

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

Meeting	Date	Officer	Title	Target
Council 17/11/2020	17/11/2020	Holmes, Carol	Disability Action Plan Review	30/04/2022
Notes 23 Nov 2020 - 10:08 AM - Peter Kozlowski This matter is delegated to Gavin for action in conjunction with relevant Advisory Committees. 23 Nov 2020 - 10:16 AM - Peter Kozlowski Action reassigned to Helgeland, Gavin by: Kozlowski, Peter for the reason: The Manager Strategic Development is the most appropriate person to coordinate this task. 15 Jul 2021 - 2:37 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 1 Dec 2020 To: 21 Sep 2021 Reason: Given to AWACAF Advisory Committee for their review and comments. Report back to Council after viewing and updating 28 Sep 2021 - 2:53 PM - Carol Holmes Action reassigned to Holmes, Carol by: Holmes, Carol for the reason: Gavin no longer works for Council 5 Apr 2022 - 3:36 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 21 Sep 2021 To: 30 Apr 2022 Reason: DIAP forwarded to interest groups for review & comment in March 2022				

Meeting	Date	Officer	Title	Target
Council 19/10/2021	19/10/2021	Davy, Ray	BALRANALD VISITOR INFORMATION CENTRE	30/06/2022
Notes 11 Feb 2022 - 10:43 AM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 16 Nov 2021 Reason: Discussion Architects to review to meet budget 11 Mar 2022 - 2:55 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 30 Jun 2022 Reason: The proposed design cannot be built within budget, Council should prepare a design to support tourism development				

Meeting	Date	Officer	Title	Target
Council 19/10/2021	19/10/2021	Beauliv, Hodi	Bidgee Haven Retirement Hostel Expansion Project	30/06/2022
Notes 13 Dec 2021 - 3:56 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 15 Feb 2022 Reason: Placed on hold - report back to Ordinary Council Meeting in February 2022 11 Mar 2022 - 2:55 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 15 Feb 2022 To: 31 May 2022 Reason: This item remains on hold whilst financial/organisation reviews are undertaken 5 Apr 2022 - 3:37 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 31 May 2022 To: 30 Jun 2022 Reason: Grant funding applied for to undertake Business & Financial assessment				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Wilcox, Glenn	DRAFT COMMUNITY STRATEGIC PLAN	16/05/2022
Notes 16 Feb 2022 - 2:39 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 15 Mar 2022 To: 19 Apr 2022 Reason: Advertised for 28 days and will be submitted to April 2022 Council Meetings 8 Mar 2022 - 10:50 AM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 19 Apr 2022 To: 19 Apr 2022 Reason: CSP on public exhibition, further report to April Council Meeting 11 Mar 2022 - 2:57 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 19 Apr 2022 To: 19 Apr 2022 Reason: Advertised for Community comments				

Meeting	Date	Officer	Title	Target
31 Mar 2022 - 11:05 AM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 19 Apr 2022 To: 16 May 2022				
Reason: On public display, will be reported back to May Council Meeting				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Mitchell, Ray	OFFICIAL NAMING OF DRY LAKE ROAD	15/03/2022
Notes				

Meeting	Date	Officer	Title	Target
Hostel Committee 15/02/2022	15/02/2022	Beauliv, Hodi	BIDGEE HAVEN HOSTEL ADMINISTRATION MANAGEMENT	1/03/2022
Notes				

Meeting	Date	Officer	Title	Target
Hostel Committee 15/02/2022	15/02/2022	Hammet, Sheridan	BIDGEE HAVEN INDEPENDENT LIVING UNITS FOR TRANSITIONING INTO HOSTEL	1/03/2022
Notes				

Meeting	Date	Officer	Title	Target
Council 15/03/2022	15/03/2022	Holmes, Carol	ADOPTION OF COUNCIL POLCIES	16/05/2022
Notes				
17 Mar 2022 - 2:20 PM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 12 Apr 2022 To: 09 May 2022				
Reason: Advertising period closed 30.04.2022 final adoption at May Council Meeting				
31 Mar 2022 - 9:31 AM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 9 May 2022 To: 16 May 2022				
Reason: Advertised for public display, reported back to May Council Meeting				

Meeting	Date	Officer	Title	Target
Council 15/03/2022	15/03/2022	Wilcox, Glenn	DRAFT 2022-2023 BUDGET	16/05/2022
Notes				
31 Mar 2022 - 9:29 AM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 12 Apr 2022 To: 12 Apr 2022				
Reason: Budget out for public display and advertised. reported back to May Council Meeting				
31 Mar 2022 - 11:07 AM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 12 Apr 2022 To: 16 May 2022				
Reason: On public Display, will be reported back to May Council Meeting				

Meeting	Date	Officer	Title	Target
Council 15/03/2022	15/03/2022	Holmes, Carol	DRAFT REVENUE POLICY 2022/23 - RATES AND CHARGES	16/05/2022
Notes				
31 Mar 2022 - 11:07 AM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 12 Apr 2022 To: 16 May 2022				
Reason: On Public Display, will be reported back to May Ordinary Meeting				

Meeting	Date	Officer	Title	Target
Council 15/03/2022	15/03/2022	Holmes, Carol	DRAFT DELIVERY PLAN & OPERATIONAL PLAN	16/05/2022
Notes				
31 Mar 2022 - 9:08 AM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 12 Apr 2022 To: 16 May 2022				
Reason: Plan on Public Display, reported back to May Council Meeting				

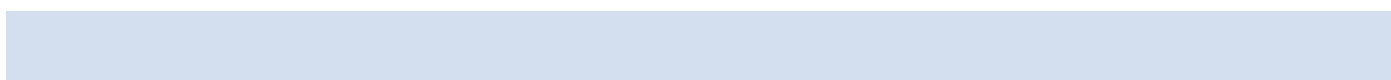
Meeting	Date	Officer	Title	Target
Council 15/03/2022	15/03/2022	Mitchell, Ray	DRAFT ASBESTOS POLICY	17/05/2022
Notes				
17 Mar 2022 - 2:02 PM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 12 Apr 2022 To: 02 May 2022				
Reason: Advertising period ending on 30 April will be resubmitted to May Council Meeting				
31 Mar 2022 - 8:53 AM - Carol Holmes				
Revised Target Date changed by: Holmes, Carol From: 2 May 2022 To: 17 May 2022				

Meeting	Date	Officer	Title	Target
Reason: On Display, reporting back to May Council Meeting				

DATE	Meeting	Topic	Who was involved
16.03.22	Catch-Up	Weekly Catchup	Administrator, AGM and DCCS
17.03.22	Efex	BSC Website Development	DCCS, SEA & IT
17.03.2022	Rosanne Kava	Audit Committee Requirements	AGM
17.03.2022	Adrian Gorman	Historical Memorabilia of Balranald	Administrator
17.03.2022	LEMC & LRC	Emergency Services	AGM and SEA
17.03.2022	James Golsworthy	Executive	Administrator, AGM and DCCS
21.03.2022	OLG	Catch-Up	Administrator, AGM
22.03.2022	Carl Solomon	Destination Marketing	Administrator, AGM & Connie
23.03.2022	Hostel	Staff Meeting	AGM & Hostel Staff
23.03.2022	Catchup	Executive	Administrator and AGM
24.03.2022	Team Meeting	Engineering Team	AGM & Engineering Team
24.03.2022	Monthly Meeting	Strengthening Community Access Inclusion & Wellbeing Advisory Committee	Administrator and AGM
25.03.2022	Morning Tea	Seniors Festival	Administrator, AGM and SEA
25.03.2022	Workshop	Murray Regional Tourism Destination Management Plan	Administrator, AGM & Connie
28.03.2022	Monthly Meeting	Euston Beautification	AGM
29.03.2022	Luncheon	Seniors Festival	Administrator, AGM, SEA and Staff
29.03.2022	Dinner	Small Business Dinner	Administrator, AGM & Connie
30.03.2022	Catch Up	Executive	Administrator and AGM
30.03.2022	Meeting	Grants	AGM & Connie
30.03.2022	Meeting	Transport for NSW – Tarp Funding	AGM, Connie & EA
1.04.2022	Afternoon Tea/Hoffmans Concert	Seniors Festival	Administrator and SEA
5.04.2022	Interviews	Engineering Manager	Administrator
6.04.2022	Balranald Beautification	Monthly Meeting	AGM

7.04.2022	Team Meeting	Engineering Team	AGM & Engineering Team
7.04.2022	SCAIW Health Expo	Health Ogranisations	AGM
7.4.2022	Meeting with Iluka	Update on Iluka Projects	AGM, WM

Engine



Administrator - Mike Colreavy
General Manager (AGM)- Glenn Wilcox
Director Corporate & Community Services (DCCS) - Hodi Beauliv
Executive Assistant (SEA) – Carol Holmes
Works Manager (WM) Richard Lucas

<p>1</p> <p>Council should consider conducting a survey that canvasses the values of the organisation and formalise them expressly in a formal values document.</p>	<p>The 2022/23 Operational Plan has a requirement to undertake a survey</p>	<p>July 2022</p>	<p>GM</p>	<p>Survey should be undertaken as at 1st July 2022 and repeated in June 2023 to compare service delivery and community satisfaction</p>
<p>2</p> <p>The Risk Policy prescribes the responsibilities for risk management within BSC. Council has enterprise-wide risk registers. However, these have not been updated for a number of months and need updating as soon as is practicable.</p>	<p>Work has commenced and will be completed by end financial year</p>	<p>End June 2022</p>	<p>WHS</p>	
<p>3</p> <p>Once the new policies (being drafted by the Acting General Manager) are formally implemented, Council should design a suitable policy register.</p>	<p>Develop a Policy Register</p>	<p>January 2022</p>	<p>SEA and DCCS</p>	<p>Record Policies in CM with review dates</p>

<p>4 Council has a strategic land use plan 2010 (on its G-drive). This document is 11 years old and should be reviewed as soon as is practicable.</p>	<p>The 2022/23 Delivery Plan requires a review to be undertaken</p>	<p>2023/24</p>	<p>Planning</p>	<p>Grant Funding to be sought</p>
<p>5 Council has an LEP (2010). There is no formal program to review and update the LEP. IA is advised that the LEP is updated only when required. I note that the OLG considers it best practice to review planning instruments once every 5 years. Council should consider the utility in undertaking a review of its LEP.</p>	<p>The 2022/23 Delivery Plan requires a review to be undertaken</p>	<p>2023/24</p>	<p>Planning</p>	<p>Grant Funding to be sought</p>
<p>6 Council does not have a procedures manual to assist staff when assessing DAs. However, a checklist is used during the assessment process that provides statutory compliance guidance. Council management should determine the utility in designing and implementing a full procedures manual for DA assessments.</p>	<p>Procedure manual required to comply NSW Planning Portal</p>	<p>2022-23</p>	<p>Planning</p>	
<p>7 Council does not have a documented pre-lodgement</p>	<p>Procedure manual required to comply</p>	<p>2022-23</p>	<p>Planning</p>	

<p>advice process for development applicants. Advice is provided only if requested. The pre-lodgement advice is considered to be best practice by the OLG. BSC management should consider the utility in implementing a formal advice process</p>	<p>NSW Planning Portal</p>			
<p>8 Council has not formally evaluated its development assessment processes or undertaken a risk assessment of the process. Council should consider undertaking such an assessment as soon as is practicable.</p>	<p>Procedure manual required to comply NSW Planning Portal</p>	<p>2022-23</p>	<p>Planning</p>	
<p>9 Turnaround times for DAs are not reported to Council or Senior Management. This should be reported on a quarterly basis to the senior management team and the elected body</p>	<p>NSW Government reports DA processing times. This report should be provided when available.</p>	<p>Ongoing</p>	<p>Planning</p>	
<p>10 Approximately 90% of DAs are assessed under delegated authority. The criteria for referral to</p>	<p>Procedure manual required to comply NSW Planning Portal</p>	<p>2022-23</p>	<p>Planning</p>	

<p>Council is not formalised and is ad-hoc based on what Council has historically looked at. Council should determine specific referral criteria.</p>				
<p>12 Council does not have a formal reporting mechanism for regular reporting to senior staff and the elected body in relation to development matters before a court or tribunal. Council should consider implementing a formal reporting requirement for such matters.</p>	<p>All reports are provided to Council for consideration</p>	<p>Ongoing</p>	<p>Planning</p>	
<p>13 Council does not currently have in place any form of developer contribution plan (such as s94 plans). Council should consider this as soon as practical as this process could provide another source of revenue.</p>	<p>Contribution plan required</p>	<p>2022/23</p>	<p>Planning</p>	
<p>14 Council does not have a program for monitoring compliance with environmental requirements. Council does not have an enforcement and prosecution policy. BSC should consider implementing a program and an enforcement and prosecution policy.</p>	<p>Policy to be prepared</p>	<p>End 2021/2022 Financial Year</p>	<p>Planning</p>	

<p>15 Council does not have a system for reporting and investigating reports of non-compliance or unauthorised development. Council should implement such a system as soon as is practicable.</p>	<p>Policy to be prepared</p>	<p>End 2021/2022 Financial Year</p>	<p>Planning</p>	
<p>16 Council does not have a formal compliance program for operations it is required to monitor under the public health legislation. Council checks food premises pursuant to the legislation but does not monitor skin penetration businesses within the LGA. Council should formalise these requirements and undertake all public health requirements it is mandated to under statute.</p>	<p>Procedure to be prepared</p>	<p>End 2021/2022 Financial Year</p>	<p>Planning</p>	
<p>17 Council does not have a stormwater management plan or a waste management strategy. There is a statutory requirement to have a formal stormwater management plan prior to levying an annual stormwater charge (within Council's rates). BSC should draft and implement suitable plans as soon as is practicable.</p>	<p>1. Stormwater Management 2. Plan being prepared for Waste depots 16 March 2022</p>	<p>March 2022</p>		<p>1. Stormwater Policy advertised & will return to Council in May 2022. 2. Draft Waste Plans and tenders to be presented to Council in May 2022.</p>

<p>18 Council does not have a companion animal’s management plan in place. This is a high risk. If a serious dog attack took place within the LGA, Council is vulnerable to legal action. Council should implement a formal companion animal plan as soon as possible. Council does not have ranger position within its structure. Council should determine the need for the position as it is IAs view that it is a high risk not to have this position within the LGA.</p>	<p>Procedure to be prepared</p>	<p>End 2021/22 Financial Year</p>	<p>Planning</p>	
<p>19 Council has a pool inspection program. The Pool Register is currently being updated. IA is advised that the inspection process has finalised approximately 50% to 60% of mandatory inspections. This is due to a lack of resources. This issue of resourcing should be considered by senior management.</p>	<p>Ongoing inspections to be reported in Annual Report</p>	<p>End each Financial Year</p>	<p>Planning</p>	

<p>20</p> <p>As stated above, the new Workforce Plan and Strategy, states the requirement of developing a succession planning program. BSC must ensure that adequate resources are provided to undertake this program as soon as is practicable.</p>	<p>Develop a Succession Plan</p>	<p>February 2022</p>	<p>HR – lead GM</p>	<p>Workforce Plan presented to March 2022 Council Meeting. Approval by May 2022.</p>
<p>22</p> <p>The Consultative Committee has a formal Constitution. However, the Constitution has not been reviewed in over 5 years. BSC should review the Constitution as soon as is practicable.</p>	<p>Review Constitution</p>	<p>End Financial Year 2021/22</p>	<p>HR Unions</p>	<p>Consultative Committee currently viewing and updating constitution and will be finalised at next Consultative Meeting.</p>
<p>23</p> <p>Council should develop a recruitment policy/procedure and implement it as soon as is practicable.</p>	<p>To be developed</p>	<p>2022</p>		<p>* New Workforce Plan prepared and approval by Council in May 2022.</p> <p>* HR procedures being finalised around recruitment</p>

<p>24</p> <p>Pursuant to the Local Government (State) Award, Council must develop a training plan for its staff members and a budget to undertake the Plan's requirements.</p> <p>This issue has been canvassed within the HR Audit of 2019. Council still has not developed this key document. BSC should draft and implement a suitable plan as soon as is practicable.</p>	<p>* Training Policy * Budget</p>	<p>July 2022</p>	<p>GM/HR</p>	<p>Annual Performance Appraisals for all Council staff to be undertaken in December, including identification of any staff training required.</p> <p>* 2022/2023 budget has allocated funding for staff training.</p> <p>* Policy approved by Council</p>
<p>28</p> <p>Council has a long-term asset strategy. However, the strategy expires in 2021. Council should update the strategy as soon as is practicable.</p>	<p>Review Asset Strategy</p>	<p>April 2022</p>	<p>GM</p>	<p>1. Report to Council Meeting</p> <p>2. Review IWPA documents by 2027</p>

<p>29 Council does not have a formal asset maintenance program. Asset maintenance is currently <i>ad-hoc</i>. Council should implement an appropriate asset maintenance program as soon as is practicable.</p>	<p>Include budget funding</p>	<p>2022/23 budget</p>	<p>All Staff</p>	<ol style="list-style-type: none"> 1. 2022/23 budget included funding asset depreciation. 2. Assets have been reviewed by APV. 3. A review of asset values has been undertaken in April 2022. 4. Assets are being included in Councils financial IT system. 5. Review of RFS assets commenced to meet NSW Audit Office requirements.
<p>31 Council does not have a plant replacement policy. Council should implement an appropriate policy in due course.</p>	<p>Plant Replacement Policy</p>	<p>December 2021 for inclusion in 2022/23 Budget</p>	<p>GM</p>	<ol style="list-style-type: none"> 1. Policy presented to March 2022 meeting and budget items 2022/23 2. Approval at May 2022 Council Meeting.

<p>32 Council does not have a land register (s53 LGA). Council must implement a suitable land register as soon as is practicable.</p>			DCCS	
<p>33 Council does not have plans of management of all of its community land (s36 LGA). Council must implement plans of management for all of its community land.</p>			DCCS/Planning	Plans have been presented to the March and April 2022 Council meetings.
<p>34 Council does not keep a register for leases and licences for land it owns or controls. BSC should implement a suitable register as soon as is practicable.</p>			DCCS	Lease and licence documents prepared. Discussions with users to be undertaken and signing of lease or license.
<p>39 Council does not deposit income generated for crown lands into a trust account/fund (S411 LGA and Clause 204 LG Regs). Such monies are deposited into Council's general revenue fund. Council should ensure monies from crown lands under its control are deposited in to an appropriate trust account.</p>	Establish Trust Account/Fund for each Crown Land Reserve that generates income	May 2022	DCCS	

<p>40 Council does not have a policy on borrowing or the use of loans. Council should consider the need for such a policy and if required, BSC should implement a suitable policy as soon as is practicable.</p>	<p>Develop policy on borrowing or use of loans</p>	<p>February 2022</p>	<p>DCCS</p>	
<p>41 Council does not have a formal debt recovery strategy. Council should consider implementing a suitable strategy as soon as is practicable.</p>	<p>Develop a Debt Recovery Strategy</p>	<p>February 2022</p>	<p>DCCS</p>	<p>Policy submitted to April 2022 Council Meeting for public consideration and return to May 2022 Meeting.</p>

NEW SOUTH WALES + AUSTRALIAN CAPITAL TERRITORY



Be charmed in Balranald Shire

Balranald Shire is full of surprises, and when you visit the area you'll be in awe of the contrasting landscapes and rivers that makes this area unique. These distinctive settings are clearly demonstrated by the two unique national parks within the shire. One is the spectacular Mungo National Park, with its red earth, sands and lunette walls, which is part of the World Heritage-listed Willandra Lakes Region. In stark contrast is the picturesque Yanga National Park, with a lake and wetlands lined with majestic river red gums. Yanga also offers the historical Yanga homestead and woolshed. Tours to the two national parks can be organised from the Balranald Discovery and Information Centre.

Balranald's Discovery Centre comprises three key buildings: the Visitor Information Centre, the Interpretive Pavilion and the Discovery Cafe. The precinct also includes an interactive playground, a skate park, the Old Balranald Gaol, the museum, the Men's Shed and a 24-hour RV stop, which includes topped water and free warm showers, making it a perfect stop for travellers!

In close proximity to the Discovery Centre are other attractions, including the Balranald Art Gallery, the military and heritage trails, the Funky Frog trail and the popular Swing Bridge. In town, you'll also find a buzzing retail strip that includes gift and clothing shops, homeware and hardware stores, a chemist, a butcher, cafes, a bakery, a newsagent, and grocery stores, as well as a bank, post office, and numerous fuel stops.

Balranald also has a selection of accommodation options to suit every budget, including motels, a hotel and a caravan park idyllically located on the banks of the Murrumbidgee River.

Another unique feature of this region is the five rivers that flow and converge within the Balranald Shire: the Murrumbidgee, the Murray, the Lachlan, the Wakool and the Edward rivers. These rivers make the area an ideal destination for fishing, camping, boating, canoeing, kayaking or just chilling on the banks.

The shire also features the quaint village of Euston, nestled on the Murray River, which offers scenic river walks; and Lake Benanee, which has a beach and is perfect for a picnic!

While in the shire, take a drive to Kyallite, located on the Wakool River and home to a well-known watering hole for anglers. It's also home to the popular Kyallite Pub.

If you like stopping at outback pubs with lots of character, then the Homebush Pub, located at Penarie, is definitely worth a stop.

Known as the gateway to outback New South Wales, Balranald Shire has so much going for it. Ideally located on the Sturt Highway between Sydney and Adelaide, the shire not only makes for an ideal stopover for travellers, but it's also a fabulous holiday or weekend-away destination.

For more information, visit www.visitbalranald.com.au.



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Unearth all the treasures the area has to offer...

- ✓ Begin your journey of discovery at the Balranald Discovery & Information Centre
- ✓ Explore World Heritage Mungo National Park & picturesque Yanga National Park
- ✓ Take in the magic of the iconic rivers & lakes - fish, boat, kayak, camp or just chill
- ✓ Learn the area's rich history - Visit the Gaol, Museums, Gallery, Military & Heritage Trails
- ✓ Experience the charm of Euston nestled on the Murray River & picnic at Lake Benanee



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