



AGENDA

Ordinary Council Meeting Tuesday, 19 April 2022

Date: Tuesday, 19 April 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 or myself. Please proceed to the assembly area (in front of police station) or in the car park across the road. An instruction to evacuate to an area should be followed without delay to assist Council in ensuring the Health and Safety of all staff and visitors.

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

Our Vision

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

Our Mission

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

Our Values

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

Notice is hereby given that an Ordinary Meeting of Council will be held in the Council Chambers, Market Street Balranald on:
Tuesday, 19 April 2022 at 5pm

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1 OPENING OF MEETING

The Council’s Charter

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

(1) A Council has the following charter:

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country

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

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**3 APOLOGIES**

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COUNCIL MEETING HELD ON 15 MARCH 2022**

**File Number: D22.64169**

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

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

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**OFFICER RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 15 March 2022 be received and noted.

**MINUTES**

The Council Meeting of 15 February 2022 was held at the Euston Recreation Reserve, with the Minutes of that meeting attached.

**ATTACHMENTS**

1. **Minutes of the Council Meeting held on 15 March 2022**



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 15 March 2022**

**Order Of Business**

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**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE EUSTON RECREATION RESERVE  
ON TUESDAY, 15 MARCH 2022 AT 5PM**

**1 OPENING OF MEETING**

**2 ACKNOWLEDGMENT OF COUNTRY**

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

**PRESENT:**

Administrator Mike Colreavy

**IN ATTENDANCE:**

Glenn Wilcox (General Manager), Hodi Beauliv (Director Corporate & Community Services) and Carol Holmes (Senior Executive Assistant)

**3 APOLOGIES**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COUNCIL MEETING HELD ON 15 FEBRUARY 2022**

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**RESOLUTION 2022/33**

Moved: Administrator Mike Colreavy

That the Minutes of the Council Meeting held on 15 February 2022 be received and noted.

**CARRIED**

**5 DISCLOSURE OF INTEREST**

There were no Disclosure of Interests submitted to this meeting.

**6 ADMINISTRATOR MINUTE/REPORT****PROCEDURAL MOTION**

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**RESOLUTION 2022/34**

Moved: Administrator Mike Colreavy

That in accordance with Section 12 of Councils Code of Meeting Practices I resolve Council go into Committee of the Whole to consider a Report from LGNSW as to the appointment process for a new General Manager.

**CARRIED**

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**RESOLUTION 2022/35**

Moved: Administrator Mike Colreavy

That Council come out of Committee of the Whole as I have considered the report as submitted.

**CARRIED**

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**6.1 APPOINTMENT OF NEW GENERAL MANAGER**

I wish to advise the public that a report has been submitted by LGNSW as to the appointment of a new General Manager to Balranald Shire Council and that after considering of the report I wish to inform the public that the following resolution has been adopted;

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**RESOLUTION 2022/36**

Moved: Administrator Mike Colreavy

1. The Council accepts the recommendation of the Committee of the Whole and resolves to appoint the successful candidate to the position of General Manager subject to the negotiation of a contract and background checks coming back without any adverse findings; and
2. That a total remuneration package of \$260,000 is to be negotiated, as advertised.

**CARRIED**

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 LOCAL TRAFFIC COMMITTEE MEETING HELD ON 8 FEBRUARY 2022**

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**RESOLUTION 2022/37**

Moved: Administrator Mike Colreavy

That the Minutes of the Local Traffic Committee meeting held on 8 February 2022 be received and noted.

**CARRIED**

**7.2 STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE HELD ON 17 FEBRUARY 2022**

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**RESOLUTION 2022/38**

Moved: Administrator Mike Colreavy

That Council receives and notes the Minutes of the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIW) meeting held on 17 February 2022.

**CARRIED**

**7.3 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 28 FEBRUARY 2022**

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**RESOLUTION 2022/39**

Moved: Administrator Mike Colreavy

That Council receives and notes the Minutes of the Euston Progressive Advisory Committee (EPAC) meeting held on Monday 28 February 2022.

**CARRIED**

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

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

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**RESOLUTION 2022/40**

Moved: Administrator Mike Colreavy

That Council formally adopt the revised Model Code of Meeting Practice.

**CARRIED**

**8.2 ADOPTION OF COUNCIL POLICIES****PURPOSE OF REPORT**

In accordance with the Local Government Act 1993, 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, as required by the *Local Government Act*, has had the attached policies displayed and on our website since December 2021.

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**RESOLUTION 2022/41**

Moved: Administrator Mike Colreavy

That Council place the attached list of policies on exhibition on Council's website and advertise for a period of 28 days for public comment and any public comments be reported back to the May Council Meeting.

**CARRIED**

**8.3 DONATION REQUEST - NATIONAL RECOVERY & RESILIENCE AGENCY****PURPOSE OF REPORT**

To advise Council of a donation request received seeking Euston Recreation Reserve Hall hire costs to be waived on Saturday 26 March 2022 for the Recovery Outreach Tour with Sara Storer.

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**RESOLUTION 2022/42**

Moved: Administrator Mike Colreavy

That Council

1. Approves the request from the National Recovery and Resilience Agency for waiving of fees at Euston Recreation Reserve.
2. Advise the Combined National Recovery and Resilience Agency that the hall hire costs have been waived and the hall must be left clean and tidy.

**CARRIED**

**8.4 SPONSORSHIP - MURRUMBIDGEE FISHING CLASSIC****PURPOSE OF REPORT**

To advise Council of a request to provide sponsorship to the 2023 Murrumbidgee Fishing Classic.

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**RESOLUTION 2022/43**

Moved: Administrator Mike Colreavy

That

1. Council provide a sponsorship of \$500 towards 2023 Murrumbidgee Fishing Classic in the 2022/2023 budget.
2. Council grant permission to Murrumbidgee Fishing Classic with access to the Caravan Park to enable competitors a place to register and access the boat ramp on the weekend in March 2023 for the Murrumbidgee Fishing Classic.

**CARRIED**

**8.5 DRAFT 2022-2023 BUDGET****PURPOSE OF REPORT**

The purpose of this report is to seek Council's endorsement of the 2022/23 Draft Budget for inclusion in the Draft Operational Plan to be placed on public exhibition for a period of not less than twenty eight (28) days inviting written public submissions.

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**RESOLUTION 2022/44**

Moved: Administrator Mike Colreavy

That the Draft Budget for 2022/23 be endorsed by Council and included in Council's Delivery and Operational Plans for 2022/23 to 2025/26, and that it be placed on public exhibition for a period of twenty eight (28) days seeking written public comment.

**CARRIED**

**8.6 DRAFT REVENUE POLICY 2022/23 - RATES AND CHARGES****PURPOSE OF REPORT**

Under Section 405 of the Local Government Act 1993, Council is required to adopt an annual statement of revenue prior to the end of each financial year for the following financial year.

This report details the key increases in rates and charges that Council proposes for 2022/23.

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**RESOLUTION 2022/45**

Moved: Administrator Mike Colreavy

That;

- 1) Balranald Shire Council gives notice of its intention to make and levy Ordinary rates in accordance with s.515, s516 and s.518 of the Local Government Act 1993, as amended, for the 2022/23 financial year incorporating year 5 of the Special Rate Variation of 10% per annum over the Farmland, Residential and Business categories;
- 2) Increase the Notional Yield by the maximum 10% as approved through the Special Rate Variation which includes the rate pegged amount of 0.7% as determined by the Independent Pricing and Regulatory Tribunal of NSW (IPART);
- 3) Increase the Sewer Access charge for a 20mm connection from \$580.00 to \$638.00 per annum. Larger connections will increase as listed in the proposed Schedule of Fees and Charges;
- 4) Increase the Raw and Filtered Water Access and Usage charges as per the proposed Schedule of Fees and Charges. Access charges for both raw and filtered water will increase from \$345.00 to \$379.50 per annum. Raw water usage charges will increase from \$1.00 to \$1.10 for the first 600 kilolitres and \$1.40 to \$1.54 per kilolitre for usage over 600 kilolitres;
- 5) Filtered Water usage charges will increase from \$1.55 per kilolitre to \$1.70 per kilolitre up to 400 kilolitres and will increase from \$2.30 to \$2.53 per kilolitre for usage over 400 kilolitres;
- 6) Water usage on Community Land such as Parks and Gardens will be charged at 44 cents per kilolitre;
- 7) Domestic Waste collection charges will increase from \$355.00 per annum to \$390.00 per annum. The domestic waste access charge for vacant land will increase from \$60.00 per annum to \$66.00 per annum;

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- 8) Commercial Waste collection charges will increase from \$355.00 per annum to \$390.00 per annum for one collection service per week, and from \$550.00 to \$605.00 per annum for a twice weekly collection service;
  - 9) A stormwater charge of \$25.00 for residential and business properties, and \$12.50 for residential and business strata properties is proposed to be levied under Section 496A of the Local Government Act, 1993;
  - 10) Interest be charged on overdue debtors at the maximum rate as determined by the Minister for Local Government;
  - 11) Pursuant to Section 405 of the Local Government Act, 1993, the Draft Council's Revenue Policy and Schedule of Fees and Charges be endorsed by Council and placed on public exhibition for a period of 28 days; and
  - 12) Consider all submissions received during the public consultation period prior to the adoption of the Operational Plan.

**CARRIED**

## **8.7 DRAFT DELIVERY PLAN & OPERATIONAL PLAN**

### **PURPOSE OF REPORT**

This report has been prepared in accordance with Section 404 and 405 of the Local Government Act 1993 and is required to inform Council of the new Delivery Plan and Operational Plan as prepared towards meeting the community's goals. These plans should be read with the Community Strategic Plan.

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### **RESOLUTION 2022/46**

Moved: Administrator Mike Colreavy

That Council place on public display the Delivery Program under section 404 and the Operational Plan Under section 405 of the Local Government Act 1993 for a minimum period of 28 days and that public notice include a circular to be delivered to households advising the community of the existence of those plans and highlights contained therein.

**CARRIED**

## **8.8 WORK FORCE PLAN AND STRATEGY**

### **PURPOSE OF REPORT**

This report on the Work Force Plan and Strategy has been prepared in accordance with the Local Government Act 1993.

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### **RESOLUTION 2022/47**

Moved: Administrator Mike Colreavy

1. That Council place the Work Force Plan and Strategy on public display;
2. That Council write to the Union Groups advising of the Draft Workforce Plan and Strategy as required by the Local Government Award; and
3. Write to all staff members and provide a copy of the workforce plan and strategy.

**CARRIED**



## 8.9 STORMWATER MANAGEMENT PLAN

### PURPOSE OF REPORT

To reaffirm the Council's direction for the management of stormwater as per the Charges contained in the Revenue Policy.

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### OFFICER RECOMMENDATION

1. That Council adopt the Stormwater Management Plan and place this on its website for public reference, and
2. That Council undertake a review of its Stormwater Asset Management Plans over the next five years to ensure that maintenance and upgrades are meeting future climatic changes and reduce flooding or ponding issues.

## 8.10 EUSTON RECREATION RESERVE

### PURPOSE OF REPORT

To advise Council of correspondence received from Robinvale Euston Football Netball Club Committee of the condition of the playing surface of Euston Football Oval.

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### RESOLUTION 2022/48

Moved: Administrator Mike Colreavy

That Council meet with representatives from Robinvale Euston Football Netball Club Committee to discuss the upgrade works of the oval, and prepare a licence for use containing service levels agreements.

**CARRIED**

## 8.11 BALRANALD RACE TRACK

### PURPOSE OF REPORT

To advise Council of correspondence received regarding the condition of Balranald Race Track.

---

### RESOLUTION 2022/49

Moved: Administrator Mike Colreavy

That Council meet with representatives from Balranald Racing Club to discuss the upgrade works of the Balranald Race Track, and prepare a licence for use containing service levels agreements

**CARRIED**

**9 CORPORATE & COMMUNITY SERVICES REPORTS****9.1 ENDORSEMENT - PETAURUS PROJECTS EUSTON****PURPOSE OF REPORT**

To provide an update on a project being undertaken by the Petaurus Education Group in Euston and to seek endorsement for Council to work in partnership with Petaurus on this project.

---

**RESOLUTION 2022/50**

Moved: Administrator Mike Colreavy

1. That Council provide endorsement for the General Manager to work in Partnership with the Petaurus Group on the Walking/Bike Track from Euston to Robinvale, and
2. That the Draft Village Plan - Euston include items initiated by the community and Petaurus Group.

**CARRIED**

**10 INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1 DA 26/2022 - PROPOSED TEN LOT SUBDIVISION - BELLA VISTA CLOSE EUSTON****PURPOSE OF REPORT**

To seek Council consent under Part 4 of the Environmental Planning & Assessment Act 1979 for a ten lot subdivision of Lot 31 DP 1127834, Bella Vista Close, Euston.

---

**RESOLUTION 2022/51**

Moved: Administrator Mike Colreavy

(Division)

That Council approves Development Application 26/2022 for a ten (10) lot subdivision of Lot 31 DP 1127834, Bella Vista Close Euston, subject to the following conditions:

1. No alteration to approved plans and specifications is allowed unless separately approved by Council.
2. The subdivision must conform with the plan as submitted, other than where varied by conditions of this consent.
3. Plans prepared by an appropriately qualified surveyor must be submitted to Council via the NSW Planning Portal prior to the release of the Subdivision Certificate.
4. No access is permitted to the Sturt Highway. All access must be from Bella Vista Close unless arrangements to the satisfaction of Balranald Shire Council and Transport for NSW is granted.
5. Access to proposed Lot 9 must be via a right of way or similar instrument to proposed access arrangements to Bella Vista Close, unless arrangements to the satisfaction of Balranald Shire Council and Transport for NSW is granted.
6. Access roads for the proposal must be of an all-weather sealed surface, designed in accordance to Aus Road standards or similar engineering guidelines.
7. All civil works designs, including but not limited to pavement design and drainage, must be

submitted to and approved by Council prior to any works commencing.

8. All civil works must be verified as completed satisfactorily by Council prior to the release of the Subdivision Certificate.
9. This approval does not constitute consent for the erection of any dwellings or other structures on the subject lands. Separate applications must be made for any buildings in accordance with the Environmental Planning and Assessment Act 1979.

**CARRIED**

## **10.2 DRAFT ASBESTOS POLICY**

### **PURPOSE OF REPORT**

To seek Council endorsement to exhibit the draft Asbestos Policy.

---

### **RESOLUTION 2022/52**

Moved: Administrator Mike Colreavy

That Council:

1. Place the draft Asbestos Policy on public exhibition for a period of 28 days; and
2. That submissions be notified to Council at the May meeting of Council

**CARRIED**

## **10.3 KURRAJONG TREE - COMPLAINT**

### **PURPOSE OF REPORT**

To advise Council of a request received from a community member regarding a tree on the nature strip.

---

### **RESOLUTION 2022/53**

Moved: Administrator Mike Colreavy

That Council take no action to remove or trim the Kurrajong Tree outside 79 Market Street Balranald as it is in excellent condition and does not interfere with any power lines.

**CARRIED**

**PART B – ITEMS FOR INFORMATION****11 GENERAL MANAGER’S REPORTS****11.1 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 2022/54**

Moved: Administrator Mike Colreavy

That Council receive and note this report.

**CARRIED**

**11.2 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.

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**RESOLUTION 2022/55**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**11.3 OUTSTANDING ACTIONS****PURPOSE OF REPORT**

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

---

**RESOLUTION 2022/56**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**11.4 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 February 2022 Ordinary Meeting.

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**RESOLUTION 2022/57**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 MONTHLY FINANCE REPORT - FEBRUARY 2021****PURPOSE OF REPORT**

The purpose of this report is to advise Council that Council's transactions are up-to-date and correct in the Practical and subsidiary ledger systems.

---

**RESOLUTION 2022/58**

Moved: Administrator Mike Colreavy

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

**CARRIED**

**12.2 STATEMENT OF FUNDS - FEBRUARY 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
  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 2022/59**

Moved: Administrator Mike Colreavy

That Council receives and notes the Statement of Funds for the period ending 28 February 2022.

**CARRIED**

**12.3 MONTHLY CAPITAL WORKS FINANCE UPDATE****PURPOSE OF REPORT**

The purpose of this report is to enable Council to track the progress of capital works programs as at 28 February 2022.

---

**RESOLUTION 2022/60**

Moved: Administrator Mike Colreavy

That Council receives and notes the information contained in the Capital Works report as of 28 February 2022.

**CARRIED**

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

To advise Council of activities in the Planning area

---

**RESOLUTION 2022/61**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**13.2 INFRASTRUCTURE UPDATE****PURPOSE OF REPORT**

To update Council on infrastructure works currently in hand and in planning, updated to 10 March 2022.

---

**RESOLUTION 2022/62**

Moved: Administrator Mike Colreavy

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

**CARRIED**

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

Nil

**15 CONFIDENTIAL MATTERS**

Nil

**The Meeting closed at 6.10pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 19 April 2022.**

.....  
**ADMINISTRATOR**

.....  
**GENERAL MANAGER**

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



**7 COMMITTEE REPORTS FOR ADOPTION****7.1 STRENGTHENING COMMUNITY ACCESS, INCLUSION & WELLBEING ADVISORY COMMITTEE HELD ON 24 MARCH 2022**

**File Number:** D22.64552

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

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

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**OFFICER RECOMMENDATION**

That Council

1. Receives and notes the Minutes of the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIW) meeting held on 24 March 2022.

**PURPOSE**

The purpose of this report is to update Council on the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIW) meeting held on 24 March 2022.

**REPORT**

SCAIW held the meeting at Theatre Royal in Balranald.

Jenene House was the guest speaker, Jenene being the Transport NSW representative for Balranald, Wentworth and Broken Hill LGAs and the key contact person. Main discussion item for Jenene was School pickups, with principals picking up a number of students each day to get them to school, noting school buses at the end of town are coming from Euston already at their capacity. Also Students travelling to Swan Hill each day for school that require support ensuring safe travel for both students and bus driver.

Jenene is working with Council is working to re-commence the program to support local community members to secure their Medium Rigid (MR) Drivers Licence.

Glenn Wilcox advised the committee that;

1. Disability Inclusion Action Plan was being forwarded to community groups for comment and feedback.
2. Council is currently looking to widen footpaths for multiuse – gophers etc.
3. That Council will upgrade playgrounds ensuring all-ability users have access.
4. Disabled Carparks around town – Council has purchased a hand held line marker to enable markings.
5. In addition to the DIAP, Council is also seeking feedback on several plans, which are all available on the website.
6. Council is also looking to develop 10-year village plans – for total enhancement.
7. Council has developed the annual budget earlier and with a clear revenue policy. A summary is being posted for the community to read, understand and follow.

Mike Colreavy advised the committee that the new General Manager will be announced at 5pm on 25 March 2022 and he will commence working with Balranald Shire on Tuesday 26 April 2022, with Glenn staying on until the end of the year to provide back-up in the financial management. Mike notes the significant improvements as a result of Glenn's work and the consultants that have been employed over the past months.

### Bidgee Haven Update

Current budget will have variations in May 2022, Hostel major budgetary areas remain to be corrected currently reviewing all Medicare payments etc.

Working through the current Bidgee Haven operations and model and including staffing.

Mike and Glenn will be going on a tour of other Aged Care Facilities to understand workings and opportunities.

Mike advised that he has put the divestment on hold until February 2022 to allow further information to be gathered, and he will not put Council at financial risk of the Hostel expansion until he is completely confident that it is the best choice.

The committee requested an update from Council regarding the two donated transportable units for Emergency Accommodation.

Glenn advised the committee that unused Council houses could be used for this space, he will review and report back to the committee.

Planning is underway for the EXPO

It was advised that the Review of Service Directory development is partnering with HealthDirect. Western NSW PHN HealthDirect have been engaged to support with the data gathering and development of the Service Directory, this being a free service. HealthDirect will organise the updates etc. so has a strong sustainability.

### ATTACHMENTS

1. **SCAIW AC MINUTES Meeting - March 2022** 

**7.2 GROWING BUSINESS INDUSTRY & TOURISM- MEERTING HELD ON 1 MARCH 2022**

**File Number:** D22.64725

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

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

---

**OFFICER RECOMMENDATION**

1. That the Minutes of the Growing Business Industry & Tourism (GBIT) meeting held on Tuesday 1st March 2022 be received noted.

**REPORT**

Purpose of this report is to update Council on the GBIT meeting held on 1 March 2022

The GIBT held the monthly meeting on Tuesday 1st March in Council Chambers and discussed the following;

1. Bidgee Haven S355 Committee applications had been extended to 18 March 2022.
- 2 Windfarm Developments – an enquiry about a third proposed windfarm in our region. After investigations by Simone it was found;

*“Goldwind Australia and Lacour Energy are exploring the potential for a wind farm in the Hay Plain area, part of the South-West Renewable Energy Zone (REZ). Baldon Wind Farm would be located ~15 km north of Moulamein, ~55 km east of Balranald and ~75 km south west of Hay in NSW. The project would sit within the Murray River and Hay Shire Council areas.” Source: <https://baldonwindfarm.com/>*

3. Business Register – Hodi Beauliv advised the committee that this could be completed internally, Ms Beauliv also informed the committee that March is Small Business Month with Council organising forums and training expos.

4. Meeting Days – after discussion between members of the Committee it was agreed to remain holding the GBIT meetings on the first Tuesday of each month.

5. Report from Council – It was noted there was no reports from Council this month.

6. GBIT Annual Review – It was suggested that the plan be reviewed for 2022 with Iain and Hodi suggesting to meet at Yanga Homestead on 8 March 2022 from 10am – 12noon to discuss this plan.

7. Housing Shortage – it was raised to the Committee of the housing shortage within Balranald Shire impeding industry investment. A mention was made of the works done previously on Mungo Street worker accommodation. Hodi Beauliv spoke about a housing strategy that was developed for Robinvale and a need to assess the drivers and inhibitors to investment. It is often not a lack of land but the cost of building.

There were no recommendations to council.

**ATTACHMENTS**

1. Minutes - GBITAC Meeting - March 2022 

**7.3 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 28 MARCH 2022****File Number: D22.64872****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 28 March 2022;
2. That Council speak with Transport NSW or with Susan Ley for overtaking lanes between Euston and Mildura to be installed to provide a safer highway, and
3. That Council put a poster/flyer on the Euston Community Notice board (at the Post Office) advising of the Council contacts and their roles within Council.

**PURPOSE**

To update Council on the Euston Progressive Advisory Committee meeting discussions and priority list for 2022.

**REPORT**

The Euston Progressive Advisory Committee (EPAC) meetings were held on Monday 28 March 2022 and discussed the following;

- Football Oval upkeep, it was noted by the committee that Council have written to the Robinvale/Euston Football Club to arrange a meeting to discuss the needs of the Oval;
- Repairs to the footpath and guttering at Euston Pub – it was noted that the works were carried out on 21 February 2022;
- Cleaning of Gutters outside of Euston Post Office has been completed, The Committee will inform Council if any further problems with gutters occur;
- Village Plan – a contractor has been commissioned;
- Employment of 3rd person for Euston, it was advised to the Committee that Council has received 3 applications, although no appointment has been made at this stage;
- Grant funding for the upgrade of Recreation Reserve entrance – negotiations with Transport NSW are underway with including Euston in the signage program. Council is meeting a landscape architect on Thursday;
- Tiling of Lake Benanee Toilets have been completed;
- Painting of house numbers on curbs; Euston maintenance workers have been provided with the stencils although it was advised that Council will supply the paint and stencils and it should be the committee or an individual to paint the numbers;
- Council will approach Transport for NSW in regards to signage for heavy vehicles using engine breaks in residential areas;
- Insulation of Euston Recreation Ground Clubrooms, Council has requested for bats to be installed by a builder;
- Netball Court – Multipurpose court facility – Council waiting for the approval from State Government, designs and quotes are ready;

- Council presence in Euston – Council staff attend Euston weekly, and a request to meet with staff can be arranged;
- Maintenance schedule – Council cannot provide the committee with a maintenance schedule as it could change from day to day;
- Bertram Road and Taylor Road intersection – money has been spent on road calming;
- Public Toilets on Murray Terrace – council staff clean toilets 3 times per week;
- Community Consultation will occur for the new toilets and change room amenities at Euston Recreation Reserve prior to commencement;
- Committee Meeting Minutes – Recommendations will be sent in writing, some responses to other questions may be by way of written response or verbally given.
- More community entertainment in Euston – Council will discuss with Connie regarding funding;

The Committee enquired about the highway between Euston and Mildura, and whether Council has any influence? It was recommended that Council speak with Transport NSW or partition with Susan Ley for overtaking lanes to be installed to provide a safer highway.

Glenn Wilcox distributed a draft community newsletter and advised the committee that this will be distributed to all members of Euston Community via a letterbox drop through the Euston Post Office. Glenn also advised the committee that Mr Jeff Sowiak is the new General Manager and he commences his duties on 26 April 2022.

Recommendations to Council – Can council put a poster/flyer on the Euston Community Notice board (at the Post Office) of all the Council contacts and their roles within Council.

## **ATTACHMENTS**

1. **Minutes - Euston Progressive - 28 March 2022** 

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 SECTION 355 COMMITTEE - BIDGEE HAVEN RETIREMENT HOSTEL**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64167</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

1. That Council Appoint Mr Ian Lindsay-Field and Mr Peter Lawler to be on the Bidgee Haven Hostel Section 355 Committee, and
2. That Council write to the non-successful candidates and thank them for their support.

**PURPOSE OF REPORT**

To appoint persons to the s355 Committee as advertised.

**BACKGROUND**

Council approved the advertising for positions on a new s355 Committee to assist the Council in the long-term operation of the Bidgee Haven Hostel. Council readvertised the positions to seek persons to fill all available positions.

**REPORT**

Council advertised the newly created positions on the s355 Committee to assist the Council in the long-term review and management of the Bidgee Haven Aged Care Hostel.

Four persons have nominated for the s355 Committee and this represented only two of the four available positions. In addressing the criteria for the vacancies, two candidates have been identified as meeting the required criteria and these persons are included in the recommendation.

As this is a new committee, it may take time for the complete compliment of positions to be filled. The s355 Committee should therefor commence meeting as the Administrator will be the third person to form a quorum. Council following discussion with the new committee may seek further representatives or determine to amend the committee Terms of Reference to reduce the representative numbers.

**FINANCIAL IMPLICATION**

As per the Terms of Reference.

**LEGISLATIVE IMPLICATION**

This Committee is established under s355 of the Local Government Act 1993 and does not have any financial or legal delegations.

**POLICY IMPLICATION**

Code of Meeting Practice

Procurement and Disposal Policy

Volunteer Management Procedure

WHS Management System

**RISK RATING**

Low

**STAKEHOLDER CONSULTATION**

Positions on the s355 Committee where publically advertised twice to seek full representation.

**OPTIONS**

Council has resolved to establish this committee.

**CONCLUSION**

This report is to advise Council of the nominations for the s355 Committee as per its resolutions.

**ATTACHMENTS**

Nil

**8.2 LOG CABIN AT BALRANALD CARAVAN PARK**

|                                    |                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64310</b>                                                                                                 |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                  |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                      |
| <b>Operational Plan Objective:</b> | <b>Pillar 4: Our Culture – A community that respects and celebrates its diverse cultures, heritage and arts.</b> |

**OFFICER RECOMMENDATION**

That Council;

1. Approve a 12-month extension of continued occupancy of Log Cabin to Balranald Inc providing Murrumbidgee Classic be in agreeance.
2. Write to Murrumbidgee Classic advising them of the agreement with Balranald Inc. and the former Balranald Murrumbidgee Fishing Classic.

**PURPOSE OF REPORT**

Consider an extension of agreement for Balranald Inc. to occupy the Log Cabin at Balranald Caravan Park in partnership with Balranald Murrumbidgee Classic.

**REPORT**

Council has received a letter from Balranald Inc seeking another year of occupancy of the log cabin for their regular meetings, event preparation and related activities as per the original arrangement made with the previous General Manager.

Balranald Inc. have been occupying the log cabin, at the Caravan Park, since December 2020 with an agreement if Balranald Murrumbidgee Fishing Classic Committee starts again they would have first preference of the cabin.

At an ordinary meeting of Council on 17 July 2012 it was resolved that the Log Cabin (formally Visitor Information Centre) be given to the Murrumbidgee Fishing Classic on an ongoing basis and that it be placed at the Caravan Park. It was offered to the Murrumbidgee Fishing Classic as a facility to host their annual event and to be utilised by the community at other times throughout the year.

Balranald Murrumbidgee Fishing Classic wrote to Balranald Inc on 8 December 2021 advising them that the Classic is no longer held annually, therefore are happy for Balranald Inc. to use the building for storage and meetings. In the event that Murrumbidgee Classic Fishing Competitions was to recommence, they would liaise with Balranald Inc. about sharing the space for future events.

Balranald Inc received a letter from Council, dated 10th December advising them that they could use the cabin temporarily until end of March 2021; this was extended until March 2022.

Balranald Murrumbidgee Fishing Classic now has a new committee and will be holding their annual events again from March 2023.

The letter forwarded to Balranald Inc, approving the extension of access to the log cabin states the following conditions;

- *The existing agreement with the Murrumbidgee Fishing Classic Committee is the pre-eminent agreement and they have first option for the use of the cabin for the duration of this agreement.*
- *Council are seeking funding to upgrade the Caravan Park and if any works precede this may impact access to the cabin.*



- *Council may cancel this agreement with two weeks' notice in writing.*

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

1. **Balranald INC - Occupance of Old Tourist Centre at Caravan Park 17 March 2022** 

**8.3 DELEGATIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64526</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

1. That Council provide Mr Jeffery Sowiak Delegations under Section 378 Local Government Act 1993 to exercise and perform the business of Council as contained in this report; and
2. That these delegations remain in force until the Council amends the delegation by resolution.

**PURPOSE OF REPORT**

To undertake the business of Council, Delegations are required to be issued to the General Manager. The General Manager may then sub delegate all or any delegations to staff to undertake their roles at Council.

**BACKGROUND**

Under s378 Local Government Act 1993, Council is able to delegate its functions to a General Manager excluding those functions as specified.

**REPORT**

In order to provide for the expedient exercise and performance of Council's functions and powers and the efficient management of Council's business and responsibilities the General Manager of Council is provided with delegations under s378 Local Government Act 1993.

Mr Jeffery Sowiak has been appointed as Councils General Manager and pursuant to a Council resolution under Section 378 of the Local Government Act, 1993, should be provided with delegations as per the attached document.

**FINANCIAL IMPLICATION**

No financial or resource limitations identified if Council provides delegations to the General Manager.

**LEGISLATIVE IMPLICATION**

Under S378 Local Government Act 1993, Council must pass a resolution to delegate powers and functions.

**RISK RATING**

Delegations are provided to allow the Council to undertake its legislative position and to allow the general Manager to pay bills, wages, issue orders and directions and to ensure the Council functions to the level of community expectation

**STAKEHOLDER CONSULTATION**

No applicable

**OPTIONS**

Council is not required to delegate its functions and may take all responsibility for functions that are not provided in a delegation. Delegations allow for the day to day operation of Council to meet community or business expectations.

**CONCLUSION**

This report is requesting the Councils General Manager Mr Jeffery Sowiak be provided with delegations to meet the business and community roles and functions.

**ATTACHMENTS**

1. Delegations - General Manager 

**8.4 NATIONAL GENERAL ASSEMBLY - JUNE 2021**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64709</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

1. That Council approves Administrator, Mike Colreavy and General Manager Jeff Sowiak to attend the Australian Local Government Association National General Assembly 2021 held in Canberra from 19 June – 22 June 2022; and
2. Standing Orders be changed to allow the June Ordinary Council meeting be held on Thursday 23 June 2022.

**PURPOSE OF REPORT**

To advise Council of the forthcoming Australian Local Government Association National General Assembly

**REPORT**

Australian Local Government Association National General Assembly (ALGA NGA) is the peak annual event for Local Government, attracting in excess of 800 Mayors and Councillors each year.

The Assembly's theme this year is "Partners in Progress" which reflects the important role we all play in building a stronger, more inclusive, and more sustainable Australia – and our willingness to work with other governments to get the job done.

This theme is particularly timely given that we are fast approaching a federal election, and this year's NGA will be an ideal opportunity to engage with either a new or re-elected Federal Government about building stronger relationships and partnerships.

The NGA will be held in Canberra from Sunday 19 to Wednesday 22 June 2022.

As the Ordinary Council meeting is scheduled for Tuesday 21st June, it is proposed that the date be changed to allow the attendance of Administrator and General Manager.

**FINANCIAL IMPLICATION**

Council allows a budget for conferences each year.

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Councillor Expense Policy 2021

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**8.5 DONATION - HOMEBUSH RODEO 2022**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64722</b>                                                                               |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                    |
| <b>Operational Plan Objective:</b> | <b>Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

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**OFFICER RECOMMENDATION**

That Council provide a donation of 140ML raw water @ \$5per ML to a total of \$700 from Council's standpipe for the 2022 Balranald Rodeo.

**PURPOSE OF REPORT**

To inform Council of a request received from Homebush Recreation Club seeking a donation of approximately 140ML of raw water for the 2022 Homebush Rodeo.

**REPORT**

Council has received a request from Homebush Recreation Club seeking a donation of approximately 140ML raw water from Council's standpipe.

Homebush Recreation Club will be hosting the next Homebush Rodeo on Saturday 23rd April 2022 which will attract visitors to our community. Last year's event was well attended attracting approximately 1600 people in our region.

Homebush Recreation Club has imported surface material, which needs to be kept moist in order for the ground to remain in good condition for the event. Local business owner, Mr Malcolm Cameron has offered to donate his time and water truck to cart water from Balranald Council's Standpipe in Church Street to the Homebush Recreation Reserve Rodeo site in the days preceding the event. The majority of this water would be needed on Thursday 21st and Friday 22nd April 2022.

The guide lines in Councils Donation Policy are as follows;

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

Officers have made an assessment of this request in line criteria set out within Councils Donation Policy and are recommending approval of this request. While the amount requested is above the \$500 per annum requirement in the guidelines, it is recommended that Council support the event to the value of \$700 due to the value this event brings to the local community.

**FINANCIAL IMPLICATION**

\$700 if approved leaving \$6,510.00 in the donation budget for 2021/2022

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Donations Subsidies and Financial Assistance Policy

**RISK RATING**

Low

**ATTACHMENTS**

1. ICOR - Homebush Recreation Club - Water - Homebush Rodeo 2022 

**8.6 DRAFT DEBT RECOVERY POLICY**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64773</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That Council place the attached Draft Debt Recovery Policy on public exhibition for 28 days and report back to Council at the June Council Meeting.

**PURPOSE OF REPORT**

In accordance with the Local Government Act 1993,

**REPORT**

The Debt Recovery Policy will apply to all ratepayers and sundry debtors of Balranald Shire Council.

This policy applies to Council staff with delegated responsibility for carrying out the procedures, and debt recovery agents who act on behalf of Council.

The objective of this policy is to ensure monies owed to Council are recovered in a timely, efficient and effective manner in order to finance Council's operations and ensure effective cash flow management and good financial control. While carrying out this responsibility Council will:

- Treat all people fairly, with integrity and consistently under this policy
- Treat all matters under this policy confidentially
- To be sympathetic to ratepayers and other debtors suffering genuine financial hardship
- Ensure effective control over debts owed to Council
- To fulfil the statutory requirement of the Local Government Act, 1993 (*the Act*) with respect to the recovery of rates, charges and other debts.
- Outline the principles and guidelines that apply to the recovery and management of overdue Rates, Water Consumption Charges and Sundry Debtor accounts

**STAKEHOLDER CONSULTATION**

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

**FINANCIAL IMPLICATION**

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

**LEGISLATIVE IMPLICATION**

Local Government (General) Regulation 2005  
Local Government Act 1993

Local Government (Water Services) Regulation 1999  
Privacy and Personal Information Protection Act 1998

**POLICY IMPLICATION**

Assistance with Payment of Rates, Fees and Charges  
Financial Hardship  
Water Leak Policy  
Debt Recovery Policy

**RISK RATING**

Low

**ATTACHMENTS**

1. **DRAFT Debt Recovery Policy - 2022** 



**9 CORPORATE & COMMUNITY SERVICES REPORTS****9.1 CARAVAN PARK MANAGEMENT**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64168</b>                                                                               |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</b>                                                    |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                    |
| <b>Operational Plan Objective:</b> | <b>Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

**OFFICER RECOMMENDATION**

That Council operate the Balranald Caravan Park for a minimum period up to 30<sup>th</sup> June 2024, to allow an upgrade program to be undertaken as per the received grant funding and to allow for an increase in Park occupancy to be determined following the Covid shut downs that impacted on the park financial and the occupancy figures.

**PURPOSE OF REPORT**

To provide Council with an update as to the Caravan Park activities and to consider park management

**BACKGROUND**

The Balranald Caravan Park was previously leased and returned to Councils operational management prior to the outbreak and shut down for Covid 19. Council has operated the Park using its own staff resources during this period.

**REPORT**

This report is to allow for Council to consider the short term and longer term management of the Balranald Caravan Park and to allow the General Manager to formalise the employment of staff on a permanent part time basis to comply with Industrial Relations legislation.

Council has been operating the Caravan Park using casual staff. Council needs to formalise the positions to allow for a permanent part time or contract period. Council will maintain some casual staffing to allow for cleaning and park maintenance requirements however the staff undertaking management, and maintenance should be supported on a short term contract basis.

The Caravan Park occupancy fell substantially during the Covid shut down period however, it is showing signs of strong recovery now that State Borders have reopened and tourism is developing. Further that the regional area is seeing strong growth in Commercial activity with a large number of people seeking accommodation to undertake work.

The Caravan Park has received a Crown Lands Grant of over \$770,000 and work to improve the Park is required under this grant. Due to a limitation on trades in Balranald, the expenditure of the grant will take additional time. Council will be required to review the Park layout and determine the upgrading required to meet legislative and visitor needs.

It is proposed by this recommendation to Council that Council should operate the Park for a period up to 30<sup>th</sup> June 2024 to allow for support of the present employees and to undertake the upgrade works required.

**FINANCIAL IMPLICATION**

Refer to End of March Quarter Revenue and Expenditure

**LEGISLATIVE IMPLICATION**

Council will consult with the relevant Union bodies to discuss the short term contract arrangements under the Local Government Award.

**RISK IMPLICATIONS**

Council has been operating the Caravan Park using its own labour. The Park is gradually increasing occupancy and its financial position is improving.

**STAKEHOLDER CONSULTATION**

Staff consultation has commenced.

**OPTIONS**

Council may determine to contract the Park out or continue operating the Park as per this report.

**CONCLUSION**

This report is to provide advice as to the ongoing operation of the Caravan Park at Balranald and the need to appoint staff as per the Industrial Relations legislation should the Council maintain the Park under the current staffing arrangements.

**POLICY IMPLICATION**

Code of Conduct

Complaint Management Policy

Fraud & Corruption Policy

Gifts & Benefits Policy

Procurement & Disposal Policy

WHS Management System

Annual Leave Policy

Asset Disposal Policy

Asset Management Policy

Drug & Alcohol Policy

**ATTACHMENTS**

Nil

**9.2 QUARTERLY BUDGET REVIEW (QBR) - 31 MARCH 2022**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64892</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>John Batchelor, Finance</b><br><b>Carol Holmes, Senior Executive Assistant</b>                                                    |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

- 1 That the report be received and that the variations shown in the QBR as at 31<sup>st</sup> March 2022 be approved and included in the 2021/22 Budget; and
- 2 That Council approve the inclusion of the Block Grant Funding of \$117,709 in the 2021/22 Budget.

**PURPOSE OF REPORT**

This report is to advise Council that a review of all operational and capital expenditure as at 31<sup>st</sup> March 2022 has been completed.

**REPORT**

Whilst there are a number of variations from the original budget, it is anticipated that Council will have a bottom line surplus of \$388K as at 30 June 2022.

The detailed QBR document is attached for the information of Council.

In addition to seeking Council's approval for the variations shown in the QBR as at 31<sup>st</sup> March 2022, there is an amount of \$117,409 being Block Grant funds currently restricted in Unexpended Grants that need to be unrestricted in order that proposed grant works can commence and be completed prior to the 30<sup>th</sup> June 2022.

Council's approval is sought to unrestrict these funds and include in the 2021/22 budget.

**FINANCIAL IMPLICATION**

As per amendments and adopted budget

**LEGISLATIVE IMPLICATION**

Local Government (General) Regulations 2005

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate

**ATTACHMENTS**

1. **Quarterly Budget Review - April 2022** 

**10 INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1 BALRANALD CARAVAN PARK CROWN LAND PLAN OF MANAGEMENT**

|                                    |                                                                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64517</b>                                                                                                                        |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Coordinator<br/>Nikkita Manning-Rayner, Administration Officer - Health &amp; Development</b> |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                             |
| <b>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b>                     |

**OFFICER RECOMMENDATION**

That Council:

- 1) submit the Caravan Park Crown Land Plan of Management for Ministerial approval; and
- 2) report the results of the submission for Ministerial approval to the subsequent ordinary Council meeting

**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.

As required by Council resolution 2022/19 the Plan of Management was placed on exhibition on Council's website and advertised in the Guardian on the 22/2/22. Nil submissions have been received.

Some minor adjustments have been made to the document that was presented to the February meeting of Council, the adjustments are identified in the attachment and summarised in the table below.

| Item | Mater                                                                        |
|------|------------------------------------------------------------------------------|
| 3.1  | Wording adjusted to reflect Local Government Regulation adoption date change |
| 3.2  | Wording adjusted to reflect Crown Land Management Regulation adoption date   |

|      |                                                                                                                |
|------|----------------------------------------------------------------------------------------------------------------|
|      | change                                                                                                         |
| 3.11 | Adjusted for legislative change to public hearing requirements                                                 |
| 5.7  | Wording adjusted to include references to the Native Title Act 1993 and Local Government Act 1993 requirements |

Council is required to submit any Draft Plan of Management to the Minister for approval prior to adopting such a plan.

#### **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. **Plan of Management - Balranald Caravan Park Reserve - 68009 (v2.1)** 

|                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|
| <b>10.2 CROWN LAND PLANS OF MANAGEMENT: PRESCHOOL, LIBRARY, HERITAGE PARK, GREENHAM PARK &amp; EUSTON RECREATION RESERVE</b> |
|------------------------------------------------------------------------------------------------------------------------------|

**File Number:** D22.64527

**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.

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### OFFICER RECOMMENDATION

That Council:

1. Place the draft plans of management for the Preschool, Library, Heritage Park, Greenham Park & Euston Recreation Reserve on public exhibition for a period of 28 days; 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

Council manages a number of Crown Land reserves classified as community land under the Local Government Act 1993, which includes the Preschool, Library, Heritage Park, Greenham Park & Euston Recreation Reserves.

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 plans of management have been drafted to address legal requirements for the management of the sites, 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, including a copy of the Draft Plan being sent to identified stakeholder groups shown in the table below:

| <b>Reserve</b> | <b>User Group</b>                         |
|----------------|-------------------------------------------|
| Preschool      | Balranald Early Learning Centre Committee |
| Library        | Take Off Weight Naturally Group           |
| Heritage Park  | Mens Shed                                 |
|                | Youth Council                             |

|                           |                                        |
|---------------------------|----------------------------------------|
|                           | Discovery Café proprietors             |
| Greenham Park             | Balranald Football Netball Club        |
|                           | Balranald Junior Football Club         |
|                           | Balranald Swimming Club                |
|                           | Balranald Jockey Club                  |
|                           | Balranald Cricket Club                 |
|                           | Balranald Tennis Club                  |
| Euston Recreation Reserve | Robinvale Euston Football Netball Club |

Table 1: Identified User Groups

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. **Plan of Management - Balranald Preschool Reserve - 89742 (v1.1)** 
2. **Plan of Management - Chaston Building Reserve - 85196 (v1.1)** 
3. **Plan of Management - Heritage Park Reserve - 9909 (v1.1)** 
4. **Plan of Management - Greenham Park Reserve - 630017 (v1.1)** 
5. **Plan of Management - Euston Recreation Ground Reserve - 77904 (v1.1)** 

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

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.63660</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To bring forward for information the Action Report with outstanding actions from previous Council resolutions.

**REPORT**

A list of the actions from previous Council meetings that are still outstanding has been provided for the information of Council.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate

**ATTACHMENTS**

- 1. Outstanding Actions - Council Meeting - March 2022** 



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

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.63661</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To 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**

Budgeted

**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** 

**11.3 CIRCULARS FROM OFFICE LOCAL GOVERNMENT**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.63896</b>                                                                               |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                    |
| <b>Operational Plan Objective:</b> | <b>Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

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**OFFICER RECOMMENDATION**

That Council receive and note this report.

**PURPOSE OF REPORT**

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

**REPORT**

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

Circulars Council has received since the last Council Meeting;

1. Circular 22-03 – Guidelines for Additional Special Variation – ASV) Process for 2022-23
2. Circular 22-04 – Payment of Councillor Superannuation
3. Circular 22-05 – Companion Animals Amendment (Rehoming Animals) Act 2022
4. Circular 22-06 – Information about Ratings 2022-23
5. Circular 22-07 – Guidelines for Additional Special Variation (ASV) Process for 2022-23
6. Circular 22-08 – Model Social Media and Councillor and Staff Interaction Policies

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

**ATTACHMENTS**

Nil

**11.4 BETTER PRACTICE RECOMMENDATIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64396</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

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 quarter 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 Update** 

**11.5 PROGRESS REPORT - APRIL 2022**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64532</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That Council Note the actions undertaken since August 2021 to comply with the Ministerial Directions and to ensure that Council can function and standalone as a key local government organisation.

**PURPOSE OF REPORT**

To provide the Council and the community with advice as to actions undertaken to improve the role and function of Council as required by the Ministerial directions.

**BACKGROUND**

In August 2021, the Administrator employed an Interim General Manager under the Local Government Act 1993 to undertake a review to ensure that Council was able to remain sustainable and comply with its legal and social responsibilities.

**REPORT**

Balranald Shire Council was placed in Administration in 2020 and an Administrator was appointed to guide the Council through to a sustainable position that ensures that the organisation is compliant legally and is meeting its social obligations under the Local Government Act 1993 and the required IP&R requirements.

In August 2021 the Council appointed an Interim General Manager to undertake reviews of the organisation and to set a direction for staff and Council to work towards that would ensure that Balranald Shire Council remained financial, operated according to the Local Government Act and could set a direction to become a stand-alone council both financially and administratively. Council has appointed a new General Manager to Commence at the end of April, and this report is to highlight the extensive work undertaken and to identify items that are to be completed under the new General Manager.

**Governance**

The following areas have been reviewed:

- Council has prepared the following IP&R documents and the Drafts have been presented and approved by Council for display;
  - Community Strategic Plan
  - Delivery Plan
  - Operational Plan
  - Workforce Plan and Strategy
  - 2022/23 Annual Budget
  - Annual Report 2021-22

- Review of all policies and procedures. Council considered 44 policies at its December 2021 and March 2022 meetings.
- Code of Conduct Training for all staff has been undertaken to ensure that everyone knows and understands their responsibilities.
- Council has prepared a Section 355 Committee Policy to assist in guiding future committees.
- Council approved a S355 Committee to oversee the operation of the Bidgee Haven Hostel. This was a community request.
- Councils Audit, Risk and Improvement (ARIC) Committee have continued to meet and considered the following reports
  - Project Management
  - Policies and codes
  - Annual Financial statements
  - Governance generally
- Changes have been made to Councils business paper to ensure that a more open and transparent reporting is occurring. This includes reporting of tenders, the inclusion of outstanding actions from the internal reviews and reporting of audit management advice.
- A works Committee has commenced to review all project and tender documents prior to reporting to Council to reduce errors and to raise questions as to costing of projects.
- Asset Planning – A review has been undertaken and advice reviewed as to the completion of plans and links to budgets. The current review has determined that our Asset plans expire as at December 2021, that the plans are complete to allow annexure information to be developed to report any changes and that a new budget process to be implemented in the 2022/23 financial year will link the assets to a 10 year plus financial plan. This work is now under way and should be complete in 2022.
- Asset assessment and development of an asset register to comply with the Accounting Standards has been undertaken by APV consultants. This work is ongoing and will guide future Long Term Financial Plans. This information will be linked into Councils Practical Financial system.
- A review has identified issues around the business units of Water, Sewer and Waste due to financial accountability for costs. Changes have been identified to improve asset management, financial management and service delivery. This will be ongoing.
- The Bidgee Haven Aged Hostel has been considered as a business unit and a review of governance is being undertaken to look at the long term financial viability issues. This is ongoing and a review of staffing structures, and procurement have commenced.
- Legislative Compliance Register – A register has been implemented to allow Council to report publically any legislative non-compliances. This is an improvement process to allow staff and the community to learn from the reporting process.
- Risk Audit – a Global risk audit has been undertaken using the Office of Local Governments Better Practice Review criteria. This report is an in-depth self assessment process and allows staff and Council to correct areas that are non compliant or deficient. This report was prepared by Councils Internal Auditor and presented to the ARIC committee and reported through to Council for the public to see that changes are being made.
- Consideration of Shared Service Models have been undertaken and reported to Council to look at cost saving and governance support into the future. The Shared Services Model is a regional model to improve financial and governance across the JO Councils.

- Council has tendered for ITC services (computer services) and appointed consultants to manage all aspects of storage and support. Services have moved to a Cloud based model as Council is not able to run in-house servers and backup to meet legislative needs.
- Contract registers are being developed to record and comply with financial management requirements
- Grant registers are being established to track grants received, reporting and acquittals.
- A full review of the Councils Records management system has been undertaken and work towards compliance with the NSW Records Act and record keeping standards. Council has adopted the record keeping regulations.

### Staff

- A review of staff positions has been undertaken and a new workforce plan has been prepared. This Plan is a Four year model to reflect work under the Delivery Plan.
- Senior staff under Contract where provided with KPI's to allow them to assess their own performance and to seek assistance in areas identified. KPI's are similar to the General Managers to ensure performance and service delivery is at a level that meets the contract payments and Council expectations of high quality staffing.
- Senior Staff salaries and on costs have been reported in the Annual Report.
- Staff Performance reviews have been conducted as per the Local Government Award provisions and training plans are being developed and funded in the 2022-23 budget.
- A review of staff positions has identified noncompliance with Award and Industrial Relations requirements as to Casual employment of staff and a need to move these to permanent positions in the Council structure.
- Staff team building and education has commenced with all staff able to attend in house training on finance, budget preparation, fees and charges and financial direction. Staff external to the office are being consulted as to the future direction of council, their needs and the resource needs for the organisation. This is an ongoing process.
- Council has had meetings of its consultative committee and its Work Health and Safety Committee. The Committees have not met regularly but have been renewed with the assistance of the USU representative.
- Delegations –
  - Delegations have been reviewed and issued by Council to the General Manager that comply with legislation.
  - Delegations have been provided by the General Manager to all staff requiring financial or legal delegation. Training as to when and when not to use delegation, procurement policy and procedural matters has been undertaken in house.
- Council has been required to advertise two senior staff positions, being Councils Director Infrastructure and Development and Director Corporate and Community Services. Council has also determined that the position of Finance Manager would not be replaced. A review of organisation needs has deleted the Finance Manager position due to contracting out these works and Directors have been changed to Executive Managers to reflect the organisational needs.
- Council has reviewed and developed new staff appointment process to ensure that Council has qualified people who are able to meet all the position requirements. Council has raised the standards for staff and this is to ensure that it has the best people in every position. Council is now undertaking qualifications checks, verification of references and required Police checks for some positions.
- Future staffing of positions has been identified as a risk, as new industries are developing in the region that are paying higher wages compared to Local Councils. Issues will emerge

if wages are not increased. Initial discussion has been held with Unions to discuss this trend.

### **Finance**

- Council advised the Office of Local Government that it was unable to complete its end of year audit process in the time frames required, due to the inability to determine the 2020/21 financial structure. This was the third year that Council had not met the required deadline.
- Council completed the audit by using external consultants in early December and presented its audited report to the December 2021 Council meeting.
- Council has appointed external consultants to manage its finances. Consultants have taken on the role that was to be performed by the Director Corporate and Community Services and Finance Manager. Staff are assisting the consultants in the day to day management.
- In house financial training by Consultants has been undertaken to improve process management, reporting and awareness. All staff who deal with finances have been able to attend this training
- Changes have been made to improve the financial accounts and Senior staff KPI's have a requirement to finalise council's accounts prior to the end of the financial year. Discussion has been held with the External Auditor to commence the pre audit review early to reduce future delays.
- The present years financial accounts have had extensive reviews undertaken to correct its structure and to ensure that the approved budget is as per the Council adopted budget. This has required external assistance to review and adjust the documents.
- The quarterly budget review was prepared for the November meeting noting that the completed audit had not been finalised. The March quarter included the adjusted budget taking into account the required carryovers. Difficulties remain due to the budget documents as prepared for 2021-22 and their unique method of development.
- Changes have been made to internal financial reporting to ensure that the movement of money is fully documented and signed off at senior levels to allow greater tracking of changes.
- Council staff have prepared and presented the 2022/23 budget. The draft budget was presented to the March 2022 meeting for public display.
- The 2022-23 Budget has identified Water, Sewer, Waste, Caravan Park and the Hostel as Business units and cross subsidising to and from the General Fund or the business unit; is transparent as to the revenue/ expenditure under each.
- Depreciation of assets in all areas remains the key financial issue for the four business units and changes are to be made to improve long term viability.
- A new Chart of Accounts has been prepared to bring the 2022-23 budget back to a recognisable format and to simplify reporting and use by staff.

### **Projects**

- A review has been undertaken of the major projects that have been before council and these include the extension to the Bidgee Haven Hostel, the extension to the Discovery Centre, the Main Street upgrade project and a number of smaller projects. The reviews looked at the funding source, the documentation provided to Council and to go to tender, the ability of staff to manage the projects and community advice.
- All major projects in 2021/22 budget have been placed on hold to allow further review as it was evident that project preparation was incomplete and accurate funding of projects was not available. The project areas increased the financial risks to council even when grant funded. This review will continue into 2022.

- An Internal Audit Report was prepared as to the Main Street Project following advice that the contractor had asked the Court to garnish Councils bank account to return retention money. The Internal Auditor has recommended that the report be submitted to the NSW Ombudsman and to the Office of Local Government as per Councils Internal Reporting Policy. Council submitted the report in December 2021. The report was submitted to Councils ARIC for consideration and review.
- Council has commenced investigation of Grant acquittals and grant financial tracking to ensure that past projects have been completed correctly. This was also an area identified in the external audit report and will be ongoing into 2023.



**Executive Leadership**

- Changes have been made to ensure that the Council Executive Team and the Administrator are meeting. A weekly meeting is now held to discuss outstanding matters, project items, improvement process and community concerns. The General Manager has required weekly check lists to be developed to track executive staff matters and a proof of completion process has been required to be undertaken.
- Changes due to the leaving of the Director Infrastructure and Development have been made to bring managers to a monthly meeting with the General Manager. This is to help spread information, to train staff and to improve the team environment that has not been occurring over a number of years.
- Monthly staff meetings are being held by the General Manager to discuss Council meeting outcomes, to address staffing issues and to advise of long term directions. Most staff are attending these meetings and speculation and gossip is dropping.
- The Directors have been issued with formal performance criteria and review process by the General Manager.
- Changes in executive leadership have been made by the General Manager in consultation with the Administrator.

**Media**

- Weekly Radio discussions are held on 3SH being the regional radio network. This is proving positive from a Covid reporting view and to promote tourism and council meeting decisions.
- Council continues to issue a monthly newsletter to all residents in the Shire through the postal system. Council is being far more open as to discussing items that are of public interest or allowing correct information on issues that are contentious.
- Council issued a special budget newsletter in March to advise the whole community on the new CSP, Delivery Plan, Operational Plan, Revenue policy and budget documents. This was to seek a greater awareness of the IP&R process and gain community feedback.
- Council does not have a local newspaper but uses papers in the Swan Hill, Robinvale and Hay area to place or discuss articles, advertise for position vacant and other items.

**Strategic Planning**

- Council has been reviewing out sourcing of work areas to improve its compliance and management. This has included a need to employ consultant services to manage its finances. As indicated above, Council has not been in a position to audit end of year financials and it has had extreme difficulty to develop viable budgets. These areas will be managed external of Council with an audit process undertaken monthly.
- Council has prepared a report to the Joint Organisation on shared services to look at the strategic direction of the JO, the possible joining of the two far west JO's and to look at benefits of a single office in a regional or city location.
- Council has reduced its reliance on consultant services due to the uncertainty of what they were employed for by previous management. This is reflective of executive staff not having the required knowledge to drive the organisation.
- As indicated above Council has developed and displayed a new Community Strategic Plan.
- As part of the long term planning, Council is developing village or locality plans and include these for funding by grants or own source income. The village plans will form a nexus to a developer contribution plan.
- Council will be looking at its LEP and other Planning documents to ensure that it is planning for land releases and other developments across the Shire. This will include the

development of a contributions plan to attract funding from the developing mineral Sand mines and high intensity agricultural farms.

### Council Decisions

- Bidgee Haven Aged Hostel- a decision of Council has been made to divest the aged care facility and to ensure that the grant funding of approximately \$6million can be moved from Council to a new provider. The hostel was identified as an area to be reviewed in the Ministerial Direction.

Based on representation from the Executive of Chairs (chairpersons from the advisory committees) the sale was placed on hold until February 2022 to allow further discussion and to look at the development of the 15 bed high care extension and grant funding, to investigate the operational side of the organisation and to allow the establishment of a s355 committee.

- Decisions of Council in relation to planning matters is recorded in the Minutes of Council. This is an item in the Ministerial Direction and relates to a decision of a Council to record votes for and against Planning Decisions to openly record and identify conflicts of interest. Council is in Administration and the decision is recorded in the minute.
- Council has openly reported all decisions and information from the executive of chairs in open council and via the community newsletter
- Council has established a Works Committee to allow it to review project proposals, to determine future tenders before advertising and to ensure that correct process is being followed that reduces the risk to the organisation.
- Council has established an Australia Day Committee to drive the events at Balranald and Euston in January 2022. This is to allow the community to take great control and Council to step back.
- Council approved the free entry to the swimming pool for the summer season. This has been widely accepted as a positive decision of the Council.

### Work Areas to be completed

It is recognised that a number of major work areas remain to be undertaken as identified below;

- Crown Land Management Plans to be completed
- Crown Land Licences and Leases
- Balranald Caravan Park Lease (Refer report to Council April 2022)
- Hostel Master Plan and Future Extension Plans (as per grant funding if approved by Council)
- Hostel Business and Financial Plan (Grant applied for)
- Discovery Centre development plan and grant
- Asset Rationalisation
- Land Register
- Road Hierarchy/ Transport routes for maintenance and capital works
- Rates Review to reduce categories, establish base rates and review VG valuations as per IPART report.
- SRV to convert mining rates out of the rates cap. Application has been made to IPART.
- Developer Contribution Plan under EP&A Act
- Staff appointments as per Workforce Plan and Strategy.

- Asset Management Plan review within 5 years.
- Asset register and LTFP in Practical
- IT implementation as per Contract, training of staff and hardware upgrades.
- Local Environmental Plan review
- Audit Letter to be reviewed and Items completed by 30<sup>th</sup> June 2022
- Waste Depot Contract Balranald Shire Council
- Waste Collection contracts
- Waste Depot Management Plans
- Village Plan implementation and grant attraction.
- Roads upgrade program to reflect in 2022-23 budget allocations (reseals, re sheets, maintenance, capital design and costings)
- Revised Tender – Euston for Council determination
- Grant acquittals and variations
- Budget acquittals July 2022
- Work place inspections schedule
  - Worksite inspection schedule.
  - Implement new structure into SMART report system
  - Implement new structure into VAULT
  - Staff resources to use the vault system
  - Review the WHS and Consultative committees
  - Review what resources that are offered by our insurers State cover.
  - Review WHS Management plans
  - Training workshops resources provided by State cover
  - Review Balranald Pool operations
- RISK Items
  - Tree management plan
  - Inspection schedules Trees and reserves , Roads, signs for remote supervision , footpaths and other.
  - Review the BCP
  - Review and Update the Risk Registers
  - Training workshops resources to provide by State cover JLTI / MARSH
- HR
  - Finish the appraisal performance of council staff
  - Review the appraisal process
  - Detailed training plan for each employee (high priority.)
  - Review of all PD,s to be put into the new format .
  - HR Management procedures manual to be finalised and followed.
  - Recruitment ongoing.
  - Compliance officer
- Complete all items under the Ministerial Direction (Implementation Plan) as reported to Council.
- Complete all Internal Review (Better Practice) from the Self-assessment / action sheet reported to Council.

**FINANCIAL IMPLICATION**

N/A

**LEGISLATIVE IMPLICATION**

N/A

**POLICY IMPLICATION**

N/A

**RISK RATING**

N/A

**CONCLUSION**

This report has been prepared as a record of changes being undertaken at Council and to report to the community the actions and outcomes to improve the operation, openness and strategic directions.

**ATTACHMENTS**

Nil

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64633</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Kristy Cameron, Finance Officer</b><br><b>John Batchelor, Finance</b>                                                             |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                          |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That Council receives and notes the following financial information for the period ending 31 March 2022.

**PURPOSE OF REPORT**

The purpose of this report is to advise and report to council on the status of the following financial areas of operation-

- 1 Investments
- 2 Bank Reconciliation
- 3 Quarterly Statement of Rates and Charges
- 4 Quarterly Summary of Revenue and Expenditure for the Caravan Park
- 5 Quarterly Summary of Revenue and Expenditure for the Bidgee Haven Hostel
- 6 Quarterly Summary of Revenue and Expenditure for the Tourist Information Centre
- 7 Statement of Currency of Work within the Finance Function of Council

**REPORT****1 Investments**

Council's total investments including cash as at 31 March 2022 is \$19,421,317. This is an increase of \$633,690 on the previous month's total of \$18,787,627. It should be noted the balance of Council's cash at bank account changes daily with revenue received and payments made.

Receipts for March 2022 included:-

- Aged Care Benefits - \$74,290
- Stronger Country Communities Grant - \$113,750
- Hostel Bond \$540,000
- Caravan Park Crown Reserve Grant - \$771,500

Payments for March 2022 included:-

- Plant Hire – \$81,492
- Consultants - \$84,533
- Exercise Equipment - \$19,996
- Valuations - \$54,331
- Swing Bridge - \$55,506
- Street Lighting Upgrade - \$158,807
- Fuel - \$45,795
- RFS/SES Contribution - \$69,784

Total interest received on investments for March 2022 is \$18,765

Council's cash and at call accounts are used for the purpose of day to day operations of Council.  
Term Deposit investments are \$13,000,000 as at 31 March 2022.

A summary of Council's investment and cash balances as at 31 March 2022 is as follows:

| MONTHLY BANK & INVESTMENT REPORT                  |            |             | 31/03/2022 |               |                                  |                   |
|---------------------------------------------------|------------|-------------|------------|---------------|----------------------------------|-------------------|
| Term Deposits                                     | S&P Rating | Term (Days) | Start Date | Maturity Date | Interest Rate/<br>Rate of Return | Investment Value  |
| <a href="#">Westpac Bank A/C 176-576</a>          | A-1+       | 371         | 16/11/2021 | 22/11/2022    | 0.25%                            | 1,000,000         |
| <a href="#">Commonwealth Bank</a>                 | A-1+       | 360         | 4/03/2022  | 27/02/2023    | 0.85%                            | 500,000           |
| <a href="#">Commonwealth Bank</a>                 | A-1+       | 360         | 4/03/2022  | 27/02/2023    | 0.85%                            | 1,000,000         |
| <a href="#">Macquarie Bank - 051049</a>           | A-1        | 365         | 1/03/2022  | 1/03/2023     | 0.95%                            | 500,000           |
| <a href="#">Commonwealth Bank</a>                 | A-1+       | 301         | 13/01/2022 | 10/11/2022    | 0.48%                            | 500,000           |
| <a href="#">AMP - 51396</a>                       | A-2        | 340         | 19/08/2021 | 25/07/2022    | 0.75%                            | 500,000           |
| <a href="#">Commonwealth Bank</a>                 | A-1+       | 364         | 18/03/2022 | 17/03/2023    | 1.00%                            | 500,000           |
| <a href="#">Macquarie Bank - 055858</a>           | A-1        | 330         | 23/12/2021 | 18/11/2022    | 0.50%                            | 500,000           |
| <a href="#">AMP - 53454</a>                       | A-2        | 337         | 17/03/2022 | 17/02/2023    | 1.00%                            | 500,000           |
| <a href="#">AMP - 53473</a>                       | A-2        | 365         | 21/03/2022 | 21/03/2023    | 1.25%                            | 500,000           |
| <a href="#">Commonwealth Bank</a>                 | A-1+       | 300         | 23/12/2021 | 19/10/2022    | 0.48%                            | 500,000           |
| <a href="#">Macquarie Bank - 053986</a>           | A-1        | 365         | 1/03/2022  | 1/03/2023     | 0.95%                            | 500,000           |
| <a href="#">Macquarie Bank - 054099</a>           | A-1        | 365         | 8/03/2022  | 8/03/2023     | 0.95%                            | 500,000           |
| <a href="#">Macquarie Bank - 054394</a>           | A-1        | 365         | 28/09/2021 | 28/09/2022    | 0.40%                            | 500,000           |
| <a href="#">Commonwealth Bank -</a>               | A-1+       | 364         | 11/03/2022 | 10/03/2023    | 1.00%                            | 500,000           |
| <a href="#">Commonwealth Bank</a>                 | A-1+       | 364         | 11/03/2022 | 10/03/2023    | 1.00%                            | 500,000           |
| <a href="#">Bank of Queensland -</a>              | A-2        | 365         | 24/03/2022 | 24/03/2023    | 1.35%                            | 1,000,000         |
| <a href="#">Bank of Queensland</a>                | A-2        | 244         | 7/09/2021  | 9/05/2022     | 0.33%                            | 500,000           |
| <a href="#">Macquarie Bank - 055055</a>           | A-1        | 333         | 29/10/2021 | 27/09/2022    | 0.50%                            | 1,000,000         |
| <a href="#">Macquarie Bank - 055370</a>           | A-1        | 332         | 23/11/2021 | 21/10/2022    | 0.50%                            | 500,000           |
| <a href="#">NAB Bank</a>                          | A-1+       | 335         | 11/01/2022 | 12/12/2022    | 0.63%                            | 1,000,000         |
|                                                   |            |             |            |               |                                  |                   |
|                                                   |            |             |            |               |                                  |                   |
| <b>Total Term Deposits</b>                        |            |             |            | Avg Rate      | 0.76%                            | <b>13,000,000</b> |
| <b>At Call Accounts</b>                           |            |             |            |               |                                  |                   |
| Westpac Cash Reserves A/C 162 975                 | A-1+       |             |            | At Call       | 0.01%                            | 603,468           |
| Tcorp A/C 1268                                    | A-1+       |             |            | At Call       | 0.01%                            | 1,273,602         |
| Macquarie Cash Account - 969891944                | A-1        |             |            | At Call       |                                  | 1,000,033         |
| <b>Total At Call Accounts</b>                     |            |             |            |               |                                  | <b>2,877,102</b>  |
|                                                   |            |             |            |               |                                  |                   |
| <b>Total Investment Accounts</b>                  |            |             |            |               |                                  | <b>15,877,102</b> |
|                                                   |            |             |            |               |                                  |                   |
| <b>Cash Accounts</b>                              |            |             |            |               |                                  |                   |
| Westpac Bank A/C 000 060                          | A-1+       |             |            | Cash at Bank  | 0.01%                            | 3,544,215         |
| <b>TOTAL CASH AT BANK</b>                         |            |             |            |               |                                  | <b>3,544,215</b>  |
| <b>TOTAL INVESTMENTS PORTFOLIO INCLUDING CASH</b> |            |             |            |               |                                  | <b>19,421,317</b> |

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

| Ratings      | Composition % | Amount ('000) |
|--------------|---------------|---------------|
| A-1+         | 43.31         | 6,877         |
| A-1          | 31.49         | 5,000         |
| A-2          | 18.89         | 3,000         |
| <b>TOTAL</b> | <b>100.00</b> | <b>15,877</b> |

Council is 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 total investment and cash accounts balance of \$19,421,317 across the funds as listed below:

| <b>FUNDS HELD</b>       | <b>General Fund</b> | <b>Waste Fund</b> | <b>Water Fund</b> | <b>Sewer Fund</b> | <b>TOTAL</b>      |
|-------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| Restricted              | 10,507,000          | 616,000           | 2,204,000         | 1,028,000         | 14,355,000        |
| Unrestricted            | 5,066,317           | 0                 | 0                 | 0                 | 5,066,317         |
| <b>TOTAL FUNDS HELD</b> | <b>15,573,317</b>   | <b>616,000</b>    | <b>2,204,000</b>  | <b>1,028,000</b>  | <b>19,421,317</b> |

The table below shows the individual make-up of the restricted amounts that combine to a total of \$14,355,000 at end of month:

**Details of Restrictions**

**External Restrictions**

|                                                           |              |
|-----------------------------------------------------------|--------------|
| Specific Purpose Unexpended Capital Grants - Gen Fund     | \$ 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 | \$ 2,353,000         |
| Other                     | \$ 4,405,000         |
| <b>Total Restrictions</b> | <b>\$ 14,355,000</b> |

**Unrestricted Cash Investments**

|                          |                      |
|--------------------------|----------------------|
| <b>Total Investments</b> | <b>\$ 19,421,317</b> |
|--------------------------|----------------------|

**SUMMARY**

Council currently holds \$19,421,317 in Cash and Investments. The average interest rate trend has increased for March 2022 being 0.50% overall.

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



**2 Bank Reconciliation**

The bank reconciliation on the Westpac cash account, or operating account, has been reconciled as at 31 March 2022 and is shown below:

|                                                |                  |
|------------------------------------------------|------------------|
| <b>Cashbook Summary</b>                        |                  |
| Opening Cashbook Balance                       | 3,928,035        |
| Plus Receipts                                  | 2,024,004        |
| Less Payments                                  | (2,408,700)      |
| <b>Cashbook Balance at 31 March 2022</b>       | <b>3,543,339</b> |
| <b>Statement Summary</b>                       |                  |
| Opening Statement Balance                      | 3,907,970        |
| Plus Receipts                                  | 2,044,946        |
| Less Payments                                  | (2,408,700)      |
| <b>Bank Statement Balance at 31 March 2022</b> | <b>3,544,215</b> |
| Plus Unpresented Receipts                      | 2,792            |
| Less Unpresented Payments                      | (3,668)          |
| <b>Reconciliation Balance at 31 March 2022</b> | <b>3,543,339</b> |

## 3 Quarterly Statement of Rates And Charges

Balranald Shire CouncilStatement Of Rates And ChargesQuarterly Statement - 31st March 2022

| Income Category                                  | Nett Arrears 1st July 2021                                                                             | 2021/22 Nett Levy | Total Receivable | ** Amount Collected As At 5th April 2022 | Collection As A % Of Total Receivable | Arrears Amount | Arrears As A % Of Total Receivable | Nett Arrears 1 July 2021 As A % Of Nett Levy |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------------------------------|---------------------------------------|----------------|------------------------------------|----------------------------------------------|
| General Fund Rates Incl Interest / Legal Charges | \$106,730.43                                                                                           | \$2,878,232.41    | \$2,984,962.84   | \$2,585,384.92                           | 86.61%                                | \$399,577.92   | 13.39%                             | 3.71%                                        |
| Waste Management Charges                         | \$26,217.80                                                                                            | \$379,982.13      | \$406,199.93     | \$327,611.35                             | 80.65%                                | \$78,588.58    | 19.35%                             | 6.90%                                        |
| Stormwater Levy Charges                          | \$1,162.43                                                                                             | \$19,082.71       | \$20,245.14      | \$15,768.37                              | 77.89%                                | \$4,476.77     | 22.11%                             | 6.09%                                        |
| Water Fund - Access Charges                      | \$52,483.20                                                                                            | \$801,807.48      | \$854,290.68     | \$726,073.96                             | 84.99%                                | \$128,216.72   | 15.01%                             | 6.55%                                        |
| Water Fund - Consumption Charges                 | \$74,208.17                                                                                            | \$520,561.23      | \$594,769.40     | \$521,701.36                             | 87.71%                                | \$73,068.04    | 12.29%                             | 14.26%                                       |
| Sewerage Fund - Annual Charges                   | \$40,492.31                                                                                            | \$637,316.71      | \$677,809.02     | \$550,981.50                             | 81.29%                                | \$126,827.52   | 18.71%                             | 6.35%                                        |
| Sewerage Fund - Usage Charges Non Residential    | \$4,440.70                                                                                             | \$50,344.24       | \$54,784.94      | \$50,957.77                              | 93.01%                                | \$3,827.17     | 6.99%                              | 8.82%                                        |
| Total 2021/22                                    | \$305,735.04                                                                                           | \$5,287,326.91    | \$5,593,061.95   | \$4,778,479.23                           | 85.44%                                | \$814,582.72   | 14.56%                             | 5.78%                                        |
| Note - **Amount Collected                        | The 4th Rate Instalment Is Due On 31st May 2022 And Will Increase This Collection Amount Significantly |                   |                  |                                          |                                       |                |                                    |                                              |

4 Quarterly Summary of Revenue and Expenditure for the Caravan Park

|           | BALRANALD CARAVAN PARK                 | Original Budget | Actual YTD 31 March 2022 | Remaining Budget | Anticipated 30 June 2022 | %    |
|-----------|----------------------------------------|-----------------|--------------------------|------------------|--------------------------|------|
|           | <b>REVENUE</b>                         | -               | -                        | -                | -                        | -    |
| 6540-1500 | Fees                                   | \$600,000       | \$288,133                | \$111,867        | \$400,000                | 48%  |
| 6540-1501 | Washing Machine Charges                | \$3,500         | \$3,080                  | \$420            | \$3,500                  | 88%  |
| 6540-1512 | Caravan Park - Merchandise Sales       | \$500           | \$3,342                  | \$658            | \$4,000                  | 668% |
| 6540-1717 |                                        |                 |                          |                  |                          |      |
|           | <b>TOTAL OPERATING REVENUE</b>         | \$604,000       | \$294,555                | \$112,945        | \$407,500                | 49%  |
|           | <b>EXPENDITURE</b>                     |                 |                          |                  |                          |      |
| 6540-2000 | Salaries                               | \$93,580        | \$115,295                | \$39,705         | \$155,000                | 123% |
| 6540-2110 | Caravan Park Advertising               | \$1,200         | \$0                      | \$1,200          | \$1,200                  | 0%   |
| 6540-2130 | Bank Charges                           | \$3,300         | \$1,605                  | \$395            | \$2,000                  | 49%  |
| 6540-2150 | Caravan Park - Cleaning Services       | \$53,700        | \$2,837                  | \$1,743          | \$4,580                  | 5%   |
| 6540-2205 | Electricity - Operational              | \$67,500        | \$16,908                 | \$8,092          | \$25,000                 | 25%  |
| 6540-2230 | Insurance                              | \$8,500         | \$0                      | \$8,500          | \$8,500                  | 0%   |
| 6540-2240 | Caravan Pk - Management Fees           | \$120,000       | \$11,000                 | \$0              | \$11,000                 | 9%   |
| 6540-2245 | Caravan Pk - Administration Fees       | \$40,000        | \$30,000                 | \$10,000         | \$40,000                 | 75%  |
| 6540-2270 | Caravan Park - Legal Expenses          | \$4,000         | \$0                      | \$0              | \$0                      | 0%   |
| 6540-2295 | Caravan Park - Software Support        | \$3,500         | \$2,468                  | \$1,032          | \$3,500                  | 71%  |
| 6540-2310 | Rates & Charges on Council Property    | \$29,500        | \$45,915                 | \$9,085          | \$55,000                 | 156% |
| 6540-2350 | Telephone                              | \$2,500         | \$2,115                  | \$385            | \$2,500                  | 85%  |
| 6540-2392 | Caravan Park R & M                     | \$46,500        | \$22,325                 | \$7,675          | \$30,000                 | 48%  |
| 6540-2397 | Caravan Park - Consumables GST         | \$40,000        | \$10,592                 | \$4,408          | \$15,000                 | 26%  |
| 6540-2398 | Carravan Park - Consumables No GST     | \$2,000         | \$0                      | \$1,000          | \$1,000                  | 0%   |
| 6540-2600 | Depreciation                           | \$51,700        | \$38,775                 | \$12,925         | \$51,700                 | 75%  |
|           | <b>TOTAL OPERATING EXPENDITURE</b>     | \$567,480       | \$299,835                | \$106,145        | \$405,980                | 53%  |
|           |                                        |                 |                          |                  |                          |      |
|           | <b>NET OPERATING SURPLUS / DEFICIT</b> | \$36,520        | -\$5,280                 | \$6,800          | \$1,520                  |      |
|           |                                        |                 |                          |                  |                          |      |
|           | <b>CAPITAL</b>                         |                 |                          |                  |                          |      |
| 6540-1100 | Capital Revenue                        |                 |                          |                  |                          |      |
|           | Capital Grants                         | \$0             | \$0                      | \$0              | \$0                      |      |
|           | Capital Income - Transfer from Reserve | \$126,850       | \$724                    | \$126,126        | \$126,126                |      |
|           | Total Capital Revenue                  | \$126,850       | \$724                    | \$126,126        | \$126,126                | 1%   |
|           |                                        |                 |                          |                  |                          |      |
|           | Capital Expenditure                    |                 |                          |                  |                          |      |
|           | Total Capital Expenditure              | \$126,850       | \$724                    | \$126,126        | \$126,126                | 1%   |
|           |                                        |                 |                          |                  |                          |      |
|           | Net Capital Surplus/ (Deficit)         | \$0             | \$0                      | \$0              | \$0                      |      |
|           |                                        |                 |                          |                  |                          |      |
|           | Net Result Surplus/ (Deficit)          | \$36,520        | -\$5,280                 | \$6,800          | \$1,520                  |      |

SUMMARY

|                                        | Original Budget | Actual YTD 31 March 2022 | Remaining Budget | Anticipated 30 June 2022 |
|----------------------------------------|-----------------|--------------------------|------------------|--------------------------|
|                                        |                 |                          |                  |                          |
| <b>TOTAL OPERATING REVENUE</b>         | \$604,000       | \$294,555                | \$112,945        | \$407,500                |
|                                        |                 |                          |                  |                          |
| <b>TOTAL OPERATING EXPENDITURE</b>     | \$567,480       | \$299,835                | \$106,145        | \$405,980                |
|                                        |                 |                          |                  |                          |
| <b>NET OPERATING SURPLUS / DEFICIT</b> | <b>\$36,520</b> | <b>\$5,280</b>           | <b>\$6,800</b>   | <b>\$1,520</b>           |
|                                        |                 |                          |                  |                          |
| <b>Total Capital Revenue</b>           | \$126,850       | \$724                    | \$126,126        | \$126,850                |
|                                        |                 |                          |                  |                          |
| <b>Total Capital Expenditure</b>       | \$126,850       | \$724                    | \$126,126        | \$126,850                |
|                                        |                 |                          |                  |                          |
| <b>Net Capital Surplus/ (Deficit)</b>  | <b>\$0</b>      | <b>\$0</b>               | <b>\$0</b>       | <b>\$0</b>               |
|                                        |                 |                          |                  |                          |
| <b>Net Result Surplus/ (Deficit)</b>   | <b>\$36,520</b> | <b>\$5,280</b>           | <b>\$6,800</b>   | <b>\$1,520</b>           |

5 Quarterly Summary of Revenue and Expenditure for the Bidgee Haven Hostel

|                  | <b>BIDGEE HAVEN HOSTEL</b>            | <b>Original Budget</b> | <b>Actual YTD 31March 2022</b> | <b>Remaining Budget</b> | <b>Anticipated 30 June 2022</b> | <b>%</b>     |
|------------------|---------------------------------------|------------------------|--------------------------------|-------------------------|---------------------------------|--------------|
|                  | <b>REVENUE</b>                        |                        |                                |                         |                                 |              |
| 2620-1201        | Permanent Care Subsidies              | \$850,000              | \$675,194                      | \$224,806               | \$900,000                       | 79.4%        |
| 2620-1206        | Hostel - Training Subsidies           | \$0                    | \$2,132                        | \$68                    | \$2,200                         |              |
| 2620-1550        | Respite Care Fees                     | \$20,000               | \$5,970                        | \$2,030                 | \$8,000                         | 29.8%        |
| 2620-1580        | Hostel - Resident Care (Commonwealth) | \$35,000               | \$56,702                       | \$18,298                | \$75,000                        | 162.0%       |
| 2620-1582        | Hostel - Resident Accommodation Fees  | \$60,000               | \$21,998                       | \$8,002                 | \$30,000                        | 36.7%        |
| 2620-1590        | Hostel - Resident Daily Care Fees     | \$260,000              | \$186,033                      | \$63,967                | \$250,000                       | 71.6%        |
| 2620-1800        | Hostel - Interest Received            | \$6,000                | \$9,000                        | \$3,000                 | \$12,000                        | 150.0%       |
|                  | <b>TOTAL OPERATING REVENUE</b>        | <b>\$1,231,000</b>     | <b>\$957,029</b>               | <b>\$320,171</b>        | <b>\$1,277,200</b>              | <b>77.7%</b> |
|                  | <b>EXPENDITURE</b>                    |                        |                                |                         |                                 |              |
| 2620-2000        | Salaries                              | \$910,700              | \$718,740                      | \$241,260               | \$960,000                       | 78.9%        |
| 2620-2045 & 2046 | Medical Expenses                      | \$8,000                | \$2,502                        | \$1,498                 | \$4,000                         | 31.3%        |
| 2620-2070        | Training                              | \$10,000               | \$873                          | \$4,127                 | \$5,000                         | 8.7%         |
| 2620-2073        | Recruitment Expenses                  | \$0                    | \$50                           | \$50                    | \$100                           |              |
| 2620-2110        | Advertising                           | \$1,000                | \$374                          | \$626                   | \$1,000                         | 37.4%        |
| 2620-2120        | Audit Fees                            | \$4,500                | \$4,700                        | \$0                     | \$4,700                         | 104.4%       |
| 2620-2125        | Consultancy                           | \$5,000                | \$0                            | \$5,000                 | \$5,000                         | 0.0%         |
| 2620-2205        | Electricity                           | \$35,000               | \$16,800                       | \$15,200                | \$32,000                        | 48.0%        |
| 2620-2207        | Gas                                   | \$1,000                | \$0                            | \$1,000                 | \$1,000                         | 0.0%         |
| 2620-2220        | Sundry Expenses                       | \$3,500                | \$2,413                        | \$1,087                 | \$3,500                         | 68.9%        |
| 2620-2223        | Laundry Services                      | \$10,000               | \$6,422                        | \$3,578                 | \$10,000                        | 64.2%        |
| 2620-2230        | Insurance                             | \$12,000               | \$12,000                       | \$0                     | \$12,000                        | 100.0%       |
| 2620-2245        | Council Administration Fees           | \$80,000               | \$60,000                       | \$20,000                | \$80,000                        | 75.0%        |
| 2620-2290        | Printing & Stationery                 | \$5,000                | \$1,507                        | \$1,493                 | \$3,000                         | 30.1%        |
| 2620-2295        | IT Expenditure                        | \$500                  | \$0                            | \$500                   | \$500                           | 0.0%         |
| 2620-2310        | Rates & Charges                       | \$12,000               | \$8,946                        | \$3,054                 | \$12,000                        | 74.6%        |
| 2620-2335        | Repairs & Maintenance                 | \$50,000               | \$28,773                       | \$11,227                | \$40,000                        | 57.5%        |
| 2620-2340        | Subscriptions & Memberships           | \$6,000                | \$5,588                        | \$412                   | \$6,000                         | 93.1%        |
| 2620-2350        | Telephone                             | \$3,000                | \$2,054                        | \$946                   | \$3,000                         | 68.5%        |
| 2620-2395 & 2396 | Chemist Expenses                      | \$13,000               | \$8,282                        | \$2,718                 | \$11,000                        | 63.7%        |
| 2620-2397 & 2398 | Food Supplies                         | \$48,000               | \$27,475                       | \$20,525                | \$48,000                        | 57.2%        |
| 2620 & 2640-2600 | Depreciation                          | \$88,100               | \$66,075                       | \$22,025                | \$88,100                        | 75.0%        |
|                  | <b>TOTAL OPERATING EXPENDITURE</b>    | <b>\$1,306,300</b>     | <b>\$973,574</b>               | <b>\$356,326</b>        | <b>\$1,329,900</b>              | <b>74.5%</b> |
|                  | <b>NET OPERATING SURPLUS/DEFICIT</b>  | <b>-\$75,300.00</b>    | <b>-\$16,545.29</b>            | <b>-\$36,154.71</b>     | <b>-\$52,700.00</b>             |              |

|           | Capital Revenue                       |                    |                  |                    |                    |             |
|-----------|---------------------------------------|--------------------|------------------|--------------------|--------------------|-------------|
| 6540-1100 | Capital Grants                        | \$4,280,000        | \$4,980          | \$4,275,020        | \$4,280,000        | 0.1%        |
|           | <b>Total Capital Revenue</b>          | <b>\$4,280,000</b> | <b>\$4,980</b>   | <b>\$4,275,020</b> | <b>\$4,280,000</b> | <b>0.1%</b> |
|           | <b>CAPITAL</b>                        |                    |                  |                    |                    |             |
| 2620-4999 | Capital Works                         | \$20,000           | \$0              | \$20,000           | \$20,000           | 0.0%        |
| 2620-4999 | Hostel Extension                      | \$4,280,000        | \$4,980          | \$4,275,020        | \$4,280,000        | 0.1%        |
|           | <b>Total Capital Expenditure</b>      | <b>\$4,300,000</b> | <b>\$4,980</b>   | <b>\$4,295,020</b> | <b>\$4,300,000</b> | <b>0.1%</b> |
|           | <b>Net Capital Surplus/ (Deficit)</b> | <b>-\$20,000</b>   | <b>\$0</b>       | <b>-\$20,000</b>   | <b>-\$20,000</b>   |             |
|           | <b>Net Result Surplus/ (Deficit)</b>  | <b>-\$95,300</b>   | <b>-\$16,545</b> | <b>-\$56,155</b>   | <b>-\$72,700</b>   |             |

## SUMMARY

|                                            | Original Budget    | Actual YTD<br>31 March 2022 | Remaining<br>Budget | Anticipated<br>30 June<br>2022 |
|--------------------------------------------|--------------------|-----------------------------|---------------------|--------------------------------|
| <b>TOTAL OPERATING REVENUE</b>             | <b>\$1,231,000</b> | <b>\$957,029</b>            | <b>\$320,171</b>    | <b>\$1,277,200</b>             |
| <b>TOTAL OPERATING<br/>EXPENDITURE</b>     | <b>\$1,306,300</b> | <b>\$973,574</b>            | <b>\$356,326</b>    | <b>\$1,329,900</b>             |
| <b>NET OPERATING SURPLUS /<br/>DEFICIT</b> | <b>-\$75,300</b>   | <b>-\$16,545</b>            | <b>-\$36,155</b>    | <b>-\$52,700</b>               |
| <b>Total Capital Revenue</b>               | <b>\$4,280,000</b> | <b>\$4,980</b>              | <b>\$4,275,020</b>  | <b>\$4,280,000</b>             |
| <b>Total Capital Expenditure</b>           | <b>\$4,300,000</b> | <b>\$4,980</b>              | <b>\$4,295,020</b>  | <b>\$4,300,000</b>             |
| <b>Net Capital Surplus/ (Deficit)</b>      | <b>-\$20,000</b>   | <b>\$0</b>                  | <b>-\$20,000</b>    | <b>-\$20,000</b>               |
| <b>Net Result Surplus/ (Deficit)</b>       | <b>-\$95,300</b>   | <b>-\$16,545</b>            | <b>-\$56,155</b>    | <b>-\$72,700</b>               |

## 6 Quarterly Summary of Revenue and Expenditure for the Tourist Information Centre

|           | <b>TOURISM</b>                       | <b>Original Budget</b> | <b>Actual YTD 31 March 2022</b> | <b>Remaining Budget</b> | <b>Anticipated 30 June 2022</b> | <b>%</b>     |
|-----------|--------------------------------------|------------------------|---------------------------------|-------------------------|---------------------------------|--------------|
|           | <b>REVENUE</b>                       |                        |                                 |                         |                                 |              |
| 6560-1500 | Fees                                 | \$2,000                | \$3,840                         | \$1,160                 | \$5,000                         | 192.0%       |
| 6560-1510 | Rental                               | \$19,000               | \$11,818                        | \$7,182                 | \$19,000                        | 62.2%        |
| 6560-1512 | Tourist Info Centre -Souvenir Sales  | \$60,200               | \$27,216                        | \$12,784                | \$40,000                        | 45.2%        |
| 6560-1620 | Commissions                          | \$500                  | \$90                            | \$410                   | \$500                           | 18.0%        |
| 6560-1750 | Other Revenue                        | \$2,000                | \$1,277                         | \$723                   | \$2,000                         | 63.9%        |
| 6560-1930 | Reimbursements - Electricity         | \$0                    | \$2,868                         | \$132                   | \$3,000                         | #DIV/0!      |
| 6560-1940 | Donations - Discovery Centre         | \$5,000                | \$1,485                         | \$515                   | \$2,000                         | 29.7%        |
|           | Operational Grants                   | \$0                    | \$15,441                        | \$0                     | \$15,441                        |              |
|           | <b>TOTAL OPERATING REVENUE</b>       | <b>\$88,700</b>        | <b>\$48,594</b>                 | <b>\$22,906</b>         | <b>\$71,500</b>                 | <b>54.8%</b> |
|           | <b>EXPENDITURE</b>                   |                        |                                 |                         |                                 |              |
| 6560-2000 | Salaries                             | \$126,790              | \$117,789                       | \$50,211                | \$168,000                       | 92.9%        |
| 6560-2045 | Tourism -Medical Expenses            | \$200                  | \$142                           | \$58                    | \$200                           | 71.0%        |
| 6560-2070 | Training                             | \$1,700                | \$213                           | \$1,487                 | \$1,700                         | 12.5%        |
| 6560-2073 | Recruitment Expenses                 | \$0                    | \$187                           | \$13                    | \$200                           | #DIV/0!      |
| 6560-2110 | Advertising                          | \$8,500                | \$4,837                         | \$3,663                 | \$8,500                         | 56.9%        |
| 6560-2116 | Security Monitoring                  | \$550                  | \$802                           | \$198                   | \$1,000                         | 145.8%       |
| 6560-2130 | Merchant & Bank Fees                 | \$750                  | \$473                           | \$277                   | \$750                           | 63.1%        |
| 6560-2150 | Cleaning                             | \$3,700                | \$4,929                         | \$1,671                 | \$6,600                         | 133.2%       |
| 6560-2205 | Electricity                          | \$13,000               | \$3,675                         | \$9,325                 | \$13,000                        | 28.3%        |
| 6560-2220 | General Expenses                     | \$1,500                | \$0                             | \$500                   | \$500                           | 0.0%         |
| 6560-2230 | Insurance                            | \$9,500                | \$7,125                         | \$2,375                 | \$9,500                         | 75.0%        |
| 6560-2245 | Administration Fees                  | \$20,000               | \$15,000                        | \$5,000                 | \$20,000                        | 75.0%        |
| 6560-2280 | Postage                              | \$600                  | \$331                           | \$169                   | \$500                           | 55.2%        |
| 6560-2290 | Printing and Stationery              | \$1,200                | \$199                           | \$301                   | \$500                           | 16.6%        |
| 6560-2302 | Special Events                       | \$13,500               | \$3,200                         | \$10,300                | \$13,500                        | 23.7%        |
| 6560-2310 | Rates & Charges on Council Property  | \$2,750                | \$2,750                         | \$0                     | \$2,750                         | 100.0%       |
| 6560-2330 | Repairs and Maintenance              | \$30,000               | \$22,970                        | \$7,030                 | \$30,000                        | 76.6%        |
| 6560-2340 | Subscriptions                        | \$2,000                | \$800                           | \$400                   | \$1,200                         | 40.0%        |
| 6560-2345 | Journals & Publications              | \$2,000                | \$1,818                         | \$182                   | \$2,000                         | 90.9%        |
| 6560-2350 | Telephone                            | \$1,500                | \$950                           | \$550                   | \$1,500                         | 63.3%        |
| 6560-2351 | Internet Expenses                    | \$1,800                | \$1,461                         | \$339                   | \$1,800                         | 81.2%        |
| 6560-2392 | Conferences & Seminars               | \$2,000                | \$0                             | \$1,000                 | \$1,000                         | 0.0%         |
| 6560-2394 | Software & Licencing                 | \$2,000                | \$583                           | \$1,417                 | \$2,000                         | 29.2%        |
| 6560-2395 | Seminars & Workshops                 | \$1,000                | \$0                             | \$500                   | \$500                           | 0.0%         |
| 6560-2399 | Souvenirs                            | \$30,000               | \$15,410                        | \$4,590                 | \$20,000                        | 51.4%        |
| 6560-2500 | Interest on Loans                    | \$39,700               | \$30,009                        | \$9,691                 | \$39,700                        | 75.6%        |
| 6560-2600 | Depreciation                         | \$9,504                | \$7,128                         | \$2,376                 | \$9,504                         | 75.0%        |
|           | <b>TOTAL OPERATING EXPENDITURE</b>   | <b>\$325,744</b>       | <b>\$242,781</b>                | <b>\$113,623</b>        | <b>\$356,404</b>                | <b>74.5%</b> |
|           | <b>NET OPERATING SURPLUS/DEFICIT</b> | <b>\$237,044</b>       | <b>-\$194,187</b>               | <b>-\$90,717</b>        | <b>-\$284,904</b>               |              |
|           | <b>Capital Revenue</b>               |                        |                                 |                         |                                 |              |
| 6560-1100 | Grants                               | \$950,000              | \$0                             | \$950,000               | \$950,000                       | 0.0%         |

|           |                                             |                  |                   |                  |                   |              |
|-----------|---------------------------------------------|------------------|-------------------|------------------|-------------------|--------------|
|           | <b>Total Capital Revenue</b>                | <b>\$950,000</b> | <b>\$0</b>        | <b>\$950,000</b> | <b>\$950,000</b>  | <b>0.00%</b> |
|           | <b>Capital Expenditure</b>                  |                  |                   |                  |                   |              |
| 6560-4999 | Joint Organisation Discovery Centre Complex | \$950,000        | \$99,580          | \$850,420        | \$950,000         | 10.5%        |
|           | <b>Total Capital Expenditure</b>            | <b>\$950,000</b> | <b>\$99,580</b>   | <b>\$850,420</b> | <b>\$950,000</b>  | <b>0.00%</b> |
|           | <b>Net Capital Surplus/ (Deficit)</b>       | <b>\$0</b>       | <b>-\$99,580</b>  | <b>\$99,580</b>  | <b>\$0</b>        |              |
|           | <b>Net Result Surplus/ (Deficit)</b>        | <b>\$237,044</b> | <b>-\$293,767</b> | <b>\$8,863</b>   | <b>-\$284,904</b> |              |

| <b>SUMMARY</b> |                                        |                        |                                 |                         |                                 |
|----------------|----------------------------------------|------------------------|---------------------------------|-------------------------|---------------------------------|
|                |                                        |                        |                                 |                         |                                 |
|                | <b>TOURISM</b>                         | <b>Original Budget</b> | <b>Actual YTD 31 March 2022</b> | <b>Remaining Budget</b> | <b>Anticipated 30 June 2022</b> |
|                | <b>TOTAL OPERATING REVENUE</b>         | \$88,700               | \$48,594                        | \$22,906                | \$71,500                        |
|                | <b>TOTAL OPERATING EXPENDITURE</b>     | \$325,744              | \$242,781                       | \$113,623               | \$356,404                       |
|                | <b>NET OPERATING SURPLUS / DEFICIT</b> | <b>\$237,044</b>       | <b>\$194,187</b>                | <b>\$90,717</b>         | <b>\$284,904</b>                |
|                | <b>Total Capital Revenue</b>           | \$950,000              | \$0                             | \$950,000               | \$950,000                       |
|                | <b>Total Capital Expenditure</b>       | \$950,000              | \$99,580                        | \$850,420               | \$950,000                       |
|                | <b>Net Capital Surplus/ (Deficit)</b>  | <b>\$0</b>             | <b>\$99,580</b>                 | <b>\$99,580</b>         | <b>\$0</b>                      |
|                | <b>Net Result Surplus/ (Deficit)</b>   | <b>\$237,044</b>       | <b>\$293,767</b>                | <b>\$8,863</b>          | <b>\$284,904</b>                |

## 7 Statement of Currency of Work within the Finance Section of Council

This report has been prepared to advise the Council that basic financial processes have been undertaken as per Councils resolution in October 2021

A review has been undertaken of Councils monthly financial statements and actions.

I advise that I have reviewed the staff process and certify that the following has been undertaken;

- Bank Reconciliations (see 2 above) have been balanced to the General Ledger
- Rates work is up to date
- Water billing is up to date
- Payroll is up to date
- Plant hire input is up to date



- Creditors are being processed fortnightly and there is no evidence of aged invoices
- Major purchase / expenditures to be in the system by May to assist in EOY processing
- Debtor invoices for general works and services are being raised in a timely manner
- Outstanding debtor accounts are being followed up
- Loan repayments are up to date
- Investments – Council now complies with its policy and the Minister’s Investment Order ( see 1 above)
- Journals are up to date and authorised by the finance consultants appointed by Council
- Stores issues and processes to be reviewed and stocktake scheduled for May
- Financial Budget - QBR for 31 March 2022 presented to this April CM
- Financial Budget for 2022/23 currently on public exhibition – some changes are proposed to charges following consultation with staff. Adoption of the budget is proposed for the May CM.

Valuation of assets has been completed by APV and a draft final report has been received and discussions held in relation to valuations for some assets.

**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

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <b>12.2 TOURISM &amp; DESTINATION MARKETING QUARTERLY REPORT - JANUARY TO MARCH 2022</b> |
|------------------------------------------------------------------------------------------|

**File Number:** D22.64734

**Reporting Officer:** Connie Mallet, Tourism, Communications, & Events Coordinator

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

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

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### OFFICER RECOMMENDATION

That the report be received and noted.

### PURPOSE OF REPORT

To 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 March 2022 quarter.

### REPORT

With January being a short month due to holidays, we used this time to plan our activities and strategies. As reflected in the statistical results, one of the key objectives was to reactivate our promotional activities on social media and reengage with our audience. With travel back on the agenda, particularly intrastate and regional travel, social and digital media is a great way to reach targeted audiences while they are travelling and receive more engagement with our target audiences at a fraction of the costs of more traditional and “above the line” mediums. Target audiences have been set behind the social media promotional activities and results can be clearly measured. A number of promotional posts particularly in March were aimed at promoting assets/attractions that would be appealing to audiences for the Easter break. For example, these included the river, birdlife, sunsets & sunrises and accommodation venues.

This quarter we also introduced Facebook 30 second video stories that are aligned with the promotional (paid) posts. These video stories are organic (not paid) but support the paid promotions and extends the dollar value. Organic views and engagement can also be measured and is another way to reach interested and targeted audiences and reinforcing the message from the promotional posts.

### Statistics

| Medium                            | Results/Total this Quarter                                             | %Change to last Quarter                     |
|-----------------------------------|------------------------------------------------------------------------|---------------------------------------------|
| VIC Walk In                       | 2295                                                                   | 45% Increase                                |
| Interpretive Pavilion Walk In     | Counter was not working from Dec 2021 – Feb 2022<br>Feb – March = 1401 | 37% Increase<br>Comparing to Oct – Nov 2021 |
| Merchandise Sales                 | \$11,888                                                               | 5% Increase                                 |
| Enquiries<br>(Phone, emails, web) | 217                                                                    | 22% Decrease                                |

|                                |                                                                                                                                                                                                                        |                                                                                                                 |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Social Media - Facebook</b> | <p><b>People Reach</b><br/>127,166</p> <p><b>People Engagement</b><br/>(Comments, likes, shares etc.)<br/>15,181</p> <p><b>Video Stories</b><br/>Organic Views<br/>981</p> <p><b>Page Likes To Date</b><br/>10,289</p> | <p>438% Increase</p> <p>882% Increase</p> <p>No video stories were posted in that period</p> <p>2% Increase</p> |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

| Medium                                                                  | Results/Total this Quarter                                              | %Change to last Quarter |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------|
| <b>Website – Discover Balranald &amp; Surrounds</b><br>(Since Aug 2016) | <p><b>Total Website Visits at</b><br/><b>31-03-2022</b><br/>103,879</p> | 5% Increase             |

### Content & Activities for the Quarter

| Medium/Activity                     | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Results/Comments                                                                         |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Media Releases</b>               | <p>2 Media Releases were released during the quarter:</p> <ul style="list-style-type: none"> <li>The Opening of the Learning Centre</li> <li>The Opening of the new Tennis Courts</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | As a result of the media releases the local & regional newspapers picked up the stories. |
| <b>Social Media Content</b>         | <p>Promotional posts and video stories for the quarter included the following posts and video stories:</p> <ul style="list-style-type: none"> <li>The Murrumbidgee River and river activities</li> <li>The new tennis courts inviting visitors to use when travelling through or visiting</li> <li>The Gallery and gallery attractions</li> <li>Sarah Storer performing at 2 events in the Shire (Kyalite and Euston)</li> <li>Sunsets and Sunrises – part of the magic of visiting the area</li> <li>Accommodation options across the Shire</li> <li>Birdlife in the shire target at the birdies which are a definite niche target market</li> </ul> | The total results of these posts and video stories can be viewed in the statistics       |
| <b>Community Social Media Pages</b> | <ul style="list-style-type: none"> <li>Weekly posts and communications are posted on all community pages</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 26 individual posts were posted on each community page for the                           |

|                               |                                                                                                                                                                                                                                                                                                        |                                                                       |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
|                               | including Euston/Robinvale. Posts included monthly calendar of events, happenings, announcements, specific events, openings etc.                                                                                                                                                                       | quarter                                                               |
| <b>Print Media - Magazine</b> | Twice a year (Autumn and Spring editions) we aim to do a double page spread in Caravanning Australia which includes full page editorial and full page advert targeted at this specific audience. This quarter was the release of the Autumn Edition with our content. <b>(please see attachment)</b> . | This is part of our brand building and destination marketing strategy |

| Medium/Activity                                  | Content                                                                                                                                                                                                                                                                                                                                                                                                                                               | Results/Comments                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Destination Planning Workshops – Regional</b> | <p>This quarter we organised 2 consultation workshops as part of destination management planning for the region:</p> <ul style="list-style-type: none"> <li>Far West JO Destination Management Plan (the agency developing this Plan will also be developing the Destination NSW Country &amp; Outback Destination Management Plan)</li> <li>Destination NSW – Riverina Murray Destination Management Plan</li> </ul>                                 | <p>These workshops will produce 3 regional Destination Management Plans one for the Far West JO region, and 2 Destination NSW regional plans being Riverina Murray and for Country Outback.</p> <p>The research and findings that drive these plans will be valuable in aligning our local Destination Management Plan which in turn will drive future projects and grants.</p>                    |
| <b>Small Business Dinner Event</b>               | <p>We received a grant as part of Small Business Month NSW which takes place in March. Our event was a dinner event where small businesses across the Balranald Shire were invited to attend. Titled “Growing beyond Covid”, the objective of the event was to look at practical tips and marketing ideas to help business as well as the type of support and grants available to small business from both state and federal government agencies.</p> | <p>We had approximately 50 attendees to the event including a few from Euston via the courtesy bus that was on offer. The event provided business owners direct access to the government agencies and the marketing agency for individual one-on-one appointments. The event also resulted in 3 specific workshops being suggested to address specific topics and additional support required.</p> |

### Objectives for the next Quarter

- Increase our Page Likes on our Facebook social media page to increase our organic engagement and optimise value of organic posts and video stories
- Reactivate our Instagram account to align with Facebook posts and messages
- Update Tourism website to align with current trends and content and planned destination marketing activities
- Build the photo gallery (in various categories) with high end, high appeal, high resolution photos for Facebook and Instagram posts – create WOW factors with the posts and videos
- Commence development of Council’s Destination Management Plan

- Organise capacity building workshops with business operators to develop products/packages for visitors as incentives to promote longer stay and spend

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate – High Community Interest in the operation of Tourism activities

**ATTACHMENTS**

1. **Advert - Autumn in Caravanning Australia** 

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

|                                    |                                                                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64620</b>                                                                                                                        |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Coordinator<br/>Nikkita Manning-Rayner, Administration Officer - Health &amp; Development</b> |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                                             |
| <b>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b>                     |

**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, Subdivision Works Certificate and / or Occupation Certificates have been issued under delegated authority since the March meeting of Council.

| Application                                  | Owner/Applicant                                                                  | Locality                     | Description                   |
|----------------------------------------------|----------------------------------------------------------------------------------|------------------------------|-------------------------------|
| DA 23/2022                                   | Mrs Samantha Grainger<br>(Price Merrett Consulting)<br>for Euston Park Pty Ltd   | Sturt Highway,<br>Euston     | Irrigation Pump Station       |
| DA 27/2022<br>(assessed by<br>NMR)           | Mr Neville Bruton for Mr<br>Neville & Mrs Margaret<br>Bruton                     | Kyalite Road,<br>Kyalite     | Garage & Carport              |
| DA 32/2022                                   | Tangee Turner                                                                    | 7 Dry Lake Road,<br>Euston   | Shade Sails over Car<br>Parks |
| CC 11/2022<br>(assessed by L<br>Wall, HSC)   | Mr Neville Bruton for Mr<br>Neville & Mrs Margaret<br>Bruton                     | Kyalite Road,<br>Kyalite     | Garage & Carport              |
| OC 15/2022<br>(certificate of<br>completion) | Decentralised<br>Demountables Pty Ltd for<br>Mr Bradley & Mrs Jessica<br>Hocking | 228 Dry Lake<br>Road, Euston | Dwelling                      |

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

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Environmental Planning & Assessment Act 1979<br>Planning Information Certificates (10.7) | 18 |
|------------------------------------------------------------------------------------------|----|

|                                                                              |   |
|------------------------------------------------------------------------------|---|
| Environmental Planning & Assessment Act 1979<br>Building Certificates (6.24) | 0 |
| Environmental Planning & Assessment Act 1979<br>Outstanding Orders (121ZP)   | 0 |
| Local Government Act 1993<br>Outstanding Orders (735A)                       | 0 |
| Local Government Act 1993<br>Drainage Diagram                                | 3 |
| Biosecurity Act 2015<br>Outstanding Orders (Noxious Weeds)                   | 2 |

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

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

#### **FINANCIAL IMPLICATION**

Nil

#### **LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

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

Local Government Act 1993

Biosecurity Act 2015

Conveyancing Act 1919

#### **POLICY IMPLICATION**

Nil

#### **ATTACHMENTS**

Nil

**13.2 INFRASTRUCTURE UPDATE**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.64740</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Fiona Scoleri, Executive Assistant</b>                                                                           |
| <b>Responsible Officer:</b>        | <b>Glenn Wilcox, Acting General Manager</b>                                                                         |
| <b>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b> |

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To provide Council with an update on Infrastructure works currently in hand and in planning, updated to 8 April 2022.

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

No change since last report

***Local roads***a) Marma Box Creek Road

Gravel is being laid on another 2.5km of road in preparation of 4.5km total road length to be sealed in mid-May.

c) Taylor Road, Leslie Drive, Kilpatrick Road Tender

Tender documents are being prepared for re-advertisement. Submitted tenders will be presented to Council meeting on 21 June 2022.

Four power poles have been relocated along Kilpatrick Road ready for the works.

d) Reconstruction and Seal of 2km of Tapalin Mail Road

Work is proceeding on this project. Works will be sealed in mid-May.

e) Weimby Kyalite Road

Gravel to be delivered to site commencing 9 April. Remaining 300m of road surface to be raised by 200mm and prepared for sealing in mid-May.

**1.2 Unsealed road maintenance**

Maintenance grading has been carried out on Oxley Road.

**1.3 Sealed road maintenance**

Quotes are being sought to carry out heavy patching on MR67 Balranald Ivanhoe Road.



**2. Water, sewerage and drainage****2.1 Integrated Water Cycle Management (IWCM) Plan**

No change since the last report.

**2.2 Balranald Sewerage Program**

No change since last report.

**2.3 Balranald Water Network**

Current round of AC mains renewals has been completed in Balranald.

Awaiting Essential Energy to provide a date for electrical switchboard upgrade for Balranald raw water system. Initially planned for March/April – now hoping for May.

Water restrictions will be put in place during this time. Public to be informed by mail-box drop

**2.4 Fire Hydrant Upgrade**

All fire hydrants in Balranald are currently being tested and upgraded.

**2.4 Euston Sewerage Program**

Awaiting Essential Energy to provide a date for sewer pump station switchboard upgrade.

**2.5 Euston Water Network**

Next round of AC mains renewals due to commence Monday 11 April.

Replacement program of old raw water meters in Euston township is progressing.

**2.6 Kyalite Water Supply**

No change since the last report.

**3. Civic Enhancement Projects****3.1 Village Master Plans for Euston and Balranald**

Contractor visited Balranald and Euston on 1 April to view the two towns and discuss wishes, requirements and future plans with Council staff and community members.

**3.2 Riverfront precinct - Balranald**

A contractor is to be employed to carry out works to deliver the water supply to the toilet block and barbecues (which have a sink area).

**3.3 Streetlights**

Upgrade of streetlights in Balranald to LED luminaires was completed in September. An invoice has now been received and paid.

**3.4 Euston Recreation Reserve and Euston Town Approaches**

A landscape architect has visited these sites and will prepare plans for development of these areas.

**3.5 Balranald Swing Bridge**

Works for widening of swing bridge are completed. An engineer will inspect the bridge on 9 April prior to it being reopened to the public.

**3.6 Euston Riverfront Reserve and Walking Trails**

No change since the last report.

**3.7 Kyalite Riverside Reserve**

No change since last report

#### **4. Buildings and Facilities**

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

Work is completed and the change rooms were used for the first football game of the season on 2 April 2022. Remaining grant funds are being utilised to purchase tiered spectator seating.

##### **4.2 Tennis Courts**

Still awaiting contractor to install gates.

Car park drainage has been corrected and ground made ready for sealing.

##### **4.3 Council Chamber Foyer**

A new air conditioner was installed on 6 April 2022.

##### **4.4 Balranald Library**

Roof and ceiling repairs have been carried out.

##### **4.5 Theatre Royal**

Work has commenced repairing floors.

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

Car park drainage has been corrected and ground made ready for sealing.

##### **4.7 C.W.A. Building**

An order has been placed for a new air conditioner to be installed in the CWA Building

##### **4.8 Aerodrome**

Installation of new animal exclusion fencing has commenced.

##### **4.9 Balranald & Euston Waste Management**

Preparation of Waste Management Plans are being prepared by contractor.

##### **4.9 Balranald Cemetery**

No change since last report.

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

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

The Operations team continue to work hard in keeping the town looking good with routine town maintenance tasks and specific works as required from time to time.

##### **5.2 Euston town maintenance**

Two large gum trees were removed on Cary Street on 6 April. The roots of the trees were damaging underground water supply structures and local residents had repeatedly expressed concerns regarding their safety.

The Operations team continue to work hard in keeping the town looking good with routine town maintenance tasks and specific works as required from time to time.

#### **FINANCIAL IMPLICATION**

As per individual project budgets

#### **LEGISLATIVE IMPLICATION**

Nil

#### **POLICY IMPLICATION**

Applicable policies are based on an individual project basis.

**RISK RATING**

Projects based risks are individually assessed.

**ATTACHMENTS**

**Nil**

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

Nil

**15 CONFIDENTIAL MATTERS**

Nil

**16 CLOSURE OF MEETING**