                 | \$196,887           | \$325,944                   |
| Net Operating Surplus / (Deficit) | \$237,044          | \$100,966                 | \$133,278           | \$234,244                   |
|                                   |                    |                           |                     |                             |
| Total Capital Revenue             | \$950,000          | \$0                       | \$950,000           | \$950,000                   |
| Total Capital Expenditure         | \$950,000          | \$99,850                  | \$850,150           | \$950,000                   |
| Net Capital Surplus/ (Deficit)    | \$0                | \$99,850                  | \$99,850            | \$0                         |
| Net Result Surplus/ (Deficit)     | \$237,044          | \$200,816                 | \$33,428            | \$234,244                   |

#### Next Quarter

- Increasing both organic and promotional posts on the tourism page specific content, videos, photos promoting key attractions, experiences and events across the shire
- Increase website traffic via links from social media posts and QR codes on print media marketing adverts and collateral
- Increase posting of stories (24hr content videos, gifs, photos) that align and add value to page posts (organic and paid)
- Continue promoting community events, happenings and information of interest on the community social media pages
- Reactivate the tourism Instagram page with high quality imagery, videos and content and put strategies in place to increase followers and views
- Develop quarterly marketing action plan and diarise social media content posts

• Begin the development of the new tourism website

# 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 \$113,716, which is less than the anticipated quarterly budget deficit of \$118,520. This was because of expenses being reduced during this period, as well as revenue.

#### FINANCIAL IMPLICATION

Nil

**LEGISLATIVE IMPLICATION** 

Nil

# **POLICY IMPLICATION**

Nil

# **RISK RATING**

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

# ATTACHMENTS

#### 12.6 SALE OF LAND FOR UNPAID RATES

| File Number:                | D22.61961                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Janelle Dalton, Rates Officer                                                                                                 |
| Responsible Officer:        | Hodi Beauliv, Director Corporate & Community Services                                                                         |
| Operational Plan Objective: | Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance. |

# OFFICER RECOMMENDATION

That the report be received and noted.

#### PURPOSE OF REPORT

To update Council on the sale of land by auction, for unpaid rates.

# REPORT

Council resolved at its meeting on 15 June 2021 to commence the process of selling properties as detailed below, according to Section 715 & 716 of the Local Government Act 1993.

Two of the parcels of land were withdrawn prior to auction. One was paid in full before auction, and the other will be auctioned at a later date, proposed to be 18 February 2022.

The other 3 parcels of land were auctioned on 12 November 2022. Contracts were signed for the amounts shown below, on the day of the auction. Settlement of these properties occurred on 20 January 2022.

| Assessment | Owner                     | Address                             | Title description          | Overdue<br>Rates,<br>Interest &<br>Legal charges<br>to 8/2/22 | Outcome                                            |
|------------|---------------------------|-------------------------------------|----------------------------|---------------------------------------------------------------|----------------------------------------------------|
| 2604793    | Estate Blandthorn         | 145<br>Ballandella St,<br>Balranald | Lot B DP<br>333666         | \$ 19,912.30                                                  | Sold at<br>Auction<br>\$41,000                     |
| 2605526    | Estate A J<br>L'Hotellier | Sturt Highway,<br>Euston            | Lot 3 DP<br>221453         | \$ 1,815.14                                                   | Sold at<br>Auction<br>\$2,500                      |
| 3453384    | G Perks                   | Oxley Street,<br>Oxley              | Lot 10 Sec 37<br>DP 758821 | \$ 5,663.56                                                   | Sold at<br>Auction<br>\$4,500                      |
| 3787736    | Estate FH<br>Silvester    | Sturt Highway,<br>Balranald         | Pt Lot 8 DP<br>751203      | \$ 2,894.53                                                   | Withdrawn<br>– paid in<br>full prior to<br>auction |
| 3801895    | Estate WH<br>Griffiths    | Market St,<br>Balranald             | Lot 3, 4 DP<br>1201771     | \$ 3,340.03                                                   | To be<br>auctioned<br>18/2/2022                    |

# FINANCIAL IMPLICATION

Nil

# LEGISLATIVE IMPLICATION

Section 715 & 716 of the Local Government Act 1993

# POLICY IMPLICATION

Nil

# **RISK RATING**

Low

# ATTACHMENTS

# 13 INFRASTRUCTURE & DEVELOPMENT REPORTS

# 13.1 PLANNING ADMINISTRATION

| File Number:                | D22.61257                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Ray Mitchell, Health & Development Officer                                                                   |
|                             | Nikkita Manning-Rayner, Administration Assistant                                                             |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                         |
| Operational Plan Objective: | Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment. |

#### OFFICER RECOMMENDATION

That the report be received and noted.

# PURPOSE OF REPORT

To advise Council of activities in the Planning area

# REPORT

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

| Application                                  | Owner/Applicant                                                          | Locality                                                                             | Description                                                  |
|----------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------|
| DA 20/2022                                   | James Golsworthy<br>Consulting for Augusta                               | Crown Land on<br>southern bank of<br>the Murray River,<br>off Scotty Lane,<br>Kenley | Irrigation Pump Station<br>Upgrade & Erosion<br>Control Work |
| DA 21/2022                                   | Mr Shaun Ross for Mr<br>Shaun Ross & Ms Glenda<br>Redpath                | 35 Malcolm<br>Street, Balranald                                                      | Dwelling Additions                                           |
| DA 22/2022                                   | Entegra Signature<br>Structures for Lot 4 BV<br>Irrigation Pty Ltd       | Morris Road,<br>Euston                                                               | Storage Shed                                                 |
| DA 25/2022                                   | Mrs Kara Curran for Estate<br>of W.J. Price                              | 54 Cary Street,<br>Euston                                                            | Demolition of Dwelling                                       |
| CC 08/2022                                   | Mr Ron Mengler                                                           | 4 Garreffa<br>Parade, Euston                                                         | Two Storey Dwelling                                          |
| SDC 07/2022                                  | Price Merrett Consulting for<br>Mr Charlie Costa & Mrs<br>Caterina Costa | 131 & 137<br>Kilpatrick Road<br>Euston                                               | Boundary Realignment<br>to rectify an<br>encroachment        |
| OC 08/2022<br>(certificate of<br>completion) | Josh Gaskin for Mr Dane<br>Rendell & Ms Nadia Cardin-<br>Haw             | 22 Tayla Court,<br>Euston                                                            | Sanitary plumbing for dwelling                               |

| OC 09/2022                                   | Murphy Builders                                                      | 51 Mayall Street,<br>Balranald | Workshop and Storage<br>Area   |
|----------------------------------------------|----------------------------------------------------------------------|--------------------------------|--------------------------------|
| OC 10/2022                                   | Vespucci Bros Pty Ltd for<br>Mr Sebastiano & Mrs<br>Paolina Vespucci | 63 Brett Road,<br>Euston       | Rural Workers<br>Accommodation |
| OC 11/2022<br>(certificate of<br>completion) | Vespucci Bros Pty Ltd                                                | 8 Garreffa<br>Parade, Euston   | Sanitary plumbing for dwelling |
| OC 12/2022<br>(certificate of<br>completion) | Bradley Hocking for Mr<br>Bradley & Mrs Jessica<br>Hocking           | 228 Dry Lake<br>Road, Euston   | Sanitary plumbing for dwelling |
| OC 13/2022<br>(certificate of<br>completion) | Glen McErvale for Mr<br>William & Mrs Dianne<br>Vandenberg           | 3 Bates Drive,<br>Euston       | Sanitary plumbing for dwelling |

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

| Environmental Planning & Assessment Act 1979 | 18 |
|----------------------------------------------|----|
| Planning Information Certificates (10.7)     |    |
| Environmental Planning & Assessment Act 1979 | 0  |
| Building Certificates (6.24)                 |    |
| Environmental Planning & Assessment Act 1979 | 0  |
| Outstanding Orders (121ZP)                   |    |
| Local Government Act 1993                    | 0  |
| Outstanding Orders (735A)                    |    |
| Local Government Act 1993                    | 11 |
| Drainage Diagram                             |    |
| Biosecurity Act 2015                         | 0  |
| Outstanding Orders (Noxious Weeds)           |    |

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

# 13.2 INFRASTRUCTURE UPDATE

| File Number:                | D22.62031                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------|
| Reporting Officer:          | Fiona Scoleri, Executive Assistant                                                                           |
| Responsible Officer:        | Glenn Wilcox, Acting General Manager                                                                         |
| Operational Plan Objective: | Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment. |

#### **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 8 February 2022.

# REPORT

#### 1. Road construction and maintenance

#### 1.1 Construction

#### Regional roads

Work on formation widening on MR67 north of Homebush was closed down on 16 December 2021. No current plans to recommence the works.

#### Local roads

a) Weimby Kyalite Road – Reconstruction and Sealing to Junction Park Station

Powerlines have been lifted over the incomplete section of the works. Final 1km of reconstruction and sealing can now commence, subject to worker and sealing contractor availability.

b) Marma Box Creek Road - Works have recommenced on the reconstruction of Marma-Box Creek Road from the existing bitumen seal to the Wampo intersection.

Culverts have been installed, formation has been built up and a further 2.5km constructed ready for sealing.

The bore pump at Wampo Bore needs to be replaced.

Application has been made to transfer unexpended funds from Weimby Kyalite Road project to extend works on Marma Box Creek Road under Fixing Local Roads Phase 1. Further information has been requested regarding scope of proposed works before a decision is made regarding funding transfer.

- c) Tender for widening of Taylor Road & Leslie Drive, pavement rehabilitation and course correction on Kilpatrick Road Successful tender was from CRS (NSW) Pty Ltd. Contract documents have been prepared and forwarded to CRS for signing.
- d) Tender to reconstruct and seal 2km of Tapalin Mail Road on an improved alignment eastward from the Shire boundary with Wentworth Shire Successful tender was

from Botts Earthmoving Pty Ltd. Contract documents have been prepared and forwarded to Botts for signing.

e) 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.

#### 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

No change since the last report.

# 2.2 Water Security Project

No change since the last report.

#### 2.2 Balranald Sewerage Program

New back-up sewer pump installed at Balranald Sewer Pump Station in December 2021.

Electrical switchboard work on Balranald Sewer Pump Station scheduled for week commencing 14 February 2022.

#### 2.3 Balranald Water Network

Next round of AC mains renewals – pipes due to arrive next week. Contractor has scheduled works for early March.

#### 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

Outdoor gym equipment, furniture and weight-lifting frog sculpture have been installed at river end of Mayall Street. Drinking fountain, rubbish bin and doggy bags dispenser to be installed in the coming weeks.

Work at swimming bend and on south side of river (Bottleneck Reserve) continues to be delayed by high river levels.

# 3.2 Streetlights

Replacement of existing luminaires throughout Balranald with more efficient LED units was scheduled to take place November/December 2021. E-mail sent to Essential Energy to enquire when this work will be carried out.

# 3.3 Euston Riverfront Reserve and Walking Trails

No change since the last report.

# 3.4 Kyalite Riverside Reserve

Parking area adjacent to Anzac Park has been completed, 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. Additional grant funding has been applied for, for this project.

# 3.5 Balranald Swing Bridge

Works for widening of swing bridge due to commence later this month.

# 4. Buildings and Facilities

# 4.1 Football Club Change rooms

The construction of the new change rooms is approximately 75% complete. Framework, internal lining and stormwater drainage complete. External Colorbond sheeting, plumbing and internal fit-out still required.

# 4.2 Tennis Courts

New artificial playing surface, line marking, nets and fencing are all completed except for the gates, which have been delayed by a supplier issue.

Opening dinner planned for 19 February 2022.

Drainage improvement and sealing of the car park (separate funding) will be carried out in the coming month's dependant on contractor availability.

# 4.3 Visitor Centre/Discovery Centre

Meeting has been scheduled between the architects and Glenn Wilcox to discuss the plans, estimated build costs and possible project management.

# 4.4 Balranald Library

Part of roof and ceiling collapsed 2-3 weeks ago due to failure of aged wooden rafters in the roof. Has been inspected by builder, but repairs not yet carried out.

Quotations have been obtained for some minor capital works at the library. Grant funding has been applied for – successful recipients due to be announced later this month.

# 4.5 Theatre Royal

As previously reported - 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

All works have been completed.

An opening event is planned for Saturday 12 February.

Drainage improvement and sealing of the car park (separate funding) will be carried out in the coming months dependant on contractor availability.

# 4.7 Aerodrome

New fencing materials have been delivered. Contractor is scheduling works to plan a commencement date.

# 4.8 Balranald Landfill

Surveys to be commissioned prior to development of Landfill Management Plans for Balranald and Euston.

# 4.9 Balranald Cemetery

Building of public toilet has been completed.

A new concrete plinth has been laid in the lawn cemetery for the next row of graves.

A ground survey is to be carried out prior to the preparation of a master plan for the extension and further development of the cemetery.

# 4.10 Euston Recreation Reserve

New playground equipment has been installed.

Funding is being sought for replacement change sheds for netball and a shade structure over the netball courts.

# 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.

Pruning of trees under powerlines by Essential Energy has been paused and will recommence in 3 weeks.**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.

Quotes are being obtained for the purchase of a new ride-on mower for Euston.

# FINANCIAL IMPLICATION

As per individual projects budgets

# LEGISLATIVE IMPLICATION

Nil

# POLICY IMPLICATION

Applicable policies are considered on an individual project basis.

# **RISK RATING**

Project based risks are individually assessed.

# ATTACHMENTS

# 14 NOTICE OF MOTION / QUESTIONS ON NOTICE

Nil

# 15 CONFIDENTIAL MATTERS

Nil

16 CLOSURE OF MEETING