



AGENDA

Ordinary Council Meeting Tuesday, 28 June 2022

Date: Tuesday, 28 June 2022

Time: 5pm

Location: Council Chambers, Market Street Balranald

**Jeff Sowiak
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, 28 June 2022 at 5pm

Order Of Business

1	Opening of Meeting	5
2	Acknowledgement of country	5
3	Apologies	5
4	Confirmation of Minutes.....	6
4.1	MINUTES OF THE COUNCIL MEETING HELD ON 17 MAY 2022	6
5	Disclosure of Interest	29
6	Administrator Minute/Report	29
7	Committee Reports for Adoption.....	30
7.1	EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 26 APRIL 2022.....	30
7.2	BALRANALD BEAUTIFICATION COMMITTEE HELD ON 4 MAY 2022	33
7.3	EUSTON PROGRESSIVE ADVISORY COMMITTEE HELD ON MONDAY 30 MAY 2022	36
7.4	GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING HELD ON 7 JUNE 2022	40
	General Manager's Reports (incorporating all staff reports)	44
	Part A – Items Requiring Decision.....	44
8	General Manager's Reports	44
8.1	DATE AND TIME FOR ORDINARY COUNCIL MEETINGS	44
8.2	ORDER OF BUSINESS	46
8.3	DONATION REQUEST - BALRANALD CENTRAL SCHOOL YEAR 12 FORMAL	48
8.4	BALRANALD VISITOR CENTRE ALTERATIONS.....	52
9	Corporate & Community Services Reports.....	63
9.1	SALE OF LAND FOR UNPAID RATES	63
10	Infrastructure & Development Reports	65
10.1	OFFICIAL NAMING OF DRY LAKE ROAD	65
10.2	DRAFT THEATRE ROYAL CONSERVATION MANAGEMENT PLAN.....	70
	Part B – Items for Information.....	106
11	General Manager's Reports	106
11.1	CIRCULARS FROM OFFICE LOCAL GOVERNMENT	106
11.2	ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS	107
11.3	OUTSTANDING ACTIONS	110
11.4	NSW GOVERNMENT GRANTS PROGRAMS REPORT	113

11.5	GRANT STATUS UPDATE	123
12	Corporate & Community Services Reports.....	137
12.1	REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS	137
13	Infrastructure & Development Reports	152
13.1	PLANNING ADMINISTRATION	152
13.2	CORRESPONDENCE.....	154
13.3	INFRASTRUCTURE UPDATE	181
14	Notice of motion / Questions on Notice	185
	Nil	
15	Confidential Matters	186
15.1	SUNDRY DEBTORS WRITE-OFF	186
15.2	TENDER - RFT 21/22-04 DOMESTIC WASTE COLLECTION SERVICE	186
16	Closure of Meeting.....	187

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**

|                                                               |
|---------------------------------------------------------------|
| <b>4.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 MAY 2022</b> |
|---------------------------------------------------------------|

**File Number: D22.66510**

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

**Responsible Officer: Jeff Sowiak, General Manager**

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**OFFICER RECOMMENDATION**

That the Minutes of the Council Meeting held on 17 May 2022 be received and noted.

**ADOPTION OF MINUTES**

Council held its Ordinary Meeting on Tuesday 17 May with Minutes of that meeting attached for adoption.

**ATTACHMENTS**

- 1. Minutes of the Council Meeting held on 17 May 2022**



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 17 May 2022**

**Order Of Business**

|           |                                                                                                                     |           |
|-----------|---------------------------------------------------------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>Opening of Meeting .....</b>                                                                                     | <b>4</b>  |
| <b>2</b>  | <b>Acknowledgment of country .....</b>                                                                              | <b>4</b>  |
| <b>3</b>  | <b>Apologies .....</b>                                                                                              | <b>4</b>  |
| 3.1       | PRESENTATION - 20 YEARS OF SERVICE.....                                                                             | 4         |
| <b>4</b>  | <b>Confirmation of Minutes .....</b>                                                                                | <b>4</b>  |
| 4.1       | MINUTES OF THE COUNCIL MEETING HELD ON 19 APRIL 2022 .....                                                          | 4         |
| <b>5</b>  | <b>Disclosure of Interest .....</b>                                                                                 | <b>5</b>  |
| <b>6</b>  | <b>Administrator Minute/Report .....</b>                                                                            | <b>5</b>  |
| <b>7</b>  | <b>Committee Reports for Adoption.....</b>                                                                          | <b>5</b>  |
| 7.1       | BALRANALD BEAUTIFICATION COMMITTEE HELD ON 2 MARCH 2022 .....                                                       | 5         |
| 7.2       | AGEING WELL, AGED CARE AND FACILITIES ADVISORY COMMITTEE<br>MEETING HELD ON 22 FEBRUARY 2022 .....                  | 5         |
| 7.3       | GROWING BUSINESS INDUSTRY & TOURISM- MEETING HELD ON 12<br>APRIL 2022.....                                          | 5         |
| 7.4       | GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE<br>MEETING HELD ON 3 MAY 2022.....                           | 6         |
| 7.5       | STRENGTHENING COMMUNITY ACCESS INCLUSION AND WELLBEING<br>ADVISORY COMMITTEE HELD ON 12 MAY 2022 .....              | 6         |
| 7.6       | BIDGEE HAVEN MANAGEMENT COMMITTEE HELD ON 13 MAY 2022.....                                                          | 6         |
|           | <b>General Manager's Reports (incorporating all staff reports) .....</b>                                            | <b>7</b>  |
|           | <b>Part A – Items Requiring Decision.....</b>                                                                       | <b>7</b>  |
| <b>8</b>  | <b>General Manager's Reports .....</b>                                                                              | <b>7</b>  |
| 8.1       | ADOPTION OF IP & R DOCUMENTS .....                                                                                  | 7         |
| 8.2       | ADOPTION OF COUNCIL POLICIES .....                                                                                  | 7         |
| <b>9</b>  | <b>Corporate &amp; Community Services Reports.....</b>                                                              | <b>9</b>  |
| 9.1       | ADOPTION OF THE DRAFT 2022/23 OPERATIONAL PLAN, LONG TERM<br>FINANCIAL PLAN, FEES & CHARGES AND REVENUE POLICY..... | 9         |
| 9.2       | MAKING AND LEVYING RATES AND CHARGES - 2022/2023.....                                                               | 10        |
| 9.3       | VALUATION OF COMMUNITY LAND.....                                                                                    | 19        |
| <b>10</b> | <b>Infrastructure &amp; Development Reports .....</b>                                                               | <b>19</b> |
|           | Nil                                                                                                                 |           |
|           | <b>Part B – Items for Information.....</b>                                                                          | <b>19</b> |
| <b>11</b> | <b>General Manager's Reports .....</b>                                                                              | <b>19</b> |
| 11.1      | BETTER PRACTICE RECOMMENDATIONS .....                                                                               | 19        |
| 11.2      | OUTSTANDING ACTIONS .....                                                                                           | 20        |
| 11.3      | ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS .....                                                         | 20        |
| 11.4      | CIRCULARS FROM OFFICE LOCAL GOVERNMENT .....                                                                        | 20        |
| <b>12</b> | <b>Corporate &amp; Community Services Reports.....</b>                                                              | <b>21</b> |
| 12.1      | REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS .....                                                             | 21        |

|           |                                                       |           |
|-----------|-------------------------------------------------------|-----------|
| <b>13</b> | <b>Infrastructure &amp; Development Reports .....</b> | <b>21</b> |
| 13.1      | INFRASTRUCTURE UPDATE .....                           | 21        |
| 13.2      | PLANNING ADMINISTRATION .....                         | 22        |
| <b>14</b> | <b>Notice of Motion / Questions on Notice .....</b>   | <b>22</b> |
|           | Nil                                                   |           |
| <b>15</b> | <b>Confidential Matters .....</b>                     | <b>22</b> |
|           | Nil                                                   |           |

**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON TUESDAY, 17 MAY 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:**

Jeff Sowiak (General Manager) and Carol Holmes (Senior Executive Officer)

**3 APOLOGIES**

Nil

**3.1 PRESENTATION - 20 YEARS OF SERVICE**

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Administrator, Mike Colreavy presented Kristy Bellerby with a certificate of 20 years of continuous service with Balranald Shire Council.

**4 CONFIRMATION OF MINUTES****4.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 APRIL 2022**

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**RESOLUTION 2022/87**

Moved: Administrator Mike Colreavy

That the Minutes of the Council Meeting held on 19 April 2022 be received and noted.

**CARRIED**

**5 DISCLOSURE OF INTEREST**

There were no Disclosures of Interests submitted to this meeting.

**6 ADMINISTRATOR MINUTE/REPORT**

There was no Administrator's Minute/Report for this meeting.

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 BALRANALD BEAUTIFICATION COMMITTEE HELD ON 2 MARCH 2022**

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**RESOLUTION 2022/88**

Moved: Administrator Mike Colreavy

1. That the Minutes of the Balranald Beautification Advisory Committee meeting held on 2 March 2022 be received and noted.
2. That Council investigate funding opportunities to purchase seating and a suitable storage facility to be used at the Cemetery and tables and chairs at Discovery Centre.
3. That Council source funding to purchase extra tables and seats and install around Discovery Centre.

**CARRIED**

**7.2 AGEING WELL, AGED CARE AND FACILITIES ADVISORY COMMITTEE MEETING HELD ON 22 FEBRUARY 2022**

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**RESOLUTION 2022/89**

Moved: Administrator Mike Colreavy

That Council receives and notes the Minutes of the Ageing Well, Aged Care & Facilities Advisory Committee (AWACAF) meeting held on 22 February 2022.

**CARRIED**

**7.3 GROWING BUSINESS INDUSTRY & TOURISM- MEETING HELD ON 12 APRIL 2022**

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**RESOLUTION 2022/90**

Moved: Administrator Mike Colreavy

That the Meeting Notes of the Growing Business Industry & Tourism (GBIT) meeting held on Tuesday 12 April 2022 be received noted.

**CARRIED**

**RESOLUTION 2022/91**

Moved: Administrator Mike Colreavy

That the following late items;

8.4 Growing Business Industry & Tourism Advisory Committee Meeting held on 3 May 2022;

8.5 Strengthening Community Access Inclusion and Wellbeing Advisory Committee held on 12 May 2022; and

8.6 Bidgee Haven Management Committee held on 13 May 2022 be admitted to the agenda.

**CARRIED**

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**7.4 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING  
HELD ON 3 MAY 2022**

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**RESOLUTION 2022/92**

Moved: Administrator Mike Colreavy

That the Notes of the Growing Business Industry & Tourism Advisory Committee meeting held on Tuesday 3 May 2022 be received and noted.

**CARRIED**

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**7.5 STRENGTHENING COMMUNITY ACCESS INCLUSION AND WELLBEING ADVISORY  
COMMITTEE HELD ON 12 MAY 2022**

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**RESOLUTION 2022/93**

Moved: Administrator Mike Colreavy

That the Minutes of the Strengthening Community Access Inclusion and Wellbeing Advisory Committee (SCAIW) meeting held on Thursday 12 May 2022 be received and noted.

**CARRIED**

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**7.6 BIDGEE HAVEN MANAGEMENT COMMITTEE HELD ON 13 MAY 2022**

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**RESOLUTION 2022/94**

Moved: Administrator Mike Colreavy

1. That the Minutes of the Bidgee Haven Management Committee meeting held on Friday 13 May 2022 be received and noted.
2. That General Manager conduct the formal induction relating to the Code of Conduct and meeting procedures to the Committee at a suitable date;
3. That the General Manager report back to the committee at the next meeting regarding the committee structure and new members;
4. That council notes the Committee's endorsement of the Community Strategic Plan and Operational Plan as these relate to the strategic objectives for the provision of services to enable the elderly to live in our community;



- 
5. That council notes the Committee's endorsement of the Draft Operational Budget for 2022/2023 that includes funding for the operational and management of the Bidgee Haven Hostel; and
  6. That the General Manager provides a report to the committee with information concerning the difference between the end of year anticipated result and the future budget report.

**CARRIED**

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

### **PART A – ITEMS REQUIRING DECISION**

#### **8 GENERAL MANAGER'S REPORTS**

##### **8.1 ADOPTION OF IP & R DOCUMENTS**

###### **PURPOSE OF REPORT**

This report is to adopt the IP&R Documents being the Community Strategic Plan, Delivery Plan, and Workforce Plan and Strategy.

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###### **RESOLUTION 2022/95**

Moved: Administrator Mike Colreavy

That Council adopts the following IP&R Documents;

- Community Strategic Plan;
- Delivery Plan; and
- Workforce Plan and Strategy

**CARRIED**

##### **8.2 ADOPTION OF COUNCIL POLICIES**

###### **PURPOSE OF REPORT**

In accordance with the Local Government Act 1993, Council review its local policies. Council, as required by the *Local Government Act*, have had the attached policies displayed and on its website.

**RESOLUTION 2022/96**

Moved: Administrator Mike Colreavy

That Council formally adopts the following policies that have been placed on exhibition on Councils Website subject to the changes referred to by the General Manager recorded on the webcast of this meeting;

- Access to Information Policy
- Annual Leave Policy
- Asbestos Policy
- Asset Disposal Policy
- Asset Management Policy
- Business Ethics Policy
- Child Protection Policy
- Compliance Enforcement Policy – Biosecurity Act 2015 & Biosecurity Regulation 2017
- Cyber Security Guidelines Policy
- Drug & Alcohol Policy
- Financial Hardship Policy
- Government Information (Public Access) Act 2009 Agency Information Guide Policy (GIPA)
- Grievance Policy
- Information and Communication Technology (ICT) Policy
- Leave for Civil Emergencies Policy
- Legislative Compliance Procedure and Register (Operations)
- Motor Vehicle Policy
- Plant and Equipment Replacement Policy
- Related Party Disclosure Policy
- Debt Recovery Policy

**CARRIED**

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**9 CORPORATE & COMMUNITY SERVICES REPORTS****9.1 ADOPTION OF THE DRAFT 2022/23 OPERATIONAL PLAN, LONG TERM FINANCIAL PLAN, FEES & CHARGES AND REVENUE POLICY****PURPOSE OF REPORT**

The purpose of this report is to adopt the 2022/23 Draft Operational Plan, incorporating the proposed Annual Statement of Revenue - Revenue Policy, the proposed Fees and Charges and the Draft Long Term Financial Plan as placed on public exhibition.

Council has received no submissions in relation to the above documents which were placed on public exhibition from 18 March 2022 to 29 April 2022.

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**RESOLUTION 2022/97**

Moved: Administrator Mike Colreavy

That Council –

1. Adopts the Balranald Shire Council Draft Operational Plan 2022/23 inclusive of changes outlined in this report and showing a Deficit of (\$111,436)
2. Adopts the proposed Statement of Revenue - Revenue Policy, and the proposed 2022/23 Fees and Charges inclusive of changes outlined in this report
3. Adopts the Draft 10 Year Long Term Financial Plan 2022/23 to 2031/32 inclusive of changes outlined in this report,
4. Adopts the Estimate of External and Internal Restrictions 2022/23 to 2025/26 as contained in this report,
5. Notes the projected deficit position of the Bidgee Haven Hostel component of the budget, and
6. That the Bidgee Haven Hostel Section 355 Committee be requested to address if there are ways and means of achieving a balanced budget position by 2023/2024.

**CARRIED**

## 9.2 MAKING AND LEVYING RATES AND CHARGES - 2022/2023

### SUMMARY

The Revenue Policy, outlines the proposed 2022/23 rates, annual charges, and fees and charges and has been advertised for a period of 28 days together with Council's Four Year Delivery Program, 2022/23, the Operational Plan & Budget and the Ten Year Long Term Financial Plan.

The Revenue Policy is required to be adopted by resolution of Council prior to 30 June 2022 each year.

The Draft Annual Statement of Revenue 2022-2023 includes:

- A statement with respect to each ordinary rate to be levied including the ad valorem amount (the amount in the dollar) of the rate.
- Whether the rate is to have a base amount and, if so the amount in dollars of the base amount.
  - a) The percentage, in conformity with Section 500 of the Act,
    - i. of the total amount payable by the levying of the rate, or
    - ii. in the case of the rate, the rate for the category or sub-category concerned of the ordinary rate, that the levying of the base amount will produce;
  - b) the estimated yield of the rate; and
  - c) the categories or sub-categories of land in respect of which council proposes to levy the rate.
- Council is required to make and levy its ordinary rates and annual charges each year on land in the Balranald Shire area

Council proposes to levy an ordinary rate for the following categories and sub-categories:

- Farmland – General
- Farmland – Irrigable – Horticulture
- Farmland – Intense
- Residential – Balranald
- Residential – Euston
- Residential – Oxley
- Residential – General – Rural (0-2 hectares)
- Residential – Rural ( over 2-40 hectares)
- Business - Balranald
- Business – Euston
- Business – Rural
- Business – Mining (Gravel & Sand)
- Business – Parishes of Paika, Woolpagerie, Penarie & Majenta – Mining Gypsum Extraction.
- Business – Parishes of Willibah, Bidura, Solferina – Mineral Sands

- Business – Parishes of Pitapunga, Crokee, Muckee & Lawrence – Mineral Sands
- Business – Solar Farms

A review of the annual schedule of Fees and Charges, including annual service access fees and user charges has seen, on average, an increase of 10%. Fees and charges are a combination of statutory, partial cost recovery and full cost recovery.

A review of Sewerage Charges in 2020 identified the need for Sewer Charges to increase between 10-15% over a 10 year period to enable Council to maintain and operate the Sewer Infrastructure for Balranald and Euston. The Sewer Fund should not be cross subsidised internally between residential and non-residential, from the General Fund or the Water Fund. All non-residential users have been charged a pedestal charge where the property has more than two pedestals. Any change to pedestal charges or sewer access fees in the future must be calculated in a way that the sewer fund maintains the necessary increased return and should aim to reach a positive economic real rate of return to maintain a sustainable level of service.

Raw and Water tariff pricing was adjusted to conform to *Best-Practice Management of Water Supply and Sewerage Guidelines*, which states that a step price increase of at least 50% for incremental usage above a specified threshold.

There have been no submissions received prior to the adoption of these documents

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#### **RESOLUTION 2022/98**

Moved: Administrator Mike Colreavy

That Council resolves to adopt the rates and charges as part of the Revenue Policy:

- (i) Make and levy the following Ordinary rates in accordance with s.534, s535 and s.537 of the Local Government Act 1993, as amended, for the 2022/23 financial year incorporating year 5 of the Special Rate Variation increase of 10% per annum of Notional yield, which includes the rate pegged amount for 2022/23 as determined by the Independent Pricing and Regulatory Tribunal of NSW (IPART) over the Farmland, Residential and Business categories as shown in the following detailed table; and
- (ii) Make and levy annual access and user charges as following :

**BALRANALD SHIRE COUNCIL  
RATES & CHARGES  
Proposed 2022/2023**

|                                                                          | No of Properties for 2022/23 | Property Valuations 2022/23 | Average Property Value | Ad Valorem Rate 2022/23 | Ad Valorem Value | Base Rate 2022/23 | Base Rate Value | Notional Income Yield | Base Rate % | Average Rate per Property |
|--------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------|-------------------------|------------------|-------------------|-----------------|-----------------------|-------------|---------------------------|
| Farmland - General                                                       | 249                          | \$439,703,900               | \$1,765,879            | 0.002080                | \$914,584        | \$660             | \$164,340       | \$1,078,924           | 15%         | \$4,333                   |
| Farmland - Irrigable Horticulture                                        | 7                            | \$26,066,000                | \$3,723,714            | 0.007050                | \$183,765        | \$660             | \$4,620         | \$188,385             | 2%          | \$26,912                  |
| Farmland - Intense                                                       | 120                          | \$33,418,300                | \$278,486              | 0.007900                | \$264,005        | \$660             | \$79,200        | \$343,205             | 23%         | \$2,860                   |
| Farmland Total                                                           | 376                          | \$499,188,200               | \$5,768,079            |                         | \$1,362,354      |                   | \$248,160       | \$1,610,514           |             |                           |
| Residential - Balranald                                                  | 534                          | \$23,485,000                | \$43,979               | 0.00540                 | \$126,819        | \$220             | \$117,480       | \$244,299             | 48.1%       | \$457                     |
| Residential - Euston                                                     | 248                          | \$20,079,500                | \$80,966               | 0.00284                 | \$57,026         | \$220             | \$54,560        | \$111,586             | 48.9%       | \$450                     |
| Residential - Oxley                                                      | 32                           | \$118,000                   | \$3,688                | 0.04800                 | \$5,664          | \$110             | \$3,520         | \$9,184               | 38.3%       | \$287                     |
| Residential - General 0-2ha                                              | 71                           | \$3,398,500                 | \$47,866               | 0.00493                 | \$16,741         | \$220             | \$15,620        | \$32,361              | 48.3%       | \$456                     |
| Residential Rural - 2-40ha                                               | 56                           | \$7,274,500                 | \$129,902              | 0.00320                 | \$23,278         | \$220             | \$12,320        | \$35,598              | 34.6%       | \$636                     |
| Residential - Total                                                      | 941                          | \$54,355,500                | \$306,401              |                         | \$229,528        |                   | \$203,500       | \$433,028             |             |                           |
| Business - Balranald                                                     | 69                           | \$3,572,000                 | \$51,768               | 0.03150                 | \$112,518        | \$450             | \$31,050        | \$143,568             | 21.6%       | \$2,081                   |
| Business - Euston                                                        | 16                           | \$2,632,000                 | \$164,500              | 0.02100                 | \$55,272         | \$450             | \$7,200         | \$62,472              | 11.5%       | \$3,905                   |
| Business - Rural                                                         | 86                           | \$2,300,800                 | \$26,753               | 0.01250                 | \$28,760         | \$210             | \$18,060        | \$46,820              | 38.6%       | \$544                     |
| Business - Solar Farms                                                   | 2                            | \$4,139,000                 | \$2,069,500            | 0.03630                 | \$150,246        | \$935             | \$1,870         | \$152,116             | 1.2%        | \$76,058                  |
| Business - Mining Gravel                                                 | 6                            | \$57,500                    | \$9,583                | 0.01770                 | \$1,018          | \$120             | \$720           | \$1,738               | 41.4%       | \$290                     |
| Business - Parishes of Paika, Penarie, Woolpagerie & Majenta - Mining    | 3                            | \$525,000                   | \$175,000              | 0.05800                 | \$30,450         | \$500             | \$1,500         | \$31,950              | 4.7%        | \$10,650                  |
| Business - Parishes of Willibah, Bidura, Solferina - Mineral Sands Mines | 1                            | \$8,520,000                 | \$8,520,000            | 0.08019                 | \$683,219        | \$2,255           | \$2,255         | \$685,474             | 0.3%        | \$685,474                 |
| *Business - Parishes of Pitapunga, Crooke, Muckee & Lawrence - Mineral   | 0                            | \$5,000,000                 | \$5,000,000            | 0.17600                 | \$880,000        | \$2,255           | \$2,250         | \$0                   |             | \$882,255                 |
| Business - Total                                                         | 183                          | \$21,746,300                | \$11,017,105           |                         | \$1,061,482      |                   | \$62,655        | \$1,124,137           |             | \$779,001                 |
| GRAND TOTAL                                                              | 1500                         | \$575,290,000               | \$17,091,585           |                         | \$2,653,364      |                   | \$514,315       | \$3,167,679           |             | \$779,001                 |

Proposed Rates have been set within the Rating Categories as follows:-

- a. **FARMLAND – GENERAL** rate of zero point two zero eight (0.208) cents in the dollar on the land value of all rateable land in the area which has been categorised by the Council as **Farmland General** with dominant use being generally cropping or grazing over significant land area pursuant to Section 515 of the Local Government Act 1993, subject to a base amount of six hundred and sixty dollars (\$660.00) in respect of each separate parcel with the base amount producing fifteen point two (15.2%) of the total amount of the rate levy for the Farmland General rate sub-category; and
- b. **FARMLAND – IRRIGABLE - HORTICULTURE** rate of zero point seven zero five (0.705) cents in the dollar on the land value of all rateable land in the area which has been categorised by the Council as **Farmland – Irrigable - Horticulture** to include nut farms and other irrigable intensive horticulture land use and has significant and substantial commercial purpose or character pursuant to Section 515 of the Local Government Act 1993, subject to a base amount of six hundred and sixty dollars (\$660) in respect of each separate parcel with the base amount producing two point five percent (2.5%) of the total amount of the rate levy for the Farmland – Irrigable - Horticulture rate sub-category; and

- 
- c. **FARMLAND – INTENSE** rate of zero point seven nine (0.79) cents in the dollar on the land value of all rateable land in the area which has been categorised by the Council as **Farmland Intense** to have medium to high intensity of land use and an intermediate to major economic benefit pursuant to Section 515 of the Local Government Act 1993, subject to a base amount of six hundred and sixty dollars (\$660.00) in respect of each separate parcel with the base amount producing twenty three point one percent (23.1%) of the total amount of the rate levy for the Farmland Intense rate sub-category; and
- d. **RESIDENTIAL – BALRANALD** rate of zero point five four (0.54) cents in the dollar on the land value of all rateable land in the centre of the population being the Balranald Village Zone, being land which has been sub-categorised by the Council as **Balranald Residential** pursuant to Section 516 and 529 of the Local Government Act 1993, subject to a base amount of two hundred and twenty dollars (\$220.00) in respect of each separate parcel with the base amount producing forty eight point one percent (48.1%) of the total amount of the rate levy for the Residential Balranald rate sub-category; and
- e. **RESIDENTIAL – EUSTON** rate of zero point two eight four (0.284) cents in the dollar on the land value of all rateable land in the centre of the population being the Euston Village Zone, being land which has been sub-categorised by the Council as **Euston Residential** pursuant to Section 516 and 529 of the Local Government Act 1993, subject to a base amount of two hundred and twenty dollars (\$220.00) in respect of each separate parcel with the base amount producing forty four point three seven percent (48.9%) of the total amount of the rate levy for the Residential Euston rate sub-category; and
- f. **RESIDENTIAL – OXLEY** rate of four point eight (4.80) cents in the dollar on the land value of all rateable land in the centre of the population being the Oxley Village Zone, being land which has been sub-categorised by the Council as **Oxley Residential** pursuant to Section 516 and 529 of the Local Government Act 1993, subject to a base amount of one hundred and ten dollars (\$110.00) in respect of each separate parcel with the base amount producing thirty eight point three percent (38.30%) of the total amount of the rate levy for the Residential Oxley rate sub-category; and
- g. **RESIDENTIAL – GENERAL – RURAL (0-2 hectares)** rate of zero point four nine three (0.493) cents in the dollar on the land value of all rateable land used for residential purposes and not located within the Balranald and Euston or Oxley Village Zones, being land which has been sub-categorised by the Council as **Residential General – Rural (0-2 hectares)** pursuant to Section 516 and 529 of the Local Government Act 1993, subject to a base amount of two hundred and twenty (\$220.00) in respect of each separate parcel with the base amount producing forty eight point three percent (48.3%) of the total amount of the rate levy for the Residential General – Rural (0-2 hectares) rate sub-category; and

- 
- h. **RESIDENTIAL – RURAL (2-40 hectares)** rate of zero point three two (0.32) cents in the dollar on the land value of all rateable land used for residential purposes and not located within the Balranald and Euston or Oxley Village Zones, being land which has been sub-categorised by the Council as **Residential General – Rural (2-40 hectares)** pursuant to Section 516 and 529 of the Local Government Act 1993, subject to a base amount two hundred and twenty (\$220.00) in respect of each separate parcel with the base amount producing forty two percent (34.6%) of the total amount of the rate levy for the Residential General – Rural (2-40 hectares) rate sub-category; and
- i. **BUSINESS – BALRANALD** rate of three point one five (3.15) cents in the dollar on the land value of all rateable land in the Balranald Business Area, being land which has been sub-categorised by the Council as **Business Balranald** pursuant to Section 518 and 529 of the Local Government Act 1993, subject to a base amount of four hundred and fifty dollars (\$450.00) in respect of each separate parcel with the base amount producing twenty one point six percent (21.6%) of the total amount of the rate levy for the Business Balranald rate sub-category; and
- j. **BUSINESS – EUSTON** rate of two point one (2.1) cents in the dollar on the land value of all rateable land in the Euston Business Area, being land which has been sub-categorised by the Council as **Business Euston** pursuant to Section 518 and 529 of the Local Government Act 1993, subject to a base amount of four hundred and fifty dollars (\$450.00) in respect of each separate parcel with the base amount producing eleven point five (11.5%) of the total amount of the rate levy for the Business Euston rate sub-category; and
- k. **BUSINESS – RURAL** rate of one point two five (1.25) cents in the dollar on the land value of all rateable land outside of any of the Shires Residential Village Zones, being land which has been sub-categorised by the Council as **Business - Rural** pursuant to Section 515 and 529 of the Local Government Act 1993, subject to a base amount of two hundred and ten dollars (\$210.00) in respect of each separate parcel with the base amount producing thirty eight point six percent (38.6%) of the total amount of the rate levy for the Business Rural rate sub-category; and
- l. **BUSINESS – MINING (GRAVEL & SAND) EXTRACTION** rate of one point seven seven (1.77) cents in the dollar on the land value of all rateable land in the area which has been sub-categorised by the Council as **Business - Mining (Gravel & Sand) Extraction** (excluding mineral sands and gypsum extraction) pursuant to Section 515 and 529 of the Local Government Act 1993, subject to a base amount of one hundred and twenty dollars (\$120.00) in respect of each separate parcel with the base amount producing forty one point four percent (41.4%) of the total amount of the rate levy for the Business – Mining (Gravel & Sand) Extraction sub-category; and; and



- 
- m. **BUSINESS – PARISHES OF PAIKA, PENARIE, WOOLPAGERIE & MAJENTA – MINING GYPSUM EXTRACTION** rate of five point eight (05.80) cents in the dollar on the land value of all rateable land in the area which has been sub-categorised by the Council as **Business – Parishes of Paika, Penarie, Woolpageri & Majenta – Mining Gypsum Extraction** (excluding mineral sands, gravel and sand extraction) pursuant to Section 515 and 529 of the Local Government Act 1993, subject to a base amount of five hundred dollars (\$500.00) in respect of each separate parcel with the base amount producing four point seven percent (4.7%) of the total amount of the rate levy for the Business – Parishes of Paika, Penarie, Woolpagerie & Majenta – Mining Gypsum Extraction sub-category; and
- n. **BUSINESS – PARISHES OF WILLILBAH, BIDURA, SOLFERINA – MINERAL SANDS MINES** rate of eight point zero one nine (8.019) cents in the dollar on the land value of all rateable land within the Balranald Shire area which will be sub-categorised by the Council as **Business – Parishes of Willilbah, Bidura, Solferina – Mineral Sands Mines** pursuant to Section 515 and 529 of the Local Government Act 1993, subject to a base amount of two thousand, two hundred and fifty five dollars (\$2,255.00) in respect of each separate parcel with the base amount percentage producing zero point three percent (0.3%) of the total amount of the rate levy for the Business – Parishes of Willilbah, Bidura, Solferina – Mineral Sands Mines sub-category; and
- o. **BUSINESS – PARISHES OF PITAPUNGA, CROKEE, MUCKEE & LAWRENCE – MINERAL SANDS MINES** rate of sixteen point zero (16.00) cents in the dollar on the land value of all rateable land within the Balranald Shire area which will be sub-categorised by the Council as **Business – Parishes of Pitapunga, Crokee, Muckee & Lawrence – Mineral Sands Mines** pursuant to Section 515 and 529 of the Local Government Act 1993, subject to a base amount of two thousand and fifty dollars (\$2,050.00) in respect of each separate parcel with the base amount percentage producing point zero two percent (0.02%) of the total amount of the rate levy for the Business – Parishes of Pitapunga, Crokee, Muckee & Lawrence – Mineral Sands Mines sub-category; and
- p. **BUSINESS – PARISH OF CHADWICK – SOLAR FARMS** rate of three point six three (3.63) cents in the dollar on the land value of all rateable land within the Balranald Shire area which will be sub-categorised by the Council as **Business – Parish of Chadwick – Solar Farms** pursuant to Section 515 and 529 of the Local Government Act 1993, subject to a base amount of nine hundred and thirty five dollars (\$935.00) in respect of each separate parcel with the base amount percentage producing one point two percent (1.2%) of the total amount of the rate levy for the Business – Parish of Chadwick – Solar Farms sub category; and

The following User charges have been set according to services available to the property:

- q. **RAW WATER** fixed annual access charges for each property having access to the **Balranald Raw Water Supply System or a Euston Raw Water System**.

All Access and Water Usage charges have been calculated in accordance with the following scale, subject to the proviso that where a property has more than one connection each connection shall be charged separately:

**Raw Water Access Charges** *Calculated by standard min\*(diameter squared/400)*

| Connection Size   | Annual Charge |
|-------------------|---------------|
| 20 mm connection  | \$ 379.50     |
| 25 mm connection  | \$ 592.90     |
| 32 mm connection  | \$ 971.30     |
| 40 mm connection  | \$ 1,518.00   |
| 50 mm connection  | \$ 2,371.60   |
| 80 mm connection  | \$ 6,072.00   |
| 100 mm connection | \$ 9,487.50   |

Usage Charges for Raw water will be \$1.05 per kilolitre up to 600 kilolitre usage then \$1.55 per kilolitre for usage over 600 kilolitres. (tariff pricing set according to *Best-Practice Management of Water Supply and Sewerage Guidelines*.)

- r. **FILTERED WATER** fixed annual access charge for each property having access to the **Balranald Filtered Water Supply System** or the **Euston Filtered Water Supply System**.

All Access and Water Usage charges have been calculated in accordance with the following scale, subject to the proviso that where a property has more than one connection each connection shall be charged separately:

**Filtered Water Access Charges** *Calculated by standard min\*(diameter squared/400)*

| Connection Size                     | Annual Charge |
|-------------------------------------|---------------|
| 20 mm connection (standard/minimum) | \$ 379.50     |
| 25 mm connection                    | \$ 592.90     |
| 32 mm connection                    | \$ 971.30     |
| 40 mm connection                    | \$ 1,518.00   |
| 50 mm connection                    | \$ 2,371.60   |
| 80 mm connection                    | \$ 6,072.00   |
| 100 mm connection                   | \$ 9,487.50   |

Usage Charges for Filtered water will be \$1.70 per kilolitre up to 400 kilolitre usage then \$2.55 per kilolitre for usage over 400 kilolitres. (tariff pricing rounded to meet *Best-Practice Management of Water Supply and Sewerage Guidelines*)

Note:- that Flats, Units, Multiple Dwellings will be charged a standard charge plus 50% of a standard charge for each additional dwelling thereafter.

All other Water Fees are listed in the Fees and Charges document and incorporated into Council's Operational Plan.

- s. **RESIDENTIAL and NON RESIDENTIAL SEWERAGE** fixed annual access charge for each Residential Property having access to the **Balranald Sewerage System** or the **Euston Sewerage System**.

Such charges being calculated in accordance with the following scale based on the size of the potable (filtered) water supply connection to the property, subject to the proviso that where a property has more than one sewer connection each connection shall be charged separately and provided further that in the event a property having access to the Balranald and Euston Sewerage Reticulation Mains that only has a raw water connection, the following scale of charges shall apply accordingly:

**Sewer Access Charges** *Calculated by standard min\*(diameter squared/400)*

| <b>Connection Size</b>               | <b><u>Annual Charge</u></b> |
|--------------------------------------|-----------------------------|
| 20 mm connection (standard/ minimum) | \$ 640.00                   |
| 25 mm connection                     | \$ 1000.00                  |
| 32 mm connection                     | \$1,638.40                  |
| 40 mm connection                     | \$2,560.00                  |
| 50 mm connection                     | \$4,000.00                  |
| 80 mm connection                     | \$10,240.00                 |
| 100mm connection                     | \$16,000.00                 |
| Unconnected Vacant (75% base)        | \$480.00                    |

Note:- that Flats, Units, Multiple Dwellings will be charged a standard connection charge plus 50% of the standard charge for each additional dwelling thereafter.

A Pedestal Charge will apply for all Non-Residential including Non-Rateable community facilities, including schools, hospitals, community halls and sporting facilities where the property has more than two pedestals per property. Properties will be levied at \$105.00 per Pedestal, where there are more than two pedestals.

A Pedestal charge of \$200.00 per Pedestal will apply to all Accommodation Camps with the exception of the first two Pedestals.

The Volumetric Sewer Discharge usage charges of \$2.20 per kilolitre shall also apply to which a Sewer Discharge Factor (SDF) has been applied. The SDF is determined by the Office of Water according to each type of industry.

- t. **DOMESTIC WASTE MANAGEMENT SERVICE CHARGE** of three hundred and ninety dollars (\$390.00) will apply for all assessments which are rateable occupied residential land to which the weekly collection service is available. A second bin may be added for collection weekly with an annual charge of two hundred and seventy five dollars (\$275) for each bin collection after the first per dwelling.
- u. **A WASTE MANAGEMENT ACCESS CHARGE** of sixty six dollars (\$66.00) per assessment for all rateable, unoccupied residential land will apply to which the weekly collection service is available.

v. **COMMERCIAL WASTE MANAGEMENT SERVICE CHARGE** as scheduled hereunder

| Commercial & other waste management charges                           | Annual Charge<br>\$ per bin |
|-----------------------------------------------------------------------|-----------------------------|
| Commercial Waste Management – Balranald – two weekly pickup services. | \$605.00                    |
| Subsequent <b>bins</b> – Balranald - two weekly lift per bin per week | \$330.00                    |
| Commercial Waste Management – Euston – one weekly pickup available    | \$390.00                    |
| Subsequent <b>bins</b> – Euston - one weekly lift per bin per week    | \$275.00                    |

w. **STORMWATER MANAGEMENT**

Council will levy a stormwater management charge, under 495A of the Act, against rateable properties for which the service is available in order to establish and sustain a funding source for improved stormwater management. This charge appears as a separate charge on the rate notice.

Stormwater Management will be charged on residential properties as per the Act

|                                                                    |                      |
|--------------------------------------------------------------------|----------------------|
| Per Property within the Levee Bank (residential & non-residential) | \$25.00 per property |
| Per Strata                                                         | \$12.50 per property |

x. Increase all other Service user charges as listed in Council's Fees and Charges

y. **INTEREST CHARGE ON OVERDUE RATES AND CHARGES**

In accordance with the provisions of Section 566 of *the Local Government Act, 1993*, the proposed interest rate to apply to overdue rates and charges for the period 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023 will be the maximum rate of 6% as set by the Minister of Local Government.

z. **INTEREST ON OVERDUE DEBTORS**

The proposed interest rate to apply to overdue debtors for the period 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023, will be the maximum rate of 6% as set by the Minister of Local Government.

**CARRIED**

### 9.3 VALUATION OF COMMUNITY LAND

#### PURPOSE OF REPORT

This report is to advise Council of matters relating to the interpretation of AASB 13 (Fair Value Measurement) for public sector assets and the consequent impact in respect to the reporting of valuations for Community and Crown Land held or controlled by Council.

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#### RESOLUTION 2022/99

Moved: Administrator Mike Colreavy

That Council

1. receives and notes the report; and
2. Endorses the proposed Policy for the valuation of Community and Crown Land as presented, noting that the matter is likely to require a subsequent review in the light of clarifications issued by the AASB for interpretation of AASB 13 (Fair Value Measurement) through ED320, which is expected to be mandated for reporting periods after 1 January 2024 (or upon earlier adoption).

**CARRIED**

### 10 INFRASTRUCTURE & DEVELOPMENT REPORTS

Nil

#### PART B – ITEMS FOR INFORMATION

### 11 GENERAL MANAGER'S REPORTS

#### 11.1 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 2022/100

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**11.2 OUTSTANDING ACTIONS****PURPOSE OF REPORT**

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

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**RESOLUTION 2022/101**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**11.3 ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS****PURPOSE OF REPORT**

To advise Council of the meetings undertaken on behalf of Council by the Administrator, General Manager and Directors since December 2021 Ordinary Meeting.

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**RESOLUTION 2022/102**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**11.4 CIRCULARS FROM OFFICE LOCAL GOVERNMENT****PURPOSE OF REPORT**

To provide Council with information of the circulars received from Office Local Government since April 2022 Council Meeting.

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**RESOLUTION 2022/103**

Moved: Administrator Mike Colreavy

That Council receive and note this report.

**CARRIED**

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS****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 Monthly Statement of Rates and Charges
- 4 Monthly Summary of Revenue and Expenditure for the Caravan Park
- 5 Monthly Summary of Revenue and Expenditure for the Bidgee Haven Hostel
- 6 Monthly Summary of Revenue and Expenditure for the Tourist Information Centre
- 7 Statement of Currency of Work within the Finance Function of Council
- 8 Road Grants Works Programme 2022/23

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**RESOLUTION 2022/104**

Moved: Administrator Mike Colreavy

That Council receives and notes the following financial information for the period ending 30 April 2022.

**CARRIED**

**13 INFRASTRUCTURE & DEVELOPMENT REPORTS****13.1 INFRASTRUCTURE UPDATE****PURPOSE OF REPORT**

To provide Council with an update on Infrastructure works currently in hand and in planning, updated to 9 May 2022.

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**RESOLUTION 2022/105**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**13.2 PLANNING ADMINISTRATION**

**PURPOSE OF REPORT**

To advise Council of activities in the Planning area

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**RESOLUTION 2022/106**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

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

Nil

**15 CONFIDENTIAL MATTERS**

Nil

**The Meeting closed at 6.14pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 28 June 2022.**

.....  
**ADMINISTRATOR**

.....  
**GENERAL MANAGER**



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

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING - HELD ON 26 APRIL 2022**

**File Number:** D22.66122

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

**Responsible Officer:** Jeff Sowiak, General Manager

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**OFFICER RECOMMENDATION**

That Council receives and notes the Minutes of the Euston Progressive Advisory Committee (EPAC) meeting held on Tuesday 26 April 2022.

**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 Tuesday 26 April 2022 and discussed the following;

- Council staff contact list;
- List of Priorities has been forwarded to Council;
- Mallee Skill Bus Vans visiting Robinvale/Euston;
- Bates Development, whether a playground was planned;
- Local Road work plans;
- Rubbish around Euston Cenotaph;
- Public toilets in Murray Terrace, need to be kept clean and maintained;
- Euston Cemetery – spraying of 3 corner jacks;
- Post Office building in Euston;

There were no recommendations forwarded to Council from this meeting.

**ATTACHMENTS**

1. Minutes - Euston Progressive Advisory Committee - 26th April 2022 [↓](#)

## Euston Progressive Advisory Committee

Tuesday 26th April 2022

Opening Meeting at 6.05pm

Acknowledgement of Country

**Present:** Guy Fielding, Jeffery & Janett Sowiak, Santina Zappia, Glen Wilcox, Geoff & Jan Windmill, Mike Colreavy, Gray Woodhead, Rusty & Jenny Roberts, Glen Stewart, Louie Zaffina

**Apologies:** None

### Minutes of Previous Meeting:

Moved by; Rusty Roberts, 2<sup>nd</sup> Santina Zappia, Carried.

### Matters Arising:

**Mike:** Contact details of staff at Councils Office was adopted, a list of staff will be going up at the Euston Post Office Billboard. A 3<sup>rd</sup> person has been employed at Euston, will start on May 2<sup>nd</sup>.

Council is still waiting on a meeting with Robinvale/Euston Football Netball Club regarding the oval. Rusty to chase it up.

**Guy:** Guy spoke about the revamp of the list of priorities. The list has been forward on to council to make a first draft of a plan.

### Correspondence: Nil

### Items without notice:

**Glen:** Mallee Skill Bus Vans will be visiting Robinvale/Euston next week. This is a great opportunity to gain access to career advice and to upskill.

**Louie:** Is there a playground planned to go in Bates development? Work needs to be done on local roads. Taylor Rd and other local roads have large pot holes and the edges are broken away. Our council workers need to report what needs to be done.

**Geoff:** Message from a concerned Euston citizen, the rubbish around the cenotaph needs to be addressed.

**Mike:** Mike formally introduced our new General Manager, Jeffery Sowiak & Jeffs wife, Janett. Mike also extended councils appreciation to Glen Wilcox and thanked Glen for doing an amazing job.

**Jeff:** Jeff spoke about his background and where he has worked over the years. Jeff is looking forward to be working with the committee in the future.

**Gray:** Keep working towards achieving our list of priorities.

**Jan:** Public toilets in Murray Terrace need to be kept cleaned and maintained. Council staff have been instructed.

**Jenny:** Cemetery is covered with 3 corner jacks; council need to spray them.

**Santina:** Has council any information on when the new post office building arrives?

**Glen W:** Glen thanks the committee for all their input over the months. Glen's commitment is that he will continue to visit Euston.

**Guy:** On behalf of the committee, Guy thanks Glen for his expertise over the months, and wishes Glen all the best in the future.

**Next Meeting: 30<sup>th</sup> of May 2022 6pm**

**Meeting Closed at 7.10pm**

**7.2 BALRANALD BEAUTIFICATION COMMITTEE HELD ON 4 MAY 2022**

**File Number:** D22.67364

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

**Responsible Officer:** Jeff Sowiak, General Manager

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**OFFICER RECOMMENDATION**

That the Minutes of the Balranald Beautification Advisory Committee meeting held on 4 May 2022 be received and the recommendations noted.

**PURPOSE**

To update Council on the Balranald Beautification Advisory Committee held on Wednesday 4 May 2022.

**REPORT**

The Balranald Beautification Advisory Committee (BBAC) meeting was held in Council Chambers on Wednesday 4 May 2022.

The committee discussed the following

- Committee Priorities – Priority 1 being the windmill feature. A date has been set to view of the donated windmills with Richard Lucas of Balranald Shire.
- The condition of the walking tracks along river frontage now the flood water has subsided, GM advised he will follow up.
- Watering system along Moa Street, from Church Street to Cemetery needs replacing as the trees are not getting watered.
- The tree in front of the banner at Theatre Royal should be removed as it is blocking the view of the banner.

The GM will request that Connie Mallet attend the next meeting to speak to the committee about possible grant opportunities regarding Windmill project and future projects.

**Recommendations to Council****That Council**

1. Contact Transport for NSW regarding Maintenance works on Balranald Bridge and
2. Consider future windmill projects around the town.

**ATTACHMENTS**

1. Minutes - BBAC - 4 May 2022 [↓](#)

**Balranald Shire Council Beautification Advisory Committee - Balranald  
Minutes of Meeting held at the Balranald Shire Council Chambers  
Wednesday 4<sup>th</sup> May 2022**



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

**Present:** Jeff Sowiak (BSC General Manager), Toni Tyrer (Chairperson), Lea Lawrie, Val Bradbury, Fiona Scoleri (BSC Executive Assistant), Sue Morton and Karen Norfolk (Secretary)

**Apologies:** Mike Colreavy (BSC Administrator), Penny Jolliffe and Lynne Carter

**Minutes Read and Accepted:** Moved by Lea Lawrie and Seconded by Gaye Renfrey

**Business Arising from Previous Minutes:**

- No word as yet from Brad Simpson about the Wooden Christmas Trees that the BBAC want the Men's Shed to build. Karen Norfolk to catch up with Brad for an update

**CORRESPONDENCE IN:**

- Email from Gaye Renfrey – Update on Windmill Project
- Email from Carol Holmes – BBAC Minutes for April's Shire Council Meeting

**CORRESPONDENCE OUT:**

- Email to Carol Holmes – BBAC March Minutes
- Email to Glenn Wilcox – BBAC
- Email to BBAC Members – March Minutes
- Email to Balranald Shire Council – March Minutes
- Email to BBAC Members, Carol Holmes and Balranald Shire Council – BBAC Minutes and Agenda

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

**BALRANALD BEAUTIFICATION FINANCIAL STATEMENT:**

- Balance as of Wednesday 4<sup>th</sup> May 2022 – \$9,460.00
- Expenditure – Rose Sprays, Sprinklers, etc. – \$214.27; Moving of Noticeboard – \$248.49

**Balranald Shire Council Update:**

- Fiona Scoleri presented the Lions Park Upgrade Draft Documentation to the BBAC Members that were in attendance. Fiona is after feedback about the Draft Documentation before July 2022
- Jeff Sowiak can confirm that the Christmas Tree and Decorations are definitely stored at the Theatre Royal

**COMMITTEE PRIORITIES: Windmill Project Update**

- Gaye Renfrey has spoken with Glenn Wilcox (BSC Acting General Manager) and Glenn is in favour of the Windmill Project planned by the BBAC to be situated at the Balranald Discovery Centre. Glenn also advised that the Committee involves Ian Holmes (BSC Works Overseer) in all future planning
- To date there has been 3 offers of donated windmills – Pip Pippin (Wintong), Rob Hawkins (Willow Vale) and Mark Newman (Glen Emu)
- Pip Pippin, Rob Hawkins and Mark Newman have agreed to allow the Committee to view the windmills some time in the new future. Will need to liaise with Ian Holmes for a suitable date
- Due to 3 windmills been donated it has been suggested that we look at other locations for the extra windmills – perhaps the Entrance to Town on the Ivanhoe Road – for future projects.
- A suggestion was made to put mesh on the windmill stand to stop people climbing up onto the windmill.

- A date has been set for the viewing of the windmills – Wednesday 18<sup>th</sup> June 2022 with Richard Lucas (BSC)

**RECOMMENDATIONS:**

- Karen Norfolk recommends that the Balranald Shire Council chase up with Transport for NSW re the letter sent to Mr. Oliver McNulty (BSC General Manager) on the 9<sup>th</sup> June 2021 in regards to the Maintenance Work on the Balranald Bridge. Seconded by Toni Tyrer
- Karen Norfolk recommends that the Balranald Shire Council invite Connie Mallet along to our next meeting to talk about possible Grants to help us with the Windmill Project and Future Projects if they are more than our Yearly Budget. Seconded by Toni Tyrer
- Toni Tyrer recommends that the Balranald Shire Council take on the future Windmill Projects around town. Seconded by Val Bradbury

**ITEMS WITHOUT NOTICE:**

- A few Committee Members made comment about the condition of the Walking Tracks along the River Frontage now that the floodwater has subsided. Jeff Sowiak to look further into the matter.
- The water system along Moa Street, from Church Street to the Cemetery still needs replacing, as it looks like the trees along there are not getting watered.
- As discussed at a previous meeting, Val Bradbury was wondering if the tree in front of the banner on the Theatre Royal Side Wall could be removed before it gets too big, as once it gets taller it will block the view of the banner.
- As discussed at a previous meeting, Val Bradbury was wondering if the tree in front of the banner on the Theatre Royal Side Wall could be removed before it gets too big, as once it gets taller it will block the view of the banner.

**Next Meeting:** Wednesday 1<sup>st</sup> June 2022 at the Balranald Shire Chambers commencing at 17:00hr (5:00pm)

**Meeting Closed:** 18:00hrs

**7.3 EUSTON PROGRESSIVE ADVISORY COMMITTEE HELD ON MONDAY 30 MAY 2022**

**File Number:** D22.67242

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

**Responsible Officer:** Jeff Sowiak, General Manager

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**OFFICER RECOMMENDATION**

1. That the Minutes of the Euston Progressive Advisory Committee (EPAC) meeting held on Monday 30 May 2022 be received and noted.
2. That Council investigates funding options for a new playground to be installed in the new estate area at Euston.
3. That Council notes the suggested alterations of the Euston Recreation project.

**PURPOSE**

To update Council on the Euston Progressive Advisory Committee meeting held on Monday 30 May 2022.

**REPORT**

The Euston Progressive Advisory Committee (EPAC) meeting was held on Monday 30 May 2022 and discussed the following;

**1. Playground in the New Estate at Euston**

Kerry Jones and the staff will investigate funding options for a playground in the new estate area in Euston.

Condition of Local Roads: Kerry advised the Committee that a tender for local roads was in progress at the moment.

**2. Euston Recreation Reserve Project**

A boundary survey should be completed to see where the boundary is located

Where the carpark is on the plan to have less trees to make more carparking areas.

Entrance coming in at least 20 meters

Reversing the toilets and change rooms

Jeff Sowiak also presented the IPLAN Project (Level1 Concept Plan) to the committee, they will view and comment at a future meeting.

4. Council staff keeping the public toilets clean.

5. Mt Dispersion Road

Due to the recent rains, the school bus has been unable to pick up school students along Mt Dispersion Road.

6. Country Market

A suggestion by Santina Zappia was that the Country Market be transferred from Robinvale to Euston, Santina will investigate.

7. Salami Festival – Guy Fielding advised the Committee that the Festival will be held on Saturday 12 November 2022.

8. Robinvale/Euston Football Club



Council is still waiting for a response from Robinvale/Euston Club in regards to a meeting to discuss options for Euston Football oval. Louie Zaffina suggested that Kerry Jones, Rusty Roberts and Euston Community Committee meet and discuss the options for Euston Football Oval. Rusty Roberts will organise a copy of the irrigation plans be sent to Kerry Jones.

**ATTACHMENTS**

1. **Minutes - Euston Progressive Advisory Committee - EPAC 30th May 2022** [↓](#)

## Euston Progressive Advisory Committee

Monday 30<sup>th</sup> of May 2022

Opening Meeting at 6.05pm

Acknowledgement of Country

**Present:** Jeff Sowiak, Guy Fielding, Santina Zappia, Geoff & Jan Windmill, Rusty Roberts, Louie Zaffina, Glen Stewart, Kerry Jones.

**Apologies:** Mike Colreavy, Gray Woodhead

### Minutes of Previous Meeting:

Moved, Rusty Roberts, 2<sup>nd</sup>, Geoff Windmill, Carried

### Matters Arising:

Jeff took a drive around Euston and was very impressed with the town.

Louie asked about funding for a playground in the new estate. Also asked about the state of our local roads. Kerry and staff will check to see what funds there are for the playground and will also look into the local roads. There is a tender on local roads in progress.

Rusty mentioned that council staff have been keeping the public toilets clean.

### Agenda Items:

Discussions on the Euston Recreation Reserve Project.

- Need to get a survey done to see where the boundary is
- Where the carpark is on the plan to have less trees to make more carparks
- Entrance coming in at least 20 meters
- Reversing toilet & change rooms

Jeff presented IPLAN Project, (Level 1 Concept Plan). Committee will look and comment on the plan next meeting.

**Correspondence:** Nil

### Items Without Notice:

**Louie:** Due to all the rain, the school bus is unable to go down Mt Dispersion Rd, to pick up students.

**Santina:** Maybe The Country Market can be transferred to Euston from Robinvale. Santina to ask Rosalie Hendricks.

**Guy:** The Salami Festival will be held on Saturday 12<sup>th</sup> of November 2022.

**Rusty:** Has there been a meeting with the Council and the Robinvale/Euston Football Club? Council has written to the REFC to arrange a meeting and a yet to get a response. Council would still like to meet with the REFC president for discussions on the oval etc.

Louie suggested to organize a time to meet with Kerry, Rusty & Euston Community Committee to see what needs to be done. Rusty to get a copy of the irrigation plans of the oval to Kerry.

**Meeting Closed 7.15pm.**

**Next Meeting; Monday June 27<sup>th</sup>, 2022**

**7.4 GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE MEETING  
HELD ON 7 JUNE 2022**

**File Number:** D22.67383

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

**Responsible Officer:** Jeff Sowiak, General Manager

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**OFFICER RECOMMENDATION**

That the Notes of the Growing Business Industry & Tourism Advisory Committee meeting held on Tuesday 7 June 2022 be received noted.

**REPORT**

The Growing Business Industry & Tourism Meeting held a meeting on Tuesday 7 June 2022 and discussed the following;

- Establishment of a Community Trust/Foundation, extended discussions with agreement that forming such a fund is a very daunting prospect with lots of practical and legal considerations. GBIT will investigate further.
- Community Strategic Plan – reviewed and discussed. GBIT advised that this plan was a great improvement of the previous CSP.
- Burrawong Wind Farm – Community Funding – Iain advised that Lisa Mangelsdorf is keen to speak to the committee following an unsuccessful attempt at forming a community reference group.
- Robinvale/Euston Community Forum – Glenn Stewart was the driving force behind the momentum in Euston/Robinvale in his community development advisor role. A suggestion was made to the committee of inviting Glenn to address GBITAC.
- Discovery Centre Update – Jeff provided amended plans with a much smaller addition to the Discovery Centre linking the Visitor Information Centre building to the museum. GBIT had concerns regarding the new plans, have listed these in the minutes.
- Kyalite Riverfront Project – Concrete stairs, connecting boat ramp to ANZAC Park will be poured this week. Funds were allocated from LRCI Program. With the additional funding of \$32,572 from Community Building Partnership grant solar lighting and double sided 6m long information signs and other minor bits will be installed.
- Draft Settlement Strategy – Jeff tabled the draft report and will email to the committee for reviewing and discussions.

**Recommendations to Council**

1. The General Manager make enquiries of other communities regarding the process they went through to establish a Community Trust Fund.
2. The General Manager contact Lisa Mangelsdorf and explain the current situation with the community trust fund and the need for further investigation and a feasibility plan going forward.
3. The General Manager invite Glenn Stewart to address the GBITAC outlining what his role entails and how it translates to the broader shire with a date to be confirmed with GBITAC Chair.

**ATTACHMENTS**

1. **Minutes - GBITAC Meeting - June 2022** [↓](#)

CHAIR: Iain Lindsay-Field

MINUTES OFFICER: Simone Carmichael

| AGENDA<br>ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |                |                                 |            |                       |                    |                   |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|---------------------------------|------------|-----------------------|--------------------|-------------------|----------------|
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Meeting commenced at 5:35pm<br>Attendees:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                              |                |                                 |            |                       |                    |                   |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>COMMITTEE MEMBERS</b></p> <table border="0"> <tr> <td>✓ Iain Lindsay-Field (Chair)</td><td>✓ Peter Lawler</td></tr> <tr> <td>✓ Simone Carmichael (Secretary)</td><td>✓ Sam Papa</td></tr> <tr> <td>✓ Guy Fielding (Zoom)</td><td>✗ Bronwyn Brougham</td></tr> <tr> <td>✓ Dianne Williams</td><td>✗ Linda Nelson</td></tr> </table> <p><b>COUNCIL</b></p> <ul style="list-style-type: none"> <li>✓ Jeff Sowiak (BSC GM)</li> <li>✓ Mike Colreavy (BSC Administrator)</li> </ul> <p><b>GUESTS</b></p>          | ✓ Iain Lindsay-Field (Chair) | ✓ Peter Lawler | ✓ Simone Carmichael (Secretary) | ✓ Sam Papa | ✓ Guy Fielding (Zoom) | ✗ Bronwyn Brougham | ✓ Dianne Williams | ✗ Linda Nelson |
| ✓ Iain Lindsay-Field (Chair)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓ Peter Lawler                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                |                                 |            |                       |                    |                   |                |
| ✓ Simone Carmichael (Secretary)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓ Sam Papa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |                |                                 |            |                       |                    |                   |                |
| ✓ Guy Fielding (Zoom)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✗ Bronwyn Brougham                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                |                                 |            |                       |                    |                   |                |
| ✓ Dianne Williams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✗ Linda Nelson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                |                                 |            |                       |                    |                   |                |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Acknowledgement of country:</b> Iain                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                |                                 |            |                       |                    |                   |                |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Apologies:</b> Linda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                |                                 |            |                       |                    |                   |                |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Disclosures of Interest:</b> Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |                |                                 |            |                       |                    |                   |                |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Confirmation of minutes – Not applicable due to previous meetings being notes only</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |                              |                |                                 |            |                       |                    |                   |                |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Business arising from minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                |                                 |            |                       |                    |                   |                |
| <p><b>6.1 Community Trust Fund, Iain</b></p> <p>Simone read the briefing document (attachment to June Agenda) regarding a community trust. Extended discussion followed with agreement that forming such a fund is a very daunting prospect with lots of practical and legal considerations. Some questions were asked about the economic viability of a fund if there is a paid administration component.</p> <p>Both GM and Administrator said that the fund could not be held by council but could see the potential benefits. GBITAC are looking for council support and Jeff agreed it was worth further investigation.</p> <p>Discussion then centered around how to progress and it was agreed to ask for advice from communities with similar funds in place. Examples were Ouyen Inc. Community Engagement Project, The Chaffey Trust in Mildura, and Barrick Gold investment in Condobolin. <i>(Not discussed but further online investigation by Simone found the attached document – “<a href="#">Community Foundations in Australia</a>” listing 38 community foundations under the national peak organisation, Australian Community Philanthropy which may provide more advice on this model).</i></p> <p><b>RECOMMENDATION TO COUNCIL</b></p> <p><b>Motion Moved:</b> Sam Papa</p> <p><b>Seconded:</b> Peter Lawlor</p> | <p>The GBITAC requests the General Manager make enquiries to other communities regarding the process they went through to establish a Community Trust Fund.</p>                                                                                                                                                                                                                                                                                                                                                    |                              |                |                                 |            |                       |                    |                   |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>6.2 Balranald Shire Community Strategic Plan 2032, Mon</b></p> <p>The 2032 Community Strategic Plan was reviewed by Simone and others who thought it was a great improvement on the old plan. There are many sections that relate directly to growing business, industry &amp; tourism and should be discussed in greater detail within the committee. Simone suggested the GBITAC should review the strategies and measures in the plan. Jeff advised that he reports on the progress in the plan every</p> |                              |                |                                 |            |                       |                    |                   |                |

six months, a full revision will be considered in 2024.

Mike made the point that 2024 is when the next council elections are due and strongly refuted rumours that there is a conspiracy within council against reinstating elected counsellors with an agenda for amalgamation. This was noted by those present who had not heard such rumours recently.

**ACTION**

**GBITAC to review and discuss the Balranald Shire Community Strategic Plan in detail at the July meeting.**

**Who:** GBITAC members

**When:** 5th July 2022

### 6.3 Burrawong Wind Farm correspondence - Community Funding, Iain

Lisa Mangelsdorf keen to talk to the committee following an unsuccessful attempt at forming a community reference group. Iain advised that it is no secret that we have been discussing a community trust fund and Windlab are looking at ways of distribution funds in the community. Iain has been reluctant to discuss with her in detail as the trust fund is still an undeveloped idea. Mike suggested that Jeff would be in a position to explain the situation to Lisa.

**ACTION**

**Forward relevant emails and communication between Burrawong wind farm and the GBITAC to Jeff to provide context.**

**Who:** Iain/Mon

**When:** ASAP

### RECOMMENDATION TO COUNCIL

**Motion Moved:** Dianne Williams  
**Seconded:** Sam Papa

That the General Manager contact Lisa Mangelsdorf and explain the current situation with the community trust fund and the need for further investigation and a feasibility plan going forward.

**7.**

**Report from council meeting**

**NO REPORT THIS MONTH**

**8.**

**New Business**

### 8.1 Robinvale/Euston Community Forum, Iain

Guy explained that Glen Stewart was the driving force behind the momentum in Euston/Robinvale in his community development advisor role. Iain attended the last community forum which was very well attended and looked at strategies to tackle all the usual issues affecting small regional communities; employment, housing workforce, health, training, childcare. Iain admitted Robinvale are several years ahead in this process. Mike suggested Glenn be invited to address the GBITAC.

### RECOMMENDATION TO COUNCIL

**Motion Moved:** Guy Fielding  
**Seconded:** Dianne Williams

That the General Manager invite Glenn Stewart to address the GBITAC outlining what his role entails and how it translates to the broader shire with a date to be confirmed with GBITAC chair.

**8.2 Discovery Centre Update, BSC**

Jeff provided amended plans with a much smaller addition to the Discovery Centre linking the Visitor Information Center (VIC) building to the museum. Jeff explained the need to build something with the funds available by July 2022. Mike agreed the plans were very different from those tabled previously and gave some background into the funding through the Far West Joint Organisation and how previous plans were way too ambitious.

GBITAC members had concerns around;

- due consideration of the VIC staff feedback and management of the new space.
- the Discovery Pavilion and getting the displays working again.
- linkages with the Malcom Building Museum when the exhibits are not properly catalogued and displayed,
- and the functionality of the café, needs dish washer, refrigeration and ovens.

Generally, the committee agreed to support the new design plans if concerns raised above can be addressed as time restraints on acquittal of funds made any more changes impossible. These designs will need to be endorsed at the next council meeting if the deadline is to be met.

**8.3 Kyalite Riverfront Project Update, Mon**

Simone provided advice that the concrete stairs (connecting the boat ramp to ANZAC park) were going to be poured the next day. Funds were from a \$30,000 allocation from the 2021 Local Roads & Community Infrastructure Program. The shire has an additional \$32,572 for the project from a Community Building Partnership grant which will cover solar lighting and a double-sided 6m long information sign as well as other bits and pieces.

**9. Items Without Notice****9.1 Draft Settlement Strategy (Enhancement & Growth) -Shire of Balranald**

Jeff tabled draft report for GBITAC consideration – not for external distribution.

|               |                             |                            |                                  |
|---------------|-----------------------------|----------------------------|----------------------------------|
| <b>ACTION</b> | Email draft report to group | <b>Who:</b> Jeff           | <b>When:</b> ASAP                |
| <b>ACTION</b> | Review for discussion       | <b>Who:</b> GBITAC members | <b>When:</b> Before next meeting |

**10. MEETING CLOSED – 7:16pm - Next Meeting 5<sup>th</sup> July 2022.**

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 DATE AND TIME FOR ORDINARY COUNCIL MEETINGS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.66522</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, 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. Pursuant to Section 362 of the Local Government Act 1993 and Clause 3.2 of Councils Code of Meeting Practice, adopt the proposed 2022/2023 Schedule of Ordinary Council Meetings contained in this report.
2. Pursuant to section 9 of the *Local Government Act 1993* and clause 3.4 of Council's Code of Meeting Practice, provide public notice of the time, date and place of each scheduled Ordinary Meeting as set out in the table included in this report.

**PURPOSE OF REPORT**

Section 365 of the Local Government Act 1993 ("the Act") requires Council to meet at least 10 times each year, each time in a different month. Clause 3.1 of Council's Code of Meeting Practice ("Meeting Code") provides that Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings. This report is set out to provide dates and times for these meetings for the remainder of 2022/2023.

**REPORT**

Council is requested to set the date and time for Ordinary Meetings of Council. Meeting dates and time for previous years have been the third Tuesday of each month commencing at 5.00pm.

The December meeting has been brought forward one week to enable actions from the meeting to be completed prior to Christmas.

Council does not normally have an Ordinary Council meeting in January.

| Date              | Location                   |
|-------------------|----------------------------|
| 19 July 2022      | Balranald Council Chambers |
| 16 August 2022    | Balranald Council Chambers |
| 20 September 2022 | Balranald Council Chambers |
| 18 October 2022   | Balranald Council Chambers |
| 15 November 2022  | Balranald Council Chambers |
| 13 December 2022  | Balranald Council Chambers |
| 21 February 2023  | Balranald Council Chambers |



|               |                            |
|---------------|----------------------------|
| 21 March 2023 | Balranald Council Chambers |
| 18 April 2023 | Balranald Council Chambers |
| 16 May 2023   | Balranald Council Chambers |
| 20 June 2023  | Balranald Council Chambers |

All Ordinary Meetings will be streamed live on Facebook in line with the requirements of the Code of Meeting Practice.

Additional extraordinary meetings may be called through the year as required. These will be advertised as set out within the Code.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

*Local Government Act 1993*

*\* Section 9 – Public Notice of Meetings*

**POLICY IMPLICATION**

Model Code of Meeting Practice

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**8.2 ORDER OF BUSINESS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.66525</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, 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 order of business for each Council meeting as detailed in this report be adopted.

**PURPOSE OF REPORT**

To set the order of business by resolution by Council as per the Code of Meeting Practice.

**REPORT**

All Ordinary Meetings will be streamed live on Facebook in line with the requirements of the Code of Meeting Practice.

Additional extraordinary meetings may be called through the year as required. These will be advertised as set out within the Code. The Order of Business fixed may be altered if a motion to that effect, is carried. Such a motion can be moved without notice.

Order of Business is proposed as follows;

1. Opening of Meeting
2. Acknowledgement of Country
3. Apologies and applications for a leave of absence or attendance by audio-visual link
4. Confirmation of Minutes
5. Disclosures of Interests
6. Administrator Minute(s)
7. Reports of Committees
8. Reports to Council
  - Part A – reports requiring decision
  - Part B – Reports for information
9. Notice of Motion / Questions on Notice
10. Confidential Matters
11. Conclusion of the Meeting

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION****POLICY IMPLICATION**

Model Code of Meeting Practice – Clause 8.2

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**8.3 DONATION REQUEST - BALRANALD CENTRAL SCHOOL YEAR 12 FORMAL**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.66531</b>                                                                               |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, General Manager</b>                                                            |
| <b>Operational Plan Objective:</b> | <b>Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

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**OFFICER RECOMMENDATION**

1. That Council waives the fees of hiring Theatre Royal of \$512 for the 2022 Year 12 Formal.
2. Balranald Central School Year 12 students be requested to pay the cleaning deposit of \$350.00 which will be fully refunded if the hall is left clean and tidy.

**PURPOSE OF REPORT**

To advise Council of a donation request received by Year 12 Year Advisor, Wyatt Cutting of Balranald Central School on behalf of Year 12 students.

**REPORT**

Council received an application from Balranald Central School requesting support from Council by way of waiving Theatre Royal Hall Hire Fees.

Year 12 Year Advisor, Wyatt Cutting is seeking assistance from Council by waiving the Theatre fees to host their Year 12 formal for 2022. The formal is a way for the Year 12 students to be recognised by the school and celebrate the end of their schooling life with their families and teachers.

Year 12 students and families fund the cost of the formal themselves, they do some fundraising throughout the year to cover some of the costs involved. Although being such a small group of students and a small community it is difficult to cover all costs.

Hire Fees for the Theatre \$512, (which includes Hall, Kitchen and Cool room) and cleaning/security deposit \$350. Cleaning/security deposits are fully refundable if the hall is left clean and tidy.

The Donations Policy states when assessing such requests, the following guidelines will apply;

- Organisations must be incorporated and formally structured to service the residents in the Balranald Shire Council area and be based in the Balranald Shire or alternatively have a regional focus that will benefit the residents within the Shire.
- Organisations must be non-profit groups 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 donations application form to have their request considered.

The donation policy allows for a maximum of \$500 per annum to be donated to an organisation.

All other requests and applications are to be submitted to Council for approval under this policy.

Officers have assessed this request in line with the criteria set out within Councils Donation Policy and although exceeds the maximum per annum by \$12 is recommending approval of this request.

**FINANCIAL IMPLICATION**

\$512.00 for cost of hiring Theatre Royal including use of Kitchen and cool room.

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Donations, Subsidies & Financial Assistance Policy

**RISK RATING**

Low

**ATTACHMENTS**

1. Donation Application - BSC year 12 Formal - June 2022 [↓](#)



# Donations Application Form

## Address applications to:

General Manager  
Balranald Shire Council  
PO Box 120  
BALRANALD NSW 2715

### Privacy Management

Information provided in this form is required in order to process the application. Provision of the information is voluntary; however, if insufficient information is provided, Council will be unable to process the application. The information will be available to authorised officers and may be made available to public enquiries under Government Information (Public Access) Act 2009.

## GUIDELINES FOR APPROVAL OF COUNCIL DONATIONS

Council's donation program is a opportunity to give funding and recognition to individuals, community groups and organisations that play an important part in helping develop the region's environmental sustainability, community wellbeing, economic prosperity and cultural life.

Council donations generally do not apply to individuals however in certain circumstances donations may be provided.

Organisations will be eligible for a maximum of \$500 per financial year. Applications are required to meet eligibility criteria outlined in Council's Donations Policy.

More information regarding this funding can be requested by contacting Council's Director of Corporate & Community Services, on (03) 5020 1300.

### 1. Community group or organisation details

Please note, to avoid duplication, the details provided below will become your organisation's principle contact for all correspondence relating to the Donations Programme.

Community group or organisation: Balranald Central School - Year 12, 2022

Postal address: 53-55 We Street, Balranald 2715

Contact person: Wyatt Cutting / Sharon Nelson (School Admin)

Position: Year Adviser Telephone No: 5020 2222

E-mail address: Wyatt.Cutting1@det.nsw.edu.au

### 2. Objectives of your community group or organisation:

Year 12 Formal

### 3. Is your organisation not for profit?

☒ Yes ☐ No

4. Is your organisation registered for GST? Yes No (please circle)

5. ABN Number (if applicable): 43 586 715 299

6. Project or Event Name: Year 12 Formal

7. Amount Requested \$: Waive Royal Theatre hire fee

8. Is the project still viable if your community group or organisation receives less than the requested amount?  
Provide reason

Yes, at a different venue, or the Year 12 class will need to fundraise more money to pay the fee.

9. If income exceeds expenses what will happen to the excess funds?

10. Project Details – please complete the section below or attach a copy of your event plan

| Brief project description                                                                           |                                                        |                                                                |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------|
| What are you going to do?                                                                           | Year 12 Formal                                         |                                                                |
| When are you going to do it?                                                                        | 23rd September 2022                                    |                                                                |
| Where are you going to do it?                                                                       | Theatre Royal                                          |                                                                |
| Who is involved?                                                                                    | BCS staff, Year 12 students and families               |                                                                |
| Why are you doing it?                                                                               | To recognise and celebrate the end of their schooling. |                                                                |
| Start Date                                                                                          |                                                        | Finish Date                                                    |
| List each component of your project                                                                 |                                                        | Cost of component                                              |
| Hire of Theatre Royal                                                                               |                                                        | \$                                                             |
|                                                                                                     |                                                        | \$                                                             |
|                                                                                                     |                                                        | \$                                                             |
|                                                                                                     |                                                        | \$                                                             |
| TOTAL (include gst)                                                                                 |                                                        | \$                                                             |
| Amount requested from Council                                                                       |                                                        |                                                                |
|                                                                                                     |                                                        |                                                                |
|                                                                                                     |                                                        |                                                                |
|                                                                                                     |                                                        |                                                                |
|                                                                                                     |                                                        |                                                                |
| Please list any funding your organisation has received in the past 18 months (Council and External) |                                                        |                                                                |
| Date funding received                                                                               | Amount of funding                                      | Purpose of funding                                             |
|                                                                                                     |                                                        | Have you met all the acquittal conditions of previous funding? |
|                                                                                                     |                                                        |                                                                |
|                                                                                                     |                                                        |                                                                |
|                                                                                                     |                                                        |                                                                |

Name: Wyatt Cutting  
 Position: Teacher / Year Advisor  
 Signature: [Signature]  
 Date: 3/6/22

Name: Gus Corni  
 Position: Principal  
 Signature: [Signature]  
 Date: 3/6/22

**8.4 BALRANALD VISITOR CENTRE ALTERATIONS**

|                                    |                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.66966</b>                                                                                                 |
| <b>Reporting Officer:</b>          | <b>Jeff Sowiak, General Manager</b>                                                                              |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, 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

1. Provided funding for this project is confirmed by the Far West Joint Organisation;
2. The revised plans for the Balranald Visitor Information Centre be endorsed and
3. Council proceed with fully developed architectural and structural plans for the extensions to the Balranald Visitor Information Centre in accordance with the preliminary plans and
4. Tenders be invited for the construction of the proposed works

**PURPOSE OF REPORT**

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

**REPORT***Background*

The Acting General Manager reported to Council in November 2021 on the allocation of \$1 million from the Far West Joint Organisation (FWJO) for a tourism development project and that Council had previously determined through consultation with the Growing Business, Industry and Tourism Advisory Committee (GBIT Committee) that these funds should be devoted to a redevelopment of the Balranald Visitor Information Centre complex, commonly referred to as the Discovery Centre. A proposal for the three existing buildings of the complex to be integrated into a single building had previously been submitted to the FWJO for “in principle” approval and has been the subject of prior public consultation at the concept stage.

Under current arrangements with the FWJO, Council was required to acquit this funding by 30 June 2022 however a request has been made to extend that deadline.

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



The revised plans have now been prepared which take into account the revised budget and concerns addressed in the public consultation process. The plans as amended have been endorsed by the GBIT and Balranald Beautification committees.

Fully developed architectural and structural plans are required to be prepared and subject to Council's approval to proceed, tenders will then be invited through the TenderLink procurement system.

Following the evaluation of tenders, a report will be submitted to Council with a recommendation as to the award of a contract for the works.

**FINANCIAL IMPLICATION**

This project is to be funded from the FWJO tourism development project

**LEGISLATIVE IMPLICATION**

Local Government Regulation 2021

**POLICY IMPLICATION**

Community Strategic Plan

**RISK RATING**

Moderate

**ATTACHMENTS**

1. **Revised Concept Plans - BALRANALD VISITOR CENTRE - June 2022** [↓](#)



PROPOSED DEVELOPMENT SITE

# Proposed Alterations to Balranald Visitor Centre 83-85 Market Street Balranald NSW 2715 Lot. 71 DP1127975 & Lot. 2 DP700753 & Lot. 3 DP1017869 & Lot. 2 DP1017869 for Balranald Shire Council **CONCEPT DESIGN**

May 2022



PROPOSED DEVELOPMENT SITE

| SHEET LIST     |              |                                 |               |
|----------------|--------------|---------------------------------|---------------|
| PROJECT NO     | SHEET NUMBER | SHEET NAME                      | CURRENT ISSUE |
| CONCEPT DESIGN |              |                                 |               |
| 2005-N-        | C000         | COVER & LOCALITY PLANS          | T2            |
| 2005-N-        | C001         | EXISTING SITE PLAN              | T2            |
| 2005-N-        | C002         | PROPOSED SITE PLAN              | T2            |
| 2005-N-        | C100         | PROPOSED GROUND FLOOR PLAN      | T2            |
| 2005-N-        | C101         | PROPOSED GROUND FLOOR PLAN 1/50 | T2            |
| 2005-N-        | C200         | ELEVATIONS                      | T2            |
| 2005-N-        | C300         | 3D VIEWS                        | T2            |
| 2005-N-        | C301         | 3D VIEW                         | T2            |
| 2005-N-        | C302         | 3D VIEW                         | T2            |



PROPOSED DEVELOPMENT SITE

LOCALITY PLANS

## SCHEDULE OF AREAS

## BUILDINGS

|                              |                 |
|------------------------------|-----------------|
| EXISTING VISITOR CENTRE      | 103 SQM         |
| EXISTING CAFE & AMENITIES    | 148 SQM         |
| EXISTING INTERPRETIVE CENTRE | 102 SQM         |
| PROPOSED FOYER               | 171 SQM         |
| TOTAL BUILDING               | 522 SQM         |
| SITE SIZE                    | APPROX 8776 SQM |

**PRELIMINARY**

CONCEPT DESIGN

BALRANALD VISITOR CENTRE  
ALTERATIONS

BALRANALD SHIRE COUNCIL

COVER & LOCALITY  
PLANS

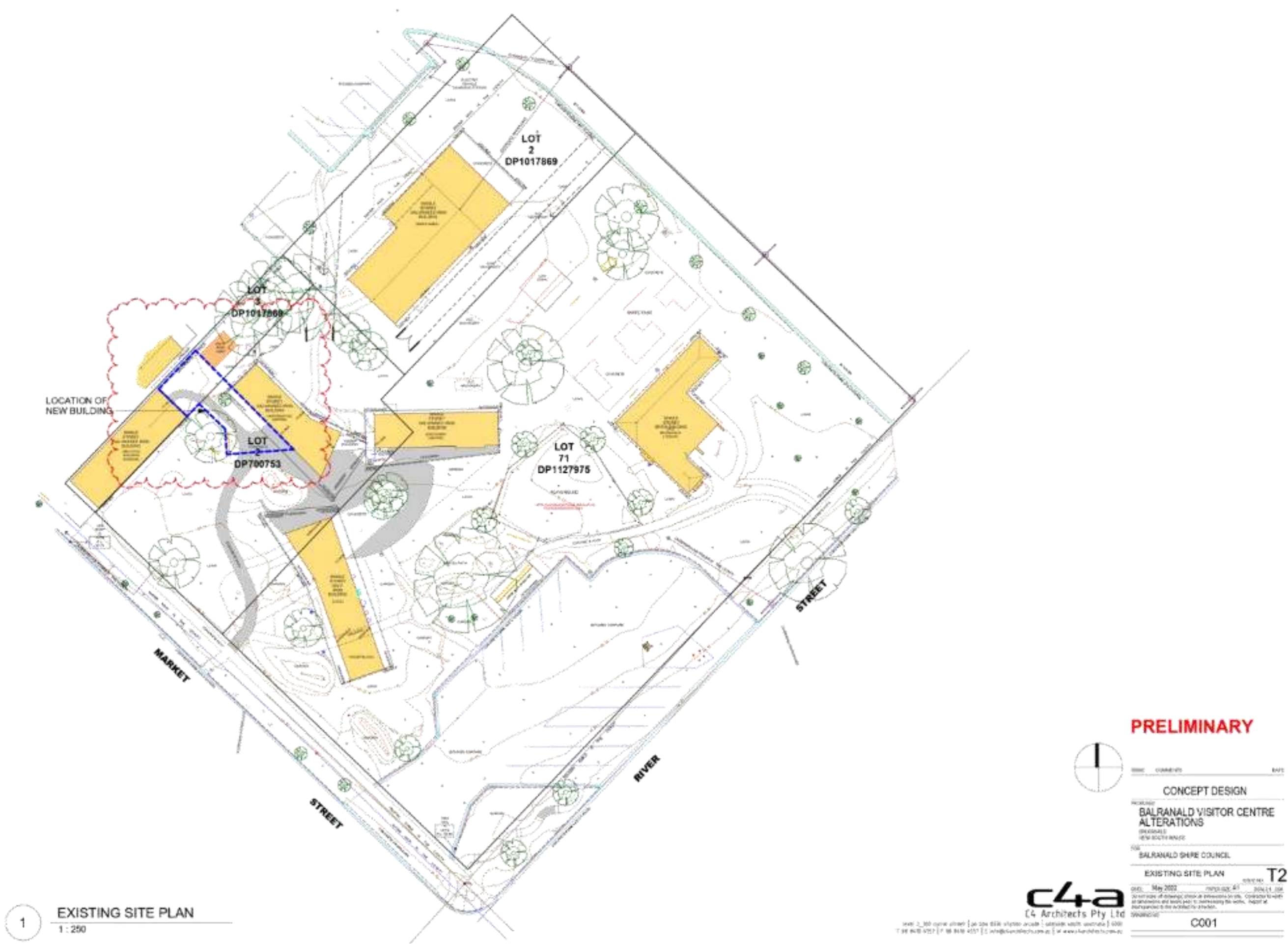
T2

c4a  
C4 Architects Pty Ltd

Level 2, 300 York Street | PO BOX 8288 | Sydney NSW 1587  
T 95 9430 4252 | F 95 9430 4251 | E info@c4architects.com.au | W www.c4architects.com.au

C000

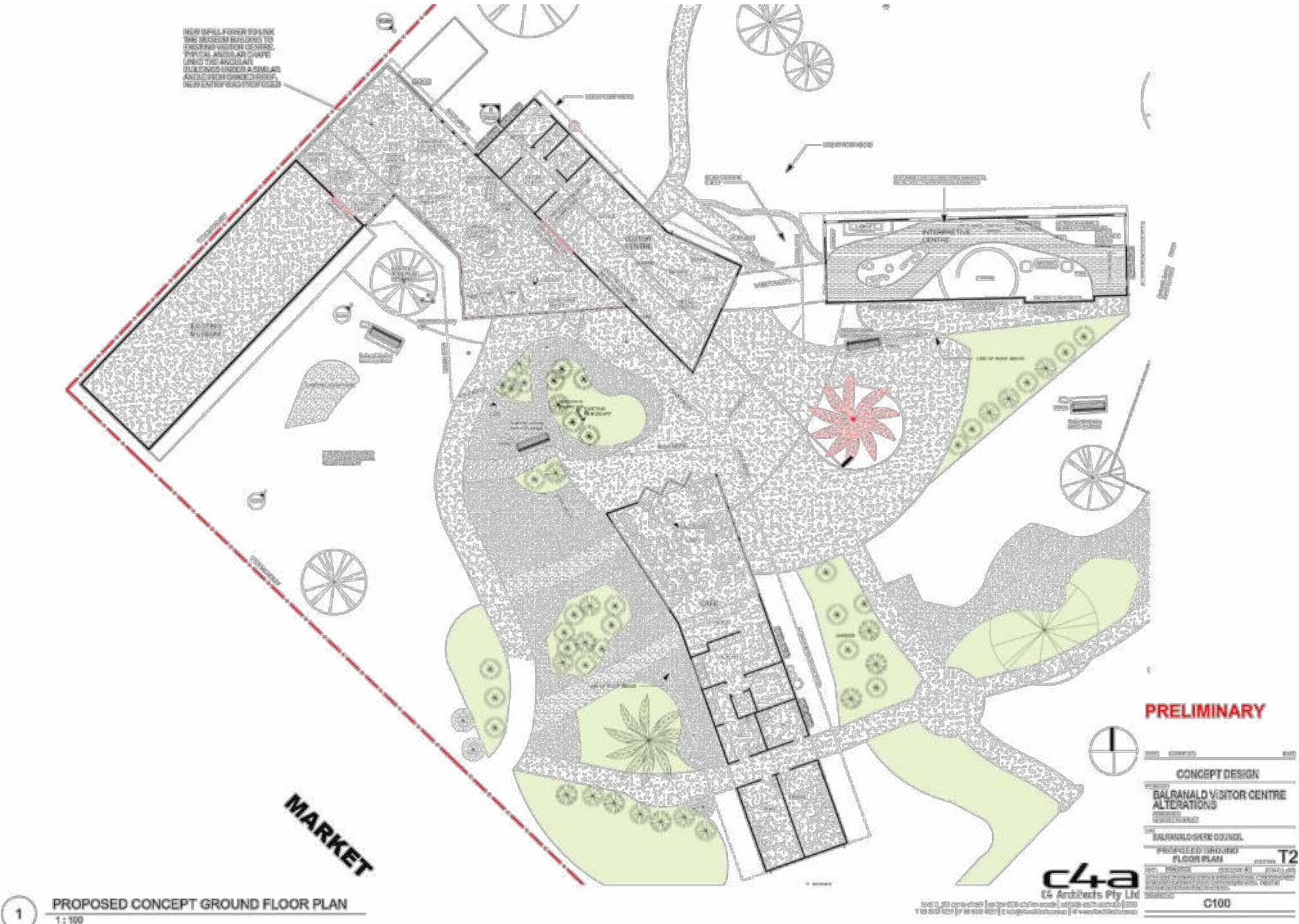




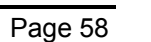




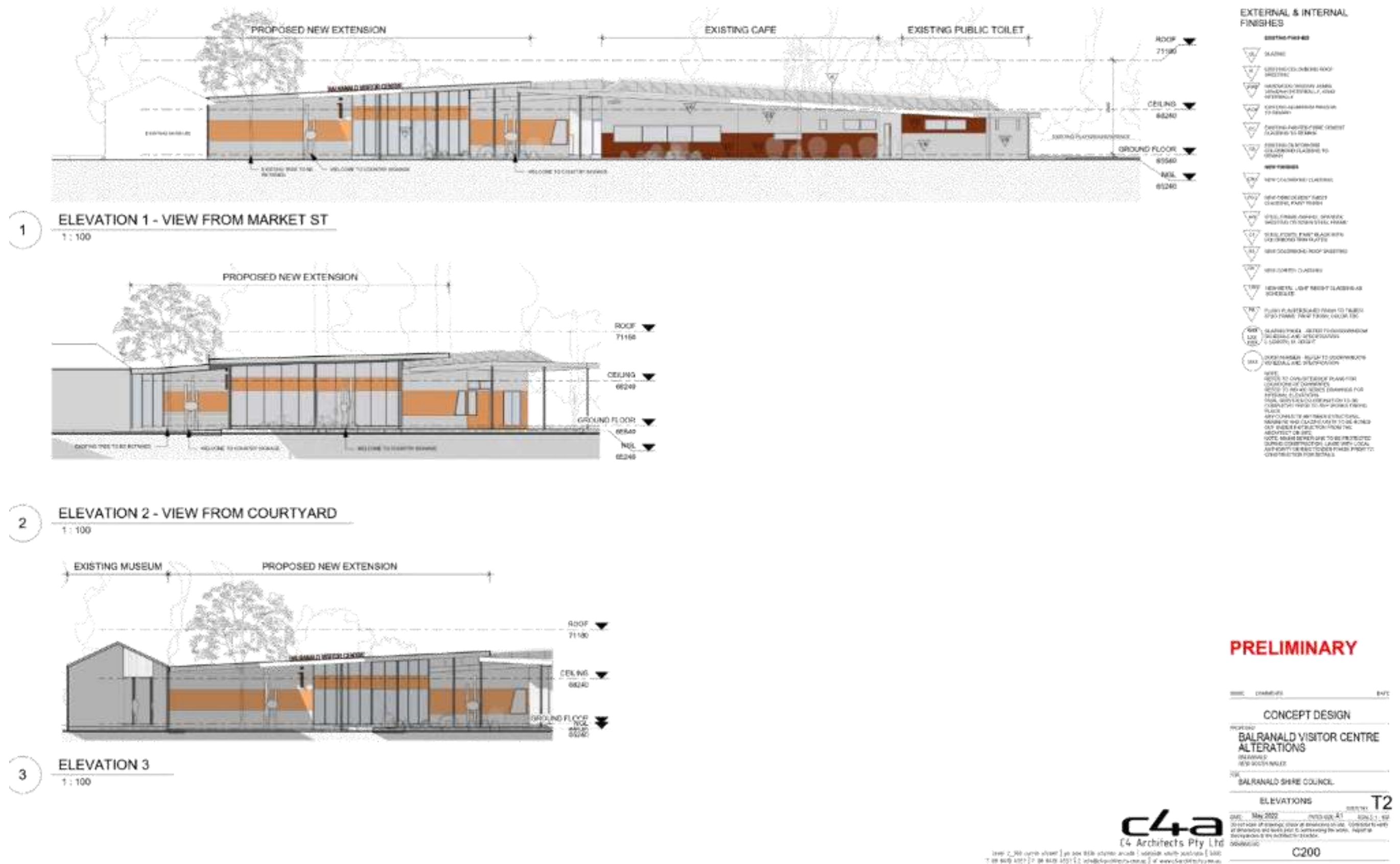


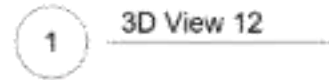
















3D View 14

Source: 2008-2009 Survey of the U.S. Adult Population, 17-24, 2009.

## PRELIMINARY

**c4a**  
C4 Architects Pty Ltd

1446 J. Neurosci., June 23, 2010 • 30(25):8438–8448 • www.jneurosci.org





**9 CORPORATE & COMMUNITY SERVICES REPORTS****9.1 SALE OF LAND FOR UNPAID RATES**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.65946</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Janelle Dalton, Rates Officer</b>                                                                                                 |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, 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 write off the amount of \$4,722.86 as the rates are not lawfully recoverable beyond the amount received by sale of land.

**PURPOSE OF REPORT**

To write off rates, charges and debts outstanding following sale of land by public auction for unpaid rates

**REPORT****Introduction**

A resolution is required from Council to write off rates and interest in accordance with Section 607 of the Local Government Act 1993 (*The Act*) and Part 5 of Local Government (General) Regulation 2021. (*The Regulations*)

**Discussion**

The following parcels of land were sold at public auction on 12 November 2021 according to section 713 of *The Act*, due to unpaid rates. Costs incurred in the sale of land were charged to each respective assessment and purchase monies were allocated to each assessment according to section 717 and 718. The purchase money did not cover the outstanding rates, charges and debts incurred in the process of selling the land. According to section 719 of *the Act*, the rates, charges and debts are taken to have been fully satisfied, therefore the outstanding balance will need to be written off.

Accordingly, resolution is sought to write-off as follows.

| Assessment                            | Name               | Rates & Charges | Interest | Legal Fees | Total Write off          |
|---------------------------------------|--------------------|-----------------|----------|------------|--------------------------|
| 3453384                               | Mr G Perks         | \$755.49        | \$324.26 |            | \$1,079.75               |
| 2605526                               | Estate L'Hotellier | \$1,806.78      | \$309.59 | \$1,526.74 | \$3,643.11               |
| <i>Total amount to be written off</i> |                    |                 |          |            | <u><b>\$4,722.86</b></u> |

**WFINANCIAL IMPLICATION**

The amounts written off will need to be reported in Council's annual report, according to the Regulations.

**LEGISLATIVE IMPLICATION**

Section 717, 718, 719 of the Local Government Act 1993

Regulation 131 and 132 of the Local Government (General) Regulations 2021

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**10 INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1 OFFICIAL NAMING OF DRY LAKE ROAD**

|                                    |                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.67334</b>                                                                                                                              |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Coordinator</b><br><b>Nikkita Manning-Rayner, Administration Officer - Health &amp; Development</b> |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, 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. That Council adopt Dry Lake Road as the name for the private road on Lot 2 DP 1244585; and
2. Finalise the process of official road naming in accordance with the Roads Act 1993 and the NSW Address Policy and User Manual.

**PURPOSE OF REPORT**

To finalise the process of officially naming a road

**REPORT**

Council resolved to undertake consultation in relation to officially naming the private road known as Dry Lake Road near Euston, Minute 2022/212.

Written notice was provided to the owner and beneficiaries of the private road seeking comment in relation to the road naming proposal. Council has received one (1) letter objecting to the proposed road name, along with a petition type letter from a group of beneficiaries, also objecting to the proposed road name. Both items of correspondence address reasoning to retain the name Dry Lake Road as the official road name.

| Author           | Nature of Objection                                                                                                                                                            |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| T Rowe & J Chhun | The local community already knows the road as Dry Lake Rd and to rename it would be pointless and confusing                                                                    |
|                  | The local residents have their addresses at Dry Lake Rd on all official documentation, including drivers licences etc.                                                         |
|                  | Mapping services such as apple maps and google maps currently have the road registered as Dry Lake Rd and a change of name would cause confusion                               |
|                  | All local emergency services know the road as Dry Lake Rd and I personally believe that a change to the name could add delay to critical response in the event of an emergency |



|                                                                                              |                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Petition Group:<br>B & J Hocking<br>M Neyland<br>A & C Gadsden<br>A & D Rogers<br>T & J Rowe | After working towards it for years, we were very excited to have the road named Dry Lake Road. When this occurred many of us changed our address on our license, medical forms, bank accounts, registrations and other relevant paperwork. This name change would cost us significant time, paperwork and annoyance, with no real gain |
|                                                                                              | We like the name Dry Lake Road and feel that it suits the area, particularly as it is the road that provides access to the properties on Dry Lake                                                                                                                                                                                      |
|                                                                                              | It is well known by locals as Dry Lake Road and would still need to be referred to as such to point any locals in the right direction                                                                                                                                                                                                  |

Table 1: Nature of Objections

A Road Name Evaluation search on the Geographical Names Board (GNB) database indicates that Dry Lake Road is currently the *road name in use* for this road. No other constraints are identified in the search report.

Given the level of objection, the validity of the themes raised by the beneficiaries and the positive GNB evaluation, it would seem appropriate to progress the official road naming as Dry Lake Road.

#### FINANCIAL IMPLICATION

Nil

#### LEGISLATIVE IMPLICATION

Roads Act 1993

#### POLICY IMPLICATION

NSW Address Policy and User Manual

#### RISK RATING

Low

#### ATTACHMENTS

1. Tom Rowe and Jackie Chhun Dry Lake Road Naming Proposal [↓](#)
2. Petition List Dry Lake Road Naming Proposal [↓](#)
3. GNB Dry Lake Road Evaluation Search Report [↓](#)



Tue 3/05/2022 10:55 AM

Tom Rowe [REDACTED]

Dry Lake Rd

To: Council

Cc: Jackie Chhun



You forwarded this message on 3/05/2022 10:57 AM.  
We removed extra line breaks from this message.

Good morning

I've just revived a letter stating the shires intention to officially name Dry Lake Rd. I would like to express my disappointment that alternate names are being considered for the already appropriately named Dry Lake Rd. I would like to address some issues that may have been overlooked by this process.

1. The local community already knows the road as Dry Lake Rd and to rename it would be pointless and confusing
2. The local residents have their addresses at Dry Lake Rd on all official documentation, including drivers licences ect
3. Mapping services such as apple maps and google maps currently have the road registered as Dry Lake Rd and a change of name would cause confusion for who knows how long
4. All local emergency services know the road as Dry Lake Rd and I personally believe that a change to the name could add delay to critical response in the event of an emergency.

In conclusion I would like to state we do not support the renaming of Dry Lake Rd to anything other than Dry Lake Rd, especially not "Lakeside Drive".

Please don't try and fix something that "ain't broke"

Kind Regards

Tom Rowe and Jackie Chhun



70 Market Street  
Balranald  
NSW, 2715

|           |             |
|-----------|-------------|
| Received  | 10 MAY 2022 |
| Discussed | GM          |
| GM        |             |
| DID       |             |
| DCGO      |             |
| File No.  |             |
| LETTER    |             |

10.42am  
Kalyon

Residents  
Dry Lake Rd  
Euston  
NSW, 2737

Dear Ray Mitchell,

Thank you for advising us of the name change being considered for Dry Lake Road. We would like to advise the council that we strongly object to the name change.

After working towards it for years, we were very excited to have the road named Dry Lake Road. When this occurred many of us changed our address on our license, medical forms, bank accounts, registrations and other relevant paperwork. This name change would cost us significant time, paperwork and annoyance, with no real gain.

Secondly, we like the name Dry Lake Road and feel that it suits the area, particularly as it is the road that provides access to the properties on Dry Lake.

Thirdly, it is well known by locals as Dry Lake Road and would still need to be referred to as such to point any locals in the right direction.

Thank you for taking our objections into account.

Sincerely,

Bradley and Jessica Hocking

*Bradley Hocking* *Jessica Hocking*

And the following residents of Dry Lake Road:

| Names                 | Dry Lake Number | Phone | Signature           |
|-----------------------|-----------------|-------|---------------------|
| NICK NETLAND          |                 |       | <i>Nick Netland</i> |
| Angie & CRAIG GARDEN  |                 |       | <i>C.R. Garden</i>  |
| Amy and Daniel Rogers |                 |       | <i>A. Rogers</i>    |
| Tom and Jocky Rowe    |                 |       | <i>J. Rowe</i>      |



https://proposals.gnb.nsw.gov.au/public/road-names/evaluation



**\*Local Government Area**  
BALRANALD


**\*Address Locality (Suburb)**  
EUSTON x

**\*Proposed Road Name**  
Dry Lake

**\*Radius**  
30km - Rural

**Road Name Extent**  
Please draw the extent of the proposed road on the map.

- Select either the polyline  or polygon  tool from within the map
- Left click to mark the start of the road
- Add additional points to mark out the road
- Double click for the extent to be completed
- Click Evaluate to undertake a road name evaluation



Esri, Geoscience Australia, NASA, NGA, USGS | Vmap, Esri, HERE, Garmin, METI/NASA, USGS

Powered by Esri

**Evaluate**

**1 potential issue(s) found**

Duplication within boundary

**! A road name of DRY LAKE ROAD already exists in EUSTON - View on map**

**10.2 DRAFT THEATRE ROYAL CONSERVATION MANAGEMENT PLAN**

**File Number:** D22.67435

**Reporting Officer:** Ray Mitchell, Health & Development Coordinator  
Nikkita Manning-Rayner, Administration Officer - Health & Development

**Responsible Officer:** Jeff Sowiak, General Manager

**Operational Plan Objective:** Pillar 2: Our Place – A liveable and thriving community that maintains lifestyle opportunities and addresses its disadvantages.

---

**OFFICER RECOMMENDATION**

That Council

1. Place the draft Conservation Management Plan for the Theatre Royal on public exhibition for a period of 28 days; and
2. The current tenants of the building be notified and sent a written copy of the draft Conservation Management Plan for comment within the 28 day public exhibition period; and
3. Receive a further report following conclusion of public exhibition to consider any submissions.

**PURPOSE OF REPORT**

To exhibit a draft Conservation Management Plan for the Theatre Royal

**REPORT**

Council acquired the majority of the Theatre Royal Complex in the early 2000's and undertook significant restoration works, including footing stabilisation and hall area renovation. As part of the works program for the Local Roads & Community Infrastructure Round 2 Program Council allocated funds to undertake additional works and a conservation management plan.

The objectives of the conservation management plan include guidance for Council around appropriate resource allocation and work programming to ensure the longevity of this multifunction building.

Noel Thomson Architecture was engaged to undertake the preparation of the Plan.

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 current tenants of the complex.

**FINANCIAL IMPLICATION**

Council has allocated funding under the Local Roads & Community Infrastructure 2 Program to enable the preparation of this plan.

**LEGISLATIVE IMPLICATION**

Access to Premises Code

National Construction Code

Disability Discrimination Act 1992

**POLICY IMPLICATION**

Community Strategic Plan (Item 2.4)

**RISK RATING**

Low

**ATTACHMENTS**

1. Draft Conservation Management Plan [↓](#)

## CONSERVATION MANAGEMENT PLAN FOR THE 'THEATRE ROYAL' – 90 MARKET ST, BALRANALD



**PREPARED FOR:**  
BALRANALD SHIRE COUNCIL  
70 MARKET STREET (PO Box 120)  
BALRANALD NSW 2715

**PREPARED BY:**  
NOEL THOMSON ARCHITECTURE PTY LTD  
20 CHURCHILL AVE, (PO BOX 5090)  
WAGGA WAGGA NSW 2650

APRIL 2021

### RECORD OF AMENDMENTS

| Date      | Revision No | Comments   | Authorised |
|-----------|-------------|------------|------------|
| 21.4.2022 | -           | For Review | NT         |
|           |             |            | NT         |
|           |             |            | NT         |

THEATRE ROYAL BALRANALD – CONSERVATION MANAGEMENT PLAN



Noel Thomson  
Architecture

PO Box 5090  
Wagga Wagga  
NSW 2650

Phone (02) 6926 3320  
Fax (02) 6926 6011

Noel Thomson  
Architecture  
Pty Ltd

Nominated Architect:  
Noel Thomson 5869  
ACN 077 973 623  
ABN 82 077 973 623

## TABLE OF CONTENTS

**1 EXECUTIVE SUMMARY****2 INTRODUCTION**

- 2.1 PURPOSE
- 2.2 HERITAGE SIGNIFICANCE
- 2.3 BACKGROUND & OVERVIEW
- 2.4 ACKNOWLEDGEMENTS & BIBLIOGRAPHY

**3 ANALYSIS OF HISTORICAL SIGNIFICANCE**

- 3.1 BRIEF HISTORY OF BALRANALD
- 3.2 HISTORY OF THEATRE ROYAL BALRANALD

**4 ANALYSIS OF PHYSICAL EVIDENCE**

- 4.1 DEFINITIONS / GLOSSARY OF HERITAGE TERMS
- 4.2 THE THEATRE ROYAL - BUILDING CONDITION REPORT
- 4.3 THE THEATRE ROYAL - RECENT WORKS
- 4.4 GRADING OF SIGNIFICANCE

**5 HERITAGE SIGNIFICANCE**

- 5.1 CURRENT STATUS / LISTINGS
- 5.2 ASSESSMENT OF SIGNIFICANCE
- 5.3 THE THEATRE ROYAL STATEMENT OF SIGNIFICANCE

**6 CONSERVATION POLICY DEVELOPMENT**

- 6.1 BURRA CHARTER – BASIS OF APPROACH
- 6.2 CONTROL CHANGE
- 6.3 MANAGEMENT & CURTILAGE
- 6.4 SERVICES
- 6.5 SAFETY MEASURES / BUILDING REGULATIONS
- 6.6 MAINTENANCE & REPAIRS
- 6.7 BUILDING APPEARANCE & FORM
- 6.8 INTRUSIVE ELEMENTS
- 6.9 CONSERVATION ADVICE & CMP ADOPTION
- 6.10 INTERIORS
- 6.11 ARCHAEOLOGY
- 6.12 ADAPTIVE REUSE & OPPORTUNITIES
- 6.13 SIGNIFICANCE & CONSERVATION FUNDING
- 6.14 CONSERVATION LEP REQUIREMENTS

**7 MASTERPLAN**

- 7.1 PREPARATION OF MASTERPLAN
- 7.2 IMPLEMENTATION OF A MASTERPLAN

**8 MANAGEMENT PLAN AND MAINTENANCE**

- 8.1 RECOMMENDATION FOR WORKS
- 8.2 STATUTORY CONTROLS AND OPPORTUNITIES
- 8.3 MANAGEMENT
- 8.4 MAINTENANCE

APPENDIX 1 – Current Photographs

APPENDIX 2 – Existing building layouts (Ground and First Floor)

APPENDIX 3 – Masterplan layout (Ground and First Floor)

APPENDIX 4 – Proforma Management and Maintenance Plan and Maintenance Checklist

1. EXECUTIVE SUMMARY

DRAFT

## 2. INTRODUCTION

### 2.1 Purpose

A Conservation Management Plan is a conservation planning document, which analyses the current context, condition, and management of the place [which has cultural significance], and provides conservation management policies and strategies for the 'best practice' management of the place taking into account client and 'external' requirements, and current and optimum management structures for the Theatre Royal, Balranald.

Balranald Shire Council agreed to the preparation of the Conservation Management Plan in September 2021 and they provided funding for this Plan.

Balranald Shire Council provided the following tasks to be undertaken in relation to the Masterplan for the Theatre Royal:

#### Tasks

- 1.1. Undertake a site visit to record and review the issues;
- 1.2. Consult fully with relevant Council Officers, in relation to the project;
- 1.3. Investigate the previous studies & related documents;
- 1.4. Complete the following tasks in relation to the CMP
  - 1.4.1 Obtain the physical analysis & condition.
  - 1.4.2 Review evidence of potential significance and undertake analysis of evidence
  - 1.4.3 Investigate the significance & prepare a current Statement of Significance.
  - 1.4.4 Provide conservation policies.
  - 1.4.5 Review the future uses after studying the constraints & opportunities.
  - 1.4.6 Provide Masterplan options for the Theatre Royal
  - 1.4.7. Provide Recommendations for future management, maintenance and conservation.

**Conservation Management Plan for: The Theatre Royal building**

**Item Type:** Built **Group:** Recreation & Entertainment **Category:** Theatres

**Local Govt Area:** Balranald

**Address:** 80 Market Street, Balranald NSW 2715

**Statutory Address:** Lot A Section 13 DP 156137

**Owner:** Balranald Shire Council



Fig. 1: SixMaps - aerial view of Theatre Royal building and shops/offices – Market St, Balranald

THEATRE ROYAL BALRANALD – CONSERVATION MANAGEMENT PLAN

3



## 2.2 Heritage Significance

With reference to Heritage NSW "Assessing Heritage Significance" an item will be considered to be of State or Local heritage significance if, in the opinion of the Heritage Council of NSW, it meets one or more of the following criteria:

### HISTORICAL:

**Criterion (a):** An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area).

### ASSOCIATIVE:

**Criterion (b):** An item has strong or special association with the life works of a person or group of persons, of important in NSW's cultural or natural history (or the cultural or natural history of the local area).

### AESTHETIC:

**Criterion (c):** An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area).

### SOCIAL:

**Criterion (d):** An item has strong or special association with a particular community or particular community or cultural group in NSW (or the local area), for social, cultural or spiritual reasons.

### RESEARCH POTENTIAL:

**Criterion (e):** An item has the potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of local area).

### RARITY:

**Criterion (f):** An item possesses uncommon, rare or endangered aspects of the areas cultural or natural history (or the cultural or natural history of local area).

### REPRESENTATIVENESS:

**Criterion (g):** An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments.

- or a class of local area's cultural or natural places; or cultural or natural environments.

### STATEMENT OF SIGNIFICANCE:

This Statement of Significance is an extract from Balranald Shire Heritage Review/Study 2013.

This early 20<sup>th</sup> century Picture Theatre and Hotel has high landmark value, historic and aesthetic significance. Some of its original Arts & Crafts style features, such as ceramic tiled shopfronts and lead lights contribute to its aesthetic value. Originally built in the 1920's as part of an entertainment complex, the Theatre Royal now comprises a range of uses, including small shops.



Fig. 2: Street view of Theatre Royal and shops/offices – Market St, Balranald

## 2.3 Background & Overview

The Balranald Shire Council acquired the majority of the Theatre Royal building in early 2000s, with Council having undertaken restoration works and upgrade projects to utilise the theatre space as a public hall. These works included footing stabilisation, roof replacement, lighting & electrical upgrade and extensions for new kitchen & green rooms. The building has historical value in the streetscape and is a much-loved public building.



Council seeks to maintain the building within available resourcing and look to future funding opportunities to conserve and restore the building to continue the use of the multi-purpose asset for the benefit of the community more appropriately.

Balranald Shire Council engaged Noel Thomson Architecture in 2021 to prepare Conservation Management Plan for the Theatre Royal, Balranald.

The Conservation Management Plan is to include the following sections;

1. Introduction
2. Analysis of Historical Significance
3. Analysis of Physical Evidence
4. Heritage Significance
5. Conservation Policies
6. Master Plan Documentation
7. Management Plan and Maintenance

#### **2.4 Acknowledgments and Bibliography**

This document has been prepared by Noel Thomson of Noel Thomson Architecture Pty Ltd with the assistance of;

- Balranald Shire Council Staff – Ray Mitchell
- Balranald Shire Library Staff – Janaya Gaston
- Balranald Local Historian – Angela Harben
- Balranald Shire Community Heritage Study 2006-2007 – Heritage Archaeology
- Balranald Shire Heritage Study 2013 – Noel Thomson and Peter Kabaila
- Movie Theatre Heritage Register for NSW, 1896-1996 by Ross Thorne, Les Tod and Kevin Cork
- Cinema and Theatre Historical Society of Australia Inc Online Database
- Cinema Record publication – Issue 27 Feb 2000 (Theatre Histories: 85. Country Movie Mogul - Frank O'Halloran) by Gerry Kennedy
- Trove and Articles from the "Riverina Recorder" on Royal Theatre Balranald

### 3. ANALYSIS OF HISTORICAL SIGNIFICANCE

#### 3.1 Brief History of Balranald

Balranald Shire is one of western New South Wales most important settlement areas and one of the few to have sites on the World Heritage List. Balranald, in the County of Cairn, is located on a vast plain approximately 910 km west of Sydney. It became a thriving inland port on the Murrumbidgee River c.1853, particularly with the advent of the river steamer trade. The township of Balranald was gazetted on 4th April 1851. Several explorers are associated with the district of Balranald. They include Lieutenant John Joseph William Oxley, Captain Charles Sturt, Major Sir Thomas Livingston Mitchell, Yurranigh, Turandurey and Ballandella and Burke and Wills. Balranald serves a region of sheep, cattle, wheat, and irrigated fruit farming; lumbering and mining are also local activities. Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park. Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers.

With reference to the Balranald Shire Heritage Review prepared in 2013 by Peter Kabalia and Noel Thomson, a brief European History of Balranald is as follows;

"Balranald developed around a river ford. A river crossing was then an important – and sometimes lengthy- stop in the journey. Hawkers and innkeepers sought passing trade by putting up a few pine log and bark huts at the river crossing. In 1848 Leighton Robinson and Thomas Duggan established a general store at Balranald and during the same year a public house, the Balranald Inn, was erected by a Mr Robertson. In the same year the Commissioner for Crown Lands for the Lower Darling District, George James McDonald, visited the river crossing and named the settlement after his home village of Balranald in the Outer Hebrides, Scotland. He pointed out that the township's position, on the lower reaches of the Murrumbidgee River, was expected to be of strategic importance with the impending introduction of steam navigation on the Murray. Balranald was an established settlement by the time of the Burke and Wills expedition (1860). The expedition crossed the Murrumbidgee River by the punt at the bottom of Mayall Street. They made camp on the river bank in front of the Balranald Inn.

Although Balranald was gazetted at the start of the Victorian gold rush period in 1851, with the first land sale of 35 lots a few years later, the settlement at Lang's Crossing (later Hay) overtook it soon after. Lang's crossing had already been in operation before Balranald was gazetted. The development of the stock-route across the One-tree Plain to Lang's Crossing was attributed mainly to the cattle tycoon Sidney Kidman (1857-1935), taking his cattle drivers through Hay along what later became known as "Kidman Way", through White Cliffs to Hay and then the Victorian gold fields, by-passing Balranald. By the latter half of the 1850s, when the fat-stock market was at its peak, Balranald was exhibiting signs of stagnation. The gold rush therefore held up development of Balranald because all meat-sheep traffic was going through Hay. Although Hay grew faster during the gold rushes, Balranald became established as a sheep grazing area, supplying meat to the gold rush settlements and wool for export through Melbourne.

In 1853 the river steamboat trade commenced with the advent of Cadell's "Lady Augusta" and Randell's "Mary-Ann" and within a few years Balranald became an inland port. After the initial lag in development, Balranald and Euston boomed, becoming busy river ports to about 1900. They became transport interchanges, with wool and red gum being transferred by bullock wagons from sheep stations by riverboat to Echuca from the 1850s.

Paddle steamers had reached nearby Darlington Point by 1858, bringing goods for Echuca and Adelaide. Erection of a Public Wharf was a part of the working river front at Balranald. The local station owners made their wealth by selling their wool produce to the cities by paddle steamer to Echuca. Balranald was also a "wooding station", where cut lengths of gum were sold to the captains by the ton.

When the railway line to Balranald was under construction, steamers transported sleepers along the river. Mail coaches and teamsters still criss-crossed the country. The punts at Balranald permitted safe transport of people, produce and livestock across the Murrumbidgee. Wool from the big sheep station properties such as Yanga and Canally (which were virtually self-sufficient villages) was taken for loading onto barges on the Balranald wharves. From there, paddle steamers towed the barges to the river junction and then upstream along the Murray River to the river port and rail head at Echuca. From there, the wool was taken by road, and later by rail, to Melbourne. Goods went back the other way, from Melbourne to Balranald.

From around 1865 to 1873, Balranald's population had doubled to 350. Its first inhabitant (Robertson, who had built the first hotel) was still there. There was also a resident Police Magistrate (Major Thomas Mitchell's son), courthouse, jail, public school, shops and two hotels. By 1887, Balranald was a boom town with St Barnabas Anglican Church, St Dymphna's Catholic Church, a gospel hall, the Australian Joint Stock Bank, private hospital, and Masonic Hall. It had seven hotels including the Bridge House Hotel. There were four barber shops, four general stores including Harben's General Store, two butchers, two bakeries, two boot makers, three banks, two blacksmiths, tinsmith, tailor, saddler and post office. New South Wales Colonial Architect, James Barnet designed the Post and Telegraph Office which was erected at Balranald in 1871.



Fig. 3: Parish & Town Maps for Balranald, indicating the site of the Theatre Royal building in Market Street

With death of the river trade, came the automatic economic decline of Balranald and Euston. The result on the housing fabric of Balranald is that there is a significant well-preserved stock of late 19th century and Federation period (c1890-c1915) worker's cottages and houses. Local people at Balranald do a lot of home-tuning, personalising their properties, modifying original houses with small additions, sunshades, and ornamental gardens.

In the 1920s land was subdivided from the largest stations to satisfy a land shortage in Victoria. To service the new blocks, the Victorian railway was extended from Echuca to Balranald. Commercial river transport continued for some years after the railway was completed to connect the region to Melbourne (1926). But within two generations, river and rail were replaced by road. The Cobb & Co factory, for example, was converted to a motor garage, the Hay Motor & Engineering Co. The Balranald Railway Station was demolished. At Balranald, the main street moved from Mayall Street (connecting to the old river port) to Market Street on the Sturt Highway. Just as the river transport was gradually phased out by the railway, the railway was gradually made obsolete by sealed road transport. However, even as late as the 1950s, loads of wool were still being carted from Yanga Station on roads that were only dirt tracks.

There was even a gate across the Sturt Highway between Balranald and Hay until the late 1960s. Gradually, however, the State Roads Authority and local Councils undertook asphalt surfacing of the road network and by the end of the 1970's the railway was disused and the station closed.



*Balranald, 1936 — a souvenir aerial photograph issued by "THE ARGUS"*

*Fig. 4: 1936 aerial view of Balranald indicating the Theatre Royal building in Market Street*

In the present day, Balranald Shire has a small ratepayer base that covers a large land area, around 20,000 square kilometres containing 2,500 people. Although much has been demolished or radically altered at the town of Balranald, its fragmented architectural streetscape contains many examples of 19th century and early 20th century houses. A visual survey was made of every street and land of the town to photograph every 100 year old dwelling in the town. Houses that make an important contribution to the streetscape have been identified for possible heritage listing. Particular cases of historic houses exist, however, in visually prominent street locations, where tourists can easily appreciate historic houses as they drive through the town. The Highway and town exit heading to Mungo National Park are two such places.

#### **Timeline:**

- 1830: Explorer Charles Sturt expedition of the Murrumbidgee River passes the site of Balranald
- 1835: William Charles Wentworth (explorer) establishes Yanga Station
- 1836: Major Thomas Mitchell and his party stopped on the site of Balranald on his trek of the Murrumbidgee and Murray Rivers
- 1847: George James McDonald, the Commissioner for Crown Lands for the Lower Darling District, arrived at the site of the present-day township of Balranald, noting it's the place for a new settlement
- 1849: Francis McCabe surveys the site after decision to lay out Balranald township was made in November
- 1851: The township of Balranald was gazetted on 4th April
- 1853: The Australian Joint Stock Bank opened for business in Sydney on 24th January and in 1931 was absorbed by the Bank of New South Wales
- 1865: The first school in Balranald established, later to become the Balranald Central School
- 1866: Royal Hotel was constructed in Court Street
- 1871: Post & Telegraph Office erected in Market Street
- 1873: Anglican Church constructed and services began 6<sup>th</sup> April
- 1875: Catholic Church construction completed
- 1877: The newspaper Riverina Recorder commences
- 1880: Hospital constructed and dedicated on 16<sup>th</sup> January



1881: Balranald population around 400, reporting that five stores and six hotels  
 1882: Balranald was proclaimed a Municipality in 1882 and Herman Levy was elected its first mayor  
 1883: Lift-span bridge constructed over the Murrumbidgee River opened to traffic in April  
 1885: New Courthouse erected in Market Street and Balranald Racing Club established  
 1887: The Gaol, Police Station & residence were Masonic Hall construction completed  
 1888: Presbyterian Church construction completed  
 1899: Post & Telegraph Office extended and St Joseph's Catholic School established  
 1911: Public telephone system / service established in Balranald  
 1926: Balranald was connected to the Victorian Rail system and Railway Station constructed  
 1926-27: The new Royal Hotel buildings commenced construction in Market Street  
 1929: New Fire Station building constructed in Market Street  
 1933: New 'Rose Drapery' store and 'Theatre Royal' opened in the Royal Hotel buildings in Market Street  
 1944: Norma Male was appointed Town Clerk at the Balranald Municipal Council, the first female town clerk in New South Wales  
 1956: The local government administrative body became the Shire of Balranald  
 1964: New premises for the Balranald Shire Council were opened in August, erected at a cost of £40,000  
 1965: Women's Rest Centre (CWA) & Library building opened on 1<sup>st</sup> October  
 1966: The Royal Hotel had ceased operation and building later demolished  
 1977: The Police lock-up was last used, the holding both men and women had ceased.  
 1978: Theatre Royal Café ceased operation in the Market Street building.  
 2015: Council's new \$1.5million Balranald Discovery Centre opened at 83 Market Street  
 2020: NSW local government minister Shelley Hancock places Balranald Shire Council in under administration, as of 29th January until 2024.

### 3.2 History of Theatre Royal Balranald



Mr W. A. Merrett, the proprietor of the Royal Hotel in Court Street, started constructing the Balranald's Theatre Royal building behind the hotel facing Market Street in c1926. The 'Theatre Royal' was licensed to Mr Merrett in November 1933, this 400+ seat cinema is accessed by a small, rather narrow foyer that leads from the street to the auditorium. The theatre building has four shops with upstairs accommodation and a supper room which had a direct connection to the entry foyer below. Theatre Royal opened with fanfare on 30<sup>th</sup> September 1933 to a packed house of over 200 people in attendance with Frank P O'Halloran the operator. Frank O'Halloran of Balranald started his rural 'Regent' chain of cinemas from this site in 1933. The Theatre Royal was leased to O'Halloran Theatres (a well-known Victorian cinema chain) and by 1937 there were two theatres operating in Balranald – "The Britannia" and the "Royal". O'Halloran Theatres operated the new 'Regent Theatre' from 1940-1957 with the Moore family purchasing the 'Regent Theatre' in 1958. With the introduction of television in the 1960s there was a decline in the use of the theatre and it ceased to operate as a picture theatre in 1962.

Having laid unused and vacant for many years the Balranald Shire Council acquired the title to the building in 2002. The Shire Council has received grants of \$250,00 from DOTARS and \$75,000 from the NSW Ministry for the Arts for the redevelopment of the 1930's theatre building into a multipurpose centre including commercial spaces, courthouse, council chambers, library and 300 seat theatre. Further upgrades and restoration works have included footing stabilisation, roof replacement, lighting & electrical upgrade and extensions for new kitchen & green rooms.

Fig. 5: Article from the 'Riverina Recorder' reviewing the Opening Night for Theatre Royal on 30<sup>th</sup> September 1933



The Digger's Ball on July 22nd, 1938 at the Theatre Royal.  
"The good old days"

Courtesy of David

Fig. 6: photograph of the gathering for the 'Digger's Ball in 1938 at the Theatre Royal

#### Frank O'Halloran:

P. F (Frank) O'Halloran was born on 14 December 1905 and lived his early life in Balranald. He was educated at Assumption College (Kilmore, Victoria) and on his return following the death of his father to run 'Rosalind Park', formed a dance band which was in popular demand in the Balranald area. Frank O'Halloran was keenly interested in the movies and around 1935 decided to take the risk and get into the 'movie business.' In 1932/33 he had opened an electric appliance shop which was known as the Balranald Radio Company. He ran this business for some years and during this time he hired the Theatre Royal which had 450 seats.



Kevin (left) and Frank O'Halloran

Fig. 7: photograph of Kevin & Frank O'Halloran  
courtesy of Mary Livingston – from the Cinema  
Record publication – Issue 27 Feb 2000

This project proved successful, and he next took a big gamble and crossed the border to the prosperous Murray River town of Swan Hill where he leased the Modern Town Hall. This large venue seated 1200 and became the centre of his operations in c.1938/39. From these beginnings O'Halloran Theatres expanded to locations in Deniliquin (NSW) and Nyah West, Warracknabeal, Dimboola and Nhill in Victoria for 'Regent Theatre' chain/network. At its peak, O'Halloran Theatres controlled 13 screens in 11 locations spread across hundreds of kilometres of Victoria and southern NSW. Frank O'Halloran was a canny businessman who was not afraid to take on the film distribution companies. He refused to pay percentages and only rented films at fixed prices. He also refused the distributors unreasonable demands to accept packages of films and he only booked the movies he favoured. From the late 1950's and especially during the 1960's, with the introduction of television for the 1956 Melbourne Olympic, the arrival of television in many country areas began to have an effect on cinema attendances and he had to diversify into other areas. Frank O'Halloran's long and productive life came to end with his death in November 1989.

**Timeline:**

- 1926-27: Mr W Merrett, the proprietor of the Royal Hotel commences construction of the new Royal Hotel buildings in Market Street
- 1933: New 'Rose Drapery' store and 'Theatre Royal' opened in the Royal Hotel buildings in Market Street
- 1933: Theatre Royal opened with fanfare on 30<sup>th</sup> September to a packed house of over 200 people in attendance with Frank P O'Halloran the operator
- 1940: O'Halloran Theatres operated the new 'Regent Theatre' from 1940-1957.
- 1958: The Moore family purchase the 'Regent Theatre' and operate it until its closure in 1962
- 1978: Theatre Royal Café ceased operation in the Market Street building
- 1978-2002: The 'Theatre Royal' building & shops used for a range of retailing; apparel, toys, giftware, furniture and offices
- 2002: Council purchase the 'Theatre Royal' building on 8<sup>th</sup> September 2002
- 2006: Footing stabilisation (Uretek & key reblocking and underpinning) undertaken at the Theatre
- 2006: Works undertaken to the Theatre building including; roof and floor replacement and replastering
- 2008: New lighting occurs in the theatre and hall furniture purchased
- 2009: Major electrical upgrade/replacement undertaken renovation
- 2010: Lead light restoration to the shopfronts at the 'Theatre Royal' building
- 2011: New addition to the 'Theatre Royal' building occurs with Change rooms & Kitchen constructed
- 2020: The vacant allotment to the east is upgraded for new parking area and open space treatment
- 2021: New reverse cycle airconditioning added to the 'Theatre Royal' hall (yet to be commissioned due Essential Energy metering matter)
- 2021: Current first floor of the 'Theatre Royal' building unoccupied, with ground floor retail space being utilised by local 'Craft Group', with shops used by CanAssist and the Council for offices

#### 4. ANALYSIS OF PHYSICAL EVIDENCE

##### 4.1 Definitions/Glossary of Heritage Terms

This section identifies and defines heritage terms used in the Burra Charter, the *Heritage Act 1977*

**adaptation** means modifying a **place** to suit compatible uses

**alter** in relation to a heritage item means to: make structural changes to the inside or outside of the heritage item or make non-structural changes to the detail, fabric, finish or appearance of the outside of the heritage item, including changes resulting from painting previously unpainted surfaces, providing that the same colour scheme and paint type is used

**compatible use** means a use that involves no change to the culturally significant **fabric**, changes which are substantially reversible or changes which require a minimal impact.

**conservation** means all the processes of looking after a place so as to retain its **cultural significance**. It includes maintenance, and may according to circumstance, include **preservation**, **restoration**, **reconstruction** and **adaptation** and will commonly be a combination of more than one of these.

**conservation management plan** means a document prepared in accordance with the NSW Heritage Office guidelines which establish the heritage significance of an item, place or heritage conservation area, and identify conservation policies and management mechanisms that are appropriate to enable that significance to be retained.

**cultural significance** means aesthetic, historic, scientific, or social value for past, present or future generations.

**curtilage** means the area of land (including land covered by water) surrounding an item or area of heritage significance which is essential for retaining and interpreting its heritage significance.

**demolish** a heritage item or a building work, relic, tree or place within a heritage conservation area means wholly or partly destroy or dismantle the heritage item or building, work, tree or place.

**environmental heritage** means those places, buildings, works, relics, movable objects, and precincts, of State or local heritage significance.

**fabric** means all the physical material of the **place**.

**heritage item** means : a, building, work, archaeological site or place specified in an inventory of heritage items that is available at the office of the council and the site of which is described in Schedule X (insert reference to the schedule of the plan containing a written description of heritage item sites) and shown (insert how it is shown, for example, by diagonal hatching) on the map marked "....."

**heritage significance** means historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value.

**in the vicinity** means surroundings, context, environment or vicinity of a heritage item

**item** means a place, building, work, relic, movable object or precinct.

**local heritage significance** means significance to an area in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item.

**maintenance** means the continuous protective care of the fabric, contents and setting of a place and is to be distinguished from repair. Repair involves **restoration** or **reconstruction** and should be treated accordingly.

**material affectation** means changes made to an item or place that will affect the heritage significance of that item or place and inclusive of more than just change to the fabric of that item or place.

**movable object** means a movable object that is not a relic.

**place** means an area of land, with or without improvements.

**precinct** means an area, a part of an area, or any other part of the State.

**preservation** means maintaining the fabric of a place in its existing state and retarding deterioration.

**reconstruction** means returning a place as nearly as possible to a known earlier state and is distinguished by the introduction of materials (new or old) into the fabric.

**renovation** in relation to a building or work means: the making of any structural changes to the outside of the building or work or the making of non -structural changes to the fabric or appearance of the



outside of the building or work, including changes that involve the repair, plastering or other decoration of the outside of the building or work.

**restoration** means returning the existing fabric of a place to a known earlier state by removing accretions or by assembling existing components without the introduction of new material.

**setting** means the area of influence or setting of a heritage item which may vary from the surrounding garden and fields of a country house to the pavement of an urban building.

**State heritage significance** means significance to the State in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item.

#### 4.2 The Theatre Royal – Building Condition

The 'Theatre Royal' building was in a dilapidated state when Council acquired the building in 2002 and have undertaken many upgrade works to restore that building and make the hall operational. The building is a masonry constructed building of two storeys facing Market Street that consists of 4 shops and entry foyer/passage to the large single storey Hall/Auditorium to the rear.

The building upgrades since 2002 have included the installation of new Male & Female toilets, Kiosk/Kitchenette, upgrade to the Auditorium with new lighting, carpet and operable wall and most recently the extension to the west side for new commercial Kitchen and Green/ Change rooms located off the Stage. There is an understage area that is currently not utilised due to 'water' issues that will need to be addressed, otherwise the Auditorium / old 'Theatre Royal' building is in good condition.

The first floor of the Market Street building where original Supper Room and Apartment above the Café is in poor condition having not been occupied for many years and closed off. The former vacant apartment consisted of a Kitchen, Bathroom, (both de-fitted) Living and Bedroom with the stair access from the shop below restricted/closed off. The original Supper Room is only accessible from the former vacant apartment as the stair access from the foyer has been removed when the electrical upgrade occurred to form the new electrical switchroom.

For the layout of the 'Theatre Royal' building, see drawings below and refer Appendix 2 and for Existing Condition photographs refer Appendix 1.

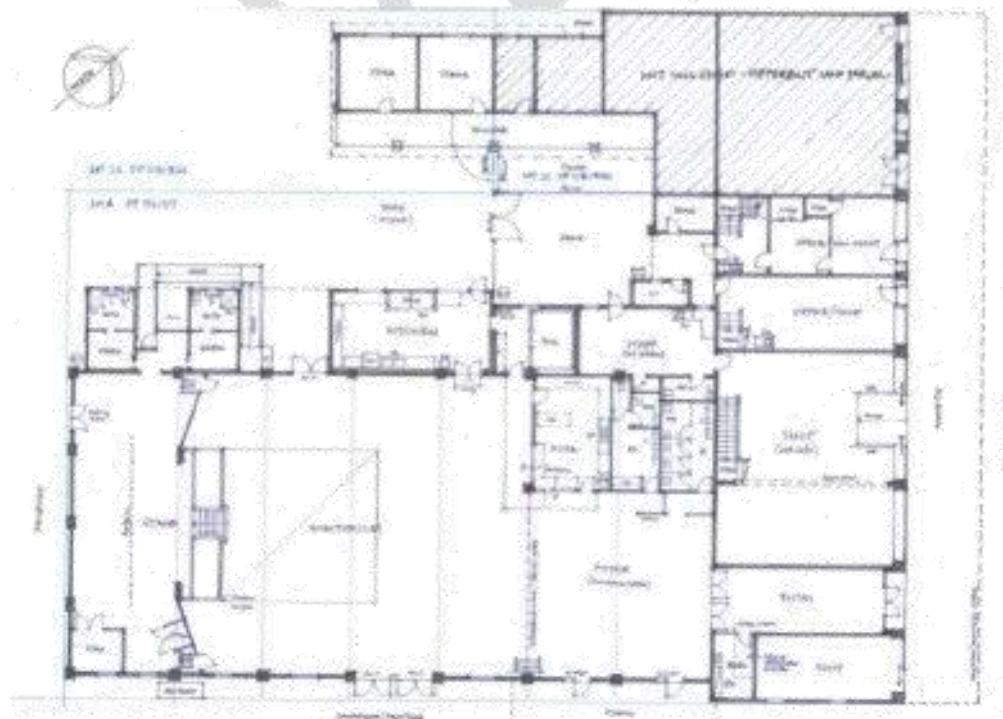


Fig. 8: Ground Floor Plan for the Theatre Royal building – Noel Thomson Architecture

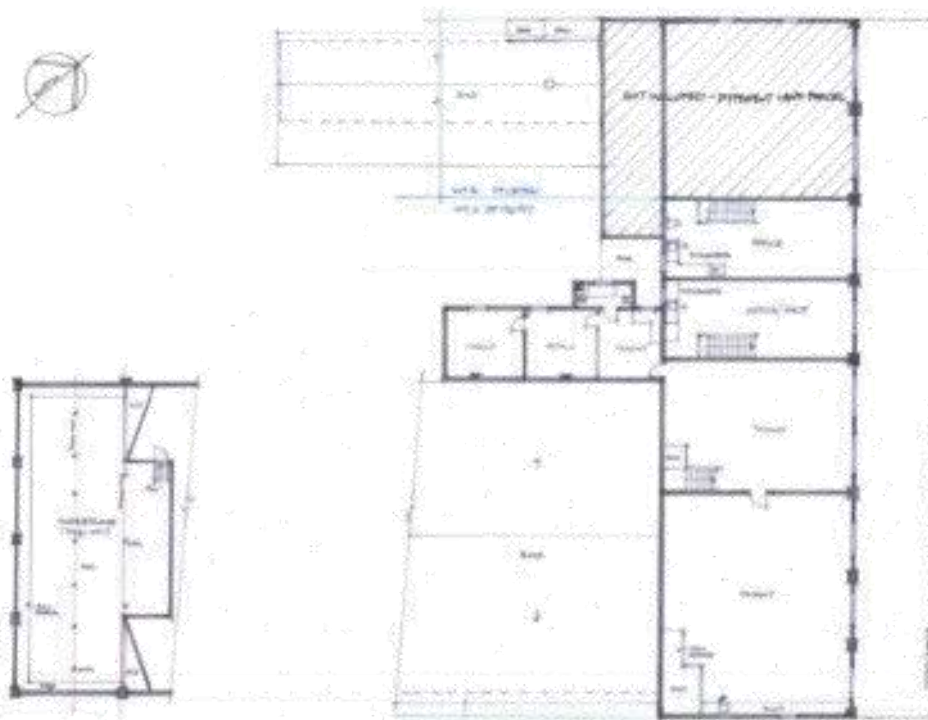


Fig. 9: Understage & First Floor Plan for the Theatre Royal building – Noel Thomson Architecture

#### 4.3 The Theatre Royal – Recent Works

Council acquired the title to the building in 2002 and have undertaken upgrades and restoration works have included footing stabilisation (2002), roof replacement (2006), lighting & electrical upgrade (2008/09), leadlight restoration to the shopfronts (2010) and extensions for new kitchen & green rooms (2011). The most recent works have been the upgrading of the vacant allotment to the east upgraded for new parking area and open space treatment (2020) and the new reverse cycle airconditioning added (2021) to the 'Theatre Royal' hall (yet to be commissioned due Essential Energy metering matter).

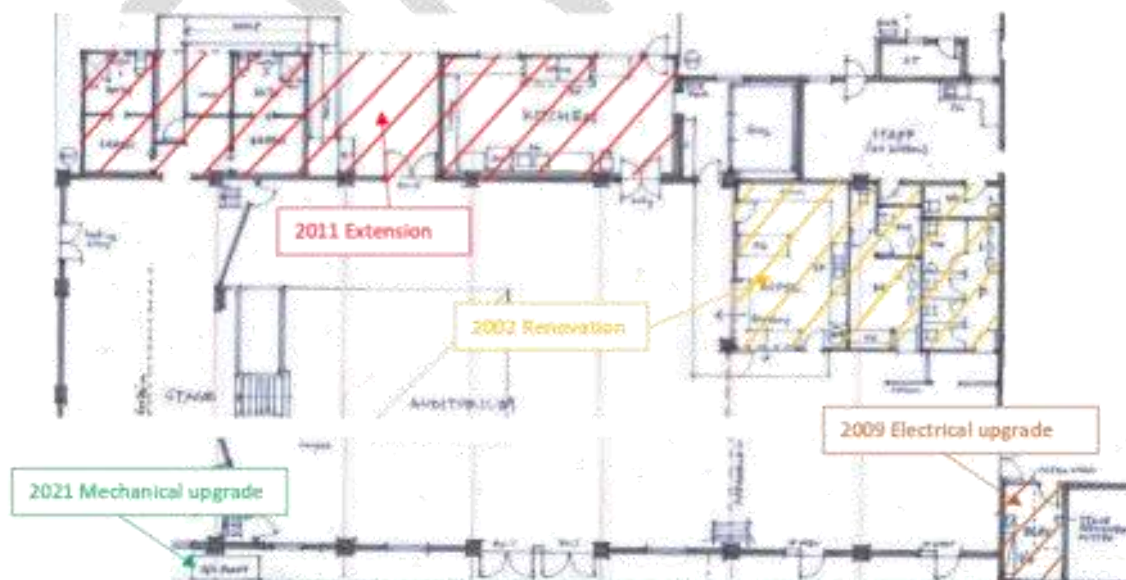


Fig. 10: Theatre Royal building - Ground First Floor Plan extract - Noel Thomson Architecture

## 5. HERITAGE SIGNIFICANCE

### 5.1 Current Status / Listings

Currently the Theatre Royal, Balranald is not a Locally or State listed heritage item, however it does hold significance for the township, and there is the possibility that it will be listed locally in the future as recommended by the Balranald Shire Heritage Study 2013 (by Noel Thomson & Peter Kabaila)

### 5.2 Statutory Heritage Lists

Only lists based on legislation have statutory standing in NSW. Heritage items with statutory protection include:

- items of local heritage significance listed on Schedules to Local Environmental Plans
- items of special significance to the people of NSW listed on the State Heritage Register
- NSW items on the Register of the National Estate (the Commonwealth has limited powers to restrict the actions of its agencies which affect these items).

Statutory lists of heritage items advise owners and the community of special places and objects which should be kept for future generations to appreciate and enjoy. Owners of items on these lists need to make an application to a consent authority, such as a local council or the Heritage Council, before they can make major changes. The consent authority has the responsibility of approving only those changes that respect the heritage significance of the item.

Most of the items on local heritage schedules are of local heritage significance. But some items listed by local councils are also of State significance.

#### The State Heritage Register:

The State Heritage Register was created in April 1999 as a result of amendments to the Heritage Act, 1977. The Heritage Council seeks public comment before recommending the listing of items to the Minister for Urban Affairs and Planning. Listings are published in the Government Gazette. The Register will even

### 5.3 Other Heritage Lists

The State Heritage Inventory already includes some cross-references to heritage items in New South Wales that are identified by organisations such as the National Trust, the Art Deco Society, the Institution of Engineers and the Royal Australian Institute of Architects.

In most cases these non-statutory lists cannot be used to control future changes to the items. Their value is to alert the community, local councils and the Heritage Council to significant items that may need to be listed on the State Heritage Register or local environmental plans lists. The Theatre building is **not listed** on the following heritage registers:

- Register National Trust of Australia (NSW)
- Register of the National Estate
- Royal Australian Institute of Architects - Register of Significant Buildings
- NSW Heritage State Heritage Register

### 5.4 The Burra Charter

*The Burra Charter* (2013) The Australia ICOMOS Charter for Places of Cultural Significance is used as a guideline in assessing heritage significance. The Burra Charter provides guidance for the conservation and management of places of cultural significance. The Charter sets a standard of practice for those who provide advice, make decisions, about, or undertake works to places of cultural significance, including owners, managers and custodians.

Article 26.1 of the Burra Charter states that:

*"Work on a place should be preceded by studies to understand of the place which should include analysis of physical, documentary and other evidence, drawing on appropriate, knowledge, skills and disciplines."*

Once the place has been studied, the cultural significance can be assessed. Article 1.2 of the Burra Charter defines **cultural significance** as the "aesthetic, historic, scientific, social or spiritual value for past, present or future generations."

### 5.5 NSW Heritage Office Guidelines

The evaluation criteria for the assessment of cultural significance were developed by the NSW Heritage Council in association with amendments to the NSW Heritage Act 1977. They were developed with the goal of national consistency and community understanding and replaced the previously used *State Heritage Inventory (SHI)* assessment criteria. The *State Heritage Register (SHR)* criteria were gazetted followings to the Heritage Act and have been in force since April 1999.

Assessment in this report has been made using these criteria for listing on the State Heritage Register. Criteria are outlined in the publication *Assessing Heritage Significance – Heritage Office 2001*. Under each section a place is assessed to be of **STATE** or **LOCAL** or **NO** heritage significance.

**STATE:** Of significance to the State of New South Wales

**LOCAL:** Of significance to the Local Government area

### 5.6 Grading of Significance

Grading reflects the contribution the element makes to the overall significance of the item. In accordance with the NSW Heritage Office Guidelines for Assessing Heritage Significance, the following five grades of significance have been defined.


Different components of a place may make a different relative contribution to its heritage value. Loss of integrity or condition may diminish significance. In some cases it may be useful to specify the relative contribution of an item or its components. While it is useful to refer to the following table when assessing this aspect of significance it may need to be modified to suit its application to each specific item.

| Grading            | Justification                                                                                                                                                     | Status                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Exceptional</b> | Rare or outstanding elements directly contributing to an item's local or state significance. High degree of intactness. Item can be interpreted relatively easily | Fulfills the criteria for local or state listing = 5         |
| <b>High</b>        | High degree of original fabric. Demonstrates a key element of the item's significance. Alterations do not detract from significance.                              | Fulfills the criteria for local or state listing = 4         |
| <b>Moderate</b>    | Altered or modified elements. Elements with little heritage value, but which contribute to the overall significance of the item.                                  | Fulfills the criteria for local or state listing = 3         |
| <b>Little</b>      | Alterations detract from significance. Difficult to interpret.                                                                                                    | Does not fulfill the criteria for local or state listing = 2 |
| <b>Intrusive</b>   | Damaging to the item's heritage significance.                                                                                                                     | Does not fulfill the criteria for local or state listing = 1 |

| Area                            | Photograph                                                                           | Status / Rating |
|---------------------------------|--------------------------------------------------------------------------------------|-----------------|
| <b>Market St / front facade</b> |  | <b>5</b>        |



|                         |                                                                                      |       |
|-------------------------|--------------------------------------------------------------------------------------|-------|
| East side facade        |    | 4     |
| East & rear facade      |    | 4     |
| West side & rear facade |    | 4 & 3 |
| Stores building         |   | 3     |
| Shopfronts (east)       |  | 4     |
| Shopfronts              |  | 4     |
| Theatre Entry Foyer     |  | 5     |
| Auditorium              |  | 5     |

|                                   |                                                                                      |       |
|-----------------------------------|--------------------------------------------------------------------------------------|-------|
| Auditorium<br>& Stage             |    | 5     |
| & Stage                           |    | 5     |
| Theatre<br>Toilets                |    | 3     |
| Theatre<br>Kitchenette            |   | 3     |
| Theatre<br>Kitchen<br>(2011)      |  | 3     |
| Change /<br>Green rooms<br>(2011) |  | 3     |
| Stage                             |  | 4     |
| Understage<br>area                |  | 4 & 3 |

|                                                                            |                                                                                      |   |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---|
| Former Shop<br>(storage)                                                   |    | 4 |
| Former Stair<br>to first floor<br>– now<br>electrical<br>room              |     | 3 |
| First Floor -<br>former<br>Supper<br>Room<br>(vacant)                      |    | 4 |
| Grd Floor -<br>former shop<br>- now new<br>Office                          |   | 4 |
| First Floor -<br>former shop<br>/ apartment<br>– now new<br>Office         |  | 4 |
| Grd Floor -<br>former Shop<br>- now<br>CanAssist                           |  | 4 |
| First Floor -<br>former shop<br>/ apartment<br>- now<br>CanAssist<br>staff |  | 4 |



|                                                                                      |                                                                                      |       |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------|
| Grd Floor -<br>former Café -<br>- now Craft<br>Group Shop                            |    | 4     |
| First Floor -<br>former Shop<br>upper<br>(vacant)                                    |    | 4     |
| First Floor -<br>former Shop<br>Apartment<br>kitchen<br>(vacant)                     |    | 4 & 3 |
| First Floor -<br>former Shop<br>Apartment<br>Living room<br>(vacant)                 |    | 4     |
| First Floor -<br>former Shop<br>Bedroom<br>(vacant)                                  |  | 4     |
| First Floor -<br>former Shop<br>Apartment<br>Bath Room<br>(vacant -<br>derelict)     |  | 3 & 4 |
| Grd Floor -<br>former Café<br>kitchen -<br>now Craft<br>Group staff<br>area          |  | 3     |
| Grd Floor -<br>former Café<br>kitchen -<br>now Craft<br>Group staff<br>area & toilet |  | 3     |



|                                       |                                                                                    |   |
|---------------------------------------|------------------------------------------------------------------------------------|---|
| Stores<br>Building - 2<br>Store rooms |  | 3 |
|---------------------------------------|------------------------------------------------------------------------------------|---|

### 5.7 Assessment of Significance

With reference to Heritage NSW "Assessing Heritage Significance" the assessment of significance against NSW Heritage Criteria is as follows:

An item will be considered to be of **STATE** or **LOCAL** heritage significance if, in the opinion of the Heritage Council of NSW, it meets one or more of the following criteria:

#### HISTORICAL:

**Criterion (a):** An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area).

Having opened in 1933, the Theatre Royal is historically significant due to its construction taking many years to complete during the depression forming an shops and theatre building in Balranald's mainstreet.

#### ASSOCIATIVE:

**Criterion (b):** An item has strong or special association with the life works of a person or group of persons, of important in NSW's cultural or natural history (or the cultural or natural history of the local area).

The Theatre Royal is important due to its association with Mr W. A. Merrett who owned the Royal Hotel and constructed the building behind to achieve a major 'entertainment' complex for Balranald. Mr Frank O'Halloran is an important figure in Balranald, southern NSW and Victoria with started with operating the Theatre Royal in 1933. Some years later O'Halloran Theatres had 13 cinema's operating under the 'Regent Theatre' banner by the 1950's.

#### AESTHETIC:

**Criterion (c):** An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area).

The Theatre Royal has aesthetic significance due to its design being a two storey shop building (with theatre behind) fronting Market Street having an imposing facade with Arts & Crafts style features and leadlighting detailing at shopfronts.

#### SOCIAL:

**Criterion (d):** An item has strong or special association with a particular community or particular community or cultural group in NSW (or the local area), for social, cultural or spiritual reasons.

Having operated as a picture theatre / cinema from its 1933 opening until its closure in 1962 and for the many important events (Diggers Ball 1938), the theatre is socially significant to the people of Balranald.

#### RESEARCH POTENTIAL:

**Criterion (e):** An item has the potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of local area).

The Theatre Royal has minimal potential to yield additional information on Balranald and NSW's history other than what has been identified in this CMP.

#### RARITY:

**Criterion (f):** An item possesses uncommon, rare or endangered aspects of the areas cultural or natural history (or the cultural or natural history of local area).

The Theatre Royal building with shops, accommodation and auditorium is unique to Balranald and is a rarity in the Riverina and southern NSW.

## REPRESENTATIVENESS:

**Criterion (g):** *An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments.*

- *or a class of local area's cultural or natural places; or cultural or natural environments.*

Along with the arrival of the railway, the Theatre Royal demonstrates the development in the 1920's of the prosperous township of Balranald and is representative of other theatres being built around that period.

**5.8 "Theatre Royal" Statement of Significance**

The "Theatre Royal" building is significant to Balranald having been constructed by Mr W. A Merrett the owner of the adjoining Royal Hotel and operational from 1933 until its closure in 1962. It is important due to its association with local, Mr Frank O'Halloran who operated the theatre from 1933 until the 1950's having expanded this 'movie' empire into southern NSW and Victoria operating 13 cinemas in total.

This early 20<sup>th</sup> century Picture Theatre and Shop has high landmark value, historic, aesthetic and social significance due to its operation as a picture theatre/cinema for 40 years. Some of its original Arts & Crafts style features, such as ceramic tiled shopfronts and lead lights contribute to its aesthetic value. Originally built in the 1920's as part of an entertainment complex, the "Theatre Royal" building now comprises a range of uses, including small shops / offices and auditorium for use and hire to the people of Balranald.

## 6. CONSERVATION POLICY DEVELOPMENT

### INTRODUCTION:

The **guiding conservation policy** is that the Theatre Royal shall be conserved and appropriately managed in a manner respecting its cultural & state heritage significance. That the features intrinsic to that heritage significance are conserved, and that change be consistent and sympathetic with the viable use or uses.

### 6.1 BURRA CHARTER – BASIS OF APPROACH

#### POLICY 1.1

All conservation work and development will be carried out in accordance with the principles of The Australia ICOMOS charter for the conservation of places of cultural significance (the Burra Charter) in its current form.

#### POLICY 1.2

The statement of significance in this plan, together with any additional detailed research and assessments and scope of works, will guide future decisions and work on the place.

#### POLICY 1.3

Prior to undertaking work to any fabric on any building as having Significance, a statement of heritage impact consistent with NSW Heritage Manual procedures, shall be prepared which;

- Verifies the assessment of Significance through detailed investigation, recording and evaluation by conservation professional.
- Confirms the relevant policies applicable to the Significance and level of intervention proposed.
- Establishes a comprehensive specification applicable to the proposal, based on conservation policies from this Plan.

#### POLICY 1.4

All available documentary and physical evidence is to be reviewed as a guide, prior to any work being undertaken.

All work to be undertaken on the basis of known evidence. Conjecture, guesswork or prejudicial estimation is not acceptable.

#### POLICY 1.5

Retention, enhancement and retrieval of significant characteristics should be adopted as opportunities arise, after consideration of the changing needs and circumstances of the site and its users.

### 6.2 Control Change

#### POLICY 2.1

Ensure that sufficient consultation related to changes occurs between the stakeholders and Balranald Shire Council and Heritage NSW (as required).

#### POLICY 2.2

Ensure that changes provide for retention and enhancement of all significant fabric and items as identified in this Conservation Management Plan.

#### POLICY 2.3

Ensure that the Masterplan as referenced in this Conservation Management Plan is updated for any future works, then adopted and carried out in the recommended priority/staged order proposed.

#### POLICY 2.4

Ensure that all proposals are fully funded prior to works commencing on site.

#### POLICY 2.5

Ensure that all changes to the building have been vetted / approved by an experienced and professional conservation 'consultant' prior to any conservation works being undertaken.

#### POLICY 2.6

Prior to undertaking any changes or conservation works to the building ensure that approval for Works has been obtained from the NSW Heritage Council.

### 6.3 Management and Curtilage

#### POLICY 3.1

The curtilage for the site shall cover both the Theatre Royal and the adjacent allotments, that form part of the original overall building and the now vacant allotments to the east. The whole site is covered by the five allotments and due to its heritage links, a Management Structure should be established that is capable of the following:

- Provide and manage levels of authority and responsibility for the stakeholders.
- Devise, implement and supervise conservation works / maintenance activities.
- Enhancing and develop the Cultural Significance of the site.
- Establishing visitor related activities which support appropriate interpretation and promotion.

#### POLICY 3.2

Implementation and establishment of a Management Structure for the Theatre Royal in accordance with the above guidelines shall be undertaken as a priority.

#### POLICY 3.3

Decisions must be made in the context of the use of the Theatre Royal and the whole site and its significance. Efficient and appropriate use should be made of the Theatre Royal and site/buildings, while also having regard to the amenity and value to the community.

### 6.4 Services

#### POLICY 4.1

Prior to the installation of new services, heritage architect/consultants opinion to be sort. New services should not generally be chased into brickwork or superimposed on fabric in visible locations while brackets; mountings and fixings should not damage significant fabric.

#### POLICY 4.2

All redundant services should be removed and the surrounding fabric made good, in particular where these services are exposed and visually intrusive,

#### POLICY 4.3

External lights should be in keeping with traditional fittings, of appropriate design and unobtrusive. Lighting levels should provide safety at night and an appropriate degree of spilled lighting to the buildings without apparent "floodlighting" or glare.

#### POLICY 4.4

Solar photovoltaic collectors - the objective is to place these intrusive modern services onto roofs where they will have lesser impact on the heritage significance. The proposal would be to place solar panels on the north/west roof of the Theatre so that it is not visible from the street.

#### POLICY 4.5

The installation of a new mechanical air conditioning system for the Theatre has occurred, however can not be operated due to inadequate power supply to the building - upgrade to electrical supply to the street and required by Essential Energy.

### 6.5 Safety Measures

#### POLICY 5.1

Conflicts between Fire Safety requirements and conservation recommendations should at first be referred to heritage architect/consultant and the 'Fire Advisory Panel' of the NSW Heritage as appropriate.

#### POLICY 5.2

All works shall meet the performance requirements and provisions of the National Construction Code / Building Code of Australia for Fire, Egress, Disabled & Access and Essential Services, as administered by Balranald Shire Council.

#### POLICY 5.3

With the adaptive reuse and occupation of the first floor, this part of the building to be brought up to 'Standard' as per Policies 5.1 & 5.2 and the 'Premises Standard' where disabled access via lift required to the first floor.

**6.6 Maintenance and Repairs****POLICY 6.1**

Undertake all tasks as set out in the Scope of Works for implementation in accordance with this Conservation Management Plan and with the minimum intervention in the significant fabric. Ensure that NSW Heritage approval is obtained prior to undertaking any works.

**POLICY 6.2**

Use of the Management and Maintenance Plan as advised by this Conservation Management Plan.

**POLICY 6.3**

As part of the 'Total Asset Management Planning', the owners/stakeholders (adopted Management Structure) shall include forecast expenditures sufficient for a five year Maintenance Plan.

**POLICY 6.4**

Consultants, staff and tradespeople must have appropriate qualifications for the tasks including sound conservation experience working on heritage buildings.

**POLICY 6.5**

In accordance with the "Burra Charter" Significant fabric must not be damaged by maintenance and repair activity. Trades will need to adhere to the conservation requirements for making good the surrounding materials and finishes if damaged.

**POLICY 6.6**

Roofs, awnings, gutters, box gutters downpipes and drains, brickwork & dampness are to be subject to regular inspection, repair and maintenance.

**6.7 Building and appearance form****POLICY 7.1**

Adaptation, which does not adversely affect the character and significance of the Theatre Royal may be permitted within areas of building, however the following alterations may not be acceptable;

- The removal of primary internal walls
- Any works at the proscenium arch, side screens and dress circle balustrade
- New openings for doors and windows in significant rooms and external original walls
- Externally mounted plant and equipment
- Attached and exposed services and conduits
- Where there appears to be no feasible alternative for mechanical plant & equipment and exposed services, they should be accommodated and screened with a discrete envelope, painted in a similar colour to the surrounding material

**POLICY 7.2**

The Theatre Royal building should retain its principal form including the floor layouts, roofs, mass, decoration, fenestration and access points. Work to areas of significance should be limited to preservation, restoration and reinstatement. All work, which could have a detrimental impact on the external form, is not acceptable.

**POLICY 7.3**

External materials, finishes and colour schemes for the Theatre Royal building should be based on site investigation and scope of works. Prior to undertaking any changes to the external appearance Seek Council Approval

**6.8 Intrusive Elements****POLICY 8.1**

Intrusive elements, such as later added mechanical plant to the east side the "Theatre Royal" building should be screened so as to eliminate or reduce their detrimental impact on the significance of the Theatre building.

**POLICY 8.2**

The making good of fabric associated with the removal of intrusive elements must be completed without further damage, and in a manner consistent with the Burra Charter principles of *restoration or reconstruction*.

**6.9 Conservation Advice and CMP Adoptions****POLICY 9.1**

The Conservation Management Plan is a guide for the future care and maintenance of the Theatre Royal. Experienced and professional conservation advice should be utilised for all conservation works.

**POLICY 9.2**

A comprehensive copy of all relevant archival materials should be assembled for reference use on site and stored in a secure manner at the Theatre Royal. A similar copy should be lodged with the Balranald Shire Council for reference and safe keeping. The following should be included;

- Copies of all drawings and plans
- Copies of all available photographs
- A copy of the Conservation Management Plan
- A copy of the Management and Maintenance Plan
- A copy of the Maintenance Plan / Checklist
- A copy of relevant records relating to building maintenance contractors and works.

**POLICY 9.3**

Masterplanning for the Theatre Royal building and site elements has been prepared and form part of this Plan. Priority should be given to the documented works that are highlighted in the Theatre Royal – Masterplan by Noel Thomson Architecture Pty Ltd - Refer Appendix 3

**POLICY 9.4**

A commitment is to be made to consult stakeholders and Balranald Shire Council on a new Management Structure with regard to the adequate care and maintenance of the Theatre Royal building and site.

**POLICY 9.5**

The ICOMOS Burra Charter recommends that a Conservation Management Plan should contain provision for adoption and review.

Balranald Shire Council to adopt this Conservation Management Plan. Review this plan within 10 years, or in the event of radical change to the Theatre Royal building, or in ownership and major changes in use or circumstances. When the detailed design for the alterations to the components of the building are completed, seek Council approval

**POLICY 9.6**

On adoption / endorsement of this Conservation Management Plan, Balranald Shire Council shall make this Plan available to the general public and place a copy in the Balranald Library.

**6.10 Interiors****POLICY 10.1**

Ensure that all uses are sympathetic with the conservation of significant building fabric and finishes within the Theatre and other building spaces.

**POLICY 10.2**

Where appropriate, reinstatement of significant items such as light fittings and fixtures should be based on archival research and be consistent with the Burra Charter principles, in particular;

- Doors and windows
- Pendant light fittings
- Ceilings (auditorium)
- Proscenium Arch (auditorium)
- Timber joinery - including skirtings, architraves, etc.

**6.11 Archaeology****POLICY 11.1**

Where works are proposed which involve excavation, an archaeological assessment should be made to determine the possibility that relics may be revealed. This is particularly the case at adjacent to the Theatre building

**POLICY 11.2**

Where there is a possibility that relics may be exposed, specialist advice should be obtained from NSW Heritage, prior to the commencement of work. An Archaeological investigation should then be undertaken to assess, identify and record evidence of previous development.

**POLICY 11.3**

Where archaeological evidence is revealed at a works site, excavation should cease until advice has been obtained from a suitably qualified professional/archaeologist.

**6.12 Adaptive Reuse and Opportunities****POLICY 12.1**

Encourage and support research directed at increasing the knowledge and understanding of the significance of the Theatre Royal at a local level (Balranald Community) and promote through the Balranald Tourist Information Centre and Balranald Shire Council. The following areas of research are worthy of detailed investigation;

- Detailed history of the establishment of the Theatre Royal
- The operation of the Theatre and its relationship with Balranald residents

**POLICY 12.2**

Support the development of temporary exhibitions, in conjunction with Policy 13.1 with the objective of attracting the support of the community.

**POLICY 12.3**

Support the Masterplan and proposed adaptive reuse of first floor areas

**POLICY 12.4**

Maintain contact with 'Theatres' within the region to exchange information and skills related to the projection of movies and performance venues.

**POLICY 12.5**

Continue to promote the use of the Theatre Royal as a 'Entertainment Venue', 'Function Centre' and 'Multipurpose Hall' capable of holding conferences, performances, weddings, etc through the Balranald Tourist Information Centre and Balranald Shire Council.

**6.13 Significance and Conservation Funding****POLICY 13.1**

Balranald Shire Council should pursue funding of the conservation and masterplan works for the Theatre Royal, Balranald and other issues raised in this CMP.

**6.14 LEP Requirements / Considerations****POLICY 14.1**

If/when the Theatre Royal is heritage listed then the Balranald Local Environmental Plan - 2010, with reference to Clause 5.10 Heritage Conservation, the following sub-clauses would apply;

**(1) Objectives**

The objectives of this clause are as follows:

- "(a) to conserve the environmental heritage of Balranald, and*
- (b) to conserve the heritage significance of heritage items and heritage conservation areas including associated fabric, settings and views,"*

**(2) Requirement for consent**

Development consent is required for any of the following:

- "(a) demolishing or moving any of the following or altering the exterior of any of the following (including, in the case of a building, making changes to its detail, fabric, finish or appearance):*
- (iii) a building, work, relic or tree within a heritage conservation area."*

**(3) When consent not required**

*"However, development consent under this clause is not required if—*

- (a) the applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development—*

- (i) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and*
- (ii) would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area,”*

**(4) Effect on heritage significance**

*“The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned. This subclause applies regardless of whether a heritage management document is prepared under subclause (5) or a heritage conservation management plan is submitted under subclause (6).”*

**(5) Heritage impact assessment**

*“The consent authority may, before granting consent to any development:*

- (a) on land on which a heritage item is situated, or*
  - (b) on land that is within a heritage conservation area, or*
  - (c) on land that is within the vicinity of land referred to in paragraph (a) or (b),*
- require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area concerned.”*



## 7 MASTERPLAN

### INTRODUCTION:

This section of the report identifies the constraints and opportunities, which arise as a result of the heritage significance of the Theatre Royal and input from stakeholders and building owner for the 'masterplanning' of the theatre/buildings and the adjoining allotments. The Theatre Royal is to be retained and upgraded in accordance with Conservation guidelines and 'masterplan' drawings.

### 7.1 Preparation of Masterplan

It is important that an in principle agreement with the full range of stakeholders for the Theatre Royal is reached for the preparation of a masterplan. Based on the appreciation of constraints and opportunities for the theatre/building and the adjoining allotments and the operational aspects, this detailed masterplan is developed.

Refine all options for potential uses for the Theatre Royal in the preparation of the masterplan and if necessary set stages for the works to be undertaken. Complete all necessary consultations and prepare a 'Business Plan' to prove the viability of the proposal.

Balranald Shire Council provided the following tasks to be undertaken in relation to the Masterplan for the Theatre Royal;

1. Consult fully with relevant Council Officers, Project Manager and user groups of the Theatre
2. Following consultations, determine the best solutions for the future development of the Theatre Royal and Buildings to meet anticipated future needs, particularly:
  - 2.1 Review the technical issues and options for a kitchen, catering functionality, storage for temporary use items & equipment, air-conditioning, ventilation and stage sound/lighting
  - 2.2 Review options for practical landscaping of the site – planting, pavements and ground and structured planting treatments

Noel Thomson prepared briefing notes from the site visit and instructions from Council where review of current theatre operations undertaken and input into master planning was obtained. From this meeting an outline of opportunities and restraints were highlighted as follows;

1. First priority is to finalise air-conditioning - power supply issue to the theatre so as to better utilise the building all year round.
2. Conservation, proscenium arch + side walls and stage is required on ongoing basis so that deterioration is avoided.
3. Maintenance issues raised; need to address building movement / cracking, moisture / rising damp and seepage at the understage area.
4. Intention is that movies be brought back to the theatre which requires resolution of fire issues and upgrade of projection and sound systems, so that the theatre can be fully utilised now that refurbishment complete.
5. Blackout blinds for the windows to prevent light penetration during daytime movies. The inside edge of the windows could be painted black to assist.
6. Stage upgrade required, in particular lighting and sound along with need for refurbishment of the floor and underfloor / access storage
7. Paint the outside surfaces of the building

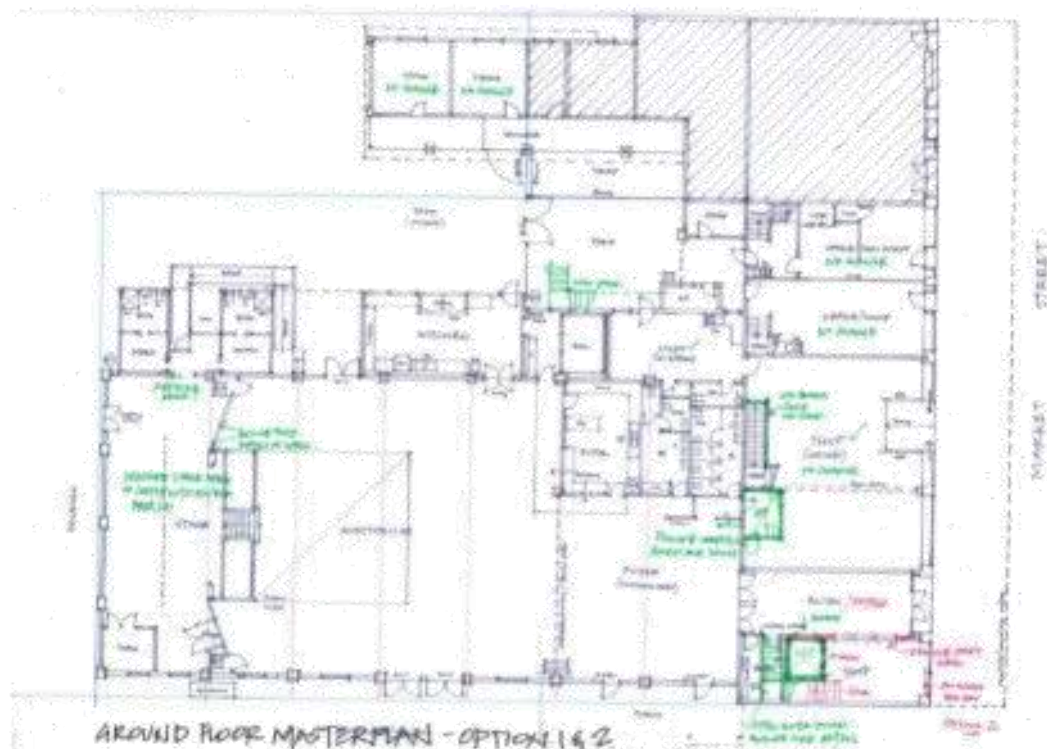
The preliminary masterplan concept sketch options were prepared and form part of this CMP. Currently the building can be operated for many functions, from picture theatre/movies, live performance venue (stage, band, musical, presentation nights, etc), function centre venue (weddings, parties, conferences, seminars, etc) and for other occasions. This should be outlined and form part of Council's Theatre Royal 'Function Package' for the hire of the venue.

Noel Thomson Architecture has prepared Masterplan Concept Designs, with the basis of the design as outlined below;

1. The auditorium to remain a multipurpose space for events such as performances, movies and functions (conferences, weddings, school events, etc).
2. The adjacent Building where store areas exist is to be upgraded that will cater for the storage of lightweight function equipment, seating benches, tables, seats, decorations, etc.
3. The upstairs area where vacant and former supper room is to be upgraded to become a small function / meeting / gathering space - where the internal access by stair is to be reinstated and lift installed.
4. The proposal for the understage area / once water issues have been resolved is for the placement of additional / easier access that will have the potential to cater for additional storage.

Note: fire upgrade will be required if area to be used for storage

5. Upgrade auditorium infrastructure to ensure new substantial lighting and sound systems.



Note: Refer to Appendix 3 for the Masterplan Concept Drawings

## 7.2 Implementation of a Masterplan

Arrangements should be put in place to engage a full team of consultants with relevant experience, including heritage, services, structure and landscape consultants to assist in the preparation of tender / construction documentation for the implementation of the masterplan designs.

The cost of conserving the significant parts of the building, further adaptation of the building to enable multi-function use and upgrading services to an acceptable standard is likely to be in excess of the available local resources in the short term. As is often the case with projects such as these, staged implementation of the works is likely to be the adopted strategy.

In determining priorities, both cost and need have been considered. One of the major expenses will be the cost of a heating and cooling system that would be suitable for the whole auditorium space

High priority works are for the conservation / maintenance repairs which will assist in the long-term structural capability of the building, medium priority works are for the upgrade / expansion of the building will assist in the long-term viability of the building and low priority work achieves a particularly high quality

facility across all areas of potential use. The works have been set out below in stages as the likelihood is that the works will be implemented progressively. Depending on the availability of funding, construction works could be staged as follows;

- Stage 1: Get operational the mechanical services installed to the auditorium and stage areas by upgrading the electrical supply to the building.  
Install compliant accessible toilet at the rear of the auditorium.
- Stage 2: Building repairs and maintenance including areas of damaged masonry work due to movement / cracking, review and install appropriate damp-proofing at understate area, window repairs and painting, etc
- Stage 3: Upgrade the stage area / proscenium arch structurally for the new projection, lighting and sound system for cinema/movies and live performances.
- Stage 4: Construct new works for adaptive reuse of first floor areas, including installation of new lift and stairs.
- Stage 5: Rework existing stores at ground level, potential to construct link to auditorium
- Stage 6: Further conservation works, building repairs and maintenance that that will enhance the internal and external areas of the building.
- Stage 7: Install solar panel system to roof and upgrade electrics as required.

## **8. MANAGEMENT AND MAINTENANCE PLAN**

### **INTRODUCTION:**

This section of the report identifies the management and maintenance tasks, which arise as a result of the heritage significance of the Theatre Royal. Guidelines are required to ensure the appropriate management, statutory approvals and maintenance tasks are followed.

### **8.1 Recommendation for works**

The Theatre Royal is to be retained and upgraded in accordance with Conservation guidelines.

Complete essential conservation works that are required to prevent further decay to the building fabric and establish clear management and operational guidelines for all contractors, staff and visitors, so that they are aware of the heritage value of the building/site.

### **8.2 Statutory Controls and Opportunities**

If/when the Theatre Royal is Heritage Listed, as with all development, Council will require a Development Application and an application for a Construction Certificate for the proposed building works. In regards to a Development Application the works are to be fully described in a Heritage Impact Statement completed by a heritage architect/consultant. This is to ensure that the general character of the works are sympathetic with the significance of the building, and that the details for 'change' does not detract from the heritage architecture.

This Conservation Management Plan (CMP) may then be proposed to Balranald Shire Council as a document for consent, allowing for minor works, which are covered within the agreed CMP to be exempt from a continual approval process.

### **8.3 Management**

Following the implementation of the proposed new Management Structure for the Theatre Royal building, the adoption of this Conservation Management Plan is critical for the buildings ongoing management.

The policies in this CMP should direct and support all future decisions concerning the site including those involving restoration, reinstatement and new construction.

It is highly recommended that an experienced heritage architect/consultant be retained to consistently advise on conservation and development issues. This will ensure that documentation and proposed works are always based on sound advice, relative to the heritage significance of the Theatre Royal and the statutory requirements and approvals.

### **8.4 Maintenance**

The Conservation Management Plan lists the works, which may be defined as corrective maintenance. These items are designed to bring the building to an acceptable standard. This will apply to the building fabric and also to the appropriate character of the materials, finishes and workmanship. The Management & Maintenance Plan must then cover the following requirements;

- Planned maintenance: For example cleaning of roofs and gutters, deterring roosting pigeons, external painting, etc.
- Emergency corrective maintenance: For example health, safety and security issues.
- Maintenance tasks may be carried out by staff in some instances, but mostly by specialist contractors and tradespeople. It is essential that all personnel are familiar with the tasks and any specific requirements dictated by the heritage status of the materials and finishes.
- It is important that contractors involved with tasks such as air-conditioning and communications are aware of the heritage significance of the building to ensure that inappropriate works (materials and workmanship) are not undertaken.
- There are many examples, particularly on external elevations, where services have been fixed to walls. The first alternative should be to attempt a concealed route either on the inside or the outside. Where this is not possible, screen the item / service with an appropriate material and colour. The screen is not to disguise or imitate but to reduce the visual impact of the object.

Recommendation is for the preparation of Management & Maintenance Plan and Maintenance Checklist documentation separate to this Conservation Management Plan.

Note: For Proforma documentation refer Appendix 4

**APPENDIX 1 – CURRENT PHOTOGRAPHS 2021**

**APPENDIX 2 – EXISTING BUILDING LAYOUTS (GROUND AND FIRST FLOOR)**

**APPENDIX 3 – MASTERPLAN LAYOUT (GROUND AND FIRST FLOOR)**

**APPENDIX 4 – PROFORMA MANAGEMENT AND MAINTENANCE PLAN AND MAINTENANCE CHECKLIST**

**PART B – ITEMS FOR INFORMATION****11 GENERAL MANAGER’S REPORTS****11.1 CIRCULARS FROM OFFICE LOCAL GOVERNMENT**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.66539</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, 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 receive and note this report.

**PURPOSE OF REPORT**

To provide Council with information of the circulars received from Office Local Government since the May 2022 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 22-12 Proposed Amendment to the standard contract of employment of General Managers
2. Circular 22-13 Council and General Manager financial management responsibilities – Information sessions
3. Circular 22-14 2022/23 Determination of the Local Government Remuneration Tribunal
4. Circular 22-15 Guidance for councils on publication of disclosure of interest returns
5. Circular 22-16 Increases to companion animal fees for 2022/23.

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

**ATTACHMENTS**

Nil

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

**File Number:** D22.66540  
**Reporting Officer:** Carol Holmes, Senior Executive Assistant  
**Responsible Officer:** Jeff Sowiak, General Manager  
**Operational Plan Objective:** Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of the meetings undertaken on behalf of Council by the Administrator, General Manager and Managers since May 2022 Ordinary Meeting.

**REPORT**

The attachment shows the meetings which the Administrator, General Manager 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 [↓](#)

| DATE              | Meeting                                                                    | Topic                                                                  | Who was involved     |
|-------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------|
| 18/5/22           | StateCover                                                                 | COVID Claims Case Conference                                           | GM                   |
| 18/5/22           | Executive Catch Up                                                         | Weekly Catch-up                                                        | Administrator and GM |
| 19/5/22           | JLTA                                                                       | Insurance Renewal Procedure                                            | GM                   |
| 20/5/22           | IPART                                                                      | Special Variations                                                     | Administrator and GM |
| 20/5/22           | OLG                                                                        | Catch-up                                                               | GM                   |
| 23/5/22           | LG Professionals                                                           | Proposed Amendments to standard Contracts of employment of GM          | GM                   |
| 24/5/22           | TRONOX                                                                     | Update and Progress at the Atlas-Campaspe Mine                         | GM & EME             |
| 24/5/22           | REMC                                                                       | Quarterly Meeting Regional Emergency Management                        | GM                   |
| 25/5/22           | Executive Catch-up                                                         | Weekly Catch-up                                                        | GM & Administrator   |
| 25/5/22           | Zoom Meeting                                                               | Aged Care Engagement                                                   | GM                   |
| 26/5/22           | Lower Western Zone RFS                                                     | Ordinary Meeting                                                       | EME                  |
| 26/5/22 & 27/5/22 | Administrators Meeting                                                     | Road Trip with Administrators from Central Coast & Wingecarrabee Shire | Administrator and GM |
| 27/5/22           | Zoom Meeting Administrators Central Coast, Wingecarrabee & Central Darling | Balranald Shire                                                        | Administrator and GM |
| 30/5/22           |                                                                            | QCV Accommodation Camp & Wind Farms                                    | GM & EME             |
| 30/5/22           | Transgrid                                                                  | Community Engagement                                                   | GM                   |
| 30/5/22           | Euston Progressive                                                         | EPAC                                                                   | GM                   |
| 1/6/22            | Executive Catch-Up                                                         | Weekly Catch-up                                                        | Administrator and GM |
| 1/6/22            | TRONOX                                                                     | Mine Access                                                            | GM & EME             |
| 2/6/22            | Staff Meeting                                                              | Bidgee Haven Rostering, Code of Conduct & Staff issues                 | GM & Staff           |
| 3/6/22            | TRONOX                                                                     | Monthly Road Closure Meeting                                           | GM & EME             |
| 3/6/22            | On site Staff Meeting Bidgee Haven                                         | Induction of members                                                   | GM                   |
| 6/6/22            | Lands Council                                                              | Meet & Greet                                                           | GM                   |



|                    |                                                                         |                                                 |                           |
|--------------------|-------------------------------------------------------------------------|-------------------------------------------------|---------------------------|
| 7/6/22             | Grants Catch Up                                                         | Grants and Projects for BCS                     | GM                        |
| 7/6/22             | OLG                                                                     | Balranald Catch-up                              | Administrator & GM        |
| 7/6/22             | Growing Business & Tourism Committee                                    | Monthly Meeting                                 | Administrator & GM        |
| 8/6/22             | Executive Catch-up                                                      | Weekly Catch-up                                 | Administrator, GM & EME   |
| 8/6/22             | Webinar                                                                 | Infrastructure Grants                           | GM                        |
| 10/6/22            | Meeting – Michelle Straubb Balranald MPS                                | Bidgee Haven Hostel                             | Administrator and GM      |
| 14/6/22            | Catch-Up                                                                | National Recovery and Resilience meet and greet | Administrator and GM      |
| 14/6/22            | Art Gallery                                                             | Catch-Up                                        | GM                        |
| 14/6/22            | Balranald Beautification Advisory Committee                             | Monthly Meeting                                 | Administrator, GM & EME   |
| 15/6/22            | TRONOX                                                                  | Haul Road Discussions & Site Inspection         | Administrator, GM & EME   |
| 15/6/22            | Pre-Tender Meeting Balranald Tip                                        | Pre-Tender Meeting                              | GM & EME                  |
| 15/6/22            | Executive Catch-up                                                      | Weekly Catch-up                                 | Administrator and GM      |
| 20/6/22 to 22/6/22 | National General Assembly                                               | Annual Conference                               | Administrator             |
| 22/6/22            | RMCC Progress Meeting                                                   | RMCC TfNSW                                      | EME                       |
| 23/6/22            | Strengthening Community Access Inclusion & Wellbeing Advisory Committee | Monthly Meeting                                 | Administrator & Acting GM |
| 27/6/22            | Euston Progressive Advisory Committee                                   | Monthly Meeting                                 | Administrator, GM & EME   |
| 28/6/22            | Citizenship Ceremony                                                    | Australian Citizenship Euston Residents         | Administrator & GM        |
| 28/6/22            | Citizenship Ceremony                                                    | Australian Citizenship Balranald Resident       | Administrator & GM        |
| 28/6/22            | Council Meeting                                                         | Monthly Meeting                                 | Administrator, GM and EME |

**Administrator - Mike Colreavy**

**General Manager (GM) – Jeff Sowiak**

**Executive Manager – Engineering (EME) – Kerry Jones**

**11.3 OUTSTANDING ACTIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.66541</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, General Manager</b>                                                                                                  |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To bring forward for information the Action Report with 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 - June 2022 [↓](#)

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Date       | Officer       | Title                         | Target    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|-------------------------------|-----------|
| Council 11/17/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 17/11/2020 | Holmes, Carol | Disability Action Plan Review | 4/30/2022 |
| <b>Notes</b><br>23 Nov 2020 - 10:08 AM - Peter Kozlowski<br>This matter is delegated to Gavin for action in conjunction with relevant Advisory Committees.<br>23 Nov 2020 - 10:16 AM - Peter Kozlowski<br>Action reassigned to Helgeland, Gavin by: Kozlowski, Peter for the reason: The Manager Strategic Development is the most appropriate person to coordinate this task.<br>15 Jul 2021 - 2:37 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 1 Dec 2020 To: 21 Sep 2021<br>Reason: Given to AWACAF Advisory Committee for their review and comments. Report back to Council after viewing and updating<br>28 Sep 2021 - 2:53 PM - Carol Holmes<br>Action reassigned to Holmes, Carol by: Holmes, Carol for the reason: Gavin no longer works for Council<br>5 Apr 2022 - 3:36 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 21 Sep 2021 To: 30 Apr 2022<br>Reason: DIAP forwarded to interest groups for review & comment in March 2022 |            |               |                               |           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date       | Officer   | Title                                | Target    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|--------------------------------------|-----------|
| Council 10/19/2021                                                                                                                                                                                                                                                                                                                                                                                                                                         | 19/10/2021 | Davy, Ray | BALRANALD VISITOR INFORMATION CENTRE | 6/30/2022 |
| <b>Notes</b><br>11 Feb 2022 - 10:43 AM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 16 Nov 2021<br>Reason: Discussion Architects to review to meet budget<br>11 Mar 2022 - 2:55 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 30 Jun 2022<br>Reason: The proposed design cannot be built within budget, Council should prepare a design to support tourism development |            |           |                                      |           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date       | Officer       | Title                                            | Target    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|--------------------------------------------------|-----------|
| Council 10/19/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 19/10/2021 | Beauliv, Hodi | Bidgee Haven Retirement Hostel Expansion Project | 6/30/2022 |
| <b>Notes</b><br>13 Dec 2021 - 3:56 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 15 Feb 2022<br>Reason: Placed on hold - report back to Ordinary Council Meeting in February 2022<br>11 Mar 2022 - 2:55 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 15 Feb 2022 To: 31 May 2022<br>Reason: This item remains on hold whilst financial/organisation reviews are undertaken<br>5 Apr 2022 - 3:37 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 31 May 2022 To: 30 Jun 2022<br>Reason: Grant funding applied for to undertake Business & Financial assessment |            |               |                                                  |           |

| Meeting           | Date       | Officer       | Title                            | Target    |
|-------------------|------------|---------------|----------------------------------|-----------|
| Council 2/15/2022 | 15/02/2022 | Mitchell, Ray | OFFICIAL NAMING OF DRY LAKE ROAD | 3/15/2022 |
| <b>Notes</b>      |            |               |                                  |           |

| Meeting                    | Date       | Officer          | Title                                                               | Target   |
|----------------------------|------------|------------------|---------------------------------------------------------------------|----------|
| Hostel Committee 2/15/2022 | 15/02/2022 | Hammet, Sheridan | BIDGEE HAVEN INDEPENDENT LIVING UNITS FOR TRANSITIONING INTO HOSTEL | 3/1/2022 |
| <b>Notes</b>               |            |                  |                                                                     |          |

| Meeting                                                                                         | Date       | Officer       | Title                                                                 | Target    |
|-------------------------------------------------------------------------------------------------|------------|---------------|-----------------------------------------------------------------------|-----------|
| Council 4/19/2022                                                                               | 19/04/2022 | Holmes, Carol | Euston Progressive Advisory Committee Meeting - held on 28 March 2022 | 5/17/2022 |
| <b>Notes</b><br>Waiting for confirmation from EPAC on notice for Notice Boards regarding staff. |            |               |                                                                       |           |

| Meeting           | Date       | Officer       | Title                   | Target    |
|-------------------|------------|---------------|-------------------------|-----------|
| Council 4/19/2022 | 19/04/2022 | Wilcox, Glenn | CARAVAN PARK MANAGEMENT | 5/17/2022 |
| <b>Notes</b>      |            |               |                         |           |

| Meeting           | Date       | Officer       | Title                                     | Target    |
|-------------------|------------|---------------|-------------------------------------------|-----------|
| Council 4/19/2022 | 19/04/2022 | Mitchell, Ray | Balranald Caravan Park Crown Land Plan of | 5/17/2022 |

| Meeting      | Date | Officer | Title      | Target |
|--------------|------|---------|------------|--------|
|              |      |         | Management |        |
| <b>Notes</b> |      |         |            |        |

| Meeting                                                                                                                                                                                                | Date       | Officer       | Title                                                                                                        | Target    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|--------------------------------------------------------------------------------------------------------------|-----------|
| Council 4/19/2022                                                                                                                                                                                      | 19/04/2022 | Mitchell, Ray | Crown Land Plans of Management: Preschool, Library, Heritage Park, Greenham Park & Euston Recreation Reserve | 6/28/2022 |
| <b>Notes</b><br>5 May 2022 - 4:07 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 17 May 2022 To: 28 Jun 2022<br>Reason: Advertising completed, on council's web for viewing. |            |               |                                                                                                              |           |

| Meeting           | Date       | Officer        | Title                       | Target    |
|-------------------|------------|----------------|-----------------------------|-----------|
| Council 5/17/2022 | 17/05/2022 | Knight, Laurie | VALUATION OF COMMUNITY LAND | 6/14/2022 |
| <b>Notes</b>      |            |                |                             |           |

| Meeting                                                                          | Date       | Officer       | Title                                                    | Target    |
|----------------------------------------------------------------------------------|------------|---------------|----------------------------------------------------------|-----------|
| Council 12/17/2021                                                               | 17/12/2021 | Beauliv, Hodi | LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 3 | 1/14/2022 |
| <b>Notes</b><br>Waiting on acquittal of Phase 2 prior to confirmation of Phase 3 |            |               |                                                          |           |

| Meeting                                                                      | Date       | Officer       | Title                                                               | Target    |
|------------------------------------------------------------------------------|------------|---------------|---------------------------------------------------------------------|-----------|
| Council 12/17/2021                                                           | 17/12/2021 | Beauliv, Hodi | DONATION REQUEST - ROBINVALE-EUSTON 80 SKI RACE SPONSORSHIP REQUEST | 1/14/2022 |
| <b>Notes</b><br>Waiting for invoice from Robinvale-Euston Ski Race Committee |            |               |                                                                     |           |

| Meeting            | Date       | Officer       | Title                                | Target    |
|--------------------|------------|---------------|--------------------------------------|-----------|
| Council 12/17/2021 | 17/12/2021 | Beauliv, Hodi | Unexpended Grants as at 30 June 2021 | 1/14/2022 |
| <b>Notes</b>       |            |               |                                      |           |

**11.4 NSW GOVERNMENT GRANTS PROGRAMS REPORT**

**File Number:** D22.66591  
**Reporting Officer:** Carol Holmes, Senior Executive Assistant  
**Responsible Officer:** Jeff Sowiak, General Manager  
**Operational Plan Objective:**

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To provide Council with the Government's Response to the Public Accountability Committee's Final Report on its inquiry into the integrity, efficacy and value for money of NSW Government grants programs.

**REPORT**

In November 2021, Premier Dominic Perrottet announced the review of grants administration in NSW, to be led by the Department of Premier and Cabinet in partnership with the Productivity Commissioner, MR Peter Achterstraat AM.

The purpose of the review was to deliver value for money by ensuring that the administration, assessment, and assurance of grants programs in NSW is in line with best practice.

The review has now been completed and the Report on the review, which made 19 recommendations to bring grants administration into line with best practice, was published on 7 May 2022. The Government has indicated its support for the recommendations made by the Review and has published its response to each of the recommendations, which can be found at <https://www.dpc.nsw.gov.au/publications/reviews/review-of-grants-administration-in-nsw/>.

The Government responses to the Final Report of the Public Accountability Committee on its inquiry into the integrity, efficacy and value for money of NSW Government grant programs is attached to this report.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

1. Government Response to the Final Report of the Public Accountability Committee - NSW Government Grants Programs - June 2022 [↓](#)



Government Response to the Final Report of the Public Accountability Committee on its inquiry into the integrity, efficacy and value for money of NSW Government grant programs

| Public Accountability Committee – First Report (March 2021) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                         | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Government Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1                                                           | That the NSW Government review and update the Good Practice Guide to Grants Administration and related circular to ensure it aligns with current best practice including: <ul style="list-style-type: none"> <li>• minimum requirements including publication of guidelines, clear chains of authority and decision-making and adequate record keeping</li> <li>• guidelines around the role of members of parliament and discretion of ministers and other decision-makers.</li> </ul> | <p><b>Supported.</b> The NSW Government has reviewed and updated the Good Practice Guide to Grants Administration (see Recommendation 1 of the Review).</p> <p>The Review Report, including the updated Grants Administration Guide (Guide) at Appendix A to that Report, is available on the OPC website at <a href="https://www.opc.nsw.gov.au/publications/reviews/review-of-grants-administration-in-nsw/">https://www.opc.nsw.gov.au/publications/reviews/review-of-grants-administration-in-nsw/</a>.</p> |
| 2                                                           | That the NSW Government ensure that key requirements of the Good Practice Guide to Grants Administration are enforceable.                                                                                                                                                                                                                                                                                                                                                               | <p><b>Supported.</b> The Guide will be made enforceable by being issued under a Premier's Memorandum, which is binding on Ministers, officials, and ministerial staff and can be readily updated in line with evolving best practice. The NSW Government is also considering legislative options to make compliance with the Guide a legislative requirement (see Recommendations 2 and 3 of Review).</p>                                                                                                       |
| 3                                                           | That the NSW Government create and maintain a central website, similar to the Australian Government's Grant Connect website for: <ul style="list-style-type: none"> <li>• all grant application information, including guidelines, objectives and eligibility</li> <li>• an annual calendar with open and closing dates along with projected times of project announcements.</li> </ul>                                                                                                 | <p><b>Supported.</b> Work is already underway to implement this recommendation. Grants are discoverable to the public through the Department of Customer Service's NSW Government Grants and Funding Finder (<a href="https://www.nsw.gov.au/grants-and-funding">www.nsw.gov.au/grants-and-funding</a>).</p>                                                                                                                                                                                                    |

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| Public Accountability Committee – First Report (March 2021) |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                         | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                   | Government Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4                                                           | <p>That the NSW Government:</p> <ul style="list-style-type: none"> <li>increase the powers and remit of the Auditor-General of New South Wales to include 'follow the dollar' powers, consistent with other Australian State and Territory jurisdictions</li> <li>enable the Auditor-General of New South Wales to conduct more regular performance audits on the design and guidelines of government grant programs.</li> </ul> | <p><b>Supported in principle.</b> NSW Treasury is examining how 'follow the dollar' powers may be applied in NSW. NSW Treasury will undertake consultation with stakeholders who might be affected by proposed 'follow the dollar' reforms, ahead of implementing the reforms via legislation.</p> <p><b>Noted.</b> Section 38B of the Government Sector Audit Act 1983 (NSW) enables the Auditor-General to 'conduct an audit of all or any particular activities of an authority to determine whether the authority is carrying out those activities effectively and doing so economically and efficiently and in compliance with all relevant laws'. A similar provision is contained in Section 421B of the Local Government Act 1993 (NSW).</p> <p>Section 14 of the Government Advertising Act 2011 requires the Auditor-General to 'conduct a performance audit of the activities of one or more Government agencies in relation to Government advertising campaigns of the agency in each financial year'. Outside of this prescribed performance audit, the Auditor-General has the discretion to select performance audit topics, including in relation to government grants, as has occurred recently.</p> |
| 5                                                           | <p>That the NSW Government ensure all grant programs have, as an absolute minimum, the following legally binding and mandatory elements:</p> <ul style="list-style-type: none"> <li>a designated decision-maker</li> <li>eligibility criteria</li> <li>a process for identifying and assessing proposed projects against those criteria</li> </ul>                                                                               | <p><b>Supported.</b> The Guide addresses this recommendation (see Chapter 6 of the Guide).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| Public Accountability Committee – First Report (March 2021) |                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                         | Recommendation                                                                                                                                                                                                                                                                                                                                                                                     | Government Response                                                                                                                                                                                                                                                                                                                                                                       |
|                                                             | <ul style="list-style-type: none"> <li>program guidelines that are clear, detailed and publicly available.</li> </ul>                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                           |
| 6                                                           | That the Board of the [State Archives and Records Authority] reconsider its decision not to pursue further action against the Premier of New South Wales, the Hon Gladys Berejiklian MP, and her office, in light of its findings that the Office of the Premier breached the State Records Act 1998 by destroying working advice notes regarding the Stronger Communities Fund tied grants round. | <p>The decision whether to pursue legal penalties is a matter for the State Archives and Records Authority (the <b>Authority</b>), not the Board, to determine.</p> <p>It is noted that the Authority made recommendations on the steps that the Office of the Premier can take to help prevent non-compliance in the future. The implementation of these recommendations is ongoing.</p> |
| 7                                                           | That the Legislative Council refer its concerns regarding the inappropriate design and maladministration of the Stronger Communities Fund tied grants round to the Audit Office of NSW, along with this report and committee transcripts of evidence for investigation.                                                                                                                            | This recommendation is not directed to the NSW Government.                                                                                                                                                                                                                                                                                                                                |
| 8                                                           | That the Legislative Council refer its concerns regarding the inappropriate design and maladministration of the Stronger Communities Fund tied grants round to the Independent Commission Against Corruption, along with this report and committee transcripts of evidence for investigation.                                                                                                      | This recommendation is not directed to the NSW Government.                                                                                                                                                                                                                                                                                                                                |
| 9                                                           | That the Legislative Council send a message to the Legislative Assembly to establish a Joint Select Committee to inquire into and report on the NSW budget process and parliamentary oversight.                                                                                                                                                                                                    | This recommendation is not directed to the NSW Government.                                                                                                                                                                                                                                                                                                                                |
| 10                                                          | That the NSW Government, in close consultation with Local Government NSW, overhaul its current model of grant                                                                                                                                                                                                                                                                                      | <p><b>Noted.</b></p> <p>Councils already pursue funding opportunities according to their strategic plans which they consult on with their communities. These plans are also</p>                                                                                                                                                                                                           |

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| Public Accountability Committee – First Report (March 2021) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                         | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Government Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                             | <p>funding to local councils to move towards providing the bulk of its funding through a funding formula that:</p> <ul style="list-style-type: none"> <li>• is linked to local councils' existing strategic planning documents and priorities</li> <li>• acknowledges the additional costs and needs of regional and remote councils</li> <li>• is predictable and provides multi-year funding commitments</li> <li>• is regularly and publicly reviewed to ensure it meets the needs of the sector.</li> </ul> | <p>regularly updated according to community need and economic opportunities, for example those made available through the increased presence of renewables in the regions.</p> <p>All Councils have unique strategic plans that are tailored to their communities. Flexibility and variations of grants programs allows councils to leverage and tailor their forward planning to the needs of their community.</p>                                                                                              |
| 11                                                          | That the NSW Government consider using staged application processes for large grants so that applicants submit an initial expression of interest and are shortlisted to progress through to a full application.                                                                                                                                                                                                                                                                                                 | <b>Supported.</b> The Guide addresses this recommendation.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12                                                          | That the NSW Government ensure that no local government grant funding announcement is made before the recipient has been informed and accepts.                                                                                                                                                                                                                                                                                                                                                                  | <b>Supported in principle.</b> The Guide provides at 6.3 that public announcement of a grant decision should not be made before the grantee has been informed, and that written advice should be provided to unsuccessful applicants (where practicable, with reasons for the application being unsuccessful) on or before the announcement. There may be circumstances where it is impractical to require formal acceptance before an announcement is made, such as in the case of grants for emergency relief. |
| 13                                                          | That the NSW Government review and standardise eligibility classifications across grant programs, including investigating whether to include a third category of 'gateway city' in its classification of regions.                                                                                                                                                                                                                                                                                               | <b>Noted.</b> The NSW Government will consider this recommendation through a grants administration Community of Practice (the establishment of which is recommended by the Review – Recommendation 4).                                                                                                                                                                                                                                                                                                           |

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| Public Accountability Committee – First Report (March 2021)    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                            | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Government Response                                                                                                                                                                                                                                                                                           |
| 14                                                             | <p>That the Department of Premier and Cabinet table half-yearly reports to the Legislative Council on all current grant processes, including:</p> <ul style="list-style-type: none"> <li>• guidelines for open and upcoming grant programs and any revisions to these guidelines</li> <li>• total amount available for the round and approximate amounts available to each applicant</li> <li>• updates on amounts paid for each project for the last quarter.</li> </ul> <p>Further, that the Department of Premier and Cabinet publish this information on an online dashboard and update it regularly</p> | <p><b>Noted.</b> The Guide addresses the substance of this recommendation through requiring the publication of grants information.</p>                                                                                                                                                                        |
| 15                                                             | <p>That the NSW Government ensures the Office of Local Government is audited for each grant funding round it administers, including checks to ensure whether the Office has complied with the relevant guidelines, ensured programs are subject to probity audits, and kept accurate and sufficient records</p>                                                                                                                                                                                                                                                                                              | <p><b>Noted.</b> Recommendation 18 of the Review is that Chief Audit Executives be required to ensure that their agency's internal audit program includes regular audits of grant programs to monitor and assess compliance with the Guide. That recommendation has been supported by the NSW Government.</p> |
| Public Accountability Committee – Final Report (February 2022) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                               |
| No.                                                            | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Government Response                                                                                                                                                                                                                                                                                           |
| 1                                                              | <p>That this committee calls on the NSW Government to respond as a matter of urgency to its first and now its final</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>Noted.</b> This Recommendation is addressed by the provision of this government response.</p>                                                                                                                                                                                                           |

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| Public Accountability Committee – Final Report (February 2022) |                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                            | Recommendation                                                                                                                                                                                                                                                                                                                                                          | Government Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                | report on grants administration in New South Wales, in particular, the recommendations of a systemic change.                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2                                                              | That Service NSW ensure that: <ul style="list-style-type: none"> <li>the current level of fraud, both paid and unpaid, are thoroughly investigated and money recovered</li> <li>capable and resilient fraud control measures and identification systems are put in place to detect fraud on future grant programs and retrospectively as a matter of urgency</li> </ul> | <p><b>Supported.</b> Service NSW has an established Fraud Response Team that operates under a Fraud Control Framework, and is responsible for investigating all allegations of, or suspected, fraud. The team is also responsible for referring any alleged criminal activity to NSW Police. Recovery of fraudulent transactions may be undertaken, and recovery measures include: bank recalls, voluntary returns, formal debt recovery through Revenue NSW, or compensation orders awarded by courts following police prosecution.</p> <p>Service NSW has implemented various preventative and detective fraud controls for each grant program and conducts fraud risk assessments for grants programs, operates in accordance with a Fraud Control Framework and utilises fraud detection and analytics software, which together assist in detecting and preventing any fraudulent applications and associated cases.</p> |
| 3                                                              | That the NSW Government urgently allocate resources, including adequate funding and staffing, to ensure that it mitigates the risk of fraud across all future government grant programs, including the implementation of sufficient fraud control measures and identification system                                                                                    | <b>Noted.</b> The NSW Government is committed to mitigating risk of fraud in grant programs and the Guide provides measures to mitigate such risk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4                                                              | That the Minister for the Arts publish reasons whenever the Minister deviates from a grant application recommendation made by Create NSW or an Artform Advisory Board                                                                                                                                                                                                   | <b>Supported.</b> The Guide addresses this recommendation more generally (not specifically in relation to the Minister for the Arts, Create NSW or an Artform Advisory Board).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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## Public Accountability Committee – Final Report (February 2022)

| No. | Recommendation                                                                                                                                                                                                                                                                                                                                                   | Government Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5   | <p>That Create NSW publish online a list of all applications recommended to the Minister for the Arts for funding when funding announcements are made, including:</p> <ul style="list-style-type: none"> <li>• name of the applicant</li> <li>• a broad description of the project</li> <li>• the ranking of each application by the assessment panel</li> </ul> | <p><b>Noted.</b> The Guide addresses aspects of this recommendation (not specifically in relation to Create NSW).</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Section 6.3 of the Guide imposes certain mandatory requirements with respect to documenting decisions including where the decision maker departs from the recommendation of the assessment team.</li> <li>• Section 6.5 of the Guide provides for publishing of grant information. Officials must publish information about grants awarded, including the name of the grant or a description of the grant, the number of grants recipients, the total value of the grant opportunity and the decision-maker.</li> </ul> <p>The Guide does not require the ranking of applications and nor does it require the publishing of all information immediately upon the making of a funding announcement – for reasons of administrative practicality it allows for a period of 45 days within which to publish grant information. That timeframe aligns with the timeframe for registering government contracts under the <i>Government Information (Public Access) Act 2009</i>.</p> <p>In addition to Ministers and their staff, the Guide applies to officials, being government sector employees within the meaning of the <i>Government Sector Employment Act 2013 (NSW)</i> – this includes employees of Create NSW.</p> |
| 6   | <p>That Create NSW review all arts-related grant application forms and processes with a view to simplifying and streamlining the process</p>                                                                                                                                                                                                                     | <p><b>Supported.</b> Create NSW reviewed its application forms and processes following the inquiry hearings and has already made significant changes to its application processes in order to simplify and streamline the process. Create NSW regularly seeks customer feedback on the application process with a view to continuous improvement, noting the need for clarity and relevance of information given the competitive nature of its grants.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| Public Accountability Committee – Final Report (February 2022) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                     |
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| No.                                                            | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Government Response                                 |
| 7                                                              | That the NSW Government ensure that arts organisations, peak bodies and individual artists are considered in separate funding streams with targeted application requirements and criteria for each distinct group.                                                                                                                                                                                                                                                    | Noted                                               |
| 8                                                              | That the NSW Government reinstate devolved funding programs under the Arts and Cultural Funding Program.                                                                                                                                                                                                                                                                                                                                                              | Noted                                               |
| 9                                                              | That the NSW Government revise its provision of grant funding to peak bodies and restore dedicated funding for these bodies outside of a grants process. If this recommendation is not supported, the committee instead recommends that Create NSW return to funding peak bodies with multi-year, rather than annual, funding.                                                                                                                                        | Noted                                               |
| 10                                                             | That all NSW Government grant schemes follow a mandatory set of guidelines which detail the process for award of the grant, the criteria considered and the requirements for public reporting of the guidelines, criteria, decision making process and final outcomes. Such guidelines are to provide different streams for different grant processes, with all grants subject to common requirements of integrity, transparency and prioritising of the public good. | Supported. The Guide addresses this recommendation. |
| 11                                                             | That, where the decision maker for a grant program is a public servant, the committee notes the submission of the Independent Commission Against Corruption that in certain circumstances Ministers or Ministerial staff attempting to influence that decision could prove to be a breach of public trust. It is recommended that the NSW Government                                                                                                                  | Supported. The Guide addresses this recommendation. |

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| Public Accountability Committee – Final Report (February 2022) |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                            |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| No.                                                            | Recommendation                                                                                                                                                                                                                                                                                                                                                                                            | Government Response                                        |
|                                                                | strengthen its processes to make sure that this does not occur                                                                                                                                                                                                                                                                                                                                            |                                                            |
| 12                                                             | That the NSW Government ensure that when a Minister who is a decision maker for a grants process does not agree, in whole or in part, with a written recommendation of the agency administering the grants program, the Minister is required to do so in writing, providing full and adequate reasons. Such a decision should be made public, for example, by publishing on a centralised grants website. | <b>Supported.</b> The Guide addresses this recommendation. |
| 13                                                             | That the Public Accountability Committee conducts a further inquiry into the integrity, efficacy and value for money of NSW Government grant programs, including whether recommended reforms from key bodies have been implemented.                                                                                                                                                                       | This recommendation is not directed to the NSW Government. |

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**11.5 GRANT STATUS UPDATE**

**File Number:** D22.67343  
**Reporting Officer:** Carol Holmes, Senior Executive Assistant  
**Responsible Officer:** Jeff Sowiak, General Manager  
**Operational Plan Objective:** Pillar 2: Our Place – A liveable and thriving community that maintains lifestyle opportunities and addresses its disadvantages.

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To provide Council with an updated summary of the current and active grant funded projects across Council.

**REPORT**

Council staff have been gathering information to complete the 2022 Grants Register. Listed in the summary attached are the grants currently on the 2022 register, that are active or in the process of being acquitted or recently acquitted.

The final 2 pages of the attachment have a list of the grant applications that have been submitted and are currently pending.

**FINANCIAL IMPLICATION**

Nil – grant funded

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

As per individual projects

**RISK RATING**

Low

**ATTACHMENTS**

1. BSC Grants-Projects Update Summary - Grants Register 2022 [↓](#)

## Balranald Shire Council Grants/Projects Update Summary As at 14<sup>th</sup> June 2022



### Page 1:

- Block Grant 2021/22
- RMS Repair Program 2018/2019
- Regional Roads Repair Program
- Fixing Local Roads (FLR) Round 2
- Fixing Local Roads (FLR) Round 2

### Page 2:

- Roads to Recovery 2019-2024
- Wooltrack Grant
- Tourism Small Business Funding
- ClubGrant Euston Gym 2021/2022

### Page 3:

- Youth Grant – Youth Week 2022
- NSW Partnerships Local Council Stage 2- Response to COVID 19
- Retirement Hostel Workforce Bonus Payment
- Everyone Can Play 2022

### Page 4:

- Active Pools
- E-Planning Programs
- Financial Assistance Grant 2021 – 2023
- Bidgee Haven Expansion Grant

### Page 5:

- Library Subsidy Grant 2021/22
- Local Priority Grant 2021/22
- Public Library Infrastructure Grant 2021/22
- Discovery Centre Redevelopment – Far West JO Grant

### Page 6:

- Market Street Revitalisation
- Our Rivers Our Region
- Drought Community Funding Grant

### Page 7:

- Local Roads Community Infrastructure Round 2 (LRCI1)
- Local Roads Community Infrastructure Round 2 (LRCI2)

### Page 8:

- Local Roads Community Infrastructure Round 3 (LRCI3)
- Stronger Country Community Funds Round 2
- Stronger Country Community Funds Round 3

### Page 9:

- Stronger Country Community Funds Round 4
- Small Business Month Grant 2022
- The Festival of Place Summer Night Fund 2022

### Page 10:

- Transport Access Regional Partnerships Funding (TARP) 2019 – 2023
- Street Light Subsidy

### Page 11 -12: APPLICATIONS PENDING

- Community Building Partnership Grant 2022
- Business Improvement Fund 2022
- COVID-19 Aged Care Support Program Extension – COVID Outbreak Reimbursement
- Office of Responsible Gambling – Community Contribution Panel
- Building Better Regions Fund – Community Stream Round 6

### Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                     | CM Ref                     | Project Manager              | Description                                                                                                                                                                                                                                                          | Funding Value                                                                                                                                                           | Status to Date                                                                                                                                                         |
|-------------------------------------------------------------------|----------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Block Grant 2021/2022 – Transport NSW</b>                      | F21.521                    | Vince Scoleri                | Main Road Repair                                                                                                                                                                                                                                                     | \$1,298,000                                                                                                                                                             | Awaiting status information from Project Manager                                                                                                                       |
| <b>RMS Repair Program 2018/2019 – Roads and Maritime Services</b> | D19.12442 – Works Schedule | Vince Scoleri                | MR514 - Reconstruction and initial seal on Oxley Road (Length 1.76km)                                                                                                                                                                                                | \$230,000 – Grant<br>\$576,026 Council Contribution                                                                                                                     | Research so far indicates that the proposed project end date was July 2019. We are currently seeking the acquittal documentation                                       |
| <b>Regional Roads Repair Program – Transport NSW</b>              | F22.139                    | Vince Scoleri                | Increased heavy vehicle traffic on MR67 has resulted in push outs and edge breaks along large sections of the road. To repair damage by adding an overlay of gravel to shoulders and cement stabilising road edges and shoulders. Reseal and reinstall line marking. | \$200,000 – Grant<br>\$200,000 Council Contribution                                                                                                                     | Application has been approved. Awaiting for signed agreement to be uploaded on CM                                                                                      |
| <b>Fixing Local Roads (FLR) – Round 2 – Transport NSW</b>         | F20.525<br>F20.573         | Vince Scoleri                | Sealing existing road for safety improvements – Weimby Kyalite Road                                                                                                                                                                                                  | \$1,377,500 – Grant<br>\$128,500 Council Contribution                                                                                                                   | Completed and balance of funds of \$550,00 has been transferred to Marna Box Creek Road project under Fixing Local Roads Round 3 via a Variation of Transfer D22.65622 |
| <b>Fixing Local Roads (FLR) Round 3 – Transport NSW</b>           | F21.582                    | Vince Scoleri & Fraser White | Sealing existing road for safety improvements – 1. Marna Box Creek Road Sealing, 2. Euston Prungle 3. Tapalin Mail Road                                                                                                                                              | 1. \$600,000– Grant<br>\$200,000 Council Contribution<br>2. \$300,000– Grant<br>\$100,000 Council Contribution<br>3. \$412,500– Grant<br>\$137,500 Council Contribution | Works in progress.                                                                                                                                                     |

### Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                           | CM Folder | Project Manager | Description                                                                                                                                                                                                                                                                                                                                                                                                  | Funding Value                                 | Status to Date                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Roads to Recovery 2019-2024 – Department of Infrastructure, Transport, Regional Development &amp; Communications</b> | F19.751   | Vince Scoleri   | Funding is allocated to 21 road projects. View detailed allocation of expenditure at D22.65956 on CM                                                                                                                                                                                                                                                                                                         | \$2,984,482                                   | Works in progress. Proposed completion date is 2024.                                                                      |
| <b>Wooltrack Grant</b>                                                                                                  | F17.267   | Vince Scoleri   | View Letter of Offer at D19.21115 on CM                                                                                                                                                                                                                                                                                                                                                                      | \$2,770,000                                   | Still gathering information and documentation on this project                                                             |
| <b>Tourism Small Business Funding – Small Business Video Project</b><br><br>Job Code:<br>6560-2304-0000                 | F22.296   | Connie Mallet   | This project is being funded by a Small Business Grant that John Batchelor had found that had not been expended as at 30/6/2021. The project involves the filming of Balranald Shire visitor services' small businesses. The video will be used on all our digital media platforms including social media and websites as well as on a YouTube video channel which will be set up at the end of the project. | \$5,000 Grant<br>\$1,000 Council Contribution | Filming commenced. Video completion due by 30 <sup>th</sup> June 2022. Launch of video and video channel due in July 2022 |
| <b>ClubGrant Euston Gym 2021/2022 – Euston Club</b><br><br>Job Code:<br>4684-4999-0012                                  | F21.490   | Thai Dang       | Riverfront Outdoor Fitness Equipment                                                                                                                                                                                                                                                                                                                                                                         | \$63,055                                      | Currently waiting for information on status of the project                                                                |



Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                                             | CM Folder          | Project Manager | Description                                                                                                                                                                                                                | Funding Value                                       | Status to Date                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------|
| <b>Youth Grant – Youth Week 2022 – NSW Government Communities &amp; Justice</b><br><br><b>Job Code:</b><br><b>2580-2220-0000</b>                          | F22.4              | Fraser White    | Activities for Youth Week                                                                                                                                                                                                  | \$3,644.30 Grant<br>\$2,513.00 Council Contribution | Project completed. Awaiting acquittal documentation on CM               |
| <b>NSW Partnerships Local Council Funding Stage 2 – Response to Covid 19 – Office of LG</b><br><br><b>Job Code:</b><br><b>Various</b>                     | F22.192<br>F22.206 | Connie Mallet   | Funding of \$90,000 was allocated to Balranald Shire Council by the Office of Local Government for expenses against activities implemented in response to Covid19. Allocation was against various activities and job codes | \$90,000                                            | Project completed and fully acquitted at 31st May 2022                  |
| <b>Balranald Retirement Hostel – Aged Care Workforce Bonus Payment 2022 – Department of Health</b><br><br><b>General Ledger:</b><br><b>2620-1100-0002</b> | F22.75             | Sheridan Hammet | Workforce Bonus Payments to Hostel Workers who have worked through the pandemic                                                                                                                                            | \$10,160                                            | Project completed and all workers have received the payment             |
| <b>Everyone Can Play 2022 – Department of Planning, Industry and Environment</b><br><br><b>Job Code:</b><br><b>4682-4999-0013</b>                         | F22.292            | Thai Dang       | Everyone Can Play (ECP) Lions Park Inclusion Project                                                                                                                                                                       | \$200,000                                           | We have received the first payment of \$40,000. Project yet to commence |

### Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                                                                | CM Folder | Project Manager | Description                                                                                        | Funding Value | Status to Date                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|----------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Active Pools – NSW Government of Sport</b><br><br><b>General Ledger:</b><br><b>1020-3110-0001</b>                                                                         | Not on CM | Janaya Gaston   | Active pools youth program                                                                         | \$5,000       | Project completed. Awaiting acquittal documentation on CM                                                                                                                                    |
| <b>E-Planning Programs</b><br><br><b>Job Codes:</b><br><b>5521-2390-0000</b><br><b>5521-2070-0000</b><br><b>5521-4999-0000</b>                                               | F19.717   | Ray Mitchell    | Funding allocated between 3 projects:<br>• Materials & Contract<br>• Training<br>• WIP Capitalised | \$50,000      | In Progress                                                                                                                                                                                  |
| <b>Financial Assistance Grant 2021/22 2022/2023 – Office of Local Government – Department of Planning &amp; Environment</b><br><br><b>Job Code:</b><br><b>6660-2550-0200</b> | F21.477   | General Manager | Local Government Grants Commission financial assistance                                            | \$4,721,432   | Total funding value is \$4,721,432 .We have received 4 instalments of \$607,708 plus \$2,290,600 advance from the 20/21 GL. We have also received an advance of \$3,737,513 for the 22/23 GL |
| <b>Bidgee Haven Retirement Hostel Expansion Grant – Department of Health</b><br><br><b>Job Code:</b><br><b>2620-4999-0021</b>                                                | F19.244   | General Manager | Bidgee Haven Expansion Construction - Specialised Dementia Wing                                    | \$4,680,000   | First payment of \$500,000 has been received. Project currently on hold                                                                                                                      |

### Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                 | CM Folder                                                              | Project Manager               | Description                                                                                                                                                                                                                                                                                                                   | Funding Value | Status to Date                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------|
| <b>Library Subsidy Grant 21/22 – Library Council NSW</b><br><br><b>Job Code:</b><br><b>4520-4999-0012</b>                     | Not on CM                                                              | Janaya Gaston                 | Library Books Replacement                                                                                                                                                                                                                                                                                                     | \$47,459      | Currently awaiting documentation and update on this project.                                      |
| <b>Local Priority Grant 21/22 – Library Council NSW</b><br><br><b>General Ledger:</b><br><b>4520-1100-0000</b>                | D22.60803<br>~ Grant Application<br><br>D22.60799<br>~ Letter of Offer | Janaya Gaston                 | TBA                                                                                                                                                                                                                                                                                                                           | \$20,340      | Currently awaiting documentation and update on this project.                                      |
| <b>Public Library Infrastructure Grant 21/22 – Library Council NSW</b><br><br><b>General Ledger:</b><br><b>4520-1100-0000</b> | F22.190<br>F22.204                                                     | Connie Mallet & Janaya Gaston | Funding is for Stage 1 of the project which includes access to the adjoining unused CWA room, a technology support hub, removal of a double window to create a double door for wheelchair access, removal of a small window for a larger window to view playground, building of a wall, ceiling and flooring for server room. | \$67,862      | Currently working on Implementation Plan. Progress report due in December 2022.                   |
| <b>Discovery Centre Redevelopment – Far West Joint Organisation</b>                                                           | F20.593                                                                | General Manager               | Redevelopment of the Discovery Centre.<br>Job Code: 6560-4999-0033                                                                                                                                                                                                                                                            | \$950,000     | Initial plans for the Redevelopment of the Centre have ceased and new draft plans are in progress |

Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                                                                          | CM Folder                                        | Project Manager | Description                                                                                                                                                                                                       | Funding Value                                             | Status to Date                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Market Street Revitalisation – Department of Industry</b>                                                                                                                           | F19.607                                          | Ray Mitchell    | Market Street Improvement activities. Mayall Street to River Street                                                                                                                                               | \$1,898,592.60 Grant<br>\$109,242.46 Council Contribution | Currently gathering information for overview of project.<br>Update/Variations on Rounds 1 & 2 can be found at D20.30029 on CM |
| <b>Our Rivers Our Region – Department of Infrastructure, Regional Development and Cities</b><br><br>Job Code:<br>6000-4999-0012                                                        | F19.650                                          | Thai Dang       | Funding is allocated into 3 projects:<br><br>1. Riverfront Enhancement Eco Trails<br><br>2. Swing Bridge Widening<br><br>3. Riverbend Reserve Place-making includes BBQ, toilet, furniture, gym equipment & signs | \$16,803,000                                              | Some works have been completed and some are still in progress. Currently gathering information for a complete update          |
| <b>Drought Community Funding Grant – Department of Industry, Science, Energy &amp; Resources</b><br><br>General Leger:<br>0535-1100-0001<br>0535-1100-0002<br><br>Job Code:<br>Various | D20.46064 Agreement<br><br>D22.60756 Allocations | Ray Mitchell    | Drought relief funding for community projects and groups<br><br>Funding was allocated between 27 community projects                                                                                               | \$1,000,000                                               | Project is completed.<br><br>Requiring Acquittal documentation on CM                                                          |

Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                                | CM Folder                                                                                                                                   | Project Manager                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Funding Value                                                                                                                                     | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Local Roads Community Infrastructure ROUND 1 20/21 - Department of Infrastructure, Transport, Regional Development and Communications</b> | F20.367                                                                                                                                     | Previous Staff                                                         | Project comprised of: ANZAC Park Fencing, Balranald Cemetery Toilet change to ANZAC toilet, Euston Eco Trail, Footpaths for Balranald and Euston, Theatre Royal heating, Bertram Road Traffic Calming, Wembo Corner Safety Upgrade, Puton Lane Sealing, Murrumbidgee Bridge Path Upgrade, Greenham Park Furniture and Storage and Traffic Safety Upgrades                                                                                                                                                                          | \$832,921                                                                                                                                         | Completed.<br><br>Currently gathering documents for CM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Local Roads Community Infrastructure ROUND 2 21/22 - Department of Infrastructure, Transport, Regional Development and Communications</b> | F20.693<br>F21.241<br>F21.242<br>F21.445<br>F21.247<br>F21.445<br>F21.246<br>F21.445<br>F21.245<br>F22.136<br>F21.249<br>F21.248<br>F21.244 | Ray Mitchell<br>Thai Dang<br>Brian Ebery<br>Fraser White<br>Alan Lodge | Funding allocated to the following:<br><br><ul style="list-style-type: none"> <li>• Balranald Aerodrome Fencing</li> <li>• Toilet at Balranald Cemetery</li> <li>• Balranald Irrigation Automation</li> <li>• Euston Town Approaches</li> <li>• Euston Rec Reserve Upgrade</li> <li>• Kyalite Riverside Reserve Enhancements</li> <li>• Seal off Street Parking</li> <li>• Theatre Royal Refurbishments</li> <li>• Church &amp; Harben Street Drainage Improvements</li> <li>• Balranald Riverfront Accessibility Works</li> </ul> | ☞ \$110,000<br>☞ \$50,000<br>☞ \$66,000<br>☞ \$100,00<br>☞ \$40,000<br>☞ \$30,000<br><br>☞ \$26,739<br>☞ \$84,000<br>☞ \$30,000<br><br>☞ \$80,000 | <ul style="list-style-type: none"> <li>• Aerodrome Fencing Project - Completed</li> <li>• Toilet at Balranald Cemetery - Completed</li> <li>• Balranald Irrigation Automation – Request for Extension has been made</li> <li>• Euston Town Approaches – Request for Extension has been made</li> <li>• Euston Rec Reserve Upgrade – Completed</li> <li>• Kyalite Riverside Reserve Enhancements – Completed</li> <li>• Seal Off Street Parking – Status required</li> <li>• Theatre Royal Refurbishments - Request for Extension has been made</li> <li>• Church &amp; Harben Street Drainage Improvements - Request for Extension has been made</li> <li>• Balranald Riverfront Accessibility Works - Request for Extension has been made</li> </ul> |



Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                                                                             | CM Folder          | Project Manager | Description                                                                                                                                                     | Funding Value                     | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Local Roads Community Infrastructure ROUND 3 22/23 - Department of Infrastructure, Transport, Regional Development and Communications</b><br><br><b>General Ledger: 6280-1125-0001</b> | F21.478            | Fiona Scoleri   | TBA                                                                                                                                                             | TBA                               | Currently gathering information about this grant.                                                                                                                                                                                                                                                                                                                                                             |
| <b>Stronger Country Community Funds Round 2 – Department of Premier of Cabinet</b><br><br><b>Job Code: 4662-4999-0015<br/>4640-4999-0009</b>                                              | F19.584            | Ray Mitchell    | <ul style="list-style-type: none"> <li>Greenham Park Multipurpose Centre Upgrade</li> <li>Swimming Pool Revitalisation Project</li> </ul>                       | ☛ \$221,486<br><br>☛ \$185,117    | ☛ Invoices for Milestone 2 \$73,090 & Milestone 3 \$75,306 completed<br><br>☛ Invoices for Milestone 1 \$61,089, Milestone 2 \$61,089 & Milestone 3 \$62,939 completed                                                                                                                                                                                                                                        |
| <b>Stronger Country Community Funds Round 3 – Local Government NSW</b><br><br><b>General Ledger: 4546-1100-0000<br/>4662-1100-0008</b>                                                    | F22.124<br>F22.123 | Ray Mitchell    | <ul style="list-style-type: none"> <li>Construction of Balranald Creative Community Learning Centre</li> <li>Balranald Tennis Court Upgrades Stage 2</li> </ul> | ☛ \$284,377<br><br>☛ \$287,503.80 | ☛ Invoice for Milestone 1 \$113,750.80 & Milestone 2 \$85,313.10 completed. Invoice for Milestone 3 \$85,313.10 has been prepared as at 8 <sup>th</sup> June 2022 (7741) ready to be uploaded on Smartygrants<br><br>☛ Invoice for Milestone 1 \$115,001.60 completed. Invoices for Milestone 2 & 3 each for \$86,251.80 10 has been prepared as at 8th June 2022 (7740) ready to be uploaded on Smartygrants |



### Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                                                             | CM Folder          | Project Manager | Description                                                                                                                                                                                                                                                                                            | Funding Value | Status to Date                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------|
| <b>Stronger Country<br/>Community Funds Round 4<br/>– Local Government NSW</b><br><br><b>General Ledger:</b><br><b>4546-1100-0000</b><br><b>4662-1100-0008</b>            | F22.364            | Ray Mitchell    | Euston Netball Upgrade:<br>Demolition of existing change<br>netball rooms and public toilets at<br>Euston and construction of new,<br>inclusive, change rooms and public<br>toilets combined together.<br>Renewed 200 lux LED outdoor sport<br>lighting to both Balranald and<br>Euston netball courts | \$527,626     | Waiting for status update on this grant     |
| <b>Small Business Month<br/>NSW 2022 – NSW Treasury</b><br><br><b>Job Code:</b><br><b>6560-2305-0000</b>                                                                  | F22.194<br>F22.208 | Connie Mallet   | Delivery of a Small Business<br>activity/event during NSW Small<br>Business Month in March 2022.<br><br>Delivery of "Growing Beyond Covid"<br>Small Business Dinner Event                                                                                                                              | \$2,400       | The grant was fully acquitted in April 2022 |
| <b>The Festival of Place<br/>Summer Night Fund 2022<br/>– NSW Government<br/>Planning Industry &amp;<br/>Environment</b><br><br><b>Job Code:</b><br><b>6560-2306-0000</b> | F22.195<br>F22.209 | Connie Mallet   | Reactivation of a night event - The<br>Easter Twilight Market<br><br>Funding for a series of lights and<br>entertainment                                                                                                                                                                               | \$14,345      | The grant was fully acquitted in June 2022  |

Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

| Grant/Project                                                                                                                                                          | CM Folder                     | Project Manager               | Description                                                                                                                                                                                                                                                                                                                                                    | Funding Value                             | Status to Date                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Transport Access Regional Partnerships Funding (TARP) 2019 – 2023 – Transport NSW</b><br><br><b>Job Code:</b><br>2670-2405-0002<br>2670-2405-0001<br>2670-2405-0003 | F22.127<br>F19.277<br>F19.277 | Connie Mallet & Fiona Scoleri | Includes to funding streams:<br><br><b>Beating Isolation:</b> Providing transport to community based facilities for disadvantaged community members<br><br><b>Backing Balranald Youth:</b> Transport initiative for Balranald youth<br><br><b>Building Resources Balranald:</b> To provide funding for at least 12 people to obtain their medium rigid license | ➤ \$20,000<br><br>➤ \$25,000<br><br>➤ TBA | In Progress. The project has been extended till 2023<br><br>Currently gathering information and documentation for CM |
| <b>Street Light Subsidy – Carbon Bank of Australia</b><br><br><b>General Ledger:</b><br>6000-1211-0000                                                                 | Currently not on CM           | TBA                           | Energy Saving Street Lighting                                                                                                                                                                                                                                                                                                                                  | \$ 26,753.76                              | Project Start Date was April 2022<br><br>Currently gathering information and documentation for CM                    |

Applications Pending ➡

### Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022

#### APPLICATIONS PENDING

| Grant/Project                                                                                                  | CM Folder | Project Manager | Description                                                                                                                                                                                                                                      | Funding Value                                                           | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------|-----------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community Building Partnership Grant 2022</b>                                                               | F22.346   | Connie Mallet   | Enhancements/Upgrade of IT multi-media communications and displays at the Interpretive Pavilion                                                                                                                                                  | \$50,040.00 Grant<br>\$50,040.00 Council Contribution                   | Application Submitted 10 <sup>th</sup> June 2022                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Business Improvement Fund 2022 – Department of Health</b>                                                   | F22.149   | Sheridan Hammet | Installation of new IT infrastructure at Bidgee Haven Retirement Hostel                                                                                                                                                                          | \$435,548                                                               | Application submitted March 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>COVID-19 Aged Care Support Program Extension – COVID Outbreak Reimbursement 2022 – Department of Health</b> | F22.303   | Sheridan Hammet | Reimbursement for money spent during the May 2022 COVID Outbreak at the Hostel                                                                                                                                                                   | \$20,700.40                                                             | Application submitted June 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Office of Responsible Gambling – Community Contribution Panel</b>                                           | F22.220   | Connie Mallet   | Funds from the Euston Club to be evenly allocated between Maari Ma Health Aboriginal Cooperation, Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (under the auspice of Balranald Shire Council) and Mallee Family Care | Funds to Council's Advisory Committee:<br>\$84,764 per year for 3 years | Signed Document by all panel members was sent to the Minister 27 <sup>th</sup> May 2022. The Advisory Committee will be responsible for: <ul style="list-style-type: none"> <li>• Gambling education &amp; awareness</li> <li>• Mental Health first aid training for community members</li> <li>• Develop a health service map and strategic plan for health services in the Balranald Shire</li> <li>• Cross-referral to GambleAware counselling services in the Far West NSW</li> </ul> |

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**Balranald Shire Council Grants/Projects Update Summary as @ 14<sup>th</sup> June 2022**

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| Grant/Project                                                 | CM Folder | Project Manager | Description                                            | Funding Value | Status to Date                                       |
|---------------------------------------------------------------|-----------|-----------------|--------------------------------------------------------|---------------|------------------------------------------------------|
| <b>Building Better Regions Fund- Community Stream Round 6</b> | F22.349   | Connie Mallet   | Development of Council's Economic Development Strategy | \$20,000      | Application Submitted 10 <sup>th</sup> February 2022 |

**12 CORPORATE & COMMUNITY SERVICES REPORTS****12.1 REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS****File Number:** D22.66528**Reporting Officer:** Kristy Cameron, Finance Officer

John Batchelor, Finance

Janelle Dalton, Rates Officer

Danika Dunstone, Customer Service Officer

**Responsible Officer:** Jeff Sowiak, 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 Council receives and notes the following financial information for the period ending 30 May 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 Monthly Statement of Rates and Charges
- 4 Monthly Summary of Revenue and Expenditure for the Caravan Park
- 5 Monthly Summary of Revenue and Expenditure for the Bidgee Haven Hostel
- 6 Monthly Summary of Revenue and Expenditure for the Tourist Information Centre
- 7 Statement of Currency of Work within the Finance Function of Council
- 8 Grants Summary Update
- 9 Debtors

**REPORT****1 Investments**

Council's total investments including cash as at 31 May 2022 is \$22,454,354. This is an increase of \$225,736 on the previous month's total of \$22,228,618. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for May 2022 included:-

- Financial Assistance Grant – \$607,708
- Roads to Recovery - \$358,602
- Aged Care Benefits - \$98,320
- Library Grant - \$67,862
- Lions Park Grant - \$90,000

Payments for May 2022 included:-

- Plant Hire – \$60,445
- Consultants - \$56,562
- Sealing – 615,367
- IT Upgrade - \$80,128
- Aerodrome Fence - \$61,807
- South West Arts Contribution - \$30,000

Total YTD interest received upon maturity of investments to 31 May 2022 and as shown in the General ledger is \$47,985. Council's overall budget across all funds is \$77,000, It should be noted that interest accrued on investments maturing after 30 June 2022 will be brought to account during EOY processing. Reporting of interest earned on all investments will be revamped for 2022/23 to include monthly interest earned, rather than just those investments which have matured and interest monies deposited into Council's bank account.

Council's cash and at call accounts are used for the purpose of day to day operations of Council. Term Deposit investments are \$14,000,000 as at 31 May 2022.

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



| MONTHLY BANK & INVESTMENT REPORT                  |            |             | 30/05/2022 |               |                                  |                   |
|---------------------------------------------------|------------|-------------|------------|---------------|----------------------------------|-------------------|
|                                                   | S&P Rating | Term (Days) | Start Date | Maturity Date | Interest Rate/<br>Rate of Return | Investment Value  |
| <b>Term Deposits</b>                              |            |             |            |               |                                  |                   |
| <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        | 365         | 9/05/2022  | 9/05/2023     | 2.95%                            | 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         |
| <a href="#">Commonwealth Bank</a>                 | A-1+       | 365         | 23/05/2022 | 23/05/2023    | 2.94%                            | 1,000,000         |
|                                                   |            |             |            |               |                                  |                   |
| <b>Total Term Deposits</b>                        |            |             |            | Avg Rate      | 0.98%                            | <b>14,000,000</b> |
| <b>At Call Accounts</b>                           |            |             |            |               |                                  |                   |
| Westpac Cash Reserves A/C 162 975                 | A-1+       |             |            | At Call       | 0.01%                            | 5,103,658         |
| Tcorp A/C 1268                                    | A-1+       |             |            | At Call       | 0.01%                            | 1,273,431         |
| Macquarie Cash Account - 969891944                | A-1        |             |            | At Call       |                                  | 1,000,116         |
| <b>Total At Call Accounts</b>                     |            |             |            |               |                                  | <b>7,377,206</b>  |
|                                                   |            |             |            |               |                                  |                   |
| <b>Total Investment Accounts</b>                  |            |             |            |               |                                  | <b>21,377,206</b> |
|                                                   |            |             |            |               |                                  |                   |
| <b>Cash Accounts</b>                              |            |             |            |               |                                  |                   |
| Westpac Bank A/C 000 060                          | A-1+       |             |            | Cash at Bank  | 0.01%                            | 1,077,148         |
| <b>TOTAL CASH AT BANK</b>                         |            |             |            |               |                                  | <b>1,077,148</b>  |
| <b>TOTAL INVESTMENTS PORTFOLIO INCLUDING CASH</b> |            |             |            |               |                                  | <b>22,454,354</b> |

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

| Financial Institution | Ratings | Composition % | Amount ('000) |
|-----------------------|---------|---------------|---------------|
| Westpac               | A-1+    | 28.55         | 6,104         |
| AMP                   | A-2     | 7.02          | 1,500         |
| CBA                   | A-1+    | 23.39         | 5,000         |
| MAC                   | A-1     | 23.39         | 5,000         |
| Tcorp                 | A-1+    | 5.95          | 1,273         |
| BOQ                   | A-2     | 7.02          | 1,500         |
| NAB                   | A-1+    | 4.68          | 1,000         |
| <b>Total</b>          |         | <b>100.00</b> | <b>21,377</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 \$22,454,354 across the funds as listed below:

| FUNDS HELD              | General Fund      | Waste Fund     | Water Fund       | Sewer Fund       | TOTAL             |
|-------------------------|-------------------|----------------|------------------|------------------|-------------------|
| Restricted              | 10,507,000        | 616,000        | 2,204,000        | 1,028,000        | 14,355,000        |
| Unrestricted            | 8,099,354         | 0              | 0                | 0                | 8,099,354         |
| <b>TOTAL FUNDS HELD</b> | <b>18,606,354</b> | <b>616,000</b> | <b>2,204,000</b> | <b>1,028,000</b> | <b>22,454,354</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 |

**Total Restrictions** **\$ 14,355,000**

##### **Unrestricted Cash Investments**

**\$8,099,354**

**Total Investments** **\$ 22,454,354**

**SUMMARY**

Council currently holds \$22,454,354 in Cash and Investments. The average interest rate trend has increased for May 2022 being 0.63% 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 May 2022 and is shown below:

|                                              |                  |
|----------------------------------------------|------------------|
| <b>Cashbook Summary</b>                      |                  |
| Opening Cashbook Balance                     | 6,349,910        |
| Plus Receipts                                | 2,206,602        |
| Less Payments                                | (7,440,552)      |
| <b>Cashbook Balance at 31 May 2022</b>       | <b>1,115,960</b> |
|                                              |                  |
| <b>Statement Summary</b>                     |                  |
| Opening Statement Balance                    | 6,352,012        |
| Plus Receipts                                | 2,165,701        |
| Less Payments                                | (7,440,566)      |
| <b>Bank Statement Balance at 31 May 2022</b> | <b>1,077,148</b> |
| Plus Unpresented Receipts                    | 42,386           |
| Less Unpresented Payments                    | (3,574)          |
| <b>Reconciliation Balance at 31 May 2022</b> | <b>1,115,960</b> |

### 3. STATEMENT OF RATES AND CHARGES AS AT 9<sup>TH</sup> JUNE 2022

|                                                  | Balranald Shire Council       | Statement of Rates and Charges - As at 9th June 2022                                                           |                       |                                            |                                             |                     |                                          |  |                                                       |
|--------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------|---------------------------------------------|---------------------|------------------------------------------|--|-------------------------------------------------------|
|                                                  |                               |                                                                                                                |                       |                                            |                                             |                     |                                          |  |                                                       |
|                                                  |                               |                                                                                                                |                       |                                            |                                             |                     |                                          |  |                                                       |
|                                                  |                               |                                                                                                                |                       |                                            |                                             |                     |                                          |  |                                                       |
|                                                  |                               |                                                                                                                |                       |                                            |                                             |                     |                                          |  | Nett Arrears<br>1 July 2021<br>as a % of<br>Nett Levy |
| Income Category                                  | Nett Arrears<br>1st July 2021 | 2021/22 Nett<br>Levy                                                                                           | Total<br>Receivable   | Amount<br>Collected as at<br>9th June 2022 | Collection as a %<br>of Total<br>Receivable | **Arrears<br>Amount | Arrears as a %<br>of Total<br>Receivable |  |                                                       |
| General Fund Rates incl Interest / Legal charges | \$106,730.43                  | \$2,879,684.66                                                                                                 | \$2,986,415.09        | \$2,812,040.36                             | 94.16%                                      | \$174,374.73        | 5.84%                                    |  | 3.71%                                                 |
| Waste Management Charges                         | \$26,217.80                   | \$380,233.70                                                                                                   | \$406,451.50          | \$378,751.23                               | 93.18%                                      | \$27,700.27         | 6.82%                                    |  | 6.90%                                                 |
| Stormwater Levy Charges                          | \$1,162.43                    | \$19,092.09                                                                                                    | \$20,254.52           | \$18,656.47                                | 92.11%                                      | \$1,598.05          | 7.89%                                    |  | 6.09%                                                 |
| Water Fund - Access Charges                      | \$52,483.20                   | \$802,342.94                                                                                                   | \$854,826.14          | \$798,946.95                               | 93.46%                                      | \$55,879.19         | 6.54%                                    |  | 6.54%                                                 |
| Sewerage Fund - Annual Charges                   | \$40,492.31                   | \$637,605.13                                                                                                   | \$678,097.44          | \$634,950.60                               | 93.64%                                      | \$43,146.84         | 6.36%                                    |  | 6.35%                                                 |
|                                                  | <b>\$227,086.17</b>           | <b>\$4,718,958.52</b>                                                                                          | <b>\$4,946,044.69</b> | <b>\$4,643,345.61</b>                      | <b>93.88%</b>                               | <b>\$302,699.08</b> | <b>6.12%</b>                             |  | <b>4.81%</b>                                          |
| Water Fund - Consumption Charges                 | \$74,208.17                   | \$762,297.82                                                                                                   | \$836,505.99          | \$755,840.68                               | 90.36%                                      | \$80,665.31         | 9.64%                                    |  | 9.73%                                                 |
| Sewerage Fund - Usage Charges Non Residential    | \$4,440.70                    | \$69,054.24                                                                                                    | \$73,494.94           | \$69,337.70                                | 94.34%                                      | \$4,157.24          | 5.66%                                    |  | 6.43%                                                 |
|                                                  | <b>\$78,648.87</b>            | <b>\$831,352.06</b>                                                                                            | <b>\$910,000.93</b>   | <b>\$825,178.38</b>                        | <b>90.68%</b>                               | <b>\$84,822.55</b>  | <b>9.32%</b>                             |  | <b>9.46%</b>                                          |
| <b>Total 2021/22</b>                             | <b>\$305,735.04</b>           | <b>\$5,550,310.58</b>                                                                                          | <b>\$5,856,045.62</b> | <b>\$5,468,523.99</b>                      | <b>93.38%</b>                               | <b>\$387,521.63</b> | <b>6.62%</b>                             |  | <b>5.51%</b>                                          |
|                                                  |                               |                                                                                                                |                       |                                            |                                             |                     |                                          |  |                                                       |
|                                                  |                               |                                                                                                                |                       |                                            |                                             |                     |                                          |  |                                                       |
|                                                  |                               |                                                                                                                |                       |                                            |                                             |                     |                                          |  |                                                       |
|                                                  | Note - **Arrears Amount       | The 4th rate instalment was due on 31st May 2022 and increased the outstanding arrears compared to last month. |                       |                                            |                                             |                     |                                          |  |                                                       |
|                                                  |                               | Reminder Notices will be sent and early stage debt recovery contact to reduce this amount                      |                       |                                            |                                             |                     |                                          |  |                                                       |

4 Monthly Summary of Revenue and Expenditure for the Caravan Park

| CARAVAN PARK 2021/22                   | Original Budget  | Amended Budget March QBR | Actual YTD 31 May 2022 | Remaining Budget  | Anticipated 30 June 2022 | YTD Actual % |
|----------------------------------------|------------------|--------------------------|------------------------|-------------------|--------------------------|--------------|
| <b>REVENUE</b>                         |                  |                          |                        |                   |                          |              |
| Fees                                   | \$600,000        | \$400,000                | \$432,548              | \$17,452          | \$450,000                | 96.1%        |
| Washing Machine Charges                | \$3,500          | \$3,500                  | \$4,257                | \$243             | \$4,500                  | 94.6%        |
| Caravan Park - Merchandise Sales       | \$500            | \$4,000                  | \$4,169                | \$331             | \$4,500                  | 92.6%        |
| <b>TOTAL OPERATING REVENUE</b>         | <b>\$604,000</b> | <b>\$407,500</b>         | <b>\$440,974</b>       | <b>\$18,026</b>   | <b>\$459,000</b>         | <b>96.1%</b> |
| <b>EXPENDITURE</b>                     |                  |                          |                        |                   |                          |              |
| Salaries                               | \$93,580         | \$155,000                | \$166,357              | \$19,643          | \$186,000                | 89.4%        |
| Caravan Park Advertising               | \$1,200          | \$1,200                  | \$0                    | \$1,200           | \$1,200                  | 0.0%         |
| Bank Charges                           | \$3,300          | \$2,000                  | \$2,593                | \$407             | \$3,000                  | 86.4%        |
| Caravan Park - Cleaning Services       | \$53,700         | \$4,580                  | \$4,719                | \$1,281           | \$6,000                  | 78.7%        |
| Electricity - Operational              | \$67,500         | \$25,000                 | \$17,516               | \$5,484           | \$23,000                 | 76.2%        |
| Insurance                              | \$8,500          | \$8,500                  | \$0                    | \$8,500           | \$8,500                  | 0.0%         |
| Caravan Pk - Management Fees           | \$120,000        | \$11,000                 | \$11,000               | \$0               | \$11,000                 | 100.0%       |
| Caravan Pk - Administration Fees       | \$40,000         | \$40,000                 | \$30,000               | \$10,000          | \$40,000                 | 75.0%        |
| Caravan Park - Legal Expenses          | \$4,000          | \$0                      | \$0                    | \$0               | \$0                      |              |
| Caravan Park - Software Support        | \$3,500          | \$3,500                  | \$2,468                | \$532             | \$3,000                  | 82.3%        |
| Rates & Charges on Council Property    | \$29,500         | \$55,000                 | \$52,030               | \$2,970           | \$55,000                 | 94.6%        |
| Telephone                              | \$2,500          | \$2,500                  | \$2,592                | \$208             | \$2,800                  | 92.6%        |
| Caravan Park R & M                     | \$46,500         | \$30,000                 | \$30,561               | \$2,439           | \$33,000                 | 92.6%        |
| Caravan Park - Consumables GST         | \$40,000         | \$15,000                 | \$18,613               | \$2,387           | \$21,000                 | 88.6%        |
| Caravan Park - Consumables No GST      | \$2,000          | \$1,000                  | \$0                    | \$1,000           | \$1,000                  | 0.0%         |
| Depreciation                           | \$51,700         | \$51,700                 | \$38,775               | \$12,925          | \$51,700                 | 75.0%        |
| <b>TOTAL OPERATING EXPENDITURE</b>     | <b>\$567,480</b> | <b>\$405,980</b>         | <b>\$377,224</b>       | <b>\$68,976</b>   | <b>\$446,200</b>         | <b>84.5%</b> |
| <b>NET OPERATING SURPLUS / DEFICIT</b> | <b>\$36,520</b>  | <b>\$1,520</b>           | <b>\$63,750</b>        | <b>-\$50,950</b>  | <b>\$12,800</b>          |              |
| <b>CAPITAL</b>                         |                  |                          |                        |                   |                          |              |
| <b>Capital Revenue</b>                 |                  |                          |                        |                   |                          |              |
| Capital Grants                         | \$0              | \$771,000                | \$771,500              | \$0               | \$771,500                | 100.0%       |
| Capital Income - Transfer from Reserve | \$126,850        | \$724                    | \$724                  | \$0               | \$724                    | 100.0%       |
| <b>Total Capital Revenue</b>           | <b>\$126,850</b> | <b>\$771,724</b>         | <b>\$772,224</b>       | <b>\$0</b>        | <b>\$772,224</b>         |              |
| <b>Capital Expenditure</b>             |                  |                          |                        |                   |                          |              |
| Caravan Park Improvements              | \$126,850        | \$724                    | \$724                  | \$0               | \$724                    | 100.0%       |
| Transfer to Restriction                | \$0              | \$771,000                |                        | \$771,500         | \$771,500                | 0.0%         |
| <b>Total Capital Expenditure</b>       | <b>\$126,850</b> | <b>\$771,724</b>         | <b>\$724</b>           | <b>\$771,500</b>  | <b>\$772,224</b>         |              |
| <b>Net Capital Surplus/ (Deficit)</b>  | <b>\$0</b>       | <b>\$0</b>               | <b>\$771,500</b>       | <b>-\$771,500</b> | <b>\$0</b>               |              |
| <b>Net Result Surplus/ (Deficit)</b>   | <b>\$36,520</b>  | <b>\$1,520</b>           | <b>\$835,250</b>       | <b>-\$822,450</b> | <b>\$12,800</b>          |              |

## SUMMARY

|                                 | Original<br>Budget | Amended<br>Budget<br>March QBR | Actual YTD<br>31 May 2022 | Remaining<br>Budget | Anticipated 30<br>June 2022 |
|---------------------------------|--------------------|--------------------------------|---------------------------|---------------------|-----------------------------|
| TOTAL OPERATING REVENUE         | \$604,000          | \$407,500                      | \$440,974                 | \$18,026            | \$459,000                   |
| TOTAL OPERATING EXPENDITURE     | \$567,480          | \$405,980                      | \$377,224                 | \$68,976            | \$446,200                   |
| NET OPERATING SURPLUS / DEFICIT | <b>\$36,520</b>    | <b>\$1,520</b>                 | <b>\$63,750</b>           | <b>-\$50,950</b>    | <b>\$12,800</b>             |
| Total Capital Revenue           | \$126,850          | \$771,724                      | \$772,224                 | \$0                 | \$772,224                   |
| Total Capital Expenditure       | \$126,850          | \$771,724                      | \$724                     | \$771,500           | \$772,224                   |
| Net Capital Surplus/ (Deficit)  | <b>\$0</b>         | <b>\$0</b>                     | <b>\$771,500</b>          | <b>-\$771,500</b>   | <b>\$0</b>                  |
| Net Result Surplus/ (Deficit)   | <b>\$36,520</b>    | <b>\$1,520</b>                 | <b>\$835,250</b>          | <b>\$822,450</b>    | <b>\$12,800</b>             |



## 5 Monthly Summary of Revenue and Expenditure for the Bidgee Haven Hostel

| BIDGEE HAVEN HOSTEL 2021/22           | Original Budget     | Amended Budget March QBR | Actual YTD 31 May 2022 | Remaining Budget    | Anticipated 30 June 2022 | YTD Actual % |
|---------------------------------------|---------------------|--------------------------|------------------------|---------------------|--------------------------|--------------|
| <b>REVENUE</b>                        |                     |                          |                        |                     |                          |              |
| Permanent Care Subsidies              | \$850,000           | \$900,000                | \$868,376              | \$91,624            | \$960,000                | 90.5%        |
| Hostel - Training Subsidies           | \$0                 | \$2,200                  | \$2,131                | \$69                | \$2,200                  | 96.9%        |
| Respite Care Fees                     | \$20,000            | \$8,000                  | \$5,969                | \$1,031             | \$7,000                  | 85.3%        |
| Hostel - Resident Care (Commonwealth) | \$35,000            | \$75,000                 | \$70,846               | \$7,154             | \$78,000                 | 90.8%        |
| Hostel - Resident Accommodation Fees  | \$60,000            | \$30,000                 | \$38,065               | \$1,935             | \$40,000                 | 95.2%        |
| Hostel - Resident Daily Care Fees     | \$280,000           | \$250,000                | \$229,514              | \$22,086            | \$251,600                | 91.2%        |
| Covid Payment                         | \$0                 | \$0                      | \$10,180               | \$0                 | \$10,180                 | 100.0%       |
| Hostel - Interest Received            | \$6,000             | \$12,000                 | \$9,000                | \$3,000             | \$12,000                 | 75.0%        |
| <b>TOTAL OPERATING REVENUE</b>        | <b>\$1,231,000</b>  | <b>\$1,277,200</b>       | <b>\$1,234,061</b>     | <b>\$126,899</b>    | <b>\$1,360,960</b>       | <b>90.7%</b> |
|                                       |                     |                          |                        |                     |                          |              |
| <b>EXPENDITURE</b>                    |                     |                          |                        |                     |                          |              |
| Salaries                              | \$910,700           | \$960,000                | \$919,006              | \$100,994           | \$1,020,000              | 90.1%        |
| Medical Expenses                      | \$8,000             | \$4,000                  | \$3,394                | \$406               | \$3,800                  | 89.3%        |
| Training                              | \$10,000            | \$5,000                  | \$873                  | \$4,127             | \$5,000                  | 17.5%        |
| Recruitment Expenses                  | \$0                 | \$100                    | \$50                   | \$50                | \$100                    | 50.0%        |
| Advertising                           | \$1,000             | \$1,000                  | \$655                  | \$345               | \$1,000                  | 65.5%        |
| Audit Fees                            | \$4,500             | \$4,700                  | \$4,700                | \$0                 | \$4,700                  | 100.0%       |
| Consultancy                           | \$5,000             | \$5,000                  | \$225                  | \$775               | \$1,000                  | 22.5%        |
| Electricity                           | \$35,000            | \$32,000                 | \$22,352               | \$5,648             | \$28,000                 | 79.8%        |
| Gas                                   | \$1,000             | \$1,000                  | \$431                  | \$569               | \$1,000                  | 43.1%        |
| Sundry Expenses                       | \$3,500             | \$3,500                  | \$3,487                | \$313               | \$3,800                  | 91.8%        |
| Laundry Services                      | \$10,000            | \$10,000                 | \$8,480                | \$1,520             | \$10,000                 | 84.8%        |
| Insurance                             | \$12,000            | \$12,000                 | \$12,000               | \$0                 | \$12,000                 | 100.0%       |
| Council Administration Fees           | \$80,000            | \$80,000                 | \$60,000               | \$20,000            | \$80,000                 | 75.0%        |
| Printing & Stationery                 | \$5,000             | \$3,000                  | \$2,166                | \$634               | \$2,800                  | 77.4%        |
| IT Expenditure                        | \$500               | \$500                    | \$0                    | \$500               | \$500                    | 0.0%         |
| Rates & Charges                       | \$12,000            | \$12,000                 | \$9,925                | \$2,075             | \$12,000                 | 82.7%        |
| Repairs & Maintenance                 | \$50,000            | \$40,000                 | \$34,204               | \$5,796             | \$40,000                 | 85.5%        |
| Subscriptions & Memberships           | \$6,000             | \$6,000                  | \$5,588                | \$412               | \$6,000                  | 93.1%        |
| Telephone                             | \$3,000             | \$3,000                  | \$2,435                | \$565               | \$3,000                  | 81.2%        |
| Chemist Expenses                      | \$13,000            | \$11,000                 | \$9,171                | \$1,829             | \$11,000                 | 83.4%        |
| Food Supplies                         | \$48,000            | \$48,000                 | \$34,798               | \$13,202            | \$48,000                 | 72.5%        |
| Depreciation                          | \$88,100            | \$88,100                 | \$66,075               | \$22,025            | \$88,100                 | 75.0%        |
| <b>TOTAL OPERATING EXPENDITURE</b>    | <b>\$1,306,300</b>  | <b>\$1,329,900</b>       | <b>\$1,200,015</b>     | <b>\$181,785</b>    | <b>\$1,381,800</b>       | <b>86.8%</b> |
|                                       |                     |                          |                        |                     |                          |              |
| <b>NET OPERATING SURPLUS/DEFICIT</b>  | <b>-\$75,300.00</b> | <b>-\$52,700.00</b>      | <b>\$34,046.00</b>     | <b>-\$54,886.00</b> | <b>-\$20,840.00</b>      |              |
|                                       |                     |                          |                        |                     |                          |              |
| <b>Capital Revenue</b>                |                     |                          |                        |                     |                          |              |
| Capital Grants                        | \$4,280,000         | \$4,280,000              | \$4,980                | \$4,275,020         | \$4,280,000              | 0.1%         |
| <b>Total Capital Revenue</b>          | <b>\$4,280,000</b>  | <b>\$4,280,000</b>       | <b>\$4,980</b>         | <b>\$4,275,020</b>  | <b>\$4,280,000</b>       | <b>0.1%</b>  |
|                                       |                     |                          |                        |                     |                          |              |
| <b>CAPITAL</b>                        |                     |                          |                        |                     |                          |              |
| Capital Works                         | \$20,000            | \$20,000                 | \$0                    | \$20,000            | \$20,000                 | 0.0%         |
| Hostel Extension                      | \$4,280,000         | \$4,280,000              | \$4,980                | \$4,275,020         | \$4,280,000              | 0.1%         |
| <b>Total Capital Expenditure</b>      | <b>\$4,300,000</b>  | <b>\$4,300,000</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>-\$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>-\$72,700</b>         | <b>\$34,046</b>        | <b>-\$74,886</b>    | <b>-\$40,840</b>         |              |

## SUMMARY

| Bidgee Haven Hostel             | Original Budget  | Amended Budget March QBR | Actual YTD 31 May 2022 | Remaining Budget | Anticipated 30 June 2022 |
|---------------------------------|------------------|--------------------------|------------------------|------------------|--------------------------|
| TOTAL OPERATING REVENUE         | \$1,231,000      | \$1,277,200              | \$1,234,061            | \$126,899        | \$1,360,960              |
| TOTAL OPERATING EXPENDITURE     | \$1,306,300      | \$1,329,900              | \$1,200,015            | \$181,785        | \$1,381,800              |
| NET OPERATING SURPLUS / DEFICIT | <b>-\$75,300</b> | <b>-\$52,700</b>         | <b>\$34,046</b>        | <b>-\$54,886</b> | <b>-\$20,840</b>         |
| Total Capital Revenue           | \$4,280,000      | \$4,280,000              | \$4,980                | \$4,275,020      | \$4,280,000              |
| Total Capital Expenditure       | \$4,300,000      | \$4,300,000              | \$4,980                | \$4,295,020      | \$4,300,000              |
| Net Capital Surplus/ (Deficit)  | <b>-\$20,000</b> | <b>-\$20,000</b>         | <b>\$0</b>             | <b>-\$20,000</b> | <b>-\$20,000</b>         |
| Net Result Surplus/ (Deficit)   | <b>-\$95,300</b> | <b>-\$72,700</b>         | <b>\$34,046</b>        | <b>-\$74,886</b> | <b>-\$40,840</b>         |

## 7 Monthly Summary of Revenue and Expenditure for the Tourist Information Centre

| TOURISM 2021/22                             | Original Budget   | Amended Budget March QBR | Actual YTD 31 May 2022 | Remaining Budget | Anticipated 30 June 2022 | YTD Actual % |
|---------------------------------------------|-------------------|--------------------------|------------------------|------------------|--------------------------|--------------|
| <b>REVENUE</b>                              |                   |                          |                        |                  |                          |              |
| Fees                                        | \$2,000           | \$5,000                  | \$4,859                | \$141            | \$5,000                  | 97.2%        |
| Rental                                      | \$19,000          | \$19,000                 | \$14,181               | \$4,819          | \$19,000                 | 74.6%        |
| Tourist Info Centre -Souvenir Sales         | \$60,200          | \$40,000                 | \$41,256               | \$3,744          | \$45,000                 | 91.7%        |
| Commissions                                 | \$500             | \$500                    | \$90                   | \$10             | \$100                    | 90.0%        |
| Other Revenue                               | \$2,000           | \$2,000                  | \$2,950                | \$250            | \$3,200                  | 92.2%        |
| Reimbursements - Electricity                | \$0               | \$3,000                  | \$2,868                | \$132            | \$3,000                  | 95.6%        |
| Donations - Discovery Centre                | \$5,000           | \$2,000                  | \$2,354                | \$146            | \$2,500                  | 94.2%        |
| Operational Grants                          | \$0               | \$0                      | \$15,441               | \$0              | \$15,441                 | 100.0%       |
| <b>TOTAL OPERATING REVENUE</b>              | <b>\$88,700</b>   | <b>\$71,500</b>          | <b>\$83,999</b>        | <b>\$9,242</b>   | <b>\$93,241</b>          | <b>90.1%</b> |
|                                             |                   |                          |                        |                  |                          |              |
| <b>EXPENDITURE</b>                          |                   |                          |                        |                  |                          |              |
| Salaries                                    | \$126,790         | \$168,000                | \$157,908              | \$17,092         | \$175,000                | 90.2%        |
| Tourism -Medical Expenses                   | \$200             | \$200                    | \$142                  | \$58             | \$200                    | 71.0%        |
| Training                                    | \$1,700           | \$1,700                  | \$212                  | \$1,488          | \$1,700                  | 12.5%        |
| Recruitment Expenses                        | \$0               | \$200                    | \$187                  | \$13             | \$200                    | 93.5%        |
| Advertising                                 | \$8,500           | \$8,500                  | \$6,425                | \$2,075          | \$8,500                  | 75.6%        |
| Security Monitoring                         | \$550             | \$1,000                  | \$802                  | \$198            | \$1,000                  | 80.2%        |
| Merchant & Bank Fees                        | \$750             | \$750                    | \$667                  | \$83             | \$750                    | 88.9%        |
| Cleaning                                    | \$3,700           | \$6,600                  | \$5,943                | \$657            | \$6,600                  | 90.0%        |
| Electricity                                 | \$13,000          | \$13,000                 | \$6,301                | \$3,699          | \$10,000                 | 63.0%        |
| General Expenses                            | \$1,500           | \$500                    | \$0                    | \$500            | \$500                    | 0.0%         |
| Insurance                                   | \$9,500           | \$9,500                  | \$7,125                | \$2,375          | \$9,500                  | 75.0%        |
| Administration Fees                         | \$20,000          | \$20,000                 | \$15,000               | \$5,000          | \$20,000                 | 75.0%        |
| Postage                                     | \$800             | \$500                    | \$393                  | \$107            | \$500                    | 78.6%        |
| Printing and Stationary                     | \$1,200           | \$500                    | \$411                  | \$89             | \$500                    | 82.2%        |
| Special Events                              | \$13,500          | \$13,500                 | \$10,226               | \$3,274          | \$13,500                 | 75.7%        |
| Rates & Charges on Council Property         | \$2,750           | \$2,750                  | \$2,750                | \$0              | \$2,750                  | 100.0%       |
| Repairs and Maintenance                     | \$30,000          | \$30,000                 | \$28,451               | \$1,549          | \$30,000                 | 94.8%        |
| Subscriptions                               | \$2,000           | \$1,200                  | \$800                  | \$400            | \$1,200                  | 66.7%        |
| Journals & Publications                     | \$2,000           | \$2,000                  | \$1,818                | \$182            | \$2,000                  | 90.9%        |
| Telephone                                   | \$1,500           | \$1,500                  | \$1,074                | \$426            | \$1,500                  | 71.6%        |
| Internet Expenses                           | \$1,800           | \$1,800                  | \$1,775                | \$25             | \$1,800                  | 98.6%        |
| Conferences & Seminars                      | \$2,000           | \$1,000                  | \$891                  | \$609            | \$1,500                  | 59.4%        |
| Software & Licencing                        | \$2,000           | \$2,000                  | \$583                  | \$217            | \$800                    | 72.9%        |
| Seminars & Workshops                        | \$1,000           | \$500                    | \$0                    | \$500            | \$500                    | 0.0%         |
| Souvenirs                                   | \$30,000          | \$20,000                 | \$24,593               | \$3,407          | \$28,000                 | 87.8%        |
| Interest on Loans                           | \$39,700          | \$39,700                 | \$30,010               | \$9,690          | \$39,700                 | 75.6%        |
| Depreciation                                | \$9,504           | \$9,504                  | \$7,128                | \$2,376          | \$9,504                  | 75.0%        |
| Operational Grant expenditures              | \$0               | \$0                      | \$14,055               | \$1,386          | \$15,441                 | 91.0%        |
| <b>TOTAL OPERATING EXPENDITURE</b>          | <b>\$325,744</b>  | <b>\$366,404</b>         | <b>\$325,670</b>       | <b>\$67,475</b>  | <b>\$383,145</b>         | <b>85.0%</b> |
|                                             |                   |                          |                        |                  |                          |              |
| <b>NET OPERATING SURPLUS/DEFICIT</b>        | <b>-\$237,044</b> | <b>-\$264,904</b>        | <b>-\$241,671</b>      | <b>-\$48,233</b> | <b>-\$289,904</b>        |              |
|                                             |                   |                          |                        |                  |                          |              |
| <b>Capital Revenue</b>                      |                   |                          |                        |                  |                          |              |
| Grants                                      | \$950,000         | \$950,000                | \$0                    | \$950,000        | \$950,000                | 0.0%         |
| <b>Total Capital Revenue</b>                | <b>\$950,000</b>  | <b>\$950,000</b>         | <b>\$0</b>             | <b>\$950,000</b> | <b>\$950,000</b>         | <b>0.00%</b> |
|                                             |                   |                          |                        |                  |                          |              |
| <b>Capital Expenditure</b>                  |                   |                          |                        |                  |                          |              |
| Joint Organisation Discovery Centre Complex | \$950,000         | \$950,000                | \$99,580               | \$850,420        | \$950,000                | 10.5%        |
| <b>Total Capital Expenditure</b>            | <b>\$950,000</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>\$0</b>               | <b>-\$99,580</b>       | <b>\$99,580</b>  | <b>\$0</b>               |              |
|                                             |                   |                          |                        |                  |                          |              |
| <b>Net Result Surplus/ (Deficit)</b>        | <b>-\$237,044</b> | <b>-\$264,904</b>        | <b>-\$341,251</b>      | <b>\$51,347</b>  | <b>-\$289,904</b>        |              |



## SUMMARY

| TOURISM 2021/22                 | Original Budget | Amended Budget March QBR | Actual YTD 31 May 2022 | Remaining Budget | Anticipated 30 June 2022 |
|---------------------------------|-----------------|--------------------------|------------------------|------------------|--------------------------|
| TOTAL OPERATING REVENUE         | \$88,700        | \$71,500                 | \$83,999               | \$9,242          | \$93,241                 |
| TOTAL OPERATING EXPENDITURE     | \$325,744       | \$356,404                | \$325,670              | \$57,475         | \$383,145                |
| NET OPERATING SURPLUS / DEFICIT | \$237,044       | \$284,904                | \$241,671              | \$48,233         | \$289,904                |
| Total Capital Revenue           | \$950,000       | \$950,000                | \$0                    | \$950,000        | \$950,000                |
| Total Capital Expenditure       | \$950,000       | \$950,000                | \$99,580               | \$850,420        | \$950,000                |
| Net Capital Surplus/ (Deficit)  | \$0             | \$0                      | \$99,580               | \$99,580         | \$0                      |
| Net Result Surplus/ (Deficit)   | \$237,044       | \$284,904                | \$341,251              | \$51,347         | \$289,904                |

**8      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 discussed with staff and reviewed processes 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 in the system by the end of 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 – see report to this meeting
- Loan repayments are up to date
- Investments – Council now complies with its policy and the Minister's Investment Order ( see 1 above)
- Investment register to be updated with interest earned on a monthly basis for reporting to Council from 1 July 2022, not just recording and reporting interest earned upon maturity.
- 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 last week of June
- Operational Plan incorporating Financial Budget for 2022/23 has been adopted – May CM
- Statement of Revenue – Revenue Policy and the proposed fees and charges for 2022/23 have been adopted – May CM
- Long Term Financial Plan 2022/23 to 2032/32 and estimate of External and Internal Restrictions have been adopted – May CM
- Interim audit by external auditors to commence this month (mid June)
- 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
- Creation of centralised Grants Register is underway and a report on Grants is included in the CM agenda for this month.
- Finance team meetings are being held on a regular basis each month to monitor progress in respective areas of responsibility. The external Finance Consultants, and the Finance Contractor sit in on these meetings.

- The Finance Consultants have circulated a timetable and a schedule of tasks and responsibilities for staff, to assist in completion of the 2021/22 Financial Statements and Reports in accordance with OLG requirements.
- Revenue streams and subsidy payments for the Bidgee Haven Hostel are currently being reviewed by the Administration Officer to ensure correct payments for subsidy claims are received. The review has seen improvement in the bottom line of operations for the Hostel.

## 9 Outstanding Debtors as at 31 May 2022

| No. of Accounts    | Current           | 30 days         | 60 days           | 90 days             | Reference |
|--------------------|-------------------|-----------------|-------------------|---------------------|-----------|
| 5                  | \$4,008.30        |                 |                   |                     |           |
| 1                  |                   | \$300.00        |                   |                     |           |
| 3                  |                   |                 | \$7,011.11        |                     | 2         |
| 24                 |                   |                 |                   | <u>\$ 99,315.32</u> | 1         |
| Grant Funds        |                   |                 |                   | \$366,860.70        | 3         |
| Pending Write offs |                   |                 |                   | <u>\$ 13,060.00</u> |           |
| <b>TOTAL</b>       | <b>\$4,008.30</b> | <b>\$300.00</b> | <b>\$7,011.11</b> | <b>\$479,236.02</b> |           |

## Reference

1. The 90 day outstanding balance is made up of:
  - 18,560.00 – payment plan in place – renegotiation Currently underway
  - 15,402.26 – currently under debt collection
  - 11,573.16 – currently under negotiation to recover
  - 13,337.84 – currently having discussions with account holder
  - 15,511.63 – part of grant project, investigation undergoing with Engineering
  - And a number of smaller debts all either under debt collection or investigation as part of the review of outstanding balances.
2. The 60 day outstanding balance is made up of:
  - 6,651.11 – currently in discussion with account holder



- Two smaller accounts that are both being followed up as part of the review of outstanding balances.

3. Grant Funds outstanding balance is made up of:

- 348,710.70 - SCCF Grant Milestone 2 – following up requirements due to status of grant
- 18,150.00 – A-055 Grant Final Payment – following up requirements due to status of grant

**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

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

|                                    |                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.65948</b>                                                                                                                              |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Coordinator</b><br><b>Nikkita Manning-Rayner, Administration Officer - Health &amp; Development</b> |
| <b>Responsible Officer:</b>        | <b>Jeff Sowiak, 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 May meeting of Council.

| Application | Owner/Applicant                                                    | Locality                       | Description                     |
|-------------|--------------------------------------------------------------------|--------------------------------|---------------------------------|
| DA 30/2022  | Mr Roy Costa of Roy Costa Planning                                 | 25 Cary Street, Euston         | Self-Storage Unit Facility      |
| DA 36/2022  | Joanne Simpson for Chris & Joanne Simpson                          | 174 O'Connor Street, Balranald | Garage                          |
| CC 18/2022  | Joanne Simpson for Chris & Joanne Simpson                          | 174 O'Connor Street, Balranald | Garage                          |
| S68 06/2022 | Bernard Lim on behalf of Cristal Mining Australia Limited (Tronox) | Magenta Wampo Road, Balranald  | Onsite Sewage Management System |

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

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Environmental Planning & Assessment Act 1979<br>Planning Information Certificates (10.7) | 25 |
| Environmental Planning & Assessment Act 1979<br>Building Certificates (6.24)             | 0  |
| Environmental Planning & Assessment Act 1979<br>Outstanding Orders (121ZP)               | 5  |
| Local Government Act 1993                                                                | 5  |

|                                                            |    |
|------------------------------------------------------------|----|
| Outstanding Orders (735A)                                  |    |
| Local Government Act 1993<br>Drainage Diagram              | 11 |
| Biosecurity Act 2015<br>Outstanding Orders (Noxious Weeds) | 0  |

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

**File Number:** D22.67440  
**Reporting Officer:** Carol Holmes, Senior Executive Assistant  
**Responsible Officer:** Jeff Sowiak, General Manager  
**Operational Plan Objective:** Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of the recent correspondence received that may be of interest to public.

**REPORT**

1. Management Letter on the Audit for the year ended 30 June 2021
2. Correspondence from the Hon. Wendy Tuckerman MP regarding supporting councils to recover from the recent floods.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

1. ICOR - Audit - FA1687 Management Letter 30 June 2021 - Audit Office - December 2021  
[↓](#)
2. ICOR - The Hon. Wendy Tuckerman MP Ref A824795 - June 2022 [↓](#)



Mr Glenn Wilcox  
Acting General Manager  
Balranald Shire Council  
PO Box 120  
BALRANALD NSW 2715

Contact: Manuel Moncada  
Phone no: 02 9275 7333  
Our ref: D2127809/1687

17 December 2021

Dear Mr Wilcox,

**Management Letter on the Audit  
for the Year Ended 30 June 2021**

Our audit for the year ended 30 June 2021 is complete. This letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

We planned and carried out our audit to obtain reasonable assurance the financial statements are free from material misstatement. Because our audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to our attention.

The Management Letter may be sent to the Minister, if the Minister requests it.

For each matter in this letter, we have included our observations, risk assessment and recommendations. The risk assessment is based on our understanding of your business. Management should make its own assessment of the risks to the organisation.

We have kept management informed of the issues included in this letter as they have arisen. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

If you would like to discuss any of the matters raised in this letter, please contact me on 9275 7333 or Brett Hanger on 02 9251 4600.

Yours sincerely

A handwritten signature in black ink, appearing to be "M. Moncada", written over a horizontal line.

Manuel Moncada  
Delegate of the Auditor-General of New South Wales

cc: Mr Michael Colreavy, Administrator

Ms Rosanne Kava, Chair of the Audit, Risk and Improvement Committee

# Management letter

for the year ended 30 June 2021

Balranald Shire Council



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We have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is broadly consistent with the risk management framework in [IPP12-03 'Risk Management Toolkit for the NSW Public Sector'](#).

This framework may be used as better practice for councils.

|            |                | CONSEQUENCE |        |      |           |
|------------|----------------|-------------|--------|------|-----------|
|            |                | Low         | Medium | High | Very high |
| LIKELIHOOD | Almost certain | M           | M      | H    | E         |
|            | Likely         | L           | M      | H    | H         |
|            | Possible       | L           | M      | M    | H         |
|            | Rare           | L           | L      | M    | M         |

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

| RISK LEVELS | MATRIX REFERENCE |
|-------------|------------------|
| ⊗ Extreme:  | E                |
| ⚠ High:     | H                |
| ⚡ Moderate: | M                |
| ✓ Low:      | L                |

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For each issue identified, we have used the consequence and likelihood tables from [TPP12-03](#) to guide our assessment.

#### Consequence levels and descriptors

| Consequence level | Consequence level description                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Very high         | <ul style="list-style-type: none"> <li>Affects the ability of your entire entity to achieve its objectives and may require third party intervention;</li> <li>Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity; or</li> <li>May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion.</li> </ul>                   |
| High              | <ul style="list-style-type: none"> <li>Affects the ability of your entire entity to achieve its objectives and requires significant coordinated management effort at the executive level;</li> <li>Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity; or</li> <li>May result in an inability for the auditor to issue an unqualified audit opinion.</li> </ul> |
| Medium            | <ul style="list-style-type: none"> <li>Affects the ability of a single business unit in your entity to achieve its objectives but requires management effort from areas outside the business unit; or</li> <li>Arises from ineffective governance practices and/or internal controls affecting several parts of the entity.</li> </ul>                                                                                            |
| Low               | <ul style="list-style-type: none"> <li>Affects the ability of a single business unit in your entity to achieve its objectives and can be managed within normal management practices; or</li> <li>Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity.</li> </ul>                                                                                                  |

#### Likelihood levels and descriptors

| Likelihood level | Frequency                                                                            | Probability                                 |
|------------------|--------------------------------------------------------------------------------------|---------------------------------------------|
| Almost certain   | The event is expected to occur in most circumstances, and frequently during the year | More than 99 per cent                       |
| Likely           | The event will probably occur once during the year                                   | More than 20 per cent and up to 99 per cent |
| Possible         | The event might occur at some time in the next five years                            | More than 1 per cent and up to 20 per cent  |
| Rare             | The event could occur in exceptional circumstances                                   | Less than 1 per cent                        |

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## Summary of issues

| Issue                                                | Detail                                                                          | Likelihood     | Consequence | Risk assessment |
|------------------------------------------------------|---------------------------------------------------------------------------------|----------------|-------------|-----------------|
| <b>Prior year matters not resolved by management</b> |                                                                                 |                |             |                 |
| 1                                                    | <u>Information technology general controls</u>                                  | Possible       | Medium      | Moderate        |
| 2                                                    | <u>Review of master file changes</u>                                            | Possible       | Medium      | Moderate        |
| 3                                                    | <u>Security of bank payment files</u>                                           | Possible       | Medium      | Moderate        |
| 4                                                    | <u>Lack of contract register</u>                                                | Possible       | Medium      | Moderate        |
| 5                                                    | <u>Lack of contract management policy</u>                                       | Possible       | Medium      | Moderate        |
| 6                                                    | <u>IPPE – Policies, strategy and plan</u>                                       | Possible       | Medium      | Moderate        |
| 7                                                    | <u>Excessive annual leave balances</u>                                          | Possible       | Medium      | Moderate        |
| 8                                                    | <u>Inventory management system</u>                                              | Possible       | Medium      | Moderate        |
| 9                                                    | <u>Improvement opportunities – governance and cyber security</u>                | Possible       | Medium      | Moderate        |
| 10                                                   | <u>Caravan park operations</u>                                                  | Possible       | Low         | Low             |
| 11                                                   | <u>Receiving procedures</u>                                                     | Possible       | Low         | Low             |
| 12                                                   | <u>Account reconciliations</u>                                                  | Possible       | Low         | Low             |
| 13                                                   | <u>Manual journals – lack of independent review</u>                             | Possible       | Low         | Low             |
| 14                                                   | <u>Review of non-rateable properties</u>                                        | Possible       | Low         | Low             |
| 15                                                   | <u>New employee procedures</u>                                                  | Possible       | Low         | Low             |
| <b>Current year matters</b>                          |                                                                                 |                |             |                 |
| 1                                                    | <u>Rural fire-fighting equipment not recognised in the financial statements</u> | Almost certain | High        | High            |
| 2                                                    | <u>Fixed assets register</u>                                                    | Possible       | Medium      | Moderate        |

### Appendix

Review of matters raised in prior year management letters that have been addressed

## Prior year matters not resolved by management

### Issue 1: Information technology general controls

| Likelihood | Consequence | Systemic issue | Category | Risk assessment                                                                              |
|------------|-------------|----------------|----------|----------------------------------------------------------------------------------------------|
| Possible   | Medium      | Yes/No         | IT       |  Moderate |

#### Observation

Our review of the information technology general control environment identified the following issues:

(1) Audit logs of privileged users:

We noted that several privileged users had access to the key system, Practical Plus. Audit logs of privileged IT access activities within the system exist. However, the log has not been produced and independently reviewed.

(2) Conflicting system access levels

We reviewed user access levels to major modules of the financial management software, Practical Plus, including general ledger, accounts payable, and bank reconciliations. We noted staff with conflicting access levels. Two finance staff are set up as system administrators for Practical Plus, which allows full access to major modules including general ledger, accounts payable, and bank reconciliations. They are also authorised cheque signatories.

(3) There is no formal process in place user access provisioning/de-provisioning.

(4) Other:

- Council does not have frameworks/policies/standards covering IT security, IT change management, incident & problem management, disaster recovery and business continuity;
- IT risks/issues are not regularly communicated through senior management and those charged with governance.

#### Implications

(1) If audit logs of privileged IT access activities are not maintained and secured from amendment, there is an increased risk of inappropriate activities or transactions occurring, which may go undetected.

(2) Inappropriate system access increases the risk of fraud, creating opportunities for both erroneous and inappropriate actions. For example, unauthorised changes may be processed by staff with conflicting access levels.

(3) Weak user access controls increase the likelihood of users (including contractors and service providers) retaining unnecessary and inappropriate system access.

(4) Council may be exposed to a greater risk of issues with IT.

#### Recommendation

(1) For those users assigned with administrator IT access privileges, Council should consider the following controls:

- audit logs maintained for an appropriate period of time
- audit logs secured from amendment or deletion
- Privileged access audit logs reviewed regularly by a suitably independent and qualified individual, with appropriate action taken when required.

(2) Segregation of duties is critical to effective internal control. To reduce the potential risk of fraud, system access levels of system users should be reviewed and altered as appropriate.

(3) Formal processes should be implemented for user access provisioning/de-provisioning and user access to key systems should be reviewed regularly.

(4) Council should implement policies including IT security, IT change management, incident & problem management, disaster recovery and business continuity;

IT risks/issues should be regularly communicated through senior management and those charged with governance.

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#### Management response

Agree

(1) Process to be established in 2022 including:

- IT support Officer to be trained in allocation of accesses in Practical
- Develop procedure for approval to change accesses in Practical
- Set-up standard access levels for different positions
- Include Practical permissions on New Starter Checklist
- IT Support Officer delegated responsibility for changing accesses and maintaining audit log

(2) This is difficult due to staff turnover. Any progress made has been lost due to changes in staff. We are planning to:

- Develop roles and responsibilities matrix, and training back-up staff member in each area; and
- Look at appointing external contractors to assist with key functions

(3) As per point (1) above, developing formal process to maintain user accesses

(4) Council has approved tender for IT service provision at November 2021 Council meeting. New provider contract includes development of:

- IT Security Policy
- IT Management Policy
- Disaster Recovery and Business Continuity Plan


Regular management meetings between IT provider and Council's IT Support Officer & Director will be conducted.

| Person responsible:                                             | Date (to be) actioned: |
|-----------------------------------------------------------------|------------------------|
| Karlle Duryea, Records & IT Officer (1), (3) & (4)              | (1) 31 January 2022    |
| Hodi Beauliv, Director Corporate & Community Services (2) & (4) | (2) 31 March 2022      |
|                                                                 | (3) 31 January 2022    |
|                                                                 | (4) 30 April 2022      |

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## Issue 2: Review of master-file changes

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment                                                                              |
|------------|-------------|----------------|-------------|----------------------------------------------------------------------------------------------|
| Possible   | Medium      | No             | Operational |  Moderate |

### Observation

Accounts Payable and Payroll staff are responsible for the maintenance of all details within their respective sub-systems including bank account details, creation of new suppliers/employees and in the case of payroll changes to pay rates. Similarly, the Rates Officer is responsible for all maintenance within the rates system, such as classification changes, write-offs and abandonments.

We noted that Master-file Maintenance Audit Reports are not produced regularly for review.

### Implications

Unauthorised changes may be processed without review.

### Recommendation

The review of the master-file maintenance audit report is an important internal control function to ensure that changes made to bank account details, creation of new suppliers and employees and changes to pay rates are correct and appropriate. In the case of rates, it is important that critical changes including property reclassifications and abandonments are reviewed.

These reports should be reviewed on a regular basis by an officer independent of the respective sub-systems and evidenced by way of signature.

### Management response

Agree

Masterfile maintenance audit process to be documented, with dual signatories in place. Senior Finance Officer will be allocated as reviewer.

| Person responsible:                    | Date (to be) actioned: |
|----------------------------------------|------------------------|
| Kristy Cameron, Senior Finance Officer | 28 February 2022       |



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### Issue 3: Security of bank payment files

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment |
|------------|-------------|----------------|-------------|-----------------|
| Possible   | Medium      | Yes            | Operational | Moderate        |

#### Observation

Our review of controls over electronic funds transfers (EFT) relating to payroll and accounts payable identified the following issues:

- EFT payment files generated from each system are in text editable format
- the payment files are stored in unrestricted folders on the server with a significant number of users having write access capabilities
- the electronic funds transfer (EFT) payment files are un-encrypted files, meaning the data can be altered before being remitted to the relevant financial institution

There is no process in place to detect unauthorised amendments to the EFT payment files

#### Implications

There is a higher risk of fraud.

#### Recommendation

Management should:

- encrypt the electronic funds transfer files to prevent unauthorised changes
- ensure file location is restricted to authorised users. Council should endeavour to restrict the Accounts Payable/Payroll Officers from being able to access the EFT files after creation
- regularly review access to the drive and remove terminated users

#### Management response

Agree

Council is currently in discussions with EFTSure regarding 3rd party solution to check bank details when uploaded to the bank.

| Person responsible:                                   | Date (to be) actioned: |
|-------------------------------------------------------|------------------------|
| Hodi Beauliv, Director Corporate & Community Services | 31 March 2022          |

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#### Issue 4: Lack of contract register

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment |
|------------|-------------|----------------|-------------|-----------------|
| Possible   | Medium      | No             | Operational | Moderate        |

##### Observation

We have been advised that there is a contract register in place. However, the currency and details need to be reviewed and improved.

##### Implications

Council has not maintained adequate and current financial records.

##### Recommendation

Council should maintain a centralised contract register. The register should include information such as:

- details of the contractors, project undertaken or goods and services to be provided
- date on which contract became effective and duration of the contract
- estimated contract value
- information to identify the legal, operational and financial responsibilities and custodians of the contracts.

##### Management response

Agree


Completeness of contract register will be reviewed and level of details contained in the register will be improved.

| Person responsible:                 | Date (to be) actioned: |
|-------------------------------------|------------------------|
| Karlie Duryea, Records & IT Officer | 31 March 2022          |

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### Issue 5: Lack of contract management policy

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment                                                                              |
|------------|-------------|----------------|-------------|----------------------------------------------------------------------------------------------|
| Possible   | Medium      | No             | Operational |  Moderate |

#### Observation

Council does not have a contract management policy.

#### Implications

There is an increased risk of non-compliance with key contractual terms, which may result in unnecessary variations to contracted prices.

#### Recommendation

We recommend that Council develop a contract management policy and train key staff members involved in the contract management process.

#### Management response

Agree

To be developed in next 12 months.

#### Person responsible:

Ray Davy, Director Infrastructure & Development


#### Date (to be) actioned:

30 June 2022

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## Issue 6: IPPE – Policies, strategy and plan

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment                                                                              |
|------------|-------------|----------------|-------------|----------------------------------------------------------------------------------------------|
| Possible   | Medium      | No             | Operational |  Moderate |

### Observation

We have been advised that Council has an asset management plan last dated in 2018. However, Council's asset management policy and strategy cannot be located.

The council does not have a formalised asset addition/disposal process.

### Implications

Outdated policies may not reflect current practices.

Asset acquisitions and disposals may occur without appropriate approvals.

### Recommendation

Council should:

- review and update the asset management strategy, policy and plan to ensure they remain current and implement a formalised asset addition/disposal policy
- communicate key changes to staff
- track when policies were last reviewed and their next review date, to ensure policies remain up to date.

### Management response

Agree


- Draft Procurement & Disposal Policy tabled at October 2021 Council meeting, scheduled to be adopted at December meeting
- Further work required on Asset Management Strategy, Policy and Plan
- Process needs to be established for Policy review.

| Person responsible:                             | Date (to be) actioned: |
|-------------------------------------------------|------------------------|
| Ray Davy, Director Infrastructure & Development | 30 June 2022           |

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## Issue 7: Excessive annual leave balances

| Likelihood | Consequence | Systemic issue | Category                   | Risk assessment                                                                              |
|------------|-------------|----------------|----------------------------|----------------------------------------------------------------------------------------------|
| Possible   | Medium      | No             | Operational/<br>compliance |  Moderate |

### Observation

The total headcount for staff eligible for annual leave was 57 as at 28 May 2021 with a gross value of approximately \$430,000. We identified nine employees with accrued annual leave balances in excess of 300 hours (i.e. 40 days) amounting to a gross value of approximately \$183,000. This is equivalent to 42% of the total gross annual leave balance.

Council should aim for employees to have less than 40 days of accrued annual leave at any point in time in accordance with the Local Government Award.

### Implications

Excessive annual leave balances can result in:

- higher future employee liabilities as a result of salary increases. This means that accrued leave will be paid at higher rates
- increased risk that staff performing key control functions are not rotated. It may also conceal fraud or further inefficiencies
- work, health and safety implications and reduced productivity.

### Recommendation

Council should monitor and manage excessive annual leave balances on a regular basis and establish individual leave management plans to reduce the leave balances over time.

### Management response

Agree

- (1) Develop a report to identify staff with excess leave and report monthly to Managers; and
- (2) HR Officer to develop individual leave management plans for the top 5 staff with excess leave balances

| Person responsible:                       | Date (to be) actioned: |
|-------------------------------------------|------------------------|
| Dominee Ellis, Finance Officer (1)        | 31 January 2022        |
| Kylie Gebert, Human Resources Officer (2) | 31 December 2022       |

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## Issue 8: Inventory management system

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment |
|------------|-------------|----------------|-------------|-----------------|
| Possible   | Medium      | No             | Operational | Moderate        |

### Observation

Council does not maintain a perpetual inventory system. Council has just completed a year end stocktake, having not performed one in previous years.

### Implications

There is an increased risk that inventories may be lost or stolen.

### Recommendation

Management should implement a perpetual inventory system and perform stocktakes at least annually.

### Management response

Agree

- Council is currently reviewing Store systems and processes;
- Stocktake to be undertaken in early January to get a better understanding of stock levels; and
- Improved systems and processes to be considered after interim stocktake completed.

### Person responsible:

Vacant, Works Manager  
Kristy Cameron, Senior Finance Officer  
Annette Kay, Storeperson

### Date (to be) actioned:

31 March 2022



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## Issue 9: Improvement opportunities – governance and cyber security

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment |
|------------|-------------|----------------|-------------|-----------------|
| Possible   | Medium      | No             | Operational | Moderate        |

### Observation

We have previously collected data on several key areas across the Council sector to be incorporated into the Auditor General's Report to Parliament for Local Government. Our findings included:

#### Governance

- Council's Audit, Risk and Improvement Committee & internal audit function do not perform an annual self-assessment of their performance.
- Council does not have a documented legislative compliance register (other than the OLG compliance calendar).
- Council had a draft Fraud Control Plan and Council has not undertaken a fraud risk assessment. Council has not performed a fraud control health check (within the last three years). Information on fraud awareness is not provided to new starters and they do not complete a conflicts of interests declaration or sign off on the code of conduct. Existing staff do not sign off on the code of conduct annually. Council does not report on fraud control activities in their annual report. Council does not include information (e.g. on its website) so the public know how to report suspected fraud.
- The gifts and benefit register does not capture the following information:
  - estimated monetary value of the gift or benefit; and
  - whether there have been any 'cash-like' gifts.

#### Cyber security

- Council does not have a Cyber Risk Policy or framework;
- Council haven't performed penetration testing;
- Council does not have a separate budget to spend on cyber security;
- Council does not have a central register of cyber incidents; and
- Council has not delivered training to all staff on cyber security.

### Implications

Council may be exposed to a greater risk of non-compliance and issues with governance processes and cyber security.

### Recommendation

Management should assess the risks arising from the observations above and prioritise the implementation of relevant policies and procedures.

### Management response

Agree

#### Governance

- Council to explore commercial product (such as Realinsys over next 12 months) as a possible solution;
- Active promotion of Gifts & Benefits register being undertaken around Council Offices/Depots and at team meetings
- Review Gifts & Benefits Policy to see if it has values and ability to record any 'cash-like' gifts
- Cybersecurity
- Council has approved tender for IT service provision at November 2021 Council. Components of new provider contract will help address cyber-security including developing:
  - IT Security Policy
  - Disaster Recovery & Business Continuity Plan

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#### Caravan park operations


- Not actioned due to changeover in staff at Caravan Park and in the Council Office
- New process to be developed over next 12 months in line with consideration re: future operations of the caravan park.

| Person responsible:                                   | Date (to be) actioned: |
|-------------------------------------------------------|------------------------|
| Hodi Beauliv, Director Corporate & Community Services | 31 May 2022            |

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## Issue 10: Caravan park operations

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment                                                                         |
|------------|-------------|----------------|-------------|-----------------------------------------------------------------------------------------|
| Possible   | Low         | No             | Operational |  Low |

### Observation

Council's caravan park is managed on behalf of Council by an onsite husband and wife team. The site managers have full access to operating system, including fee parameter set up, booking, receipting and reporting. During the period of review, Council staff have been involved in the park's operations due to staff turnover. There is no formal document/procedure in place to ensure there is regular independent checks in place. For example, there is no formalised procedure in place for:

- Attending and reviewing of end of day cash receipt balances to system totals;
- Review of cancellations of bookings;
- Review of cancellation of receipts; and
- Review discounts or fees waived.

### Implications

Weak controls in receipting process increase the risk of misappropriation of Council funds and revenue leakage.

### Recommendation

Council should consider restricting system access so that fee parameters cannot be modified by site managers; independent checks and reviews should be put in place to ensure exceptions are legitimate.

### Management response

Agree

There is changeover in staff during the year. Council will develop new process over next 12 months in line with consideration re: future operations of the caravan park

| Person responsible:                                   | Date (to be) actioned: |
|-------------------------------------------------------|------------------------|
| Hodi Beauliv, Director Corporate & Community Services | 31 May 2022            |

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## Issue 11: Receipting procedures

| Likelihood | Consequence | Systemic issue | Category    | Risk assessment |
|------------|-------------|----------------|-------------|-----------------|
| Possible   | Low         | No             | Operational | Low             |

### Observation

From our review of cashier receipting procedures, we noted the following:

- During the mail opening process, cheques received are not stamped "Not Negotiable - Account Payee Only - Balranald Shire Council";
- No remittance register is maintained to keep track of cheques receiving through the mail to assist in ensuring they are correctly receipted in the financial system;
- Although cashiers have their own logins. It was observed that the generic log in 'reception' is still used. We have been advised that the generic login "reception" has to be used to do banking;
- In the event that the computerised receipting system is unavailable, receipts are issued from manual receipt books. However, manual receipts books are not reviewed to ensure that all manual receipts are processed into system;
- There is no accountable stationery used to record the issue and return of manual receipt books.

### Implications

Weak controls in receipting process increase the risk of misappropriation of Council funds and revenue leakage.

### Recommendation

- Cheques should be stamped "Not Negotiable - Account Payee Only - Balranald Shire Council" at mail opening;
- Two officers should be involved in the mail opening, who should record the number and value of mail remittances. Both officers should sign the mail remittance register confirming the total number and value of the remittances;
- Unique logins should be used for each cashier;
- An officer independent of the receipting function should periodically review the manual receipt books, ensuring that all manual receipts are accounted for and correctly processed in the receipting system. This review should be evidenced by way of signature; and
- The allocation of manual receipt books should be recorded in an accountable stationery register. Both the issuance and return of manual receipt books should be recorded and their usage checked periodically.

### Management response

Agree

- Stamp ordered 15/11/2021 to ensure Cheques are stamped with "Not Negotiable" at mail opening
- Two officers already involved with opening and signing mail;
- Exploring options for unique log-in's for cashiers, in the meantime receipting function to be locked down to just the reception staff (2 full-time and 1 casual) including setting up auto-lock feature on receipting computer and changing passwords so that only reception staff can undertake receipting;
- All staff to be advised cash receipting to be undertaken by Reception staff only;
- Meeting to be coordinated with Practical to discuss option for two log-in's to one cash drawer.

| Person responsible:                       | Date (to be) actioned: |
|-------------------------------------------|------------------------|
| Danika Dunstone, Customer Service Officer | 31 January 2022        |
| Kristy Cameron, Senior Finance Officer    |                        |

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## Issue 12: Account reconciliations

| Likelihood | Consequence | Systemic issue | Category  | Risk assessment |
|------------|-------------|----------------|-----------|-----------------|
| Possible   | Low         | No             | Reporting | Low             |

### Observation

The following reconciliations are not performed:

- Reconciliation between the general ledger and the investment register;
- Reconciliation between the general ledger and rating system for revenue;
- Reconciliation of between water billing system and general ledger.

### Implications

A lack of reconciliation between the general ledger and sub-systems may result in transactions being incorrectly recorded. Without independent review of reconciliations performed, errors may not be detected on a timely manner.

### Recommendation

The reconciliations should be performed on a regular basis, ideally monthly. Reconciliations should be formally documented and signed by the preparer and reviewer certifying to their correctness.

### Management response

Agree

| Person responsible:                    | Date (to be) actioned: |
|----------------------------------------|------------------------|
| Kristy Cameron, Senior Finance Officer | 31 March 2022          |

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### Issue 13: Manual journals - lack of independent review

| Likelihood | Consequence | Systemic issue | Category  | Risk assessment |
|------------|-------------|----------------|-----------|-----------------|
| Possible   | Low         | No             | Reporting | Low             |

#### Observation

Manual journals are mainly posted by the Finance Manager, then reviewed by Director of Corporate & Community Services. We have been advised that manual journals have not been independently reviewed since the departure of the Finance Manager.

#### Implications

There is an increased risk of fraud or error.

#### Recommendation

Management should implement controls so there is segregation of duties when posting manual journals. If this is not possible, management could implement a control where the journals report is independently reviewed.

#### Management response

Agree

| Person responsible:                                   | Date (to be) actioned: |
|-------------------------------------------------------|------------------------|
| Hodi Beauliv, Director Corporate & Community Services | 31 January 2022        |



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### Issue 14: Review of non-rateable properties

| Likelihood | Consequence | Systemic issue | Category  | Risk assessment |
|------------|-------------|----------------|-----------|-----------------|
| Possible   | Low         | No             | Operating | Low             |

#### Observation

Listings of non-rateable properties have not been reviewed by an officer independent of the rating function to ensure that properties are correctly classified as non-rateable.

#### Implications

Land may be exempted from rates in accordance with Local Government Act 1993 and exemptions may expire with the passing of time or changes in use of the land. Without regular review, land that changes rating status might be unidentified and rates revenue may be under/over levied.

#### Recommendation

To ensure all land has been correctly classified as non-rateable, listings of non-rateable properties should be reviewed (at least annually and preferably as part of the Statement of Compliance Return) by an officer independent of the rating function to ensure properties listed are legitimately non-rateable. This review should be evidenced by way of signature.

#### Management response

Agree


Council is in process of reviewing all non-rateable properties and validating status with reference to legislative requirements.

| Person responsible:           | Date (to be) actioned: |
|-------------------------------|------------------------|
| Janelle Dalton, Rates Officer | 28 February 2022       |

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### Issue 15: New employee procedures

| Likelihood | Consequence | Systemic issue | Category  | Risk assessment                                                                         |
|------------|-------------|----------------|-----------|-----------------------------------------------------------------------------------------|
| Possible   | Low         | No             | Reporting |  Low |

#### Observation

We have been advised that there are instances where new starter set ups are not independently reviewed to ensure accuracy.

#### Implications

New starters may be set up incorrectly. Increased risk of fraudulent employees being included in payroll.

#### Recommendation

Details of all new starter set ups should be independently reviewed to ensure validity and accuracy.

#### Management response

Agree

- New starter procedure currently being developed;
- Evidence now kept of all new starters entered into the Payroll system, including accurate data; and
- New process for audit review of all new starter set-up's in Practical, entered by Payroll Officer, verified by Senior Finance Officer.


| Person responsible:                    | Date (to be) actioned: |
|----------------------------------------|------------------------|
| Kristy Cameron, Senior Finance Officer | 31 December 2021       |

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## Current year matters

### Issue 1: Rural fire-fighting equipment not recognised in the financial statements

| Likelihood     | Consequence | Systemic issue | Category  | Risk assessment                                                                          |
|----------------|-------------|----------------|-----------|------------------------------------------------------------------------------------------|
| Almost Certain | High        | Yes            | Reporting |  High |

#### Observation

Council did not record rural fire-fighting equipment in the financial statements.

Rural fire-fighting equipment, specifically the red fleet vehicles, is controlled by the Council and should be recognised in their financial statements. This is supported by the requirements of the Rural Fires Act 1997 and service agreements between councils and the RFS.

The following are indicators of 'control' by Council:

- the Rural Fires Act 1997 vests rural fire-fighting equipment to council, giving Council the legal ownership
- the service agreement governs how the RFS can use these assets for fire mitigation and safety works in a council area
- as landowner, Council has responsibility for fire mitigation and safety works under the Rural Fires Act 1997
- Council is responsible for maintaining the assets but has transferred this responsibility to the RFS through the service agreement
- in the event of the loss of an asset, the insurance proceeds are used to reacquire or build a similar asset, which is again vested in Council.

The Department of Planning, Industry and Environment (inclusive of the Office of Local Government) confirmed in the 'Report on Local Government 2020' (tabled in Parliament on 27 May 2021) their view that rural firefighting equipment is not controlled by the NSW Rural Fire Service.

#### Implications

The financial statements are misstated as rural fire-fighting equipment is not recorded.

#### Recommendation

We recommend that council should:

- perform a full asset stocktake of rural fire-fighting equipment that it controls, including assessing the condition of these assets
- record the rural fire-fighting equipment in the asset register and the financial statements.

#### Management response

Disagree

Bairnsdale Shire Council does not recognise the Rural Firefighting equipment in the financial statements as they have transferred essentially all the rights and obligations in relation to the operation of firefighting equipment to the New South Wales Rural Fire Service. Firefighting equipment, operation and maintenance is the responsibility of the Commissioner. Council has no right of use for assets and has no part in determining how assets are utilised.

Council believes that the criteria of asset recognition included in the AASB Accounting Framework and Standards are considered that the New South Wales Rural Fire Service retains control of the Fire-fighting equipment.

| Person responsible:                                   | Date (to be) actioned: |
|-------------------------------------------------------|------------------------|
| Hodi Beauliv, Director Corporate & Community Services | 30 June 2022           |

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## Issue 2: Fixed assets register

| Likelihood | Consequence | Systemic issue | Category  | Risk assessment                                                                              |
|------------|-------------|----------------|-----------|----------------------------------------------------------------------------------------------|
| Possible   | Medium      | Yes            | Reporting |  Moderate |

### Observation

Council maintains the fixed assets register in spreadsheets. There are no controls in place to reduce errors when using spreadsheets for this purpose.

### Implications

There is a higher risk of error and data loss where financial records are maintained in spreadsheets with inadequate safeguards in place.

### Recommendation

Management should implement controls to prevent error and data loss.

Management should consider implementing an asset management system capable of maintaining detailed fixed assets registers for all asset categories.

### Management response

Agree

| Person responsible:                                                                            | Date (to be) actioned: |
|------------------------------------------------------------------------------------------------|------------------------|
| Finance Consultant under direction of Hodi Beauliv, Director<br>Corporate & Community Services | 31 May 2022            |





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## Appendix

### Review of matters raised in prior year management letters that have been addressed

The issues in this appendix were raised in previous management letters. For each of these issues, we have determined how management has addressed the issue in the current year.

| Prior issues raised                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Risk assessment                                                                            | Assessment of action taken              | Recommendation          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------|
| Information Technology general controls <ul style="list-style-type: none"> <li>Password parameters in place for the key financial system, Practical Plus, does not meet best practice guidelines.</li> </ul>                                                                                                                                                                                                                                                                                       |  Moderate | Matter has been addressed by management | Nil as matter addressed |
| Bank signatories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  Moderate | Matter has been addressed by management | Nil as matter addressed |
| Improvement opportunities – governance and cyber security: <ul style="list-style-type: none"> <li>Council does not have a draft Fraud Control Plan;</li> <li>Council has a gift and benefits policy. However, the policy does not:               <ul style="list-style-type: none"> <li>Address conflicts of interest;</li> <li>Outline measures to be taken when an employee breaches the policy; and</li> <li>Cover the Mayor and Councillors (in addition to employees).</li> </ul> </li> </ul> |  Moderate | Matter has been addressed by management | Nil as matter addressed |
| Outdated investment policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  Low    | Matter has been addressed by management | Nil as matter addressed |



**The Hon. Wendy Tuckerman MP**  
Minister for Local Government

Our Ref: A824795

Mr Jeff Sowiak  
General Manager  
Balranald Shire Council

By email: [council@balranald.nsw.gov.au](mailto:council@balranald.nsw.gov.au)

Dear Mr Sowiak

The NSW Government is seeking to do everything it can to support councils to recover from the recent floods.

As part of this support, I am pleased to advise that the *Local Government (General) Regulation 2021* has been amended to increase the tendering threshold to \$500k for contracts entered into by councils for the purpose of responding to, or recovering from, a declared natural disaster. The amendment is not time-limited and will also operate to assist councils to recover from future natural disasters.

The amendment means that councils are not required to tender prior to entering into a contract with a value of less than \$500k where the contract:

- is primarily for the purpose of response to or recovery from a "declared natural disaster", and
- is entered into within 12 months after the date on which the natural disaster is declared.

The phrase, "declared natural disaster", is defined in the Regulation to mean a natural disaster that has been declared in relation to the area of a council by either:

- a Natural Disaster Declaration for the purposes of the Natural Disaster Relief and Recovery Arrangements jointly administered by the Commonwealth and the States and Territories, or
- a declaration under the *State Emergency and Rescue Management Act 1989*, section 33.

I hope this information is of assistance. Should you require further information, please contact John Davies, OLG's Manager Council Governance, on 02 4428 4139 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Tuckerman'.

**The Hon. Wendy Tuckerman MP**  
Minister for Local Government

14 June 2022



**13.3 INFRASTRUCTURE UPDATE**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.67481</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Fiona Scoleri, Executive Assistant</b>                                                                           |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Executive Manager - Engineering</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 14 June 2022

**REPORT****1. ROAD CONSTRUCTION AND MAINTENANCE****1.1 Construction*****Regional roads***

No change since last report.

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

2.9km of newly widened road surface was sealed on 19 May 2022.

A further 4.7 km section of road is to be reconstructed, widened and sealed, progressing the works towards the intersection with Wampo Road.

1.1km of these gravel construction works is currently being carried out by a local Contractor.

A further 3.6 km of gravel construction works will be tendered out, prior to sealing the full length.

**b) Weimby Kyalite Road**

The final 1km section of works on Weimby Kyalite Road was sealed on 20 May 2022.

New chevron signs are awaited to complete the signage plan on the new section of road.

**c) Reconstruction and Seal of 2km of Tapalin Mail Road**

Work is proceeding on this project. Estimated completion date 17 June 2022, subject to weather, after which sealing will need to be carried out.

**d) Taylor Road, Leslie Drive, Kilpatrick Road Tender**

Tenders closed for shoulder widening and pavement rehabilitation on 31 May 2022.

All tenders submitted were significantly over budget (by over 100%). A new scope of works needs to be developed in order to proceed with any part of this job.

**1.2 Unsealed road maintenance**

Maintenance grading works have been carried out on Abbots Tank Road and Thompson Road

**1.3 Sealed road maintenance**

Two sections of MR67 (Balranald Ivanhoe Road) have been resealed – totalling 15km in length.

**2. WATER, SEWERAGE AND DRAINAGE****2.1 Balranald and Euston Filtered Water Towers (Reservoirs)**

The filtered water towers at Balranald and Euston were cleaned and inspected by divers on 8 June 2022. A report from the Contractor is awaited.

**2.2 Integrated Water Cycle Management (IWCM) Plan**

No change since the last report.

**2.3 Balranald Sewerage Program**

Works have been postponed until next financial year. The budgets from both years will be combined to create a larger scope of works, to hopefully attract prospective Contractors.

**2.4 Balranald Water Network**

*Balranald Raw Water System switchboard upgrade:*

Have been waiting for many months for Essential Energy to arrange a date and time for the electricity supply to be isolated in order for these works to be carried out.

Investigating the possibility of a private contractor (instead of Essential Energy) to carry out this service.

**2.5 Euston Sewerage Program**

*Euston Sewer Pump Station switchboard upgrade:* As for 2.4

**2.6 Euston Water Network**

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

**2.7 Kyalite Water Supply**

No change since the last report.

**3. CIVIC ENHANCEMENT PROJECTS****3.1 Village Master Plans for Euston and Balranald**

Designs and plans have been received and are in the process of being presented to various Committees for comment.

**3.2 Riverfront Precinct - Balranald**

New, recycled plastic bollards have been installed along the Balranald riverfront, replacing the old, broken wooden rails.

**3.3 Euston Recreation Reserve and Euston Town Approaches**

Design plans received for Euston Recreation Reserve have been well received, with some alterations requested by Euston Progressive Committee after community consultation.

A formal survey of the Recreation Reserve is to be carried out prior to commencement of any works.

**3.4 Balranald Lions Park**

Draft design plans have been received for “Everyone Can Play” Balranald Lions Park.

Comments from the community and Committees are being collated and will be submitted to the designer.

### 3.7 Kyalite Riverside Reserve

Concrete steps have been built between Kyalite ANZAC Memorial Park and the riverfront, close to the boat ramp. A hand rail will be installed by the end of June 2022.



## 4. BUILDINGS AND FACILITIES

### 4.1 Football Club

Two sections of 4-metre long, 2-tiered spectator seating have been purchased for the Football Club. The seating is currently placed under the large covered area in front of the new change rooms, but are portable and able to be moved to wherever required.

### 4.2 Theatre Royal

Work has been carried out on sections of the flooring damaged by water ingress. The concrete subfloor has been waterproofed and tiles laid instead of linoleum to prevent this recurring problem in the future.

### 4.3 Sealing of Off-Street Parking Areas (Balranald Tennis Courts and Balranald Gallery)

Sealing of parking areas has been delayed by recent rainfall.

### 4.4 C.W.A. Building

A new air conditioner has been installed in the C.W.A. building and some lighting replacements carried out.

### 4.5 Aerodrome

Installation of new animal exclusion fencing has been completed.

The Contractor is reported to have left the site in an untidy condition and not removed waste materials. This report will be investigated once the ground is dry enough to inspect the fence-line.

### 4.6 Balranald & Euston Waste Management

*a) Tenders for Waste Collection Services for Balranald and Euston closed on 14 June 2022.*

A separate late report will be submitted to this Council meeting.

*b) Tenders for the Management of the Balranald Waste Facility have been advertised and will close on 5 July 2022.*

A report on this tender will be prepared for the Council meeting to be held on 19 July 2022.

**4.7 Balranald Cemetery Masterplan**

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. A number of trees have been removed and/ or pruned around the town.

**5.2 Euston 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.

**FINANCIAL IMPLICATION**

As per individual project authorised 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

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**15 CONFIDENTIAL MATTERS**

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**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

**15.1 SUNDRY DEBTORS WRITE-OFF**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**15.2 TENDER - RFT 21/22-04 DOMESTIC WASTE COLLECTION SERVICE**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.



**16 CLOSURE OF MEETING**